

Notice is hereby given that an ordinary meeting of the Horowhenua District Council will be held on:

**Date:** Wednesday 29 April 2026  
**Time:** 10:00 am  
**Meeting Room:** Council Chambers  
**Venue:** 126-148 Oxford St  
Levin

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## **Council**

# **OPEN AGENDA**

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### **MEMBERSHIP**

#### **Mayor**

His Worship The Mayor Bernie Wanden

#### **Councillors**

Councillor David Allan

Councillor Mike Barker

Councillor Nola Fox

Councillor Morgan Gray

Councillor Clint Grimstone

Councillor Nina Hori Te Pa

Councillor Sam Jennings

Councillor Lani Te Raukura Ketu

Councillor Jo Mason

Councillor Katrina Mitchell - Kouttab

Councillor Paul Olsen

Councillor Alan Young

Contact Telephone: 06 366 0999

Postal Address: Private Bag 4002, Levin 5540

Email: [enquiries@horowhenua.govt.nz](mailto:enquiries@horowhenua.govt.nz)

Website: [www.horowhenua.govt.nz](http://www.horowhenua.govt.nz)

**Full Agendas are available on Council's website**

[www.horowhenua.govt.nz](http://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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**Note:** The reports contained within this agenda are for consideration and should not be construed as Council policy unless and until adopted. Should Members require further information relating to any reports, please contact the Chief Executive Officer or the Chairperson.



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**KARAKIA TIMATANGA**

|                              |  |
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| 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            |
| He tio, he huka, he hau hū   | sharpened air.                                 |
| Tīhei mauri ora!             | A touch of frost, a promise of a glorious day. |

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## **KARAKIA WHAKAMUTUNGA**

|  |                                  |
|--|----------------------------------|
| Kia whakairia te tapu                            | Restrictions are moved aside     |
| Kia wātea ai te ara                              | so the pathway is clear          |
| Kia turuki whakataha ai, kia turuki whakataha ai | To return to everyday activities |
| Haumi e, hui e, taiki e!                         | Draw together, affirm!           |

## Karakia

### 1 Apologies

### 1 Public Participation

Notification of a request to speak is required by 12 noon on the day before the meeting by phoning 06 366 0999 or emailing [public.participation@horowhenua.govt.nz](mailto:public.participation@horowhenua.govt.nz).

### 2 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.

### 3 Declarations of Interest

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

### 4 Confirmation of Minutes

#### **Recommendations**

That the meeting minutes of Council, 18 March 2026 be accepted as a true and correct record.

That the Public Excluded meeting minutes of Council, 18 March 2026 be accepted as a true and correct record.



File No.: 26/225

## 6.1 Receipt of submissions on Resource Management Act 1991 Fees and Charges

|             |   |
|-------------|---|
| Author(s)   | Carolyn Dick<br><b>Strategic Planning Manager   Kaihautū Rangapū Hinonga Arawaka</b>                                      |
| Approved by | David McCorkindale<br><b>Group Manager - Community Vision &amp; Delivery   Tumu Rangapū, Matawhānui Hapori, Whakarite</b> |
|             | Monique Davidson<br><b>Chief Executive Officer   Tumuaki</b>  |

### PURPOSE | TE PŪTAKE

1. This report presents to Council the submissions from consultation on the proposed Resource Management Act fees and charges for 2026/27, ahead of Council considering adoption of the full Fees and Charges Schedule 2026/27 at its meeting on 27 May 2026.

#### **This matter relates to Financial Discipline**

Review funding policies and settings to consider if rates and user fees and charges could be shared differently

### DELEGATION OR AUTHORITY TO ACT | TE MANA WHAKATAU I NGĀ KAWENGA

2. Section 36(1) of the Resource Management Act 1991 empowers Council to fix charges under this Act and sets out the consultation requirements. This includes using the Special Consultative Procedure be used and that the sole purpose of a charge is to recover the reasonable costs incurred by the local authority in respect of the activity to which the charge relates.
3. Should Council wish to make changes to the fees and charges based on the submissions received then Council can pass a resolution identifying the specific change(s) to be included when the full Fees and Charges Schedule 2026/27 is presented to Council for adoption on 27 May 2026.

### SIGNIFICANCE ASSESSMENT | HE AROMATAWAI MATUA

4. Receipt of submissions on these fees and charges is assessed as not significant.

### RECOMMENDATION | NGĀ TAUNAKITANGA

- A. That Council receive the six submissions made on the proposed Resource Management Act fees and charges for 2026/27.
- B. That Council notes the oral submission made in support of one of the written submissions.
- C. That Council notes that it will be asked to consider adoption of the full Fees and Charges Schedule 2026/27 at the Council meeting on 27 May 2026.

### **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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### Proposed Resource Management Act Fees and Charges 2026/27

| Resource Consent Fees  | Current 2025/26 | Proposed 2026/27   | Comments                     |
|--|-----------------|--------------------|------------------------------|
| <b>Resource Consent Application Deposits</b>   |                 |                    |                              |
| Land Use Consent (non-notified)  | \$1,500.00      | \$1,500.00         | Zero increase. Deposit Only. |
| Subdivision Consents (non-notified)  | \$1,800.00      | \$1,800.00         | Zero increase. Deposit Only. |
| Combined Land Use and Subdivision (non-notified)   | \$2,000.00      | \$2,000.00         | Zero increase. Deposit Only. |
| Limited Notification of Land Use or Subdivision Consent  | \$3,000.00      | \$3,000.00         | Zero increase. Deposit Only. |
| Public Notification of Land Use or Subdivision Consent   | \$5,000.00      | \$5,000.00         | Zero increase. Deposit Only. |
| Fire Fighting Water Supply assessment - Rural/Residential property per UOD   |                 | \$250-\$450        | New fee                      |
| Fire Fighting Water Supply assessment - Commercial/Industrial - based on sqm of building footprint requiring assessment. |                 | Special Assessment | New fee                      |
| Fast Track (10 Day) Land Use Consents Deposit Fee (all fees and charges are charged double the hourly rates below)       | \$3,000.00      | \$3,000.00         | Zero increase. Deposit Only. |

### Proposed Resource Management Act Fees and Charges 2026/27

| Other Applications/Certificates   | Current 2025/26 | Proposed 2026/27 | Comments                     |
|---|-----------------|------------------|------------------------------|
| Boundary Activities (deposit)   | \$350.00        | \$350.00         | Zero increase. Deposit Only. |
| Marginal or Temporary Activities (deposit)  | \$500.00        | \$500.00         | Zero increase. Deposit Only. |
| s125 Extension of Time (deposit)  | \$750.00        | \$750.00         | Zero increase. Deposit Only. |
| s127 Application to Change or cancellation of conditions/consent notice (deposit) | \$1,000.00      | \$1,000.00       | Zero increase. Deposit Only. |
| s221 Preparation of Consent Notice (fee per s224 application)                     | \$226.00        | \$238.50         | 5.53% increase               |
| s221 Consent Notice Amendment and/or cancellation (deposit)                       | \$600.00        | \$600.00         | Zero increase. Deposit Only. |
| S223 Approval of Land Transfer Plan (fee)   | \$265.50        | \$280.50         | 5.65% increase               |
| s224(c) or (f) Application – 0 to 3 Lots (deposit)                                | \$500.00        | \$500.00         | Zero increase. Deposit Only. |
| s224(c) or (f) Application – 4 Lots or more (deposit)                             | \$800.00        | \$800.00         | Zero increase. Deposit Only. |

### Proposed Resource Management Act Fees and Charges 2026/27

|   |            |            |                              |
|---|------------|------------|------------------------------|
| S226 Certification to allow a certificate of title to be issued for a separate allotment (deposit)  | \$600.00   | \$600.00   | Zero increase. Deposit Only. |
| Any other application or certificate under the RMA 1991 (deposit)                                   | \$300.00   | \$300.00   | Zero increase. Deposit Only. |
| Road Naming (deposit)   | \$500.00   | \$500.00   | Zero increase. Deposit Only. |
| S139 Certificate of Compliance (deposit)  | \$1,000.00 | \$1,000.00 | Zero increase. Deposit Only. |
| Existing Use Certificate (deposit)  | \$600.00   | \$600.00   | Zero increase. Deposit Only. |
| Creation of a Right of Way under Section 348 of the Local Government Act 1974 or s243 RMA (deposit) | \$500.00   | \$500.00   | Zero increase. Deposit Only. |
| Cancellation of an easement under section 243(e) of the RMA 1991 (deposit)                          | \$300.00   | \$300.00   | Zero increase. Deposit Only. |
| Notice of requirement to designate land - non-notified (deposit)                                    | \$1,500.00 | \$1,500.00 | Zero increase. Deposit Only. |
| Notice of requirement to designate land notified (deposit)  | \$3,000.00 | \$3,000.00 | Zero increase. Deposit Only. |
| Alteration to designation (non-notified) (deposit)  | \$1,000.00 | \$1,000.00 | Zero increase. Deposit Only. |

### Proposed Resource Management Act Fees and Charges 2026/27

| Outline Plan of works (deposit)   | \$1,000.00  | \$1,000.00  | Zero increase. Deposit Only.                            |
|---|---|---|---|
| Outline Plan waiver (deposit)   | \$300.00  | \$300.00  | Zero increase. Deposit Only.                            |
| Any other application under provisions of LGA 1974 not repealed (deposit)   | \$500.00  | \$500.00  | Zero increase. Deposit Only.                            |
| Private Plan Changes (deposit)  | \$10,000.00                                       | \$10,000.00                                       | Zero increase. Deposit Only.                            |
| <p>Costs of processing private plan changes that exceed the deposit paid will be charged.<br/>Charges will be as per the Processing &amp; Monitoring Fees &amp; Hourly Rates Table, the Miscellaneous Fees table, and the Hearing Costs / Deposits table. Disbursement will be charged at cost + 20%.</p> |   |   |   |
| Processing & Monitoring Fees & Hourly Rates   | Current 2025/26                                   | Proposed 2026/27                                  | Comments  |
| Resource Management Planner (per hour)  | \$226.00  | \$239.00  | 5.75% increase  |
| Development Engineers   | \$226.00  | \$239.00  | 5.75% increase  |
| Internal Specialist (e.g. Environmental Health Officers) (per hour)   | Time based Hourly Rate (per hour or part thereof) | Time based Hourly Rate (per hour or part thereof) | Time based Hourly Rate (\$220 per hour or part thereof) |
| Consent administration fee (fee)  | \$172.50  | \$182.50  | 5.80% increase  |

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### Proposed Resource Management Act Fees and Charges 2026/27

|   |   |   |   |
|---|---|---|---|
| Bond Preparation (fee per bond document)  | \$308.00  | \$325.50  | 5.68% increase                              |
| Bond Refund (excludes permitted activities) (fee per bond)  | \$154.00  | \$162.50  | 5.52% increase                              |
| Processing System Fee   | \$0.00  | \$92.00   | New fee for electronic processing system    |
| Consent Processing Fees - Streamlined Housing Application   | Consent processing fees capped at \$4,500         | Consent processing fees capped at \$4,500         | Fee cap for new Streamlined Housing Process |
| Digital Capture Levy (applies to hard copy consent applications only) (fee)   | \$212.50  | \$225.00  | 5.88% increase                              |
| Digital Capture Levy (applies to applications received by email only) (fee)   | \$53.50   | \$56.50   | 5.61% increase                              |
| Land Use Consent Initial Monitoring Fee (fee)   | \$178.50  | \$195.00  | 9.24% increase                              |
| Resource Consent Monitoring (per hour) Note - monitoring by Development Engineers is carried out at their hourly rate | \$190.00  | \$195.00  | 2.63% increase                              |
| Review of and Approval of Monitoring Reports & Other information submitted to satisfy consent conditions (per hour)   | \$185.00  | \$195.00  | 5.41% increase                              |
| Minor Engineering Approvals   | Time based Hourly Rate (per hour or part thereof) | Time based Hourly Rate (per hour or part thereof) | No change                                   |

## Proposed Resource Management Act Fees and Charges 2026/27

|  |  |  |                 |
|--|--|--|-----------------|
| Complex Engineering Approvals  | Time based Hourly Rate<br>(per hour or part thereof) | Time based Hourly Rate<br>(per hour or part thereof) | No change       |
| Notes:   |  |  |                 |
| <p>1. All applications will be subject to a consent administration fee and a processing system fee and time-based charges as outlined below.</p>   |  |  |                 |
| <p>2. Hourly rates for planners and development engineers cover all work associated with resource consent processing, internal referrals and peer reviews, site visits, review of documents, monitoring visits/inspections (including hold point inspections), approval of engineering plans, report writing, meeting attendance, communication with applicants &amp; agents, and hearing attendance – and any other work related to an applications under the Resource Management Act 1991.</p> |  |  |                 |
| <p>3. Minor engineering approvals are for specific and less complex work, such as service connections for a development, renewal of public infrastructure pipes to same grade and alignment, isolated rehabilitation of existing pipe or manhole, raising or lowering a public manhole lid and small scale developments and/or up to 3 Lot subdivision.</p>  |  |  |                 |
| <p>4. Complex engineering approvals are for works such as public stormwater, wastewater or water supply extension/system, public road or road widening, relocation of public drainage or water supply system, public stormwater pond or wetland, public stormwater catchpit, soak hole, public swale or raingarden, bulk earthworks and large scale developments and/or 4 or more Lot subdivision.</p>   |  |  |                 |
| <p>5. Streamlined Housing Process capped fees relates to all work associated with resource consent processing, internal referrals and peer reviews, site visits, review of documents, report writing, meeting attendance, communication with applicants &amp; agents. The capped fee does not include monitoring visits/inspections, engineering plan approvals &amp; 223/224 approvals.</p>   |  |  |                 |
| Miscellaneous Fees   | <b>Current 2025/26</b>                               | <b>Proposed 2026/27</b>                              | <b>Comments</b> |

### Proposed Resource Management Act Fees and Charges 2026/27

|  |   |   |                              |
|--|---|---|------------------------------|
| Pre-application Meeting(s) – all application types and designations <i>(two hours free then per hourly rate charged against application when submitted):</i> | \$226.00  | \$239.00  | 5.75% increase               |
| External Specialist Review of submitted information (either at application or monitoring stage)  | Cost + 20%  | Cost + 20%  | Zero Increase                |
| Consultant s42A planning reports   | Cost + 20%  | Cost + 20%  | Zero Increase                |
| Specialist Reports   | Cost + 20%  | Cost + 20%  | Zero Increase                |
| Mileage  | AA rate applicable  | AA rate applicable  | Zero Increase                |
| Disbursements  | Cost + 20%  | Cost + 20%  | Zero Increase                |
| Pre-Hearing Meetings   | Cost + 20%  | Cost + 20%  | Zero Increase                |
| Hearings Costs / Deposits  | <b>Current 2025/26</b>  | <b>Proposed 2026/27</b>   | <b>Comments</b>              |
| Council Hearings Committee sitting collectively without an independent commissioner  | \$3,200.00 deposit.<br>Charges based on elected member hourly rates | \$3,200.00 deposit.<br>Charges based on elected member hourly rates | Zero increase. Deposit Only. |
| Independent commissioners  | \$3,200.00 deposit.<br>Charges based on actual cost.                | \$3,200.00 deposit.<br>Charges based on actual cost.                | Zero increase. Deposit Only. |

### Proposed Resource Management Act Fees and Charges 2026/27

|  |   |   |                              |
|--|---|---|------------------------------|
| Council Hearings Committee sitting with an independent commissioner(s) | \$3,200.00 deposit.<br>Charges based on elected member hourly rates plus independent commissioners' costs | \$3,200.00 deposit.<br>Charges based on elected member hourly rates plus independent commissioners' costs | Zero increase. Deposit Only. |
| s357 Lodgement of Objection & Assessment (deposit)                     | \$550.00  | \$550.00  | Zero increase. Deposit Only. |

Proposed Resource Management Act Fees & Charges 2026/27

Submitter Details

Submission Date: 18/02/2026

First name: Kieran and Susan

Last name: Stanger

Preferred method of contact Email

Resident or Ratepayer \* Ratepayer

Which Area is your property in? \* Levin

Do you wish to speak in support of your submission at a Hearing?

I do NOT wish to speak in support of my submission and ask that the following submission be fully considered.

Feedback

Do you have any feedback on the fees and charges proposed relating to the Resource Management Act 1991?

You can find the Resource Management Act fees and charges here:

<https://letskorero.horowhenua.govt.nz/105582/widgets/482264/documents/323162>

We are currently building a new rural build through A1 Homes (but as a owner/builder). The firefighting levy is excellent, well priced and a great change. For us the cost to have had to pay for and install 2x watertanks would have added considerably to our costs. Our property is approximately 5 km from the firefighting tank in Hokio Beach anyway.

Do you have any other feedback about the proposed fees and charges for 2026/27?

You can find the all the proposed fees and charges here:

<https://letskorero.horowhenua.govt.nz/105582/widgets/482264/documents/323161>

Excellent

## Proposed Resource Management Act Fees & Charges 2026/27



### Submitter Details

Submission Date: 18/02/2026

First name: [REDACTED]

Last name: [REDACTED]

Preferred method of contact Email

Resident or Ratepayer \* Ratepayer

Which Area is your property in? \* Waitāreke Beach

Do you wish to speak in support of your submission at a Hearing?

I do NOT wish to speak in support of my submission and ask that the following submission be fully considered.

### Feedback

Do you have any feedback on the fees and charges proposed relating to the Resource Management Act 1991?

You can find the Resource Management Act fees and charges here:

<https://letskorero.horowhenua.govt.nz/105582/widgets/482264/documents/323162>

Here is your **fully consolidated final submission**, with the strengthened section included and the tone firm, clear, and professionally robust.

## Submission on Proposed Resource Management Act Fees & Charges 2026/27

Submitted as a Horowhenua District Ratepayer

Kia ora,

Thank you for the opportunity to submit on the Proposed Resource Management Act (RMA) Fees & Charges for 2026/27.

As a Horowhenua District ratepayer, I acknowledge that regulatory services must be sustainably funded and that applicants should contribute fairly toward the cost of processing their applications. However, any proposed increases or introduction of new fees must be supported by transparent financial modelling, demonstrated operational efficiency, and clear accountability.

In the current economic climate, strong fiscal discipline and equitable cost allocation are essential.

### 1. Cost Recovery and Ratepayer Subsidy

Council has indicated that fee adjustments are intended to better reflect actual processing costs. I request clear disclosure of:

The current percentage of RMA costs funded by applicants versus general rates

The projected percentage following adoption of these changes

The specific cost drivers underpinning each proposed increase

As a matter of principle, ratepayers should not be financially responsible for covering any shortfall in the cost of processing private development applications. The direct costs of assessing, processing, and monitoring private resource consent applications should be fully recovered from those undertaking the development.

Private subdivision, commercial development, and building projects are undertaken for private benefit. It is therefore neither equitable nor appropriate for the wider community to subsidise these activities through general rates. If Council is not moving to full cost recovery, it should clearly justify why the broader ratepayer base is expected to fund part of private commercial activity.

If inefficiencies exist within internal systems, staffing structures, or consultant reliance, those matters should be addressed through operational improvements — not by transferring costs to ratepayers.

### 2. Operational Efficiency and Accountability

Before increasing fees, Council should demonstrate that internal efficiencies have been examined.

What steps have been taken to reduce processing inefficiencies or reliance on external consultants?

Will measurable service benchmarks (such as processing timeframes and cost variance reporting) be published?

What accountability mechanisms apply if statutory deadlines are not met?

Fee increases must be matched by transparent performance standards. Ratepayers and applicants deserve assurance that higher costs correspond with improved service delivery.

### 3. Introduction of New Fee Categories

The introduction of new fees requires particular scrutiny.

What evidence supports the necessity of these new charges?

Are they strictly limited to cost recovery, or will they generate surplus revenue?

Have alternative internal funding adjustments been considered?

New charges should not become incremental revenue mechanisms without full transparency and justification.

### 4. Broader Economic Impact

Council should also consider the cumulative regulatory burden.

Has modelling been undertaken on the combined impact of RMA fees, building consent fees, development contributions, and other regulatory charges?

What assessment has been made regarding the potential flow-on effects for housing affordability and local economic

activity?

Responsible governance requires a holistic view of total compliance costs.

#### 5. Benchmarking and Review

Has Council benchmarked these proposed fees against comparable territorial authorities?

What formal review cycle applies to ensure fees remain proportionate to actual costs?

If efficiencies are achieved in future years, will fees be adjusted downward accordingly?

Ratepayers expect sustainability, transparency, and restraint — not incremental increases without measurable justification.

#### Conclusion

I support responsible environmental management and fair cost recovery. However, I expect:

Clear evidence of the current and proposed level of cost recovery

Confirmation that ratepayers will not subsidise private development activity

Demonstrated operational efficiency before fees increase

Transparent performance reporting

Ongoing review to prevent fee escalation without justification

Strong governance requires transparency, fairness, and fiscal discipline. I request that Council provide fuller disclosure before finalising these changes.

Nāku noa, nā

[REDACTED] astro

Do you have any other feedback about the proposed fees and charges for 2026/27?

You can find the all the proposed fees and charges here:

<https://letskorero.horwhenua.govt.nz/105582/widgets/482264/documents/323161>

No

Proposed Resource Management Act Fees & Charges 2026/27

Submitter Details

Submission Date: 22/02/2026

First name: [REDACTED]

Last name: [REDACTED]

Preferred method of contact Email

Resident or Ratepayer \* Ratepayer

Which Area is your property in? \* Levin

Do you wish to speak in support of your submission at a Hearing?

I do NOT wish to speak in support of my submission and ask that the following submission be fully considered.

Feedback

Do you have any feedback on the fees and charges proposed relating to the Resource Management Act 1991?

You can find the Resource Management Act fees and charges here:

<https://letskorero.horowhenua.govt.nz/105582/widgets/482264/documents/323162>

No, I am trusting the council that they are making sure private developers pay their part and that fees are not too high as to slow the growth of the community.

Do you have any other feedback about the proposed fees and charges for 2026/27?

You can find the all the proposed fees and charges here:

<https://letskorero.horowhenua.govt.nz/105582/widgets/482264/documents/323161>

The fire fee seems a good idea.

Proposed Resource Management Act Fees & Charges  
2026/27



Submitter Details

Submission Date: 26/02/2026

First name: [REDACTED]

Last name: [REDACTED]

Preferred method of contact

Resident or Ratepayer \* Resident

Which Area is your property in? \* Levin

Do you wish to speak in support of your submission at a Hearing?

I do NOT wish to speak in support of my submission and ask that the following submission be fully considered.

Feedback

Do you have any feedback on the fees and charges proposed relating to the Resource Management Act 1991?

You can find the Resource Management Act fees and charges here:

<https://letskorero.horowhenua.govt.nz/105582/widgets/482264/documents/323162>

I agree with the 5.7 percent rates rise but no higher than that.

Do you have any other feedback about the proposed fees and charges for 2026/27?

You can find the all the proposed fees and charges here:

<https://letskorero.horowhenua.govt.nz/105582/widgets/482264/documents/323161>

the 2.5 and 2.6 per cent increases are okay.

Proposed Resource Management Act Fees & Charges 2026/27

Submitter Details

Submission Date: 03/03/2026

First name: Holly

Last name: MacKay

Preferred method of contact Email

Resident or Ratepayer \* Resident

Which Area is your property in? \* Waitāre Beach

Do you wish to speak in support of your submission at a Hearing?

I do NOT wish to speak in support of my submission and ask that the following submission be fully considered.

Feedback

Do you have any feedback on the fees and charges proposed relating to the Resource Management Act 1991?

You can find the Resource Management Act fees and charges here:

<https://letskorero.horowhenua.govt.nz/105582/widgets/482264/documents/323162>

agree that RMA fees should help fund new appliances for fire fighting purposes. Residents should not be disadvantaged by lack of available appliances. Additionally the increased population in the like of Waitare Beach has seen an increase in anti social behaviour which includes actions that result in fire increasing the risk of fire. Additionally the rural fire appliances are called out for support to medical events as well.

Do you have any other feedback about the proposed fees and charges for 2026/27?

You can find the all the proposed fees and charges here:

<https://letskorero.horowhenua.govt.nz/105582/widgets/482264/documents/323161>

the fees appear to be fare and reasonable.



SUBMISSION FORM

# Proposed Resource Management Fees and Charges 2026/27



Please print using a black or dark blue pen

**Your details**

Full Name: *Vivienne Gwenth Bold*

Name of organisation (if applicable):

Please tick this box if you want to keep your contact details private

**Are you**

A ratepayer  A resident  A non-resident ratepayer  Other

If you ticked 'Other', please specify:

**Communication**

Preferred method of communication: Email  Phone/Mobile

**Hearing of Submissions**

Do you wish to present your submission to Council at the hearing? Yes  No

If yes, do you require a (please tick):

Sign language interpreter  Translator  *No*

**Submissions can be:**

- **Delivered to:** Resource Management Fees and Charges 2026/27 Submission, Horowhenua District Council, 126 Oxford Street, Levin.
- **Posted to:** Resource Management Fees and Charges 2026/27, Horowhenua District Council, Private Bag 4002, Levin 5440.
- **Emailed to:** submissions@horowhenua.govt.nz

**Submissions must be provided to Council by no later than 4pm on Tuesday 17 March 2026.**

Copies of the schedule of Proposed Resource Management Fees and Charges 2026/27 are available online at [letskorero.horowhenua.govt.nz/proposedfees2026-27](https://letskorero.horowhenua.govt.nz/proposedfees2026-27) or at Council's Civic Building (126 Oxford Street, Levin), Te Takeretanga o Kura-hau-pō (10 Bath Street, Levin), Te Awahou Nieuwe Stroom (92 Main Street, Foxton) or Shannon Library (Plimmer Terrace).

For any queries, please contact Horowhenua District Council on (06) 366 0999.

*(continued overleaf)*

File No.: 26/213

## 6.2 Central Districts Water: Updated Shareholders Agreement

|             |   |
|-------------|---|
| Author(s)   | Justine Moore<br><b>Principal Advisor - Infrastructure   Kaihautū Whakamahere Tūāhanga</b>    |
| Approved by | Daniel Haigh<br><b>Group Manager Community Infrastructure   Tumu Rangapū, Tūāhanga Hapori</b> |
|             | Monique Davidson<br><b>Chief Executive Officer   Tumuaki</b>                                  |

### PURPOSE | TE PŪTAKE

1. This report seeks Council's approval of the updated Shareholders' Agreement for Central Districts Water.

**This matter relates to Future Fit Horowhenua District Council**

Adapt to legislative and structural changes that redefine Council's role, scope, and size across Local Water reforms

### EXECUTIVE SUMMARY | TE WHAKARĀPOPOTOTANGA MATUA

2. The Shareholders' Agreement is one of the principal foundation documents for the Horowhenua District Council, Palmerston North City Council and Rangitīkei District Council in establishing the joint Water Services Council-Controlled Organisation, Central Districts Water Ltd.
3. The three Councils are being asked to approve the updated version of the Shareholders' Agreement to allow for Central Districts Water to be a signatory and to incorporate additional changes.

### DELEGATION OR AUTHORITY TO ACT | TE MANA WHAKATAU I NGĀ KAWENGA

4. The authority to establish and enter into a Joint Council Controlled Water Services Entity is provided for in the Local Government Act 2002, and the Local Government (Water Services Preliminary Arrangements) Act 2024.

### SIGNIFICANCE ASSESSMENT | HE AROMATAWAI MATUA

5. This matter is assessed as not significant.
6. The three Council's three waters networks are strategic assets under their representative Significance and Engagement Policies. The Councils have consulted with their respective communities on the future service delivery model in line with the provisions in the Local Government (Water Services Preliminary Arrangements) Act 2024 and the Local Government Act 2002.
7. No further community consultation or engagement is required to make the decisions recommended in this report.

## RECOMMENDATION | NGĀ TAUNAKITANGA

- A. That Council as a shareholder of Central Districts Water, approves the attached Shareholders' Agreement with the recommended amendments, and delegates to the Chief Executive to sign any documents required to approve the Shareholders' Agreement on behalf of Horowhenua District Council.
- B. That Council delegates to the Chief Executive Officer of Horowhenua District Council, in conjunction with the Chief Executive Officers of Palmerston North City Council and Rangitīkei District Council, the ability to agree any minor, non-material changes to the Shareholders' Agreement prior to the final approval, and to report back to their respective Council on any changes made under this delegation.

## BACKGROUND | HE KŌRERO TŪĀPAPA

8. As part of the development of the foundation documents for the establishment of Central Districts Water (CDW), a Shareholders' Agreement was drafted and approved by Horowhenua District Council, Palmerston North City Council, and Rangitīkei District Council in December 2025. This was completed by Horowhenua District Council at the Council Meeting on 10 December 2025. Further details of the Council Agenda and Resolutions can be accessed via the following links: [Agenda of Council - Wednesday, 10 December 2025](#); [Minutes of Council - Wednesday, 10 December 2025](#).
9. The Shareholders' Agreement includes sections that establish the Shareholders' Committee and set its terms of reference. The Shareholder's Committee is a Joint Committee established under the Local Government Act 2002, which requires the member councils to formally agree to its establishment and set its terms of reference.
10. It was always intended that CDW become a party to the Shareholders' Agreement. Now that the Shareholders Committee has appointed the Board and CDW has been incorporated, a new version of the Shareholders' Agreement has been prepared that allows for CDW to be a signatory. In addition, there are other changes set out below, that are also required, which are proposed to be incorporated in the same version.
11. This was discussed with Elected Members from Horowhenua District Council, Palmerston North City Council, and Rangitīkei District Council at the joint Council Workshop held in Palmerston North on 8 April 2026.

## DISCUSSION | HE MATAPAKINGA

12. The proposed changes to the Shareholders' Agreement fall into four areas set out below. Simpson Grierson have also provided a summary of changes in the table attached as Attachment A, which includes clause references that may be helpful with finding the changes in the marked up draft Shareholders' Agreement, which is attached as Attachment B.

### Changes required to make CDW a party to the Shareholders' Agreement

13. These changes are not material and just update the document to allow for CDW to be a signatory. There are a number of places where the previous wording anticipated the incorporation of CDW, which have been changed to reflect a post-incorporation context.

### Fixing a technical non-compliance with the joint appointment of the three mana whenua representatives to the Shareholders' Committee

14. The original Shareholders' Agreement sets out that each shareholder will appoint three members to the Shareholders' Committee. At least one, and no more than two, being an Elected Member and one being a mana whenua representative. In addition, there is also a non-voting independent Chair appointed by the Shareholders' Committee itself.
15. When the original Shareholders' Agreement was signed by the three shareholding councils, the intent was that Nga Tapūwae o Hau would make three nominations, one to each council.

The three council would then confirm these nominations when they made their appointments to the Shareholders' Committee. However, when it came time for Nga Tapūwae o Hau to make the nominations they encountered difficulties with attributing each member to a specific council. In the end, it was agreed by the three councils that the nominations could be made as one block of three, which would then be appointed to the Shareholders' Committee jointly by all three shareholding councils.

16. This meant that, while the intent of the requirement to appoint three mana whenua representatives across the three councils was achieved, the process was not technically in accordance with the Shareholders' Agreement. At this time, this was accepted by the three Shareholding Councils as a minor technical non-compliance that could be corrected by updating the Shareholders' Agreement to allow for the method of nomination and appointment that was used.

### Changes to the Shareholders' Committee Terms of Reference

17. At the first meeting of the Shareholders' Committee, it was agreed that two changes to the Terms of Reference would be made. Any change to the Terms of Reference is required to be made by updating the Shareholders' Agreement.
18. The first change is to update the quorum of the meeting to require that at least one mana whenua representative, in addition to one member from each shareholding council, be present for there to be a quorum.
19. The second change is to add to the Shareholders' Committee responsibilities to include: 'engaging with the company on behalf of the Shareholders' Committee in relation to how the Company shall engage with mana whenua to give effect to te Tiriti o Waitangi and its principles and establish and implement its Te Ao Māori framework'.

### Updating provisions relating to guarantees to be provided by the shareholding councils

20. At the time the original Shareholders' Agreement was signed, it wasn't clear what the Local Government Funding Agency (LGFA) standard terms would require in relation to guarantee provisions. At the time, the Shareholders' Agreement was drafted so the guarantee in favour of LGFA would be given in proportion to the shareholding of each shareholder.
21. Since then, during the LGFA's negotiations with other water entities, it has been confirmed that LGFA want the guarantee to be in proportion to each shareholding council's proportion of drinking water connections. This change does not make a significant change to the proportions for each council, and discussions with the council officers from all three councils indicate that they are not concerned with that change. The shareholding proportions are PNCC 65%, HDC 25%, and RDC 10%, and the drinking water proportions are PNCC 66%, HDC 25%, and RDC 9%. The advantage of using drinking water connections is that it will adjust for growth over time, whereas the shareholding proportion is not expected to change unless a new council is added to CDW.
22. The CDW Establishment Team have worked with PwC and Simpson Grierson on the proposed treasury arrangements for CDW and debt transfer methodology, it was recommended that CDW should also be able to borrow from non-LGFA lenders. LGFA have confirmed that the guarantee structure they require is only in respect of LGFA's lending and cannot be extended to other parties. To ensure CDW has the option to retain the flexibility of alternative financing from non-LGFA lenders, councils are required to sign an additional global guarantee for any non-LGFA lenders.

### Options | Ngā Kōwhiringa

| Options   Ngā Kōwhiringa | Benefits   Ngā Whiwhinga | Risks   Ngā Mōrearea    |
|--------------------------|--------------------------|-------------------------|
| Option A (recommended)   |                          | No known disadvantages. |

|  |  |  |
|--|--|--|
| <p>Approve the attached Shareholders' Agreement.</p>   | <p>Aligns with the decisions the three Councils have made to date.<br/>Is consistent with the timeframes and commitments the Councils have made in their Joint Water Services Delivery Plan to establish the Water Organisation.<br/>Documents give effect to agreements and understandings reached between partner Councils and Iwi.<br/>Provides the governance framework for effective delivery across the three Council areas.</p> |  |
| <p>Option B (status quo)<br/>Do not approve the updated attached Shareholders' Agreement</p> | <p>No known advantage.</p>   | <p>Does not align with the decisions which the three Councils have made to date.<br/>Does not deliver on the timeframes and commitments the Councils made in the Water Services Delivery Plan.<br/>Does not meet the agreements and understandings reached with partner Councils and with Iwi.</p> |

### NEXT STEPS | HEI MAHI

23. All three Councils and the Board of Central Districts Water are considering these documents at meetings in April and May 2026.
24. Following approval of the updated Shareholders' Agreement by each Council, the Shareholders' Committee will continue to work to provide oversight of the Central Districts Water Board to support the establishment of Central Districts Water and work towards an operational day one of 1 July 2027.

### **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.

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**ATTACHMENTS | NGĀ TĀPIRINGA KŌRERO**

| No.               | Title  | Page |
|-------------------|--|------|
| <a href="#">A</a> | Central Districts Water - Summary of Changes to the Shareholders Agreement - 14 April 2026                   | 30   |
| <a href="#">B</a> | Central Districts Water - Shareholders Agreement - Comparison with tracked changes (30 March 26 vs 2 Dec 25) | 31   |

CONFIDENTIAL



**CENTRAL DISTRICTS WATER LIMITED  
SHAREHOLDER AGREEMENT – SUMMARY OF CHANGES (30 MARCH 2026)**

The below table sets out key changes to the Shareholder Agreement (**Shareholder Agreement**) for Central Districts Water Limited (**CDW**) as compared to the version agreed and adopted by the shareholders in December 2025.

| CHANGE AND CLAUSE REFERENCE  | EXPLANATION OF CHANGE   |
|--|---|
| 1. <b>Parties</b>  | Agreement has been updated to introduce CDW as a party. A signature block for CDW has been added at the end of the agreement.   |
| 2. <b>Background</b>   | Background has been updated to reflect the incorporation of CDW and termination of the existing shareholder agreement.<br><br>Various provisions of the Shareholder Agreement have been updated to reflect that CDW is now incorporated (see for example clause 6.1(a)(i), deleted clause 17.1).  |
| 3. <b>Joint appointment of mana whenua representatives</b><br><br><i>(clause 6.3 of the SHA and clause 4(e) of Schedule 3)</i> | Agreement now permits shareholders to appoint mana whenua representatives jointly.<br><br>Various provisions of the Shareholder Agreement have been updated to reflect that Shareholder Committee Members may be appointed jointly by shareholders (see for example definition of 'Alternate' in clause 1.1, clause 6.1(c)(ii), and clause 6.8)   |
| 4. <b>Quorum</b><br><br><i>(Schedule 1 and clause 6(a) of Schedule 3)</i>  | Quorum requirements have been updated to include at least one mana whenua representative (in addition to at least one elected member of each Shareholder).  |
| 5. <b>Shareholders Committee Responsibilities</b><br><br><i>(clause 2(t) of Schedule 3)</i>                                    | A new provision has been added to reflect Shareholder Committee's role in engaging with CDW in relation to how it engages with mana whenua.   |
| 6. <b>Guarantee</b><br><br><i>(clause 1.1 definition of 'Global Guarantee' clause 7, and Schedule 2)</i>                       | The guarantee provisions have been updated to reflect that the LGFA guarantee will need to be provided in proportion to the shareholders' share of drinking water connections (unless agreed otherwise with LGFA).<br><br>A new provision has been added in 7.3 to provide for a process to offer a global guarantee to be provided to the Company's financiers (a non-LGFA guarantee). Any such 'Global Guarantee' would require unanimous agreement of the shareholders (as reflected in schedule 2). |

## SHAREHOLDERS' AGREEMENT RELATING TO CENTRAL DISTRICTS WATER LIMITED

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HOROWHENUA DISTRICT COUNCIL

PALMERSTON NORTH CITY COUNCIL

RANGITIKEI DISTRICT COUNCIL

CENTRAL DISTRICTS WATER LIMITED

SIMPSON  
GRIERSON 

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[SCHEDULE 2 RESERVED MATTERS REQUIRING SHAREHOLDER APPROVAL](#)

[SCHEDULE 3 SHAREHOLDERS COMMITTEE TERMS OF REFERENCE](#)

DEED DATED

2026

**PARTIES**

1. HOROWHENUA DISTRICT COUNCIL (HDC)
2. PALMERSTON NORTH CITY COUNCIL (PNCC)
3. RANGITIKEI DISTRICT COUNCIL (RDC)
4. CENTRAL DISTRICTS WATER LIMITED (Company)

**BACKGROUND**

- A. HDC, PNCC and RDC:
- (i) are party to a shareholder agreement in respect of the Company dated 19 December 2025 (**Existing Shareholders Agreement**). This agreement is intended to replace the Existing Shareholders Agreement in its entirety and, with effect from the date of this agreement, the Existing Shareholders Agreement will terminate and be of no further force or effect, except in respect of any rights or obligations that have accrued before termination;
  - (ii) on or around the date of this agreement (**Day Zero**) have incorporated the Company to become the water organisation responsible for delivering water services in the Service Area; and
  - (iii) will each contemporaneously on Day One, expected to be 1 July 2027, transfer water services assets, liabilities and other matters to the Company pursuant to the Transfer Agreements. From Day One, the Company will be a water services provider under the Local Government (Water Services) Act 2025, which was enacted to give effect to the Local Water Done Well water reforms.
- B. The purpose of this agreement is to record how the parties will manage their shareholdings in the Company and their respective relationships with each other.
- C. The Company is a party to this agreement to record certain obligations owed to it by, and owed by it to, the Shareholders.

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## AGREED TERMS

### 1. DEFINITIONS AND INTERPRETATION

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#### 1.1 Definitions: In this agreement the following definitions apply:

**Alternate** means, in relation to a Shareholder, an alternate to that Shareholder's (or those Shareholders' jointly) appointed Shareholders Committee Representative to attend and vote at meetings of the Shareholders Committee but only where the relevant appointed Shareholders Committee Representative is unable to do so.

**Board** means the board of Directors of the Company.

**Board Skills Matrix** means a matrix setting out the skills which are required to be represented on the Board, by being held by one or more Directors in office, as adopted and amended by the Shareholders Committee from time to time in accordance with Schedule 3.

**Business** means the business and activities set out in clause 2.1 of the Constitution.

**Business Day** means a day (other than a Saturday, a Sunday or a public holiday) on which registered banks are open for business in the Manawatū-Whanganui region, New Zealand.

**Companies Act** means the Companies Act 1993.

**Company** means Central Districts Water Limited.

**Confidential Information** means the provisions of this agreement and all other information of a confidential nature (which, where the confidentiality of the information is not expressly stated, will be determined by the recipient, acting reasonably) obtained by one party from the other party under or in connection with this agreement, including, in relation to the Company, trade secrets, proprietary information and confidential information belonging to the Company that are not generally known to the public, including information concerning business plans, financial statements and other information provided pursuant to this agreement, operating practices and methods, expansion plans, strategic plans, marketing plans, contracts, customer lists or other business documents which the Company treats as confidential, and any other information in respect of which the Company is bound by an obligation of confidence owed to a third party.

**Constitution** means the constitution of the Company as filed with the New Zealand Companies Office on the incorporation of the Company, as amended or replaced from time to time.

**Day One** means 1 July 2027, or any later date agreed by all Shareholders.

**Day Zero** has the meaning given to it in Background A.

**Director** means a director of the Company.

**Event of Default** means, in relation to a Shareholder, where a Shareholder breaches or fails to observe any of the obligations under this agreement and:

- (a) if that breach or failure is capable of remedy, does not remedy that breach or failure within 20 Business Days of notice from any other Shareholder specifying the breach or failure and requiring remedy;
- (b) that breach or failure is not capable of remedy; or
- (c) that breach or failure is material in the context of the obligations of that Shareholder under this agreement.

**Global Guarantee** has the meaning given to that term in clause 7.3.

**LGA** means the Local Government Act 2002.

**LGFA** means New Zealand Local Government Funding Agency Limited.

**LG(W)S Act** means the Local Government (Water Services) Act 2025.

**Local Authority** has the meaning given to it in section 5 of the LGA.

**Ordinary Resolution** means a resolution that is approved by a simple majority of the votes of those Shareholders entitled to vote and voting on the question.

**Reserved Matters** means matters of the nature listed in Schedule 2.

**Security Interest** includes a mortgage, debenture, charge, lien, pledge, assignment or deposit by way of security, bill of sale, lease, hypothecation, hire purchase, credit sale, agreement for sale on deferred terms, option, right of pre-emption, caveat, claim, covenant, interest or power in or over an interest in an asset and any agreement or commitment to give or create any such security interest or preferential ranking to a creditor including set off.

**Service Area** means the combined service areas (as defined in section 4 of the LG(W)S Act) of the Shareholders being, at the date of adoption of this agreement, the territorial districts of Palmerston North, Rangitikei and Horowhenua.

**Shares** means shares in the Company on issue from time to time.

**Shareholder** means a shareholder in the Company and includes any person who subsequently becomes a shareholder.

**Shareholders Committee** means the joint committee formed by the Shareholders pursuant to clause 6.1.

**Shareholders Committee Representative** means a member of the Shareholders Committee.

**Special Resolution** means a resolution that is approved by 75% of the votes of those Shareholders entitled to vote and voting on the question.

**Statement of Expectations** has the meaning given to it in section 220 of the LG(WS) Act.

**Term** means the term of this agreement as set out in clause 10.1.

**Terms of Reference** means the terms of reference of the Shareholders Committee in the form set out in Schedule 3, as amended from time to time in accordance with this agreement.

**Transfer Agreement** has the meaning given to it in section 4 of the LG(WS) Act.

**Unanimous Resolution** means a resolution that is approved by all of the Shareholders entitled to vote and voting on the question.

**Water Services** has the meaning given to it in section 4 of the LG(WS) Act, which will be the water services transferred to the Water Organisation in accordance with the Transfer Agreement between the Water Organisation and each Shareholder.

**Water Services Annual Budget** has the meaning given to it in section 220 of the LG(WS) Act.

**Water Services Strategy** has the meaning given to it in section 220 of the LG(WS) Act.

**1.2 Interpretation:** In this agreement, unless the context otherwise requires:

- (a) headings are for convenience only and do not affect interpretation;
- (b) the singular includes the plural and vice versa, and a gender includes other genders;
- (c) another grammatical form of a defined word or expression has a corresponding meaning;
- (d) words in this agreement have the same meaning as in the Companies Act unless inconsistent with the context;
- (e) a reference to a party, person or entity includes:
  - (i) an individual, firm, company, trust, partnership, joint venture, association, corporation, body corporate, estate, state, government or any agency thereof, municipal or local authority and any other entity, whether incorporated or not (in each case whether or not having a separate legal personality); and
  - (ii) an employee, agent, successor, permitted assign, executor, administrator and other representative of such party, person, entity;
- (f) a reference to dollars or \$ is to New Zealand currency and excludes every tax and duty;

- (g) a reference to a clause or schedule is to a clause or schedule of this agreement;
  - (h) a reference to a statute, ordinance, code or other law includes regulations and other instruments under it and consolidations, amendments, re-enactments or replacements of any of them;
  - (i) references to the word "include" or "including" are to be construed without limitation;
  - (j) references to any form of law are to New Zealand law, including as amended or re-enacted;
  - (k) a reference to a document or instrument includes the document or instrument as novated, altered, supplemented or replaced from time to time;
  - (l) "written" and "in writing" include any means of reproducing words, figures or symbols in a tangible and visible form;
  - (m) any obligation falling due for performance on or by a day other than a Business Day will be performed on or by the Business Day immediately following that day; and
  - (n) an obligation not to do something includes an obligation not to allow or cause that thing to be done.
- 1.3 Subsidiaries of the Company:** If at any time the Company has a subsidiary (as defined in the Companies Act) or subsidiaries, clauses 3.1, 5.1 and 6.1 will be read so as to relate to the group of companies consisting of the Company and its subsidiaries, rather than to the Company alone.

## 2. SHARES

- 2.1 Initial Shares on Issue:** As at the date of incorporation, the Company will have the number of Shares set out in Schedule 1 which are held by the Shareholders set out in Schedule 1.
- 2.2 Ordinary Shares:** As at the date of this agreement, all Shares on issue are fully paid, ordinary shares ranking equally in all respects.

## 3. PURPOSE OF COMPANY

- 3.1 Purpose:** It is the intention of the Shareholders that the Company is to carry on the Business.
- 3.2 Initial business set up:** The Shareholders will work together to procure the initial business set up, operational steps, and transactions described and summarised in Schedule 1.

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**4. BOARD AND DIRECTORS**

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**4.1 Board:**

- (a) The Company will have no less than the minimum and no more than the maximum number of Directors specified in the Constitution.
  - (b) The Directors will be appointed and removed by the Shareholders Committee in accordance with the Constitution and Schedule 3.
- 4.2 Performance evaluation:** The Board will undertake a self-evaluation of its performance on an annual basis, in line with accepted good governance principles and practices, and the results will be reported directly to the Shareholders Committee and to the Chief Executives (or equivalent) of each of the Shareholders.

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**5. SHAREHOLDERS' OBLIGATIONS**

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**5.1 Voting and Shareholder reserved matters:**

- (a) Subject to clause 5.1(b) and any resolution that is required by the Companies Act or the Constitution to be passed as a Special Resolution or Unanimous Resolution, all resolutions of meetings of the Shareholders may be passed by Ordinary Resolution.
  - (b) The Company will not enter into any transaction or matter which is a Reserved Matter unless the entry into such transaction or matter is approved in writing by:
    - (i) the Shareholders who together hold at least the required percentage of all Shares held by the Shareholders to meet the required approval threshold, as listed in Schedule 3; or
    - (ii) if such an approval threshold is not listed in Schedule 3, by Special Resolution.
- 5.2 Duty to comply with Constitution:** Each Shareholder will comply with the Company's Constitution.
- 5.3 Compliance with laws:** The Shareholders will each ensure they comply with their, and the Company complies with its, obligations under the LGA, Local Government (Water Services Preliminary Arrangements) Act 2024, the LG(W.S) Act, the Local Government Official Information and Meetings Act 1987, the Companies Act and all other laws applicable to the Shareholders and the Company.
- 5.4 Spirit of collaborative working:** The Shareholders must at all times act in a spirit of co-operation and collaborative working, endeavouring to act together to allow for the effective communication of the Shareholders' intentions or requirements to the Company.

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**5.5 No surprises:** The Shareholders will use best endeavours to act under the principle of "no surprises", both with the Company and with each other in relation to their respective interests.

**6. SHAREHOLDERS COMMITTEE**

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**6.1 Establishment and Terms of Reference:**

(a) After the approval of this agreement, the Shareholders will jointly establish, maintain and operate a Shareholders Committee in accordance with the Terms of Reference to provide overarching governance of the Company, including:

- (i) in relation to the appointment of Directors to the Board of the Company;
- (ii) to assist the Shareholders to fulfil their obligations under this agreement; and
- (iii) where the Company has any obligation to consult with the Shareholders under the LG(WS) Act or other applicable law, to allow the Company to meet such obligation by consulting with the Shareholders Committee.

(b) The Shareholders Committee will be established as a joint committee under clause 30(1)(b) of Schedule 7 to LGA.

(c) Each Shareholder:

- (i) hereby confirms the Terms of Reference for the Shareholders Committee are on the terms attached at Schedule 3 to this agreement, as amended from time to time in accordance with this agreement;
- (ii) will appoint Shareholders Committee Representatives and Alternates in accordance with the Terms of Reference and clauses 6.2 and 6.3; and
- (iii) agrees to delegate to the Shareholders Committee the responsibilities and powers necessary to participate in and carry out the Shareholders Committee governance oversight responsibilities, including those responsibilities and powers set out in Schedule 3, and in relation to agreeing:
  - (A) when Shareholder meetings, or resolutions in lieu of Shareholder meetings, are required (without prejudice to Shareholder and Board rights to call meetings under the Constitution or the Companies Act); and
  - (B) the appointment, removal and remuneration of Directors.

- (d) Any amendment to the Terms of Reference must be by unanimous agreement of the Shareholders (or of the Shareholders Committee Representatives duly authorised pursuant to clause 6.5).

**6.2 Appointing and replacing a Shareholders Committee Representative:** Each Shareholder must appoint three members to the Shareholders Committee, of which one must be an elected member of that Shareholder, and, subject to clause 6.3, one must be a representative for mana whenua. In addition, each Shareholder is to appoint two Alternates, one for its representative for mana whenua and one for the other Shareholder Committee members appointed by it. Each Shareholder's appointed Shareholders Committee Representative and/or Alternates may be replaced from time to time by that Shareholder providing written notice to the Shareholders Committee and the other Shareholders.

**6.3 Jointly appointed mana whenua representatives:** Notwithstanding clause 6.2, the Shareholders may, by unanimous agreement, jointly appoint up to three representatives for mana whenua to the Shareholders Committee. Any mana whenua representative appointed jointly under this clause:

- (a) will be appointed in place of the mana whenua representative otherwise permitted to be appointed by each Shareholder under clause 6.2; and
- (b) may be replaced from time to time by the Shareholders jointly.

**6.4 Independent Chairperson**

- (a) The Shareholders Committee may, by unanimous vote, appoint an independent chairperson, to act as the chairperson of the Shareholders Committee (**Independent Chairperson**).
- (b) To be independent, and qualify for appointment under clause 6.3(a), a person must be neither a current elected member of any Shareholder nor a current employee of any Shareholder or the Company, or employed or otherwise associated with any mana whenua member of the Shareholders Committee. To qualify for appointment as Independent Chairperson, a person must also not be disqualified from holding office as a director of a company under section 151 of the Companies Act.
- (c) The Independent Chairperson shall not have a vote on any resolution of the Committee, or be counted in the quorum for a Committee meeting, but shall be permitted to engage fully at Committee meetings and in the Committee decision-making process.
- (d) The Committee shall decide upon the remuneration (if any) of the Independent Chairperson, which shall be paid in equal amounts by the Shareholders.
- (e) An Independent Chairperson may be removed and replaced at any time by unanimous vote of the Committee.

- 
- (f) An Independent Chairperson may resign at any time by notice to the Committee.
  - (g) An Independent Chairperson shall hold office until they:
    - (i) cease to be independent as provided in clause 6.3(a);
    - (ii) are removed from office under clause 6.3(e);
    - (iii) resign in accordance with clause 6.3(f); or
    - (iv) become a person disqualified from holding office as a director of a company under section 151 of the Companies Act.
- 6.5 Authority of Shareholders Committee Representatives:** Subject to the delegations under clause 6.1 above, the Shareholders agree that any action, matter or decision for a Shareholder under this agreement may be exercised by a duly authorised Shareholders Committee Representative or Alternate, each of whom must be an elected member of a Shareholder.
- 6.6 Shareholders Committee meetings:** Unless the Shareholders Committee determines otherwise, the Shareholders Committee will meet on a quarterly basis.
- 6.7 Attendance of Shareholders Committee Representatives at meetings:** Each Shareholder will ensure that each of its appointed Shareholders Committee Representatives or their Alternates attend each meeting of the Shareholders Committee.
- 6.8 Failure to attend:** If a Shareholder's (or Shareholders' jointly) appointed Shareholders Committee Representative or their Alternates are not present at two or more consecutive meetings of the Shareholders Committee, then that Shareholder or those Shareholders will be required, on notice by any other Shareholder, to replace that appointed Shareholders Committee Representative and/or Alternates (as appropriate).
- 7. LOANS AND GUARANTEES BY SHAREHOLDERS**
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- 7.1 Loans and guarantees:** Subject to clauses 7.2 and 7.3, no Shareholder will be required to make any loans to the Company or guarantee the obligations of the Company, to any creditor or other party except with the express prior agreement of such Shareholder.
- 7.2 LGFA funding guarantee:** The Shareholders agree that, at the required or desirable time before Day One, each Shareholder will take all steps necessary, including providing a guarantee in favour of LGFA (in amounts proportionate to each Shareholder's share of drinking water connections, or otherwise as may be agreed with LGFA), to enable the Company to access funding through LGFA.
- 7.3 Global guarantee:** The Shareholders agree that, at the required or desirable time before Day One, each Shareholder will provide a guarantee deed poll (in amounts proportionate to each Shareholder's share of drinking water connections, or otherwise

as may be agreed) the benefit of which may, subject to clause 5.1(b), be conferred by the Company on financiers of the Company from time to time (**Global Guarantee**).

## 8. STATEMENT OF EXPECTATIONS

### 8.1 Preparation:

- (a) The Shareholders will be responsible for jointly preparing a Statement of Expectations for the Company in accordance with the LG(WS) Act, within the time periods required by the LG(WS) Act.
- (b) The Shareholders will delegate responsibility for preparing and adopting the Statement of Expectations to the Shareholders Committee in accordance with clause 6.1.
- (c) Unless the Shareholders otherwise agree, or an alternative process is provided for in the LG(WS) Act (in which case that alternative process will be followed), the Shareholders Committee will meet at least eight months before the date on which the Company is required to prepare a Water Services Strategy under the LG(WS) Act, to discuss and agree to the process for preparing the next Statement of Expectations, which will be consistent with the Constitution and the process requirements set out in the LG(WS) Act, and will publish that process on the website of one or more of the Shareholders in accordance with the LG(WS) Act.
- (d) In addition to the requirements specified in the LG(WS) Act, the Statement of Expectations will also include the matters set out in Schedule 1.
- (e) No later than the period set out in Schedule 1 before the publication date, or an alternative date agreed by the Shareholders, the agreed Statement of Expectations will be circulated to the Chairperson of the Board, the Chief Executive of the Company and the Shareholders Committee.

## 9. SHARES AND SHAREHOLDERS

- 9.1 **No sale:** No Shareholder may directly or indirectly sell, transfer, or dispose of the legal or beneficial ownership of, or the control of, any of its Shares otherwise than in compliance with this agreement, the Constitution and the LG(WS) Act.
- 9.2 **No Security Interest:** A Shareholder must not grant a Security Interest over any of its Shares.
- 9.3 **Share issue:** Subject to approval of the Shareholders in accordance with clause 5.1, the Board may issue Shares in accordance with the Constitution and this agreement, including the principles set out in Schedule 1.
- 9.4 **Additional Shareholders:** Subject to the approval of the Shareholders in accordance with clause 5.1, additional Local Authorities may become shareholders in the Company in accordance with the Constitution, the principles set out in Schedule 1, and Schedule 2.

- 9.5 Exiting shareholders:** A Local Authority may cease to be a shareholder in the Company in accordance with the Constitution and the principles set out in Schedule 1 (a **Shareholder Exit**).
- 9.6 Amalgamation of Local Authorities:** In the event of an amalgamation (**Amalgamation Event**), the Shareholders Committee will meet and discuss the effect of the amalgamation on the shareholding structure of the Company and will exercise their voting rights to ensure that the shareholding percentages for the Shares remain reasonable as agreed by all Shareholders.
- 9.7 Consequences of Shareholder Exit or Amalgamation:** If a Shareholder Exit or Amalgamation Event occurs or is likely to occur:
- (a) the Shareholders Committee will meet and discuss the effect of the Shareholder Exit or Amalgamation Event on the shareholding structure of the Company and will exercise their voting rights to ensure that the structure (including the relative shareholding percentages of the remaining Shareholders) remains fit for purpose having regard to the purpose of the Company as set out in clause 3; and
  - (b) if requested by a Shareholder, the Shareholders Committee will meet and discuss the effect of the Shareholder Exit or Amalgamation Event on the arrangements contemplated under this agreement more widely in accordance with the following principles:
    - (i) each Shareholder acknowledges their ongoing commitment to the principle of co-operation and collaborative working as set out in clause 5.4; and
    - (ii) the arrangements in respect of the governance of the Company must continue to be fit for the purpose of the Company as a water organisation and the respective community and economic interests of the remaining Shareholders.

## 10. TERM AND TERMINATION

- 10.1 Term:** Subject to clause 11.2, the **Term** of this agreement commences on the date signed by all Shareholders and continues until the first date on which:
- (a) only one Shareholder owns all Shares;
  - (b) none of the Shareholders hold Shares;
  - (c) all Shareholders agree that this document is terminated; or
  - (d) the Company is liquidated.

## 11. CONSEQUENCES OF TERMINATION

- 11.1 Effect of termination:** Any termination of this agreement with respect to a Shareholder does not affect any accrued rights that Shareholder may have against the

other parties to this agreement or which the other parties to this agreement may have against it.

**11.2 Survival:** Termination of this agreement will not affect the rights and obligations of the Shareholders set out in clauses 1, 11, 13, 15, 16 and 17 which are intended to survive the termination of this agreement.

## **12. SUSPENSION OF RIGHTS**

**12.1 Consequences:** If an Event of Default occurs in respect of a Shareholder (the **Defaulting Shareholder**), the Non-Defaulting Shareholders may, while that Event of Default continues, by notice in writing to the Defaulting Shareholder require that the Defaulting Shareholder is suspended as follows:

- (a) all rights of the Defaulting Shareholder under this agreement (including the right to vote on a Reserved Matter) and all rights attaching to the Defaulting Shareholder's Shares (**Default Shares**) (including that Shareholder's right to vote) are suspended and that Shareholder is not to be counted for the purpose of determining a quorum for a Shareholders' meeting;
- (b) all voting rights of the Shareholders Committee Representatives appointed by the Defaulting Shareholder are suspended; and
- (c) all Director appointment rights of the Defaulting Shareholder are suspended.

**12.2 Non-Defaulting Shareholder:** For the purposes of clause 12.1:

- (a) **Non-Defaulting Shareholders** means all Shareholders which are not the Defaulting Shareholder; and
- (b) any notice which may be given by the Non-Defaulting Shareholders may be given by a Shareholder or Shareholders which holds or hold more than half of the Shares held by all Non-Defaulting Shareholders.

**12.3 Default interest:** If any party does not pay any amount payable under this agreement on the due date for payment (**Due Date**) that party will pay to the other party interest (both before and after judgment) on that amount. That interest will be:

- (a) paid at the rate set out in Schedule 1;
- (b) paid by instalments at intervals of 10 Business Days from the Due Date; and
- (c) calculated on a daily basis from and including the Due Date until the unpaid amount is paid in full.

The right of a party to require payment of interest under this clause does not limit any other right or remedy of that party.

**12.4 Other remedies:** Clauses 12.1 and 12.3 are without prejudice to any other right, power or remedy under this agreement, at law, or otherwise, that any Shareholder has in respect of a default by any other Shareholder.

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**13. DISPUTE RESOLUTION**

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**13.1 Notice in writing:** If a party claims that a dispute has arisen, that party must give written notice to the other parties. The written notice must specify the nature of the dispute.

**13.2 Negotiation:**

- (a) On receipt of a notice delivered in accordance with clause 13.1 and before any party may refer a dispute to arbitration or expert determination, the Shareholders Committee Representatives must, in good faith and acting reasonably, do their best to resolve the dispute quickly and efficiently through negotiation.
- (b) If any Shareholders Committee Representative considers that the dispute is not being resolved in a timely manner, such Shareholders Committee Representative may serve written notice on the other parties' Shareholders Committee Representatives to escalate the dispute to the Chief Executives or equivalent (where the Shareholders Committee Representatives are not the Chief Executive or equivalent) of the applicable Shareholders for resolution.
- (c) If the dispute has not been resolved within 20 Business Days (or within such other period as agreed by the parties) of the date of the notice referred to in clause 13.2, any party may submit the dispute to arbitration or expert determination.

**13.3 Arbitration:**

- (a) If the parties do not resolve the dispute by negotiation, and unless the parties agree to refer the dispute to Expert Determination, any party (the **Initiating Party**) may refer that dispute to binding arbitration by issuing a written notice (**Arbitration Notice**) to the other party or parties (together with the Initiating Party, the **Disputing Parties**) for final resolution in accordance with the provisions of this clause 13.3 and in accordance with the provisions of the Rules of Arbitration of the New Zealand Dispute Resolution Centre, as amended or modified from time to time (**NZDRC Rules**).
- (b) The arbitral panel will consist of one arbitrator. The arbitrator will be appointed by the agreement of the Disputing Parties or, failing agreement within 10 Business Days of the date of the Arbitration Notice, in accordance with the NZDRC Rules.
- (c) The seat of arbitration will be as set out in Schedule 1 and the arbitration will be conducted in the English language.
- (d) The award of the arbitration will be in writing and must include reasons for the decision.

- (e) The award of the arbitration will be final and binding on the parties. No party may appeal to the High Court under Clause 5 of the Second Schedule of the Arbitration Act 1996 on any question of law arising out of an award.
- (f) The award will allocate or apportion the costs of the arbitration as the arbitrator deems fair.
- (g) Neither the existence of any dispute nor the fact that any arbitration is pending will relieve any of the Parties of their respective obligations under this agreement.

**13.4 Expert Determination:** If the parties agree to refer the dispute to an Expert Determination, then:

- (a) any Shareholder or the Company may refer the dispute to such firm of chartered accountants or lawyers (depending on the nature of the matters in issue) with suitable experience in dealing with such matters as are in dispute:
  - (i) as is agreed by a majority of the Shareholders Committee and the Company; or
  - (ii) failing agreement within 5 Business Days of the date of any Shareholder notifying details of its suggested expert to the other Shareholders and the Company, as is appointed by the President for the time being of the New Zealand Law Society,

(the **Expert**). The Expert will be required to make a decision in respect of the issue or dispute (and any consequential adjustments) within 10 Business Days from the date upon which the matter is referred to him or her.

- (b) The decision of the Expert will, in the absence of fraud or manifest error, be conclusive and binding on all Shareholders and the Company.
- (c) In resolving an issue or dispute under this clause:
  - (i) the Expert will be deemed to be acting as an expert, not as a mediator or an arbitrator;
  - (ii) nothing in this clause will constitute a submission to arbitration under the Arbitration Act 1996;
  - (iii) each Shareholder and the Company must give the Expert any information and assistance, and will ensure that its duly authorised representatives meet with the Expert, as the Expert may reasonably require in order to expedite the resolution of the issue or dispute; and
  - (iv) the Shareholders and the Company will be jointly and severally liable to the Expert for all costs incurred by the Expert, but the Expert may allocate, to any one or more of the Shareholders and

the Company, the responsibility for payment of those costs and that allocation will be binding on the Shareholders and the Company.

- 13.5 Implementation of agreement:** The parties must do whatever is reasonably necessary to put into effect any negotiated or arbitral award, or Expert Determination or other resolution. This includes exercising voting rights and other powers as required.
- 13.6 Rights and obligations during a dispute:** During a dispute, each party must continue to perform its obligations under this agreement.
- 13.7 Interlocutory relief and right to terminate:** This clause does not restrict or limit the right of a party to obtain interlocutory relief, or to immediately terminate this agreement where this agreement provides such a right.

#### **14. DISTRIBUTION PRINCIPLES ON LIQUIDATION**

**14.1 Principles:** The principles which govern the distribution on liquidation of the Company (which are intended to be legally binding) include:

- (a) each Shareholder would be entitled to have the original Water Services assets it transferred to the Company (or representative equivalent assets) transferred back to it along with the relevant debt apportioned to those assets;
- (b) an adjustment amount may be payable on liquidation by any Shareholder to reflect effective compensation for the costs of any new Water Services assets that may transfer to such Shareholder, less the allocation and assumption of a share of the Company's debt (and other liabilities) for the new Water Services assets; and
- (c) the basis on which that adjustment amount is set will be determined by the Shareholders Committee.

#### **15. CONFIDENTIAL INFORMATION AND PUBLIC ANNOUNCEMENTS**

**15.1 Confidentiality:** Each party must keep confidential the Confidential Information and must not disclose or permit the disclosure of any Confidential Information to any other person. If a party becomes aware of a breach of this obligation, that party will immediately notify the other parties.

**15.2 Further permitted use and disclosure:** This agreement does not prohibit the disclosure of Confidential Information by a party in the following circumstances:

- (a) the other parties have consented to the disclosure of the relevant Confidential Information;
- (b) the disclosure is specifically contemplated and permitted by this agreement;
- (c) the disclosure of Confidential Information is to an employee, subcontractor, agent or representative who needs it for the purposes of this agreement;

- (d) the disclosure is to a professional adviser in order for it to provide advice in relation to matters arising under or in connection with this agreement;
- (e) the disclosure is required by a court or governmental or administrative authority; or
- (f) the disclosure is required by applicable law or regulation, including under the Local Government Official Information and Meetings Act 1987.

**15.3 Public announcements and media releases:** Each party agrees that it will not make any public announcements or issue media releases in connection with, or on behalf of, the other Shareholders or the Company in relation to the Company or Water Services, except with the written consent of the other Shareholders. Nothing in this provision will prohibit or restrict a Shareholder from making a public announcements or media releases in connection with the Shareholder's own involvement with, or policies in relation to, the Company.

## 16. NOTICES

**16.1 Giving notices:** Any notice or communication given to a party under this agreement is only given if it is in writing and sent in one of the following ways:

- (a) delivered or posted to that party at its address and marked for the attention of the relevant department or officer (if any) set out in Schedule 1; or
- (b) emailed to that party at its email address and marked for the attention of the representative set out in Schedule 1.

**16.2 Change of details:** If a party gives the other party three Business Days' notice of a change of its postal address or email address, any notice or communication is only given by that other party if it is delivered, posted or emailed to the latest postal address or email address.

**16.3 Time notice is given:** Any notice or communication is to be treated as given at the following time:

- (a) if it is delivered, when it is left at the relevant address;
- (b) if it is sent by post, five Business Days after it is posted; or
- (c) if it is sent by email, when it is received in readable form addressed in the manner specified above.

However, if any notice or communication is given, on a day that is not a Business Day or after 5pm on a Business Day, in the place of the party to whom it is sent it is to be treated as having been given at the beginning of the next Business Day.

## 17. GENERAL

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- 17.1 No partnership, joint venture:** Nothing in this agreement will create or evidence any partnership, joint venture, agency, trust or employer/employee relationship between any of the Shareholders, and a Shareholder may not make, or allow to be made, any representation that any such relationship exists between any of the Shareholders. A Shareholder will not have authority to act for, or to incur any obligation on behalf of, any other Shareholder, except as expressly provided for in this agreement.
- 17.2 No privity:** Other than as expressly provided for in this agreement, this agreement is not intended to confer a benefit on any person or class of persons who is not a party to it.
- 17.3 Counterparts:** This agreement is deemed to be signed by a Shareholder if that Shareholder has signed or attached that Shareholder's signatures to any of the following formats of this agreement:
- (a) an original;
  - (b) a photocopy; or
  - (c) an electronic copy.
- and if every Shareholder has signed or attached that Shareholder's signatures to any such format and delivered it in any such format to the other Shareholders, the executed formats will together constitute a binding agreement between the Shareholders.
- 17.4 Entire agreement:** This agreement contains everything the parties have agreed in relation to the subject matter it deals with. No party can rely on an earlier written agreement or anything said or done by or on behalf of another party before this agreement was executed.
- 17.5 Severance:** If any provision of this agreement is, or becomes unenforceable, illegal or invalid for any reason it will be deemed to be severed from this agreement without affecting the validity of the remainder of this agreement and will not affect the enforceability, legality, validity or application of any other provision of this agreement.
- 17.6 Further assurance:** Each Shareholder will make all applications, execute all documents and do or procure all other acts and things reasonably required to implement and to carry out its obligations under, and the intention of, this agreement.
- 17.7 Variation:** No variation of this agreement will be of any force or effect unless it is in writing and signed by the parties to this agreement.
- 17.8 Assignments and transfer:** A party must not assign or transfer any of its rights or obligations under this agreement without the prior written consent of each of the other parties.
- 17.9 Costs:** Except as otherwise set out in this agreement, each party must pay its own costs and expenses, including legal costs and expenses, in relation to preparing, negotiating, executing and completing this agreement and any document related to this agreement.

**17.10 Inconsistency with Constitution:** If there is any inconsistency between:

- (a) a provision in this document and a mandatory provision in the LG(W.S) Act, the LGA or the Companies Act, then the mandatory provision in the LG(W.S) Act, the LGA, or the Companies Act (as the case may be) will prevail; and
- (b) this document and the Constitution then each party agree to abide by this document and to do everything required to change the Constitution so that it is consistent with this document.

**17.11 Waivers:**

- (a) A waiver of any right, power or remedy under this agreement must be in writing signed by the Council granting it. A waiver only affects the particular right, obligation or breach for which it is given. It is not an implied waiver of any other right, obligation or breach or an implied waiver of that right, obligation or breach on any other occasion.
- (b) The fact that a party fails to do, or delays in doing, something the party is entitled to do under this agreement does not amount to a waiver.

**17.12 Governing law:** This agreement is governed by the laws of New Zealand.

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**SIGNATURES**

**HOROWHENUA DISTRICT  
COUNCIL**

By:

\_\_\_\_\_  
Signature of Authorised  
Signatory

\_\_\_\_\_  
Name of Authorised Signatory

**PALMERSTON NORTH CITY  
COUNCIL**

By:

\_\_\_\_\_  
Signature of Authorised  
Signatory

\_\_\_\_\_  
Name of Authorised Signatory

**RANGITIKEI DISTRICT COUNCIL**

By:

\_\_\_\_\_  
Signature of Authorised Signatory

\_\_\_\_\_  
Name of Authorised Signatory

**SIGNED** on behalf of **CENTRAL DISTRICTS  
WATER LIMITED** in its capacity as the Company  
by:

\_\_\_\_\_  
Signature of director/authorised signatory

\_\_\_\_\_  
Name of director/authorised signatory

**SCHEDULE 1**  
**FURTHER DETAILS**

| <p><b>Service Area(s) for provision of "Water Services"</b><br/><i>(Clause 1.1)</i></p> | <p>The Service Area for the provision of Water Services initially relates to the territorial districts of:</p> <ul style="list-style-type: none"> <li>(a) Horowhenua District Council;</li> <li>(b) Palmerston North City Council; and</li> <li>(c) Rangitikei District Council.</li> </ul>   |             |                  |          |                             |    |     |                               |    |     |                             |    |     |
|---|---|-------------|------------------|----------|-----------------------------|----|-----|-------------------------------|----|-----|-----------------------------|----|-----|
| <p><b>Initial share issue and shareholding</b><br/><i>(Clause 2.1)</i></p>              | <p>Total Shares to be issued on incorporation: 100<br/>Initial Shareholders, their shareholdings and voting percentages are:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Shareholder</th> <th style="text-align: left;">Number of Shares</th> <th style="text-align: left;">Voting %</th> </tr> </thead> <tbody> <tr> <td>Horowhenua District Council</td> <td style="text-align: center;">25</td> <td style="text-align: center;">25%</td> </tr> <tr> <td>Palmerston North City Council</td> <td style="text-align: center;">65</td> <td style="text-align: center;">65%</td> </tr> <tr> <td>Rangitikei District Council</td> <td style="text-align: center;">10</td> <td style="text-align: center;">10%</td> </tr> </tbody> </table>   | Shareholder | Number of Shares | Voting % | Horowhenua District Council | 25 | 25% | Palmerston North City Council | 65 | 65% | Rangitikei District Council | 10 | 10% |
| Shareholder   | Number of Shares  | Voting %    |                  |          |                             |    |     |                               |    |     |                             |    |     |
| Horowhenua District Council   | 25  | 25%         |                  |          |                             |    |     |                               |    |     |                             |    |     |
| Palmerston North City Council   | 65  | 65%         |                  |          |                             |    |     |                               |    |     |                             |    |     |
| Rangitikei District Council   | 10  | 10%         |                  |          |                             |    |     |                               |    |     |                             |    |     |
| <p><b>Initial business set up activities</b><br/><i>(Clause 3.2)</i></p>                | <p>In addition to the matters expressly covered elsewhere in this document:</p> <ul style="list-style-type: none"> <li>(a) <b>Service Level Agreements:</b> Each Shareholder and the Company will, prior to Day One, agree and enter into appropriate service level agreements, under which each Shareholder shall provide support services to the Company as required by the Company on an interim basis before its own systems, processes and capabilities are in place.</li> <li>(b) <b>Transfer Agreements:</b> Each Shareholder and the Company will, prior to Day One, agree and enter into a separate Transfer Agreement (as between each Shareholder and the Company), for the transfer of that Shareholder's Water Services obligations (and associated assets, liabilities and debts) to the Company on the terms contained in the relevant Transfer Agreement.</li> <li>(c) <b>Shared Services:</b> Determine which services (if any) will be shared between the Company and any Shareholder.</li> </ul> |             |                  |          |                             |    |     |                               |    |     |                             |    |     |
| <p><b>Other matters to be included in the Statement of Expectations</b></p>             | <p>The following matters will be addressed in the Statement of Expectations (unless otherwise determined by the Shareholders Committee):</p> <ul style="list-style-type: none"> <li>(a) relationships with Shareholders, the communities of each Shareholder, and customers;</li> </ul>   |             |                  |          |                             |    |     |                               |    |     |                             |    |     |

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Schedule 1 Further Details

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| <p>(Clause 8.1(d))</p>   | <ul style="list-style-type: none"> <li>(b) performance indicators;</li> <li>(c) strategic priorities for the Water Services Strategy;</li> <li>(d) third party obligations;</li> <li>(e) specific obligations of the Shareholders; and</li> <li>(f) requirement to undertake community and/or customer engagement.</li> </ul>  |
| <p><b>Time period before publication to provide the agreed Statement of Expectations to the Chairperson of the Board, the Chief Executive of the Company and the Shareholders Council</b></p> <p>(Clause 8.1(c))</p> | <p>15 Business Days</p>  |
| <p><b>Principles for share issue</b></p> <p>(Clause 9.3)</p>   | <p><b>New Shareholders</b></p> <p>The principles which govern the process for additional Local Authorities joining after the establishment of the Company (which are intended to be legally binding) include:</p> <ul style="list-style-type: none"> <li>(a) additional Local Authorities may become shareholders in the Company;</li> <li>(b) additional Local Authorities would be issued shares in same manner as Horowhenua District Council, Palmerston North City Council, and Rangitikei District Council, as the founding shareholding councils;</li> <li>(c) a “buy in” price will be payable;</li> <li>(d) the “buy in” price will be set on a basis that takes into account a proportionate share of the costs incurred by the founding shareholding councils to establish the Company; and</li> <li>(e) the basis on which that “buy in” price is set will be determined by the Shareholders Committee.</li> </ul> |
| <p><b>Principles for exiting shareholders</b></p> <p>(Clause 9.5)</p>  | <p>The principles which govern the process for any Shareholder Exit after the establishment of the Company (which are intended to be legally binding) include:</p> <ul style="list-style-type: none"> <li>(a) a Shareholder may exercise its right to exit the Company by giving two years’ notice of its intention to cease to be a Shareholder. The terms on which the exit may occur, such as any “buy out” price will be a Reserved Matter;</li> <li>(b) the right to exit may only be exercised after a period of no less than 10 years from Day One;</li> </ul>  |

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Schedule 1 Further Details

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|  | <p>(c) the exiting Shareholder would be entitled to have the original water services assets it transferred to the Company (or representative equivalent assets) transferred back to it along with the relevant debt apportioned to those assets;</p> <p>(d) a “buy out” price may be payable by the exiting Shareholder on the Shareholder Exit to reflect effective compensation for the costs of any new water services assets that may transfer to the exiting Shareholder, less the allocation and assumption of a share of the Company’s debt (and other liabilities) for the new water services assets; and</p> <p>(e) the basis on which that “buy out” price is set will be determined by the Shareholders Committee.</p>  |
| <p><b>Interest rate payable on payment default</b><br/><i>(Clause 12.3(a))</i></p> | <p>Bill Rate plus 3% per annum</p> <p>For the purposes of this paragraph, <b>Bill Rate</b> means:</p> <p>(a) the bank bill reference (bid) rate (rounded upwards, if necessary, to the nearest two decimal places) administered by the New Zealand Financial Benchmark Facility (or any other person which takes over the administration of that rate) for the relevant period and displayed on page BKBM of the Bloomberg screen or Thomson Reuters equivalent (or its or their successor page); or</p> <p>(b) if this rate does not appear on page BKBM of the Bloomberg screen or Thomson Reuters equivalent (or its or their successor page) or if such page is not available, the average of the mean bid and offered rates of Westpac New Zealand Limited for bank bills of exchange having a tenor of 90 days at 10.45 am on that Business Day, provided always that if such rate would be less than zero, it will be zero.</p> |
| <p><b>Place of arbitration</b><br/><i>(Clause 13.3(c))</i></p>                     | <p>Palmerston North</p>  |

Schedule 1 Further Details

|   |  |  |
|---|--|--|
| <b>Address for notices</b><br><i>(Clause 15.1)</i>                      | <b>Horowhenua District Council</b><br><br>126 Oxford Street, Levin 5510,<br>New Zealand<br><br>Email:<br><b>moniqued@horowhenua.govt.nz</b><br><br>Attention: <b>Monique Davidson</b>  | <b>Rangitikei District Council</b><br><br>46 High Street, Marton 4710,<br>New Zealand<br><br>Email:<br><b>carol.gordon@rangitikei.govt.nz</b><br><br>Attention: <b>Carol Gordon</b>            |
|   | <b>Palmerston North City Council</b><br><br>32 The Square, Palmerston<br>North 4410, New Zealand<br><br>Email:<br><b>waid.crockett@pncc.govt.nz</b><br><br>Attention: <b>Waid Crockett</b>   | <b>Central Districts Water Limited</b><br><br>32 The Square, Palmerston<br>North 4410, New Zealand<br><br>Email:<br><b>chris.dyhrberg@pncc.govt.nz</b><br><br>Attention: <b>Chris Dyhrberg</b> |
| <b>Shareholders<br/>Committee<br/>membership</b><br><i>(Schedule 3)</i> | Total number of members of the Shareholders Committee: up to 10.<br><br>Initial members of the Shareholders Committee:<br>3 members appointed by Horowhenua District Council;<br>3 members appointed by Palmerston North City Council;<br>3 member appointed by Rangitikei District Council; and<br>1 independent member appointed pursuant to Terms of Reference.<br><br>Quorum for meetings of the Shareholders Committee: at least five<br>members (or their Alternates) in total, including at least one<br>Shareholders Committee Representative that is an elected member<br>of each Shareholder and one mana whenua Shareholders<br>Committee Representative. |  |

SCHEDULE 2

RESERVED MATTERS REQUIRING SHAREHOLDER APPROVAL

| MATTER OR TRANSACTION   | REQUIRED APPROVAL    |
|---|----------------------|
| <b><i>Special Resolution matters</i></b>  |                      |
| "Major transactions" as that term is defined in the Companies Act.  | Special Resolution   |
| Any alteration to, or revocation of, the Constitution (other than clause 8 of the Constitution relating to Distributions (as defined in the Constitution)). | Special Resolution   |
| Any issue of Shares, securities that are convertible into or exchangeable for Shares, or options to acquire Shares (to a Shareholder).                      | Special Resolution   |
| Any alteration of rights, privileges or conditions attaching to the Shares.   | Special Resolution   |
| Any consolidation, division, or subdivision of Shares.  | Special Resolution   |
| Any cancellation, buy-back or reduction of Shares, securities that are convertible into or exchangeable for Shares, or options to acquire Shares.           | Special Resolution   |
| The giving of any financial assistance for the purpose of, or in connection with, the purchase of Shares.   | Special Resolution   |
| The terms of any Shareholder Exit.  | Special Resolution   |
| Making a material change in the nature of the Company's business or engaging in business activities other than the Business.                                | Special Resolution   |
| Incurring any indebtedness to any person other than New Zealand Local Government Funding Agency Limited or a New Zealand registered banking institution.    | Special Resolution   |
| Granting any security interest over any of the assets of the Company.   | Special Resolution   |
| <b><i>Unanimous Resolution matters</i></b>  |                      |
| Any issue of Shares, securities that are convertible into or exchangeable for Shares, or options to acquire Shares (to anyone other than a Shareholder).    | Unanimous Resolution |
| Liquidation or winding up of the Company.   | Unanimous Resolution |

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Schedule 2: Matters requiring Shareholder approval

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|  |                      |
|--|----------------------|
| Amalgamation Event.  | Unanimous Resolution |
| Transfer of Shares (except as permitted in the Constitution).            | Unanimous Resolution |
| Any alteration to, or revocation of, the Terms of Reference.             | Unanimous Resolution |
| Any amendment to clause 8 of the Constitution relating to Distributions. | Unanimous Resolution |
| Conferring the benefit of the Global Guarantee on any new financier.     | Unanimous Resolution |

### SCHEDULE 3

#### SHAREHOLDERS COMMITTEE TERMS OF REFERENCE

##### 1. PURPOSE

---

The Shareholders Committee (**Shareholders Committee**) is established, as a joint committee under clause 30(1)(b) of Schedule 7 to the LGA to:

- (a) Provide governance oversight of the Company, which provides Water Services in the Service Area set out in Schedule 1; and
- (b) Provide a forum for the representatives of the Company's shareholders (**Shareholders**) to meet, discuss and co-ordinate on relevant issues and, through their representatives, exercise their powers in respect of the Company.

##### 2. SHAREHOLDERS COMMITTEE RESPONSIBILITIES

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The Shareholders Committee's responsibilities are:

- (a) Appointing and removing Directors, and determining the term of each Director's appointment;
- (b) Endorsing which Director will be Chair of the Board;
- (c) Adopting and amending the Board Skills Matrix;
- (d) Determining the Company's Board appointment policy;
- (e) Seeking and interviewing candidates for the Company's Board as needed;
- (f) Approving the remuneration of directors of the Company;
- (g) Engaging with the Company, on behalf of the Shareholders, in relation to the Company's preparation and approval of its significance and engagement policy;
- (h) Preparing, considering comments from the Company on, and adopting the Statement of Expectations for the Company;
- (i) Receiving, considering and providing comments and recommendations to the Company on its draft Water Services Strategy, and any amendments to it;
- (j) Receiving and considering draft Transfer Agreements;
- (k) Receiving and considering draft Transitional or Service Level Agreements;
- (l) Receiving and considering the Water Services Half-yearly Report and Water Services Annual Report of the Company;

Schedule 3: Shareholders Committee Terms of Reference

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- (m) Receiving and considering such other information from the Company as the Shareholders Committee may receive or request on behalf of the Shareholders from time to time;
- (n) Undertaking performance and other monitoring of the Company, and of the Board;
- (o) Considering and providing recommendations to the Shareholders on proposals from the Company;
- (p) Providing co-ordinated feedback, and recommendations as needed, on any matters requested or proposed by the Company or any Shareholder including water services assets and infrastructure and water conservation;
- (q) Developing, as required, a role description for an Independent Chair, and interviewing and appointing an Independent Chair;
- (r) Determining when Shareholder meetings, or resolutions in lieu of Shareholder meetings, are required, without prejudice to Shareholder and Board rights to call meetings under the Company's constitution; and
- (s) Providing recommendations to the Shareholders regarding changes to these terms of reference, the Shareholders' Agreement and the constitution of the Company.
- (t) Engaging with the Company on behalf of the Shareholders Committee in relation to how the Company shall engage with mana whenua to give effect to te Tiriti o Waitangi and its principles and establish and implement its Te Ao Māori framework.

**3. SHAREHOLDERS' RESPONSIBILITIES**

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To the extent that each Shareholder delegates its relevant powers to the Shareholders Committee member it appoints, the Shareholders Committee will provide a forum for the Shareholders to meet and exercise their powers in relation to the Company.

**4. MEMBERSHIP**

---

- (a) The membership of the Shareholders Committee will total the number of persons set out in Schedule 1.
- (b) Subject to clause 4(d), each Shareholder will appoint three members of the Shareholders Committee, with the initial members being as set out in Schedule 1.
- (c) At least one but no more than two members of the Shareholders Committee appointed by each Shareholder must be elected members of the appointing Shareholder.
- (d) Subject to clause 4(e), each Shareholder may appoint one mana whenua representative as one of its three members of the Shareholders Committee.
- (e) Notwithstanding clause 4(d), the Shareholders may, by unanimous agreement, jointly appoint up to three representatives for mana whenua to the Shareholders Committee. Any mana whenua representative appointed jointly under this clause:

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Schedule 3: Shareholders Committee Terms of Reference

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- (i) will be appointed in place of the mana whenua representative otherwise permitted to be appointed by each Shareholder under clause 4(d); and
- (ii) may be replaced from time to time by the Shareholders jointly

**5. CHAIRPERSON AND DEPUTY CHAIRPERSON**

---

- (a) Once all members of the Shareholders Committee have been appointed, they will:
  - (i) appoint an Independent Chairperson, who will have no voting rights; and
  - (ii) appoint a Deputy Chairperson.
- (b) The Deputy Chairperson:
  - (i) will act as the chair in the absence of the Independent Chairperson appointed pursuant to clause 5(a); and
  - (ii) may be removed and replaced by the members of the Shareholders Committee.

**6. QUORUM**

---

- (a) For a meeting of the Shareholders Committee to have a quorum, five members, or their appointed Alternates, must be present, including at least one Shareholders Committee Representative that is an elected member of each Shareholder and one mana whenua Shareholders Committee Representative.
- (b) Where the Shareholders Committee is providing a forum for the Shareholders to meet and exercise their powers in relation to the Company, the requirements of the Company's constitution and shareholders' agreement will prevail over the Terms of Reference.

**7. ALTERNATES**

---

- (a) Each Shareholder must appoint two Alternates for the Shareholders Committee Representatives appointed by it, one of whom is to be an Alternate for the appointed representative for mana whenua, in accordance with the Shareholders' Agreement.
- (b) Where any Alternate attends a meeting of the Shareholders Committee, they may vote at meetings, and undertake all actions in relation to the Shareholders Committee (including signing any resolution), as if they were the relevant Shareholders Committee Representative, but only in the event that the Shareholders Committee Representative is unable or unavailable to do so.

**8. DECISION-MAKING**

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- (a) The Shareholders Committee will strive to make all decisions by consensus.

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Schedule 3: Shareholders Committee Terms of Reference

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- (b) In the event that a consensus on a particular matter before the Shareholders Committee is not able to be reached, the Shareholders Committee will vote on a resolution in respect of the matter.
- (c) Each member of the Shareholders Committee, except the Independent Chairperson appointed under clause 5(a)(i), will have one vote, and resolution may be passed by a simple majority of votes.
- (d) In the situation where there is an equality of votes cast on a matter, the Independent Chairperson does not have a casting vote.
- (e) Any resolution of the Shareholders Committee may be passed in writing, signed or assented to by or on behalf of Shareholders Committee Representatives holding the requisite majority of votes to pass the resolution, as specified above. Any such resolution in writing may consist of one or more documents in similar form (including letters, facsimiles, electronic mail, or other similar means of communication) each signed or assented to by or on behalf of one or more of the Shareholders Committee Representatives. Any Shareholders Committee Representative not signing the resolution must be provided with a copy of the resolution.
- (f) Other than for those matters for which the Shareholders Committee has effective decision-making capacity through these terms of reference, each Shareholder retains its full powers to make its own decisions on matters referred to it by the Shareholders Committee.

**9. REMUNERATION**

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Each Shareholder will be responsible for remunerating its representatives on the Shareholders Committee for any costs associated with that person's membership of the Shareholders Committee.

**10. ADMINISTRATION**

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Reports to be considered by the Shareholders Committee may be submitted by any of the Shareholders or the Company.

**11. ALTERATION OR REVOCATION**

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No alteration or revocation of these Terms of Reference will be of any force or effect unless approved in accordance with Schedule 2 of the Shareholders Agreement.

**12. DEFINED TERMS**

---

**Alternate**, in relation to a Shareholder, means an alternate to that Shareholder's appointed Shareholders Committee Representatives to attend and vote at meetings of the Shareholders Committee but only where the relevant Shareholder's appointed Shareholders Committee Representative is unable or unavailable to do so.

**Board** means the board of Directors of the Company.

Schedule 3: Shareholders Committee Terms of Reference

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**Board Skills Matrix** means a matrix setting out the skills which are required to be represented on the Board, by being held by one or more Directors in office, as adopted and amended by the Shareholders Committee from time to time.

**Company** means Central Districts Water Limited.

**Director** means a director of the Company.

**Service Area** has the meaning given to it in section 4 of the LG(WS) Act and, in relation to the Company, comprises the combination of the areas delineated by geographical boundaries specified in each Transfer Agreement as the area in which the Company will provide water services under that Transfer Agreement, and also includes other areas in which the Company provides water services with the approval of the Shareholders Committee and subject to compliance with any requirements of the LG(WS) Act.

**Shareholder** means a shareholder in the Company and includes any person who subsequently becomes a shareholder.

**Shareholders' Agreement** means the agreement relating to the Company between the Shareholders and the Company, once incorporated, as amended from time to time.

**Shareholders Committee** means the joint committee formed by the Shareholders in accordance with the Shareholders' Agreement.

**Shareholders Committee Representative** means a member of the Shareholders Committee appointed in accordance with the Shareholders' Agreement.

**Statement of Expectations** has the meaning given to it in section 220 of the LG(WS) Act.

**Transfer Agreement** has the meaning given to it in section 4 of the LG(WS) Act.

**Water Services** has the meaning given to it in section 4 of the LG(WS) Act, which will be the water services transferred to the Company in accordance with the Transfer Agreement between the Company and each Shareholder and otherwise provided by the Company in its Service Area.

**Water Services Annual Budget** has the meaning given to it in section 220 of the LG(WS) Act.

**Water Services Annual Report** has the meaning given to it in section 220 of the LG(WS) Act.

**Water Services Half-yearly Report** means the document referred to in section 248 of the LG(WS) Act.

**Water Services Strategy** has the meaning given to it in section 220 of the LG(WS) Act.

| <b>Summary report:</b>   |            |
|--|------------|
| <b>Litera Compare Cloud 11.15.0.57 Document comparison done on 3/30/2026<br/>5:05:43 AM</b>      |            |
| <b>Style name:</b> Default Style   |            |
| <b>Intelligent Table Comparison:</b> Active  |            |
| <b>Original filename:</b> HDC PNCC RDC - SHA - 02.12.2025(43110156.10).docx                      |            |
| <b>Modified filename:</b> Shareholder Agreement (SG Amendments) - 27 March 2026(43757072.1).docx |            |
| <b>Changes:</b>  |            |
| <u>Add</u>   | 100        |
| <del>Delete</del>  | 72         |
| <del>Move From</del>   | 0          |
| <del>Move To</del>   | 0          |
| <u>Table Insert</u>  | 2          |
| <del>Table Delete</del>  | 18         |
| <del>Table moves to</del>  | 0          |
| <del>Table moves from</del>  | 0          |
| Embedded Graphics (Visio, ChemDraw, Images etc.)   | 0          |
| Embedded Excel   | 0          |
| Format changes   | 0          |
| <b>Total Changes:</b>  | <b>192</b> |



File No.: 26/215

## 6.3 Solid Waste Bylaw - Consultation for continuing without amendment

|             |   |
|-------------|---|
| Author(s)   | Justine Moore<br><b>Principal Advisor - Infrastructure   Kaihautū Whakamahere Tūāhanga</b>    |
|             | Carolyn Dick<br><b>Strategic Planning Manager   Kaihautū Rangapū Hinonga Arawaka</b>          |
|             | Serena Cootes<br><b>Waste Minimisation Officer   Apiha Whakaiti</b>                           |
| Approved by | Daniel Haigh<br><b>Group Manager Community Infrastructure   Tumu Rangapū, Tūāhanga Hapori</b> |
|             | Monique Davidson<br><b>Chief Executive Officer   Tumuaki</b>                                  |

### PURPOSE | TE PŪTAKE

1. Council's Solid Waste Bylaw was due for review in 2024, and the purpose of this report is to propose that community consultation to continue the current Solid Waste Bylaw be undertaken.

#### **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.

### DELEGATION OR AUTHORITY TO ACT | TE MANA WHAKATAU I NGĀ KAWENGA

2. Under the Local Government Act 2002, Council has the authority to make, amend, or revoke bylaws made under this Act.

### SIGNIFICANCE ASSESSMENT | HE AROMATAWAI MATUA

3. This matter is assessed as not significant as it does not relate to Councils strategic assets or propose to significantly alter the level of service provided by the Council of a significant activity.

### RECOMMENDATION | NGĀ TAUNAKITANGA

- A. That Council agrees a bylaw is the most appropriate way of addressing Solid Waste matters, section 155(1) of the Local Government Act.
- B. That Council undertake limited consultation on the Solid Waste Bylaw, to meet the requirements in sections 160 and 82 of the Local Government Act 2002.

### BACKGROUND | HE KŌRERO TŪĀPAPA

4. Council adopted the Solid Waste Bylaw 2014 on 2 July 2014. Review of this bylaw was required within ten years of this date to ensure that the requirements under the Local Government Act 2002 were met.

5. At the Council Meeting on 12 June 2024, Council confirmed the completion of the statutory review of the Solid Waste Bylaw 2014. In doing so, Council determined that a bylaw remained the most appropriate way of addressing the perceived problems of regulating solid waste, and that the current bylaws are the most appropriate form of bylaw and do not give rise to implications under the New Zealand Bill of Rights Act 1990. Further details are available via the following link: [Agenda of Council - Wednesday, 12 June 2024](#)
6. Therefore, Council’s Solid Waste bylaw lapses on 2 July 2026, being two years after the end of the 10-year review date. Council needs to ensure the Solid Waste Bylaw continues in force.
7. There have been a number of workshops held with Elected Members, the latest of which was held on the 25 March 2025, on the possible options for a future operating model which are likely to impact on the requirements of the bylaw. While these workshops were public excluded, any changes that may be required to either the bylaw or levels of service will be consulted on as part of future community engagement processes.

**DISCUSSION | HE MATAPAKINGA**

8. Council Officers have undertaken an extensive review of the solid waste activity, including reviewing the current operating model. It is proposed that the operating model significantly change in the near future. However, any changes to levels of service will require community consultation before being implemented.
9. The bylaw is unable to be amended in line with any proposed operational changes until after community consultation on these potential changes has occurred.
10. In the current operational environment the Solid Waste Bylaw 2014 remains fit for purpose, therefore there are no recommended changes to the Solid Waste Bylaw at this time.
11. Therefore, Council Officers recommend that Council consult with the community to continue the current bylaw without amendment, until review or amendment it required in line with any change in the relevant operating models.
12. Under Section 160 of the Local Government Act 2002 (LGA), Horowhenua District Council must review the Solid Waste Bylaw 2014. Council Officers have completed this review and recommend that the bylaw continue without amendment. As the bylaw does not concern a matter identified in the Significance and Engagement Policy as being of significant interest to the public and it is unlikely that there is, or is likely to be, a significant impact on the public due to the proposed continuation of the bylaw, there is no requirement to consult using the special consultative procedure. Under the LGA, section 160 requires consultation for continuation of a bylaw, and section 82 gives Council discretion about how the consultation is conducted.
13. Section 82 consultation has fewer requirements than the Special Consultative Procedure. The key differences include that there are no consultation documents required and no requirement for a four week consultation period. However, a summary of why the bylaw is proposed to continue as it, copy of the bylaw, and submission form would be needed. Further details on the proposed inclusions for consultation are included in the communications section of this report.
14. While there is the ability under the legislation to have a shorter consultation period, it is recommended that a four week consultation period be utilised as this is consistent with other consultation activities that have been undertaken.

**Options | Ngā Kōwhiringa**

| Options   Ngā Kōwhiringa | Benefits   Ngā Whiwhinga | Risks   Ngā Mōrearea |
|--------------------------|--------------------------|----------------------|
| Option A (recommended)   |                          |                      |

|  |  |  |
|--|--|--|
| <p>Consult with the community on continuing the current Solid Waste Bylaw until July 2034.</p>               | <p>The current bylaw is fit for purpose for the current Solid Waste operating model. The bylaw is able to be reviewed and amended at any point in the future. This review would be able to occur after the solid waste operating model is finalized. Minor changes that are identified during the consultation process would be able to be incorporated.</p> | <p>If major changes are suggested, these would not be able to be incorporated without repeating consultation.</p>  |
| <p>Option B (status quo)<br/>Allow the current bylaw to lapse following 2 July 2026 by taking no action.</p> |  | <p>The Solid Waste Bylaw would not be able to be enforced if it lapses. Therefore the following would not be able to be completed as effectively or at all:</p> <ul style="list-style-type: none"> <li>- Monitor and regulate the collection, transportation, disposal, and management of waste.</li> <li>- Impose specific performance standards and requirements for waste collection.</li> <li>- Licensing of operators.</li> <li>- Illegal dumping.</li> <li>- Recycling contamination.</li> </ul> |
| <p>Option C (not recommended)<br/>Revoke and amend, or amend the Solid Waste Bylaw.</p>                      | <p>Would ensure that any recommended changes would be included, although these are unlikely to be significant changes in relation to what the bylaw practically regulates.</p>   | <p>The bylaw is likely to need to be reviewed and community consultation processes undertaken in the near future following confirmation of the solid waste operating model. This would repeat the work currently being undertaken.</p>   |

## COMMUNICATIONS AND ENGAGEMENT | TE WHAKAWHITI PĀRONGO ME TE MAHI

15. Community consultation will need to be undertaken in line with section 82 of the Local Government Act 2002.
16. This will include:
  - Preparing a summary of why the bylaw is proposed to continue as is, copy of the bylaw, and submission form.
  - Informing the community of the proposal and encouraging community feedback through a range of activities such as inclusion in the Community Connection, website, and social

media so that the public is informed of the opportunity to provide feedback and the ways to do that.

- Contacting key stakeholders directly, including licence holders, directly and inviting them to provide feedback.

### NEXT STEPS | HEI MAHI

17. The consultation would start on Monday 4 May 2026, with a closing date for submissions by Friday 29 May.
18. Council Officers will return to council on Wednesday 24 June for Council to consider any submissions, hear in-person feedback, and consider whether to continue the current bylaw.

### **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 |
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| <a href="#">B</a> | Proposed Solid Waste Bylaw 2026 - for consultation | 81   |



**HOROWHENUA DISTRICT COUNCIL**  
**SOLID WASTE BYLAW 2014**

Horowhenua District Council Solid Waste Bylaw 2014

1

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## 1 Citation, Commencement, Application

- 1.1 This Bylaw may be cited as the Horowhenua District Council Solid Waste Bylaw 2014.
- 1.2 This Bylaw came into force on 2 July 2014 (“the commencement date”).
- 1.3 This Bylaw is made pursuant to section 145 and 146 of the Local Government Act 2002, section 56 of the Waste Minimisation Act 2008, section 12 of the Litter Act 1979 and sections 64(1) and 65 of the Health Act 1956 and any other Act or Authority enabling the Council in that behalf.

## 2 Objectives

- 2.1 The objectives of this Bylaw are:
  - (a) To monitor and regulate the collection, transportation, disposal and management of waste in such a way as to encourage minimisation of waste being generated and disposed of in Horowhenua District.
  - (b) To promote Council's waste minimisation and waste reduction objectives.
  - (c) To assist in the implementation of Council's Waste Management Plan and the New Zealand Waste Strategy.
  - (d) To ensure effective and efficient waste management in the Council's area.
  - (e) To impose specific performance standards and requirements for waste collection, transportation, disposal and treatment services for the benefit of the public.

## 3 Interpretation

- 3.1 In this Bylaw a reference to a repealed document should be read as a reference to its replacement.
- 3.2 In this Bylaw, unless inconsistent with the context, the following definitions apply:

**“Approved Receptacle”** means both single use and reusable receptacles as follows:

- (a) Single use official council bags;
- (b) reusable kerbside recyclables bins (approved by Council and provided by a Licensed Waste Collector);
- (c) public litter bins and public Recyclable Waste Collection Bins approved and provided by Council;
- (d) reusable mobile bins (includes wheelie bins) approved by Council and provided by Licensed Waste Collectors;
- (e) any reusable receptacle provided by a Licensed Waste Collector and approved by Council to be fit for the purpose of collection of any type of Waste; and
- (f) any other receptacle, reusable or single use, that has been approved by Council for the purposes of this bylaw.

**“Council”** means Horowhenua District Council and includes all Council officers authorised to act on Council's behalf.

**“Deposit”** means in relation to Waste to:

- (a) cast, place, throw or drop; and

- (b) to cause or permit waste or other material or thing to be cast, placed, thrown or dropped.

**"Hazardous Waste"** means any waste that:

- (a) contains hazardous substances at sufficient concentrations to exceed the minimum degrees of hazard specified by *Hazardous Substances (Minimum Degrees of Hazard) Regulations 2000* under the *Hazardous Substances and New Organism Act 1996*, or
- (b) meets the definition for infectious substances included in the *Land Transport Rule: Dangerous Goods 1999* and *NZ Standard 5433: 1999 – Transport of Dangerous Goods on Land*; or
- (c) meets the definition for radioactive material included in the *Radiation Protection Act 1965* and *Regulations 1982*; or
- (d) is publicly notified by the Council from time to time to be hazardous and to require special handling for the purposes of collection transportation or disposal.

**"Household Waste"** means Solid Waste resulting from domestic housekeeping operations, and includes compostable garden waste and waste of a domestic nature emanating from commercial premises but, for the avoidance of doubt, excludes Hazardous Waste, Trade Waste, Prohibited Waste, and Inorganic Waste.

**"Inorganic Waste"** means Solid Waste resulting from domestic housekeeping operations that will not fit within an Approved Receptacle. However, if the Council so decides for a particular collection, Inorganic Waste may include polystyrene, builder's waste or Prohibited Waste of a particular class.

**"Kerbside Recyclable Waste"** means a type or group of types of Recyclable Waste that the Council resolves to collect from Waste Collection Areas.

**"Licence"** means a licence granted by Council under this bylaw.

**"Licensed Waste Collector"** means a person who has a Licence to collect, transport or dispose of waste.

**"Licensed Waste Operator"** means a person which has a Licence to operate a Waste Management Facility.

**"Litter"** includes refuse, rubbish, animal remains, glass, metal, garbage, plastic, debris, dirt, filth, rubble, ballast, stones, earth, or waste matter, or any other thing of a like nature.

**"Litter Control Officer"** means any person appointed under section 5, or deemed to have been appointed under section 6, of The Litter Act 1979 as a litter control officer.

**"Occupier"** means any person who occupies any Property and, if the Property is unoccupied, means the owner.

**"Person"** means a natural person, corporation sole, a body corporate, or an unincorporated body.

**"Prohibited Waste"** means:

- (a) any broken glass, broken china, broken plastic, hacksaw blade, razor blade, skewer, syringe, knife or any other object or material capable by reason of its

shape or sharpness of causing injury unless any such waste is properly and sufficiently contained so as to prevent injury damage or loss;

- (b) any sharp object or material capable of puncturing the Approved Receptacle or capable by reason of its brittleness of shattering in the course of collection; unless such waste is properly and sufficiently wrapped or contained so as to prevent injury damage or loss;
- (c) any explosive, hot ashes, flammable material, infectious material, or any other matter, thing or waste of any kind whatsoever that may endanger any person, animal or vehicle which may come in to contact with it at any time prior to during or following collection before or during collection or during or after disposal;
- (d) any liquid or any viscous fluid;
- (e) any radioactive wastes, but excluding domestic smoke detectors;
- (f) any used oil, lead-acid batteries, refrigerators and/or freezers that have not been degassed;
- (g) any Hazardous Waste.

**"Property"** means

- (a) A property or allotment which is held under a separate certificate of title; or
- (b) A building or part of a building that has been defined as an individual unit by a cross-lease, unit title or company lease and for which a certificate of title is available; or
- (c) A separately used or inhabited part of a rating unit as defined in the Council Funding Impact Statement.

**"Publicly notified"** means a notice published in one or more newspaper circulating in the Horowhenua district to which the notice relates.

**"Recyclable Waste"** means any rags, second hand or used clothing, textiles, wood, concrete, steel, paper, steel cans, tin cans, aluminum cans, glass, plastic products including plastic containers and other items publicly notified by the Council from time to time.

**"Solid Waste"** means any Waste generated as a solid or converted to a solid for disposal.

**"Special Event"** means any short term activity likely to be attended by more than 30 persons, and includes any event such as a gala, a sports event, a festival, a market, or an outdoor music event.

**"Trade Waste"** means any sewage or any liquid, with or without matters in suspension or solution, produced in the course of any trade or industrial process.

**"Transfer Station"** means land or buildings to which waste is delivered for sorting or consolidation before being taken away for treatment, processing, recycling or disposal.

**"Trolley"** means any movable receptacle on wheels, and includes a shopping trolley.

**“Waste”** means anything that is deposited, disposed of, discarded, discharged, or selected for disposal and includes;

- (a) a type of waste that is defined by its composition or source (for example, Household Waste, or Recyclable Waste)
- (b) an object which has been abandoned;
- (c) Litter;
- (d) to avoid doubt, includes an component or element of diverted material, if the component or element is disposed of or discarded.

**“Waste Collection Area”** means the area on the road reserve outside the Property from which the Waste originates.

**“Waste Management Facilities”** means facilities where Waste is managed and includes, but is not limited to, Landfill sites, Transfer Stations, tips, recycling centres, transfer points, waste pads, transportation points, cleanfill sites, composting facilities or waste consolidation points.

#### **4 Accumulation of Waste**

- 4.1 No occupier of a Property shall permit or suffer any accumulation of any type of Waste in, or on, or about that property, to be or become unsightly, offensive, a nuisance or likely to be injurious to health.

#### **5 Approved Receptacles**

- 5.1 Occupiers shall keep reusable Approved Receptacles clean and in good repair, covered at all times with a close-fitting lid where provided, and the contents protected from rain or ingress or egress of flies or vermin.

#### **6 Requirements for Collection of Waste**

- 6.1 No person shall put out Waste for collection other than in an Approved Receptacle, and Waste shall be sorted as follows:
  - (a) No Waste shall be placed in a kerbside recyclables bin other than Kerbside Recyclable Waste;
  - (b) No Waste shall be placed in any other Approved Receptacle other than Household Waste. For the avoidance of doubt, no person shall place Prohibited Waste in an Approved Receptacle for collection.
- 6.2 No Person shall place for collection more than a maximum number of Approved Receptacles where such a maximum has been determined by the Council and publicly notified.
- 6.3 No Person shall overload an Approved Receptacle.
- 6.4 No person shall obstruct or hinder any Licensed Waste Collector from removing Waste from any Waste Collection Area in accordance with a License under this Bylaw.
- 6.5 No person, other than the Occupier of the Property from which the Waste was generated shall remove Waste from a Waste Collection Area or from a Property, unless Licensed to do so.

## **7 Placement of Approved Receptacles for Collection**

7.1 No person shall put out an Approved Receptacle for collection other than:

- (a) in accordance with a contract between the occupier and a Licensed Waste collector;
- (b) no earlier than noon on the day before a collection day specified by the Council; or
- (c) before 7.30 am on the day a collection day specified by the Council.

**NOTE:** The Council may change days for collection at its discretion (see the Council's website for current Collection Maps) or approve other times for the placement and removal of Approved Receptacles where out of hours collection is preferred in a specific location.

7.2 Occupiers shall only place Approved Receptacles for collection within the Waste Collection Area and they shall be placed as close to the kerb as possible but clear of private driveways, car parking areas and placed in such a way to ensure the receptacle does not unduly interfere with the free passage of pedestrians.

7.3 Occupiers shall place Approved Receptacles for collection in an upright, stable position with the contents secured.

7.4 Occupiers shall only place Waste in Reusable Approved Receptacles in a manner that allows the whole of the contents to fall out easily and cleanly when the receptacle is emptied.

7.5 During collection, the Licensed Waste Collector, or its employees or agents, shall pick up any Waste spilled from Approved Receptacles and deposit it into the collection vehicle.

7.6 The Licensed Waste Collector, or its employees or agents shall return Approved Receptacles to the Waste Collection Area but clear of private driveways, car parking areas and placed in such a way to ensure the receptacles do not unduly interfere with the free passage of pedestrians

7.7 Removal

- (a) Occupiers shall remove Approved Receptacles, whether full or empty, from the Waste Collection Area before the expiry of the day for collection unless otherwise directed by Council.
- (b) Where an Occupier fails to remove Approved Receptacles or any Waste left in the Waste Collection Area in accordance with clause 7.6(a) the Council may remove the Receptacle and recover from, the Occupier, the cost of collection and disposal.

## **8 Inorganic Waste Collection**

8.1 The Council or a Licensed Waste Collector may arrange with an Occupier to collect Inorganic Waste.

8.2 A Inorganic Waste Collector must not collect, transport or dispose of Inorganic Waste unless the Collector does so in accordance with the terms of its License.

8.3 Inorganic Waste shall not be placed for collection in a public place, including a Waste Collection Area, unless authorised by Council.

8.4 If Inorganic Waste is collected from a Waste Collection Area, the Occupier must comply with clause 7 of this Bylaw.

8.5 Any Waste or debris left in the Waste Collection Area after collection must be promptly removed by the Occupier to prevent it becoming a nuisance.

## **9 Depositing Waste, Trolleys and Receptacles in a Public Place**

- 9.1 No person shall Deposit, or permit, or suffer the Depositing of, any Waste, Trolley, Approved Receptacle or Litter in a Public Place, including a Waste Collection Area, other than in a manner provided for by this Bylaw.
- 9.2 No person shall permit, or suffer the escape of any Waste, Trolley, or Receptacle from private property into, on or upon any public place.

## **10 Removal of Trolleys and Receptacles found on Public Land**

- 10.1 In any case where a Trolley or receptacle has been found in a Public Place, including a waterway or channel, the Council may give notice to the owner to remove that Trolley or Receptacle within a stated timeframe.
- 10.2 Any person who receives notice under clause 10.1 shall comply with the Council's requirements.

Note: Council may remove, impound and dispose of any Trolley or receptacle found in a Public Place in accordance with sections 164, 167 and 168 of the Local Government Act 2002 or section 81, 84 and 85 of the Waste Minimisation Act 2008.

## **11 Public Litter Bins and Public Recyclable Waste Collection Bins**

- 11.1 No person shall:
- (a) Deposit any sort of Waste other than Litter in any public litter bin;
  - (b) Deposit any sort of Waste other than Recyclable Waste in any public Recyclable Waste collection bin, and further, where that bin is identified as being only for the collection of a specific type of Recyclable Waste (for example glass, or plastic), no person shall place any other type of Recyclable Waste in that bin.
  - (c) Deposit or attempt to deposit any Waste into a public litter bin or Recyclable Waste collection bin if the bin is already full; or
  - (d) Remove any Waste from a public litter bin or Recyclable Waste collection bin unless authorised by Council to do so.
- 11.2 No person shall, unless authorised by Council, paint or vandalise, or attach any material (including but not limited to stickers and posters) to any public litter bins or public Recyclable Waste collection bins.

## **12 Private Collection Bins in Public Places**

- 12.1 No person shall place a privately owned bin in a public place for the collection of Recyclable Waste without prior authorisation by the Council. The owner shall comply with all terms and conditions of that authorization.
- 12.2 The owner of the bin shall ensure that:
- (a) Information is maintained on the bin that specifies;
    - i. the owner's name and a contact telephone number;
    - ii. the type of Recyclable Waste that can be deposited in the bin; and
    - iii. that no Recyclable Waste is to be left outside the bin; and
  - (b) the bin is kept clean and in good condition;
  - (c) the bin is regularly emptied so that it does not become full or overflow; and

- (d) when the bin is emptied any waste placed in the vicinity of the bin is removed.

12.3 In the event of non-compliance with clause 12.2, the Council may

- (a) remove, impound and dispose of the bin and any waste contained therein in accordance with sections 164, 167 and 169 of the Local Government Act 2002 or section 81, 84 and 85 of the Waste Minimisation Act 2008, and may recover the cost from the owner.

### 13 Waste Management for Special Events

13.1 A Special Event shall not be held in or on a Public Place without prior authorisation by the Council. An application for authorisation must be made in the prescribed form, and shall include, to the satisfaction of Council having regard to the size and nature of the Special Event, a waste management plan. The waste management plan may be required to identify:

- (a) an estimate of the types and volumes of waste to be generated by the event;
- (b) any opportunities for waste minimization;
- (c) the steps to be taken to maximise the use and collection of recyclable or re-usable materials;
- (d) the waste and Recyclable Waste collection, storage and transportation equipment to be provided;
- (e) the Licensed Waste Collector and/or Licensed Waste Operator retained by the organiser for the event; and
- (f) the arrangements made for the provision of post-event waste audits and analysis and the reporting of that information to the Council.

13.2 Any organiser or agent of the organiser shall comply with the terms and conditions of the authorisation given by the Council, including any approved waste management plan.

### 14 Waste Management Facilities

14.1 Any person wishing to operate a Waste Management Facility, other than the Council, must obtain and hold a current License to do so under clause 15 of this bylaw.

14.2 No person shall:

- (a) Enter a Waste Management Facility without authorisation from the operator of that facility; or
- (b) Deposit at a Waste Management Facility any Waste of a type that is not permitted at that facility;
- (c) Deposit Waste at any location within a Waste Management Facility that has not been marked or designated for Waste of that particular type.
- (d) Move or remove any article, material or waste found in a Waste Management Facility without the authorisation of the operator of that facility.

### 15 Licensing of Waste Collectors and Waste Management Facilities

#### Waste Collectors and Operators to be Licensed

15.1 Any person involved in the removal, collection or transportation of Waste from within or to, or disposal of Waste from, the Council's district where the total amount of the Waste to be removed collected and transported in any 12 month period will exceed 20 tonnes must hold a current License to do so from the Council; or

15.2 Any person involved in the operation of a Waste Management Facility must hold a current License to do so from the Council.

*Licenses*

15.3 Applications for Licenses must be made in the prescribed form, describe the activities in respect of which the License is sought and be accompanied by such further supporting information as the Council may require to enable processing of the application, and an application fee in accordance with Council's fees and charges prevailing at that time.

15.4 Licenses shall be granted in the discretion of the Council, upon and subject to such terms and conditions as the Council considers are appropriate, taking into account matters as it sees fit, including those listed in clause 15.7.

15.5 A License is personal to the holder and is not transferable.

15.6 Should a licensee fail to comply with any of the terms or conditions of the License the Council may revoke the License.

*License conditions*

15.7 The terms and conditions upon which a License may be granted include, but are not limited to the following:

- (a) Term – A License shall be granted for a term of up to 5 years and is able to be renewed for a further 5 years.
- (b) License Fee – The licensee must pay an annual License fee in an amount determined by the Council from time to time and publicly notified.
- (c) Bond – The licensee must post a bank guaranteed (or cash, at the licensee's election) performance bond for an amount not exceeding \$20,000, or such amount as determined by the Council from time to time based on the individual circumstances and risk of the particular applicant, and publicly notified.
- (d) Compliance with standards – The licensee must comply with the Council's standards and policies for waste collection, removal, transportation or disposal services including, in respect of collection services:
  - i. Provision of waste collection services on the days and at the times nominated by Council.
- (e) That the licensee must provide waste data to the Council during the term of the License in the form and at the times determined by the Council from time to time including the following:
  - i. Recording the quantity, source and destination of each waste type and the point in time when such data was recorded during the waste collection, removal, transportation or disposal process.
  - ii. Weighbridge receipts, Gate records of waste tonnages as specified in the license.

15.8 When exercising its discretion to grant a License and the conditions to be imposed under it, the Council may take into account such matters as it sees fit including but not limited to the following:

- (a) The extent to which the licensed activities will promote public health and safety and achievement of the Council's waste management plan and waste reduction initiatives.
- (b) The type of waste to be removed collected or transported.
- (c) The manner of treatment (if any) and disposal of the waste type, and the identity of the Waste Management Facility at which it is proposed that treatment or disposal will occur.

- (d) The frequency and location of the waste collection, removal, transportation or disposal services.
- (e) The specifications of the vehicles, equipment and Approved Receptacles to be used for the collection, removal, transportation or disposal of waste.
- (f) The applicant's experience, reputation and track record in the waste industry, including any known past operational issues which may affect, or may in the future affect, the applicant's performance.
- (g) The applicant's financial position.
- (h) The terms and conditions under which such disposal of waste is permitted and the existence of or need for any statutory approvals, authorisations or consents required to be held or complied with in respect of such disposal.

## 16 Offences

16.1 Every person breaches this bylaw and commits an offence who:

- (a) Does anything, or permits anything to be done that is contrary to this bylaw;
- (b) Fails to do or perform any act or thing that is required by this Bylaw, within the time and manner required;
- (c) Fails to comply with any term or condition of any authorization, including a License, granted by the Council under this Bylaw.

## 17 Enforcement & Penalties

17.1 Any person who commits a breach of this Bylaw shall be liable on summary conviction to the penalty set out in section 242(4) of the Local Government Act 2002 and/or section 66 of the Waste Minimisation Act 2008, being a fine not exceeding \$20,000.

Note: In the event of a breach of this bylaw the Council also has available to it all the powers available to it under the Local Government Act 2002 and the Waste Minimisation Act 2008, including:

- (a) the powers under sections 81 and 82 of the Waste Minimisation Act 2008 to seize and impound property;
- (b) the power to issue an infringement notice under section 74 of the Waste Minimisation Act 2008;
- (c) the power under section 162 of the Local Government Act 2002 to apply for an injunction restraining a person from committing a breach of this bylaw or an offence;
- (d) the power under sections 164, 165, and 168 of the Local Government Act 2002 to seize and impound property and then to dispose of that property;
- (e) the power under sections 171, 172, and 173 of the Local Government Act 2002 to enter property.

## 18 Attestation

The foregoing Bylaw entitled the Horowhenua District Council Waste Bylaw 2014 was duly made at an ordinary meeting of the Horowhenua District Council held in the Council Chambers, 126 Oxford Street, Levin, on 5 February 2014 and following use of the Special Consultative Procedure as required by the

Local Government Act 2002, and meantime having been publicly notified, was confirmed at an ordinary meeting of Council held on the 2 July 2014.

The Common Seal of the )  
HOROWHENUA DISTRICT COUNCIL )  
was hereunto affixed pursuant to a resolution )  
of the said Council in the presence of: )



*B. J. Duffin*  
.....

His Worship the Mayor

*DM Clapperton*  
.....

Chief Executive Officer



# Proposed Solid Waste Bylaw 2026



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## 1. Citation, Commencement, Application

- 1.1 This Bylaw is the Horowhenua District **Council Solid Waste** Bylaw 2026
- 1.2 This Bylaw came into force on [insert date adopted]
- 1.3 This Bylaw is made pursuant to section 145 and 146 of the Local Government Act 2002, section 56 of the Waste Minimisation Act 2008, section 12 of the Litter Act 1979 and sections 64(1) and 65 of the Health Act 1956 and any other Act or Authority enabling the Council in that behalf.

## 2. Objectives

- 2.1 The objectives of this Bylaw are:
  - a) To monitor and regulate the collection, transportation, disposal and management of waste in such a way as to encourage minimisation of waste being generated and disposed of in Horowhenua District.
  - b) To promote Council's waste minimisation and waste reduction objectives.
  - c) To assist in the implementation of Council's Waste Management Plan and the New Zealand Waste Strategy.
  - d) To ensure effective and efficient waste management in the Council's area.
  - e) To impose specific performance standards and requirements for waste collection, transportation, disposal and treatment services for the benefit of the public.

## 3. Interpretation

- 3.1 In this Bylaw a reference to a repealed document should be read as a reference to its replacement.
- 3.2 In this Bylaw, unless inconsistent with the context, the following definitions apply:

**"Approved Receptacle"** means both single use and reusable receptacles as follows:

  - a) Single use official Council bags;
  - b) reusable kerbside recyclables bins (approved by Council and provided by a Licensed Waste Collector);
  - c) public litter bins and public Recyclable Waste Collection Bins approved and provided by Council;
  - d) reusable mobile bins (including wheelie bins) approved by Council and provided by Licensed Waste Collectors;
  - e) any reusable receptacle provided by a Licensed Waste Collector and approved by Council to be fit for the purpose of collection of any type of Waste; and
  - f) any other receptacle, reusable or single use, that has been approved by Council for the purposes of this bylaw.

**“Council”** means Horowhenua District Council and includes all Council officers authorised to act on Council’s behalf.

**“Deposit”** means in relation to Waste to:

- a) cast, place, throw or drop; and
- b) to cause or permit waste or other material or thing to be cast, placed, thrown or dropped.

**“Hazardous Waste”** means any waste that:

- a) contains hazardous substances at sufficient concentrations to exceed the minimum degrees of hazard specified by Hazardous Substances (Minimum Degrees of Hazard) Regulations 2000 under the Hazardous Substances and New Organism Act 1996, or
- b) meets the definition for infectious substances included in the Land Transport Rule: Dangerous Goods 1999 and NZ Standard 5433: 1999 – Transport of Dangerous Goods on Land; or
- c) meets the definition for radioactive material included in the Radiation Protection Act 1965 and Regulations 1982; or
- d) is publicly notified by the Council from time to time to be hazardous and to require special handling for the purposes of collection transportation or disposal.

**“Household Waste”** means Solid Waste resulting from domestic housekeeping operations and includes compostable garden waste and waste of a domestic nature emanating from commercial premises but, for the avoidance of doubt, excludes Hazardous Waste, Trade Waste, Prohibited Waste, and Inorganic Waste.

**“Inorganic Waste”** means Solid Waste resulting from domestic housekeeping operations that will not fit within an Approved Receptacle. However, if the Council so decides for a particular collection, Inorganic Waste may include polystyrene, builder’s waste or Prohibited Waste of a particular class.

**“Kerbside Recyclable Waste”** means a type or group of types of Recyclable Waste that the Council resolves to collect from Waste Collection Areas.

**“Licence”** means a licence granted by Council under this bylaw.

**“Licensed Waste Collector”** means a person who has a Licence to collect, transport or dispose of waste.

**“Licensed Waste Operator”** means a person which has a Licence to operate a Waste Management Facility.

**"Litter"** includes refuse, rubbish, animal remains, glass, metal, garbage, plastic, debris, dirt, filth, rubble, ballast, stones, earth, or waste matter, or any other thing of a like nature.

**"Litter Control Officer"** means any person appointed under section 5 or deemed to have been appointed under section 6, of the Litter Act 1979 as a litter control officer.

**"Occupier"** means any person who occupies any Property and, if the Property is unoccupied, means the owner.

**"Person"** means a natural person, corporation sole, a body corporate, or an unincorporated body.

**"Prohibited Waste"** means:

- a) any broken glass, broken china, broken plastic, hacksaw blade, razor blade, skewer, syringe, knife or any other object or material capable by reason of its shape or sharpness of causing injury unless any such waste is properly and sufficiently contained so as to prevent injury damage or loss;
- b) any sharp object or material capable of puncturing the Approved Receptacle or capable by reason of its brittleness of shattering in the course of collection; unless such waste is properly and sufficiently wrapped or contained so as to prevent injury damage or loss;
- c) any explosive, hot ashes, flammable material, infectious material, or any other matter, thing or waste of any kind whatsoever that may endanger any person, animal or vehicle which may come into contact with it at any time prior to during, or following collection, before or during collection, or during or after disposal;
- d) any liquid or any viscous fluid;
- e) any radioactive waste, but excluding domestic smoke detectors;
- f) any used oil, lead-acid batteries, refrigerators and/or freezers that have not been degassed;
- g) any Hazardous Waste.

**"Property"** means

- a) A property or allotment which is held under a separate certificate of title; or
- b) A building or part of a building that has been defined as an individual unit by a cross-lease, unit title or company lease and for which a certificate of title is available; or
- c) A separately used or inhabited part of a rating unit as defined in the Council Funding Impact Statement.

**"Publicly notified"** means a notice published in one or more newspaper circulating in the Horowhenua district to which the notice relates.

**"Recyclable Waste"** means any rags, second hand or used clothing, textiles, wood, concrete, steel, paper, steel cans, tin cans, aluminum cans, glass, plastic products including plastic containers and other items publicly notified by the Council from time to time.

**"Solid Waste"** means any Waste generated as a solid or converted to a solid for disposal.

**"Special Event"** means any short-term activity likely to be attended by more than 30 persons, and includes any event such as a gala, a sports event, a festival, a market, or outdoor music event.

**"Trade Waste"** means any sewage or any liquid, with or without matters in suspension or solution, produced in the course of any trade or industrial process.

**"Transfer Station"** means land or buildings to which waste is delivered for sorting or consolidation before being taken away for treatment, processing, recycling or disposal.

**"Trolley"** means any movable receptacle on wheels and includes a shopping trolley.

**"Waste"** means anything that is deposited, disposed of, discarded, discharged, or selected for disposal and includes;

- a) a type of waste that is defined by its composition or source (for example, Household Waste, or Recyclable Waste)
- b) an object which has been abandoned;
- c) Litter;
- d) to avoid doubt, includes a component or element of diverted material, if the component or element is disposed of or discarded.

**"Waste Collection Area"** means the area on the road reserve outside the Property from which the Waste originates.

**"Waste Management Facilities"** means facilities where Waste is managed and includes, but is not limited to, Landfill sites, Transfer Stations, tips, recycling centres, transfer points, waste pads, transportation points, cleanfill sites, composting facilities or waste consolidation points.

*Explanatory Note: Explanatory notes are used to explain the intent of a clause in less formal language and/or to include additional helpful information.*

A8.3 In this Bylaw, unless context otherwise requires:

## 4. Accumulation of Waste

- 4.1 No occupier of a property shall permit or suffer any accumulation of any type of Waste in, on, or about that property, to be or become unsightly, offensive, a nuisance or likely to be injurious to health.

## 5. Approved Receptacle

- 5.1 Occupiers shall keep reusable Approved Receptacles clean and in good repair, covered at all times, with close-fitting lid where provided, and the contents from rain or ingress or egress of flies and vermin.

## 6. Requirements for Collection of Waste

- 6.1 No person shall put out Waste for collection other than in an Approved Receptacle and Waste shall be sorted as follows:
- a) No waste shall be placed in a kerbside recyclables bin other than kerbside recyclable waste
  - b) No waste should be placed in any other Approved Receptacle other than Household Waste. For the avoidance of doubt, no person shall place Prohibited Waste in an Approved Receptacle for collection.
- 6.2 No person shall place for Collection more than a maximum number of Approved Receptacles where such a maximum has been determined by the Council and publicly notified.
- 6.3 No person shall overload an Approved Receptacle
- 6.4 No person shall obstruct or hinder any Licenced Waste Collector from removing waste from any Waste Collection Area in accordance with a Licence under this bylaw
- 6.5 No person, other than the occupier of the Property from which the Waste has generated shall remove Waste from a Waste Collection Area or from a Property, unless Licenced to do so.

## 7. Placement of Approved Receptacles for Collection

- 7.1 No person shall put out an Approved Receptacle for collection other than:
- a) In accordance with the contract between the occupier and a Licenced Waste Collector
  - b) No earlier than noon on the day before a collection day specified by the Council; or
  - c) Before 7:30 AM on the day a collection day specified by the Council

**NOTE:** The Council may change days for collection at its discretion (see the Council's website for current Collection Maps) or approve other times for the placement and removal of Approved Receptacles where out of hours collection is preferred in a specific location

- 6.2 Occupiers shall only place Approved Receptacles for collection within the Waste Collection Area and they shall be placed as close to the kerb as possible but clear of private driveways, car parking areas and placed in such a way to ensure the receptacle does not unduly interfere with the free passage of pedestrians.
- 6.3 Occupiers shall place Approved Receptacles for collection in an upright, stable position with the contents secured.
- 6.4 Occupiers shall only place Waste in Reusable Approved Receptacles in a manner that allows authorised collectors to lift out easily and cleanly when the receptacle is emptied.
- 6.5 During collection, the Licensed Waste Collector, or its employees or agents, shall pick up any Waste spilled from Approved Receptacles and deposit it into the collection vehicle.
- 6.6 The Licensed Waste Collector, or its employees or agents, shall return Approved Receptacles to the Waste Collection Area but clear of private driveways, car parking areas and placed in such a way to ensure the receptacles do not unduly interfere with the free passage of pedestrians.
- 6.7 Removal
  - a) Occupiers shall remove Approved Receptacles, whether full or empty, from the Waste Collection Area before the expiry of the day for collection unless otherwise directed by Council.
  - b) Where an Occupier fails to remove Approved Receptacles or any Waste left in the Waste Collection Area in accordance with clause 7.7(a) the Council may remove the Receptacles and recover from the Occupier, the cost of collection and disposal.

## **8. Inorganic Waste Collection**

- 8.1 The Council or a Licensed Waste Collector may arrange with an Occupier to collect Inorganic Waste.
- 8.2 A Inorganic Waste Collector must not collect, transport or dispose of Inorganic Waste unless the Collector does so in accordance with the terms of its Licence.
- 8.3 Inorganic Waste shall not be placed for collection in a public place, including a Waste Collection Area, unless authorised by Council.
- 8.4 If Inorganic Waste is collected from a Waste Collection Area, the Occupier must comply with clause 7 of this Bylaw.
- 8.5 Any Waste or debris left in the Waste Collection Area after collection must be promptly removed by the Occupier to prevent it becoming a nuisance.

## 9. Depositing Waste, Trolleys and Receptacles in a Public Place

- 9.1 No person shall Deposit, or permit, or suffer the Depositing of, any Waste, Trolley, Approved Receptacle or Litter in a Public Place, including a Waste Collection Area, other than in a manner provided for by this Bylaw.
- 9.2 No person shall permit, or suffer the escape of any Waste, Trolley, or Receptacle from private property into, or onto any public place.

## 10. Removal of Trolleys and Receptacles found on Public Land

- 10.1 In any case where a Trolley or receptacle has been found in a Public Place, including a waterway or channel, the Council may give notice to the owner to remove that Trolley or Receptacle within a stated timeframe.
- 10.2 Any person who receives notice under clause 10.1 shall comply with the Council's requirements.

**NOTE:** Council may remove, impound and dispose of any Trolley or receptacle found in a Public Place in accordance with sections 164, 165 and 168 of the Local Government Act 2002 or section 81, 84 and 85 of the Waste Minimisation Act 2008.

## 11. Public Litter Bins and Public Recyclable Waste Collection Bins

- 11.1 No person shall:
- a) Deposit any sort of Waste other than Litter in any public litter bin;
  - b) Deposit any sort of Waste other than Recyclable Waste in any public Recyclable Waste collection bins, and further, where that bin is identified as being only for the collection of specific type of Recyclable Waste (for example glass, or plastic), no person shall place any other type of Recyclable Waste in that bin.
  - c) Deposit or attempt to deposit any waste into a public litter bin or Recyclable Waste Collection bin if the bin is already full; or
  - d) Remove any Waste from a public litter bin or Recyclable Waste Collection bin unless authorised by Council to do so.

- 11.2 No person shall, unless authorised by Council, paint or vandalise, or attach any material (including but not limited to stickers and posters) to any public litter bins or public Recyclable Waste collection bins.

## 12. Private Collection Bins in Public Places

- 12.1 No person shall place a privately owned bin in a public place for the collection of Recyclable Waste without prior authorisation by the Council.
- 12.2 The owner of that bin shall ensure that:
- a) Information is maintained on the bin that specifies:
    - the owner's name and a contact telephone number;
    - the type of Recyclable Waste that can be deposited in the bin; and
    - that no Recyclable Waste is to be left outside the bin;
  - b) the bin is kept clean and in good condition;
  - c) the bin is regularly emptied so that it does not become full or overflow; and
  - d) when the bin is emptied any waste placed in the vicinity of the bin is removed.
- 12.3 In the event of non-compliance with clause 12.2, the Council may:
- a) remove, impound and dispose of the bin and any waste contained therein in accordance with sections 164, 165 and 168 of the Local Government Act 2002 or section 81, 84 and 85 of the Waste Minimisation Act 2008, and may recover the cost from the owner.

## 13. Waste Management for Special Events

- 13.1 A Special Event shall not be held in or on a Public Place without prior authorisation by the Council. An application for authorisation must be made in the prescribed form, and shall include, to the satisfaction of Council having regard to the size and nature of the Special Event, a waste management plan. The waste management plan may be required to identify:
- a) an estimate of the types and volumes of waste to be generated by the event;
  - b) any opportunities for waste minimisation;
  - c) the steps to be taken to maximise the use and collection of recyclable or re-usable materials;
  - d) the waste and Recyclable Waste collection, storage and transportation equipment to be provided;
  - e) the Licensed Waste Collector and/or Licensed Waste Operator retained by the organiser for the event; and
  - f) the arrangements made for the provision of post-event waste audits and analysis and the reporting of that information to Council.
- 13.2 Any organiser or agent of the organiser shall comply with the terms and conditions of the authorisation given by the Council, including any approved waste management plan.

## 14. Waste Management Facilities

- 14.1 Any person wishing to operate a Waste Management Facility, other than the Council, must obtain and hold a current License to do so under clause 15 of this bylaw.
- 14.2 No person shall:
- a) Enter a Waste Management Facility without authorisation from the operator of that facility;
  - b) Deposit at a Waste Management Facility any Waste of a type that is not permitted at that facility;
  - c) Deposit Waste at any location within a Waste Management Facility that has not been marked or designated for Waste of that particular type;
  - d) Move or remove any article, material or waste found in a Waste Management Facility without the authorisation of the operator of that facility.

## 15. Licensing of Waste Collectors and Waste Management Facilities

### Waste Collectors and Operators to be Licensed

- 15.1 Any person involved in the removal, collection or transportation of Waste from within or to, or disposal of Waste from, the Council's district where the total amount of the Waste to be removed collected and transported in any 12 month period will exceed 20 tonnes must hold a current License to do so from the Council;
- 15.2 Any person involved in the operation of a Waste Management Facility must hold a current License to do so from the Council.
- 15.3 Applications for Licenses must be made in the prescribed form, describe the activities in respect of which the License is sought and be accompanied by such further supporting information as the Council may require to enable Council to grant the application, and an application fee as determined by Council's fees and charges by the Act.
- 15.4 Licenses shall be granted at the discretion of the Council, upon and subject to such terms and conditions as the Council considers are appropriate, taking into account matters as it sees fit, including those listed in clause 15.7.
- 15.5 A License is personal to the holder and is not transferable.
- 15.6 Should a license fail to comply with any of the terms or conditions of the License the Council may revoke the License.

License Conditions

- 15.7 The terms and conditions upon which a License may be granted include, but are not limited to the following:
- a) Term – A License shall be granted for a term of up to 5 years and is able to be renewed for a further 5 years.
  - b) License Fee – The license must pay an annual License fee in an amount determined by the Council from time to time and publicly notified.
  - c) Bond – The licensee must post a bond guaranteed (or cash, at the licensee's election) performance bond for an amount not exceeding \$20,000, or such amount as determined by the Council from time to time based on the individual circumstances and risk of the particular applicant, and publicly notified.
  - d) Compliance with standards – The licensee must comply with the Council's standards and policies for waste collection, removal, transportation or disposal services including, in respect of collection services:
    - i. Provision of waste collection services on the days and at the times nominated by the Council.
  - e) That the Licensee must provide waste data to the Council during the term of the License in the form and at the times determined by the Council from time to time including the following:
    - i. Recording the quantity, source and destination of each waste type and the point in time when such data was recorded during the waste collection, removal, transportation or disposal process.
    - ii. Weighbridge receipts, Gate records of waste tonnages as specified in the license.
- 15.8 When exercising its discretion to grant a License and the conditions to be imposed under it, the Council may take into account such matters as it sees fit including but not limited to the following:
- a) The extent to which licensed activities will promote public health and safety and achievement of the Council's waste management plan and waste reduction initiatives.
  - b) The type of waste to be removed collected or transported.
  - c) The manner of treatment (if any) and disposal of the waste type, and the identity of the Waste Management Facility at which it is proposed that treatment or disposal will occur.
  - d) The frequency and location of the waste collection, removal, transportation or disposal services.
  - e) The specifications of the vehicles, equipment and Approved Receptacles to be used for collection, removal, transportation or disposal of waste.
  - f) The applicant's experience, reputation and track record in the waste industry, including any known past operational issues which may affect, or may in the future affect, the applicant's performance.

- g) The applicant's financial position.
- h) The terms and conditions under which such disposal of waste is permitted and the existence of or need for any statutory approvals, authorisations or consents required to be held or complied with in respect of such disposal.

## 16. Offences

16.1 Every person breaches this bylaw and commits an offence who:

- a) Does anything, or permits anything to be done that is contrary to this bylaw;
- b) Fails to do or perform any act or thing that is required by this Bylaw, within the time and manner required;
- c) Fails to comply with any term or condition of any authorisation, including a License, granted by the Council under this Bylaw.

## 17. Enforcement & Penalties

17.1 Any person who commits a breach of this Bylaw shall be liable on summary conviction to the penalty set out in section 242(4) of the Local Government Act 2002 and/or section 66 of the Waste Minimisation Act 2008, being a fine not exceeding \$20,000.

**Note:** In the event of a breach of this bylaw the Council also has available to it all the powers available to it under the Local Government Act 2002 and the Waste Minimisation Act 2008, including:

- a) the powers under sections 81 and 82 of the Waste Minimisation Act 2008 to seize and impound property;
- b) the power to issue an infringement notice under section 74 of the Waste Minimisation Act 2008;
- c) the power under section 162 of the Local Government Act 2002 to apply for an injunction restraining a person from committing a breach of this bylaw or an offence;
- d) the power under sections 164, 165, and 168 of the Local Government Act 2002 to seize and impound property and then to dispose of that property;
- e) the power under sections 171, 172, and 173 of the Local Government Act 2002 to enter property.



File No.: 26/201

## 6.4 Consideration of update to Road Naming Policy and Poppy Places signage

|             |   |
|-------------|---|
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|             | Monique Davidson<br><b>Chief Executive Officer   Tumuaki</b>  |

### PURPOSE | TE PŪTAKE

1. This report presents the finalised version of the Road Naming Policy, which now also includes the Property Numbering conventions, for consideration by Council.
2. The report also details a request from the Poppy Places organisation to retrofit existing road signs in the District that commemorate soldiers, with a poppy motif on the sign.

#### **This matter relates to Future Fit Horowhenua District Council**

Ensure governance and decision-making frameworks remain robust and future-proof to support community voice

### DELEGATION OR AUTHORITY TO ACT | TE MANA WHAKATAU I NGĀ KAWENGA

3. Council is able to consider the Road Naming and Property Numbering Policy as part of its functions under Sections 319, 319A and 319B of the Local Government Act 1974.
4. The Chief Executive currently has delegation to approve property numbering, road names and place road name sign blades. The meeting of 30 August 2023 temporarily delegated naming of road names within Foxton to the Chief Executive, whilst the Road Naming Policy is being reviewed (Resolution Number **CO/2023/251**). The 2010 policy wording has delegation for approving road names within Foxton with the Foxton Community Board, this is proposed to be removed and this delegation to sit permanently with the Chief Executive, along with the remainder of the District.

### SIGNIFICANCE ASSESSMENT | HE AROMATAWAI MATUA

5. These matters are assessed as not being significant under Council's Significance and Engagement Policy as the changes sought to the Road Naming Policy are administrative only and will retain the current status quo with regard to road naming. The inclusion of property numbering protocols into that policy is also administrative only and is being done to streamline current processes which are undertaken by Council under Sections 319, 319A and 319B of the Local Government Act 1974. The matter could be argued to have a medium level of community interest, but is not considered to meet the threshold of two or more criteria being high significance and therefore is not deemed significant against Council's Policy.

6. The proposed retrofitting of street signs by Poppy Places is not considered significant, and Council is the only party that would be affected by the change, given that it would affect Council assets. The use of Poppy Places signage is common throughout New Zealand Aotearoa, including in other places in the Manawatū-Whanganui Region. Upkeep and changes to Road signs are also undertaken by Council under Section 319(1)(j) of the Local Government Act 1974. The matter could be argued to have a medium level of community interest, but is not considered to meet the threshold of two or more criteria being high significance and therefore is not deemed significant against Council's Policy.

## RECOMMENDATION | NGĀ TAUNAKITANGA

- A. That Council adopt the proposed amendments and additions to the Road Naming Policy 2010, to be named "Road Naming and Property Numbering Policy 2026" as set out in the attachment to this report.
- B. That the Chief Executive be given delegated authority to make any minor consequential and editorial changes to the wording of the policy that may arise during the publishing of the Road Naming and Property Numbering Policy 2026.
- C. That Council approve the proposed retrofitting of existing road name blades associated with Military Personnel to include a poppy motif to be undertaken by Poppy Places and/or the New Zealand Remembrance Army and/or their subcontractors.
- D. That any road name blades to be retrofitted with the poppy motif shall be identified and advised to Council's Road Naming Department at least five working days prior to works being undertaken.

## BACKGROUND | HE KŌRERO TŪĀPAPA

### Road Naming Policy

7. The minutes of Te Awahou Foxton Community Board meeting held on 07 August 2023 were presented to the Council for approval on 30 August 2023. Part of that decision included the naming of three new roads within the Foxton Boundaries.
8. The minutes of that meeting included the following as Resolution **CO/2023/251**:

"That the Council review the Road Naming Policy, and in the interim Council delegates to the Chief Executive authority to make all decisions on road naming in accordance with the current policy."
9. During that meeting, the Chief Executive raised that the Council's Road Naming Policy, dated 2010 was overdue for review, and was overly prescriptive in the naming of roads, leaving little discretion for Council.
10. Councillor Jennings also suggested that the Road Naming Policy include recognition of former service people in the road naming criteria.
11. The policy has been reviewed in accordance with this direction. A copy of the proposed reviewed policy is presented for Council's consideration as an attachment to this report.
12. A Council workshop was held on 19 June 2024, to present the draft reviewed Road Naming Policy, which incorporated a new section on property numbering.
13. Guidance received at that workshop was to investigate a road name register, which was envisaged to contain a list of road names to be suggested by the Historical Society, Muaūpoko, and Raukawa (via Te Tumatakahuki) in the first instance.
14. It was decided to consult first with the Historical Society, to have a preliminary list of proposed road names to take to iwi to build upon. Council Officers attended their monthly meeting in September 2024, where the Historical Society indicated that they would be happy to provide some suggestions for road names.

15. The Historical Society provided a draft list of names for consideration in May 2025. This list has been circulated to FENZ and St Johns, Muaūpoko and Te Tumatakahuki with no concerns raised regarding the suggested names.
16. A meeting was held with Muaūpoko on 4 November 2025 to discuss potential road name suggestions for the road naming register. They advised that they would prefer not to provide road names upfront, but rather consulted directly on road name suggestions and requests for suggested road names. It was agreed that this could be done on a short timeframe. A timeframe of one week for a consultation period is considered appropriate in this instance, and this is in line with what Muaūpoko agreed would be achievable.
17. An initial meeting was held with Te Tumatakahuki representatives to outline the roadnaming register on 2 February 2026. At the time of writing, the Te Tumatakahuki representatives are working with their hapū to form a response to officer's request for road name suggestions.
18. The Historical Society list was also provided to Poppy Places for comment, and they agreed with the inclusion of the servicepeople on the Historical Society list and suggested some additions.
19. While officers have been committed to engaging with hapū, the capacity constraints of Te Tumatakahuki has meant that this has not been able to progress the Road Name Register at the pace we had hoped. Given the time taken to progress to-date, it was decided to bring the road naming policy to Council prior to finalising the Road Name Register.

#### Poppy Places

20. Poppy Places are an organisation dedicated to recognising places named after and associated with fallen New Zealand servicepeople in overseas service starting with the Boer War in South Africa. One way that this is done is by adding a poppy motif to street signs. The poppy is a recognised symbol for fallen soldiers, and the motif is used on street signs to ensure that the story of these service people endures. This is a practice in other parts of the country with our neighbours Manawatu District Council and Palmerston North City Council being two near-by examples.
21. During our correspondence with Poppy Places and the New Zealand Remembrance Army representatives, they advised that they had secured funding via a third party to add poppies to existing road name signs associated with servicepeople. As this is usually a cost that falls on the local authority, an offer has been made to retrofit signs within the Horowhenua District using this external funding, which is included in this paper for consideration also.
22. This initiative will recognise service people for whom roads have already been named, in line with the intent of the suggestion at the 30<sup>th</sup> August 2023 meeting. Future roads named for service people will be able to have a poppy installed at the time a new road sign is erected in conjunction with Poppy Places, now that a working relationship is being established between Council and Poppy Places/New Zealand Remembrance Army.

#### DISCUSSION | HE MATAPAKINGA

23. Whilst initially it was intended to include a Road Name Register for approval as part of this document, given we are still awaiting suggested road names from Te Tumatakahuki-it has been decided to split off the Road Name Policy from the Road Name Register. We will look to progress the Road Name Register separately and will bring this to Council for approval once any suggested road names from Te Tumatakahuki have been received and consulted with LINZ, Emergency Services.
24. For Road Naming, the current process is that all proposed road names are submitted to Council's Consent Planning Team for approval. Developers are invited to submit three names for consideration for each road. The relevant Council Officer then writes a recommendation report on the proposed road names. The report and recommendation are considered and approved by the Chief Executive under Delegated Authority. At the current time, there are less than five new roads created and named each year. However, with the

development of Tara-Ika and other growth areas, there will likely be periods of higher demand for new roads to be created and therefore named in the future.

25. Updates have been made to the existing Road Name Policy to ensure that it remains fit for purpose and up to date. A tracked changes version has been attached to this report, along with a clean copy of the proposed wording on the Council template.
26. The proposed changes are summarised as follows:
  - New Policy Name – “Road Naming and Property Numbering Policy 2026”
  - Inclusion of property numbering conventions – the property numbering guide summarises the relevant standard, AS/NZS 4819:2011. Inclusion of property numbering within the same policy as road naming means that all relevant property naming and numbering information will be in the same document. This will be easier for Council staff and the public to use going forward.
  - Updating of Road suffix definitions and guidance on when and where suffixes should be used.
  - Clarification that all road names should be required to be consulted with LINZ, Emergency Services and Iwi prior to any road name being established. There is no legal requirement to consult on all road names with Iwi, this approach reflects the wishes of Muaūpoko Tribal Authority to be consulted on a case by case basis. In the absence of an approved road naming register, and as our consultation with Te Tumatakahuki has not been able to be completed, the clause requiring consultation with Iwi would ensure that they are also able to have input into road names and does not predetermine how they wish to proceed with providing names for a Road Name Register or not.
  - A new clause 3.8 has been added to allow for a future Road Name Register of road names which will have been consulted with LINZ, Emergency Services and Iwi before being approved by Council. The inclusion of this clause now will mean that the policy will not need updating in the event that a pre-approved Road Name Register is established.
  - Clause 3.9 is an existing clause that has been moved from the end of the existing policy to the “New Road Names” section of the updated policy and states who Council shall notify of new road names.
  - Wording changes have been made to other parts of the policy as per the tracked changes, to improve usability and clarity.
  - Removal of the delegation to Foxton Community Board to approve road names within the Foxton area. This delegation is proposed to sit with the Chief Executive, as for the rest of the District.
27. Council is able to accept or reject any of the proposed changes to the policy.
28. Council Officers remain working on the Road Name Register. Given the time taken to progress to-date Council may wish to provide some direction on the trade-off between pace and engagement in terms of timing for presenting the Road Name Register back to Council for adoption.
29. It is envisaged that once a Road Name Register has been adopted, developers would have the option to choose a name from that register and save the need for additional approval from LINZ, Emergency Services and Iwi. Developers would still have the opportunity to put forward a name that is not on the register but would need to allow for the consultation with LINZ, Emergency Services and Iwi.
30. With regards to the proposed retrofitting of street sign blades by Poppy Places/New Zealand Remembrance Army, there are currently no Poppy Places street blades within the Horowhenua District.

31. An offer has been made to retrofit signs associated with fallen service people within the District. This will be done through funding secured from a third party, with support from Poppy Places and the New Zealand Remembrance Army.
32. Normally, the cost of retrofitting the road sign blades would fall on Council. This offer would allow for the commemoration of fallen military personnel in a meaningful and recognisable way, at no cost to ratepayers.
33. A recommendation has been made that the signs to be retrofitted should be advised to Council's Land Transport team at least 5 days prior to undertaking works, should Council accept the offer.
34. It is unclear just yet how many streets or roads may be eligible to be a Poppy Place. Poppy Places require good evidence to support the provision of the poppy and this research will need to be undertaken and verified to confirm the roads and streets that are eligible.
35. Council can accept or decline the offer from Poppy Places/New Zealand Remembrance Army. Acceptance would be on the understanding that there would not be cost to Council or ratepayers.

### Options | Ngā Kōwhiringa

36. The options available to Council with regards to the Road Naming Policy are to:
  - 36.1. Adopt the Proposed Road Naming and Property Numbering Policy 2026, or.
  - 36.2. Maintain the existing Road Naming Policy 2010.
37. The options available to Council with regards to the offer from Poppy Places/New Zealand Remembrance Army are to:
  - 27.1 Accept the offer to retrofit existing road name blades that are associated with military personnel with a poppy motif at no cost to the Council
  - 27.2 Decline the offer.

### Road Naming and Property Numbering Policy

| Options   Ngā Kōwhiringa   | Benefits   Ngā Whiwhinga  | Risks   Ngā Mōrearea  |
|--|---|---|
| Option A (recommended)<br>Adopt the proposed Road Naming and Property Numbering Policy | The policy has been updated to be clearer, so it will be easier to use.<br>The policy clearly states which organisations should be consulted on proposed road names, to ensure that proposed road names do not cause confusion for emergency services and other road users.<br>The inclusion of property numbering within the policy will mean that all road naming and property numbering conventions are set out in one document, which will be easier for users. | Potential challenge to the amendments being made without a public consultation process. |
| Option B (status quo)  |   |   |

|   |   |  |
|---|---|--|
| Retain the existing 2010 Road Naming Policy | No change to the current policy or Council's website would be needed. | Retaining the current policy wording could lead to suboptimal outcomes for road names within the District. |
|---|---|--|

Officers recommend Option A and adopt the proposed Road Naming and Property Numbering Policy.

### Poppy Places

| Options   Ngā Kōwhiringa   | Benefits   Ngā Whiwhinga  | Risks   Ngā Mōrearea   |
|--|---|--|
| Option A (recommended)<br>Accept the offer to retrofit existing road name blades that are associated with military personnel with a poppy motif at no cost to the Council                    | The offer has been made to add the poppy motif to the appropriate road name blades following the necessary level of research. This would support remembering fallen servicepeople and would be done without additional cost to Council or the ratepayer. Would make Horowhenua district consistent with neighbouring districts Manawatu and Palmerston North who have Poppy Places signs. | Misunderstanding that this is a Council lead process when in fact Poppy Places/New Zealand Remembrance Army. There may be some confusion and requests made to Council for this research to be undertaken which will be carried out by Poppy Places/New Zealand Remembrance Army. |
| Option B (status quo - not recommended)<br>Decline the offer to retrofit existing road name blades that are associated with military personnel with a poppy motif at no cost to the Council. | There are no recognised benefits of this course of action. Other than maintaining status quo.   | If there was no further funding, recognising these places would be at Council's cost in the future. There would be no visual reminder to link these places to our ANZAC history, and a greater likelihood that this knowledge would be lost.                                     |

Officers recommend Option A – accept the offer to retrofit existing road name blades that are associated with military personnel with a poppy motif at no cost to the Council.

### ENGAGING WITH MĀORI | TE MAHI TAHI KI TE MĀORI

38. Both Raukawa (through Te Tumatakahuki) and Muaūpoko have been consulted with directly and face to face meetings have occurred with both iwi as part of the road naming policy process.
39. The indication from Muaūpoko was that they would rather not propose road names for the register but would prefer to be consulted on new road names and would consider collaborating on road names when they deem it appropriate.

40. It has been decided to separate out the Road Naming and Property Numbering Policy and the Road Name Register to allow time for our iwi partners to settle on their response to the request for road name suggestions to go on the register.
41. It is expected that there will be further conversations with our iwi partners regarding road names and the road naming register going forward, prior to the Road Name Register being brought to Council for consideration.
42. There has not been consultation with our iwi partners regarding the offer from Poppy Places to retrofit some of the street signs in the District.

#### **CLIMATE CHANGE | NGĀ ĀHUARANGI HURIHURI**

43. The update to the Road Naming Policy and the inclusion of property numbering will have a minimal effect on climate change. This is an administrative change that will not introduce additional requirements for Road name plates or property numbers.
44. The Poppy Places sign retrofitting work will have a low effect on climate change. It is expected that any work to retrofit the signs would be done in an efficient manner by Poppy Places' contractors, and that existing road signs would be reused as far as possible.

#### **FINANCIAL AND RESOURCING | TE TAHUA PŪTEA ME NGĀ RAUEMI**

45. The only cost associated with adopting the proposed Road Naming and Property Numbering Policy would be a small staff cost time for policy and website updates.
46. These costs are budgeted in the Long-Term Plan.
47. The Poppy Places sign retrofitting project would be at no cost to Council, due to them having secured external funding.

#### **LEGAL AND RISK | TE TURE ME NGĀ MŌREAREATANGA**

48. There are no other legal matters for consideration other than those set out in this report and no legal risk given the proposed changes to the Road Naming Policy are administrative in nature and retain the existing policy intent.
49. As road name blades are a Council asset, there are no legal matters to consider for the Poppy Places retrofitting.

#### **POLICY IMPACT | NGĀ PĀTANGA I NGĀ KAUPAPA HERE**

50. Policy and strategic implications are set out above.

#### **COMMUNICATIONS AND ENGAGEMENT | TE WHAKAWHITI PĀRONGO ME TE MAHI**

51. As the proposed Road Naming and Property Numbering Policy has been deemed to be not significant in terms of Council's Significance and Engagement Policy due to the changes being administrative in nature, no consultation with any external party has occurred outside of what is described in this report. The nature of the changes is not considered to change the intent of the policy so there is no value to undertaking wider external consultation.
52. Similarly, as the Poppy Places road name blade retrofit would only affect Council assets and there would be no cost to ratepayers, no external consultation has been undertaken or deemed to be necessary.

#### **Communicating with our Community | Te Whakawhiti Pārongo ki te Hapori**

53. An Engagement Plan is not needed to implement the decision on the Road Naming and Property Numbering Policy. Council will communicate this decision through its established

communication channels, including updating the existing policy and webpage on Council's website.

54. Nor is an Engagement Plan needed to implement a decision on the Poppy Places signs. Council's Communications team have been made aware of the pending decision and some social media posts can be made to advise if a decision is made to allow the selected road signs to be retrofitted. The proximity of this decision to Anzac Day is noted, and this can be reflected in any communications with the public.

## NEXT STEPS | HEI MAHI

55. If Council agrees to adopt the Road Naming Policy, Officers will publish an updated version on Council's website.
56. A draft road name register will be presented to Council in the future for consideration, once it is completed and has been considered by Emergency Services and LINZ as to the suitability of the proposed names. Council may wish to provide direction on the timing for this to be brought back to Council adoption and the trade-off between engagement and pace to deliver this.
57. If Council agrees to accept the offer of having the poppy motif added to our road blade signs agreed, Poppy Places and the New Zealand Remembrance Army will be advised, and staff will liaise with them as to the timing of the works.

### **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 href="#">A</a> | Draft Road Naming and Numbering Policy 2026 | 103  |



**DRAFT**

# **Road Naming and Property Numbering Policy**

**Adopted XXXX 2026**





## 1 Purpose

- 1.1 The purpose of this policy is to assist decision makers in the Horowhenua District Council to meet their responsibility in the naming of roads and property numbering within the District.

## 2 Commencement

- 2.1 This policy supercedes the Road Naming Policy 2010. This policy was adopted on and came into effect on that day.

## 3 Scope

- 3.1 This policy relates to new roads, unnamed existing roads (“ Paper Roads”) and to private roads and access ways. This policy also incorporates road numbering

## 4 Policy Statement

- 4.1 This policy provides for a consistent approach to road naming and property numbering will provide a transparent and balanced process for:

- the naming of key infrastructure assets,
- recognising and enhancing our Districts history, culture and identity
- enabling easy wayfinding within the District.

## 5 Responsibilities

- 5.1 Under section 319(j) and 319A of the Local Government Act 1974 Council has the authority to name roads within the district. New names are usually needed for new roads in subdivisions, or when a previously unformed road is constructed.
- 5.2 Council has the responsibility for allocating and altering property numbers under section 319B of the Local Government Act 1974
- 5.3 Delegations approved shall be exercised in accordance with Council’s Delegations Register.
- 5.4 Under the provisions of Clause 32 of Schedule 7 of the Local Government Act 2002 the authority to name roads (under Sections 319 and 319A of the Local Government Act 1974) be delegated as follows with a right of review to the Hearing Committee by any objector within 10 working days of being notified of the decision.
- 5.5 For road naming, the processes set out in this policy are a guide only and people are welcome to make other suggestions for road names. However, it is Council’s function to name roads and the Council may refuse to approve names considered unsuitable for any reason.

## 6 Procedures

### 6.1 New Road Names

- 6.1.1 Where new roads need to be named as a result of a new subdivision or development the subdividers/developer shall be given the opportunity of submitting up to three options for potential road names, in order of preference, for Council to consider. When submitting the preferred options, some comment should be given on why the names have been chosen, including any meaning and historical background and consultation undertaken, in support of the application.
- 6.1.2 In cases where subdividers/developers do not wish to submit preferred options for road names, or the submitted names are not deemed to be suitable, Council officers will prepare a list of options for consideration and a decision.
- 6.1.3 Before submitting a name, a developer should review names in use with staff and/or Land information New Zealand and provide evidence of having done so. They should also consult with emergency services as to the suitability of the proposed names from an emergency services wayfinding point of view. Failure to provide such background information may lead to delays whilst staff confirm the suitability of the proposed name/s.
- 6.1.4 Similarly, when a developer proposes a new road name, confirmation of the views of local Iwi must be provided. If this is not provided there may be some delay while staff seek this confirmation.
- 6.1.5 Ideally the road names are to be submitted at the time of the application for consent for the subdivision or development, or no later than application for approval of the Land Transfer Plan.
- 6.1.6 The full costs of the signs and their erection are to be paid for by the subdivider/developer.
- 6.1.7 Where a new road name is required as a result of a Council subdivision it shall be referred to an ordinary Council meeting for a decision.
- 6.1.8 Alternately, a developer may choose a name from Council's pre-approved Road Name Register, should one be available. Names on this register will have been consulted with LINZ, Emergency Services and Iwi before being approved by Council for use. This means that the developer will not be required to undertake consultation on a pre-approved name in accordance with Clauses 3.3 and 3.4 above.
- 6.1.9 Where a new road name is approved the Council will notify statutory bodies as required under section 319A of the Local Government Act 1974 as well as emergency services operating in the District (Fire, Police, Ambulance), New Zealand Post and any other agencies of relevance at the officer's discretion.

### 6.2 Private Ways

- 6.2.1 It is not the Council policy to formally name private ways. However, if names are to be endorsed for private ways, then the names shall be in accordance with the Approval Criteria and Style Guide and subject to the specific criteria below.

- 6.2.2 Whilst the Council has no responsibility in naming private access-ways it does have a responsibility to number properties within it, hence the following criteria.
- 6.2.3 Where the Council is requested to endorse the name of a private right of way it will apply the following criteria:
- a. The Council will not endorse the use of any name for a private right of way serving less than five dwellings. In case of private ways servicing four or less properties, it will number those properties off the parent street in the normal way.
  - b. Where a private right of way provides direct access to five or more properties then the Council may endorse the selected name of that property and if it does so will number the properties off that right of way as for a new street.

### 6.3 Renaming Roads and Naming of Existing Legal but Previously Unformed Roads

- 6.3.1 The Council does not encourage the changing of road names because of the cost of the procedures and the inconvenience and cost caused to the public.
- 6.3.2 A name change will only be made if Council considers that there is a very good reason to change the name, that the change will result in a clear benefit to the community and, the owners of land fronting the road are generally in agreement with the proposal.
- 6.3.3 Reasons for changing road names may include;
- spelling correction,
  - prevention of duplication in spelling or sound,
  - prevention of confusion arising from major layout changes to roading,
  - geographical corrections,
  - issues of cultural sensitivity,
  - Council are requested to do so by emergency services.
- 6.3.4 Council will only institute a name change if a budget is available to meet the costs or suitable arrangements have been made to meet the costs.
- 6.3.5 Where an owner or occupier of a property is a particular road or a member of the public seek to have a road name changed and the change does not meet the above criteria for changing road names, Council will only consider initiating the change if:
- The request takes the form of a petition signed by at least 80% of the owners whose properties front the road.
  - The name suggested by the applicants must be acceptable to the Council in terms of the criteria for naming new roads.
  - The applicants or petitioners agree to meet the all costs and disbursements incurred by the Council (*including costs of signs, renumbering, administration etc*).
- Decisions to change road names will be made by the Council at an ordinary meeting.
- 6.3.6 Consequential changes to property numbers (where necessary) will be undertaken by Council in its customary manner.

#### 6.4 Approval Criteria

6.4.1 The following criteria are preferred for selecting street and road names:

- a) Names of local historical or geographical significance.
- b) Well known, or previously well known, names of farms or properties.
- c) Māori names of local significance. Appropriate consultation and advice from local iwi may be required.
- d) Names of local residents or well-known New Zealanders, who were high achievers in their chosen fields such as arts, sport, commerce, politics, local government, military, etc, or prominent local residents or families. Naming after living persons is to be avoided, as is the use of first names. Permission of surviving relatives should be obtained where appropriate.
- e) Roads names after a person or family will not be named using a possessive ('s). For example, Queen Street is appropriate, Queen's Street is not.
- f) Continuing an established theme in a neighbourhood.
- g) Where more than one road is being created in a subdivision, a common theme is preferred for the names.
- h) A significant feature in the area (for example, geographical feature, landscape, flora, fauna). Naming after features which do not exist in the area should be avoided (for example, naming after native trees or plants that are not evident in the area, or views that cannot be identified).
- i) Where an existing road is being extended, the road extension will be named the same as that of the existing road.
- j) Names cannot be offensive, insensitive or commercially based.
- k) All road signs for private ways shall be annotated "Private" at the applicants' expense.
- l) The Council may not necessarily accept the marketing name for a development as a road name for any road within a development.
- m) A new road shall not be named the same, or similar to a road already in existence within the District. Road names that are the same as those in adjoining Districts will only be considered if there is strong justification for the name, and support from Emergency Services..
- n) A new road shall be named in a manner that is clear to emergency services for wayfinding purposes (ie avoid using initials street names)
- o) It is desirable for short roads to have short names (for reasons of printing the names on maps).

- p) Preferred descriptive terms from Appendix A should be used at the end of the road name.
- q) Rural road names should use 'Road'.
- r) Urban road names should use 'Street', 'Crescent', 'Place', 'Drive', 'Grove', 'Avenue', 'Rise' or 'Way'.
- s) Private roads/access ways should use 'Court', 'Lane', 'Mews' or 'Way'.

## 6.5 Street Sign Requirements

- 6.5.1 When the new name is confirmed, the standard format Council name sign shall be erected. For new roads in subdivisions the developer shall pay Council for the required sign(s) and installation.
- 6.5.2 For existing legal but previously unformed roads and roads being renamed the Council shall meet the cost of sign(s) and installation.
- 6.5.3 If a developer erects their own ornamental name sign(s) and/or post, in addition to the Council name sign, and that ornamental name sign is damaged or stolen, then the Council shall not be responsible for the repair or replacement of that name sign.
- 6.5.4 These sign types should ordinarily be positioned on private property (or the property boundary). If a developer requires a sign to be positioned within the road reserve, an application must be submitted to the Council's Land Transport Team for consideration. They may, or may not, approve the application in their sole discretion.

## PROPERTY NUMBERING

### 6.6 Issuing Rural Address Numbers

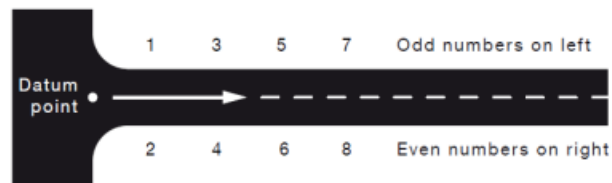
- 6.6.1 The need for a RAPID number is identified when a subdivision is deposited or when a dwelling or vehicle crossing is established.
- 6.6.2 RAPID numbers are allocated to rural properties for dwellings and some farm buildings that have their own access way.
- 6.6.3 The RAPID number is based on how far the access way is from the beginning of the road. Numbers on the right hand side of the road are even, and those on the left are odd. The RAPID number is worked out by multiplying the distance (in kilometres) by 100. For example, a property 16.4 km on the right hand side along Avenue Road will be numbered as 1640.
- 6.6.4 If there is more than one dwelling coming off the same access way or right of way that is not named, then numbers are assigned as part of the road sequence as shown below.



- 6.6.5 Changes to RAPID numbers are discouraged.
- 6.6.6 All addresses must be unique and include GPS co-ordinates.
- 6.6.7 A RAPID property address does not affect the rural delivery (RD) number. New Zealand Post issues the RD number.
- 6.6.8 RAPID numbers should not be fixed to a gate or mailbox located on the other side of the road.

**6.7 Issuing Urban Address Numbers**

- 6.7.1 Urban street address numbering is carried out in accordance with AS/NZS 4819:2011. However, there are times where this Policy takes precedence over the procedures listed in AS/NZS 4819:2011.
- 6.7.2 Property numbers are issued with odd numbers on the left and even numbers on the right. This also applies to cul-de-sacs.
- 6.7.3 Primary address sites on the left of the road shall be numbered from '1' at the datum point and increase in order using odd numbers. Primary address sites on the right side of the road shall be numbered from '2' at the datum point and increase in order using even numbers. This also applies to a cul-de-sac. Where this occurs in a development area Council may skip certain numbers to allow for infill subdivision.

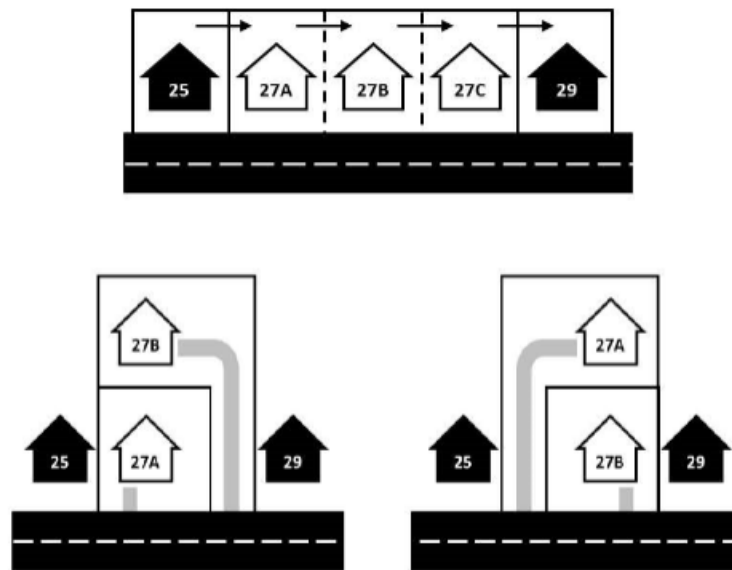


- 6.7.4 Address number ranges are discouraged in New Zealand e.g. 22-28.
- 6.7.5 Corner address sites are addressed depending on where the entrance to the property is.
- 6.7.6 Reserves may be allocated a street number for administrative purposes.
- 6.7.7 When a new road is created with new land parcels, the rear sections will be numbered consecutively.



#### 6.8 Use of Suffixes

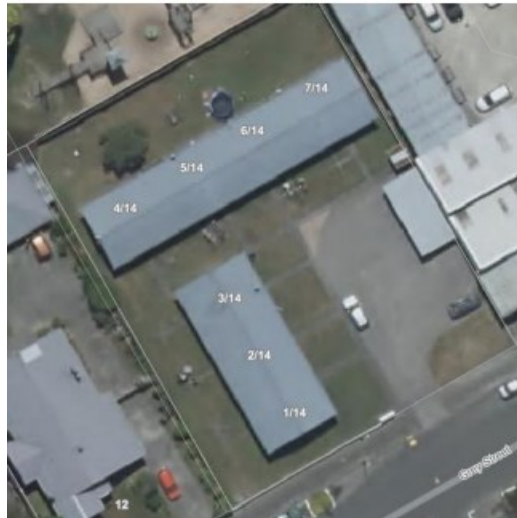
- 6.8.1 Alphabetical suffixes are to be used only when there is no unallocated number available for a new site. 5.3.2 Alphabetical suffixes shall start at A, be allocated incrementally, and should not extend beyond E.
- 6.8.2 The physical order of suffixes should be in the same direction as the number of the road. See example below:



6.8.3 Suffixes are to be allocated to every site that uses the base number. If an existing site with an address already in use (for example, it has a house on it) already has a base number it may retain that number without a suffix if it is in the correct order.

#### 6.9 Sub-Addressing

- 6.9.1 Sub-address numbers are to be used for address sites that are within a primary address site, e.g. block of flats, apartment building, retirement village.
- 6.9.2 The address number for a sub-address site shall consist of the sub-address number followed by the number of the primary address site.



**6.10 State Highways**

6.10.1 Although State Highways (SH) are owned and managed by New Zealand Transport Agency (NZTA), Council is still responsible for addressing properties on state highways.

6.10.2 Where a property along a state highway is in an urban area, it is numbered in accordance with the urban address allocation rules. If the property is in the rural area, it is numbered in accordance with the RAPID numbering rules.

**6.11 Localities**

6.11.1 Council uses the localities set by Fire and Emergency New Zealand (FENZ) as do all local authorities.

## 7 Review

7.1 This policy shall be reviewed every three years, unless required earlier.

## Appendix A

Preferred descriptive terms:

|           |   |
|-----------|---|
| Avenue:   | Broad roadway usually planted on each side with trees   |
| Court:    | Short enclosed roadway, usually surrounded by buildings                                       |
| Crescent: | Crescent shaped roadway, especially where both ends join the same thoroughfare                |
| Drive:    | Wide, main roadway without many cross streets   |
| Grove:    | Roadway that features a group of trees standing together                                      |
| Lane:     | Narrow roadway between walls, buildings or a narrow country roadway                           |
| Mews:     | Roadway in a group of houses  |
| Place:    | Short, sometimes narrow, enclosed roadway   |
| Road:     | Open roadway, primarily for vehicles  |
| Rise:     | A roadway going to a higher place or position   |
| Street:   | Public roadway in an urban area, especially with footpaths and buildings on one or both sides |
| Way       | A side street or short street, often parallel to a main road.                                 |

File No.: 26/214

## 7.1 Mayoral Report - April 2026

|             |   |
|-------------|---|
| Author(s)   | Bernie Wanden JP<br><b>Mayor   Kahika</b> |
| Approved by | Bernie Wanden JP<br><b>Mayor   Kahika</b> |

### PURPOSE | TE PŪTAKE

1. The purpose of this report is to update Council and the community on the events, functions, and Council-related meetings I attended between 1 March and 17 April 2026, and to provide an overview of key matters of interest, including submissions made on behalf of Council.

### RECOMMENDATION | NGĀ TAUNAKITANGA

- A. That Council receive and note Report 25/539 Mayoral Report - April 2026.

### MATTERS OF INTEREST | NGĀ TAKE HIRAHIRA

2. The following meetings, functions and events were attended from 1 March – 17 April 2026.

### MEETINGS, FUNCTIONS AND EVENTS ATTENDED

| 13 March – 17 April 2026   |
|--|
| NZTA Regional Relationship meeting   |
| Central Districts Water – Joint Shareholder Committee meeting                |
| Kings Trust Workshop – lunch visit with attendees                            |
| Ratepayer meeting  |
| Minister for Local Government – zoom meeting for Mayors                      |
| Levin RSA – ANZAC Day planning catch-up                                      |
| Chief Executive / Mayor catch-up   |
| Council Meeting  |
| Thompson Gardens Stakeholder meeting – Thompson Gardens Stage 1 works        |
| Mayor, Deputy Mayor and Chief Executive – quarterly catch-up                 |
| Jo Seddon, Chorus – catch-up   |
| Central Districts Field Days – open forum and networking function            |
| Levin Community Ambulance Station Open Day                                   |
| Chief Executive / Mayor catch-up   |
| Horowhenua District Ratepayers & Residents Assn Inc meeting                  |
| Regional Transport Matters   Regional Chief's meeting – fortnightly catch-up |
| Coast Access Radio interview   |
| Mayor's Taskforce for Jobs – programme update                                |

|  |
|--|
| Community Funding & Recognition Committee meeting                            |
| Council Workshops  |
| Federated Farmers meeting in Feilding  |
| Zone Three meeting in Stratford  |
| Central Districts Waters – Joint Shareholder Committee meeting               |
| Art Exhibition Opening - The Capitalist Conundrum                            |
| Regional UNESCO Geopark  |
| Wellington NZ meeting  |
| Chronicle Interview – Mayor’s Taskforce for Jobs                             |
| Council workshops  |
| Hearings & Regulatory Committee meeting                                      |
| 100 <sup>th</sup> Birthday visit   |
| Foxton Easter Sunday Fair  |
| Regional Transport Matters   Regional Chief’s meeting – fortnightly catch-up |
| Chief Executive / Mayor catch-up   |
| Central Districts Water – powhiri for Board of Directors                     |
| Chief Executive Employment & Performance Committee meeting                   |
| Central Districts Water – Joint Workshop (3 Councils)                        |
| Ratepayer meeting  |
| Horowhenua Older Person’s Network meeting                                    |
| Lake Trust meeting   |
| Ratepayer meeting  |
| Cyclone Vaianu briefing No.1   |
| Cyclone Vaianu briefing No.2   |
| Cyclone Vaianu briefing No.3   |
| Meeting with Corrections representative                                      |
| Chief Executive / Mayor catch-up   |
| Thompson House AGM   |
| LGNZ Zoom meeting with National Council                                      |
| Council Workshops  |
| Arohanui Hospice meeting   |
| Audit NZ – annual meeting  |

## REPORTS OF INTEREST

### The Value of LGNZ Membership

3. Since December 2025, LGNZ has been on a path of reset and renewal. With a new President, Vice President and National Council, LGNZ is focused on ensuring they are responsive to members and effective in representing local government during a period of significant change. Their role is to work constructively with whoever is in government, while ensuring local government's voice is heard and respected.

Equally important is ensuring LGNZ reflects the priorities of its members. Feedback received from councils has helped shape the new LGNZ strategy outlined in 'The Value of LGNZ Membership' document which is attached to this report.

## COUNCIL WORKSHOP ITEMS

4. Each week, Council is presented with items in a public Workshop which is a key mechanism for engaging elected members in the early stages of policy development and decision-making.

These items are presented to Council to provide new information, offer updates on existing initiatives, or seek direction and feedback from elected members. Workshops are intentionally informal and non-decisional, creating a space for open discussion, clarification of issues and exploration of options. This process enables officers to refine their work based on Council's input before bringing forward formal reports for decision. As such, workshop items play a critical role in ensuring that Council is well-informed, aligned and prepared ahead of making strategic and operational decisions.

For information purposes, the following is a list of workshops held this year and Councillor attendance.

| Date       | Workshop Topic  | Councillors in Attendance  | Councillors not in Attendance                      |
|------------|---|--|--|
| 21/01/2026 | <ul style="list-style-type: none"> <li>• Firefighting Water Supply</li> <li>• Planning Bill and Natural environment Bill</li> <li>• Rates Capping and simplifying Local Government</li> <li>• Development Levies and IFF</li> </ul> | Mayor Bernie, DM Allan, Cr Fox, Cr Gray, Cr Grimstone, Cr Hori Te Pa, Cr Jennings, Cr Mason, Cr Mitchell-Kouttab, Cr Olsen, Cr Young                     | Cr Barker, Cr Ketu,                                |
| 28/01/2026 | <ul style="list-style-type: none"> <li>• Levin Access and Car Parking Strategy</li> <li>• Levin Town Centre: Oxford Street Properties Options</li> <li>• Lake Horowhenua – Induction</li> </ul>                                     | Mayor Bernie, DM Allan, Cr Barker, Cr Fox, Cr Hori Te Pa, Cr Jennings, Cr Mitchell-Kouttab, Cr Young   | Cr Gray, Cr Grimstone, Cr Ketu, Cr Mason, Cr Olsen |
|            | Ratepayers Assistance   | Mayor Bernie, DM Allan, Cr Barker, Cr Fox, Cr Gray, Cr Grimstone, Cr Hori Te Pa, Cr Jennings, Cr Ketu, Cr Mason, Cr Mitchell-Kouttab, Cr Olsen, Cr Young | Cr Gray, Cr Olsen                                  |

|            |   |  |                                 |
|------------|---|--|---------------------------------|
| 4/02/2026  | Ō2NL Revocation Strategy  | Mayor Bernie, DM Allan, Cr Barker, Cr Fox, Cr Gray, Cr Grimstone, Cr Hori Te Pa, Cr Jennings, Cr Mason, Cr Mitchell-Kouttab, Cr Olsen, Cr Young          | Cr Ketu, Cr Young               |
| 11/02/2026 | NZTA Update   | Mayor Bernie, DM Allan, Cr Barker, Cr Fox, Cr Gray, Cr Grimstone, Cr Hori Te Pa, Cr Jennings, Cr Ketu, Cr Mason, Cr Mitchell-Kouttab, Cr Olsen,          | Cr Young                        |
| 11/03/2026 | <ul style="list-style-type: none"> <li>Tararua Road Improvements</li> <li>Levin Town Centre Access &amp; Carparking</li> <li>Risk Appetite</li> </ul> | DM Allan, Cr Barker, Cr Fox, Cr Grimstone, Cr Hori Te Pa, Cr Jennings, Cr Ketu, Cr Mason, Cr Mitchell-Kouttab, Cr Young                                  | Mayor Bernie, Cr Gray, Cr Olsen |
| 25/03/2026 | Commercial Opportunity  | Mayor Bernie, DM Allan, Cr Barker, Cr Gray, Cr Grimstone, Cr Hori Te Pa, Cr Jennings, Cr Ketu, Cr Mason, Cr Mitchell-Kouttab, Cr Olsen, Cr Young         | Cr Fox                          |
|            | <ul style="list-style-type: none"> <li>DIA Reform Update / CE</li> <li>Kerbside Recycling Agreement, Bylaw and Licencing Update</li> </ul>            | Mayor Bernie, DM Allan, Cr Barker, Cr Fox, Cr Gray, Cr Hori Te Pa, Cr Jennings, Cr Ketu, Cr Mason, Cr Mitchell-Kouttab, Cr Olsen, Cr Young               | Cr Fox, Cr Grimstone            |
| 1/04/2026  | <ul style="list-style-type: none"> <li>Revocation Strategy</li> <li>Water Consumption: Installing Restrictors on Rural Properties</li> </ul>          | Mayor Bernie, DM Allan, Cr Barker, Cr Fox, Cr Gray, Cr Grimstone, Cr Hori Te Pa, Cr Jennings, Cr Ketu, Cr Mason, Cr Mitchell-Kouttab, Cr Olsen,          | Cr Young                        |
|            | Plan Change 6A Update   | Mayor Bernie, DM Allan, Cr Barker, Cr Fox, Cr Gray, Cr Grimstone, Cr Hori Te Pa, Cr Jennings, Cr Ketu, Cr Mason, Cr Mitchell-Kouttab, Cr Olsen, Cr Young |                                 |

|            |  |  |                                 |
|------------|--|--|---------------------------------|
| 8/04/2026  | Central District Waters - Joint Workshop   | Mayor Bernie, DM Allan, Cr Barker, Cr Fox, Cr Hori Te Pa, Cr Jennings, Cr Ketu, Cr Mason, Cr Mitchell-Kouttab, Cr Young                                  | Cr Gray, Cr Grimstone, Cr Olsen |
| 15/04/2026 | <ul style="list-style-type: none"> <li>• Navigating Change</li> <li>• Central District Waters - Statement of Expectation</li> <li>• Iwi/Hapū Induction part 2 - Tiraki presentation</li> <li>• Fuel Situation &amp; Response Update</li> </ul> | Mayor Bernie, DM Allan, Cr Barker, Cr Fox, Cr Gray, Cr Grimstone, Cr Hori Te Pa, Cr Jennings, Cr Ketu, Cr Mason, Cr Mitchell-Kouttab, Cr Olsen, Cr Young |                                 |

## SUBMISSIONS

### NZTA Speed Reviews – Horowhenua

6. Horowhenua District Council feedback was submitted to the recent NZTA consultation on proposed speed limit changes across sections of SH57 (Kimberly Road/Speldhurst) and SH1 (Ōhau-Manakau), and variable speed limits along the locations of Tukorehe Marae and Wehi Wehi Marae.

Council is fully supportive of the proposed changes which is outlined in the attached submission. We expect that the proposed changes will become operative in due course.

## ATTACHMENTS | NGĀ TĀPIRINGA KŌRERO

| No.               | Title   | Page |
|-------------------|---|------|
| <a href="#">A</a> | The Value of LGNZ Membership                    | 120  |
| <a href="#">B</a> | Submission - NZTA Horowhenua Speed Reviews 2026 | 143  |



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# The value of LGNZ membership 2026





|   |       |           |
|---|-------|-----------|
| <b>From the President</b>                             | _____ | <b>3</b>  |
| <b>Top 10 advocacy wins from the past year</b>        | _____ | <b>5</b>  |
| <b>How LGNZ saves councils (and ratepayers) money</b> | _____ | <b>9</b>  |
| <b>LGNZ's strategy</b>                                | _____ | <b>14</b> |
| <b>Everything LGNZ does for members</b>               | _____ | <b>15</b> |
| <b>National Council 2025-28</b>                       | _____ | <b>20</b> |

## From the President >

You will know by now that since December 2025, LGNZ has been on a path of reset and renewal. We know that we have our work cut out for us!

With a new President, Vice President and National Council, we are focused on ensuring LGNZ is responsive to members and effective in representing local government during a period of significant change.

A key priority has been rebuilding a constructive relationship with central government. Vice President Dan and I have met several times with the Prime Minister, Minister Watts and other senior Ministers. These conversations have been positive and focused on practical solutions. We have also met with the Leader of the Opposition and other political parties. Our role is to work constructively with whoever is in government, while ensuring local government's voice is heard and respected.

Equally important is ensuring LGNZ reflects the priorities of its members. We are here to listen and work with you. The feedback we have received from councils has helped shape the new LGNZ strategy outlined later in this document. That strategy places a strong emphasis on advocacy and influence to secure better long-term outcomes for local government.

Ultimately, our members – and the communities we serve – must see clear value in what LGNZ delivers. Later in the document we highlight how and where we save you and your community money via our advocacy.

We recognise councils are facing some of the toughest conditions in living memory. Cost-of-living pressures are real for communities, and councils are also managing a tsunami of reform across multiple policy areas. Every dollar matters. National Council has rejected the 9.5% fee increase planned by the previous National Council for this year. Instead we agreed 3.1%, recognising the pressure councils are under. LGNZ has put all costs under the microscope (including conference) and increased efficiency while protecting core member services.

This is also a time when local government needs a strong, united voice more than ever. LGNZ's work goes well beyond the direct services we provide to councils. Our advocacy helps protect councils from costs and risks that could otherwise fall directly on ratepayers.

Looking ahead, further reforms – from resource management to potential changes in local government structures and rating frameworks – will bring significant transition challenges for councils. Ensuring those costs and impacts are fairly managed will be a major focus of LGNZ's work.

In times of change, collective strength matters. LGNZ's influence comes from the breadth and unity of its membership. When councils stand together, our voice carries far greater weight.

Dan and I are always happy to talk with members about the direction of LGNZ and the work ahead. Please feel free to reach out if you would like a conversation or a visit. We're holding regular Zooms after National Council meetings and appreciating all your feedback.

We firmly believe LGNZ plays a vital role as the peak body for local government – and that role is strongest when we stand together.

Rehette Stoltz  
President, LGNZ

# LGNZ serves the long-term interests of local government >

We recognise this is a challenging time for regional council Chairs, councillors, Chief Executives and staff.

LGNZ's position on Simplifying Local Government is clear and we have discussed this directly with Minister Watts and the Prime Minister:

- > Combined Territories Boards will be most effective if they have a single, clear purpose: to develop reorganisation plans.
- > Regional councillors have valuable experience of the current functions regional councils undertake. This experience will be essential in developing future models and in implementing current reforms, such as resource management.
- > LGNZ supports retaining current regional councillors' governance over regional functions until either the end of this triennium or when regional reorganisation plans are finalised.
- > LGNZ also supports CTBs having direct access to regional councils' valuable institutional knowledge, including having a Chair or councillor as members.
- > There should also be flexibility on who leads a CTB: a Mayor, a current regional council Chair (to retain valuable institutional knowledge), or an independent chair.

LGNZ's President and Vice President have raised these points with both the Prime Minister and Local Government Minister. The Minister has told us there is flexibility and that one-size-doesn't-fit-all for every region. Minister Watts has been clear that he wants to work with LGNZ to improve reforms.

## LGNZ delivers for regional councils >

- > LGNZ delivers value for the regional sector through its political engagement, advocacy, and media presence.
- > Our role complements Te Uru Kahika's technical and operational expertise when the two organisations work together. Te Uru Kahika strengthens regional council's ability to deliver operational excellence, while LGNZ ensures regional expertise is connected to national decision making, especially when it comes to influencing political decisions.
- > *Before the Deluge* shows how this partnership works. Strong, evidence-based technical advice, effectively advocated for at the national level, delivered results for councils, communities and the Government.
  - + LGNZ supported the development of a government relations and comms approach
  - + LGNZ identified key officials to engage with, including when and on what
  - + LGNZ supported pitching stories to key infrastructure and political journalists
  - + LGNZ supported drafting letters and talking points for officials and ministers
  - + LGNZ met with ministers and officials as needed, including raising this topic in our regular ministerial meetings
- > LGNZ has recently collaborated with TUK to:
  - + Ensure our submission on the proposed rates capping formula reflected regional councils' specific operating environment, and that TUK's submission aligned with ours
  - + Advocate for regional councils to be able to utilise development levies as part of the new development levies regime
- > LGNZ delivered a targeted induction day for Chairs, which included engagement with Minister Watts.



**Top 10**  
advocacy  
wins from  
the past  
year >

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**01/ The Government eases seismic strengthening requirements**

- > LGNZ advocated for the new regime that was announced last year. As Chair of LGNZ's seismic strengthening group, Manawatū Mayor Michael Ford drove this advocacy, which was also the subject of a 2024 remit from his council.
- > **Strengthening requirements are now focused on high-risk buildings in risky seismic zones rather than applying everywhere in New Zealand.**
- > Strengthening deadlines have been extended by four years – and councils can extend these further.
- > The Government has estimated the change will save more than \$8 billion. Councils that are building owners will save directly – and they will also benefit indirectly from the removal of this handbrake on towns' and cities' vibrancy. Many commercial property owners will also benefit as they will not have to undertake expensive strengthening work or demolition and can tenant buildings.

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**02/ The building system will shift to proportionate liability, radically reducing councils' potential liability.**

- > For councils, this is one of the most significant reforms to the building regime in decades and something LGNZ has long advocated for. It's been the subject of repeated remits and advocacy. This parliamentary term, we have raised it with Building and Construction Minister Chris Penk as well as generating visibility in the media.
- > Previously if builders went bankrupt, councils could end up liable, because any party could be held liable for the whole cost. For example, the leaky home crisis according to some estimates has generated as much as \$2 billion in liability for councils despite their role being limited to consenting or inspection.
- > Minister Chris Penk has said councils have paid out \$330 million over the last 10 years for building defects that they were not primarily responsible for.
- > **During 2026, the Government will replace joint-and-several liability with proportionate liability, where councils are only liable for their part of the process.** Proportionate liability means councils don't have to pay for other parties' failures, saving ratepayers billions in the event of another widespread failure.
- > Carrying less risk also means councils can make less risk-averse decisions.

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**03/ We stopped proposed transport emergency works changes that would have cost councils**

- > The Government proposed narrowing what qualifies as emergency works, reducing the level of government subsidy and shifting more responsibility for recovery on to councils.
- > LGNZ's Transport Forum led our fight against these changes, which would have seen councils facing higher recovery costs after storms and floods.
- > **The Government decided not to proceed and left existing settings largely unchanged. That means councils can still access co-funding for urgent repairs after natural disasters.**

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**04/ Our submission influenced the select committee's recommendations on the System Improvements Bill**

- > The select committee considering the System Improvements Bill adopted many changes LGNZ submitted on, including:
  - + **Changes to the initially proposed purpose of local government that will reduce councils' risk of legal challenge over decision-making**
  - + **Adding community facilities and waste minimisation to the listed core services – and making that list non exhaustive**
- > Before the select committee process, we suggested these changes to the Minister, which were actioned:
  - + Removing the LGA requirements to publish ads in physical newspapers
  - + Removing the requirement for six-yearly service reviews

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**05/ Our Electoral Reform Working group gained wide buy-in to their recommendations – and substantial media coverage**

- > **Ditching postal voting and moving to booth voting received support across the political spectrum** – one of the [working group's key recommendations](#).
- > Three days after the local government elections, Mayor Hon Dr Nick Smith and the rest of the working group met with Minister Watts to discuss next steps.
- > The decline of the postal service means urgent change is needed before the 2028 elections – we are continuing conversations with all political parties.
- > Policy.nz was stood up for the 2025 elections thanks to LGNZ raising funds from councils to ensure it was viable. All candidates were invited to contribute to the site, which sets out who is standing and what they stand for.

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**06/ We influenced the development of emergency management legislation**

- > **Over the past year, LGNZ has been part of the steering group guiding development of the legislation, which retains a locally led model of emergency management.**
- > We have welcomed the new bill and its objectives – while being clear that funding cannot only arrive after disaster strikes.
- > We have been clear on the challenges that setting minimum levels of service would create for some areas, and will work with NEMA and the Minister to ensure this does not lead to unmanageable cost pressures on councils

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**07/ Mayors, Chairs and councillors can access funding for a security system**

- > After LGNZ provided information to the Remuneration Authority about security threats to Mayors, Chairs and councillors, they agreed to introduce a security system allowance for elected members.
- > **This mirrors the allowance already available to Members of Parliament.**
- > If a council adopts the allowance, eligible members can receive up to \$4,500 to install a security system at their home and up to \$1,000 per year for monitoring, repairs, and call-outs.
- > In 2024, an LGNZ poll of Mayors, Chairs and Chief Executives at one of our events showed that nearly two thirds had faced aggressive and abusive behaviour online; 74% had experienced this behaviour during public, in-person meetings. A third of respondents said abuse and aggression happened during everyday activities like shopping or collecting children from school. We will be gathering new data in our triennial elected member census.

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**08/ Our intervention led to changes in DIA's council "report cards"**

- > In mid-2025, DIA released its first annual "report card" for each council, intended to show ratepayers how their council compares to other "like" councils. DIA initially proposed to release these figures without any local context.
- > **LGNZ successfully advocated for the report cards to flag high-growth councils, those recovering from natural disasters, and those particularly impacted by tourism, for example.**
- > DIA also eventually agreed to share, ahead of time, data from other councils in your "group", to help councils plan for release.
- > They also agreed report cards could link to your council website, so you could add key local details.

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**09/ We are in the room on national direction for resource management.**

- > **We have been engaging with officials behind the scenes on the development of the replacement resource management system, including the approach to its implementation.**
- > We worked with Buddle Findlay to develop our submission on the Planning and Natural Environment Bills

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**10/ The Ratepayers Assistance Scheme has gained strong political support**

- > RAS aims to deliver cost-of-living relief through low-interest loans to ratepayers.
- > Like the Local Government Funding Authority, which LGNZ also spearheaded, the RAS is a potential gamechanger for local government. For councils, it's an off-balance sheet financing vehicle that leverages the security of rates.
- > **The RAS would enable ratepayers to access finance at about 2% less than a standard floating mortgage rate for specific property improvements that have a public benefit** (like solar panels that would deliver substantial long-term savings even when repayments are factored in); it would allow households on fixed incomes to postpone their rates; and it would remove a barrier to housing development by supporting deferred development contributions.
- > The RAS is a collaboration between LGNZ, LGFA, Rewire Aotearoa and funding councils (Auckland, Tauranga, Hamilton, New Plymouth, Palmerston North, Wellington, Hutt City and Queenstown Lakes).



# How LGNZ saves councils (and ratepayers) money >

# LG NZ saves councils money by delivering services at scale.

LG NZ is a membership organisation designed to deliver shared services at scale and save your ratepayers money, so that council staff can focus on core local services. Without access to these services, councils either purchase them at commercial rates or put additional pressure on council staff time.



## Submissions



LGNZ shares draft submissions, analysis and explainers with members on all key reforms.

- > We incorporate member feedback in our final versions.
- > Councils do not have the capacity to submit on every single consultation: LGNZ ensures local government's key concerns are represented.

Access to draft submissions saves councils tens of thousands of dollars. For example, our [resource management submission](#) was informed by David Allen, a partner at Buddle Findlay and one of New Zealand's leading legal experts on resource management. Councils could use this expert advice in your own submission, rather than commissioning your own specialist input. Elected members and staff could also hear directly from David and ask questions at an Ako hour in December.

LGNZ's submissions on resource management, local government systems reform and rates capping contained specialist legal and economic analysis that would cost your council **\$90,000** to commission. In addition to that cost, to produce these three detailed submissions yourself, a council would need to invest at least **200 hours of staff time**.

So far in 2026, we have shared 10 submissions. Based on past trends, we would expect to submit on at least another eight major bills or consultations before the House rises pre-election. Without LGNZ, councils either face scaling your policy team up and down to meet peaks in demand or outsourcing work to expensive consultants.

Each submission is worth between **\$30K-\$100K+** depending on its complexity. This value is represented by:

- > Influencing officials and Ministers before legislation is drafted. This includes LGNZ participation in working parties and reference groups.
- > Engaging with council expert staff to ensure alignment with members.
- > Developing explainers and position pieces to support your submissions and test early thinking.
- > Commissioning specialist input and advice, including from New Zealand's most reputable economic and legal experts.
- > In-house expertise to develop submissions.

The total value of our work responding to government reforms to date in 2026 is valued at between \$300,000 and \$1 million – with at least another four submissions anticipated before parliament breaks



## Professional development



Ākona saves councils significant training costs by giving unlimited access to online governance training, avoiding the need to purchase **equivalent commercial courses that typically cost \$800–\$1,200 per person per module**. The most popular courses since the elections have been:

- > Responsibilities of the chair
- > Council assets
- > Intergenerational costing
- > Asset maintenance

Ako hour sessions alone save at least \$100 per person per session, compared with the equivalent cost of short governance webinars from external providers. Sessions are recorded and available for replay at any time.

You can commission specific in-person **workshops for your council for \$5,000–\$7,000, which is roughly half the price of comparable commercial governance training** (typically \$10,000–\$12,000 per day).

Councils avoid expensive consultancy costs because Ākona provides sector-specific learning design and advice. External governance training consultants typically charge \$140–\$160 per hour plus design costs that can run into thousands of dollars.

On-demand training reduces wasted spend and staff time by allowing members to choose from **27 catalogues of governance topics**, rather than paying for generic courses that include irrelevant material. From asset management and risk to political acumen, writing and delivering speeches, climate adaptation, and personal safety, topics were all requested by members.

Long-term value is built through reusable learning resources (micro-modules, recorded sessions, templates and guides), ensuring skills and knowledge are retained rather than lost after one-off training events – maximising your return.

If you asked a third party to develop everything available to your council on the Ākona platform, it would cost your council **more than \$1 million**.



## Guides and data



LGNZ produces and regularly updates guides for elected members and councils, for example:

- > Elected member governance guide
- > Tax guide for elected members
- > Mayors and Chairs governance guide
- > Recruiting and managing your Chief Executive
- > Council declaration guide
- > Representation reviews guide
- > Standing Orders template and guide

If a council commissioned these guides independently, it would cost **\$25,000 to \$50,000 per publication.**



## Media advice



Members have free access to our expert advice. We provide crisis media support for councils, particularly when multiple councils are involved, and individual tailored guidance and advice on specific issues.

We have established working relationships with all media outlets.

If you contracted in specialist advice, it would cost a council thousands of dollars per issue – starting at **\$280 an hour.**



## General advice



Members can pick up the phone for advice on specific challenges. LGNZ fields many calls from councils when you want a sense check or when things go wrong. This ranges from questions about the Local Government Act, conflict between the Mayor/Chair and a councillor or Chief Executive, or other curly issues. We are impartial and work confidentially to deescalate conflict so councils avoid costly legal disputes. Calling us can save a council significant money and time (and public reputational damage). We've seen it all before – and we know what works.

- > You would spend **\$150.00 to \$280.00 per hour** getting this advice from a commercial provider – and much more if you need to involve lawyers.

# LGNZ strategy 2026



## Elevator pitch >

Local Government New Zealand is the national peak body for councils and local democracy. We bring local voices into national policy, influence decisions early, and work with government to deliver practical solutions. Our legitimacy comes from a strong membership base.

## Long-term goals >

Our long-term goals have been reset in 2026 by National Council. They drive LGNZ's work and are integrated into everything we do.

O1.

**LGNZ effectively influences central government.**

O2.

**New Zealanders value councils. Local decisions matter and councils are financially sustainable.**

O3.

**Strong Te Tiriti partnerships deliver positive outcomes for people, place and the economy.**

O4.

**More people participate in local government**

## We deliver long-term goals through influence, connection and support

### INFLUENCE/

- > Shape policy early, before it is developed, through relationships with officials, Ministers, all political parties.
- > Work with all political parties, key stakeholders and local government to advance our advocacy priorities (listed below) in the short and long term.
- > Improve policy through the legislative process.
- > Spearhead solutions to local government's intractable problems.
- > Use media to set the agenda and raise local government's voice.
- > Give members the right tools to boost local government's influence
- > Integrate a te ao Māori lens throughout our advocacy.

### CONNECTION/

- > Bring members together at our sector, All-of-local-government and conference events to hear from key speakers and Ministers, share ideas and connect.
- > Use events as an opportunity for members to influence key decision makers and officials.
- > Make sure members are in the loop on everything LGNZ does, with input into decisions and submissions.
- > Support Te Maruata, Young Elected Members and the Community Boards Executive Committee to connect and equip elected members and progress their kaupapa.
- > Connect women in local government online and in-person pre-conference.

### SUPPORT/

- > Build elected members' capability and knowledge through our Akona professional development.
- > Launch a formal qualification for elected members in partnership with Victoria University.
- > Advocate to protect elected members' safety and security.
- > Deliver initiatives like Street Lights Profiles and the Road Efficiency Group that support best practice and generate efficiency and financial savings for councils.
- > Develop and update key guides and templates for councils.
- > Provide confidential support to councils in difficulty.
- > Develop and deliver value-add services, including shared services, that meet councils' needs.

## Our advocacy priorities >

Members generated these priorities and then ranked them at our February All-of-local-government meeting:

O1.

**Financially sustainable and cost-effective local government**

O2.

**Meeting current and future infrastructure needs**

O3.

**Resilient communities, economies, and environments**

O4.

**A responsive and accountable local government system**

Each priority will be driven by a reference group.

Regional, Metro and Rural & Provincial sectors will each have the opportunity to create sector goals under each priority.



# Everything LGNZ does for members >

# INFLUENCE

## Our advocacy

- > We meet regularly with the Prime Minister and key Ministers. The Minister for Local Government has been clear both at sector meetings and behind the scenes that he wants to work with LGNZ.
- > Our non-partisan approach and regular access to the government-of-the-day means we can influence policy before and after it lands.
- > We also meet with the Coalition partners and Opposition parties.
- > We work with officials behind the scenes to change policy as it's developed.
- > Our media strategies put local government issues in the spotlight, including encouraging people to vote.
- > We make useful data available to members, for example our new *Local Government Quarterly Economic Insights* delivered by Infometrics ([see the December issue](#)). Councils would pay in excess of \$20,000 a year for an individual council.
- > We produce analysis that supports advocacy, like work to [quantify unfunded mandates](#) or our set of [Funding and Financing tools](#).
- > We spearhead specific projects, like the Ratepayers Assistance Scheme, which would allow ratepayers to borrow cheaply for specific property improvements (like solar panels), rates postponement and development contributions.
- > We share draft submissions, analysis and explainers with members on all key reforms.
- > We create member working groups to drive change: for example, our Transport Forum, which successfully advocated against proposed emergency works changes; and our Electoral Reform Working Group, which has achieved significant political and media buy in to its final recommendations (which we are continuing to progress).
- > We deliver long-term policy work, like our proposals to reform how local government elections are run – where there's agreement across the political spectrum change is needed due to persistently low voter turnout.

# CONNECTION

## Our member events and networks

- > Our sector and All-of-local-government meetings allow members to come together and hear from Ministers and expert speakers. We held stand-alone sector meetings in November 2025, followed by AOLG and Metro/Regional/Rural & Provincial sector meetings in February, with very strong attendance.
- > Our SuperLocal25 conference was held from 15-17 July at Te Pae in Christchurch, attracting nearly 800 attendees. Overall satisfaction data lifted significantly compared to 2024, with strong feedback on the value of the programme, breakout sessions and networking. We achieved significant media coverage, with 18 journalists from 11 media outlets onsite. We are well into planning SuperLocal26 in Rotorua in July.
- > We provide strong support and high-quality hui for our Te Maruata, Young Elected Members and CBEC networks.
- > We also hold a very popular breakfast for women elected members ahead of SuperLocal (last year featuring former Minister Tracey Martin).

# SUPPORT

## Our professional development and guidance

**Ākona is our professional development programme, with free access to all elected members and specifically designed to prepare members for every triennium milestone.**

- > It includes a growing range of e-modules and live online Ako hours, ranging from asset management to responsibilities of the chair, dealing with media and much more. Using Ākona delivers councils substantial professional development savings.
- > In July, we launched pre-elected learning for anyone considering standing for council. This interactive course stepped any potential candidates through what it means to be an elected member and was very popular, with 2,252 sessions by 1,118 active users.
- > More than 400 elected members attended our induction, from Mayors School to Elected Member inductions in 13 locations and Chairs Induction. We had outstanding feedback, especially compared to previous inductions, with an average satisfaction score of 4.6 out of 5, which is incredibly high. After attending induction, 91% of attendees felt either “very confident” or “confident” about their role. This is the result of months of planning.
- > Later this year, LGNZ and Victoria University will launch a formal qualification that elected members can achieve by presenting a portfolio of their everyday work.








**Members are strongly supportive of our work to advance elected member safety, which included:**

- > The launch of our very popular  [How to stay safe guide](#) last May.
- > Minister for Women Nicola Grigg launching a well-received toolkit targeted at women leaders at our 1 May All-of-local-government meeting.
- > Submissions in support of the Government’s legislation against stalking, and against protesting outside people’s homes. These submissions allow us to speak directly to central government politicians about the risks local elected members face.

**We also have a range of programmes that support members:**

- > Te Korowai, LGNZ's continuous improvement programme for councils
- > Road Efficiency Group, which is a partnership between LGNZ, NZ Transport Agency Waka Kotahi, and all road controlling authorities that provides data to improve decision making, supports best practice asset management and tests asset management plans.
- > Our Street Lights Profile supports councils in lowering electricity bills from dimmable streetlights and generates revenue for LGNZ.

**We prepare and update guides for councils, including:**

-  [Standing Orders templates and the Standing Orders Guide](#)
-  [Guidance for Mayors and Chairs;](#)
-  [Elected members guide to governance and local government](#)
-  [Recruiting and managing council CEs](#)
-  [The community boards' guide](#)
-  [The tax guide for elected members](#)
-  [Elected members' guide to the Local Government \(Rating\) Act](#)

**We provide confidential support and advice to councils in difficulty.**



# National Council 2025-28 >



**Mayor Rehette Stoltz**  
LGNZ President and Regional sector  
representative



**Mayor Dan Gordon**  
LGNZ Vice President and Zone 5 rep-  
resentative



**Mayor Ken Couper**  
Zone 1 representative



**Mayor Toby Adams**  
Zone 2 representative



**Mayor Craig Little**  
Zone 3 representative



**Mayor Fran Wilde**  
Zone 4 representative



**Mayor Tamah Alley**  
Zone 6 representative



**Mayor Grant Smith**  
Metro sector representative



**Mayor Mahé Drysdale**  
Metro sector representative



**Mayor Sophie Barker**  
Metro sector representative



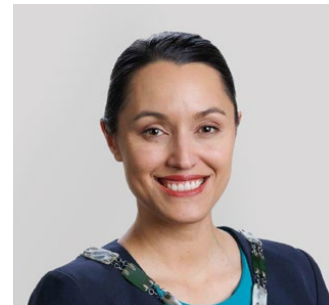
**Deputy Chair Bonita Bigham**  
Regional sector representative



**Chair Deon Swiggs**  
Regional sector representative



**Mayor Faylene Tunui**  
Rural sector representative



**Mayor Tania Tapsell**  
Provincial sector representative



**Councillor Dinnie Moeahu**  
Te Maruata Co-Chair



**Deputy Mayor Aubrey Ria**  
Te Maruata Co-Chair



**Councillor Alex Crackett**  
Young Elected Member Chair





7 April 2026

Waka Kotahi NZ Transport Agency  
National Office  
Private Bag 6995  
Wellington 6141

ATTENTION: Manawatū–Whanganui Region Speed Limits

**Submission: Horowhenua Speed Reviews 2026**

The Horowhenua District Council (Council) thanks Waka Kotahi NZ Transport Agency (NZTA) for the opportunity to provide feedback on the proposed targeted changes to speed limits across the Horowhenua District.

Council supports all of the proposed speed limit reductions and new Variable Speed Limits (VSLs) for State Highways 1 and 57 within the district. The proposals directly respond to long-standing community and iwi safety concerns, reflect current and future land use, and align with Council's strategic priorities for safer, more liveable transport corridors.

**Supported Changes**

| Location            | Current Limit | Speed Proposed Limit     | Speed | Council Position |
|---------------------|---------------|--------------------------|-------|------------------|
| SH57 Kimberley Road | 100 km/h      | 80 km/h                  |       | Support          |
| SH1 Ōhau to Manakau | 100 km/h      | 80 km/h                  |       | Support          |
| SH1 Tukorehe Marae  | 100 km/h      | 80 km/h<br>60 km/h (VSL) |       | Support          |
| SH1 Wehi Wehi Marae | 100 km/h      | 80 km/h<br>60 km/h (VSL) |       | Support          |
| SH1 Foxton South    | 100 km/h      | 50 km/h                  |       | Support          |
| SH1 Levin South     | 80 km/h       | 50 km/h                  |       | Support          |

**Reasons for Support**

**1. Road Safety and Community Outcomes**

Crash data and local experience clearly demonstrate that lower speed environments reduce both the frequency and severity of crashes. Since the implementation of 80 km/h limits in late 2022, the affected highway sections have shown improved safety outcomes compared with prior years at 100 km/h. A fatal crash has occurred since the reinstatement of higher limits on SH1 Ōhau–Manakau, underscoring the need to restore safer speeds.

☎ 06 366 0999 📠 06 366 0983 📍 Private Bag 4002, Levin 5540 🏠 126 Oxford St, Levin 5510  
🌐 www.horowhenua.govt.nz @enquiries@horowhenua.govt.nz

Reinstating the 80 km/h limit, and implementing 60 km/h VSLs outside marae, directly supports NZTA's Road to Zero strategy and Council's community objective of eliminating deaths and serious injuries on the district's road network.

## **2. SH57 Kimberley Road – Speldhurst Country Estate**

Council strongly supports the proposal to reduce the speed limit along SH57 Kimberley Road from 100 km/h to 80 km/h. This section of highway is directly adjacent to Speldhurst Country Estate, a large and expanding retirement village which currently houses over 700 residents and is expected to exceed 1,000 when development is complete. All vehicles access the village through a single entry and exit point onto SH57.

Council and residents have consistently expressed serious safety concerns regarding turning movements into and out of the estate, including vehicles overtaking right-turning traffic against no-passing lines. The roadside environment has changed significantly due to the scale of residential development, and we believe the current 100 km/h environment has never been appropriate or acceptable.

Council agrees with NZTA's assessment that this 2.1 km section, between the SH1/Kimberley Road intersection and north of Arapaepae South Road, should be reclassified as an "urban connector" under the Speed Management Framework, making 80 km/h the correct and context-sensitive limit. The change will improve safety for Speldhurst residents, visitors and all road users.

## **3. SH1 Ōhau to Manakau – Peri-Urban Corridor**

Council strongly supports reinstating the 80 km/h limit on this section, consistent with its 2025 submission and ongoing engagement with local communities and iwi. This corridor features multiple accessways, intersections, two narrow rail overbridges with poor geometry, and connections to rural settlements. The recent fatal crash on this stretch highlights the safety risks of higher speeds.

Council agrees with NZTA's classification of this segment as "peri-urban", warranting a 60–80 km/h speed range. The proposed reduction better reflects the local environment, development pattern, and use of this corridor by residents, marae, rural businesses and contractors working on Ō2NL.

## **4. Tukorehe and Wehi Wehi Marae – Variable Speed Limits**

Council fully supports the introduction of 60 km/h Variable Speed Limits (VSLs) outside Tukorehe Marae and Wehi Wehi Marae to manage traffic during tangihanga and large gatherings. These marae experience significant pedestrian and vehicle activity during such events, and local iwi have long sought reduced speeds for obvious safety reasons.

Council acknowledges NZTA's collaboration with iwi to identify these solutions and considers the VSL approach an effective, culturally responsive and safety-focused measure.

## **5. Land Use Change and Growth Pressures**

Horowhenua is experiencing substantial growth, particularly around Levin's eastern fringe and southern approaches. The proposed speed changes anticipate future land use and ensure that state highways function safely within evolving peri-urban and residential settings.

## **6. Strategic Network Alignment**

The proposals are consistent with the future role of the Ōtaki to North of Levin (Ō2NL) Expressway, which will accommodate high-speed through traffic. The existing SH1 and SH57 corridors will increasingly serve local and regional movements, where lower and more context-appropriate speeds are appropriate for safety and amenity reasons.

**Conclusion**

Council commends NZTA for responding to community feedback, incorporating updated safety evidence, and recognising the changing character of the Horowhenua transport network.

The proposed reductions and Variable Speed Limits are a well-justified, evidence-based response that balances safety, efficiency, and land use change. Council reiterates its full support for these changes and looks forward to working with NZTA and iwi partners on their implementation.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Bernie Wanden', written in a cursive style.

Bernie Wanden, JP

**District Mayor**



File No.: 26/224

## 7.2 Te Awahou Foxton Community Board Chairperson's Report

|             |   |
|-------------|---|
| Author(s)   | Ross Brannigan<br><b>Chairperson - Te Awahou Foxton Community Board</b> |
| Approved by | Ross Brannigan<br><b>Chairperson - Te Awahou Foxton Community Board</b> |

### TE PŪTAKE | PURPOSE

1. This report presents the Chairperson's report from Te Awahou Foxton Community Board

### NGĀ TAUNAKITANGA | RECOMMENDATION

- A. That Council receive and note Report 26/224 Te Awahou Foxton Community Board Chairperson's Report.

### MATTERS OF INTEREST | NGĀ TAKE HIRAHIRA

2. Te Awahou Foxton Community Board have had a solid start to the triennium with a number of workshops and now completion of 2 x public meetings.
3. Our new members have settled into the work of the Board and are progressing well in terms of understanding their roles, operating in accordance with Standing Orders in meetings, and the integration of their wide life experiences, professional expertise, and local knowledge to the work of the Board.
4. A focus for the Board since the commencement of the triennium has been on the following:
  - 4.1. Development of Te Awahou Foxton Community Board priorities and how as a board we will continually give effect to those priorities in our work.
  - 4.2. How our priorities align with those of Council and how the board will work alongside Council to achieve the aspirations that are within those collective priorities.
  - 4.3. Understanding the responsibilities and opportunities within the Board in the management and growth of the Foxton Beach endowment fund, understanding the intent and activities within the updated Endowment Fund Policy, and more recently working with officers on a strategic review of endowment land holdings.
  - 4.4. Supporting Foxton Futures by integrating our work as a Board to align with that of the Foxton Futures theme groups, supporting the development of the Foxton and Foxton Beach Community Plan, providing leadership to the programme, and strengthening communication and visibility of Foxton Futures activities.
  - 4.5. Allocation of Board appointments to external organisations.
5. Te Awahou Foxton Community Board look forward to continuing to work alongside Community and Council to support these collective aspirations throughout this triennium.

### ATTACHMENTS | NGĀ TĀPIRINGA KŌRERO

There are no attachments for this report.



File No.: 26/221

## 8.1 Change to Sensitive Expenditure Policy

|             |   |
|-------------|---|
| Author(s)   | Steve Tanner<br><b>Financial Services Manager   Tumu Ratonga Ahumoni</b>                      |
| Approved by | Alison Diaz<br><b>Chief Financial Officer</b>   |
|             | Daniel Haigh<br><b>Group Manager Community Infrastructure   Tumu Rangapū, Tūāhanga Hapori</b> |
|             | Monique Davidson<br><b>Chief Executive Officer   Tumuaki</b>                                  |

### PURPOSE | TE PŪTAKE

1. This report informs Council of a minor amendment to the Sensitive Expenditure Policy relating to the allocation and management of corporate credit cards, aimed at strengthening financial controls and accountability.

#### **This matter relates to Financial Discipline**

Strict budget monitoring and compliance with financial strategy, and balanced budget goals

### RECOMMENDATION | NGĀ TAUNAKITANGA

- A. That Report 26/221 Change to Sensitive Expenditure Policy be received.
- B. The amendment to the allocation of corporate credit cards within Part 7 of the Sensitive Expenditure Policy be noted.

### BACKGROUND | HE KŌRERO TŪĀPAPA

2. Council has an established Sensitive Expenditure Policy aligned with good practice and accounting standards.
3. At the time of adoption, Part 7 of the policy (Operation of Credit and Purchase Cards) included a credit card issued to the Group Manager Organisation Performance, with an associated credit limit of \$20,000.
4. As part of ongoing financial discipline and process improvement, a review of credit card usage identified an opportunity to strengthen controls by better aligning card access with operational responsibilities.
5. While the policy change is operational in nature, sensitive expenditure is an area of public interest, and it is therefore appropriate that Council is aware of any policy adjustments and their associated impacts.

### DISCUSSION | HE MATAPAKINGA

6. Council currently maintains three credit cards: one issued to the Chief Executive, one to the Mayor, and one corporate card used to support operational expenditure across the organisation.
7. The existing corporate credit card, administered by the Group Manager Organisation Performance with a \$20,000 limit, will be replaced by four separate credit cards, with the total limit redistributed across relevant operational areas.

8. This change is intended to improve oversight, accountability, and the management of expenditure by aligning card access more closely with business needs. The overall credit limit remains unchanged, providing a stronger control environment compared to the current arrangement where a single card is used for a wide range of transactions.
9. While this represents a minor amendment to the current policy settings, the issuance of additional cards is considered a matter of governance interest and is therefore presented to Council for visibility.
10. This change relates to Part 7. Operation of credit and purchase cards.

The policy amendment will allocate credit cards to the following positions in addition to the Chief Executive and Mayor:

- Group Manager Organisation Performance with a credit limit of \$5,000; and
- Group Manager Capability and Transformation with a credit limit of \$5,000; and
- Group Manager Community Vision and Delivery with a credit limit of \$5,000; and
- ICT Operations Lead with a credit limit of \$5,000.

### Before and After Comparison

| Aspect          | Current State          | Proposed State                  |
|-----------------|------------------------|---------------------------------|
| Corporate cards | 1 shared card          | 4 role-based cards              |
| Total limit     | \$20,000               | \$20,000 (unchanged)            |
| Accountability  | Centralised            | Distributed to relevant leaders |
| Visibility      | Limited                | Improved                        |
| Risk profile    | Higher (shared access) | Lower (clear ownership)         |

11. The proposed approach strengthens Council's control environment by:
  - Improving accountability:  
Each card is assigned to a specific role, making responsibility for expenditure clear.
  - Enhancing transparency:  
Transactions are more easily attributed and reviewed.
  - Strengthening financial controls:  
Reduces reliance on a single card used across multiple teams.
  - Supporting operational efficiency:  
Enables timely purchasing aligned to business needs without bottlenecks.
12. Over time, it is anticipated that Council may transition to a purchasing card (P-card) model, which would allow for more tailored controls over spending categories and limits. However, at this stage, redistributing the existing limit across multiple cards is considered a pragmatic step to strengthen current controls.

### **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 href="#">A</a> | DRAFT - Sensitive Expenditure Policy - Proposed For Adoption - 22 April 2026 | 152  |



# Sensitive Expenditure Policy

April 2026



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## Approval

|                                       |  |
|---------------------------------------|--|
| Approved by Executive Leadership Team |  |
| Adopted by Council                    |  |
| Review Period                         | Next review July 2026, or earlier where triggered by a change in current operational practice or change in good practice |

## Related Policies and Legislation

- Pay, Performance and Benefits Policy
- Vehicle Policy
- Travel Policy
- Mobile Device Policy
- Procurement Policy
- Conflict of Interest Prevention Policy
- Fraud Prevention Policy
- Protected Disclosures (Whistle-blowers) Policy
- Staff Acknowledgement Policy
- Elected Members Allowances and Recovery of Expenses Policy
- Governance Statement 2023 -2025
- Register of Pecuniary Interests (published annually on Council's website)
- Remuneration Authority Act 1977

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- Local Government Act 2002

## Best Practice Guidelines, Forms and Templates

- Controller and Auditor General - Controlling Sensitive Expenditure: Guide for Public Organisations
- Credit Card Purchase Request Form
- Travel and Miscellaneous Expense Claim Form
- Urgent Payment Request Form
- Koha and Donation Register
- Gift (Giving and Receiving) Register

## 1. Introduction

- 1.1. The Sensitive Expenditure Policy provides a contextual and principles based framework for Horowhenua District Council's (HDC) sensitive expenditure practices. It clearly identifies the parameters within which the Council shall authorise and incur expenditure of a potentially sensitive nature.
- 1.2. Prudent sensitive expenditure policies and processes are strongly endorsed by the Controller and Auditor General (OAG), and the principles and standards set out in this policy have been drawn from published material issued by OAG.
- 1.3. This policy should be read in conjunction with HDC's financial policies, and associated operating procedures.

## 2. Purpose

- 2.1. The purpose of this policy is to ensure sensitive expenditure is appropriately controlled. It addresses the [Controller and Auditor General – Controlling sensitive expenditure: Guide for public organisations best practice recommendations](#).
- 2.2. This policy provides a clear framework for managing sensitive expenditure and any potential conflicts of interest that may arise, it sets out:
  - principles and decision guidelines for sensitive expenditure;
  - defined parameters for sensitive expenditure; and
  - How sensitive expenditure is assessed, authorised and reviewed.

## 3. Scope

- 3.1. This policy applies to all Elected Members, Chief Executive Officer (CEO) and employees (included contracted employees) of Horowhenua District Council ("HDC").
- 3.2. The term "staff" will be deemed to mean all persons that are covered by this policy other than Elected Members.
- 3.3. The following topics are not covered by this policy:
  - Items of sensitive expenditure specifically provided for by employment agreements; and
  - Severance payments.

## 4. Definitions

| Definition                             | Description  |
|--|--|
| <b>Executive Leadership Team</b>       | Includes the Chief Executive Officer and Group Manager positions.  |
| <b>Group Manager</b>                   | Group Manager positions are part of the Executive Leadership Team, and represent the organisational groups of: <ul style="list-style-type: none"> <li>• Community Vision and Delivery</li> <li>• Community Infrastructure</li> <li>• Community Experience and Services</li> <li>• Organisation Performance</li> <li>• Housing and Business Development</li> </ul>                              |
| <b>People Leader</b>                   | Direct line manager 'one up' from the Staff member.  |
| <b>Conflict of Interest</b>            | Any situation in which private interest or personal considerations may affect a person's judgement and/or the ability to act prudently, without bias and in the best interest of Council.  |
| <b>Credit/Purchase Card/Store Card</b> | Includes vehicle fleet cards, purchase cards and equivalent cards (often referred to as store cards) used to obtain goods and services before payment is made.   |
| <b>Sensitive Expenditure</b>           | Any Council expenditure that provides, has the potential to provide, or has the perceived potential to provide a private benefit to a staff member or any third parties associated with that staff member, that is additional to the business benefit to the Council. It also includes expenditure by the Council that could be considered unusual for the Council's purpose and/or functions. |
| <b>Public Money</b>                    | Funds/money collected by either central or local government.   |
| <b>Probity</b>                         | Is defined as uprightness, honest, correct and ethical conduct.  |

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## 5. Principles

5.1. As the Council is receiving and spending public money, consequently all expenditure should be subject to the highest standards of probity and financial prudence expected of a local authority. Expenditure decisions should:

- Have a justifiable business purpose;
- Preserve impartiality;
- Be made with integrity;
- Be moderate and conservative, when viewed from the stand point of the public and having regard to the circumstances;
- Be made transparently; and
- Be appropriate in all respects and made with the proper authority.

5.2. Consideration must first be given to use of Council's approved purchasing system (purchase order) and then use of a Council Credit Card or Purchase Card. Use of an expense claim process should only apply where it was not practical or possible to utilise Council's purchase order, credit card or purchase card process.

5.3. Where reimbursement is required, it must be pre-approved by one up approval. All expense claims must be submitted promptly after the expenditure is incurred. Except in exceptional circumstances, this means within one month.

5.4. Council reserves the right to decline to reimburse. Sensitive expenditure will only be reimbursed if it is deemed to be in full compliance with this policy and has been incurred directly in relation to Council business.

5.5. Valid, original GST compliant invoices, receipts and other supporting documentation must be maintained and submitted for all sensitive expenditure. Credit card statements and eftpos receipts do not constitute adequate documentation for reimbursement.

5.6. A staff breach of this Policy and any associated procedures of it, may result in disciplinary action.

5.7. Types of sensitive expenditure include, but is not limited to:

- Using credit and purchasing cards;
- Spending while travelling;
- Entertainment and hospitality;
- Obtaining, disposing of, or using goods and services;
- Staff support and well-being (e.g. Social club funding);
- Donations and gifts

## 6. Application

### 6.1 Deciding when sensitive expenditure is appropriate

The quantity of money spent on an item of sensitive expenditure may be small relative to Council's total expenditure. However, each sensitive expenditure decision is important, because improper expenditure could harm the reputation of, and trust in, Council.

In deciding what appropriate sensitive expenditure is, decision makers need to take account of both individual transactions and the total amount of sensitive expenditure.

Even when sensitive expenditure decisions can be justified at the item level, the combined amount spent on a category of expenditure may be such that, when viewed in total, the entity could be criticised for extravagance and waste.

### 6.2 Responsibilities of Senior Leaders

To be truly effective, this policy, supporting procedures and internal controls must be embedded in HDC's values, philosophy, practices and business processes. When this occurs everyone at HDC becomes involved in the proper and prudent management of sensitive expenditure.

Overall, responsibility for this policy rests with the organisations most senior leaders being Elected Members, Chief Executive Officer and Group Managers.

Together this group must make it clear to staff what is and is not acceptable sensitive expenditure and together model those behaviours to the highest standard.

### 6.3 Good controls and judgement

The responsibilities of Elected Members, Chief Executive Officer and Group Managers include being accountable for properly and prudently spending the public money under their control. This includes sensitive expenditure and the internal controls that support this.

While good controls will assist good sensitive expenditure decisions, good judgement will also be required. This is because it is not possible or desirable to attempt to set rules for every possible situation that may arise.

In the absence of a specific rule for a given situation, Elected Members, Chief Executive Officer and Group Managers are expected to exercise good judgement by taking the principles in this policy into account in the context of the given situation.

The Chief Executive Officer, Group Managers and Elected Members are required to ensure transparency in both sensitive expenditure and remuneration systems, to avoid any trade-off between the two. Items of expenditure that may not be justified under the principles of this policy should not be included as part of an employee's remuneration for the purposes of avoiding scrutiny against sensitive expenditure principles.

### 6.4 Sensitive expenditure approval

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Approval for all sensitive expenditure is subject to appropriate and robust authorisation and control processes outlined in the following criteria:

- Only be given where the person approving the expenditure is satisfied that a justified business purpose and other principles have been adequately met as outlined in section 5.1;
- Be given before the expenditure is incurred (pre-approval), wherever practical;
- Be made strictly within delegated authority; and
- Is subject to budget provision.

Sensitive expenditure (excluding Elected Members and Chief Executive Officer as specific requirements for approval are set out in section 7.5) must be approved within a minimum “one-up” approval rule, as follows:

- Staff sensitive expenditure must be approved by their People Leader or line Group Manager with appropriate financial delegation;
- Group Manager sensitive expenditure must be approved by the Chief Executive Officer; and
- Overseas staff travel, accommodation and associated expenses must be endorsed by the line Group Manager and pre-approved by the Chief Executive Officer.

## 6.5 CEO and Elected Members' expenditure approval

Sensitive expenditure must be approved as follows:

- The Chief Executive Officer sensitive expenditure must be approved by the Mayor and Chair of the Risk and Assurance Committee. In the case of absence of one of the signatories, the Deputy Mayor can sign.
- The Mayors sensitive expenditure must be approved by the Chair of the Risk and Assurance Committee and the Deputy Mayor. In the case of absence of one of the signatories, the Chief Executive Officer can sign; and
- The Deputy Mayors sensitive expenditure must be approved by the Mayor and Chair of the Risk and Assurance Committee. In the case of absence of one of the signatories the Chief Executive Officer can sign.

Due to the nature of the Mayor, Deputy Mayor and Chief Executive Officer roles, approval for sensitive expenditure (in particular travel and accommodation bookings) may be retrospective.

### Additional Information Policy Note

Where expenditure incurred by the Chief Executive Officer or Elected Members' comes through Council's approved financial management system, tasks can be processed and approved by the Financial Services Manager, Financial Controller or People and Capability Manager, provided the above approval process has already been obtained and documented.

As outlined in the Elected Members' Allowances and Recovery of Expenses Policy, Elected Members claims must be approved by the Mayor and Deputy Mayor. In the case of absence of one of the signatories, the Chair of the Risk and Assurance Committee or the Chief Executive Officer may sign.

**Additional Information  
Policy Note**

- Elected Members' remuneration and allowances that need to have tax deducted based on their tax rates accordingly, these are processed through payroll; and
- Reimbursements and claims that are not deducted based on tax rates are processed through Accounts Payable.

## 6.6 Sensitive expenditure payment and reimbursement

All sensitive expenditure shall be supported by documentation including invoices (the invoice must meet IRD requirements as valid taxable supply information) and receipts, detailed narration of business activity undertaken, and names of those HDC Staff and external parties involved, as required.

### Additional Information Policy Note

What is taxable supply information?

Taxable supply information (tax invoices) is the minimum set of information the suppliers and customers are required to keep as evidence of a transaction to support a GST return.

Sensitive expenditure will only be reimbursed if it is deemed to be reasonable, actual and has been incurred directly in relation to HDC business.

Documentation relating to sensitive expenditure needs to be in English or independently translated before submission for payment. It must document the date, amount, description, and purpose for minor expenditure (<\$50) when receipts are not available, for example, a vending machine.

All staff reimbursement should be formally recorded on a Travel and Miscellaneous Expense Claim Form promptly after the expenditure is incurred, and approved by the appropriate people leader ('one up' rule), as identified within this policy. Except in exceptional circumstances, promptly means within one month.

### Additional Information Policy Note

Those approving sensitive expenditure must ensure that all transactions are reviewed, clearly evidence an appropriate business related purpose and that ledger coding is correct prior to processing.

## 7. Operation of credit and purchase cards

While using credit and purchase cards is not a type of sensitive expenditure they are a common method of payment for such expenditure as they offer a more efficient, convenient method of making low value purchases.

| Definition                               | Description  |
|--|--|
| <b>HDC Positions Issued Credit Cards</b> | <p>Council issued credit cards are currently held by the positions of:</p> <ul style="list-style-type: none"> <li>• Mayor with a credit limit of \$5,000;</li> <li>• Chief Executive Officer with a credit limit of \$5,000; and</li> <li>• Group Manager Capability and Transformation with a credit limit of \$5,000;</li> </ul> |

|   |   |
|---|---|
|   | <ul style="list-style-type: none"> <li>• Group Manager Community Vision and Delivery with a credit limit of \$5,000;</li> <li>• ICT Operations Lead with a credit limit of \$5,000;</li> <li>• Group Manager Organisation Performance with a credit limit of \$5,000. The purpose of this card is to meet corporate expenditure requirements across the organisation not covered by the above credit cards.</li> </ul>  |
| <b>HDC Programme or Project Positions Issued Credit Cards</b> | <p>Credit cards are issued for the Mayor's Taskforce for Jobs Programme, held by:</p> <ul style="list-style-type: none"> <li>• Mayor's Task Force For Jobs Coordinator with a credit limit of \$5,000; and</li> <li>• Mayor's Task Force for Jobs Lead with a credit limit of \$5,000.</li> </ul>   |
| <b>Permitted Credit Card Expenditure</b>                      | <p>Credit cards may only be used to pay for expenses incurred through carrying out work related duties, that would include:</p> <ul style="list-style-type: none"> <li>• Expenses necessarily incurred when travelling as part of work related duties i.e. Conferences or training. This could include taxi fares or the need to hire a rental vehicle where such arrangements where arrangements could not be made beforehand;</li> <li>• Expenses for food and beverages where it might reasonably be expected that those positions assigned a credit card would host people to dine for council purposes;</li> <li>• Occasional purchase of goods and services used by council (e.g. Purchase of overseas software). Although normal practice should be to use council's purchase order system, it is acceptable to use a council credit card for purchases where advance guarantee of payment is required providing that certainty of supplier and the security of the credit card exist; and</li> <li>• Payment for membership fees (where credit card payment is the only option) in relation to council duties as covered in section 14.5 of this policy.</li> </ul> |
| <b>Permitted Credit Card Expenditure</b>                      | <p>Internet purchases are only to be made on credit cards when:</p> <ul style="list-style-type: none"> <li>• Purchases are made only from established reputable companies known to Council;</li> <li>• Internet sites are secure and the vendor is reputable;</li> <li>• The procurement complies with Councils delegated authority, procurement policy and manual controls; and</li> <li>• A copy of the online order form and invoice is printed to support the payment.</li> </ul>   |

|                                  |  |
|----------------------------------|--|
| <p><b>Non Permitted Use</b></p>  | <p>Credit cards may not be used for:</p> <ul style="list-style-type: none"> <li>• Cash advance from an ATM facility, bank teller or any other source;</li> <li>• Obtaining cash refunds from vendors;</li> <li>• Purchase of petrol or diesel, where a fuel card is available;</li> <li>• The purchase of assets</li> <li>• Hire purchases, time payments or any other form of progressive payment; and</li> <li>• Purchasing goods or services which can reasonably be purchased through use of Council purchase order system.</li> </ul>   |
| <p><b>Documentation</b></p>      | <p>A Credit Card Purchase Request Form must be completed for each credit card transaction.</p> <p>All credit card expenditure must be supported by original taxable supply information that states transaction date, amount paid, and description of items purchased. If the transaction is less than \$50, a till receipt is acceptable.</p> <p>On receipt of each month's credit card statement from the bank the Finance Officer - Accounts Payable will check off all itemised purchases against supporting documentation. If there are any mismatches, these must be investigated and reconciled with the purchaser.</p> <p>On concluding the reconciliation, the payment approval is signed off by the Financial Services Manager upon sighting approval as outlined in section 6.4 and 6.5 off this Policy and payment to the bank is made by direct debit on the due date.</p> |
| <p><b>Private Use</b></p>        | <p>Credit cards must not be used for private use, except in a case that could be regarded as a genuine emergency where prior approval has been granted from the Chief Executive Officer of line Group Manager.</p> <p>If any misuse of the credit card is identified, the Fraud Policy will apply and Council will pursue recovery of the debt wherever possible and practicable in accordance with the policy.</p>  |
| <p><b>Authority to Issue</b></p> | <p>The Chief Executive Officer will authorise the issuance of any further credit cards included the approved credit limit upon reaching satisfaction that the issuance of any extra card(s) is essential for administrative efficiencies.</p> <p>Any change of credit card limit for existing cards must be endorsed by the Group Manager Organisation Performance and authorised by the Chief Executive Officer.</p> <p>Issuance of new credit cards will be reported to the Risk and Assurance Committee at their next scheduled meeting.</p>  |

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|  |  |
|--|--|
|  | The Financial Services Manager or Financial Controller is authorised to request additional store cards used to obtain goods and services before payment is made.   |
| <b>Card Storage</b>                        | Cards are to be stored securely and the card details, such as card number and expiry date restricted to the roles assigned a card, and delegated members of the Finance team involved in card administration.  |
| <b>Lost, Misplaced or Forfeit of Cards</b> | Should a credit card or purchase card be lost or misplaced, the Financial Services Manager or Financial Controller must be notified immediately and the card is to be cancelled with urgency and a replacement sought. Cards must be forfeited upon retirement, staff exit or on request from the Chief Executive Officer. The delegated Finance staff member shall promptly destroy the card and advise the issuing bank of its cancellation. |
| <b>New World Card</b>                      | If an employee is tasked with responsibility to use the New World (Supermarket) purchase card for HDC business purpose, this must be within internal rules issued requirement to raise a requisition and provide the purchase order number created to the vendor when purchasing using the card. Staff are not to use the purchase card to buy vouchers or gift cards.   |
| <b>Fuel Card</b>                           | Fuel cards are provided in each HDC owned vehicle for the purpose of refuelling the fleet vehicle. HDC Vehicle Policy sets out the expectations for security and use of fuel cards, and responsibilities for compliance of appropriate use.  |

|   |   |
|---|---|
| <b>Additional Information Policy Note</b> | <p>Where retailers run a promotion i.e. New World stickers, these should not be retained by the staff member as part of a business purchase on the Council store card or purchase card. The promotion collection should either be declined by the staff member, or if collected provided to the office of the Chief Executive, to be claimed for business purposes.</p> <p>Officers should not redeem loyalty programme benefits i.e. Flybuys or Airpoints using their own personal card for purchases made on Council store cards or purchase cards.</p> |
|---|---|

## 8. Travel and Accommodation Expenditure

Travel may be required by Elected Members and staff to attend meetings, conferences, or as part of learning and development opportunities.

For staff, the [Travel Policy](#) sets out the expectations for appropriate use of ratepayer funds for travel expenses including transport, meals and accommodation, to ensure HDC meets its obligations, and staff have a clear and consistent understanding of policies and procedures for HDC related travel.

For Elected Members, specific guidelines are covered within the [Elected Members Allowances and Recovery of Expenses Policy](#).

## 9. Entertainment and hospitality expenditure

Entertainment and Hospitality expenditure can be defined as for the purposes of:

- Building relationships;
- Representing the organisation;
- Reciprocating hospitality where this has a clear business purpose and is within normal bounds – acceptance of hospitality is expected to be consistent with the principles and guidance for the provision of hospitality; and
- Recognising significant business or community achievement.

Business related entertainment and hospitality expenditure can range from tea/coffee to catering and co-hosting visitors. Expenditure on entertainment and hospitality is sensitive because of the range of purposes it can serve, the opportunities for private benefit and the wide range of opinions on what is appropriate.

Reimbursement of staff alcohol purchases through travel or accommodation expenses is prohibited. Alcohol consumption as part of entertaining and hospitality is a personal choice and any costs of staff consumption of alcohol, as covered within the [Travel Policy](#), must be met by the staff member.

The principles of moderate and conservative expenditure and appropriateness are particularly relevant and, accordingly, reimbursement of expenses incurred will only occur where these principles and the integrity of the organisation remain uncompromised:

- Entertainment and hospitality expenditure is covered within Travel Policy (staff) and Elected members Allowances and Recovery of Expenses Policy;
- Expenses for entertainment of a personal nature are ineligible for reimbursement;
- Entertainment and hospitality expenditure must be pre-approved where practical and always supported by clear documentation; and
- Reimbursement of costs must be recorded on a HDC Travel and Expense Claim Form promptly after the expenditure is incurred, and approved under the 'one up' rule.

## 10. Sale of surplus HDC assets

As part of normal business, HDC will from time to time dispose of assets with approval of the Chief Executive Officer. Typically, this is when the assets have become obsolete, worn out or surplus to requirements.

To ensure transparency, fairness and receipt of best value for HDC, assets identified for disposal shall be investigated to identify the likely market value in a manner appropriate to the asset value and significance.

Asset reserve prices are to be approved by two of the following:

- Group Manager
- Chief Executive Officer
- Financial Controller

Where disposal is approved the Chief Executive Officer, to Elected Members or staff, the following principles shall apply:

- Staff involved in disposing of the asset shall not benefit from the disposal;
- All assets identified for disposal to HDC Staff shall be valued and subject to a tender or other process that is appropriate to the value of the asset; and
- Assets shall not be sold at a discounted rate to Elected Members or staff if a greater value could be realised by an alternative method of disposal.

**Additional Information  
Policy Note**

When asset(s) are identified for disposal, the Financial Services Manager or Financial Controller should be notified, and once a sale is completed the price should additionally be confirmed to ensure the Finance Team can correctly account for that asset, and ensure appropriate disclosure.

## 11. Personal use of HDC assets

Any physical item owned, leased or borrowed by HDC is considered an asset for the purpose of this policy. This includes photocopiers, telephones, laptops, tablets, cell phones, cameras, equipment and stationery.

Communications technology such as cell phones, telephones, email and internet access is widely used in the Council workplace. While some personal use of this technology may be unavoidable, excessive use incurs costs, including lost productivity to Council.

For staff, guidance on personal use of communications equipment is contained within the [Mobile Device Policy](#). The policy sets out that where administratively possible and cost effective, HDC will require reimbursement of excessive personal use.

For Elected Members, guidance is provided within the Communications Technology, Stationery and Consumables section of the Elected Members Allowances and Recovery of Expenses Policy.

In general, staff personal use of HDC assets will only be permitted in limited circumstances and prior approval from the applicable People Leader or line Group Manager must be obtained.

**Additional Information  
Policy Note**

Personal use of HDC assets where approved through policy parameters is a privilege that may be revoked at any time at HDC's discretion.

## 12. Personal use of HDC suppliers

No personal staff purchases may be made where the goods or services are charged to Council's account.

Staff are to exercise moderation in their use of any preferential access to goods or services through a Council supplier under the following circumstances:

- All orders are to be used on a cash sale basis only and the staff member must pay in full for the goods and services directly to the supplier at time of supply;
- Staff may not use Council purchasing privileges on behalf of a third party (i.e. family members and friends), except where an approved Council wide employee benefit exists such as Council approved employee Boost scheme.

In rare circumstances a Council order may cover expenditure with a personal component e.g. travel or accommodation booking where this has been approved in line with the Travel Policy. In this case, the personal component will be on-charged to the staff member and payment must be promptly made upon receipt of the invoice.

Elected members may have preferential access to goods or services through Council suppliers on the same basis as staff, provided there is no real or perceived conflict of interest.

## 13. HDC use of staff personal assets

Reimbursement for business use of personal assets may, from time to time, be approved for reasons such as cost, convenience and availability and where Council would not fully use such an asset if it was acquired directly. For example, business use of private motor vehicle, personal mobile telephone or computer.

The main issue associated with Council's use of personal assets is the risk of the HDC paying or reimbursing amounts that inappropriately benefit the HDC Staff member.

Pre-approval by the Chief Executive Officer for Group Managers, or line Group Manager for staff is required. Requests must be made in writing (email is acceptable) and in assessing a staff request, the Chief Executive Officer or Group Manager will pay particular attention to the principles of a justified business purpose and preserving impartiality and integrity. If approval is granted, this should be documented in writing (email is acceptable) and filed against the staff members personnel file in Council's approved record management system.

**Additional Information  
Policy Note**

Staff must not approve or administer payments to themselves for the Council's use of their personal assets.

## 14. Staff support and welfare expenditure

### 14.1 Clothing

Other than where uniforms or health and safety clothing/equipment are supplied, staff shall not normally be entitled to expenses for clothing for normal business activity. Official staff jackets with the HDC logo may be purchased for roles identified by the Executive Leadership Team with a 50/50 payment arrangement between the staff member and Council. Pre-approval is required from the applicable staff members People Leader or line Group Manager, and once approved a form requested from the People and Capability Team to complete the order process.

### 14.2 Care of Dependents'

In exceptional circumstances the Chief Executive may authorise the reimbursement of actual and reasonable costs for care of dependent(s). Situations where this reimbursement may be appropriate to consider include where staff are:

- Unexpectedly required to perform additional duties at very short notice,, or
- A dependant unexpectedly requires additional care that the staff member cannot provide because of the essential nature of their duties at the time.

In all other instances care of dependants is to be treated as a personal and private expense of the staff member.

Elected Members' childcare allowances is set out within the [Elected Members' Allowances and Recovery of Expenses Policy](#).

#### Additional Information Policy Note

Reimbursement for pre-approved staff costs for care of dependents is completed via the Staff Travel and Miscellaneous Expense Claim Form and must be approved by the Chief Executive, or line Group Manager if the pre-approval of the Chief Executive is documented and attached to the form.

### 14.3 Financing Social Club Activities Expenditure

Support for the staff social club will be provided by way of administering staff salary deductions, and other activities as approved by the Chief Executive Officer. The Chief Executive Officer may approve a prudent and reasonable monetary contribution to the staff social club. The contribution may be in the form of an annual budget, or it may be a grant for a specific event or item.

#### Additional Information Policy Note

Requests are made in writing (email is acceptable) to the Chief Executive Officer stating details of the event or item, and the amount sought for approval. Once approved the Financial Services Manager or Financial Controller should be notified to arrange payment.

## 14.4 Professional Memberships

Membership to a professional body is sensitive expenditure due to its personal nature.

Payment of professional fees by HDC on behalf of a staff member must be:

- Approved by the Chief Executive Officer or line Group Manager;
- Clearly relevant to the performance of the employees duties and responsibilities;
- For the staff member and is not to cover members of their family or other persons;
- For no longer than one year in duration unless significant discounts are available and it is reasonable to expect a two year membership to be an advantage to HDC;
- For the benefit of HDC and not intended to be a personal benefit to the staff member, and accordingly not liable for Fringe Benefit Tax;
- In accordance with the employee's employment agreement;
- Cancelled if the HDC staff member's employment with HDC is terminated, via resignation or otherwise. If transfer is applicable to another staff member this should be considered; and
- Refunded directly to HDC if the membership is cancelled and a refund is appropriate.

### Additional Information Policy Note

A purchase order should be raised for professional memberships (which will be subject to one up approval process), once the purchase order number is created this should be sent to the professional membership body to include on their invoice.

## 14.5 Team Development, planning and meetings

Team development or planning is aimed at improving the collective performance of a team. From time to time, team building events may occur offsite, typically these should be limited and approved by the Group Manager. Any other events are expected to be held onsite. All events must be supported by an appropriate business reason or purpose. Costs of these events are to be met from a Group Managers activity budget cost centre. Costs must be made within approved budgets and take into account any expenditure which may be considered sensitive.

For internal events, catering is generally only provided for meetings with external participants who are official representatives of their organisations. However, there may be times when it is appropriate and more cost effective and timesaving to provide food for meetings, events, forums or training days where only staff are present. This is typically, when the meeting is longer than three hours or spans a mealtime. On this occasion approval must be gained from the respective budget holder.

Where agreed by the appropriate People Leader, staff may self-fund shared kai as part of team development, planning and meetings.

**Additional Information  
Policy Note**

Catering must be arranged through Council's approved purchase order system. The approved purchase order number should be provided to the vendor/supplier to include on their invoice.

## 14.6 Staff functions and events

At the discretion of the Chief Executive Officer, council-wide functions may be provided, including during work time. In relation to staff functions, the amount of monetary contribution will be confirmed by the Chief Executive Officer on an annual basis.

The total cost of council-wide functions must not exceed \$30 per head. The Chief Executive Officer has discretion to approve expenditure within the per head allocation on alcohol when consumed along with food.

Staff funded (full cost met by the attending staff members) celebrations such as a shared morning tea, team lunches etc. may be arranged outside of Council wide activities, where endorsed by the appropriate People Leader, or line Group Manager.

**Additional Information  
Policy Note**

Goods or services required for approved functions must be arranged through Council's approved purchase order system. The approved purchase order number should be provided to the vendor/supplier to include on their invoice.

## 15. Other Types of Expenditure

### 15.1 Koha and donation principles

The act of giving a gift, by nature, is sensitive expenditure and subject to a high level of public scrutiny. This must be kept at the forefront when considering giving a koha or donation.

Prior to giving a koha or donation, staff are to consider all guiding principles outlined below:

- The staff member is acting in the capacity of a representative of HDC;
- There should be a clearly identifiable relationship between HDC and the recipient of the koha or donation;
- The staff member has considered and taken into account any existing agreements in place (including partnership agreements), at organisation level, which provide for and guide principles of koha and donation between HDC and the party/parties to the agreement;
- The activity or event aligns with HDC vision and strategic goals;
- Mindful of public perception and the need for transparency;

- Koha is justifiable in cultural terms, consistent with the definition and reflective of the occasion; and
- When HDC staff are attending a cultural gathering in a personal capacity, then any koha will be the responsibility of the HDC staff member concerned and any cost will be met by them.

HDC must disclose in aggregate through its annual report any koha or donation made within the relative financial year, and in addition monitoring and reporting of koha and donation transactions will be undertaken on a regular basis to the Risk and Assurance Committee to assess appropriateness of the criteria and process set out by this policy.

Factors considered in the review will include the:

- Amount of transactions;
- Frequency of transactions;
- Recipients;
- Extent of co-ordination within HDC (e.g. where more than one koha or donation is given in respect of the same event or activity);
- Reason for the koha or donation; and
- In exceptional circumstances the Chief Executive Officer has the authority to grant and document reasons of an exception which waives the provisions of this policy for an individual case. Any authorised waiver will be reported to the next scheduled meeting of the Risk and Assurance Committee.

#### Additional Information Policy Note

Where an Elected Member wishes to request koha or donation as part of an official activity they are undertaking, this request should be made directly to the Mayor who will consider, and if approved direct to the appropriate staff member to arrange in line with the principles and process outlined within this Policy.

## Koha

The giving of koha is an integral part of Māori culture, as an expression of manaakitanga and aroha, goodwill and gratitude. A common example is when going to a marae, it is appropriate to give koha. It is important when giving koha to consider both the sensitive nature of the act of giving and the importance within Māori culture.

For the purposes of this policy koha is defined as a gift or donation (in cash or kind) given in accordance with kawa (Māori protocol). It is generally a gift where there is acknowledgement for a specific contribution or service, and it is distinct from expenditure as it is not a "payment" for goods or services.

Situations where the giving of koha is appropriate:

- Tangihanga;
- For use on or for marae;
- Support for powhiri, mihi whakatau, meetings, or other events; and
- Hui or meetings with Māori organisations (including iwi) and senior individuals.

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The amount of the koha given should take into consideration the following:

- Have regard to Māori custom;
- The amount must be appropriate to the circumstances;
- Be moderate and conservative;

| Process For Requesting Koha        |   |
|------------------------------------|---|
| <b>Approval and Record Keeping</b> | <ul style="list-style-type: none"> <li>• It is the requesting staff members responsibility to record koha within the Koha and Donation Register;</li> <li>• Entry in register must include the date, organisation koha is to be paid to, reason for koha, amount, cost code and approvers name; and</li> <li>• Any koha of more than \$300 is subject to the express approval of the appropriate Group Manager.</li> </ul>  |
| <b>Documentation</b>               | <p>Requests must be submitted to Finance on an Urgent Payment Request Form (pink slip) including approval from the line manager and account code for allocation of cost.</p> <p>Once the Urgent Payment Request From (pink slip) is completed, the requesting staff member will be provided with the bank form which is taken to the local branch where the staff member can collect the value of the approved cash.</p>  |
| <b>Exceptions</b>                  | <ul style="list-style-type: none"> <li>• In exceptional circumstances where prior approval could not be obtained for giving a koha, expense claims for reimbursement must be approved by the appropriate Group Manager with explanation of why prior approval was not possible; and</li> <li>• Where appropriate, advice may be sought from the applicable Group Manager, or in their absence the Principal Advisor – Democracy, on what amount is appropriate for particular circumstances. Noting koha is normally issued in the form of cash, though in some situations it is appropriate for koha to be in the form of gifts and taonga which is appropriate to the giver or the department being represented e.g. books, plants or kai.</li> </ul> |
| <b>Reporting</b>                   | <p>HDC must disclose in aggregate through its annual report any koha made within the relative financial year, and in addition monitoring and reporting of koha transactions will be undertaken on a regular basis to the Risk and Assurance Committee.</p>  |

Koha, by nature, does not require a tax invoice or receipt, however it is the responsibility of the giver of the koha to retain adequate documentation.

Payments are not koha if they have a taxation implication, examples of payments which are not koha are:

- A payment for personal services – this creates an employer/employee relationship and as a result PAYE must be deducted;
- A payment for the provision of services or a fee for services – this is a business transaction and the payment is treated by the IRD as taxable income to the beneficiary; and
- A payment for the use of marae premises involving accommodation, food, drink and/or other services that is strictly a business arrangement. In cases where a marae is registered for GST, such tax is payable by HDC in addition to the charge levied by the marae and is subsequently accounted for by the marae as GST input tax; and
- Any other payment that is not an unconditional gift – all such payments are assessed for tax in one form or another.

Where the approving people leader or Group Manager, upon inquiry, ascertains that a koha is actually a payment in relation to services provided, then a tax invoice must be obtained, and the transaction treated in accordance with normal HDC practice for such payments.

**Additional Information  
Policy Note**

All koha must be entered into the [Koha and Donation Register](#). The Koha and Donation Register is updated to include each new financial year, creating a record of the current and prior financial year(s)

## Donation

Means an unconditional gift as defined by the Inland Revenue Department (IRD).

For the purposes of this policy donation is defined as a payment made to a non-profit body where:

- The payment is voluntarily made for the carrying on or carrying out of the non-profit body's purposes, and
- No "identifiable direct valuable benefit" in the form of a supply of goods and services to the payer (or an associated person) arises or may arise in respect of the payment."
- This carries with it no obligation to account for tax.

Donation under this policy must:

- Be lawful in all respects;
- Be made to a recognised organisation by normal commercial means (not to an individual), and must not be in cash;
- Be non-political;
- Conform to the rules as issued by the Inland Revenue Department; and
- Be paid on receipt of invoice and by direct credit.

| Process For Requesting Donation    |   |
|------------------------------------|---|
| <b>Approval and Record Keeping</b> | <ul style="list-style-type: none"> <li>• It is the requesting staff members responsibility to record a donation within the Koha and Donation Register;</li> <li>• Entry in register must include the date, organisation donation is to be paid to, reason for donation, amount, cost code and approvers name;</li> <li>• Except in exceptional circumstances all requests for donations must be made in advance of any such donation being given; and</li> <li>• Any donation of more than \$300 is subject to the express approval of the appropriate Group Manager</li> </ul> |
| <b>Documentation</b>               | <p>Requests must be submitted to Finance on an Urgent Payment Request form (pink slip) including approval from the line manager and account code for allocation of cost</p> <p>Receipts or other donee acknowledgement, as appropriate, should be obtained from the recipient of the donation wherever possible.</p> <p>Due diligence including status check of charities receiving donation from HDC, and other checks as part of setting up donees in Council's financial management system are performed by the Finance team upon receipt of the request for payment.</p>    |
| <b>Exceptions</b>                  | In exceptional circumstances where prior approval could not be obtained for giving a donation, expense claims for reimbursement must be approved by the appropriate Group Manager with explanation of why prior approval was not possible   |
| <b>Reporting</b>                   | HDC must disclose in aggregate through its annual report any koha made within the relative financial year, and in addition monitoring and reporting of koha transactions will be undertaken on a regular basis to the Risk and Assurance Committee  |

|   |  |
|---|--|
| <b>Additional Information Policy Note</b> | All donation(s) must be entered into the <a href="#">Koha and Donation Register</a> . The Koha and Donation Register is updated to include each new financial year, creating a record of the current and prior financial year(s) |
|---|--|

## 15.2 Receiving gifts

A gift is any physical (tangible) item or service offered to Elected Members or staff in association with their work or their role at HDC. Examples include, but are not limited to:

- Wine;
- Chocolates;
- A ticket to a sporting, cultural or other entertainment event, whether hosted by the external party or otherwise;
- Money or shares;
- Provision of favourable prices or terms on services or products that are not otherwise available to all HDC staff; and
- Corporate stationery including USB devices.

In assessing whether gifts might be perceived as undermining the integrity of staff or the wider Council, consideration should be given to how a reasonable member of the public, having only a general understanding of the Council business and interests, might view accepting that gift. This will include, but is not limited to, an assessment of:

- The perceived value of the gift;
- The perceived personal benefit obtained by the staff member;
- Whether the public might have cause to think that there is a conflict of interest (where actual or perceived); and
- Whether the public might have cause to think that the Council or the staff member is or may become improperly influenced or obliged.

This policy acknowledges that gifts are common in a business environment. Some reflect relationships that are established and some are incidental to relationships. Whether gifts are intended directly or indirectly, they have potential to have a positive impact to the individual. The purpose of having clear principles for Elected Members or staff within this policy is to ensure that when gifts are offered they are managed in a fair and transparent manner that protects the reputation of Council.

As set out by the Office of the Auditor General, receiving a gift from external suppliers or contacts is a sensitive issue, and one that needs to be managed carefully. It is critical that the offering and acceptance of gifts does not give rise to, or any perceived rise to, biased decision making, a lack of impartiality, or create a conflict of interest. The receipt of gifts, where it is considered appropriate, should at all times be inexpensive and infrequent.

It is not possible to detail every circumstance under which gifts might be offered. In all cases Elected Members and staff are expected to use their judgement and be particularly cautious in applying this policy. Invitations or gifts which could be construed as lavish, extravagant, or which are not well connected to the business purpose of HDC should not be accepted.

Gifts must always be declined in the following circumstances:

- Money, cash vouchers, shares or similar items and payments
- USB drives, memory storage devices or compact discs in line with good practice outlined by The Government Protective Security Requirements. If it is not possible to decline the gift, do not use the device received on your Council

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computer system or electronic device, hand it directly to the Information Services team upon your return.

- Gifts, rewards or benefits which might compromise or be seen to compromise, your integrity as a HDC employee or that of the Council's;
- Where accepting could be perceived as a promise or a business relationship or contract;
- During a procurement, tendering or similar situation where it is likely a decision will be made involving the external party offering the gift; and
  - The offer is made at a time that is close to, or during a procurement, tendering or similar process;
  - Are offered immediately prior to or during a consent application and/or pre application process by any party involved in that process; or
  - Can be seen as inducement or reward which might place the Staff member or elected member under an obligation to a third party including a panel of preferred providers;
  - A meal provided by a consultant or contractor involved in a process.
- In cases of continuous procurement, such as an ongoing panel of preferred suppliers, it is unacceptable to accept gifts during the time that the panel is being established or reviewed, or when providers are under consideration for specific jobs.

|   |   |
|---|---|
| <b>Additional Information Policy Note</b> | Acceptance of gifts offered to an Elected Member require approval from the Mayor.   |
|   | Acceptance of gifts offered to the Mayor, require approval from the Chair of the Risk and Assurance Committee.  |
|   | Elected Members are required through the Local Government Act 2002 to complete a declaration of pecuniary interests on at least an annual basis, including declaring any gifts received. The register of pecuniary interests is published on Council's website in February each year. |

| Process For Gift Receipt |  |   |  |
|--------------------------|--|---|--|
| Gift                     | Under \$10.00 (excl gst)                 | \$10.00 to \$50.00 (excl gst)   | Over \$50.00 (excl gst)  |
| <b>Approval</b>          | Use personal judgement whether to accept | <ul style="list-style-type: none"> <li>• Group Manager approval required for staff</li> <li>• For gifts offered to Group Managers, Chief</li> </ul> | <ul style="list-style-type: none"> <li>• Chief Executive Officer approval required in writing</li> <li>• If the gift is to the Chief Executive Officer, it requires</li> </ul> |

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|   |   |  |  |
|---|---|--|--|
|   |   | Executive Officer approval is required   | approval from the Mayor  |
| <b>Record Keeping</b>                     | Record in gift register   | <p>Group Manager may:</p> <ul style="list-style-type: none"> <li>• approve the acceptance of the gift by the staff member</li> <li>• approve acceptance of the gift to be distributed amongst staff</li> <li>• decline and request return of the gift</li> </ul> <p>Record in gift register whether the gift has been accepted or not.</p> <p>All accepted gifts are to be surrendered to the Executive Assistant to the applicable Group Manager for distribution either to an individual if deemed appropriate or amongst staff.</p> | <p>Record in gift register whether the gift has been accepted or not.</p> <p>If the gift is accepted, surrender to the Executive Assistant to the applicable Group Manager with the decision from the Chief Executive Officer on action.</p> |
| <b>Exceptions</b>                         | <ul style="list-style-type: none"> <li>• Prizes won at a company/organisation (e.g. a conference). Note: It is prohibited for staff to accept USB drives, memory storage devices or compact discs. If it is not possible to decline the gift, it should not be used and handed directly to Information Services upon return to the office.</li> <li>• Discounts that are available to employees as part of approved HDC employee benefit schemes</li> </ul> |  |  |
| <b>Recording in the Gift Register</b>     | <ul style="list-style-type: none"> <li>• The staff member who has been offered the gift is responsible for reporting and recording this in the register.</li> <li>• A new register is created for each financial year</li> </ul>  |  |  |
| <b>Reporting</b>                          | The Chief Executive Officer will be provided on a monthly basis the entries made within the register for review.  |  |  |
| <b>Chief Executive Officer Discretion</b> | <p>The Chief Executive Officer may decide to distribute amongst staff either via one of two options:</p> <ul style="list-style-type: none"> <li>• A raffle, which usually occurs at the end of the year; or</li> <li>• Where items are either perishable or have a “use by date” e.g. tickets, through an expression of interest process.</li> </ul>  |  |  |

**Additional Information  
Policy Note**

The Chief Executive Officer holds discretion to make an alternative decision for disposal of a gift, which may include: returning the gift, using the gift for wider Council activities (e.g. event), displaying the gift at Council Offices, or donating the gift to charity.

### 15.3 Giving gifts

The principles of HDC giving gifts are that gifts:

- Should only be given where there is a justifiable business purpose;
- Should be moderate and conservative and appropriate to the occasion, or for the reason that the gift is being given;
- Integrity and impartiality must be maintained when gifts are given;
- Must not be given in explicit or implicit expectation of favour in return;
- Must not be given in substitution for legitimate payment or remuneration; and
- Consideration should be given as to whether the proposed gift could harm the reputation of, and trust in, HDC.

Gifts given by HDC must be:

- Lawful in all respects;
- Disclosed in aggregate in HDC's annual report and in detail to the Risk and Assurance Committee;
- Not be in cash (gift cards are acceptable);
- Be non-political; and
- Conform to the rules as issued by Inland Revenue.

Except in exceptional circumstances all requests for gifts must be made in advance of any such gift being given.

- If exceptional circumstances applied and prior approval was not obtained, claims for reimbursement must be approved by line Group Manager. An explanation of the exceptional circumstances that prevented prior approval being obtained must be listed.

| Process For Gift Giving |   |                                |                                 |
|-------------------------|---|--------------------------------|---------------------------------|
| Giving of Gift          | Up to \$50.00<br>(excl gst)   | \$50.00 to \$100<br>(excl gst) | Over \$100<br>(excl gst)        |
| Approval                | Use personal judgement, where financial delegation does not exist, one up approval applies  | One up approval method applies | Group Manager approval required |
| Documentation Required  | Submitted to Finance on an Urgent Payment Request Form (pink slip) which sets out the rationale for the gift on the form. The form must include approval and cost code. |                                |                                 |

|                                       |  |
|---------------------------------------|--|
| <b>Recording in the Gift Register</b> | All gifts given should be recorded in the Gift Register. The register can be found on The Hub.   |
| <b>Deviations</b>                     | The Chief Executive Officer has the authority to grant an exception to waive provisions of this policy for an individual case. Any such waiver requires documentation additional to the date, amount, description, and reason for giving the gift. The additional information required is an explanation as to why a policy waiver was authorised.   |
| <b>Reporting</b>                      | <p>Quarterly reviews of gifts given will be undertaken to assess the appropriateness of the systems and criteria set out in this policy. Factors considered include:</p> <ul style="list-style-type: none"> <li>• Amount of gifts given;</li> <li>• Frequency of gifts given;</li> <li>• The recipients of gifts given;</li> <li>• The extend of co-ordination within HDC (e.g. where more than one gift is given in respect of the same event or activity);</li> <li>• The reason for giving the gift; and</li> <li>• Where applicable, the reasons for transactions carried out under exceptional circumstances.</li> </ul> <p>Waivers authorised by the Chief Executive Officer are to be reported to the next meeting of the Risk and Assurance Committee.</p> |

**Additional Information Policy Note**

Council gifting to staff in acknowledgement of significant life events, resignation or retirement is covered in the Staff Acknowledgement Policy.

### 15.4 Invitation to social events

From time to time Elected Members or staff will be invited to social events so that they can build appropriate business relationships.

The decision as to whether to accept the invitation requires consideration of whether attendance would:

- Benefit a business relationship of Council;
- Be consistent with the guiding principles of this policy; and
- Could be perceived as a means of influencing a Council decision-making process.

Elected Members and staff must be aware of the line between appropriate relationship building and compromise.

Elected Members should consult with the Mayor in cases of doubt as to whether to accept an invitation to an event, and consider their requirements under sections 54A to 54I of the Local Government Act 2002 to provide an annual return of certain pecuniary interests which includes gifts received.

Staff should consult with their line Group Manager or the Chief Executive in cases of doubt as to whether to accept an invitation to an event. The invitation, and its acceptance or otherwise, should be recorded in Council's Gift Register.

## 16. Monitoring and reporting

Council shall undertake appropriate monitoring and reporting of sensitive expenditure to ensure compliance with this policy and associated guidelines. This includes:

- Regular and ongoing business (activity department) review of all sensitive expenditure;
- The Finance Team maintenance of appropriate delegated financial authority and business activity controls within the approved financial management system; and
- Finance Team reporting of Sensitive Expenditure on a regular basis to the Risk and Assurance Committee.

## 17. Policy questions

This policy is supported by the Executive Leadership Team and sits within the Finance framework, questions may be directed to the Financial Services Manager, Financial Controller or line Group Manager in the first instance.

## 18. Policy distribution and communication

This policy will be published on Council's internal intranet site The Hub (under Council Policies), on Elected Members internal Democracy Portal and published publically on Council's website.

In addition, the Executive Leadership Team and People Leaders, will regularly communicate the existence of this policy to all current staff through policy refreshers, and new staff through their induction.

File No.: 26/212

## 8.2 Interim Organisation Performance Report - April 2026

|             |  |
|-------------|--|
| Author(s)   | Sue Fifita-Tovo<br><b>Executive Officer   Āpiha Mātāmua</b>  |
| Approved by | Monique Davidson<br><b>Chief Executive Officer   Tumuaki</b> |

### PURPOSE | TE PŪTAKE

1. This report presents the Interim Organisation Performance Report for April 2026.

#### **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 NGĀ | TAUNAKITANGA

- A. That Report Interim Organisation Performance Report - April 2026 be received and noted.

### BACKGROUND | HE KŌRERO TŪĀPAPA

2. This Interim Organisation Performance Report is prepared for every second Council meeting and aims to provide an overview of progress on Council's Top Priorities which were adopted in December 2025. The report also includes a financial Performance Dashboard and Values highlights relating to community initiatives – Read for Bees, sustainability at a local event and Love your library.
3. This month's report introduces a new section providing a high-level financial overview of the capital programme. This enhancement improves visibility of year-end positions and committed costs. Capital expenditure is presented by activity, outlining cost to date, full-year budget, estimated final costs, and costs to complete (including both committed and uncommitted expenditure). This is complemented by exception reporting for projects with remaining expenditure exceeding \$200,000.

### DISCUSSION | HE MATAPAKINGA

4. The intent of the report is to prompt open, transparent and constructive discussion both around the Council table and within the community. It is a record of work undertaken by the organisational arm of Council and outlines progress against actions which align with the Council's vision and the community's expectations.

#### **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 |
|--------------------|---|------|
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# Horowhenua District Council Interim Organisation Performance Report

29 April 2026



## Nā te Kaiwhakahaere Matua Executive Summary



I am pleased to present the Interim Organisational Performance Report (OPR) to 29 April 2026.

This report reflects a refreshed approach following Council's adoption of its new Top Priorities — Going for Growth, Future Fit Council, and Financial Discipline. These priorities sharpen organisational focus and ensure Council's work programme remains aligned with the needs and expectations of both Council and our community.

From a financial perspective, the Organisation Performance Dashboard shows operating income tracking higher than planned, predominantly due to additional waste levy rebates. A portion of this additional income will be transferred to reserves to support future waste minimisation initiatives. Additional revenue is also expected within the Solid Waste activity, including tipping fees, commercial tolls from transfer stations, and rubbish bag sales.

Overall operating results are tracking as planned to the end of March. A \$1M operating savings target was set for the current financial year. While recent storm events and fuel price pressures have created unplanned cost increases, these have largely been offset through savings identified across the organisation. As a result, although the full savings target is unlikely to be achieved, current forecasts indicate that the delivery of operational services under the 2025/26 Annual Plan can continue without material impact.

This report introduces a new section providing a high-level financial overview of the capital programme. This enhancement improves visibility of year-end positions and committed costs. Capital expenditure is presented by activity, outlining cost to date, full-year budget, estimated final costs, and costs to complete (including both committed and uncommitted expenditure). This is complemented by exception reporting for projects with remaining expenditure exceeding \$200,000.

Beyond financial performance, this report also highlights how our organisational values continue to be demonstrated through meaningful initiatives that benefit both our community and environment.

The Read for Bees programme is a strong example of tiakitanga in action. The initiative engaged 14 schools and 87 students, who collectively read more than 350,000 pages while building understanding of environmental sustainability and the critical role of pollinators. It fostered strong community collaboration and empowered tamariki as kaitiaki of their environment, with participating schools expressing pride in both students and staff involved.

Our commitment to sustainable outcomes was further demonstrated through support for the Waitāre Forest Run, where the introduction of a reusable cup system significantly reduced event waste. This initiative highlights how targeted investment can enable more sustainable event delivery across our district.

Through arohatōmahi, our commitment to meaningful and passionate work is evident in the continued success of our library services. Consistently high customer satisfaction reflects the dedication of kaimahi who create welcoming, inclusive spaces and deliver exceptional service. Community feedback collected during Love Your Library Day reinforced the deep value placed on our libraries and the people who bring them to life, underscoring their important role in community wellbeing.

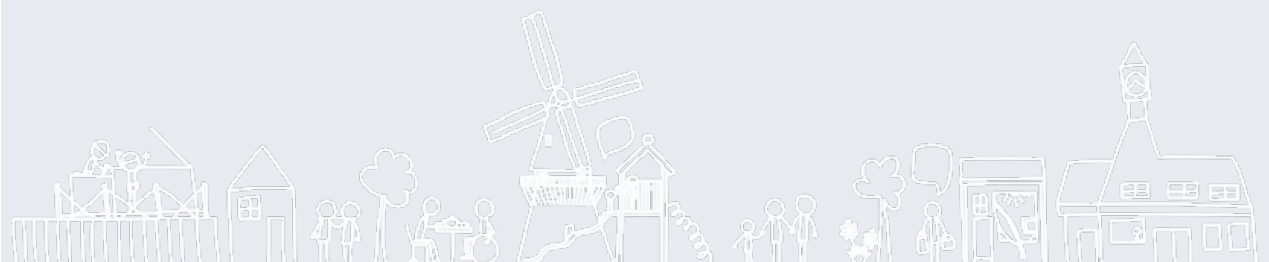
I trust this report provides useful insights into Council's activities and supports informed discussion.

Monique Davidson  
**Chief Executive**

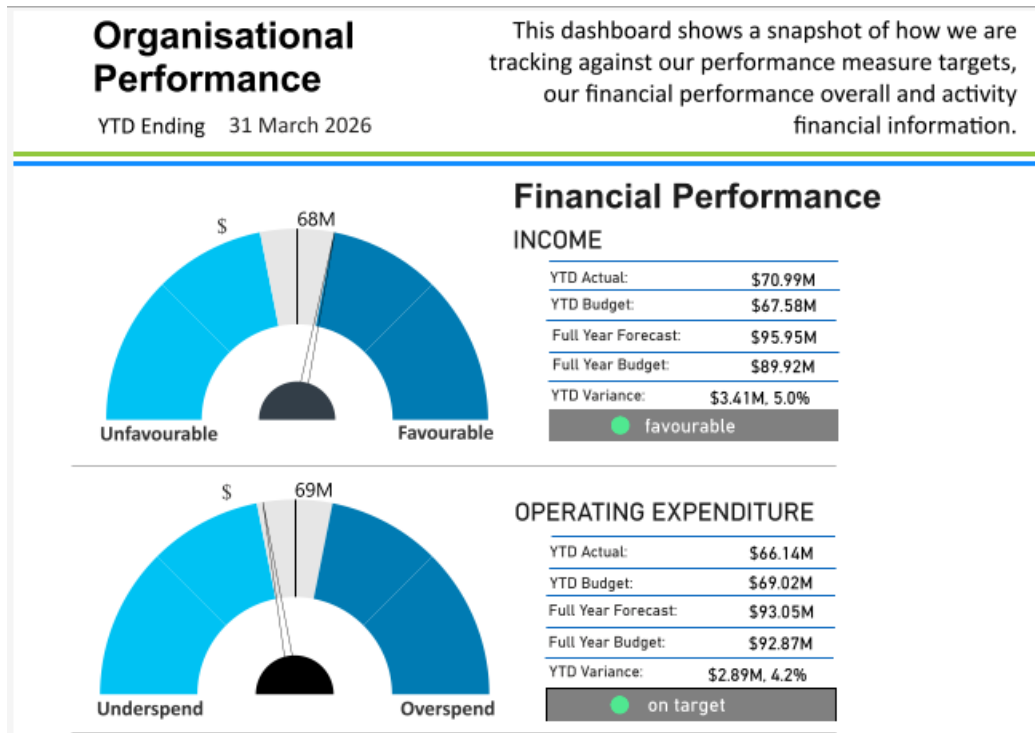
## Ngā Ihirangi

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## Organisation Performance Dashboard



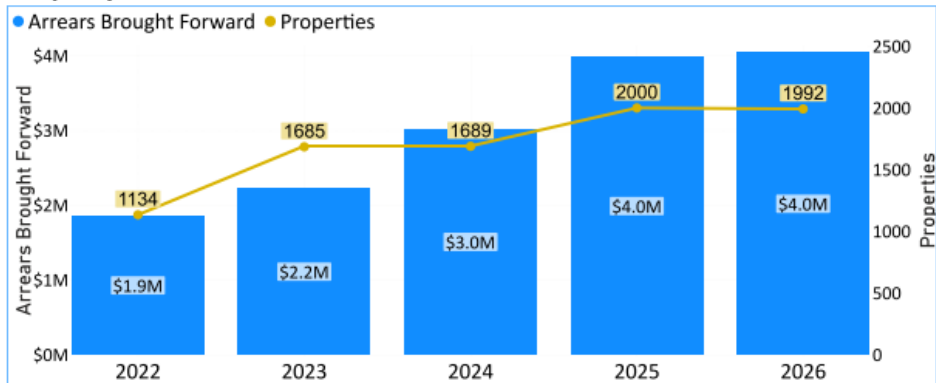
Our operating income is tracking higher than planned predominantly due to additional waste rebate levy. Some of the additional waste levy will be transferred to a reserve to use for waste minimisation work in future years. Additional revenue is also expected in Solid Waste activity including tipping fees and commercial tolls from the transfer stations, and rubbish bags sales.

Our operating expenditure is tracking to budget.

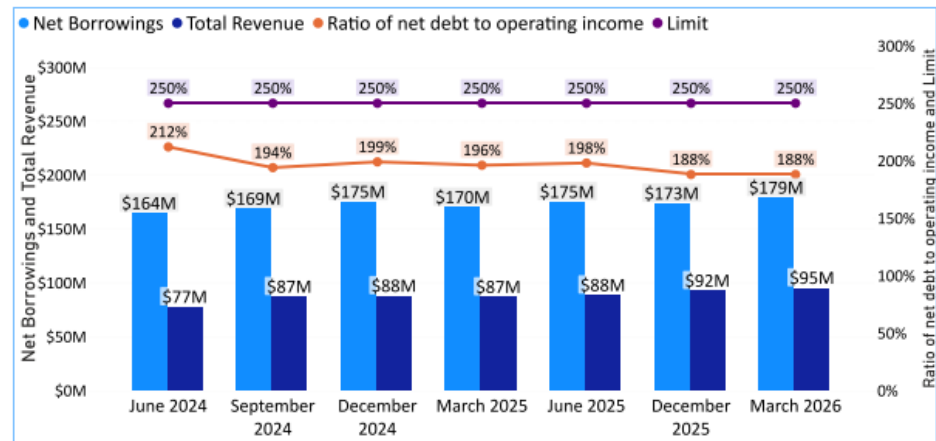
Overall operating results is tracking as planned to the end of March 2026. A \$1 million operating savings target was set for the current financial year. While recent storm events and fuel price increases have created unplanned cost pressures, these have largely been offset through savings identified across the organisation.

As a result, while the full savings target is unlikely to be achieved, we are forecasting a saving of \$0.390m. Current forecasts also indicate that operational service delivery under the 2025/26 Annual Plan can continue without material impact.

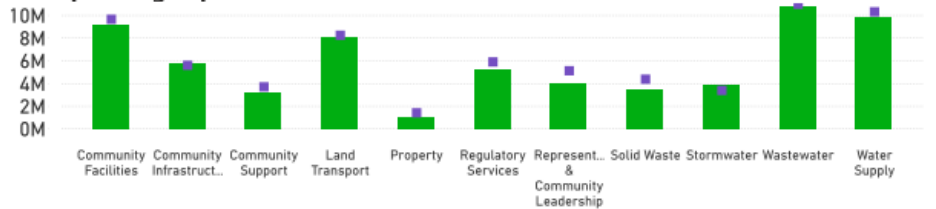
### Property Rates Arrears



### Net Debt to Operating Income



### Operating Expenditure



## 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.**

Work is advancing on key projects under the integrated growth umbrella, including the Tararua Road Master Plan where we now have external support on board, beginning with workshops on 4 May and then another on a to be determined day in the second week of May. These workshops will be focused on better understanding constraints. Next steps will include landowner and stakeholder engagement including The Horowhenua Company Limited to understand market needs. We will also be hosting a workshop on this project with a group from the Wellington Regional Leadership Committee at the end of April.

The PC6A exemption has been approved by the Minister, so we are now moving into planning for the Hearing. Public Notice of the Minister's decision has been undertaken.

#### Vested Assets Recovery

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.

Phase two has recently been completed and outlines the potential mechanisms currently available to support and address the intent outlined above.

At the current hold point, a pivot has been proposed to model a case scenario based on plan change 6A and the work done in scoping infrastructure requirements for this development to date. The aim being to provide a working insight into the nature and scope of the problem in the value capture/vested assets space, to determine next steps in the development of a policy position. The test case should provide clarity as to the true opportunity and fit with the current revenue and funding policy ahead of advice to Council as part of the Long Term Plan 2027 review.

### Community Facilities – Decarbonising

While implementation is not yet proposed, preparatory work has been undertaken to assess the feasibility of decarbonising the Levin Aquatic Centre through transitioning from gas to electric heating systems.

This work, has included preliminary design and sizing of heat pump solutions to replace the existing gas infrastructure, alongside modelling of projected electricity demand and associated operating costs. Engagement with the local network provider Electra, has confirmed that sufficient infrastructure capacity exists to support an increase in electrical load at the site.

Importantly, this analysis has been completed in partnership with Beca, supported by funding from Sport New Zealand, meaning there has been no direct cost to Council for this investigative work.

This positions Council well to make informed, evidence-based decisions in the future, balancing financial sustainability with environmental outcomes. It also aligns with the “Going for Growth” priority by ensuring key community infrastructure is future-ready, resilient to changing energy markets, and able to support continued population growth and service demand in a cost-effective manner.

### Transport Improvements Programme

A programme of transport improvement projects is being prepared for implementation, starting in the 2027/28 financial year. The programme consists of a range of projects which are primarily to adapt the district’s roading network to changes in traffic patterns as a result of the Ō2NL expressway, as well as upgrading the network to cater for our growing communities. This programme was developed through the Land Transport Programme Business Case.

The first to be delivered will be improvements to Tararua Road. The project will be widening, strengthening the road, and improving the amenity of the corridor to make the road fit for purpose as the future southern main entrance to Levin from the expressway. The current focus of this project is to complete a Detailed Business Case, which will secure funding from NTTA, allowing construction in the 2027/28 financial year.

### **Levin Town Centre transformation acts as a catalyst.**

The Wellington Company continues to demonstrate strong enthusiasm and momentum for progressing the Levin War Memorial Hall and Village Green project. The final building designs are nearly completion and are looking very impressive. The new buildings and use of the space is going to be positively transformational for this part of the town centre. Weekly collaborative meetings have been held to proactively advance work ahead of the next key contract milestone, with detailed building designs scheduled to be presented on 30 April. The consent applications are on-track to be lodged soon after the 30 April milestone.

The Request for Proposal for the Bath Street and Salisbury Street site closes on 16 April. Officers are looking forward in anticipation to the design proposals to be submitted for evaluation ahead of being presented to Council.

Steven Burgess, Director of Complete Streets, visited Council to facilitate a series of access and parking workshops with Elected Members, the Levin Town Centre Community Steering Group, staff, local businesses, and the wider community. A total of 84 participants attended the sessions during the week. Each workshop was tailored to its audience, while maintaining a consistent focus on how future parking approaches can support a vibrant, accessible, and people-centred town centre, while strengthening the local economy. A final open session provided the opportunity to share potential short-term actions alongside longer-term implementation options. Insights gathered will inform the draft Access and Parking Strategy. Officers are working to include the findings into the Strategy and will be undertaking further workshops with Council before completing the Strategy.

Stage one works commenced on 9 March in the area surrounding the former Women's Bowling Green, with the aim of enhancing this underutilised area of Thompson House Gardens. Works include the removal of adjacent fencing, installation of pergolas, and new pathways to improve access, removal of obstructive trees, and landscaping. These improvements are designed to better connect this space with the wider gardens, creating a cohesive and accessible environment for the community. Contractors are progressing well and working to have the work completed by ANZAC Day (2026).

Lead by THCL, work has continued on the Retail Transformation Strategy with the survey to retailers, landlords and residents closing in March. Over 260 responses were received and provide insights and common themes that will be used to inform the preparation of the Strategy.

#### **Using Growth to position the district as a place to be and invest in.**

The Destination Management activity has focused on increasing local spend and lifting the visibility of Horowhenua businesses, with a deliberate 'stay local' focus in response to growing demand for closer-to-home travel. The Waitārere Forest Run, supported through the Major Events Fund, was successfully delivered and continues to show the value of investing in established events with strong community and visitor appeal. The event drives spend through participants and supporters visiting the district, while Council's endorsement of multi-year funding reflects confidence in its ability to deliver consistent returns, including repeat visitation. This year also saw practical improvements, including waste minimisation through the Fill Good reusable cup system.

A targeted 'stay local' school holiday campaign positioned Horowhenua as a simple, family-friendly option supporting the theme of Horowhenua being the place to be. Campaign content directed audiences to cafés, retail and activity-based experiences, helping convert interest into on-the-ground spend and supporting activity across the district.

The period also saw continued rollout of the Neat Places partnership, profiling Horowhenua operators to a wider national audience, alongside a second travel blog focused on practical,

seasonal trip ideas. This content reflects how people plan (often one to three months out) and provides a clear pathway from inspiration through to visiting, continuing to drive traffic to local businesses over time.

The upcoming North Island Disc Golf Championships, to be held in Shannon later in April, presents an opportunity to attract visitors into the district. The event will be hosted on a high-quality course and is expected to draw players from across the country, including from as far as Southland. With the event approaching, support this year has focused on practical actions, including providing accommodation options and local food and activity recommendations for participant packs to encourage extended stays and local spend. This also establishes a foundation for more proactive support of major events in future.

**Ōtaki to North Levin Expressway anchors our leadership and advocacy as we secure a fair revocation deal.**

Revocation

Officers continue to manage the revocation process as a top Council priority. A briefing was held for elected members to discuss Council's strategic priorities in relation to revocation. Internal processes are progressing to meet NZTA requirements and to plan for future deliverables aligned with the revocation process. Officers are also maintaining executive-level discussions and strong working relationships with NZTA. Elected members are scheduled to receive the next revocation briefing at the end of April.

Project Operations

Project operations are continuing with regular reporting and relationship meetings, with officers representing Council on the Owner Team and at the project Steering Committee. Officers are actively contributing to design discussions and reviews, including consideration of assumptions and risks, to support smooth project delivery. Work is also underway with the project manager on the Tararua Road / SH1 North Island Main Trunk (NIMT) crossing to support stakeholder engagement and finalise the design.

Compliance and monitoring staff have completed site inductions, and consent assessment and inspection processes are now underway. Resourcing discussions are ongoing to ensure there is adequate support for compliance approvals and on-site monitoring. Officers remain actively involved in communications, engagement, and key project workstreams across the Ō2NL project.

**We have invested in existing community facilities to ensure they are maintained at a standard that supports future growth and demand.**

We have been preparing for the temporary closure of Levin Aquatic Centre for our Maintenance Project. To ensure that the project is executed on time, within budget and with greater outcomes for users, planning for the work has been just as critical as the actual work itself. When completed, the Levin Aquatic Centre will be well refreshed and a number of plant and technical elements will have been replaced and renewed ensuring the facility remains fit for purpose and can handle future growth and demand.

At the time of writing this report, work is well underway and has kicked off fast. The night prior to the closedown, the pools were drained and the following morning, most contractors were safely inducted and got straight to work ensuring that the project stays on track.

### 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) and Position HDC as a leader in reform opportunities for funding and collaboration.**

#### Future Fit Roadmap and Funding Approach

Work is underway on the Future Fit Roadmap, which will guide how Council funds services in the next Long-term Plan.

Over the past month, Council has been further working with independent consultants, Morrison Low, to better understand the challenges facing local government and what they could mean for our district.

This work is focused on understanding how national policy changes, financial pressures, and rising service demands may affect how Council operates in the future. It also looks at opportunities to do things differently, while continuing to deliver services that matter to our community.

Through this work, Council will need to review the wide range of services it provides, the costs of delivering them, and how they may be impacted under different future scenarios. This has helped build a clearer picture of both current pressures and possible future options.

Early indications from central government suggest that some major reforms such as limits on how much councils can increase rates and changes to the role of local government are unlikely to be finalised until after the next general election. While this creates some uncertainty, Council believes it is important to be proactive, understand what these changes could mean, and be well prepared for the future.

The next phase of this work involves discussions with elected members (the Mayor and Councillors). These conversations will help shape future direction and ensure the work reflects community priorities and local needs.

The outcome of this process will be a **Future Fit Roadmap**. This roadmap will help guide:

- how Council delivers services,
- how it plans for the future,
- and how it sets its long-term budgets and rates.

This will feed directly into the next Long-Term Plan, which sets out Council's priorities, services, and funding approach over a ten-year period.

Council recognises the importance of keeping the community informed and involved as this work progresses. Further updates will be shared as elected members provide direction and as next steps are confirmed.

#### Three Waters Reform – Central Districts Water

Work continues to progress at pace to support the establishment of Central Districts Water. An independent Board has now been appointed and Central Districts Water has subsequently been incorporated.

Officers from Horowhenua District Council, Palmerston North City Council, and Rangitikei District Council continue to work together to support the establishment team to gain a clear understanding of the joint working environment particularly in relation to operations and assets. Work is also continuing to support the development of the Statement of Expectations and Transfer Agreement.

#### Resource Management Act Reform

Regarding the Resource Management reform process, officers remain closely involved in this process, including taking the opportunity to participate in interviews with Central Government staff about transition needs. Work with our regional colleagues (both north and south) about preparing for transition continues. Officers have appreciated the opportunity to be engaged by MFE and DIA as those government organisations seek to understand Council's readiness for reform and what support might be needed to support the sector through the reform process and implementation.

We continue to closely monitor the government's legislative programme and progress on reform items.

We updated our website with Local Government reform content, providing information on the key areas of reform impacting Horowhenua. This includes Resource Management Act reform, Rates capping, Development levies, Emergency Management Bill, Simplifying Local Government, Local Government (Systems Improvement) Bill, Public Works Act reform and Building system reform. Visit [Local Government Reforms - Horowhenua District Council](#) for more information.

We're building a more responsive and future-ready Council by improving our digital services and systems, including introducing new online forms, enhancing website functionality, and rolling out updated water billing processes to make it easier for people to access services and stay informed.

**Ensure governance and decision-making frameworks remain robust and future-proof to support community voice.**

#### Foxton and Foxton Beach Community Plan

The draft Community Plan document is almost complete. Officers and theme leads have finalised most of the remaining details, with further work being done to wrap up the final details. The next Foxton Future Group meeting is on 23 April where officers are looking to present the final plan.

#### Shannon/Otāuru Community Plan

The Working Group met on 26 March and showed renewed focus following discussions on funding opportunities, branding with Council support, and the expanded draft Community Plan. There's a growing sense of momentum; with Priority Area leads now working with their subgroups to finalise actions and timeframes to inform the draft.

The group is scheduled to meet on 23 April to focus on funding and finalising the draft, helping build alignment and refocus on community priorities as they continue to strengthen.

#### Proposed Resource Management Fees

Consultation on the proposed Resource Management Fees for 2026/27 closed on 17 March. While a narrow consultation, six submissions were received (this is double the three received in 2025/26). Council will receive submissions at the 27 May Council meeting where one submitter wishes to speak. All fees and charges are set to be adopted later at that same Council Meeting.

### **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

In December, Elected Members signalled that officers should prepare the draft Annual Plan budget with a proposed rates increase of 5.8%. The forecast rates increase for 2026/27 from Council's Long-term plan was 10.1% after growth. Given ongoing Government reform and broader global economic pressures, any change to this direction will need to be confirmed by Council ahead of the Annual Plan adoption in May.

#### 2025/26 performance and forecast

A \$1M internal operating savings target was set for the current financial year. While recent storm events and fuel price increases have created unplanned cost pressures, with ongoing volatility in fuel pricing adding a level of uncertainty to forecasts, these have largely been offset through savings identified across the organisation.

As a result, while the full savings target is unlikely to be achieved, current forecasts indicate that operational service delivery under the 2025/26 Annual Plan can continue without material impact.

**Procure wisely and strategically, to prioritise spending on essential services and projects that deliver the highest value to the community.**

Delivery of 3W capital programme

The three waters capital programme remains active across all areas, with a number of projects in construction, procurement and planning. Progress across the programme has continued this period, with a current forecast total spend of \$19.8M, comprising \$11.9M spent to date and \$8M remaining. Good progress is being made across the Stormwater, Water Supply, and Wastewater programmes, delivering key infrastructure upgrades to support growth, resilience and service reliability across the district. Some projects are expected to carry into the next financial year due to programme timing, consenting processes and market conditions.

Construction has commenced on priority stormwater improvements in Levin, including the Queen Street Intervention device, with physical works now underway. The Okarito connection project is on track to begin construction late April, with completion expected mid-2026. Planning is also progressing for further stormwater upgrades in Levin, with scope and delivery programmes currently being finalised.

The districtwide water metering programme continues to advance, with the installation of residential meters complete, except for dual connections and a handful of physical locates remaining. Investigation works for special and bulkmeters is largely completed with installation planning underway. Some elements of the programme are expected to extend into the next financial year due to scale, complexity and decisions required around funding share for commercial connections.

Key upgrades at water treatment plants are progressing, including procurement for the upcoming filter refurbishment works and critical resilience improvements such as the clarifier bypass and standby UV system at the Levin Water Treatment Plant, with the tenders closing in May, elements of these projects are expected to extend into the next financial year. Planning is also underway for future investments, including treated water storage for Levin and long-term master planning for Foxton and Foxton Beach. Work is continuing to secure a consent for Poads Reservoir, an alternative water source for Levin, with engagement ongoing with landowners, iwi partners and regulatory stakeholders to confirm the consenting pathway.

Major wastewater infrastructure upgrades remain on track, with construction progressing on the Levin bulkmain project. Design and procurement activities are advancing for upgrades at the Levin Wastewater Treatment Plant, including headworks and future treatment improvements. Queen Street Nth-Sth wastewater connection (Tara-Ika) project is on track to begin construction this month, with completion expected mid-2026.

Planning and early-stage investigations are also underway for longer-term projects, such as irrigation expansion and improvements to wastewater networks, to support future growth and environmental outcomes.

#### Delivery of Land Transport capital programme

The district wide resurfacing programme is approaching completion, all chipsealing sites have been completed, and several asphaltic concrete sites to be resurfaced in April, which will complete the programme.

Three road rehabilitation projects are on track, to complete the full annual rehabilitation programme.

- 500m of CD Farm Road, north of Joblins Road, is currently close to completion
- 1.5km of Whirokino Road is currently underway and approaching completion
- The final rehabilitation site is Bruce Road, from Boulton Road to Buller Road, approximately 1.4km. This site will start immediately once CD Farm Road is completed and is expected to be finished in early June.

The replacement of the South Manakau Road Bridge deck has been delayed from its original construction timeframe, but is on track for completion by end of June.

**Review funding policies and settings to consider if rates and user fees and charges could be shared differently.**

#### Fees and Charges

Council has reviewed a number of fees and charges as part of developing the 2026/27 Annual Plan, ensuring they remain aligned with the cost of providing these services.

**Advocacy for fair funding models and external investment opportunities.**

#### Investment (Property) Portfolio

There has been no change in Council's commercial property holdings since the previous update. These properties continue to form part of the Levin Town Centre Project and generate lease income of approximately \$182,733 per annum.

#### Advocacy

Council continues to actively advocate on matters affecting Local Government through formal submissions. This remains an ongoing focus area.

#### Contract Renewals and Cost Management

Work to renew external contracts is ongoing, with good progress being made to manage cost pressures. Council was briefed on 15 April on a range of contract and service level options to respond to short-term cost fluctuations arising from global fuel price movements.

**Chase external funding opportunities**

External funding continues to be actively pursued to support the delivery of community programmes while minimising reliance on Council funding.

We have two active funding applications with ECCT for The Farm Track and Levinable Projects. These were scheduled to be considered at the 30 March meeting, however due to applications not being considered at that meeting, these have now been deferred to the 29 May meeting.

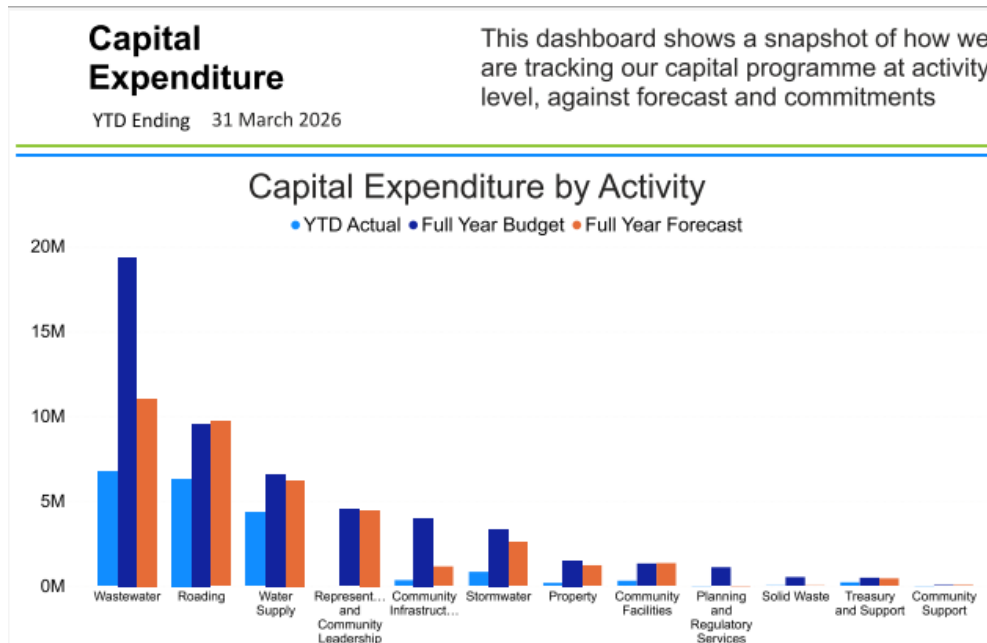
The Events Team secured funding from Electra to support the upcoming Matariki programme which will be delivered across the Horowhenua District. This funding will enable an enhanced programme offering for the community, without additional cost to Council.

This outcome also reflects the value of Council's ongoing relationship with Electra as a key community partner. Maintaining strong partnerships with organisations such as Electra supports access to external funding opportunities and enables collaborative delivery of initiatives that benefit the wider community.

Officers will continue to keep a watch on opportunities that match funding requirements.

## Capital Projects MFinancial Overview

The overall capital programme is presented by activity, outlining cost to date (CTD), full-year budget, estimated final costs (EFC), and costs to complete (CTC), including both committed and uncommitted amounts. This is followed by exception reporting for projects with remaining expenditure exceeding \$200,000.



## Overall Capital Programme by Activity (\$'000)

|  | CTD           | FY budget     | EFC           | CTC           |
|--|---------------|---------------|---------------|---------------|
| <b>Grand Total</b>                                   | <b>19,382</b> | <b>52,511</b> | <b>38,381</b> | <b>18,999</b> |
| Activity   | CTD           | FY budget     | EFC           | CTC           |
| <b>Community Facilities</b>                          | <b>322</b>    | <b>1,338</b>  | <b>1,361</b>  | <b>1,038</b>  |
| Aquatic Facilities                                   | 107           | 1,007         | 1,007         | 900           |
| Community Centres                                    | 63            | 97            | 143           | 79            |
| Library Services - Incl Books                        | 135           | 218           | 195           | 59            |
| Strategic Investment Plan                            | 16            | 16            | 16            | 0             |
| <b>Community Infrastructure</b>                      | <b>359</b>    | <b>4,022</b>  | <b>1,165</b>  | <b>806</b>    |
| Cemeteries   | 0             | 610           | 140           | 140           |
| Fencing  | 11            | 52            | 39            | 28            |
| Playgrounds  | 30            | 92            | 35            | 5             |
| Reserves   | 185           | 2,076         | 714           | 529           |
| Sportgrounds   | 116           | 175           | 221           | 105           |
| Strategic Investment Plan                            | 16            | 16            | 16            | 0             |
| Tara-Ika Reserves                                    | 0             | 1,000         | 0             | 0             |
| <b>Community Support</b>                             | <b>8</b>      | <b>73</b>     | <b>74</b>     | <b>66</b>     |
| District Communications                              | 8             | 73            | 74            | 66            |
| <b>Planning and Regulatory Services</b>              | <b>2</b>      | <b>1,117</b>  | <b>27</b>     | <b>25</b>     |
| Animal Control                                       | 0             | 53            | 18            | 18            |
| Animal Control - Pound Refurbishment                 | 0             | 1,040         | 0             | 0             |
| Parking  | 2             | 24            | 9             | 7             |
| <b>Property</b>                                      | <b>172</b>    | <b>1,478</b>  | <b>1,201</b>  | <b>1,029</b>  |
| Building Renewals                                    | 171           | 1,398         | 1,148         | 977           |
| Civic Office Plant - Furniture, fixtures & Equipment | 1             | 80            | 53            | 52            |

## Overall Capital Programme by Activity (\$000)

| Activity                                       | CTD          | FY budget     | EFC           | CTC          |
|--|--------------|---------------|---------------|--------------|
| <b>Representation and Community Leadership</b> | <b>0</b>     | <b>4,534</b>  | <b>4,484</b>  | <b>4,484</b> |
| Levin Town Centre Programme                    | 0            | 4,534         | 4,484         | 4,484        |
| <b>Roading</b>                                 | <b>6,344</b> | <b>9,568</b>  | <b>9,687</b>  | <b>3,343</b> |
| Roads  | 3,203        | 5,686         | 6,117         | 2,914        |
| Tara-Ika - Roothing                            | 2,687        | 2,000         | 2,887         | 200          |
| Walking and Cycling                            | 454          | 1,882         | 683           | 229          |
| <b>Solid Waste</b>                             | <b>45</b>    | <b>540</b>    | <b>48</b>     | <b>3</b>     |
| Landfill                                       | 0            | 0             | 0             | 0            |
| Recycling                                      | 45           | 540           | 48            | 3            |
| <b>Stormwater</b>                              | <b>847</b>   | <b>3,379</b>  | <b>2,601</b>  | <b>1,754</b> |
| District Wide Stormwater                       | 283          | 1,004         | 779           | 496          |
| Districtwide Stormwater Network                | 67           | 150           | 122           | 55           |
| Levin Stormwater Network                       | 467          | 2,125         | 1,669         | 1,202        |
| Stormwater Improvements                        | 30           | 100           | 30            | 0            |
| <b>Treasury and Support</b>                    | <b>231</b>   | <b>481</b>    | <b>454</b>    | <b>223</b>   |
| Digital Strategy                               | 56           | 213           | 182           | 126          |
| Fleet  | 80           | 87            | 112           | 33           |
| IT Hardware                                    | 96           | 181           | 160           | 65           |
| <b>Wastewater</b>                              | <b>6,741</b> | <b>19,385</b> | <b>11,044</b> | <b>4,303</b> |
| Districtwide Wastewater Network                | 657          | 1,700         | 828           | 171          |
| Districtwide Wastewater Treatment              | 447          | 1,067         | 699           | 252          |
| Levin Wastewater Network                       | 4,907        | 7,208         | 8,091         | 3,184        |
| Levin Wastewater Treatment                     | 730          | 9,410         | 1,426         | 696          |
| <b>Water Supply</b>                            | <b>4,312</b> | <b>6,596</b>  | <b>6,236</b>  | <b>1,925</b> |
| Districtwide Water Network                     | 157          | 331           | 278           | 121          |
| Districtwide Water                             | 658          | 1,550         | 1,045         | 387          |
| Levin Water Network                            | 2,517        | 2,650         | 3,083         | 566          |
| Levin Water Treatment                          | 258          | 918           | 900           | 641          |
| Local Waters Operational Plant                 | 0            | 0             | 38            | 38           |
| Water Metering                                 | 721          | 1,147         | 893           | 172          |

### Projects with remaining spend >\$200K (\$000)

|   | CTD        | FY budget        | EFC        | CTC        | Commitment        | Uncommitted        |   |
|---|------------|------------------|------------|------------|-------------------|--------------------|---|
| <b>Programme Activity</b>   | <b>CTD</b> | <b>FY budget</b> | <b>EFC</b> | <b>CTC</b> | <b>Commitment</b> | <b>Uncommitted</b> | <b>Forecast Comments</b>  |
| <b>Community Facilities</b>   |            |                  |            |            |                   |                    |   |
| P9827. Aquatic Building Renewals Levin                              | 107        | 488              | 1007       | 900        | 468               | 431                | LAC project underway will spend full budget this FY.  |
| <b>Community Infrastructure</b>                                     |            |                  |            |            |                   |                    |   |
| P8561. Reserves Renewals  | 179        | 733              | 513        | 334        | 53                | 281                | Programme of minor asset renewals including Holben Reserve bridges renewal in May/June, health and safety upgrades to Te Awahou Riverside Cultural Park surface in April/May and small park furniture renewals for the district in May. i.e. furniture Scale of works being negotiated. Works start end of April after Anzac. Agreement with GbN. |
| <b>Property</b>   |            |                  |            |            |                   |                    |   |
| P8076. Property renewals program                                    | 29         | 749              | 605        | 576        | 104               | 472                | Roof renewal contract for civic building has been awarded with works starting 4 May. Awaiting design for HVAC renewal, expect contract signing in June. Carry forward will be needed for this.  |
| P9273. Public toilets - Major renewals                              | 94         | 468              | 422        | 327        | 234               | 94                 | Contract signed. Under construction, expect this to be finished in June.  |
| <b>Representation and Community Leadership</b>                      |            |                  |            |            |                   |                    |   |
| P9591. Levin Town Centre strategy activation projects               | 0          | 4534             | 4484       | 4484       | 0                 | 4484               | \$200k of this budget has been forecast for Levin Public Gardens Stage 1.   |
| <b>Roading</b>  |            |                  |            |            |                   |                    |   |
| P9979. 324B - 324 - Road Improvements                               | 10         | 678              | 1010       | 1000       | 1000              | 0                  | Bruce Road Rehabilitation works underway, programmed to be completed this FY.   |
| P9986. Sealed Road Pavement Rehabilitation                          | 553        | 1426             | 1053       | 500        | 500               | 0                  | Whirkino and CD Farm road rehabilitation works underway. Programmed to be completed this FY.  |
| PBE9914. Structures Component Replacements General NZTA 215 Rooding | 111        | 120              | 411        | 300        | 300               | 0                  | South Manakau Bridge deck replacement.  |
|   | 2389       | 379              | 3443       | 1054       | 16                | 1038               | This programme of works includes a number of minor Rooding and footpath rehabilitation, improvement and resurfacing projects. Programmed to be completed this FY.   |

## Projects with remaining spend >\$200K (\$000)

|   | CTD        | FY budget        | EFC        | CTC        | Commitment        | Uncommitted        |   |
|---|------------|------------------|------------|------------|-------------------|--------------------|---|
| <b>Programme Activity</b>                                 | <b>CTD</b> | <b>FY budget</b> | <b>EFC</b> | <b>CTC</b> | <b>Commitment</b> | <b>Uncommitted</b> | <b>Forecast Comments</b>  |
| <b>Stormwater</b>   |            |                  |            |            |                   |                    |   |
| P8631. Stormwater District Wide Improvements              | 74         | 300              | 328        | 255        | 0                 | 255                | This programme of work includes minor improvements across the district including Waitarere Beach and Shannon. Programme to be completed this FY.  |
| P9961. Stormwater - Freshwater Improvement Fund Project 2 | 338        | 800              | 685        | 347        | 347               | 0                  | Construction underway of the SW intervention device, physical works programmed for April- May 2026.   |
| P9991. Levin Stormwater Improvement                       | 14         | 500              | 244        | 231        |                   | 231                | This programme of work includes minor Stormwater Improvements including groundwater monitoring well and stormwater flowmeters. Programme to be completed this FY.   |
| PBE9947. Okarito Stormwater - new stormwater mains        | 17         | 1000             | 847        | 830        | 830               | 0                  | Contract awarded for \$1m. Construction programmed April - June. Forecast \$830k reflects \$200k CF for potential program extension to July 26.   |
| <b>Wastewater</b>   |            |                  |            |            |                   |                    |   |
| P10031. Levin Wastewater Treatment Plant                  | 405        | 500              | 814        | 409        | 371               | 39                 | This programme of works includes a collection of minor asset renewals as well as professional services for the Levin WWTP Delivery plan. Additional costs have arisen due to expanded scope requirements to support planning at the plant. This engagement ensures continuity of critical planning work and supports broader outcomes for the Levin WWTP upgrade. |
| PBE11238. Levin Wastewater Treatment Plant - Headworks    | 274        | 7500             | 509        | 247        | 247               | 0                  | The tender for the Headworks closed 10 April, evaluation is underway. Design and construction programmed for 2026/27. The CTD costs include staff time and professional services supporting the tender preparation and evaluation. Also progressing with a New 500kva transformer supply and install, these works are programmed to be completed by June 2026.    |
| PBE9791. Tara-Ika Wastewater Queen North South Sewer      | 22         | 1166             | 770        | 748        | 748               | 0                  | Contract awarded. Construction works planned to commence late April, with planned completion by June 2026.  |
| PBE9792. Tara-Ika - Wastewater Network Growth Upgrade     | 3447       | 5000             | 5930       | 2483       | 2483              | 0                  | EFC reflects full contract cost plus internal time. SP2 construction programme likely to extend to 26/27 FY. Potential carry forward of \$650k.   |

### Projects with remaining spend >\$200K (\$000)

|   | CTD        | FY budget        | EFC        | CTC        | Commitment        | Uncommitted        |   |
|---|------------|------------------|------------|------------|-------------------|--------------------|---|
| <b>Programme Activity</b>                     | <b>CTD</b> | <b>FY budget</b> | <b>EFC</b> | <b>CTC</b> | <b>Commitment</b> | <b>Uncommitted</b> | <b>Forecast Comments</b>  |
| <b>Water Supply</b>                           |            |                  |            |            |                   |                    |   |
| P10029, Levin Water Network                   | 358        | 350              | 770        | 413        |                   | 413                | This programme of works includes a number of projects including the close out of Macarthur St, as well as network renewals and the Tiro Tiro Watermain project. Price is being negotiated with a variation to the Inlet pipe contract to be issued. Physical works planned to commence this FY, potential to carryover to July 26. Forecast reflects a CF \$100k  |
| P10034, Levin Water Treatment Plant           | 258        | 918              | 900        | 641        | 176               | 466                | This programme of works includes a number of projects at the Levin WTP including:<br>Clarifier Bypass and UV installation combined into one project for tendering. Currently out for Closed Tender, closing early May, physical works expected to carry into next FY. Estimate CF of \$260k.<br>Filter Refurbishments 7,8, 10 Currently out for tender, closes on 8th May, following this we will have an understanding of how much will be completed this FY, this is likely to continue into 26/27 FY. Estimated carry forward of \$200K. Levin WTP New Treated Reservoir Design, planning costs for consenting. Remaining forecast is for professional services. |
| P9301, Foxton Water Treatment Plant - Renewal | 209        | 600              | 492        | 284        | 0                 | 284                | This programme of works includes a number of projects at the Foxton WTP. The remaining Forecast spend is for the Channel Strengthening, the installation of a new Generator and the costs for finishing the UV works.   |

## 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.*

#### Read for Bees

The Read for Bees programme has now wrapped up, with Shannon School declared the winner. Across 14 schools, 87 readers collectively logged more than 350,000 pages, blending a love of reading with a deeper understanding of the role pollinators play in sustaining our environment.

This initiative reflects our commitment to tiakitanga, caring for our community and our whenua in a way that protects what matters for future generations. By connecting literacy with environmental awareness, the programme empowered tamariki to engage with both their learning and their role as kaitiaki of the natural world.

Feedback from the Shannon School principal highlighted the pride felt across the school community, noting how proud they were of both the tamariki and staff who took part. It is a great example of what can be achieved when our kaimahi, schools, and community come together with shared purpose, positivity, and care.

#### Backing Sustainable Events

Major Events Fund support enabled the introduction of waste minimisation initiative, Fill Good reusable cup system, at the Waitāre Forest Run for the first time, demonstrating how targeted investment can support more sustainable event delivery.



## #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.*

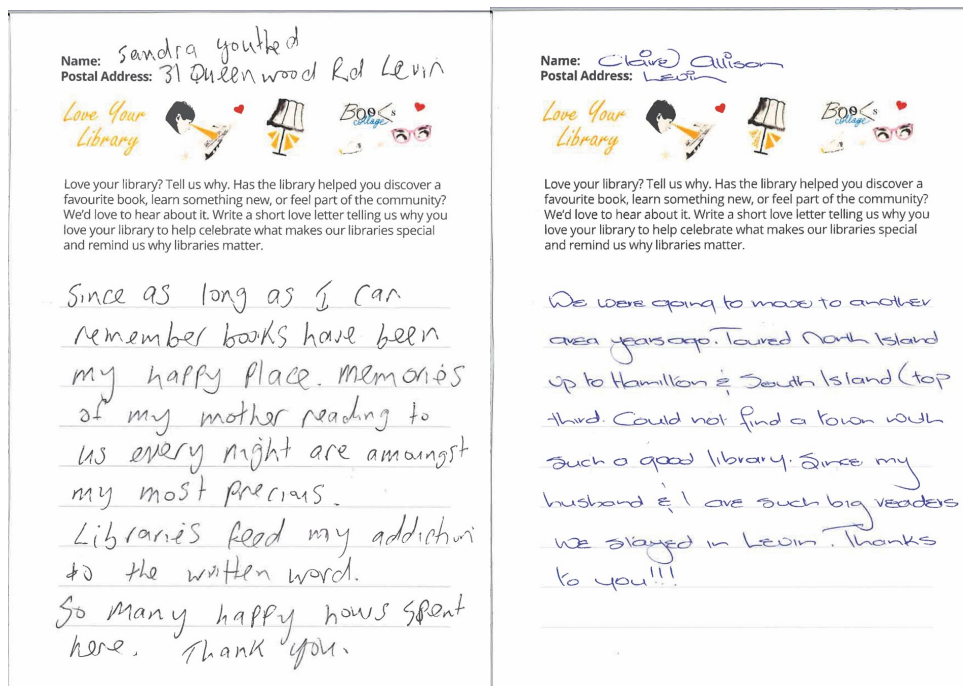
### Love Your Library

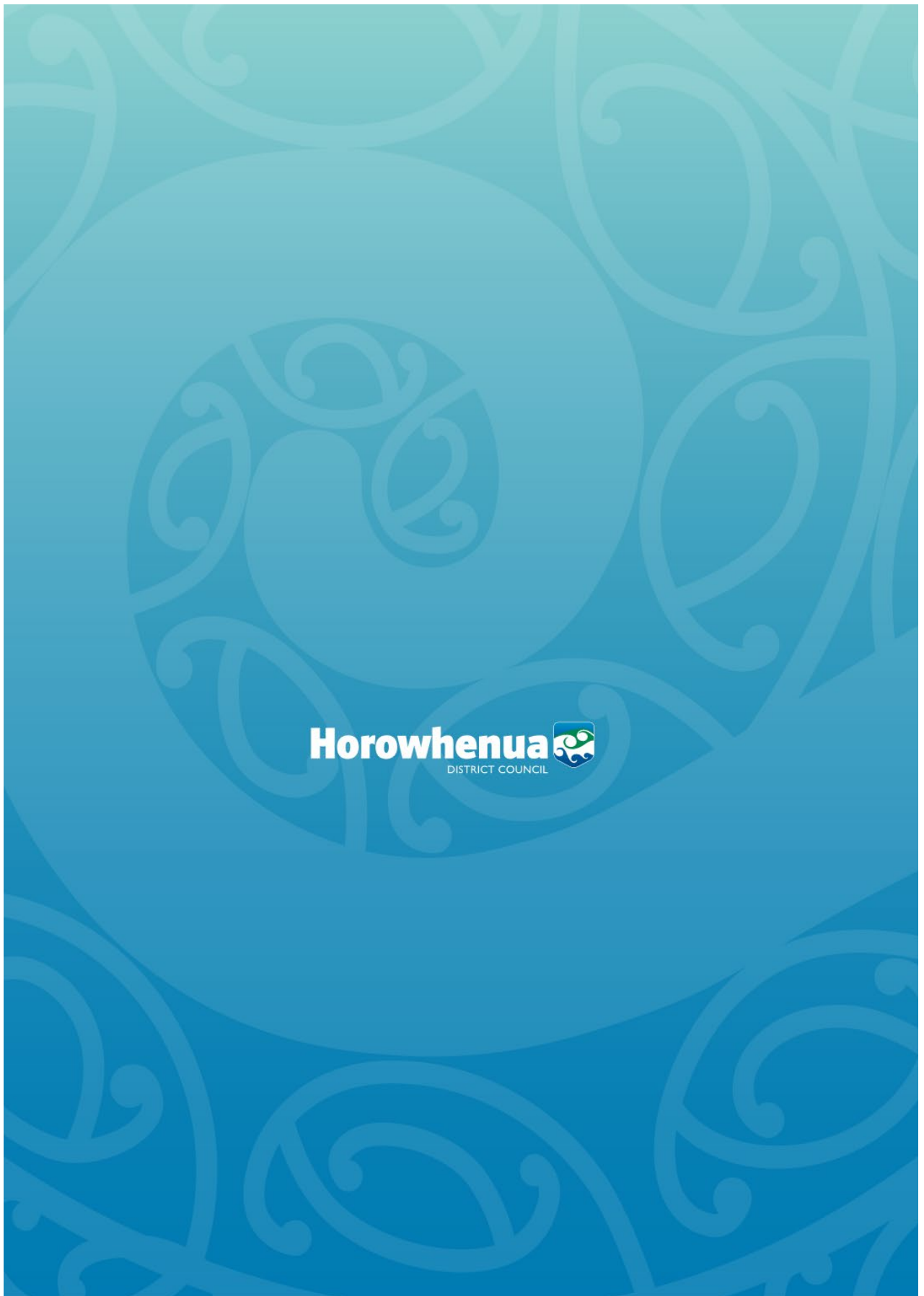
Our customers genuinely love our libraries, and that's something we see reflected year after year in consistently strong customer satisfaction results. While those results are important, they are often captured only through numbers and percentages and don't always tell the full story of what our libraries mean to our community.

Behind those results is a team of passionate kaimahi who care deeply about the spaces they create and the people they serve. Their pride in their work, their commitment to customer service excellence, and their genuine love for what they do is felt in every interaction, every programme, and every welcoming moment within our libraries.

For Love Your Library Day, we invited our community to share – in their own words – what they love about their libraries. The responses we received speak not only to the value of our spaces, but also to the people behind them who bring them to life each day.

Below are just two of those responses, capturing the real and lasting impact our libraries have on the people who use them.







File No.: 26/181

## 8.3 Council Resolution and Actions Monitoring Report April 2026

|             |   |
|-------------|---|
| Author(s)   | Alice Petersen<br><b>Support Officer - Democracy   Āpiha Tautoko - Manapori</b> |
| Approved by | Monique Davidson<br><b>Chief Executive Officer   Tumuaki</b>                    |

### PURPOSE | TE PŪTAKE

1. The purpose of this report is to present to Council the updated monitoring report covering resolutions and requested actions from previous meetings of Council.

#### **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 | NGĀ TAUNAKITANGA

- A. That Council receive and note Report 26/181 Council Resolution and Actions Monitoring Report April 2026.

#### **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↓  | April - Council Actions Monitoring Report | 214  |

## Council Actions Monitoring Report April 2026

|  |                        |
|--|------------------------|
|  | Completed              |
|  | In progress            |
|  | Transferred            |
|  | Waiting on third party |
|  | Off track              |

| Reference   | Resolution/Action  | Officer  | Due date   | Status | Officer Update  |
|-------------|--|----------|------------|--------|---|
| CO/2023/146 | That Council direct the Chief Executive to meet with executive leaders of Horizons and other parties including the Manawatū Marine Boating Club, Department of Conservation and Iwi/Hapū within the next three months to progress commitment to undertaking a structural assessment of the Foxton Wharf. | B Harvey | 21/09/2023 |        | <p>Initial discussions with the Department of Conservation in 2025 have indicated a willingness to explore vesting the land with Council, recognising the potential for local management and future use. However, we have been clear that engagement with iwi and hapū must occur as a priority before any further decisions are progressed.</p> <p>This reflects the significant interest iwi and hapū have in the land, including its cultural, historical, and future use.</p> <p>We have explicitly requested that DoC engage directly with iwi and hapū in the first instance to understand their views and aspirations.</p> <p>The outcome of these discussions will be critical in informing any next steps, including</p> |

Last Updated: April 2026

|             |   |                |            |  |   |
|-------------|---|----------------|------------|--|---|
|             |   |                |            |  | whether vesting to Council is appropriate and, if so, on what basis.  |
| CO/2023/251 | That the Council review the Road Naming Policy, and in the interim Council delegates to the Chief Executive authority to make all decisions on road naming in accordance with the current policy. | D McCorkindale | 30/12/2024 |  | Reviewed policy will be presented to the Council for consideration on 29 April 2026. Road name register will be progressed separately after further Iwi consultation.   |
| 20          | 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.  | D McCorkindale | On-going   |  | Following engagement between officers and Save Our River Trust, and a presentation to the Te Awahou Foxton Community Board, the Board has recommended that Council endorse the Foxton River Loop project in principle and consider a leadership role in its development and delivery, subject to further detailed advice. |
|             | THAT the Horowhenua District Council supports officers to discuss with local iwi, a potential Te Reo name for the River Loop Reserve, with a  | L Winiata      | Jan 2023   |  | Four potential names were provided by Te Tūmatakahuki.<br><br>Officers are in discussions with Rangitaane and Foxton Futures on considerations Council should be aware of before reporting  |

Last Updated: April 2026

|                    |   |           |            |  |   |
|--------------------|---|-----------|------------|--|---|
|                    | view to undertaking wider consultation with the community concerning the proposed name.   |           |            |  | back to the Te Awahou Foxton Community Board.   |
| <b>CO/2025/115</b> | That Council replaces the Waikawa Pedestrian Bridge with a 20 load capacity suspension bridge, following further conversations with the private landowners with a confirmed long term agreement in place. | L Winiata | 30/06/2026 |  | Officers are awaiting to hear back from the private landowners on confirmation to continue. Multiple attempts have been made to engage and seek this confirmation; however we have not yet received a response. We will continue to follow up and progress this as soon as clarity is provided.                     |
| <b>CO/2025/119</b> | That Council liaise with relevant agencies and landowners with the goal of addressing the need for dog control measures in the Manawatū Estuary.  | V Miller  | 30/06/2026 |  | Officers have reached out to landowners, and as opportunities arise, officers will continue to work with and support the landowner to achieve appropriate dog control signage.  |
| <b>CO/2025/171</b> | That Council endorses the Levin Closed Landfill Management Plan (CLMP) [in principle]. The CLMP is an aftercare plan, setting out management, maintenance and operation of the Closed                     | D Haigh   | 30/06/2026 |  | The CLMP was endorsed by Council last year and, as a living document, is updated regularly. The current update incorporates the Advanced Monitoring Framework and the Wetland Enhancement Project.<br><br>The consent application to transition the landfill from “operational to closed status” is being prepared. |

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|             |   |         |            |  |  |
|-------------|---|---------|------------|--|--|
|             | Levin Landfill. This is a living document that includes monitoring and proposed operational requirements for Leachate BPO projects that will continue to be developed alongside Iwi partners, owners, PMG and NLG.  |         |            |  | <p>A draft application and proposed conditions are expected by mid April 2026. The approach has changed from varying the existing consent to lodging a new application, and relevant stakeholders will be notified accordingly for feedback.</p> <p>Update for the Advanced monitoring Framework (AMF) and the Wetland Enhancement Project (WEP)- The AMF has been approved and signed off, with Tonkin and Taylor (T&amp;T) engaged to commence stage one during site visits on 22 and 23 April. For the WEP, T&amp;T have been engaged to complete the approved preliminary work, including a Preliminary Concept Design to inform future decision making.</p> |
| CO/2025/172 | That Council endorses approach to continue enhancing the monitoring framework related to leachate from the old Levin landfill to inform ongoing analysis and decisions on mitigation requirements to maintain compliance with consent conditions, and the Landfill Agreement. | D Haigh | 30/06/2026 |  | <p>Same as above- The AMF has been approved and signed off, with T&amp; T engaged to commence Stage One during site visits on 22 and 23 April.</p>   |

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|                    |   |         |            |  |   |
|--------------------|---|---------|------------|--|---|
|                    | That Council notes funding to continue researching and validating alternate opportunities including onsite treatment of leachate, additional capping of the Old Levin Landfill or wetland planting will come from the approved existing Best Practicable Option (BPO) funding.  |         |            |  |   |
| <b>CO/2025/173</b> | That Council notes Officers will be presenting back a report in December 2025, which takes on board expert peer review and iwi and community advice and voice, to set out the detailed delivery of landfill aftercare actions, as provided for in the Landfill Agreement and the Levin Closed Landfill Management Plan. This will provide recommendations to Council specifically on leachate intervention, | D Haigh | 31/12/2025 |  | As indicated above the Report with T&T Review Findings delivered to Council in December 2025. Officers continue to work with PMG and NLG on key action points |

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|                    |   |                      |            |  |  |
|--------------------|---|----------------------|------------|--|--|
|                    | capping of the old landfill and potential purchase of adjoining land for wetland creation.  |                      |            |  |  |
| <b>CO/2025/174</b> | That Officers report back the monitoring framework following engagement with PMG and NLG, that provides assurance to Council on the ongoing commitments to testing of the Hokio Stream. | D Haigh              | 30/06/2025 |  | The Advanced Monitoring Framework has been presented to both NLG and PMG. The work is progressing, with Stage one scheduled for 22 and 23 April, including a joint site visit with stakeholders, including iwi.                      |
| <b>CO/2025/238</b> | That Council requests Officers seek an easement with DoC and provides vehicle access to the beach across reserve land between 47-49 Manga Pirau Street Waikawa Beach.                   | B Harvey / L Winiata | 31/12/2026 |  | Officers lodged an application with the Department of Conservation in February. A site inspection was undertaken, and we are now awaiting the outcome of their decision.   |
| <b>CO/2025/240</b> | That Council requests Officers implement the following measures to support safe and considerate vehicle access via the existing track:  | B Harvey / L Winiata |            |  | The initial signage which was installed ahead of the summer period to help guide vehicle use is still in place. Officers are now working with the Waikawa Beach Community Group to finalise an education campaign including signage. |

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|  |   |  |  |  |
|--|---|--|--|--|
|  | <p>Installation of appropriate signage, similar to signage at other beach access location across the district, with signage also providing guidance on the suitability of the track for certain vehicle types only and other information relevant to the safe and appropriate use of the track.</p> |  |  |  |
|  | <p>That Council requests Officers to work directly with neighbouring residents to identify and implement suitable privacy measures, such as screening, planting, fencing, and parking controls, and that a portion of the existing budget be allocated to support agreed mitigation actions</p>     |  |  | <p>A resource consent application is being worked through for a higher fence for privacy, and Officers are continuing to work with neighbours for planting and privacy measures.</p> |
|  | <p>That Council notes that the existing track, even once formalised with an easement on DoC land, will either:</p>  |  |  | <p>At this stage officers have not progressed further investigation into alternative access locations beyond the work previously presented to Council.</p>                           |

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|  |  |  |  |  |
|--|--|--|--|--|
|  | <ul style="list-style-type: none"> <li>• be replaced by an alternative long-term access option in another location once confirmed by Council; or</li> <li>• be subject of further work, including survey work, consenting and physical improvements, should Council determine it appropriate to retain the existing track as the only viable permanent long-term option for beach vehicle access.</li> </ul> |  |  | <p>Additional technical investigation or consenting work on the existing track is also not considered necessary unless Council determines that the current location should be progressed as a permanent long term access solution.</p> |
|  | <p>That Council confirms that the existing 2024-2044 Long Term Plan capital budget allocation for investigation and delivery of a long-term vehicle access solution for Waikawa Beach be maintained as a placeholder until such time that the direction is reconsidered as part of</p>   |  |  | <p>This will be done.</p>  |

Last Updated: April 2026

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|--|--|--|-------------------|--|---|
|  | <p>the 2027 Long Term Plan process, with options for carry over of an appropriate budget being presented at that time.</p>   |  |                   |  |   |
|  | <p>That Council requests that if maintenance or safety issues arise on the existing track prior to a long-term solution being identified or implemented, Officers are authorised to take only the minimum necessary actions, consistent with maintaining safe passage of users, noting that any actions likely to trigger the requirement for a resource consent under the One Plan must be brought back to Council for direction.</p> |  |                   |  | <p>No maintenance or safety issues have arisen at this point.</p> <p>Photographs have continued to be taken at fixed points along the track and foredune area. This aligns with the monitoring approach outlined in the Council report, which includes bi monthly photo comparisons and tracking any service requests or complaints through Council's CRM system so trends can be monitored over the course of the trial.</p> |
|  | <p>That Council requests Officers report back to Council by 30 October 2026 with the proposed scope and purpose of a</p>   |  | <p>30/10/2026</p> |  | <p>Officers have this within their work plan.</p>   |

Last Updated: April 2026

|                              |   |           |         |  |   |
|------------------------------|---|-----------|---------|--|---|
|                              | Beach Bylaw development process, including estimated costs and a potential work programme for consideration as part of the 2027 Long Term Plan process.   |           |         |  |   |
|                              | That Council notes that planned capital works relating to the pedestrian footbridge are unaffected by the vehicle access resolutions, but also notes that any final approval or permission from the adjoining private property owner - who currently permits pedestrian access beyond the bridge – may be contingent on certainty around future vehicle access arrangements at Waikawa Beach. |           |         |  | Officers have reached out to the private landowners to confirm works can continue for the pedestrian bridge.              |
| <b>Resolution CO/2026/02</b> | THAT Council approves the inclusion of \$230,000 in the debt funded Operational Expenditure   | B Spencer | Ongoing |  | Have met with FENZ in April and are working with them to develop the proposed methodology for application of the solution |

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|                  |   |                |            |  |  |
|------------------|---|----------------|------------|--|--|
|                  | budget for the acquisition of a hose-layer appliance built to Fire and Emergency New Zealand (FENZ) specifications and approves the gifting of the appliance to FENZ. |                |            |  | <p>in practice, this methodology will also guide any policy changes that may be required council side to enable the service. FENZ have also gone to market to update the detail and quoted position of the proposed appliance.</p> <p>The revised fire fighting standard is currently out for review and comment, however initial review and discussion with FENZ suggest that there are no substantive changes that would alter the current requirements for water supply, the view is that our alternate solution remains the best option forward.</p> |
| <b>CO/2026/5</b> | THAT Council consult on the Resource Management fees and charges as required under the Resource Management Act 1991.  | D McCorkindale | 30/05/2026 |  | <p>Council agreed at the 4 February 2026 Council Meeting to consult on the Resource Management Act Fees and Charges. Consultation ran from 17 February to 17 March 2026. Six submissions were received. They will be presented to Council, with one person to speak to their submission.</p>   |

Last Updated: April 2026

File No.: 26/166

## 9.1 Proceedings of the Community Funding and Recognition Committee - 25 March 2026

|             |  |
|-------------|--|
| Author(s)   | Alice Petersen<br>Support Officer - Democracy   Āpiha Tautoko - Manapori |
| Approved by | Monique Davidson<br>Chief Executive Officer   Tumuaki                    |

### PURPOSE | TE PŪTAKE

1. To present to the Council the minutes of the Community Funding and Recognition Committee meeting held on 25 March 2026.

### RECOMMENDATION | NGĀ TAUNAKITANGA

- A. That Report 26/166 Proceedings of the Community Funding and Recognition Committee - 25 March 2026 and the minutes be received and noted.

### DISCUSSION | HE MATAPAKINGA

2. There are no items that require further consideration.

#### **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

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# Community Funding and Recognition Committee

## OPEN MINUTES

## UNCONFIRMED

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Minutes of a meeting of Community Funding and Recognition Committee held in the Ante Room, 126-148 Oxford St, Levin on Wednesday 25 March 2026 at 10:00 am.

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### PRESENT

**Chairperson** Councillor Nina Hori Te Pa  
**Councillors** Councillor David Allan  
Councillor Jo Mason  
His Worship the Mayor Bernie Wanden

### IN ATTENDANCE

**Youth Advisors** Elizabeth Close  
Arliyah Windley  
**Reporting Officer** Mark Hammond Community Facilities and Services Manager  
Julia Atkins Community Development Team Lead  
Laura Fisher Community Development Adviser  
**Meeting Secretary** Alice Petersen Democracy Support Officer

#### 1 Apologies

There were no apologies.

#### 2 Public Participation

There was no public participation.

#### 3 Late Items

There were no late items.

#### 4 Declaration of Interest

Councillor Jo Mason declared a conflict of interest in relation to an application from Skills4Living for item C3 Community Events and Programmes Fund - R2 - 2025-2026 and did not take part in debate or discussion of these applications.

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.

**Procedural motion to exclude the public**

**Resolution Number CFARC/2026/1**

MOVED by Cr Allan, seconded Mayor Wanden:

That the public be excluded from the following part(s) of the proceedings of this meeting.

The general subject of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution follows.

This resolution is made in reliance on section 48(1)(a) 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 which would be prejudiced by the holding of the whole or relevant part of the proceedings of the meeting in public, as follows:

**C1 Youth Empowerment Fund - 2025/2026**

|                              |   |
|------------------------------|---|
| <b>Reason:</b>               | The public conduct of the part of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists under section 7.              |
| <b>Interests:</b>            | s7(2)(a) - The withholding of the information is necessary to protect the privacy of natural persons, including that of a deceased person.  |
| <b>Grounds:</b>              | s48(1)(a)<br>The public conduct of the part of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists under section 7. |
| <b>Plain English Reason:</b> | This report contains applications for funding which include personal details.   |

**C2 Urupā (Whānau) Maintenance Fund - 2025/2026**

|                              |   |
|------------------------------|---|
| <b>Reason:</b>               | The public conduct of the part of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists under section 7.  |
| <b>Interests:</b>            | s7(2)(a) - The withholding of the information is necessary to protect the privacy of natural persons, including that of a deceased person.  |
| <b>Grounds:</b>              | s48(1)(a)<br>The public conduct of the part of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists under section 7.   |
| <b>Plain English Reason:</b> | This report includes funding applicant details, including bank account details, names and addresses which is not in the public interest to disclose. The names of successful applicants and their projects will be released after this meeting. |

**C3 Community Events and Programmes Fund - R2 - 2025-2026**

|                |  |
|----------------|--|
| <b>Reason:</b> | The public conduct of the part of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists under section 7. |
|----------------|--|

|                              |   |
|------------------------------|---|
| <b>Interests:</b>            | s7(2)(a) - The withholding of the information is necessary to protect the privacy of natural persons, including that of a deceased person.  |
| <b>Grounds:</b>              | s48(1)(a)<br>The public conduct of the part of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists under section 7.   |
| <b>Plain English Reason:</b> | This report includes funding applicant details, including bank account details, names and addresses which is not in the public interest to disclose. The names of successful applicants and their projects will be released after this meeting. |

The text of these resolutions is made available to the public who are present at the meeting and form part of the minutes of the meeting.

**CARRIED**

10.05 pm The public were excluded.

Resolutions in relation to the confidential items are recorded in the confidential section of these minutes and are not publicly available.

After discussing the confidential applications and making a decision the committee resolved to release the public excluded minutes to the public.

**C1 Youth Empowerment Fund - 2025/2026**

**TE PŪTAKE | PURPOSE**

This report was presented to discuss applications received for the early applications of quarter one of the Youth Empowerment Fund 2025/2026 and decide on funding allocations.

**Resolution Number CFARC/2026/2**

MOVED by Cr Allan, seconded Cr Mason:

- A. That Report 26/122 Youth Empowerment Fund - 2025/2026 be received.
- B. That this matter or decision is recognised as not significant in terms of S76 of the Local Government Act

**CARRIED**

It was noted that one of the applications was submitted by a family member of a Councillor; officers advised this did not present a conflict of interest, as the Councillor is not a member of the committee and does not participate in its decision making.

Officers introduced the report and welcomed the youth advisors to the meeting. The committee watched the video clips submitted by the youth applicants. Members commented that it was valuable to see the applicants directly, noting their passion and enthusiasm.

**Resolution Number CFARC/2026/3**

MOVED by Cr Allan, seconded Mayor Wanden:

- C. That the Committee approve the following grants for the Youth Empowerment Fund:

| <b>Applicant:</b>      | <b>Amount awarded:</b> |
|------------------------|------------------------|
| Taylah Seng            | \$500.00               |
| Kasra Mitchell-Kouttab | \$500.00               |
| Ellah Haerewa          | \$500.00               |
| <b>Total:</b>          | \$1500.00              |

**CARRIED**

**Resolution Number CFARC/2026/4**

MOVED by Cr Allan, seconded Cr Mason:

That these minutes be released from Public Excluded business at the close of this meeting.

**CARRIED**

*Youth Advisors Elizabeth Close and Ariyah Windley left the meeting at 10.19am.*

**C2 Urupā (Whānau) Maintenance Fund - 2025/2026**

**TE PŪTAKE | PURPOSE**

This report was presented to discuss applications received for Round 1 of the Urupā Whānau Maintenance Fund 2025-2026 and decide on funding allocations.

**Resolution Number CFARC/2026/5**

MOVED by Cr Mason, seconded Cr Allan:

- A. That Report 26/119 Urupā (Whānau) Maintenance Fund - 2025/2026 be received.
- B. That this matter or decision is recognised as not significant in terms of S76 of the Local Government Act.

**CARRIED**

**Resolution Number CFARC/2026/6**

MOVED by Cr Hori Te Pa, seconded Cr Allan:

- C. That the Committee approve the following grants for the Urupā (Whānau) Maintenance Fund:

| <b>Applicant:</b>     | <b>Amount awarded:</b> |
|-----------------------|------------------------|
| Whānau Urupā- Mete    | \$500.00               |
| Te Kapa               | \$500.00               |
| Kikopiri Whānau Urupā | \$500.00               |
| Raumatangi            | \$500.00               |
| <b>Total:</b>         | <b>\$2000.00</b>       |

**CARRIED**

**Resolution Number CFARC/2026/7**

MOVED by Cr Mason, seconded Cr Hori Te Pa:

That these minutes be released from Public Excluded business at the close of this meeting

**CARRIED**

While discussing applications that committee noted it would be encouraging to see applications indicate they intend to purchase goods from local businesses.

**C3 Community Events and Programmes Fund - R2 - 2025-2026**

**TE PŪTAKE | PURPOSE**

1. To discuss applications received for Round 2 of the Community Events and Programmes Fund 2025-2026 and decide on funding allocations.

**Resolution Number CFARC/2026/8**

MOVED by Cr Allan, seconded Mayor Wanden:

- A. That Report 26/120 Community Events and Programmes Fund - R2 - 2025-2026 be received.
- B. That this matter or decision is recognised as not significant in terms of S76 of the Local Government Act

**CARRIED**

**Resolution Number CFARC/2026/9**

MOVED by Cr Hori Te Pa, seconded Cr Allan:

- C. That the Committee approve the following grants for the Community Events and Programmes Fund - R2:

| <b>Applicant:</b>                                    | <b>Amount awarded:</b> |
|--|------------------------|
| Momentum Charitable Trust                            | \$2,460.00             |
| Living Well Counselling Centre                       | \$2,050.00             |
| Horowhenua Hockey Association                        | \$1,000.00             |
| Legacy Centre Levin                                  | \$4,000.00             |
| Te Roopu Taiao o Ngāti Whakaterere Trust             | \$5,700.00             |
| ChangeMakers Resettlement Forum (Levin Branch)       | \$1,000.00             |
| Horowhenua District Health Transportation Trust      | \$5,000.00             |
| Kotuku Sea Scout Group                               | \$3,000.00             |
| Waitārere Beach Development Association Incorporated | \$1,250.00             |
| People First New Zealand Inc. - Ngā Tāngata Tuatahi  | \$2,200.00             |
| Alzheimers Manawatu                                  | \$3,000.00             |
| Ohau Hall Committee                                  | \$2,704.00             |
| Manawatu Horowhenua and Tararua Diabetes Trust       | \$2,000.00             |
| Levin Uniting - Church and Community Centre          | \$2,854.00             |
| LOVED 4 LIFE™  | \$1,000.00             |
| Canine Friends Pet Therapy Foxton/Levin area         | \$800.00               |
| Skills4Living  | \$1,038.00             |
| CCS Disability Action Services Ltd                   | \$3,500.00             |

**CARRIED**

**Resolution Number CFARC/2026/10**

MOVED by Cr Mason, seconded Cr Allan:

That these minutes be released from Public Excluded business at the close of this meeting

**CARRIED**

11.43 am

There being no further business, the Chairperson declared the meeting closed.

CONFIRMED AS A TRUE AND CORRECT RECORD  
AT A MEETING OF COMMUNITY FUNDING AND  
RECOGNITION COMMITTEE HELD ON

**DATE:** .....

**CHAIRPERSON:**

File No.: 26/209

## 9.2 Proceedings of the Chief Executive Employment and Performance Committee - 08 April 2026

|             |   |
|-------------|---|
| Author(s)   | Alice Petersen<br><b>Support Officer - Democracy   Āpiha Tautoko - Manapori</b> |
| Approved by | Monique Davidson<br><b>Chief Executive Officer   Tumuaki</b>                    |

### PURPOSE | TE PŪTAKE

1. To present to the Council the minutes of the Chief Executive Employment and Performance Committee meeting held on 08 April 2026.

### RECOMMENDATION | NGĀ TAUNAKITANGA

- A. That Report 26/209 Proceedings of the Chief Executive Employment and Performance Committee - 08 April 2026 and the minutes be received and noted.

### DISCUSSION | HE MATAPAKINGA

2. There are no items that require further consideration.

#### **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

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# Chief Executive Employment and Performance Committee

## OPEN MINUTES UNCONFIRMED

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Minutes of a meeting of Chief Executive Employment and Performance Committee held in the Missoula Room, Palmerston North City Council, 32 The Square, Palmerston North on Wednesday 8 April 2026 at 10:00 am.

---

### PRESENT

|                    |                                     |                         |
|--------------------|-------------------------------------|-------------------------|
| <b>Chairperson</b> | His Worship the Mayor Bernie Wanden |                         |
| <b>Councillors</b> | Councillor Clint Grimstone          | (via audio-visual link) |
|                    | Councillor Sam Jennings             |                         |
|                    | Councillor Jo Mason                 |                         |
|                    | Councillor Paul Olsen               | (apology)               |
|                    | Councillor David Allan              |                         |

### IN ATTENDANCE

|                      |                   |
|----------------------|-------------------|
| Mrs Monique Davidson | Chief Executive   |
| Mrs Sue Fifita-Tovo  | Meeting Secretary |

### 1 Apologies

#### Apology

#### Resolution number CEEAP/2026/4

MOVED by Cr Allan, seconded Cr Jennings:

That the apology from Councillor Olsen be accepted.

**CARRIED**

### 2 Late Items

There were no late items.

### 3 Declaration of Interest

There were no declarations of interest.

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

#### 4 Confirmation of Minutes

##### Resolution Number CEEAP/2026/5

MOVED by Mayor Wanden, seconded Cr Allan:

That the minutes of the meeting of the Chief Executive Employment and Performance Committee held on Wednesday, 18 February 2026, be confirmed as a true and correct record.

That the minutes of the meeting of the Public Excluded Meeting of the Chief Executive Employment and Performance Committee held on Wednesday, 18 February 2026, be confirmed as a true and correct record.

**CARRIED**

#### 7 Procedural motion to exclude the public

##### Resolution Number CEEAP/2026/6

MOVED by Mayor Wanden, seconded Cr Jennings:

That the public be excluded from the following part(s) of the proceedings of this meeting.

The general subject of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution follows.

This resolution is made in reliance on section 48(1)(a) 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 which would be prejudiced by the holding of the whole or relevant part of the proceedings of the meeting in public, as follows:

##### C1 Chief Executive Employment & Performance Committee Report

|                              |   |
|------------------------------|---|
| <b>Reason:</b>               | The public conduct of the part of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists under section 7.              |
| <b>Interests:</b>            | s7(2)(a) - The withholding of the information is necessary to protect the privacy of natural persons, including that of a deceased person.  |
| <b>Grounds:</b>              | s48(1)(a)<br>The public conduct of the part of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists under section 7. |
| <b>Plain English Reason:</b> | This report traverses individual employment details..   |

The text of these resolutions is made available to the public who are present at the meeting and form part of the minutes of the meeting.

**CARRIED**

10.06 am The public were excluded.

Resolutions in relation to the confidential items are recorded in the confidential section of these minutes and are not publicly available.

11.47 am

There being no further business, the Chairperson declared the meeting closed.

CONFIRMED AS A TRUE AND CORRECT RECORD  
AT A MEETING OF CHIEF EXECUTIVE  
EMPLOYMENT AND PERFORMANCE COMMITTEE  
HELD ON

**DATE:** .....

**CHAIRPERSON:**

File No.: 26/218

## 9.3 Proceedings of the Te Awahou Foxton Community Board - 13 April 2026

|             |  |
|-------------|--|
| Author(s)   | Alice Petersen<br>Support Officer - Democracy   Āpiha Tautoko - Manapori |
| Approved by | Monique Davidson<br>Chief Executive Officer   Tumuaki                    |

### PURPOSE | TE PŪTAKE

1. To present to the Council the minutes of the Te Awahou Foxton Community Board meeting held on 13 April 2026.

### RECOMMENDATION | NGĀ TAUNAKITANGA

- A. That Report 26/218 Proceedings of the Te Awahou Foxton Community Board - 13 April 2026 and the minutes be received and noted.
- B. That Council endorse the Foxton Beach Endowment Fund Land Holdings Strategic Direction.
- C. That Council approves an initial budget of \$15,000 be established to form the property asset baseline for the properties included in the Foxton Beach Endowment Land Portfolio.

### DISCUSSION | HE MATAPAKINGA

2. The following items considered by the Te Awahou Foxton Community Board meeting held on the 13 April 2026 will require further consideration by the Horowhenua District Council and will be included on a future Council agenda:

#### Resolution Number TAFCB/2026/1

MOVED by Mr Roache, seconded Ms Wakefield:

- B. That the Proposed Direction be endorsed and an initial budget of \$15,000 be established to form the property asset baseline for the properties included in the Foxton Beach Endowment Land Portfolio.

**CARRIED**

3. The item 8.2 – Endowment Land – Strategic Review is attached for reference.

### **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.

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**ATTACHMENTS | NGĀ TĀPIRINGA KŌRERO**

| No.                | Title   | Page |
|--------------------|---|------|
| <a href="#">A↓</a> | Te Awahou Foxton Community Board Report Endowment Land - Strategic Review 13 April 2026 | 239  |

File No.: 26/185

## 8.2 Endowment Land - Strategic Review

|             |   |
|-------------|---|
| Author(s)   | Blair Spencer<br><b>Group Manager Housing &amp; Business Development   Tumu Rangapū,<br/>Whakawhanake Wharenoho, Pakihi</b> |
| Approved by | Monique Davidson<br><b>Chief Executive Officer   Tumuaki</b>  |

### PURPOSE | TE PŪTAKE

1. This report aims to outline the proposed direction of travel for the development strategic review of the Foxton Beach Endowment Property Portfolio. Seeking support and endorsement of the proposed direction outlined in the attached presentation.
2. This matter speaks directly to the Council priority of Financial Discipline however also supports the adjacent priority of Going for Growth.

**This matter does not relate to a current Council priority.**

### RECOMMENDATION | NGĀ TAUNAKITANGA

- A. That Report 26/185 Endowment Land - Strategic Review be received and noted.
- B. That the Proposed Direction be endorsed and an initial budget of \$15,000 be established to form the property asset baseline for the properties included in the Foxton Beach Endowment Land Portfolio.

### BACKGROUND | HE KŌRERO TŪĀPAPA

3. Foxton's endowment land represents a significant long-term asset with the potential to support and enhance community wellbeing, protect environmental taonga, and support sustainable development.

#### Proposed Direction

4. To realise the full potential of the endowment land, a balanced and future-focused portfolio strategy is proposed, one that speaks to the land's history, responds to community aspirations, and provides clear direction for sustainable decision-making.
5. The proposed strategy aims to develop a comprehensive long-term strategic plan for the endowment land, one informed by community engagement, cultural and historical context, with a clear understanding of potential development opportunities and constraints.
6. Clear guidance will be established to support consistent and transparent operational management of the land where required and will include providing opportunities and direction

**Te Awahou Foxton Community Board**  
**13 April 2026**

around policy settings, grants, leasing arrangements and potential future investment/development pathways.

7. Detailed mapping, analysis, and evidence-based insights will support any recommendations. Ensuring that future decisions are informed, strategic and aligned with the long-term vision for the Foxton Beach Endowment land, and the future value it may bring to the community.
8. Decision making will be guided by the Foxton Community Board, local Iwi and the wider community, considering not only financial return but also cultural, environmental, social value and significance.

**DISCUSSION | HE MATAPAKINGA**

9. The supporting presentation outlines the planned methodology to establish the baseline for the strategic review and identifies the key steps proposed to determine a detailed view of the properties and any management arrangements included in the portfolio.
10. Each stage at 'outcome' provides hold points for board review, input and direction.
11. The overarching intent being to provide fit for purpose options and solutions aimed at optimising strategic value for the community, short and long term, through the Foxton Beach Endowment portfolio assets, as detailed in the following table.
- 12.

| STARTING TOGETHER<br>Establishing the Foundation   | THE LAND<br>Building the Evidence Base  | THE COMMUNITY<br>Engagement  | THE FUTURE<br>Draft Strategy   | THE VISION<br>Masterplan View  | ARRIVING TOGETHER<br>Final Strategy & Adoption   |
|--|---|--|--|--|--|
| <b>Timing</b>  |   |  |  |  |  |
| (Months 1-2)   | (Months 2-5)  | (Months 3-7)   | (Months 6-9)   | (Months 9-12)  | (Months 12-14)   |
| Developing clarity & alignment<br>Shared purpose agreed<br>Governance & intent aligned<br>Strategic direction provided<br>Baseline research commissioned | Understanding the whenua<br>GIS mapping and attached data capture to identify physical landscape characteristics<br>Environmental & ecological assessments identified<br>Cultural & historical insights gathered<br>Development & commercial potential analysed | Listening, learning & collaborating<br>Community aspirations captured<br>Collaboration to build shared understanding<br>Cultural values articulated<br>Stakeholder insights consolidated | Turning insights into direction<br>Long term vision drafted by parcel<br>Multi-value decision framework created<br>Policy settings developed if required<br>Strategy tested with partners & governance | Strategy becomes real & tangible<br>End use options developed, by parcel & collective<br>Preferred options selected<br>Feasibility & costings completed<br>Alignment with planning frameworks & future development/works confirmed<br>Grants & Funding | The journey culminates in a shared commitment<br>Final strategy & masterplan endorsed<br>Public-facing support developed<br>Implementation roadmap agreed<br>Monitoring & evaluation framework established |
| <b>Outcome</b>   |   |  |  |  |  |
| An aligned starting point & a clear path forward   | A multi-faceted picture of the land's opportunities & constraints   | A collective understanding of what matters most, & why   | A clear, balanced strategic direction for the endowment land   | A practical, place-based plan for the future   | A long term, community aligned pathway for Foxton's endowment land   |

**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.

Te Awahou Foxton Community Board  
13 April 2026

**ATTACHMENTS | NGĀ TĀPIRINGA KŌRERO**

| No. | Title   | Page |
|-----|---|------|
| A   | Foxton Endowment Land - Strategic Review 2026 |      |

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# Te Awahou Foxton Community Board

## OPEN MINUTES UNCONFIRMED

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Minutes of a meeting of the Te Awahou Foxton Community Board held in the Te Awahou Nieuwe Stroom, 92 Main Street, Foxton on Monday 13 April 2026 at 6:00 pm.

---

### PRESENT

|                           |   |
|---------------------------|---|
| <b>Chairperson</b>        | Ross Brannigan  |
| <b>Deputy Chairperson</b> | Irene Wakefield   |
| <b>Members</b>            | Jason Davy<br>David Roache<br>Judy Sanson<br>Councillor David Allan |

### IN ATTENDANCE

|                          |   |  |
|--------------------------|---|--|
| <b>Reporting Officer</b> | Councillor Nola Fox<br>Monique Davidson<br>Brent Harvey<br>Blair Spencer<br>Lacey Winiata<br>Ashley Huria | Chief Executive<br>Group Manager – Community Experience and Services<br>Group Manager – Housing and Business Development<br>Parks and Property Manager<br>Business Performance Manager |
| <b>Meeting Secretary</b> | Alice Petersen  | Democracy Support Officer  |

#### 1 Apologies

There were no apologies.

#### 2 Public Participation

There was no public participation.

#### 3 Late Items

There were no late items.

#### 4 Declaration of Interest

Board Member Irene Wakefield declared a conflict of interest in relation to item C1 Foxton River Loop - Funding Application and Update and did not take part in debate or discussion of this item.

## **5 Confirmation of Minutes**

### **Resolution Number TAFCB/2026/18**

MOVED by Ms Wakefield, seconded Mr Davy:

That the minutes of the meeting of the Te Awahou Foxton Community Board held on Monday, 23 February 2026, be confirmed as a true and correct record.

**CARRIED**

## **6 Presentations**

### **6.1 Manawatu Estuary Management Team**

The presentation provided an overview of the Manawatū Estuary Management Team (MEMT), outlining its purpose and role, who is involved, the work undertaken, and activities completed to date. It also covered the development of the Foxton Beach Coastal Reserves Management Plan, noting that this work followed the completion of the Manawatū Estuary Management Plan. Bi-monthly workshops have been held, and agreement has been reached on the structure of the new draft plan. The draft has been assembled with support from community resources and incorporates content from the 2009 plan, the Manawatū Estuary Management Plan, and feedback from the workshops. It was advised that final workshop material is currently being incorporated, with a target to present the draft plan to the June MEMT meeting and workshop.

## **7 Elected Members Reports**

### **7.1 Chairperson's Report - April 2026**

#### **TE PŪTAKE | Purpose**

This report presented for the Chairperson highlights matters of interest for the Board.

#### **Resolution Number TAFCB/2026/19**

MOVED by Mr Brannigan, seconded Mr Roache:

A. That Report 26/191 Chairperson's Report - April 2026 be received and noted.

**CARRIED**

## 7.2 Board Member Report - Irene Wakefield - April 2026

### TE PŪTAKE | Purpose

This report was presented to highlight to Te Awahou Foxton Community Board matters relating to Te Awahou Foxton Community Board area.

### Resolution Number TAFCB/2026/20

MOVED by Mr Roache, seconded Mr Davy:

- A. That Report 26/192 Board Member Report - Irene Wakefield - April 2026 be received and noted.

**CARRIED**

Board Member Irene Wakefield spoke to her report, highlighting matters arising from the Easter Fair, including observations regarding car parking utilisation. An update was provided on Te Maruata (LGNZ Māori Elected Members sub-committee) and LGNZ Community Boards Executive Committee. Ms Wakefield also highlighted the positive progress of Foxton Futures.

## 7.3 Board Member Report - Jason Davy - April 2026

### TE PŪTAKE | Purpose

This report was presented to highlight to Te Awahou Foxton Community Board matters relating to Te Awahou Foxton Community Board area.

### Resolution Number TAFCB/2026/21

MOVED by Mr Roache, seconded Mr Davy:

- A. That Report 26/189 Board Member Report - Jason Davy - April 2026 be received and noted.

**CARRIED**

## 8 Reports

## 8.1 Board Appointments to External Organisations

### Purpose | TE PŪTAKE

This report sought the Board's appointment of its members to various Foxton and Foxton Beach community organisations.

### Resolution Number TAFCB/2026/22

MOVED by Mr Roache, seconded Cr Allan:

- A. That Report 26/72 Board Appointments to External Organisations be received and noted.

**CARRIED**

### Resolution Number TAFCB/2026/23

MOVED by Cr Allan, seconded Mr Davy:

- B. That the Board make the following appointments:

|  |                 |
|--|-----------------|
| Foxton Area Community Medical Trust        | Ross Brannigan  |
| MAVtech                                    | David Roache    |
| Foxton Tourist and Development Association | Jason Davy      |
| Save our River Trust (SORT)                | Judy Sanson     |
| Manawatu Estuary Trust                     | Ross Brannigan  |
| Wildlife Foxton Trust                      | Jason Davy      |
| Foxton Futures Governance Board            | Irene Wakefield |
| Foxton Beach Community Centre              | David Roache    |

**CARRIED**

## 8.2 Endowment Land - Strategic Review

### Purpose | TE PŪTAKE

This report was presented to outline the proposed direction of travel for the development strategic review of the Foxton Beach Endowment Property Portfolio. Seeking support and endorsement of the proposed direction outlined in the attached presentation.

### Resolution Number TAFCB/2026/24

MOVED by Cr Allan, seconded Mr Roache:

- A. That Report 26/185 Endowment Land - Strategic Review be received and noted.

**CARRIED**

Officers introduced the report, outlining the proposed strategic direction for the project . Officers highlighted that the requested for an start up budget of \$15,000 is to support

the work to undertake an integrated cultural, commercial, social, and environmental review in order to develop a clear pathway forward, including key decision-making touchpoints for the Board.

Officers took questions from the Board covering the availability of existing master planning and development information, the scope of work to be funded by the initial budget, and the timing for providing an indicative estimate of total project costs.

#### **Resolution Number TAFCB/2026/25**

MOVED by Mr Roache, seconded Ms Wakefield:

- B. That the Proposed Direction be endorsed and an initial budget of \$15,000 be established to form the property asset baseline for the properties included in the Foxton Beach Endowment Land Portfolio.

**CARRIED**

### **8.3 Foxton Beach Endowment Fund Update**

#### **Purpose | TE PŪTAKE**

This report was presented to update the board on financial movements in the Foxton Beach Endowment Fund.

#### **Resolution Number TAFCB/2026/26**

MOVED by Mr Roache, seconded Mr Davy:

- A. That Report 26/179 Foxton Beach Endowment Fund Update be received and noted.

**CARRIED**

### **8.4 Te Awahou Foxton Community Board - Actions Monitoring Report - April 2026**

#### **Purpose | TE PŪTAKE**

This report presented Te Awahou Foxton Community Board the updated monitoring report covering requested actions from previous meetings of the Board.

#### **Resolution Number TAFCB/2026/27**

MOVED by Mr Roache, seconded Ms Wakefield:

- A. That Report 26/175 Te Awahou Foxton Community Board - Actions Monitoring Report - April 2026 be received and noted.

**CARRIED**

## 8.5 Horowhenua District Council Organisation Performance Report March 2026

### Purpose | TE PŪTAKE

1. This report presents the Organisation Performance Report for March 2026 highlighting areas of interest to the Foxton Community.

### Resolution Number TAFCB/2026/28

MOVED by Mr Brannigan, seconded Mrs Sanson:

- A. That Report 26/159 Horowhenua District Council Organisation Performance Report March 2026 be received and noted.

**CARRIED**

Officers took questions from the Board regarding the replacement of a wastewater generator. Officers confirmed that the replacement is required due to equipment failure and forms part of a wider resilience programme.

## 8.6 Update on Te Awahou Foxton Community Board Priorities

### Purpose | TE PŪTAKE

This report was presented to update progress of the Board's priorities.

Officers introduced the report, noting improvements in growth reporting. Traffic matters were confirmed as sitting under the Unlocking Growth Opportunities workstream, with some overlap with Foxton Futures activities,

The Chair acknowledged Robin Hapi for his long-standing leadership of Foxton Futures, recognising the many years of commitment and the significant progress and achievements delivered under his guidance.

### Resolution Number TAFCB/2026/29

MOVED by Mr Davy, seconded Mr Roache:

- A. That Report 26/190 Update on Te Awahou Foxton Community Board Priorities be received and noted.

**CARRIED**

## 9 Procedural motion to exclude the public

### Resolution Number TAFCB/2026/30

MOVED by Mr Roache, seconded Mrs Sanson:

That the public be excluded from the following part(s) of the proceedings of this meeting.

The general subject of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution follows.

This resolution is made in reliance on section 48(1)(a) 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 which would be prejudiced by the holding of the whole or relevant part of the proceedings of the meeting in public, as follows:

**C1 Foxtton River Loop - Funding Application and Update**

|                              |   |
|------------------------------|---|
| <b>Reason:</b>               | The public conduct of the part of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists under section 7.              |
| <b>Interests:</b>            | s7(2)(h) - The withholding of the information is necessary to enable the local authority to carry out, without prejudice or disadvantage, commercial activities.                    |
| <b>Grounds:</b>              | s48(1)(a)<br>The public conduct of the part of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists under section 7. |
| <b>Plain English Reason:</b> | Commercial Sensitivity.   |

The text of these resolutions is made available to the public who are present at the meeting and form part of the minutes of the meeting.

In accordance to standing order 18.2 the meeting noted that Members of Save Our River Trust remained in the in the meeting to discuss C1 Foxtton River Loop - Funding Application and Update.

**CARRIED**

7.04pm The public were excluded.

Resolutions in relation to the confidential items are recorded in the confidential section of these minutes and are not publicly available.

7.15 pm

There being no further business, the Chairperson declared the meeting closed.

CONFIRMED AS A TRUE AND CORRECT RECORD  
AT A MEETING OF TE AWAHOU FOXTON  
COMMUNITY BOARD HELD ON

**DATE:** .....

**CHAIRPERSON:**

## Exclusion of the Public : Local Government Official Information and Meetings Act 1987

The following motion is submitted for consideration:

That the public be excluded from the following part(s) of the proceedings of this meeting.

The general subject of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution follows.

This resolution is made in reliance on section 48(1)(a) 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 which would be prejudiced by the holding of the whole or relevant part of the proceedings of the meeting in public, as follows:

### C1 Council Resolution and Actions Monitoring Report April 2026

|                              |  |
|------------------------------|--|
| <b>Reason:</b>               | The public conduct of the part of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists under section 7.   |
| <b>Interests:</b>            | s7(2)(c)(ii) - The withholding of the information is necessary to 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 be likely to damage the public interest.<br>s7(2)(h) - The withholding of the information is necessary to enable the local authority to carry out, without prejudice or disadvantage, commercial activities. |
| <b>Grounds:</b>              | s48(1)(a)<br>The public conduct of the part of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists under section 7.  |
| <b>Plain English Reason:</b> | These actions relate to potential or actual sales of property, and contract negotiations. The public release of these actions at this time may affect sales prices or disclose negotiation points.   |

### C2 Proceedings of the Public Excluded Chief Executive Employment and Performance Committee Meeting - 8 April 2026

|                              |   |
|------------------------------|---|
| <b>Reason:</b>               | The public conduct of the part of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists under section 7.              |
| <b>Interests:</b>            | s7(2)(a) - The withholding of the information is necessary to protect the privacy of natural persons, including that of a deceased person.  |
| <b>Grounds:</b>              | s48(1)(a)<br>The public conduct of the part of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists under section 7. |
| <b>Plain English Reason:</b> | This report traverses individual employment details..   |

### C3 Proceedings of the Public Excluded Te Awahou Foxton Community Board Meeting - 13 April 2026

|                              |   |
|------------------------------|---|
| <b>Reason:</b>               | The public conduct of the part of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists under section 7.              |
| <b>Interests:</b>            | s7(2)(h) - The withholding of the information is necessary to enable the local authority to carry out, without prejudice or disadvantage, commercial activities.                    |
| <b>Grounds:</b>              | s48(1)(a)<br>The public conduct of the part of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists under section 7. |
| <b>Plain English Reason:</b> | This report contain Public Excluded resolutions due to their commercial sensitivity.  |