

Notice is hereby given that an ordinary meeting of the Te Awahou Foxton Community Board will be held on:

Date: Monday 23 February 2026
Time: 6:00 pm
Meeting Room: Te Awahou Nieuwe Stroom
Venue: 92 Main Street
Foxton

Te Awahou Foxton Community Board OPEN AGENDA

MEMBERSHIP

Chairperson	Mr Ross Brannigan
Deputy Chairperson	Mrs I Wakefield
Members	Mr Jason Davy
	Mr David Roache
	Mrs Judy Sanson

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Full Agendas are available on Council's website
www.horowhenua.govt.nz

Full Agendas can be viewed at:
Horowhenua District Council Service Centre, 126 Oxford Street, Levin
Te Awahou Nieuwe Stroom, Foxton,
Shannon Service Centre/Library, Plimmer Terrace, Shannon
and Te Takeretanga o Kura-hau-pō, Bath Street, Levin

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Karakia

Whakataka te hau ki te uru	Cease the winds from the west
Whakataka te hau ki te tonga	Cease the winds from the south
Kia mākinakina ki uta	Let the breeze blow over the land
Kia mātaratara ki tai	Let the breeze blow over the ocean
E hī ake ana te atakura	Let the red-tipped dawn come with a sharpened air.
He tio, he huka, he hau hū	A touch of frost, a promise of a glorious day.
Tīhei mauri ora!	

1 Swearing-in of Council appointee

The Chairperson of the Board will invite the Council appointee to the Board, Deputy Mayor David Allan, to come forward and make and sign the declaration as follows:

I, David Allan, declare that I will faithfully and impartially, and according to the best of my skill and judgment, execute and perform, in the best interests of Te Awahou Foxton, the powers, authorities, and duties vested in, or imposed upon, me as member of Te Awahou Foxton Community Board by virtue of the Local Government Act 2002, the Local Government Official Information and Meetings Act 1987, or any other Act.

2 Apologies

3 Public Participation

Notification to speak is required by 12 noon on the day before the meeting. Further information is available on www.horowhenua.govt.nz or by phoning 06 366 0999.

4 Late Items

To consider, and if thought fit, to pass a resolution to permit the Council to consider any further items which do not appear on the Agenda of this meeting and/or the meeting to be held with the public excluded.

Such resolution is required to be made pursuant to Section 46A(7) of the Local Government Official Information and Meetings Act 1987, and the Chairperson must advise:

- (i) The reason why the item was not on the Agenda, and
- (ii) The reason why the discussion of this item cannot be delayed until a subsequent meeting.

5 Declaration of interest

Members are reminded of their obligation to declare any conflicts of interest in writing they might have in respect of the items on this Agenda.

6 Confirmation of Minutes

This is the first meeting of the Board of this triennium, therefore there are no minutes for confirmation.

File No.: 26/83

7.1 Chairperson's Report - February 2026

Author(s)	Ross Brannigan Chairperson, Te Awahou Foxton Community Board
Approved by	Ross Brannigan Chairperson, Te Awahou Foxton Community Board

PURPOSE | TE PŪTAKE

1. This report form the Chairpersons highlights matters of interest for the Board.

RECOMMENDATION | NGĀ TAUNAKITANGA

- A. That Report 26/83 Chairperson's Report - February 2026 be received and noted.

MATTERS OF INTEREST | NGĀ TAKE HIRAHIRA

2. The start of this triennium has focused on establishing a strong foundation for the Board's work and ensuring that we are well positioned to deliver meaningful outcomes for our community. Over recent weeks, the Board has concentrated on three key areas: setting priorities, understanding how we will operate, and ensuring alignment with wider Foxton development initiatives.
3. Our initial workshops have been valuable in helping members clarify the Board's priorities and agree on how we will work together effectively. These sessions have provided a shared understanding of roles, processes and expectations which set the tone for a collaborative and focused term.
4. A key part of this early work has been ensuring alignment with Foxton Futures to ensure that the Board's priorities compliment and support the broader vision for the Foxton and Foxton Beach's development (Foxton Futures) into the future. The Community Board have taken care to find alignment between its priorities and that of Council, with the aim to ensure the triennium is one that reflects an enhanced relationship between the board and Council.
5. This alignment will help maximise the impact of our efforts and ensure that community aspirations are reflected in both local and district-level planning.

ATTACHMENTS | NGĀ TĀPIRINGA KŌRERO

There are no appendices for this report

File No.: 26/66

8.1 Confirmation of Standing Orders and Code of Conduct

Author(s)	Grayson Rowse Principal Advisor - Democracy Kaitohutohu Mātāmua - Manapori
Approved by	Ashley Huria Business Performance Manager Tumu Tutukinga Pakihi
	Nicki Brady Group Manager Capability and Transformation Kaiwhakahaere o Ngā Aheinga me te Whakaumu
	Monique Davidson Chief Executive Officer Tumuaki

PURPOSE | TE PŪTAKE

1. Te Awahou Foxton Community Board is required to have standing orders and a code of conduct. This report presents the existing standing orders and code of conduct for the Boards attention.

RECOMMENDATION | NGĀ TAUNAKITANGA

- A. That Report 26/66 Confirmation of Standing Orders and Code of Conduct be received and noted.
- B. That the Board confirm the standing orders and code of conduct, noting Government reforms will impose national standing orders and code of conduct in the short term.

BACKGROUND | HE KŌRERO TŪĀPAPA

2. Under the Local Government Act 2002 (LGA 2002), the Board is required to have Standing Orders to govern the conduct of its meetings.
3. Standing Orders provide a rules-based framework that supports open, transparent, inclusive, fair, and legally sound decision-making.
4. The existing Standing Orders remain fully compliant with legislation and sector best practice, based on the LGNZ Model Standing Orders (2023 Edition), which the Board has utilised for the previous triennium without compliance issues.
5. The Board is also required under Clause 15 of Schedule 7 of the Local Government Act 2002 to adopt a Code of Conduct for its members as soon as practical after the commencement of this Act.
6. The existing Code of Conduct is based on the Local Government New Zealand designed Code of Conduct template. That template provides advice for having to deal with alleged breaches. More importantly the focus has been widened from controlling poor behaviour to promoting an inclusive and positive governance culture, therefore removing some of the factors that can result in behavioural issues.

Upcoming Legislative Change

7. The Local Government (System Improvements) Amendment Bill is currently progressing through Parliament and is expected to introduce mandatory national model Standing Orders a national standard Code of Conduct, which will supersede local versions once enacted.
8. Legal advice confirms that substantive amendments at this time would deliver limited benefit and represent a short-lived use of officer resource, given the imminent reform. Officers therefore recommend maintaining the existing Standing Orders without change and

continuing to use the current Code of Conduct framework to support interim governance expectations where required.

DISCUSSION | HE MATAPAKINGA

9. The existing standing orders reflect the approach of the previous board in their selection of options for casting votes, method of debate, and voting in of a presiding officer. Each of these are detailed below.

Standing Order 19.3

10. The existing Standing Orders includes Standing Order 19.3 Voting system for Chairs, Deputy Chairs and committee Chairs - the option that the Chairperson, or any other person presiding at a meeting, only has a deliberative vote, and that in the event of an equality of votes for any question, that question would be lost.
11. This standing order sets out the default position should there be an equality of votes when deciding a question. It provides that the Chairperson, or any other person presiding at a meeting, has a deliberative vote, and, in the case of an equality of votes, has a casting vote.
12. However, the Local Government Act 2002 allows for a different approach to a tied vote if expressly provided for in a Council's standing orders.
13. The Board may choose to amend the standing orders so that the Chairperson, or any other person presiding at a meeting, only has a deliberative vote. This would mean that in the event of an equality of votes for any question, that question would be lost. Any question could only be carried by a clear majority in favour.

Standing Order 22

14. They also include Option C for Standing Order 22 – General Procedures for speaking and moving motions being the least restrictive option.
15. This standing order sets out the three possible options for moving and voting on motions during a meeting, Option A, Option B and Option C.
16. The Options are set out below:
17. Option A
 - 17.1. The mover and seconder of a motion cannot move or second an amendment. (This does not apply when the mover or seconder of a motion to adopt a report of a committee wants to amend an item in the report. In this case the original mover or seconder may also propose or second the suggested amendment).
 - 17.2. Only members who have not spoken to the original, or substituted, motion may move or second an amendment to it.
 - 17.3. The mover or seconder of an amendment, whether it is carried (in which case it becomes the substantive motion) or lost, cannot move or second a subsequent amendment.
 - 17.4. Members can speak to any amendment and, provided they have not spoken to the motion or moved or seconded an amendment, they can move or second further amendments.
 - 17.5. The meeting, by agreement of the majority of members present, may amend a motion with the agreement of the mover and seconder.
18. Option B
 - 18.1. The mover and seconder of a motion cannot move or second an amendment. (This does not apply when the mover or seconder of a motion to adopt a report of a

- committee wants to amend an item in the report. In this case the original mover or seconder may also propose or second the suggested amendment).
- 18.2. Any members, regardless of whether they have spoken to the original or substituted motion, may move or second an amendment to it.
 - 18.3. The mover or seconder of an amendment that is carried can move or second a subsequent amendment. A mover or seconder of an amendment which is lost cannot move or second a subsequent amendment.
 - 18.4. Members can speak to any amendment.
 - 18.5. The meeting by agreement of the majority of members present may amend a motion with the agreement of the mover and seconder.
19. Option C
- 19.1. The mover and seconder of a motion can move or second an amendment.
 - 19.2. Any members, regardless of whether they have spoken to the original or substituted motion, may move or second an amendment to it.
 - 19.3. The mover or seconder of an amendment whether it is carried or lost can move or second further amendments.
 - 19.4. Members can speak to any amendment.
 - 19.5. The meeting by agreement of the majority of members present may amend a motion with the agreement of the mover and seconder.
20. Regardless of the option chosen the may resolve by simple majority, based on the recommendation of the Chair, to adopt another option for the duration of the meeting or for a particular item.

Standing Order 5.6

21. And finally the standing orders include System B for Standing Order 5.6 – Voting system for Chairs and Deputy Chairs.
22. There may be times thorough out the course of this term that the Board finds its self without a Chair or a Deputy Chair. This could occur due to conflicts of interest or illness. When this occurs standing orders empower the Board to elect a Chair from amongst their own.
23. Standing order 5.6 sets out two options to choose from; System A and System B. This meeting may choose to confirm neither option and leave it to each meeting to determine if the situation arises where a Chair needs to be elected. Alternatively, this meeting can choose one of the options to adopt for the Board to follow if the need to elect a Chair occurs.
24. System A provides that a candidate is elected if they receive the votes of the majority of all the members who are present and voting. In this system, there is first round of voting for all candidates, if no candidate receives a majority of votes, then the lowest polling candidate is removed from the second round of voting. This continues until one candidate receives a majority of voted.
25. System B provides that a candidate is elected if they receive more votes than any other candidate. There is only one round of voting.
26. In both systems, in the event of a tie, the tie is resolved by lot.

New Standing Orders

27. We understand these options will be reflected in the new national standing orders, and the Board will have the option to revisit its options when those replacement standing orders are presented for adoption.

Confirmation of statutory compliance

In accordance with sections 76 – 79 of the Local Government Act 2002, this report is approved as:

- a. containing sufficient information about the options and their advantages and disadvantages, bearing in mind the significance of the decisions; and,
- b. is based on adequate knowledge about, and adequate consideration of, the views and preferences of affected and interested parties bearing in mind the significance of the decision.

ATTACHMENTS | NGĀ TĀPIRINGA KŌRERO

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Te Awahou Foxton Community Board Code of Conduct



Version Control

Version Control	Changes	
0.1	Document drafted	11/11/2022
1.0	Document adopted – TAFCB2022/9	21/22/2022

Resolution Adopting Code of Conduct

Resolution Number TAFCB/2022/9

MOVED by Mr Roache, seconded Mr Chambers:

That Te Awahou Foxton Community Board adopts the Code of Conduct 2022-2025

CARRIED

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1. Introduction

The Code of Conduct (the Code) sets out the standards of behaviour expected from elected members in the exercise of their duties. Its purpose is to:

- Enhance the effectiveness of the local authority and the provision of good local government of the community, city, district or region;
- Promote effective decision-making and community engagement;
- Enhance the credibility and accountability of the local authority to its communities; and
- Develop a culture of mutual trust, respect and tolerance between the members of the local authority and between the members and management.

This purpose is given effect through the values, roles, responsibilities and specific behaviours agreed in the code.

2. Scope

The Code has been adopted in accordance with clause 15(1) of Schedule 7 of the Local Government Act 2002 (LGA 2002) and applies to all members, including the members of any local boards as well as the members of any community boards that have agreed to adopt it. The Code is designed to deal with the behaviour of members towards:

- Each other;
- The Chief Executive and staff;
- The media; and
- The general public.

It is also concerned with the disclosure of information that members receive in their capacity as elected members and information which impacts on the ability of the local authority to give effect to its statutory responsibilities.

The Code can only be amended (or substituted by a replacement Code) by a vote of at least 75 per cent of members present at a meeting when amendment to the Code is being considered. The Code should be read in conjunction with the Council's Standing Orders.

3. Values

The Code is designed to give effect to the following values:

1. **Public interest:** members will serve the best interests of the people within their community, district or region and discharge their duties conscientiously, to the best of their ability.
2. **Public trust:** members, in order to foster community confidence and trust in their Council, will work together constructively in an accountable and transparent manner;
3. **Ethical behaviour:** members will act with honesty and integrity at all times and respect the impartiality and integrity of officials;
4. **Objectivity:** members will make decisions on merit; including appointments, awarding contracts, and recommending individuals for rewards or benefits.
5. **Respect for others:** will treat people, including other members, with respect and courtesy, regardless of their race, age, religion, gender, sexual orientation, or disability.
6. **Duty to uphold the law:** members will comply with all legislative requirements applying to their role, abide by the Code of Conduct and act in accordance with the trust placed in them by the public.
7. **Equitable contribution:** members will take all reasonable steps to fulfil the duties and responsibilities of office, including attending meetings and workshops, preparing for meetings, attending civic events, and participating in relevant training seminars.
8. **Leadership:** members will actively promote and support these principles and ensure they are reflected in the way in which the Council operates, including a regular review and assessment of the Council's collective performance.¹

These values complement, and work in conjunction with, the principles of s14 of the LGA 2002 and the governance principles of s39 of the LGA 2002.

¹ See Code of Conduct Guide for examples.

4. Role and responsibilities

The Code of Conduct is designed to strengthen the good governance of your city, district or region. Good governance requires that the complementary roles of the governing body and the administration are understood and respected. These roles involve:

4.1. Members

The role of the governing body includes:

- Representing the interests of the people of the city, district or region;
- Developing and adopting plans, policies and budgets;
- Monitoring the performance of the Council against stated goals and objectives set out in its long term plan;
- Providing prudent stewardship of the Council's resources;
- Employing and monitoring the performance of the Chief Executive; and
- Ensuring the Council fulfils its responsibilities to be a 'good employer' and meets the requirements of the Health and Safety at Work Act 2015.

4.2. Chief Executive

The role of the Chief Executive includes:

- Implementing the decisions of the Council;
- Ensuring that all responsibilities delegated to the Chief Executive are properly performed or exercised;
- Ensuring the effective and efficient management of the activities of the local authority;
- Maintaining systems to enable effective planning and accurate reporting of the financial and service performance of the local authority;
- Providing leadership for the staff of the Council; and
- Employing, on behalf of the Council, the staff of the local authority, (including negotiation of the terms of employment for those staff).

The Chief Executive is the only person *directly* employed by the Council itself (s.42 LGA 2002). All concerns about the performance of an individual member of staff must, in the first instance, be referred to the Chief Executive.

5. Relationships

This section of the Code sets out agreed standards of behaviour between members; members and staff; and members and the public. Any failure by a member to comply with the provisions of this section can represent a breach of the Code.

5.1 Relationships between members

Given the importance of relationships to the effective performance of the Council, members will conduct their dealings with each other in a manner that:

- Maintains public confidence;
- Is open, honest and courteous;
- Is focused on issues rather than personalities;
- Avoids abuse of meeting procedures, such as a pattern of unnecessary notices of motion and/or repetitious points of order; and
- Avoids aggressive, bullying or offensive conduct, including the use of disrespectful or malicious language.

Please note, nothing in this section of the Code is intended to limit robust debate.

5.2 Relationships with staff

An important element of good governance involves the relationship between a Council, its chief executive and its staff. Members will respect arrangements put in place to facilitate this relationship, and:

- Raise any concerns about employees, officers or contracted officials with the Chief Executive;
- Raise any concerns about the performance or behaviour of the Chief Executive with the Mayor/Chair or the chairperson of the Chief Executive Performance Review Committee (however described);
- Make themselves aware of the obligations that the Council and the Chief Executive have as employers and observe these requirements at all times, such as the duty to be a good employer;
- Treat all employees with courtesy and respect and not publicly criticise any employee; and
- Observe any protocols put in place by the Chief Executive concerning contact between members and employees.

Please note, elected members should be aware that failure to observe this portion of the Code may compromise the Council's obligations to be a good employer and consequently expose the Council to civil litigation or affect the risk assessment of Council's management and governance control processes undertaken as part of the Council's annual audit.

5.3 Relationship with the public

Given the vital role that democratic local government plays in our communities it is important that Councils have the respect and trust of their citizens. To facilitate trust and respect in their Council members will:

- Ensure their interactions with citizens are fair, honest and respectful;
- Be available to listen and respond openly and honestly to citizens' concerns;
- Represent the views of citizens and organisations accurately, regardless of the member's own opinions of the matters raised; and
- Ensure their interactions with citizens and communities uphold the reputation of the local authority.

6. Media and social media

The media play an important role in the operation and efficacy of our local democracy. In order to fulfil this role the media needs access to accurate and timely information about the affairs of Council. Any failure by member to comply with the provisions of this section can represent a breach of the Code.

1. In dealing with the media elected members must clarify whether they are communicating a view endorsed by their Council, committee or community board, or are expressing a personal view.
2. Members are free to express a personal view to the media or social media at any time, provided the following rules are observed:
 - o Comments shall be consistent with the Code;
 - o Comments must not purposefully misrepresent the views of the Council or the views of other members;
 - o Social media pages controlled by members and used for making observations relevant to their role as an elected members should be open and transparent, except where abusive or inflammatory content is being posted; and
 - o Social media posts about other members, council staff or the public must be consistent with section five of this Code. (See Appendix A for guidelines on the personal use of social media).

7. Information

Access to information is critical to the trust in which a local authority is held and its overall performance. A failure to comply with the provisions below can represent a breach of the Code.

1. Confidential information

In the course of their duties members will receive information, whether in reports or through debate, that is confidential. This will generally be information that is either commercially sensitive or is personal to a particular individual or organisation. Accordingly, members agree not to use or disclose confidential information for any purpose other than the purpose for which the information was supplied to the member.

2. Information received in capacity as an elected member

Occasionally members will receive information from external parties which is pertinent to the ability of their Council to properly perform its statutory duties. Where this occurs, and the information does not contravene the privacy of natural persons, the member will disclose such information to other members and/or the chief executive as soon as practicable.

8. Conflicts of Interest

Elected members will maintain a clear separation between their personal interests and their duties as elected members in order to ensure that they are free from bias (whether real or perceived). Members therefore must familiarise themselves with the provisions of the Local Authorities (Members' Interests) Act 1968 (LAMIA).

Members will not participate in any Council discussion or vote on any matter in which they have a pecuniary interest, other than an interest in common with the general public. This rule also applies where the member's spouse/partner has a pecuniary interest, such as through a contract with the Council. Members shall make a declaration of interest as soon as practicable after becoming aware of any such interests.

If a member is in any doubt as to whether or not a particular course of action (including a decision to take no action) raises a conflict of interest, then the member should seek guidance from the Chief Executive *immediately*. Members may also contact the Office of the Auditor-General for guidance as to whether they have a pecuniary interest, and if so, may seek an exemption to allow that member to participate or vote on a particular issue in which they may have a pecuniary interest. The latter must be done before the discussion or vote.

Please note: Failure to observe the requirements of LAMIA could potentially invalidate a decision made, or the action taken, by the Council. Failure to observe these requirements could also leave the elected member open to prosecution (see **Appendix B**). In the event of a conviction elected members can be ousted from office.

9. Register of Interests

Members shall, at least annually, make a declaration of interest. These declarations are recorded in a public Register of Interests maintained by the Council. The declaration must include information on the nature and extent of any interest, including:

- a) Any employment, trade or profession carried on by the member or the members' spouse/partner for profit or gain;
- b) Any company, trust, partnership etc for which the member or their spouse/partner is a director, business partner or trustee;
- c) A description of any land in which the member has a beneficial interest within the jurisdiction of the local authority; and
- d) A description of any land owned by the local authority in which the member or their spouse/partner is:
 - A tenant; or
 - The land is tenanted by a firm in which the member or spouse/partner is a business partner; a company of which the member or spouse/partner is a director; or a trust of which the member or spouse/partner is a trustee.
- e) Any other matters which the public might reasonably regard as likely to influence the member's actions during the course of their duties as a member (if the member is in any doubt on this, the member should seek guidance from the Chief Executive).

Please note, where a member's circumstances change they must ensure that the Register of Interests is updated as soon as practicable.

10. Ethical behaviour

Members will seek to promote the highest standards of ethical conduct. Accordingly members will:

- Claim only for legitimate expenses as determined by the Remuneration Authority and any lawful policy of the Council developed in accordance with that determination;
- Not influence, or attempt to influence, any Council employee, officer or member in order to benefit their own, or families, personal or business interests;
- Only use the Council's resources (such as facilities, staff, equipment and supplies) in the course of their duties and not in connection with any election campaign or personal interests; and
- Not solicit, demand, or request any gift, reward or benefit by virtue of their position and notify the Chief Executive if any such gifts are accepted. Where a gift to the value of \$50 or more is accepted by a member, that member must immediately disclose this to the Chief Executive for inclusion in the publicly available register of interests.

Any failure by members to comply with the provisions set out in this section represents a breach of the code.

11. Creating a supportive and inclusive environment

In accordance with the purpose of the Code, members agree to take all reasonable steps in order to participate in activities scheduled to promote a culture of mutual trust, respect and tolerance. These include:

- Attending post-election induction programmes organised by the Council for the purpose of facilitating agreement on the Council's vision, goals and objectives and the manner and operating style by which members will work.
- Taking part in any assessment or evaluation of the Council's performance and operating style during the triennium.²
- Taking all reasonable steps to acquire the required skills and knowledge to effectively fulfill their Declaration of Office (the Oath) and contribute to the good governance of the city, district or region.

² A self-assessment template is provided in the Guidance to the code.

D22/150893

12. Breaches of the Code

Members must comply with the provisions of the code (LGA 2002, schedule 7, cl. 15(4)). Any member, or the Chief Executive, who believes that the Code has been breached by the behaviour of a member may make a complaint to that effect. All complaints will be considered in a manner that is consistent with the following principles.

12.1 Principles

The following principles will guide any processes for investigating and determining whether or not a breach under the code has occurred:

- That the approach for investigating and assessing a complaint will be proportionate to the apparent seriousness of the alleged breach;
- That the processes of complaint, investigation, advice and decision-making will be kept separate as appropriate to the nature and complexity of the alleged breach; and
- That the concepts of natural justice and fairness will apply in the determination of any complaints made under the Code. This includes, conditional on the nature of an alleged breach, directly affected parties:
 - Have a right to know that an investigation process is underway;
 - Are given due notice and are provided with an opportunity to be heard;
 - Have confidence that any hearing will be impartial;
 - Have a right to seek appropriate advice and be represented; and
 - Have their privacy respected.

12.2 Complaints

All complaints made under the code must be made in writing and forwarded to the Chief Executive. On receipt of a complaint the Chief Executive must forward the complaint to the Mayor/Chair or, where the Mayor/Chair is a party to the complaint, an independent investigator, drawn from a pool of names or agency agreed in advance.

Please note, only members and the Chief Executive may make a complaint under the code.

Complaint referred to Mayor/Chair

On receipt of a complaint made under the provisions of the Council's Code of Conduct the Mayor/Chair will, as the situation allows:

- Interview the complainant to assess the full extent of the complaint.
- Interview the member(s) subject to the complaint.
- Assess the complaint to determine materiality.

- Where a complaint is assessed by the Mayor/Chair to be trivial, frivolous or minor, either dismiss the complaint, require an apology or other course of action, or assist the relevant parties to find a mutually agreeable solution.
- Where a complaint is found to be material, or no mutually agreed solution can be reached, the Mayor/Chair will refer the complaint back to the Chief Executive who will forward it, along with any recommendations made by the Mayor/Chair, to the Council or an adjudicative body established by the Council to assess and rule on complaints made under the Code.³

If the Mayor/Chair chooses they may, instead of undertaking an initial assessment, immediately refer the complaint to the independent investigator, via the Chief Executive.

Complaint referred to Independent Investigator

On receipt of a complaint from a member which concerns the Mayor/Chair, or from the Mayor/Chair after initial consideration, the Chief Executive will forward that complaint to an independent investigator for a preliminary assessment to determine whether the issue is sufficiently serious to be referred, with recommendations if necessary, to the Council or an adjudicative body for assessing and ruling on complaints.⁴ The process, following receipt of a complaint, will follow the steps outlined in **Appendix C**.

12.3 Materiality

An alleged breach under the Code is material if, in the opinion of the Mayor/Chair or independent investigator, it would bring the Council into disrepute or, if not addressed, adversely affect the reputation of a member.

An alleged breach under this Code is non-material if, in the opinion of the Mayor/Chair or independent investigator, any adverse effects are minor and no investigation or referral is warranted.

³ Advice on establishing adjudication bodies can be found in the Guide to the Code of Conduct.

⁴ On behalf of the Council the Chief Executive will, shortly after the start of a triennium, prepare, in consultation with the Mayor or Chairperson, a list of investigators for this purpose of undertaking a preliminary assessment. The Chief Executive may prepare a list specifically for his or her council, prepare a list jointly with neighbouring councils or contract with an agency capable of providing appropriate investigators, such as Equip.

13. Penalties and actions

Where a complaint is determined to be material and referred to the Council or an adjudicative body established to consider complaints, the nature of any penalty or action will depend on the seriousness of the breach.

13.1 Material breaches

In the case of material breaches of the Code, the Council, or the adjudicative body with delegated authority, may require one of the following:

1. A letter of censure to the member;
2. A request (made either privately or publicly) for an apology;
3. Removal of certain Council-funded privileges (such as attendance at conferences);
4. Removal of responsibilities, such as committee chair, deputy committee chair or portfolio holder;
5. Restricted entry to Council offices, such as no access to staff areas (where restrictions may not previously have existed);
6. Limitation on any dealings with Council staff other than the Chief Executive or identified senior manager;
7. A vote of no confidence in the member;
8. Suspension from committees or other bodies to which the member has been appointed; or
9. Invitation to the member to consider resigning from the Council.

A Council or adjudicative body with delegated authority may decide that instead of a penalty, one or more of the following may be required:

- Attend a relevant training course; and/or
- Work with a mentor for a period of time; and/or
- Participate in voluntary mediation (if the complaint involves a conflict between two members); and/or
- Tender an apology.

The process is based on the presumption that the outcome of a complaints process will be made public unless there are grounds, such as those set out in the Local Government Official Information and Meetings Act 1987 (LGOIMA), for not doing so.

13.2 Statutory breaches

In cases where a breach of the Code is found to involve regulatory or legislative requirements, the complaint will be referred to the relevant agency. For example:

- Breaches relating to members' interests (where members may be liable for prosecution by the Auditor-General under LAMIA);
- Breaches which result in the Council suffering financial loss or damage (where the Auditor-General may make a report on the loss or damage under s.44 LGA 2002 which may result in the member having to make good the loss or damage); or
- Breaches relating to the commission of a criminal offence which will be referred to the Police (which may leave the elected member liable for criminal prosecution).

14. Review

Once adopted, the Code continues in force until amended by the Council. The Code can be amended at any time but cannot be revoked unless the Council replaces it with another Code. Amendments to the Code require a resolution supported by 75 per cent of the members of the Council present at the Council meeting at which the amendment is considered.

Councils are encouraged to formally review their existing Code and either amend or re-adopt it as soon as practicable after the beginning of each triennium in order to ensure that all members have the opportunity to provide their views on the Code's provisions.

Appendix A: Guidelines on the personal use of social media

There's a big difference in speaking "on behalf of Council" and speaking "about" the Council. While your rights to free speech are respected, please remember that citizens and colleagues have access to what you post. The following principles are designed to help you when engaging in **personal or unofficial online** communications that may also refer to your Council.

1. **Adhere to the Code of Conduct and other applicable policies.** Council policies and legislation, such as LGOIMA and the Privacy Act 1993, apply in any public setting where you may be making reference to the Council or its activities, including the disclosure of any information online.

You are responsible for your actions. Anything you post that can potentially damage the Council's image will ultimately be your responsibility. You are encouraged to participate in the social media but in so doing you must exercise sound judgment and common sense.

Be an "advocate" for compliments and criticism. Even if you are not an official online spokesperson for the Council, you are one of its most important advocates for monitoring the social media landscape. If you come across positive or negative remarks about the Council or its activities online that you believe are important you are encouraged to share them with the governing body.

Let the subject matter experts respond to negative posts. Should you come across negative or critical posts about the Council or its activities you should consider referring the posts to the Council's authorised spokesperson, unless that is a role you hold, in which case consider liaising with your communications staff before responding.

Take care mixing your political (Council) and personal lives. Elected members need to take extra care when participating in social media. The public may find it difficult to separate personal and Council personas. Commenting online in any forum, particularly if your opinion is at odds with what Council is doing, can bring you into conflict with the Code should it not be clear that they are your personal views.

Never post sensitive and confidential information provided by the Council, such as confidential items, public excluded reports and/or commercially sensitive information. Such disclosure will contravene the requirements of the Code.

Elected Members' social media pages should be open and transparent. When commenting on matters related to the local authority no members should

represent themselves falsely via aliases or differing account names or block. Neither should they block any post on any form of social media that they have control over unless there is clear evidence that the posts are actively abusive. Blocking constructive debate or feedback can be seen as bringing the whole Council into disrepute.

Appendix B: Legislation bearing on the role and conduct of elected members

This is a summary of the legislative requirements that have some bearing on the duties and conduct of elected members. The full statutes can be found at www.legislation.govt.nz.

The Local Authorities (Members' Interests) Act 1968

The Local Authorities (Members' Interests) Act 1968 (LAMIA) provides rules about members discussing and voting on matters in which they have a pecuniary interest and about contracts between members and the Council.

A pecuniary interest is likely to exist if a matter under consideration could reasonably give rise to an **expectation of a gain or loss of money for a member personally (or for their spouse/partner or a company** in which they have an interest). In relation to pecuniary interests the LAMIA applies to both contracting and participating in decision-making processes.

With regard to pecuniary or financial interests, a person is deemed to be "concerned or interested" in a contract or interested "directly or indirectly" in a decision when:

- A person, or spouse/partner, is "concerned or interested" in the contract or where they have a pecuniary interest in the decision; or
- A person, or their spouse/partner, is involved in a company that is "concerned or interested" in the contract or where the company has a pecuniary interest in the decision.

There can also be additional situations where a person is potentially "concerned or interested" in a contract or have a pecuniary interest in a decision, such as where a contract is between an elected members' family trust and the Council.

Determining whether a pecuniary interest exists

Elected members are often faced with the question of whether or not they have a pecuniary interest in a decision and if so whether they should participate in discussion on that decision and vote. When determining if this is the case or not the following test is applied:

"...whether, if the matter were dealt with in a particular way, discussing or voting on that matter could reasonably give rise to an expectation of a gain or loss of money for the member concerned." (OAG, 2001)

In deciding whether you have a pecuniary interest, members should consider the following factors:

- What is the nature of the decision being made?
- Do I have a financial interest in that decision - do I have a reasonable expectation of gain or loss of money by making that decision?
- Is my financial interest one that is in common with the public?
- Do any of the exceptions in the LAMIA apply to me?
- Could I apply to the Auditor-General for approval to participate?

Members may seek assistance from the Mayor/Chair or other person, to determine if they should discuss or vote on an issue, but ultimately it is their own judgment as to whether or not they have pecuniary interest in the decision. Any member who is uncertain as to whether they have a pecuniary interest is advised to seek legal advice. Where uncertainty exists members may adopt a least-risk approach which is to not participate in discussions or vote on any decisions.

Members who do have a pecuniary interest will declare the pecuniary interest to the meeting and not participate in the discussion or voting. The declaration and abstention needs to be recorded in the meeting minutes. (Further requirements are set out in the Council's Standing Orders.)

The contracting rule

A member is disqualified from office if he or she is "concerned or interested" in contracts with their Council if the total payments made, or to be made, by or on behalf of the Council exceed \$25,000 in any financial year. The \$25,000 limit includes GST. The limit relates to the value of all payments made for all contracts in which you are interested during the financial year. It does not apply separately to each contract, nor is it just the amount of the profit the contractor expects to make or the portion of the payments to be personally received by you.

The Auditor-General can give prior approval, and in limited cases, retrospective approval for contracts that would otherwise disqualify you under the Act. It is an offence under the Act for a person to act as a member of the Council (or committee of the Council) while disqualified.

Non-pecuniary conflicts of interest

In addition to the issue of pecuniary interests, rules and common law govern conflicts of interest more generally. These rules apply to non-pecuniary conflicts of interest, including common law rules about bias. In order to determine if bias exists or not members need to ask:

“Is there a real danger of bias on the part of the member of the decision-making body, in the sense that he or she might unfairly regard with favour (or disfavour) the case of a party to the issue under consideration?”

The question is not limited to actual bias, but relates to the appearance or possibility of bias reflecting the principle that justice should not only be done, but should be seen to be done. Whether or not members believe they are not biased is irrelevant.

Members focus should be on the nature of the conflicting interest or relationship and the risk it could pose for the decision-making process. The most common risks of non-pecuniary bias are where:

- Members' statements or conduct indicate that they have predetermined the decision before hearing all relevant information (that is, members have a "closed mind"); and
- Members have a close relationship or involvement with an individual or organisation affected by the decision.

In determining whether or not they might be perceived as biased, members must also take into account the context and circumstance of the issue or question under consideration. For example, if a member has stood on a platform and been voted into office on the promise of implementing that platform, then voters would have every expectation that the member would give effect to that promise, however he/she must still be seen to be open to considering new information (this may not apply to decisions made in quasi-judicial settings, such as an RMA hearing).

Local Government Official Information and Meetings Act 1987

The Local Government Official Information and Meetings Act 1987 sets out a list of meetings procedures and requirements that apply to local authorities and local/community boards. Of particular importance for the roles and conduct of elected members is the fact that the chairperson has the responsibility to maintain order at meetings, but all elected members should accept a personal responsibility to maintain acceptable standards of address and debate. No elected member should:

- Create a disturbance or a distraction while another Councillor is speaking;
- Be disrespectful when they refer to each other or other people; or
- Use offensive language about the Council, other members, any employee of the Council or any member of the public.

See Standing Orders for more detail.

Secret Commissions Act 1910

Under this Act it is unlawful for an elected member (or officer) to advise anyone to enter into a contract with a third person and receive a gift or reward from that third person as a result, or to present false receipts to Council.

If convicted of any offence under this Act a person can be imprisoned for up to two years, and/or fines up to \$1000. A conviction would therefore trigger the ouster provisions of the LGA 2002 and result in the removal of the member from office.

Crimes Act 1961

Under this Act it is unlawful for an elected member (or officer) to:

- Accept or solicit for themselves (or anyone else) any gift or reward for acting or not acting in relation to the business of Council; and
- Use information gained in the course of their duties for their, or another person's, monetary gain or advantage.

Elected members convicted of these offences will automatically cease to be members.

Financial Markets Conduct Act 2013

Financial Markets Conduct Act 2013 (previously the Securities Act 1978) essentially places elected members in the same position as company directors whenever Council offers stock to the public. Elected members may be personally liable if investment documents such as a prospectus contain untrue statements and may be liable for criminal prosecution if the requirements of the Act are not met.

The Local Government Act 2002

The Local Government Act 2002 (LGA 2002) sets out the general powers of local government, its purpose and operating principles, and details the personal liability of members.

Although having qualified privilege, elected members can be held personally accountable for losses incurred by a local authority where, following a report from the Auditor General under s44 LGA 2002, it is found that one of the following applies:

- a) Money belonging to, or administered by, a local authority has been unlawfully expended; or
- b) An asset has been unlawfully sold or otherwise disposed of by the local authority; or
- c) A liability has been unlawfully incurred by the local authority; or
- d) A local authority has intentionally or negligently failed to enforce the collection of money it is lawfully entitled to receive.

Members will not be personally liable where they can prove that the act or failure to act resulting in the loss occurred as a result of one of the following:

- a) Without the member's knowledge;
- b) With the member's knowledge but against the member's protest made at or before the time when the loss occurred;
- c) Contrary to the manner in which the member voted on the issue; and

- d) In circumstances where, although being a party to the act or failure to act, the member acted in good faith and relied on reports, statements, financial data, or other information from professional or expert advisers, namely staff or external experts on the matters.

In certain situation members will also be responsible for paying the costs of proceedings (s47 LGA 2002).

Appendix C: Process where a complaint is referred to an independent investigator

The following process is a guide only and Councils are encouraged to adapt this to their own specific circumstances.

Step 1: Chief Executive receives complaint

On receipt of a complaint under the Code, whether from a member (because the complaint involves the Mayor/Chair) or from the Mayor/Chair after an initial assessment, the Chief Executive will refer the complaint to an investigator selected from a list agreed at the start of the triennium. The Chief Executive will also:

- Inform the complainant that the complaint has been referred to the independent investigator and the name of the investigator, and refer them to the process for dealing with complaints as set out in the Code; and
- Inform the respondent that a complaint has been made against them, the name of the investigator and remind them of the process for dealing with complaints as set out in the Code.

Step 2: Investigator makes preliminary assessment

On receipt of a complaint the investigator will assess whether:

1. The complaint is trivial or frivolous and should be dismissed;
2. The complaint is outside the scope of the Code and should be re-directed to another agency or institutional process;
3. The complaint is minor or non-material; or
4. The complaint is material and a full assessment is required.

In making the assessment the investigator may make whatever initial inquiry is necessary to determine their recommendations, including interviewing relevant parties, which are then forwarded to the Council's Chief Executive. On receiving the investigator's preliminary assessment the Chief Executive will:

1. Where an investigator determines that a complaint is trivial or frivolous, inform the complainant, respondent and other members (if there are no grounds for confidentiality) of the investigator's decision.
2. In cases where the investigator finds that the complaint involves a potential legislative breach and outside the scope of the Code, forward the complaint

to the relevant agency and inform the Chief Executive who will then inform the complainant, the respondent and members.

Step 3: Actions where a breach is found to be non-material

If the subject of a complaint is found to be non-material, but more than trivial or frivolous, the investigator will inform the chief executive and, if they choose, recommend a course of action appropriate to the breach, such as:

- That the respondent is referred to the Mayor/Chair for guidance; and/or
- That the respondent attend appropriate courses or programmes to increase their knowledge and understanding of the matters resulting in the complaint.

The Chief Executive will advise both the complainant and the respondent of the investigator's decision and any recommendations, neither of which are open to challenge. Any recommendations made in response to a non-material breach are non-binding on the respondent and the Council.

Step 4: Actions where a breach is found to be material

If the subject of a complaint is found to be material, the investigator will inform the Chief Executive, who will inform the complainant and respondent. The investigator will then prepare a report for the Council on the seriousness of the breach. In preparing that report, the investigator may:

- Consult with the complainant, respondent and any directly affected parties; and/or
- Undertake a hearing with relevant parties; and/or
- Refer to any relevant documents or information.

On receipt of the investigator's report, the Chief Executive will prepare a report for the relevant Council body charged with assessing and ruling on material complaints, which will meet to consider the findings and determine whether or not a penalty, or some other form of action, will be imposed. The Chief Executive's report will include the investigator's full report.

Step 5: Process for considering the investigator's report

The investigator's report will be considered by the Council or adjudicative body established for considering reports on Code of Conduct complaints, or any other body that the Council may resolve, noting that the process will meet the principles set out in section 12.1 of the Code.

The Council, or adjudicative body, will consider the Chief Executive's report in open meeting, except where the alleged breach concerns matters that justify, in accordance with LGOIMA, the exclusion of the public. Before making any decision on a specific complaint, the relevant body will give the respondent an opportunity to appear and speak in their own defense. Members with an interest in the proceedings, including the complainant and the respondent, should not take part in these proceedings in a decision-making capacity.

The form of penalty that might be applied will depend on the nature of the breach and may include actions set out in clause 13.1 of the Code.

The report, including recommendations from the adjudicative body, should that body have no formal delegations, will be heard and accepted by the Council in open session, unless grounds for excluding the public exist, without debate.



Te Awahou Foxton Community Board Standing Orders

2025-2028
DRAFT



Version Control

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Preface/ Kupu whakapuaki

Standing orders contain rules for the conduct of the proceedings of local authorities, committees, subcommittees, subordinate decision-making bodies, and local and community boards. Their purpose is to enable local authorities to exercise their decision-making responsibilities in a transparent, inclusive and lawful manner.

In doing so the application of standing orders contributes to greater public confidence in the quality of local governance and democracy in general.

These standing orders have been designed specifically for community boards. They fulfil, with regard to the conduct of meetings, the requirements of the Local Government Act 2002(LGA 2002) and the Local Government Official Information and Meetings Act 1987 (LGOIMA).

Although it is mandatory that local authorities adopt standing order for the conduct of their meetings, it is not necessary that they are adopted every triennium. However, LGNZ recommends that community board's review their standing orders within the first six months following an election to ensure that they fully meet their needs for effective and inclusive meetings (see LGA 2002, cl. 27, Schedule 7).

For clarity's sake whenever a question about the interpretation or application of these standing orders is raised, particularly where a matter might not be directly provided for, it is the responsibility of the chairperson of each meeting to make a ruling.

All members of a community board must abide by standing orders.

Resolution of Te Awahou Foxton Community Board on 22 November 2022 adopting Standing Orders

7.1 Adoption of Standing Orders

Resolution Number TAFCB/2022/3

MOVED by Cr Allan, seconded Mr Roache:

That Report 22/602 Adoption of Standing Orders be received.

That this matter or decision is recognised as not significant in terms of S76 of the Local Government Act.

CARRIED

Resolution Number TAFCB/2022/4

MOVED by Mrs Fox, seconded Cr Allan:

That Te Awahou Foxton Community Board adopt Te Awahou Foxton Community Board Standing Orders Ngā Tikanga Whakahaere Hui 2022-2025, including the following options.

CARRIED

Resolution Number TAFCB/2022/5

MOVED by Mrs Fox, seconded Mr Russell:

That Te Awahou Foxton Community Board adopt the option that the Chairperson, or any other person presiding at a meeting, only has a deliberative vote, and that in the event of an equality of votes for any question, that question would be lost.

CARRIED

Resolution Number TAFCB/2022/6

MOVED by Mrs Fox, seconded Mr Russell:

That Te Awahou Foxton Community Board adopt System B for Standing Order 5.6 – Voting system for Chairs and Deputy Chairs.

CARRIED

Resolution Number TAFCB/2022/7

MOVED by Cr Allan, seconded Mrs Fox:

That Te Awahou Foxton Community Board adopt Option C – General Procedures for speaking and moving motions.

CARRIED

1. Introduction/ Kupu Whakataki

These standing orders have been prepared to enable the orderly conduct of community board meetings. They incorporate the legislative provisions relating to meetings, decision making and transparency. They also include practical guidance on how meetings should operate so that statutory provisions are complied with and the spirit of the legislation fulfilled.

To assist elected members and officials the document is structured in three parts:

- Part 1 deals with general matters.
- Part 2 deals with pre-meeting procedures.
- Part 3 deals with meeting procedures.

The Appendices, which follows Part 3, provides templates and additional guidance for implementing provisions within the standing orders. Please note, the Appendix is an attachment to the standing orders and not part of the standing orders themselves, consequently amendments to the Appendix do not require the agreement of 75% of those present. In addition the 'Guide to Standing Orders' provides additional advice on the application of the standing orders and are also not part of the standing orders.

1.1. Principles/ Ngā Mātāpono

Standing orders are part of the framework of processes and procedures designed to ensure that our system of local democracy and in particular decision-making within local government is transparent and accountable. They are designed to give effect to the principles of good governance, which include that a community board should:

- Conduct its business in an open, transparent and democratically accountable manner;
- Give effect to its identified priorities and desired outcomes in an efficient and effective manner;
- Make itself aware of, and have regard to, the views of all of its communities;
- Take account, when making decisions, of the diversity of the community, its interests and the interests of future communities as well;
- Ensure that any decisions made under these standing orders comply with the decision-making provisions of Part 6 of the LGA; and
- Ensure that decision-making procedures and practices meet the standards of natural justice.

These principles are reinforced by the requirement that all local authorities act so that "governance structures and processes are effective, open and transparent" (s. 39 LGA 2002).

1.2. Statutory references/ Ngā tohutoro ā-ture

The Standing Orders consist of statutory provisions about meetings along with guidance on how those provisions should be applied in practice. Where a statutory provision has been augmented with advice on how it might be implemented the advice (so as not to confuse it with the statutory obligation) is placed below the relevant legislative reference. In some cases the language in the statutory provision has been modernised for ease of interpretation or amended to ensure consistency with more recently enacted statutes.

It is important to note that statutory references in the standing orders apply throughout the period of a meeting, regardless of whether or not parts or all of the Standing Orders have been suspended. These provisions must also be carried through into any amendment of the standing orders that might be made. Please note, where it is employed the word 'must', unless otherwise stated, identifies a mandatory legislative requirement.

1.3. Acronyms/ Ngā kupu rāpoto

LGA 2002	Local Government Act 2002
LGOIMA	Local Government Official Information and Meetings Act 1987
LAMIA	Local Authorities (Members' Interests) Act 1968

1.4. Application/ Te hāngaitanga

For the removal of any doubt these standing orders do not apply to workshops or meetings of working parties and advisory groups unless specifically included in their terms of reference.

2. Definitions/ Ngā whakamārama

Adjournment means a break in the proceedings of a meeting. A meeting, or discussion on a particular business item, may be adjourned for a brief period, or to another date and time.

Advisory group means a group of people convened by a community board for the purpose of providing advice or information that is not a committee or subcommittee. These standing orders do not apply to such groups. This definition also applies to workshops, working parties, working group, panels, forums, portfolio groups, briefings and other similar bodies.

Agenda means the list of items for consideration at a meeting together with reports and other attachments relating to those items in the order in which they will be considered. It is also referred to as an 'order paper'.

Amendment means any change of proposed change to the original or substantive motion.

Appointed member means a member of a committee, or subsidiary organisation of a community board, who is not elected.

Audio link means facilities that enable audio communication between participants at a meeting where one or more of the participants is not physically present at the place of the meeting.

Audiovisual link means facilities that enable audiovisual communication between participants at a meeting when one or more of them is not physically present at the place of the meeting.

Chairperson means the person in a position of authority in a meeting or other gathering, also known as the presiding member.

Chief executive means the chief executive of a territorial authority or regional council appointed under section 42 of the LGA 2002, and includes, for the purposes of these standing orders, any other officer authorized by the chief executive.

Clear working days means the number of working days (business hours) prescribed in these standing orders for giving notice and excludes the date of the meeting and date on which the notice is served.

Committee includes, in relation to a community board:

- (a) A committee comprising all the members of that community board;
- (b) A standing committee or special committee appointed by that authority;
- (c) A joint committee appointed under clause 30A of Schedule 7 of the LGA 2002; and
- (d) Any subcommittee of a committee described in (a), (b) and (c) of this definition.

Community board means a community board established under s.49 of the LGA 2002.

Conflict of Interest means any pecuniary interest and any interest arising because of that person's position as a trustee, director, officer, employee or member of another body or because of any personal non-pecuniary interest, such as pre-determination or bias.

Contempt means being disobedient to, or disrespectful of, the chair of a meeting, or disrespectful to any members, officers or the public.

Council means, in the context of these standing orders, the governing body of a local authority.

Debate means discussion by members that occurs once a motion has been moved/seconded

Deputation means a request from any person or group to make a presentation to the community board which is approved by the Chairperson and which may be made in English, te reo Māori or New Zealand Sign Language.

Division means a formal vote at a Community board, committee or subcommittee meeting whereby the names of those members present, including the mayor/chair, are formally recorded as voting either for or against. This includes a vote where the names and votes are recorded electronically.

Electronic link means both an audio and audiovisual link.

Emergency meeting has the same meaning as defined in cl. 22A of Schedule 7 of the LGA 2002.

Extraordinary meeting has the same meaning as defined in cl. 22 of Schedule 7 of the LGA 2002.

Foreshadowed motion means a motion that a member indicates their intention to move once the debate on a current motion or amendment is concluded.

Internet site means, in relation to a local authority or other person or entity, an Internet site that is maintained by, or on behalf of, the local authority, person, or entity and to which the public has free access.

Item means a substantive matter for discussion at a meeting.

Leave of the meeting means agreement without a single member present dissenting.

Joint committee means a committee in which the members are appointed by more than one community board in accordance with clause 30A of Schedule 7 of the LGA 2002.

Karakia timatanga means an opening prayer.

Karakia whakamutunga means a closing prayer.

Lawfully excluded means a member of a community board who has been removed from a meeting due to behaviour that a Chairperson has ruled to be contempt.

Leave of absence means a pre-approved absence for a specified period of time consistent with the council policy should one be in place.

Local authority means in the context of these standing orders a regional council or territorial authority, as defined in s. 5 of the LGA 2002, which is named in these standing orders, and any subordinate decision-making bodies established by the local authority.

Mayor means the Mayor of a territorial authority elected under the Local Electoral Act 2001.

Meeting means any first, inaugural, ordinary, extraordinary, or emergency meeting of a community board convened under the provisions of LGOIMA.

Member means any person elected or appointed to the community board.

Member of the Police means a Constable of the New Zealand Police within the definition of s.4 of the Policing Act 2008.

Mihi whakatau means a brief welcome typically delivered by one person without any further formalities.

Minutes means the record of the proceedings of any meeting of the community board.

Motion means a formal proposal to a meeting.

Mover means the member who initiates a motion.

Newspaper means a periodical publication published (whether in New Zealand or elsewhere) at intervals not exceeding 40 days, or any copy of, or part of any copy of, any such publications; and this includes every publication that at any time accompanies and is distributed along with any newspaper.

Notice of motion means a motion given in writing by a member in advance of a meeting in accordance with, and as provided for, in these standing orders.

Officer means any person employed by the council either full or part time, on a permanent or casual or contract basis.

Pecuniary Interest includes any interest described in sections 3 and 6 of the Local Authorities (Members Interests) Act 1968.

Open voting means voting that is conducted openly and in a transparent manner (i.e. enables an observer to identify how a member has voted on an issue) and may be conducted by electronic means. The result of the vote must be announced immediately it has concluded. Secret ballots are specifically excluded.

Order paper means the list of items for consideration at a meeting together with reports and other attachments relating to those items set out in the order in which they will be considered. An order paper is also referred to as an agenda.

Ordinary meeting means any meeting, other than the first meeting, of a community board publicly notified in accordance with sections 46(1) and (2) of LGOIMA.

Petition means a request to a community board which contains at least 20 signatures.

Powhiri means a formal welcome involving a Karanga from the Tangata Whenua (the home people) followed by formal speech making. A Powhiri is generally used for formal occasions of the highest significance.

Present at the meeting to constitute quorum means the member is to be physically present in the room.

Presiding member means the chairperson.

Procedural motion means a motion that is used to control the way in which a motion or the meeting is managed as specified in standing orders 24.1 – 24.7.

Public excluded information refers to information which is currently before a public excluded session, is proposed to be considered at a public excluded session, or had previously been considered at a public excluded session and not yet been released as publicly available information. It includes:

- Any minutes (or portions of minutes) of public excluded sessions which have not been subsequently released by the community board; and
- Any other information which has not been released by the community board as publicly available information.

Public excluded session, also referred to as confidential or in-committee session, refers to those meetings or parts of meetings from which the public is excluded by the community board as provided for in LGOIMA.

Public forum refers to a period set aside usually at the start of a meeting for the purpose of public input.

Public notice means one that is made publicly available, until any opportunity for review or appeal in relation to the matter notified has lapsed, on the local authority's website. And in addition, is published in at least one daily newspaper circulating in the region or district of the local authority, or one or more other newspapers that have a combined circulation in that region or district which is at least equivalent to that of a daily newspaper circulating in that region or district.

Publicly notified means notified to members of the public by a notice contained in a newspaper circulating in the district of the local authority, or where there is no such newspaper, by notice displayed in a public place. The notice may also be replicated on a council's website.

Qualified privilege means the privilege conferred on member by s. 52 and s. 53 of LGOIMA.

Quasi-judicial means a meeting involving the consideration of issues requiring the evaluation of evidence, the assessment of legal argument and/or the application of legal principles.

Quorum means the minimum number of members required to be present in order to constitute a valid meeting.

Regional Council Chairperson means the member of the governing body of a regional council elected as chairperson of that regional council under cl.25 Schedule 7 LGA 2002.

Resolution means a motion that has been adopted by the meeting.

Right of reply means the right of the mover of a motion to reply to those who have spoken to the motion. (The right does not apply to an amendment).

Second means the member who seconds a motion or amendment.

Sub judice means under judicial consideration and therefore prohibited from public discussion elsewhere.

Subordinate decision-making body means committees, subcommittees, and any other bodies established by a community board that have decision-making authority, but not local or community boards or joint committees.

Substantive motion means the original motion. In the case of a motion that is subject to an amendment, the substantive motion is the original motion incorporating any amendments adopted by the meeting.

Substantive resolution means the substantive motion that has been adopted by the meeting or a restatement of a resolution that has been voted on in parts.

Subcommittee means a subordinate decision-making body established by a community board. See definition of "Committee".

Working day means a day of the week other than:

- (a) Saturday, Sunday, Good Friday, Easter Monday, Anzac Day, Labour Day, the Sovereign's birthday, Matariki, and Waitangi Day. If Waitangi Day or Anzac Day falls on a Saturday or a Sunday, then the following Monday;

- (b) The day observed in the appropriate area as the anniversary of the province of which the area forms a part; and
- (c) A day in the period commencing with 20 December in any year and ending with 10 January in the following year.

Should a community board wish to meet between the 20th of December and the 10th of January of the following year any meeting must be notified as an extraordinary meeting, unless there is sufficient time to notify an ordinary meeting before the commencement of the period.

Working party means a group set up by a community board to achieve a specific objective that is not a committee or subcommittee and to which these standing orders do not apply.

Workshop means in the context of these standing orders, a gathering of elected members for the purpose of considering matters of importance to the community board at which no decisions are made and to which these standing orders will not apply, unless required by the community board. Workshops may include non-elected members. Workshops may also be described as briefings..

General matters/ Ngā take whānui

3. Standing orders/ Ngā tikanga whakahaere hui

3.1 Obligation to adopt standing orders/ Te kawenga ki te whakatū tikanga whakahaere hui

A community board is required to operate in accordance with standing orders for the conduct of its meetings. Standing orders must not contravene any Act.

cl. 27(1) & (2), Schedule 7, LGA 2002.

3.2. Process for adoption and alteration of standing orders/ Te tukanga mō te whakatū me te whakahou i ngā tikanga whakahaere hui

The adoption of standing orders and any amendment to standing orders must be made by the Community board and by a vote of not less than 75% of the members present. Similarly, in the case of a local and community board the adoption of standing orders and any amendments also requires a vote of not less than 75% of the members of the specific board.

cl. 27(3) Schedule 7, LGA 2002.

3.3. Members must obey standing orders/ Me whai ngā mema i ngā tikanga whakahaere hui

All members of a community board which has adopted these standing orders must also comply with them.

cl. 16(1) Schedule 7, LGA 2002.

3.4. Application of standing orders/ Te whakahāngai i ngā tikanga whakahaere hui

These standing orders apply to all meetings of a community board and its committees and subcommittees. This includes meetings and parts of meetings that the public are excluded from.

3.5. Temporary suspension of standing orders/ Te tārewa taupua i ngā tikanga whakahaere hui

Any member of a community board may move a motion to suspend specified standing orders at a meeting of which they are a member. Any such motion must also include the reason for the suspension. If seconded, the chairperson must put the motion without debate and at least 75 per cent of the members present and voting must support the motion for it to be carried.

cl. 27(4), Schedule 7, LGA 2002.

A motion to suspend standing orders may be taken before or during a debate. The motion to suspend standing orders must also identify the specific standing orders to be suspended.

Please Note: in the event of suspension, those standing orders prescribed in statute will continue to apply, such as the quorum requirements.

3.6. Quasi-judicial proceedings/ Ngā whakawā a te kaunihera

For quasi-judicial proceedings the community board may amend its meeting procedures. For example, committees hearing applications under the RMA 1991 have additional powers under the Commissions of Inquiry Act 1908.

3.7. Physical address of members/ Ngā wāhi noho o ngā mema

Every member of a community board must give their chief executive a physical residential or business address within the district or region of the local authority and, if desired, an electronic or other address, to which notices and material relating to meetings and local authority business may be sent or delivered. Members are to provide their address within 5 working days of the publication of the declaration of the election results. Public access to those addresses is subject to the Privacy Act.

4. Meetings/ Ngā hui

4.1 Legal requirement to hold meetings/ Te tikanga ā-ture ki te whakahaere hui

The local authority must hold meetings for the good government of its community. Meetings must be called and conducted in accordance with:

- (a) Schedule 7 of the LGA 2002;
- (b) Part 7 of LGOIMA; and
- (c) These standing orders.

A meeting can be adjourned to a specified time and day if required by resolution of the meeting.

4.1 Meeting duration/ Te roa o ngā hui

A meeting cannot continue more than six hours from when it starts (including any adjournments) or after 10.30pm, unless the meeting resolves to continue. If there is no such resolution, then any business on the agenda that has not been dealt with must be adjourned, transferred to the next meeting, or transferred to an extraordinary meeting.

No meeting can sit for more than two hours continuously without a break of at least ten minutes unless the meeting resolves to extend the time before a break.

4.2 Language/ Te reo

A member may address a meeting in English, te reo Māori or New Zealand Sign Language. A chairperson may require that a speech is translated and printed in English or te reo Māori.

If a member intends to address the meeting in New Zealand Sign Language, or in te reo Māori, when the normal business of the meeting is conducted in English, they must give prior notice to the chairperson not less than 2 working days before the meeting.

Where the normal business of the meeting is conducted in te reo Māori then prior notice of the intention to address the meeting in English must also be given to the chairperson not less than 2 working days before the meeting.

4.3 Webcasting meetings/ Te pāho mataora i ngā hui

Webcast meetings should be provided in accordance with the protocols contained in Appendix 7.

4.4 First meeting (inaugural)/ Te hui tuatahi

The first meeting of a community board, following a community board triennial general election, must be called by the chief executive as soon as practicable after the results of the election are known. The chief executive must give elected members not less than 7 days' notice of the meeting.

However in the event of an emergency the chief executive may give notice of the meeting as soon as practicable.

cl. 21(1) - (4), Schedule 7, LGA 2002.

4.5 Requirements for the first meeting/ Ngā tikanga mō te hui tuatahi

The chief executive (or, in the absence of the chief executive, their nominee) must chair the first meeting until the chairperson has made an oral declaration and attested the declaration (see cl. 21(4), Schedule 7 (LGA 2002)).

The business to be conducted at the first meeting following a general election must include the following:

- (a) The making and attesting of the declarations required of members under cl.14, Schedule7, (LGA 2002);
- (b) The election of the chairperson and the making and attesting of the declaration required of the chairperson under cl. 14 Schedule7, (LGA 2002);
- (c) A general explanation, given or arranged by the chief executive, of:
 - i. LGOIMA; and
 - ii. Other laws affecting members, including the appropriate provisions of the Local Authorities (Members Interests) Act 1968; and sections 99, 105, and 105A of the Crimes Act 1961; and the Secret Commissions Act 1910; and the Financial Markets Conduct Act 2013.
- (d) The fixing of the date and time of the first meeting of the community board, or the adoption of a schedule of meetings.

cl. 21(5), Schedule 7, LGA 2002.

It is common for community boards to adopt standing orders at the first meeting; however this is not always necessary as, if not amended, standing orders will remain in force after each triennial election.

5. Appointments and elections/ Ngā kopounga me ngā pōtitanga

5.1 Elections of chairpersons and deputy chairpersons/ Te pūnaha pōti mō ngā ūpoko, ngā Koromatua tuarua me ngā ūpoko komiti

The community board must decide by resolution to use one of two voting systems (see standing order 5.6) when electing the chairperson and deputy chairperson.

cl. 25 Schedule 7, LGA 2002.

5.2 Voting system for chairs and deputy chairs/ Te whakakore a te Kaunihera i tētahi tūranga i kopoua e te Koromatua

When electing a community board chair, the meeting must resolve to use one of the following two voting systems.

System A

The candidate will be elected or appointed if he or she receives the votes of a majority of the members of the community board or committee who are present and voting. This system has the following characteristics:

- (a) There is a first round of voting for all candidates;
- (b) If no candidate is successful in the first round, there is a second round of voting from which the candidate with the fewest votes in the first round is excluded; and
- (c) If no candidate is successful in the second round, there is a third round, and if necessary subsequent rounds, of voting from which, each time, the candidate with the fewest votes in the previous round is excluded.

In any round of voting, if two or more candidates tie for the lowest number of votes, the person to be excluded from the next round is resolved by lot.

System B

The candidate will be elected or appointed if he or she receives more votes than any other candidate. This system has the following characteristics:

- (a) There is only one round of voting; and
- (b) If two or more candidates tie for the most votes, the tie is resolved by lot.

cl. 25 Schedule 7, LGA 2002.

6. Delegations/ Te tuku mana

6.1 Duty to consider delegations to community boards

The governing body of a territorial authority must consider whether or not to delegate to a community board if the delegation will enable the community board to best achieve its role.

cl. 32(6) Schedule 7, LGA 2002.

6.2 Community board may delegate/ Ngā tepenga o te tuku mana

A community board may delegate any of its responsibilities, duties, or powers to a subcommittee or person, subject to any conditions, limitations, or prohibitions imposed by the body that made the original delegation.

cl. (2) & (3), Schedule 7, LGA 2002.

6.3 Use of delegated powers/ Ka taea e ngā komiti te tuku mana

The community board to which any responsibilities, powers, duties are delegated may, without confirmation by the council, committee or body or person that made the delegation, exercise or perform them in the like manner and with the same effect as the local authority could itself have exercised or performed them.

cl. 32(2) & (3)(4) Schedule 7, LGA 2002.

6.4 Decisions made under delegated authority cannot be rescinded or amended/ Te whakamahi i ngā mana tuku

Nothing in these standing orders allows a community board to rescind or amend a lawfully made decision of a subordinate decision-making body carried out under a delegation authorising the making of that decision.

cl. 30 (6), Schedule 7, LGA 2002.

6.5 Committees and sub committees subject to the direction of the community board/ E kore e taea te whakakore, te whakahou rānei i ngā whakataui raro i te mana tuku

A committee or subcommittee of a community board is subject in all things to the control of the community board, and must carry out all general and special directions given to them by the board.

cl. 30 (3) & (4), Schedule 7, LGA 2002.

7. Committees/ Ngā komiti

7.1 Appointment of committees and subcommittees/ Te kōpounga o ngā komiti me ngā komiti āpiti

A community board may appoint the committees, subcommittees, and other subordinate decision-making bodies, that it considers appropriate. A committee may appoint the subcommittees that it considers appropriate, unless it is prohibited from doing so by the community board.

cl. 30(1) & (2), Schedule 7, LGA 2002.

7.2 Discharge or reconstitution of committees and subcommittees/ Te whakakore, te whakahou rānei i ngā komiti me ngā komiti āpiti

Unless expressly provided otherwise in legislation or regulation:

- (a) A community board may discharge or reconstitute a committee or subcommittee, or other subordinate decision-making body; and
- (b) A community board may discharge or reconstitute a subcommittee.

A committee, subcommittee, or other subordinate decision-making body is, unless a community board resolves otherwise, discharged when members elected at a subsequent triennial general election come into office.

cl. 30 (5) & (7), Schedule 7, LGA 2002.

7.3 Appointment or discharge of committee members and subcommittee members/ Te kōpounga, te whakakore rānei i ngā mema komiti me ngā mema komiti āpiti

A community board may appoint or discharge any member of a committee and, if established by the community board, a subcommittee. A committee may appoint or discharge any member of a subcommittee appointed by the committee unless directed otherwise by the community board.

cl. 31 (1) & (2), Schedule 7, LGA 2002.

7.4 Elected members on committees and subcommittees/ Te tū a ngā mema pōti ki ngā komiti me ngā komiti āpiti

The members of a committee or subcommittee may be, but are not required to be, elected members of a local authority. A community board may appoint a person who is not a member of the local authority to a committee or subcommittee if, in the opinion of the community board, the person has the skills, attributes or knowledge to assist the committee or subcommittee.

At least one member of a committee must be an elected member of the community board. In the case of a committee established by a community board at least one member must be a member of that board. A staff member of the local authority, in the course of their employment, can be a member of a subcommittee but not a committee.

cl. 31(4) Schedule 7, LGA 2002.

7.5 Community board may replace members if committee not discharged/ Ka āhei te mana ā-rohe ki te whakakapi i ngā mema mēnā kāore i whakakorehia te komiti

If a community board resolves that a committee, subcommittee or other subordinate decision-making body is not to be discharged under cl. 30 (7) Schedule 7, LGA 2002, the community board may replace the members of that committee, subcommittee or subordinate decision-making body after the next triennial general election of members.

cl. 31(5) Schedule 7, LGA 2002.

7.6 Decision not invalid despite irregularity in membership

For the purpose of these standing orders a decision of a community board is not invalidated if:

1. There is a vacancy in the membership of the community board at the time of the decision; or
2. Following the decision some defect in the election or appointment process is discovered and/or that the membership of a person on the committee at the time is found to have been ineligible.

cl. 29, Schedule 7, LGA 2002.

7.7 Appointment of joint committees/ Kāore e noho manakore tētahi whakatau ahakoa i rangirua te mematangā

A community board may appoint a joint committee with another community board or other public body if it has reached agreement with each community board or public body. The agreement must specify:

- (a) The number of members each party may appoint;
- (b) How the chairperson and deputy chairperson are to be appointed;
- (c) The terms of reference of the committee;
- (d) What responsibilities, if any, are to be delegated to the committee by each party; and
- (e) How the agreement may be varied.

The agreement may also specify any other matter relating to the appointment, operation, or responsibilities of the committee agreed by the parties.

cl. 30A (1) & (2), Schedule 7, LGA 2002.

7.8 Status of joint committees/ Te kopounga o ngā komiti hono

A joint committee is deemed to be both a committee of a community board and a committee of each other participating community board or public body.

cl. 30A (5), Schedule 7, LGA 2002.

7.9 Power to appoint or discharge individual members of a joint committee/ Te tūnga o ngā komiti hono

The power to discharge any individual member of a joint committee and appoint another member in their stead must be exercised by the community board or public body that made the appointment.

cl. 30A (6)(a), Schedule 7, LGA 2002.

Pre-meeting/ I mua i te hui

8. Giving notice/ Te tuku pānui

Please note; the processes described in this section (standing orders 8.1 – 8.12) apply as appropriate to local boards and community boards.

8.1 Public notice – ordinary meetings/ Te pānui tūmatanui – ngā hui noa

All meetings scheduled for the following month must be publicly notified not more than 14 days and not less than 5 days before the end of the current month, together with the dates, the times and places on and at which those meetings are to be held. In the case of meetings held on or after the 21st day of the month public notification may be given not more than 10 nor less than 5 working days before the day on which the meeting is to be held. (See the LGNZ Guide to Standing Orders for more information).

s. 46, LGOIMA.

8.2 Notice to members - ordinary meetings/ Te pānui ki ngā mema – ngā hui noa

The chief executive must give notice in writing to each member of the community board of the date, time and place of any meeting. Notice must be given at least 14 days before the meeting unless the council has adopted a schedule of meetings, in which case notice must be given at least 14 days before the first meeting on the schedule.

cl. 19 (5), Schedule 7, LGA 2002.

8.3 Extraordinary meeting may be called/ Ka āhei ki te karanga hui motuhake

An extraordinary community board meeting may be called by:

- (a) Resolution of the community board, or
- (b) A requisition in writing delivered to the chief executive which is signed by:
 - i. The chairperson; or
 - ii. Not less than one third of the total membership of the community board (including vacancies).

cl. 22 (1) Schedule 7, LGA 2002.

8.4 Notice to members - extraordinary meetings/ Te pānui ki ngā mema – ngā hui motuhake

The chief executive must give notice, in writing, of the time and place of an extraordinary meeting called under the standing order 8.3, as well as the general nature of business to be considered, to each member of the community board at least 3 working days before the day appointed for the meeting. If the meeting is called by a resolution then notice must be provided within such lesser period as is specified in the resolution, as long as it is not less than 24 hours.

cl. 22 (3), Schedule7, LGA 2002.

8.5 Emergency meetings may be called/ Ka āhei ki te karanga hui ohotata

If the business a community board needs to deal with requires a meeting to be held at a time earlier than is allowed by the notice requirements for holding an extraordinary meeting and it is not practicable to call the meeting by resolution, an emergency meeting may be called by:

- (a) The Chairperson; or
- (b) If the Chairperson is unavailable, the chief executive.

cl. 22A(1), Schedule7 LGA 2002.

8.6 Process for calling an emergency meeting/ Te pūnaha mō te karanga hui ohotata

The notice of the time and place of an emergency meeting, and of the matters in respect of which the emergency meeting is being called, must be given by the person calling the meeting or by another person on that person's behalf.

The notice must be given, by whatever means is reasonable in the circumstances, to each member of the community board, and to the chief executive, at least 24 hours before the time appointed for the meeting.

cl. 22A (2), Schedule7 LGA 2002.

8.7 Public notice – emergency and extraordinary meetings/ Te pānui tūmatanui – ngā hui ohotata me te motuhake

Where an emergency or extraordinary meeting of a community board is called but the notice of the meeting is inconsistent with these standing orders, due to the manner in which it was called, the community board must cause that meeting and the general nature of business to be transacted at that meeting:

- (a) To be publicly notified as soon as practicable before the meeting is to be held; or
- (b) If it is not practicable to publish a notice in newspapers before the meeting, to be notified as soon as practicable on the local authority's website and in any other manner that is reasonable in the circumstances.

s. 46 (3) LGOIMA.

8.8 Meetings not invalid/ Kāore e manakore ngā hui

The failure to notify a public meeting under these standing orders does not of itself make that meeting invalid. However, where a community board becomes aware that a meeting has been incorrectly notified it must, as soon as practicable, give public notice stating:

- That the meeting occurred without proper notification;
- The general nature of the business transacted; and
- The reasons why the meeting was not properly notified.

s. 46 (6), LGOIMA.

8.9 Resolutions passed at an extraordinary meeting/ Ngā tatūnga i whakamanahia i te hui motuhake

A community board must, as soon as practicable, publicly notify any resolution passed at an extraordinary meeting of the community board unless:

- (a) The resolution was passed at a meeting or part of a meeting from which the public was excluded; or
- (b) The extraordinary meeting was publicly notified at least 5 working days before the day on which the meeting was held.

s. 51A, LGOIMA.

8.10 Meeting schedules/ Ngā hōtaka hui

Where the community board adopts a meeting schedule it may cover any period that the community board considers appropriate and may be amended. Notification of the schedule, or an amendment, will constitute notification to members of every meeting on the schedule or the amendment. This does not replace the requirements under LGOIMA to also publicly notify each meeting.

cl. 19 (6) Schedule 7, LGA 2002.

8.11 Non-receipt of notice to members/ Te kore e whiwhi pānui a ngā mema

A meeting of a community board is not invalid if notice of that meeting was not received, or not received in due time, by a member of the community board unless:

- (a) It is proved that the person responsible for giving notice of the meeting acted in bad faith or without reasonable care; and
- (b) The member concerned did not attend the meeting.

A member of a community board may waive the need to be given notice of a meeting.

cl. 20 (1) & (2) Schedule 7, LGA 2002.

8.12 Meeting cancellations/ Te whakakore hui

The chairperson of a scheduled meeting may cancel the meeting if, in consultation with the chief executive, they consider this is necessary for reasons that include lack of business, lack of quorum or clash with another event.

The chief executive must make a reasonable effort to notify members and the public as soon as practicable of the cancellation and the reasons behind it.

9. Meeting agenda/ Te rārangi take o ngā hui

9.1 Preparation of the agenda/ Te whakarite i te rārangi take

It is the chief executive's responsibility, on behalf of the chairperson, to prepare an agenda for each meeting listing and attaching information on the items of business to be brought before the meeting so far as is known, including the names of the relevant members.

When preparing business items for an agenda the chief executive must consult, unless impracticable, such as in the case of the inaugural meeting, the chairperson, or the person acting as chairperson for the coming meeting.

9.2 Process for raising matters for a decision/ Te pūnaha mō te whakatakoto take hei whakatau

Requests for reports may be made by a resolution of the community board and, in the case of all decision-making bodies other than the council, must also fall within the scope of their specific delegations.

9.3 Chief executive may delay or refuse request/ Ka āhei te tumu whakarae ki te whakaroa, whakakore rānei i tētahi tono

The chief executive may delay commissioning any reports that involve significant cost or are beyond the scope of the committee that made the request. In such cases the chief executive will discuss options for meeting the request with the respective chairperson and report back to a subsequent meeting with an estimate of the cost involved and seek direction on whether the report should still be prepared.

Where a Chief executive refuses a member's request to prepare a report, an explanation for that refusal should be provided to the member.

9.4 Order of business/ Te raupapatanga o ngā mahi

At the meeting the business is to be dealt with in the order in which it stands on the agenda unless the chairperson, or the meeting, decides otherwise. An example of a default order of business is set out in Appendix 10.

The order of business for an extraordinary meeting must be limited to items that are relevant to the purpose for which the meeting has been called.

9.5 Chairperson's recommendation/ Te marohi a te ūpoko

A chairperson, either prior to the start of the meeting and/or at the meeting itself, may include a recommendation regarding any item on the agenda brought before the meeting. Where a chairperson's recommendation varies significantly from an officer's recommendation the reason for the variation must be explained. A recommendation that differs significantly from the officer's recommendation must comply with the decision-making requirements of Part 6, LGA 2002.

9.6 Chairperson may prepare report/ Te pūrongo a te ūpoko

The chairperson of a meeting has the right to prepare a report to be included in the agenda on any matter which falls within the responsibilities of that meeting, as described in its terms of reference.

For clarity, any recommendation must comply with the decision-making requirements of Part 6, LGA 2002.

9.7 Public availability of the agenda/ Te wātea o te rārangi take ki te marea

All information provided to members at a community board, meeting must be publicly available, except where an item included in the agenda refers to a matter reasonably expected to be discussed with the public excluded.

s. 5 & 46A, LGOIMA.

9.8 Public inspection of agenda/ Te tiro tiro a te marea i te rārangi take

Any member of the public may, without payment of a fee, inspect, during normal office hours and within a period of at least 2 working days before a meeting, all agendas and associated reports circulated to members of the community board relating to that meeting. The agenda:

- (a) Must be available for inspection at the public offices of the local authority (including service centres), at public libraries under the authority's control and on the council's website, and:
- (b) Must be accompanied by either:
 - i. The associated reports; or
 - ii. A notice specifying the places at which the associated reports may be inspected.

s. 46A (1), LGOIMA.

9.9 Withdrawal of agenda items/ Te tango take i te rārangi take

If justified by circumstances, an agenda item may be withdrawn by the chief executive. In the event of an item being withdrawn the chief executive should inform the chairperson.

9.10 Distribution of the agenda/ Te tuari i te rārangi take

The chief executive must send the agenda to every member of a meeting at least two clear working days before the day of the meeting, except in the case of an extraordinary meeting or an emergency meeting (see Standing Orders 8.4 and 8.10).

The chief executive may send the agenda, and other materials relating to the meeting or other community board business, to members by electronic means.

9.11 Status of agenda/ Te tūnga o te rārangi take

No matter on a meeting agenda, including recommendations, may be considered final until determined by a formal resolution of that meeting.

9.12 Items of business not on the agenda which cannot be delayed/ Ngā take kāore i runga i te rārangi take e kore e taea te whakaroa

A meeting may deal with an item of business that is not on the agenda where the meeting resolves to deal with that item and the chairperson provides the following information during the public part of the meeting:

- (a) The reason the item is not on the agenda; and
- (b) The reason why the discussion of the item cannot be delayed until a subsequent meeting.

s. 46A (7), LGOIMA.

Items not on the agenda may be brought before the meeting through a report from either the chief executive or the chairperson.

Please note, that nothing in this standing order removes the requirement to meet the provisions of Part 6, LGA 2002 with regard to consultation and decision-making.

9.13 Discussion of minor matters not on the agenda/ Te kōrerorero i ngā take iti kāore i runga i te rārangi take

A meeting may discuss an item that is not on the agenda only if it is a minor matter relating to the general business of the meeting and the chairperson explains at the beginning of the public part of the meeting that the item will be discussed. However, the meeting may not make a resolution, decision, or recommendation about the item, except to refer it to a subsequent meeting for further discussion.

s. 46A (7A), LGOIMA.

9.14 Public excluded business on the agenda/ Ngā take o te rārangi take kāore e whārikihia ki te marea

Items that are likely to be discussed under public-excluded must be indicated on each agenda, including the general subject of the item. The chief executive, however, may exclude public access to any reports, or parts of reports, which are reasonably expected to be discussed with the public excluded.

s. 46A (9), LGOIMA.

9.15 Qualified privilege relating to agenda and minutes/ Te maru whāiti e pā ana ki te rārangi take me ngā meneti

Where any meeting is open to the public and a member of the public is supplied with a copy of the agenda, or the minutes of that meeting, the publication of any defamatory matter included in the agenda or in the minutes is privileged. This does not apply if the publication is proved to have been made with ill will, or improper advantage has been taken of the publication.

s. 52, LGOIMA.

Meeting Procedures/ Ngā Tikanga Hui

10. Opening and closing/ Te whakatuwhera me te whakakapi

Local authorities, local boards and community boards may, at the start of a meeting, choose to recognise the civic importance of the occasion through some form of reflection. This could be an expression of community values, a reminder of the contribution of members who have gone before or a formal welcome, such as a mihi whakatau.

Options for opening a meeting could include a karakia timitanga, mihi whakatau, or powhiri as well as a karakia whakamutunga to close a meeting where appropriate.

11. Quorum/ Kōrama

11.1 Community board meetings/ Ngā hui kaunihera

The quorum for a meeting of the community board is:

- (a) Half of the members physically present, where the number of members (including vacancies) is even; and
- (b) A majority of the members physically present, where the number of members (including vacancies) is odd.

cl. 23 (3)(a) Schedule 7, LGA 2002.

11.2 Committees and subcommittee meetings/ Ngā hui komiti me te komiti āpiti

A community board sets the quorum for its committees and subcommittees, either by resolution or by stating the quorum in the terms of reference. Committees may set the quorums for their subcommittees by resolution, provided that it is not less than two members. (See also 7.4).

In the case of subcommittees the quorum will be two members unless otherwise stated. In the case of committees at least one member of the quorum must be a member of the community board, or if established by a local board or community board, the relevant board.

cl. 23 (3)(b) Schedule 7, LGA 2002.

11.3 Joint Committees/ Ngā komiti hono

The quorum at a meeting of a joint committee must be consistent with Standing Order 11.1. Local authorities participating in the joint committee may decide, by agreement, whether or not the quorum includes one or more members appointed by each community board or any party.

cl. 30A (6)(c) Schedule 7, LGA 2002.

11.4 Requirement for a quorum/ Te herenga mō te kōrama

A meeting is constituted where a quorum of members is present, whether or not they are all voting or entitled to vote. In order to conduct any business at a meeting, a quorum of members must be present for the whole time that the business is being considered.

cl. 23(1) & (2) Schedule 7, LGA 2002.

11.5 Meeting lapses where no quorum/ Ka tārewa te hui mēnā karekau he kōrama

A meeting must lapse and the chairperson vacate the chair, if a quorum is not present within 30 minutes of the advertised start of the meeting. Where members are known to be travelling to the meeting, but are delayed due to extraordinary circumstance, the chairperson has discretion to wait for a longer period.

No business may be conducted while waiting for the quorum to be reached. Minutes will record when a meeting lapses due to a lack of a quorum, along with the names of the members who attended.

Should a quorum be lost the meeting will lapse if the quorum is not present within 15 minutes.

11.6 Business from lapsed meetings/ Ngā take mai i ngā hui tārewa

Where meetings lapse the remaining business will be adjourned and be placed at the beginning of the agenda of the next ordinary meeting, unless the chairperson sets an earlier meeting and this is notified by the chief executive.

12. Public access and recording/ Te urunga a te marea me te hopunga

12.1 Meetings open to the public/ E tuwhera ana ngā hui ki te marea

Except as otherwise provided by Part 7 of LGOIMA, every meeting of the community board, must be open to the public.

s.47 & 49(a), LGOIMA.

12.2 Grounds for removing the public/ Ngā take e panaia ai te marea

The chairperson may require any member of the public to be removed from the meeting if they believe that person's behaviour is likely to prejudice the orderly conduct of the meeting.

s.50(1), LGOIMA

12.3 Community board may record meetings/ Ka āhei te mana ā-rohe ki te hopu i ngā hui

Meeting venues should contain clear signage indicating and informing members, officers and the public that proceedings may be recorded by the community board and may be subject to direction by the chairperson.

12.4 Public may record meetings/ Ka āhei te marea ki te hopu i ngā hui

Members of the public may make electronic or digital recordings of meetings which are open to the public. Any recording of meetings should be notified to the chairperson at the commencement of the meeting to ensure that the recording does not distract the meeting from fulfilling its business.

Where circumstances require, the chairperson may direct the recording to stop for a period of time.

13. Attendance/ Te taenga

13.1 Members right to attend meetings/ Te mōtika a ngā mema ki te tae ki ngā hui

A member of a community board, or of a committee of a community board, has, unless lawfully excluded, the right to attend any meeting of the community board or committee.

cl. 19(2), Schedule 7, LGA 2002.

If a member of the community board is not an appointed member of the meeting which they are attending, they may not vote on any matter at that meeting. However, they may, with the leave of the chair, take part in the meeting's discussions.

A member attending a meeting of which they are not an appointed member is not a member of the public for the purpose of s.48 LGOIMA. Consequently, if the meeting resolves to exclude the public then any members of the community board who are present may remain, unless they are lawfully excluded.

Please note: this section does not confer any rights to non-elected members appointed to committees of a community board.

13.2 Attendance when a committee is performing judicial or quasi-judicial functions/ Te tae ki ngā hui ina whakahaere whakawā te komiti

When a committee is performing judicial or quasi-judicial functions, members of the community board who are not members of that committee are not entitled to take part in the proceedings.

13.3 Leave of absence/ Te tuku tamōtanga

A community board may grant a member leave of absence following an application from that member. The community board may delegate the power to grant a leave of absence to the Chairperson in order to protect a members' privacy and the Community board may approve an application from the Chairperson. The Chairperson will advise all members of the community board whenever a member has been granted leave of absence under delegated authority. Meeting minutes will record that a member has leave of absence as an apology for that meeting.

13.4 Apologies / whakapāha

A member who does not have leave of absence may tender an apology should they be absent from all or part of a meeting. The Chairperson (or acting chair) must invite apologies at the beginning of each meeting, including apologies for lateness and early departure. The meeting may accept or

decline any apologies. Members may be recorded as absent on community board business where their absence is a result of a commitment made on behalf of the community board.

For clarification, the acceptance of a member's apology constitutes a grant of 'leave of absence' for that meeting.

13.5 Recording apologies/ Ngā whakapāha

The minutes will record any apologies tendered before or during the meeting, including whether they were accepted or declined and the time of arrival and departure of all members.

13.6 Absent without leave / Te hopu whakapāha

Where a member is absent from four consecutive meetings of the community board without leave of absence or an apology being accepted (not including extraordinary or emergency meetings) then the office held by the member will become vacant. A vacancy created in this way is treated as an extraordinary vacancy.

cl. 5 (d) Schedule 7, LGA 2002.

13.7 Right to attend by audio or audiovisual link/ Te tamōtanga kāore i whakaaetia

Provided the conditions in standing orders 13.11 and 13.12 are met, members of the local authority and its committees (and members of the public for the purpose of a deputation approved by the chairperson), have the right to attend meetings by means of an electronic link, unless they have been lawfully excluded.

13.8 Member's status: quorum/ Te mōtika kia tae atu mā te hononga ā-oro, ataata-rongo rānei

Members who attend meetings by electronic link will not be counted as present for the purposes of a quorum.

cl. 25A (4), Schedule 7, LGA 2002.

13.9 Member's status: voting/ Te tūnga a te mema: kōrama

Where a meeting has a quorum, determined by the number physically present, the members attending by electronic link can vote on any matters raised at the meeting.

13.10 Chairperson's duties/ Te tūnga a te mema: te pōti

Where the technology is available and a member is attending a meeting by audio or audiovisual link, the chairperson must ensure that:

- (a) The technology for the link is available and of suitable quality; and
- (b) Procedures for using the technology in the meeting will ensure that:
 - i. Everyone participating in the meeting can hear each other;
 - ii. The member's attendance by audio or audio visual link does not reduce their accountability or accessibility of that person in relation to the meeting;
 - iii. The requirements of Part 7 of LGOIMA are met; and
 - iv. The requirements in these standing orders are met.

cl. 25A (3) schedule 7, LGA 2002.

If the chairperson is attending by audio or audio visual link, then chairing duties will be undertaken by the deputy chair, or a member who is physically present.

13.11 Conditions for attending by audio or audiovisual link/ Ngā mahi a te ūpoko

Noting standing order 13.7, the chairperson may give approval for a member to attend meetings by electronic link, either generally or for a specific meeting. Examples of situations where approval can be given include:

- (a) Where the member is at a place that makes their physical presence at the meeting impracticable or impossible;
- (b) Where a member is unwell; and
- (c) Where a member is unable to attend due to an emergency.

13.12 Request to attend by audio or audiovisual link/ Ngā tikanga mō te taenga mā te hononga ā-oro, ataatarongo rānei

Where possible, a member will give the chairperson and the chief executive at least 2 working days' notice when they want to attend a meeting by audio or audiovisual link. Should, due to illness or emergency, this is not possible the member may give less notice.

Where such a request is made and the technology is available, the chief executive must take reasonable steps to enable the member to attend by audio or audiovisual link. However, the council or community board has no obligation to make the technology for an audio or audio-visual link available.

If the member's request cannot be accommodated, or there is a technological issue with the link, this will not invalidate any acts or proceedings of the local authority, its committees or community boards.

13.13 Chairperson may terminate link/ Te tono kia tae mā te hononga ā-oro, ataata-rongo rānei

The chairperson may direct that an electronic link should be terminated where:

- (a) Use of the link is increasing, or may unreasonably increase, the length of the meeting;
- (b) The behaviour of the members using the link warrants termination, including the style, degree and extent of interaction between members;
- (c) It is distracting to the members who are physically present at the meeting;
- (d) The quality of the link is no longer suitable;
- (e) Information classified as confidential may be compromised (see also SO 13.16).

13.14 Giving or showing a document/ Ka āhei te ūpoko ki te whakakore i te hononga

A person attending a meeting by audio or audio visual link may give or show a document by:

- (a) Transmitting it electronically;
- (b) Using the audio visual link; or
- (c) Any other manner that the chairperson thinks fit.

cl. 25(A) (6) schedule 7, LGA 2002.

13.15 Link failure/ Te tuku, te whakaatu rānei i tētahi tuhinga

Where an audio or audiovisual link fails, or there are other technological issues that prevent a member who is attending by link from participating in a meeting, that member must be deemed to be no longer attending the meeting.

13.16 Confidentiality/ Ina mūhore te hononga

A member who is attending a meeting by audio or audio visual link must ensure that the meeting's proceedings remain confidential during any time that the public is excluded. At such a time, the chairperson may require the member to confirm that no unauthorised people are able to view or hear the proceedings. If the chairperson is not satisfied by the explanation they may terminate the link.

14. Chairperson's role in meetings/ Te mahi a te ūpoko i roto i ngā hui

14.1 Community board meetings/ Ngā hui kaunihera

The appointed chairperson must preside at each meeting unless they vacate the chair for all or part of a meeting. If the chairperson is absent from a meeting or vacates the chair, the deputy chairperson (if any) will act as chairperson. If the deputy chairperson is also absent, or has not been appointed, the committee members who are present must elect a member to act as chairperson. This person may exercise the meeting responsibilities, duties and powers of the chairperson.

cl. 26(2), (5) & (6), schedule 7 LGA 2002.

14.2 Addressing the chairperson/ Ētahi atu hui

Members will address the Chairperson in a manner that the Chairperson has determined.

14.3 Chairperson's rulings/ Me pēhea te whakaingoa i te ūpoko

The chairperson will decide all procedural questions, including points of order, where insufficient provision is made by these standing orders (except in cases where appoint of order questions the chairperson's ruling). Any refusal to obey a Chairperson's ruling or direction constitutes contempt (see SO 20.5).

14.4 Chairperson standing/ Ngā whakataunga a te ūpoko

Whenever the chairperson stands during a debate members are required to sit down (if required to stand to address the meeting) and be silent so that they can hear the chairperson without interruption.

14.5 Member's right to speak/ Ina tū te ūpoko

Members are entitled to speak in accordance with these standing orders. Members should address the chairperson when speaking. They may not leave their place while speaking, unless they have the leave of the chairperson.

14.6 Chairperson may prioritise speakers/ Te mōtika a te mema ki te kōrero

When two or more members want to speak the chairperson will name the member who may speak first. Other members who wish to speak have precedence where they intend to:

- (a) Raise a point of order, including a request to obtain a time extension for the previous speaker; and/or
- (b) Move a motion to terminate or adjourn the debate; and/or
- (c) Make a point of explanation; and/or
- (d) Request the chair to permit the member a special request.

15. Public Forums/ Ngā Matapakinga a te Marea

Public forums are a defined period of time, usually at the start of an ordinary meeting, which, at the discretion of a meeting, is put aside for the purpose of public input. Public forums are designed to enable members of the public to bring matters of their choice, not necessarily on the meeting's agenda, to the attention of the community board.

In the case of a committee, subcommittee, local or community board, any issue, idea, or matter raised in a public forum, must fall within the terms of reference of that body.

15.1 Time limits/ Ngā tepenga wā

A period of up to 30 minutes, or such longer time as the meeting may determine, will be available for the public forum at each scheduled community board meeting. Requests must be made to the chief executive (or their delegate) at least one clear day before the meeting; however this requirement may be waived by the chairperson. Requests should also outline the matters that will be addressed by the speaker(s).

Speakers can speak for up to 5 minutes. Where the number of speakers presenting in the public forum exceeds 6 in total, the chairperson has discretion to restrict the speaking time permitted for all presenters.

15.2 Restrictions/ Ngā herenga

The chairperson has the discretion to decline to hear a speaker or to terminate a presentation at any time where:

- A speaker is repeating views presented by an earlier speaker at the same public forum;
- The speaker is criticising elected members and/or staff;
- The speaker is being repetitious, disrespectful or offensive;
- The speaker has previously spoken on the same issue;
- The matter is subject to legal proceedings; and
- The matter is subject to a hearing, including the hearing of submissions where the community board or committee sits in a quasi-judicial capacity.

15.3 Questions at public forums/ Ngā pātai i ngā matapakinga a te marea

At the conclusion of the presentation, with the permission of the chairperson, elected members may ask questions of speakers. Questions are to be confined to obtaining information or clarification on matters raised by a speaker.

15.4 No resolutions/ Kāore he tatūnga

Following the public forum no debate or decisions will be made at the meeting on issues raised during the forum unless related to items already on the agenda. (See the LGNZ Guide to Standing Orders for suggestions of good practice in dealing with issues raised during a forum).

16. Deputations/ Ngā Teputeihana

The purpose of a deputation is to enable a person, group, or organisation to make a presentation to a meeting on a matter or matters covered by that meeting's terms of reference. Deputations should be approved by the chairperson, or an official with delegated authority, five working days before the meeting; however this requirement may be waived by the chairperson. Deputations may be heard at the commencement of the meeting or at the time that the relevant agenda item is being considered.

16.1 Time limits/ Ngā tepenga wā

Speakers can speak for up to 5 minutes, or longer at the discretion of the chairperson. No more than two speakers can speak on behalf of an organisation's deputation.

16.2 Restrictions/ Ngā herenga

The chairperson has the discretion to decline to hear or terminate a deputation at any time where:

- A speaker is repeating views presented by an earlier speaker at the meeting;
- The speaker is criticising elected members and/or staff;
- The speaker is being repetitious, disrespectful or offensive;
- The speaker has previously spoken on the same issue;
- The matter is subject to legal proceedings; and
- The matter is subject to a hearing, including the hearing of submissions where the community board or committee sits in a quasi-judicial capacity.

16.3 Questions of a deputation/ Te pātai i ngā teputeihana

At the conclusion of the deputation members may, with the permission of the chairperson, ask questions of any speakers. Questions are to be confined to obtaining information or clarification on matters raised by the deputation.

16.4 Resolutions/ Ngā tatūnga

Any debate on a matter raised in a deputation must occur at the time at which the matter is scheduled to be discussed on the meeting agenda and once a motion has been moved and seconded.

17. Petitions/ Ngā Petihana

17.1 Form of petitions/ Te āhua o ngā petihana

Petitions may be presented to the community board as long as the subject matter falls within the terms of reference of the intended meeting.

Petitions must contain at least 20 signatures and consist of fewer than 150 words (not including signatories). They must be received by the chief executive at least five working days before the meeting at which they will be presented; however this requirement may be waived by the chairperson.

Petitions must not be disrespectful, use offensive language or include malicious, inaccurate, or misleading statements (see standing order 20.9 on qualified privilege). They may be written in English or te reo Māori. Petitioners planning to present their petition in te reo or sign language should advise the chief executive in time to allow translation services to be arranged.

17.2 Petition presented by petitioner/ Te petihana ka whakatakotohia e te kaipetihana

A petitioner who presents a petition to the community board, may speak for 5 minutes (excluding questions) about the petition, unless the meeting resolves otherwise. The chairperson must terminate the presentation of the petition if he or she believes the petitioner is being disrespectful, offensive or making malicious statements.

Where a petition is presented as part of a deputation or public forum the speaking time limits relating to deputations or public forums shall apply. The petition must be received by the chief executive at least 5 working days before the date of the meeting concerned.

17.3 Petition presented by member/ Te petihana ka whakatakotohia e tētahi mema

Members may present petitions on behalf of petitioners. In doing so, members must confine themselves to presenting:

- (a) The petition;
- (b) The petitioners' statement; and
- (c) The number of signatures.

18. Exclusion of public/ Te aukati i te marea

18.1 Motions and resolutions to exclude the public/ Ngā mōtini me ngā tatūnga ki te aukati i te marea

Members of a meeting may resolve to exclude the public from a meeting. The grounds for exclusion are those specified in section 48 of LGOIMA (see Appendix 1).

Every motion to exclude the public must be put while the meeting is open to the public, and copies of the motion must be available to any member of the public who is present. If the motion is passed the resolution to exclude the public must be in the form set out in schedule 2A of LGOIMA (see Appendix 2). The resolution must state:

- (a) The general subject of each matter to be excluded;
- (b) The reason for passing the resolution in relation to that matter; and
- (c) The grounds on which the resolution is based.

The resolution will form part of the meeting's minutes.

s. 48 LGOIMA.

18.2 Specified people may remain/ Ka āhei ngā tāngata ka tohua ki te noho mai

Where a meeting resolves to exclude the public, the resolution may provide for specified persons to remain if, in the opinion of the meeting, they will assist the meeting to achieve its purpose. Any such resolution must state, in relation to the matter to be discussed, how the knowledge held by the specified people is relevant and be of assistance.

No such resolution is needed for people who are entitled to be at the meeting, such as relevant staff and officials contracted to the council for advice on the matter under consideration.

s.48 (6) LGOIMA.

18.3 Public excluded items/ Ngā take e aukatihia ana ki te marea

The chief executive must place in the public-excluded section of the agenda any items that he or she reasonably expects the meeting to consider with the public excluded. The public excluded section of the agenda must indicate the subject matter of the item and the reason the public are excluded.

s.46A (8) LGOIMA.

18.4 Non-disclosure of information/ Te kore e whāki i ngā mōhiohio

No member or officer may disclose to any person, other than another member, officer or person authorised by the chief executive, any information that has been, or will be, presented to any meeting from which the public is excluded, or proposed to be excluded.

This restriction does not apply where a meeting has resolved to make the information publicly available or where the chief executive has advised, in writing, that one or both of the following apply:

- (a) There are no grounds under LGOIMA for withholding the information; and
- (b) The information is no longer confidential.

18.5 Release of information from public excluded session/ Te tuku i ngā mōhiohio nō te nohoanga aukati ki te marea

A community board may provide for the release to the public of information which has been considered during the public excluded part of a meeting.

Each public excluded meeting must consider and agree by resolution, what, if any, information will be released to the public. In addition the chief executive may release information which has been considered at a meeting from which the public has been excluded where it is determined the grounds to withhold the information no longer exist.

19. Voting/ Te pōti

19.1 Decisions by majority vote/ Mā te nuinga e whakatau

Unless otherwise provided for in the LGA 2002, other legislation, or standing orders, the acts of, and questions before, a local authority must be decided at a meeting through a vote exercised by the majority of the members that are present and voting.

cl. 24 (1), Schedule 7, LGA 2002.

19.2 Open voting/ Te pōti tuwhera

An act or question coming before the community board must be done or decided by open voting.

cl. 24 (3) Schedule 7, LGA 2002.

19.3 Chairperson has a casting vote/ Kei te ūpoko te pōti whakatau

The chairperson, or any other person presiding at a meeting, has a deliberative vote and, in the case of an equality of votes, has a casting vote.

cl. 24 (2) Schedule 7, LGA 2002.

19.4 Method of voting/ Te tikanga pōti

The method of voting must be as follows:

- (a) The chairperson in putting the motion must call for an expression of opinion on the voices or take a show of hands, the result of either of which, as announced by the chairperson, must be conclusive unless such announcement is questioned immediately by any member, in which event the chairperson will call a division;
- (b) The chairperson or any member may call for a division instead of or after voting on the voices and/or taking a show of hands; and
- (c) Where a suitable electronic voting system is available that system may be used instead of a show of hands, vote by voices, or division, and the result publicly displayed and notified to the chairperson who must declare the result.

19.5 Calling for a division/ Te tono i te wehenga

When a division is called, the chief executive must record the names of the members voting for and against the motion, and abstentions, and provide the names to the chairperson to declare the result. The result of the division must be entered into the minutes and include members' names and the way in which they voted.

The Chairperson may call a second division where there is confusion or error in the original division.

19.6 Request to have votes recorded/ Te tono kia tuhi i ngā pōti

If requested by a member, immediately after a vote the minutes must record the member's vote or abstention. Recording any other matters, such as a members' reason for their vote or abstention, is not permitted.

19.7 Members may abstain/ Ka āhei ngā mema ki te noho puku

Any member may abstain from voting.

20. Conduct/ Ngā whanonga

20.1 Calling to order/ Te tono kia tau ngā mema

When the chairperson calls members to order they must be seated and stop speaking. If the members fail to do so, the chairperson may direct that they should immediately leave the meeting for a specified time.

20.2 Behaviour consistent with Code of Conduct/ Ngā whanonga e hāngai ana ki te Tikanga Whakahaere

At a meeting no member may act inconsistently with their Code of Conduct, or speak or act in a manner which is disrespectful of other members, staff or the public.

20.3 Retractions and apologies/ Te tango kōrero me te whakapāha

In the event of a member, or speaker, who has been disrespectful of another member or contravened the community board's Code of Conduct, the chairperson may call upon that member, or speaker, to withdraw the offending comments, and may require them to apologise. If the member refuses to do so the chairperson may direct that they should leave the meeting immediately for a specified time and/or make a complaint under the Code of Conduct.

20.4 Disorderly conduct/ Ngā whanonga kino

Where the conduct of a member is disorderly or is creating a disturbance the chairperson may require that member to leave the meeting immediately for a specified time.

If the disorder continues the chairperson may adjourn the meeting for a specified time. At the end of this time the meeting must resume and decide, without debate, whether the meeting should proceed or be adjourned.

The chairperson may also adjourn the meeting if other people cause disorder or in the event of an emergency.

20.5 Contempt/ Te whakahāwea

Where a member is subject to repeated cautions by the chairperson for disorderly conduct the meeting may, should it so decide, resolve that the member is in contempt. Any such resolution must be recorded in the meeting's minutes.

A member who has been found to be in contempt, and continues to be cautioned by the Chairperson for disorderly conduct, may be subject to standing order 20.6.

20.6 Removal from meeting/ Te pana i te tangata i te hui

A member of the police or authorised security personnel may, at the chairperson's request, remove or exclude a member from a meeting.

This standing order will apply where the chairperson has ruled that the member should leave the meeting and the member has refused or failed to do so; or has left the meeting and attempted to re-enter it without the chairperson's permission.

20.7 Financial conflicts of interests/ Ngā take taharua ahumoni

Every member present at a meeting must declare any direct or indirect financial interest that they hold in any matter being discussed at the meeting, other than an interest that they hold in common with the public.

No member may vote on, or take part in, a discussion about any matter in which they have a direct or indirect financial interest unless an exception set out in s.6 LAMIA applies to them, or the Auditor-General has granted them an exemption or declaration under s.6.

Members with a financial interest should physically withdraw themselves from the table unless the meeting is in public excluded in which case they should leave the room.

Neither the chairperson, nor the meeting, may rule on whether a member has a financial interest in the matter being discussed. The minutes must record any declarations of financial interests and the member's abstention from any discussion and voting on the matter.

s. 6 & 7 LAMIA.

20.8 Non-financial conflicts of interests/ Ngā take taharua ahumoni-kore

Non-financial interests involve questions about whether the judgement of a member of a community board could be affected by a separate interest, or duty, which that member may have in relation to a particular matter. If a member considers that they have a non-financial conflict of interest in a matter they must not take part in the discussions about that matter, or any subsequent vote.

The member must leave the table when the matter is considered, but does not need to leave the room. The minutes must record the declaration and member's subsequent abstention from discussion and voting.

Neither the chairperson, nor the meeting, may rule on whether a member has a non-financial interest in the matter being discussed.

20.9 Qualified privilege for meeting proceedings/ Te maru whāiti mō ngā whakaritenga hui

Any oral statement made at any meeting of the community board in accordance with the rules adopted by the local authority for guiding its proceedings is privileged, unless the statement is proved to have been made with ill will, or took improper advantage of the occasion of publication.

s. 53, LGOIMA.

20.10 Qualified privilege additional to any other provisions/ He āpitianga te maru whāiti ki ētahi atu whakaritenga

The privilege referred to above is in addition to any other privilege, whether absolute or qualified, that applies as a result of any other enactment or rule of law applying to any meeting of the local authority.

s. 53, LGOIMA.

20.11 Electronic devices at meetings/ Ngā pūrere hiko i ngā hui

Electronic devices and phones can only be used to advance the business of a meeting. Personal use may only occur at the discretion of the chair. A chairperson may require that an electronic device is switched off if:

- I. its use is likely to distract a meeting from achieving its business, or,
- II. a member is found to be receiving information or advice from sources not present at the meeting that may affect the integrity of the proceedings.

21. General rules of debate/ Ngā tikanga whānui mō te tautohetohe

21.1 Chairperson may exercise discretion/ Kei te ūpoko te tikanga

The application of any procedural matters in this section of the standing orders, such as the number of times a member may speak or when a chair can accept a procedural motion to close or adjourn a debate, is subject to the discretion of the chairperson.

21.2 Time limits on speakers/ Te tepenga wā mā ngā kaikōrero

The following time limits apply to members speaking at meetings:

- (a) Movers of motions when speaking to the motion – not more than 5 minutes;
- (b) Movers of motions when exercising their right of reply – not more than 5 minutes; and
- (c) Other members – not more than 5 minutes.

Time limits can be extended if a motion to that effect is moved, seconded and supported by a majority of members present.

21.3 Questions to staff/ Ngā pātai ki ngā kaimahi

During a debate members can ask staff questions about the matters being discussed. Questions must be asked through the chairperson, and how the question is to be dealt with is at the chairperson's discretion.

21.4 Questions of clarification/ Ngā pātai whakamārama

At any point in a debate a member may ask the chairperson for clarification about the nature and content of the motion which is the subject of the debate and/or the particular stage the debate has reached.

21.5 Members may speak only once/ Kotahi noa iho te wā e āhei ai te mema ki te kōrero

A member, depending on the choice of options for speaking and moving set out in Cl. 22.2 -22.4, may not speak more than once to a motion at a meeting of the community board, except with permission of the chairperson. Members can speak more than once to a motion at a committee or subcommittee meeting with the chairperson's permission.

21.6 Limits on number of speakers/ Ngā tepenga mō te maha o ngā kaikōrero

If three speakers have spoken consecutively in support of, or in opposition to, a motion, the Chairperson may call for a speaker to the contrary. If there is no speaker to the contrary, the Chairperson must put the motion after the mover's right of reply.

Members speaking must, if requested by the chairperson, announce whether they are speaking in support of, or opposition to, a motion.

21.7 Secunder may reserve speech/ Ka āhei te kaitautoko ki te whakatārewa i tana kōrero

A member may second a motion or amendment without speaking to it, reserving the right to speak until later in the debate.

21.8 Speaking only to relevant matters/ Me hāngai ngā kōrero ki ngā take whai pānga

Members may only speak to;

- I. any matter before the meeting
- II. a motion or amendment which they propose, and
- III. to raise a point of order arising out of debate,

Members must confine their remarks strictly to the motion or amendment they are speaking to.

The chairperson's rulings on any matters arising under this standing order are final and not open to challenge.

21.9 Restating motions/ Te whakahua anō i te mōtini

At any time during a debate a member may ask, for their information, that the chairperson restate a motion and any amendments; but not in a manner that interrupts a speaker.

21.10 Criticism of resolutions/ Te whakahē i ngā tatūnga

A member speaking in a debate may not unduly criticise the validity of any resolution, except by a notice of motion to amend or revoke the resolution.

21.11 Objecting to words/ Te whakahē kupu

When a member objects to any words used by another member in a speech and wants the minutes to record their objection, they must object at the time when the words are used and before any other member has spoken. The chairperson must order the minutes to record the objection.

Note: This provision does not preclude a member from making a complaint at any time during, or after, a meeting about the use of inappropriate or offensive language.

21.12 Right of reply/ Te mōtika ki te whakautu

The mover of an original motion has a right of reply. A mover of an amendment to the original motion does not. In their reply, the mover must confine themselves to answering previous speakers and not introduce any new matters.

A mover's right of reply can only be used once. It can be exercised either at the end of the debate on the original, substantive or substituted motion or at the end of the debate on a proposed amendment.

The original mover may speak once to the principal motion and once to each amendment without losing that right of reply. If a closure motion is carried, the mover of the motion may use their right of reply before the motion or amendment is put to the vote. The mover of the original motion may choose to indicate that they wish to reserve their right or reply until the closure motion.

21.13 No other member may speak/ E kore e āhei tētahi atu mema ki te kōrero

In exercising a right of reply, no other member may speak:

- I. After the mover has started their reply;
- II. After the mover has indicated that they want to forego this right; and
- III. Where the mover has spoken to an amendment to the original motion and the chairperson has indicated that he or she intends to put the motion.

21.14 Adjournment motions/ Ngā mōtini hei hiki i te hui

The carrying of any motion to adjourn a meeting must supersede other business still remaining to be disposed of. Any such business must be considered at the next meeting. Business referred to, or referred back to, a specified committee or local or community board, is to be considered at the next ordinary meeting of that committee or board, unless otherwise specified.

21.15 Chairperson's acceptance of closure motions / Te whakaae a te ūpoko ki ngā mōtini whakakapi

The Chairperson may only accept a closure motion where there have been at least two speakers for and two speakers against the motion that is proposed to be closed, or the chairperson considers it reasonable to do so.

However, the chairperson must put a closure motion if there are no further speakers in the debate. When the meeting is debating an amendment, the closure motion relates to the amendment. If a closure motion is carried, the mover of the motion under debate has the right of reply after which the chairperson puts the motion or amendment to the vote.

22. General procedures for speaking and moving motions/ Ngā tikanga whānui mō te kōrero me te mōtini

22.1 Options for speaking and moving/ Ngā kōwhiringa mō te kōrero me te mōtini

This subsection provides three options for speaking and moving motions and amendments at a meeting of a community board and its committees or subcommittees.

Option A applies unless, on the recommendation of the chairperson at the beginning of a meeting, the meeting resolves [*by simple majority*] to adopt either of the other two options for the meeting generally, or for any specified items on the agenda.

22.2 Option A/ Kōwhiringa A

- The mover and seconder of a motion cannot move or second an amendment. (This does not apply when the mover or seconder of a motion to adopt a report of a committee wants to amend an item in the report. In this case the original mover or seconder may also propose or second the suggested amendment).
- Only members who have not spoken to the original, or substituted, motion may move or second an amendment to it.
- The mover or seconder of an amendment, whether it is carried (in which case it becomes the substantive motion) or lost, cannot move or second a subsequent amendment.
- Members can speak to any amendment and, provided they have not spoken to the motion or moved or seconded an amendment, they can move or second further amendments.
- The meeting, by agreement of the majority of members present, may amend a motion with the agreement of the mover and seconder.

22.3 Option B/ Kōwhiringa B

- The mover and seconder of a motion cannot move or second an amendment. (This does not apply when the mover or seconder of a motion to adopt a report of a committee wants to amend an item in the report. In this case the original mover or seconder may also propose or second the suggested amendment).
- Any members, regardless of whether they have spoken to the original or substituted motion, may move or second an amendment to it.

- The mover or seconder of an amendment that is carried can move or second a subsequent amendment. A mover or seconder of an amendment which is lost cannot move or second a subsequent amendment.
- Members can speak to any amendment.
- The meeting by agreement of the majority of members present may amend a motion with the agreement of the mover and seconder.

22.4 Option C/ Kōwhiringa C

- The mover and seconder of a motion can move or second an amendment.
- Any members, regardless of whether they have spoken to the original or substituted motion, may move or second an amendment to it.
- The mover or seconder of an amendment whether it is carried or lost can move or second further amendments.
- Members can speak to any amendment.
- The meeting by agreement of the majority of members present may amend a motion with the agreement of the mover and seconder.

23. Motions and amendments/ Ngā mōtini me ngā whakahoutanga

23.1 Proposing and seconding motions/ Te whakatakoto me te tautoko mōtini

All motions, and amendments moved during a debate, must be seconded (including notices of motion). The chairperson may then state the motion and propose it for discussion. A motion should be moved and seconded before debate but after questions.

Amendments and motions that are not seconded are not valid and should not be entered in the minutes.

Note: Members who move or second a motion are not required to be present for the entirety of the debate.

23.2 Motions in writing/ Te tuhi i ngā mōtini

The chairperson may require movers of motions and amendments to provide them in writing, signed by the mover.

23.3 Motions expressed in parts/ Ngā mōtini i whakawehea

The chairperson, or any member, can require a motion that has been expressed in parts to be decided part by part.

23.4 Substituted motion/ Te whakakapi mōtini

Where a motion is subject to an amendment the meeting may substitute the motion with the amendment, provided the mover and seconder of the original motion agree to its withdrawal. All members may speak to the substituted motion.

23.5 Amendments to be relevant and not direct negatives/ Me hāngai ngā whakahoutanga me kaua e whakahē i te mōtini

Every proposed amendment must be relevant to the motion under discussion. Proposed amendments cannot be similar to an amendment that has already been lost. An amendment cannot be a direct negative to the motion or the amended motion. Reasons for not accepting an amendment can include:

- a) Not directly relevant
- b) In conflict with a carried amendment
- c) Similar to a lost amendment
- d) Would negate a committee decision if made under delegated authority
- e) In conflict with a motion referred to the governing body by that meeting
- f) Direct negative.

Please note that amendments that are significantly different must comply with the decision-making provisions of the Part 6, LGA 2002.

23.6 Foreshadowed amendments/ Ngā whakahoutanga kua kōrerotia kētia

The meeting must dispose of an existing amendment before a new amendment can be moved. However, members may foreshadow to the chairperson that they intend to move further amendments as well as the nature of the content of those amendments.

23.7 Carried amendments/ Ngā whakahoutanga i whakaaetia

Where an amendment is lost, the meeting will resume the debate on the original or substituted motion. Any member who has not spoken to that motion may, depending on the choice of options for speaking and moving set out in clauses 22.2 – 22.4, speak to it, and may move or second a further amendment.

23.8 Lost amendments/ Ngā whakahoutanga i whakahēngia

Where an amendment is carried, the meeting will resume the debate on the original motion as amended. This will now be referred to as the substantive motion. Members who have not spoken to the original motion may, depending on the choice of options for speaking and moving set out in clauses 22.2 – 22.4, speak to the substantive motion, and may move or second a further amendment to it.

23.9 Where a motion is lost/ Ina whakahēngia tētahi mōtini

In a situation where a substantive motion that recommends a course of action is lost a new motion, with the consent of the Chairperson, may be proposed to provide direction.

23.10 Withdrawal of motions and amendments/ Te tango i ngā mōtini me ngā whakahoutanga

Once a motion or amendment has been seconded the mover cannot withdraw it without the agreement of the majority of the members who are present and voting.

The mover of an original motion, which has been subject to an amendment that has been moved and seconded, cannot withdraw the original motion until the amendment has either been lost or withdrawn by agreement, as above.

23.11 No speakers after reply or motion has been put/ Kāore e āhei he kaikōrero i muri i te whakautu a te kaimōtini, i te tono rānei i te pōti

A member may not speak to any motion once:

- (a) The mover has started their right of reply in relation to the motion; and
- (b) The mover has started putting the motion.

24. Revocation or alteration of resolutions/ Te whakakore, te whakahou rānei i ngā tatūnga

24.1 Member may move revocation of a decision/ Ka āhei tētahi mema ki te mōtini ki te whakakore i tētahi whakataunga

A member may give the chief executive a notice of motion for the revocation or alteration of all or part of a previous resolution of the community board. The notice must set out:

- (a) The resolution or part of the resolution which the member proposes to revoke or alter;
- (b) The meeting date when the resolution was passed;
- (c) The motion, if any, which the member proposes to replace it with; and
- (d) Sufficient information to satisfy the decision-making provisions of sections 77-82 of Part 6, LGA 2002.

If the mover of the notice of motion is unable to provide this information, or the decision is likely to be deemed a significant decision, the notice of motion should provide that the proposal is referred to the chief executive for consideration and report.

24.2 Revocation must be made by the body responsible for the decision/ Mā te rōpū nāna te whakatau e whakakore

If a resolution is made under delegated authority by a committee, subcommittee or subordinate decision-making body, or a local or community board, only that body may revoke or amend the resolution, assuming the resolution is legally made.

This provision does not prevent the body that made the delegation from removing or amending a delegation given to a subordinate body or local board or community board.

cl. 30 (6) Schedule 7, LGA 2002.

24.3 Requirement to give notice/ Te herenga ki te tuku pānui

A member must give notice to the chief executive at least 5 working days before the meeting at which it is proposed to consider the motion. The notice is to be signed by not less than one third of the members of the community board, including vacancies. Notice can be sent via email and include the scanned electronic signatures of members. If the notice of motion is lost, no similar notice of motion which is substantially the same in purpose and effect may be accepted within the next twelve months.

24.4 Restrictions on actions under the affected resolution/ Ngā herenga mō ngā mahi i raro i te tatūnga whai pānga

Once a notice of motion to revoke or alter a previous resolution has been received no irreversible action may be taken under the resolution in question until the proposed notice of motion has been dealt with.

Exceptions apply where, in the opinion of the chairperson:

- (a) The practical effect of delaying actions under the resolution would be the same as if the resolution had been revoked;
- (b) By reason of repetitive notices, the effect of the notice is an attempt by a minority to frustrate the will of the community board or the committee that made the previous resolution.

In either of these situations, action may be taken under the resolution as though no notice of motion had been given to the chief executive.

24.5 Revocation or alteration by resolution at same meeting/ Te whakakore, te whakahou rānei mā te tatūnga i taua hui tonu

A meeting may revoke or alter a previous resolution made at the same meeting where, during the course of the meeting, it receives fresh facts or information concerning the resolution. In this situation 75 per cent of the members present and voting must agree to the revocation or alteration.

24.6 Revocation or alteration by recommendation in report/ Te whakakore, te whakahou rānei mā te marohi ki rō pūrongo

The community board, on a recommendation in a report by the chairperson, chief executive, or any committee or subcommittee, local or community board, may revoke or alter all or part of a

resolution passed by a previous meeting. The chief executive must give at least two clear working days' notice of any meeting that will consider a revocation or alteration recommendation.

cl. 30 (6) Schedule 7, LGA 2002.

25. Procedural motions/ Ngā mōtini whakahaere

25.1 Procedural motions must be taken immediately / Me pōti ngā mōtini whakahaere i taua wā tonu

A procedural motion to close or adjourn a debate will take precedence over other business, except points of order and rights of reply. If the procedural motion is seconded the chairperson must put it to the vote immediately, without discussion or debate. A procedural motion to close or adjourn debate can be taken after two speakers have spoken for the motion and two against or, in the chairperson's opinion, it is reasonable to accept the closure motion.

25.2 Procedural motions to close or adjourn a debate/ Ngā mōtini whakahaere ki te whakakapi, whakatārewa rānei i tētahi tautohetohe

Any member who has not spoken on the matter under debate may move any one of the following procedural motions to close or adjourn a debate:

- (a) That the meeting be adjourned to the next ordinary meeting (unless the member states an alternative time and place);
- (b) that the motion under debate should now be put (a closure motion);
- (c) That the item being discussed should be adjourned to a specified time and place and not be further discussed at the meeting;
- (d) That the item of business being discussed should lie on the table and not be further discussed at this meeting; (items lying on the table at the end of the triennium will be deemed to have expired); and
- (e) That the item being discussed should be referred (or referred back) to the relevant committee or local or community board.

A member seeking to move a procedural motion must not interrupt another member who is already speaking.

25.3 Voting on procedural motions/ Te pōti mō ngā mōtini whakahaere

Procedural motions to close or adjourn a debate must be decided by a majority of all members who are present and voting. If the motion is lost no member may move a further procedural motion to close or adjourn the debate within the next 15 minutes.

25.4 Debate on adjourned items/ Te tautohetohe i ngā take i whakatārewatia

When debate resumes on items of business that have been previously adjourned all members are entitled to speak on the items.

25.5 Remaining business at adjourned meetings/ Ngā take e toe ana i ngā hui i whakatārewatia

Where a resolution is made to adjourn a meeting, the remaining business will be considered at the next meeting.

25.6 Business referred to the community board/ Ngā take e tukuna ana ki te kaunihera, komiti, poari hāpori rānei

Where an item of business is referred (or referred back) to a committee or a local or community board, the committee or board will consider the item at its next meeting unless the meeting resolves otherwise.

25.7 Other types of procedural motions/ Etahi atu momo mōtini whakahaere

The chairperson has discretion about whether to allow any other procedural motion that is not contained in these standing orders.

26. Points of order/ Te tono ki te whakatika hapa

26.1 Members may raise points of order/ Ka āhei ngā mema ki te tono ki te whakatika hapa

Any member may raise a point of order when they believe these standing orders have been breached. When a point of order is raised, the member who was previously speaking must stop speaking and sit down (if standing).

26.2 Subjects for points of order/ Ngā kaupapa mō te whakatika hapa

A member who is raising a point of order must state precisely what its subject is. Points of order may be raised for the following subjects:

- (a) Disorder – to bring disorder to the attention of the chairperson;
- (b) Language – to highlight use of disrespectful, offensive or malicious language;
- (c) Irrelevance – to inform the chair that the topic being discussed is not the matter currently before the meeting;
- (d) Misrepresentation – to alert the chair of a misrepresentation in a statement made by a member, an officer or a council employee;
- (e) Breach of standing order – to highlight a possible breach of a standing order while also specifying which standing order is subject to the breach; and
- (f) Recording of words – to request that the minutes record any words that have been the subject of an objection.

26.3 Contradictions/ Ngā whakahē

Expressing a difference of opinion or contradicting a statement by a previous speaker does not constitute a point of order.

26.4 Point of order during division/ Te tono whakatika hapa i te wā o te wehenga

A member may not raise a point of order during a division, except with the permission of the chairperson.

26.5 Chairperson's decision on points of order/ Te whakatau a te ūpoko mō ngā tono whakatika hapa

The chairperson may decide a point of order immediately after it has been raised, or may choose to hear further argument about the point before deciding. The chairperson's ruling on any point of order, and any explanation of that ruling, is not open to any discussion and is final.

Should a point of order concern the performance of the chair, then the chair will refer the point of order to the deputy chair or, if there is no deputy, another member to hear arguments and make a ruling.

27. Notices of motion/ Te pānui i ngā mōtini

27.1 Notice of intended motion to be in writing/ Me tuhi te pānui mō te mōtini e takune ana

Notice of intended motions must be in writing signed by the mover, stating the meeting at which it is proposed that the intended motion be considered, and must be delivered to the chief executive at least 5 clear working days before such meeting. [Notice of an intended motion can be sent via email and include the scanned electronic signature of the mover].

Once the motion is received the chief executive must give members notice in writing of the intended motion at least 2 clear working days' notice of the date of the meeting at which it will be considered.

27.2 Refusal of notice of motion/ Te whakahē i te pānui mōtini

The chairperson may direct the chief executive to refuse to accept any notice of motion which:

- (a) Is disrespectful or which contains offensive language or statements made with malice; or
- (b) Is not related to the role or functions of the community board or meeting concerned; or
- (c) Contains an ambiguity or a statement of fact or opinion which cannot properly form part of an effective resolution, and where the mover has declined to comply with such requirements as the chief executive officer may make; or
- (d) Is concerned with matters which are already the subject of reports or recommendations from a committee to the meeting concerned; or
- (e) Fails to include sufficient information as to satisfy the decision-making provisions of s.77-82 LGA 2002. If the mover of the notice of motion is unable to provide this information, or the decision is likely to be deemed a significant decision, the notice of motion should provide that the proposal is referred to the chief executive for consideration and report; or
- (f) Concerns a matter where decision-making authority has been delegated to a subordinate body or a local or community board.

Reasons for refusing a notice of motion should be provided to the mover. Where the refusal is due to (f) the notice of motion may be referred to the appropriate committee or board.

27.3 Mover of notice of motion/ Te kaimōtini o te pānui mōtini

Notices of motion may not proceed in the absence of the mover unless moved by another member authorised to do so, in writing, by the mover.

27.4 Alteration of notice of motion/ Te whakarerekē i te pānui mōtini

Only the mover, at the time the notice of motion is moved and with the agreement of a majority of those present at the meeting, may alter a proposed notice of motion. Once moved and seconded no amendments may be made to a notice of motion.

27.5 When notices of motion lapse/ Ka tārewa te pānui mōtini

Notices of motion that are not moved when called for by the chairperson must lapse.

27.6 Referral of notices of motion/ Te tuku i ngā pānui mōtini

Any notice of motion received that refers to a matter ordinarily dealt with by a committee of the local authority or a local or community board must be referred to that committee or board by the chief executive.

Where notices are referred the proposer of the intended motion, if not a member of that committee, must have the right to move that motion and have the right of reply, as if a committee member.

27.7 Repeat notices of motion/ Ngā pānui mōtini tārua

When a motion has been considered and rejected by the community board or a committee, no similar notice of motion may be accepted within the next 12 months, unless signed by not less than one third of all members, including vacancies.

Where a notice of motion has been adopted by the community board no other notice of motion which, in the opinion of the chairperson has the same effect, may be put while the original motion stands.

28. Minutes/ Ngā meneti

28.1 Minutes to be evidence of proceedings/ Ka noho ngā meneti hei taunakitanga mō te hui

The community board, its committees and subcommittees must keep minutes of their proceedings. These minutes must be kept in hard or electronic copy, authorised by a chairperson's manual or electronic signature once confirmed by resolution at a subsequent meeting. Once authorised the minutes are the *prima facie* evidence of the proceedings they relate to.

cl. 28 Schedule 7, LGA 2002.

28.2 Matters recorded in minutes/ Ngā take ka tuhi ki ngā meneti

The chief executive must keep the minutes of meetings. The minutes must record:

- (a) The date, time and venue of the meeting;
- (b) The names of the members present;
- (c) The chairperson;
- (d) Any apologies or leaves of absences;
- (e) Member absent without apology or leave of absence;
- (f) Member absent on council business;
- (g) The arrival and departure times of members;
- (h) Any failure of a quorum;
- (i) A list of any external speakers and the topics they addressed;
- (j) A list of the items considered;
- (k) Items tabled at the meeting;
- (l) The resolutions and amendments related to those items including those that were lost, provided they had been moved and seconded in accordance with these standing orders;
- (m) The names of all movers, and seconders;
- (n) Any objections made to words used;
- (o) All divisions taken and, if taken, a record of each members' vote;
- (p) the names of any members requesting that their vote or abstention be recorded;
- (q) Any declarations of financial or non-financial conflicts of interest;
- (r) The contempt, censure and removal of any members;
- (s) Any resolutions to exclude members of the public;
- (t) The time at which the meeting concludes or adjourns; and
- (u) The names of people permitted to stay in public excluded.

Please Note: hearings under the RMA, Dog Control Act 1996 and Sale and Supply of Alcohol Act 2012 may have special requirements for minute taking.

28.3 No discussion on minutes/ Kāore e āhei te whakawhiti kōrero mō ngā meneti

The only topic that may be discussed at a subsequent meeting, with respect to the minutes, is their correctness.

28.4 Minutes of last meeting before election/ Ngā meneti o te hui whakamutunga i mua i te pōtitanga

The chief executive and the relevant chairpersons must sign, or agree to have their digital signature inserted, the minutes of the last meeting of the community board before the next election of members.

29. Keeping a record/ Te whakarite mauhanga

29.1 Maintaining accurate records/ Te whakarite i ngā mauhanga tika

A community board must create and maintain full and accurate records of its affairs, in accordance with normal, prudent business practice, including the records of any matter that is contracted out to an independent contractor.

All public records that are in its control must be maintained in an accessible form, so as to be able to be used for subsequent reference.

s. 17 Public Records Act 2005.

29.2 Method for maintaining records/ Te tikanga mō te tiaki i ngā mauhanga

Records of minutes may be kept in hard copy (Minute Books) and/or in electronic form. If minutes are stored electronically the repository in which they are kept must meet the following requirements:

- (a) The provision of a reliable means of assuring the integrity of the information is maintained; and
- (b) The information is readily accessible so as to be usable for subsequent reference.

s. 229(1) of the Contract and Commercial Law Act 2017.

29.3 Inspection/ Te tiroiro

Whether held in hard copy or in electronic form minutes must be available for inspection by the public.

s. 51 LGOIMA.

29.4 Inspection of public excluded matters/ Te tiroiro i ngā take aukati marea

The chief executive must consider any request for the minutes of a meeting, or part of a meeting, from which the public was excluded as if it is a request for official information in terms of the Local Government Official Information and Meetings Act 1987.

Referenced documents/ Ngā tohutoro tuhinga

- Commissions of Inquiry Act 1908
- Crimes Act 1961
- Contract and Law Act 2017
- Financial Markets Conduct Act 2013
- Local Authorities (Members' Interests) Act 1968 (LAMIA)
- Local Electoral Act 2001 (LEA)
- Local Government Act 1974 and 2002 (LGA)
- Local Government Official Information and Meetings Act 1987 (LGOIMA)
- Marine Farming Act 1971
- Public Records Act 2005
- Resource Management Act 1991 (RMA)
- Sale and Supply of Alcohol Act 2012
- Secret Commissions Act 1910
- Securities Act 1978

Appendix 1: Grounds to exclude the public/ Āpitianga 1: Ngā take e aukatihia ai te marea

A community board may, by resolution, exclude the public from the whole or any part of the proceedings of any meeting only on one or more of the following grounds:

- A1** That good reason exists for excluding the public from the whole or any part of the proceedings of any meeting as the public disclosure of information would be likely:
- (a) To prejudice the maintenance of the law, including the prevention, investigation, and detection of offences, and the right to a fair trial; or
 - (b) To endanger the safety of any person.
- A2** That the public conduct of the whole or the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information where the withholding of the information is necessary to:
- (a) Protect the privacy of natural persons, including that of deceased natural persons; or
 - (b) Protect information where the making available of the information would:
 - i. Disclose a trade secret; or
 - ii. Be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information.
 - (ba) In the case only of an application for a resource consent, or water conservation order, or a requirement for a designation or heritage order, under the Resource Management Act 1991, to avoid serious offence to tikanga Māori, or to avoid the disclosure of the location of waahi tapu; or
 - (c) Protect information which is subject to an obligation of confidence or which any person has been or could be compelled to provide under the authority of any enactment, where the making available of the information would:
 - i. Be likely to prejudice the supply of similar information, or information from the same source, and it is in the public interest that such information should continue to be supplied; or
 - ii. Be likely otherwise to damage the public interest.
 - (d) Avoid prejudice to measures protecting the health or safety of members of the public; or
 - (e) Avoid prejudice to measures that prevent or mitigate material loss to members of the public; or
 - (f) Maintain the effective conduct of public affairs through the protection of such members, officers, employees, and persons from improper pressure or harassment; or
 - (g) Maintain legal professional privilege; or
 - (h) Enable any council/community board holding the information to carry out, without prejudice or disadvantage, commercial activities; or

- (i) Enable any council/community board holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations); or
- (j) Prevent the disclosure or use of official information for improper gain or improper advantage.

s.7 LGOIMA 1987.

Under A2 (above) the public may be excluded unless, in the circumstances of a particular case, the exclusion of the public is outweighed by other considerations which render it desirable and in the public interest that the public not be excluded.

- A3** That the public conduct of the whole or the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information, the public disclosure of which would:
 - (a) Be contrary to the provisions of a specified enactment; or
 - (b) Constitute contempt of Court or of the House of Representatives.
- A4** That the purpose of the whole or the relevant part of the proceedings of the meeting is to consider a recommendation made to that Council/community board by an Ombudsman under section 30(1) or section 38(3) of this Act (in the case of a Community board named or specified in Schedule 1 to this Act).
- A5** That the exclusion of the public from the whole or the relevant part of the proceedings of the meeting is necessary to enable the Community board to deliberate in private on its decision, or recommendation, in:
 - (a) Any proceedings before a Council where:
 - i. A right of appeal lies to any Court or tribunal against the final decision of the Council in those proceedings;
 - ii. The Council is required, by any enactment, to make a recommendation in respect of the matter that is the subject of those proceedings; and
 - iii. Proceedings of a local authority exist in relation to any application or objection under the Marine Farming Act 1971.

s. 48 LGOIMA.

Appendix 2: Sample resolution to exclude the public/ Āpitianga 2: He tauira mō te tatūnga ki te aukati i te marea

In accordance with section 48(1) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by section 6 or section 7 of that Act (or sections 6, 7 or 9 of the Official Information Act 1982, as the case may be), it is **moved**:

1 that the public is excluded from:

- The whole of the proceedings of this meeting; *(deleted if not applicable)*
- The following parts of the proceedings of this meeting, namely; *(delete if not applicable)*

The general subject of the matters to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds for excluding the public, as specified by s 48(1) of the Local Government Official Information and Meetings Act 1987, are set out below:

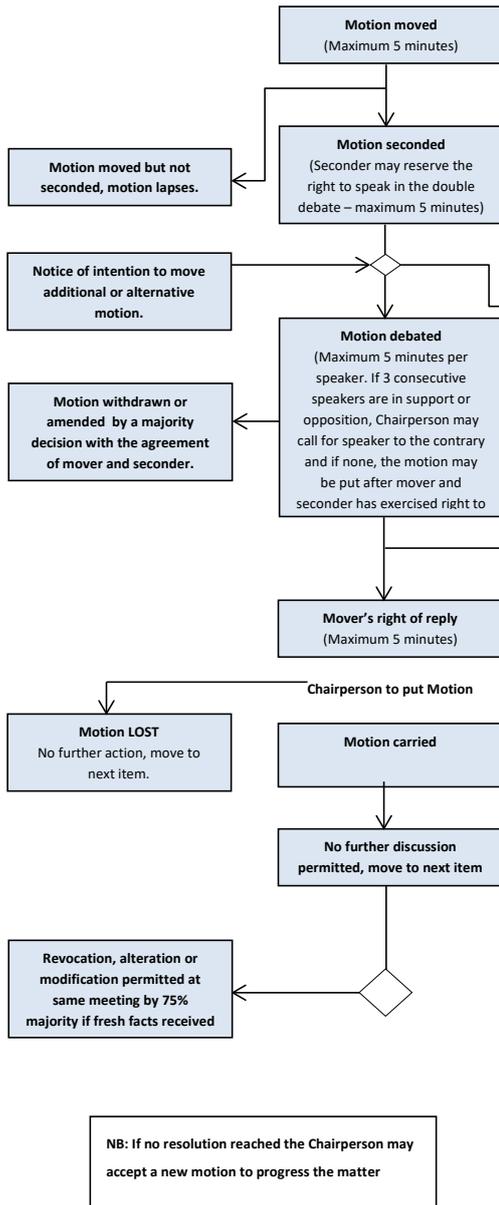
Meeting Item No. and subject	Reason for excluding the public	Grounds for excluding the public
		To prevent the disclosure of information which would— <ul style="list-style-type: none"> i. be contrary to the provisions of a specified enactment; or ii. constitute contempt of court or of the House of Representatives (s.48(1)(b)).
		To consider a recommendation made by an Ombudsman (s. 48(1)(c)).
		To deliberate on matters relating to proceedings where: <ul style="list-style-type: none"> i. a right of appeal lies to a court or tribunal against the final decision of the councils in those proceedings; or ii. the council is required, by an enactment, to make a recommendation in respect of the matter that is the subject of those proceedings (s.48(1)(d)).
		To deliberate on proceedings in relation to an application or objection under the Marine Farming Act 1971 (s.48(1)(d)).

Meeting Item No. and subject	Reason for excluding the public	Grounds for excluding the public
		To carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations) (s 7(2)(i)).
		To protect the privacy of natural persons, including that of deceased natural persons (s 7(2)(a)).
		To maintain legal professional privilege (s 7(2)(g)).
		To prevent the disclosure or use of official information for improper gain or advantage (s. 7(2)(j)).
		To protect information which if public would; <ol style="list-style-type: none"> i. disclose a trade secret; or ii. unreasonably prejudice the commercial position of the person who supplied or who is the subject of the information (s 7(2)(b)).
		To avoid serious offence to Tikanga Māori, or the disclosure of the location of waahi tapu in relation to an application under the RMA 1991 for; <ul style="list-style-type: none"> • a resource consent, or • a water conservation order, or • a requirement for a designation or • an heritage order, (s 7(2)(ba)).
		To protect information which is subject to an obligation of confidence where the making available of the information would be likely to: <ol style="list-style-type: none"> i. prejudice the supply of similar information, or information from the same source, where it is in the public interest that such information should continue to be supplied; or ii. would be likely otherwise to damage the public interest (s 7(2)(c)).
		To avoid prejudice to measures protecting the health or safety of members of the public (s 7(2)(d)).

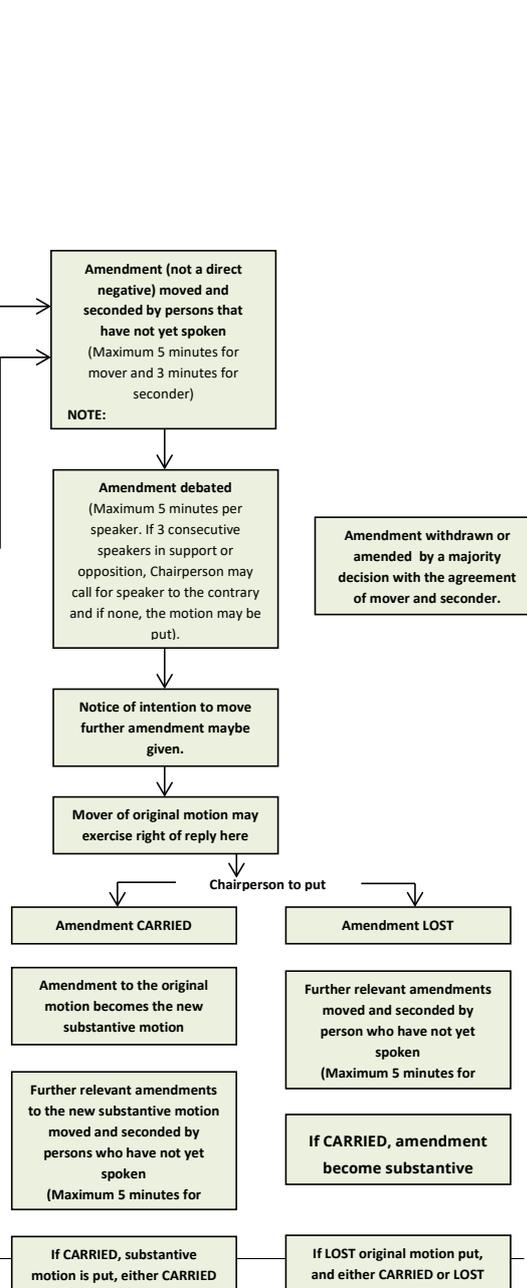
Meeting Item No. and subject	Reason for excluding the public	Grounds for excluding the public
		To avoid prejudice to measures that prevent or mitigate material loss to members of the public (s 7(2)(e)).
		To maintain the effective conduct of public affairs by protecting members or employees of the Council in the course of their duty, from improper pressure or harassment (s 7(2)(f)(ii)).
		To enable the council to carry out, without prejudice or disadvantage, commercial activities (s 7(2)(h)).

Appendix 3: Motions and amendments (Option A)/ Āpitianga 3: Ngā mōtini me ngā whakahoutanga (Kōwhiringa A)

Motions without amendments



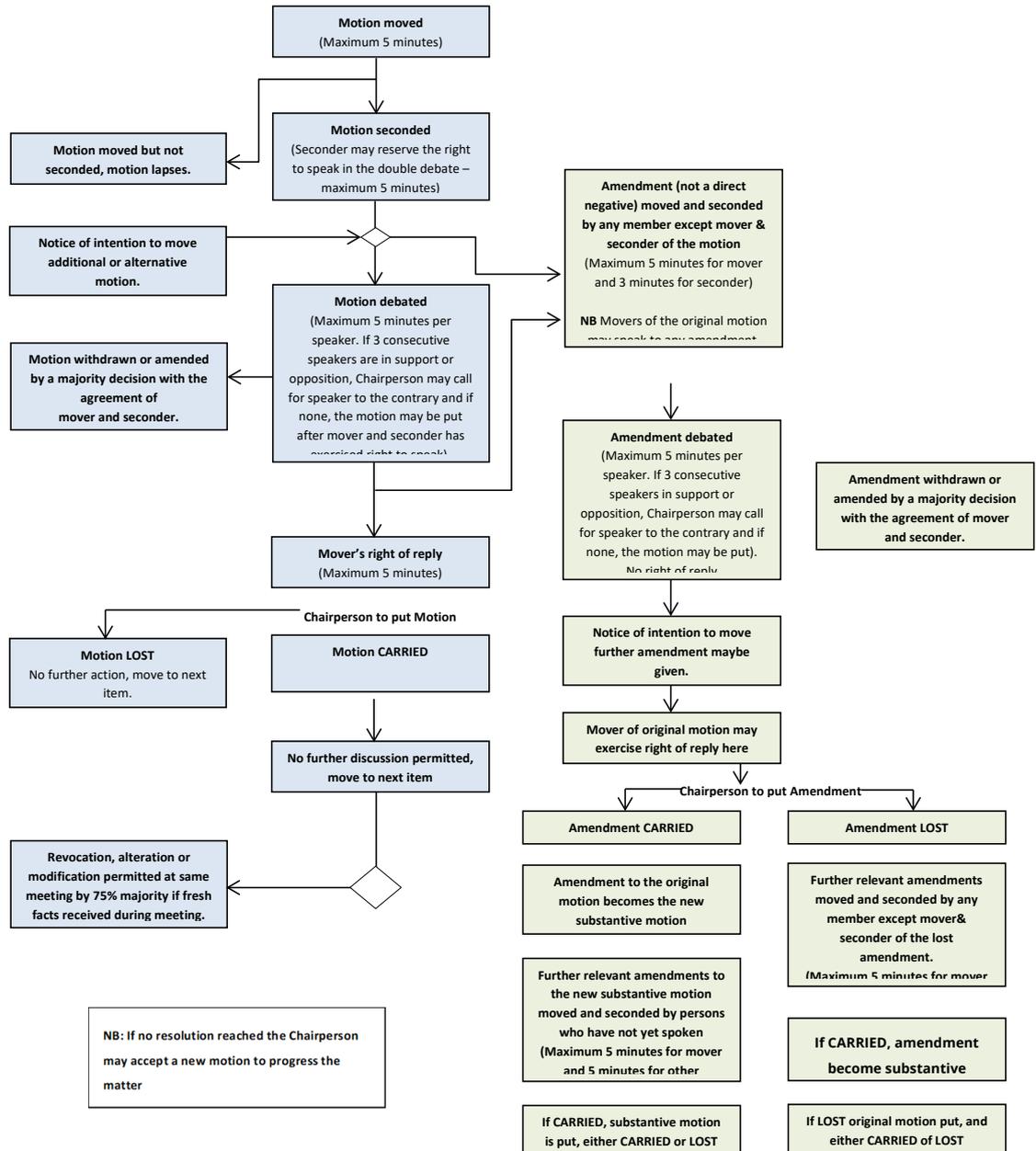
Motions with amendments



D22/151211

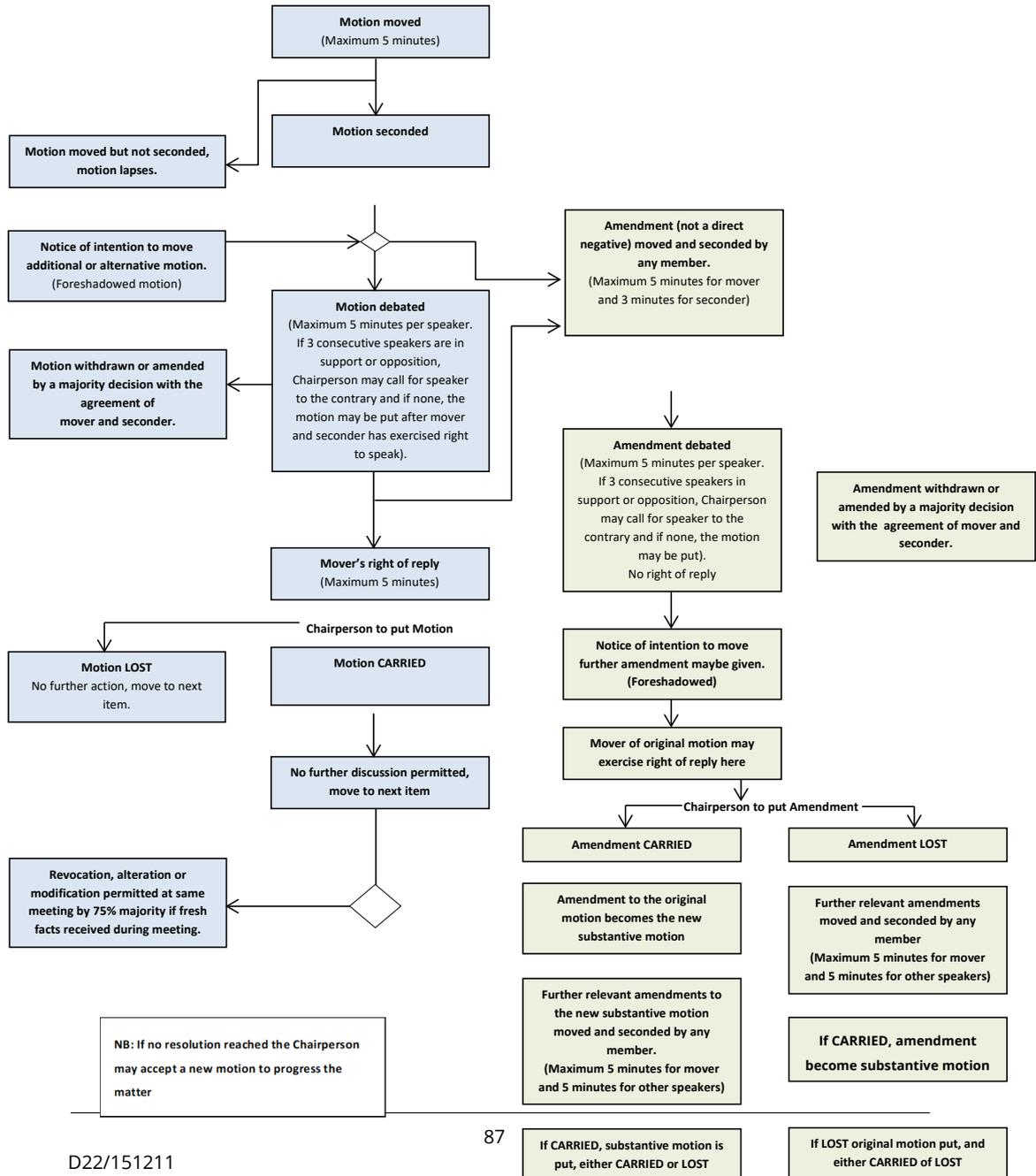
Appendix 4: Motions and amendments (Option B)/ Āpitianga 4: Ngā mōtini me ngā whakahoutanga (Kōwhiringa B)

Motions without amendments



Appendix 5: Motions and amendments/ Āpitianga 5: Ngā mōtini me ngā whakahoutanga (Kōwhiringa C) (Option C)

Motions without amendments



D22/151211

Appendix 6: Table of procedural motions/ Āpitihanga 6: Tūtohi mō ngā mōtini whakahaere

Motion	Has the Chair discretion to refuse this Motion?	Is seconder required?	Is discussion in order?	Are amendments in order?	Is mover of procedural motion entitled to reply?	Are previous participants in debate entitled to move this motion?	Can a speaker be interrupted by the mover of this motion?	If lost, can motion be moved after an interval?	Position if an amendment is already before the Chair	Position if a procedural motion is already before the Chair	Remarks
(a) "That the meeting be adjourned to the next ordinary meeting, or to a stated time and place"	No	Yes	No	As to time and date only	No	No	No	Yes – 15 minutes	If carried, debate on the original motion and amendment are adjourned	If carried, debate on the original motion and procedural motion are adjourned	On resumption of debate, the mover of the adjournment speaks first. Members who have spoken in the debate may not speak again
(b) "That the motion under debate be now put (closure motion)"	No	Yes	No	No	No	No	No	Yes – 15 Minutes	If carried, only the amendment is put	If carried, only the procedural motion is put	The mover of the motion under debate is entitled to exercise a right of reply before the motion or amendment under debate is put
(c) "That the item of business being discussed be adjourned to a stated time and place"	No	Yes	No	As to time and date only	No	No	NO	Yes – 15 minutes	If carried, debate on the original motion and amendment are adjourned	If carried, debate on the original motion and procedural motion are adjourned	

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(d) Motion	(e) Has the Chair discretion to refuse	(f) N	(h) Is seconded	(j) Is discussion in order?	(k) Are amendments in order?	(l) N	(m) Is mover of procedural motion entitled	(n) N	(p) Are previous participants in debate entitled to move this	(q) Can a speaker (r) be interrupted by the mover of	(s) If lost, can motion be moved after an interval?	(t) Position if an amendment is already before the Chair	(u) Position if a procedural motion is already before the Chair	(v) Remarks	
(d) "That the item of business being discussed does lie on the table and not be discussed at this meeting"	(w) o	N	(x) es	(y) No	(z) No	(aa) o	N	(bb) o	N	(cc) o	N	(dd) s – (ee) 15 minutes	(ff) If carried, the original motion and amendment are both laid on the table	(gg) Motion not in order	(hh)
(e) "That the item of business being discussed be referred (or referred back) to the community board or to the relevant committee"	(ii) o	N	(jj) es	(kk) No	(ll) As to committee, time for reporting back etc only	(mm) o	N	(nn) o	N	(oo) o	N	(pp) s – (qq) 15 minutes	(rr) If carried, the original motion and all amendments are referred to the committee	(ss) If carried, the procedural motion is deemed disposed of	(tt)
(f) "Points of order"	(uu) o – but may rule against	N	(vv) o	(ww) Yes – at discretion of chairperson	(xx) No	(yy) o	N	(zz) s	Ye	(aaa) s	Ye	(bbb) o	(ccc) Point of order takes precedence	(ddd) Point of order takes precedence	(eee) See standing order 3.14

Appendix 7: Webcasting protocols/ Āpitihangā 7: Ngā tikanga mō te pāhotanga mataora

The provisions are intended as a good practice guide to local authorities that are webcasting meetings or planning to do so.

1. The default shot will be on the chairperson or a wide-angle shot of the meeting room.
2. Cameras will cover a member who is addressing the meeting. Cameras will also cover other key participants in a meeting, including staff when giving advice and members of the public when addressing the meeting during the public input time.
3. Generally interjections from other members or the public are not covered. However if the chairperson engages with the interjector, the interjector's reaction can be filmed.
4. PowerPoint presentations, recording of votes by division and other matters displayed by overhead projector may be shown.
5. Shots unrelated to the proceedings, or not in the public interest, are not permitted.
6. If there is general disorder or a disturbance from the public gallery, coverage will revert to the chairperson.
7. Appropriate signage will be displayed both in and outside the meeting room alerting people that the proceedings are being web cast.

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Appendix 8: Powers of a Chairperson/ Āpitihangā 8: Ngā Mana Whakahaere a te Ūpoko

This Appendix sets out the specific powers given to the chairperson contained in various parts of these Standing Orders.

Chairperson to decide all questions

The Chairperson is to decide all questions where these standing orders make no provision or insufficient provision. The chairperson's ruling is final and not open to debate.

Chairperson to decide points of order (SO. 26.5)

The chairperson is to decide any point of order and may do so immediately after it has been raised or may first hear further argument before deciding. The ruling of the chairperson upon any point of order is not open to any discussion and is final. No point of order may be raised during a division except by permission of the chairperson.

Items not on the agenda (SO.9.12)

Major items not on the agenda may be dealt with at that meeting if so resolved by the community board and the chairperson explains at the meeting at a time when it is open to the public the reason why the item was not listed on the agenda and the reason why discussion of the item cannot be delayed until a subsequent meeting.

Minor matters not on the agenda relating to the general business of the community board may be discussed if the chairperson explains at the beginning of the meeting, at a time when it is open to the public, that the item will be discussed at that meeting, but no resolution, decision or recommendation may be made in respect of that item except to refer it to a subsequent meeting.

Chairperson's report (SO.9.6)

The chairperson, by report, has the right to direct the attention of the community board to any matter or subject within the role or function of the community board.

Chairperson's recommendation (SO.9.5)

The chairperson of any meeting may include on the agenda for that meeting a chairperson's recommendation regarding any item brought before the meeting. The purpose of such a recommendation is to focus debate on a suggested motion.

Chairperson's voting (SO19.3)

The chairperson at any meeting has a deliberative vote and, in the case of equality of votes, has a casting vote where standing orders make such provision.

Motion in writing (SO.23.2)

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The chairperson may require the mover of any motion or amendment to submit it in writing signed by the mover.

Motion in parts (SO.23.3)

The chairperson may require any motion expressed in parts to be decided part by part.

Notice of motion (SO.27.2)

The chairperson may direct the chief executive to refuse to accept any notice of motion which:

- (a) Is disrespectful or which contains offensive language or statements made with malice;
or
- (b) Is not within the scope of the role or functions of the community board; or
- (c) Contains an ambiguity or statement of fact or opinion which cannot properly form part of an effective resolution, and the mover has declined to comply with such requirements as the chief executive may have made; or
- (d) Is concerned with matters which are already the subject of reports or recommendations from a committee to the meeting concerned.

Reasons for refusing a notice of motion should be provided to the proposer.

Where a notice of motion has been considered and agreed by the community board, no notice of any other motion which is, in the opinion of the chairperson, to the same effect may be put again whilst such original motion stands.

Action on previous resolutions (SO.

If, in the opinion of the chairperson the practical effect of a delay in taking action on a resolution which is subject to a notice of motion, would be equivalent to revocation of the resolution; or if repetitive notices of motion are considered by the chairperson to be an attempt by a minority to frustrate the will of the meeting, action may be taken as though no such notice of motion had been given.

Repeat notice of motion (SO.27.7)

If in the opinion of the chairperson, a notice of motion is substantially the same in purport and effect to any previous notice of motion which has been considered and rejected by the community board, no such notice of motion may be accepted within six months of consideration of the first notice of motion unless signed by not less than one third of the members of the community board, including vacancies.

Revocation or alteration of previous resolution

A chairperson may recommend in a report to the community board the revocation or alteration of all or part of any resolution previously passed, and the community board meeting may act on such a recommendation in accordance with the provisions in these standing orders.

Chairperson may call a meeting

The chairperson:

- (a) May call a meeting to dispose of the business to be transacted following the lapsing of a meeting due to failure of a quorum, if such business cannot be delayed until the next scheduled meeting; and
- (b) May requisition an extra meeting to be held at a specified time and place, in order to conduct specified business.

Irrelevant matter and needless repetition (SO.21.8)

The chairperson's ruling preventing members when speaking to any motion or amendment from introducing irrelevant matters or indulging in needless repetition is final and not open to challenge.

Taking down words (SO.21.11)

The chairperson may order words used and objected to by any member, to be recorded in the minutes, provided such objection is made at the time the words are used and not after any other members have spoken.

Explanations

The chairperson may permit members to make a personal explanation in addition to speaking to a motion, and members who have already spoken, to explain some material part of a previous speech in the same debate.

Chairperson rising (SO.14.5)

Whenever the chairperson rises during a debate any member then speaking or offering to speak is to be seated and members are to be silent so that the chairperson may be heard without interruption.

Members may leave places (SO.14.6)

The chairperson may permit members to leave their place while speaking.

Priority of speakers (SO.14.7)

The chairperson must determine the order in which members may speak when two or more members indicate their wish to speak.

Minutes (SO.28.1)

The chairperson is to sign the minutes and proceedings of every meeting once confirmed. The chairperson and chief executive are responsible for confirming the correctness of the minutes of the last meeting of a community board prior to the next election of members.

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Questions of speakers (SO.16.3)

The chairperson may permit members to ask questions of speakers under public forum or deputations/presentations by appointment, for the purpose of obtaining information or clarification on matters raised by the speaker.

Withdrawal of offensive or malicious expressions (SO.20.3)

The chairperson may call upon any member to withdraw any offensive or malicious expression and may require the member to apologise for the expression.

Any member who refuses to withdraw the expression or apologise, if required by the chairperson, can be directed to withdraw from the meeting for a time specified by the chairperson.

Chairperson's rulings (SO.14.4)

Any member who refuses to accept a ruling of the chairperson, may be required by the chairperson to withdraw from the meeting for a specified time.

Disorderly behaviour (SO.20.4)

The chairperson may:

- (a) Require any member or member of the public whose conduct is disorderly or who is creating a disturbance, to withdraw immediately from the meeting for a time specified by the chairperson.
- (b) Ask the meeting to hold in contempt, any member whose conduct is grossly disorderly and where the meeting resolves to find the member in contempt, that resolution must be recorded in the minutes.

Failure to leave meeting (SO.20.6)

If a member or member of the public who is required, in accordance with a chairperson's ruling, to leave the meeting, refuses or fails to do so, or having left the meeting, attempts to re-enter without the permission of the chairperson, any member of the police or officer or employee of the community board may, at the chairperson's request, remove or exclude that person from the meeting.

Audio or audio visual attendance (SO.13.10)

Where the technology is available and a member is attending a meeting by audio or audio-visual link, the chairperson must ensure that:

- (a) The technology for the link is available and of suitable quality; and
- (b) Procedures for using the technology in the meeting will ensure that:
 - i. Everyone participating in the meeting can hear each other;
 - ii. The member's attendance by audio or audio-visual link does not reduce their accountability or accessibility in relation to the meeting;
 - iii. The requirements of Part 7 of LGOIMA are met; and

iv. The requirements in these standing orders are met.

If the chairperson is attending by audio or audio visual link then chairing duties will be undertaken by the deputy chair or a member who is physically present.

Appendix 9: Process for removing a chairperson from office/ Āpitihanga 9: Te pūnaha mō te whakakore i te tūranga a te ūpoko, te Koromatua tuarua rānei

1. At a meeting that is in accordance with this clause, a community board remove its chairperson from office.
2. If a chairperson is removed from office at that meeting, the community board may elect a new chairperson.
3. A meeting to remove a chairperson may be called by:
 - (a) A resolution of the community board; or
 - (b) A requisition in writing signed by the majority of the total membership of the community board (excluding vacancies).
4. A resolution or requisition must:
 - (a) Specify the day, time, and place at which the meeting is to be held and the business to be considered at the meeting; and
 - (b) Indicate whether or not, if the chairperson is removed from office, a new chairperson to be elected at the meeting if a majority of the total membership of the community board (excluding vacancies) so resolves.
5. A resolution may not be made and a requisition may not be delivered less than 21 days before the day specified in the resolution or requisition for the meeting.
6. The chief executive must give each member notice in writing of the day, time, place, and business of any meeting called under this clause not less than 14 days before the day specified in the resolution or requisition for the meeting.
7. A resolution removing a chairperson carries if a majority of the total membership of the community board (excluding vacancies) votes in favour of the resolution.

cl. 18 Schedule 7, LGA 2002.

Appendix 10: Sample order of business/ Āpitianga 10: He tauira mō te whakaraupapatanga o ngā take

Open section

- (a) Apologies
- (b) Declarations of interest
- (c) Confirmation of minutes
- (d) Leave of absence
- (e) Acknowledgements and tributes
- (f) Petitions
- (g) Public input
- (h) Local and/or community board input
- (i) Extraordinary business
- (j) Notices of motion
- (k) Reports of committees
- (l) Reports of the chief executive and staff
- (m) Chairperson's report (information)

Public excluded section

- (n) Reports of committees
- (o) Reports of the chief executive and staff
- (p) Chairperson's report (information)

Appendix 11: Process for raising matters for a decision/ Āpitihanga 11: Te pūnaha mō te whakatakoto take hei whakatau

Matters requiring a decision at a meeting, may be placed on the meeting's agenda by a:

- Report of the chief executive;
- Report of the chairperson;
- Report of a committee;
- Report of a community or local board; or
- Notice of motion from a member.

Where a matter is urgent and has not been placed on an agenda, it may be brought before a meeting as extraordinary business by a:

- Report of the chief executive; or
- Report of the chairperson.

Although out of time for a notice of motion, a member may bring an urgent matter to the attention of the meeting through the chairperson.

File No.: 26/73

8.2 Receipt of Terms of Reference

Author(s)	Grayson Rowse Principal Advisor - Democracy Kaitohutohu Mātāmua - Manapori
Approved by	Ashley Huria Business Performance Manager Tumu Tutukinga Pakihi
	Nicki Brady Group Manager Capability and Transformation Kaiwhakahaere o Ngā Aheinga me te Whakaumu
	Monique Davidson Chief Executive Officer Tumuaki

PURPOSE | TE PŪTAKE

This report presents Te Awahou Foxton Community Board its Terms of Reference. **This**

RECOMMENDATION | NGĀ TAUNAKITANGA

A. That Report 26/73 Receipt of Terms of Reference be received and noted.

DISCUSSION | HE MATAPAKINGA

1. At its meeting on 10 December 2025, Council adopted its Terms of Reference; these included the Terms of Reference for Te Awahou Foxton Community Board.
2. The Board's Terms of Reference set out the responsibilities of the Board, and its relationship with Council.
3. The terms of reference, alongside the Board's priorities, will drive the work of the Board throughout its term.

Confirmation of statutory compliance

In accordance with sections 76 – 79 of the Local Government Act 2002, this report is approved as:

- a. containing sufficient information about the options and their advantages and disadvantages, bearing in mind the significance of the decisions; and,
- b. is based on adequate knowledge about, and adequate consideration of, the views and preferences of affected and interested parties bearing in mind the significance of the decision.

ATTACHMENTS | NGĀ TĀPIRINGA KŌRERO

No.	Title	Page
A	Terms of Reference - Te Awahou Foxton Community Board	156

Terms of Reference - Te Awahou Foxton Community Board

TE AWAHOU FOXTON COMMUNITY BOARD	
Elected Members	Five plus Kere Kere Ward Councillor (one)
External Membership	None
Quorum	Half the membership, or a majority of members if there is an odd number
Meeting Frequency	12 weekly
Reports to	Council

1. Purpose

The role of the Te Awahou Foxton Community Board is to:

- represent and act as an advocate for the interests of its community
- consider and report on matters referred to it by Council
- maintain an overview of services provided by Council within the community
- prepare an annual submission to Horizons Regional Council and Horowhenua District Council for expenditure within the community
- communicate and liaise with community organisations and special interest groups within the community on matters of interest and concern.

2. Terms of Reference (delegations)

The Community Board shall:

- facilitate the Council's consultation with local residents and community groups on local issues including input into the Long Term Plan, Annual Plan and policies that impact on the Community Board area
- engage with Council Officers on local issues and levels of service, including infrastructure, parks and recreation, and community services matters.

Council will consult with the Board on all issues that impact on the Board's area and allow enough time for the Board's feedback to be considered before a decision is made.

The Community Board has responsibility for and authority to:

1. Make submissions to any organisation, including submissions on resource consents notified by Horowhenua District Council or Horizons Regional Council, relating to matters of interest within the Board's area. A copy of any submissions made should be copied to the Chief Executive.
2. Represent the interests of the community at Council, Committee or Subcommittee meetings when a motion under debate relates to a matter that the Board considers to be of particular interest to residents within its area.

3. Consider matters referred to it by Officers, Council or committees, including reports relating to the provision of council services within the Board's area, and make submissions or recommendations in response to those matters as appropriate. This includes:
 - a. monitoring and keeping the Council informed of community aspirations
 - b. keeping Council informed about the level of satisfaction with services provided
 - c. providing input to proposed District Plan changes that may impact on the Board's area
 - d. providing input into strategies, policies and plans
 - e. providing input to bylaw changes that impact on the Board's area.
4. Provide input and feedback to Council Officers on the following matters:
 - a. local road work priorities
 - b. traffic management issues such as traffic safety, pedestrian crossings and street lighting
 - c. application of the Resource Management Act (including notification of decisions) within the Board's area
 - d. the Emergency Management needs of the area.

This input and feedback can be provided from the full Board or from a subcommittee of the Board.

The final decision on matters in No. 4, will be made by Council Officers acting under their delegated authority.
5. The Board shall formally report back to Council on its activities at each Council meeting via a written report of the Chairperson. The Chairperson will have speaking rights at each Council meeting.

File No.: 26/80

8.3 Foxton Beach Pump Track Car Park

Author(s)	James Wallace Land Transport Manager Tumu Tūnuku ā-Papa
Approved by	Daniel Haigh Group Manager Community Infrastructure Tumu Rangapū, Tūāhanga Hapori
	Monique Davidson Chief Executive Officer Tumuaki

PURPOSE | TE PŪTAKE

1. This report provides options for the Board to consider for the potential improvement of parking provisions for the Foxton Beach Pump Track.

This matter does not relate to a current Council priority.

EXECUTIVE SUMMARY | TE WHAKARĀPOPOTOTANGA MATUA

2. An opportunity to undertake a parking improvement next to the Foxton Beach pump track is available while a safety improvement project at the site is constructed.
3. Council has not budgeted for this parking improvement project, and Officers are requesting the Board to consider the applicability of funding the parking improvement through the Foxton Beach Endowment Fund. The parking improvements costs are estimated to cost \$40,000.
4. A detailed review of parking provisions and demand for the wider Holben Reserve area has not been undertaken.
5. This report requests that the Board consider whether to proceed with the opportunity to deliver proposed parking improvements as part of the safety improvement project, or to request a detailed parking review be undertaken prior implementing and investing in any parking improvements at the location
6. Undertaking a parking review prior to implementing parking improvements will prevent the improvements as shown in this report from being delivered as part of the safety improvement project, which will be completed before 30 June 2026, due to time constraints.

DELEGATION OR AUTHORITY TO ACT | TE MANA WHAKATAU I NGĀ KAWENGA

7. Te Awahou Foxton Community Board can make recommendations to Council on disbursements from the Foxton Beach Freeholding Account for the provision of public amenities in the Foxton Beach and Foxton areas.
8. The final decision on granting finds from the Endowment Fund sits with Council

SIGNIFICANCE ASSESSMENT | HE AROMATAWAI MATUA

9. This matter is assessed as not significant as it does not meet the criteria described in Council's significance and engagement policy.

RECOMMENDATION | NGĀ TAUNAKITANGA

- A. That the Board recommends Council approve the delivery and funding of the proposed pump track parking improvements, though a \$40,000 grant from the Foxton Beach Endowment Fund.

OR

- B. The Board requests that Officers pause delivery on the proposed pump track parking improvements and undertake a broader parking review.

OR

- C. The Board requests Officers not deliver the proposed pump track parking improvements and not undertake any review into parking provisions of the pump track or the wider Holben Reserve.

BACKGROUND | HE KŌRERO TŪĀPAPA

10. Council is planning to deliver a road safety improvement project at the intersection of Nash Parade and Seabury Avenue in Foxton Beach prior to end of June 2026. During the investigation and design process for this project, Officers identified a strong demand for parking close to the intersection, relating to use of the pump track, resulting in parking on the roadside grass verge.
11. Officers have developed a concept design of improved parking provisions in this location, which could be delivered as part of the safety project.
12. The safety improvement project is budgeted for through Council's Long-Term Plan; however the parking improvements have approved funding source.
13. If the Board select Option A, funding for the parking component could be sourced from the Foxton Beach Endowment Fund.
14. Officers have not been able to identify another appropriate funding source for the parking improvement component of the project.
15. The safety improvement project can proceed with or without the parking improvement component.
16. The safety improvement project, alongside the design of the parking improvement component were presented to the Board on Monday 26 January 2026.
17. There has not been a specific review of parking demand and provisions for the wider Holben Reserve area completed to date.
18. The possibility of undertaking a wider parking review of Holben Reserve was identified by the Board during the January workshop, and represented by Option B.

DISCUSSION | HE MATAPAKINGA

19. There are currently parking provisions provided for the southern end of Holben Reserve, primarily at two locations, the first is an unsealed parking area with an entrance onto Seabury Avenue, approximately 150m west of Nash Parade, and a second informal parking area at the southern end of the reserve, accessed from the southern end of Nash parade.

These two areas are highlighted in red in the image below, with the possible new parking area's location shown in yellow.



20. The unsealed carpark access from Seabury Avenue can accommodate around 10 vehicles, though as the carpark is unsealed, with no formal markings, parking can be haphazard, which reduces the overall parking capacity.
21. The pump track, tennis courts, playground and picnic area are all accessible from the unsealed carpark, with the pump track being approximately 50m from the unsealed carpark.
22. The informal parking area at the south of the reserve is also unmarked and provides space for around 12 vehicles. This parking area is also around 50m from the pump track, with easy access to the skate park and sunset walkway.
23. Without further investigations, it is not currently known whether improvements to the two existing parking locations would be sufficient to meet current parking demands.
24. It is also not currently known whether the practise of parking on the roadside verge on Nash Parade is due to a lack of capacity at the other parking areas, or whether this area is more desirable due to its proximity to the pump track.
25. The proposed new parking provision is located on the western roadside verge of Nash Parade, immediately south of the Nash Parade / Seabury Avenue intersection. The location and concept design is shown below:



26. The proposed parking improvements would provide 8 parallel parking spaces. Construction would include converting the grass verge into a sealed parking area, with a kerb and channel which will drain to the planted swale drains run between the pump track and the road.
27. Direct access from the proposed carpark to the pump track exists with entrances at the north and south of the proposed parking area. The planted drain which runs parallel to the road prevents direct east-west access to the proposed carpark.
28. The proposed carpark design does not obstruct visibility at the pedestrian footpath ramps on the intersection; all sight vehicle and pedestrian sight distances exceed engineering standards.
29. The proposed carpark does not allow for directly accessing a footpath from the vehicle. Directly accessing a footpath from a parked car is desirable, but not feasible without significant alteration to the road.
30. Given the low speed environment, clear visibility, parallel parks, rather than perpendicular parks which require reversing manoeuvres, the lack of direct footpath access is low risk, and is comparable to the environment in a dedicated parking area.
31. If delivery of the proposed carpark is undertaken alongside the planned intersection safety improvement at the Nash Parade / Seabury Avenue intersection, the cost will be lower than if delivered later. Exact costs of a delivering the carpark separately are unknown, but it is reasonable to expect a 10-20% cost increase.

Options | Ngā Kōwhiringa

32. **Option A** – The Board endorses the proposed pump track parking improvements on Nash Parade, and
- 32.1. Recommends \$40,000 is allocated from the Foxton Beach Endowment Fund to fund this project, or;
33. **Option B** – The Board requests Officers pause delivery of the proposed pump track parking improvements, and
- 33.1. undertake a broader parking review of Holben Reserve, and
- 33.2. present the parking review to the Board at a later date, or;
- 32 **Option C** – The Board requests Officers not deliver the proposed pump track parking improvements and do not undertake any review into parking provisions of the pump track or the wider Holben Reserve.

Options Ngā Kōwhiringa	Benefits Ngā Whiwhinga	Risks Ngā Mōrearea
<p>Option A The Board approves the delivery and funding of the proposed pump track parking improvements, though the Foxton Beach Endowment Fund</p>	<p>Users of the pump track are provided with improved parking facilities. Damage to the roadside verge is mitigated.</p>	<p>There may be more efficient or effective parking options which have not yet been identified. Investing in this car park may result in an unforeseen opportunity cost of investing in a currently unidentified, possibly superior solution.</p>
<p>Option B The Board requests that Officers pause delivery on the proposed pump track parking improvements and undertake a broader parking review.</p>	<p>Wider opportunities can be identified considering possible improvements to parking. A wider review could include a greater level of community input and engagement. A greater level of certainty that any potential investment in parking is the most efficient and effective option.</p>	<p>If a review is undertaken and shows that the currently proposed option is recommended, delivery costs will increase. The review process will delay any potential improvements, resulting in a longer duration of unmet parking demand, The review process itself is currently not scoped, budgeted for, or resourced. A reliable timeframe of this possible review is not currently available. If the currently proposed parking improvements is delivered at a future date, it will be at a higher cost than if Option A were to proceed.</p>
<p>Option C (Status quo)</p>	<p>No funding requirements.</p>	

<p>The Board requests that Officer do not deliver the proposed parking improvements and plan no further reporting on this topic to the Board.</p>		<p>Current parking issues can be expected to continue.</p>
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Options Commentary | He Tāpiringa Kōrero Mō ngā Kōwhiringa

- 34. If Option A is selected, the Board’s resolution will be submitted to Council for approval of the allocation of funding from the Foxton Beach endowment Fund.
- 35. If Option B is selected, officers develop a scoping document for a wider parking review and report back to the board prior to proceeding with the review.

ENGAGING WITH MĀORI | TE MAHI TAHI KI TE MĀORI

- 36. Direct engagement with Māori has not been undertaken in the development of the proposed pump track parking improvements, as no specific implications or obligations under relevant legislation have been identified by Officers.
- 37. Option B may present opportunities for engagement with Iwi-Hapu, depending on the scope of the wider parking review.

CLIMATE CHANGE | NGĀ ĀHUARANGI HURIHURI

- 38. No parts of this report’s topics have been identified as having direct relevance to climate change.

FINANCIAL AND RESOURCING | TE TAHUA PŪTEA ME NGĀ RAUEMI

- 39. Option A has a direct financial implication of \$40,000 expenditure through Foxton Beach Endowment Fund. Operational cost impacts of new infrastructure are expected to be negligible and outweighed by operational cost reductions resulting from mitigating damage to the roadside with current parking at the site.
- 40. Option B may have resourcing implications, and depending on the relevant Officers current commitments, may mean the timing of progressing Option B is delayed.

LEGAL AND RISK | TE TURE ME NGĀ MŌREAREATANGA

- 41. No legal risks have been identified with the contents of this report.

POLICY IMPACT | NGĀ PĀTANGA I NGĀ KAUPAPA HERE

- 42. If Option A proceeds, management of funds from the Foxton Beach Endowment Fund will be undertaken in alignment with the Foxton Beach Endowment fund Policy
- 43. This report has no current or future implications on any Council policies.

COMMUNICATIONS AND ENGAGEMENT | TE WHAKAWHITI PĀRONGO ME TE MAHI

- 44. Proceeding with Option A will allow communication and engagement of the proposed parking improvements to be delivered alongside communication and engagement processes of the intersection safety improvement project, which will include:
 - 44.1. Direct engagement with directly affected residents and user groups
 - 44.2. Social media and website updates on the project

- 44.3. Project signage during construction.
- 45. Communication and Engagement plans for Option B will require development during the scoping of the process.

NEXT STEPS | HEI MAHI

- 46. If Option A is selected by the Board;
 - 46.1. Submission of the request for allocation of \$40,000 from the Foxton Beach Endowment Fund will be submitted to Council on Wednesday 18 March 2026
 - 46.2. Delivery of the project will be completed by 30 June 2026
 - 46.3. Updates on the projects will be provided to the Board for the duration of the project's implementation.
- 47. If Option B is selected by the Board:
 - 47.1. Officers will report back to the Board with a draft scoping document of the proposed parking review of Holben reserve by 13 April.
- 48. If Option C is selected, no further action will be planned on this topic.

Confirmation of statutory compliance

In accordance with sections 76 – 79 of the Local Government Act 2002, this report is approved as:

- a. containing sufficient information about the options and their advantages and disadvantages, bearing in mind the significance of the decisions; and,
- b. is based on adequate knowledge about, and adequate consideration of, the views and preferences of affected and interested parties bearing in mind the significance of the decision.

ATTACHMENTS | NGĀ TĀPIRINGA KŌRERO

There are no appendices for this report

File No.: 26/75

8.4 Adoption of Meeting Dates

Author(s)	Grayson Rowse Principal Advisor - Democracy Kaitohutohu Mātāmua - Manapori
Approved by	Ashley Huria Business Performance Manager Tumu Tutukinga Pakihi
	Monique Davidson Chief Executive Officer Tumuaki

PURPOSE | TE PŪTAKE

1. This report presents the Board with the proposed meeting dates for 2026

RECOMMENDATION | NGĀ TAUNAKITANGA

- A. That Report 26/75 Adoption of Meeting Dates be received and noted.
- B. That the Board confirm the meetings dates for 2026:

- 13 April 2026
- 6 July 2026
- 17 August 2026
- 19 October 2026
- 7 December 2026,

noting additional extraordinary or emergency meetings may be called in accordance with the Board's standing orders.

BACKGROUND | HE KŌRERO TŪĀPAPA

2. Te Awahou Foxton Community Board is required to hold meetings as outlined in Schedule 7, Clause 19(1) of the Local Government Act 2002. This report outlines the proposed meeting schedule for the remainder of 2022 and all of 2023.

DISCUSSION | HE MATAPAKINGA

3. As outlined in Schedule 7, Clause 19(1) of Local Government Act 2002, Te Awahou Foxton Community Board must hold meetings that are necessary for the good governance of Foxton and Foxton Beach Community.
4. It is good practice for Te Awahou Foxton Community Board to adopt a schedule of meetings for the following calendar year. This will allow the business of the Te Awahou Foxton Community Board to be conducted in an orderly and transparent manner, thus enabling an open democratic process, and to allow public notification of meetings to be given in compliance with the Local Government Official Information and Meetings Act 1987.
5. From time to time urgent matters will come up that require the attention of Te Awahou Foxton Community Board, but cannot wait until the next meeting. When this occurs an Extraordinary meeting may to consider the matter. The notification requirements for these is at least three business days before the meeting is held. In emergency situations, an

emergency meeting may be called with notification no less than 24 hours before the meeting.

6. A schedule also allows for elected members to plan their commitments over the year.
7. The yearly meeting schedule is based roughly on a 6-weekly meeting cycle. The dates have been selected to occur 3 weeks prior to Council meetings, to allow for timely resolutions of matters referred to Council for decision.
8. The commencement time for all meetings will be 6.00pm unless otherwise stated.

Confirmation of statutory compliance

In accordance with sections 76 – 79 of the Local Government Act 2002, this report is approved as:

- a. containing sufficient information about the options and their advantages and disadvantages, bearing in mind the significance of the decisions; and,
- b. is based on adequate knowledge about, and adequate consideration of, the views and preferences of affected and interested parties bearing in mind the significance of the decision.

ATTACHMENTS | NGĀ TĀPIRINGA KŌRERO

No.	Title	Page
A1	Te Awahou Foxton Community Board - Meeting Schedule 2026	169

Horowhenua District Council Te Awahou Foxton Community Board Meeting Schedule 2026



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Meetings 5.30pm Public Forum 6.00pm Monday	-	23	-	13	-	-	6	17	-	19	-	7
Workshops 5.00pm Monday	23				25				28			

D25/207539

TE AWAHOU FOXTON COMMUNITY BOARD

SUBJECT TO CHANGE

File No.: 26/64

8.5 2025 - 2028 Triennium Priorities for Te Awahou Foxton Community Board

Author(s)	Ashley Huria Business Performance Manager Tumu Tutukinga Pakihi
	Monique Davidson Chief Executive Officer Tumuaki
Approved by	Nicki Brady Group Manager Capability and Transformation Kaiwhakahaere o Ngā Aheinga me te Whakaumu
	Monique Davidson Chief Executive Officer Tumuaki

PURPOSE | TE PŪTAKE

1. The purpose of this report is to formally endorse priorities for Te Awahou Foxton Community Board.

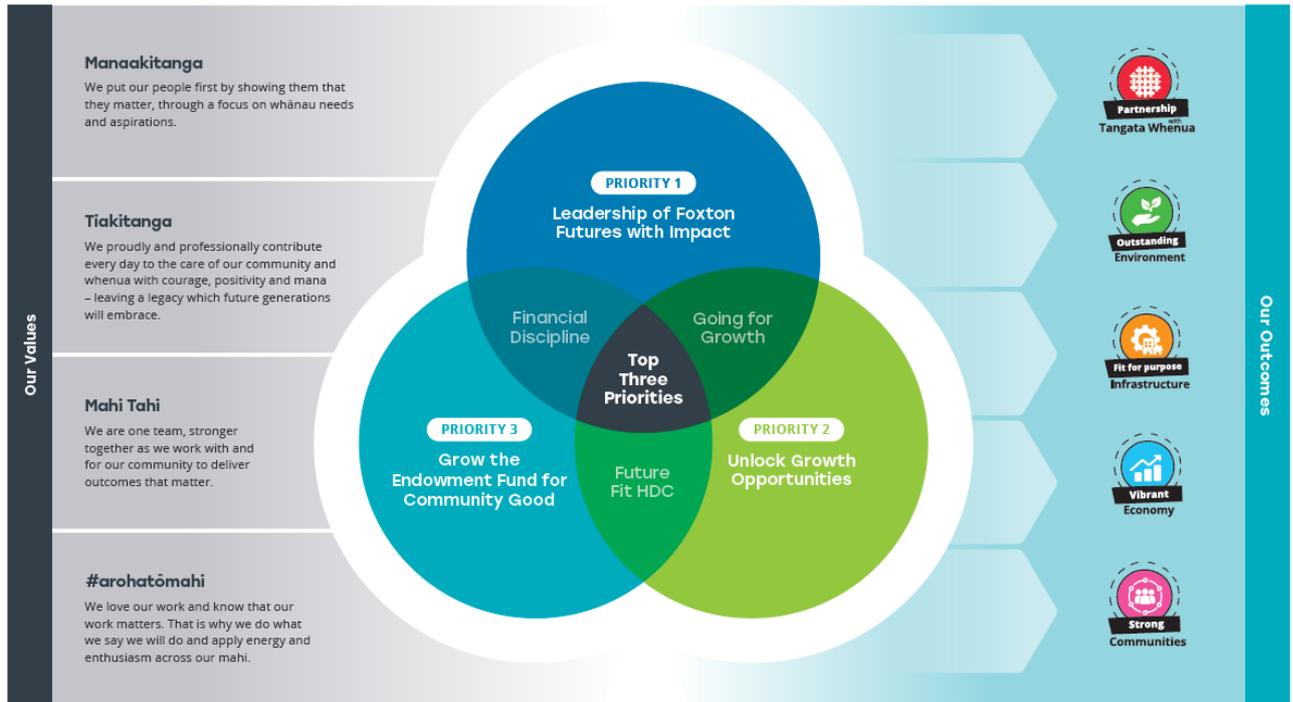
RECOMMENDATION | NGĀ TAUNAKITANGA

- A. That Report 26/64 2025 - 2028 Triennium Priorities for Te Awahou Foxton Community Board be received and noted.
- B. That the Te Awahou Foxton Community Board endorse priorities for Te Awahou Foxton Community Board for the 2025 – 2028 Triennium.

DISCUSSION | HE MATAPAKINGA

2. At the commencement of the new triennium, the Te Awahou Foxton Community Board has taken the opportunity to reflect on its role, areas of influence, and where its collective focus should be directed over the Council term. Through a series of positive and constructive discussions, Board members shared insights, aspirations, and perspectives on key issues and opportunities for the community.
3. As part of this process, the Board was provided with an overview of the Council's strategic priorities. This enabled a shared understanding of Council's direction and supported discussion on how the Community Board's focus could align with, and add value to, these priorities. Board members noted a strong alignment between the emerging Te Awahou Foxton Community Board priorities and Council's overarching priorities.
4. Following these discussions, the Board reached consensus on three key priorities for the triennium. These priorities are intended to guide the Board's advocacy, engagement, and work programme, while remaining flexible enough to respond to emerging community needs.
5. This report seeks endorsement from the Te Awahou Foxton Community Board of the agreed priorities, as articulated in the infographic below and attached. Subject to endorsement, it is

intended that progress against these priorities will be reported regularly through future Board meetings.



6. The visual approach used in the infographic illustrates how the Board’s priorities align with Council’s priorities of Financial Discipline, Future Fit HDC, and Going for Growth. The Board priorities are represented within the circles to show their relationship and contribution to Council’s strategic direction, consistent with the visual approach used for Council priorities.
7. Following the adoption of the priorities, the intent is for the Te Awahou Foxton Community Board to allocate portfolios to members and align these portfolios with those workstreams in the Foxton Community Plan. It is intended that the Chair of the Board will speak to this at the meeting so that the portfolios can be recorded and noted.

Confirmation of statutory compliance

In accordance with sections 76 – 79 of the Local Government Act 2002, this report is approved as:

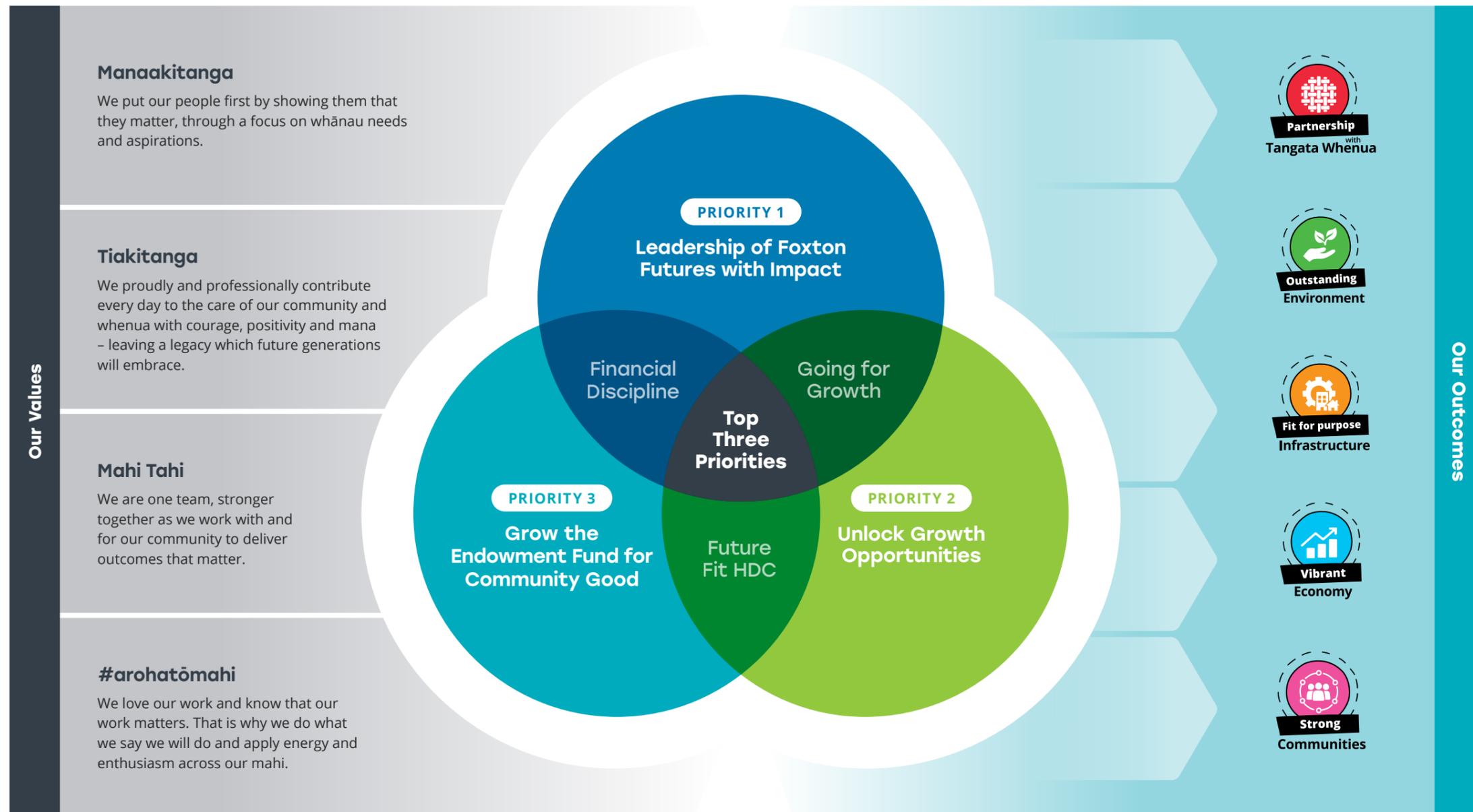
- a. containing sufficient information about the options and their advantages and disadvantages, bearing in mind the significance of the decisions; and,
- b. is based on adequate knowledge about, and adequate consideration of, the views and preferences of affected and interested parties bearing in mind the significance of the decision.

ATTACHMENTS | NGĀ TĀPIRINGA KŌRERO

No.	Title	Page
A↓	Te Awahou Foxton Community Board Priority Document - 2026	175

Community Board Priorities

Leading to get the best outcomes for Foxton shaped by community voices and partnerships



Community Board Priorities



Leading to get the best outcomes for Foxton shaped by community voices and partnerships

Enabling what matters

Our Values	Our Priorities	Our Outcomes
<p>#arohatōmahi</p> <p>We love our work and know that our work matters. That is why we do what we say we will do and apply energy and enthusiasm across our mahi.</p>	<p>Leadership of Foxton Futures with Impact PRIORITY 1</p> <p>What good looks like:</p> <ul style="list-style-type: none"> • Redefine the Board's role and strengthen partnerships with hapū, iwi, council, and community. • Work collaboratively with Foxton Futures with strong delivery alongside the community. • Build trust and confidence in the Board and inspire the next generation of leadership. 	<p> We will uphold Te Tiriti o Waitangi/The Treaty of Waitangi and its principles and recognise the role of Mana Whenua as kaitiaki of their rohe. We support them to maintain and enhance tikanga with their ancestral lands and waterways, wāhi tapu and other taonga, and build mutually respectful partnerships with tangata whenua, supporting whānau, marae, hapū and iwi in achieving their aspirations.</p>
<p>Mahi Tahi</p> <p>We are one team, stronger together as we work with and for our community to deliver outcomes that matter.</p>	<p>Unlock Growth Opportunities PRIORITY 2</p> <p>What good looks like:</p> <ul style="list-style-type: none"> • Improve highway safety and leverage Ō2NL for better linkages to Te Awahou Foxton and Foxton Beach. • Position Foxton as a place to live, visit, and invest in. • Advance aspirations for Paretao, Piriharakeke Walkway, and Piriharakeke – The Manawatu River Loop. 	<p> We contribute to improving our natural environment for current and future generations to enjoy, and protect the important natural features in our district. We ensure our built environment supports the wellbeing of our people and manage competing pressures on resources sustainably.</p>
<p>Tiakitanga</p> <p>We proudly and professionally contribute every day to the care of our community and whenua with courage, positivity and mana – leaving a legacy which future generations will embrace.</p>	<p>Grow the Endowment Fund for Community Good PRIORITY 3</p> <p>What good looks like:</p> <ul style="list-style-type: none"> • The Board is committed to developing a long term, strategic approach to maximising the value and community benefits of endowment landholding. • Seeking options to enable improved community connections, outcomes, and enhanced amenities and infrastructure. • Implement Endowment Fund policy to ensure sustainability and growth. 	<p> We provide efficient, reliable and affordable infrastructure, developing and maintaining facilities and infrastructure to meet the needs of current and future generations. Our community facilities and infrastructure are resilient, helping us to respond to climate change and natural hazards, working with partners to develop infrastructure that enables growth.</p>
<p>Manaakitanga</p> <p>We put our people first by showing them that they matter, through a focus on whānau needs and aspirations.</p>		<p> We are business friendly, supporting diversity and resilience in our local economy and work with others to make our economy grow. We aspire for economic security for all of our people and seize growth opportunities for our district.</p> <p> We value the diversity of our people, and how our district's heritage shapes our community's sense of identity and pride.</p> <p>We provide infrastructure, services, facilities and places to build resilient and connected communities where people of all ages and backgrounds feel included and safe. We are building collaborative relationships with service providers to enable all people to live positive, connected and healthy lifestyles, encouraging our people to participate in local decision making.</p>

File No.: 26/67

8.6 Foxton Beach Endowment Fund Operationalisation

Author(s)	Ashley Huria Business Performance Manager Tumu Tutukinga Pakihi
Approved by	Nicki Brady Group Manager Capability and Transformation Kaiwhakahaere o Ngā Aheinga me te Whakaumu
	Monique Davidson Chief Executive Officer Tumuaki

PURPOSE | TE PŪTAKE

1. The purpose of this report is to provide the Te Awahou Foxton Community Board with a clear and practical overview of how the Foxton Beach Endowment Fund Policy will be implemented in practice. The report outlines the proposed operational framework, including governance arrangements, funding processes, assessment mechanisms, and risk management settings, to support fair, transparent, and consistent decision making.

RECOMMENDATION | NGĀ TAUNAKITANGA

- A. That Report 26/67 Foxton Beach Endowment Fund Operationalisation be received and noted.
- B. That the Te Awahou Foxton Community Board endorse the attached operational framework for the Foxton Beach Endowment Fund.

BACKGROUND | HE KŌRERO TŪĀPAPA

2. The Foxton Beach Endowment Fund is governed by the Reserves and Other Land Disposal Act 1968 (ROLD Act), which requires that proceeds from endowment land are used for the benefit of the inhabitants of Foxton Beach Township.
3. Horowhenua District Council adopted the Foxton Beach Endowment Fund Policy in September 2025. The Policy establishes the overarching principles and governance expectations for the Fund, including a focus on long-term sustainability.
4. Following the 2025 local government elections, the Te Awahou Foxton Community Board identified its priorities for the 2025–28 triennium. There is a strong desire to ensure that the Endowment Fund is used in a way that directly supports these priorities while remaining compliant with the ROLD Act and the adopted Policy.

DISCUSSION | HE MATAPAKINGA

5. The attached paper sets out the proposed operational framework for implementing the Foxton Beach Endowment Fund Policy. Rather than restating the detail contained in the attachment, the below highlights the key themes and assurances for the Te Awahou Foxton Community Board.

Overview of the Operational Approach

6. The operational framework translates the intent of the adopted Foxton Beach Endowment Fund Policy into a clear and practical process. It provides an end-to-end approach covering funding rounds, application and assessment, decision-making, accountability, and review.

This ensures the Fund can be administered in a manner that is fair, transparent, and consistent over time.

7. The framework is designed to support robust decision-making while providing clarity for Board members, Council officers, applicants, and representatives of the Descendants of Papangaio J Block. Full detail on processes and tools is provided in Attachment 1.

Alignment with Board Priorities and Policy

8. A key feature of the operational framework is the direct alignment between the Fund, the Board's 2025–28 priorities, and the Foxton Beach Endowment Fund Policy. The assessment matrices embed the agreed priority areas, ensuring that funding decisions are guided by the policy priorities, the Board's strategic priorities and the requirements of the Reserves and Other Land Disposal Act 1968.
9. This approach provides confidence that funding allocations will consistently support outcomes that matter most to the Foxton Beach community, while remaining compliant with legislative and policy obligations.

Governance, Roles, and Decision-Making Integrity

10. The framework clearly distinguishes the respective roles of Council, the Te Awahou Foxton Community Board, Council officers, and the Descendants of Papangaio J Block. Council retains overall accountability for the Fund, while the Board plays a central role in setting priorities and making recommendations.
11. Formal conflict of interest and accountability requirements are embedded throughout the process. This protects the integrity of decision-making and safeguards the reputation of both the Board and the Fund.

Funding Rounds and Flexibility

12. The proposed model provides for two structured funding rounds each year, supported by consistent application and assessment processes administered through SmartyGrants. At the same time, the framework allows flexibility for Board-initiated or ad hoc requests in exceptional circumstances, subject to the same assessment and accountability standards.
13. This balance ensures the Fund is accessible and responsive, while maintaining discipline and consistency.

Risk Management and Long-Term Sustainability

14. The operational framework places a strong emphasis on stewardship of the Fund. The inclusion of an annual assessment of funding availability, supports prudent decision-making.
15. The default position to pause community distributions following two consecutive years of funding, unless a documented rationale supports an alternative approach, provides a clear mechanism to protect the long-term sustainability of the Fund while retaining flexibility where justified.

Final considerations

16. Endorsing the proposed operational framework strengthens the defensibility, transparency, and consistency of funding decisions. It provides assurance to the Board, Council, and the community that the Foxton Beach Endowment Fund is being managed in a structured, fair, and future focused manner.
17. While the operational framework provides a structured approach for administering the Foxton Beach Endowment Fund. The Board still retains the ability to review, amend, or refine processes as required over time. Any changes can be brought back to the Board for consideration, ensuring the framework remains responsive to emerging priorities, community needs, and lessons learned from practical application.
18. Further detail on operational processes, assessment tools, and supporting documentation is provided in Attachment 1

Confirmation of statutory compliance

In accordance with sections 76 – 79 of the Local Government Act 2002, this report is approved as:

- a. containing sufficient information about the options and their advantages and disadvantages, bearing in mind the significance of the decisions; and,
- b. is based on adequate knowledge about, and adequate consideration of, the views and preferences of affected and interested parties bearing in mind the significance of the decision.

ATTACHMENTS | NGĀ TĀPIRINGA KŌRERO

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B	Foxton Beach Endowment Fund - Assessment Matrix	193

Operationalising the Foxton Beach Endowment Fund Policy

Introduction

This paper provides the Te Awahou Foxton Community Board with an overview of how the Foxton Beach Endowment Fund will be operationalised in line with the Fund Policy. It outlines the processes, roles, responsibilities, and decision-making frameworks that guide funding allocations, ensuring they are fair, transparent, and aligned with priorities.

The assessment matrices set alongside this to demonstrate how applications will be evaluated consistently and how funding decisions will support the Board's 2025–28 priorities.

This paper is intended to give the Board a clear understanding of the operational approach and the tools available to support robust and accountable decision making.

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Purpose

This operational process provides guidance on how Horowhenua District Council will implement the Foxton Beach Endowment Fund Policy to ensure funds are distributed fairly, responsibly, and in alignment with community values, Te Ao Māori principles, and long-term sustainability.

It sets out the roles and responsibilities of Council, Te Awahou Foxton Community Board, and council officers.

It clarifies the priority areas that the Board wants to focus the Fund on for the 2025-28 triennium.

Background

The Foxton Beach Endowment Fund is governed by the Reserves and Other Land Disposal Act 1968 (ROLD Act), which specifies conditions on the use of funds, which is:

*The council shall from time to time spend the net proceeds from the sale or lease of any of the endowment land on the provision of **services and public amenities for the benefit of the inhabitants of Foxton Beach Township, or on the improvement, maintenance, or repair of any such services and amenities, or on the improvement, maintenance, or repair of any existing services or public amenities.** For the purposes of this subsection, the term "services" includes roads, road lighting, water supply, drainage, sewerage, and other public works*

The Horowhenua District Council adopted the Foxton Beach Endowment Fund policy in September 2025.

In late 2025, the incoming Te Awahou Foxton Community Board identified its priorities for 2025-28 and seeks to align their priorities with the Fund.

Governance & Accountability

Council Oversight

Council retains overall responsibility for the fund and ensures compliance with the Foxton Beach Endowment Fund Policy and relevant legislation.

Council oversight includes ensuring that decision-making processes are robust, transparent, and consistent with approved policy and any relevant assessment frameworks.

All funding recommendations are guided by the assessment matrices informed by the priorities in the Policy. The priorities in the policy are Heritage & Culture, Recreation & Conservation, Economic Development, and Wellbeing & Community.

Conflicts of Interest

Board members, representatives of the Descendants of Papangaio J Block, and Council officers involved in the assessment, discussion, or recommendation of funding applications must declare any conflicts of interest.

All conflicts of interest will be managed in accordance with the Council's Conflicts of Interest Policy. Individuals with a declared conflict will not participate in the assessment, discussion, or recommendation of the affected application.

All declared conflicts will be formally recorded in meeting minutes and assessment records to ensure transparency and integrity of the decision-making process.

Accountability for Applicants

- Accountability forms must be submitted within 9 months on receiving the funds and before applying for any further funding.
- Applications with outstanding accountability forms will be ineligible for consideration in subsequent rounds until requirements are met.
- Progress reporting will be undertaken to ensure funds are used as intended and provides data to measure community outcomes.

Funding Rounds & Process

Annual Schedule

Each year, there will be two funding rounds – February and August. Applications will open on the first day of the month and close on the last day of the month. (This aligns with the other Community Funding and Recognition Grants that Council administers).

Applications will be received through the Smarty Grants platform. This ensures consistency of applications, standardised processes, equal access for the community, and will provide operational efficiencies over time.

Advertising & Promotion

All rounds will be publicly advertised via:

- Council website
- Council Social media channels
- Community Connection

Clear instructions on eligibility, categories, and deadlines will be provided.

Eligibility Criteria

Applications must be for the:

- Provision of services, or public amenities, and
- Benefit the people of Foxton Beach (including those with historical linkages to Foxton Beach/Te Awahou, and by extension they may also benefit the wider Foxton community), and
- must be provided within the Kere Kere Ward.

These are as outlined in the ROLD Act and policy.

Applications that do not meet the eligibility criteria will not proceed to the assessment phase.

Who can apply for funding

The fund is open to all applicants. Each application will be assessed on its individual merits and its alignment with the assessment matrix criteria.

Any potential conflicts of interest will be identified and managed in accordance with Council policy.

How much do we fund

The Te Awahou Foxton Community Board sets the total level of funding available at the beginning of each financial year. Up to 50% of the annual funding may be allocated in each funding round, held in February and August.

The policy allows for grants of up to 100% of the amount requested. However, funding decisions will consider the number of applications received, the total funding requested, and the funds available in each round.

Board members cannot individually or collectively promote funding applications. Any Board-initiated funding requests must follow the Board-initiated request process.

Feedback to Applicants

Applicants may request feedback on their application to support future funding submissions. Feedback will be based on the approved assessment criteria and scoring outcomes.

There is no formal appeals process for funding decisions made under the Foxton Beach Endowment Fund, as decisions are made through a structured assessment framework.

Application & Assessment

Application Form

Standardised application forms through Smarty Grants will be used for all funding categories.

Mandatory applications requirements

All applicants must provide the following information as part of an application.

- Legal details of identity applying
- Proof of bank account
- Financial statements
- Project description
- Alignment with policy objectives
- Budget and sustainability plan
- Māori cultural considerations where relevant

This approach reflects the Fund's origins, recognises Papangaio J Block descendant connections to the land.

Applications that do not have these mandatory requirements will be asked to provide them. If they choose not to provide them, the application will not be eligible and will not proceed to the assessment phase.

Assessment Criteria

Applications will be assessed using the approved matrix for:

- Heritage & Culture
- Recreation & Conservation
- Economic Development with Intergenerational Integrity
- Wellbeing & Community

The matrix reflects the Foxton Beach Endowment Fund Policy values and is informed by the Board's priorities to support Foxton Futures.

Assessment: Officer Administration

Council officers will administer Smarty Grants. This will include creating the application forms and assessment tools and ensuring access for the Board Members and iwi representatives.

Officers will check applications for completeness and final eligibility checks. Applicants will be contacted to supply any missing information, such as:

- Outstanding accountability
- Check on eligibility criteria
- Mandatory requirements

If any of these are outstanding, then the application is noted as not eligible and does not go any further.

If the applicant does not supply additional information within five days of the request, their application will be listed as an ineligible and will not proceed to assessment.

Assessment of Applications - Board and Descendants of Papangaio J Block

Applications progressing to the assessment phase will be assessed by each Board member and two representatives of the Descendants of Papangaio J Block.

There will be a joint hui between the Board and representatives of Descendants of Papangaio J Block where the applications are to be jointly discussed and considered.

All assessors (Board and Descendants of Papangaio J Block) then complete their assessments in Smarty Grants. This involves each assessor rating each application against the relevant criteria.

Assessment to Decision

Officers will prepare a report outlining the results of the assessments, which will provide a score and ranking of all eligible applications. The report will provide an indicative outcome for each application based on the score each application receives from the formal assessment, and the amount of funds available. The report will also summarise each application's alignment with Fund policy, as detailed in the assessments.

All funding recommendations will be supported by a written record prepared by Council officers that documents:

- assessment scores and rankings
- alignment with Fund policy and priorities
- key reasons for approval, partial approval, or decline
- any conditions attached to funding

This record will be retained to support transparency, accountability, audit requirements, and to assist with future reviews and continuous improvement of the Fund.

The Board will then consider the funding report at a formal Board meeting and make recommendations to Council.

Recommendations must be informed by, and consistent with, the completed assessments. Where an assessment recommends that funding not be approved, the Board should not approve funding. This ensures decisions are defensible, consistent with policy, and protect the integrity and reputation of both the Board and the Fund.

The Board must follow, and be seen to follow, a fair and transparent decision making process, considering only relevant matters and ensuring that irrelevant considerations do not influence its recommendations.

By following a standardised application process, assessing applications against an agreed set of criteria and weightings, and having a funding level guideline base on that assessment ensures the Board has fair and transparent process which only considers relevant matters and does not allow irrelevant matters to influence its recommendations. This protects the Board's and fund's reputation.

The Board's recommendations will go to Council as proceedings of committees for final consideration and approval. Again, by following the standardise applications and assessment process against set criteria, this minimises the risk that Council will seek to reject or amend the Board's recommendation. It will strengthen the Board's argument that it's recommendations should not be altered or amended, and they follow a set process based firmly on approved Fund policy.

Board Initiated Requests

There may be times when the Board wants to consider a project that could be progressed through the support of the Fund. These ad hoc funding requests may be considered outside the standard rounds in exceptional circumstances.

The Board may initiate investigations into ad hoc funding requests in response to unexpected events, new opportunities, or projects that may need an exception to the Fund policy.

A typical ad hoc request may be a project which was unable to be progressed through the AP/LTP process but is still seen, by the Board, to have merit.

Each ad hoc request must be supported by a business case which demonstrates:

- Alignment with policy priorities
- Measurable community impact
- Accountability plan for reporting
- Must have consulted the community for support – could be through LTP/AP consultation for Council projects, or Board initiated projects.

Assessment to decision for board initiated requests

This follows the same format as for funding rounds, with a joint hui to discuss the application, and then assessment. Officers report the outcome of the assessments to the Board who will then recommend a course of action to Council.

Final approval on all ad-hoc Board Initiated Requests rests with Council.

Risk Management

Risk Appetite Statement (each triennium)

Within six months after a Local Government Election and the appointment of a new Board, the Council and Board will adopt a Risk Appetite Statement. This statement will reflect a considered approach (prudent, medium, or high risk) balancing investment returns with cultural, environmental, and financial safeguards as per policy.

This will be determined by assessing the current state of the fund, any pre commitments, and known externalities.

Determining How Much is Available for Grants (Yearly)

Officers will complete a financial review at the start of each financial year for the boards' consideration and decision making about the amount of funds available for grants for the coming year.

To ensure the long term sustainability of the fund, if funding has been distributed for two previous consecutive years, the default position in the third year will be to pause community distributions as set out in the policy. Any departure from this default position must be supported by a documented rationale and recorded in the Board's resolution. Instead, focus will shift toward strategic development projects aligned with the policy's values and goals, or allow time for the fund to grow. This ensures a balance between immediate benefit and future growth.

Below are the steps that are recommended to follow.

Step 1: Key Decision Factors

The following factors should be assessed:

1. **Fund Balance vs Threshold (\$5M)** – Is the fund above, at, or below the \$5M threshold?
2. **Consecutive Distribution History** – Have distributions been made for the past two consecutive years?
3. **Strategic Opportunities** – Are there priority projects aligned with policy values that require investment instead of general community distributions?
4. **Community Need** – Is there a pressing community need that justifies a funding round?
5. **Risk Appetite & Market Conditions** – What is the financial and investment risk environment?

Step 2: Scoring / Evaluation

Factor	Assessment	Score (1–4)	Notes
Fund Balance vs \$5M	Above threshold (safe) / At threshold / Below threshold	1 = Low, 4 = High risk if below	Identify sustainability risk
Consecutive Distribution History	Distributions made 0, 1, 2 years	1 = No prior distributions, 4 = 2 consecutive years	Default in 3rd year is no funding round

Strategic Opportunities	Strategic projects identified	1 = None, 4 = High priority opportunities	Evaluate alignment with policy values
Community Need	Level of community need	1 = High, 4 = Low	Evidence of urgent or high-impact needs
Risk Appetite / Market Conditions	Investment / economic environment	1 = Low risk / favorable, 4 = High risk / uncertain	Consider prudence and long-term sustainability

Step 3: Decision Thresholds

Total Score (Sum of Factors)	Funding Decision
5–8	Approve Funding Round – fund is healthy, risks are low, and community need is met
9–12	Conditional / Limited Funding – proceed with caution, may reduce funding amounts or scope
13–16	Pause Funding / Focus on Strategic Projects – fund sustainability or high-risk environment suggests deferring distributions

Operational Checklist for Preservation & Risk Management

Step	Action	Responsible	Timing / Frequency
	Assess fund balance and sustainability	Council Officers	Start of financial year
	Determine level of funds available for distribution for current financial year	Te Awahou Foxton Community Board	Start of financial year
	Review potential distributions to Council	Council & Board	Annual
	Adopt or update Risk Appetite Statement	Council & Board	Within 6 months of LG Election

	Consider moratorium if necessary	Council & Board	As needed
	Approve strategic projects or business cases for investment	Council & Board	As needed

Review and Continuous Improvement

The operational process will be reviewed at least once each triennium, or earlier if required, to ensure it remains fit for purpose and aligned with legislative requirements, Fund policy, and community expectations.

Reviews may consider application volumes and quality, community outcomes achieved, administrative efficiency, and feedback from applicants, Board members, hapu, and Council officers.

Appendix 1- Foxton Beach Endowment Fund – At a Glance

1. Annual funding availability determined
2. Applications open via SmartyGrants
3. Eligibility and completeness check
4. Assessment and hui with Board and Descendants of Papangaio J Block
5. Officer report prepared
6. Board recommendation at formal meeting
7. Council decision
8. Funding agreement, payment, and reporting
9. Accountability reports received and considered

Foxton Beach Endowment Fund - Assessment Matrices

The following matrices list the criteria that each application will be assessed against the respective categories. These matrices align each criterion with the Fund policy identifying the related Board priority and aligning with Foxton and Foxton Beach Plan Themes.

Each application's alignment with the criteria will be scored on a 5-point scale, with 1 being no or very low alignment, and 5 being excellent alignment.

The scoring scale is shown below

Scoring Scale (for all criteria)

Score	Description
1 – Very Low	Very weak alignment / evidence
2 – Low	Limited alignment; outcomes unclear
3 – Moderate	Reasonably aligned with some evidence
4 – Strong	Clearly aligned with solid evidence
5 – Excellent	Exceptional alignment and impact

Our Heritage and Culture Matrix

Criterion	What Assessors Are Looking For	Weighting
Protection of Cultural & Heritage Sites	Projects identify, protect, and maintain wāhi tapu, mahinga kai, and other culturally or heritage significant sites; avoid degradation or loss	25%
Heritage Restoration & Preservation	Supports restoration and conservation of historic sites, infrastructure, and artefacts; demonstrates tangible heritage outcomes	20%
Cultural Storytelling & Education	Projects convey historical and cultural narratives; promote awareness, learning, and community understanding	15%
Support for Marae & Cultural Development	Funding contributes to marae infrastructure, housing, or cultural	20%

	revitalisation initiatives for original owners or hapū	
Justice, Equity & Hapū Wellbeing	Demonstrates measurable outcomes in advancing social equity, justice, and wellbeing for hapū; monitors and reports annually	20%

Recreation & Conservation Matrix

Criterion	What Assessors Are Looking For	Weighting
Environment Restoration & Protection	Projects protect and enhance dunes, wetlands, waterways, and wildlife; demonstrate measurable ecological improvement and sustainability	25%
Sustainable Recreation & Community Access	Enables public enjoyment of natural spaces without damaging ecosystems; supports safe, inclusive, and environmentally responsible recreation	20%
Cultural Recognition & Te Ao Māori Values	Embeds Māori values, taonga tuku iho, and local tikanga in project design, delivery, and governance	15%
Community Engagement & Education	Encourages active participation, learning, and stewardship by residents and visitors; fosters long-term community ownership and support	20%
Intergenerational & Long-Term Impact	Projects deliver enduring environmental, social, and recreational benefits without compromising future use or ecological health	20%

Economic Development with Intergenerational Integrity Matrix

Criterion	What Assessors Are Looking For	Weighting
Alignment with Community Values & Social Licence	Development aligns with community aspirations; avoids extractive or short-term gain; demonstrates reputational integrity and community benefit	25%
Environmental Responsibility & Whenua Protection	Protects whenua and natural values; environmentally responsible design, use and management; avoids long-term environmental harm	25%
Intergenerational & Long-Term Benefit	Balances growth with stewardship; delivers enduring benefit without compromising future options or core values	50%

Wellbeing & Community Matrix

Criterion	What Assessors Are Looking For	Weighting
Community Wellbeing & Hauora	Improves lived wellbeing, access to services, connection or resilience; clearly addresses local needs	25%
Inclusivity, Equity & Belonging	Accessible to all residents; actively reduces barriers and strengthens inclusion	20%
Community Connection & Partnerships	Demonstrates strong collaboration with hapū/iwi, community groups, Council and others; builds local capacity	20%
Quality, Sustainability & Amenity Enhancement	Enhances public spaces or services; environmentally responsible; long-term stewardship	15%
Growth, Connectivity & Strategic Opportunity	Leverages opportunities for growth, transport linkages, visitor appeal, economic resilience	20%

Total Possible Score: 100

Funding Recommendation Guide

Total Score	Recommendation
80–100	Strongly recommended for funding – up to 100% funding (subject to fund availability)
65–79	Recommended subject to funding & availability - = up to 50-75% funding (subject to fund availability)
50–64	Consider partial funding – up to 50% funding (subject to fund availability)
<50	Not recommended for funding

File No.: 26/61

7.7 Horowhenua District Council Organisation Performance Report December 2025

Author(s)	Alice Petersen Support Officer - Democracy Āpiha Tautoko - Manapori
Approved by	Monique Davidson Chief Executive Officer Tumuaki

PURPOSE | TE PŪTAKE

1. This report presents the Organisation Performance Report for December 2025 highlighting areas of interest to the Foxton Community.

This matter relates to Delivering everyday

While navigating a period of significant change, we will continue to deliver our services to our community effectively, efficiently, and reliably, maintaining strong business-as-usual performance as we implement our Council priorities.

RECOMMENDATION | NGĀTAUNAKITANGA

- A. That Report 26/61 Horowhenua District Council Organisation Performance Report December 2025 be received and noted.

BACKGROUND | HE KŌRERO TŪĀPAPA

2. This report is provided for information purposes only and seeks to update Board Members on a number of key projects and priorities for Horowhenua District Council highlighting areas of interest for Te Awahou Foxton Community.
3. The report aligns with the Council's 2024/25 Plan on a Page and reports on the status of each Priority area identified by Council. The reporting period for Health and Safety, Group Updates and Top Priorities is 1 October– 24 November 2025.
4. The financial reporting, SSPs and OPMs is for the 2025/26 financial year to 31 October 2025.
5. The full Organisation Performance Report is attached to provide context to Board Members and the community. Members are encouraged to signal questions in advance of the meeting so that appropriate answers can be sought.

TE AWAHOU AREA HIGHLIGHTS

6. Foxton Beach Dune Management, page 17 & 65.
7. Riverloop Par Green flag, page 17.
8. Foxton War Memorial Hall, page 19.
9. Foxton property, page 19.
10. Foxton Beach Water Treatment Plant Green Sand Filter, page 31.
11. Foxton Water Treatment Plant, page 31 & 32.
12. Foxton Beach Wastewater Treatment Plant, page 36.
13. Foxton Beach Stormwater Consent, page 38.
14. Foxton and Foxton Beach Community Plan, page 68 & 69.

Confirmation of statutory compliance

In accordance with sections 76 – 79 of the Local Government Act 2002, this report is approved as:

- a. containing sufficient information about the options and their advantages and disadvantages, bearing in mind the significance of the decisions; and,
- b. is based on adequate knowledge about, and adequate consideration of, the views and preferences of affected and interested parties bearing in mind the significance of the decision.

ATTACHMENTS | NGĀ TĀPIRINGA KŌRERO

No.	Title	Page
A	Organisation Performance Report - 10 December 2025	199



Horowhenua District Council

Organisation Performance Report

10 December 2025

Nā te Kaiwhakahaere Matua Chief Executive Introduction and Executive Summary



About This Report

This full Organisation Performance Report is prepared for every second full Council meeting and provides a comprehensive overview of the activities of each of the six groups within Council, a financial summary report and reporting against each of the Statement of Service Provisions (SSPs) and Organisation Performance Measures (OPMs).

The report aligns with the Council's 2024/25 Plan on a Page and reports on the status of each Priority area identified by Council.

The reporting period for Health and Safety, Group Updates and Top Priorities is 1 October – 24 November 2025.

The financial reporting, SSPs and OPMs is for the 2025/26 financial year to 31 October 2025.

Executive Summary

In October, local elections were held, confirming the elected members for Council and the Te Awahou Foxton Community Board for the 2025–28 term. We warmly congratulate all those who were elected and sincerely thank everyone who stood for Council and the Community Board, and those who voted in the election, helping shape the future of our district for years to come.

Shortly after the elections, the induction process for new elected members began with a pōwhiri. This special ceremony, led by Muaūpoko and Ngāti Raukawa ki te Tonga, welcomed elected members into their new roles, along with their whanau. The pōwhiri reflected the strong partnership between Council and local iwi, while celebrating the sense of connection and community that underpins local government.



The induction process continued with the inaugural meeting of Council and Te Awahou Foxton Community Board. Mayor Bernie, Councillors and Community Board members were officially sworn in, supported by whanau and friends in attendance. Chambers was filled with a warm sense of excitement and optimism, as our elected members took their oath of office.

Together, these events set a positive and welcoming tone for the term. As we move forward, we look forward to the new Council and Community Board bringing their vision and energy to serving our community.





Progress on Three Waters Reform – Central Districts Water

The partnership between Horowhenua District Council, Palmerston North City Council, and Rangitikei District Council to establish a new organisation for delivering three waters services has reached two key milestones.



The Government has approved the partnership’s joint Water Services Delivery Plan, and the new entity has officially been named Central Districts Water. The plan outlines how drinking water, wastewater and stormwater services will be delivered in the future and provides the framework for establishing a jointly owned Water Services Council Controlled Organisation, in alignment with the Government’s Local Water Done Well policy.

The Department of Internal Affairs, which oversees the water reform process, approved the plan with only minor clarifications, reflecting the thorough preparation and planning undertaken by the three councils. The next steps involve working closely across all three councils to implement the plan and establish the new organisation.

The creation of Central Districts Water ensures that water assets remain locally owned, supports compliance with evolving government regulations, and enables the delivery of resilient and sustainable water services while maintaining affordability for communities.

The new brand and organisational identity have been developed to reflect the natural features and communities of the partner councils. Ongoing work will focus on strengthening the organisation’s identity in collaboration with iwi partners, local communities and the people it serves, with a focus on long-term sustainability and care for water resources.

Summary of Group Activities

During this reporting period, the Community Development Team has progressed initiatives aligned with the Community Wellbeing Strategy, fostering collaboration, community-led projects, and a sense of belonging. Key achievements include the launch of the Horowhenua Mana Kai Network, which has improved access to healthy food, including the planting of fruit trees at Hinemoa House. Refugee participation in local elections

empowered over 60 new voters through ambassador-led outreach, and the Mayor's Taskforce for Jobs Job Café continues to support rangatahi with employment skills and social connections. The Age on the Go Expo attracted a record 70 stallholders, promoting wellbeing and inclusion for older residents, while \$1 12,000 in grants were allocated across community initiatives, including climate action projects.

Libraries, youth spaces, and community hubs have remained vital in fostering connection, learning, and creativity. Highlights include Poetry and Pizza events, school holiday programmes led by local tamariki, and the expansion of youth Chill Zone sessions to Foxton. Digital inclusion efforts progressed through the Digi-Coaches programme, offering one-on-one support and career-focused virtual reality sessions. Council also hosted international visitors for the 25th anniversary of KohaCon, showcasing Horowhenua's global contribution to library systems. The Strategic Recreation Investment Framework advanced, helping sporting clubs align planning with community priorities.

Regulatory Services staff managed a range of compliance matters, working closely with Police, Public Health, Horizons Regional Council, and legal advisors. Key activities included implementing the Dog Control Policy and Responsible Dog Owner Approval, issuing abatement notices, and processing event and amusement device licences. Improvements to customer pathways and CRM systems strengthened service consistency and responsiveness.

In Community Infrastructure, the Land Transport team has progressed road rehabilitation projects including Whirokino Road, CD Farm Road and Bruce Road, with the latter contingent on NZTA funding. The resurfacing programme is on track, footpath renewals are being accelerated, and a district-wide signage audit successfully corrected non-compliance issues.

In Solid Waste, a three-year Waste Services Agreement was signed, with the food scraps trial demonstrating 30% resident participation within the trial area. Planning for a Levin Resource Recovery Centre and remediation of the Levin Old Landfill is ongoing, and the bylaw review is expected to reach draft completion by February 2026.

The Local Waters team has delivered strong outcomes in water and wastewater services, with nearly all domestic water meters installed in Levin, upgrades completed at Foxton Beach Water Treatment Plant, and wastewater treatment improvements at Levin WWTP and Mangaore Village progressing on schedule. Stormwater consent and intervention projects are underway, with ongoing engagement with iwi and community stakeholders to ensure environmental compliance and water quality improvements.

The Community Vision and Delivery Group achieved several strategic milestones, including the adoption of the Annual Report 2024/25 with a clean audit, and preparation is well underway for the Annual Plan 2026/27. Communications campaigns successfully engaged communities on elections, events, water conservation and major infrastructure projects. The Horowhenua Destination Management Plan was endorsed, with a summer marketing

campaign launched and new district visitor maps being finalised. Economic development work continues through the implementation of the Economic Development Strategy 2025–2035, with the Levin Retail Transformation Strategy progressing as part of the broader Levin Town Centre Transformation. Integrated Growth and Planning projects include Plan Change 6A, the Tararua Road Master Plan and the Levin Development Framework, alongside preparation for upcoming resource management reform. Key strategic projects such as the Levin Town Centre Transformation, Ō2NL Expressway and revocation, and Foxton/Shannon community plans continue to advance.

In Housing and Business Development, building consent volumes remain strong, with 97% processed within statutory timeframes and with changes to how we deliver our service, an improving customer experience has been evident. Resource consenting is being streamlined, with aged consents being closed and monitoring processes refined.

The Finance team continues to monitor and track budgets and has seen a positive forecast variance to budget of approximately \$400k, with potential to reach \$500k. Officers continue to look at processes and efficiencies that can be made to improve the customer experience such as promoting e-invoicing which will in turn reduce postage costs. The three yearly draft property revaluations for 2025 have been finalised by QV, with public notification and objection periods scheduled in line with statutory requirements.

The Business Performance team successfully completed the 2025 local elections, initial onboarding of elected members and is now focused on delivering an extensive induction programme. The induction programme contains a mix of in-house and external trainings, and workshops presented by the Chief Executive and officers.

Finally, the Capability and Transformation team has been focused on enhancing the customer and community experience, process improvements and reporting capabilities. Initiatives included reviewing customer email pathways, mapping repeat interactions and streamlining reporting through Power BI. The deployment of Windows 11 devices was largely completed, with the project now moving into its second phase.

Overall, the Council's collective efforts demonstrate strong performance, progress on strategic priorities and a continued commitment to enhancing services, infrastructure and community wellbeing across the Horowhenua District.

Finally, on behalf of the team, I wish everyone a safe and happy festive season.

Monique Davidson

Chief Executive

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Pūrongo mō te Hauora me te Haumaru

Health and Safety Report



Pūrongo mō te Hauora me te Haumaru Health and Safety Report

Leadership

Mental Health Awareness Week

This quarter, kaimahi across the organisation demonstrated strong leadership by planning and delivering a range of activities for Mental Health Awareness Week in October. Kaimahi took the lead in designing and facilitating events including quizzes, puppy therapy visits, podcasts and audiobook recommendations, and team-led discussions, highlighting the importance of mental health and wellbeing.

A key feature of the week was the empowerment of kaimahi to turn their ideas into meaningful initiatives. Leadership was visible across all facilities, each delivering their own programme of activities with a safety-focused approach.

Risk Management

Health and Safety Worksite Inductions

In preparation for the work to be undertaken at the Levin Wastewater Treatment Plant on the project for the inlet pipe and bulk mains wastewater upgrade and renewals, a health and safety induction was conducted by HDC staff with the contractors at the worksite.

The induction is designed to identify and communicate hazards specific to the site and ensure safety procedures, emergency processes and reporting requirements are communicated and understood.



LWWTP – contractor setting up safety fencing before work commences.

Council ensure that work site induction documents are available at all the buildings, facilities and plants where staff and contractors complete work tasks. A thorough induction helps reduce the risk of injury, ensures safety communication for those on the work site, and promotes a safe and inclusive working environment. It also sets the tone for a proactive safety culture where everyone understands their role.

A work site induction is an essential onboarding process that ensures anyone entering a worksite, such as employees, contractors, visitors or volunteers, understands the health, safety, and operational requirements of that environment before they begin work.

Worker Engagement

Komiti Oranga Roadmap

Komiti Oranga (Health and Safety Committee) has developed a roadmap to strengthen the organisational focus on Health, Safety and Wellbeing, while supporting continuous improvement at all levels. Over the next 12–18 months, our key priorities include:

- **Embedding a proactive culture** through increased visibility, meaningful engagement, and expanded leadership opportunities.
- **Building health and safety capability** by providing education, resources and guidance that empower the Health and Safety Representatives (HSRs) to champion health, safety and wellbeing alongside our Kaimahi.
- **Fostering active engagement** across all levels of the organisation to achieve shared outcomes that we will collectively deliver.

This roadmap sits alongside the Komiti Oranga Working Agreement and HSR Handbook as part of the guiding documentation. It provides clear direction and a future-focused outlook, reflecting the ongoing commitment to ensuring Kaimahi feel supported by both HSRs and Komiti Oranga. Ultimately, it reinforces our shared goal of embedding health, safety and wellbeing at the heart of everything we do.



He Kōrero Hou I ngā Rōpu Group Updates



Group Updates Introduction

There are six groups within the Council:

- Community Experience and Services
- Community Infrastructure
- Community Vision and Delivery
- Housing and Business Development
- Organisation Performance
- Capability & Transformation.

Each group has provided a general update in this report and in addition, relevant activity updates for the reporting period 16 August – 24 November 2025.

Ngā Taiwhanga ā-Rēhia me ngā Ratonga Community Experience and Services

Te Tautāwhi I te Hapori Community Support Activity

General Update

Council's Community Development Team has experienced a few changes recently, but the heart of the mahi remains strong. Despite the movements within the team, they continue to deliver impactful work that directly supports the Community Wellbeing Strategy and its action plan. Our community networks remain the pou that ground and guide this mahi, providing the relationships and insight that make genuine community outcomes possible.

In December, we are looking forward to bringing all our community wellbeing network groups together for an end-of-year celebration. A chance to acknowledge the partnerships, collaboration, and shared effort that sit behind our progress.

As we approach the end of the year, there is much to reflect on and celebrate. The Community Wellbeing Committee and the wider strategy framework have continued to strengthen, embedding themselves more deeply across Council's work. We are incredibly proud of the way our team grows community voice, enables community-led development, and fosters a sense of place and belonging for people across our district.

What we are delivering

Launch of the Horowhenua Mana Kai Network

In September, in conjunction with the Electra Business After 5 function, the Horowhenua Mana Kai Network was officially launched by Di Rump, CEO of Muaūpoko Tribal Authority who are a member of the Network. This kaupapa was initially facilitated by Council to explore practical options for improving access to healthy kai across our community, a core action within the Community Wellbeing Strategy. The next phase of the Network is to become more independent leaning into community-led principles and ownership. Council continues to play a support role.

As part of the launch, attendees were treated to a compelling address from Deborah Manning ONZM, founder of KiwiHarvest and the New Zealand Food Network, and recent recipient of the New Zealand Sustainability Leader of the Year Award at Kiwibank's New Zealander of the Year Awards.

Deborah captivated the room, speaking with passion about the urgency of addressing kai insecurity. She highlighted Horowhenua's unique strengths, from having the shortest distance from mountain to sea, to being one of New Zealand's leading vegetable-growing regions, positioning our district to drive meaningful change in food resilience and equitable access.

The Network is grateful to the Department of Internal Affairs and the Eastern and Central Community Trust for their support, providing \$98,000 in funding for the first-year pilot programme of the Horowhenua Mana Kai Network.

Early activity is already underway. With the help of volunteers, the Network has planted 20 fruit trees at Hinemoa House, an encouraging first step toward building a stronger, community-led kai system.



Deborah Manning, ONZM

Meaningful Refugee Participation in Local Body Election

During August to October, two members of our former refugee community members took the opportunity to become Local Election Ambassadors. Coming from countries where voting was not always safe or fair, the pair understood the deep-rooted hesitation and mistrust around the election process. Their mission was clear: build trust, share knowledge, and empower.

They held multiple information sessions, made home visits to those unable to attend and helped to register over 60 former refugees to vote in New Zealand for the very first time. Their work was supported by a small but meaningful stipend from the Meaningful Refugee Participation Fund, which enabled them to carry out this all important mahi.



Mayor's Taskforce for Jobs – Job Café

In October, the Mayor's Taskforce for Jobs team launched a new initiative designed to better support young jobseekers in our district. The Mayor's Taskforce for Jobs Café is a weekly drop-in session where rangatahi can relax, connect and access practical support as they search for employment.

Young people can check the job noticeboard, receive help with CVs and cover letters, sign up for upcoming courses, or simply come in for a chat.

It has been encouraging to see that the Job Café is supporting young people not only with job-seeking skills, but also with building social connections. Many participants stay on after the sessions to spend time together, strengthening friendships and supporting one another as they navigate their employment journeys.



Age on the Go

10 October marked an important day for the older persons community with the annual Age on the Go Expo. This event brought together a wide range of services, organisations and activities available across Horowhenua to support older residents and enhance their wellbeing. This year's expo saw record participation, with 70 stallholders in attendance — the highest number yet.

The expo attracted the attention of the Hon. Casey Costello, Minister for Seniors, who expressed her admiration for Council's commitment to hosting Age on the Go each year. She noted that initiatives like this help make Horowhenua a place that values its older people and enables everyone to participate fully in community life.

Grants and Funding

In September, Council's Funding and Recognition Committee met to consider the first-round funding allocations for the year. A total of \$112,000 was distributed across five funding categories, including allocations from the Climate Action Fund for the first time.

These grants play an important role in supporting the wide range of events, programmes, service providers and community organisations that contribute to the wellbeing and vibrancy of the Horowhenua community.

Civic and Youth Excellence Awards 2025

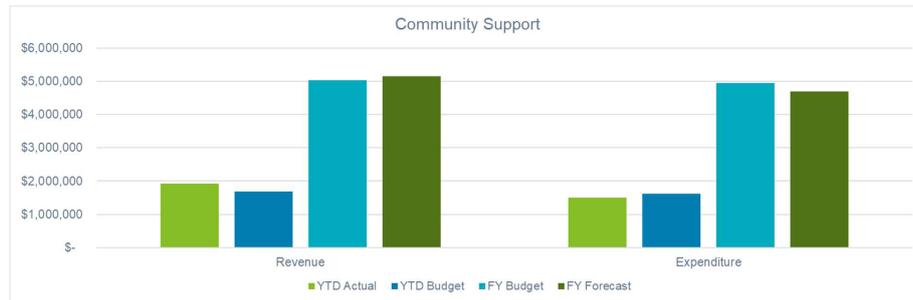
The Civic and Youth Excellence Awards were held at Te Takeretanga o Kura-hau-pō last month, celebrating individuals who have made outstanding contributions to the Horowhenua community.

The event, hosted by Mayor Bernie Wanden, recognised three Civic Honour recipients, four Certificates of Recognition recipients, and fifteen young people through the Youth Excellence Scholarships. The evening acknowledged service, dedication and achievement across the community, highlighting those who strengthen Horowhenua through their generosity and commitment.

Youth Excellence Scholarships were presented in arts and culture, sport, community service and academia, recognising the effort and leadership of local rangatahi. Performances by arts and culture recipients showcased the creativity and talent within the district.

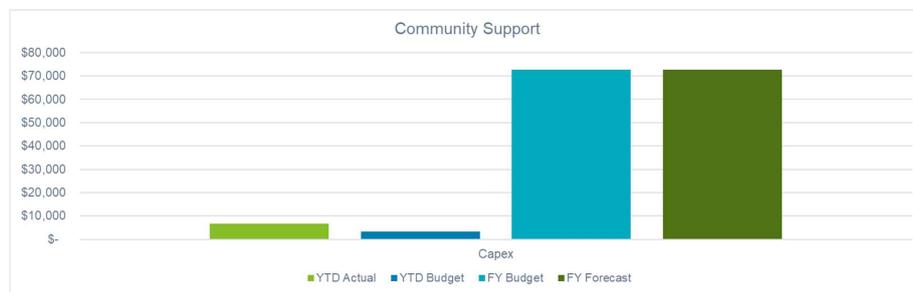
The Awards continue to be a highlight of the year, celebrating the spirit of community and the many ways residents contribute to the strength and wellbeing of Horowhenua.

Financial



Unbudgeted funding was received from Eastern & Central Community Trust (ECCT) and Department of Internal Affairs (DIA) to support Mana Kai initiative.

Lower expenditure expected from operational savings identified within the activity.



General Update

This reporting period has been characterised by sustained progress across coastal management, parks operations, strategic planning and community partnerships. Officers have supported multiple governance groups, advanced key projects and responded to seasonal pressure across community spaces, while continuing to strengthen compliance and asset management processes.

Projects such as Waikawa Beach vehicle access, Green Flag assessments, lease renewals, coastal resilience initiatives and the Strategic Recreation Investment Framework have all advanced significantly. Officers have also been coordinating responses to vandalism, increasing summer-season demands, and ongoing environmental and regulatory requirements.

Officers have also continued to support major capital projects such as the Donnelly Park toilet renewal programme, ensuring technical assessments, risk considerations and procurement documentation are robust and transparent.

The period also included substantial engagement with external partners, including iwi, community boards, Horizons Regional Council, private landowners, sports clubs, and

contractors; ensuring alignment, clarity and shared expectations across several complex and high-profile matters.

What we are delivering

Coastal & Environmental Management

Exploration into Waikawa Beach vehicle access continued, with further work undertaken on consenting considerations, educational messaging and community input.

Officers met with private landowners over the Waikawa Bridge to discuss potential land leasing to Council. This was a constructive and positive discussion, with the landowners now considering the proposal and seeking whānau input before providing a response.

A community planting day was held at Waikawa Beach after several weather-related delays. This forms part of the wider coastal resilience programme designed to stabilise foredunes and expand habitat for native birdlife.

Officers continue to lead dune management, signage discussions and coastal risk management planning at Waitārere and Foxton Beach.

Parks Operations & Recreation

Preparations were completed for Green Flag judging at Driscoll Reserve, Foxton Riverloop Reserve, Thompson House gardens, Jubilee Park, Te Maire Park and Holben Reserve. Although the initial assessment scheduled for 6 October was postponed due to flight disruption, judging occurred on 15 October with extremely positive feedback from Recreation Aotearoa. On 21 November it was announced that Council was again successful in retaining all six awards.

The transition from winter to summer codes has placed additional pressure on the team, with early cricket season fixtures occurring simultaneously with late-season winter sports, requiring flexible and complex ground allocations.

Officers presented the Strategic Recreation Investment Framework to more than 18 stakeholders across several sessions, generating strong interest in future collaboration under the new model.

A planting, grounds and compliance support programme continues across key parks ahead of high-use summer periods.

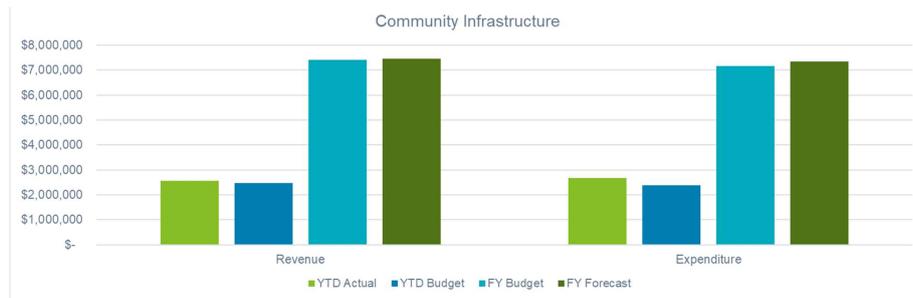
Partnerships, Community Groups & Governance Support

Officers met with an investigator from the Office of the Ombudsman regarding the Target Reserve equestrian complaint that was received in September. The meeting provided an opportunity to outline changes made since the decision to allow access for the

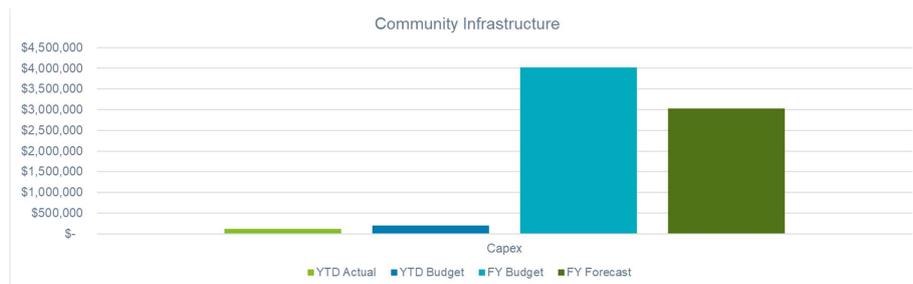
development of a Mountain Bike Park and highlighted strengthened relationships with local equestrian groups. Outcome from the Office of the Ombudsman is pending.

Continued support has been provided to Lake Domain Board, iwi partners and community groups around coastal plantings, re-opening of reserves, and planning for summer activities.

Financial



Higher expenditure year-to-date October due to unplanned garden/grounds maintenance, and reactive facility maintenance.



Not expected to spend on project - Tara-Ika - Local Purpose Reserves

Ngā Rawa Property Activity

General Update

The Parks and Property team has continued to progress core renewal, leasing and compliance functions while responding to increasing operational pressures across Council's facilities. The focus has been on strengthening asset management practices, ensuring fit-for-purpose procurement planning, and improving internal systems to support more efficient service delivery.

A considerable amount of work has centred on lease renewals and property transactions, many of which are linked to Council's broader strategic priorities such as the Levin Town Centre Transformation. Officers have worked closely with legal advisors, tenants and community groups to ensure agreements reflect both operational requirements and long-term direction.

Compliance and due diligence work has also remained a priority. Building warrant of fitness improvements continued across the portfolio, with positive progress at sites such as the Waitārere Beach Surf Club.

Operationally, officers have navigated a busy period with multiple handovers, facility transitions and increased community use. The Foxton War Memorial Hall transfer to the Foxton War Memorial Hall society was completed, and officers continue to support the group as they finalise their booking processes.

Overall, the period has demonstrated a strong emphasis on collaboration, proactive planning and clear communication, all of which continue to strengthen the Property portfolio's resilience and readiness to support Council's wider strategic direction.

What we are delivering

Lease renewals progressed for several sites, with Officers negotiating updates to leases to reflect the growth and strategic direction of the district. Officers are working with The Property Group to optimise the lease portfolio and identify key moves.

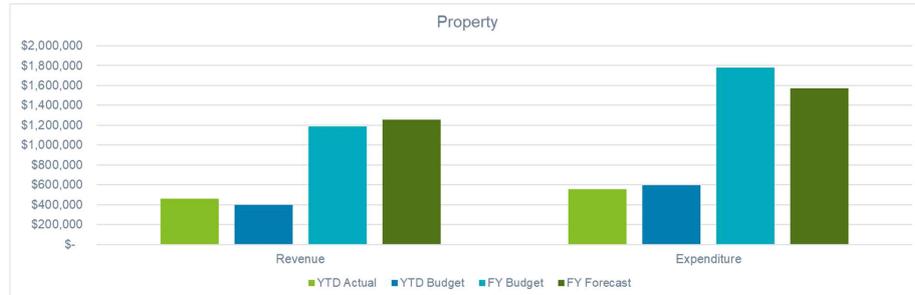
Parks and Property Officers worked with the Finance team to ensure coordination during the freehold sale of 30 Shortt Street, Foxton Beach in October. This was an endowment property.

The Foxton Beach Motor Camp lease area expansion has been agreed, aligning with their existing term and supporting long-term viability.

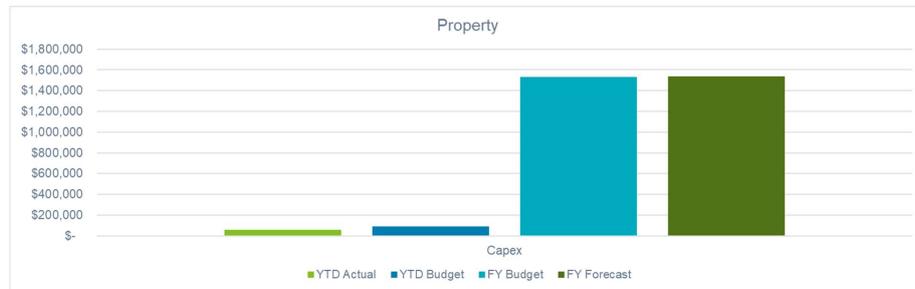
Building warrant of fitness improvements continued, including confirmation that Waitārere Beach Surf Club is on track to receive its BWOFF this month.

Council's Energy Advisors Smart Power has engaged with providers and the All of Government (AoG) panel regarding gas procurement options. Smart Power is investigating all possible options to ensure the best results for Council, and it's thought AoG will likely become more competitive in 2-3 years as decarbonisation in the public sector accelerates.

Financial



Savings identified in professional services costs for Property Disposal Programme.



Ngā Taiwhanga ā-Rēiha **Community Facilities Activity**

General Update

Across this reporting period, and consistently throughout the year — Council's community facilities have played a vital role in strengthening wellbeing, belonging and connection across the district. Our libraries, youth spaces and community hubs have remained trusted environments where people of all ages can learn, participate and feel part of their community. The mahi delivered over the past twelve months has focused on outcomes that matter: reducing social isolation, building confidence and capability in our people, enhancing digital inclusion, supporting community-led development and ensuring planning is guided by local needs and voices. These spaces have also continued to celebrate our district's identity and creativity, empowering tamariki, rangatahi and community groups to shape programmes and contribute to shared experiences. Together, this work reflects a sustained year of meaningful engagement, grounded in the belief that strong community facilities help create a more connected, resilient and vibrant Horowhenua.

What we are delivering

The Poetry and Pizza event drew a strong crowd, with a lineup of performers who kept the room entertained. The atmosphere was relaxing and welcoming, and plenty of people were keen enough to stay on for a second round of reading. Everything wrapped up smoothly with attendees and poets providing positive acknowledgements. The venue host was genuinely excited to be part of the wider Book Crawl event series and mentioned that some people had come specifically for the poetry. The event was made possible with support from the Friends of the Libraries who funded the event.

Wednesday Night Youth Programme activities in the Youth Space at Te Takeretanga o Kura-hau-pō kicked back into gear, with the Chill Zone sessions drawing young people keen for a relaxed mid-week hangout. The focus was on board games and gaming, giving rangatahi a chance to unwind, connect with friends, and try out a mix of classics and new favourites. To ensure Foxton youth are part of the action, these Chill Zone sessions will now pop up at Te Awahou Nieuwe Stroom every fourth Wednesday. The goal is to create a regular, welcoming space for rangatahi to come together, have fun and build confidence through low-pressure, social activities.

The Strategic Recreation Investment Framework reached a major milestone, with a final briefing to Council outlining the needs analysis and the 'key moves' recommended for the district. The next phase was about socializing the framework with the community. Council Officers have been sharing the findings with local sporting clubs and codes, supported by a series of drop-in sessions designed to help groups understand the framework and start applying it to their own planning and development. This step will be turning the framework into action on the ground.

A member of our team delivered a session as part of the Digi-Coaches training programme and regional hui, providing participants with a clear understanding of day-to-day work in a library environment. The Digi-Coaches programme, supported through external funding, is designed to build digital confidence in the community by offering one-on-one support, guidance, and basic digital skills training for people who need help navigating technology. The session also provided an opportunity to meet the two new digi-coaches who have joined the team. In addition to general digital support, the digi-coaches are delivering career-focused virtual reality sessions that allow participants to explore job pathways and build confidence using emerging technology. Their early momentum is a positive indicator of the programme's growing impact on the community.

We were approached with a request to host a group of international visitors who were in Aotearoa for KohaCon in November. This year marked a significant milestone, the 25th anniversary of Koha, the homegrown and internationally recognised library management system that originated in our district. Several conference attendees, through the hosts Catalyst, had expressed interest in visiting the birthplace of Koha. The group was hosted across both Te Takeretanga o Kura-hau-pō and Te Awahou Nieuwe Stroom, providing an opportunity to showcase our libraries, our community connection, and the key role Horowhenua played in the development of a system now used by libraries around the world.

 <p>GET HELP FROM A DIGI-COACH!</p> <p>Te Takeretanga o Kura-hau-pō Levin Community Centre Monday-Friday 10am-2pm</p> <p>One-on-one support</p> <ul style="list-style-type: none"> • Smartphone Basics • Using Apps • Online Safety • Using Email • Skinny Jump Internet • Any digital queries! <p>Friendly, local trainers</p> <p>te kōwhiri</p> <p>IT'S FREE!</p> <p>For more info P: 06 908 1852</p>	
<p>Digi-Coach Promotional Material</p>	<p>Nunu the Moa during the Better Together Holiday Programme</p>

The Children's Library Team delivered another outstanding school holiday programme, complete with characters like Nunu the Moa and performers from String Bean Puppets, but this time the magic came straight from the voices of local tamariki. After a month of voting for their favourite theme, children experienced firsthand how their ideas, combined with others, can shape what happens in their community. Their chosen theme, "Better Together," celebrated teamwork, inclusivity and belonging. Over the past two weeks, the

library has been buzzing with collaborative activities: parachute games, friendship bracelet making, group challenges, and even blanket forts built by teams of enthusiastic young creators. It's been a joyful reminder of what happens when children are empowered to lead the way, and a celebration of creativity and connection that comes from doing things together.

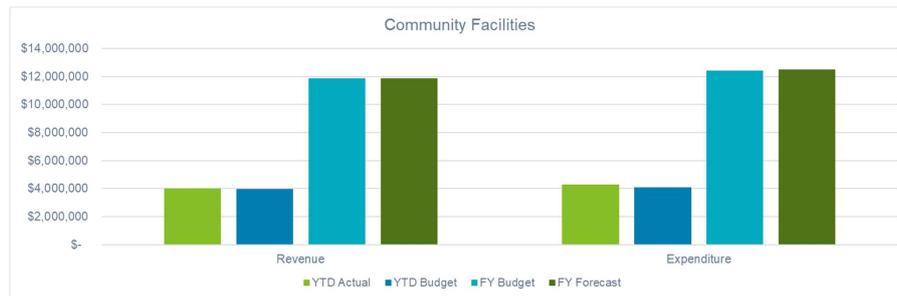
Issues and Risks

Play Sand - Recent national media coverage has highlighted concerns about potential asbestos contamination in coloured play sand which has been supplied to community facilities across the country through Kmart. As part of the nationwide response, WorkSafe has been engaging with councils to confirm whether any of the affected product has been used locally.

For us, here in Horowhenua, precautionary steps were taken early. All coloured sand previously held within libraries and community spaces had already been removed and safely disposed of by Council staff as soon as the national issue was identified. A WorkSafe Inspector visited Te Takeretanga o Kura-hau-pō earlier this week to verify that no coloured sand remained on site. This visit confirmed our precautionary actions, and no further requirements were issued.

Currently, there is no risk to staff or the community. Council will continue to follow national updates closely and respond to any further guidance if required.

Financial



Ngā Ratonga Whakariterite ā-Ture Regulatory Services Activity

The Regulatory Services activity sits across two Groups. You can find activity updates for the Regulatory Services activity in the Community Experience and Services Group and the Housing and Business Development Group updates.

General Update

During this period, staff progressed several regulatory matters requiring coordination with Police, Public Health, Horizons Regional Council and legal advisors, across a range of Council responsibilities.

Work also continued to support recent central government announced legislative reviews and policy changes, including the implementation of the Resource Management (Consenting and Other System Changes) Amendment Act, changes in rules relating to home-based bakeries, and the announcement about impending changes to the Earthquake-prone buildings regime.

In local policy matters, the Dog Control Policy, Bylaw and the new Responsible Dog Owner Approval process took effect during this period; and alongside this, Council advanced its work to embed a consistent customer-first culture, strengthening systems, processes and expectations that guide how we communicate and respond to the community.

Customer & Compliance

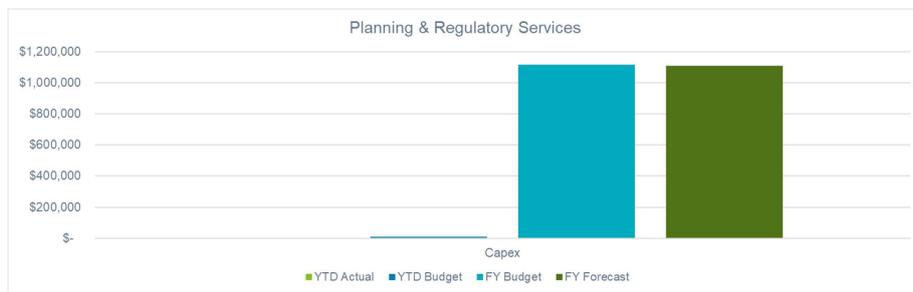
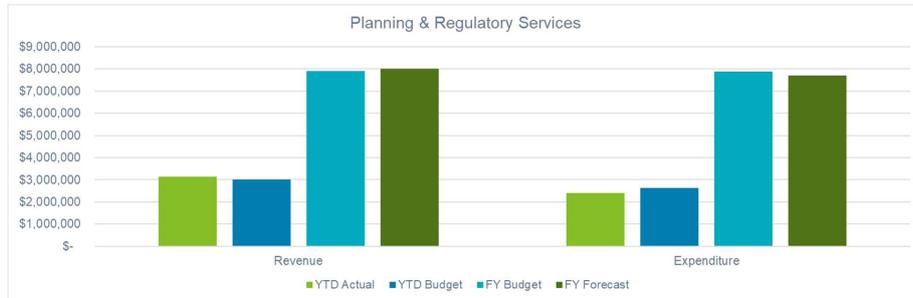
What we are delivering

Compliance and Licensing teams advanced a number of investigations and regulatory processes during this period, including issuing abatement notices, supporting home-based bakeries through changes in MPI requirements, and preparing matters for an upcoming District Licensing Committee hearing. Monitoring continued at several rural and residential sites to ensure activities remain consistent with District Plan rules and to maintain public confidence in Council's compliance approach. Seasonal licensing work kicked-off in September with event and amusement device applications processed for Foxton's annual Spring Fling event. With the increase in daylight hours and warmer weather approaching, the number of public events is expected to increase to take advantage of our Horowhenua summers.

The Customer Experience team continued their mahi towards improving the way enquiries are handled, ensuring inboxes and social media messages are responded to each day, by introducing automatic acknowledgements, and working on clearer pathways for enquiries to enter our CRM system.

Financial

The Regulatory Services activity sits across the Community Experience and Services group and the Housing and Business Development Group, the financial information provided here is for the entire Regulatory Services activity.



Capital projects for this activity relate to parking meters and dog pound.

Tūāhanga Hapori
Community Infrastructure

Land Transport

General update

All Land Transport programmes of work have been tracking well during this reporting period. Minor, but frequent contractor quality issues and delays are presenting a low risk to the overall delivery of several renewal and maintenance programmes, however the Land Transport Team are proactively working with the contractor to address these issues.

Internal staff resourcing has been stretched to balance achieving deadlines with reviewing Ō2NL designs, working on the State Highway revocation process, and the day-to-day management of the local road network.

What we are delivering

Capital Projects and Renewals

Whirokino Road Rehabilitation Stage 1

Approximately 3km of Whirokino Road required rehabilitation. The treatment will likely be an unbound granular pavement overlay. The 3km section is too long to undertake in a single financial year, due to affordability, so the project will be broken into three stages, completing 1km per year. The first stage will start early in the new year.

CD Farm Road Rehabilitation

A 500m section of CD Farm Road requires rehabilitation, along with associated drainage improvements. This project is programmed to be completed early in the new year.

Bruce Road Rehabilitation and Widening

The full length of Bruce Road requires rehabilitation and widening, the road has deteriorated quickly over the last two years, largely in part to being used as a state highway bypass when crashes have closed State Highway 1. The Land Transport Team are seeking additional funding support from NZTA, which the project is contingent on.

Resurfacing Programme

Delivery of the resurfacing programme is underway and on track for completion prior to Christmas. There have been several delays with per-reseal maintenance which has required several sites to be rescheduled, but overall delivery is on track.

Resilience Improvements

Officers are currently developing a programme of works to improve resilience of Council's road bridges, many of which have been identified as requiring improved scour protection, during our 6 yearly network-wide principal bridge inspection run, which was completed early this year.

Footpath Renewals

The footpath renewal programme is currently behind schedule, however additional contractor resources are being redirected to ensure the full programme is completed.

Maintenance and Operational Activities

Signage Audit

A district-wide audit identified widespread non-compliance with signage standards. In response, a corrective work programme was developed and implemented. A contractor has now successfully completed all required remedial works, bringing signage across the district back into compliance.

Wanganui District Council Technical Audit

Council's Land Transport Manager was invited by NZTA to participate in the technical audit of Whanganui District Council's local road network technical audit as a peer auditor. This was a valuable opportunity, which has brought a number of learnings that will be utilised on our network.

Issues and Risks

NZTA Funding Reductions

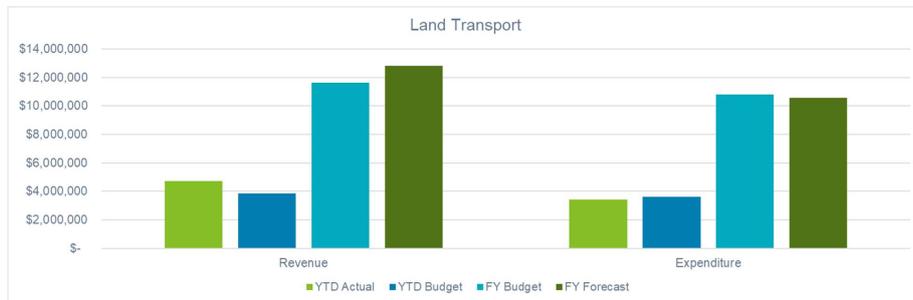
A \$1.65M cut in the 2024/25 year and a \$6.27M reduction across the 2024–2027 LTP period has severely impacted the capital improvements programme and some maintenance activities.

Key risks include the potential decline in footpath condition and failure to meet service level targets set in the Statements of Service Provision.

Capital Programme Delays

The need to identify and design new, lower-cost projects has compromised the timeline for planning and delivery. While the revised programme remains on track, any further delays or disruptions could result in partial under-delivery

Financial



Solid Waste

General update

The 2025 Waste Services Agreement (Kerbside bags and Transfer Stations) was signed on 31 October 2025. The contract is initially for 3 years with renewals of a further 3-plus 3-year period.

The food scraps and composting trial has ended. The results and summary have been tabled with Council via a memo in early October. A pleasing 30% of residents in the trial area participated. Extrapolating this to a full urban service would see some 400 tonnes of food scraps diverted per annum from Levin urban area. Future decisions on service options sit with Council.

The Closed Landfill Management Plan (CLMP) was endorsed in principle by Council in September. The document is a 'live' document meaning that as changes come to be, updates will be made to the document.

Planning is in progress to investigate the feasibility of a purpose-built Resource Recovery Centre for Levin. The Council owned Depot located on Hōkio Beach Road is being scoped for infrastructure requirements to provide the appropriate service level. The main waste stream being considered is construction and demolition waste. Potential C&D diversion tonnages per annum would be close to 12,000 tonnes. Depending on community support and appropriate pricing, we can initially expect to process 1,200 tonnes per annum and build from there. Consideration is also being given to locating at the front of the property an area for general domestic recycling. E.g. paper and cardboard, glass bottles, plastics 1,2,5, tins and cans. Future decisions on this site with Council and will likely form part of wider service delivery conversations.

The Levin Landfill discharge consents are under review. A draft revision has been prepared. This draft review version along with an accompanying memo will be presented to the community and iwi groups for discussion. The schedule to engage with community groups will be determined shortly after the Levin Landfill remediation report from Tonkin and Taylor has been received by Council on 10 December.

What we are delivering

Bylaw review

The review has been broken into the relevant clauses and so far, five clauses have been reviewed;

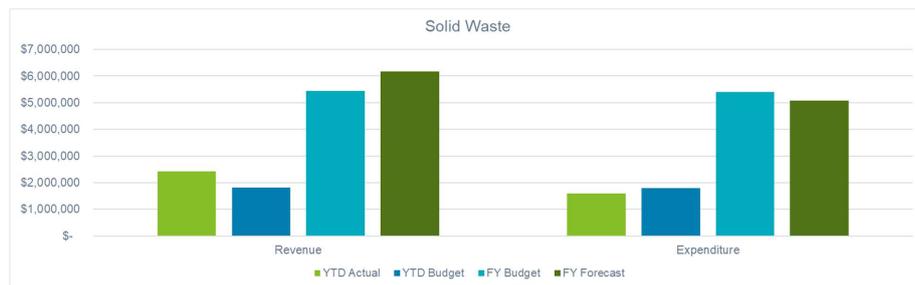
- Clause 13- Waste management for special events.
- Clause 9- Depositing waste, trolleys and receptacles in a public space.
- Clause 10-Removal of trolleys and receptacles found on public land.
- Clause 11- Public litter bins and public recycling waste collection bins.
- Clause 12 Private collection bins in public places.

The full review is expected to be in draft form ready for Council review in February 2026 with adoption expected to take place in June 2026.

The Levin Old Landfill Remediation Project

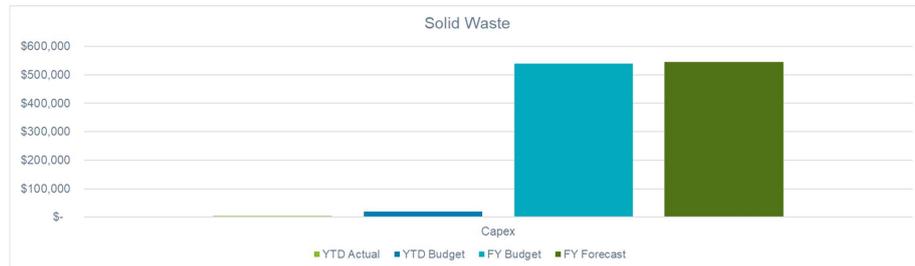
A peer review of the previous work undertaken by Earthtech on the extent and urgency of the contaminated groundwater is being undertaken by Tonkin and Taylor (T&T). This review is critical to Council officers' understanding of what if any further remediation actions may be required. Horizons Regional Council will, along with community working groups, be notified of the recommendations and conclusions from the T&T report.

Financial



Revenue is ahead of budget due to Solid Waste Recycling rebates being higher than budgeted which includes \$453k that was carried forward from the 2024/25 year.

Minor savings in Expenditure with legacy Alliance contract budget (\$135.7k).



Local Waters Service Delivery

General update

The Local Waters Service Delivery model and team turned one on 1 November, and the last 12 months have been hugely successful, as the council's managed service continues to evolve. The main benefit is that the Locals Waters Team is now in touch with the key risks associated with our assets and are responsive to critical issues, through improved visibility over performance and process gaps. The Assets team has recently initiated and rolled out a number of pre-maintenance schedules with the Reticulation and Treatment operators that are notably improving the performance of critical assets i.e. pumps, valves and pressure systems. Equally important is the team is now strategically positioned to support and respond to the demands associated with the Local Waters Delivery Well transition.

As the newly formed Compliance and Regulation team continues to review and work through the Consenting non-compliance gaps, we have completed a new Resource Consenting Conditions Register and action list that provides visibility to overdue conditions. This has allowed the team to prioritise work associated with each condition and focus on significant and moderate non-compliance first. A summary report of high-risk non-compliance will be presented to the Risk and Audit Committee in 2026.

Water Treatment and Supply

What we are delivering

Water Meters

The installation of domestic water meters in Levin is nearing completion with an estimated 97% of the total 13,265 completed. Of the last meters to be installed, manifold maintenance is required to enable this. Once the domestic water meters are complete, the project will look to install commercial meters. These meters often need to be bespoke dependent on the business activity that is being undertaken on the premise.

Levin Water Treatment Plant - Filter Refurbishments

We are investing in upgrades to make sure Levin continues to have safe, reliable drinking water now and into the future. These upgrades support long-term resilience and prepare us for growth, emergencies and changing water standards.

The Levin Water Treatment Plant (WTP) contains six concrete-floor pressure filters and four steel-floor pressure filters. These filters play a critical role in removing fine particles from the water supply. Many of the filters have been in service for several decades and now require scheduled refurbishment to maintain optimal performance.

As part of our ongoing renewals programme, Council plans to refurbish three filters during this financial year. Planning and procurement activities are currently underway, with physical work scheduled to begin in early 2026.

Ōhau River Intake Gallery Investigation

This year has seen an increase in the frequency of scarification, where a digger is put in the Ōhau river to clear the intake of sediment. This is a consented activity. The consent only allows for this to be undertaken a limited number of times each year. Based on this increase, a project to investigate the intake gallery (several connected perforated pies under the riverbed, condition). Depending on the results of this investigation, a capex project may need to be initiated.

Levin Water Supply/Poads Road Reservoir Consent

Council lodged its consent application and Notice of Requirement for Designation at the end of 2024. A pre-hearing was held in August 2025 to address submitters concerns. We are progressing engagement with submitters and iwi partners on conditions, if the consent proceeds to a hearing this is likely to be February/March 2026.

Foxton Beach Water Treatment Plant Green Sand Filter

To meet the increasing demand on the Water Treatment Plant at Foxton Beach, Filtec were engaged to install a third green sand filter integrating it into the existing treatment network of the plant, as well as the removal of old media, and supply and install of new media in existing sand Filters 1 & 2. Commissioning of the new filter and media change for filters 1 & 2 is now complete.



Foxton Water Treatment Plant

Installation of UV and Commissioning of new reservoir

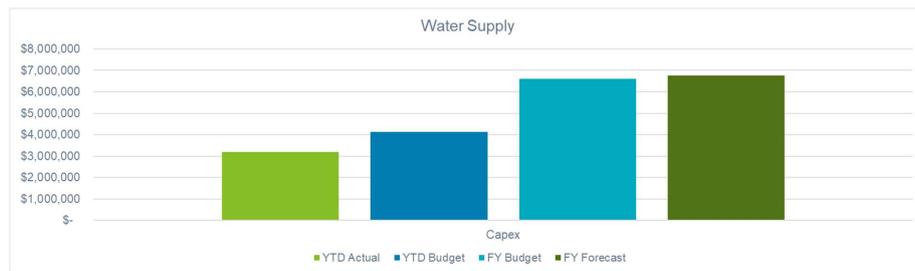
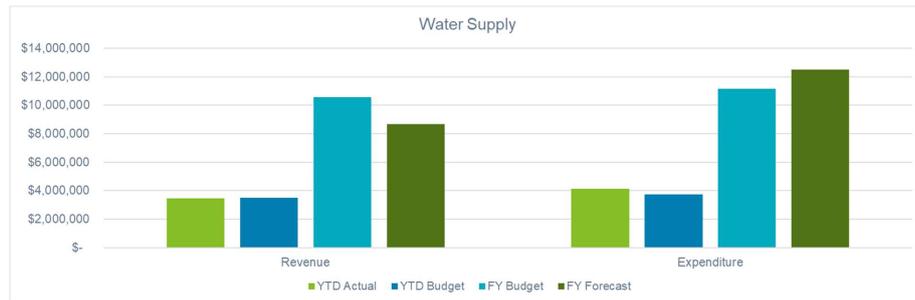
The installation of UV and commissioning of the new reservoir at Foxton Water Treatment Plant has been completed, with a few minor operational items to work through. The UV unit will help the plant meet the required protozoa safety standards and improve overall water quality. In addition, the reservoir installed several years ago has now been brought

into service. Before commissioning, the reservoir underwent disinfection, new piping installation, and automation upgrades to ensure it integrates smoothly with the existing treatment process. These improvements strengthen the resilience of Foxton’s water supply and support ongoing compliance with drinking water standards.

Foxton Water Treatment Plant - Lady’s Mile Bore Redevelopment

As the yield from the bore at Lady’s Mile has reduced, a project was initiated to look for a location for a new bore. This will enable us to continue to provide safe and healthy water to the communities of Foxton and Foxton Beach.

Financial



Wastewater Treatment and Supply

What we are delivering

Levin Wastewater Treatment Plant Upgrades

Inlet Pipe and Sewer Bulkmain

The Inlet pipe and sewer bulk main renewal project is the first project in the programme of works to upgrade the Levin Wastewater treatment plant.

Council is progressing well with the National Infrastructure Finance and Funding (NIFF)-funded upgrades to Levin's wastewater network, including improvements to the bulk main and inlet pipe. These works are essential for strengthening the network and supporting future growth.

Stage 1 of the project commenced mid-August, with the installation of inlet pipe and sewer bulkmain, there has been a crew of 20+ staff on site since August. All pipes are now in the ground, ahead of schedule with completion in November 2025. Green By Nature has been engaged to undertake the reinstatement works of the turf at Donnelly Park.



Stage 2 of the bulk main upgrades have commenced with expected completion June 2026. Engagement with residents, schools and businesses will be ongoing throughout this period to keep them informed of road or lane closures.

The overall project forecast is now around \$6m, which remains within the approved NIFF budget of \$6.19m. Some cost increases reflect design improvements needed to ensure long-term performance, including stronger pipe bedding and more robust installation standards. A smaller final stage (SP3) will follow once the new headworks are completed in late 2026 or early 2027.

Headworks

Horowhenua District Council has been working with Lutra to develop the Masterplan for the Levin WWTP since 2022. As part of this programme, the first major stage to be delivered alongside the renewal of the plant's inlet pipe is the upgrade of the headworks, which forms the essential preliminary treatment process.

This upgrade is required because the existing infrastructure is ageing and no longer performing reliably. Replacing it will improve the resilience and efficiency of the plant, support future growth in Levin, and strengthen the system's ability to manage extreme weather events. These improvements are important for ensuring long-term environmental sustainability and climate readiness.

The 2025/26 Annual Plan has an allocated budget of \$13m for this project. During the first quarter of this year, Council has been working with Lutra to finalise the design and build contract, with a Request for Tender (RFT) released to the market in November, with submissions closing 28 February 2026.

Levin Wastewater Treatment - POT – Irrigation Expansion

As Levin grows and its water and wastewater treatment plants are upgraded, Council is planning to ensure the town's treated wastewater continues to be managed safely.

In 2000, Council recognised the requirement for future irrigation expansion and purchased five private land parcels totaling 109.23 ha, located approximately 7km west of Levin township, toward the coast. This landholding, referred to as the Tucker Block, has since been identified as a key site for future irrigation expansion linked to the POT.

Early assessments show that parts of the block around 55 ha of dune areas and 21 ha of interdune areas may be suitable for irrigation.

We are now analysing how much land will be needed to meet expected wastewater flows and environmental requirements through to 2045. The next steps include reviewing past technical studies, working alongside iwi partners to shape future plans, and beginning preliminary design and consenting for any proposed irrigation scheme.



Shannon Mangaore Wastewater renewal

We are planning to upgrade the ageing wastewater mains in Mangaore Village, which have reached the end of their useful life and are allowing significant stormwater to infiltrate the wastewater system. Investigations carried out in March 2025, including CCTV inspections, confirmed that the excessive infiltration is caused by broken wastewater pipes within the village.

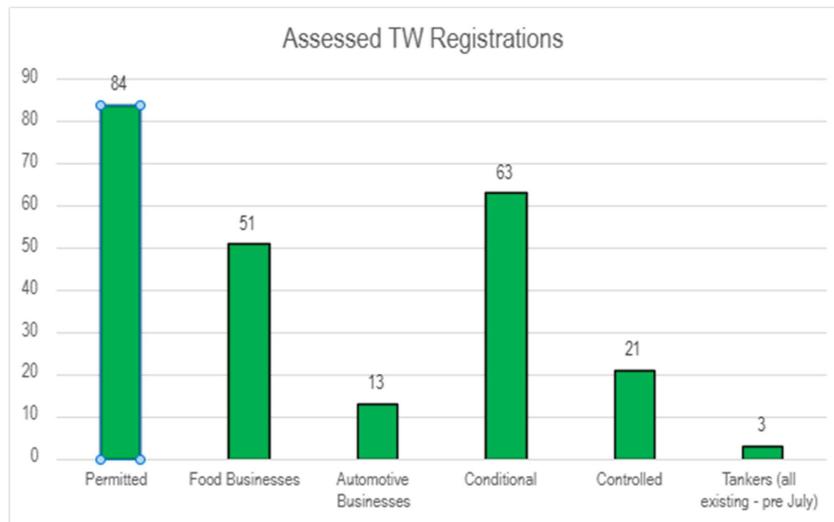
During heavy rain, this infiltration overwhelms the wastewater wet well at the water treatment plant, causing treated water production to temporarily shut down.

Council is now progressing with procurement for the renewal of works. The project will be funded through the Districtwide Network Renewals budget.

Trade Waste

Business registration progress that was gradually reducing, picked up again in October. Two pop up help desk sessions were set up in the Levin and the Foxton library on two consecutive Fridays as well as the constant face-to-face site visits which have helped bring numbers up again. There is currently a total of 235 businesses and organisations registered with council for trade waste.





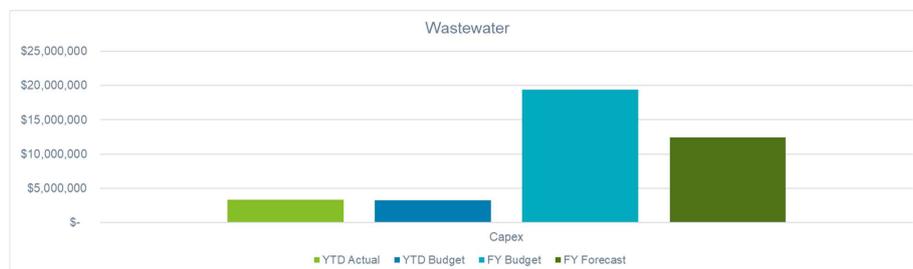
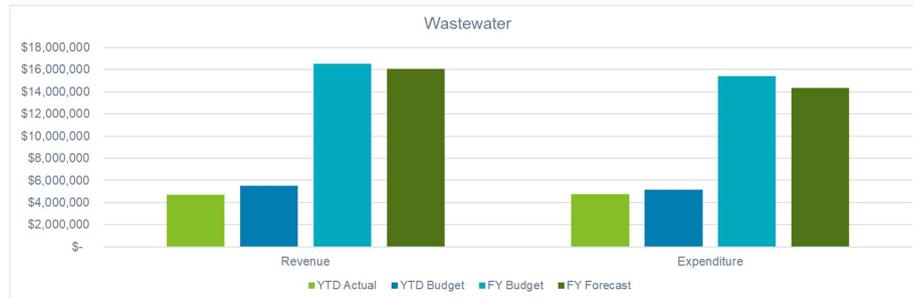
Issues and Risks

Critical pieces of equipment where the duty/standby arrangement does not apply have been surfacing in recent months. Windy weather over the spring period and private activities brought new issues and risks not previously considered. Major risks being considered currently are listed below;

- The maintenance of the sludge press at Levin Wastewater Plant. The plant has two press units with one operational and the other has been offline for some time. The offline press is being arranged for assessment to determine the degree of maintenance required and necessary parts to get it operational again. Having both press units maintained and with critical spares available will reduce the risk of the dewatering system not operating. A hire unit is being arranged for \$1,600 a week while both rotary press units are being serviced.
- Pine trees behind the fence at the Foxton Beach wastewater treatment plant site are being harvested to minimise the risk of damage to infrastructure and site security. Since the harvesting of trees in the adjacent property, trees on our site have been exposed to strong winds and without the support of the previous forest, they fall over and usually towards our fence. Work is planned to be completed by the 19th of December. The returns from the tree harvesting were calculated to be about \$47,000. Actual returns may be lower or higher depending on actual costs incurred during tree felling and transport and market price fluctuations.



Financial



Delay in Levin Wastewater Treatment Plant – Headworks project \$6.5m

Stormwater

What we are delivering

FIF Queen Street Stormwater Intervention Device

Council is planning the installation of a stormwater intervention device at the Queen Street Drain to address longstanding problems with untreated stormwater discharge. Procurement is progressing. The upgrade is part of the wider stormwater quality improvement action plan for the Levin catchment.

Stormwater intervention devices (downstream defenders) have been installed on Hokio Beach Road and in the Mako Mako catchment.

Council's current Levin Stormwater Discharge consent is on hold with Horizons Regional Council. To progress, Council must demonstrate how stormwater quality will be improved through this and other initiatives.

Foxton Beach Stormwater Consent

Officers are working with Good Earth Matters to prepare a catchment wide stormwater consent application. A draft Stormwater Improvement Plan has been developed, outlining a whole-of-system approach and setting clear objectives to guide how stormwater will be managed into the future. Council will continue to work closely with iwi partners, as the consent application progresses, we are awaiting their formal feedback.

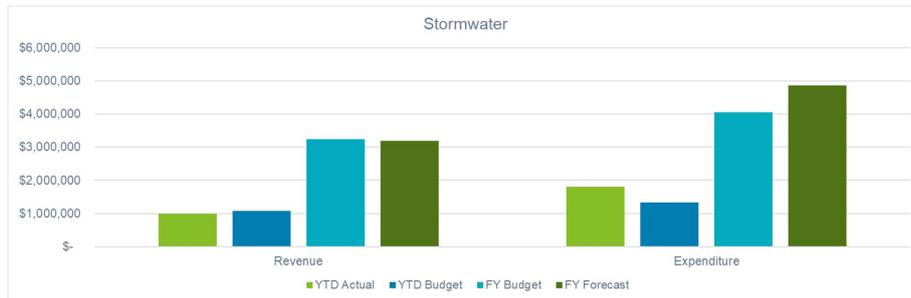
Levin Stormwater Consent

We are progressing work to secure a long-term consent for Levin's stormwater discharge, a key step in protecting the health of local waterways and Lake Horowhenua.

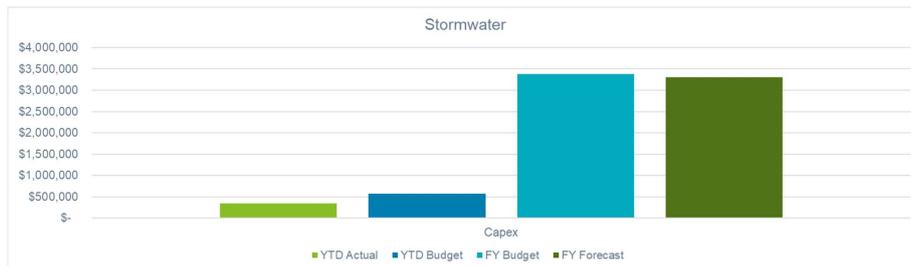
Council is preparing a full consent application, addressing Horizons Regional Council's compliance requirements and providing the requested supporting information. This includes a detailed assessment of stormwater effects on water quality, monitoring results, and a proposed long-term monitoring plan.

Engagement with iwi and hapū is ongoing, initially coordinated through the Lake Horowhenua Trust as Mana Whenua. A hui was held on 9 October, at this meeting, HDC and the Lake Trust agreed to develop a plan for ongoing engagement and resourcing to support water quality improvements in Lake Horowhenua and Hokio Stream.

Financial



Higher spending in Maintenance and long-term conditions consenting costs.



Community Vision and Delivery

Group Update

This period contained several highlights for the Community Vision and Delivery Group as the financial year ended and the new one started. Officers have continued to advance many of the Council’s top priorities such as the Levin Town Centre Transformation, Ō2NL expressway and revocation, the integrated growth workstream and progress on both the Foxton and Foxton Beach Community Plan and the Shannon/Otāuru Community Plan. The details of the progress on these priorities are captured under the Top Priorities section of this report.

Strategic Planning

The key milestone reached during this reporting period was the adoption of the Annual Report 2024/25 on 8 October. Council received a ‘clean’ Audit report and the report itself reflected the focus Council has kept on delivering for the Horowhenua community. Copies of the Annual Report are available on Council’s website and in hard copy at the district’s three libraries and main Council offices.

Preparations for Annual Plan 2026/27 began with officers reviewing forecasts for 2026/27, analysis of progress against the 2025/26 budgets and delivery and assessment of known implications of central government reforms.

Communications & Engagement

We've maintained a sustained and visible focus on strengthening how we inform and engage our communities across multiple channels and topics. We've delivered end-to-end communications for the local elections and inaugural Council meeting, supported a suite of community-facing campaigns (water conservation, Remembrance Day, Diwali, Christmas Parade and Carnival, Council Expo, Tertiary Scholarships), and kept residents updated on complex issues such as Levin Landfill, Local Water Done Well / Central Districts Water, and major infrastructure projects. Community Connection has continued as a key vehicle for reaching households, alongside consistent use of web, social, radio, billboards, print and Antenno to ensure clear, timely information on events, services, changes and opportunities to get involved.

At the same time, we've been strengthening the systems, tools and relationships that sit behind effective engagement. We've trialled and reviewed a new weekly media stand-up process to help our local newspapers have direct access to the Council information they need to write their stories. In and amongst this work the team have responded to a high volume of media and LGOIMA enquiries, advanced online payment work to make it easier for our customers, improved bylaw and landfill information online and begun a staff storytelling series to humanise Council and build trust.

The start of October saw the Strategic Communications team begin their time in Te Mauri Hiko (our internal continuous improvement lab) and have identified a range of opportunities to improve the service this team provides to support the business and how it connects with the community.

Destination Management

Council endorsed the Horowhenua Destination Management Plan and its accompanying Implementation Plan in September. This marks a significant milestone, providing a clear roadmap for sustainably growing the visitor economy, strengthening sector capability, and positioning Horowhenua as a vibrant destination of choice.

To support operator and stakeholder communications, a quarterly Destination Horowhenua newsletter was distributed in September, providing updates on current activity, upcoming opportunities, and progress across key workstreams.

A focus over this period has been the development and rollout of the summer marketing campaign. In partnership with SeeMe Media, the first phase launched in November with billboard advertising at Sky Stadium in Wellington. This will extend in December to include cinema advertising. The current work on the new district visitor map will see that out in the community before Christmas.

Design work was completed on a new suite of street flags, celebrating the district's diverse communities with greetings in English, Te Reo Māori, Mandarin, Hindi, Dutch and Samoan. These will be installed from December and used across future seasonal campaigns and major events.

Following a competitive procurement process, a new website agency was confirmed to lead the transfer of the HorowhenuaNZ website. With our former provider no longer able to offer the level of maintenance and support required, this transition ensures the platform will be regularly updated, improved over time, and better aligned with the Destination Management Plan outcomes.

Economic Development

Council officers and staff from The Horowhenua Company Limited (THCL) have been reviewing the data and reporting requirements for this function and also exploring potential overlaps with other functions such as Destination Management and Housing and Business Development. The aim being to achieve any efficiencies but also ensure that the data reported is timely and informative.

Together with Council staff, THCL are delivering on the Economic Development Strategy 2025-2035. A current key deliverable that work has commenced on is the Levin Retail Transformation Strategy. This piece of work is part of the broader Levin Town Centre Transformation Programme and will be completed in 2026.

The work is intended to design and deliver a practical, evidence-based Retail Transformation Strategy and Implementation Plan that:

- Positions Levin Town Centre as a regional retail and cultural destination.
- Ensures existing retailers adapt and thrive before and after the Ōtaki to North Levin (Ō2NL) Expressway bypass.
- Attracts new retail investment that supports vibrancy, footfall and long-term economic sustainability.
- Provides a clear, costed and accountable roadmap for HDC, THCL, iwi partners, retailers, property owners and investors.
- Identifies short-term "quick wins" that build momentum and confidence in advance of major infrastructure changes.

Council will receive a briefing on the Economic Development activity from THCL and Council staff on 17 December 2025.

Integrated Growth and Planning

The Integrated Growth and Planning team are advancing work on a range of fronts, with some projects having been reallocated within the team. Growth responses continue to be a key focus, as is starting to think about resource management reform – both engaging in process as opportunities arise, but also preparing for what work will need to be done following announcements, as we transition to the new resource management system. As a

reminder, Central Government are expected to make announcements about this before Christmas. In the meantime, focus has been on what we do know and what this means.

This includes:

- Long term spatial planning will be a requirement – we are working with the other Councils in the region to determine what information we already have and what information we need to support this work.
- Regional collaboration and decision making are expected.
- Enabling growth (housing and business) will be a key priority.
- The process is likely to be contracted, meaning we will need to respond quickly – this may also reduce opportunity for community input.

In the project space, work is continuing on Plan Change 6A. As referenced in the last update, the ‘plan stop’ announcement from government in July has impacted this work – requiring us to apply to the Minister for an exemption to carry out. We submitted a draft application to Ministry for the Environment last month and received positive feedback. We are finalising the application with the intent to lodge before the end of the year. We understand that exemption application for live plan changes (those that have already been notified, which PC6A has), over draft plan changes (those not yet notified).

The team has launched the internal ‘Integrated Growth Portal’ which is a key part of the Integrated Growth workstream for both ‘Aligning Action and Making Connections’ and ‘Showcasing Opportunity’. At this stage, this is an internal portal showcasing work in the early stages so there is awareness across the business. We look forward to launching an external version in the new year, which will focus on providing key updates and information.

The team is also advancing the ‘Tararua Road Master Plan’ and the ‘Levin Development Framework’. The former is focused on unlocking land to enable industrial and business growth, and the Levin Development Framework is focused on bringing together all the various and significant upcoming plans and changes for Levin and the way they will influence land use, including Ō2NL, Tararua Road Master Plan, increased rail services and more. We look forward to sharing more about this work shortly.

Strategic Projects

The team has continued to be kept busy during this period with the Levin Town Centre transformation, the Ō2NL project and revocation. The detail of these key strategic projects is covered in more detail in the Plan on a Page section of this report. These three projects see the team working closely with key stakeholders on each of these projects championing for great outcomes for the community. Key achievements for the team during this period included going unconditional with the sale of the Levin War Memorial Hall and Village

Green, sale of the Levin Warehouse carpark, and closing the Expression of Interest period for the Bath Street/Salisbury Street carpark.

Te Whakakanohi me to Hautū I te Hapori

Representation and Community Leadership Activity

The Representation and Community Leadership activity sits across two Groups. You can find activity updates for the Representation and Community leadership activity in the Community Vision and Delivery Group and the Organisation Performance Group updates.

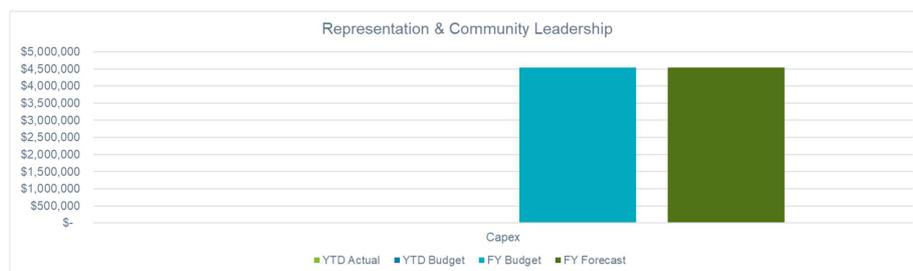
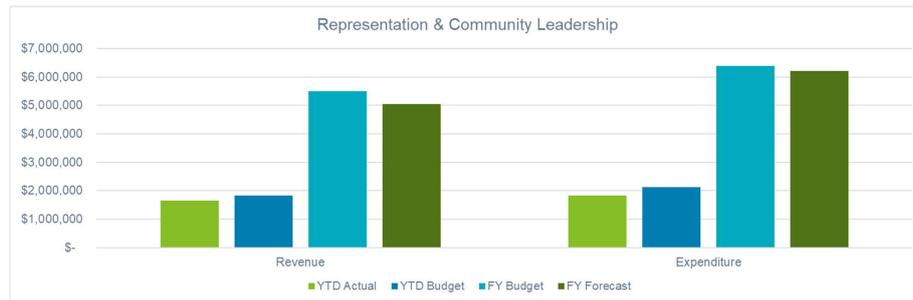
What we are delivering

The Annual Plan for 2026/27 is the current focus, with early briefings to Council held in November and will continue through to Christmas so Council can provide direction on the level of change and rates for the new financial year.

Early signals have been provided that Councillors can expect there to be an overlap in processes between the Long Term Plan 2027 commencing before the Annual Plan 2026/27 has been finalised.

Financial

The Representation and Community Leadership activity sits across the Community Vision and Delivery group and the Organisation Performance Group, the financial information provided here is for the entire Representation and Community Leadership activity.



Capital projects for this activity relate to Levin Town Centre strategy activation projects.

Housing and Business Development

General Update

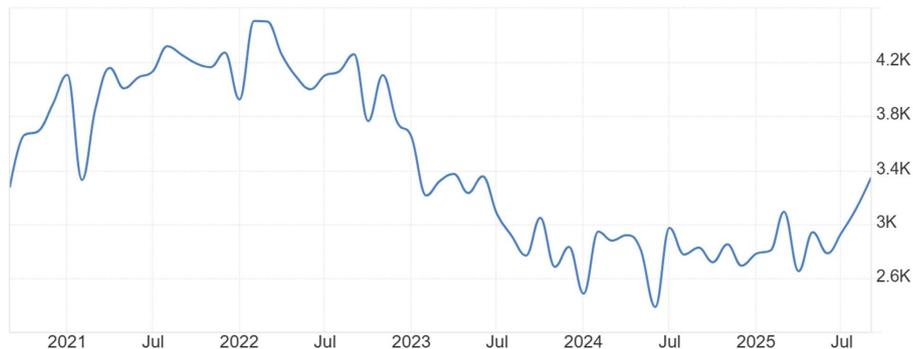
Housing Market Overview

Market confidence and positivity appear to be on the way up. Sales have increased nationwide, showing growing levels of positivity and activity across the country. National sales were up 6.4% year-on-year to 7,505 sales, and New Zealand, month-on-month data show a slight increase in activity at both the national and regional levels, most regions appear to be exhibiting a positive shift.

Median sales prices across the country have stayed steady in recent months, with a median price of \$786,000. New listings continue to rise around the country, up 5.5% year-on-year to 12,209. New Zealand, excluding Auckland, also recorded an increase, up 4.2% year-on-year to 7,783. Inventory levels have returned to over 33,000, up 3.9% nationally year-on-year to 33,588.

First home buyers continue to be a dominant group across the country, taking advantage of lower interest rates and a stabilised market in terms of price, lower interest rates, and easing lending criteria have brought more people back into the market and boosted activity in many regions.

As outlined below there is also a discernible upswing in consenting activity in recent months, mirroring a change to more favourable changes to general economic conditions.



Building Consents by Month Statistics New Zealand

Growth Summary

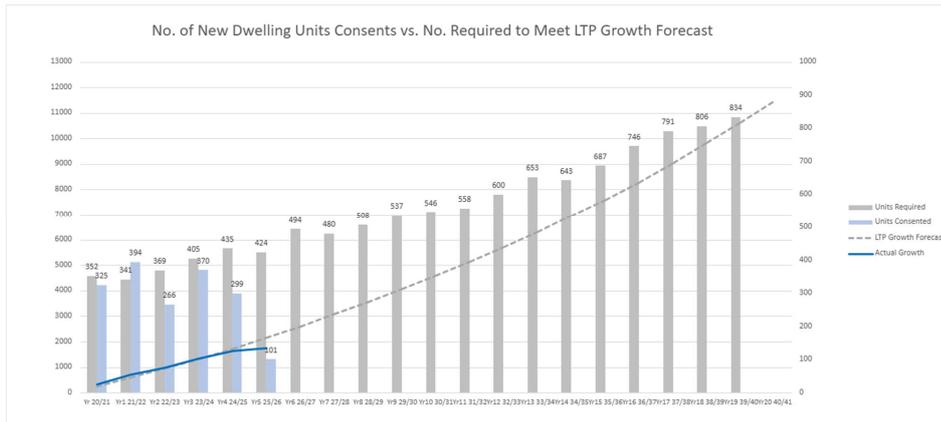
With headline consenting volumes remaining flat across the country, this translates into lower growth numbers of consented dwellings, although we are starting to see some green shoots of a return to volume.

Now a third of the way through the year although the growth numbers look like they will run around 25% below that forecast on the growth curve, there are positive signs that in

extrapolating this number out to the end of this year, we are on track to improve on the 2024/2025 year.

With growth in demand on the horizon, the projected position to year end could land around 350 dwelling units. Although some variation in growth has been included in the growth numbers, we do know the building sector goes through distinct demand cycles, which may not be accurately reflected on this forecast graph.

At this point the forward outlook looks positive.



Building Consents Issued for New Dwelling Units vs. LTP (Long Term Plan) Growth Forecast YTD to 31 October 2025.

Future Forecast for New Zealand

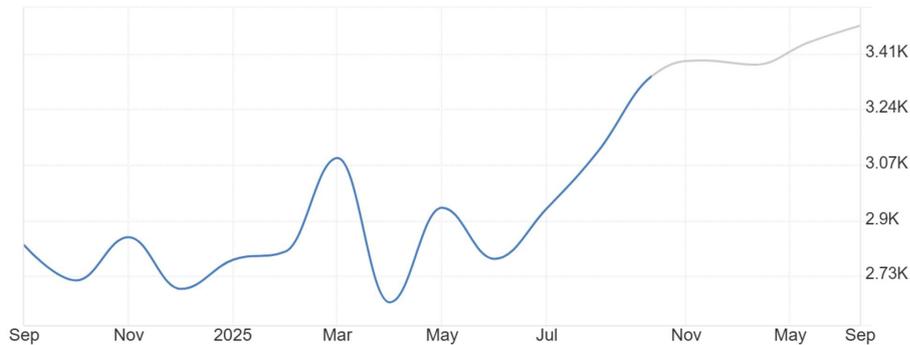
The number of building consents issued for new dwellings in New Zealand increased in the quarter to 3,339 units from the prior period of 3,114, a 7.2% improvement month on month. This represents the third month of positive gain across the country, as stated previously the Horowhenua District has been running ahead of the national trend in recent times also, albeit off a low base.

In the year to September 2025, 34,882 new homes were consented, representing a 3.6 percent increase compared to the year to September 2024. In Q3 2025, there were 10,079 new homes consented, up 9.8% compared with Q2 2024. The annual value of non-residential building work consented was \$9.0 billion, down 1.9 percent from the year ended September 2024.

The annual value of non-residential building work consented stood at \$9.0 billion, the number of new dwellings consented per 1,000 residents was 6.6, up slightly from 6.4 in the previous year. According to econometric models, month on month growth has not changed for 2026 and is forecast at 1.9%, declining to -0.8% in 2027.

Growth prospects for the district remain strong having come through a period of low

demand with solid consenting volume, the recent start on the Ō2NL corridor will only strengthen this position and as the market frees up across the country, we can reasonably expect to benefit from this upswing generally with a 'road of national significance' growth cherry on top.



Forecasted trend for Building Consents by month. Statistics New Zealand

Consenting Summary Overview

Consenting numbers locally remain solid with a slight increase in volume coming in the door yet to be processed.

Forecasts are now highlighting a positive projection forward signalling near 2.0% growth by comparison to this year. This is positive given forecasts to date have been flat. With projected growth to 3,561 units in 2026, it is expected 2027 will run to a similar level, maybe tapering off a little. Delivery performance timing in the delivery of building consents continues to remain solid and ahead of statutory requirements.

The local market continues to buck the national trend and remains above the average run rate for build activity, resulting from developments such as the Ō2NL roading project which is now underway.

Coming off a quiet period where demand felt flat and growth sentiment was low, there does seem to be a clear shift in the market where the latest OCR adjustment appears to have lifted the lid on some of the parked projects and the market is again showing positive signs of improvement.

As illustrated below the volume of consents coming in the door has improved YTD when compared to 2024 although the lagging measures of inspections completed would indicate that we are on the way back up the demand/growth curve. As demand builds our ability to resource this demand will again come into question, in an environment currently facing a number of central government changes which will start to come into effect in 2026, including targeted inspection times, self-certifying plumbing work, granny flats not requiring consents and changes to liability settings for council to name a few.

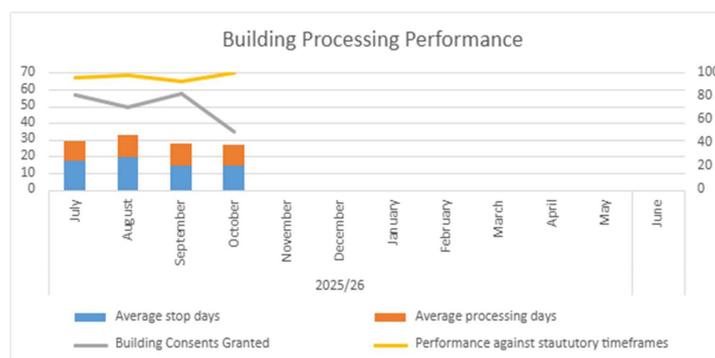
What we are delivering

Building consent trends based on data for the period for 2024/25 financial year and from 1 July 2025 to 31 October 2025 are as follows:

	YTD to 31 October 2025	YTD to 31 October 2024	Trend
Number of building consents lodged	203	182	↑12%
Number of building consents issued	201	196	↑3%
Number of new dwelling consents issued	48	51	↓6%
Number of new dwelling units consented	77	108	↓29%
Value of building consents issued	\$50,726,100	\$63,992,995	↓21%
Number of inspections completed	2638	2923	↓10%
Number of CCCs issued	168	220	↓24%
Number of enquiries about building control functions	424	543	↓22%

The number of consents issued for new dwellings is similar to the same period in 2024/25, however there were fewer dwelling units consented. Demand continues to fluctuate month to month, and October 2025 shows most metrics trending downwards apart from building consents lodged and issued. The Horowhenua has remained solid relative to the generalised trend across the country.

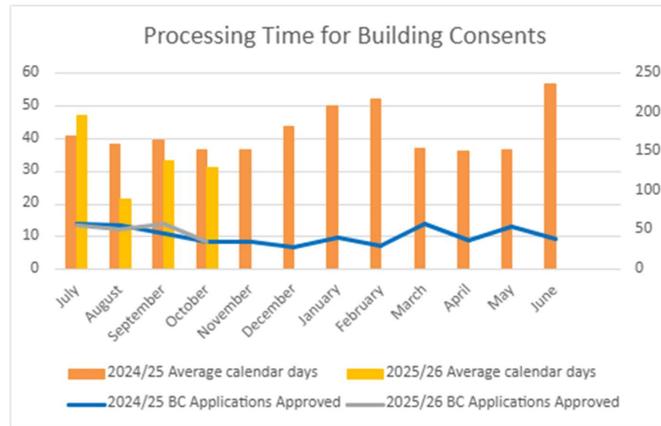
Monthly compliance with statutory processing times in 2024/25 fluctuated between 93-100% throughout the year so far with an average of 97%, as below:



Performance has remained steady this year and overall, the goal to process at least 95% of consents within statutory timeframes, has been met. Work in progress is being closely monitored to ensure consents are progressing through the process as intended.

Ensuring costs and timeframes are kept in balance is an ongoing challenge as we continue to search for technically qualified resources to employ inhouse. Volume and availability of skilled resources remain a key challenge and focus.

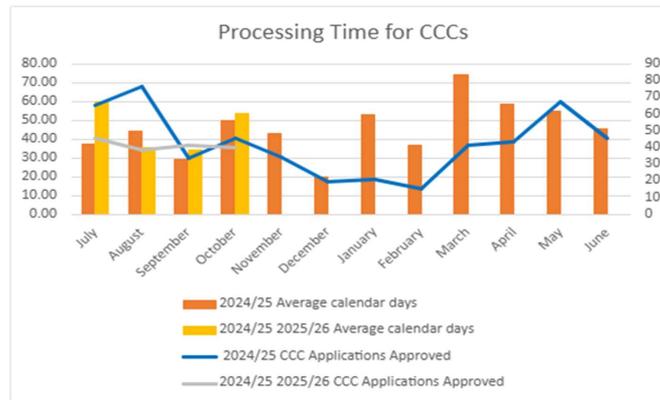
Building Consent Processing Time - Benchmarks



The volume of building consents in progress fluctuated between 41 and 74 in 2024/25, a similar range has been observed YTD with 42 to 72 building consents in progress at any one time. The last few years have seen a consistent positive trend of building consents being processed in fewer calendar days than in the same months in the 2023/24 year.

In real terms this is the true customer experience measure, timing from submission to granting has decreased from an average of 60 calendar days in 2022/23, 47 calendar days in 2023/24, and 41 days in 2024/25 to 34 days YTD to the end of October 2025.

This measure shows not only improvement in performance in council process but also improvement in performance of our partners in the community. Although we are bound by the statutory timeframes, the elapsed time from dropping the application in to council and picking up the granted consent is a self-imposed benchmark that we will aim to continue to improve upon.



The average processing time for Code Compliance Certificates (CCCs) in 2022/23 was 36 calendar days, in 2023/24 it was 40 calendar days, and 54 calendar days 2024/25 and is 46 days YTD to the end of October 2025.

Approximately 92% of CCCs issued YTD to the end of October 2025 have been processed within statutory timeframes, this is a slight improvement on 90% in the 2024/25 and 2023/24 years.

Resourcing levels in the commercial space continue to impact statutory timeframes for CCCs and calendar days taken. Following our IANZ accreditation re-assessment we engaged a contractor to issue compliance schedules for CCC applications where the building contains specified systems (fire alarms, automatic doors etc.).

BCA Accreditation Re-assessment

Our biennial accreditation re-assessment from International Accreditation New Zealand (IANZ) audit was completed in April, the result was very positive, and the initial finding was that Council was deemed to be a low risk from a compliance perspective. The result was that nine items (eight general non-compliance + one serious non-compliance) were tasked for improvement.

All non-compliances were resolved, and conditional clearance was given at the beginning of September 2025, requiring that the BCA provided 3 further examples of compliance schedules by 25 November 2025, to provide assurance that the issues raised have been satisfactorily addressed.

Once the conditional clearance requirements have been resolved, IANZ will re-confirm Council's accreditation, risk level and audit frequency, which currently sits at 'Low'.

Resource Consenting

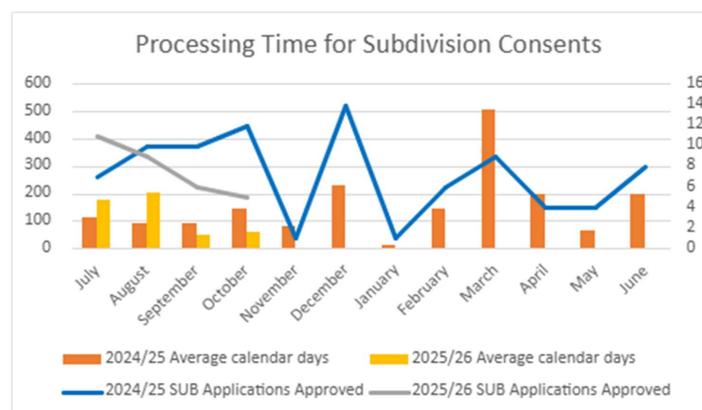
Resource consent trends based on data for the period for 2024/25 financial year and from 1 July 2025 to 31 October 2025 are as follows:

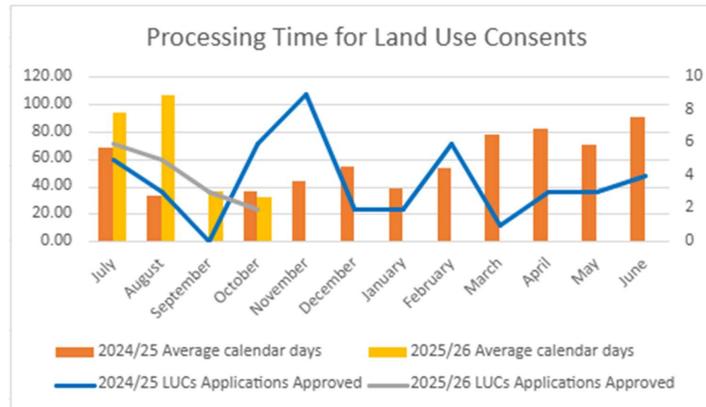
	YTD to 31 October 2025	YTD to 31 October 2024	Trend
Number of resource consent applications lodged	76	83	↓8%
Number of subdivisions consents approved	31	39	↓21%
Number of land use consents approved	16	24	↓33%
Number of new allotments created at 223 stage	26	88	↓70%
Number of new allotments created at 224 stage	93	66	↑41%
Number of enquiries about resource consenting activity	411	389	↑6%

Approximately 71% of resource consents processed YTD to the end of October 2025 were issued within statutory timeframes. It is noted that the level of compliance with statutory timeframes has gradually increased YTD due to the additional measures that have been put in place to ensure top monitor and manage workflows.

No Streamlined Housing pre-application meetings have been held YTD, and no Streamlined Housing consents have been lodged or approved YTD.

Resource Consent processing time benchmarks



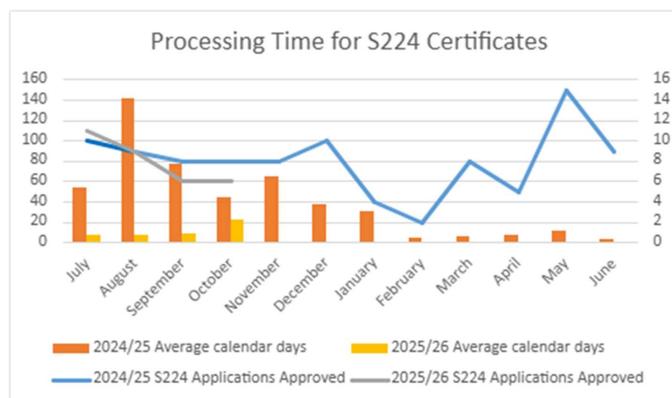


The Resource Consenting space remains a key area of focus, and work is progressing on closing out aged consents with an ongoing, agile review of consenting processes in progress.

The calendar days taken to process Land Use (LUC) have increased to 79 days YTD to the end of October 2025 compared with 57 days in 2024/25 and 99 days in 2023/24. Similarly, the average number of calendar days to process Subdivision (SUB) consents was 141 days YTD to the end of October 2025, compared with 177 calendar days in 2024/25 and 123 calendar days in 2023/24.

These peaks are largely due to the granting of old subdivision consents that have been in the system for some time. The RMA has historically allowed consents to remain in progress indefinitely, even if they were inactive for large periods of time.

Recent changes in the Resource Management (Consenting and Other System Changes) Amendment Act have been enacted, meaning that we will be able to implement a process to return abandoned applications in the future. This should result in a reduction in the overall number of calendar days to process consents.



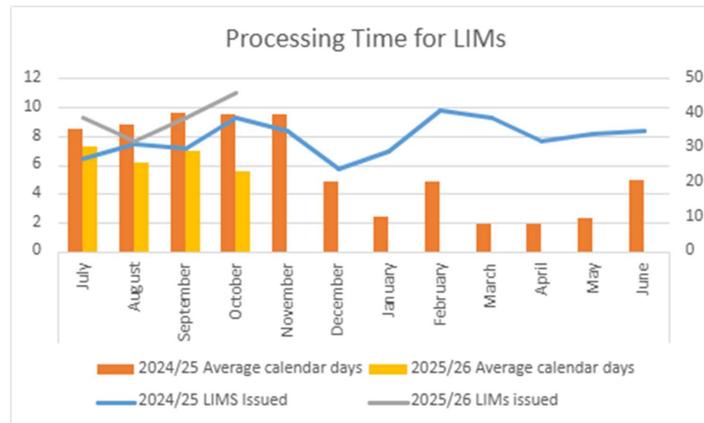
The average processing time for s224 certification (to enable new titles to be issued) YTD to the end of October 2025 was 10 days, this is a slight decrease from 11 calendar days in 2024/25.

Land Information Memoranda

The average calendar days for processing LIM requests was 6.5 days YTD to the end of October 2025, which is a slight increase for 5.5 days in 2024/25.

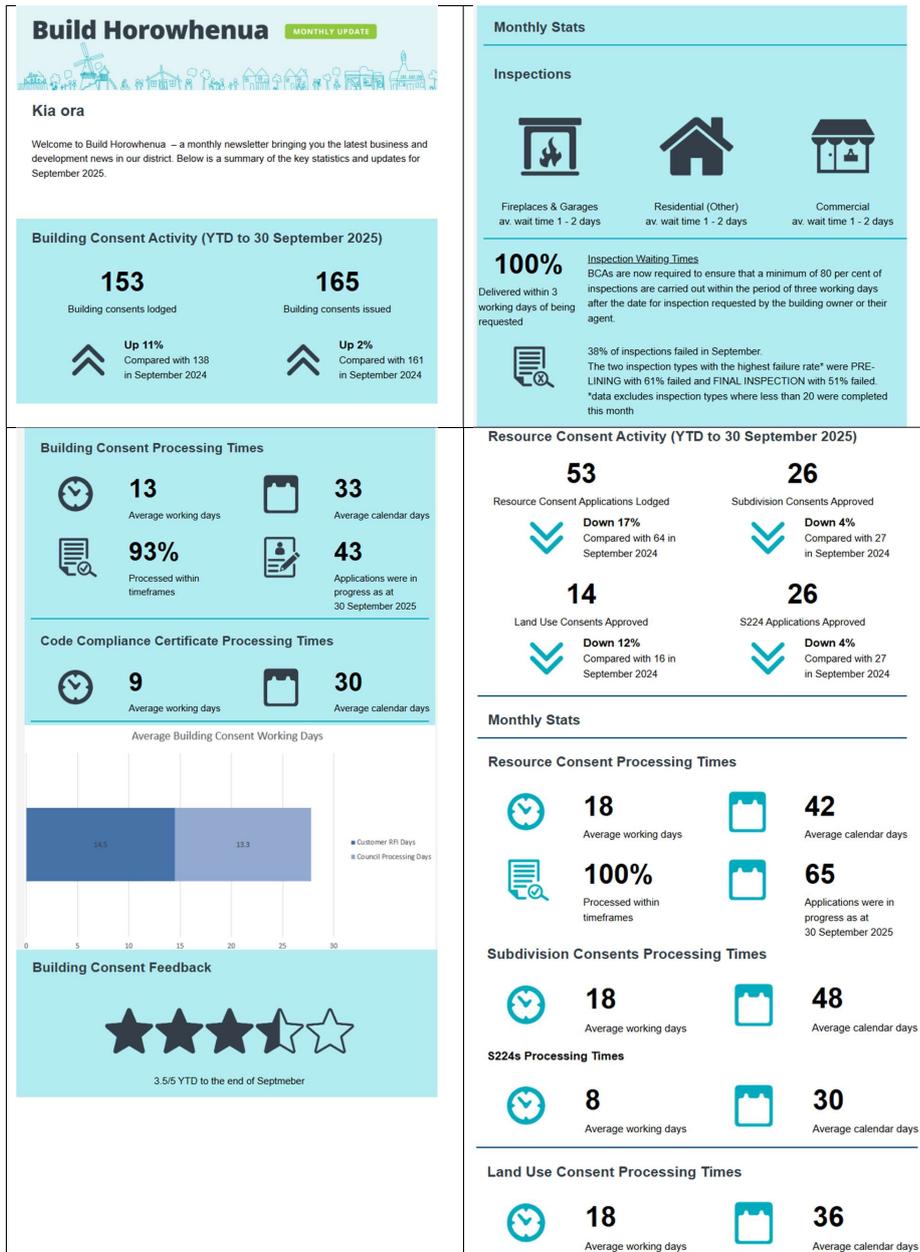
Out of the 155 LIM requests processed YTD to the end of October 2025, over 76% were processed within 5 working days and all were processed within the 10-working day statutory timeframe.

Several changes have been made to the natural hazard information provided in LIMs, because of legislative changes. These changes are ongoing as we continue to receive information from Horizons Regional Council.



Performance Reporting to the Market

An update of consenting performance has been proactively posted to the 'build' market monthly. The intent was to be open and honest around consenting timeframes and performance with that view that through working with our development community that we can lift performance of the building system across the district. A copy of last months' mail out can be seen below.





Revenue & Expenditure

Revenue and expenditure performance/forecast to year end remains positive. The year to the end of June 2025 was the first positive outcome from a revenue and performance perspective in the past three years.

Organisation Performance

Overall, we are forecasting a positive variance to budget of close to \$400k (saving) net of core operating revenue and expenditure. We will continue to scrutinise all revenue and expenditure and work towards increasing this forecasted positive variance to \$500k. Additionally we are forecasting \$700k saving to budget from net interest.

Group Update and Work Plan Delivery

The Business Performance team has completed the 2025 election and onboarding process and are now focused on delivering the induction programme to Council and Te Awahou Foxton Community Board members.

The Finance team is focused on ways to improve the experience for our customers. They have been successful in reducing the waiting time for rates queries and increased the number of customers who will receive their invoices by e-mail. This will dramatically reduce our postage cost.

We are progressing well on key improvements to our systems and processes, and we are tracking well on implementing two new systems - Done safe (Health, Safety & Wellbeing) management tool and Comply With (Legislative Compliance Tool and Loco Delegations).

We have also recently completed a review and update of the Council's Risk Policy and Risk Management Framework and these will be presented to Council in 2026.

Within the Finance team a key focus has also been supporting the organisation in the preparation of the draft Annual Plan Budget for consideration by Council in December. We are focused on delivering options to reduce the level of rates increase expected.

Horowhenua District Revaluations 2025

This three-yearly revaluation, undertaken by Quotable Value (QV) on behalf of Horowhenua District Council, is currently being finalised.

A presentation was provided to Council on 3 December, outlining the draft valuation results and process. A detailed communication plan is being prepared to support the public release of the new valuations.

A press release will accompany the public notification on the 10 December and QV will issue updated valuation notices to all properties across the district on 17 December 2025.

QV will manage the formal objection period from January to February 2026, in accordance with the statutory requirements set out by the Office of the Valuer-General (OVG).

Capability and Transformation

General Update

Our focus this reporting period has been on our updated Organisation Roadmap areas; Customer and Community First, Change, Culture and Continuous Improvement.

We undertook a public email inbox review and carried out a customer request mapping exercise to understand the different “email doors” that customers come through when engaging with our organisation. Our immediate focus from this work is to make incremental changes to enhance the customers' initial contact experience with Council.

We've completed some work to identify valuable trend data on customers who have contacted Council more than once within a month to resolve the same issue. This insight allows us to trace each customer journey from the initial interaction through to resolution. By reviewing these cases, we have been able to uncover opportunities to improve our processes and deliver a smoother, more efficient experience next time (internally and externally).

In this reporting period we completed phase one and commenced phase 2 of our reporting conversion project. Of the 463 reports which are stored in Council's historic reporting services tool, we have reviewed and archived 167 reports (56%) and converted 36 (12%) to Power BI reports. Power BI is used for business intelligence (BI) to connect to various data sources, transform and model the data, and create interactive visual reports and dashboards. The sprints we have created in this project enable us to review and understand the business requirements of the historic reports used within Council and understand future business requirements for those to be converted to Power BI.

Phase one of our Windows 11 project came to a close this reporting period with successful deployment of 215 Windows 11 devices of the expected 217. We are now moving to phase two of the project.



Ngā Whāinga Matua

Council Plan on a Page Top Priorities



Ngā Whaingā Matua Council Plan on a Page - Top Priorities

Pursing Organisation Excellence



Continuing the journey of organisational transformation by enabling a culture of service, excellence and continuous improvement.

Review the Organisation Roadmap and implement identified action.

Our enhanced Roadmap focuses on continuous improvement which has seen officers:

- Carry out a review of all public email inboxes which included assessment of automated responses, ownership/management and cross checking against our public facing website content to ensure accuracy of contact points. With this completed our focus moves to how we can further support use of inboxes for management of Council services to support the customer-first experience.
- Pilot a think tank approach to map out the ideal internal and external customer paths with the first focus area being Land Transport. This cross functional team brainstormed how we can ensure early intervention on complex/challenging enquiries and ensure resolution to prevent escalation.
- Engaged in Te Mauri Hiko where six days of capability building was delivered with a third of the organisation attending one or more sessions. 64 people earned their Learner License, having completed all three innovation foundation sessions – that's almost a quarter of the business. Our focus now moves to building further momentum with offering 'Innovation in Action' sessions for our Learner License holders. These will be hands on opportunities to bring a challenge/problem faced into Te Mauri Hiko to explore innovative solutions.
- Roll out the kaimahi development framework which provides learning modules on appropriate use of AI in the Public Sector, Coaching Fundamentals to further strengthen leadership and Planning & Time Management to help kaimahi focus and manage priorities effectively. Over the reporting period a total of 230 modules have been completed.

Further progress on getting the basics right and enhancing the customer experience through implementation of the Customer and Digital Action Plans.

In this reporting period Officers have:

- Continued to advance the GIS upgrade project, with a strong focus on integration and data alignment with core systems i.e. Asset Management. Good progress has been made on the data migration and configuration which involves the project team the team investigating, building, transferring and moving base map layers in our production environment.

- Progressed with integrating Antenno into our core operating system Authority with the project remaining on track for go live 1 December 2025. This integration will enable customer requests reported through the Antenno app to integrate directly into Authority replacing the manual process which occurs currently, making things smarter, faster, simpler and easier.
- Customer Service training modules are being drafted in RedSeed (Councils staff training system) with the aim to have these rolled out to the business in December.

Preparation for the 2025 elections and potential referendum.

The recent local elections saw 18 seats up for election, with 42 nominations received, reflecting strong community interest in participation and representation. This level of engagement highlights a healthy democratic process and the community's commitment to shaping local decision making.

Between August and October, two community members took on the role of Local Election Ambassadors for the former refugee community. Through multiple information sessions, home visits, and direct support, they successfully helped over 60 former refugees register to vote in New Zealand for the very first time. This work was supported by the Meaningful Refugee Participation Fund, enabling them to carry out this important mahi. Their efforts contributed meaningfully to a more inclusive and representative electoral process.

To make voting accessible across the district, 10 ballot bins were placed at key locations in Levin, Shannon, Foxton, and Manakau. These bins collected 6,872 votes, showing that the community actively utilised these convenient voting options. Additionally, special voting sessions were held throughout Foxton, Shannon, and Levin to ensure that all residents could exercise their vote.

Overall voter engagement was positive, with a turnout of 47%, equating to 12,214 votes, an increase of 1.93% compared to the previous election.



Supporting Lake Punahau / Horowhenua Aspirations

Giving focus to advancing actions that speak to community and owners of Lake Punahau / Horowhenua aspirations specific to the role of Horowhenua District Council.

Strengthen relationships with the Lake Trust to consider enabling community aspirations.

The Chief Executive is actively engaging with Trustees to establish a collaborative approach and to define potential resourcing arrangements that will best support their aspirations. A hui took place in October and a follow-up hui late November.

Complete the Lake Domain development plan using 'Better off Funding'.

The Lake Domain Board adopted the Domain Development Plan at their meeting on 30 October. Officers will explore best mechanism to include aspirations within Council's Long Term Plan. All work in relation to the Better Off funding has been completed and as per the Lake Domain Boards endorsement.

Support reactivation of the Lake Domain Board.

Completed with ongoing support provided.

Develop Best Practicable Options for Stormwater management in collaboration with the Lake Trust (as representative of the owners) and other key stakeholders and partners.

Further progress on enabling works for the Queen St water quality intervention device with archaeological investigations completed ahead of work to be tendered late November 2025. There is mounting pressure from Horizons to lodge the now overdue application for Stormwater discharge. All technical work, including an Assessment of Environmental Effects have been completed and shared with the Lake Trust. Cultural input will be required and further Iwi engagement.

Continue to be an active partner with the Arawhata Wetland Project led by Horizons.

We continue to support this Horizons led project which is moving towards procurement and construction in the summer of 2025/26.

Support community led planting and clean up initiatives.

Officers will keep a watching brief on the opening of the Lake Domain before planning community led planting and clean up initiatives.



Enhancing Māori Relationships

Ensuring a concerted focus on developing a partnership framework, to advance our relationships and set up both Council and our partners for shared success through well-defined partnership arrangements and clear engagement expectations.

Progress development of Māori relationships and the Engagement Framework.

Work is being undertaken to investigate options for transitioning our existing partnership agreements to a more aligned and unified partnership and resourcing model, consistent with the intent of Tiraki – the Iwi/Hapū Relationships Framework. This work supports the operationalisation of Tiraki by moving from high-level principles to clear, practical and equitable partnership arrangements.

These options will be developed alongside iwi / hapū and will be presented to Council for consideration and adoption.

Enabling balanced growth with fit for purpose infrastructure



Continuing with our integrated growth planning and strategic delivery approach to enable smart and sustainable development that delivers balanced growth and fit for purpose infrastructure.

Progress an initial omnibus District Plan change to effect quick wins and address immediate issues.

No update as this work has been halted as a result of the Government directive to stop District Plan Change work.

Continue integrated growth planning to inform future capital investments.

This work is underway and of high priority. There are three key projects actively progressing under this workstream (in addition to BAU focus on improving integration across the business in relation to growth matters). These projects are:

- PC6A (application to get an exemption from the Minister to progress this plan change)
- Tararua Road Master Plan
- Levin Development Framework (including focus on aligning the various Levin transformation related projects which are currently underway).

In relation to BAU-type initiatives, the Integrated Growth portal is live and will be regularly updated and enhanced.

Retaining focus and energy on bringing to life the outstanding environment and thriving economy community outcomes through fit for purpose infrastructure.

This is delivered through the capital programme.

Development of Vested Assets Policy.

The intent of the Vested Assets Policy development was to seek to address the financial burden on ratepayers arising from long-term maintenance of infrastructure assets vested through new developments.

The policy position proposed that third parties provide financial contributions (commuted sums) to offset future maintenance costs (consequential opex) for assets vested to Council but not necessarily required by it. A draft concept was introduced to Council for initial feedback, receiving positive support to proceed with further refinement and to carefully assess potential implications.

Current Status – Ongoing:

Collaboration across the council was aimed at developing clear guidelines and parameters for delivery. External expertise has been engaged in helping with the development of this view.

Update November 2026

On the 26th of November central government released a consultation document called 'Going for Housing Growth; Supporting Growth Through a Development Levies System'. This consultation proposes to replace the current development contributions under the Local Government Act 2002.

The Government's overarching approach is that 'growth pays for growth'. This means that the growth-related costs of infrastructure that enables new development should be paid for by new development. The proposed development levies system is designed so councils can forecast the growth-related infrastructure costs for a community, deliver infrastructure, and set appropriate levies to effectively recover costs from development.

As the detail surrounding the policy direction is yet to be refined it may be that the consequential opex of development could be included in new policy established by council or that the frame of the policy still omits this aspect of development cost.

In light of these central government changes the key focus is now on rightsizing this work and determining if it can be included for consideration under the new policy direction. Although the proposal does not clearly talk to consequential apex it does refer to renewal considerations and makes some provision for applying infrastructure costs early in the development.

A wider frame of reference has been sought through an external party to test and frame up the legislative ability of council to attain the targeted outcomes as this may impact wider council financing policy considerations. The proposed changes to levy's will provide for an alternate approach and some of this design will likely sit with councils to determine within the proposed development levy frame.

This work has several hold points so that any future policy position can be adapted to, and consider, the proposed changes to legislation around the new 'development levies' system.

Deliver the Capital Programme.

Delivery of the capital works programme is ongoing with a detailed update in the Group update.

Conduct appropriate investigations in key strategic focus areas—including aquatics, parks, property, and sports—preparing for informed decision making ahead of the next Long Term Plan.

The Strategic Recreation Investment Framework was adopted by Council in June 2025. Officers have been meeting with sporting and recreation groups across the district to work through the Framework and highlight how it may work for them.

Local Water Services Done Well



Navigating change towards inhouse provision of reliable three water services while strategically positioning ourselves to embrace and benefit from sector change.

Navigate in housing of three water services.

Transition has been completed. The Local Waters Team now focuses on improving asset maintenance schedules and bringing visibility to our consenting and regulation compliance. There are several historical monitoring and reporting gaps in consenting conditions. The recent recruitment of an Environmental Planning and RMA role will assist in closing of consent applications and meeting consent reporting conditions.

Position Council for future changes to Local Waters Done Well waters arrangements.

With the formation of the new Central Districts Water Services Organisation (WSO), PNCC, Rangitikei and HDC have stood up a Transition Project and Governance Model. A key focus of the team is standing up process to recruit a WSO Board and Chief Executive by March-June 2026. Equally important is the development of key decision-making documents which

were presented to all three councils elected members in early November, by Simpson & Grierson and Morrison Lowe.

Lead roles have been appointed with HDC represented through Jacinta Straker who has been appointed to the Lead Finance Role.

Strategically Positioning Horowhenua



Ensuring targeted advocacy and proactive pursuit of third-party funding opportunities and strengthening of national and regional connections, to ensure our community's needs are clearly understood and prioritised, keeping us relevant and well-positioned to pursue or react to opportunities.

Pursue new look funding arrangements with (NIFF) (formally CIP) or others to advance growth infrastructure.

No current active engagement.

Pursue funding opportunities to speed up plans or advance unfunded or under resourced priorities.

Officers continue to look for external funding opportunities with an example being one which helped fund the recent Diwali Festival. An application was made to the Ministry for Ethnic Communities' - Ethnic Communities Development Fund for costs associated with delivering the Diwali Festival with an amount of \$9,500 granted.

Respond to regional deal opportunities.

Feedback was received from DIA on the South Manawatū city and regional deal (involving Horowhenua District Council, Palmerston North City Council, Tararua District Council, Manawatū District Council and Horizons Regional Council) that had been submitted in February. The outcome of the feedback was that the deal had not been successful to progress further in Phase 1. The assessment and feedback provided highlighted the areas which would require additional work and updating for any potential second phase. No further action is currently underway. We await confirmation that there will be further opportunities.

Ensuring Financial Discipline and Management



Ensuring targeted advocacy and proactive pursuit of third-party funding opportunities and strengthening of national and regional connections, to ensure our community's needs are clearly understood and prioritised, keeping us relevant and well-positioned to pursue or react to opportunities.

Ensure financial discipline and compliance with our financial strategy and benchmarks.

For the 2025/26 financial year, a savings target of \$1m was initiated as officers continue to maintain fiscal discipline, and delivery on the operating efficiency target. Work is well underway to identify where these savings will be found and a first draft of the results is reflected in this report.

For the reporting period, net debt remains within the financial strategy limit of <250% of operating income, currently tracking at 202%. Refinancing risks remain low with the majority of loan maturities within this financial year pre-funded. Council continues to meet liquidity and funding covenants as required under Local Government Funding Agency (LGFA) agreements.

Project managers are regularly providing reforecasts of capital delivery, improving accuracy and reducing risks. Equally, budget managers are regularly monitoring operating expenditure control measures, and revenue performance.

Insurance renewals are being finalised at the time of preparing this report, we expect this to track within budget while maintaining adequate coverage for key assets.

Implement organisation-wide stringent budget monitoring to ensure all departments adhere to allocated budgets, promoting a culture of financial accountability and transparency across all levels.

Following on from the work in September focusing on identifying any emerging budget pressures or risks not yet captured, uncovering potential savings, and assessing the financial impacts of central government reforms and legislative changes, internal workshops took place in October where the Senior Leadership Cohort tested each other's budgets and explored savings opportunities to ensure the overall savings target can be achieved.

Procure wisely and strategically, to prioritise spending on essential services and projects that deliver the highest value to the community.

Over this period, we have facilitated one Procurement Review Group Meeting and have continued to support the wider organisation in procurement processes.

A significant success in this period was the achievement of \$400k in savings through the renewal of the Kerbside Bag Collection Agreement and increasing Councils revenue share by \$275k in the Foxton/Shannon Transfer Station Agreement.

Monitor Treasury opportunities to take advantage of favourable interest rates, reduce debt servicing costs, and maintain the Council's credit rating.

During the reporting period, additional borrowings have not been required. Spending expectations are being carefully managed and we are being more efficient at planning for spend. Officers worked with Council's treasury advisor on a revised interest forecast and projection for the next financial year as part of preparing the 2026/27 Annual Plan.

Two interest rate swaps totalling \$20m (at 3.24% and 3.49%) were entered into in September to manage interest rate risk in line with Council's Treasury Management Policy.

\$14m short-term borrowing from Local Government Funding Agency (LGFA) matured in August and was refinanced until November 2025.

Provide transparent financial reporting and regular updates to the community on the Council's financial performance and initiatives.

Following the adoption of 2024/25 Annual Report in October, the report was made publicly available within the statutory timeframe. The Debenture Trust Deed audit is being finalised by Audit NZ.

Officers received the 2024/25 audit management report from Audit NZ in November. Audit NZ commented that there has been quite an improvement from prior years as many recommendations were implemented and closed in the 2025 audit.

There is now a total of 8 open recommendations with 5 new ones raised in 2025 and 3 old ones from prior years. There was a total of 18 open recommendations from the Audit Management letter for the year ended 30 June 2024. These are planned to be resolved during 2025/26 and will be reported to the Risk and Assurance Committee.



Enriching Our Environment

Focusing on targeted initiatives to enrich, preserve and enhance Horowhenua's natural environment through promoting sustainability, waste management practices and resilience to climate change for the benefit of current and future generations.

Establish the emission monitoring portal.

No new updates. This action has been completed with the emission monitoring portal established and operating.

Implement the Climate Action Plan within budget allocations.

Key actions have been implemented for the 2025/26 financial year. This includes the establishment of the emission monitoring portal mentioned above and the use of the climate action fund, including the community grant element, to fund grassroots community projects include kai security (diversion of food waste) via the Horowhenua Mana Kai Network Mara Kai.

Continue workstreams to enable decision making on Council's role and focus on waste management and minimisation, including potential future uses of the Levin Landfill site.

Two new Waste Agreements has been finalised for both the Waste Transfer Stations and the kerbside rubbish bag collection. An increase share in transfer station gate revenue and tolls on commercial waste coupled with savings in the bag collection service are a result of new individual fit for purpose agreements.

A focus on waste minimisation and diversion initiatives has officers working through 'discovery' investigations into Construction and Demolition (C&D) reuse opportunities. Other waste related community recycling options that would complement the C&D opportunity are being scoped and costed. A suitable site has been selected that already has sufficient dry space and room for C&D waste. Ministry for Environment funding opportunities will be looked at for the site development.

Three waste minimisation grants have been approved totalling \$7,680.00.

The Shannon Mobile Recycling Station has received a purpose-built bin to receive glass bottles, and another purpose built 20-foot container to receive comingled recyclables (paper & card, plastics, tins and cans) The new more user-friendly arrangement reduces the number of annual servicing requirements.

Support the protection and restoration of natural habitats, including wetlands, forests, and coastal areas.

Officers have continued to support the protection and restoration of natural habitats across the district, including foredune planting and coastal resilience work at Waikawa Beach and Foxton Beach, wetland and riparian enhancements at Hokio, and pest-plant management in rural areas in partnership with Horizons Regional Council.

Continue partnerships with schools, local organisations, and community groups to promote environmental stewardship.

A high-profile video archive to promote positive behaviour change is being developed to be used as a resource for not only the promotion of waste minimisation, but also other Council administered activities such as reduction in illegal dumping and protocols to prevent sewer blockages. Three videos are soon to be released that directly support the Council funded EnviroSchools program. The videos soon to be released are titled: Simple Swaps, Dumped and Lunchbox Lowdown.

Waste levy funded grants have been approved for two waste minimisation projects.



Community Preparedness

Focusing on strengthened Council and community preparedness and resilience to enable our ability to plan for, respond to, adapt and recover from emergencies and district changes.

Emergency management planning and preparation.

In this reporting period Officers have:

- Delivered targeted training and facilitation activities to uplift organisational readiness and strengthen core emergency management capability.
- Provided a Sitrep training session for the Intelligence Function team (13 attendees), focusing on situational awareness, development of a common operating picture, and improved sitrep quality.
- Facilitated a Public Information Management (PIM) tornado scenario exercise, enabling the team to practice early establishment of strategic communications and clear role delineation.
- Supported further EOC 365 system development with a functional admin session (19 attendees), allowing staff to trial system enhancements ahead of the November regional exercise.
- Co-facilitated the National ShakeOut – Get Ready drill across all Council facilities alongside H&S and Communications.

- Maintained a strong level of situational awareness and operational readiness, including monitoring severe weather (23–28 October), attending Group Controller briefings, reviewing MetService updates, and ensuring timely dissemination of information to the Local Controller, IMT, Emergency Management Committee and partner agencies. The EOC remained at Level 1 (Monitoring).
- Strengthened partnerships and sector collaboration, including participating as a panel member in NEMA's Emergency Management Officers Induction Forum with the National Controller and WREMO representatives.
- Advanced community resilience initiatives, through engagement with EECA on funding aligned with the Whakamana Marae project. Funding support of up to 75% (up to \$66k per facility) will enable solar and battery installations across selected facilities to ensure continuity during emergency events.
- Built community capability by delivering VHF radio training with the Shannon Community Civil Defence Response Group, supporting local response readiness through practical communication exercises between Shannon School and the EOC.
- Maintained ongoing inter-agency coordination, hosting two Emergency Management Committee meetings (9 October and 13 November) with full partner agency participation and active information sharing.

Progress priority business continuity and resilience initiatives.

The Business Continuity Plan (BCP) has been completed and adopted. The current focus has moved to the improvement report which will outline where investment may be required, or small improvements can be made.

Continue tackling stormwater hotspots across our district.

The focus is on Levin and Foxton Beach Stormwater consent and water quality improvement intervention planning. The catchment management plans are under review with minor improvements in 2025/26 and a work programme is to be adopted by July 2026.

Community Connections and Better Wellbeing



Focusing on priority wellbeing initiatives driven by the Horowhenua Blueprint, Wellbeing framework and the Housing Action Plan while strengthening place-based community relationships and engagement to foster authentic relationships and enhanced community connections.

Continue progressive implementation of Blueprint priorities.

A range of initiatives from the Blueprint continue to be advanced. Several of these are covered in detail elsewhere in this Report, such as District Plan changes (see Priority 4), Planning and Design work for Ō2NL (see Priority 12), Implementing the Levin Town Centre Strategy (see Priority 11), Implementing Destination Management Strategy (see Community Vision & Delivery Group update – Destination Management).

Implement the Housing Action Plan priorities.

Overview: The Housing Action Plan has been refocussed on pivoting away from reliance on state-led development, turning toward Community Housing Providers (CHPs) and other alternative channels for affordable and emergency housing delivery. This change results in both a longer and slower road to travel as we work to develop relationships with existing and emerging CHPs.

The targeted resource to focus on the ongoing development of this programme exited in November and given the change in central government policy direction in relation to the revised role of Kainga Ora, it is unlikely this resource will be replaced at this time. Key points to note from the current programme of work;

- Data is showing that housing affordability has improved in the Horowhenua in recent times. In June 2025, the median house cost 5.0x the median household income, down from 6.5x income at the 2022 market peak. Some of this will be driven by macro monetary policy positions.
- Notably the district has seen 25% growth in public housing stock over the past 3 years, much of this growth has been driven through collaboration between HDC and the wider development/housing community.
- The housing register administered by MSD encouragingly shows 156 families on the register for public housing, down from the five year high of 237 recorded in June 2022.

Much of the ongoing programme is now a function of work already underway in line with the revised Housing Action Plan Framework, this coupled with the Central Government changes highlighted, provides the opportunity for this work to continue off a strong base with a lighter touch.

Activate the key priorities within the Community Wellbeing Strategy.

The Community Wellbeing Committee has not met since August and despite the pause in formal committee meetings, Council Officers have continued to actively monitor, review and implement actions within the Community Wellbeing Action Plan.

We received funding from the Ethnic Communities Development Fund to support the delivery of the Diwali Festival. This funding enables the continuation of culturally significant celebrations that promote diversity and community cohesion.

Another successful Haunted Library event was delivered, attracting and engaging community members of all ages. The event continues to be a popular annual activity contributing to local arts, culture and family-friendly entertainment.

The Mayor's Task Force for Jobs Programme launched a Youth Job Café, providing a welcoming space for young people to:

- Search for employment opportunities
- Receive support with writing CVs cover letters and job applications
- Connect with other youth job seekers.

The café has proven successful in fostering a sense of belonging and peer support among young people seeking employment.

The first round of Climate Action Funding was allocated to the Horowhenua Mana Kai Network for a Mara Kai Specialist role. This role focuses on establishing or strengthening three mara kai sites across the district.

Early progress includes:

- Support delivered to Hinemoa House
- Planting of 20 fruit trees and 5 native plants.

This initiative enhances local food resilience, sustainability and community wellbeing.

The annual Age on the Go Expo was successfully delivered in October. The event showcased a wide range of services, organisations and activities available to the district's older residents, supporting social connection, wellbeing and awareness of available support.

In partnership with Muaūpoko Tribal Authority, the first Taitoko Hauora Expo took place in November. This event encompassed both clinical and non-clinical health and wellbeing services, improving access to health and wellbeing information for the community.

Maintain a sustained focus on improving our communication and engagement across communities.

There has continued to be a sustained and visible focus on strengthening how we inform and engage our communities across multiple channels and topics. We delivered end-to-end communications for the local elections and inaugural Council meeting. In addition, we supported a range of community campaigns and kept residents informed about complex issues including the Levin Landfill, Local Water Done Well / Central Districts Water, and major infrastructure projects. Community Connection has continued as a key vehicle for reaching households, alongside consistent use of web, social, radio, billboards, print and Antenno to ensure clear, timely information on events, services, changes and opportunities to get involved.

At the same time, we've been strengthening the systems, tools and relationships that sit behind effective engagement. The team has completed ALGIM's website survey, advanced OpenForms and online payments work, improved bylaw and landfill information online, supported Te Mauri Hiko, and commenced a staff storytelling series to humanise Council and build trust. We also trialled and reviewed a new media stand-up process with the local newspapers.

Initiate community plans in Foxton and Shannon and continue with place-based relationships.

Foxton and Foxton Beach Community Plan:

The Foxton Futures Group has been focusing on the prioritisation of tasks to be identified in the Foxton and Foxton Beach Community Plan. All theme groups (Community,

Commercial and Tourism, Culture and Heritage, Infrastructure and Transport, Nature and Environment and Recreation) have been meeting individually to enable the appointed theme lead to attend the Foxton Futures Group meetings on their behalf.

Shannon/Otāuru Community Plan:

The Community Plan Working Group have met several times since the start of October. Priority Area co-ordinators have been agreed, and the first meeting of the Priority Area Groups took place on 30 October. Several organisations and interested community members attended, discussing projects of interest and next steps.

The Working Group continues in its governance and co-ordination role, discussing opportunities to connect with and include other active groups in Shannon, seeking community input to develop a Shannon brand, and material that would be useful for the Group to continue to expand their skills to enhance this community-led work.

Activating the Levin Town Centre



Activating key strategic initiatives to act as a catalyst for change, stimulating collaborative and transformational revitalisation of Levin's hub.

Implement agreed Strategy initiatives.

Progress continues to deliver on the Levin Town Centre Strategy with Council having an unconditional contract in place to sell the Levin War Memorial Hall and Village Green to The Wellington Company Ltd for redevelopment. Following confirmation of the commercial negotiations, an Expressions of Interest (EOI) was released to market to redevelop the Levin Bath Street/Salisbury Street Carpark. All EOIs were reviewed, and the short-listed respondents will be presented to Council at December's Council meeting, to seek approval to progress to the next stage of the process, being to participate in a Request for Proposal (RFP).

An executive summary and draft Levin Town Centre Access and Parking Strategy has been provided to Council ahead of seeking feedback from the community via Let's Kōrero, Council's media channel. This will be open until 16 January 2026.

A report is being prepared to outline the future approach to bring the six Council-owned properties located in Oxford Street to market.

The Town Centre team have been working with Arterra Interactive to finalise the video capturing the aspirations for the Levin Town Centre transformation.

Officers will be providing Council with a briefing on the Levin Town Centre transformation programme on 17 December 2025.

Pursue connections and relationships to build momentum outside of Council led initiatives.

An introductory meeting between Council's key contacts and The Wellington Company was held to establish a positive and collaborative relationship as we work together to redevelop the Levin War Memorial Hall and Village Green.

The team met with the Community Steering Group to share the draft Access and Parking Strategy and the proposed enhancements to the former Women's Bowling Green area and adjacent carpark. The proposed ideas were also shared and discussed with stakeholders of the former Women's Bowling Green, i.e. RSA, Thompson House, Art Society and Pottery Club.

The Levin Uniting Church invited the team to learn about the proposed Levin Uniting Building Project and how this work aligns and could link into the Levin Town Centre Transformation.



Ōtaki to North Levin Readiness

Leveraging the Ōtaki to North of Levin Expressway Project to seize opportunities and ensure alignment with strategic council priorities for long-term community benefit

Continued advocacy on Ō2NL revocation.

Officers have been actively advocating for greater clarity on the Ō2NL revocation process. Officers have worked with NZTA to establish guiding principles for joint working arrangements following a series of meetings and a dedicated workshop. Officers have participated in a function definition workshop, commencing the process of determining the intended function of the existing state highway at handover, and are now confirming these functions to inform future network planning and operational considerations.

Officers have been engaged across key project governance, design and communications forums, including the Internal Alignment Team, Ō2NL Owner Team Leadership meetings, design management workshops, and the communications cohort, to ensure Council priorities are reflected in project planning. Officers have provided input into project design and planning to support seamless integration with Council infrastructure and maintain alignment with long-term community outcomes.

Championing legacy outcomes.

Council officers are actively contributing to the legacy outcome workstream, ensuring long-term social, economic, cultural, and environmental benefits are embedded within the project. They've participated in design reviews to protect Council infrastructure, support local road connectivity, and address safety and resilience considerations.

Work is also underway with both the North and South Alliances on specific design items — including stormwater management and local road geometrics — to ensure practical integration and alignment with Council standards.

Positive progress is being seen in legacy outcomes such as local employment and contracting opportunities. Officers continue to collaborate across project teams to keep legacy objectives central to procurement decisions, design development, and operational planning, while helping embed legacy principles throughout utilities design, road geometrics, and construction planning.

Exploring opportunities and planning for consequential Ō2NL impacts with a specific focus on revocation.

Council officers continue to maintain strong internal alignment to manage the wider impacts of the Ō2NL project. Engagement is ongoing with NZTA, project alliances, and various technical and governance forums — including the Owner Interface Manager group, Systems and Design group, Project Steering Group, and communications cohort — to ensure consistent input into design, delivery, and communication strategies.

Reviews of utilities, flood modelling, safety audits, and road geometry designs are helping to address potential risks and optimise long-term network performance. Particular attention is being given to revocation considerations such as future operational function, tolling implications, and integration with local transport networks. Coordination also continues with the North and South Alliances on technical matters, including stormwater and local road geometrics, to ensure outcomes align with Council priorities.

Limited notification has been confirmed for the East West Arterial consent. Officers are supporting compliance and monitoring activities, reviewing consent requirements, and preparing for upcoming phases of documentation and assessment — including building consent exemptions and utilities reviews. Work with technical specialists is ongoing to ensure thorough evaluation of project impacts and well-informed recommendations for governance consideration.



Ngā Uara Organisation Values



Our Values – What We Stand For

#arohatōmahi - We love our work and know that our work matters. That is why we do what we say we will do and apply energy and enthusiasm across our mahi.

Mahi Tahi - We are one team, stronger together as we work with and for our community to deliver outcomes that matter.

Tiakitanga - We proudly and professionally contribute every day to the care of our community and whenua with courage, positivity and mana – leaving a legacy which will protect a future that matters.

In November, these values were on full display at our inaugural Council Expo at Te Takeretanga o Kura-hau-pō. The Expo provided a unique opportunity to showcase the breadth of council mahi to Council and the wider community, offering a clear and accessible look at the essential services that keep Horowhenua running.



Across the event, the enthusiasm, collaboration and professionalism of teams reflected arohatōmahi and mahi tahi in action. Creative displays, practical demonstrations, and the conversations between kaimahi and visitors highlighted the dedication behind our everyday work—whether in roads, water and wastewater, parks, libraries, customer services, environmental care, or emergency management.

For Councillors, the Expo formed an important step in their induction journey, helping build a deeper understanding of how our teams work together and how each role

contributes to tiakitanga across the district. Community attendees also gained insight into the coordination and commitment required to deliver the services they rely on.





Pūrongo Ahumoni Whakarāpopoto

Financial Summary Report



Statement of Comprehensive Revenue and Expense to 31 October 2025

	Actual	Budget	Variance	Forecast	Budget	Variance	Notes
	Full year to 31 October 2025 \$000	Full year to 31 October 2025 \$000	Full year to 31 October 2025 \$000	Full Year 2025/26 \$000	Full Year 2025/26 \$000	Full Year 2025/26 \$000	
Revenue							
Rates Revenue	22,658	22,898	(240)	69,106	68,694	413	
Operational Grants & Subsidies	1,585	1,115	470	3,389	3,344	45	
Fees & Charges	2,311	1,738	573	6,020	5,213	807	1
Other Revenue	2,153	2,032	121	4,845	4,937	(92)	
Total Revenue	28,706	27,782	924	83,360	82,188	1,172	
Expenditure							
Employee Benefit Expenses	8,521	7,785	(735)	25,220	24,689	(531)	2
Other Expenses	11,020	11,472	452	32,680	34,947	2,266	3
Total Expenses	19,541	19,258	(283)	57,901	59,636	1,735	
Finance Income	602	-	602	1,232	-	1,232	
Finance Costs	2,924	3,284	361	10,377	9,852	(525)	
Net Interest	2,321	3,284	963	9,146	9,852	707	4
Operating surplus/(deficit) before capital revenue and taxation	6,844	5,241	1,603	16,314	12,699	3,614	
Capital Items							
Revenue							
Capital Grants and Subsidies	2,176	1,855	320	4,758	5,566	(808)	5
Development Contributions	330	722	(392)	1,774	2,166	(392)	
Vested Assets	-	-	-	-	-	-	
Gain/(loss) on revaluation of financial liabil	-	-	-	-	-	-	
Investment (Gains)/Losses	-	-	-	-	-	-	
Other gains	-	-	-	-	-	-	
Total Capital related Revenue	2,506	2,577	(71)	6,532	7,731	(1,199)	
Expenditure							
(Gain)/Loss on sale of assets	-	-	-	-	-	-	
Depreciation and Amortisation	7,811	7,795	(15)	23,400	23,386	(15)	
Loss on Derivatives	2,480	-	(2,480)	2,480	-	(2,480)	6
Total Capital related Expenditure	10,290	7,795	(2,495)	25,880	23,386	(2,494)	
Total Surplus/(deficit)	(941)	22	(963)	(3,035)	(2,955)	(80)	

Explanations of significant variances

Overall, we are forecasting a positive variance to budget of close to \$400k (saving) net of core operating revenue and expenditure. We will continue to scrutinise all revenue and expenditure and work towards increasing these underlying savings of \$500k. Additionally we are forecasting \$700k savings to budget from net interest savings as a result of reducing interest rates.

Note 1 Fees and Charges favourable - mainly due to Solid Waste Recycling rebates being higher than budgeted which includes \$453k that was carried forward from the 2024/25 year.

Note 2 Employee Benefit Expenses unfavourable – mainly due to vacancy savings not as much as budgeted during the first four months of the financial year. There has also been more annual leave liability being recorded. This happens when the organisation takes on new staff, holds vacancies, or when staff are taking less leave than they earn. As balances increase, so does the future cost we must recognise.

Note 3 Other Expenses favourable – further detail in the table below.

Other Expenses	Actual 31 October 2025 \$000	Budget 31 October 2025 \$000	Variance 31 October 2025 \$000	Forecast 2025/26 \$000	Budget 2025/26 \$000	Variance 2025/26 \$000	Notes
Professional Services	2,197	2,327	130	7,156	7,055	(102)	
Materials	314	226	(88)	690	677	(13)	
Maintenance	5,010	4,930	(80)	14,505	14,790	285	
Bank Fees	52	24	(28)	132	72	(60)	
Insurance Brokerage	-	8	8	-	25	25	
Grants Paid	297	219	(78)	607	657	50	
Utilities	720	623	(97)	2,014	1,869	(146)	
Communications	66	66	(0)	215	198	(17)	
Vehicle Expenses	207	223	16	681	681	0	
Other Treasury Expenses	27	47	20	160	141	(19)	
Labour Recoveries for Capex projects	(954)	(1,221)	(267)	(3,520)	(3,662)	(141)	A
Other Expenses	3,085	4,000	915	10,042	12,445	2,403	B
Total Other Expenses	11,020	11,472	452	32,680	34,947	2,266	

Note 4 Net Interest favourable - we are monitoring market interest rates closely and utilising the use of hedging strategies.

Note 5 Capital Grants and Subsidies unfavourable – largely due to reduced funding from NZTA Waka Kotahi.

Note 6 Loss on Derivatives unfavourable - due to loss on interest rate swaps with interest rates movement. Swaps are derivative contracts with gains or losses on the swap contract matching gains or losses on the balance sheet. They are non-cash items.

Statement of Financial Position as at 31 October 2025

	Actual Full year to 31 October 2025 \$000	Budget Full Year 2025/26 \$000	Council Actual Full Year 2024/25 \$000
Assets			
Cash and cash equivalents	9,292	4,419	15,192
Debtors and other receivables	21,099	5,265	14,208
Inventories	133	-	133
Derivative financial instruments	79	-	302
Other financial assets	50,813	8,467	50,812
Non-current assets held for sale	1,942	-	1,942
Property, Plant and Equipment	991,756	1,054,603	991,197
Intangible assets	1,387	1,358	1,387
Forestry assets	1,446	1,439	1,446
Commercial property	3,015	2,927	3,015
Total Assets	1,080,962	1,078,478	1,079,634
Liabilities			
Creditors & Other Payables	17,327	15,659	19,023
Provisions	14,705	9,469	14,811
Employee benefit liabilities	2,680	2,390	2,566
Derivative financial instruments	3,730	-	1,473
Borrowings and other financial liabilities	242,539	217,477	240,000
Total Liabilities	280,981	244,995	277,873
Net Assets	799,981	833,483	801,761
Equity			
Retained earnings	234,340	250,497	236,757
Revaluation reserves	555,638	573,043	555,005
Other reserves	10,003	9,943	9,999
Total Equity	799,981	833,483	801,761

Explanations of significant variances

Debtors and other receivables – This variance is in line with the same period last year and the difference is largely due to timing.

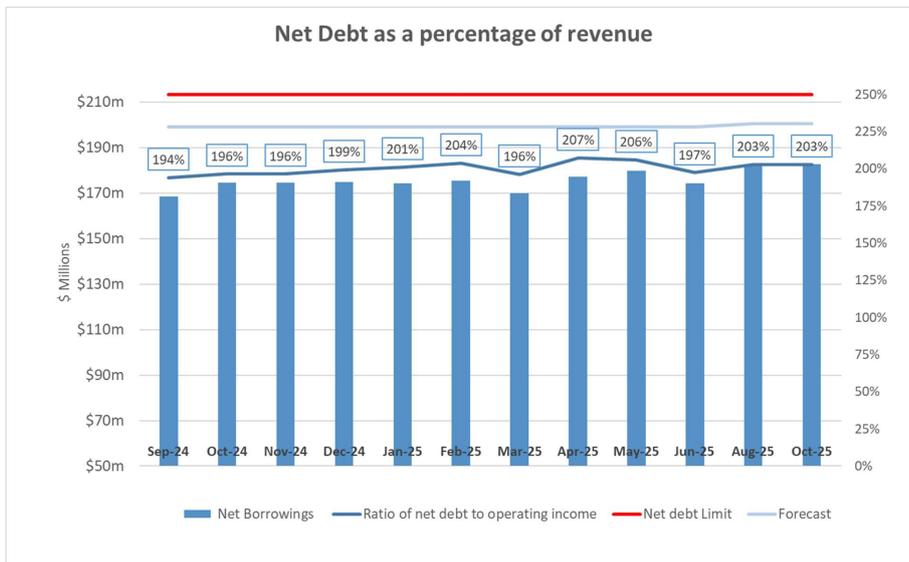
Other financial assets – Term deposits totalling \$43m with maturity in 2026 were held for prefunding purposes. Prefunding allows the council to have funds available to repay current loans as they fall due.

Treasury Update to 31 October 2025

As at 31 October 2025, Council had \$242.5m of current external debt, up slightly from \$240m at the end of June 2025. This is due to the Council receiving \$2.5m interest free loan from National Infrastructure Funding and Financing (NIFF) previously Crown Infrastructure Partners (CIP), for the Tara-Ika infrastructure project.

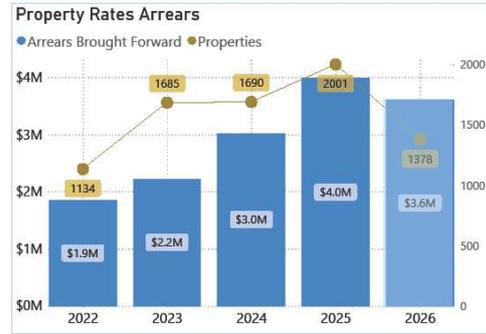
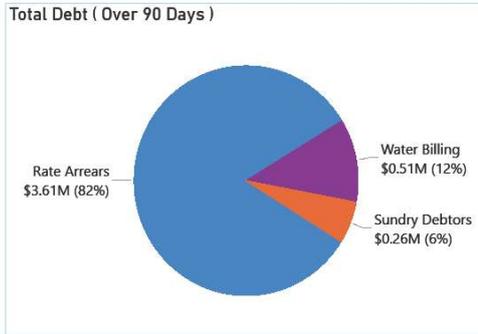
Council also holds \$43.35m on Term Deposit of which \$43m is pre-funding to repay debt the majority of which is due this financial year. In addition, Council has a \$7m BNZ facility, and a \$20m facility with the LGFA.

Our net debt (total borrowings less term deposits, borrower notes and cash) at 31 October 2025 was \$182.5m, equating to 203% of operating income - below the limit of 250% set out in the 2024-44 Long Term Plan for 2025/26. Our full year forecast position is currently expected to be 230% in line with the 2026/27 Annual Plan.



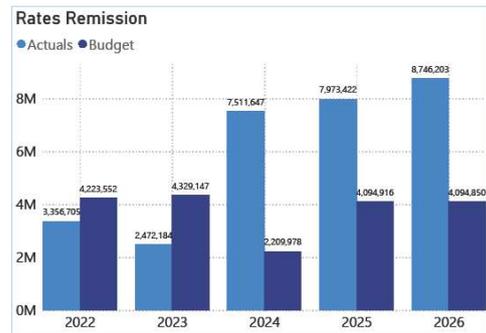
Dashboard Data as at 31 October 2025 (Preliminary and unaudited)

DEBTORS REPORT



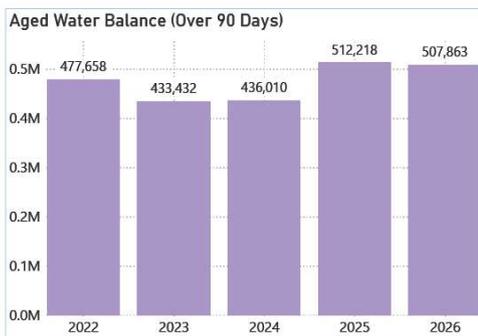
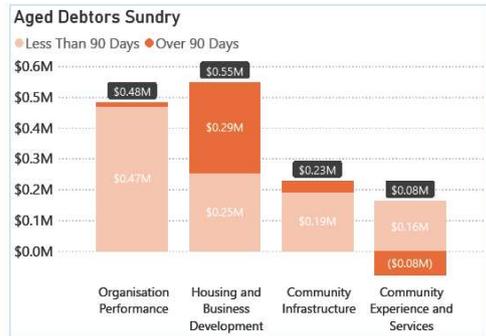
Arrears By Rate Zone

Rate Zone	Total Arrears	Properties
Foxton	\$413,781	140
Foxton Beach	\$236,197	113
Hokio Beach	\$150,237	25
Levin	\$1,275,385	565
Manakau	\$1,956	2
Non Rateable	\$7,218	6
Ohau	\$17,897	7
Rural Farming	\$403,774	157
Rural Other	\$547,498	214
Shannon	\$408,194	78
Tokomaru	\$41,022	17
Utilities	\$1,272	1
Waikawa Beach	\$12,962	8
Waitarere Beach	\$92,604	45
Total	\$3,609,996	1378



Top 10 Debtors Over 90 Days

Debtor Number	Business Group	Category	Balance
215665	Housing and Business Development	Building Consents	40,373.00
214862	Housing and Business Development	Resource Consent Fees	28,156.27
206865	Housing and Business Development	Resource Consent Fees	17,116.38
207798	Community Infrastructure	Rubbish Bags	12,641.74
215059	Housing and Business Development	Building Consents	12,467.00
100295	Community Infrastructure	Rubbish Bags	11,600.00
214181	Community Experience and Services	Rental Income Monthly	10,920.23
216026	Housing and Business Development	Resource Consent Fees	9,828.00
215376	Housing and Business Development	Resource Consent Fees	8,397.19
213944	Housing and Business Development	Resource Consent Fees	8,262.77



Rates Debt Management Overview

31 October 2025

Latest Arrears Quarter



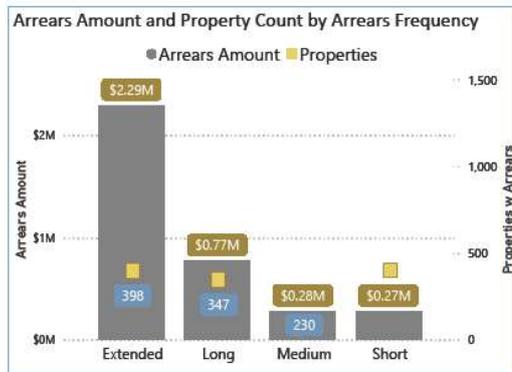
Short Term Arrears
with 1-2 consecutive Arrears behind from latest Quarter

Medium Term Arrears
with 3-4 consecutive Arrears behind from latest Quarter

Long Term Arrears
with 5-8 consecutive Arrears behind from latest Quarter

Extended Term Arrears
with 9 or more consecutive Arrears behind from latest Quarter

*Arrears Over \$99



Total Arrears and Properties By Zone

Quarter Rate Zone	30 June 2024		30 June 2025		31 October 2025	
	Arrears	Properties	Arrears	Properties	Arrears	Properties
Foxton	\$311,891	156	\$439,514	184	\$413,781	140
Foxton Beach	\$180,317	130	\$280,394	147	\$236,197	113
Hokio Beach	\$112,363	21	\$146,924	29	\$150,237	25
Levin	\$1,124,022	689	\$1,402,999	828	\$1,275,385	565
Manakau	\$4,432	4	\$2,665	3	\$1,956	2
Non Rateable	\$12,712	8	\$4,979	5	\$7,218	6
Ohau	\$21,369	17	\$19,286	13	\$17,897	7
Rural Farming	\$344,614	163	\$389,713	164	\$403,774	157
Rural Other	\$439,929	282	\$605,640	310	\$547,498	214
Shannon	\$325,383	99	\$417,099	101	\$408,194	78
Tokomaru	\$26,365	21	\$32,592	20	\$41,022	17
Utilities	\$581	1	\$1,266	1	\$1,272	1
Waikawa Beach	\$21,056	21	\$17,991	19	\$12,962	8
Waitare Beach	\$95,436	78	\$108,059	74	\$92,604	45
Total	\$3,020,472	1690	\$3,869,121	1898	\$3,609,996	1378

5+ Consecutive Arrears Quarter Period (Long Term and Extended Term Arrears Frequency)

\$3.06M
Overall Long Term and Extended Arrears As Of Latest Quarter

Arrangement Status Rate Zone	No Direct Debit		With Direct Debit		Total	
	Arrears	Properties	Arrears	Properties	Arrears	Properties
Levin	\$815,491	191	\$195,270	95	\$1,010,762	286
Rural Other	\$418,456	105	\$63,032	27	\$481,488	132
Shannon	\$360,561	45	\$29,722	7	\$390,283	52
Foxton	\$299,158	69	\$68,001	16	\$367,159	85
Rural Farming	\$330,982	75	\$3,593	5	\$334,576	80
Foxton Beach	\$181,389	41	\$8,751	6	\$190,140	47
Hokio Beach	\$143,434	17	\$3,283	2	\$146,717	19
Waitare Beach	\$51,661	13	\$25,659	10	\$77,320	23
Tokomaru	\$20,214	6	\$7,547	2	\$27,761	8
Ohau	\$14,844	5	\$2,233	1	\$17,077	6
Waikawa Beach	\$10,101	4			\$10,101	4
Non Rateable	\$3,815	2			\$3,815	2
Manakau	\$1,823	1			\$1,823	1
Total	\$2,651,930	574	\$407,092	171	\$3,059,022	745





Performance Measures



2025/26 Statement of Service Performance (SSPs)

Summary

Status

On track	29	
Not on track	9	
Unable to report	7	
Not applicable	2	
Total	47	

Water Supply

Safe Water Supply measures

The Department of Internal Affairs updated the mandatory 'Safe Water Supply' measure in its Non-Financial Performance Rules 2024 after the council had published its Long-term Plan 2024-2044, which sets our statement of service. The updated measure came into effect on 21 August 2024 and still covers the bacterial (SSP-WS1) and protozoal (SSP – WS2) compliance of water supplies but compliance is now directly referenced to the relevant rules in the Drinking Water Quality Assurance Rules 2022. Our reporting is, therefore, against those rules. In addition to reporting to Bacterial and Protozoal compliance, Council must also report on (j) D3.29 Microbiological Monitoring, which is reported within Bacterial compliance measure (SSP-WS1).

Monitoring Compliance

Council monitors compliance through sampling and analysers. The data of which is stored on the historian server. These are reported weekly and monthly to Local Waters Managers. Additionally specified infrastructure data is provided to Taumata Arowai routinely.

In addition to Council monitoring compliance, results for audit are peer reviewed internally and WaiComply reviews our DWQAR compliance quarterly – creating independent reports to the compliance team. This allows more comprehensive compliance reporting and can outline if any risks have been missed.

Horizons Regional Council's (HRC) One Plan

HRC's One Plan, which is based on the Resource Management Act 1991, require us to report on all aspects of active consents annually. Annual site inspections by HRC and review of our annual monitoring reports allow HRC to review consent condition compliance to create independent annual monitoring reports. From this they are able to create a compliance matrix and assess risks. There is regular communication to the consents monitoring team as needed, allowing for timely remedial action as issues present.

Ref & Service	How performance is measured	Target	On track/Not on track/Unable to report/Not applicable				
SSP-WS1 Safe water supply*.	Council's drinking water supply complies with the following parts of the drinking water quality assurance rules ¹ (h) T3 Bacterial Rules; and (j) D3.29 Microbiological Monitoring Rule ² in Levin Shannon Foxton Foxton Beach Tokomaru	All met All met All met All met All met	On track				
			As of 31 October 2025				
			Scheme & Service population	Compliance Rules	Sept 2025	Oct 2025	YTD
			*Serviced population is estimated as per 2023 census (Total: 30,175)				
			Levin *20,849	T3 Bacterial rules	All met	All met	All met
				D3.29 Microbiological frequency Monitoring Rule	All met	All met	All met
			Shannon *1,819	T3 Bacterial rules	All met	All met ¹	All met ¹
				D3.29 Microbiological frequency Monitoring Rule	All met	All met	All met
			Foxton *3,234	T3 Bacterial rules	All met	All met	All met
				D3.29 Microbiological Monitoring Rule	All met	All met	All met
			Foxton Beach *3,775	T3 Bacterial rules	All met	All met	All met
				D3.29 Microbiological Monitoring Rule	All met	All met	All met
Tokomaru *497	T3 Bacterial rules	All met ²	All met ²	All met ²			
	D3.29 Microbiological Monitoring Rule	All met	All met	All met			
			¹ Shannon:				
			<ul style="list-style-type: none"> On 3/10/25 there was a WTP FACe bellow 0.2mg/L for a period of 13 minutes. This is non-compliance according to T3.3 in the DWQAR rules. There was an equipment failure at the WTP which was quickly remedied. 				

¹ 2025-2044 Long Term Plan wording 'Council's drinking water supply complies with: (a) part 4 of the Drinking Water Standards (bacteria compliance criteria)' updated to reflect requirements as per the Drinking Water Quality Assurance Rules 2022 and the wording in the DIA Non-Financial Performance measures 2025.

² (j) monitors end point sampling frequency for Coliform and E. coli.

Ref & Service	How performance is measured	Target	On track/Not on track/Unable to report/Not applicable																								
			<p>The SCADA device, Value Online FACe, and online treated FAC are usually identical. There were some alarms noted on SCADA. However, the SCADA device data the other two sections draw data from, shows no issue. A technical issue is more likely than a compliance breach.</p> <p>² Tokomaru:</p> <ul style="list-style-type: none"> On 22/9/25 there was a SCADA calibration for a period of 7 minutes which, according to the online FACe, caused the plant FAC dropped below 0.2mg/L (0.08mg/L). This was non-compliant with T3.29. However, the SCADA online treated FAC was 5.4mg/L for that period. There was no drop in the endpoint FAC that week. On 24/9/25 flow meter maintenance was undertaken lasting for a period of 2 hours and 23 minutes. Manual readings were taken every 30 minutes. All these manual readings were over 0.2mg/L. On 29/10/25 there was a plant shutdown at 3:15pm which caused a missing minutes event. The transgression was logged, and compliance was maintained for the period. <table border="1"> <thead> <tr> <th colspan="2">Bacterial Notifications to Taumata Arowai (unsafe supply of water)</th> <th>Total number of E-coli and coliform samples taken that did not meet drinking water standards and the response thereto.</th> </tr> <tr> <th>Area</th> <th>No. of Notifications</th> <th>E. coli and Coliform Samples not meeting standards</th> </tr> </thead> <tbody> <tr> <td>Levin</td> <td>0</td> <td>0</td> </tr> <tr> <td>Shannon & Mangaore</td> <td>0</td> <td>0</td> </tr> <tr> <td>Foxton</td> <td>0</td> <td>0</td> </tr> <tr> <td>Foxton Beach</td> <td>0</td> <td>0</td> </tr> <tr> <td>Tokomaru</td> <td>0</td> <td>0</td> </tr> <tr> <td>TOTAL</td> <td>0</td> <td>0</td> </tr> </tbody> </table> <p>Notes</p> <ul style="list-style-type: none"> Bacterial Notifications: 0 	Bacterial Notifications to Taumata Arowai (unsafe supply of water)		Total number of E-coli and coliform samples taken that did not meet drinking water standards and the response thereto.	Area	No. of Notifications	E. coli and Coliform Samples not meeting standards	Levin	0	0	Shannon & Mangaore	0	0	Foxton	0	0	Foxton Beach	0	0	Tokomaru	0	0	TOTAL	0	0
Bacterial Notifications to Taumata Arowai (unsafe supply of water)		Total number of E-coli and coliform samples taken that did not meet drinking water standards and the response thereto.																									
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TOTAL	0	0																									

Ref & Service	How performance is measured	Target	On track/Not on track/Unable to report/Not applicable																																																															
			<ul style="list-style-type: none"> Response E. coli and coliform samples: 0 																																																															
SSP-WS2	Council's drinking water supply complies with the following parts of the drinking water quality assurance rules ³ (i) T3 Protozoal Rules. in		On track																																																															
Safe water supply*.			As of 31 October 2025																																																															
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³ 2024-2044 Long Term Plan wording 'Council's drinking water supply complies with: (b) part 4 of the Drinking Water Standards (protozoa compliance criteria)' updated to reflect requirements as per the Drinking Water Quality Assurance Rules 2022 and the wording in the DIA Non-Financial Performance measures 2025.

Ref & Service	How performance is measured	Target	On track/Not on track/Unable to report/Not applicable																																
			Notes • Protozoal Notifications: 0																																
SSP-WS3	The total number of complaints received about any of the following (expressed per 1,000 connections):		Not on track																																
Drinking water that tastes and looks satisfactory*.	Drinking water clarity; Drinking water taste; Drinking water odour; Drinking water pressure or flow; Continuity of supply; and Council's response to any of these issues.	1 1 1 1 1	As of 31 October 2025																																
	Total:	≤ 6	<table border="1"> <thead> <tr> <th>Description</th> <th>Result per 1,000 connections</th> <th>No. of complaints</th> <th>Comment</th> </tr> </thead> <tbody> <tr> <td>Clarity</td> <td>0.71</td> <td>10</td> <td>On track</td> </tr> <tr> <td>Taste</td> <td>0.14</td> <td>2</td> <td>On track</td> </tr> <tr> <td>Odour</td> <td>0.14</td> <td>2</td> <td>On track</td> </tr> <tr> <td>Pressure of flow</td> <td>0.85</td> <td>12</td> <td>On track</td> </tr> <tr> <td>Continuity of supply</td> <td>2.12</td> <td>30</td> <td>Not on track</td> </tr> <tr> <td>Council's response</td> <td>0</td> <td>0</td> <td>On track</td> </tr> <tr> <td>Total</td> <td>3.96</td> <td>56</td> <td>On track</td> </tr> </tbody> </table>	Description	Result per 1,000 connections	No. of complaints	Comment	Clarity	0.71	10	On track	Taste	0.14	2	On track	Odour	0.14	2	On track	Pressure of flow	0.85	12	On track	Continuity of supply	2.12	30	Not on track	Council's response	0	0	On track	Total	3.96	56	On track
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Total	3.96	56	On track																																
			Note: A water shut down on 12 October 2025 triggered a total 30 customer service request queries. The queries raised were captured on our system as follows:																																
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			*Reporting on this category does not form part of this SSP – it is included for completeness.																																
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Ref & Service	How performance is measured	Target	On track/Not on track/Unable to report/Not applicable																				
			Total number of connections as at 1 July 2025 14,144																				
SSP-WS4	The median time from the time that Council received notification, to the time that service personnel:		On track																				
Response to faults*.			As of 31 October 2025																				
	Reach the site for urgent ⁴ call-outs; Confirm resolution of the fault or interruption of urgent call-outs; Reach the site for non-urgent call-outs; and Confirm resolution of the fault or interruption of non-urgent call-outs.	< 1 hour < 8 hours < 3 days (72hrs) < 3 days (72hrs)	<table border="1"> <thead> <tr> <th>Description</th> <th>Median target</th> <th>Median result</th> <th>Comment</th> </tr> </thead> <tbody> <tr> <td>Reach the site for urgent call-outs</td> <td>< 1 hour</td> <td>22 minutes</td> <td>On track</td> </tr> <tr> <td>Resolution of the fault or interruption of urgent call-outs</td> <td>< 8 hours</td> <td>54 minutes</td> <td>On track</td> </tr> <tr> <td>Reach the site for non-urgent call-outs</td> <td>< 3 days</td> <td>18 hours 56 minutes</td> <td>On track</td> </tr> <tr> <td>Resolution of the fault or interruption of non-urgent call-outs</td> <td>< 3 days</td> <td>21 hours 17 minutes</td> <td>On track</td> </tr> </tbody> </table>	Description	Median target	Median result	Comment	Reach the site for urgent call-outs	< 1 hour	22 minutes	On track	Resolution of the fault or interruption of urgent call-outs	< 8 hours	54 minutes	On track	Reach the site for non-urgent call-outs	< 3 days	18 hours 56 minutes	On track	Resolution of the fault or interruption of non-urgent call-outs	< 3 days	21 hours 17 minutes	On track
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Resolution of the fault or interruption of non-urgent call-outs	< 3 days	21 hours 17 minutes	On track																				
SSP-WS5	Average consumption of drinking water per person per day (lpcd) within the water supply areas (target based on Horizons One Plan - Section 5.4.3.1). lpcd – litres per capita per day.	≤ 300 lpcd	Not on track																				
Water supply is sustainable*.			As of 31 October 2025																				
			<table border="1"> <thead> <tr> <th>Quarter 1 result 1 July – 30 Sept</th> <th>YTD result 1 July – 30 Sept</th> </tr> </thead> <tbody> <tr> <td>349L/person/day</td> <td>349L/person/day</td> </tr> </tbody> </table> <p>Note: This result is calculated on a quarterly basis as it is based on water meter readings which is done quarterly.</p> <p>The below information is provided in line with DIA guidance. Note this is additional information and not a correlation with the information above.</p> <table border="1"> <tbody> <tr> <td>Water supplied to the drinking water network (m³/year to date)</td> <td>1,017,763m³</td> </tr> <tr> <td>Non-residential (business) water use (m³/year to date)</td> <td>28,460m³</td> </tr> </tbody> </table>	Quarter 1 result 1 July – 30 Sept	YTD result 1 July – 30 Sept	349L/person/day	349L/person/day	Water supplied to the drinking water network (m ³ /year to date)	1,017,763m ³	Non-residential (business) water use (m ³ /year to date)	28,460m ³												
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⁴ Urgent call-out is defined as a complete loss of service to the water supply.

Ref & Service	How performance is measured	Target	On track/Not on track/Unable to report/Not applicable																		
			Total population served by the drinking water network Estimated 30,694 people (calculated at 2.2 x connections)																		
SSP-WS6 Minimal water losses*.	Real water loss performance of the network as measured by the standard World Bank Institute Band for Leakage.	Band "B"	On track As of 31 October 2025																		
			<table border="1"> <thead> <tr> <th>Supply</th> <th>Snapshot – Infrastructure Leakage Index</th> <th>Outcome</th> </tr> </thead> <tbody> <tr> <td>Levin</td> <td>B (3.6)</td> <td>Compliant</td> </tr> <tr> <td>Shannon & Mangaore</td> <td>A (1.2) B (3.9)</td> <td>Compliant Compliant</td> </tr> <tr> <td>Foxton</td> <td>B (2.1)</td> <td>Compliant</td> </tr> <tr> <td>Foxton Beach</td> <td>A (0.4)</td> <td>Compliant</td> </tr> <tr> <td>Tokomaru</td> <td>A (0.7)</td> <td>Compliant</td> </tr> </tbody> </table>	Supply	Snapshot – Infrastructure Leakage Index	Outcome	Levin	B (3.6)	Compliant	Shannon & Mangaore	A (1.2) B (3.9)	Compliant Compliant	Foxton	B (2.1)	Compliant	Foxton Beach	A (0.4)	Compliant	Tokomaru	A (0.7)	Compliant
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			<p>Notes:</p> <ul style="list-style-type: none"> • Council reached our target if the Band for a plant falls on either band A or B. • For Horizons consent compliance for Levin, ILI needs to be less than 3.31 for less than 284L water loss per connection per day. <p>Band 'B' – the Infrastructure Leakage Index (ILI) is a performance indicator of real (physical) water loss from the supply network of the water distribution systems. The ILI was developed by the International Water Association (IWA) Water Loss Task Force (WLTF) and first published in 1999.</p>																		
SSP-WS7 Sustainable water supply management.	The number of: Abatement Notices; Infringement Notices; Enforcement Orders; and Convictions received by Council in relation to Horizons Regional Council resource consents* for discharge from its water supply system.	0 0 0 0	On track As of 31 October 2025																		
			<table border="1"> <thead> <tr> <th></th> <th>YTD</th> </tr> </thead> <tbody> <tr> <td>Abatement Notices</td> <td>0</td> </tr> <tr> <td>Infringement Notices</td> <td>0</td> </tr> <tr> <td>Enforcement Orders</td> <td>0</td> </tr> <tr> <td>Convictions</td> <td>0</td> </tr> </tbody> </table>		YTD	Abatement Notices	0	Infringement Notices	0	Enforcement Orders	0	Convictions	0								
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Convictions	0																				

*These performance measurements are provided by the Department of Internal Affairs, and they are mandatory.

Wastewater Treatment

Ref & Service	How performance is measured	Target	On track/Not on track/Unable to report/Not applicable								
SSP-WW1 Reliable wastewater collection and disposal*.	The number of dry weather wastewater overflows from the wastewater system per 1,000 connections.	≤ 2	On track								
			As of 31 October 2025								
			<table border="1"> <thead> <tr> <th></th> <th>Target per 1,000 connections</th> <th>Result per 1,000 connections</th> <th>No. of overflows</th> </tr> </thead> <tbody> <tr> <td>Number of overflows</td> <td>≤ 2</td> <td>0.46</td> <td>6</td> </tr> </tbody> </table>		Target per 1,000 connections	Result per 1,000 connections	No. of overflows	Number of overflows	≤ 2	0.46	6
	Target per 1,000 connections	Result per 1,000 connections	No. of overflows								
Number of overflows	≤ 2	0.46	6								
Number of connections as at 1 July 2025: 12,985.											
SSP-WW2 Council provides a good response to wastewater system faults reported*.	The median time (hrs) from the time that Council receives a notification, to the time that services personnel reach the site in responding to an overflow resulting from a wastewater blockage or other fault*.	< 1 hour	On track								
			As of 31 October 2025								
			<table border="1"> <thead> <tr> <th>Target Response Time</th> <th>Result Response Time</th> </tr> </thead> <tbody> <tr> <td>< 1 hour</td> <td>38 minutes</td> </tr> <tr> <th>Target Resolution Time</th> <th>Result Resolution Time</th> </tr> <tr> <td>< 12 hours</td> <td>2 hours 5 minutes</td> </tr> </tbody> </table>	Target Response Time	Result Response Time	< 1 hour	38 minutes	Target Resolution Time	Result Resolution Time	< 12 hours	2 hours 5 minutes
Target Response Time	Result Response Time										
< 1 hour	38 minutes										
Target Resolution Time	Result Resolution Time										
< 12 hours	2 hours 5 minutes										
			<p>The median time (hrs) from the time that Council receives a notification, to the time that services personnel confirm a resolution of a blockage or other fault within the wastewater system causing the overflow*.</p>								
			< 12 hours								

Ref & Service	How performance is measured	Target	On track/Not on track/Unable to report/Not applicable																								
SSP-WW3 The service is satisfactory*.	The total number of complaints received (expressed per 1,000 connections to the wastewater system) regarding:		On track																								
	Wastewater odour;		As of 31 October 2025																								
	Wastewater systems faults;	< 4	<table border="1"> <thead> <tr> <th></th> <th>Per 1000 connections</th> <th>Total No. of complaints</th> <th>Comments</th> </tr> </thead> <tbody> <tr> <td>Odour</td> <td>0.23</td> <td>3</td> <td>On track</td> </tr> <tr> <td>Faults</td> <td>0.31</td> <td>4</td> <td>On track</td> </tr> <tr> <td>Blockages</td> <td>3.39</td> <td>44</td> <td>On track</td> </tr> <tr> <td>Council's response</td> <td>0</td> <td>0</td> <td>On track</td> </tr> <tr> <td>Total</td> <td>3.93</td> <td>51</td> <td>On track</td> </tr> </tbody> </table>		Per 1000 connections	Total No. of complaints	Comments	Odour	0.23	3	On track	Faults	0.31	4	On track	Blockages	3.39	44	On track	Council's response	0	0	On track	Total	3.93	51	On track
		Per 1000 connections	Total No. of complaints	Comments																							
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Council's response	0	0	On track																								
Total	3.93	51	On track																								
Wastewater system blockages; and Council's response to issues with its wastewater system.	< 6 < 8 < 4		Number of connections as at 1 July 2025: 12,985.																								
Total number of complaints received about any of the above.	< 22																										
SSP-WW4 Safe disposal of wastewater*.	The number of:	•	Not on track																								
	Abatement Notices;	•	As of 31 October 2025																								
	Infringement Notices;	•	<table border="1"> <thead> <tr> <th></th> <th>YTD</th> </tr> </thead> <tbody> <tr> <td>Abatement Notices</td> <td>1</td> </tr> <tr> <td>Infringement Notices</td> <td>0</td> </tr> <tr> <td>Enforcement Orders</td> <td>0</td> </tr> <tr> <td>Convictions</td> <td>0</td> </tr> </tbody> </table>		YTD	Abatement Notices	1	Infringement Notices	0	Enforcement Orders	0	Convictions	0														
		YTD																									
	Abatement Notices	1																									
Infringement Notices	0																										
Enforcement Orders	0																										
Convictions	0																										
Enforcement Orders; and	•		Note: We received an abatement notice from the Horizons Regional Council at the end of September 2025 for the Levin Wastewater Treatment Plant ('the Pot'). This was in regard to failure to deliver the Annual Plan from the start of the consent ~2020. In addition, an Emerging Contaminants Strategy (PFAS) was never completed or created from the same outset time. Both are due annually and a schedule of delivery has been crafted to complete tasks within 6 months from the notice.																								
Convictions	•																										
received by Council in relation to Horizons Regional Council resource consents* for discharge from its wastewater system.																											

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Stormwater

Ref & Service	How performance is measured	Target	On track/Not on track/Unable to report/Not applicable								
SSP-SW1 An adequate stormwater system*.	Number of flooding events that occur in the district.	< 5 per year	On track As of 31 October 2025 There were no flooding events that occurred in the district.								
SSP-SW2 An adequate stormwater system*.	For each flooding event the number of habitable floors affected per 1,000 connections to Council's stormwater networks.	2 or less	On track As of 31 October 2025 <table border="1"> <thead> <tr> <th>Target</th> <th>Result</th> <th>Per 1,000 connections</th> <th>Habitable floors affected</th> </tr> </thead> <tbody> <tr> <td>2 or less</td> <td>0</td> <td>0</td> <td>There were no flooding events.</td> </tr> </tbody> </table> Number of connections as at 1 July 2025: 13,793.	Target	Result	Per 1,000 connections	Habitable floors affected	2 or less	0	0	There were no flooding events.
Target	Result	Per 1,000 connections	Habitable floors affected								
2 or less	0	0	There were no flooding events.								
SSP-SW3 Response to faults*.	The median response time to attend a flooding event, measured from the time that Council receives notification to the time that service personnel reach the site.	< 1 hour	On track As of 31 October 2025 <table border="1"> <thead> <tr> <th>Target</th> <th>Result</th> <th>Comment</th> </tr> </thead> <tbody> <tr> <td>< 1 hour</td> <td>0.00</td> <td>There were no events recorded</td> </tr> </tbody> </table>	Target	Result	Comment	< 1 hour	0.00	There were no events recorded		
Target	Result	Comment									
< 1 hour	0.00	There were no events recorded									
SSP-SW4 Customer satisfaction*.	The number of complaints received by Council about the performance of its stormwater system expressed per 1,000 properties connected to the system.	< 10 per year	On track As of 31 October 2025 <table border="1"> <thead> <tr> <th>Target per 1,000 connections</th> <th>Per 1,000 connections</th> <th>No. of complaints</th> </tr> </thead> <tbody> <tr> <td>< 10 per year</td> <td>0.80</td> <td>11</td> </tr> </tbody> </table> Number of connections as at 1 July 2025: 13,793.	Target per 1,000 connections	Per 1,000 connections	No. of complaints	< 10 per year	0.80	11		
Target per 1,000 connections	Per 1,000 connections	No. of complaints									
< 10 per year	0.80	11									
SSP-SW5	The number of:	•	On track								

Ref & Service	How performance is measured	Target	On track/Not on track/Unable to report/Not applicable										
A sustainable stormwater service*. received by Council in relation to Horizons Regional Council resource consents* for discharge from its stormwater system**.	Abatement Notices;	• 0	As of 31 October 2025 <table border="1"> <thead> <tr> <th></th> <th>YTD</th> </tr> </thead> <tbody> <tr> <td>Abatement Notices</td> <td>0</td> </tr> <tr> <td>Infringement Notices</td> <td>0</td> </tr> <tr> <td>Enforcement Orders</td> <td>0</td> </tr> <tr> <td>Convictions</td> <td>0</td> </tr> </tbody> </table>		YTD	Abatement Notices	0	Infringement Notices	0	Enforcement Orders	0	Convictions	0
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Infringement Notices;	• 0												
Enforcement Orders; and	• 0												
Convictions	• 0												

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- Council does not report on DIA Performance Measure 1 – Sub-part 4: Flood Protection and Control Works as this is applicable to Regional Council activities, not our district council. Council manages our district’s urban stormwater networks (pipes, open drains, and pump stations). Outside urban areas, the roading team generally maintains roadside drains where they are not covered by Horizons Regional Council’s drainage schemes. All stopbanks, floodgates, and major river or regional flood protection schemes are managed by Horizons Regional Council.

**Currently there is no discharge consent for Levin’s stormwater.

Land Transport

Ref & Service	How performance is measured	Target	On track/Not on track/Unable to report/Not applicable
SSP-LT1 A safe road network*.	The change from the previous financial year in the number of fatalities and serious injury crashes on the local road network.	No (or zero) change or a reduction from previous year.	Unable to report To be reported at financial year end.
SSP-LT2 Roads in good condition*.	The average quality of ride on a sealed local road network measured by smooth travel exposure.	Minimum 85%.	Unable to report Inspection is done once a year. To be reported at financial year end.
SSP-LT3 Roads that are maintained well*.	The percentage of the sealed local road network that is resurfaced annually.	Minimum of 3.5% of total area.	Unable to report To be reported at financial year end after reseals are completed.

Ref & Service	How performance is measured	Target	On track/Not on track/Unable to report/Not applicable
SSP-LT4 Footpaths are in an acceptable condition*.	Target footpath condition rating (% compliant with Council's standards found in the Land Transport Activity Plan).	97% of footpaths in average to excellent condition.	On track As of 31 October 2025 96.87% of footpaths were in excellent to average condition and 3.13 in a poor or very poor condition.
SSP-LT5 Good response to service requests*.	The percentage of customer service requests relating to roads and footpaths to which Council responds within 15 working days.	> 95%	On track As of 31 October 2025 95.5% (492/515) requests relating to roads and footpaths were responded to within 15 working days.
SSP-LT6 Provision of safe and effective walking and cycling infrastructure.	Percentage of the transport network which includes safe and effective walking and cycling infrastructure.	2025/26: Increase from previous year. 2024/25 Determine the baseline.	Not on track We were unable to determine a baseline during this financial year. NZTA Waka Kotahi reduced funding for this work, and no work was done in this space. Note: As we have limited or no funding for cycling investment, it is unlikely that we will achieve either the 'determine baseline' or the 'increase from previous year' for remainder of the LTP term.

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Solid Waste

Ref & Service	How performance is measured	Target	On track/Not on track/Unable to report/Not applicable
SSP-SD1 Ensuring the health, safety and wellbeing of our	Number of legitimate complaints ⁵ Recycling bins Kerbside collection.	Recycling: 5 legitimate complaints per	On track As of 31 October 2025

⁵ Legitimate complaints do not include when bin was put out on the wrong week; bin was not out at time of collection, and the bin was not collected due to contamination.

Ref & Service	How performance is measured	Target	On track/Not on track/Unable to report/Not applicable									
community by collecting refuse and recycling in a timely and sanitary manner.		1,000 bins issued annually	<table border="1"> <thead> <tr> <th>Target permitted</th> <th>No. of legitimate complaints</th> <th>No. of complaints per 1,000 bins</th> </tr> </thead> <tbody> <tr> <td colspan="3">Recycling</td> </tr> <tr> <td>*80 permitted p/a</td> <td>20</td> <td>1.3</td> </tr> </tbody> </table> <p>Number of bins:15,964 *Target calculation: (15,964/1,000) x 5 =79.8 Result: (20/15,964) x 1,000 = 1.3</p>	Target permitted	No. of legitimate complaints	No. of complaints per 1,000 bins	Recycling			*80 permitted p/a	20	1.3
		Target permitted	No. of legitimate complaints	No. of complaints per 1,000 bins								
Recycling												
*80 permitted p/a	20	1.3										
Kerbside collection: 1 legitimate complaint per 800 bags sold annually.	<table border="1"> <thead> <tr> <th>Target permitted</th> <th>No. of legitimate complaints</th> <th>No. of complaints per 800 bags</th> </tr> </thead> <tbody> <tr> <td colspan="3">Kerbside collection</td> </tr> <tr> <td>*21 permitted for YTD</td> <td>18</td> <td>0.86</td> </tr> </tbody> </table> <p>Number of bags sold as of 01 July 2025: 16,800 *Target permitted calculation: (16,800/800) x 1 = 21 Result: (18/16,800) x 800 = 0.86</p>	Target permitted	No. of legitimate complaints	No. of complaints per 800 bags	Kerbside collection			*21 permitted for YTD	18	0.86		
Target permitted	No. of legitimate complaints	No. of complaints per 800 bags										
Kerbside collection												
*21 permitted for YTD	18	0.86										
SSP-SD2 Embedding circular thinking into our waste management systems.	Meet the targets set in the Waste Management Minimisation Plan (WMMP ⁶).	100% of targets.	<p>Not on track</p> <p>As of 31 October 2025 80% (8/10) targets due this financial year are on track as set in the Waste Management Minimisation Plan (WMMP).</p> <p>Of these:</p> <ul style="list-style-type: none"> The target related to flytipping cannot be measured. Flytipping is collected by our contractor Green by Nature with other waste from litter bins and parks and property shrubbery (greenwaste). This is an economical means to manage Council's Day to day costs. 									

⁶ The WMMP is available on our website: <https://www.horowhenua.govt.nz/files/assets/public/v2/council-documents/plans/horowhenua-waste-management-and-minimisation-plan-2024-august-2024.pdf>

Ref & Service	How performance is measured	Target	On track/Not on track/Unable to report/Not applicable
			<ul style="list-style-type: none"> The waste diversion target (30% by 2026) has not been measured as we do not yet have the necessary commercially sensitive waste tonnage data. This data accessibility may improve when the solid waste bylaw is approved. Note: This target is not a mandatory MfE requirement anymore. <p>Note: The WMMP has a total of 13 targets over a 6-year period. Of these, 3 are scheduled for 2027 and beyond. There is a risk that if a resource recovery centre and or kerbside organics collection of some form is not introduced the WMMP diversion targets (30%-2026, 40%-2028 and 50% by 2030) will not be reached.</p>

Community Facilities

Ref & Service	How performance is measured	Target	On track/Not on track/Unable to report/Not applicable												
SSP-CF1 Our aquatic centres support and enhance community well-being and safety.	Number of opportunities ⁷ provided for the community and by the community ⁸ that enhances well-being and safety in or through the use of our aquatic facilities.	500 opportunities per calendar month.	<p>On track</p> <p>As of 31 October 2025</p> <table border="1"> <thead> <tr> <th>Month</th> <th>No. of opportunities</th> </tr> </thead> <tbody> <tr> <td>July 2025</td> <td>893</td> </tr> <tr> <td>Aug 2025</td> <td>888</td> </tr> <tr> <td>Sept 2025</td> <td>1,054</td> </tr> <tr> <td>Oct 2025</td> <td>1,059</td> </tr> <tr> <td>YTD</td> <td>3,894</td> </tr> </tbody> </table>	Month	No. of opportunities	July 2025	893	Aug 2025	888	Sept 2025	1,054	Oct 2025	1,059	YTD	3,894
Month	No. of opportunities														
July 2025	893														
Aug 2025	888														
Sept 2025	1,054														
Oct 2025	1,059														
YTD	3,894														

⁷ Such as swimming lessons, training, competitions, events and fitness classes.
⁸ Swim schools, clubs, organisations

Ref & Service	How performance is measured	Target	On track/Not on track/Unable to report/Not applicable
SSP-CF2 Community has access to a range of current information that inspires, entices and informs in both print and digital format.	Contribute to community literacy by providing curated collections of physical and digital resources.	≥3 resources per capita.	On track As of 31 October 2025 The community had access to a minimum of 3.4 resources per capita: <ul style="list-style-type: none"> • 76,507 physical resources • 55,709 digital resources (owned) Measured by 38,100 capita.
SSP-CF3 Libraries and community facilities meet the community's needs.	Percent of residents and non-residents satisfied with library and community services based on the Annual Customer Satisfaction Survey.	≥ 92%	Unable to Report The next Annual Customer Satisfaction Survey results will be available in June 2026.

Community Infrastructure

Ref & Service	How performance is measured	Target	On track/Not on track/Unable to report/Not applicable
SSP-CI1 A range of parks and reserves that are affordable, well maintained, safe and provide for the recreational (play and sport), cultural and environmental wellbeing of the community.	Playground facilities receive a monthly inspection by a suitably qualified person to ensure they comply with relevant National Playground standards and findings of inspection are actioned (or plan put in place) before the next inspection.	≥ 90% of playgrounds resources per capita.	On track As of 31 October 2025 95.6% (22/23) playgrounds were inspected by a suitably qualified person. Muaūpoko Park closed and not inspected. No failures identified during previous inspections requiring action before the next inspection. No failures were identified during the latest inspection.
SSP-CI2 A range of parks and reserves that are affordable, well	Parks and reserves maintenance contracts are administered and	Achieve	On track As of 31 October 2025

Ref & Service	How performance is measured	Target	On track/Not on track/Unable to report/Not applicable
maintained, safe and provide for the recreational (play and sport), cultural and environmental wellbeing of the community.	monitored on a regular basis, as per contract specifications.		95.6% (target of 95% as per the contract) of parks and reserves maintenance contracts were administered and monitored as per contract specifications.
SSP-CI3 A range of parks and reserves that are affordable, well maintained, safe and provide for the recreational (play and sport), cultural and environmental wellbeing of the community.	Sports grounds are made available for use with appropriate ground condition.	0 complaints made about sports grounds availability and conditions.	On track As of 31 October 2025 No complaints were made about sports ground availability, and no complaints were made about sport ground conditions.
SSP-CI4 Clean and safe public toilets.	Public toilet maintenance contracts are administered and monitored on a regular basis, as per contract specifications.	Achieve	On track As of 31 October 2025 99% (target is 85% as per contract) of public toilet maintenance contracts were administered and monitored as per contract specifications.
SSP-CI5 Cemeteries are fit for purpose and meet the changing needs of our community now and into the future.	Across the district's cemeteries, there is a continuous availability of 10% of developed burial plots (of any type) at any given time.	Achieve	Not on track As of 31 October 2025 There was a continuous availability of 8.6% (2,040) of developed plots (of any type) across the district's cemeteries at any given time. Note: Cemeteries continue under a programme of development with additional plots to be created during 2025/26.

Property

Ref & Service	How performance is measured	Target	On track/Not on track/Unable to report/Not applicable
There are no Level of Service performance measures for this activity.			

Representation and Community Leadership

Ref & Service	How performance is measured	Target	On track/Not on track/Unable to report/Not applicable
SSP-RCL1 Council supports residents and ratepayers to have their views heard and considered in Council decision-making.	Regular opportunities ⁹ are provided for the community to influence decision-making.	100 opportunities per year.	On track As of 31 October 2025 38 opportunities were provided for the community to influence decision-making.
SSP-RCL2 Council is transparent and accountable to the community.	Council agendas are available on the website 2 working days prior to the relevant meeting. Council meeting minutes are available on the website 2 working days after the relevant meeting ¹⁰ .	≥ 95% of agenda and minutes.	On track As of 31 October 2025 <ul style="list-style-type: none"> 100% of Council agendas were available on the website two working days prior to the relevant meeting 100% of Council meeting minutes were available on the website two working days after the relevant meeting.
SSP-RCL3 Develop and deliver strategic projects, plans and corporate documents that achieve or contribute to our Community Outcomes.	Community Outcomes are achieved or contributed to by milestones of strategic projects, plans and corporate documents being met.	100% of milestones.	On track As of 31 October 2025 100% of strategic projects, plans and corporate documents developed and delivered contributed to our Community Outcomes. Annual Report 2024/25 <ul style="list-style-type: none"> Annual Report adopted within statutory timeframe – 8 October 2025.

⁹ Such as live streaming, public forums, open meetings, workshops etc, cuppa with a councillor.

¹⁰ Council meetings, committee meetings, and Board Meetings.

Ref & Service	How performance is measured	Target	On track/Not on track/Unable to report/Not applicable
			<ul style="list-style-type: none"> • Annual Report clean Audit Report received – 8 October 2025. Climate Action Plan • On track for 2026/27 - Moata Carbon Portal implemented and community funding allocated via grants process. District Plan Changes • On track – application for exemption to ‘plan stop’ (government announcement) underway for PC6a. Levin Town Centre projects • Unconditional contract with The Wellington Company Ltd to purchase and redevelop the Levin War Memorial Hall and Village Green. • Development of draft Access and Parking Strategy and seeking community feedback via Let’s Kōrero campaign from 18 November 2025 to 9 January 2026. • Arterra Interactive finalising 3D digital visualisation of the Levin Town Centre. • THCL developing a Retail Transformation Strategy and project plan. • Proposed enhancements to former Women’s Bowling Green and adjacent carpark, and Levin Domain. • Business case for future approach to take the Oxford Street properties to market. Foxton and Foxton Beach Community Plan • Revised Foxton Futures Group aligning with community theme leads and broader community to bring the Foxton and Foxton Beach Plan to life. Shannon/Otāuru Community Plan • Community Plan Working Group continuing to work with wider community and other groups to develop action plan.

Community Support

Ref & Service	How performance is measured	Target	On track/Not on track/Unable to report/Not applicable															
SSP-CS1 The community is supported to be prepared for an emergency.	Staff are trained and ready to respond and support the community in an emergency.	<p>80% of full-time staff completed Integrated Training Framework Foundation within 6 months of commencing.</p> <p>50% of full-time staff completed Integrated Training Framework Intermediate within 1 year of commencing.</p>	<p>Unable to report</p> <p>As of 31 October 2025 65 new Full Time (FT) staff joined the organisation during the 2024/25 financial year. As a six month and one year period has not passed since financial year end, the full final data is not available.</p> <p>To enable staff to report on the progress made, we are working to create a system/process:</p> <ul style="list-style-type: none"> • that identifies full time staff commencing work within a specific financial year, • that track the type of, and dates of training sessions attended, and • that determines whether training for the foundation and intermediate frameworks for new staff occurred within the respective timeframes of the SSP and what the percentages are. <p>Staff will be able to report on progress once the new system/process is completed. This is expected to be completed by the next OPR due date.</p> <p>Below are the number of overall staff that attended training sessions during the 2024/25 financial year and the 2025/26 financial year up to date of reporting:</p> <table border="1"> <thead> <tr> <th>Session</th> <th>2024/25 FY</th> <th>2025/26 FY</th> </tr> <tr> <th></th> <th colspan="2">No. of staff attended</th> </tr> </thead> <tbody> <tr> <td>CDEM Induction</td> <td>59</td> <td>8</td> </tr> <tr> <td>Foundation course</td> <td>45</td> <td>11</td> </tr> <tr> <td>Intermediate course</td> <td>23</td> <td>0</td> </tr> </tbody> </table>	Session	2024/25 FY	2025/26 FY		No. of staff attended		CDEM Induction	59	8	Foundation course	45	11	Intermediate course	23	0
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Ref & Service	How performance is measured	Target	On track/Not on track/Unable to report/Not applicable		
			Function courses	47	8
<p>SSP-CS2 We are able to continue to operate during high impact emergency events.</p>	<p>Complete a comprehensive Emergency Operations Centre (EOC) capability audit every two years to ensure compliance with the Civil Defence Emergency Management (CDEM) Act 2002.</p> <p>The audit must be conducted by an independent suitably qualified person.</p>	<p>An audit is conducted every two years.</p>	<p>Not applicable</p> <p>As of 31 October 2025 An EOC capability audit was carried out during the 2024/25 financial year.</p> <p>The next audit will be carried out in the last quarter of the 2026/27 financial year.</p>		
<p>SSP-CS3 Community organisations to ensure transparency regarding the allocation of Council-provided financial support.</p>	<p>Community organisations receiving funds for essential services to fulfil monitoring and reporting obligations.</p>	<p>100%</p>	<p>Not on track</p> <p>As of 31 October 2025 87.5% (7/ 8) of the community organisations receiving funds for essential services during the 2024/25 financial year fulfilled monitoring and reporting obligations for reports (due 31 July 2025).</p> <p>Monitoring and Reporting for the 2025/26 financial year is due on 30 June 2026.</p>		
<p>SSP-CS4 Collaboration with and advocacy (including business development and new business investment in the Horowhenua District) for</p>	<p>Percent of District's Businesses that are satisfied or more than satisfied with Council's support to local businesses and overall performance in the Economic Development activity.</p>	<p>≥ 75%</p>	<p>Unable to Report</p> <p>The next Annual Customer Satisfaction Survey results will be available in June 2026.</p>		

Ref & Service	How performance is measured	Target	On track/Not on track/Unable to report/Not applicable
all sectors of local business.			
SSP-CS5 Providing opportunities for local businesses and the local community to understand business support and economic development initiatives available.	Number of opportunities ¹¹ provided by Council.	≥ 30	On track As of 31 October 2025 76 opportunities for local businesses and the local community to understand business support and economic development initiatives available, were provided by Council. This is made up of 11 events and 65 communication posts (website, news, social media posts, or other).

Regulatory Services

Ref & Service	How performance is measured	Target	On track/Not on track/Unable to report/Not applicable
SSP-RS1 Processing of applications under the Resource Management Act (RMA) 1991.	Percentage of resource consent applications that are processed within statutory timeframes.	95%	Not on track As of 31 October 2025 70.6% (48/68) resource consent applications were processed within statutory timeframes. The level of compliance with statutory timeframes has increased as process bottlenecks are resolved and work continues to ensure better visibility and clarity of the process.
SSP-RS2 Carry out Building Consent Authority functions including enforcement of legislation	Percentage of building consent applications that are processed within statutory timeframes.	95%	On track As of 31 October 2025

¹¹ Networking events, social media posts, case studies, other comms, other events etc.

Ref & Service	How performance is measured	Target	On track/Not on track/Unable to report/Not applicable
relating to construction of buildings and structures.			96.5% (193/200) building consent applications were processed with in statutory timeframes.
SSP-RS3 Community confidence and wellbeing is ensured in the safety of food and alcohol premises' businesses.	Percentage of existing food businesses that receive a poor verification outcome are revisited within 20 working days.	95%	On track As of 31 October 2025 No existing food businesses received a poor verification outcome and consequently no food businesses required revisiting within 20 working days.
SSP-RS4 Community confidence and wellbeing is ensured in the safety of food and alcohol premises' businesses.	Percentage of high-risk alcohol premises that are visited at least twice a year.	100%	Not applicable As of 31 October 2025 There were no high-risk alcohol premises in the district during the reporting period, and therefore no inspections were required.
SSP-RS5 We enhance community wellbeing by responding to public nuisance complaints in a timely manner.	Animal Control staff are rostered and available on a 24 hr. 7 day a week basis.	100%	On track As of 31 October 2025 100% of the time Animal Control staff were rostered and available on a 24 hr. 7 day a week basis.
SSP-RS6 Community can access Council in a way or by means that most suits them.	Percentage of community members surveyed that are satisfied with the ways they can contact Council.	≥ 80%	Unable to Report The next Annual Customer Satisfaction Survey results will be available in June 2026.
SSP-RS7 We enhance community wellbeing by responding to public nuisance complaints in a timely manner.	Percentage of noise complaints are responded to within 60 minutes.	100%	Not on track As of 31 October 2025 97.7% (342/350) of noise complaints were responded to within 60 minutes.

Ref & Service	How performance is measured	Target	On track/Not on track/Unable to report/Not applicable
			Note: While the target is to respond to all complaints within 60 minutes, this is not always possible.

2025/26 Organisation Performance Measures (OPMs)

Introduction

Council did a review of the service performance measures, with input from the auditors, during the 2024-44 Long Term Plan (LTP) process. As a result, there have been some changes to the service performance measures effective from the 2024-25 financial year. Changes include new service performance measures, amendment to some of the existing service performance measures and the creation of organisation performance measures – measures that Council deemed important and wants feedback on but aren't part of the LTP.

Summary

Status	
On track	17
Not on track	5
Unable to report	3
Total	25

Water Supply

Ref & Service	How performance is measured	Target	On track/Not on track/Unable to report																																
OPM-WS1	Reduce energy consumption across the water supply network.	Decrease energy consumption by 3% year on year.	Not on track																																
We reduce our impact on the environment.			As of 31 October 2025 Overall energy consumption was increased by 0.5% YTD across the water supply network.																																
			<table border="1"> <thead> <tr> <th></th> <th>Sept 2025</th> <th>Oct 2025</th> <th>YTD</th> </tr> </thead> <tbody> <tr> <td>Levin WTP</td> <td>+1</td> <td>-3.3%</td> <td>+4</td> </tr> <tr> <td>Foxton WTP</td> <td>-0.2</td> <td>+26.2</td> <td>+8.2</td> </tr> <tr> <td>Foxton Beach WTP</td> <td>+140</td> <td>+79.9</td> <td>+81.6</td> </tr> <tr> <td>Tokomaru intake pumps</td> <td>+20</td> <td>-12.6</td> <td>-13.4</td> </tr> <tr> <td>Levin intake</td> <td>+18</td> <td>-15.6</td> <td>-10.2</td> </tr> <tr> <td>Lady's mile Foxton</td> <td>+14</td> <td>-24.6</td> <td>-28</td> </tr> <tr> <td>Clyde bore</td> <td>-4</td> <td>-4.2</td> <td>+2</td> </tr> </tbody> </table>		Sept 2025	Oct 2025	YTD	Levin WTP	+1	-3.3%	+4	Foxton WTP	-0.2	+26.2	+8.2	Foxton Beach WTP	+140	+79.9	+81.6	Tokomaru intake pumps	+20	-12.6	-13.4	Levin intake	+18	-15.6	-10.2	Lady's mile Foxton	+14	-24.6	-28	Clyde bore	-4	-4.2	+2
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Ref & Service	How performance is measured	Target	On track/Not on track/Unable to report
OPM-WS2 Provision of a sustainable and resilient water supply for Levin.	Develop and implement the Levin Water Treatment Plant Master Plan.	Adopt master plan and meet 100% of milestones.	<p>On track</p> <p>As of 31 October 2025</p> <p>Work has continued progressing the priority workstreams including the new treated water reservoir options, refurbishment of filters to prolong life, UV additional installation, bypass upgrade, long term conceptual layout works.</p> <p>An update to master plan is proposed to inform bypass, and UV priority.</p> <p>Planning assistance has been engaged for new Treated water reservoir.</p>

Wastewater Treatment

Ref & Service	How performance is measured	Target	On track																												
OPM-WW1 We reduce our impact on the environment.	Reduce energy consumption across the wastewater network.	Decrease energy consumption by 3% year on year.	<p>Not on track</p> <p>As of 31 October 2025</p> <p>Overall energy consumption was decreased by 3.7% YTD across the wastewater network.</p> <table border="1"> <thead> <tr> <th></th> <th>Sept 2025</th> <th>Oct 2025</th> <th>YTD</th> </tr> </thead> <tbody> <tr> <td>Mako road sewage pump</td> <td>-33%</td> <td>+16%</td> <td>+12%</td> </tr> <tr> <td>Effluent disposal pump Hōkio Sands</td> <td>-62%</td> <td>-34%</td> <td>-13%</td> </tr> <tr> <td>Levin WWTP</td> <td>+7%</td> <td>+12%</td> <td>+9%</td> </tr> <tr> <td>Levin WWTP transfer pump</td> <td>0%</td> <td>-11%</td> <td>-2%</td> </tr> <tr> <td>Waitārere WWTP</td> <td>+26%</td> <td>+24%</td> <td>+56%</td> </tr> <tr> <td>"The Pot" pumping station</td> <td>-67%</td> <td>+12%</td> <td>-20%</td> </tr> </tbody> </table>		Sept 2025	Oct 2025	YTD	Mako road sewage pump	-33%	+16%	+12%	Effluent disposal pump Hōkio Sands	-62%	-34%	-13%	Levin WWTP	+7%	+12%	+9%	Levin WWTP transfer pump	0%	-11%	-2%	Waitārere WWTP	+26%	+24%	+56%	"The Pot" pumping station	-67%	+12%	-20%
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Ref & Service	How performance is measured	Target	On track
OPM-WW2 We reduce our impact on the environment.	Implement the Levin Wastewater Treatment Plant Master Plan.	100% of masterplan milestones met.	On track As of 31 October 2025 Implementation of the master plan is underway. The following priority work streams are being progressed. <ul style="list-style-type: none"> • Stage 1 of the Inlet pipe and Bulkmain construction is completed, with Stage 2 now underway. • Preliminary design completed for the Headworks. • Headworks request for tender went out to market in November 2025. Submissions close 31 January 2026. • Digester preliminary design ongoing.

Stormwater

Ref & Service	How performance is measured	Target	On track/Not on track/Unable to report
OPM-SW1 We identify priority areas to focus our stormwater investment on such as resilience and freshwater quality.	Develop and implement a Catchment Management Plan Work Plan including milestones.	100% of milestones met.	On track The Stormwater team has reviewed the recommendations from each Catchment Management Plan and identified some of the priority projects for delivery in the 2025/26 financial year. The Catchment Management Plan Work Plan is scheduled for adoption by 1 July 2026.

Land Transport

Ref & Service	How performance is measured	Target	On track/Not on track/Unable to report
There are no Operational Performance measures for this activity.			

Solid Waste

Ref & Service	How performance is measured	Target	On track/Not on track/Unable to report
OPM-SD1 Reduce our impact on the environment Promote Waste Minimisation in the community.	Number of opportunities ¹² in which the community is educated on waste minimisation practices.	≥ 6	On track As of 31 October 2025 8 opportunities to educate the community on waste minimisation practices were provided: <ul style="list-style-type: none"> • 3 Waste events • 3 Community Connection posts • 2 Facebook posts • 2 Zero Waste school visits • 16 Enviroschools enrolled district wide

Community Facilities and Services

Ref & Service	How performance is measured	Target	On track/Not on track/Unable to report
OPM-CF1 Customers have access to programmes and initiatives that enhance the wellbeing of the district.	Number of participants in programmes delivered from our Community Facilities that provide equitable access to community services.	≥ 30,000	On track As of 31 October 2025 9,794 participants participated in 437 programmes and initiatives enhancing the wellbeing of the district.
OPM-CF2 Providing affordable and accessible community spaces for groups.	Percentage of bookings that paid a community or free rate.	≥ 60%	On track As of 31 October 2025 88.7% (779/878) of bookings were charged in accordance with a community or free rate.
OPM-CF3	Number of high-risk incidents.	0	On track As of 31 October 2025

¹² School programmes, communications, events etc.

Ref & Service	How performance is measured	Target	On track/Not on track/Unable to report
	We are prepared and equipped to prevent high risk situations ¹³ by having an appropriate number of appropriately trained staff and relevant equipment.		There were no high-risk incidents.

Community Infrastructure

Ref & Service	How performance is measured	Target	On track/Not on track/Unable to report
OPM-C11 A range of parks and reserves that are affordable, well maintained, safe and provide for the recreational (play and sport), cultural and environmental wellbeing of the community.	Residential dwellings in urban areas are within 400 metres of a local reserve (either Council or privately provided) and within 800 metres of playgrounds or reserves destinations.	≥ 80% of residential dwellings.	On track As of 31 October 2025 <ul style="list-style-type: none"> 81% of residential dwellings in urban areas were within 400 metres of a local reserve (either Council or privately provided) and 90% were within 800 metres of playgrounds or reserves destinations.

Property

Ref & Service	How performance is measured	Target	On track/Not on track/Unable to report
OPM-P1 We have processes to ensure Council properties are used and maintained appropriately and safely.	Percent of buildings with compliance schedules that will have current building WOF.	100% of buildings.	Not on track As of 31 October 2025 95% (21/22) of buildings with compliance schedules have a current building WOF. Note: The outstanding BWOF as of 31 October 2025 was the Waitāreere Surf Lifesaving Club building. The BWOF has since been received for this building.

¹³ Resuscitation required.

Ref & Service	How performance is measured	Target	On track/Not on track/Unable to report
OPM-P2 We have processes to ensure Council properties are used and maintained appropriately and safely.	Planned maintenance of Council owned properties as detailed in the asset register is carried out or appropriately deferred.	Achieve	On track As of 31 October 2025 18/21 planned maintenance of Council owned properties were carried out or appropriately deferred as detailed in the asset register.

Representation and Community Leadership

Ref & Service	How performance is measured	Target	On track/Not on track/Unable to report
OPM-RCL1 Māori engagement is improved.	A Māori Engagement Framework is developed, implemented and monitored.	Achieve	On track As of 31 October 2025 The Iwi/Hapū Relationships Framework was adopted by Council in August 2025. The new name is <i>Tiraki</i> and it is available on our Council website. Work is being undertaken to operationalise the framework. Latest progress includes: <ul style="list-style-type: none"> Working on a report to council to outline each partnership agreement and provide suggested options for alignment going forward, based on the Tiraki framework.

Community Support

Ref & Service	How performance is measured	Target	On track/Not on track/Unable to report																								
OPM-CS1 Māori aspirations are supported.	Number of local programmes, grants and activities that respond to Māori aspirations.	Increase baseline: Baseline for 2025/26: <ul style="list-style-type: none"> • 2 local programmes • 25 grants and • 10 activities 	On track As of 31 October 2025 No local programmes, 11 grants and 2 activities responded to Māori aspirations: <table border="1"> <thead> <tr> <th>Month</th> <th>Programmes</th> <th>Grants</th> <th>Activities</th> </tr> </thead> <tbody> <tr> <td>July 2025</td> <td colspan="3">Baseline established</td> </tr> <tr> <td>Aug 2025</td> <td>0</td> <td>0</td> <td>2</td> </tr> <tr> <td>Sept 2025</td> <td>0</td> <td>0</td> <td>0</td> </tr> <tr> <td>Oct 2025</td> <td>0</td> <td>11</td> <td>2</td> </tr> <tr> <td>YTD</td> <td>0</td> <td>11</td> <td>4</td> </tr> </tbody> </table>	Month	Programmes	Grants	Activities	July 2025	Baseline established			Aug 2025	0	0	2	Sept 2025	0	0	0	Oct 2025	0	11	2	YTD	0	11	4
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OPM-CS2 The wellbeing of our diversity community is enhanced through opportunities to connect.	Number of opportunities to connect supported by Council.	≥ 30	On track As of 31 October 2025 22 opportunities to connect were supported by Council: <table border="1"> <thead> <tr> <th>Month</th> <th>No. of opportunities</th> </tr> </thead> <tbody> <tr> <td>July 2025</td> <td>1</td> </tr> <tr> <td>Aug 2025</td> <td>13</td> </tr> <tr> <td>Sept 2025</td> <td>0</td> </tr> <tr> <td>Oct 2025</td> <td>8</td> </tr> <tr> <td>YTD</td> <td>22</td> </tr> </tbody> </table>	Month	No. of opportunities	July 2025	1	Aug 2025	13	Sept 2025	0	Oct 2025	8	YTD	22												
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OPM-CS3 Provide opportunities for community organisations to train staff in essential skills and increase overall	Number of individuals participating in Capacity and Capability Building Programme workshops or training over the year.	≥ 200	On track As of 31 October 2025 61 individuals participated in Capacity and Capability Building Programme workshops or training:																								

Ref & Service	How performance is measured	Target	On track/Not on track/Unable to report	
			Month	No. of opportunities
capability of our workforce.			July 2025	32
			Aug 2025	12
			Sept 2025	5
			Oct 2025	12
			YTD	61
OPM-CS4 Youth who are not in education or work are supported onto a positive pathway to training or employment.	Number of youths supported into employment or training.	≥ 40	Not on track As of 31 October 2025 No young people were supported into employment or training. Note: Challenges to meet this OPM is due to challenging contractual requirements alongside the current low job market and the large number of people seeking employment. A dedicated full-time resource is now employed, and we expect to see outcomes being delivered and reported on.	
OPM-CS5 Connecting our community and Council through authentic engagement.	Increase our Net Promotor Score ¹⁴ .	Increase by 8.0 points year on year.	Unable to Report The next Annual Customer Satisfaction Survey results will be available in June 2026.	
OPM-CS6 Connecting our community and Council through authentic engagement.	Increase brand perception via overall customer satisfaction ¹⁵ .	Increase by 6% year on year.	Unable to Report The next Annual Customer Satisfaction Survey results will be available in June 2026.	

¹⁴ NPS measures the loyalty of customers to a company. NPS scores are measured with a single-question survey and reported with a number from the range -100 to +100, a higher score is desirable.

¹⁵ A Customer Satisfaction score gauges how happy consumers are with a purchase or interaction.

Ref & Service	How performance is measured	Target	On track/Not on track/Unable to report
OPM-CS7 Drive sustainable visitor growth to the district, build local tourism capability and work alongside iwi, business and community to achieve favourable economic, social, environmental and cultural outcomes.	Increase total number of engaged sessions ¹⁶ to https://horowhenuanz.co.nz .	Increase by 10% year on year.	Not on track As of 31 October 2025 The total number of engaged sessions decreased by 1.3% to 22,035 compared to the previous period.
OPM-CS8 Drive sustainable visitor growth to the district, build local tourism capability and work alongside iwi, business and community to achieve favourable economic, social, environmental and cultural outcomes.	Increase total number of website referrals ¹⁷ from https://horowhenuanz.co.nz .	Increase by 10% year on year.	On track As of 31 October 2025 The total number of website referrals for the year was 7,295 or a 16.3% increase compared to the previous period.
OPM-CS9 Using data and insights to drive positive change in the organisation.	Demonstrate use of Voice of Customer insights to improve customer experience and service delivery.	Narrative describing improvements made using voice of the customer data.	On track As of 31 October 2025 Improvements made using voice of the customer data: Customer Experience pulse surveys are drafted ready to be sent to users who have lodged a CRM with Council. This is in effort to delve deeper in understanding where the improvement opportunities exist for Council to

¹⁶ Engaged Sessions - how many of our visitors are “engaged” with our website? Google Analytics will count a session as engaged if (1) it lasts longer than 10 seconds, (2) it includes at least one conversion and (3) it includes two or more page views.

¹⁷ Website Referrals means outbound link clicks to local businesses or experiences.

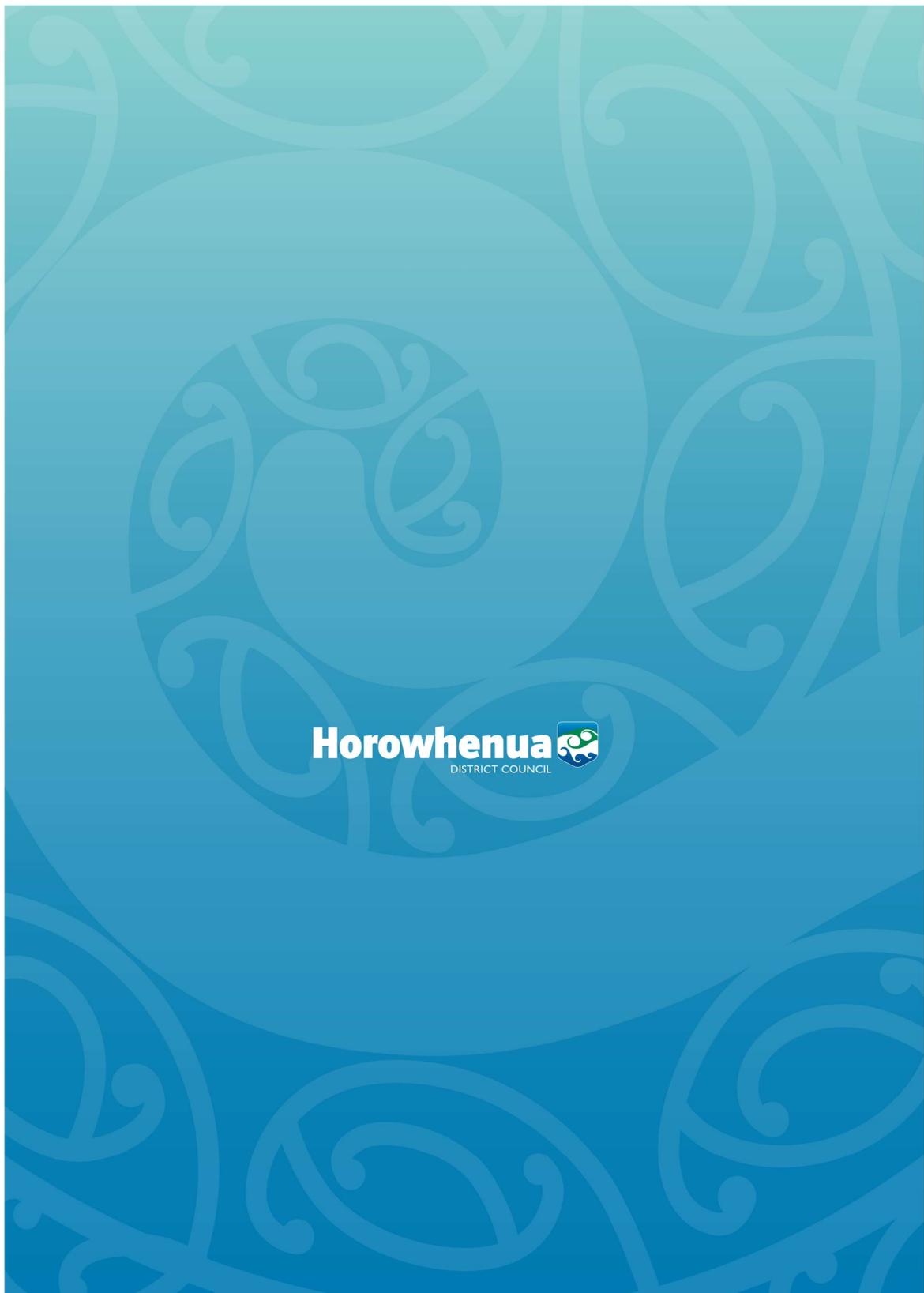
Ref & Service	How performance is measured	Target	On track/Not on track/Unable to report
			improve the metric 'easy to do business with' can be made.
OPM-CS10 Staff have knowledge and understanding to effectively engage with Māori.	A cultural competence framework ¹⁸ is developed and milestones are met.	100% of milestones.	Unable to report As of 31 October 2025 The cultural competence framework is still in development and planned to be completed by February 2026.
OPM-CS11 Provide funding for projects and initiatives that build partnerships and are community-led.	Successful grant applications demonstrate benefits that align to Council's outcomes and priorities.	≥ 95%	On track As of 31 October 2025 100% of successful Round 1 grant applications (closed on 31 August 2025) demonstrated benefits that align to Council's outcomes and priorities. The accountability reports for the Round 1 grant application accountabilities are due on 31 July 2026.

Regulatory Services

Ref & Service	How performance is measured	Target	On track/Not on track/Unable to report
OPM-RS1 Community wellbeing is protected by being kept safe from dogs identified as posing the most risk.	The percentage of cases of non-compliance for dogs that are classified as dangerous or menacing, reach compliance within 3 months.	≥ 95%	On track As of 31 October 2025 54.5 % (6/11) cases of non-compliance for dogs that are classified as dangerous or menacing, reached compliance within 3 months.

¹⁸ May include core competency areas such as Te Reo Māori, Te Ao Māori, Kawa & Tikanga, Te Tiriti o Waitangi and Engagement with Māori.

Ref & Service	How performance is measured	Target	On track/Not on track/Unable to report
			<p>Some of these dogs were already de-sexed at the time of classification.</p> <p>The remaining 45.5% (5 dogs), are still within the 3-month compliance period and being followed up on by animal control.</p>



File No.: 26/62

8.8 Horowhenua District Council Interim Organisation Performance Report February 2026

Author(s)	Alice Petersen Support Officer - Democracy Āpiha Tautoko - Manapori
Approved by	Monique Davidson Chief Executive Officer Tumuaki

PURPOSE | TE PŪTAKE

1. This report presents the Interim Organisation Performance Report for February 2026 highlighting areas of interest to the Foxton Community.

RECOMMENDATION | NGĀTAUNAKITANGA

- A. That Report 26/62 Horowhenua District Council Interim Organisation Performance Report February 2026 be received and noted.

BACKGROUND | HE KŌRERO TŪĀPAPA

2. This report is provided for information purposes only and seeks to update Board Members on a number of key projects and priorities for Horowhenua District Council highlighting areas of interest for Te Awahou Foxton Community.
3. This report reflects a refreshed approach following Council's adoption of new Top Priorities — focusing on Going for Growth, Future Fit Council and Financial Discipline.
4. The financial reporting is for the 2025/26 financial year to 31 December 2025.
5. The full Interim Organisation Performance Report is attached to provide context to Board Members and the community. Members are encouraged to signal questions in advance of the meeting so that appropriate answers can be sought.

TE AWAHOU AREA HIGHLIGHTS

6. Capital Programme Delivery – Waters, page 6 & 7.
7. Capital Programme Delivery – Land Transport, page 7.
8. Destination Management, page 9.
9. Foxton and Foxton Beach Community Plans & Foxton Futures, page 13.
10. 'Cuppa with a Councillor' Te Awahou Nieuwe Stroom, page 13.

Confirmation of statutory compliance

In accordance with sections 76 – 79 of the Local Government Act 2002, this report is approved as:

- a. containing sufficient information about the options and their advantages and disadvantages, bearing in mind the significance of the decisions; and,
- b. is based on adequate knowledge about, and adequate consideration of, the views and preferences of affected and interested parties bearing in mind the significance of the decision.

ATTACHMENTS | NGĀ TĀPIRINGA KŌRERO

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A↓	Interim Organisation Performance Report - 4 February 2026	319



Horowhenua District Council Interim Organisation Performance Report

4 February 2026



Nā te Kaiwhakahaere Matua Executive Summary



I am pleased to present the Interim Organisational Performance Report (OPR) to 4 February 2026.

This report reflects a refreshed approach following Council's adoption of new Top Priorities — focusing on Going for Growth, Future Fit Council and Financial Discipline. These priorities streamline organisational focus to ensure that Council's work programme remains aligned with the needs and expectations of Council and our community.

While only adopted and endorsed in December, we have used the refined direction to adapt the Organisation Performance Report to reflect these priorities. Elected Members can anticipate the performance reporting will become further refined as Elected Members set Chief Executive KPI's and provide further specificity on outcomes and objectives.

The purpose of this report is to provide transparency and accountability while supporting open, constructive dialogue between Council and the community. It presents a snapshot of organisational performance, key achievements and progress against Council's strategic direction, noting an interim report is a brief check in with Elected Members.

This period has seen continued progress on key initiatives, with the new Top Priorities guiding the organisation's work. Two Values Highlights are featured in this report, demonstrating how our organisational values are being lived through action:

- **Tiakitanga** – Following the high wind event that occurred just before New Year's, Council teams and contractors worked swiftly and collaboratively to support affected communities, particularly in the northern townships of Tokomaru and Shannon. The response reflected the dedication and care that underpin our service to the district.
- **#arohātomahi** – In December, we welcomed Cole Hesleip who was visiting New Zealand on an international local government fellowship programme. Cole's visit reinforced the importance of shared learning, innovation and connection within the global local government community.

As we look ahead, the focus remains on embedding the new priorities, supporting elected member induction, and sustaining momentum across key projects and service delivery.

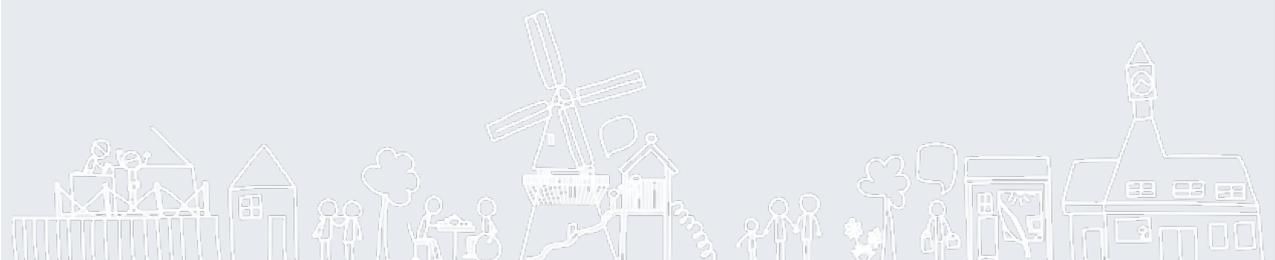
The refreshed format of this report reflects our ongoing evolution as we continue to build a confident and resilient future for Horowhenua.

Monique Davidson
Chief Executive

Ngā Ihirangi

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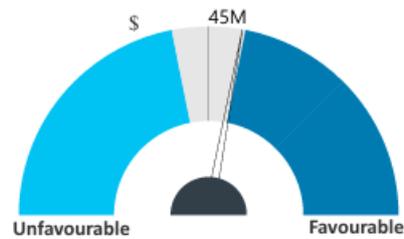


Organisation Performance Dashboard

Organisational Performance

YTD Ending 31 December 2025

This dashboard shows a snapshot of how we are tracking against our performance measure targets, our financial performance overall and activity financial information.

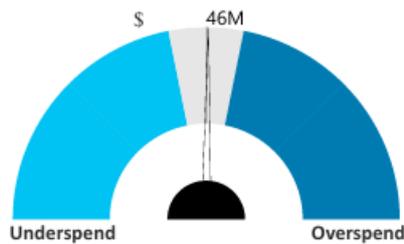


Financial Performance

INCOME

YTD Actual:	\$47.31M
YTD Budget:	\$45.25M
Full Year Forecast:	\$93.37M
Full Year Budget:	\$89.92M
YTD Variance:	\$2.06M, 4.5%

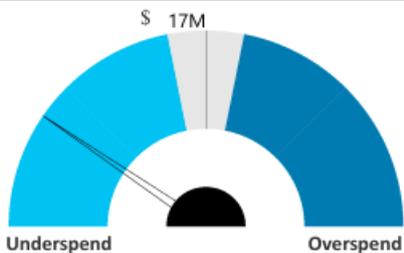
● on target



OPERATING EXPENDITURE

YTD Actual:	\$45.96M
YTD Budget:	\$45.84M
Full Year Forecast:	\$92.83M
Full Year Budget:	\$92.87M
YTD Variance:	-\$0.12M, (0.3%)

● on target



CAPITAL EXPENDITURE

YTD Actual:	\$12.94M
YTD Budget:	\$17.19M
Full Year Forecast:	\$41.23M
Full Year Budget:	\$52.58M
Variance:	\$4.25M, 24.7%

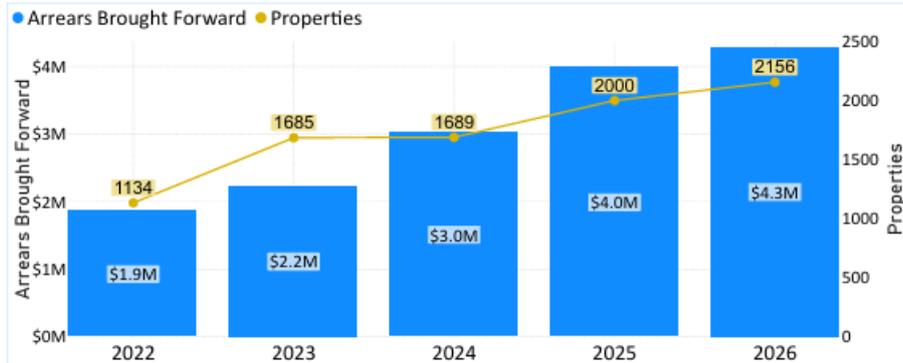
● below target

Our operating income is tracking higher than planned predominantly due to additional waste rebate levy. Some of the additional waste levy will be transferred to a reserve to use for waste minimisation work in future years. Additional revenue is also expected in Solid Waste activity including tipping fees and commercial tolls from the transfer stations, and rubbish bags sales. Our operating expenditure is tracking to budget.

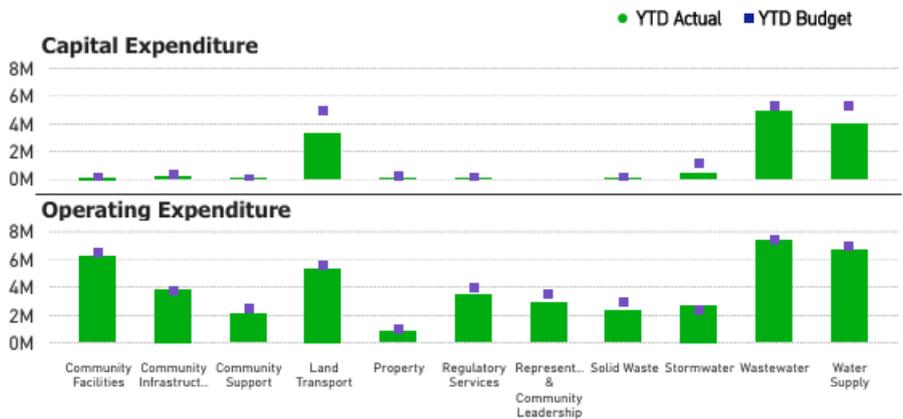
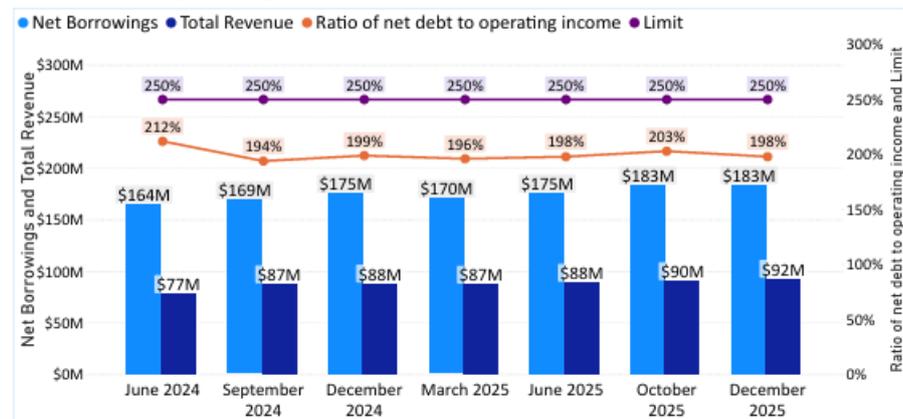
Overall operating results is tracking as planned to the end of December 2025. We continue to monitor spending closely to achieve the \$1m underlying operational savings target.

We have completed nearly \$13m for the capital programme to the end of December 2025, against the total capital budget of \$52m which includes \$4.8m carryforward projects. Project managers focused on project planning in the beginning of the financial year and we are forecasting a revised capital spend of around \$41m. The reduction is mainly due to the timing change of the Headworks project for the Levin Wastewater Treatment Plant.

Property Rates Arrears



Net Debt to Operating Income



Ngā Whaingā Matua Council Priorities

Leading to get the best outcomes for Horowhenua, shaped by community voices and partnerships.

Priority 1 – Going for Growth

We see the opportunities that come with growth and want to ensure a return on investment that contributes to Horowhenua’s liveability and prosperity.

Integrated growth planning informs infrastructure investment and key moves. And ensuring Growth delivers essential services communities can rely on and afford.

Elected Members were briefed on the Tararua Road Master Plan and support to launch this piece of work was given. Early steps include pulling together a team of technical advisors which, will commence as a matter of priority. Also related to the Tararua Road Master Plan work was a meeting held the week prior to Christmas between a key landowner, NZTA and HDC to make important connections and start building some integration between key stakeholders. NZTA are commencing their engagement over Tararua Road designs with landowners at the end of January; this will likely prompt further community interest in Council’s work.

Although evolving with the incidence of ongoing government reform, the review and establishment of the vested assets recovery concept and wider value capture for our community is ongoing. This initiative seeks to provide further clarity for growth and infrastructure investment, and the potential mechanisms available to optimise outcomes for our community. The establishment of the new water entity, the provision of the new development contribution direction, the desire to embrace private funding and the shared national/local focus on growth provides scope to redefine council's role in growth and associated infrastructure investment.

Delivery of 3W capital programme

The Three Waters capital programme has a total budget of \$29.1 million, with a \$9.7 million spent to date and a forecast total spend of \$20.7 million. The majority of the forecast underspend, \$7 million in wastewater, driven by timing shifts for the Headworks procurement at Levin Wastewater Treatment plant. Physical works now unlikely to commence until the 2026/27 financial year.

The programme continues to progress across the district, with a number of projects now under construction, nearing completion, or moving through procurement and design.

Key highlights this period include:

- Completion of major works at Foxton Beach and Foxton Water Treatment Plants, with final close-out activities underway.
- Good progress on districtwide water metering installation.

- Continued construction on the Levin wastewater bulkmain upgrade.
- Advancement of procurement for priority stormwater and wastewater projects.
- Ongoing technical investigations to better understand future water supply resilience risks, particularly at Lady's Mile Bore in Foxton.

While progress is being made, the main constraints with programme delivery relate to resourcing, consenting processes, and the need to align future projects with updated water and wastewater master planning, particularly in Levin and Foxton.

The focus over the next quarter will be on confirming contract pricing for priority projects, progressing tenders, clarifying project scopes where required, advancing master planning, and closing out completed works.

Delivery of Land Transport Capital Programme

East West Arterial

Progress is continuing with land acquisition and is expected to be completed in the first quarter of 2026, with land transfer, legal processes and final claims underway. Council lodged its Notice of Requirement (NOR) in July 2025 and is continuing to progress with iwi engagement being the key matter influencing the timing of the programme.

Tararua Road Improvements

Work has started on the Tararua Road Improvements Detailed Business Case, expected to be completed by end of March. Several concept designs are in development to assist workshops with Council in February. The project is indicatively planned for construction in 2027-28 FY.

Pavement Rehabilitations

Three pavement rehabilitations are planned this financial year:

- CD Farm Road, 500m north of Joblins Road
- Bruce Road, from Buller Road to Boulton Road
- Whirokino Road, approximately 1km length.

Construction of the CD Farm Road Pavement rehab is expected to start shortly.

Resurfacing Programme

The annual resurfacing programme is around 80% complete and will be completed in February.

Minor Safety Improvements

Speed humps have been installed on:

- Fairfield Road (Fairfield School entrance)
- MacArthur St (Fairfield School entrance)
- Thomas Place (Foxton Beach School entrance).

Further speed humps are planned at:

- Trafalgar St (early childhood education centre)
- Perth St (Solway Park).

Intersection Safety Improvements are planned at:

- Kawiu Road and Tiro Tiro Road intersection
- Seabury Ave and Nash Parade intersection.

Levin Town Centre transformation acts as a catalyst.

Council approved the Bath Street/Salisbury Street Carpark Expression of Interest process to progress to the next stage of inviting three respondents to participate in a Request for Proposal (RFP) process. The RFP will be open for four months. Introductory meetings were held prior to Christmas with each of the three successful respondents asked to clarify outcomes and expectations ahead of each commencing the RFP process.

The Let's Talk Access and Parking campaign went live via Let's Korero asking the community to help shape access and parking in Levin's Town Centre. The survey asked four questions and closed on 16 January 2026 with 283 responses received. The feedback provided from the survey will inform the final Levin Town Centre Access and Parking Strategy. A Council briefing was held on 28 January to present the responses.

Officers received the draft video from Arterra Interactive to share with Council in December. The video comprises a combination of digital twin technology, animation and 3D modelling to showcase the future vision and possibilities to inspire the community to 'imagine' the future of the Levin Town Centre. The video is receiving some final edits prior to being launched.

The procurement process for stage one of the Thompson Garden improvement works is being finalised. Stage one works include tidying up the former bowling green area and surrounding gardens, adding three pergolas and pathways to the area and removing the adjacent fencing to create easier access to the other areas of Thompson Gardens. It is pleasing to see this space already being activated and utilised with Pilates classes being held on the former bowling green space.

The Levin Town Centre landing page on the HDC website underwent a refresh with further improvements to follow [Levin Town Centre Transformation - Horowhenua District Council](#)

Using Growth to position the District as a place to be and invest in.

The Destination Management activity has been focused on strengthening Horowhenua's visitor profile, enhancing the visitor experience and supporting sustainable event growth through targeted marketing and partnerships.

The summer campaign was rolled out in partnership with See Me Media, featuring digital billboard advertising at Wellington's Sky Stadium over November and December, transitioning into cinema advertising from January to February 2026. The campaign targeted

families and short-break travellers seeking an easy escape from the city, building confidence in Horowhenua as an accessible, family-friendly destination.

A refreshed Visitor Map pocket guide was delivered, showcasing 10 curated listings across food and beverage, retail and arts and culture. The reverse side included district maps highlighting key visitor amenities. The guide was distributed through the iSite, accommodation providers, cafés, and other key touchpoints to help visitors navigate the district more easily while supporting local businesses.

The partnership with Neat Places continued, featuring destination content that showcased the best things to do in Foxton, alongside highlight features of Lewis Farms and De Molen. This content reinforced the district's strength in food, culture and visitor experiences.

Two applications to the Horowhenua Major Event Fund were progressed during this period, with funding allocated to Ales & Eats and the Waitārere Forest Run. The latter secured multi-year funding, supporting both event sustainability and repeat visitation.

The 2025 Visitor Survey was also completed during this reporting period, with findings to be reviewed in the new year. These insights will help inform future campaign targeting, content development, and improvements to the clarity and practicality of visitor information.

During this reporting period, the Economic Development activity focused on advancing strategic investment readiness, progressing key transport infrastructure projects, and ensuring robust engagement and advocacy through the Ōtaki to North Levin (Ō2NL) Expressway and related revocation processes.

The Horowhenua Company Limited (THCL) established the framework for an early-stage strategic investment pipeline, engaging with prospective investors and partners to better understand investment appetite, constraints, and opportunity areas. This work supported the development of a targeted investment approach, aligning business readiness, workforce considerations, and land-supply planning with potential opportunities. THCL subsequently identified several investment prospects and worked with investors to narrow these down to four shovel-ready projects. An investment prospectus was supplied to interested investors for consideration, positioning the district for future growth and partnership opportunities.

Ōtaki to North Levin Expressway anchors our leadership and advocacy as we secure a fair revocation deal.

Revocation

As part of the Ōtaki to North Levin Expressway work, Council continues to drive efforts to secure a fair revocation deal for the district. Discussions have taken place with NZTA and their consultants regarding the proposed functions for each section of road under consideration for revocation. This work focuses on clearly defining the intended function of the existing state highway network at the time of handover to inform future network planning and operational responsibilities. NZTA has provided a revised principles document outlining their proposed approach, which includes notable exclusions and differs from earlier understandings. Legal advice has been sought to support Council's assessment of this

approach and to ensure appropriate consideration of associated risks, responsibilities, and implications.

Project Operations

Project operations remain focused on supporting the delivery and integration of the Ō2NL project with Council's infrastructure and networks. Council input into project design continues to prioritise local road connectivity, safety, resilience, and alignment with Council's standards and long-term community outcomes. Design reviews for key project elements are largely complete, with most packages either fully finalised or issued for construction, and officers are progressing associated engineering approvals as required.

Council officers are actively engaged in discussions relating to utilities and road geometry design to support effective risk management and long-term network performance. Regulatory and compliance activities have now transitioned into a monitoring phase, with some consent documentation still pending review as it is received. Officers continue to work closely with the project team to ensure robust community engagement and transparent communications, ensuring affected residents, landowners, and stakeholders remain well informed about project progress and any proposed changes.

Council also maintains representation across multiple workstreams, including the legacy outcomes working group, to support the Ō2NL project in achieving its social, economic, cultural, and environmental objectives. Positive progress is evident in local employment, training, and procurement outcomes, reflecting the broader benefits of the project for the Horowhenua community.

Of specific focus at the moment is reviewing our current capability to manage an increase in customer queries related to compliance and community impacts of the project.

We have invested in existing community facilities to ensure they are maintained at a standard that supports future growth and demand.

In April 2026, Levin Aquatic Centre (LAC) will close for a four-week period to undertake its programmed maintenance project. Aquatic facilities typically undergo planned closures every five years to enable investment in both critical plant equipment and general facility maintenance, including painting, flooring, and pool surface treatments.

At LAC, the programmed works will include the replacement and maintenance of key pumps that are critical to the ongoing operation of the facility. The project also includes repainting throughout the facility to refresh internal spaces and renew surface finishes, the installation of new pool liners in most pools, and floor treatments across the site to improve durability and ensure surfaces remain fit for purpose.

In addition to these major works, a number of smaller maintenance activities will be completed during the closure period to maximise the value of the downtime and minimise future operational disruption.

Baseball

Council has continued to support strong growth in baseball participation, enabling emerging sports to expand while managing impacts on the surrounding community. Western Park remains the primary base for baseball, and Council recently installed the extension to the foul ball netting reducing impact to neighbouring properties where balls were landing. This work has largely resolved those issues and allowed activity at the site to continue to grow. In addition, the summer national baseball tournament that is held in Levin at the beginning of summer expanded to the Levin Domain this year. This demonstrated the adaptability of our sportsground network and our ability to respond to growth opportunities in sports such as baseball, while also providing a platform to showcase the sport and the district at a regional level.



View of Western Park.

Ōhau Domain

Officers have been working with representatives of a new club that has formed in Ōhau, to establish a Football Club at Ōhau Domain. The Ōhau Pavillion building on this site is to be leased out to the club as their headquarters/clubrooms, and Council's Open Space Contractor will utilise their extensive turf skills to bring this under-utilised sportsground up to playing standard. The community response to this club forming has been positive, and Council's involvement to assist in bringing this to fruition aligns strongly with the growth occurring (and projected to continue) within the Ōhau area. Council officers and Club members have met with Capital Football (the Regional Football Association) to communicate the plan which has now been approved. The aim is for the club to debut this season, from March 2026.

Priority 2 – Future Fit HDC

We will foster an agile, high-performing Council ready to meet future challenges of government reform while delivering fit-for-purpose services to our community.

Adapt to legislative and structural changes that redefine Council's role, scope, and size across reforms (Local Water, Resource Management, Simplifying Local Government, Rates Capping, Systems Improvement).

Consultations are open from now and over February on the Planning Bill and Natural Environments Bill, Simplifying Local Government, Rates Capping Model, and the Local Government (Infrastructure Funding) Amendment Exposure Draft and Infrastructure Funding and Financing Amendment Bill (which brings in Development Levies).

Council was briefed on Resource Management Reform (specifically, the Planning Bill and Natural Environment Bill) and Development Levies in January and provided direction for their submission. A draft submission will be considered at the 4 February Council meeting, ahead of lodging a submission prior to 13 February for the Planning Bill and Natural Environment Bill and 20 February for Development Levies.

Council also discussed the Rates Capping Model and Simplifying Local Government proposals on 21 January 2024. A draft submission for this consultation will also be considered at the 4 February Council meeting, prior to submitting that same day. The Council agenda of 4 February reflects the significant amount of work currently being undertaken around responding to proposed government reforms.

Steps are being taken for regional submissions to be prepared and signed by the Councils in the Horizons' region. It is anticipated these will be approved through the Regional Mayor forum.

Meanwhile focus remains in the organisation on preparing for transition to Central Districts Water in July 2027. At a governance level, Council have approved the Shareholding Agreement and Constitution and are preparing for decisions to appoint the Shareholding Council and recruit directors to the Central Districts Water Board.

Specific to the cumulative impact of government reform, a project has been established internally to prepare comprehensive advice, and models inform future decisions on the impacts of government reform and transition. Titled "Navigating Change". The project seeks to:

- re-define Council services using the new core and non-core services as part of the service definitions.
- identify the cost of each service, the total 'corporate costs' of Council and review the attribution of corporate costs to each service.
- Quantifying and managing stranded costs and assets due to government reform and modelling the financial impacts of rates capping scenarios on revenue, capital investment, debt and cost reductions.

- Preparing roadmap options for Council to consider as part of the upcoming Long-Term plan.

Position HDC as a leader in reform opportunities for funding and collaboration.

Officers are working intentionally and deliberately with council planning colleagues in the Horizons' and Wellington region on preparation for reform, participating in monthly meetings to cover matters such as submission content and programme planning for transitioning to the new systems.

Ensure governance and decision-making frameworks remain robust and future-proof to support community voice.

Council continues to strengthen its governance and decision-making frameworks to ensure they remain robust, transparent and responsive to the evolving needs of the community.

A key focus has been enhancing opportunities for community voice to shape planning and policy decisions. The development and implementation of the Foxton and Shannon Community Plans exemplify this approach, embedding local aspirations into Council's long-term planning and investment frameworks. These plans were shaped through extensive engagement and submissions, ensuring that decision-making reflects the priorities of the communities they represent.

The Foxton Futures Group will meet on 12 February where officers will share a draft Community Plan which incorporates the actions identified by each workstream. Further work will follow this discussion.

The Shannon Community Plan Working Group will also meet on 12 January where updates on workstream progress will be shared. The Group has discussed including other key Shannon groups not currently part of the Plan. Officers are working to progress this before the meeting on the 12th.

Council also continues to listen to the voice of the community through formal submission processes and informal engagement initiatives.

There will be formal consultation on the Resource Management Fees proposed for 2026/27, alongside sharing information about the Annual Plan process.

Beginning in February, 'Cuppa with a Councillor' sessions will be held regularly at Te Takeretanga o Kura-hau-pō, Te Awahou Nieuwe Stroom, and the Shannon Library, providing residents with accessible opportunities to engage directly with elected members. An additional evening session will also be introduced at Te Takeretanga o Kura-hau-pō aimed to accommodate a wider range of participants.

These initiatives collectively support a governance framework that is both future-focused and grounded in authentic community participation.

Priority 3 – Financial Discipline

We will manage rates and funding wisely to keep services affordable and investments sustainable.

Strict budget monitoring and compliance with financial strategy, and balanced budget goals.

2026/27 Annual Plan

The first draft of budget requirements for 2026/27 and budget options from Dragon's Den findings was presented to Council in a workshop on 3 December 2025. More budget details (capital programme, fees and charges, activity cost drivers) were presented to elected members on 10 December 2025.

On 17 December, direction was sought from Council on the 2026/27 Annual Plan to understand consultation/engagement appetite. Council signalled that officers should prepare the draft Annual Plan budget with an overall proposed rates increase of 5.8%. The forecast rates increase for 2026/27 from Council's Long-term plan is 10.1% after growth.

Consultation is needed on Resource Management fees. A report is being prepared for the 4 February Council Meeting to seek endorsement of draft Annual Plan budget and proposed rates increase, and of the proposed schedule of Fees and Charges 2026/27.

2025/26 results and forecast

A \$1m operational savings target is set for the current financial year. Officers are working hard to re-negotiate contracts and maximise operational efficiencies to achieve this position and we are on track to achieve this.

Procure wisely and strategically, to prioritise spending on essential services and projects that deliver the highest value to the community.

Over the period, as outlined above, a number of significant capital projects progressed or reached completion during this time.

There were two Procurement Review Group meetings held discussing a range of procurement activities.

Key approvals above \$200,000 during the period included four contract variations, four approvals to enter into contract, and one approval for a variation to an agreed procurement approach, ensuring projects could continue to progress efficiently while maintaining appropriate governance and value-for-money considerations.

Review funding policies and settings to consider if rates and user fees and charges could be shared differently.

As part of preparing for the 2026/27 Annual Plan, we reviewed the Public/Private Splits and presented the results to elected members in the 17 December 2025 Annual Plan workshop. Changes to the proposed fees and charges for 2026/27 are included in the information for 4 February Council meeting.

In the current reporting period Officers have reviewed and provided advice to Elected Members on changes to the Development Contribution Policy to ensure revenue objectives are not missed due to government reform.

More detailed reviews will be completed for the LTP

Advocacy for fair funding models and external investment opportunities.

Investment (property) portfolio

Council currently holds commercial properties generating lease income of \$182,733 p.a. as part of the Levin Town Centre Project.

We continue to advocate for Local Government through submissions.

As we renew external contracts, we are making significant gains in reducing the cost impact on Council. This is predominantly in Solid Waste.

Chase external funding opportunities.

A systematic approach to pursuing external investment has been implemented through the development of an External Funding Opportunities Tracker. This tool enables a coordinated and transparent process for identifying, assessing and aligning funding opportunities with Council and community priorities.

Once a project or workstream is identified as requiring external funding (due to not being funded through the LTP) and meets the established eligibility criteria, the tracker can be used to identify the most appropriate funding source to support delivery. This approach ensures a more strategic approach to funding opportunities as most funders accept one application per year from each entity, therefore a priorities hierarchy needs to be considered.

External funding is currently being pursued for two projects: Levinable and The Farm Track. The Levinable initiative represents a significant community-led effort to transform Lincoln Place Reserve into an inclusive and accessible playscape for all whānau, tamariki, rangatahi and kaumatua. Developed in collaboration with partners including the IHC, Muaūpoko Tribal Authority, Connect+Co, Pasifika for Tomorrow, Childspace Early Learning and Council, the project is a model of community collaboration and inclusive design.

The Farm Track project, developed by a community group with Council support, seeks to extend the existing shared pathway which commences at Donnelly Park and goes along Hokio Beach Road to Hokio Sand Road. Stage II will see the pathway extend from Hokio Sand Road to Moutere Road, with future stages potentially heading towards Hokio Beach and Waitārere Forest. An application for funding for Stage II is currently underway.

Organisation Values Highlight

Living Our Values

Tiakitanga

We proudly and professionally contribute every day to the care of our community and whenua with courage, positivity and mana - leaving a legacy which will protect a future that matters.

High Wind Event - Caring for our people, our places, and our future

On 29 and 30 December, a significant wind event affected parts of the Horowhenua, with Shannon, Tokomaru and Opiki particularly impacted. The storm caused power outages, fallen trees, and damage that disrupted homes, roads and communities.

The event occurred during the holiday period, when many staff were on leave and communities were dealing with the impacts as they unfolded.

As issues emerged, Council staff supported vulnerable community members as we became aware of their situations, responded to customer enquiries, and worked alongside contractors to address hazards and restore access. A number of staff changed or cancelled personal plans, left their families and worked from wherever they could to stay connected. In some cases, this meant finding a café or other location with power and internet so that information could be shared, enquiries could be answered, and communities could be kept informed.

Contractors also worked extended hours to clear debris, make sites safe, and reinstate power and access in difficult conditions, helping to reduce further risk while essential services were being restored.

We received a wide range of feedback from the community, including both criticism and positive acknowledgement of the efforts made by staff and contractors during the event. This feedback has reinforced that tiakitanga is not only about responding when things go wrong, but about being well prepared, well coordinated and clear in how we communicate before and during an event.

The experience is now informing how we strengthen our systems and build community preparedness and resilience for future weather events. In that way, the response was not just about managing the immediate impacts, but about building a more resilient district and a stronger foundation for the future.

#arohatōmahi

We love our work and know that our work matters. That is why we do what we say we will do and apply energy and enthusiasm across our mahi.

Hosting Cole Haselip - Sharing Our Mahi and Our Place

In December 2025, we had the privilege of hosting Cole Haselip from the City of Wheat Ridge, Colorado, who spent time experiencing life in local government at Horowhenua District Council and Queenstown Lakes District Council through a Tranter-Leong Fellowship.

During his time with us, teams across the organisation shared their work, knowledge and perspectives, reflecting the Arohatōmahi they bring to their roles and the pride they take in the mahi they do. This gave Cole insight into how we approach local government in Aotearoa, across a wide range of areas, from growth and governance, to community facilities and wastewater treatment plants, through to cultural experiences unique to our place.

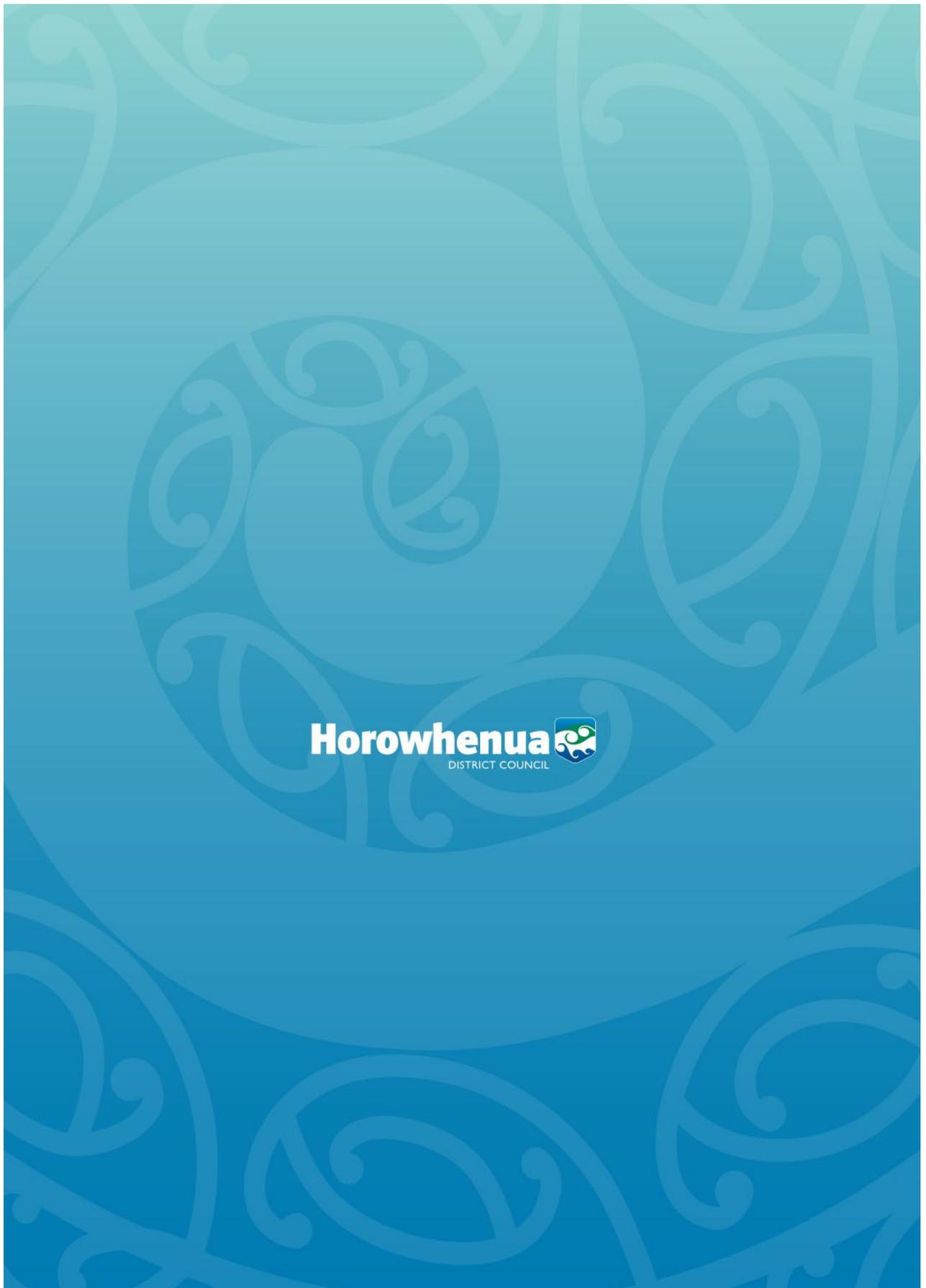
Cole was welcomed through a Mihi Whakatau and supported throughout his visit, experiencing the whānau-centric way we work and the importance we place on relationships. Alongside time spent with our teams, Cole also had the opportunity to experience Horowhenua beyond the workplace. While we can't rival Queenstown's adventure tourism, he enjoyed a local taste trail (including plenty of strawberries), stunning beaches, the best fish and chips in town, and some of our beautiful places and spaces, including an early-morning river swim and karakia with our River Crew and Executive Leadership Team members.

The exchange highlighted the professionalism, care and commitment our people bring to their work, and the value of building connections that extend beyond our district. It also reinforced the importance of sharing knowledge and learning from one another in ways that support a future that matters for our communities.



A mihi whakatau was held to welcome Cole to HDC.

Cole visited local growers and businesses.



File No.: 26/74

7.9 Te Awahou Foxton Community Board - Actions Monitoring Report - February 2026

Author(s)	Alice Petersen Support Officer - Democracy Āpiha Tautoko - Manapori
Approved by	Monique Davidson Chief Executive Officer Tumuaki

PURPOSE | TE PŪTAKE

1. This report presents Te Awahou Foxton Community Board the updated monitoring report covering requested actions from previous meetings of the Board.

RECOMMENDATION | NGĀ TAUNAKITANGA

- A. That Report 26/74 Te Awahou Foxton Community Board - Actions Monitoring Report - February 2026 be received and noted.

Confirmation of statutory compliance

In accordance with sections 76 – 79 of the Local Government Act 2002, this report is approved as:

- a. containing sufficient information about the options and their advantages and disadvantages, bearing in mind the significance of the decisions; and,
- b. is based on adequate knowledge about, and adequate consideration of, the views and preferences of affected and interested parties bearing in mind the significance of the decision.

ATTACHMENTS | NGĀ TĀPIRINGA KŌRERO

No.	Title	Page
A ↓	FOR UPDATE - TAFCB Actions Monitoring Report	338

TAFCB Actions Monitoring Report 2026
As at 12 February 2026

	Completed
	In progress
	Waiting on third party
	Off track

Reference	Resolution/Action	Officer	Due date	Status	Officer Comment
LTP Monitoring Report Actions*	Council to continue to lobby Central Government in relation to the River Loop as it was not a Council decision initially that gave rise to this issue.	M Davidson	On-going		<p>An initial proposal for the Foxton River Loop project was submitted to assess eligibility under the Regional Infrastructure Fund. While initial feedback from Kānoa was encouraging, further engagement suggested a more suitable funding pathway may be through the Māori Economic Development fund.</p> <p>Council has recently supported SORT in progressing further designs to assist government with assessing the suitability of funding. We are awaiting an update and intend to arrange for SORT to present at a future Te Awahou Foxton Community Board meeting on this work.</p>
LTP Monitoring Report Actions*	Naming of Reserves THAT the Horowhenua District Council supports officers to discuss with local iwi, a potential Te Reo name for the River Loop Reserve, with a view to undertaking wider consultation with the	S Hester	31/01/2022		Te Tūmatakahuki have presented Council with 4 options. Officers will liaise with Rangitāne before taking it to the Te Awahou Foxton Community Board to get direction on next steps.

	community concerning the proposed name.				
Updates requested at TAFCB 10/03/2025	The Board requested officers report back to a future Te Awahou Foxton Community Board Meeting the detailed pricing of more extensive safety measures at Seabury Ave / Nash Parade.	J Wallace	18/08/2025		The options for more extensive safety measures at Seabury Ave / Nash Parade were presented to the Board in January. A report will be brought to the Board in the future for endorsement of the preferred option.