

MANAWATŪ DISTRICT COUNCIL

Council Agenda

Wednesday 02 December 2026, 8:30 am

The meeting will be held at the Manawatū District Council Chambers, 135 Manchester Street, Feilding, and a video recording made available on

www.mdc.govt.nz

MEMBERSHIP

Chairperson

His Worship the Mayor, Michael Ford

Deputy Chairperson

Councillor Grant Hadfield

Members

Councillor Bridget Bell
Councillor Shelley Dew-Hopkins
Councillor Rob Duindam
Councillor Colin Dyer
Councillor Sam Hill
Councillor Raewyn Loader
Councillor James McKelvie
Councillor Jerry Pickford
Councillor Andrew Quarrie
Councillor Alison Short



Shayne Harris
Chief Executive

ORDER OF BUSINESS

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1. MEETING OPENING

Chaplain Roger Black from RNZAF Base Ohakea will open the meeting.

2. APOLOGIES

3. CONFIRMATION OF MINUTES 6

Recommendation

That the minutes of the Council meeting held18 November 2026 be adopted as a true and correct record.

4. DECLARATIONS OF INTEREST

Notification from elected members of:

4.1 Any interests that may create a conflict with their role as an elected member relating to the items of business for this meeting; and

4.2 Any interests in items in which they have a direct or indirect pecuniary interest as provided for in the Local Authorities (Members' Interests) Act 1968.

5. PUBLIC FORUM

There are no public forum speakers scheduled for this meeting.

6. PRESENTATIONS

6.1 REPRESENTATIVE FUND – U11 ANZMRL MAORI RUGBY LEAGUE TOURNAMENT

Moape Cimo will be in attendance to speak to Council.

6.2 REPRESENTATIVE FUND – ANZMRL TAMARIKI TOURNAMENT 2026

Te Kapua Graham-Williams will be in attendance to speak to Council.

6.3 REPRESENTATIVE FUND – NATIONALS JUMP JAM

The Colyton School Jump Jam Team will be in attendance to speak to Council.

6.4 REVIEW OF THE DEVELOPMENT CONTRIBUTIONS POLICY

Lisa Thomas (Strategy Manager) will be in attendance to speak to Council about the update for this policy.

7. NOTIFICATION OF LATE ITEMS

Where an item is not on the agenda for a meeting, that item may be dealt with at that meeting if:

7.1 The Council by resolution so decides; and

7.2 The Chairperson explains at the meeting at a time when it is open to the public the reason why the item is not on the agenda, and the reason why the discussion of the item cannot be delayed until a subsequent meeting.

8. RECOMMENDATIONS FROM COMMITTEES

8.1 MANAWATŪ WATER SERVICES COMMITTEE RE: APPROVAL OF DRAFT TRADE WASTE BYLAW DISCHARGE PLAN AND STATEMENT OF PROPOSAL FOR CONSULTATION

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Meeting held 12 November 2026.

9. NON-COUNCIL MEETINGS – FOR INFORMATION

Minutes of the following Council Committees, Community Committees are uploaded to the Council's website, as they become available.

Liaison councillors will have the opportunity to provide a verbal update.

The below meetings took place from 12 November to 1 December 2026.

COMMITTEE MEETINGS	
Manawatū Water Services Committee	• 12 November 2026
https://www.mdc.govt.nz/about-council/meetings-agendas-and-minutes/agendas-and-minutes	

COMMUNITY COMMITTEE MEETINGS	
Cheltenham – Cr Rob Duindam	• 1 Dec 2026
Colyton – Cr Colin Dyer	• 19 Nov 2026
Himatangi Beach – Cr Jerry Pickford	• 26 Nov 26
Rangiwahia – Cr Grant Hadfield	• 25 Nov 2026
https://www.mdc.govt.nz/about-council/committees-and-organisations/community-committees-and-plans	

MARAE
Aorangi Marae – Cr Rob Duindam
Kauwhata Marae – Cr Raewyn Loader
Parewahawaha Marae – Cr Alison Short
Poupatatē Marae – Cr James McKelvie
Taumata-o-te-rā Marae – Cr Colin Dyer
Te Hiiri Marae – Cr Sam Hill
Te Rangimārie Marae – Cr Jerry Pickford
Te Tikanga Marae – Cr Shelley Dew-Hopkins
Ngāti Te Au – Cr Grant Hadfield
Ngāwhakaraua Marae – Cr Andrew Quarrie

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10. OFFICER REPORTS

10.1 MANFEILD PARK TRUST ANNUAL REPORT 9.00 AM 135

Report of the General Manager – Community.

10.2 AWAHURI FOREST KITCHENER PARK TRUST ANNUAL REPORT 9.40 AM 189

Report of the General Manager – Community.

10.3 WELCOMING COMMUNITIES 12 MONTH UPDATE 10.00 AM 219

Report of the General Manager – Community.

10.4 CENTRAL ECONOMIC DEVELOPMENT AGENCY – FINAL STATEMENT OF EXPECTATIONS 224

Report of the General Manager – Community.

10.5 APPROVAL OF THE LAND TRANSPORT AND COMMUNITY AMPS FOR SUBMISSION TO THE AUDIT OFFICE 233

Report of the General Manager – Corporate.

10.6 ANNUAL REPORT ON DOG CONTROL 238

Report of the General Manager – Community.

11. CONSIDERATION OF LATE ITEMS

12. PUBLIC EXCLUDED BUSINESS

COUNCIL TO RESOLVE:

That the public be excluded from the following parts of the proceedings of this meeting, namely:

1. Confirmation of Minutes; 18 November 2026

That 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 are as follows:

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Grounds under Section 48(1) for the passing of this resolution
13. Confirmation of Minutes; 18 November 2026	*To consider the accuracy of the minutes of the public excluded Council meeting on 18 November 2026.* *Any changes to previous minutes may require members to discuss the content of the public excluded session.*	s48(1)(a)

This resolution is made in reliance on Section 48(1) of the Local Government Official Information and Meetings Act 1987 and the particular interests protected by Section 6 or Section 7 of the Act which would be prejudiced by the holding of the whole or the relevant part of the proceedings of the meeting in public as specified above.

15. MEETING CLOSURE

MEETING MINUTES	
COUNCIL	TIME
WEDNESDAY 18 NOVEMBER 2026	8:30 AM

Minutes of a meeting of the Council held on Wednesday 18 November 2026, which commenced at 8.30 am at the Manawatū District Council Chambers, 135 Manchester Street, Feilding.

PRESENT:	Mayor Michael Ford	Chairperson
	Councillor Bridget Bell	
	Councillor Shelley Dew-Hopkins	
	Councillor Rob Duindam	
	Councillor Colin Dyer	
	Councillor Grant Hadfield	
	Councillor Sam Hill	
	Councillor Raewyn Loader	
	Councillor James McKelvie	
	Councillor Jerry Pickford	
	Councillor Andrew Quarrie	
	Councillor Alison Short	

IN ATTENDANCE:	Shayne Harris	Chief Executive
	Wiremu Greening	Acting General Manager – Infrastructure
	Frances Smorti	General Manager – Corporate
	Kate Jarvis	General Manager – People
	Lyn Daly	General Manager – Community
	Joel Richards	Chief Financial Officer
	Ash Garstang	Governance and Assurance Manager
	Angela Rule	Senior Policy Adviser
	Michael Taylor	Community Assets Manager
	Marko Blagojevic	Information Services Manager
	Lisa Thomas	Strategy Manager

MDC 25-28/492

MEETING OPENING

Cr Sam Hill opened the meeting.

MDC 25-28/493

APOLOGIES

There were no apologies.

MDC 25-28/494

CONFIRMATION OF MINUTES

RESOLVED

That the minutes of the Council meeting held 04 November 2026 be adopted as a true and correct record.

Moved by: **Cr Grant Hadfield**

Seconded by: **Cr Sam Hill**

CARRIED (12-0)

MDC 25-28/495

DECLARATIONS OF INTEREST

There were no declarations of interest.

MDC 25-28/496

PUBLIC FORUM

There were no requests for public forum.

MDC 25-28/497

REPRESENTATIVE FUND – 2026 CANOE POLO ASIA PACIFIC CLUB CHAMPIONSHIPS IN CHINA

Stella Irwin and Josh Irwin were in attendance and spoke to Council.

- The men's Team had some tough losses to Russia and Poland but finished seventh overall.
- Josh was captain of the men's team during the championship and brought many of those learnings back to his coaching in New Zealand.
- The women's team won their final against Malaysia.
- Stella had a knee injury going into the competition.
- Stella helps coach a Palmerston North Girl's team.

MDC 25-28/498

REPRESENTATIVE FUND – U12 MANAWATU MAORI RUGBY LEAGUE 2026 TOURNAMENT TEAM, ROTORUA

Indi Cashell-Elers could not attend the meeting.

MDC 25-28/499

NOTIFICATION OF LATE ITEMS

There were no late items of business notified for consideration.

MDC 25-28/500

RECOMMENDATIONS FROM COMMITTEES

There were no recommendations from committees.

MDC 25-28/501

COMMITTEE AND GROUP MEETINGS – FOR INFORMATION

The following Community Committee meetings were notified for information.

COMMUNITY COMMITTEE MEETINGS	
Glen Oroua-Taikorea – Cr Shelley Dew-Hopkins	• 17 November 2026
Hiwinui – Cr Raewyn Loader	• 17 November 2026
Sanson – Cr Alison Short	• 12 November 2026
Tangimoana – Cr James McKelvie	• 16 November 2026
Waituna West – Cr Sam Hill	• 11 November 2026
https://www.mdc.govt.nz/about-council/committees-and-organisations/community-committees-and-plans	

Liaison Councillors provided brief updates on their respective Committees.

- Glen Oroua-Taikorea – Cr Shelley Dew-Hopkins. The Committee has made enquiries to Council about the amount of rubbish accumulating on the corner of Rongotea Road and Leen Road by the cemetery. The Committee went through the Community Plan, and they are keen for Mayor Michael Ford to attend their meeting on 16 February 2027. The Committee has received a response from staff on safety at the Rangiotu Road and Main Drain Road intersection but are seeking a more detailed response.
- Hiwinui – Cr Raewyn Loader. Following an incident outside the school gates they are looking at improved lighting and front gate security. The school's strategic plan includes building on agricultural learning and forming partnerships with a nearby farm. They are also considering an outdoor planting area. Preparations are underway for the Community Hamper run on Sunday 29 November 2026. Lastly, there was a request for berm side mowing to be extended to the welcome signs to Hiwinui.
- Sanson – Cr Alison Short. The Committee received an electronic scoreboard from Basketball Manawatū. They are also looking into a generator for the Hall but have been advised by two electrical companies that the switchboard is not sufficient for this. The Committee is making enquiries about the roading spraying as they feel this could benefit from some improvement.
- Tangimoana – Cr James McKelvie. The exterior painting of the hall has occurred, and some other maintenance has been completed. They have received the new Civil Defence booklet draft. The memorial project is progressing and an old brass plaque commemorating PTE James Webby has been found, so this will be included in the memorial.
- Waituna West – Cr Sam Hill. A new principal is starting at the school, and they have a new Police officer. The Committee discussed historic photos in the hall and the upcoming Christmas party.
- Kimbolton informal meeting – Cr Rob Duindam. A new concept coming up is a Manawatū Great Cake competition, on 21 February 2027 at the Kimbolton Domain. James Adamson visited the Committee to talk about their reserves and Stacey McLaughlin is attending their next meeting.

MDC 25-28/502

MARAE LIAISON COUNCILLORS

Councillors provided a verbal update on their attendance at marae meetings.

- Aorangi Marae – Cr Rob Duindam. He has shared a copy of Council's submission on the ring road with the marae.

MDC 25-28/503

ADOPTION OF AMENDMENTS TO SIGNIFICANCE AND ENGAGEMENT POLICY

Report of the General Manager – Corporate seeking adoption of amendments to the Significance and Engagement Policy for water services contracts, as required by the Local Government (Water Services) Act 2025, and to add the Manawatū Resource Recovery Centre to the Strategic Assets list in Schedule 3 of the Policy.

RESOLVED

That the Council considers, on reasonable grounds, that it has sufficient information about community interests and preferences to achieve the purpose of the Significance and Engagement Policy, and resolves not to consult on the proposed amendments under section 76AA(5) of the Local Government Act 2002.

Moved by: Cr Shelley Dew-Hopkins

Seconded by: Cr Alison Short

CARRIED (12-0)

RESOLVED

That the Council adopts the Water Services amendments to the Significance and Engagement Policy being the addition to the amended section 2.2, the new section 5 and the addition of a definition of water services to the Glossary.

Moved by: Cr Shelley Dew-Hopkins

Seconded by: Cr Alison Short

CARRIED (12-0)

RESOLVED

That the Council adopts the addition of the Manawatū Resource Recovery Centre to the Strategic Assets list in Schedule 3 of the Significance and Engagement Policy.

Moved by: **Cr Shelley Dew-Hopkins**

Seconded by: **Cr Sam Hill**

CARRIED (12-0)

RESOLVED

That the Council delegates authority to the Chief Executive to make minor editorial amendments before publication that do not change Council's decisions.

Moved by: **Cr Shelley Dew-Hopkins**

Seconded by: **Cr Colin Dyer**

CARRIED (12-0)

MDC 25-28/504

PUBLIC EXCLUDED BUSINESS

RESOLVED

That the public be excluded from the following parts of the proceedings of this meeting, namely:

1. **Confirmation of Minutes; 04 November 2026**
2. **Spark Phone Booths**
3. **CEDA Appointment of Directors**

That 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 are as follows:

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Grounds under Section 48(1) for the passing of this resolution
13. Confirmation of Minutes; 04 November 2026	*To consider the accuracy of the minutes of the public excluded Council meeting on 04 November 2026.* *Any changes to previous minutes may require members*	s48(1)(a)

	to discuss the content of the public excluded session.	
14.1 Spark Phone Booths	s7(2)(i) – *negotiations* *This report discusses Spark phone booths located on Council land*	s48(1)(a)
14.2 CEDA Appointment of Directors	s7(2)(a) – *privacy* *This report discusses private details about individuals who may or may not be appointed to the CEDA Board*	s48(1)(a)

This resolution is made in reliance on Section 48(1) of the Local Government Official Information and Meetings Act 1987 and the particular interests protected by Section 6 or Section 7 of the Act which would be prejudiced by the holding of the whole or the relevant part of the proceedings of the meeting in public as specified above.

Moved by: **Mayor Michael Ford**

Seconded by: **Cr Sam Hill**

CARRIED (12-0)

The meeting went into public excluded session at 9.03 am. For items MDC 25-28/505 to MDC 25-28/508 refer to public excluded proceedings. The meeting returned to open session at 9.15 am.

The meeting was adjourned at 9.15 am.

Cr Shelley Dew-Hopkins left the meeting at 9.50 am.

The meeting was reconvened at 9.50 am.

MDC 25-28/509

FEILDING CIVIC CENTRE TRUST ANNUAL REPORT

Report of the General Manager – Community presenting Feilding Civic Centre Trust's Annual Report 2025/26 for Council's receipt.

Evan Tull and Sarah Manthel from FCCT spoke to the item.

RESOLVED

That Council receives the Feilding Civic Centre Trust's 2025 – 2026 Annual Report for the year ended 30 June 2026.

Moved by: **Cr Raewyn Loader**

Seconded by: Cr Colin Dyer

CARRIED (11-0)

MDC 25-28/510

CONSIDERATION OF LATE ITEMS

There were no late items notified for consideration.

MDC 25-28/511

MEETING CLOSURE

The meeting was declared closed at 9.56 am.

Meeting Video

https://www.mdc.govt.nz/about-council/meetings-agendas-and-minutes/videos-of-council-and-committee-meetings/manawatu-district-council-meeting-videos

Council

Meeting of 02 December 2026

Business Unit: Corporate
Date Created: 10 November 2026

Recommendation from the Manawatū Water Services Committee – Approval of Draft Trade Waste Bylaw, Discharge Plan and Statement of Proposal for Consultation

Purpose Te Aronga o te Pūrongo

At its meeting of 12 November 2026, the Manawatū Water Services Committee considered the Draft Trade Waste Discharge Plan 2027, Draft Trade Waste Bylaw 2027 and associated consultation documents. This report seeks Council approval to proceed with public consultation, in accordance with the Committee's recommendations.

Recommendations Ngā Tūtohinga

That the Council:

1. Notes the recommendations of the Manawatū Water Services Committee at its meeting 12 November 2026 (MWS 25-28/091), to approve public consultation on the Draft Trade Waste Discharge Plan 2027 and Draft Trade Waste Bylaw 2027 and adopt the associated consultation documents.

   AND

2. Adopts the Statement of Proposal (Attachment 2) and accompanying Summary of Information (Attachment 5) for consultation.

3. Approves public consultation on the Draft Trade Waste Discharge Plan 2027 (Attachment 3) and Draft Trade Waste Bylaw 2027 (Attachment 4) together, using the special consultative procedure.

4. Authorises the Chief Executive to approve minor editorial amendments to the consultation material before public notification, provided the amendments do not change the intent or substance of the proposal.

Report prepared by:
Kemi Hughes
Senior Adviser – Environmental Policy

Approved for submission by:
Hamish Waugh
General Manager- Infrastructure

1 Background Ngā Kōrero o Muri

1.1 Council's current Trade Waste Bylaw was adopted in 2022 and provides the current operational framework for managing trade waste discharges into the public wastewater network.

1.2 The Local Government (Water Services) Act 2025 (the Act) requires Council to prepare and issue a Trade Waste Discharge Plan within two years of section 185 commencing. Council must also review existing water services bylaws under section 263 to assess their consistency with the Act. The Draft Statement of Proposal identifies 26 August 2027 as the deadline for issuing the Plan.

1.3 The new legislation distinguishes the Trade Waste Discharge Plan, which sets the approach to managing trade waste, from the Trade Waste Bylaw, which contains enforceable rules, and individual permits, which apply site-specific conditions. A replacement bylaw is not itself an unconditional statutory requirement; it is Council's proposed means of providing an aligned and enforceable framework.

1.4 At its meeting on 10 June 2026, officers briefed the Manawatū Water Services Committee on the legislative changes affecting trade waste management, the proposed approach to developing the Trade Waste Discharge Plan and Bylaw, the key changes to the regulatory framework, and the indicative timeline for the review process.

1.5 Officers have prepared the Draft Plan, Draft Bylaw and Statement of Proposal. The Draft Plan and Draft Bylaw have already undergone external legal review, and feedback from that review has informed the current drafts. The proposed documents are presented to Council for approval to proceed to public consultation, rather than final adoption.

1.6 The proposed approach is to consult on the Draft Plan and Draft Bylaw together through one consultation process.

2 Strategic Fit Te Tautika ki te Rautaki

2.1 Although the review is driven by legislative change, it also contributes to the following strategic priorities of Council

An environment to be proud of: The proposed framework supports this priority by managing the quality and characteristics of trade waste entering the wastewater network. This helps reduce risks to treatment processes, discharge quality and the receiving environment, and supports compliance with environmental requirements.

Infrastructure fit for future: The review supports protection and effective use of Council's wastewater network and treatment facilities. Clearer controls over discharges, including

high-strength and tankered waste, can help Council manage treatment capacity and reduce avoidable damage or disruption.

A future planned together: Public consultation will provide businesses, trade waste carriers, mana whenua and the wider community with an opportunity to comment on the proposed Plan and Bylaw before Council makes its final decisions. This will help test whether the proposed requirements are clear and workable.

A prosperous, resilient economy: The proposed permit and monitoring framework aims to provide businesses with clearer requirements and more predictable processes. Its risk-based approach allows greater oversight of higher-risk discharges while avoiding unnecessary requirements for lower-risk activities.

Value for money and excellence in local government: Clearer permit administration, proportionate monitoring and transparent cost-recovery provisions support consistent regulatory decisions and responsible management of wastewater infrastructure.

3 Discussion and Options Considered Ngā Matapakinga me ngā Kōwhiringa i Wānangahia

3.1 The Act mandates the preparation of a Trade Waste Discharge Plan. A new bylaw is not mandatory in the same direct way; however, a bylaw is the appropriate mechanism for enforceable requirements such as permit obligations, prohibited activities, monitoring, infringement offences and compliance tools. The Draft Plan recommends a replacement bylaw for this reason.

3.2 Officers considered three broad options:

- Option 1- Retain current Bylaw. This requires the least immediate change but will not fully align with the Act or the new requirement for a Trade Waste Discharge Plan.

- Option 2- Amend current Bylaw and prepare a Plan. This preserves much of the existing framework and targets identified gaps, but retains a structure developed before the new statutory Plan requirements.

- Option 3- Replace Bylaw and adopt new Plan. This provides an opportunity to align the documents, streamline classifications and update permit, monitoring, compliance and transition provisions together.

3.3 Option 3 is preferred. It retains the main protections in the current Bylaw while providing a clearer Plan–Bylaw–permit structure. The proposed changes include a four-category system (Permitted, Conditional, Prohibited and Tankered Trade Waste), clearer permit triggers and conditions, risk-based monitoring, tankered waste controls, accidental discharge notification, updated infringement provisions and transitional arrangements.

3.4 At its meeting on 12 November 2026, the Manawatū Water Services Committee raised questions about the adequacy of the proposed infringement fees, particularly whether they would provide a sufficient deterrent for larger businesses. Officers clarified that the Local Government (Water Services) Act 2025 sets maximum infringement fees of $1,000 for an individual and $3,000 for a body corporate under section 269. These amounts relate

to infringement notices issued by the Council and do not account for penalties that could be applied through a District Court prosecution. .

3.5 The Act also provides for more substantial penalties where offences are prosecuted in the District Court. For example, under section 318, breaching a trade waste permit can result in a maximum fine of $250,000 for an individual or $3 million for a body corporate or unincorporated body. These penalties are established directly by legislation and do not need to be repeated in the proposed Bylaw. The proposed infringement provisions therefore form part of a wider enforcement framework, which allows more serious non-compliance to be addressed through prosecution where appropriate.

3.6 Advantages and disadvantages of the preferred option:

Advantages

- it clearly aligns Council's trade waste framework with the Act;
- updates classifications, permit administration, monitoring and tankered waste controls in one coherent review;
- provides an explicit proposed infringement framework and supports proportionate, risk-based compliance; and
- allows related templates, officer authorisations and operational procedures to be updated consistently.

Disadvantages

- it requires more upfront work to consult, finalise and implement than simply retaining the existing Bylaw;
- businesses and permit holders will need clear information about new terminology, requirements and transition arrangements;
- proposed fee and infringement settings may attract submissions and will require a clear rationale and careful consideration before adoption; and
- operational systems, forms, training and any permit updates will require staff resources and staged implementation.

3.7 Officers consider the advantages of the preferred option outweigh its disadvantages. Most disadvantages concern transition and implementation, which can be informed by submissions and addressed before the final Plan and Bylaw are considered for adoption.

4 Risk Assessment Te Arotake Tūraru

4.1 Council is being asked to approve the documents for public consultation. The immediate risks therefore relate to public understanding, the quality of engagement and delivery within statutory timeframes. A descriptive assessment is proportionate to this stage of the process.

4.2 There is a risk that businesses or permit holders may misunderstand the practical effects of proposed permit, monitoring or fee provisions, which could reduce confidence in the process or the usefulness of submissions. This will be managed through the Statement of Proposal, a plain-language Summary of Information, direct communication with affected groups, and the opportunity to submit and be heard.

4.3 Delay in approval to consult may compress the time available to hear submissions, make any amendments and issue the Trade Waste Discharge Plan by the statutory deadline. The proposed consultation and decision-making timetable are intended to manage this risk.

4.4 The Draft Plan and Draft Bylaw have already received external legal review. Operational, financial and compliance risks associated with implementing the final framework will be assessed further in light of submissions and before adoption. Officers consider the risks of progressing to consultation manageable.

5 Engagement Te Whakapānga

Significance of Decision

5.1 The immediate decision is to adopt the consultation documents and approve public consultation on the Draft Trade Waste Discharge Plan and Draft Trade Waste Bylaw. No final trade waste regulatory changes are being adopted through this report. The proposal is nevertheless relevant to existing and prospective trade waste dischargers and other parties with an interest in the wastewater network and environmental protection.

5.2 The Draft Trade Waste Discharge Plan and Bylaw will be consulted on together, in accordance with sections 186 and 188 of the Act. Consultation will be undertaken using the special consultative procedure under section 83 of the Local Government Act 2002. The Statement of Proposal and accompanying Summary of Information will support public understanding of the proposed changes.

Māori and Cultural Engagement

5.3 The proposal has potential relevance to mana whenua interests in water quality and environmental protection. Mana whenua will be offered an opportunity to engage on the proposal through appropriate Council relationship channels. Feedback received will be considered alongside other submissions before final decisions are made.

Community Engagement

5.4 Consultation is proposed from 15 March to 5pm on 18 April 2027. Materials will be available through Council's Make Your Mark consultation webpage and other usual channels. Submissions may be made online, by email, post or hand delivery. A hearing is proposed for submitters wishing to speak.

5.5 In addition to general public notification, officers propose targeted communications to known trade waste permit holders, relevant businesses and trade waste carriers. Communications will explain the key changes and how to provide feedback, with particular attention to permit requirements, transitional arrangements and proposed fees.

6 Operational Implications Ngā Pānga Whakahaere

6.1 The immediate operational implications are preparing consultation material, public notification, answering enquiries, administering submissions, organising hearings and preparing the deliberations and adoption reports. These tasks will require coordination between the Infrastructure Compliance and the Strategy teams, Manawatū Water Services, communications and governance staff.

6.2 If the documents are subsequently adopted, further work will be needed to update permit and application templates, monitoring and record-keeping processes, officer authorisations, infringement notice administration, fee processes and customer guidance. The scope and sequencing of that work will be confirmed after consultation. Implementation can be prioritised according to the nature and risk of discharges.

7 Financial Implications Ngā Pānga Ahumoni

7.1 No additional budget is sought through this report. Consultation and finalisation of the Draft Plan, Draft Bylaw and Statement of Proposal are expected to be managed within existing work programmes and budgets.

8 Statutory Requirements Ngā Here ā-Ture

8.1 The Act requires Council to prepare and issue a Trade Waste Discharge Plan by 26 August 2027. The Act also provides for trade waste bylaws and trade waste permits and enables a bylaw to provide for infringement offences and fees.

8.2 Because the Draft Plan recommends a new Trade Waste Bylaw, Council must consult on the Draft Plan and Draft Bylaw together. The bylaw consultation is undertaken under section 156 of the Local Government Act 2002, as applied by section 258(7) of the Act.

8.3 A Statement of Proposal has been prepared to support public consultation on the proposed Trade Waste Discharge Plan and Trade Waste Bylaw, in accordance with the special consultative procedure under section 83 of the Local Government Act 2002.

8.4 Section 83(1)(a)(ii) provides for a summary of information where Council considers, on reasonable grounds, that it is necessary to enable public understanding of the proposal. Given the technical nature of the proposed changes and the relationship between the Trade Waste Discharge Plan and Bylaw, officers have prepared a summary to make the key changes more accessible and support informed public participation. The summary has been prepared in accordance with section 83AA of the Local Government Act 2002.

9 Next Steps Te Kokenga

9.1 Subject to Council approval, public consultation on the Draft Trade Waste Discharge Plan and Draft Trade Waste Bylaw will commence on 15 March 2027 and close at 5pm on 18 April 2027.

9.2 Following the close of submissions, a Hearing is scheduled for 11 May 2027 for submitters wishing to present their views in person.

9.3 Deliberations are scheduled for the Manawatū Water Services Committee meeting on 27 May 2027. However, if no submissions are received, deliberations would be moved forward to the Council meeting scheduled for 11 May 2027.

9.4 Following consideration of submissions, the Committee will make recommendations to Council on the final Trade Waste Discharge Plan and Trade Waste Bylaw, including any amendments arising from consultation.

9.5 Council is expected to consider the final documents for adoption on either 16 June or 21 July 2027, subject to completion of the consultation and decision-making process. This timetable allows for the Trade Waste Discharge Plan to be issued before the statutory deadline of 26 August 2027.

10 Attachments Ngā Āpitihanga

- Attachment 1: Resolution MWS 25-28/091.
- Attachment 2: Draft Statement of Proposal - Proposed Trade Waste Discharge Plan 2027 and Proposed Trade Waste Bylaw 2027
- Attachment 3: Draft Trade Waste Discharge Plan 2027
- Attachment 4: Draft Trade Waste Bylaw 2027
- Attachment 5: Summary of Information

EXTRACT FROM MINUTES

MANAWATŪ WATER SERVICES COMMITTEE

MEETING HELD 12 NOVEMBER 2026

MWS 25-28/091

ENDORSEMENT OF DRAFT TRADE WASTE BYLAW, DISCHARGE PLAN AND STATEMENT OF PROPOSAL FOR CONSULTATION

Report of the General Manager – Infrastructure seeking the Manawatū Water Services Committee's endorsement of the Draft Trade Waste Discharge Plan 2027, Draft Trade Waste Bylaw 2027 and Statement of Proposal for public consultation.

RESOLVED

That the Manawatū Water Services Committee:

1) Endorses the Draft Trade Waste Discharge Plan 2027, Draft Trade Waste Bylaw 2027 and Statement of Proposal for referral to Council for consideration of public consultation; and

2) Recommends that Council:

a. Adopts the Statement of Proposal (Attachment 1) and accompanying Summary of Information (Attachment 4) for consultation.

b. Approves public consultation on the Draft Trade Waste Discharge Plan 2027 (Attachment 2) and Draft Trade Waste Bylaw 2027 (Attachment 3) together, using the special consultative procedure.

c. Authorises the Chief Executive to approve minor editorial amendments to the consultation material before public notification, provided the amendments do not change the intent or substance of the proposal.

Moved by: **Mayor Michael Ford**

Seconded by: **Councillor Jerry Pickford**

CARRIED (6-0)

Councillor Bridget Bell abstained from voting.

Draft Trade Waste Bylaw 2027:

Statement of Proposal

1. Contents

1. Contents 1
2. Executive Summary 2
3. Introduction 2
4. Why Council is proposing a Trade Waste Discharge Plan and new Trade Waste Bylaw 3
5. What is changing 4
6. Statutory Requirements 5
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2. Executive Summary

Manawatū District Council (MDC) is proposing to adopt a new Trade Waste Discharge Plan and replace the Trade Waste Bylaw 2022 so the framework aligns with the Local Government (Water Services) Act 2025 (referred to as "the Act"). The framework separates Council's approach into the Plan, the Bylaw and permits: the Trade Waste Discharge Plan sets Council's overall approach; the Trade Waste Bylaw sets out the enforceable rules; and trade waste permits, which set site-specific conditions and controls.

The proposed framework is intended to protect public health, the wastewater network, treatment processes, the environment, and Council's compliance with its wider wastewater obligations. It is also intended to provide clearer rules for trade waste customers, a more risk-based approach to permits and monitoring, and clearer controls for tankered and transported trade waste.

Council welcomes feedback on the Draft Trade Waste Discharge Plan and Draft Trade Waste Bylaw. Submissions open on 15 March 2027 and close at 5pm on 18 April 2027. Hearings are proposed for 11 May 2027 with deliberations and adoption to follow.

3. Introduction

3.1. This Statement of Proposal explains Council's proposal to adopt a Trade Waste Discharge Plan and replace the current Trade Waste Bylaw, and invites feedback from trade waste dischargers, businesses, iwi and hapū, trade waste carriers and the wider community.

3.2. Unless otherwise indicated, key terms used throughout this Statement of Proposal, the Draft Trade Waste Discharge Plan and the Draft Trade Waste Bylaw have the same meaning as those defined in sections 4 and 184 of the Act.

3.3. For the purposes of the Act, trade waste generally means waste produced in the course of an industrial, commercial or trade process or operation, or a related process or operation, that is discharged into a wastewater network. It also includes tankered waste. Domestic wastewater is not regulated as trade waste.

3.4. Trade waste can include discharges from food premises, vehicle and equipment wash activities, manufacturing and processing premises, laboratories, health and dental premises, laundries, waste management activities, and tankered or transported waste. Trade waste needs to be managed because it can damage infrastructure, affect treatment processes, create worker and public safety risks, affect biosolids and discharge quality, and increase the risk of non-compliance with environmental and consent requirements.

3.5. Since the current Bylaw was adopted in 2022, the Act has introduced a new framework for trade waste. Council is therefore consulting on a Draft Trade Waste Discharge Plan and a replacement Draft Trade Waste Bylaw together. The Plan sets the overall approach, the Bylaw contains enforceable rules, and permits set site-specific conditions. Section 263 of the Act requires each water services bylaw to

be reviewed within two years of that section coming into force. Further information on the legislative requirements is provided in Section 6 of this Statement of Proposal.

3.6. The new framework provides a clearer distinction between policy and enforceable rules, modernise permit and compliance processes, and ensure trade waste is managed in a way that protects public health, the environment, Council's wastewater network, and wastewater treatment process.

3.7. This Statement of Proposal summarises the proposal, the main changes, the consultation process and the proposed timeline for hearings, deliberations and adoption.

3.8. This Statement of Proposal should be read together with the following documents:
- Draft Trade Waste Discharge Plan 2027
- Draft Trade Waste Bylaw 2027
- Summary of key changes
- Submission form
- Any other supporting material made available on Council's "Have Your Say" webpage

4. Why Council is proposing a Trade Waste Discharge Plan and new Trade Waste Bylaw

4.1. The Act introduced a new framework for water services management in New Zealand which created a new structure for water service bylaws and trade waste regulation. The new legislation changes how councils manage trade waste. MDC's current Bylaw remains a useful operational base, but it does not fully reflect the new role of a Trade Waste Discharge Plan, the updated permit review and appeal pathway, or the compliance and enforcement framework in the Act.

4.2. Council considered three broad approaches:
- retain the current Trade Waste Bylaw. This would provide continuity, but will not fully align with the Act or the new requirement for a Trade Waste Discharge Plan.
- amend the current bylaw and prepare a Trade Waste Discharge Plan. This approach addresses some legislative gaps, but presents a challenge in enabling clarity of the framework as well as user-friendliness. The existing bylaw was prepared under the previous framework, so amending it could leave the relationship between the Plan, Bylaw, and permits less clear.
- replace the current bylaw, prepare, and adopt a new Trade Waste Discharge Plan.

4.3. Council's preferred option is to replace the current Bylaw and adopt the new plan together.

4.4. Replacing the Bylaw also allows Council to address practical matters identified through the review, including permit status for existing dischargers, consistent

permit triggers, risk-based monitoring, tankered waste controls, incident notification, transition arrangements, roles and cost recovery. The detailed requirements are set out in the Draft Plan and Draft Bylaw.

5. What is changing

5.1. The proposed framework keeps the main purpose of the current Bylaw, but changes how the framework is structured and modernises some parts of the regulatory system.

Current Framework	Proposed Framework
Trade waste is mainly managed through the existing Trade Waste Bylaw 2022 and Trade waste permits.	Trade waste will be managed through a Trade Waste Discharge Plan, a new Trade Waste Bylaw, and site-specific trade waste permits.
The current bylaw was prepared under the Sections 145 and 146 of the Local Government Act 2002.	The proposed framework is being aligned to the Act consultation and bylaw pathway.
Permit, monitoring, and enforcement provisions are contained in the existing bylaw.	Permit triggers, permit conditions, monitoring, infringement and enforcement provisions are updated and reorganised in the new framework.
Tankered waste is addressed, but the plan-led approach is absent.	The Draft Plan and Draft Bylaw expressly address transported and tankered trade waste as part of the new framework.
The current bylaw does not include the full statutory internal review process and appeal rights for declined trade waste permit applications provided for in the LGWSA 2025. Previous internal appeal provisions are set out in Clause 8 of the Explanatory Bylaw 2022.	The Draft Bylaw reflects the new internal review and appeal path for declined trade waste permit applications.
The current bylaw performs multiple functions, including setting Council's trade waste management approach, establishing regulatory requirements, and providing for permit administration.	The proposed framework separates these functions. The Trade Waste Discharge Plan sets the strategic approach, the Trade Waste Bylaw contains the enforceable rules, and trade waste permits apply site-specific requirements to individual dischargers.

5.2. The key changes are summarised above but are explained in greater detail in Appendix 1 of this proposal.

5.3. The Draft Bylaw proposes infringement fees of $1,000 for individuals and $3,000 for bodies corporate for the offences listed in clause 29.4. These are the maximum amounts permitted under section 269 of the Local Government (Water Services) Act 2025.

5.4. The proposed fees are intended to provide a meaningful deterrent and encourage compliance with the Bylaw, recognising that non-compliance may pose risks to public health, the environment, Council's wastewater infrastructure and treatment processes.

5.5. Council acknowledges that the offences listed in clause 29.4 may vary in seriousness and potential consequences. While a consistent infringement fee structure is proposed, Council welcomes feedback on whether the maximum amounts are proportionate or whether lower or differentiated fees would be more appropriate.

5.6. Infringement fees are distinct from ordinary trade waste fees and charges for service provision and cost recovery, and from any separate penalty fees for breaches of permit conditions. Infringement fees may be imposed through an infringement notice for a specified offence.

6. Statutory Requirements

6.1. The Act requires Council to prepare and issue a Trade Waste Discharge Plan by 26 August 2027. The Plan must set out Council's approach to regulating trade waste and trade waste discharges into wastewater networks. It must also identify key matters such as the trade waste premises and wastewater networks covered, any transport requirements or limits, any proposed or recommended trade waste bylaw, and the circumstances in which fees, charges or penalties may apply.

6.2. The Act also enables Council to make a water services bylaw for trade waste matters. A bylaw is needed because the Plan sets the overall approach, while enforceable requirements such as permit obligations, restricted or prohibited activities, infringement offences and compliance tools are more appropriately set out in the Bylaw and trade waste permits.

6.3. Because the Draft Plan recommends a new Trade Waste Bylaw, Council must consult on the Draft Plan and Draft Bylaw together. The bylaw consultation is undertaken under section 156 of the Local Government Act 2002, as applied by section 258(7) of the Act.

6.4. This proposal is not being progressed as a section 155 Local Government Act 2002 bylaw process. Council has still considered matters such as the reasons for the proposal, alternatives, proportionality, legal certainty, enforceability and rights-related implications as part of good decision-making.

6.5. The Act also provides internal review and appeal rights where a trade waste permit application is declined. These rights are recognised in the Draft Bylaw and will be reflected in Council's permit decision-making processes.

7. Summary of the Draft Trade Waste Discharge Plan

7.1. The Draft Trade Waste Discharge Plan sets out Council's overall approach to regulating trade waste and the discharge of trade waste into public wastewater networks. It is intended to explain the policy and operational framework rather than impose direct enforceable requirements itself. The Draft Plan states that enforceable requirements will sit mainly in the trade waste bylaw and individual permits.

7.2. The Draft Plan proposes objectives that focus on environmental protection, public health and safety, protection of the wastewater network and treatment system, regulatory compliance, fair and risk-based management, waste minimisation, and cost recovery. It applies to trade waste premises in the Manawatū District that discharge, or may discharge, trade waste into the public wastewater network. That includes food premises, dental and health premises, automotive and wash activities, laboratories, industrial and processing premises, laundries, waste management activities, and trade waste carriers or transport-related activities. Domestic wastewater is excluded.

7.3. The Draft Plan also proposes a risk-based and effects-based approach. That means higher-risk trade waste discharges are likely to face more intensive monitoring, tighter permit control, or more detailed operating requirements than lower-risk discharges. The Draft Plan also addresses transport of trade waste, fees and charges, penalties, monitoring, compliance, and ongoing review.

8. Proposed Draft Trade Waste Bylaw

8.1. The Draft Trade Waste Bylaw is intended to replace the current Trade Waste Bylaw and provide the enforceable rules needed to give effect to the Draft Plan. The draft bylaw regulates trade waste discharges into the public wastewater network, including permit requirements, prohibited activities, pre-treatment requirements, tankered waste controls, monitoring, fees and charges, offences, and transitional provisions.

8.2. The Draft Bylaw keeps a classification structure for trade waste but simplifies it to permitted, conditional, prohibited trade waste and tankered waste. It updates permit triggers, permit-condition tools, accidental discharge notification, tankered and mobile trade waste controls, monitoring, fees, infringement provisions and transition arrangements. It also recognises of the statutory internal review and appeal pathway for declined trade waste permit applications

8.3. The proposed classification approach is summarised below

Trade waste type	What it means
Permitted Trade Waste	May be discharged without a trade waste permit if it meets the permitted

	discharge limits and all relevant bylaw requirements.
Conditional Trade Waste	Requires a trade waste permit because it does not meet all permitted discharge characteristics but may be acceptable subject to specific conditions.
Prohibited Trade Waste	Must not be discharged to the public wastewater network. A trade waste permit will not be issued for prohibited trade waste.
Tankered Waste	Requires Council approval and may only be discharged at a Council-approved site by an approved contractor, subject to applicable code compliance and record-keeping requirements.

8.4. The updated enforcement provisions are intended to align Council's enforcement tools with the Act, support a risk-based and proportionate compliance approach, and provide clearer pathways for monitoring, investigation, infringement, compliance orders, offences, and remedial action where required. Detailed operational enforcement procedures, delegations and internal processes will be addressed through supporting reports and implementation planning rather than in this Statement of Proposal.

8.5. The draft also includes transitional provisions so that existing permits, exemptions, or approvals can continue for a period after commencement, subject to the transitional clauses finally adopted.

9. What this means for businesses and permit holders

9.1. For most existing trade waste customers, the proposal is not about creating an entirely new type of control from scratch. It is mainly about moving to a clearer structure and updating the framework to reflect the new law.

9.2. If adopted, the new framework is likely to mean that:

- existing permit holders will need to understand the new bylaw and plan;
- some permit conditions may be reviewed or updated over time;
- some businesses that currently operate under informal or older arrangements may need clearer permit status;
- businesses that generate higher-risk discharges may face more structured monitoring or reporting requirements;

- carriers and tankered waste operators may face clearer rules about approved discharge points and records; and
- fees, charges, and any penalty-fee settings will be made clearer.

9.3. Council is not proposing to remove the basic protections that currently exist. The proposal is intended to keep the necessary controls while making the framework easier to understand and better aligned with the new legal structure.

10. Legal quality, proportionality and rights considerations

10.1. Council considers the proposed framework reasonable and proportionate because trade waste can create risks to public health, worker safety, wastewater infrastructure, treatment processes and the environment. A bylaw is appropriate because the Plan sets the overall approach, while enforceable requirements, permit obligations, infringement offences and administration are better provided through a water services bylaw made under section 258 of the Local Government (Water Services) Act 2025. Council has considered legal quality, rights-related implications, proportionality and enforceability in preparing the proposal and will consider submissions and any further legal advice before deciding whether to adopt the Plan and Bylaw.

11. Consultation Process

11.1. Council is consulting on the Draft Trade Waste Discharge Plan and Draft Trade Waste Bylaw together as part of one consultation process, with the bylaw consultation undertaken under section 156 of the Local Government Act 2002 as applied by section 258(7) of the Act.

11.2. Anyone can make a submission about Council's Draft Trade Waste Discharge Plan and Draft Trade Waste Bylaw as described in this Statement of Proposal.

11.3. Submissions can be made online through Council's Make Your Mark webpage, by email, by hand delivery to 135 Manchester Street, Feilding, or by post to

Manawatū District Council
Private Bag 10001
Feilding 4743
New Zealand

Please use the subject line "Draft Trade Waste Bylaw".

11.4. Submissions close at 5pm on 18 April 2027

11.5. Submitters should state whether they wish to speak to their submission at a hearing. Written submissions may be made public after the close of

submissions, subject to Council's usual treatment of personal contact details and any privacy requests

12. Proposed Timeline

12.1. **Submissions Open- 15 March – 18 April 2027**

Public consultation on both the Draft Bylaw and the Trade Waste Discharge Plan.

12.2. **Hearings- 11 May 2027**

A hearing will be held for those who wish to present their submission to council in person. Each submitter who wishes to speak at the hearing will be contacted in April 2027 and assigned a speaking time.

12.3. **Deliberations- 27 May 2027**

Council will deliberate on all written and oral submissions. However, if no submissions are received, deliberations would be moved forward to the Council meeting scheduled for 11 May 2027.

12.4. **Adoption – 16 June/21 July 2027**

Following the consideration of submissions on the draft Bylaw, final decisions will be made and the proposed Manawatū District Council Trade Waste Bylaw 2027 and Trade Waste Discharge Plan will be considered for adoption by Council.

13. Appendix 1 – Key differences between the 2022 Bylaw and the draft Bylaw 2027

This table summarises how the key rules and supporting matters in the Manawatū District Council Trade Waste Bylaw 2022 have been retained, updated, moved or supplemented in the proposed Trade Waste Discharge Plan 2027 and Draft Trade Waste Bylaw 2027.

Note: References to the "Draft Plan" mean the Draft Trade Waste Discharge Plan 2027. References to the "Draft Bylaw" mean the Draft Trade Waste Bylaw 2027. Permit templates, forms, delegations, procedures and customer guidance are implementation tools and do not replace enforceable Bylaw or permit requirements.

2022 Bylaw provisions	**Where it sits in the proposed framework**	**Reallocation and explanation**
A. Existing 2022 Bylaw matters and where they sit in the proposed framework		
Preliminary provisions and statutory basis 2022 Bylaw cl 1	Draft Bylaw 2027: cls 1.1-1.2 Draft Plan: Legislative and Regulatory Framework; Trade Waste Bylaw - Assessment and Recommendations Appendix B (section 185 checklist)	Reallocated and updated. The 2022 Bylaw was made under ss 145 and 146 of the Local Government Act 2002. The proposed Bylaw is made under s 258 of the Act. The Plan provides the s 185 strategic framework and recommends the new Bylaw as the enforceable instrument.
Purpose 2022 Bylaw cl 2	Draft Bylaw 2027: cl 2 Draft Plan: Executive Summary; Objectives; Legislative and Regulatory Framework	Retained and expanded. The core purposes of protecting public health, the environment and the wastewater network remain. The proposed framework also expressly links the Bylaw to the Trade Waste Discharge Plan, LGWSA 2025, wastewater environmental performance standards, resource consent compliance, risk-based regulation and cost recovery.
Application to premises and tankered waste 2022 Bylaw cl 3	Draft Bylaw 2027: cls 3, 9 and 12 Draft Plan: Scope and Application; Transport of Trade Waste	Split between the enforceable application of the Bylaw and the broader scope of the Plan. The Bylaw applies to trade waste discharged or proposed to be discharged to the public wastewater network, including tankered waste. The Plan explains the premises, networks and approved discharge locations covered by the framework.

2022 Bylaw provisions	Where it sits in the proposed framework	Reallocation and explanation
Interpretation and definitions 2022 Bylaw cl 5	Draft Bylaw 2027: cl 3.3 and Schedule 4 Draft Plan: Appendix A (Definitions and Interpretation)	Reallocated to schedules/definitions in the proposed framework and updated for LGWSA 2025 terminology. Definitions such as Trade Waste, Tankered Waste, Compliance Officer, Trade Waste Permit, Trade Waste Premises and Trade Waste Discharge Plan have been updated or added to align the Plan, Bylaw and permits.
Relationship with explanatory material and other bylaws 2022 Bylaw cls 5.3-5.6 and explanatory notes	Draft Bylaw 2027: cls 3.3, 4.3 and 4.4 Draft Plan: Relationship between the Plan, Bylaw and permits; Strategic alignment	Updated. The proposed Bylaw keeps explanatory/advice/guidance notes non-operative and confirms that the Bylaw should be read with the Act, the Plan and any applicable permit. The Plan now explains the relationship between strategic direction, enforceable bylaw requirements, permit conditions and operational guidance.
Discharges that are not allowed 2022 Bylaw cl 6.1	Draft Bylaw 2027: cl 10.1 Draft Plan: Trade Waste Management, Monitoring and Enforcement Framework; Wastewater Quality and Monitoring Requirements	Substantive prohibitions are retained in the Bylaw. These include prohibitions on trade waste discharges to stormwater, unauthorised discharges to wastewater, dilution using potable/condensing/cooling water, and stormwater entering trade waste. The Plan provides the risk and monitoring context.
Leakage, spillage, accidental discharge and incident reporting 2022 Bylaw cls 6.2-6.3	Draft Bylaw 2027: cls 10.2-10.3 Draft Plan: Trade Waste Management, Monitoring and Enforcement Framework; Information, Monitoring and Record Keeping; operational incident procedures	Retained and strengthened. The proposed Bylaw requires immediate phone notification and, in any event, notification no later than 24 hours after becoming aware of the incident, followed by a written incident report within 10 working days. The Plan supports this through monitoring, record-keeping and enforcement processes.
Storage, transportation and handling of hazardous substances 2022 Bylaw cl 7	Draft Bylaw 2027: cl 11 Draft Plan: Business Risk Assessment and Management Controls; Information, Monitoring and Record Keeping; Appendix D (risk assessment factors)	Retained as an enforceable Bylaw requirement. Supporting risk management, record-keeping and monitoring expectations are now better explained in the Plan and may also be reflected in permit conditions or operational procedures.

2022 Bylaw provisions	Where it sits in the proposed framework	Reallocation and explanation
General pre-treatment requirements 2022 Bylaw cls 8.1-8.2	Draft Bylaw 2027: cl 22 Draft Plan: Pre-Treatment and Operational Controls; Trade Waste Management, Monitoring and Enforcement Framework Permits: site-specific pre-treatment conditions	Reorganised. General pre-treatment has moved from a standalone early part of the 2022 Bylaw to Part Four of the proposed Bylaw. The Bylaw retains the power to require pre-treatment, while the Plan explains when pre-treatment may be needed and permits apply specific requirements.
Food premises, grease risks and permanent sink screens 2022 Bylaw cls 8.3 and 8.5	Draft Bylaw 2027: cls 23 and 24 Draft Plan: Pre-Treatment and Operational Controls; Appendix H sector guidance Permits/approvals: maintenance and servicing requirements	Retained and streamlined. Food premises requirements now sit together with the grease interceptor provisions. The Plan provides sector guidance and explains typical pre-treatment and management controls.
Amalgam traps for dental premises 2022 Bylaw cl 9	Draft Bylaw 2027: cl 25 Draft Plan: Appendix H; Pre-Treatment and Operational Controls Permits: maintenance and disposal records	Retained as an enforceable Bylaw requirement, with record-keeping and disposal expectations able to be supported through permit conditions and operational guidance.
Grease interceptors 2022 Bylaw cl 10	Draft Bylaw 2027: cl 24 Draft Plan: Pre-Treatment and Operational Controls; Appendix H Permits/approvals: cleaning frequency, contractor and maintenance records	Retained and updated. The proposed Bylaw continues to prohibit grease trap converters or mechanical removal systems and retains requirements for cleaning, approved contractors and inspection. Some operational detail is supported through the Plan, permits and guidance.
General classification of trade waste 2022 Bylaw cl 11	Draft Bylaw 2027: cl 5 Draft Plan: Appendix C; Trade Waste Management, Monitoring and Enforcement Framework	Simplified. The 2022 Bylaw used Permitted, Controlled, Conditional and Prohibited categories. The proposed Bylaw uses Permitted, Conditional, Prohibited and Tankered categories, with risk-based management and monitoring explained in the Plan.

2022 Bylaw provisions	Where it sits in the proposed framework	Reallocation and explanation
Permitted Trade Waste 2022 Bylaw cl 12	Draft Bylaw 2027: cl 6 and Schedule 1 Draft Plan: Appendix C; Trade Waste Management, Monitoring and Enforcement Framework	Retained. Permitted Trade Waste may be discharged without a permit if it complies with Schedule 1 and does not contain Prohibited Trade Waste. The Plan explains the lower-risk management approach, while the Bylaw keeps the enforceable criteria.
Controlled Trade Waste 2022 Bylaw cl 13 and definition	Draft Bylaw 2027: cls 5 and 7 (classification); cls 31.2 and 31.4 (existing Controlled permits) Draft Plan: Appendix C (trade waste categories); risk categorisation framework Permits: Conditional Trade Waste permits	Controlled is removed as a separate class. Under cl 31.4, existing Controlled permits expire at their stated expiry and are re-issued as Conditional permits. The general transition clause 31.2 also applies.
Conditional Trade Waste 2022 Bylaw cl 13	Draft Bylaw 2027: cl 7 and Part Three permit provisions Draft Plan: Trade Waste Management, Monitoring and Enforcement Framework; Appendix H	Retained and broadened. Conditional Trade Waste remains the main permit-based category for discharges that do not meet permitted criteria but are not prohibited. The Plan provides industry guidance and risk factors, while the Bylaw contains the enforceable permit requirement.
Prohibited Trade Waste 2022 Bylaw cl 14	Draft Bylaw 2027: cl 8 and Schedule 2 Draft Plan: Appendix C; Enforcement Framework	Retained. Prohibited Trade Waste must not be discharged and no permit may be issued for it. The Plan explains the management approach and enforcement context.
Tankered Waste 2022 Bylaw cl 15	Draft Bylaw 2027: cl 9 Draft Plan: Transport of Trade Waste Permits/approvals/operational procedures: carrier approvals, WasteTrack, discharge site conditions	Retained and expanded. The proposed framework gives tankered and transported waste a clearer place in both the Bylaw and the Plan. The Bylaw contains enforceable controls for approved sites, WasteTrack records, source information, testing and refusal of loads; the Plan explains transport requirements, carrier controls and operational expectations.
Permit application requirements 2022 Bylaw cl 16	Draft Bylaw 2027: cl 13 Draft Plan: Trade Waste Management, Monitoring and Enforcement Framework; Appendix F application checklist Operational material: application forms	Reallocated across the framework. The Bylaw retains the core application requirement, including applications for Conditional Trade Waste, tankered waste and variations. The Plan and application checklist explain the information likely to be required, while forms can sit outside the Bylaw.

2022 Bylaw provisions	Where it sits in the proposed framework	Reallocation and explanation
Consideration of permit applications 2022 Bylaw cl 17	Draft Bylaw 2027: cl 14 Draft Plan: Appendix D (Risk assessment factors); Trade Waste Management, Monitoring and Enforcement Framework	Retained and updated. The Bylaw keeps detailed decision-making criteria and now includes an advice note on internal review and appeal rights under ss 191-197 of the LGWSA 2025. The Plan provides the risk-based assessment context.
Permit conditions 2022 Bylaw cl 18.1 and Schedule 3	Draft Bylaw 2027: cl 15 and Schedule 3 Draft Plan: Trade Waste Management, Monitoring and Enforcement Framework; Permit conditions; Appendix E (operational documents) Permits: site-specific conditions	Clause 15 and Schedule 3 set out possible permit conditions, including controls for home-based, food and mobile premises and carriers. Individual permits specify applicable site-specific conditions.
Mass limits and allocation of wastewater treatment/network capacity 2022 Bylaw cl 18.2	Draft Bylaw 2027: cl 15.2 and permit conditions Draft Plan: Wastewater Quality and Monitoring Requirements; Infrastructure and Capacity Considerations	Retained in substance but framed more simply in the Bylaw. The Plan now carries more of the strategic context about treatment capacity, contaminant load, infrastructure constraints and growth planning.
Flow or volume metering 2022 Bylaw cl 19	Draft Bylaw 2027: cl 16 Draft Plan: Information, Monitoring and Record Keeping; Wastewater Quality and Monitoring Requirements Permits: metering conditions and reporting intervals	Retained. Metering remains an enforceable permit-based tool, with monitoring and reporting expectations supported by the Plan and permit conditions.
Duration of permit 2022 Bylaw cl 20	Draft Bylaw 2027: cl 17 Draft Plan: Implementation Plan; permit administration processes	Retained. The maximum five-year permit term is retained, with the Bylaw setting enforceable requirements and the Plan supporting staged implementation and permit administration.
Permit variation at Council initiative 2022 Bylaw cl 21	Draft Bylaw 2027: cl 19 Draft Plan: Permit conditions; Implementation Plan; monitoring and review	Retained. Council can vary permit conditions where necessary to address changes in discharge characteristics, network conditions, resource consent obligations or other legal requirements. The Plan provides the implementation and monitoring context.

2022 Bylaw provisions	Where it sits in the proposed framework	Reallocation and explanation
Suspension or cancellation of right to discharge 2022 Bylaw cl 22	Draft Bylaw 2027: cl 20 Draft Plan: Enforcement Framework	Retained and reframed as suspension of discharges or cancellation of permits on notice. Grounds remain focused on permit breach, failure to maintain control, bylaw non-compliance, serious risk, failure to provide or comply with a Discharge Management Plan, unpaid fees and prohibited discharges. The Plan explains how this sits within a graduated enforcement approach.
Disconnection 2022 Bylaw cl 23	Draft Bylaw 2027: cl 21 Draft Plan: Enforcement Framework Operational procedures: disconnection process and cost recovery	Retained with an added safeguard. The proposed Bylaw allows disconnection following suspension or cancellation, provided disconnection will not create unsanitary conditions at the premises. Cost recovery is also expressly addressed.
Sampling and monitoring 2022 Bylaw cl 24	Draft Bylaw 2027: cl 26 Draft Plan: Wastewater Quality and Monitoring Requirements; Information, Monitoring and Record Keeping; Appendix D (Risk assessment factors)	Retained and expanded. The Bylaw provides the enforceable basis for sampling, testing, monitoring, audits, inspections, information requests and records. The Plan explains how monitoring will be risk-based and used to support compliance and future permitting decisions.
Fees and charges 2022 Bylaw cl 25	Draft Bylaw 2027: cl 27 Draft Plan: Fees and Charges Other: Council Schedule of Fees and Charges; permits	Retained and updated. The proposed Bylaw now refers to s 258(3) of the LGWSA 2025 and s 150(1)-(4) of the LGA 2002. Ordinary fees, additional charges, penalty fees and fee payment obligations are distinguished from infringement fees.
Transfer or termination of rights and responsibilities 2022 Bylaw cl 26	Draft Bylaw 2027: cl 18 Draft Plan: Implementation Plan; permit administration processes	Retained. Transfer, termination, change of occupier, notice of disconnection, final invoicing and waiver/remission matters remain in the Bylaw. The Plan supports administration and transition arrangements.
Offences and breaches 2022 Bylaw cl 27	Draft Bylaw 2027: cls 28- 30; Schedules 5 and 6 (infringement notice and reminder) Draft Plan: Trade Waste Management, Monitoring and Enforcement Framework; Fees and Charges	Reallocated and expanded to align with the LGWSA 2025. The Bylaw now separates general offences/breaches, infringement offences, infringement fees, notice forms and compliance/enforcement powers. The Plan explains the graduated enforcement approach and flags that infringement fees will need to be justified in consultation material.

2022 Bylaw provisions	Where it sits in the proposed framework	Reallocation and explanation
Repeals, savings and transitional provisions 2022 Bylaw cl 28	Draft Bylaw 2027: cls 31.1–31.4 Draft Plan: Implementation Plan; Appendix G (matters requiring confirmation before final adoption)	Clause 31 saves existing permits, exemptions and approvals to their expiry (or 12 months if undated), carries forward pending applications, and provides for Controlled permits to be re-issued as Conditional (cl 31.4).
Schedule 1: Permitted Discharge Characteristics 2022 Bylaw Schedule 1	Draft Bylaw 2027: Schedule 1 Draft Plan: Wastewater Quality and Monitoring Requirements; Appendix D (risk assessment factors)	Schedule 1 sets the proposed Permitted Trade Waste characteristics and volume thresholds. The Plan provides monitoring and risk guidance, with site-specific limits applied through permits where relevant.
Schedule 2: Prohibited Characteristics 2022 Bylaw Schedule 2	Draft Bylaw 2027: Schedule 2 Draft Plan: Appendix C (trade waste categories); Trade Waste Management, Monitoring and Enforcement Framework	Retained as an enforceable schedule. Prohibited characteristics remain in the Bylaw, with the Plan explaining why these discharges present unacceptable risk and how non-compliance will be managed.
Schedule 3: General Conditions for Trade Waste Permits 2022 Bylaw Schedule 3	Draft Bylaw 2027: Schedule 3 Draft Plan: Permit conditions; Appendix E operational documents Permits: site-specific conditions	Schedule 3 retains general permit-condition options and includes possible controls for home-based, food, mobile and carrier activities, to be applied through individual permits.
B. New material in the proposed framework with no direct 2022 Bylaw equivalent		
Trade Waste Discharge Plan as a statutory instrument No direct equivalent in 2022 Bylaw	Draft Plan: whole document, especially Executive Summary, Relationship between the Plan, Bylaw and permits, and Legislative and Regulatory Framework Draft Bylaw 2027: gives effect to the Plan	New. The LGWSA 2025 requires Council to prepare and issue a Trade Waste Discharge Plan. The Plan now sets the strategic and operational framework, while the Bylaw contains enforceable requirements and permits provide site-specific controls.

2022 Bylaw provisions	Where it sits in the proposed framework	Reallocation and explanation
Current state assessment and trade waste inventory No direct equivalent in 2022 Bylaw	Draft Plan: Current State Assessment; Implementation Plan; Monitoring, Review and Continuous Improvement	New Plan material. This provides an evidence base for risk categorisation, permitting priorities, monitoring, compliance and infrastructure planning.
Trade Waste Separation Programme No direct equivalent in 2022 Bylaw	Draft Plan: Trade Waste Separation Programme Draft Bylaw 2027: relevant permit, pre-treatment and monitoring powers support implementation where needed	New strategic material. The programme considers whether higher-risk or higher-strength trade waste streams should be separated, diverted, monitored or managed closer to source over time. It does not replace permits, pre-treatment, monitoring or compliance controls.
Infringement offence regime and prescribed forms No direct equivalent in 2022 Bylaw	Draft Bylaw 2027: cl 29 and Schedules 5 and 6 Draft Plan: Trade Waste Management, Monitoring and Enforcement Framework; Fees and Charges Statement of Proposal: What is changing (proposed fees and consultation feedback)	Clause 29 identifies infringement offences and proposes fees of $1,000 for individuals and $3,000 for bodies corporate. Schedules 5 and 6 contain notice forms. The SOP invites feedback on the proposed fee amounts.
Penalty fees for permit non-compliance No clear equivalent in 2022 Bylaw	Draft Bylaw 2027: cls 27.2-27.3 Draft Plan: Fees and Charges; penalty fees and non-compliance costs Permits: relevant permit condition and fee trigger	Newly clarified. The proposed Bylaw now sets out when a penalty fee may be imposed for non-compliance with a permit condition and confirms that penalty fees are separate from infringement fees.
Stakeholder engagement and implementation readiness No direct equivalent in 2022 Bylaw	Draft Plan: Stakeholder Engagement; Implementation Plan; Appendix E (operational documents) and Appendix G (pre-adoption matters) Operational material: forms, templates, delegations, procedures and customer guidance	New Plan material. These matters support consultation and implementation rather than creating standalone enforceable obligations in the Bylaw.

14. Appendix 2 – Draft Trade Waste Bylaw 2027

15. Appendix 3 – Draft Trade Waste Discharge Plan 2027

16. Appendix 4 – FAQs for Businesses and Permit Holders

What are the main differences between the current bylaw and the proposed bylaw?	The proposed bylaw updates the current framework to align with the Act. It provides clearer permit triggers, updated permit conditions, clearer tankered and transported waste controls, updated accidental discharge notification requirements, updated monitoring and compliance provisions, and clearer transitional arrangements.
Will my current trade waste permit still be valid?	Yes. Existing permits and approvals or exemptions will remain valid until their stated expiry date. Where no expiry date is specified, they will expire 12 months after the new Bylaw commences. Renewals will be considered under the new Bylaw.
Will it be more difficult to get a permit?	The proposal is intended to make the permit framework clearer and more consistent, rather than create unnecessary barriers. Permit requirements will be proportionate to the nature, scale and risk of the discharge. Higher-risk discharges may require more information or more specific conditions than lower-risk discharges.
Is the permit application process changing?	The proposed bylaw is intended to clarify when a permit is required, what information may be needed, what conditions may be imposed, and what review and appeal rights apply if an application is declined.
Will I have to do more reporting or monitoring?	This will depend on the nature and risk of the discharge. The proposed framework supports risk-based monitoring, so higher-risk discharges may be subject to greater oversight, while lower-risk discharges should not be over-regulated.
Will it cost more?	Ordinary trade waste fees and charges will continue to be set through Council's usual processes. The Draft Bylaw proposes infringement fees of $1,000 for individuals and $3,000 for bodies corporate for specified offences. These amounts represent the maximum infringement fees permitted under the Local Government (Water Services) Act 2025 and would only apply where specified breaches of the Bylaw occur. Council welcomes feedback on the proposed infringement fees.

17. Appendix 5 – Submission Form

(Insert logo)

Statement of Proposal:

- Proposed Trade Waste Discharge Plan 2027 and Proposed Trade Waste Bylaw 2027

Manawatū District Council is seeking feedback on the Draft Trade Waste Discharge Plan 2027 and the Draft Trade Waste Bylaw 2027.

Submissions must be received by 5pm on 18 April 2027.

Late submissions may not be accepted.

Submissions may be made public as part of Council's decision-making process. Your name and submission may be included in Council reports and made available to elected members, the media and the public. Personal contact details will be managed in accordance with Council's usual privacy processes.

How to make a submission

Online: Home | Make your mark Manawatū

Email: submissions@mdc.govt.nz Please use the subject line "Proposed Trade Waste Discharge Plan and Trade Waste Bylaw submission".

Post: Manawatū District Council, Private Bag 10001, Feilding 4743, New Zealand

Hand deliver: Manawatū District Council, 135 Manchester Street, Feilding

Your details

First name: _____**Last name:**_____

Organisation (*if applicable)***:** _____

Postal address: _____

Email address: _____ **Phone number:** _____

Would you like to speak to Council in support of your submission?

☐ Yes ☐ No

If you tick yes, Council will contact you after submissions close to arrange a speaking time. If you do not tick a box, Council will assume that you do not wish to be heard.

Your submission

Draft Trade Waste Discharge Plan 2027

Do you support the Draft Trade Waste Discharge Plan 2027?

☐ Yes ☐ Yes, with changes ☐ No ☐ Neutral / no position

Please tell us what you support, oppose, or would like changed. Where possible, refer to the relevant part of the Draft Trade Waste Discharge Plan and explain the change you are seeking.

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Additional comments on the Draft Trade Waste Discharge Plan 2027

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Draft Trade Waste Bylaw 2027

Do you support the Draft Trade Waste Bylaw 2027?

☐ Yes ☐ Yes, with changes ☐ No ☐ Neutral / no position

Please tell us what you support, oppose, or would like changed. Where possible, refer to the relevant clause or schedule of the Draft Trade Waste Bylaw and explain the change you are seeking.

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Additional comments on the Draft Trade Waste Bylaw 2027

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Remember: your submission must reach Council by 5pm on 18 April 2027.

Thank you for your feedback.

Trade Waste Discharge Plan 2027

1. Executive Summary

Purpose of the Trade Waste Discharge Plan

The Trade Waste Discharge Plan sets out Manawatū District Council's strategic and operational approach to regulating trade waste and the discharge of trade waste into wastewater networks.

The Plan has been prepared to meet the requirements of section 185 of the Local Government (Water Services) Act 2025 and will guide how Council manages trade waste in a way that protects public health, the environment, Council's wastewater network, wastewater treatment processes, and the safe and efficient delivery of water services.

The Plan does not, by itself, impose enforceable obligations on dischargers. Enforceable requirements are imposed through the Trade Waste Bylaw, trade waste permits, approvals, notices, directions, and any other applicable statutory or regulatory requirements.

Why Trade Waste Needs to be Managed

Trade waste can create risks for Council's wastewater network and treatment plants if it is not appropriately managed. These risks include damage to infrastructure, blockages, corrosion, odour, health and safety risks for workers and the public, adverse effects on wastewater treatment processes, risks to the quality of treated discharges and biosolids, and potential non-compliance with statutory and resource consent obligations. The management of trade waste is therefore an important part of Council's wider responsibility for wastewater services.

Regulatory Approach

Council will apply a risk-based and effects-based approach to trade waste regulation. This means that the level of control, monitoring and reporting required for a trade waste discharge will be proportionate to the nature, volume, characteristics and potential effects of that discharge.

Higher-risk dischargers will generally be subject to greater regulatory oversight, while lower-risk dischargers may be managed through standard requirements or less intensive monitoring.

This Plan establishes the framework, principles and approach that Council will use to manage these risks.

Key issues addressed by this Plan

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The review of Council's existing trade waste framework has identified several areas where updates are required to align with the Local Government (Water Services) Act 2025.

Key issues include the need to:

- recognise the Trade Waste Discharge Plan as the strategic planning instrument for trade waste management;
- update the statutory basis for the Trade Waste Bylaw;
- provide for trade waste carrier permits;
- enable a wider range of permit conditions;
- address accidental or unintended discharges to the environment;
- incorporate internal review rights for declined permit applications;
- align enforcement, offence and penalty provisions with the new legislation; and
- ensure trade waste requirements remain consistent with any applicable wastewater environmental performance standards.

Recommended Approach

Council's recommended approach is to adopt this Plan and replace the existing Trade Waste Bylaw with a new Trade Waste Bylaw 2027. This approach will provide the clearest alignment with the Local Government (Water Services) Act 2025, separate strategic direction from enforceable bylaw requirements, and enable site-specific controls to be managed through trade waste permits.

Implementation Overview

Implementation of the Plan will involve reviewing and updating Council's:

- Trade Waste Bylaw;
- trade waste permit templates;
- application and approval processes;
- monitoring and reporting requirements;
- enforcement procedures;
- fees and charges;
- operational guidance; and
- engagement processes with affected dischargers and stakeholders.

Council will engage with affected trade waste dischargers, industry sectors, iwi, regulators and other stakeholders as part of implementation.

Review and Continuous Improvement

The Plan will be reviewed periodically to ensure it remains fit for purpose. Reviews will consider changes in legislation, environmental standards, wastewater network capacity, treatment plant performance, industry practices, monitoring results and compliance trends.

Council will use information gathered through monitoring, reporting and compliance activities to improve trade waste management over time.

Overall Outcome

This Plan provides a practical framework for managing trade waste while supporting business activity, protecting community assets, safeguarding public health and the environment, and meeting Council's water services obligations.

2. Introduction

Background

Manawatū District Council provides public wastewater services to communities and businesses across the district. The wastewater network receives domestic wastewater as well as wastewater generated by industrial, commercial, trade, food, health, vehicle wash, manufacturing, processing and other non-domestic activities. Wastewater from these activities is trade waste where it is discharged in the course of an industrial, commercial, trade process or operation, or a related process or operation, into a wastewater network.

Trade waste needs to be managed because it can differ significantly from domestic wastewater. It may contain higher concentrations of organic material, fat, oil and grease, suspended solids, sediment, chemicals, metals, solvents, detergents, cleaning chemicals or other contaminants. It may also be discharged at variable flow rates, in batches or at times that place pressure on the network or treatment system.

This Plan provides a clear framework for managing those risks, supporting appropriate business activity, protecting public assets and helping Council meet its water services, environmental and health and safety obligations.

Role of Manawatū Water Services

Manawatū Water Services is Manawatū District Council's in-house business unit for water services. Manawatū Water Services will administer this Plan on behalf of Manawatū District Council unless Council resolves otherwise or lawfully delegates or authorises particular functions in accordance with the Local Government (Water Services) Act 2025.

Administration may include receiving and assessing trade waste applications, maintaining trade waste records, undertaking monitoring and inspections, advising on permit conditions, supporting compliance responses, engaging with dischargers and carriers, and providing technical advice to Council.

Relationship between the Plan, Bylaw and permits

Instrument	***Role***

Trade Waste Discharge Plan	Sets Council's strategic and operational approach to regulating trade waste and discharges into wastewater networks. It identifies the premises covered, transport matters, recommended bylaw content, fees and charges circumstances, and the wastewater networks to which the Plan applies.
Trade Waste Bylaw	Gives legal effect to the approach in this Plan by setting enforceable requirements, including discharge classifications, permit requirements, transport controls, monitoring obligations, offences, penalties and enforcement tools.
Trade Waste Permits	Apply the bylaw to individual dischargers, premises or carriers through site-specific requirements, conditions, limits, monitoring and reporting obligations.
Operational procedures and guidance	Support consistent implementation of the Plan, Bylaw and permits. These may include application forms, risk assessment tools, inspection procedures, monitoring plans, customer guidance and internal workflows.

This Plan does not, by itself, impose enforceable obligations on trade waste dischargers. Enforceable requirements are established through the Trade Waste Bylaw, trade waste permits and any other applicable statutory or regulatory requirements. Where there is any inconsistency between this Plan and the Trade Waste Bylaw or a trade waste permit, the bylaw or permit prevails in relation to enforceable requirements.

Strategic alignment

This working draft has been informed by the New Zealand Trade and Industrial Waters Forum Trade Waste Plan Guide Template. Any adapted guidance material has been tailored to Council's local circumstances, statutory responsibilities, wastewater networks, resource consent obligations and operational requirements.

This Plan supports Council's wider planning and operational framework, including the Long-Term Plan, Water Services Strategy, infrastructure and asset management planning, revenue and financing settings, environmental compliance obligations, resource consent requirements, health and safety obligations, growth planning and economic development objectives. It should be read alongside the Trade Waste Bylaw 2027 and associated operational procedures.

3. Objectives of the Trade Waste Discharge Plan

The objectives of the Trade Waste Discharge Plan include the following:

Objective	Description
Environmental protection	Protect receiving environments by reducing contaminant loadings and managing trade waste that could compromise wastewater treatment performance, biosolids quality, discharge consent compliance, environmental performance standards or the health of land, freshwater and other receiving environments.
Public health and safety	Protect Council staff, contractors, wastewater operators, trade waste customers and the public from exposure to hazardous, toxic, flammable, explosive, corrosive, infectious or otherwise harmful substances.
Infrastructure protection and operational efficiency	Protect sewers, pump stations, treatment plants, monitoring equipment and related infrastructure from damage, blockage, corrosion, odour, unsafe atmospheres, treatment disruption, overloading or premature deterioration.
Regulatory compliance	Support Council's compliance with relevant legislation, regulations, environmental performance standards, resource consents, bylaws, permits and reporting obligations.
Alignment with national and regional requirements	Align trade waste management with national direction, regional plan requirements, resource consent conditions and relevant regulatory guidance.
Fair, transparent and risk-based management	Provide a clear, consistent and proportionate framework for approving, monitoring, charging and enforcing trade waste discharges.
Waste minimisation and source control	Encourage dischargers to reduce contaminants at source through good site practice, cleaner production, waste minimisation, spill prevention, appropriate storage and effective pre-treatment.
Cost recovery	Recover the reasonable costs of managing trade waste from those who discharge trade waste, including

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	administration, monitoring, treatment, network impacts and non-compliance costs.
Alignment with National Trade Waste Guidelines and Council requirements	Align trade waste management with National Trade Waste Guidelines, recognised industry good practice, Council policies, wastewater network requirements, resource consent obligations, environmental performance standards, and local operational needs. This supports a consistent, transparent and risk-based approach while allowing Council to apply requirements that reflect the capacity, condition, performance and sensitivity of its own wastewater networks and treatment plants.

4. Scope and Application of the Plan

This Plan sets out Council's approach to managing and regulating trade waste in the Manawatū District, and the discharge of trade waste into public wastewater networks.

Premises to which this Plan applies

This Plan applies to all trade waste premises in the Manawatū District that discharge, or may discharge, trade waste into the public wastewater network.

Without limitation, this Plan applies to the following types or categories of premises where they discharge, or may discharge, trade waste into a public wastewater network:

- Food premises, including cafes, restaurants, commercial kitchens, bakeries, butcheries, takeaway premises, and food manufacturing or processing;
- Dental practices and other premises using amalgam, sterilising chemicals, or other trade-related contaminants;
- Automotive, mechanical, transport, and vehicle wash premises;
- Laboratories, research facilities, and educational facilities generating trade waste;
- Health care, veterinary, aged care, and community care premises;
- Industrial, manufacturing, processing, or fabrication premises;
- Agricultural, horticultural, or primary production processing premises;
- Laundries, dry-cleaning, cleaning, and commercial washing premises;
- Waste management, liquid waste, transfer, treatment, or disposal premises;
- Premises that store, handle, treat, or discharge grease, oil, chemical, solvents, metals, sediment, leachate, contaminated water, or other substances that may affect the wastewater network or treatment system;
- Trade waste carrier and premises or vehicles associated with the collection, transport, treatment, or discharge of trade waste; and

- Any other premises identified by Council through its trade waste risk categorisation, monitoring, investigation, permitting, or compliance processes.

Wastewater networks and approved discharge locations

This Plan applies to all wastewater infrastructure owned and operated by Manawatū District Council, including wastewater networks, pump stations, wastewater treatment plants, and associated facilities. Manawatū District Council has one approved location for the discharge of tankered or transported trade waste. Such waste may only be discharged at the Manawatū Wastewater Treatment Plant via the Council-approved reception facility. Tankered or transported trade waste must not be discharged at any other Council wastewater treatment plant.

All trade waste discharges (tankered or network discharge) must be authorised by Council and comply with the requirements of this Plan, the Trade Waste Bylaw, any applicable trade waste permit, and any operational, monitoring or sampling requirements specified by Council.

Wastewater networks to which this Plan applies

This Plan applies to public wastewater networks owned, operated, managed, or controlled by Council within the Manawatū District, including associated wastewater treatment plants, pumping stations, storage facilities, and points of discharge.

Geographic scope

This Plan applies within the Manawatū District to trade waste premises, trade waste activities, and trade waste discharges connected to, or proposing to connect to, a public wastewater network.

The Plan also applies to the transport and discharge of trade waste into a public wastewater network within the Manawatū District, including where the trade waste originates outside the district but is transported for discharge into a public wastewater network within the district.

5. Legislative and Regulatory Framework

Local Government (Water Services) Act 2025

This Plan is prepared under section 185 of the Local Government (Water Services) Act 2025. Section 185 of the Local Government (Water Services) Act 2025 requires a territorial authority to prepare and issue a Trade Waste Discharge Plan.

Mandatory content required under section 185 includes:

- Council's approach to regulating trade waste and the discharge of trade waste into wastewater networks
- The types of, or specific, trade waste premises to which the plan applies

- Any requirements or limits relating to the transport of trade waste
- Any proposed or recommended trade waste bylaws
- The circumstances in which fees, charges, or penalties may be imposed
- The wastewater network or networks to which the plan applies.

In addition to the matters required by section 185 of the Local Government (Water Services) Act 2025, this Plan may include supporting implementation material to assist Council to manage trade waste in a clear, consistent, and risk-based way. This may include trade waste categories, operational procedures, monitoring and reporting processes, performance measures, forms, templates, schedules, and technical guidance. These matters are included to support implementation of the Plan and must be read consistently with the Act, any applicable trade waste bylaw, trade waste permits, and other regulatory requirements.

Appendix B identifies where each of these requirements is addressed in this Plan.

Water Services Act 2021 & Wastewater performance standards

Section 138 of the Water Services Act 2021 provides for The Water Services Authority (Taumata Arowai) to set national wastewater environmental performance standards. The relevant standards are currently set out in the Water Services (Wastewater Environmental Performance Standards) Regulations 2025, which establish the national requirements for publicly owned wastewater networks and wastewater treatment plants.

The 2025 regulations address four key areas including:

- Discharge of biosolids to land
- Wastewater network overflows and wastewater treatment plant bypasses
- Discharges of treated wastewater from treatment plants to water
- Discharges of treated wastewater from treatment plants to land.

The regulations include requirements relating to discharge concentration limits, biosolids application, overflows and bypasses, risk assessment, sampling, testing, monitoring, record-keeping, reporting, management plans and infrastructure upgrades.

The management of trade waste is relevant to Council's ability to comply with these standards because trade waste can affect wastewater treatment performance, contaminant loadings, biosolids quality, overflow and bypass risk, discharge quality, monitoring results, and the ability of wastewater treatment plants to meet consent conditions and environmental performance requirements.

Trade waste permits, discharge limits, monitoring, and pre-treatment requirements may be used to manage contaminants that could adversely affect wastewater treatment processes, biosolids quality or reuse, discharge compliance, overflow and bypass risk,

receiving environments, or Council's ability to meet the national wastewater environmental performance standards.

Other regulatory considerations

Trade waste management also needs to be consistent with Council's wastewater discharge consents under the Resource Management Act 1991, any relevant regional plan rules, health and safety obligations, hazardous substance requirements, and any operational requirements that apply to the public wastewater network and wastewater treatment plants.

Council will use the Trade Waste Bylaw, trade waste permits, monitoring, and compliance processes to ensure trade waste discharges are managed in a way that supports these obligations and does not compromise wastewater network performance, treatment processes, biosolids quality, discharge quality, public health, worker safety, or environmental outcomes.

Where national standards, resource consent conditions, regional plan requirements, or other statutory requirements change, Council may review this Plan, the Trade Waste Bylaw, permit conditions, monitoring programmes, or operational procedures to ensure ongoing alignment.

Council will maintain and progressively update a current-state trade waste inventory. The inventory should record known and potential trade waste premises, trade waste carriers, industry sectors, discharge types, estimated or measured discharge volumes, pre-treatment systems, permit or approval status, monitoring results, known non-compliance, and any relevant network or treatment plant constraints.

National guidance and Council requirements

In preparing and implementing this Plan, Council may have regard to relevant national trade waste guidance, including National Trade Waste Guidelines and guidance issued by the New Zealand Trade and Industrial Waters Forum or any successor body. Council may also have regard to Council policies, wastewater plans, asset management plans, operational procedures, resource consent obligations, adopted fees and charges, health and safety requirements, and local network and treatment plant constraints.

Any such guidance does not override this Plan, the Trade Waste Bylaw, trade waste permits, resource consents, statutory requirements, or any site-specific requirement imposed by Council. Where local conditions, network capacity, treatment plant performance, health and safety, environmental compliance or operational needs require a different or more specific control, Council may apply the requirement that is necessary to manage the risk.

6. Current State Assessment

This section summarises Council's current understanding of trade waste activities in the district and identifies the information that will be used to inform implementation of this Plan. It is intended to provide an evidence base for risk categorisation, permitting priorities, monitoring requirements, infrastructure planning, and future reviews of the Trade Waste Bylaw and this Plan.

Current trade waste inventory

Council will maintain and progressively update a current-state trade waste inventory. The inventory should record known and potential trade waste premises, trade waste carriers, industry sectors, discharge types, estimated or measured discharge volumes, pre-treatment systems, permit or approval status, monitoring results, known non-compliance, and relevant network or treatment plant constraints.

Known trade waste activities

Based on the current draft inventory, known trade waste activities that hold or are expected to require permits include approximately 75 food premises, four meat works facilities, two truck wash facilities, six commercial kitchens, dental and health-related premises, automotive and vehicle wash activities, manufacturing and processing activities, laboratories, laundries, waste management activities, and other commercial or industrial activities that discharge non-domestic wastewater to the public wastewater network.

Current approvals and controls

Current approvals and controls will be reviewed against the updated Trade Waste Bylaw and this Plan. Existing permits, approvals, exemptions or informal arrangements may need to be confirmed, varied, replaced or transitioned to ensure that permit conditions, monitoring requirements, fees and charges, and compliance expectations are clear and consistent.

Monitoring, compliance and infrastructure issues

Existing monitoring and compliance practices include site inspections, sampling, review of pre-treatment systems, investigation of incidents or complaints, assessment of discharge characteristics and follow-up of non-compliance. These practices will be formalised and prioritised through a risk-based monitoring programme.

Infrastructure capacity and constraints will be assessed alongside wastewater network and treatment plant planning. Relevant considerations include hydraulic capacity, contaminant loads, treatment performance, odour and corrosion risk, pump station impacts, storage capacity, wet weather resilience, biosolids management and the ability of the network and treatment plants to accommodate future trade waste growth.

Key risks and issues

Key risks and issues include incomplete information on some trade waste discharges, variability in discharge characteristics, potential gaps in approvals or permit conditions, inconsistent monitoring data, risks from accidental or unauthorised discharges, constraints in parts of the wastewater network, and the need to align trade waste controls with future growth, environmental performance standards, and resource consent obligations.

7. Trade Waste Separation Programme

Background

Council is progressing a Trade Waste Separation Programme to support a more strategic, resilient and future-focused approach to managing trade waste within the district. The district's wastewater network has developed over time to service a mix of domestic, commercial and industrial users. As the District grows and diversifies, including increased interest in wet industry, the volume, strength and variability of wastewater entering the network is expected to increase.

Trade waste can contain higher-strength contaminants, variable flows, batch discharges, fats, oils and grease, chemicals, metals, suspended solids, or other substances that differ from domestic wastewater. If these discharges are not effectively managed, they can place additional pressure on shared wastewater infrastructure and treatment processes, increase operating costs, and increase the risk of non-compliance with consent or environmental performance requirements.

The programme recognises that source control and separation of higher-risk trade waste streams may provide better long-term outcomes than relying solely on treatment within a fully combined wastewater system.

Purpose of the Programme

The purpose of the Trade Waste Separation Programme is to assess and, where appropriate, implement options to separate, divert, manage, monitor, or treat trade waste streams in a way that better matches the nature and risk of those discharges. The programme is intended to support Council's wider wastewater planning, asset management, growth planning, environmental performance, and economic development objectives.

The programme will help Council identify where separation or dedicated management of trade waste may be appropriate, including for existing industrial areas, future growth areas, high-strength discharges, wet industry opportunities, or locations where the public wastewater network or treatment plant capacity may be constrained.

Programme Objectives

The objectives of the programme are to:

- support a risk-based and effects-based approach to managing trade waste;

- improve Council's ability to monitor and control higher-risk trade waste discharges;
- reduce contaminant loads, flow variability and operational stress on shared wastewater infrastructure;
- protect wastewater treatment processes, biosolids quality, receiving environments, public health and worker safety;
- support compliance with resource consents, environmental performance standards, and other regulatory requirements;
- provide infrastructure that can support and attract appropriate wet industry in planned growth areas; and
- optimise long-term investment by considering source control, separation, targeted treatment and network upgrades together.

Strategic Opportunity

The programme provides an opportunity to move from a primarily reactive approach to a more planned and integrated approach to trade waste management. Rather than managing all trade waste impacts at the Manawatu Wastewater Treatment Plant, Council can consider whether some trade waste streams should be managed closer to source, directed to specific infrastructure, subject to different pre-treatment requirements, or monitored through dedicated systems.

This approach may provide greater control over industrial discharges, improve visibility of contaminant loads, reduce impacts on the public wastewater network, and allow infrastructure investment to be better aligned with land use planning and growth expectations.

Changing Regulatory Environment

The regulatory environment for wastewater is changing, with increasing emphasis on environmental outcomes, contaminant reduction, system performance, overflow and bypass management, biosolids quality, and demonstrable compliance. Higher-strength or variable trade waste discharges can make these outcomes more difficult and more costly to achieve if they are managed only through end-of-pipe treatment.

Trade waste separation provides a practical pathway to respond to these expectations by managing contaminants closer to their source, reducing load and variability entering treatment plants, enabling more targeted treatment solutions, and supporting more reliable compliance outcomes.

Why Planning Is Needed Now

Proactive planning is needed now because decisions made through this Plan, the Trade Waste Bylaw, the Water Services Strategy, the Long-Term Plan, asset management planning, and growth planning will influence the future capacity, resilience and affordability of wastewater services.

Key drivers for the programme include:

- growth readiness - ensuring infrastructure can accommodate appropriate wet industry and other trade waste activities in planned growth areas;

- network resilience - reducing operational stress on shared assets and improving the reliability of wastewater services;
- regulatory direction - preparing for stronger environmental performance expectations and more robust compliance obligations;
- integrated investment - aligning trade waste controls with wastewater upgrades, land use planning, and future industrial development; and
- affordability - avoiding or reducing the need for large reactive upgrades where targeted source control, separation, or pre-treatment may provide better value.

Implementation Approach

Implementation of the Trade Waste Separation Programme will be staged. Council will use trade waste inventory information, network and treatment plant performance data, growth projections, consent requirements, monitoring results, and engagement with affected dischargers to identify where separation or targeted management should be investigated further.

Implementation may include feasibility assessment, options analysis, business case development, engagement with affected industries and iwi/hapu, integration with infrastructure planning, identification of funding requirements, and development of any necessary operational procedures, permit conditions, monitoring requirements, or capital works.

Benefits of the Programme

The expected benefits of the programme include improved environmental outcomes, stronger source control, better monitoring and compliance visibility, reduced risk to wastewater infrastructure and treatment processes, improved network resilience, better alignment with growth planning, and a clearer infrastructure platform for appropriate wet industry and other trade waste-generating activities.

By taking a proactive and system-wide approach to trade waste separation, Council can support future development while protecting existing infrastructure, public health, worker safety, receiving environments, and the long-term affordability of wastewater services.

The programme does not replace the need for trade waste permits, pre-treatment, monitoring, or compliance controls. Instead, it provides an additional strategic tool to help Council determine how trade waste should be managed across the network over time.

8. Trade Waste Bylaw – Assessment and Recommendations

Purpose:

This section sets out Council's proposal and recommendation to replace the existing Trade Waste Bylaw 2022 with a new Trade Waste Bylaw 2027 and to support the implementation of this Trade Waste Discharge Plan. This Plan proposes that Council

make the Trade Waste Bylaw 2027 under sections 187 and 258 of the Local Government (Water Services) Act 2025 to implement this Plan.

The Trade Waste Bylaw will give legal effect to the approach set out in this Plan by specifying the activities that may be undertaken under a trade waste permit, the activities that require a trade waste permit, activities that may be restricted or prohibited, and the processes Council will use to issue, review, vary, revoke, transfer, administer and enforce trade waste permits.

The bylaw will be an important regulatory tool for protecting the wastewater network, wastewater treatment processes, public health and safety, the environment, and Council's ability to meet its statutory and resource consent obligations.

Options considered

Option	Description	Assessment
Option 1: Retain the current bylaw	Continue to rely on the current Trade Waste Bylaw with minimal change.	This would provide continuity but would not fully align with the Local Government (Water Services) Act 2025, the new role of the Trade Waste Discharge Plan, updated review and appeal pathways, carrier controls or expanded permit condition powers. This is not recommended.
Option 2: Amend the current bylaw and adopt this Plan	Amend the existing bylaw to address the main legislative gaps and adopt this Plan.	This would address some compliance requirements but may leave the framework less clear because the current bylaw was prepared under the previous statutory structure. It may also be harder for dischargers, staff and authorised officers to understand the relationship between the Plan, Bylaw and permits. This is not the preferred option.
Option 3: Replace the current bylaw and adopt this Plan	Adopt a new Trade Waste Bylaw 2027 alongside this Plan.	This provides the clearest and most coherent framework. It allows Council to align with the Act, separate policy direction from enforceable requirements,

		modernise permits, monitoring and enforcement, clarify transport requirements, and create clear transition arrangements. This is the recommended option.

Recommended Approach to the Trade Waste Bylaw

Council recommends that the Trade Waste Bylaw 2022 be replaced (Option 3) with a new Trade Waste Bylaw 2027 to align with the Local Government (Water Services) Act 2025 and to support the effective implementation of this Plan.

The new bylaw should provide a clear, enforceable framework for the management of trade waste across the district. It should also support a risk-based and effects-based approach to regulation, where requirements are proportionate to the nature, volume, characteristics and potential impacts of the trade waste discharge.

Matters the bylaw should address

The new bylaw should address the following matters:

- The activities that may be performed by a person who holds a trade waste permit
- The activities that a person must not perform without a trade waste permit
- The activities that will be subject to restrictions under the trade waste permit
- Activities that are prohibited (for which a trade waste permit will not be issued)
- The Council's intended approach
  - ❖ to issuing trade waste permits over a five-year period, including the approach to classes of trade waste, trade waste premises, and trade waste carriers,
  - ❖ determining the requirements, conditions and limits that apply to different classes of trade waste under the trade waste permits
  - ❖ determining the qualification, training and supervision requirements that are to apply to persons who are granted trade waste permits
  - ❖ determining the considerations that are to apply when the Council sets fees or charges in relation to trade waste permits
- that an owner or operator of a trade waste premises who wishes to discharge trade waste into a wastewater network must
  - ❖ apply for a trade waste permit to discharge the trade waste; and
  - ❖ pay a fee with the application
- requirements for a trade waste permit to be reviewed, varied, revoked, or transferred
- the process by which the Council will issue trade waste permits

- the role of the authorised officers in administration or enforcement;

Permit conditions may include discharge limits, pre-treatment requirements, monitoring and reporting obligations, maintenance requirements, notification requirements, record-keeping obligations, training requirements, audit requirements, restrictions on discharge timing or volume, and any other conditions necessary to manage risks.

Training or supervision requirements may be imposed where Council considers they are necessary to manage risks associated with the discharge, prevent accidental or unauthorised discharges, ensure correct operation of equipment, or support compliance with permit conditions. The bylaw should also enable Council to recover reasonable costs associated with non-compliance, additional monitoring, investigation, enforcement action, damage to infrastructure or remedial works.

Council recommends that the Trade Waste Bylaw include provisions addressing the matters outlined in this section. This will ensure the bylaw provides a clear, enforceable and fit-for-purpose framework for managing trade waste, supports the implementation of this Plan, and aligns Council's trade waste controls with the requirements of the Local Government (Water Services) Act 2025. The bylaw should be developed and consulted on alongside this Plan so that the policy approach, regulatory requirements and implementation framework are aligned.

9. Trade Waste Management, Monitoring and Enforcement Framework

Trade waste will be regulated through a combination of the Trade Waste Bylaw, trade waste permits, risk categorisation, monitoring and reporting, education, compliance management and enforcement responses. The approach will be proportionate, evidence-based and focused on managing risk to people, infrastructure, treatment processes and the environment.

Appendix C summarises the trade waste categories and their general management approach. The classification and requirements applying to an individual discharge will be determined in accordance with the Trade Waste Bylaw."

Risk categorisation

Risk category	Description	Typical management approach
Low risk	Low volumes, predictable discharge characteristics, low contaminant risk and good compliance history.	Standard requirements, education, periodic review, targeted inspections where

		needed and lower-frequency monitoring.
Medium risk	Moderate volumes or sector-specific risks, pre-treatment requirements, some variability or potential to affect network or treatment performance if not managed.	Standard or tailored permit conditions, periodic monitoring, inspection of pre-treatment systems and compliance follow-up.
High risk	High volume, high contaminant load, hazardous substances, variable batch discharge, poor compliance history, tankered waste, or potential to affect treatment performance, worker safety, biosolids quality or environmental compliance.	Detailed permit conditions, regular monitoring, sampling, reporting, audits, contingency requirements and active compliance oversight.

Council will consider the factors outlined in Appendix D when assessing a discharge's risk category and determining appropriate permit conditions, monitoring requirements and compliance priorities.

Indicative Conditional Trade Waste Activities

Certain industries and activities are more likely to generate trade waste that requires assessment and management through a Conditional Trade Waste Permit.

Appendix H provides an indicative list of industries, activities and sources of discharge that may commonly be classified as Conditional Trade Waste, together with examples of typical pre-treatment or management controls that may be appropriate.

The list in Appendix H is not exhaustive and inclusion of an activity does not automatically determine the classification of a discharge. Classification will depend on the actual nature, volume, characteristics and risks associated with the trade waste discharge and the requirements of the Trade Waste Bylaw.

The pre-treatment and management controls identified in Appendix H are indicative only. The actual requirements applying to a discharge will be determined by Council having regard to the nature, volume and characteristics of the trade waste, the risks associated with the discharge, the capacity and operation of the wastewater network and treatment system, and the requirements of any applicable Trade Waste Permit.

Council may require different or additional pre-treatment, monitoring or management controls where necessary.

Where there is uncertainty about the classification of a discharge or the pre-treatment requirements that may apply, the discharger should contact Council's Trade Waste Officer.

Application information

An application for a trade waste permit, approval or review must include the information Council requires to assess the nature, volume, quality, timing and risk of the proposed discharge. The information required may include, without limitation:

- Applicant, owner, occupier and operator details, including contact details and emergency contact details;
- Business trading name, activity description, hours of operation and relevant processes that generate trade waste;
- Estimated and, where available, measured discharge volumes, flow rates, peak flows, batch discharge volumes and discharge timing;
- Expected wastewater quality, contaminants, hazardous substances, chemicals, cleaning products, fats, oils, grease, solids, metals, solvents, temperature, pH, BOD, COD and any other relevant characteristics;
- Site drainage plans showing trade waste drainage, stormwater drainage, private sewers, pre-treatment systems, monitoring points and the proposed point of discharge;
- Details of pre-treatment systems, maintenance arrangements, cleanout frequencies, servicing contracts and records;
- Waste management plans, spill management plans, contingency procedures, staff training arrangements, monitoring proposals and any other information Council reasonably requires.

Trade waste permits will authorise the discharge of trade waste to the wastewater network and specify conditions tailored to the discharge. Permits may apply to premises, dischargers, carriers, specific discharge points, specific classes of trade waste or any combination of these, as provided in the Trade Waste Bylaw.

Appendix F provides a checklist to assist applicants in preparing their applications. The information required for an individual application will depend on the nature and risk of the proposed discharge.

Permit conditions

Permit requirements, conditions and limits will be set in accordance with the Local Government (Water Services) Act 2025, the Trade Waste Bylaw and this Plan. Permit conditions will address contaminant limits, mass limits, maximum flow, discharge timing, discharge points, pre-treatment requirements, equipment maintenance, monitoring, sampling, reporting, record keeping, staff training, supervision, emergency response, spill management, notification duties, audits, fees and charges, and any other matter necessary to manage risk.

Monitoring and reporting

Council will implement monitoring and reporting requirements to assess compliance with the bylaw and permits. This may include self-monitoring by dischargers, regular reporting of discharge quality and volume, Council-led sampling, site inspections, audits, review of pre-treatment maintenance records, incident reporting and analysis of trends in contaminant loadings.

Compliance management

Council will assess compliance through a structured and consistent approach. Compliance information will be recorded and used to inform future permitting decisions, risk categories, inspection frequency, monitoring requirements, infrastructure planning and enforcement responses.

Enforcement framework

Council's compliance and enforcement response will be guided by proportionality, consistency, transparency, timeliness, evidence, risk, actual and potential effects, compliance history and the need to deter future non-compliance. Council may escalate or bypass lower-level responses where the incident or non-compliance presents a significant risk to public health, worker safety, the wastewater network, treatment processes, receiving environments, resource consent compliance or Council assets.

Council will apply a graduated and proportionate enforcement approach. The response to non-compliance will take into account the seriousness of the breach, actual or potential effects, intent, compliance history, cooperation, whether the matter was promptly reported, and the need to deter future non-compliance.

Response level	Examples of tools
Education and support	Advice, guidance, reminders, site meetings, improvement recommendations and voluntary action plans.
Corrective action	Written directions, written warnings, required corrective works, increased monitoring, permit review or variation, and recovery of reasonable costs.
Formal enforcement	Infringement notices or penalties where authorised, compliance orders, suspension or revocation of permits, restriction or disconnection from the network, remedial action and prosecution where appropriate.

A discharger, permit holder, trade waste carrier or person in control of a trade waste activity must immediately notify Council of any spill, accidental discharge, unintended

discharge, unauthorised discharge, non-compliant discharge, bypass, equipment failure, pre-treatment failure, or other incident that may affect the wastewater network, treatment processes, workers, the public, public health, biosolids, receiving environments or Council's compliance obligations.

The person responsible must take all practicable steps to stop, contain and mitigate the discharge; prevent entry to stormwater, land or any unauthorised location; protect people and property; follow any Council direction; arrange clean-up and disposal; and provide information or a written incident report if required. Council may require corrective actions, additional monitoring, review of site procedures, staff training, changes to pre-treatment, permit variation, cost recovery or enforcement action depending on the circumstances.

The bylaw and permits should require immediate notification to Council of any accidental, unintended, unauthorised or non-compliant discharge that may affect the wastewater network, treatment processes, workers, the public or the environment. Permit holders may be required to take immediate steps to stop or contain the discharge, mitigate effects, provide information, undertake clean-up or remedial works, and review procedures to prevent recurrence.

Continuous Improvement and Adaptive Management

Council will adopt an adaptive management approach to trade waste regulation. Information obtained through monitoring and compliance activities will be used to:

- Review and refine permit conditions
- Update categorisation frameworks
- Inform infrastructure planning and investment decisions
- Improve overall trade waste management practices

10. Wastewater Quality and Monitoring Requirements

Council will use wastewater quality limits, monitoring, sampling, inspections, self-monitoring and reporting to assess whether trade waste complies with the Trade Waste Bylaw, any trade waste permit, this Plan and any relevant operational requirement. Monitoring requirements will be proportionate to the risk of the discharge and may be adjusted over time based on compliance history, discharge variability, network impacts, treatment plant performance, incident history and changes in activity.

Key parameters may include pH, temperature, suspended solids, oil and grease, BOD, COD, nutrients, metals, solvents, toxic substances, hazardous substances, flow, volume and any other characteristic relevant to the discharge or receiving wastewater network. Council may require laboratory testing, composite or grab sampling, installation of meters or monitoring equipment, self-monitoring reports, maintenance records, discharge logs and independent verification where necessary.

11. Pre-Treatment and Operational Controls

Council may require trade waste to be pre-treated before discharge where pre-treatment is necessary to protect the public wastewater network, wastewater treatment processes, workers, the public, biosolids quality, receiving environments or Council's compliance obligations. Pre-treatment may include grease traps, oil and grit separators, solids interceptors, neutralisation systems, chemical dosing systems, filtration systems, screening, settlement, cooling, flow balancing, containment or any other system approved by Council.

Pre-treatment systems must be appropriately designed, installed, operated, maintained, serviced and cleaned. Council may require evidence of design suitability, installation approvals, maintenance schedules, servicing contracts, cleanout records, waste disposal records, staff training, inspection access and performance monitoring. Failure to install, operate or maintain required pre-treatment may be treated as non-compliance with the Trade Waste Bylaw or permit conditions.

12. Business Risk Assessment and Management Controls

Council may require a discharger, permit holder or trade waste carrier to prepare and maintain a site-specific business risk assessment or discharge management plan. The assessment should identify contaminants and processes that may affect the wastewater network, treatment plant, workers, the public, public health, biosolids, receiving environments or compliance obligations. It should also identify mitigation measures, maintenance schedules, monitoring, contingency procedures, spill response, staff training and responsibilities.

13. Information, Monitoring and Record Keeping

Council may require dischargers, permit holders and trade waste carriers to keep and provide records relating to trade waste generation, pre-treatment, monitoring, sampling, waste disposal, chemical use, maintenance, cleanouts, incidents, training, WasteTrack entries, carrier details, source information, volumes, discharge timing, customer details and chain-of-custody information. Records must be accurate, current, retained for the period required by Council and made available to Council on request.

15. Transport of Trade Waste

Purpose

This section addresses requirements and limits relating to the transport of trade waste for discharge into the public wastewater network. Detailed enforceable requirements will be specified in the Trade Waste Bylaw, trade waste permits and operational procedures.

Council will manage tankered and transported trade waste through a combination of approved discharge locations, WasteTrack recording, carrier verification, and compliance checks.

In accordance with the Bylaw, a trade waste carrier must not discharge tankered or transported trade waste to Council's public wastewater network unless:

a. the discharge is made at an Approved Site or other discharge point approved by Council
b. the carrier has completed and submitted all required WasteTrack information for the load, including the source, type, volume, carrier/operator details, vehicle details, and disposal location unless Council has approved another recording process in writing; and
c. the carrier complies with any applicable trade waste bylaw, trade waste permit, site access condition, operational instruction, or other requirement imposed by Council.

Council may refuse to accept tankered or transported trade waste where the required WasteTrack record has not been completed to Council's satisfaction.

Transport requirements and limits

- Trade waste may only be transported and discharged by a person who holds any required trade waste carrier permit or other approval required by the Trade Waste Bylaw.
- Tankered or transported trade waste may only be discharged at a discharge point approved by Council for that purpose.
- Council may limit the type, volume, strength, contaminant load, timing, frequency or source of transported trade waste accepted at any discharge point.
- Carriers may be required to provide source information, manifests, waste descriptions, volumes, sampling results, customer details, disposal records and chain-of-custody records.
- Council may require carriers to use approved equipment, fittings, backflow prevention, containment, spill controls and identification systems.
- Council may refuse or restrict acceptance of transported trade waste where the waste is prohibited, inadequately characterised, not permitted, incompatible with network or treatment capacity, or presents unacceptable risk.
- Council will require through the Bylaw any applicable permit or approval that carriers discharge trade waste only to authorised wastewater discharge locations.
- Discharge to stormwater, land, unauthorised manholes, unauthorised sewers or any other unauthorised location will not be permitted. Council will require carriers, as a condition of any applicable permit or approval, to promptly notify Council of any spill, accidental discharge, non-compliant load or other incident that may affect the wastewater network, public health, worker safety or the environment.

Carrier permits and records

Tankered and transported trade waste includes, without limitation, septage, port-a-loo waste, grease trap waste, industrial liquid waste, contaminated water, leachate, sludge,

wash water and any other liquid waste transported by vehicle for discharge into the public wastewater network. Council may require approval before discharge, evidence of waste source and characteristics, where required, sampling results, spill management arrangements and compliance with approved discharge site procedures.

Council will not accept tankered or transported trade waste unless the carrier has completed all required WasteTrack records.

Carrier permits may include conditions relating to approved waste types, approved discharge points, maximum volumes, discharge times, notification requirements, sampling, reporting, vehicle identification, training, supervision, spill response, record keeping and audit access. Council may audit carrier records and reconcile those records with discharge data, billing information and monitoring results.

16. Infrastructure and Capacity Considerations

Trade waste management must be aligned with the capacity, condition and performance of the public wastewater network and wastewater treatment plants. Council will use trade waste information to support asset management planning, infrastructure investment, growth planning, network modelling, treatment plant planning and consent compliance.

Infrastructure matters considered

- hydraulic capacity in sewers, pump stations, storage facilities and treatment plants;
- contaminant loads and the ability of treatment processes to manage those loads;
- odour, corrosion and unsafe atmosphere risks;
- fat, oil, grease, sediment and grit impacts on network performance;
- wet weather resilience, overflow and bypass risks;
- biosolids treatment, quality, handling, disposal or reuse;
- resource consent conditions and environmental performance requirements;
- industrial land use planning and future wet industry opportunities;
- network and treatment plant upgrade requirements; and
- the cumulative effects of multiple dischargers on the same network or treatment plant.

Capacity constraints and growth

Council may also decline, restrict or defer a trade waste discharge where there is insufficient network or treatment capacity or where the discharge would compromise compliance obligations.

This includes considering the wastewater networks covered by this Plan, as identified in section 5, and the potential impacts of trade waste on those networks, associated pump stations, storage assets and wastewater treatment plants. Council will assess trade waste discharges having regard to current capacity constraints and risks, future growth, zoning and industrial land use planning, and any relevant asset management plans. Where required, Council may identify necessary infrastructure upgrades, operational

changes or changes to discharge management practices through the asset management planning process.

Where trade waste may affect infrastructure capacity or treatment performance, Council may use permit conditions, discharge limits, pre-treatment requirements, timing restrictions, monitoring, staged approvals, development conditions, infrastructure planning or separation options to manage risk. Council may also decline, restrict or defer a trade waste discharge where there is insufficient network or treatment capacity, where required upgrades or operational changes have not been provided for, or where the discharge would compromise Council's compliance obligations.

17 Fees and Charges

Fees and charges will be set in the Council's Schedule of Fees and Charges, in accordance with Council's Revenue and Financing Policy, the Trade Waste Bylaw and any applicable statutory requirements. Fees, charges and penalty fees will be imposed only where authorised by legislation, the Trade Waste Bylaw, a Trade Waste Permit, and Council's adopted fees and charges.

Circumstances in which fees and charges may apply

- processing trade waste permit applications, renewals, transfers, variations and reviews;
- administration of the trade waste system;
- monitoring, inspections, sampling, analysis, audits and reporting;
- discharge of trade waste by volume, strength, contaminant load, risk category or other approved charging methodology;
- use of approved discharge points for tankered or transported trade waste;
- review of discharge management plans, pre-treatment systems or technical information;
- re-inspections, additional monitoring, investigation or enforcement activity arising from non-compliance;
- costs associated with damage to infrastructure, remedial works, clean-up or emergency response;
- penalty fees or charges for permit non-compliance where authorised by the bylaw and permit; and
- any other reasonable costs authorised by legislation, the bylaw, permit conditions or Council's adopted fees and charges.

Penalty fees and non-compliance costs

Penalty fees may be imposed where authorised by the Trade Waste Bylaw, provided for in a trade waste permit and applicable legislation and set out in Council's adopted Schedule of Fees and Charges. Circumstances may include failure to comply with permit conditions, failure to provide information or records, failure to maintain pre-treatment

systems, unauthorised discharge, discharge at an unauthorised location, exceedance of limits, failure to notify accidental or non-compliant discharges, or other non-compliance that creates additional cost or risk.

Charging methodology

Fees, charges and cost recovery may also apply to downstream blockages, build-up, network cleaning, network repairs, removal or decommissioning of treatment systems where required, emergency response actions, investigation of unauthorised discharges, additional treatment costs, disposal costs, re-inspections, audits, laboratory testing, contractor costs, legal costs where recoverable, and any other reasonable costs caused or contributed to by the discharge or non-compliance.

The methodology for calculating trade waste charges may include fixed application or administration fees, actual and reasonable costs, volume-based charges, strength or load-based charges, monitoring and laboratory costs, risk-based monitoring costs, carrier permit charges, discharge point charges and non-compliance cost recovery. Specific fee levels will be set through Council's adopted fees and charges process.

18. Stakeholder Engagement

Council will engage with affected and interested parties as part of developing, consulting on and implementing this Plan and the Trade Waste Bylaw. Consultation on this Plan and the proposed Trade Waste Bylaw will be undertaken together in accordance with sections 186 and 188 of the Local Government (Water Services) Act 2025 and the process applied through section 258(7).

Key stakeholders

- known trade waste dischargers and permit holders;
- trade waste carriers and tankered waste operators;
- iwi and hapū;
- Horizons Regional Council;
- wastewater operations, treatment, asset management, planning, environmental health and compliance staff;
- business associations and high-risk industry sectors;
- developers and businesses associated with future industrial or wet industry growth areas;
- laboratories, contractors and service providers involved in monitoring or pre-treatment; and
- the wider community where trade waste matters affect public wastewater services, public health, environmental outcomes or charges.

Engagement approach

Engagement will include formal consultation on this Plan and the Trade Waste Bylaw, targeted engagement with affected dischargers and carriers, internal workshops,

technical discussions with wastewater operations and compliance staff, iwi/hapū engagement, and ongoing communication during implementation. Feedback will be used to refine permit transition arrangements, customer guidance, operational processes, fees and charges, risk categories and monitoring priorities.

Key themes to test through consultation

- clarity of the relationship between the Plan, Bylaw and permits;
- practicality of proposed permit categories and transition arrangements;
- risk-based monitoring and compliance expectations;
- transported and tankered trade waste requirements;
- fees, charges and cost recovery;
- impacts on businesses and operational feasibility;
- roles and responsibilities of Council, Manawatū Water Services, dischargers and carriers; and
- implementation timing and support required for affected dischargers.

Summary of engagement undertaken

(to be completed after consultation)

Key themes and issues raised

(to be completed after consultation)

How feedback has been incorporated

(to be completed after consultation)

19. Implementation Plan

The Trade Waste Discharge Plan and Trade Waste Bylaw are intended to be consulted on and adopted alongside the Long Term Plan and Water Services Strategy, with adoption proposed for June 2027. Implementation will be staged to support a clear transition for existing permit holders, new applicants, trade waste carriers, Council staff and Manawatū Water Services.

Phase	Actions	Indicative timing

1. Preparation	Complete current-state inventory; confirm legislative gap analysis; confirm risk categorisation framework; prepare draft bylaw, permit templates, application forms, monitoring procedures and customer guidance.	Before consultation
2. Consultation	Consult on the Plan and Trade Waste Bylaw alongside the Long Term Plan and Water Services Strategy; engage with affected dischargers, carriers, iwi/hapū, regulators and internal teams.	
3. Hearings and deliberations	Consider submissions; refine Plan, Bylaw, fees and implementation approach; confirm legal review, delegations and transitional arrangements.	
4. Adoption	Adopt the Trade Waste Discharge Plan and Trade Waste Bylaw; adopt or confirm associated fees and charges where required.	
5. Transition	Notify permit holders and known dischargers; transition existing permits and approvals; prioritise high-risk discharges and carriers; update records and systems.	0-12 months after adoption
6. Full implementation	Complete permit reviews and new permit issue programme; implement risk-based monitoring; embed compliance procedures; progress Trade Waste Separation Programme investigations.	1-5 years after adoption

Appendix G identifies the matters to be confirmed before final adoption, including bylaw alignment, fees and charges, delegations, transitional arrangements and implementation readiness.

Roles and responsibilities

Role	Responsibilities
Council	Adopt the Plan and Bylaw; set fees and charges; make key policy decisions; ensure lawful delegations and authorisations are in place; monitor overall performance. The power to make, amend or revoke the Bylaw remains with Council

Manawatū Water Services	Administer the Plan and bylaw on Council's behalf; assess applications; undertake monitoring and inspections; maintain records; provide technical advice; support compliance responses.
Authorised officers	Exercise delegated or authorised monitoring, inspection, compliance and enforcement functions in accordance with the bylaw and legislation.
Trade waste dischargers and permit holders	Understand and comply with the bylaw and permit conditions; operate pre-treatment systems; monitor and report where required; notify incidents; pay fees and charges.
Trade waste carriers	Hold required permits; use approved discharge points; maintain records; comply with transport, discharge, notification and reporting requirements.

Resourcing and dependencies

Implementation will require staff capability, clear processes, record systems, monitoring budgets, laboratory and contractor support, customer communications, legal review, delegations, integration with fees and charges, and alignment with infrastructure planning. Dependencies include bylaw adoption, final permit templates, system changes, asset planning information, environmental performance requirements and availability of operational data.

Appendix E identifies the operational documents to be developed or updated to support consistent implementation of this Plan and the Trade Waste Bylaw.

20. Monitoring, Review, and Continuous Improvement

The performance indicators will include number of active permits by risk category, percentage of high-risk premises monitored on schedule, number and severity of non-compliance events, response time to accidental discharges, trend in contaminant loadings, cost recovery performance, and progress on permit renewals and reviews.

Measure	**Purpose**
Number of active permits by risk category	Track coverage of known trade waste dischargers and the implementation of risk-based permitting.

Percentage of high-risk premises monitored on schedule	Measure whether monitoring effort is focused on higher-risk discharges.
Number and severity of non-compliance events	Track compliance trends and identify sectors or premises requiring intervention.
Response time to accidental or unauthorised discharges	Assess readiness and effectiveness of incident response.
Trends in contaminant loadings and discharge characteristics	Assess whether source control and permit conditions are reducing risk to the network and treatment plants.
Permit review and renewal progress	Track progress on the five-year permit transition and review programme.
Cost recovery performance	Assess whether trade waste fees and charges are recovering reasonable costs.
Progress on Trade Waste Separation Programme investigations	Track implementation of strategic separation or targeted management opportunities.

Reporting

Manawatū Water Services will maintain trade waste records and provide periodic reporting to Council as required. Reporting may cover permit numbers, risk categories, monitoring completion, non-compliance, incidents, enforcement actions, fees and charges, significant discharges, infrastructure issues and progress against implementation actions.

Review cycle

This Plan will be reviewed periodically to ensure it remains fit for purpose. A full review should occur at least every ten years, or earlier if required by legislative change, environmental performance standards, resource consent changes, significant infrastructure constraints, growth pressures, monitoring results or compliance trends. Operational procedures, permit templates, risk categories and monitoring programmes may be reviewed more frequently.

Continuous improvement

Council will use monitoring, reporting, compliance outcomes, customer feedback, infrastructure performance data and regulatory changes to improve trade waste management over time. Continuous improvement may include refining permit

conditions, updating risk categories, improving customer guidance, changing monitoring frequency, revising fees and charges, progressing separation opportunities or updating the bylaw and Plan.

21. Appendices

Appendix A

a) Definitions and Interpretation

The definitions below are provided for the purposes of both this Plan and the Trade Waste Bylaw 2027. While some of these definitions may not be used within this document, they have been included to ensure consistency and clarity between the Bylaw and the Plan.

Term	**Definition**
Act	Means the Local Government (Water Services) Act 2025
Authorised officer	Means a person authorised by Council to exercise functions, duties, or powers relating to trade waste management, monitoring, compliance or enforcement
Access Point	means a place where a Private Sewer can be accessed for inspection (including sampling or measurement), cleaning or maintenance. *Explanatory Note: Access Point(s) shall be provided in accordance with the New Zealand Building Code.*
Approved	means approved in writing by the Council or by any Council Officer authorised for that purpose.

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Acceptable Discharge	means a Permitted Trade Waste Discharge into the Public Wastewater Network.
Approval	includes all permits, consents, certificates or authorities granted under Bylaws.
Approved Site	means a monitored site where Tankered Waste can be discharged into the Public Wastewater Network.
Biosolids	means sewage sludge derived from a wastewater treatment plant that has been treated and/or stabilised to the extent that it is able to be safely and beneficially applied to land, but does not include products derived solely from industrial wastewater treatment plants.
Bylaw	means any operative Bylaw of the Council.
Characteristic or Characteristics	means any of the physical or chemical features of Trade Waste described in Schedules 1 and 2 of the Bylaw.
Cleaner Production	means the implementation on Trade Waste Premises of effective operations, methods and processes appropriate to the goal of reducing or eliminating the quantity and toxicity of wastes produced on Trade Waste Premises.
Condensing Water or Cooling Water	means any water used in any trade, industry, or commercial process or operation in such a manner that it does not take up matter into solution or suspension. *Explanatory note: condensate water from floor drains in chillers or freezers is likely to contain Contaminants that require treatment*.
Conditional Trade Waste	means a Trade Waste which is not a Permitted Trade Waste, or a Prohibited Trade Waste, and which must not be discharged into the Public Wastewater Network except in accordance with a Permit.
Contaminant	means any substance (including gases, odorous compounds, liquids, solids and micro-organisms) or energy (excluding noise) or heat that, either by itself or in combination with the same, similar, or other substances, energy or heat –

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	a) when discharged into water, changes or is likely to change the physical, chemical or biological condition of the water; or b) when discharged onto or into land or air, changes or is likely to change the physical, chemical, or biological condition of the land or air onto or into which it is discharged; *Explanatory note – this definition is the same as the definition of "contaminant" in the Resource Management Act 1991, meaning that any substance that is a contaminant under that regime will also be one for the purposes of the Bylaw*.
Council	means Manawatū District Council. Where a function, duty, or power under this Bylaw is lawfully delegated or authorised, a reference to Council includes the person or body acting within the scope of that delegation or authorisation.
Council Officer	means any person who is appointed or authorised, in writing, by the Chief Executive or by the Council to act on the Council's behalf, and includes a Custodian.
Compliance Officer	means a compliance officer appointed under section 278 of the Local Government (Water Services) Act 2025.
Discharge	Means the direct or indirect introduction, release, disposal, or conveyance of any waste, wastewater, contaminant, or substance into a Public Wastewater Network (or the Public Stormwater Network, land, water, or the environment where the context requires).
Discharge point	Means the point at which trade waste enters a wastewater network, or any other point approved by Council for the discharge, sampling, monitoring, or measurement of trade waste.
Discharger	Means any person who discharges, proposes to discharge, causes, permits, or allows trade waste to be discharged into a wastewater network
Discharge Management Plan	means a plan for the monitoring, programming and controlling of Trade Waste operations for a Premises that

	has been incorporated into a Permit through conditions. It may, but is not required to, include provision for Cleaner Production, waste minimisation, monitoring and recording of discharges, contingency management procedures, emergency management procedures for unexpected or unscheduled events, and any relevant industry code of practice.
Disconnect or Disconnection	means the sealing off of any of Council's water services, utilities, drains or sewers to prevent use by a person or Premises.
District	Means the district of the Manawatū District Council.
Domestic wastewater	means Wastewater discharged from sanitary fixtures or appliances in Premises that are used solely for residential activities, or waste of the same character discharged from other Premises with maximum strength parameters as follows: b) Biological dissolved oxygen (BOD5) 350g/m3 c) Total suspended solids (TSS) 400g/m3 d) Ammonia (NH4) 60g/m3 e) Phosphate (PO4) 30g/m3; and Total Kjeldahl Nitrogen (TKN) 65g/m3.
Food Premises	means any Premises, Home-based Business, Mobile Trade Premises, or other place where food is manufactured, prepared, processed, cooked, reheated, packed, stored, handled, sold, or otherwise supplied in the course of a business, trade, or commercial activity.
Grease Trap	means a device that allows kitchen and/or food production Wastewater to cool, and the grease to separate from Wastewater.
Hazardous Substances	has the meaning given to it in the Hazardous Substances and New Organisms Act 1996.
Home-based Business	Means any business, trade, commercial, food preparation, manufacturing, processing, service, or similar activity carried out from a residential premises, where Wastewater

	or Trade Waste is or may be discharged to the Public Wastewater Network.
Independent Analyst	means an accredited test laboratory for the purposes of sampling and testing in accordance with the requirements of the Bylaw.
Infringement fee	Infringement fee has the meaning given in section 256 of the Local Government (Water Services) Act 2025.
Infringement Offence	Infringement offence means an offence identified in the Bylaw as an infringement offence in accordance with sections 256 and 269 of the Local Government (Water Services) Act 2025.
Liquid and Hazardous Wastes Code of Practice	means the industry code of practice for liquid and hazardous waste operations in New Zealand, including any subsequent edition, amendment or replacement of that code.
Mass Limit	means the total mass of any Characteristic that may be discharged to the Public Wastewater Network over any twenty-four hour period from any single Point of Discharge or collectively from several points of discharge.
Monitoring	Means the observation, inspection, measurement, sampling, testing, analysis, recording, reporting, or assessment of a trade waste discharge, premises, process, pre-treatment system or related activity.
Maximum Concentration	means the instantaneous peak concentration of any Characteristic that may be discharged at any instant in time.
Meter	means any device able to be calibrated and used to measure the flow, volume or quality of any discharge of Wastewater and any ancillary equipment, devices and fitting; and **metering** means the use of such a device or devices.
Mobile Trade Premises	means any vehicle, trailer, caravan, stall, temporary structure, or other mobile or temporary facility used for any business, trade, commercial, food preparation, manufacturing, processing, service, or similar activity,

	where Wastewater or Trade Waste is generated, stored, transported, discharged, or disposed of.
New Zealand Waste Strategy	means a programme established by the Ministry for the Environment that requires effective waste management, recycling and reuse of waste.
NZS 4304	means the edition, complete with any amendments, of New Zealand Standard 4304:2002 Management of Healthcare Waste that was in force at the time the Bylaw was made.
Occupier	means a person occupying a Trade Waste Premises that is connected to the Public Wastewater Network.
Owner	as applied to any Premises, means any person for the time being entitled to receive the rent for such Premises, or who would be so entitled if it were let to a tenant at a rack rent, and where any such person is absent from New Zealand, includes their attorney or Agent.
Permit	means a Trade Waste Permit
Permit Holder	means the person who has obtained a Permit, and includes any person acting with the express or implied consent of the Permit Holder and any licensee of the Permit Holder.
Permitted Trade Waste	means a Trade Waste that complies with all of the requirements for any individual Characteristic or combination of Characteristics set out in Schedule 1 of the Bylaw.
Point of Discharge	means the point at which trade waste enters the Public Wastewater Network, being the boundary between the Public Wastewater Network and a Private Sewer, unless Council approves another location for the purposes of discharge, sampling, monitoring, testing, measurement, or as specified in a Trade Waste Permit.
Pre-treatment	means any processing of Trade Waste designed to reduce or vary any Characteristic before discharge to the Public Wastewater Network in order to ensure the Trade Waste complies with the Bylaw or a Permit issued under the Bylaw.

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Premises	means any land, building, or cellar, or part thereof, that is separately occupied, and includes all land that is accessory to the occupation of that land, building, or cellar.
Private Sewer	means that section of a privately-owned pipe or drainage network between the Dwelling or Premises through which wastewater flows up to the Point of Discharge to the Public Wastewater Network.
Prohibited Trade Waste	means a Trade Waste that contains or is likely to contain Characteristics that are prohibited or are present in concentrations that are prohibited as set out in Schedule 2 of the Bylaw.
Public Place	includes every Road, Beach, Reserve, Footpath, accessway, or thoroughfare open to or used by the public; and every place to which the public has access, whether as of right or not.
Public Stormwater	means any stormwater system, network, asset or infrastructure that is owned, operated, managed or controlled by Council, including pipes, drains, culverts, channels, swales, detention or retention facilities, treatment devices, inlets, outlets and associated structures used for the collection, conveyance, treatment, storage or discharge of stormwater.
Public Wastewater Network	means a network used for the collection, treatment, storage, transmission (including metering), or discharge of wastewater from consumers, and which is owned by, or operated by, for, or on behalf of, the Council.
Schedule of Fees and Charges	means a schedule published by the Council from time to time that sets out the fees and charges applying to particular activities or services by Council and for which it is authorised to set fees and charges.
Sewer	means any pipework that conveys Wastewater (including Trade Waste), whether privately owned or as part of the Public Wastewater Network.
Sludge	means the material settled and removed from Wastewater during the treatment process.

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Significant change	Means any change to a premises, process, activity, discharge, volume, contaminant loading, pre-treatment system, ownership, operation, or risk profile that may affect the nature, quantity, quality, timing, or risk of trade waste discharged to the wastewater network.
Stormwater	means all rainfall and surface run-off water resulting from precipitation events (for example drizzle, mist, rain, hail or snow), including rainfall and run-off water from constructed impervious areas such as roads, pavement, roofs, and urban areas.
Structure	means any building, equipment, device or other facilities made by people and which is fixed, permanently or temporarily, to land.
Tankered waste	Means water or other liquid, including waste matter in solution or suspension, that is conveyed by vehicle for disposal; but does not include Domestic Wastewater that is discharged directly from houses, caravans, buses, or similar vehicles.
Trade Waste Premises	means any land or premises used, or intended to be used for – (b) an industrial, commercial, or trade purposes; or (c) storing, transferring, treating, or discharging trade waste For the avoidance of doubt, a Trade Waste Premises includes but is not limited to a Home-based Business or Mobile Trade Premises carried out from a residential Premises or a mobile or temporary facility.
Trade Waste	means any waste that is produced in the course of an industrial, commercial, trade process or operation, or a related process or operation, and discharged into a wastewater network, and includes tankered waste discharged or proposed to be discharged into a wastewater network; but does not include any class of waste or material that has been specified not to be trade waste by

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	this Trade Waste Discharge Plan under section 185 of the Local Government (Water Services) Act 2025.
Trade waste bylaw	Means a water services bylaw made under section 258 of the Local Government (Water Services) Act 2025 that relates to trade waste discharges.
Trade Waste discharge plan	Means a plan made by a Territorial Authority under section 185 Local Government (Water Services) Act 2025
Trade waste carrier	Means any person who collects, transports, delivers, transfers or discharges trade waste into a wastewater network, whether on their own behalf or on behalf of another person.
Trade waste permit	Means a permit issued by a water service provider in accordance with section 190 Local Government (Water Services) Act 2025.
Vehicle	Has the same meaning assigned to that term in section 2 of the Land Transport Act 1998
WasteTrack	means the internet-based waste tracking system used to record and track liquid and hazardous waste from its point of generation, through transportation, to treatment or final disposal, including details of the waste generator, transporter, waste type and receiving facility.
Wastewater	Means liquid waste or used water from domestic, commercial, industrial, institutional, or other activities that is conveyed to a wastewater network for treatment, disposal or discharge.
Wastewater treatment plant	Means any facility owned, operated, managed or controlled by Council for receiving, treating, storing, processing, discharging, or otherwise managing wastewater or trade waste.
Water Services Authority	Means the Water Services Authority established under the Water Services Act 2021, commonly known as Taumata Arowai, or any successor agency responsible for exercising the relevant statutory functions.
Working Day	has the same meaning assigned to that term in the Local Government Act 2002.

Appendix B: Section 185 content checklist

Requirement	Where addressed
Council's approach to regulating trade waste and the discharge of trade waste into wastewater networks	Sections 1, 2, 4, 9 and 10
Types of, or specific, trade waste premises to which the Plan applies	Section 4
Requirements or limits relating to transporting trade waste	Section 15
Proposed or recommended trade waste bylaws necessary to implement the Plan	Section 8
Circumstances in which fees, charges or penalties may be imposed	Section 17
Wastewater network or networks to which the Plan applies	Sections 4

Appendix C: Trade waste categories

Category	Description	Management approach
Permitted trade waste	Trade waste that complies with permitted limits and requirements specified in the bylaw.	May be managed through standard requirements, education, occasional review and targeted monitoring.
Conditional trade waste	Trade waste with characteristics, volumes or risks requiring more detailed assessment and site-specific controls.	Requires a permit with tailored conditions, monitoring, reporting and potential pre-treatment.
Tankered or transported trade waste	Trade waste collected and transported for discharge at an approved discharge point.	Requires carrier controls, approved discharge locations, records, manifests and monitoring.

Prohibited trade waste	Trade waste that must not be discharged because it presents unacceptable risk or is prohibited by the bylaw.	Permit will not be issued. Enforcement action may be taken if discharged.

Appendix D: Risk assessment factors

- type of activity and industry sector;
- volume, flow rate, timing, frequency and variability of discharge;
- contaminant concentrations, mass loads, pH, temperature, toxicity and treatability;
- presence of fat, oil, grease, sediment, grit, chemicals, metals, solvents, hazardous substances or infectious material;
- effectiveness and reliability of pre-treatment systems;
- history of compliance, incidents, complaints or enforcement;
- proximity to sensitive network assets or constrained treatment plants;
- potential effects on worker safety, public health, treatment performance, biosolids, receiving environments and consent compliance;
- whether trade waste is transported or tankered;
- quality of records, staff training, supervision, procedures and emergency response arrangements.

Appendix E: Operational documents to support implementation

- trade waste permit application form;
- trade waste carrier permit application form;
- risk categorisation tool;
- standard permit conditions;
- inspection checklist;
- sampling and monitoring procedure;
- pre-treatment maintenance guidance;
- accidental discharge notification procedure;
- compliance and enforcement response guide;
- trade waste inventory and register;
- customer guidance for common sectors such as food premises, vehicle washes, dental practices and industrial premises;
- fees and charges schedule.

Appendix F: Trade waste permit application checklist

Applicants should provide the following information where relevant: applicant, owner, occupier and operator details; business activity description; hours of operation; trade processes; chemicals and hazardous substances used or stored; estimated and

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measured discharge volumes; flow rates; discharge timing; wastewater quality; contaminants; site drainage plans; pre-treatment details; maintenance and cleanout contracts; monitoring proposals; waste management plans; spill and incident response procedures; staff training arrangements; WasteTrack information where relevant; and any other information Council reasonably requires.

Appendix G: Matters requiring confirmation before final adoption

- current trade waste inventory and permit status;
- final wording of the Trade Waste Bylaw 2027;
- final fees and charges and charging methodology;
- delegations and authorisations for Manawatū Water Services and authorised officers;
- transition periods for existing permits, approvals and applications;
- customer communication materials;
- legal review of enforceability, proportionality and rights considerations;
- alignment with the Long-Term Plan, Water Services Strategy, infrastructure planning and resource consent requirements.

Appendix H: Indicative Conditional Trade Waste Activities and Typical Pre-Treatment/Management Controls

Industry/Activity	Source of discharge	Typical Pre-Treatment/Management Controls
Apparel	• Dry cleaners • Laundromats	• pH control • Temperature control • Flow balancing • Screening
Automotive/Engineering/ Machinery washing	• Mechanical workshops • Service stations • Car wash • Painting and panel beaters	• Corrugated plate interceptor, gravity separator, hydrocyclone or other systems • No open areas allowing rainwater discharge to sewer
Automotive/Engineering/ Machinery washing	• Truck washes • Equipment and container washing facilities	• Grease separation • Screening • No open areas allowing rainwater discharge to sewer

Industry/Activity	Source of discharge	Typical Pre-Treatment/Management Controls
Building, ceramic or paper products manufacturing	• Manufacturing of paper or paper products • Manufacturing of clay, glass, plaster, masonry, asbestos, or other mineral products • Concrete batching plants	• pH control • Temperature control • Flow balancing • Grease separation • Oxidation
Chemical manufacturing	• Manufacturing of fertiliser or soil amendment products • Manufacturing of chemicals, or of chemical, petroleum, coal, rubber or plastic products.	• Acid hydrolysis • pH control • Grease separation • Screening • Sedimentation • Flocculation • Oxidation • Anti-foam dosing • Off-site sediment removal
Clothing manufacturing	• Clothing manufacture	• pH control • Temperature control • Flow balancing • Screening
Food retail/ preparation	• Cafe's, coffee lounges, bakeries, takeaway premises, or restaurants • Butchers, fishmongers, or delis • Supermarkets, fruit and vegetable stores • Schools, polytechnics, universities (with catering facilities) • Hotels or motels (with restaurants/cafe's) • Churches, marae or halls (with catering facilities) • Preparation of food and/or catering at a residential address with a commercial kitchen or for commercial purposes.	• Grease trap • Temperature control • Flow balancing • Screening
Food production and processing	• Food manufacturing or warehousing • Recycling of food or food products	• Grease separation • pH control • Temperature control • Flow balancing • Screening

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Industry/Activity	Source of discharge	Typical Pre-Treatment/Management Controls
Food production and processing	• Beverage manufacturing	• pH control • Temperature control • Flow balancing
Food production and processing	• Meat processing • Dairy products processing • Fish or shellfish processing	• Temperature control • Grease separation • Screening • Oxidation
Laboratories and Health Care	• Hospitals • Scientific Laboratories	• Screening • Offsite disposal of screening waste and hazardous materials substances
Medical and x-ray facilities	• Dentists • Doctors' surgeries • Veterinary clinics • Chiropractors	• Amalgam separators • Silver recovery unit • Offsite removal of developer solution
Metal production and processing	• Electroplaters • Galvanisers • Foundries • Metal Surfacing • Manufacturing of fabricated metal products, machinery or equipment • Spray painting facilities	• Sedimentation • Flocculation • Clarification • pH control • Temperature control • Cyanide destruction • Screening • Off-site sediment removal
Printing	• Photo printing and publishing • Printers	• pH control • Silver recovery • Oxidation • Flow balancing
Residential care	• Residential care facilities (retirement homes, hospices)	• Grease trap • Flow balancing • Screening
Swimming pools	• Community swimming pool / spa • Hotel, gym, or club with a swimming pool	• pH control • Flow balancing

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Industry/Activity	Source of discharge	Typical Pre-Treatment/Management Controls
Textile Production	• Textile fibre or textile processing • Tanneries or leather finishings • Footwear manufacture	• pH Control • Temperature control • Flow balancing • Screening • Grease separation • Oxidation • Sedimentation • Flocculation • Clarification • Off-site sediment removal
Waste management	• Sanitary or cleaning services • Solid waste treatment (landfill leachate discharge) • Water and wastewater treatment	• pH control • Temperature control • Flow balancing • Screening • Grease separation
Other	• Funeral parlour, mortuaries	• pH control • Temperature control • Flow balancing • Screening
Other	• Barber, hairdresser	• Screening
Other	• Florist	• Screening, no herbicides to sewer
Other	• Photo processors (modular units only)	• pH control, silver recovery, oxidation
Other	• Schools, polytechnics or universities (with laboratories)	• pH control • Silver recovery • Oxidation
Other	• Premises with commercial waste masters	• Grease separation • Screening • Off-site disposal of solid wastes
Other	• Stock sale yards	• Screening • Flow balancing
Other	• Timber treatment yards	• Screening • Flow balancing • Sedimentation • Flocculation • Clarification • pH control • Off-site sediment removal

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Industry/Activity	Source of discharge	Typical Pre-Treatment/Management Controls
Other	• Manufacturing, storage, transport or use of hazardous substances	• Screening • Flow balancing • Sedimentation • Flocculation • Clarification • pH control • Off-site sediment removal

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1 Trade Waste Bylaw 2027

1.1 This Bylaw is the Trade Waste Bylaw 2027.

1.2 This Bylaw is made under section 258 of the Local Government (Water Services) Act 2025.

2 Purpose

2.1 The purpose of this Bylaw is to:

a) Protect the health and safety of all people from potential adverse effects of harmful substances discharged to the Public Wastewater Network;

b) Protect the environment (including water quality) from adverse effects of harmful substances discharged to the Public Wastewater Network;

c) Manage, regulate, and protect the Public Wastewater Network from damage, misuse or loss and provide for its efficient operation;

d) Prevent unauthorised use of the land, structures or infrastructure associated with the Public Wastewater Network;

e) Ensure compliance with Permit conditions;

f) Provide an equitable basis for charging Trade Waste users of the Public Wastewater Network;

g) Encourage Cleaner Production, efficient recycling and reuse of waste streams at Trade Waste Premises;

h) Give effect to the Trade Waste Discharge Plan; and

i) Regulate matters specified in section 187 (3) of the Act.

3 Application and Interpretation

3.1 This Bylaw applies throughout the Manawatū District.

3.2 This Bylaw regulates Trade Waste discharged, or proposed to be discharged, to the Public Wastewater Network, including Tankered Waste accepted for discharge to the Public Wastewater Network.

3.3 The definitions applying to this Bylaw are in Schedule 4.

Explanatory Note: Domestic wastewater is not regulated by the Trade Waste Bylaw, and discharges to the public Stormwater network are regulated through the Drainage Bylaw.

4 Commencement

4.1 This Bylaw comes into force on .....

4.2 Every schedule to this Bylaw forms part of the Bylaw.

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4.3 Any explanatory or guidance notes are for information purposes only. They do not form part of this Bylaw, and may be inserted, amended, removed or replaced by the Council at any time.

4.4 This Bylaw should be read in conjunction with the Local Government (Water Services) Act 2025, the Trade Waste Discharge Plan, and any applicable Trade Waste Permit.

Part One - Classification of Trade Waste

5 General Classification

5.1 Trade Wastes shall be classified as one of the following:

a) Permitted Trade Waste;

b) Conditional Trade Waste;

c) Prohibited Trade Waste; or

d) Tankered Waste

Table 1: Discharge Classification Requirements

Your discharge	Classification	Permit?
Meets Schedule 1 including volume thresholds and does not require any pre-treatment.	Permitted	No
Doesn't meet Schedule 1 characteristics, requires a form of pre-treatment, and/or has a maximum volume of 5m3/day or more but does not have any characteristics of a prohibited trade waste defined in Schedule 2.	Conditional	Yes
Contains a Schedule 2 prohibited characteristic	Prohibited	Cannot discharge
Wastewater or Trade Waste collected and transported by tanker for discharge into the Public Wastewater Network at a Council-approved discharge site, and does not contain a Schedule 2 prohibited characteristic.	Tankered	No

6 Permitted Trade Waste

6.1 A person may discharge Permitted Trade Waste, subject to Council's authorisation, into the Public Wastewater Network without a Permit if the discharge complies with the characteristics listed in Schedule 1, does not require any pre-treatment, and does not contain Prohibited Trade Waste as listed in Schedule 2.

6.2 Discharges of Permitted Trade Waste may continue until such time as:

a) in the opinion of the Council, the discharge changes or is likely to change to the extent that it is properly characterised as a Conditional or Prohibited Trade Waste; or

b) the Council changes the requirements for Characteristics of Permitted Trade Waste by amendment to, or replacement of, Schedule 1 of this Bylaw, and the discharge no longer meets these requirements; or

c) the discharge causes a detrimental effect on the Public Wastewater Network or receiving environment, which may (without limitation) be attributable to:

   i. the total dissolved solids concentration of the Trade Waste;

   ii. emulsions of paint, latex, adhesive, rubber or plastic that cause coagulation or a blockage at the mixing zone in the Public Wastewater Network; or

   iii. colouring of the discharge to the extent that it impairs wastewater treatment processes.

6.3 If clause 6.2 applies, Council will notify the person in writing.

6.4 Where Council notifies a person under clause 6.3 that their discharge has become Conditional Trade Waste, the person must, within 10 Working Days of receiving the notice, apply for a Trade Waste Permit or cease discharging. The discharge may continue pending determination of the application only where authorised under clause 6.5.

6.5 Council may issue a temporary Trade Waste Permit authorising the discharge to continue while an application under clause 6.4 is considered, subject to any conditions specified in that permit. The temporary permit expires on the date specified in the permit or when Council determines the application, whichever occurs first.

Explanatory note

Where there is any uncertainty as to whether a discharge qualifies as Permitted Trade Waste, Council's Trade Waste Officer should be contacted for advice.

Guidance on types of premises that may ordinarily generate Permitted Trade Waste is provided in the Trade Waste Discharge Plan. Classification of a discharge depends on the actual characteristics, volume and nature of the trade waste and its compliance with Schedule 1.

7 Conditional Trade Waste

7.1 A person must not discharge a Conditional Trade Waste into the Public Wastewater Network except in accordance with a Permit issued under this Bylaw.

7.2 Where a Permit has been issued, the Permit Holder must comply with any conditions imposed on that Permit.

7.3 Conditional Trade Wastes may be subject to additional requirements set out in Part 4 of this Bylaw.

Explanatory note:

Guidance on types of premises that may ordinarily generate Conditional Trade Waste is provided in the Trade Waste Discharge Plan. Classification of a discharge depends on the actual characteristics, volume and nature of the trade waste and its compliance with Schedule 1. Council's Trade Waste Officer should be contacted for advice to confirm whether your discharge will be permitted, conditional, or prohibited.

8 Prohibited Trade Waste

8.1 A person must not discharge any Prohibited Trade Waste into the Public Wastewater Network.

8.2 No application for a Permit under this Bylaw can be made for a Prohibited Trade Waste.

8.3 Any person whose Premises produces a Prohibited Trade Waste (as listed in Schedule 2) must provide to the Council, on request, full records of the disposal of the waste in compliance with all statutory and regulatory requirements.

9 Tankered Waste

9.1 Tankered Waste must not be discharged into the Public Wastewater Network, except at a dedicated Approved Site by Council-approved contractors certified as compliant with the Liquid and Hazardous Wastes Code of Practice by the certifying body (including any subsequent edition, amendment or replacement of that code), and in accordance with this Bylaw.

9.2 A person must not collect, transport, deliver, discharge, or allow the discharge of Tankered Waste into the Public Wastewater Network unless that person:

a) is approved by Council to discharge at an Approved Site;

b) has completed all WasteTrack records required by Council for the relevant load before collection, unless Council has approved another recording process in writing;

c) provides evidence of the current WasteTrack record to Council on request; and

d) complies with this Bylaw, any applicable Trade Waste Permit, any conditions of a Council approval issued under this Bylaw, and any site access, sampling, testing, notification or operational requirements lawfully imposed by Council under this Bylaw or the Act

9.3 Council may refuse to accept any Tankered Waste at an Approved Site if:

a) the required WasteTrack record has not been completed or is incomplete, inaccurate, or inconsistent with the waste presented for discharge;

b) the source, nature, Characteristics, or volume of the waste has not been disclosed to Council's satisfaction;

c) the Characteristics of the waste contains a prohibited characteristic as listed in Schedule 2;

d) Council has not approved the discharge location, timing, method, or disposal arrangements; or

e) Council considers that accepting the waste may create a risk to public health, worker safety, the Public Wastewater Network, wastewater treatment processes, resource consent compliance, biosolids quality, or the environment.

9.4 The Council may accept Tankered Waste for discharge at an Approved Site subject to:

a) the discharge consisting solely of waste from domestic septic tanks; or

b) for a discharge not solely sourced from domestic septic tanks, Council may require the Council-approved Contractor to;

i. obtain tests (at their cost) to determine the Characteristics of the waste to the extent they are unknown, which demonstrate that the contents do not include a Prohibited Trade Waste; and

ii. not collect or transport the waste to the Approved Site until appropriate arrangements and methods for disposal have been approved by the Council; and

iii. thoroughly wash the tanker in between loads of waste before disposal at the Approved Site, so as to prevent cross-contamination between tanker loads; and

iv. provide at least 48 hours' notice before the disposal of such wastes.

Part Two – Control of Discharges

10 Trade Waste Discharges that are not allowed

10.1 A person must not:

a) discharge, or allow the discharge of, Trade Waste to the Public Stormwater Network; or

b) discharge, or allow the discharge of, Trade Waste to the Public Wastewater Network except in accordance with this Bylaw or in accordance with a Permit issued under this Bylaw; or

c) add, or allow the addition of, any potable, Condensing Water, or Cooling Water to any Trade Waste that discharges into the Public Wastewater Network, including when done for the purpose of diluting the Trade Waste in order to vary the level of any Characteristic of the waste, unless such action is expressly permitted in a Permit issued under this Bylaw; or

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d) add, or allow the addition of, Stormwater to any Trade Waste that discharges into the Public Wastewater Network, unless such action is expressly authorised in a Permit issued under this Bylaw.

10.2 Every person must notify Council immediately by phone, and in any event no later than 24 hours after becoming aware of the incident, upon discovery of any leakage, spillage, unintended discharge, accidental discharge, or other mishap involving a Contaminant, Hazardous Substance, or other Trade Waste, which may have led to:

a) a Contaminant or Hazardous Substance entering the Public Stormwater Network or Public Wastewater Network, land, water, or the environment; or

b) Trade Waste entering the Public Stormwater Network, Public Wastewater Network, land, water or the environment in circumstances that may contravene this Bylaw, any applicable Trade Waste Permit or the Act. Every person who has informed the Council of an incident in accordance with Clause 10.2 must provide Council with a written incident report within 10 Working Days of the incident.

11 Storage, Transportation and Handling of Hazardous Substances

11.1 All persons on Trade Waste Premises must take all reasonably practicable steps to prevent any of the Hazardous Substances listed in clause 11.3 from entering into the Public Wastewater Network as a result of leakage, spillage or other mishap.

11.2 No person may store, transport, handle, use, cause, or allow, any Hazardous Substance listed in clause 11.3 in a way that results or may result in the Hazardous Substance entering the Public Wastewater Network.

11.3 The Hazardous Substances referred to in clauses 11.1 and 11.2 are those products or wastes containing corrosive, toxic, biocidal, radioactive, flammable or explosive materials which are likely to:

a) generate toxic, flammable, explosive or corrosive materials in quantities likely to be Hazardous, when mixed with the Wastewater stream; or

b) be deleterious to the health and safety of the Council's staff, approved contractors, or members of the public.

11.4 Any person who carries out the off-site disposal of any Hazardous Substances listed in clause 11.3 must keep records of such disposal and make those records available for inspection by the Council within 10 Working Days of a request for inspection.

12 Mobile food businesses and home-based businesses

12.1 A person operating a Home-based Business, Food Premises, or Mobile Trade Waste Premises must not discharge, or allow the discharge of, Trade Waste except in accordance with this Bylaw and any applicable Trade Waste Permit.

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12.2 A person operating a Mobile Trade Waste Premises must ensure that any Trade Waste generated by the activity is:

a) collected and stored in a secure container or tank suitable for the nature and volume of the waste;

b) prevented from entering the Public Stormwater Network, any waterbody, land, road, kerb, channel, sump, or public place; and

c) discharged only to an Approved Site, approved Point of Discharge, or other location approved by Council in writing.

12.3 A person must not discharge Trade Waste from a Mobile Trade Waste Premises into any toilet, hand basin, wastewater manhole, or other Council asset unless the discharge is authorised by a Trade Waste Permit or other approval issued by Council under this Bylaw.

12.4 For the avoidance of doubt, Trade Waste generated by a Home-based Business, Food Premises or Mobile Trade Waste Premises will be classified in accordance with Part One of this Bylaw.

Part Three – Trade Waste Permits

13 Requirements for Permits

13.1 Any person may apply to the Council, in accordance with this Bylaw and the Trade Waste Discharge Plan:

a) for a Permit to discharge any Conditional Trade Waste (either continuously, intermittently or temporarily), or to transport or discharge Tankered Waste; or

b) to vary a Permit.

13.2 Permit applications under clause 13.1 must be in the prescribed form, be consistent with the Trade Waste Discharge Plan, and be accompanied by the applicable fee set out in Council's current Schedule of Fees and Charges.

13.3 The Council may require a Discharge Management Plan to accompany the application for Permit.

13.4 The Council may request further information to be provided (at the applicant's expense) in support of the application.

13.5 Where a Trade Waste Premises has more than one Point of Discharge, an application must be accompanied by a description of the Trade Waste to be discharged from each Point of Discharge. The Council may, at its discretion, require a separate application for a Permit to discharge Trade Waste from each Point of Discharge.

13.6 Where the applicant for a Trade Waste Permit is an Occupier but not the Owner of the Premises, Council may discuss the application with the Owner of the Premises.

14 Consideration of Permit Applications

14.1 The Council will, in its discretion, decide whether to:

a) grant the application in whole or in part, and impose or amend any conditions of the Permit that the Council considers appropriate; or

b) decline the application, in which case the Council must provide reasons in writing for doing so.

14.2 In making a decision under clause 14.1, the Council will consider:

a) requirements relating to the storage, handling, treatment, or discharge of Trade Waste;

b) any impact on the health and safety of Council staff, agents and members of the public;

c) the quality, volume, and rate of discharge of the Trade Waste;

d) the degree of departure from the requirements for any Characteristic as specified in Schedules 1 and 2 of this Bylaw;

e) the extent to which the Trade Waste may react with other liquid wastes in the Public Wastewater Network to produce an undesirable effect including, but not limited to, settlement of solids, production of odours, accelerated corrosion, and deterioration of the Public Wastewater Network;

f) the flows, velocities, timing and balancing of flows to the Public Wastewater Network and the material or construction of any part of that network;

g) the capacity of the Public Wastewater Network and any part of that network;

h) the nature of any wastewater treatment process and the degree to which the Trade Waste is capable of being treated in the Public Wastewater Network;

i) the compliance history of the applicant or any other person who is likely to be materially responsible for or involved with the discharge, with particular regard to compliance with any other Trade Waste Permit;

j) the effect of the Trade Waste on the ultimate receiving environment;

k) the possibility of unscheduled, unexpected or accidental events and the degree of risk these could cause to people, the Public Wastewater Network and the environment;

l) any other existing or likely future discharges;

m) any statutory requirements relating to the discharge of raw or treated Wastewater or Sludge to receiving environments, the beneficial use of Biosolids, including water, land or air environments (including the necessity for compliance with any resource consent, permit or water classification);

n) any relevant Council planning documents or policies;

o) the effect of any Discharge Management Plan supplied with the application;

p) any requirements and limitations related to Sludge disposal and re-use;

q) the control of stormwater;

r) what (if any) Pre-treatment of the Trade Waste will occur and how Pre-treatment systems will be operated and maintained;

s) any alternatives to the Trade Waste discharge, including the ways in which Trade Waste may be disposed of other than via the Public Wastewater Network;

t) the use of any refuse or garbage grinders, and macerators, and their ongoing operation and maintenance;

u) the extent to which the applicant has adopted or is able to adopt Cleaner Production practices; and

v) any requirements of the Trade Waste Discharge Plan and any relevant wastewater environmental performance standard made under section 138 of the Water Services Act 2021;

w) the General Conditions for Trade Waste Permits set out in Schedule 3; and

x) any other matter that the Council considers relevant when having regard to the purpose and terms of this Bylaw.

Explanatory note

Review and appeal rights

An applicant whose application for a Trade Waste Permit is declined may have rights to seek an internal review of that decision and to appeal a decision following an internal review. The applicable review and appeal processes, including relevant timeframes, are set out in sections 191 to 197 of the Local Government (Water Services) Act 2025.

15 Permit Conditions

15.1 Where the Council grants or varies a Trade Waste Permit, it may impose any requirements, conditions or limits authorised by section 190 of the Act that it considers appropriate for a person to comply with, including (without limitation) conditions relating to 1 or more of the following:

a) the volume, rate, timing and Characteristics of the discharge;

b) pre-treatment, storage and management of Trade Waste;

c) flow measurement, metering, sampling, monitoring and testing;

d) the installation, operation, maintenance and inspection of equipment;

e) record keeping, reporting and the provision of information;

f) management of accidental or unauthorised discharges;

g) the Point of Discharge or Approved Site; and

h) any other matter that the Council considers relevant when having regard to the purpose and terms of this Bylaw.

15.2 When setting a limit for the mass or concentration of a Characteristic, Council may have regard to:

a) the capacity and operational requirements of the Public Wastewater Network and wastewater treatment process;

b) risks to workers, public health, the environment and the beneficial reuse of Biosolids or Sludge;

c) the existing and anticipated loading of that Characteristic within the Public Wastewater Network;

d) Council's statutory, resource consent and environmental performance obligations; and

e) any other matter reasonably relevant to managing the discharge.

15.3 A Permit Holder must comply with all conditions of their Trade Waste Permit.

15.4 Any Trade Waste Permit, condition, limit, approval, variation, or operational requirement must be consistent with any relevant wastewater environmental performance standard made under section 138 of the Water Services Act 2021.

16 Flow or Volume Metering

16.1 The Council may require flow or volume metering of Trade Waste discharge as a condition of Permit where:

a) a reasonable relationship between a metered water supply to the Premises and the discharge of Trade Waste does not exist; or

b) the Council has determined not to approve a method of flow estimation; or

c) in the opinion of the Council, the discharge represents a significant proportion of the total flow/load of Wastewater it receives.

16.2 Where metering is required by way of a condition of a Permit, the following provisions apply:

a) the Permit Holder will be responsible for the supply, installation, reading and maintenance of any Meter;

b) any Meter must be approved by the Council, but will remain the property of the Permit Holder;

c) the Permit Holder must ensure that records of flow rate and/or volume are available for viewing at any time by the Council, and submit such records to the Council at prescribed intervals, in the format approved by the Council;

d) meters must be located in a position approved by the Council, taking into account:

    a) the manufacturer’s installation specifications;

    b) the required degree of accuracy of Meter readings; and

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c) the need for Meters to be readily accessible for reading and maintenance;

e) the Permit Holder must arrange for in situ calibration of the volume and/or flow rate of any Meter and instrumentation by a person and method (both of which are approved by the Council) at the time of Meter installation and at least once a year thereafter to ensure its ongoing performance. The Meter accuracy must be ± 10 %, but with no greater a deviation from the previous Meter calibration of ± 5 %. The Permit Holder must promptly submit a copy of independent certification of each calibration to the Council.

16.3 Should any Meter, after being calibrated, be found to have an error greater than the parameters specified in clause 16.2(e) as a repeatable measurement, the Council may make an adjustment in accordance with the results shown by such tests, back-dated for a period at the discretion of the Council but not exceeding 12 months, and the Permit holder must pay or be credited a greater or lesser amount according to such adjustment.

16.4 Where any Meter is out of repair or ceases to register or is removed, the Council will estimate the discharge for the period since the previous reading of the Meter based on the:

a) average of the previous 12 months' readings; or

b) any other reasonable factors where it can be shown by the Permit Holder that estimation based on the method in (a) would be unreasonable.

16.5 Where a Meter appears to have been tampered with, the Council (without prejudice to the other remedies available) may declare the reading void and estimate the discharge as provided in clause 16.4.

17 Duration of Permit

17.1 When granting an application under clause 14.1(a), the Council must determine the appropriate term of the Permit, up to a maximum of five years, and state that in the Permit.

17.2 In determining a term under clause 17.1, the Council will have regard to, without limitation:

a) the ability of the applicant to meet the conditions of a Permit by reference to the nature of the activity, the process design and/or the management of the Trade Waste Premises;

b) whether Cleaner Production techniques are successfully being utilised, or that a responsible investment in Cleaner Production equipment or techniques is being made; and

c) whether significant investment in Pre-treatment facilities has been made by the applicant, such that a longer period of certainty for the amortising of this investment is considered reasonable.

17.3 A Permit will remain valid for the term set out in the Permit, unless it is suspended or cancelled earlier in accordance with clause 20.

17.4 A Permit is personal to the Permit Holder at a specific Premises and is not transferable to a new Occupier or a different Premises, except as provided for in clause 18.1(a).

18 Transfer or Termination of Rights and Responsibilities

18.1 A Permit Holder must not, without the written approval of the Council:

a) transfer to any other party the rights and responsibilities provided for under a Permit and/or this Bylaw;

b) allow a Point of Discharge used by the Permit Holder to serve another Premises, or the Private Sewer to that Point of Discharge to be connected to by another Premises; or

c) without limiting clause 18.1(b), allow Wastewater from any other party to be discharged at their Point of Discharge.

18.2 In determining whether to give approval under clause 18.1 in the event of a change of ownership of a Trade Waste Premises, the Council must not unreasonably withhold approval if the Characteristics of the discharge remain the same.

18.3 A Permit Holder or any other person discharging into the Public Wastewater Network must give at least 48 hours' notice in writing to the Council of any temporary or permanent disconnection of the Point of Discharge and/or the termination of the Permit. Despite this, if the disconnection of the Point of Discharge involves relaying of the Private Sewer and a subsequent re-connection to the Council Wastewater Network, at least seven Working Days' notice in writing must be given.

18.4 Where notice is given under clause 18.3 of a permanent disconnection and/or termination of Permit, the Permit Holder or person discharging:

a) will be liable for any applicable Trade Waste fee and charges to the end of the current charging period; and

b) must provide to the Council their address for delivery of the final invoice.

18.5 The Council may, at its discretion, waive some or all of the fees and charges that would otherwise apply under clause 18.4(a).

18.6 A Permit will automatically terminate if the Permit Holder ceases to occupy the Premises for which the Permit is issued and either:

a) the Permit Holder does not seek the Council's approval under clause 18.1(a) prior to them ceasing to occupy the Premises; or

b) the Council declines to give approval under clause 18.1(a).

18.7 Where a Permit is terminated under clause 18.6, the Permit Holder is not relieved from any obligations existing up to and at the date of termination.

19 Permit Variation at Council's initiative

19.1 The Council may, on its own initiative and at any time during the term of a Permit, by written notice to the Permit Holder, vary any Permit condition to the extent that the Council, on reasonable grounds, considers it necessary or desirable. Reasons for variation may include to:

a) address any change in the nature, quality or Characteristics of the discharge;

b) address any change in the Public Wastewater Network;

c) meet any resource consent or condition imposed on the discharge from any of the Council's Wastewater Treatment Plants;

d) meet any other legal requirement imposed on the Council;

e) address any other matter reasonably related to the Permit.

19.2 The Council must state the reasons for any variation to a Permit condition in any notice provided under clause 19.1.

19.3 A Permit Holder who receives a notice under clause 19.1 will be given a reasonable time period, specified in the notice, in which to comply with any varied Permit conditions.

20 Suspension of Discharges or Cancellation of Permits on Notice

20.1 Subject to clause 20.2 to 20.4, the Council may suspend or cancel a Permit if the Council determines that:

a) a Permit Holder is in breach of any condition of a Permit issued under this Bylaw;

b) a Permit Holder fails to maintain effective control over the Trade Waste discharge;

c) a Permit Holder fails to comply with any provision of this Bylaw;

d) there is any negligence by the Permit Holder, including any accidental discharge or incident, which threatens the safety of, or threatens to cause damage to, any part of the Public Wastewater Network or threatens the health or safety of any person;

e) there is a discharge from a Trade Waste Premises, including any accidental discharge or incident, which causes a serious threat to the environment;

f) the Permit Holder fails to provide, or update (where appropriate), a Discharge Management Plan;

g) the Permit Holder has not complied with the Discharge Management Plan at the time of an unexpected, unscheduled or accidental occurrence;

h) any fees and charges under this bylaw set under clause 27.1 have not been paid by the Permit Holder; or

i) the Permit Holder has discharged any Prohibited Trade Waste.

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20.2 Before suspending or cancelling a Permit for any of the grounds set out in clause 20.1(a) to (i), the Council must provide 20 Working Days' written notice to the Permit Holder of its intention to suspend or cancel a Permit under clause 20.1.

20.3 A Permit Holder who receives a notice under clause 20.2 may submit a response to Council for its consideration.

20.4 If a submission is received by the Council within 10 Working Days of the notice being given, the Council must consider that submission when determining whether to suspend or cancel the Permit.

20.5 The suspension or cancellation of a Permit under this clause does not limit the Council's powers under this Bylaw, the Act, or any other enactment where a person commits an offence.

20.6 Where a Permit is cancelled under clause 20.1, the Permit Holder is not relieved from any obligations existing up to and at the date of cancellation. In the case of suspension, a Permit Holder's obligations continue.

21 Disconnection

21.1 Council may disconnect a Trade Waste Premises from the Public Wastewater Network following suspension or cancellation of a Permit under clause 20.1, provided that the disconnection will not create unsanitary conditions at the Premises. Council may recover its reasonable costs associated with the disconnection, including administrative costs, from the Permit Holder, former Permit Holder, or owner of the Trade Waste Premises.

Part Four – Treatment of Trade Waste

22 Pre-treatment

22.1 Council may require Pre-treatment of a Trade Waste discharge where Council considers it necessary to:

a. ensure the discharge complies with the characteristics or limits specified in Schedule 1 or the applicable Conditional Trade Waste Permit;

b. protect the Public Wastewater Network, wastewater treatment processes or the environment;

c. reduce or control fat, oil, grease, solids or other Contaminants in the discharge; or

d. otherwise manage risks associated with the Trade Waste discharge.

22.2 Where Pre-treatment is required by Council, the requirement must be specified as a condition of the Conditional Trade Waste Permit.

22.3 Any Pre-treatment system required by Council must be approved by Council and provided, installed, operated, maintained and, where required, monitored by the Permit Holder at their expense.

22.4 Council may specify requirements for the type, capacity, location, operation, cleaning frequency, maintenance, monitoring and record keeping of a Pre-treatment system, having regard to:

a. the nature and volume of the discharge;

b. the amount of fat, oil, grease, solids or other Contaminants likely to be present;

c. the risk posed to the Public Wastewater Network;

d. the ability to inspect, sample, clean and maintain the system; and

e. any relevant building, health, food safety or wastewater requirements.

22.5 The Permit Holder must keep records of the cleaning, maintenance, waste collection and off-site disposal associated with any Pre-treatment system where required by the Conditional Trade Waste Permit and must provide those records to Council on request.

23 Food Premises

23.1 A Person operating a Food Premises must ensure that a grease interceptor is installed where fat, oil or grease is likely to be present in the Trade Waste discharge, unless Council approves an alternative Pre-treatment system in writing.

23.2 A Person operating a Food Premises must ensure that a permanent sink screen is fitted to any sink used for food preparation or cleaning, other than a hand-washing basin, to minimise food waste and solids entering the grease interceptor or Public Wastewater Network.

23.3 A Person operating a Food Premises, Home-based Business or Mobile Trade Waste Premises must install, operate and maintain any additional Pre-treatment system as required by a Conditional Trade Waste Permit.

23.4 Council may grant an exemption from the requirements of clauses 23.1, 23.2, or 23.3 where Council is satisfied that the nature of the activities at the Premises meets Schedule 1 characteristics and does not warrant the required Pre-treatment.

23.5 Any Trade Waste discharge from a Food Premises that requires a grease interceptor or alternative Pre-treatment system under clause 23.1 must be classified as Conditional Trade Waste and must be authorised by a Conditional Trade Waste Permit, regardless of whether the discharge meets the characteristics and limits specified in Schedule 1 following Pre-treatment.

24 Grease Interceptors

24.1 A grease interceptor required under clause 23.1 must be a passive trap of a type and capacity approved in writing by Council, having regard to the matters set out in clause 22.4.

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24.2 The installation of grease trap converters or mechanical removal systems is prohibited.

24.3 The Person operating the Food Premise is responsible for cleaning the grease interceptor, at the frequency specified by Council or in the Conditional Trade Waste Permit and must have available on the Premises documentary proof of an ongoing maintenance contract for the grease interceptor with a Council-approved operator.

24.4 Person operating the Food Premise must use a Council-approved contractor to dispose of any grease interceptor waste.

24.5 The Council may, with notice, inspect a grease interceptor in accordance with the relevant Permit or approval, and more frequently if it has failed previous inspections.

Explanatory note
A consent under the Building Act 2004 must be obtained before installing a grease interceptor, in addition to any Permit for the discharge required under this Bylaw.

25 Amalgam Traps

25.1 A Person operating a dental Premises must ensure that suitable amalgam traps are installed on all spittoons and sink wastes used for washing dental equipment where amalgam waste may enter the Public Wastewater Network.

25.2 Amalgam waste collected by an amalgam trap must be removed and disposed of appropriately and must not be discharged to the Public Wastewater Network.

25.3 The Permit Holder is responsible for the continuing effective operation of the amalgam trap and the regular disposal of amalgam waste in accordance with the requirements of the Permit.

25.4 The Permit Holder must retain records of the maintenance of amalgam traps and the collection and disposal of amalgam waste and provide those records to Council on request.

Part Five – Monitoring, Records and Information

26 Sampling and Monitoring

26.1 Sampling, testing and monitoring may be required by the Council to determine if:

a) A discharge complies with the provisions of this Bylaw;

b) A discharge is a Permitted, Conditional, or Prohibited Trade Waste; and

c) Any charges are applicable to that discharge in accordance with this Bylaw.

26.2 Any sampling, testing, monitoring, audit, inspection, information request, or records inspection will be carried out in accordance with the Act, this Bylaw, the

Trade Waste Discharge Plan, any applicable Trade Waste Permit, and any Health and Safety policies for the site.

26.3 A Compliance Officer may, at any reasonable time and where authorised in accordance with the Act, enter and/or access any Premises believed to be discharging Trade Waste in order to determine the Characteristics of any Trade Waste discharge by:

a) taking readings and measurements;

b) carrying out an inspection, including observing accidental occurrences and clean-ups; and/or

c) taking samples for testing; of any solid, liquid, or gaseous material or any combination or mixture of such materials being discharged.

26.4 Analysis of any samples taken in accordance with clause 26.3 must be undertaken by an Independent Analyst, to the satisfaction of the Council.

26.5 Where the power in clause 26.3 is exercised on Trade Waste Premises for which a Permit has been granted, the Permit Holder will be responsible for all reasonable costs of sampling and monitoring under this clause.

26.6 Where a dispute arises between the Council and a Permit Holder as to the method, approach, or conduct of sampling carried out under clause 26.3 or analysis carried out under clause 26.4, and the parties are unable to resolve the dispute between themselves, the dispute may be submitted to a technical expert nominated by the Council or an independent arbitrator for resolution, and each party must bear their own costs and contribute equally to the costs of the technical expert or arbitrator.

26.7 In situations where monitoring is not required under a Permit or otherwise, it is the responsibility of the person discharging to ensure that any discharge from the Trade Waste Premises complies with this Bylaw.

26.8 A person must, on request by Council, provide records, monitoring results, WasteTrack information, maintenance records, disposal records, training records, or any other information reasonably required to verify compliance with this Bylaw, or a Trade Waste Permit.

26.9 Where an authorised person exercises compliance powers under the Act, that person must comply with any applicable requirements relating to appointment, identification, evidence, samples, records, inventories, and limits on the use or disclosure of information.

Part Six – Bylaw Administration

27 Fees and Charges

27.1 The Council may from time to time, by resolution, set fees, charges, additional charges and penalty fees payable by Permit Holders, Occupiers of Trade Waste Premises, or any other person discharging, transporting, or arranging the discharge of Trade Waste in accordance with section 258(3) of the Act and

section 150 (1) to (4) of the Local Government Act 2002, as applicable, for any one or more of the following:

a) administering this Bylaw;

b) processing Permit applications, as well as administering and monitoring Permits under this Bylaw;

c) receiving, treating and disposing of Trade Waste; or

d) inspection of Premises to check for compliance with the Bylaw or Trade Waste Permit.

27.2 Council may impose a penalty fee on a Permit Holder where:

a) the Permit Holder does not comply with a term or condition of a Trade Waste Permit;

b) the relevant Trade Waste Permit provides that a penalty fee may be payable for that non-compliance; and

c) the amount of the penalty fee, or the method for calculating it, is set out in Council's current Schedule of Fees and Charges.

27.3 A penalty fee imposed under this Bylaw or a Trade Waste Permit is separate from any infringement fee payable for an infringement offence under the Act.

27.4 Any fees, charges, additional charges and penalty fees set under clause 27.1 are to be recorded in the Council's current Schedule of Fees and Charges and, where relevant, reflected in the Trade Waste Discharge Plan or a Trade Waste Permit.

27.5 Permit Holders, and any other persons must pay any applicable fees and charges and penalty fees set under clause 27.1.

27.6 Failure to pay a fee, charge, additional charge or penalty fee when due may constitute grounds for enforcement action, including suspension or cancellation of a Trade Waste Permit where authorised by this Bylaw and the Act.

27.7 Where a fee or charge has been paid under any provision of this Bylaw for a service that has not been given, the Council may, at its discretion, provide a refund, remission, or waiver of any such fee or charge, or a portion of it.

Part Seven – Compliance and Enforcement

28 Offences and Breaches

28.1 A person breaches this Bylaw if that person:

a) fails to comply with, or acts in contravention of, any requirement of this Bylaw;

b) fails to comply with any condition of a Trade Waste Permit issued under this Bylaw;

c) fails to comply with any lawful requirement, direction, notice, or order given or issued under this Bylaw; or

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d) does, causes, permits, or allows anything to be done that is prohibited by this Bylaw.

28.2 Nothing in this Bylaw limits or affects the application of any offence, penalty, defence, enforcement power, or other provision of the Act or any other enactment.

29 Infringement offences

29.1 The fee for each infringement offence listed in clause 29.4 is $1000 for an individual and $3000 for a body corporate.

29.2 A Compliance Officer authorised under the Act may issue an infringement notice for an infringement offence specified in clause 29.4 in accordance with sections 269 to 277 of the Act.

29.3 The infringement notice must be in the form prescribed in Schedule 5 of this bylaw. The form of reminder notice is set out in Schedule 6 of this bylaw.

29.4 For the purposes of section 269 of the Local Government (Water Services) Act 2025, the following offences are identified as infringement offences:

a) negligently disposing of or discharging materials or substances into a wastewater network in circumstances constituting an offence under section 313 of the Act;

b) discharging Trade Waste without a Trade Waste Permit, contrary to section 317 of the Act;

c) breaching a Trade Waste Permit, contrary to section 318 of the Act;

d) discharging materials or substances into a stormwater network without authorisation, or otherwise committing an offence relating to a stormwater network under sections 320 or 322 of the Act;

e) failing to comply with a water services bylaw relating to equipment or a device in circumstances constituting an offence under section 327 of the Act;

f) failing to notify water service provider of notifiable risk or hazard in circumstances that constitute an offence under section 328 of the Act;

g) failing to comply with a direction given by a compliance officer, contrary to section 331 of the Act; and

h) failing to comply with a compliance order or court order, contrary to section 332 of the Act.

30 Compliance and Enforcement

30.1 Where the Council reasonably considers that a person has failed to comply with this Bylaw, a Trade Waste Permit, or an applicable requirement of the Act, the

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Council or a Compliance Officer may exercise any compliance or enforcement power available under the Act, this Bylaw, or any other enactment.

30.2 Without limiting clause 30.1, and where authorised by the Act, a Compliance Officer may exercise applicable powers under sections 278 to 296 of the Act, including powers relating to:

a) Inspection and entry;

b) Sampling and testing;

c) Requiring information;

d) Requiring a person's name, date of birth, and address;

e) Giving lawful directions; and

f) Any other compliance power applicable to the circumstances.

30.3 Where appropriate, the Council may give written notice to a person responsible for non-compliance identifying:

a) The nature of the non-compliance;

b) The action required to remedy the non- compliance;

c) The period within which that action must be completed; and

d) Any further action that may be taken if the non-compliance is not remedied.

30.4 The Council may extend the period specified under clause 30.3(c) where it considers an extension appropriate in the circumstances.

30.5 If, after the specified period, the person, Permit Holder, or Owner or Occupier of Trade Waste Premises persists with the breach or has failed to adequately remedy it, Council may take one or more of the following actions:

a) carry out further inspections, monitoring, sampling or testing;

b) recover any applicable and lawfully imposed inspection, monitoring, sampling, testing, or other compliance costs;

c) issue an infringement notice for any relevant infringement offence, where authorised under the Act and this Bylaw;

d) suspend, vary, or cancel a Trade Waste Permit where authorised under the Act, this Bylaw, and the conditions of that Permit;

e) undertake works itself to remedy the breach, with costs recoverable from the person, Permit Holder or Owner or Occupier of Trade Waste Premises; or

f) disconnect a Private Sewer from the Public Wastewater Network, in accordance with clause 21.

30.6 In the event a Private Sewer is disconnected under clause 30.5(f), the Private Sewer will be reconnected only after remedy of the breach to the satisfaction of Council and payment of any relevant costs, including the reconnection fee, have been received.

30.7 Where a breach results in risk to public health or safety, or risk of consequential damage to Council assets, the Council may take immediate action to remedy the breach and recover all its reasonable costs associated with the works (including administrative charges) from the owner of the Trade Waste Premises. Such immediate action may include disconnecting a Private Sewer, provided that the disconnection will not create unsanitary conditions at the Premises.

30.8 The Council may remove or alter a work or thing that is, or has been, constructed in breach of this Bylaw, and recover the costs of removal or alteration from the person who committed the breach, in accordance with sections 302 to 304 of the Act and any other applicable statutory power.

Guidance notes

Council has the authority under legislation to make bylaws for its district. The making of a bylaw is a function that cannot be delegated but the powers provided in bylaws and the enforcement of bylaws can be.

Council has delegated all Council powers, duties and responsibilities in bylaws, and the responsibility for enforcement of the bylaws, to its Chief Executive. The Chief Executive sub-delegates to Council Officers, and appoints Compliance Officers, to carry out these responsibilities, as required. A full list of the delegations of powers, duties, and responsibilities in Council's bylaws is contained in the Manawatū District Council's Delegations Manual. A copy of this manual is available from Council on request.

Part Eight – Repeals and Transitional Provisions

31 Repeals and Transitional Provisions

31.1 The Manawatū District Council Trade Waste Bylaw 2022 is revoked on the commencement of this Bylaw.

31.2 Any Permit, exemption or approval granted under the Trade Waste Bylaw 2022 that was in force before the commencement of this Bylaw, continues in force as if it is a Permit, exemption or approval of that kind issued under this Bylaw, but:

a) it expires on the date specified in such Permit, exemption or approval; or

b) where no expiry date is specified, it expires 12 months from the commencement of this Bylaw; and

c) in the event of either (a) or (b), it may be renewed only by application made and considered in accordance with this Bylaw.

31.3 Any application for a Trade Waste Permit made under the Manawatū District Council Trade Waste Bylaw 2022 that has not been granted at the time of this bylaw coming into force will be deemed to be an application made under this bylaw.

31.4 Where a Trade Waste Permit Holder holds a Controlled category Trade Waste Permit, the Permit will expire on the date specified in the Permit. Upon re-issue, the Permit will be issued under the Conditional category.

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Schedule 1: Permitted Discharge Characteristics

Table 2: Requirements for Permitted Physical Characteristics

Requirement	Explanation
Flow a) The 24-hour flow volume must be less than 5 m^3. b) The maximum instantaneous flow rate must be less than 2.0 L/s.	Flows larger than 5m^3 will be a "conditional" trade waste permit and may be subject to Mass Limits in accordance with their Trade Waste.
Temperature The temperature shall not exceed 40°C.	Higher temperatures: Cause increased damage to wastewater structures. Increase the potential for anaerobic conditions to form in the wastewater. Promote the release of gases such as H_2S and NH_3. Can adversely affect the safety of operations and maintenance personnel. A lower maximum temperature may be required for large volume discharges.
Solids a) Non-faecal gross solids shall have a maximum dimension which shall not exceed 15mm. b) The suspended solids content of any wastewater shall have a maximum concentration that shall not exceed 2000g/m^3. c) The settleable solids content of any wastewater shall not exceed 50mL/L. d) Fibrous, woven, or sheet film or any other materials which may adversely interfere with the free flow of wastewater in the Public Wastewater Network or treatment plant must not be present.	Gross solids can cause wastewater blockages. High suspended solids contents can cause wastewater blockages and overload the treatment processes.
Fat, Oil and Grease a) There must not be any free or floating layer of fat, oil, or grease. b) Trade waste containing fat, oil or grease of animal or vegetable origin, shall not exceed 500g/m^3. c) Trade waste containing fat, oil or grease of other than animal and vegetable origin, shall not exceed 200g/m^3. d) Emulsified oil, fat or grease must not exceed 100g/m^3 as petroleum ether extractable matter when the emulsion is unstable at a temperature of 15°C and	Oils and greases can cause wastewater blockages, may adversely affect the treatment process, and may impair the aesthetics of the receiving water. If quick break detergents are being used, it will be a requirement that proper separation systems are being used by the occupier. If not used, oil will reappear in drainage systems as a free layer.

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<table>
<tr><th>Requirement</th><th>Explanation</th></tr>
<tr><td>when the emulsion is in contact with and diluted by a factor of 10 by raw sewage throughout the range pH 4.5 to pH 10.0.</td><td></td></tr>
<tr><td>Solvents and other organic liquids
There must be no free layer (whether floating or settled) of solvents or organic liquids.</td><td>Some organic liquids are denser than water and will settle in wastewater systems and traps.</td></tr>
<tr><td>Emulsions of paint, latex, adhesive, rubber, plastic
This requirement applies to emulsions containing paint, adhesive, rubber, plastic, or similar material.
a) For emulsions that are not treatable these may be discharged into the wastewater system if the total suspended solids does not exceed 1000g/m^3.</td><td>"Treatable" in relation to emulsion wastewater, means the total organic carbon content of the waste decreases by 90% or more when the wastewater is subjected to a simulated wastewater treatment process which matches the Council's treatment system.
Emulsions vary considerably in their properties, and local treatment works may need additional restrictions depending on the experience of the specific treatment plant and the quantity of latex to be treated.
Emulsions will coagulate when unstable and can sometimes cause wastewater blockage. Latex emulsions are stable when dilute or in the correct pH range.</td></tr>
<tr><td colspan="2">Explanatory Note
For emulsions that are treatable, Pre-treatment must be undertaken and the system approved by the Council in accordance with clause 22 of this Bylaw.</td></tr>
<tr><td>Radioactivity
Radioactivity levels must comply with the Office of Radiation Safety Code of Practice for Unsealed Radioactive Material: ORS C11 2020.</td><td>Refer to National Radiation Laboratory Code of safe practice for the use of unsealed radioactive material: ORS C11 2020.</td></tr>
<tr><td>Colour
No waste shall have colour or colouring substance that causes the discharge to be coloured to the extent that it impairs wastewater treatment processes or compromises the final effluent discharge consent.</td><td>Colour may cause aesthetic impairment of receiving waters, and adverse effects on the treatment processes.</td></tr>
<tr><td>Requirements for pharmaceutical waste only
Liquid waste discharged monthly from pharmacies must not exceed the following volumes and active concentrations:
<table><tr><th>Volume limit</th><th>Active concentration</th></tr></table></td><td>Pharmaceutical waste can adversely affect wastewater treatment processes and may not be fully removed during treatment, potentially impacting the receiving environment. Appropriate disposal and management practices are required to prevent concentrated pharmaceutical</td></tr>
</table>

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Requirement		Explanation
10 litres	125mg/5ml	compounds entering the wastewater system. "Active Concentrations" means the concentration of the ingredient responsible for the pharmaceutical product's intended therapeutic or pharmacological effect, expressed as the mass of active ingredient per volume of the liquid pharmaceutical product. Any discharge above these limits is a conditional discharge and will require a Trade Waste Permit. No waste may contain cytotoxic waste or liquid antibiotics, given these are prohibited under Schedule 2.
5 litres	250mg/5ml	
3 litres	Above 250mg/5ml	

Chemical Characteristics

Table 3: Requirements for Permitted Chemical Characteristics

Requirement	Explanation
pH value All trade waste discharged shall not exceed the pH range of between 6.0 and 10.0.	Extremes of pH: Can adversely affect biological treatment processes. Can adversely affect the safety of operations and/or maintenance personnel. Cause corrosion of wastewater structures. Increase the potential for the release of toxic gases such as H_2S and HCN. The grease trap process encourages acidic bacteria; therefore, they commonly discharge a low pH.
Organic strength The Biochemical Oxygen Demand (BOD_5) of any waste may be restricted where the capacity for receiving and treating BOD5 is limited. A BOD_5 restriction may be related to mass limits.	Biochemical Oxygen Demand (BOD) affects treatment plant loading and is important for treatment performance and charging. Chemical Oxygen Demand (COD) may be used for monitoring where a consistent relationship with BOD has been established and approved by the Council.

Maximum concentrations

The maximum concentrations permissible are set out in Table 4 (general chemical Characteristics), Table 5 (heavy metals) and Table 6 (organic compounds and pesticides).

Guidance Note

mass limits may also be imposed for larger discharges as part of a Trade Waste Permit.

Table 4: General Chemical Characteristics

Characteristic	Measured as	Maximum Concentration (g/m^3)	Explanation
Anionic detergent	MBAS (Methylene Blue Active Substances)	500	MBAS is a measure of anionic surfactants. High MBAS can: adversely affect the efficiency of activated sludge plants; impair the aesthetics of receiving waters.
Ammonia - Free ammonia - Ammonium salts	N	50 200	High ammonia may adversely affect the safety of operations and maintenance personnel and may significantly contribute to the nutrient load to the receiving environment.
Kjeldahl Nitrogen	N	150	High Kjeldahl nitrogen may significantly contribute to the nutrient load of the receiving environment.
Total Phosphorus	P	50	High phosphorus may significantly contribute to the nutrient loading of the receiving environment.
Sulphate	SO_4	500 1500 (with reasonable mixing*)	Sulphate may adversely affect wastewater structures and may increase the potential for the generation of sulphide in the wastewater system, if it is prone to become anaerobic.
Sulphite	SO_2	15	Sulphite has potential to release SO_2 gas and thus adversely affect the safety of operations and maintenance personnel. It is a strong reducing agent and removes dissolved oxygen thereby increasing the potential for anaerobic conditions to form in the wastewater.
Chlorine - Free chlorine - hypochlorite	Cl_2	3 30	Chlorine can adversely affect the safety of operations and maintenance personnel and can cause corrosion of wastewater pipes and structures.
Dissolved aluminium	Al	100	Aluminium compounds, particularly in the presence of calcium salts, have the potential to precipitate as a scale which may cause a reticulation blockage.
Dissolved iron	Fe	100	Iron salts may precipitate and cause a reticulation blockage. High concentrations of ferric iron may also

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			present colour problems depending on local conditions.
Boron	B	25	Boron is not removed by conventional treatment.
Bromine	Br_2	5	High concentrations of bromine may adversely affect the safety of operations and maintenance personnel.
Fluorine	F	30	Fluoride is not removed by conventional wastewater treatment; however, pre-treatment can easily and economically reduce concentrations to below 20g/m^3.
Cyanide	CN weak acid dissociable	5	Cyanide may produce toxic atmospheres in the wastewater system and adversely affect the safety of operations and maintenance personnel.

**Reasonable mixing, for the purposes of this Bylaw, means equivalent to an area 10 times the width of the pipe or receiving waterway.*

Table 5: Heavy metals

Metal	Maximum concentration (g/m^3)	Metal	Maximum concentration (g/m^3)	Explanation
Antimony	10	Manganese	20	Heavy metals can adversely affect wastewater treatment processes, contaminate biosolids, damage infrastructure, and impact the receiving environment due to their toxic and persistent nature. Limits are imposed to protect the wastewater system, treatment processes, and environmental and public health.
Arsenic	5	Mercury	0.05	
Barium	10	Molybdenum	10	
Beryllium	0.005	Nickel	10	
Cadmium	0.5	Selenium	10	
Chromium	5	Silver	2	
Cobalt	10	Thallium	10	
Copper	10	Tin	20	
Lead	10	Zinc	10	

Table 6: Organic Compounds and Pesticides

Compound	Maximum concentration (g/m^3)	Explanation
Formaldehyde (as HCHO)	50	

Phenolic compounds (as phenols) excluding chlorinated phenols	50	Organic compounds and pesticides can be toxic to wastewater treatment processes and may not be fully removed during treatment, potentially contaminating the receiving environment. Limits are imposed to protect the wastewater system, treatment performance, and environmental and public health.
Chlorinated phenols	0.02	
Petroleum hydrocarbons	30	
Halogenated aliphatic compounds	1	
Monocyclic aromatic hydrocarbons	5	
Polycyclic (or polynuclear) aromatic hydrocarbons (PAHs)	0.05	
Halogenated aromatic hydrocarbons (HAHs)	0.002	
Polychlorinated biphenyls (PCBs)	0.002	
Polybrominated biphenyls (PBBs)	0.002 each	
Pesticides (general) (includes insecticides, herbicides, fungicides and excludes organophosphate, organochlorine and any pesticides not registered for use in New Zealand)	0.2 in total	
Organophosphate pesticides	0.1	

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Schedule 2: Prohibited Characteristics

Any discharge has prohibited Characteristics if it has any solid liquid or gaseous matters, or any combination or mixture of such matters, which by themselves or in combination with any other matters will immediately or in the course of time:

a) interfere with the free flow of Wastewater in the Public Wastewater Network;

b) damage any part of the Public Wastewater Network;

c) in any way, directly or indirectly, cause the quality of the treated Wastewater or residual Biosolids and other solids from any Wastewater treatment plant in the catchment to which the waste was discharged to breach the conditions of any consent issued under the Resource Management Act 1991, water right, permit or other governing legislation;

d) prejudice the occupational health and safety of workers maintaining or operating the Public Wastewater Network;

e) after treatment, be toxic to fish, animals or plant life in the receiving environment;

f) cause malodorous gases or substances to form which are of a nature or sufficient quantity to create a nuisance; or

g) have a colour or colouring substance that causes the discharge from any Wastewater treatment plant to receiving waters to be coloured.

A discharge has a prohibited Characteristic if it has any amount of:

a) harmful solids, including dry solid wastes and materials, which combine with water to form a cemented mass;

b) liquid, solid or gas that could be flammable or explosive in the wastes, including oil, fuel, solvents (except as allowed for in Schedule 1 of this Bylaw), calcium carbide, and any other material that is capable of giving rise to fire or explosion hazards either spontaneously or in combination with Wastewater;

c) asbestos;

d) tin (as tributyl and other organotin compounds);

e) any organochlorine pesticides;

f) cytotoxic waste or liquid antibiotics; or

g) genetic wastes, as follows:

   i. any wastes that contain or are likely to contain material from a genetically modified organism that is not in accordance with an approval under the Hazardous Substances and New Organisms Act. The material concerned may be from Premises where the genetic modification of any organism is conducted or where a genetically modified organism is processed;

   ii. any healthcare waste prohibited for discharge to a Public Wastewater Network by NZS 4304 or any pathological or histological wastes; or

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iii. radioactivity levels in excess of the Office of Radiation Safety Code of Practice for Unsealed Radioactive Material: ORS C11 2020 for the use of Unsealed Radioactive Material.

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Schedule 3: General Conditions for Trade Waste Permits

Any Permit may be granted subject to such conditions that the Council considers appropriate, including, but not limited to conditions that concern any one or more of the following:

a) the parameters for any Characteristic, including any variation from the requirements set out in Schedule 1 of this Bylaw;

b) the provision of appropriate pre-treatment systems (at the Permit Holder's expense), and information on how the system will be operated and maintained;

c) the particular Approved Site(s) or Point(s) of Discharge to which the discharge must be made;

d) the average and maximum daily volume of the discharge, the average and maximum rate of discharge, and the duration of any maximum discharge;

e) the average maximum limit and/or permissible range of any Characteristics of the discharge, including mass limits and concentrations;

f) the period or periods of the day during which the discharge or a particular concentration or volume of discharge may be made;

g) the degree of acidity or alkalinity of the discharge at the time of discharge;

h) the temperature of the Trade Waste at the time of discharge;

i) the provision and maintenance (at the Permit Holder's expense) of appropriate screens, Grease Traps, silt traps or other pre-treatment works, equipment or storage facilities designed to control discharge Characteristics to the Permitted levels;

j) the provision and maintenance (at the Permit Holder's expense) of inspection chambers, manholes or other apparatus or devices to provide reasonable access to sewers for sampling and inspection;

k) the provision and maintenance of a sampling, analysis and testing programme and flow measurement requirements (at the Permit Holder's expense);

l) the method to be used for measuring flow rates and volume of discharge, as well as for taking samples of the discharge for use in determining the amount of any applicable Trade Waste charges;

m) the frequency of providing the Council with records of discharge flows and volumes, as well as off-site disposal of Hazardous materials, and the time limits for the provision of this information;

n) the implementation of a Discharge Management Plan;

o) risk assessment of damage to the environment due to an accidental discharge of a chemical;

p) Cleaner Production practices;

q) remote control of discharges;

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r) the Permit Holder's use of third parties for treatment, carriage, discharge or disposal of by-products of Hazardous materials and by-products of pre- treatment of Trade Waste;

s) imposing conditions on the maintenance of equipment, including monitoring timeframes for Permit Holders to provide reports of inspection and maintenance;

t) specific requirements for activities, including:

   i. food Premises discharging trade wastes must install grease traps, operate these in accordance with manufacture's specifications and maintain these in good working order;

   ii. dentists must install suitable amalgam traps on all spittoons and on sink wastes used for washing dentistry equipment, and comply with stated operating and maintenance standards;

u) the indemnification of the Council by the Permit Holder against claims for damage or loss arising from the Permit Holder's discharge or interruptions to that discharge;

v) the provision of a bond or insurance in favour of the Council where failure to comply with the Permit could result in damage to the Public Wastewater Network, or could result in the Council being in breach of any statutory obligation; and

w) provision for any planned and spot inspections of the Trade Waste Premises by the Council Officers and contractors, including taking samples and measurements, for the purpose of ensuring the Permit Holder is complying with the Permit and the Bylaw.

x) requirements for Home-based Businesses, Food Premises, Mobile Trade Waste Premises, or trade waste carriers, including:

   i. the collection, storage, transport, treatment, and discharge of Trade Waste;

   ii. the location or Approved Site where Trade Waste may be discharged;

   iii. the installation, operation, cleaning, maintenance, and inspection of Grease Traps, sink screens, interceptors, storage tanks, or other Pre-treatment systems;

   iv. records of cleaning, maintenance, collection, transport, and disposal of Trade Waste;

   v. requirements for unique identifiers, labels, vehicle registration details, or other identification of a Mobile Trade Waste Premises or trade waste carrier;

   vi. requirements for the training or supervision of persons handling, transporting, treating, or discharging Trade Waste; and

   vii. restrictions on discharge to any toilet, gully trap, sump, manhole, stormwater drain, public place, or other location not approved by Council.

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Schedule 4 Interpretation and Definitions

In this Bylaw, unless the context requires otherwise:

Table 7: Interpretations and Definitions

Act	means the Local Government (Water Services) Act 2025
Approved	means approved in writing by the Council or by any Council Officer authorised for that purpose.
Approved Site	means a monitored site where Tankered Waste can be discharged into the Public Wastewater Network.
Biosolids	means sewage sludge derived from a wastewater treatment plant that has been treated and/or stabilised to the extent that it is able to be safely and beneficially applied to land but does not include products derived solely from industrial wastewater treatment plants.
Characteristic or Characteristics	means any of the physical or chemical features of Trade Waste described in Schedules 1 and 2 of this Bylaw.
Cleaner Production	means the implementation on Trade Waste Premises of effective operations, methods and processes appropriate to the goal of reducing or eliminating the quantity and toxicity of wastes produced on Trade Waste Premises.
Condensing Water or Cooling Water	means any water used in any trade, industry, or commercial process or operation in such a manner that it does not take up matter into solution or suspension. *Explanatory note: condensate water from floor drains in chillers or freezers is likely to contain Contaminants that require treatment*.
Conditional Trade Waste	means a Trade Waste which is not a Permitted Trade Waste, or a Prohibited Trade Waste, and which must not be discharged into the Public Wastewater Network except in accordance with a Permit.
Contaminant	means any substance (including gases, odorous compounds, liquids, solids and micro-organisms) or energy (excluding noise) or heat that, either by itself or in combination with the same, similar, or other substances, energy or heat – a) when discharged into water, changes or is likely to change the physical, chemical or biological condition of the water; or b) when discharged onto or into land or air, changes or is likely to change the physical, chemical, or

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	biological condition of the land or air onto or into which it is discharged; *Explanatory note – this definition is the same as the definition of "contaminant" in the Resource Management Act 1991, meaning that any substance that is a contaminant under that regime will also be one for the purposes of this Bylaw*.
Council	means Manawatū District Council. Where a function, duty, or power under this Bylaw is lawfully delegated or authorised, a reference to Council includes the person or body acting within the scope of that delegation or authorisation.
Compliance Officer	means a compliance officer appointed under section 278 of the Local Government (Water Services) Act 2025.
Discharge	Means the direct or indirect introduction, release, disposal, or conveyance of any waste, wastewater, contaminant, or substance into a Public Wastewater Network (or the Public Stormwater Network, land, water, or the environment where the context requires).
Discharge Management Plan	means a plan for the monitoring, programming and controlling of Trade Waste operations for a Premises that has been incorporated into a Permit through conditions. It may, but is not required to, include provision for Cleaner Production, waste minimisation, monitoring and recording of discharges, contingency management procedures, emergency management procedures for unexpected or unscheduled events, and any relevant industry code of practice.
Domestic Wastewater	means Wastewater discharged from sanitary fixtures or appliances in Premises that are used solely for residential activities, or waste of the same character discharged from other Premises with maximum strength parameters as follows: a) Biochemical Oxygen Demand (BOD_5) 350g/m^3 b) Total suspended solids (TSS) 400g/m^3 c) Ammonia (NH_4) 60g/m^3 d) Phosphate (PO_4) 30g/m^3; and e) Total Kjeldahl Nitrogen (TKN) 65g/m^3.
Food Premises	means any Premises, Home-based Business, Mobile Trade Waste Premises, or other place where food is manufactured, prepared, processed, cooked, reheated,

	packed, stored, handled, sold, or otherwise supplied in the course of a business, trade, or commercial activity.
Grease Trap	means a device that allows kitchen and/or food production Wastewater to cool, and the grease to separate from Wastewater.
Hazardous Substances	has the meaning given to it in the Hazardous Substances and New Organisms Act 1996.
Home-based Business	Means any business, trade, commercial, food preparation, manufacturing, processing, service, or similar activity carried out from a residential premises, where Wastewater or Trade Waste is or may be discharged to the Public Wastewater Network.
Independent Analyst	means an accredited test laboratory for the purposes of sampling and testing in accordance with the requirements of this Bylaw.
Infringement fee	has the meaning given in section 256 of the Local Government (Water Services) Act 2025.
Infringement Offence	Infringement offence means an offence identified in this Bylaw as an infringement offence in accordance with sections 256 and 269 of the Local Government (Water Services) Act 2025.
Liquid and Hazardous Wastes Code of Practice	means the industry code of practice for liquid and hazardous waste operations in New Zealand.
Mass Limit	means the total mass of any Characteristic that may be discharged to the Public Wastewater Network over any twenty-four-hour period from any single Point of Discharge or collectively from several points of discharge.
Maximum Concentration	means the instantaneous peak concentration of any Characteristic that may be discharged at any instant in time.
Meter	means any device able to be calibrated and used to measure the flow, volume or quality of any discharge of Wastewater and any ancillary equipment, devices and fitting; and metering means the use of such a device or devices.
Mobile Trade Premises	means any vehicle, trailer, caravan, stall, temporary structure, or other mobile or temporary facility used for any business, trade, commercial, food preparation, manufacturing, processing, service, or similar activity, where Wastewater or Trade Waste is generated, stored, transported, discharged, or disposed of.

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NZS 4304	means the edition, complete with any amendments, of New Zealand Standard 4304:2002 Management of Healthcare Waste that was in force at the time this Bylaw was made.
Occupier	means a person occupying a Trade Waste Premises that is connected to the Public Wastewater Network.
Owner	as applied to any Premises, means any person for the time being entitled to receive the rent for such Premises, or who would be so entitled if it were let to a tenant at a rack rent, and where any such person is absent from New Zealand, includes their attorney or Agent.
Permit	means a Trade Waste Permit.
Permit Holder	means the person who has obtained a Permit and includes any person acting with the express or implied consent of the Permit Holder and any licensee of the Permit Holder.
Permitted Trade Waste	means a Trade Waste that complies with all of the requirements for any individual Characteristic or combination of Characteristics set out in Schedule 1 of this Bylaw.
Point of Discharge	means the point at which trade waste enters the Public Wastewater Network, being the boundary between the Public Wastewater Network and a Private Sewer, unless Council approves another location for the purposes of discharge, sampling, monitoring, testing, measurement, or as specified in a Trade Waste Permit.
Pre-treatment	means any processing of Trade Waste designed to reduce or vary any Characteristic before discharge to the Public Wastewater Network in order to ensure the Trade Waste complies with this Bylaw or a Permit issued under this Bylaw.
Premises	means any land, building, or part thereof, that is separately occupied and includes all land that is accessory to the occupation of that land, building, or cellar.
Private Sewer	means that section of a privately-owned pipe or drainage network between the Dwelling or Premises through which wastewater flows up to the Point of Discharge to the Public Wastewater Network.
Prohibited Trade Waste	means a Trade Waste that contains or is likely to contain Characteristics that are prohibited or are present in

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	concentrations that are prohibited as set out in Schedule 2 of this Bylaw.
Public Stormwater Network	means any stormwater system, network, asset or infrastructure that is owned, operated, managed or controlled by Council, including pipes, drains, culverts, channels, swales, detention or retention facilities, treatment devices, inlets, outlets and associated structures used for the collection, conveyance, treatment, storage or discharge of stormwater.
Public Wastewater Network	Means a network used for the collection, treatment, storage, transmission (including metering), or discharge of wastewater from consumers, and which is owned by, or operated by, for, or on behalf of, the Council.
Schedule of Fees and Charges	means a schedule published by the Council that sets out the fees and charges applying to particular activities or services by Council and for which it is authorised to set fees and charges.
Sewer	means any pipework that conveys Wastewater (including Trade Waste), whether privately owned or as part of the Public Wastewater Network.
Sludge	means the material settled and removed from Wastewater during the treatment process.
Stormwater	means all rainfall and surface run-off water resulting from precipitation events (for example drizzle, mist, rain, hail or snow), including rainfall and run-off water from constructed impervious areas such as roads, pavement, roofs, and urban areas.
Tankered Waste	Means water or other liquid, including waste matter in solution or suspension, which is conveyed by vehicle for disposal; but does not include Domestic Wastewater that is discharged directly from houses, caravans, buses, or similar vehicles.
Trade Waste Premises	means any land or premises used, or intended to be used for – (a) an industrial, commercial, or trade purposes; or (b) storing, transferring, treating, or discharging trade waste. For the avoidance of doubt, a Trade Waste Premises includes but is not limited to a Home-based Business or Mobile Trade Waste Premises carried out from a residential Premises or a mobile or temporary facility.

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Trade Waste	means any waste that is produced in the course of an industrial, commercial, trade process or operation, or a related process or operation, and discharged into a wastewater network, and includes tankered waste discharged or proposed to be discharged into a wastewater network; but does not include any class of waste or material that has been specified not to be trade waste by the Trade Waste Discharge Plan under section 185 of the Local Government (Water Services) Act 2025.
Trade Waste Bylaw	Means a water services bylaw made under section 258 of the Local Government (Water Services) Act 2025 that relates to trade waste discharge.
Trade Waste discharge plan	Means a plan made by a Territorial Authority under section 185 Local Government (Water Services) Act 2025.
Trade waste carrier	Means any person who collects, transports, delivers, transfers or discharges trade waste into a wastewater network, whether on their own behalf or on behalf of another person.
Trade Waste Permit	Means a permit issued by a water service provider in accordance with section 190 Local Government (Water Services) Act 2025.
WasteTrack	means the internet-based waste tracking system used to record and track liquid and hazardous waste from its point of generation, through transportation, to treatment or final disposal.
Wastewater	Means liquid waste or used water from domestic, commercial, industrial, institutional, or other activities that is conveyed to a wastewater network for treatment, disposal or discharge.
Wastewater treatment plant	Means any facility owned, operated, managed or controlled by Council for receiving, treating, storing, processing, discharging, or otherwise managing wastewater or trade waste.
Water Services Authority	Means the Water Services Authority established under the Water Services Act 2021, commonly known as Taumata Arowai, or any successor agency responsible for exercising the relevant statutory functions.
Working day	has the same meaning contained in section 5 of the Local Government Act 2002.

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Schedule 5 Infringement Notice

Section 272 Local Government (Water Services) Act 2025

NOTICE NO:

ENFORCEMENT AUTHORITY:

This infringement notice is issued by Manawatū District Council.

Address for correspondence: [*specify address*]

Notice issued by: [*full name*], who is a person duly authorised by the Manawatū District Council

TO: [full name, full address, other identifying detail, if known, for example date of birth]

Details of alleged infringement offence(s)

[Include a separate identifying number for each alleged offence]

Provision of the Local Government (Water Services) Act 2025 and/or the Trade Waste Bylaw 2027:

Description of offence:

Location:

Date:

Approximate Time:

The fee for this infringement is [$1000.00 / $3000.00]

Time and place for payment of infringement fee

The infringement fee is payable to the Manawatū District Council within 28 days after [date notice is delivered personally or served by post]

The infringement fee is payable to the Manawatū District Council at:

- https://www.mdc.govt.nz/contact-us/pay-an-invoice
- in person at the Manawatū District Council

Service details

This infringement notice was served by [*method of service*] on [*date*].

What you need to know

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If you pay the infringement fee in full and by the required date as shown above, no further action will be taken. For a more detailed statement of your rights, *see* below. This includes:

- what happens if you are late paying the fee or don't pay the fee at all (*see* paragraphs 4 to 6):
- what to do if you want to query this notice (*see* paragraphs 7 to 11).

Statement of rights

If there is anything in this statement you do not understand, you should consult a lawyer.

1. This notice sets out 1 or more alleged infringement offences. You may decide what to do in respect of each alleged offence individually and may act in the same way in respect of all alleged offences or in different ways in respect of different alleged offences, as set out below.

Payments

2. If you pay the infringement fee in full as shown above in Payment of infringement fee, no further enforcement action will be taken for the offence.

What happens if you do not pay on time?

3. If you do not pay the infringement fee on time as shown above and do not request a hearing (see paragraph 7 for your ability to do this), you will be served with a reminder notice (unless the Manawatū District Council decides to take no further action to require payment for the alleged offence).

4. If you do not pay the infringement fee and do not request a hearing within 28 days after being served with the reminder notice, -

(a) the Manawatū District Council may, unless it decides to take no further action to require payment for the alleged offence, provide particulars of the reminder notice for filing in the District Court; and

(b) if so, you will become liable to pay court costs as well as a fine.

5. The fine will be equal to the amount of the infringement fee or the amount of the infringement fee remaining unpaid.

Defence

6. You have a complete defence against proceedings for the alleged infringement offence if the infringement fee has been paid in full to the Manawatū District Council in the manner specified in this notice before, or within 28 days after, a reminder notice for the alleged offence is served on you. Late payment or payment made in any other manner is not a defence.

Further action you may take

7. You may:

(a) ask the Manawatū District Council to consider any matter relating to the circumstances of the alleged offence; or

(b) deny liability for the alleged offence and request a court hearing; or

(c) admit liability for the alleged offence, but have a court consider written submissions as to penalty or otherwise.

8. To take an action listed in paragraph 7, you must write to the Manawatū District Council at the address shown on this notice. You must sign the written communication, and it must be delivered within 28 days after you have been served with this notice, or within any further time that the Manawatū District Council allows.

9. If, in your written communication to the Manawatū District Council referred to in paragraph 8, you deny liability for the alleged offence and request a court hearing, the Manawatū District Council will serve you with a notice of hearing that sets out the place and time at which the court will hear the matter (unless the Manawatū District Council decides to take no further action to require payment for the alleged offence).

Note: If the court finds you guilty of the offence, the court is entitled to take into account any maximum fine for the offence, and not just the infringement fee. So, the court may impose a fine that is greater than the infringement fee. Also, if the court finds you guilty of the offence, costs will be imposed in addition to any penalty, and you will be required to pay a hearing fee. You cannot get a conviction for an infringement offence.

10. If you admit liability for the alleged offence but want the court to consider your submissions as to penalty or otherwise, you must, in your written communication to the Manawatū District Council, —

(a) request a hearing; and

(b) admit liability for the offence; and

(c) set out the submissions you wish the court to consider.

11. If you take the action in paragraph 10, the Manawatū District Council will file your written communication with the court (unless the Manawatū District Council decides to take no further action to require payment for the alleged offence). If you follow this process, there will be no oral hearing before the court.

Note: The court is entitled to take into account any maximum fine for the offence, and not just the infringement fee. So, the court may impose a fine that is greater than the infringement fee. Also, costs will be imposed in addition to any penalty. You cannot get a conviction for an infringement offence.

Contacting the enforcement authority

12 When writing, please specify—

(a) the date of the alleged infringement offence; and

(b) the infringement notice number; and

(c) your full name and address for replies; and

(d) the identifying number of each alleged offence and the course of action you are taking in respect of each alleged offence (if this notice sets out more than 1 offence and you are not paying all the infringement fees for the alleged offences).

Note: All correspondence regarding the infringement offence must be directed to the Manawatū District Council at the address shown on this notice. If it is not clear which alleged offence any payment relates to, your payment may be treated as relating to the alleged offences in the order in which they are set out on the front of this notice.

Further details of your rights and obligations

13. Further details of your rights and obligations are set out in section 21 of the Summary Proceedings Act 1957.

Date:

Signature:

(Enforcement Officer)

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Schedule 6 Infringement Notice Reminder

Reminder Notice No:

Date of notice:

This notice is to remind you that you have been issued with an infringement notice. The details of the notice are as follows:

Enforcement authority

The infringement notice was issued by the Manawatū District Council.

Address for correspondence:

Details of person to whom infringement notice issued

Full name:

Full address:

[other identifying detail, if known, for example date of birth]]

Details of alleged infringement offence

Provision of the Local Government (Water Services) Act 2025 and/or the Trade Waste Bylaw 2027:

Description of offence:

Location:

Date:

Approximate Time:

The fee for this infringement is [$1000.00 / $3000.00]

Service details

(To be provided for filing in court.)

Infringement notice served by: personal service / by prepaid post / electronically (if permitted)* On: [date]

Reminder notice served by: personal service / by prepaid post / electronically (if permitted)* On: [date]

At: [address]

*Select one.

Payment of infringement fee

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[Specify method(s) of payment.]

The infringement fee was payable to the Manawatū District Council within 28 days after [*date infringement notice served*]. The infringement fee has not been paid.

The last day for payment of the infringement fee is [*date*], being 28 days after the date of service of this notice.

The infringement fee is payable to the Manawatū District Council at:

- https://www.mdc.govt.nz/contact-us/pay-an-invoice
- in person at the Manawatū District Council

What you need to know

If you pay the infringement fee in full and by the required date as shown above, no further action will be taken. For a more detailed statement of your rights, *see* below. This includes—

- what happens if you are late paying the fee or don't pay the fee at all (*see* paragraphs 4 to 6):
- what to do if you want to query this notice (*see* paragraphs 7 to 11).

Statement of rights

If there is anything in this statement you do not understand, you should consult a lawyer.

1. This notice sets out 1 or more alleged infringement offences. You may decide what to do in respect of each alleged offence individually and may act in the same way in respect of all alleged offences or in different ways in respect of different alleged offences, as set out below.

Payments

2. If you pay the infringement fee in full as shown above in Payment of infringement fee, no further enforcement action will be taken for the offence.

What happens if you do not pay on time?

3. Because you did not pay the infringement fee on time and have not requested a hearing to date (see paragraph 7 for your ability to do this), you have been served with this reminder notice.

4. If you do not pay the infringement fee and do not request a hearing within 28 days after being served with this reminder notice, —

(a) the Manawatū District Council may, unless it decides to take no further action to require payment for the alleged offence, provide particulars of the reminder notice for filing in the District Court; and

(b) if so, you will become liable to pay court costs as well as a fine.

5. The fine will be equal to the amount of the infringement fee or the amount of the infringement fee remaining unpaid.

Defence

6. You have a complete defence against proceedings for the alleged infringement offence if the infringement fee has been paid in full to the Manawatū District Council in the manner specified in this notice before, or within 28 days after, this reminder notice for the alleged offence is served on you. Late payment or payment made in any other manner is not a defence.

Further action you may take

7. You may—

(a) ask the Manawatū District Council to consider any matter relating to the circumstances of the alleged offence; or

(b) deny liability for the alleged offence and request a court hearing; or

(c) admit liability for the alleged offence, but have a court consider written submissions as to penalty or otherwise.

8. To take an action listed in paragraph 7, you must write to the Manawatū District Council at the address shown on this notice. You must sign the written communication, and it must be delivered within 28 days after you have been served with this notice, or within any further time that the Manawatū District Council allows.

9. If, in your written communication to the Manawatū District Council referred to in paragraph 8, you deny liability for the alleged offence and request a court hearing, the Manawatū District Council will serve you with a notice of hearing that sets out the place and time at which the court will hear the matter (unless the Manawatū District Council decides to take no further action to require payment for the alleged offence).

Note: If the court finds you guilty of the offence, the court is entitled to take into account any maximum fine for the offence, and not just the infringement fee. So, the court may impose a fine that is greater than the infringement fee. Also, if the court finds you guilty of the offence, costs will be imposed in addition to any penalty, and you will be required to pay a hearing fee. You cannot get a conviction for an infringement offence.

10. If you admit liability for the alleged offence but want the court to consider your submissions as to penalty or otherwise, you must, in your written communication to the Manawatū District Council, —

(a) request a hearing; and

(b) admit liability for the offence; and

(c) set out the submissions you wish the court to consider.

11. If you take the action in paragraph 10, the Manawatū District Council will file your written communication with the court (unless the Manawatū District Council decides to take no further action to require payment for the alleged offence). If you follow this process, there will be no oral hearing before the court.

Note: The court is entitled to take into account any maximum fine for the offence, and not just the infringement fee. So, the court may impose a fine that is greater than the infringement fee. Also, costs will be imposed in addition to any penalty. You cannot get a conviction for an infringement offence.

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Contacting the enforcement authority

12 When writing, please specify—

(a) the date of the alleged infringement offence; and

(b) the infringement notice number; and

(c) your full name and address for replies; and

(d) the identifying number of each alleged offence and the course of action you are taking in respect of each alleged offence (if this notice sets out more than 1 offence and you are not paying all the infringement fees for the alleged offences).

Note: All correspondence regarding the infringement offence must be directed to the Manawatū District Council at the address shown on this notice. If it is not clear which alleged offence any payment relates to, your payment may be treated as relating to the alleged offences in the order in which they are set out on the front of this notice.

Further details of your rights and obligations

13. Further details of your rights and obligations are set out in section 21 of the Summary Proceedings Act 1957.

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Summary of Information

Proposed Trade Waste Discharge Plan 2027 and Trade Waste Bylaw 2027

Manawatū District Council is seeking feedback on a proposed **Trade Waste Discharge Plan 2027** and a replacement **Trade Waste Bylaw 2027**.

Trade waste is wastewater from business, industrial, commercial or trade activities that is discharged into the public wastewater network. It can include wastewater from food premises, vehicle washing, manufacturing, laboratories, health and dental premises, laundries, waste management activities, and tankered or transported waste. Domestic wastewater is not regulated as trade waste.

Trade waste needs to be managed because it can damage pipes and equipment, affect wastewater treatment processes, create health and safety risks, affect biosolids and discharge quality, and increase the risk of non-compliance with environmental and consent requirements.

The law for managing water services has changed. The Local Government (Water Services) Act 2025 requires Council to prepare and issue a Trade Waste Discharge Plan by 26 August 2027. Council's current Trade Waste Bylaw 2022 remains useful, but it does not fully reflect the new legal framework, including the new role of a Trade Waste Discharge Plan, updated review and appeal rights, and updated compliance and enforcement tools.

Council's preferred approach is to adopt a new Trade Waste Discharge Plan and replace the current Bylaw at the same time. The proposed framework separates trade waste management into three parts:

The Plan sets Council's overall approach.
The Bylaw sets the enforceable rules.
Trade waste permits set site-specific conditions for individual dischargers, premises or carriers.

The main proposed changes are clearer permit requirements, a simpler classification system of **Permitted, Conditional and Prohibited and Tankered Trade Waste**, a more risk-based approach to monitoring, clearer rules for tankered and transported waste, updated accidental discharge requirements, updated infringement and enforcement provisions, and clearer transition arrangements for existing permits and approvals.

For most existing trade waste customers, the proposal is not intended to create a completely new type of control. It is mainly about making the framework clearer and better aligned with the new law. Some permit conditions may be reviewed over time, and higher-risk discharges may have more structured monitoring or reporting requirements.

Submissions open on **15 March 2027** and close at **5pm on 18 April 2027**. The full Statement of Proposal, Draft Trade Waste Discharge Plan, Draft Trade Waste Bylaw and submission form will be available through Council's consultation channels. Submissions can be made online, by email, by post, or delivered to Council's office at **135 Manchester Street, Feilding**.

Hearings are proposed for **11 May 2027**, with deliberations and adoption to follow.

Council

Meeting of 02 December 2026

Business Unit: Community
Date Created: 20 November, 2026

Manfeild Park Trust Annual Report

Purpose Te Aronga o te Pūrongo

To present for consideration the Manfeild Park Trust's Annual Report for the year ended 30 June 2026 including the Chair and Chief Executive Reports and the audited Annual Performance Report. The Manfeild Park Trust's Key Performance Indicator (KPI) Report to November 2026 is also included for consideration.

Recommendations Ngā Tūtohinga

That the Council receives the Manfeild Park Trust Annual Report for the year ended 30 June 2026.

Report prepared by:
Karyn Crawley
Community Operations Advisor

Approved for submission by:
Lyn Daly
General Manager - Community

1 Background Ngā Kōrero o Muri

1.1 The Manfield Park Trust (the Trust) was established in 2004 by Council, the Manawatū Car Club Incorporated and the Feilding Industrial Agricultural & Pastoral Association.

1.2 The Trust manages the circuit, stadium and wider grounds as a venue for sporting, agricultural, equestrian, community and commercial activities.

1.3 Manawatū District Council (Council) is one of three Settlors, along with the Feilding Industrial Agricultural & Pastoral Association (FIA&P) and Manawatu Car Club. Two representatives from each of the Settlors form the Manfeild Electoral College and are responsible for appointments to the board and setting director remuneration.

1.4 In addition to being a settlor, Council provides grants to the Trust, that are funded via a general rate. Council also provides other support services described in the financial implications in this report.

1.5 In September 2025 Council requested that a simple set of transactional key performance indicators (KPI's) be developed to form part of the Trust reporting to Council for its annual grant. The agreed KPI's are attached as Appendix 1. The Trust reports its performance against these KPI's on a six and 12 monthly basis.

1.6 Council requested that the KPI's continue to evolve and move away from transactional measures to KPI's that focus on the transformation of the Parks operation into a future focused sustainable business model. New draft KPI's covering the 18-month period from 1 January 2027 – 30 June 2028 were sent to the Trust for feedback in September 2026 and are required to be approved by Council prior to the end of this calendar year. These draft KPI's are attached as Appendix 2.

2 Strategic Fit Te Tautika ki te Rautaki

2.1 The grant to Manfeild Park supports 'A place to belong and grow' and 'A prosperous, resilient economy' by hosting community and sporting activities and attracting visitors to the district

3 Discussion and Options Considered Ngā Matapakinga me ngā Kōwhiringa i Wānangahia

3.1 Representatives from the Trust will attend the Council meeting to speak to their Annual Report and Financial Statements.

3.2 The financial statements, notes to the statements, and auditors' opinion are detailed in the Annual Report attached as Appendix 3 and 4 and were presented at Manfeild Park Trust Annual General Meeting on the 24 November 2026.

3.3 The Trust's performance against their KPI's as at November 2026 are attached as Appendix 5. Of the eleven KPI's across six focus areas, four targets are met, four targets are partially met, and three targets are not as yet met. Officers are working with the Trust to obtain the necessary information that is expected to satisfy the requirements to resolve

some of the partially or not met targets by the end of this calendar year. A KPI summary is outlined below.

Focus Area	KPI / Performance Measure	Target / Standard	Target met/not met	Comments
Park Maintenance and Presentation	Maintain the off-lead dog park grass area and fencing to a standard that promotes public safety and amenity.	-Minimum 95% compliance in quarterly inspections or independent audits.	Not met	More information on actions and remediation
		- No more than two substantiated complaints per year relating to maintenance or safety.	Target met	
Public Accessibility and Use	Ensure the off-lead dog park remains open and accessible to the public.	- Dog-park open to the public 365 days per year, except during approved closures for maintenance or pre-scheduled advertised events.	Target met	
Community Event Delivery	Deliver and host community-to-community events with subsidised access to Manfeild facilities.	- Minimum of 12 community events per year.	Target met	
		- Events represent a mix of local, cultural, educational, or recreational groups.	Partially met	More information needed
		- Demonstrate affordable or free entry for attendees.	Partially met	More information needed
Community Satisfaction	Measure community satisfaction with events and facilities.	General Public- Achieve at least 85% satisfaction in post-event or annual community surveys.	Not met	No information provided
Local Economic and Social Impact	Demonstrate broader community and economic benefit from Manfeild activities.	- Provide annual data or case studies showing local impact (e.g., local suppliers used, volunteer participation, visitor spend).	Not met	No information provided
Financial Accountability and Transparency	Provide clear and timely reporting to Council on use of funds.	Progress against KPI performance	Partially met	More information required
		Event summary for the Park	Partially met	More information required
		Expenditure breakdown of Council funding.	Target met	

4 Risk Assessment Te Arotake Tūraru

4.1 The Trust's deficit of $424,722 is concerning given the importance of Manfeild Park as a regional asset. The Trust continues to rely on grant funding, largely from Council, and the administration and financial services it receives from Council at no cost.

4.2 Councils continued funding of the Trust is linked to utilisation of the Stadium and wider Park facilities.

5 Engagement Te Whakapānga

Significance of Decision

5.1 The Council's Significance and Engagement Policy is not triggered by matters discussed in this report. No stakeholder engagement is required.

Māori and Cultural Engagement

5.2 There are no known cultural considerations associated with the matters addressed in this report. No specific engagement with Māori or other ethnicity groups is necessary.

Community Engagement

5.3 No community engagement is required. This report is presented to Council for information only.

6 Operational Implications Ngā Pānga Whakahaere

6.1 There are no operational implications for Council associated with this report.

7 Financial Implications Ngā Pānga Ahumoni

7.1 Council provides an annual grant to Manfeild Park Trust of $410k per annum plus inflation.

7.2 Council also provides free services that includes administration support for the board (8 hours per month) and accounting services (10 hours per month).

7.3 During FY2026 Council also approved the following financial contributions to Manfeild Park Trust:

7.3.1 $20k from Council's event funding for Manfeild Live

7.3.2 $460k of one-off funding made up of:

(a) $60k as a contribution towards the development of a business case that explored options for transforming the Parks future operations; and

(b) "up to" $400k to install a concrete floor in the Stadium.

Note: to date $60k of the possible $460k has been uplifted and will be accounted for in FY 27.

8 Statutory Requirements Ngā Here ā-Ture

8.1 Council's appointments policy lists the Trust as a council organisation. Council receives the report as a settlor and funder.

8.2 There are no statutory requirements associated with this report.

9 Next Steps Te Kokenga

9.1 The Council receive the Manfeild Park Trust Performance Report for the year ended 30 June 2026.

9.2 KPI's will be established by mid-December and will apply from 1 January 2027 – 30 June 2028.

10 Attachments Ngā Āpitihanga

10.1 Current KPI's associated with Council's grant funding

10.2 Draft KPI's associated with Council's grant funding that will take effect on 1 January 2027

10.3 Manfeild Park CE Report and Financial Statements and Auditors report for the year ending 30 June 2026

10.4 The Trust's Chairs Report for the year ending 30 June 2026

10.5 The report on the Trust's performance against their KPI's as at November 2026.

Key Performance Indicators – Manfeild Park Trust Annual Grant

Focus Area	KPI / Performance Measure	Target / Standard	Rationale / Council Outcome Alignment
Park Maintenance and Presentation	Maintain the off-lead dog park grass area and fencing to a standard that promotes public safety and amenity.	- Minimum 95% compliance in quarterly inspections or independent audits. - No more than two substantiated complaints per year relating to maintenance or safety.	Ensures that Council funding maintains a safe, attractive, and well-presented community asset. Supports *Community Wellbeing* and *Recreation Access* outcomes.
Public Accessibility and Use	Ensure the off-lead dog park remains open and accessible to the public.	- Dog-park open to the public 365 days per year, except during approved closures for maintenance or pre-scheduled advertised events.	Confirms public accessibility and community benefit consistent with the purpose of Council's operational support.
Community Event Delivery	Deliver and host community-to-community events with subsidised access to Manfeild facilities.	- Minimum of 12 community events per year. - Events represent a mix of local, cultural, educational, or recreational groups. - Demonstrate affordable or free entry for attendees.	Ensures the subsidy delivers equitable community access and diverse engagement in line with Council's *Community Participation* objectives.
Community Satisfaction	Measure community satisfaction with events and facilities.	General public: - Achieve at least 85% satisfaction in post-event or annual community surveys. Park booking clients: - Achieve at least 85% satisfaction in post-event surveys.	Measures quality, responsiveness, and value of the facilities to the community. Supports continuous improvement and public trust.
Local Economic and Social Impact	Demonstrate broader community and economic benefit from Manfeild activities.	- Provide annual data or case studies showing local impact (e.g., local suppliers used, volunteer participation, visitor spend).	Highlights contribution to *Economic Development* and *Social Wellbeing* outcomes, enhancing the value proposition of Council investment.
Financial Accountability and Transparency	Provide clear and timely reporting to Council on use of funds.	- Submit 6 and 12 month performance report by the agreed timeframes, including: • Progress against KPI performance • Event summary for the Park • Expenditure breakdown of Council funding.	Strengthens accountability and alignment with Council's financial stewardship and transparency standards.

Last updated 22 December 2025

Draft: Manfeild Park Trust strategic KPIs

Proposed annual grant performance measures

Eight KPIs to strengthen the Trust's strategic direction, financial sustainability and community value. The measures build on Council's stadium funding report from September 2025, with an emphasis on decisions, implementation and results.

Reporting period: 18-month period from 1 January 2027 – 30 June 2028, with reporting every six months. All deadlines below run from that date. The Trust Board owns delivery and approves its plans within its authority.

No	KPI and intended result	Target and reporting evidence
1	**Long term masterplan** Develop and adopt a high level masterplan for at least ten years, setting the strategic direction for the whole Park.	By month 9: present a draft informed by the business case and engagement with key users and stakeholders. By month 12: Board adopts the masterplan, identifying core activities, community outcomes, investment priorities, asset renewals and deferred maintenance, indicative costs, funding pathways and staged delivery.
2	**Sustainable operating model** Adopt an operating model that responds to the business case findings and balances community access with commercial viability.	By month 6: assess the findings from the RSL report and identify the preferred approach, including any material evidence gaps. By month 12: Board adopts the model, covering core services, delivery partnerships, pricing and community subsidies. Include five year financial and cashflow forecasts against the current model, debt servicing, asset costs, demand scenarios and the ongoing funding gap.
3	**Settlor relationships and governance** Establish a clear framework for engagement with settlors that supports the Board's governance authority and accountability.	By month 6: draft a protocol distinguishing settlor, funder, Board and management roles, consistent with the Trust Deed and relevant agreements. Identify decisions requiring consent. By month 9: Board endorses the protocol and seeks agreement from all settlors. Include engagement, requests and dispute resolution, Board delegations and conflicts management. Review collective Board capability and address gaps. Report unresolved issues and next steps.
4	**Stadium utilisation plan** Adopt a demand based plan to increase stadium use by community groups and commercial customers.	By month 9: establish the utilisation baseline and consistent definitions for bookable hours, occupied hours and user categories. By month 12: Board adopts a plan with annual growth targets for community and commercial use, supported by verified needs for sport, recreation, community events, conferences and commercial events; pricing, promotion, partnerships and facility improvements. Identify costs, responsibilities and dependencies.

Delivery and reporting measures

No	KPI and intended result	Target and reporting evidence
5	**Growth in stadium use** Deliver the utilisation plan and demonstrate increased community and commercial use without weakening financial performance.	At month 9: report the baseline, Board approved growth targets and progress on priority actions. By month 12: achieve the targets set under KPI 4 and report occupied hours, distinct regular users and booking income by community and commercial category. Report direct delivery costs and net contribution alongside growth, with comparable baseline results and explanations for any shortfall.
6	**External funding and sponsorship plan** Adopt a coordinated approach to attracting third party grants, sponsorship and investment aligned with the masterplan.	By month 9: Board adopts a prioritised funding plan covering eligible projects, potential funders and sponsors, application deadlines, matching contributions and sponsorship offers. Set annual targets for applications, proposals and the value of support sought and secured, distinguishing cash from in kind support and capital from operating funding.
7	**Secure external support** Actively pursue and secure third party support for agreed development priorities or operations.	By month 12: meet the application and sponsorship proposal targets set under KPI 6 and secure at least one new or expanded third party funding or sponsorship commitment. Report support sought, confirmed, received and declined separately, including value, conditions and purpose. Count confirmed support only where there is written evidence; exclude Council's existing grants.
8	**Implementation and accountability** Translate the strategic plans into a funded annual work programme and provide clear evidence of delivery and Council grant use.	By month 9: Board adopts a prioritised work programme with owners, budgets and milestones linked to the masterplan and operating model. At months 6 and 12: report progress against all eight KPIs, financial performance against budget, cashflow risks, Council grant expenditure and evidenced community and local economic benefit. Explain delays, funding dependencies and corrective actions. At month 12, identify priorities for the following year.

MANFEILD PARK TRUST

Chief Executive's Annual Report | Year ended 30 June 2026

It has been a year of contrasts for Manfeild Park Trust. We have seen genuine growth in parts of the business, hosted memorable events and developed opportunities for the future. At the same time, we have faced substantial storm damage, ageing facilities, stretched resources and some unwelcome financial discoveries. It is important to acknowledge both the achievements and the difficulties when reflecting on the year.

One of Manfeild's greatest strengths remains the diversity of what happens here. Across the circuit, stadium and wider grounds, we hosted 309 events during the year, bringing together motorsport, agriculture, equestrian activities, community groups and commercial clients. Behind each event is a great deal of work, and it is this variety of activity that makes Manfeild such a distinctive asset for our district and the wider region.

The circuit has been a particular highlight. Alongside our well-established weekend racing programme, the team has worked hard to build midweek utilisation. Additional bookings from Police, private race teams and specialist testing groups have contributed to an increase of approximately 25 per cent in circuit hire revenue. That growth has not happened by chance. It reflects strong relationships with clients, a responsive team and a willingness to look for new opportunities rather than simply wait for business to come to us.

We have also made progress in developing more consistent income from our property. The lease of part of the training centre is a positive step, and it has been pleasing to see the new motorhome and caravan park open for business, making productive use of previously underused space. These initiatives may be less visible than a major event, but they are important in strengthening the financial base of the Trust.

Of course, the year also brought some ambitious events and some hard lessons. Manfeild Live was our highest-profile initiative and one of our biggest commercial risks. From the perspective of event delivery and the visitor experience, it was a fantastic success. The feedback from attendees, participants and partners demonstrated that Manfeild can deliver a destination event beyond our traditional programme, and we continue to be asked when it will return.

However, great feedback does not pay the bills. Ticket sales were below the level required, and Manfeild Live recorded a direct loss of approximately $79,000. We knew there was risk in trying something different, and the event proved there is real potential, but it also reinforced how challenging the major music-event market can be. We cannot responsibly carry that level of financial exposure again without substantial sponsorship, stronger funding support and an event programme capable of attracting sufficient ticket sales.

The first Cartown Kiwi Super Classic was another memorable event, showing the enthusiasm and opportunity that specialist events can create. It also reinforced the same lesson: successful

delivery and positive feedback must be matched by financial sustainability, which was the case for this event. Our aim should not simply be to put on more events, but to host the right events, with partners and funding arrangements that make sense for Manfeild.

While those larger events attract attention, much of the team's work happens out of sight. Throughout the year there has been a considerable effort to improve the presentation, safety and maintenance of the Park. That has included repairs and compliance work across our buildings, grounds, track systems and ageing machinery. Managing such a large and varied site is challenging even in an ordinary year, and this year certainly wasn't ordinary.

In February, a severe storm blew out two large stadium doors and caused approximately $100,000 in repair and reinstatement costs. The disruption was significant, and although insurance covered around $50,000, the remaining cost placed additional pressure on the Trust. On a more positive note, a grant from New Zealand Community Trust enabled much-needed repairs to the hall used by Feilding Gymnastics. These examples illustrate both the ongoing cost of maintaining our facilities and the value of having organisations willing to help us improve them.

Through all of this, the commitment of the Manfeild team has been a constant. We are a small workforce, yet the team has managed demanding events, grounds and building work, compliance responsibilities and unexpected disruption. We have also worked through further organisational change as we tried to make the Trust more financially sustainable. I want to acknowledge the effect that these changes have on people, and to thank the team for the professionalism and dedication they continue to show.

I am especially grateful for the hours that staff give beyond the normal working day to look after clients and keep the Park operating. Much of that effort is unseen by visitors, but it makes an enormous difference to the experience people have at Manfeild. Their willingness to step up, particularly when resources are tight, deserves genuine recognition.

We have also been fortunate to receive generous support from our community and commercial partners. In particular, I want to acknowledge the Manawatū District Council, Toyota, the Higgins family, Suzuki, Downers, Manawatū Pothole Maintenance, Capture Signs, Central ITM, BT Advisory, the Boyden family and Central Demolition. Along with New Zealand Community Trust and our other supporters, they have contributed funding, time, services and practical assistance that have made a real difference during the year.

Looking ahead, there is no shortage of interest in Manfeild or ideas for what it could become. Some opportunities are large, others are relatively modest, but all need to be considered against the same test: will they serve our community and help make the Trust more sustainable? We have a unique asset with the ability to contribute to the district in many different ways, but ambition must be matched with the resources and partnerships needed to deliver it.

This year has reminded us that progress is rarely straightforward. Not everything has gone to plan, and not everything is rosy. Yet we have kept moving, made improvements where we could,

and continued to provide a place that matters to a great many people. If Manfeild is to grow into the destination we know it can be, we have to work together, support each other and make careful and sustainable decisions about our future.

As this is my final AGM as Chief Executive, I would like to finish with a personal thank you. To the Manfeild team, thank you for your dedication, commitment and hard work. To our event organisers and clients, thank you for the confidence you place in us. To our sponsors and supporters, thank you for standing alongside the Trust. And to the Board, including past and present Trustees, thank you for your support and the opportunity to help lead this remarkable place.

I wish the Trust, the team and everyone involved with Manfeild all the very best for the future. Thank you.



Manfeild Park Trust

Performance Report

For the year ended 30 June 2026

Manfeild Park Trust
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For the year ended
30 June 2026

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Entity Information

For the year ended 30 June 2026

Legal Name of Entity	Manfeild Park Trust
Type of Entity and Legal Basis	Registered Charity Incorporated under the Charities Trusts Act 1957
Registration Number	CC20623

The Trust's Formation, Purpose, Objects and Mission

Formation:

Manfeild Park Trust was formed on 13 August 2004 when three entities, the Settlors of the Trust, being the Feilding Industrial Agricultural & Pastoral Association (Feilding I A&P), The Manawatu Car Club Incorporated and Manawatu District Council vested their land to the control of Manfeild Park Trust. This created one large site for the future advancement of agricultural activity, motorsport, and community facilities. It registered as a Charity on 23 January 2008.

Trust's Purpose/Objects/Mission:

The Trust exists due to the decision of the three Settlors to combine their activities and to vest control of their assets to the Trust. Representatives of each Settlor make up an Electoral College that appoints the Trustees to the Trust.

Each Settlor has exclusive free rights of use of Manfeild Park for a few days each year. The Manawatu Agricultural and Pastoral Association moved its base from the showgrounds in Palmerston North to Manfeild Park with the assistance of the Palmerston North City Council. In conjunction with the Manawatu District Council and the Manfeild Park Trust, the stadium building was built, primarily to meet the needs of the two Agricultural & Pastoral Societies. While the Manawatu Agricultural and Pastoral Association is not a Settlor of the Trust, it does however have a perpetual license with the Trust providing for free use rights of the venue like the Settlors terms.

The purposes of the Trust as defined by the Trust Deed are:

To manage Manfeild Park which is a local, regional, and national event complex providing community recreation, event management activities (agricultural, cultural, rural, sporting and other leisure-time occupations provided in the interests of social welfare including the provision of facilities at public halls, community centres, women's institutes and the provision and maintenance of goods and buildings to be used for the purposes of recreation or leisure time occupations, and the provision of facilities for these purposes by organising any activity for the benefit of the members of the public of the Manawatu District and the wider community of New Zealand).

To acquire, control, develop, promote, enhance, renew, and maintain the facilities at Manfeild Park to the maximum benefit and enjoyment of the people of the Manawatu and New Zealand who have a need for such facilities by reason of their youth, age, infirmity, disablement, poverty, race, occupation or social or economic circumstances.

To ensure that Manfeild Park functions as a valued resource and community asset available for the members of the public of Manawatu District and the wider community of New Zealand.

To encourage and support the Settlors in accordance with the purposes of the Trust Deed; and

To recognise Manfeild Park's location in the Manawatu and to be aware of a community and regional focus.

The Trust's mission is to create a vibrant venue for all to enjoy with outcomes for our venue by 2028 to:

- Be financially sustainable and developing
- Have facilities that are functional and compliant
- Be vibrant and well-known; and
- That Manfeild and its stakeholders are engaged

To deliver on the outcomes, the Trust will continue to focus on four key strategies in the coming year being Finance, Infrastructure, Stakeholders and Events.

The Trust's Structure and Operation

The Trust is administered by a Board of Trustees. These Trustees are appointed by an Electoral College which comprises of two members of each Settlor. The Settlors being Manawatu District Council, the Manawatu Car Club Incorporated and the Feilding Industrial Agricultural & Pastoral Association. The board's make up is to be no less than 2 and no more than 5 Trustees.

Main sources of the Entity's Cash and Resources
Manfeild is a 72.2714-hectare property that has a mix of buildings, open space and Circuit Chris Amon. Together these facilities provide for sporting, leisure, community, commercial and public activities. The assets of the Park were vested to the Trust by the Settlors.

Income is derived by hiring venue spaces and associated event equipment, sponsorship, grant funding and leases on buildings and property. A significant number of events are hosted at the Park annually, including free and non-commercial events. These events are a key reminder that Manfeild is more than a motorsport track, it is a diverse events centre.

Further details around the operations can be found in the Statement of Service Performance.

The Trust continues to strengthen the partnerships we have with our Settlors, Stakeholders, and regional partners. It is through these relationships that the most opportunity and engagement develops for the benefit of the Trust and wider community, both socially and in terms of economic benefit. The focus on reinvestment of any surplus and grant funds back into infrastructure improvements is ongoing.

Entity's Reliance on Volunteers and Donated Goods or Services

Like most charitable organisations we are reliant on external grants, sponsorships and donations to keep the trust activity in our region. We rely on many volunteers who enable us to support grass roots interests in motorsport, agriculture and equestrian activities.

Two of the Park's Settlors – the Manawatu Car Club and Feilding IA&P are largely run by volunteers, as is the Manawatu A&P group, who have a perpetual license with the Trust. Each of these entities are provided with free days each year to use the facility, allowing them to generate income for their organisations. We acknowledge the valuable investment of time, advice, and guidance that all our Settlors and Stakeholders willingly provide to the Trust.

The Trust has started to engage more widely across the region including councils, promotors and the business communities. This regional approach will underpin the ongoing sustainability and growth of Manfeild Park Trust, but also the local and regional business community.

Main methods used by the Entity to Raise Funds

The Trust is recognised as a regional facility that provides significant economic benefit to the wider community.

We have changed some aspects of our master plan for the future and it is clear that we need to continue to target the commercial event sector to increase income and convert new business opportunities into repeat customers.

Motorsports, equestrian events, community inclusion and making Manfeild a destination will continue to provide ongoing financial, social and economic benefit. As business confidence increases, we anticipate growing engagement with commercial partners and increased events for commercial and community gain.

Contact Details:	
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Website	www.manfeild.co.nz

MANFEILD

Manfeild Park Trust

Statement of Service Performance

For the year ended
30 June 2026

Description of the Entity's Outcomes:

To provide a well-managed and well-resourced event complex to assist the promotion of the Manawatu Region and to provide a benefit to the residents of the Manawatu District and wider region.

Description and Quantification (to the extent practicable) of the Entity's Outputs:

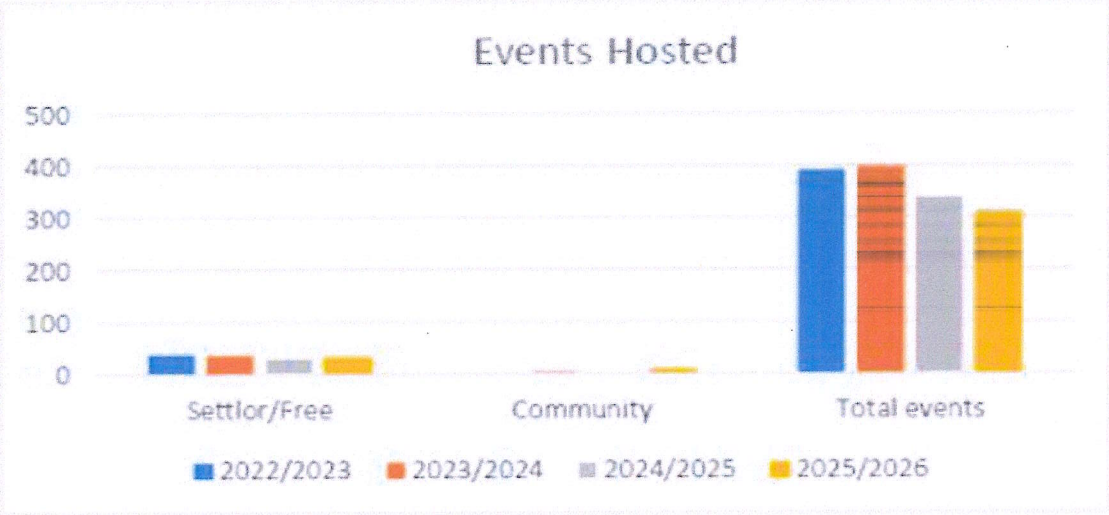
The strategic plan set 4 main goals and 4 sub-goals summarised below. Against each goal the outcomes that were agreed are summarised as follows:

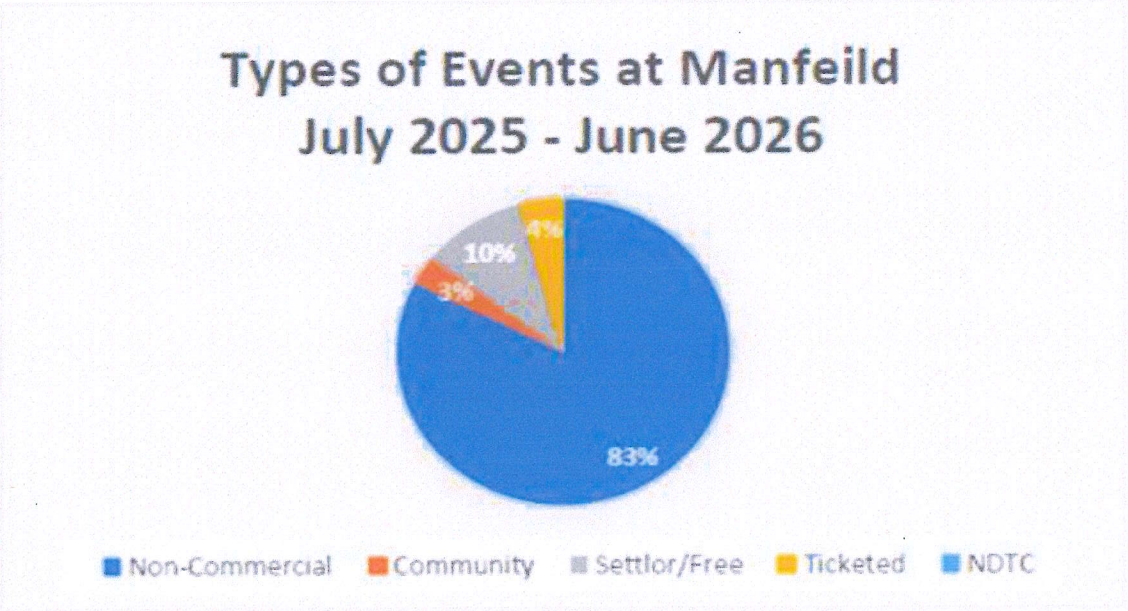
Priority	2025-26 FY	2025-26 Result	2024-25 Result
Motorsport	Support grass roots to premium motorsport events.	Achieved and ongoing	Achieved and ongoing
Equestrian	Make equestrian sport and recreation a core part of what we do.	Ongoing development	Ongoing development
Events	Enhance our venue hire options and move into event management.	Achieved and ongoing	Achieved and ongoing
Sport	Explore becoming a destination for community and regional sports.	In progress	In progress
Event Management	Create and/or link with event production skills.	Achieved and ongoing	Achieved and ongoing
Meeting Spaces	Enhance adaptable spaces for community and commercial use.	Achieved and ongoing	Achieved and ongoing
Catering	Promote options that provide the best experience.	Achieved and ongoing	Achieved and ongoing
Accommodation	Enhance and grow our onsite accommodation offerings for Stay and Play experiences.	Achieved and ongoing	Achieved and ongoing

Event Analysis 1 July 2025 - 30 June 2026

Events Hosted

	Settlor / Free	Community	Total Events
2022 / 2023	37	2	392
2023 / 2024	35	4	398
2024 / 2025	29	2	338
2025 / 2026	32	9	309





Statement of Financial Performance

For the year ended 30 June 2026

	Note	Actual 2026 ($)	Actual 2025 ($)
Revenue			
Revenue from Commercial Activities	2	1,963,779	1,771,189
Government Service Delivery Grants and Contracts	3	426,138	599,135
Non Government Service Delivery Grants and Contracts	4	50,834	100,000
Capital Grants	5	11,720	92,020
Interest Income	6	3,399	5,551
Donations and General Fundraising	8	1,533	2,460
Other Revenue - Property Lease and Rental Income	7	206,001	151,390
Other Revenue	9	51,798	6,605
Total Revenue		**2,715,202**	**2,728,350**
Expense			
Employee Remuneration and other related costs	10	763,703	945,346
Expenses related to commercial activities	11	666,468	425,969
Other Expense related to service delivery	12	1,143,292	915,170
Loss on Disposal of Assets		10,231	18,481
Other Expenses - Depreciation	14	346,907	163,690
Other Expenses - Finance Expense	6	209,323	249,197
Total Operating Expenditure		**3,139,925**	**2,717,855**
Surplus/(Deficit)		**(424,722)**	**10,495**

Statement of Changes in Accumulated Funds

For the year ended **30 June 2026**



	Accumulated Surpluses ($)	Land & Buildings Revaluation Reserve ($)	Settlor Contributions ($)	Total Accumulated Funds ($)
Balance at 1 July 2024	**10,578,164**	**16,296,909**	**9,419,884**	**36,294,957**
Total Surplus / Deficit	10,495	0	0	10,495
Balance as at 30 June 2025	**10,588,659**	**16,296,909**	**9,419,884**	**36,305,452**
Balance at 1 July 2025	**10,588,659**	**16,296,909**	**9,419,884**	**36,305,452**
Prior period adjustment - Depreciation (Note 24)	(693,902)			(693,902)
Revised Opening Balance	**9,894,757**	**16,296,909**	**9,419,884**	**35,611,550**
Total Surplus / Deficit	(424,722)	0	0	(424,722)
Revaluation of Land and Buildings	0	(5,707,297)	0	(5,707,297)
Balance as at 30 June 2026	**9,470,035**	**10,589,612**	**9,419,884**	**29,479,531**

Statement of Financial Position
As at 30 June 2026

	Note	2026 ($)	2025 ($)
Current Assets			
Cash and Short Term Deposits	13	132,484	20,321
Accounts Receivable		90,203	115,081
Prepayments		49,282	77,947
		271,969	**213,349**
Non-Current Assets			
Property, Plant, and Equipment	14	33,381,252	40,133,077
Investment in Farmlands Co-op Society	18	1,199	1,199
		33,382,451	**40,134,276**
Total Assets		**33,654,420**	**40,347,626**
Current Liability			
Creditors & Accrued Expenses	15	136,540	139,451
Employee Entitlements	17	83,598	69,035
Deferred Revenue	16	84,985	17,464
Deposit Holding Account		66,997	44,009
Current Borrowings	19	57,438	111,476
		429,558	**381,436**
Non-Current Liability			
Non-current Borrowings	19	3,745,332	3,660,736
		3,745,332	**3,660,736**
Total Liabilities		**4,174,890**	**4,042,172**
Total assets less Liabilities		**29,479,531**	**36,305,453**
Accumulated Funds			
Land & Buildings Revaluation Reserve		10,589,612	16,296,909
Settlor Contributions		9,419,884	9,419,884
Accumulated Surpluses		9,470,035	10,588,661
Total Accumulated Funds		**29,479,531**	**36,305,453**

For and on behalf of the trust

Board Trustee HBWaugh Hamish Waugh - Chairman 12/11 / **2026**

Board Trustee AJHinsley Trustee - AJ HINSLEY 12/11 **2026**

Statement of Cash Flows
For the year ended 30 June 2026



Cashflows from Operating Activities	2026 ($)	2025 ($)
Cash was received from:		
Receipts from Commercial Activities	1,889,890	1,805,430
Government Service Delivery Grants and Contracts	471,138	498,250
Non Government Service Delivery Grants and Contracts	50,834	155,884
Interest Income	3,399	5,551
Donations and General fundraising	23	30
Other Receipts - Property Lease and Rental Income	196,730	154,169
Other Receipts	51,798	6,605
Net GST Movement	(14,321)	1,916
Cash Payments:		
Employee Remuneration and other related costs	(706,475)	(936,016)
Payments related to Commercial Activities	(728,892)	(450,301)
Other Payments related to service delivery	(937,668)	(905,969)
Grants and Donations Paid	0	0
Other Payments - Interest	(117,996)	(119,642)
Net Cash Flows from Operating Activities	**158,461**	**215,907**
Cashflows from Other Activities		
Cash received:		
Capital Grant Funding	11,720	92,020
Disposal of Property, Plant, and Equipment	5,208	10,965
Cash Paid:		
Payments to Acquire Property, Plant, and Equipment	(11,720)	(198,407)
Repayment of Loans	(51,507)	(102,831)
Net Cash Flows from Other Activities	**(46,299)**	**(198,253)**
Net Cash Flows	**112,162**	**17,654**
Cash and Cash Equivalents		
Cash and cash equivalents at beginning of period	20,321	2,667
Net change in cash for period	112,162	17,654
Cash and cash equivalents at end of period	**132,484**	**20,321**

Manfeild Park Trust

Notes to the Financial Statements

For the year ended 30 June 2026

1 Statement of Accounting Policies

Reporting Entity

Manfeild Park Trust (The Trust) is an entity incorporated under the Charitable Trust Act 1957. The Trustees are of the view that the Trust is a public benefit entity for financial reporting purposes. It is a registered charity under the Charities Act 2005.

The financial statements for the year ended 30 June 2026 were authorised for issue by the Trustees as dated on page 10.

(a) Basis of Preparation

This performance report is prepared in accordance with XRB's Tier 3 (NFP) Standard. The Trust is eligible to apply the Tier 3 (NFP) Standard on the basis that it is not publicly accountable and has annual expenditure of less than $5 million. The performance report has been prepared to meet the requirements of the Charities Act 2005.
All transactions in the performance report are reported using the accrual basis of accounting. The performance report is prepared under the assumption that the entity is a going concern and will continue to operate for the foreseeable future.

(b) Functional and Presentation Currency

The financial statements are presented in New Zealand dollars ($), which is the functional currency of Manfeild Park Trust. All financial information presented in New Zealand dollars has been rounded to the nearest dollar.

(c) Changes in Accounting Policies

There have been no changes in accounting policies during the year ended 30 June 2026. The accounting policies have been applied on a basis consistent with the prior year. This is the first year that the Trust has adopted the Tier 3 NFP Standard.

Revenue

Revenue from government and non-government service delivery grants and contracts

Revenue from government and non-government service delivery grants and contracts is recognised as the related services are delivered and any significant documented expectations agreed with the funder are satisfied. Funding received that remains subject to significant documented expectations is recognised as deferred revenue until those expectations are satisfied.

Revenue from Commercial Activities

Revenue from Venue Hireage, Recoveries, Events, and other commercial income is recognised when the services have been rendered to the users of the park and its facilities.

General Grants

Revenue for General Grants is recorded as deferred revenue if there is a written documented expectation regarding its use. Grants are recognised as revenue as or when the expectations are satisfied.

Capital Grants

Revenue for capital grants are recognised when the related asset is purchased and any the documented expectations agreed with the funder are satisfied.

Revenue from Rentals and Leases

Revenue from leases and rentals are recognised on an accrual basis and is reported in the period to which it relates.

Interest Revenue

Interest income is recognised using the effective interest method.

Cash and Short Term Deposits

Cash and Short-Term Deposits comprise cash on hand, bank balances, deposits held at call, and term deposits with an original maturity of three months or less from the date of commencement.

Investments

Investments are recorded at their fair value.

Deferred Revenue

Significant grants and other funding received with specific documented expectations, agreed with the funder, over how or when the funding is to be used are initially recognised as deferred revenue. Deferred revenue is reduced and revenue recognised as the documented expectations are satisfied. At balance date, deferred revenue represents funding relating to documented expectations that remain unsatisfied.

Receivables

Accounts Receivable are initially recognised at cost and subsequently measured at cost less provision for doubtful debts.

1 Statement of Accounting Policies (Continued)

Payables
Accounts payable represents liabilities for goods and services provided to the Trust prior to the end of the financial year which are unpaid. Accounts payable are recorded at the amount of cash required to settle those liabilities. The amounts are unsecured.

Employee Entitlements
Employee benefits that are due to be settled within 12 months after the end of the period in which the employee renders the related service are measured based on accrued entitlements at current rates of pay. These include salary and wages accrued up to balance date, and annual leave earned to but not yet taken at balance date.

Property, Plant and Equipment
Property, plant and equipment are initially recorded at cost or, in the case of donated assets, fair value as their deemed cost at the date of receipt. Cost or fair value as the case may be, includes those costs that relate directly to bringing the asset to the location where it will be used and making sure it is in the appropriate condition for its intended use.

Subsequent to initial recognition, all property comprising land and buildings is measured at fair value and plant and equipment are measured at cost, less accumulated depreciation and impairment losses, if any.

Land and Buildings are valued using the current local council rateable values as at 30 September 2025. Council rateable values may not reflect current market value.

Gains and losses on disposal (i.e. sold or given away) are determined by comparing the proceeds received with the carrying amounts (i.e. the book value). The gain or loss arising from the disposal of an item of property, plant and equipment is recognised in the Statement of Financial Performance.

Depreciation
Property, Plant and Equipment except for Land, are depreciated over their estimated useful lives on a diminishing value basis. Depreciation is recognised in the Statement of Financial Performance. Depreciation rates are as follows:
Buildings 1% to 13%
Plant & Equipment 3% to 67%
The residual value and useful lives of the assets are reassessed annually.

Loans
Loans are recognised at the amount borrowed. They are classified as current liabilities unless the Trust has an unconditional right to defer settlement of the liability for at least 12 months after the balance date.

Goods and Services Tax (GST)
The Trust is registered for GST. The financial statements have been prepared on a GST exclusive basis, with the exception of accounts receivable and accounts payable which are stated as GST inclusive.

Income Tax
No income tax is recorded as the Trust is exempt from income tax with charitable status.

Accumulated Funds
Accumulated Funds is the funds held in the Trust, measured as the difference between total assets and total liabilities. Accumulated Funds is made up of the following components:

- Accumulated surpluses

Accumulated surpluses is the Trust's accumulated surplus or deficit since the formation of the Trust, adjusted for transfers to or from specific reserves.

- Land & Building revaluation reserve

This reserve is for the revaluation of those property items that are measured at fair value after initial recognition.

- Settlor Contributions

The Trust Deed for the Trust makes a distinction between Trust capital and accumulated surpluses.

2 Revenue from Commercial Activities

	2026 ($)	2025 ($)
Venue Hire - Circuit	1,159,774	925,000
Venue Hire - Stadium	98,876	166,611
Venue Hire - Other	22,818	21,703
Recoveries	309,055	319,871
Manfeild Live	253,809	0
Driver Training	0	232,355
Signage Income	119,446	105,650
	1,963,779	**1,771,189**

3 Government Service Delivery Grants and Contracts

	2026 ($)	2025 ($)
Manawatu District Council - Operating Grant	263,808	280,920
Manawatu District Council - Community Investment	162,330	162,330
Ministry of Social Development	0	155,885
	426,138	**599,135**

4 Non - Government Service Delivery Grants and Contracts

	2026 ($)	2025 ($)
New Zealand Community Trust (NZCT) - General	0	100,000
New Zealand Community Trust (NZCT) - Property & Equipment Maintenance	50,834	0
	50,834	**100,000**

5 Capital Grants

	2026 ($)	2025 ($)
Grants Revenue		
New Zealand Community Trust (NZCT) - Property & Equipment Grant	11,720	88,709
Mainland Foundation	0	3,311
	11,720	**92,020**

6 Finance Income and Expense

	2026 ($)	2025 ($)
Finance Income		
Interest income from cash and cash equivalents	3,399	5,551
	3,399	**5,551**

	2026 ($)	2025 ($)
Finance Expense		
Interest Expense on Borrowings Paid - ANZ	101,376	155,752
Interest Expense on Borrowings - CRHL	91,327	93,445
Interest Paid - Other	286	0
Interest Paid on Insurance Funding	16,334	0
	209,323	**249,197**

7 Other Revenue - Property Lease and Rental Income

	2026 ($)	2025 ($)
Stadium Facilities	465	0
Leases Income	139,576	88,712
Rent Received	65,960	62,678
	206,001	**151,390**

8 Donations and General Fundraising

	2026 ($)	2025 ($)
Sponsorship Income	1,500	2,440
Donations Received	33	20
	1,533	**2,460**

9 Other Revenue

	2026 ($)	2025 ($)
Credit Card Surcharges	836	1,680
Other Income - Insurance Claim	43,895	0
Other Income - Horse Grazing	4,609	0
Other Income	2,459	4,925
	51,798	**6,605**

10 Employee Remuneration and other related costs

	2026 ($)	2025 ($)
Wages & Salaries	743,635	933,924
Wages - Other Employment Expenses	4,178	3,879
Temp costs MPT Operations	15,889	7,544
	763,703	**945,346**

11 Expenses related to commercial activities

	2026 ($)	2025 ($)
Test Day expenses	1,835	7,514
Circuit Suites & Garages Expenses	12,959	7,252
Cleaning Expenses	10,992	14,515
Event Costs covered by Venue Fee Circuit	136,364	103,670
Event Costs covered by Venue Fee Stadium	81,960	102,120
Event Costs covered by Venue Fee GS	1,261	3,413
Electricity & Gas Circuit	18,445	16,995
Electricity & Gas Stadium	30,304	34,652
Electricity & Gas GS	2,999	3,394
Permits & Licences Circuit	36,197	45,560
National Driver Training Costs	0	86,885
Manfeild Live - Costs	333,153	0
	666,468	**425,969**

12 Expenses related to Service Delivery

	2026 ($)	2025 ($)
IT Expenses incl Website	85,502	61,898
Marketing & Advertising	11,833	2,557
Office Expenses	7,540	4,949
Audit Fees	30,331	14,625
Insurance	209,798	270,658
Professional Fees incl Legal	52,247	10,607
Rates	17,734	10,937
Water Rates	20,578	21,002
Rental Property Expenses	14,678	30,620
Security	61,556	58,036
Subscriptions & Membership Fees	9,509	2,988
Telephones Expenses	6,229	5,556
Vehicles	24,349	3,565
Trustee Fees	98,432	110,482
Workplace Health & Safety	2,325	2,859
Maintenance	469,377	226,081
Miscellaneous Expense	21,276	77,749
Total Other Expense	**1,143,293**	**915,170**

Audit fees for 2026 comprise AuditLink 2025 $14,981 and BDO Manawatu 2026 $15,350

13 Cash and Short Term Deposits

Cash and Short Term Deposits held on 30 June 2026 were comprised of:	2026 ($)	2025 ($)
Manfeild Park Working	128,783	16,061
NDTC Current	2,530	3,057
Petty Cash	449	659
Savings on Call	277	275
Manfeild Suite & Garage	201	200
Insurance Fund	44	44
Principal Loan Repayments	24	24
Manfeild Maintenance Fund	177	2
Total Cash and Short Term Deposits	**132,484**	**20,321**
Credit Card Liabilities held on 30 June 2026 totalled:	571	1,143

Manfeild Park Trust have access to a bank overdraft with a limit of $100,000 which is secured by a first ranking mortgage over the land and buildings owned by the trust. At 30 June 2026 the interest rate was 9.75%. No other securities were held on 30 June 2026.

14 Property, Plant, and Equipment

2026	Opening (NBV) ($)	Additions ($)	Revaluation ($)	Disposals ($)	Depreciation ($)	Total (NBV) ($)
Land - Valuation	12,970,000	0	(3,945,000)	0	0	**9,025,000**
Buildings - Valuation and Cost	25,222,297	0	(1,762,297)	0	(234,600)	**23,225,400**
Plant and Equipment - Cost	1,246,877	11,720	0	(15,440)	(112,307)	**1,130,850**
Total	**39,439,175**	**11,720**	**(5,707,297)**	**(15,440)**	**(346,907)**	**33,381,252**
2025						
Land - Valuation	12,970,000	0	0	0	0	**12,970,000**
Buildings - Valuation and Cost	25,940,697	0	0	0	(24,498)	**25,916,199**
Plant and Equipment - Cost	1,245,416	164,217	0	(23,563)	(139,192)	**1,246,877**
Total	**40,156,133**	**164,217**	**0**	**(23,563)**	**(163,690)**	**40,133,077**

The land and buildings is on 72 hectares which are situated at 59 South Street, Feilding. Land and Buildings are valued using the current local council rateable values as at July 2025. Council rateable values may not reflect current market value.
An Opening Net Book Value adjustment of $693,902 has been made to Buildings. Refer to Note 24 Prior Period Adjustment.

15 Creditors & Accrued Expenses

	2026	2025
Accounts Payable	110,579	64,217
GST	(6,031)	15,517
PAYE	17,389	14,691
Sundry Creditors	1,780	17,389
Accruals	12,250	26,494
Credit Cards	571	1,143
	136,540	**139,451**

16 Deferred Revenue

	2026 ($)	2025 ($)
MSD Grant Driver Training School	0	7,635
Connexa Cellular Tower Rent	4,985	9,829
NZ Community Trust FY27 Salary grant funding for maintenance staff	80,000	0
	84,985	**17,464**

17 Employee Entitlements

	2026 ($)	2025 ($)
Annual Leave	63,296	44,716
Salaries & Wages	20,302	24,319
	83,598	**69,035**

18 Investment in Farmlands Co-op Society

The Trust hold 1,199 shares in the Farmlands Co-op society at $1.00 each	2026 ($)	2025 ($)
Investment in Farmlands Co-op Society	1,199	1,199

19 Borrowings

Borrowings held by the Trust are from the following sources

ANZ

The Trust has the following term loans held by ANZ:	2026 ($)	2025 ($)
ANZ Loan 1004		
Balance	967,000	967,000
Interest Rate per annum	6.58%	7.28%
Termination Date 30 November 2028		
ANZ Loan 1005		
Balance	571,791	583,866
Interest Rate per annum	6.58%	6.49%
Termination Date 7 April 2047		
ANZ Loan 1006		
Balance	94,116	117,791
Interest Rate per annum	6.58%	7.28%
Termination Date 30 November 2028		
Current Portion	16,986	48,551
Non-Current Portion	1,615,920	1,620,106

The loans are secured by first ranking mortgage which is secured over the land and buildings owned by the Trust. There are no financial covenants relating to these loans.

Crown Regional Holdings Limited

In May of 2019 the Trust obtained an unsecured loan of $1,939,000 from the Ministry of Business Innovation and Employment for developing a National Driver Training Centre. In September 2019 the loan was transferred to the newly incorporated Provincial Growth Fund Limited (under the Companies Act 1993) and the name change to Crown Regional Holdings Limited was effected in June 2021. From 31 May 2024 interest is charged at a rate equal to the 5 year NZ Bond rate until the loan is repaid with interest being added to the loan amount when charged. The terms of the loan are that annual principal repayments are repayable at 50% of the recorded net annual net profit for the recipient as recorded in the financial accounts; however at 30 June 2026 the Board are in negotiations with third parties to seek more favourable loan conditions - as such the balance of the loan is not yet due within 12 months and considered Non-Current by the Trust.

	2026 ($)	2025 ($)
CRHL Loan		
Current Portion	0	0
Non-Current Portion	2,129,410	2,038,083

19 Borrowings (Continued)

Finance Leases

	2026 ($)	2025 ($)
Finance Leases (Toyota NZ Lease)		
No later than one year	0	13,209
Later than one year and not later than five years	0	2,547
Including Interest		
No later than one year	0	16,891
Later than one year and not later than five years	0	3,519

Insurance Funding

The Trust draw down a loan for the insurance costs incurred through Manawatu Premium Funding Ltd.

	2026 ($)	2025 ($)
Current Borrowing Balance	40,452	49,716

As this is annual there are no non-current costs.

Total Borrowings	2026 ($)	2025 ($)
Current Borrowings	57,438	111,476
Non Current Borrowings	3,745,332	3,660,736
	3,802,769	**3,772,212**

20 Related Parties

Manawatu District Council is a related party of Manfeild Park Trust as they are a settlor of the Trust. Manfeild Park Trust have supplied services in the ordinary course of business in the year ended 30 June 2026 totalling $32,065 (2025: $4,798). Manawatu District Council have provided an operational grant of $263,808 for the year ended 30 June 2026 (2025: $280,920). Manawatu District Council have paid an Community Investment Funding of $162,330 for the year ended 30 June 2026 (2025: $162,330). Manfeild Park Trust have received charges and services from Manawatu District Council in the year ended 30 June 2026 totalling $27,759 (2025: $18,593). As at 30 June 2026 the Trust is owed $0 (2025: $586). As at 30 June 2026 the Trust owes Manawatu District Council $6,012 (2025: $5,224). There are contingent liabilities owing to Manawatu District Council, refer note 21(a) & 21(d).

Manawatu Car Club is a related party of Manfeild Park Trust as they are a settlor of the Trust. Manfeild Park Trust has supplied services in the ordinary course of business in the year ended 30 June 2026 totalling $171,248 (2025: $171,248). Manfeild Park Trust has received no services from Manawatu Car Club in the year ended 30 June 2026 $Nil (2025: $Nil). As at 30 June 2026 the Trust is owed $305 (2025: $305). As at 30 June 2026 the Trust owes Manawatu Car Club $Nil (2025: $Nil). There is a contingent liability to Manawatu Car Club, refer note 21(b).

Feilding Industrial, Agricultural and Pastoral Association is a related party of Manfeild Park Trust as they are a settlor of the Trust. Manfeild Park Trust has supplied services in the ordinary course of business in the year ended 30 June 2026 totalling $13,238 (2025: $11,311). Manfeild Park Trust have received services from Feilding Industrial, Agricultural and Pastoral Association in the year ended 30 June 2026 totalling $1,607 (2025: $300). As at 30 June 2026 the Trust is owed $652 (2025: $Nil). As at 30 June 2026 the Trust owes Feilding Industrial, Agricultural and Pastoral Association $Nil (2025: $Nil). There is a contingent liability to Feilding Industrial, Agricultural and Pastoral Association, refer note 21(c).

21 Contingent Liabilities

The Trusts equity includes loans from the Settlors (listed below) which are limited recourse loans. These loans are only repayable on the date an order of the court is made for the winding up of the Trust. Interest is payable when the limited recourse loan becomes repayable and is accrued at the Bank of New Zealand Home Loan Lending rate set annually on the date of the Deed and each anniversary date of the Deed. The loan and accruing interest is unsecured and subordinate to the loans made to the Trust.

a) **Manawatu District Council**

Original Loan from the Settlor	1,650,000 (2025: $1,650,000)
At 30 June 2026 the Accrued interest component for the limited recourse loan w	2,137,921 (2025: $2,037,436)
The total contingent liability for both interest and principal at 30 June 2026 was	3,787,921 (2025: $3,687,436)

b) **Manawatu Car Club**

Original Loan from the Settlor	1,945,000 (2025: $1,945,000)
At 30 June 2026 the Accrued interest component for the limited recourse loan w	1,681,398 (2025: $1,604,298)
The total contingent liability for both interest and principal at 30 June 2026 was	2,947,410 (2025: $2,870,310)

c) **Feilding Industrial, Agricultural and Pastoral Association (FIA&P)**

Original Loan from the Settlor	558,000 (2025: $558,000)
At 30 June 2026 the Accrued interest component for the limited recourse loan w	668,738 (2025: $634,756)
The total contingent liability for both interest and principal at 30 June 2026 was	1,226,738 (2025: $1,192,756)

Also included in the Trust Equity are two suspensory loans from the Manawatu District Council and Palmerston North District Council, which under a Suspensory Loan Agreement dated 12th October 2016 changed the nature of the loans from non-current to contingent and thereby transferring the loan from Debt to Equity. The loans only become immediately repayable should:

- The Trust be wound up, placed into liquidation or become subject to any form, and however described, of statutory management;
- If the Trust, or anybody having jurisdiction over the Trust or its assets, seeks to sell any land without prior written approval of MDC and PNCC; or
- If the Trust remains in default on its obligations under this Agreement, or any security given by the Trust in favour of MDC and PNCC, for a period of ninety (90) days after the Trust, has received written notice from MDC and PNCC requiring the Trust to remedy the default.

No interest shall accrue on the principal sums.

The above loan to MDC is valued at $2,952,703
The above loan to PNCC is valued at $2,993,169

22 Commitments

There were no capital or other commitments as at 30 June 2026 (2025: Nil).

23 Post Balance Date Events

The Board are not aware of any significant post balance date events that would impact the performance report.

24 Prior Period Adjustment

It has been identified that the 30 June 2025 financial statements did not include depreciation on most of the Trust's buildings from the date of the revaluation in June 2022 through to 30 June 2025. An adjustment for this error has been completed in these financial statements as follows.

Opening Accumulated funds for 1 July 2025 has decreased by:	$693,902
Opening balance of Buildings has decreased by:	$693,902

25 Comparatives

The prior year comparatives have been reclassified due to the change from applying the PBE IPSAS RDR standard in the 2024/25 financial year, to complying with the Tier 3 (NFP) standard and its classifications in the 2025/2026 financial year.

26 Going Concern

These financial statements have been prepared using the going concern assumption. The Trustees are aware of the reliance the Trust has on the Operational Funding received from the Manawatu District Council and other Grant Funders, the continued utlisation of the facilties and the ongoing support of its lenders. The Trustees are satisifed that the Trust will be able to meet its obligations as they fall due and therefore consider that the preparation of the financial statements on a Going Concern basis is appropriate.

Financial performance address

Annual General Meeting | Year ended 30 June 2026

Accounting framework

The Trust has changed its reporting from Tier 2 to Tier 3 Not-for-Profit Reporting Standard for charitable services. The reporting framework is simplified, and the property valuation aspect can adopt the local Council Rateable Values determined by Quotable Values (QV). This removes the cost of market valuation on a regular basis, but does lower the overall asset values as QV is calculated differently to market valuation. The net change to equity is a revaluation reserve reduction of $5.7million. Note that this is a non-cash reduction in reported equity and does not equate to true market value.

Statement of Service Performance

The statement of service performance records 309 events compared with 338 last year. The reduction relates to the final MSD funded driver training before closure of Drive Manfeild. It is not a reflection of demand or events across the rest of the park.

Expenditure

Overall the financial position of the trust is an extremely challenging net loss of $424,722. There are a number of contributing factors to this end of year result, with nearly half of the variance coming from building depreciation, which is a non-cash item. A number of other specific items have impacted this year end result, some of which were known, and other aspects have been discovered during the audit process. The starting point for the trust was a break even budget with no cash reserves to cover unbudgeted expenses.

Variances:

Manfeild Live was a highly successful event for the district and local economy and generated direct revenue of $253,809, however, this was offset by direct expenditure of $333,153, giving a recorded loss of $79,344. Despite the success of the event for the district and wider region, the financial loss to the trust means this is unlikely to go ahead without materially stronger sponsorship and grant funding support, along with a lineup that is more certain to improve ticket sales both locally and nationally.

The Trust engaged RedStrike at cost of approximately $45,000 to pursue large, sustainable sponsorship arrangements. RedStrike is a professional sponsorship organization working globally and across New Zealand. This was an attempt to establish revenue beyond cash and in-kind contributions for the trust. While considerable work has been carried out, there has been no return on this investment to date.

A storm in February 2026 this year caused damage across the park, and particularly to two major stadium doors. The repair and reinstatement work was approximately $100,000, with roughly half of that covered by insurance, leaving an unbudgeted cost of $50,000.

The year-end audit process identified the majority of buildings were not being depreciated, had not been included in annual reporting, and was therefore not provided for in the operating budget for at least the last four years. While this unbudgeted and unexpected cost of $234,600 makes up half of the annual loss, it is a non-cash expense, meaning its recorded as a cost but doesn't come out of cash funds.

Other items included in the annual loss include a $15,350 audit-fee accrual and $29,622 of aged debts for write-off. There are now no aged debtors beyond 90 days and those that have been removed from the accounts are still being followed up for payment.

Maintenance has been another cost pressure for the trust, which incorporates the storm damage costs. Reported maintenance expenditure increased from $226,081 to $469,377. Alongside storm-related work, management undertook overdue repairs to ageing plant, equipment and facilities, including building services, painting, lifts, lighting and kitchen equipment. Some work was supported by grant funding, including repairs to the hall used by Feilding Gymnastics. All of this work was necessary, but expenditure at this level cannot be regarded as a sustainable annual operating pattern without dedicated funding for asset renewal.

Employee-related costs fell from $945,346 to $763,703, reflecting savings from the restructure of finance and administration support within the trust.

Revenue and commercial activity

Commercial activity revenue increased by $192,590, from $1,771,189 to $1,963,779. Circuit hire was a particularly strong performer, rising from $925,000 to $1,159,774, an increase of approximately 25 per cent. That growth did not simply come from filling additional weekends, which are largely booked year to year. It reflects deliberate work to grow midweek bookings, including police use, private racing teams and groups undertaking vehicle testing and preparation.

Lease and rental income increased from $151,390 to $206,001, providing a more reliable recurring revenue stream. The training centre has been leased and the two rental properties continue to meet market rents.

Balance sheet and Loans

The balance sheet includes a prior-period correction of $693,902 for building depreciation omitted between the 2022 revaluation and June 2025. That amount was deducted from opening accumulated funds and is not part of the current-year loss.

Total trust borrowings were approximately $3.8 million at balance date. Discussions regarding the Crown Regional Holdings (CRH) loan should be completed by the new year. A proposed variation will remove accrued interest from the CRH loan, totaling approximately $180k. Ongoing payments will be principle only, thereby reducing actual debt and improving the trusts equity position over time.

Cash flow

On a more positive note, the operating cash-flow statement shows a positive year end balance of $158,461. The balance includes $80,000 of support from the New Zealand Community Trust for salary funding received in advance for the 2026/27 financial year. There are no other material cash balances or investments for the trust to draw on.

Conclusion

This years annual accounts are a stark reminder of the vulnerability of Manfeild Park Trust in the current recessionary environment. Revenue was broadly steady, circuit and lease income grew strongly, and cash was managed to a positive year-end position. However, the recorded deficit is substantial, maintenance requirements remain high, and gaps in accounting practices for building depreciation has created a perfect storm for another challenging year.

That concludes my summary of the financial statements. Thank you.

MANFEILD PARK TRUST

Chief Executive's Annual Report | Year ended 30 June 2026

It has been a year of contrasts for Manfeild Park Trust. We have seen genuine growth in parts of the business, hosted memorable events and developed opportunities for the future. At the same time, we have faced substantial storm damage, ageing facilities, stretched resources and some unwelcome financial discoveries. It is important to acknowledge both the achievements and the difficulties when reflecting on the year.

One of Manfeild's greatest strengths remains the diversity of what happens here. Across the circuit, stadium and wider grounds, we hosted 309 events during the year, bringing together motorsport, agriculture, equestrian activities, community groups and commercial clients. Behind each event is a great deal of work, and it is this variety of activity that makes Manfeild such a distinctive asset for our district and the wider region.

The circuit has been a particular highlight. Alongside our well-established weekend racing programme, the team has worked hard to build midweek utilisation. Additional bookings from Police, private race teams and specialist testing groups have contributed to an increase of approximately 25 per cent in circuit hire revenue. That growth has not happened by chance. It reflects strong relationships with clients, a responsive team and a willingness to look for new opportunities rather than simply wait for business to come to us.

We have also made progress in developing more consistent income from our property. The lease of part of the training centre is a positive step, and it has been pleasing to see the new motorhome and caravan park open for business, making productive use of previously underused space. These initiatives may be less visible than a major event, but they are important in strengthening the financial base of the Trust.

Of course, the year also brought some ambitious events and some hard lessons. Manfeild Live was our highest-profile initiative and one of our biggest commercial risks. From the perspective of event delivery and the visitor experience, it was a fantastic success. The feedback from attendees, participants and partners demonstrated that Manfeild can deliver a destination event beyond our traditional programme, and we continue to be asked when it will return.

However, great feedback does not pay the bills. Ticket sales were below the level required, and Manfeild Live recorded a direct loss of approximately $79,000. We knew there was risk in trying something different, and the event proved there is real potential, but it also reinforced how challenging the major music-event market can be. We cannot responsibly carry that level of financial exposure again without substantial sponsorship, stronger funding support and an event programme capable of attracting sufficient ticket sales.

The first Cartown Kiwi Super Classic was another memorable event, showing the enthusiasm and opportunity that specialist events can create. It also reinforced the same lesson: successful

delivery and positive feedback must be matched by financial sustainability, which was the case for this event. Our aim should not simply be to put on more events, but to host the right events, with partners and funding arrangements that make sense for Manfeild.

While those larger events attract attention, much of the team's work happens out of sight. Throughout the year there has been a considerable effort to improve the presentation, safety and maintenance of the Park. That has included repairs and compliance work across our buildings, grounds, track systems and ageing machinery. Managing such a large and varied site is challenging even in an ordinary year, and this year certainly wasn't ordinary.

In February, a severe storm blew out two large stadium doors and caused approximately $100,000 in repair and reinstatement costs. The disruption was significant, and although insurance covered around $50,000, the remaining cost placed additional pressure on the Trust. On a more positive note, a grant from New Zealand Community Trust enabled much-needed repairs to the hall used by Feilding Gymnastics. These examples illustrate both the ongoing cost of maintaining our facilities and the value of having organisations willing to help us improve them.

Through all of this, the commitment of the Manfeild team has been a constant. We are a small workforce, yet the team has managed demanding events, grounds and building work, compliance responsibilities and unexpected disruption. We have also worked through further organisational change as we tried to make the Trust more financially sustainable. I want to acknowledge the effect that these changes have on people, and to thank the team for the professionalism and dedication they continue to show.

I am especially grateful for the hours that staff give beyond the normal working day to look after clients and keep the Park operating. Much of that effort is unseen by visitors, but it makes an enormous difference to the experience people have at Manfeild. Their willingness to step up, particularly when resources are tight, deserves genuine recognition.

We have also been fortunate to receive generous support from our community and commercial partners. In particular, I want to acknowledge the Manawatū District Council, Toyota, the Higgins family, Suzuki, Downers, Manawatū Pothole Maintenance, Capture Signs, Central ITM, BT Advisory, the Boyden family and Central Demolition. Along with New Zealand Community Trust and our other supporters, they have contributed funding, time, services and practical assistance that have made a real difference during the year.

Looking ahead, there is no shortage of interest in Manfeild or ideas for what it could become. Some opportunities are large, others are relatively modest, but all need to be considered against the same test: will they serve our community and help make the Trust more sustainable? We have a unique asset with the ability to contribute to the district in many different ways, but ambition must be matched with the resources and partnerships needed to deliver it.

This year has reminded us that progress is rarely straightforward. Not everything has gone to plan, and not everything is rosy. Yet we have kept moving, made improvements where we could,

and continued to provide a place that matters to a great many people. If Manfeild is to grow into the destination we know it can be, we have to work together, support each other and make careful and sustainable decisions about our future.

As this is my final AGM as Chief Executive, I would like to finish with a personal thank you. To the Manfeild team, thank you for your dedication, commitment and hard work. To our event organisers and clients, thank you for the confidence you place in us. To our sponsors and supporters, thank you for standing alongside the Trust. And to the Board, including past and present Trustees, thank you for your support and the opportunity to help lead this remarkable place.

I wish the Trust, the team and everyone involved with Manfeild all the very best for the future. Thank you.



MANFEILD PARK TRUST

AUDIT COMPLETION REPORT

FOR THE YEAR ENDED 30 JUNE 2026

BDO

12 November 2026

The Chairperson
Manfeild Park Trust
South St
FEILDING

Dear Hamish

We have pleasure in presenting our Audit Completion Report for our audit of the financial statements for Manfeild Park Trust for the year ended 30 June 2026.

The report is intended solely for the use of the Board of the Manfeild Park Trust and presents a summary of the more significant matters arising from our audit procedures in forming an audit opinion over the financial statements. It also includes reporting by us on matters we are required to under International Standards on Auditing.

We would like to emphasise that our audit work involves the review of only those systems and controls in your organisation upon which we rely on for audit purposes. Our examination may not have identified, and should not be relied upon to identify, all control weaknesses that may exist.

We take this opportunity to express our appreciation for the assistance and co-operation provided during the audit.

Yours faithfully,
BDO MANAWATU AUDIT LIMITED

Vivien Cotton
Partner
Audit & Assurance Services

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1. EXECUTIVE SUMMARY

STATUS OF THE AUDIT AND THE AUDIT OPINION

Our audit of Manfeild Park Trust's (the "Trust") financial statements for the year ended 30 June 2026 is complete.

We have issued an unqualified audit opinion.

We welcome your feedback on the effectiveness of the audit process and are available to discuss our performance.

AREAS OF SIGNIFICANT RISK AND AUDIT EMPHASIS

Our audit approach considered the inherent risks in your business, their potential impact on the financial statements and the associated risk mitigations and controls in place. The significant matters arising from our audit work are:

- Matter 1 Fraud Risk
- Matter 2 Revenue Recognition
- Matter 3 Valuation of land and Buildings
- Matter 4: Compliance with Tier 3 NFP Standard

We were able to obtain sufficient and appropriate audit evidence in respect to these items and have no significant findings to bring to your attention. Refer to Section 2 for our comments in respect to each significant risk and area of audit emphasis.

SUMMARY OF UNCORRECTED MISSTATEMENTS

There were no errors left uncorrected at the conclusion of our audit.

INTERNAL CONTROLS

Our audit approach requires us to obtain an understanding of an entity's internal controls in order to identify assess the risk of material misstatement of the financial statements whether due to fraud or error but is not designed to provide assurance over the overall effectiveness of controls operating within the Trust.

We have included in Section 3 of this report, a summary of our findings and recommendations arising as a result of our audit procedures.

We have received full and frank cooperation from management and staff in respect to our audit. There is nothing we wish to raise solely with the Board.

2. KEY FINANCIAL STATEMENT AUDIT RISKS AND AREAS OF AUDIT EMPHASIS

Our audit procedures were focused on those areas of the Trust's activities that are considered to represent the key audit risks identified during the risk assessment process undertaken and communicated with you through the audit arrangements letter at the planning phase of the audit. Below we present a summary of the identified key areas of risk and audit emphasis and our conclusions in relation to each matter. We are satisfied that these areas have been satisfactorily addressed through our audit processes.

FRAUD RISK	
Area of Audit Emphasis	**Conclusion/Response**
Management override of controls is presumed to be a significant fraud risk for all entities.	We undertook a comprehensive analysis of all journals processed during the year and agreed them to the underlying documentation. We did not identify any evidence of unauthorised or inappropriate journal activity.

REVENUE RECOGNITION	
Area of Audit Emphasis	**Conclusion/Response**
There is a presumption of fraud risk related to revenue recognition	Revenue for the Trust is predominantly Council and other grant funding, rentals and leases, and hireage of various aspects of Manfeild ie circuit, stadium etc. Our audit work in this area was to ensure that the revenue was consistent with the underlying venue hireage database or funding agreements. We are satisfied that revenue recorded is presented fairly.

COMPLIANCE WITH TIER 3 NFP STANDARD

Area of Audit Emphasis	Conclusion/Response
There is risk that the financial statements do not comply with the requirements set out in the Tier 3 NFP standard issued by the External Reporting Board (XRB).	A significant amount of work was undertaken to transform the previous financial statements from PBE IPSAS RD Standards to the new Tier 3 NFP Standard. The benefits of adopting this standard includes: - less reporting disclosures including no financial instrument polices and notes. - adopting the current rateable values as a suitable base for financial reporting. Our audit work in this area was to ensure that the financial statements complied with the disclosure requirements set out in the standard. We are satisfied that the final set of accounts meet this compliance.

VALUATION OF LAND AND BUILDINGS

Area of Audit Emphasis	Conclusion/Response
Risk that the valuation did not reflect the underlying documents.	During the audit we reviewed the revaluation of the Trusts Land and Buildings to the current Rateable Values. As part of this process, we identified that the Trust had not been depreciating its Buildings for the last 4 years. Depreciation is required under both the PBE IPSAS RDR Standard as well as the Tier 3 NFP Standard. The impact of this, was the inclusion of a Prior Period Adjustment to adjust the Net Book Value of the assets and opening accumulated funds to reflect the depreciation that should have been charged. We refer you to the notes to the financial statements.

3. INTERNAL CONTROL, EMERGING ISSUES AND OTHER AUDIT FINDINGS

This section of the report sets out the key internal control findings we have identified during the course of the audit and highlights control deficiencies requiring management attention. Our work has been limited to those controls relevant to the audit of your financial statements. The purpose of our audit work on controls is not to provide assurance in its own right on the internal controls and therefore we may not necessarily disclose all matters that might be significant deficiencies or deficiencies that heighten the risk of a fraud being perpetrated.

The following are potential improvements in internal controls and other issues that were identified during the audit process

PAYROLL - PAY VARIATION LETTERS	
Area of Audit Emphasis	**Conclusion/Response**
During our audit testing, we noted that increases to salary were communicated to employees via email, however pay variation letters signed off by the employee and CEO were not completed.	We recommend that pay variation letters are issued for any future wage or salary changes, signed off by the employee and the CEO as accepted.

PAYROLL - APPROVAL OF PAY RUNS	
Area of Audit Emphasis	**Conclusion/Response**
During our payroll testing, we requested the formal approvals for a sample of pay runs during the year. We were unable to obtain approval emails for a selection of pay runs within our testing sample.	We recommend that all pay runs receive secondary approval via email before they are finalised in the payroll system and payment is made. If all pay runs have prior approval, this will allow for more efficient audit testing in future years.

PAYROLL - PRE APPROVAL OF EXTRA HOURS	
Area of Audit Emphasis	**Conclusion/Response**
During our discussion around the payroll processes, we noted that there is no pre-approval process for salary staff working extra hours. Salaried staff may work extra hours using their own initiative and then retroactively inform the CEO of extra hours worked which add to the employee's TOIL balance.	We recommend that a process is implemented that requires extra hours to be pre-approved by the CEO before being worked to avoid extra hours being accumulated unnecessarily, which could in turn increase Salaries expense.

PAYROLL - LEAVE BALANCES	
Area of Audit Emphasis	**Conclusion/Response**
We noted a number of leave balances for some employees that are in excess of one year's leave entitlement.	We recommend that the annual leave for staff is monitored and staff are encouraged to take their leave.

FIXED ASSET REGISTER - DESCRIPTIONS IN ASSET REGISTER	
Area of Audit Emphasis	**Conclusion/Response**
We noted during testing of Property, Plant and Equipment that multiple assets on the fixed asset register were unable to be specifically identified due to a lack of description.	We recommend that, going forward, new asset additions are added to the fixed register with greater detail, allowing them to be specifically identified and tracked.

FIXED ASSET REGISTER - ANNUAL REVIEW	
Area of Audit Emphasis	**Conclusion/Response**
We noted during our discussions around the financial reporting processes, that there is no formal review of the fixed asset register.	We recommend that a formal review of the fixed asset register is undertaken to identify any assets that are no longer in use or may require impairment.

VENUE CONDITION ASSESSMENT	
Area of Audit Emphasis	**Conclusion/Response**
Manfeild conducts pre-event and post-event venue inspections, and at times photographic evidence may be obtained where considered necessary. However, there is no formal venue condition report or documented client sign-off before or after an event. As a result, there is limited evidence demonstrating agreement between Manfeild and the client regarding the condition of the venue at handover and upon return.	Management should implement a standard venue condition report that is completed before and after events and signed by both the client and a Manfeild representative. This would provide an audit trail of the venue's condition, support the recovery of any damage-related costs, and assist in resolving disputes with customers.

MANUAL JOURNALS	
Area of Audit Emphasis	**Conclusion/Response**
Manual journals can be prepared and posted without evidence of an independent one-up review and approval. This increases the risk of unauthorised, inappropriate, or erroneous journal entries being processed and remaining undetected.	Management should implement a formal one-up approval process for all manual journals, whereby journals are reviewed and approved by an appropriately authorised individual independent of the preparer prior to posting. Evidence of the review and approval should be retained.

CASH CONTROLS	
Area of Audit Emphasis	**Conclusion/Response**
The auditor noted that cash received from Test Day participants is counted and recorded by the Event Manager and subsequently transferred to the CEO or Xero Admin for banking. While management advised that cash collected is reconciled to the Test Day register and banked amounts, there is no evidence of an independent secondary cash count or documented sign-off of the cash-to-bank reconciliation.	Management should implement an independent review of cash receipts from Test Day events. This should include a secondary verification of cash collected and documented sign-off of the reconciliation between cash received, the Test Day register, and the bank deposit.

GST - FOREIGN CURRENCY TRANSACTIONS	
Area of Audit Emphasis	**Conclusion/Response**
During our audit we had identified instances where the GST treatment of foreign currency transactions was not applied correctly, resulting in minor variances between recorded expenditure and supporting documentation. While the amounts identified were not material to the financial statements, the errors indicate a risk that overseas supplier transactions may not always be processed consistently.	Management should review procedures for processing foreign currency transactions and ensure GST is accounted for appropriately based on the nature of the supplier and supporting documentation.

4. REQUIRED COMMUNICATIONS WITH GOVERNANCE

Matter	How the matter was addressed
Auditor's responsibility under generally accepted auditing standards	We are responsible for completing an audit in accordance with generally accepted auditing standards in New Zealand. The detailed terms of which are set out in our audit engagement letter.
Confirmation of Audit Independence	In conducting our audit, we are required to comply with the independence requirements of PES-1 Code of Ethics for Assurance Practitioners issued by the External Reporting Board. Our own internal policies and procedures are put in place to identify any threats to our independence, and to appropriately deal with and, if relevant, mitigate those risks. For the comfort of the Board, we note that the following processes assist in maintaining our independence: No other work is permitted to be undertaken by any BDO office without the express approval of the audit engagement partner. All services performed by any national BDO office will be reported to the governing body. Audit fees billed for the 2026 audit are $15,350 plus GST. (as per Audit Proposal) There were no other services provided by our firm for the 2026 financial year.
Management Judgements and Estimates	Under International Standards on Auditing (NZ), we have a responsibility to ensure that you have been informed about the process used by the Trust in formulating particularly sensitive accounting estimates, assumptions or valuation judgements. Overall we note that the judgements and estimates by management in preparing the results for the year ended appear reasonable. Key matters impacting on our audit have been raised in sections 2 and 3 of this report if applicable.

Matter	How the matter was addressed
Matters requiring Board input	We have placed reliance on the Board review and approval of the following matters: • Minutes of the Board meetings; • Implementation of such controls as is needed to ensure that financial statements are presented fairly; • Review and approval of management accounts; • Review and approval of annual budget; • Notification of fraud; and • Review and approval of the financial statements.
Accounting policies	There were no changes in accounting policies or interpretations of accounting policies that impacted on your financial statements in the current year. The Trust has adopted the new Tier 3 NFP Standard this year and as part of this, the Land and Buildings have been revalued to current Rateable Values determined by Quotable Values. Auditing standards require us to discuss with you the qualitative aspects of the Trust's accounting practices and financial reporting.
Materiality and adjusted/ unadjusted differences	Materiality means, in the context of an audit or review, if financial information is omitted, misstated or not disclosed it has the potential to affect the decisions of users of the financial statements. Materiality is used by auditors in making judgements on the amount of work to be performed, which balances require work and for evaluating the financial report. Materiality is initially calculated at the planning stage and has an influence on the amount of work we do, as well as where we direct our audit efforts. Materiality is not only based on a numeric quantification but is assessed qualitatively for some balances and disclosures. There were no errors left uncorrected at the conclusion of the audit. It should be noted that the auditing standards do not require us to communicate misstatements that are considered "clearly trivial" and as such, if we identify such misstatements we will not communicate these to you. We consider "clearly trivial" to be 5% or less of our planned materiality.

Matter	How the matter was addressed
Going concern	We have undertaken a review of management and those charged with governance' assessment of the ability of the Trust to continue as a going concern for 12 months from the date of signing the audit report and therefore whether the going concern basis for the preparation of the financial statements is appropriate. We identified no issues or concerns that lead us to conclude the going concern assumption cannot be relied upon.
Fraud	During the audit no matters were identified during our audit. It should be noted that our audit is not designed to detect fraud, however, should instances of fraud come to our attention, we will report them to you.
Compliance with laws and regulations	We have made enquiries in relation to compliance with laws and regulations during the course of our audit. We have not become aware of any instances of non-compliance with laws and regulations which has materially impacted the financial position or performance of the Trust.
Significant findings from the audit	Other than those documented in the executive summary and sections 2 and 3 of this report, there were no significant matters arising from the audit.
Disagreements with management	There have been no disagreements with management over matters of significance to the audit.
Difficulties encountered during the audit	There have been no significant difficulties encountered during the audit.
Consultations with other accountants and consultants	We have considered the need for other accounting specialists during our work and determined, due to the nature of the engagement and experience and knowledge of the engagement team, that no specialists were necessary for the current period.
Management representation letter	We have not requested specific representation from management in addition to those areas normally covered by our standard representation letter.

Manfeild Park Trust

Report from the Chairman

Financial year ended 30 June 2026

I present the Chairman's Report for Manfeild Park Trust for the financial year ended 30 June 2026.

This has been a difficult financial year. The Trust recorded a deficit of **$424,722**, a serious and disappointing result. As Chairman, I recognise the responsibility this places on the Board and management to address the causes, maintaining a high level of financial oversight and ultimately improve performance.

Alongside that result, there were important positives. Circuit hire revenue and property income grew, operating cash flow remained positive, and Manfeild hosted 309 events across its facilities. These are strengths we can build on as we work towards a more sustainable financial position.

Our purpose remains clear: to manage and maintain Manfeild as a valued community asset, supporting motorsport, agriculture, equestrian activities and wider community use. Protecting that purpose requires us to be realistic about the cost of providing the facilities and disciplined about how we fund them.

Financial performance

Total revenue was $2.715 million, broadly in line with the previous year, while expenditure was $3.140 million. The resulting deficit requires a clear response.

Manfeild Live recorded a direct loss of $79,344. Costs associated with RedStrike and storm damage also affected performance. The final result includes adjustments for building depreciation, audit fees and the write-off of aged debtors. These matters reinforce the need for careful assessment of event risk, sound credit management and reliable financial reporting throughout the year.

Depreciation totalled $346,907, including $234,600 for buildings. It does not involve a cash payment in the year, but it recognises the use of our assets and reinforces the need to plan for their maintenance and eventual renewal.

The accounts also correct $693,902 of depreciation omitted on most buildings between June 2022 and June 2025. This has been adjusted against opening accumulated funds and is separate from this year's deficit. It is a significant correction and underlines the importance of accurate asset records and regular review.

This year, the Trust adopted Tier 3 reporting and elected to use council rateable values for land and buildings. This resulted in a further non-cash reduction of $5.707 million, recorded against the revaluation reserve rather than in the annual deficit. The change affects the reported value of the property as council rateable values may differ from current market values.

A loan restructure with Kanoa is yet to be finalised which will see a positive contribution to the 2026/27 financial year with accrued interest costs to be reversed under a new loan arrangement.

Cash flow and financial sustainability

The Trust generated positive operating cash flow of $158,461 and held cash of $132,484 at 30 June 2026, compared with $20,321 a year earlier. The higher closing cash balance is a positive, although some funding received relates to future obligations.

Financial pressure remains and the Trust continues to rely on grant funding, facility use and lender support. Careful cash management remains essential.

The financial statements have been prepared on a going-concern basis, with the Trustees satisfied that the Trust can meet its obligations as they fall due. That assessment depends on the continued support and activity identified in the accounts. Improving operating performance and funding essential asset work remain priorities.

Activity and community contribution

There were encouraging results in important parts of the business. Circuit hire revenue increased from $925,000 to $1,159,774, an increase of approximately **25%**. Property lease and rental income increased from $151,390 to $206,001, approximately **36%**. These revenue streams provide a base for improving the Trust's financial performance.

Manfeild hosted 309 events during the year, including 32 settlor or free events and nine community events. Total event numbers were lower than the previous year's 338, while community events increased from two to nine. Our focus must be on both the contribution events make to the community and their financial impact on the Trust.

The breadth of activity at Manfeild reflects the value of having a venue that can accommodate different sports, rural interests, commercial users and community groups. The contribution of our settlors, event organisers and volunteers remains central to that role. We need to build repeat business and make better use of the facilities while preserving the community access that sits at the heart of the Trust.

Priorities for the year ahead

My priorities for the Board and management are to:

- Continued financial oversight through timely reporting, interrogated budgets, close cash-flow monitoring and prompt attention to overdue accounts.
- Apply strong commercial discipline to events, with clear expectations for costs, returns and the level of financial exposure the Trust can carry.
- Build on circuit hire and property income, develop repeat commercial business and improve use of the stadium and other facilities.
- Maintain safe, functional facilities, with maintenance and renewal priorities matched to a credible funding plan.
- Work with our settlors, funders and regional partners on a practical long-term plan for Manfeild, with development decisions tied to affordability and community benefit.

These priorities need to be reflected in the decisions we make and the results we monitor. The Board must maintain clear expectations of management and hold itself accountable for the quality of its oversight.

Acknowledgements

I thank our Chief Executive and the Manfeild team for their work through a demanding year. Keeping the Park operating, supporting its users and responding to the pressures on the business requires considerable effort. That contribution deserves recognition alongside the need to improve our financial result.

I acknowledge our three settlors: Manawatū District Council, the Manawatū Car Club, and the Feilding Industrial Agricultural and Pastoral Association. Their continuing involvement is fundamental to Manfeild's future. I also thank the Manawatū Agricultural and Pastoral Association and the many volunteers who support activity at the Park.

Our thanks go to Manawatū District Council and New Zealand Community Trust for their financial support, and to our sponsors, event organisers, tenants and community partners. To my fellow Trustees, thank you for your time and commitment to the Trust's responsibilities.

The year ahead requires sustained work to improve performance. There are many challenges but significant opportunities ahead of us right now. The future direction of Manfeild Park is at a pivotal point, the most significant since it was established. This cannot be understated given the role Manfeild plays in our region and the importance of getting it right. I remain committed to working with the Board, management and our partners to build on our strengths, address the financial challenges and protect the Manfeild Park's future.

Hamish Waugh

Chairman
Manfeild Park Trust Board

Monthly Data Report
MDC and Other Measures

Focus Area	KPI / Performance Measure	Target / Standard	Jan-26	Feb-26	Mar-26	Apr-26	May-26	Jun-26	Jul-26	Aug-26	Sept-26	Oct-26	Nov-26	Dec-26	Target met/not met	Comments
Park Maintenance and Presentation	Maintain the off-lead dog park grass area and fencing to a standard that promotes public safety and amenity.	- Minimum 95% compliance in quarterly inspections or independent audits.	First Audit, by MDC. Corrective actions being completed.						Audit overdue. Complete in August	Audit complete and being written up	Audit outcomes being actioned and next audit being planned				Not met	More information on actions and remediation
		- No more than two substantiated complaints per year relating to maintenance or safety.	No complaints this month	No complaints this month	No complaints this month	No complaints this month	No complaints this month	No complaints this month	No complaints this month	No complaints this month	No complaints this month	One complaint - dog walkers not picking up after their dogs			Target met	
Public Accessibility and Use	Ensure the off-lead dog park remains open and accessible to the public.	- Dog-park open to the public 365 days per year, except during approved closures for maintenance or pre-scheduled advertised events.	**6** -Dairy Event -Manfeild Live -Car Show	**6** - FIAP Showjumping -NextGen Racing -Have a go sports day	**11** -Field Days -Show jumping -Car Jamboree -Surfcasting	**1** -MCC Grass Skids	**7** -Poultry Show -Pony Club -CD Dressage -Dogs NZ	**2** -Feilding Craft Market	**5** -Dogs NZ -FDP Lights Festival -Hotrod swapmeet	**1** - CD Dressage Have a Go Day	**8** - closed while Stadium surface removed under protocol	**5** -Stadium surface removal -CD Dressage -Drone testing			Target met	
Community Event Delivery	Deliver and host community-to-community events with subsidised access to Manfeild facilities.	- Minimum of 12 community events per year.	1	1	1	1	1	0	2	2	2	1			Target met	
		- Events represent a mix of local, cultural, educational, or recreational groups.	All Aussie Car Show	FDP / Sport Manawatu Have a Go Day	MDC Community Development	MDC Farm Waste Collection	Jnr Ruby League Training		FDP Festival of Lights MDC Matariki Awards	- MiniGP have a go - FDP Biz@5	Police Dog Handling x2	NZ Defence Force			Partially met	More information needed
		- Demonstrate affordable or free entry for attendees.	Discount	Direct Costs Only	Direct Costs Only	Discounted	Free		Direct costs only	Discount / Direct Costs	Free	Free			Partially met	More information needed
Community Satisfaction	Measure community satisfaction with events and facilities.	General Public- Achieve at least 85% satisfaction in post-event or annual community surveys.		**93.5%** Manfeild Live feedback survey 180 out of 192											Not met	No information provided
Local Economic and Social Impact	Demonstrate broader community and economic benefit from Manfeild activities.	- Provide annual data or case studies showing local impact (e.g., local suppliers used, volunteer participation, visitor spend).		Manfeild Live - over 30 local businesses and community groups including retail, catering, high school, Maori Wardens etc					FDP festival of lights, several thousand from community, local food trucks and local band.						Not met	No information provided
Financial Accountability and Transparency	Provide clear and timely reporting to Council on use of funds.	• Progress against KPI performance					6 May Report to MDC							2 Dec Report to MDC	Partially met	More information required
		• Event summary for the Park					6 May Report to MDC							2 Dec Report to MDC	Partially met	More information required
		• Expenditure breakdown of Council funding.					6 May Report to MDC							2 Dec Report to MDC	Target met	

Council

Meeting of 02 December 2026

Business Unit: Community
Date Created: 20 November 2026

Awahuri Forest Kitchener Part Trust Annual Report

Purpose Te Aronga o te Pūrongo

To receive the Trust's final report, for the year ended 30 June 2026 and note the return of the park management to Council.

Recommendations Ngā Tūtohinga

That the Council:

1. Receives the Awahuri Forest Kitchener Park Trust Annual Report for the year ended 30 June 2026, including the Chairperson's report and audited financial statements.

2. Notes that the Trust ceased operations on 30 June 2026 and Council resumed management of the park on 1 July 2026.

Report prepared by:
Karyn Crawley
Community Operations Advisor

Approved for submission by:
Lyn Daly
General Manager - Community

1 Background Ngā Kōrero o Muri

1.1 Council established the Trust in 2014 to protect, restore and enhance Awahuri Forest Kitchener Park. The Trust operated as a Council Controlled Organisation.

1.2 In April 2026 the Trustees resolved to wind up the Trust. The Trust ceased operations at the end of the financial year and is awaiting confirmation of removal from both the Charitable Trust Act 1957 and Charities Act 2005 register.

1.3 This is the final report of the Trust to Council.

2 Strategic Fit Te Tautika ki te Rautaki

2.1 The activities of the Trust supported Council's priorities of "An environment to be proud of" and "A place to belong and grow" by protecting native biodiversity and providing public access to the forest.

3 Discussion and Options Considered Ngā Matapakinga me ngā Kōwhiringa i Wānangahia

3.1 The Trust planted approximately 8,900 wetland plants, including replacements for plants damaged during road repairs. Restoration and weed control continued in the wetland and along the Makino stream.

3.2 With Horizons Regional Council funding, the Trust continued work on the invasive week Phragmites karka and held a workshop in February 2026 to raise awareness.

3.3 The Chairperson acknowledges the Trustees' work over the last decade and the contributions of Ngā Kaitiaki o Ngāti Kauwhata's Mana Taiao team and Green by Nature.

3.4 Council officers also wish to acknowledge all past Trustees' and the taonga they created for the enjoyment of the community.

4 Risk Assessment Te Arotake Tūraru

4.1 There are no known risks associated with receiving this report. All final Trust liabilities, distribution of any remaining Trust assets in line with the Trust Deed and the completion of the Trust's de-registration purpose have now been completed.

5 Engagement Te Whakapānga

Significance of Decision

5.1 The Council's Significance and Engagement Policy is not triggered by matters discussed in this report. No stakeholder engagement is required.

Māori and Cultural Engagement

5.2 There are no known cultural considerations associated with the matters addressed in this report. No specific engagement with Māori or other ethnicity groups is necessary.

Community Engagement

5.3 No community engagement is required. This report is presented to Council for information only.

6 Operational Implications Ngā Pānga Whakahaere

6.1 Council resumed park management on 1 July 2026. The accounts record the transfer of plant and equipment to Council effective on that date. The handover included ongoing maintenance, planting and weed control.

7 Financial Implications Ngā Pānga Ahumoni

7.1 Council budgeted to provide grant funding of $149,190 + gst to be paid in equal quarterly payment of $37,297.50. Given the Trust had made its decision to wind-up, the Trust declined its final quarterly payment. As a result, Council funding to the Trust at FY26 was $111,893.

7.2 The Trust's closing cash balance was $8,986. $4,000 was donated to Ngāti Kauwhata, with the balance being used for Directors run-off insurance. The Trust also had net assets of $24,346, including plant and equipment with a carrying value of $20,065 that was transitioned to Council.

8 Statutory Requirements Ngā Here ā-Ture

8.1 Sections 67 to 69 of the Local Government Act 2002 set out annual reporting requirements for council-controlled organisations, including comparison with the Statement of Intent and audited reporting on finances and performance measures.

8.2 BDO Manawatu Audit Limited, on behalf of the Auditor-General, issued an unmodified opinion on the financial statements on 12 October 2026. The report draws attention to the dissolution basis of accounting.

9 Next Steps Te Kokenga

9.1 The Trust's report will be made publicly available on Council's website as is required for Council-controlled organisations.

10 Attachments Ngā Āpitihanga

- AFKPT Annual Report 30 June 2026
- Audit Completion Report AFKPT 2026

Awahuri Forest / Kitchener Park Trust

Performance Report
For the year ended 30 June 2026

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Awahuri Forest / Kitchener Park Trust

Entity Information
For the year ended 30 June 2026

Legal name of the entity:	Awahuri Forest / Kitchener Park Trust
Type of entity/legal basis:	The Trust is a Registered Charity, incorporated in New Zealand under the Charitable Trusts Act 1957.The Trust is a Council Controlled Organisation (CCO) of the Manawatu District Council as defined by the Local Government Act 2002.
Registration Number:	2614107
Charities Commission Registration Number:	CC50858

Entity's Purpose or Mission:

The Trust has the following charitable purposes:

(a) To assist in the ecological restoration, management and enhancement of the land at Kitchener Park and for this purpose to maintain a five year plan which, with an annual budget, will be made available to the Settlor for its approval prior to the commencement of each financial year;

(b) To steer and co-ordinate the raising of funds to assist the restoration, management, enhancement, promotion and further development of the land at Kitchener Park;

(c) To encourage community access to Kitchener Park, and foster knowledge of and interest in the ecological restoration activity at Kitchener Park;

(d) To ensure the continued protection and restoration of Kitchener Park where possible and restore biodiversity values;

(e) To create a safe haven for native plant and animal species, controlled for plant and animal pests;

(f) To collaborate with other relevant organisations and individuals to reintroduce locally extinct or threatened plant and animal species, to ensure their long term survival;

(g) To develop self-sustaining threatened species populations which will act as source populations for the creation of future community restoration projects in the Manawatu District;

(h) To care for some special collections, including the podocarp, epiphyte and lichen collections presently established at Kitchener Park;

(i) To support scientific and historic research of the Kitchener Park ecosystem or components thereof;

(j) To educate the general public, especially school children, about the need to conserve and protect native forest environments in New Zealand.

Awahuri Forest / Kitchener Park Trust

Entity Information
For the year ended 30 June 2026

Trust Structure:	The Trust Deed states that the number of Trustees shall not be fewer than four and no more than six. From July 25 to May 26 there were four Trustees. One new Trustee was appointed May 26.
Operational structure:	The Trust has no employees and operational activities are delivered by Trustees and external contractors. Green By Nature NZ Ltd trading as Recreational Services Ltd is the main contracted provider for forest maintenance and restoration activities.
Main Sources of the Entity's Cash and Resources:	The Trust has received its income mainly from local government, grants from various funders and donations.
Contact information:	Awahuri Forest / Kitchener Park Trust
Physical Address:	C/- Manawatu District Council 135 Manchester St Feilding
Postal Address:	PO Box 527 Feilding 4740
Phone:	06 328 8790
Email:	email: trustee@afkptrust.com

Awahuri Forest
Kitchener Park Trust

Chair report Awahuri Forest Kitchener Park Trust 2025 to 2026

The Awahuri Forest Kitchener Park Trust is in its final year of biodiversity funding. This project has focused on planting and maintaining native species in the wetland and along the Makino Stream, while continuing weed control and repairing damage caused by external activities.

This year, wetland planting included approximately 8,900 plants, including replacements for those damaged by heavy machinery during road repairs. Further planting is planned for the next financial year to improve species balance across the different ecosystems, and the trees have already been purchased.

Ongoing collaboration with Ngā Kaitiaki o Ngāti Kauwhata's Mana Taiao team and Green by Nature has ensured that work in the wetland and park has been completed professionally and to a high standard. This has supported plant survival, particularly through continued weed removal across the wetland. Although weeds affected an estimated 300 to 400 plants in December and January, a clearer planting pattern has now been developed for use across the different ecosystems to help prevent this recurring.

The AFKP Trust continued to manage and research Phragmites karka, an invasive weed threatening Awahuri Forest and surrounding ecosystems, using funding received from the Horizons Biodiversity Grant. In February 2026, the Trust facilitated a workshop to build awareness, support education, and encourage political engagement to raise Phragmites karka as a government concern. This work has been driven by the dedication and commitment of Bessie Nicholls, whom the Trust acknowledges and thanks for her contribution.

In the later part of the financial year the Trustees discussed and agreed to hand the management of the Park back to Manawatu District Council, and a small but dedicated group of Trustees worked closely with key stakeholders to ensure that a successful transition plan was completed.

Lastly, I thank all the dedicated Trustees who have contributed to the Trust over the past decade. As well as acknowledging and thanking the current Trustees for their work throughout the transition process to return this important taonga of the Manawatū District back to the Council to manage as from 1 July 2026.

Chairperson: Jo Morris  Date 28 July 2026

Awahuri Forest / Kitchener Park Trust

Statement of Financial Performance
For the year ended 30 June 2026

	Note	2026 $	2026 Budget (Unaudited)	2025 $
Revenue				
General Funding received from Central or Local Government	1	111,893	154,190	132,581
Donations, Koha, Bequests and Other Fundraising Revenue	1	780	1,050	12,589
Revenue from Service Delivery Grants.Contracts from Central and Local Government	1	68,000	68,500	95,024
Revenue from Service Delivery Grants.Contracts from Non-Central and Local Government	1	70,342	110,341	21,846
Interest, Dividends and other Investment Revenue	1	1,014	1,800	1,125
Total revenue		**252,028**	**335,881**	**263,165**
Expenses				
Contractor Expenses	2	85,186	78,000	86,835
Other Expenses related to Service Delivery	2	263,365	237,398	200,028
Other Expenses	2	3,250	1,008	3,250
Total expenses		**351,800**	**316,406**	**290,113**
Surplus/(deficit) for the year		**(99,772)**	**19,475**	**(26,948)**

The financial information should be read in conjunction with the accompanying statement of accounting policies, notes to the performance report and audit report

BDO MANAWATU Marked for Identification Purposes AUDIT

Awahuri Forest / Kitchener Park Trust

Statement of Financial Position
As at 30 June 2026

	Notes	2026 $	2025 $
Current assets			
Cash and Short-Term Deposits	3	8,986	93,146
Debtors and Prepayments	3	54,247	52,626
GST Receivable		13,510	
Total current assets		**76,743**	**145,772**
Non-current assets			
Property, plant and equipment	4	20,065	23,315
Total non-current assets		**20,065**	**23,315**
Total assets		**96,808**	**169,087**
Current liabilities			
Creditors and accrued expenses	3	72,462	22,012
Deferred Revenue	3	0	14,500
GST Payable		0	8,457
Total liabilities		**72,462**	**44,969**
Total assets less total liabilities (net assets)		**24,346**	**124,118**
Accumulated Funds			
Capital contributed by settlor	5	20	20
Accumulated surpluses/(deficits)	5	24,326	124,098
Total Accumulated Funds		**24,346**	**124,118**

ON BEHALF OF THE TRUSTEES

Jo Morris _____ 11 October 2026

_____ Date ____/____/_____

J Morris, Chairperson

Awahuri Forest/Kitchener Park Trust

The financial information should be read in conjunction with the accompanying statement of accounting policies, notes to the performance report and audit report

BDO MANAWATU Marked for Identification Purposes AUDIT

Awahuri Forest / Kitchener Park Trust

Statement of Cash Flows
For the year ended 30 June 2026

	Notes	2026 $	2025 $
Cash flow from Operating Activities			
Cash was received from:			
General Funding received from Central or Local Government		113,311	227,911
Donations, Koha, Bequests and Other Fundraising Revenue		780	12,589
Revenue from Service Delivery Grants.Contracts from Central and Local Government		55,345	110,858
Revenue from Service Delivery Grants.Contracts from Non-Central and Local Government		49,073	66,596
Interest, Dividends and other Investment Revenue		1,014	1,496
Cash was disbursed to:			
Payments related to Service Delivery		(241,234)	(317,924)
Contractors		(40,482)	(109,118)
Net GST movement		(21,967)	(3,567)
Net cash flows from operating activities		**(84,160)**	**(4,025)**
Cash flow from Other Activities			
Cash was disbursed to:			
Payments to acquire Property, Plant and Equipment		0	0
Net cash flows from Other Activities		**0**	**0**
Net increase (decrease) in cash and bank		**(84,160)**	**(4,025)**
Opening cash and bank		93,146	97,171
Closing cash and bank		**8,986**	**93,146**
This is represented by:			
Bank Accounts and Cash	3	8,986	93,146
		8,986	**93,146**

The financial information should be read in conjunction with the accompanying statement of accounting policies, notes to the performance report and audit report

BDO MANAWATU Marked for Identification Purposes AUDIT

Awahuri Forest / Kitchener Park Trust

Statement of Accounting Policies
For the year ended 30 June 2026

Reporting Entity

Awahuri Forest / Kitchener Park Trust is a Council Controlled Organisation (CCO) as defined by section 6 of the Local Government Act 2002. Awahuri Forest/Kitchener Park Trust is registered under the Charitable Trusts Act 1957 and is a registered Charity under the Charities Act 2005.

Basis of Preparation - Dissolution Basis

The entity has applied the Tier 3 (PS) Standard on the basis that it does not have public accountability and has total annual expenses equal to or less than $5,000,000.

All transactions in the Performance Report are reported using the accrual basis of accounting.

In April 2026, the Trustees' resolved to cease its activities and wind up the Trust effective of 30 June 2026. As a result, the Trust is no longer considered to be a going concern and this performance report has been prepared on a dissolution basis, rather than on a going-concern basis.

Under the dissolution basis, assets continue to be recognised at their carrying amounts determined in accordance with the Trust's accounting policies, while reflecting the expected realisation value. Liabilities are recognised at the amounts expected to be required to settle the Trust's obligations. Costs directly associated with the dissolution are recognised when the Trust has a present obligation and the amount can be reliably measured.

At balance date, the Trust continued to control its assets and, accordingly, those assets remain recognised in the statement of financial position. Following the settlement of all liabilities and wind-up costs, the Trust intends to transfer / distribute its remaining assets to various recipients, in accordance with the Trustee's resolution and the terms of the Trust Deed. It has been agreed that the Plant and Equipment will be transferred to the settlor, Manawatu District Council, on 1 July 2026.

Revenue Recognition

Funding received from Central or Local Government is recognised as revenue once conditions pertaining to eligible expenditure has been fulfilled.

Grants from Government and Non-Government Organisations are recognised as revenue when the funding is received unless there is an obligation to return the funds if conditions of the grant are not met ("used or return condition"). If there is such an obligation, the grant is initially recorded as a liability and recognised as revenue when conditions of the grant are satisfied.

Interest revenue

Interest revenue is recorded as it is earned during the year.

Cash and Short Term Deposits

Cash and Short Term Deposits comprise of cash balances and bank balances (including short term deposits) with original maturities of 90 days or less.

Goods and Services Tax (GST)

All amounts are recorded exclusive of GST, except for Debtors and Creditors which are stated inclusive of GST.

BDO MANAWATU Marked for Identification Purposes AUDIT

Awahuri Forest / Kitchener Park Trust

Statement of Accounting Policies (continued)
For the year ended 30 June 2026

Debtors

Debtors are initially recorded at the amount owed. When it is likely that the amounts owed (or some portion) will not be collected, a provision for impairment is recognised and the loss is recorded as a bad debt expense.

Property, plant and equipment

Property, plant and equipment is recorded at cost less accumulated depreciation and impairment losses (if applicable). Depreciation is charged over the assets useful life.

Depreciation

Depreciation is provided on a straight line basis on plant and equipment at rates that will write off the cost of the assets to their estimated residual lives over their residual lives. The residual value and useful life of an asset is reviewed and adjusted, if applicable, at each financial year end.

The depreciation rates applied to the plant and equipment have been estimated as follows:

Signage	21.0%
Lighting	6.0%
Cat Traps	20.0%
Doc 200 traps	20.0%
CC TV system	14.3%
Park Benches	8.5%

Donated assets

Revenue from donated assets is recognised upon receipt of the asset if the asset has a useful life of 12 months or more and the value of the asset is readily obtainable and significant.

Creditors and accrued expenses

Creditors and accrued expenses are measured at the amounts owed.

Income Tax

The Trust has been granted charitable status by the Inland Revenue Department and is therefore exempt from income tax.

Changes in Accounting Policies

There have been no changes in accounting policies during the financial year. All policies have been applied on a basis consistent with prior years.

BDO MANAWATU Marked for Identification Purposes AUDIT

Awahuri Forest / Kitchener Park Trust

Notes to the Performance Report
For the year ended 30 June 2026

Note 1 Analysis of Revenue

		2026 $	2025 $
General Funding received from Central or Local Government			
	Honorarium Funding	-	1,418
	Manawatu District Council Operating Grant	111,893	125,330
	Education Grant	-	5,833
Total General Funding received from Central or Local Government		**111,893**	**132,581**
Donations, fundraising and other similar income			
	Gifting	-	10,000
	Kilwining Lodge Signage Donation	-	1,639
	Park Bench Donations	-	500
	Give A Little Donation	190	-
	Other Donations	590	450
Total Donations, fundraising and other similar income		**780**	**12,589**
Revenue from Service Delivery Grants/Contracts from Central and Local Government			
	Horizons Regional Council	23,000	9,000
	Ministry of Primary Industries (MPI)	-	7,256
	Horizons Regional Council - Phragmites Grant	45,000	78,768
Total Revenue from Service Delivery Grants/Contracts from Central and Local Government		**68,000**	**95,024**
Revenue from Service Delivery Grants.Contracts from Non-Central and Local Government			
	COGS Grant	-	3,500
	Air NZ	14,500	-
	NZ Landcare Trust	25,000	-
	Trees that Count	30,842	18,346
Total Revenue from Service Delivery Grants.Contracts from Non-Central and Local Government		**70,342**	**21,846**
Interest, Dividends and other Investment Revenue			
	Interest Received	1,014	1,125
Total Interest, Dividends and other Investment Revenue		**1,014**	**1,125**
	Total Revenue	**252,028**	**263,165**

BDO MANAWATU Marked for Identification Purposes AUDIT

Awahuri Forest / Kitchener Park Trust

Notes to the Performance Report
For the year ended 30 June 2026

Note 2 Analysis of Expenses

		2026 $	2025 $
Contractor Expenses			
	Contractors	85,186	86,835
Total Contractor Expenses		85,186	86,835
Other Expenses Related to Service Delivery			
	Accounting support	-	4,230
	Administration Support	1,150	1,100
	AirNZ Streamside	2,125	-
	Animal Pest Control	360	550
	Arborist	-	-
	Audit Fee	12,274	9,614
	Bank Fees	146	95
	Chemicals and Pest Control	896	-
	Education Expenditure	2,545	7,282
	Horizons BioDiversity	16,553	38,365
	Horizons Stream Phragmites	25,287	4,784
	Kilwining Lodge Signage	-	3,745
	Makino Biodiversity	260	35,611
	Marketing & PR	4,428	-
	Miscellaneous Trust Expenses	44	44
	MPI Grant Expenditure	-	4,653
	Phragmites R&D	20,668	-
	Plant Pest Control	811	2,193
	Plant Purchases	86,758	39,355
	Postage	243	243
	Repairs and Maintenance	35,920	2,885
	Signage	-	2,031
	Software Subscription	885	632
	Trustee Honorarium	(334)	1,418
	Trustee Meeting Expenses	234	474
	Trustee Insurance	9,706	1,663
	Website	1,072	959
	Wetland planting	16,748	8,614
	Wetland prep & planning	24,587	29,489
Total Expenses related to Service Delivery		**263,365**	**200,028**
Other Expenses			
	Depreciation	3,250	3,250
Total Other Expenses		**3,250**	**3,250**
	Total Expenditure	**351,800**	**290,113**

BDO MANAWATU Marked for Identification Purposes AUDIT

Awahuri Forest / Kitchener Park Trust

Notes to the Performance Report
For the year ended 30 June 2026

Note 3 Analysis of Assets and Liabilities

		2026 $	2025 $
Bank accounts and cash	BNZ Current Account	8,986	20,462
	BNZ On Call Account	-	72,684
		8,986	**93,146**
Debtors and prepayments			
	Horizons Phragmites Grant	21,028	34,823
	Horizons Biodiversity Grant	26,450	
	NZ Landcare	6,769	-
	Manawatu District Council - Honorarium	-	1,418
	Prepayment - Plant purchases	-	13,413
	Prepayment - Recreational Services	-	2,972
	Total Debtors & Prepayments	**54,247**	**52,626**
Creditors and accrued expenses	Creditors	69,762	12,460
	Accrued Expenses	2,700	8,064
	Room Hire	-	70
	Trustee Honorarium	-	1,418
	Total Trade Creditors & Accruals	**72,462**	**22,012**
Deferred Revenue			
	Air New Zealand Grant	-	14,500
	Total Deferred Revenue	**-**	**14,500**

BDO MANAWATU Marked for Identification Purposes AUDIT

Awahuri Forest / Kitchener Park Trust

Notes to the Performance Report
For the year ended 30 June 2026

Note 4 Property, Plant and Equipment

This Year

Asset Class	Opening Carrying Amount	Purchases	Sales/Disposals	Current Year Depreciation and Impairment	Closing Carrying Amount
Plant and Equipment	**23,315**	**-**	-	3,250	**20,065**
Total	**23,315**	**-**	**-**	**3,250**	**20,065**

Last Year

Asset Class	Opening Carrying Amount	Purchases	Sales/Disposals	Current Year Depreciation and Impairment	Closing Carrying Amount
Plant and Equipment	26,565	-	-	3,250	**23,315**
Total	**26,565**	**-**	**-**	**3,250**	**23,315**

The Trust ceased operations on 30 June 2026. Under an agreement with the Manawatu District Council, all plant and equipment held by the Trust are to be transferred / distributed to the Council (as both the Settlor of the Trust, and the owner of the land in which the equipment exists on) with effect from 1 July 2026.

Note 5 Accumulated Funds

This Year

Description	Capital Contributed by Settlor	Accumulated Surpluses or Deficits	Total
Opening Balance	20	124,098	**124,118**
Capital contributed by owners	-	-	**-**
Surplus/(Deficit)	-	(99,772)	**(99,772)**
Closing Balance	**20**	**24,326**	**24,346**

Last Year

Description	Capital Contributed by Settlor	Accumulated Surpluses or Deficits	Total
Opening Balance	20	151,047	**151,067**
Capital contributed by owners	-	-	**-**
Surplus/(Deficit)	-	(26,949)	**(26,949)**
Closing Balance	**20**	**124,098**	**124,118**

BDO MANAWATU Marked for Identification Purposes AUDIT

Awahuri Forest / Kitchener Park Trust

Notes to the Performance Report
For the year ended 30 June 2026

Note 6: Commitments and Contingencies

Commitments

At the end of the 2026 financial year the Trust has no plant purchase commitments (Last Year: Manawatu District Council Nursery of $36,263)

Note 7: Related Party Transactions

The Trust is a Council Controlled Organisation of the Manawatu District Council, the following related parties transactions occurred during the financial year:

	This Year $	Last Year $	This Year $	Last Year $
Revenue	Value of Transactions	Value of Transactions	Amount Outstanding (INCL GST)	Amount Outstanding (INCL GST)
Operating Grant	111,893	125,330	-	-
Education Grant	-	5,833	-	-
Honorarium Grant	-	1,418	-	1,418
Total Related Party Revenue Transactions	**111,893**	**132,581**	**-**	**1,418**
Expenditure				
Plant Purchases	59,711	37,688	-	-
Repairs & Maintenance	10,000	-		
Total Related Party Expenditure Transactions	**69,711**	**37,688**	**-**	**-**

Note 8: Events after balance date

There were no events that have occurred after the balance date that would have a material impact on the Performance Report. (Last year: Nil)

Note 9: Going Concern

The Trustees have determined that the Trust is no longer a going concern as at 30 June 2026. During the year, a decision was made to cease the Trust's operations and wind up its affairs. The Trust, which operates as a Council Controlled Organisation (CCO) of the Manawatū District Council, stopped operating effective of 30 June 2026. As a result of the winding-up process, control of the Trust's plant and equipment and operating responsibilities return to Manawatū District Council from 1 July 2026.

BDO MANAWATU Marked for Identification Purposes AUDIT

The Audit Office
Te Mana Arotake

Independent Auditor's Report

To the readers of Awahuri Forest / Kitchener Park Trust's financial statements for the year ended 30 June 2026

The Auditor-General is the auditor of Awahuri Forest / Kitchener Park Trust (the Trust). The Auditor-General has appointed me, Vivien Cotton, using the staff and resources of BDO Manawatu Audit Limited, to carry out the audit of the financial statements on his behalf.

Opinion

We have audited the financial statements of the Trust that comprise the statement of financial position as at 30 June 2026, the statement of financial performance and statement of cash flows for the year ended on that date and the notes to the financial statements that include material accounting policy information and other explanatory information on pages 4 to 13.

In our opinion, the financial statements of the Trust which have been prepared on a dissolution basis, present fairly, in all material respects its financial position as at 30 June 2026 and its financial performance and cash flows for the year then ended in accordance with the Reporting Requirements for Tier 3 Public Sector Entities set out in the Tier 3 (PS) Standard.

Emphasis of Matter - Financial statements prepared on a dissolution basis

Without modifying our opinion, we draw attention to page 7 of the financial statements, which describes the basis of preparation. As disclosed in the Accounting Policies, the Trustees' have resolved to wind up the Trust, and the financial statements have been prepared on a dissolution basis.

Basis for our opinion

We carried out our audit in accordance with the Auditor-General's Auditing Standards, which incorporate the Professional and Ethical Standards and the International Standards on Auditing (New Zealand) issued by the New Zealand Auditing and Assurance Standards Board. Our responsibilities under those standards are further described in the *Responsibilities of the auditor* section of our report.

We have fulfilled our responsibilities in accordance with the Auditor-General's Auditing Standards.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Responsibilities of the Trustees for the financial statements

The Trustees are responsible on behalf of the Trust for preparing financial statements that are fairly presented and comply with Tier 3 (PS) Standard.

The Trustees are responsible for such internal control as it determines is necessary to enable it to prepare financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements of the Trust, the Trustees are responsible on behalf of the Trust for assessing the Trust's ability to continue as a going concern. If the Trustees conclude that the going concern basis of accounting is inappropriate, the Trustees are responsible for preparing the financial statements on a dissolution basis and making appropriate disclosures.

The Trustees' responsibilities arise from the Local Government Act 2002 and the Charities Act 2005.

Responsibilities of the auditor for the audit of the financial statements

Our objectives are to obtain reasonable assurance about whether the financial statements, as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion.

Reasonable assurance is a high level of assurance, but is not a guarantee that an audit carried out in accordance with the Auditor-General's Auditing Standards will always detect a material misstatement when it exists. Misstatements are differences or omissions of amounts or disclosures, and can arise from fraud or error. Misstatements are considered material if, individually or in the aggregate, they could reasonably be expected to influence the decisions of readers, taken on the basis of these financial statements.

We did not evaluate the security and controls over the electronic publication of the financial statements.

As part of an audit in accordance with the Auditor-General's Auditing Standards, we exercise professional judgement and maintain professional scepticism throughout the audit. Also:

- We identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.

- We obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Trust's internal control.

- We evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the Trustees.

- We conclude on the appropriateness of the use of the dissolution basis of accounting by the Trustees.

- We evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with the Trustees regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Our responsibilities arise from the Public Audit Act 2001.

Other Information

The Trustees are responsible for the other information. The other information comprises all of the information included in the annual report other than the financial statements and our auditor's report thereon.

Our opinion on the financial statements does not cover the other information and we do not express any form of audit opinion or assurance conclusion thereon.

In connection with our audit of the financial statements our responsibility is to read the other information. In doing so, we consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit, or otherwise appears to be materially misstated. If, based on our work, we conclude that there is a material misstatement of this other information, we are required to report that fact. We have nothing to report in this regard.

Independence

We are independent of the Trust in accordance with the Auditor-General's Auditing Standards, which incorporate the independence requirements of Professional and Ethical Standard 1: *International Code of Ethics for Assurance Practitioners (including International Independence Standards) (New Zealand)* issued by the New Zealand Auditing and Assurance Standards Board.

Other than in our capacity as auditor, we have no relationship with, or interests in, the Trust.



Vivien Cotton
BDO Manawatu Audit Limited
On behalf of the Auditor-General
Palmerston North, New Zealand
12 October 2026



Awahuri Forest / Kitchener Park Trust

AUDIT COMPLETION REPORT

FOR THE YEAR ENDED 30 JUNE 2026

12 October 2026

The Chairperson
Awahuri Forest / Kitchener Park Trust
P O Box 527
FEILDING

By Email: TAlston@crlaw.co.nz and jomorrisconsulting@gmail.com

Dear Trustees

We have pleasure in presenting our final Audit Completion Report for our audit of the financial statements for Awahuri Forest Kitchener Park Trust for the year ended 30 June 2026.

The report is intended solely for the use of the Trustees of Awahuri Forest Kitchener Park Trust and presents a summary of the more significant matters arising from our audit procedures in forming an audit opinion over the financial statements. It also includes reporting by us on matters we are required to under International Standards on Auditing.

We would like to emphasise that our audit work involves the review of only those systems and controls in your organisation upon which we rely on for audit purposes. Our examination may not have identified, and should not be relied upon to identify, all control weaknesses that may exist.

We take this opportunity to express our appreciation for the assistance and co-operation provided by Tracey and Jo during the audit.

Yours faithfully,
BDO MANAWATU AUDIT LIMITED



Viv Cotton
Partner
Audit & Assurance Services

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1. EXECUTIVE SUMMARY

STATUS OF THE AUDIT AND THE AUDIT OPINION

Our audit of Awahuri Forest Kitchener Park Trust's (the "Trust") financial statements for the year ended 30 June 2026 is complete.

We have issued an unqualified audit opinion. The opinion does include an "Emphasis of Matter' in regards to the dissolution basis of preparation.

AREAS OF SIGNIFICANT RISK AND AUDIT EMPHASIS

Our audit approach considered the inherent risks in your business, their potential impact on the financial statements and the associated risk mitigations and controls in place. The significant matters arising from our audit work are:

- Management override of Controls.
- Revenue Recognition
- Fraud Risk
- Dissolution of the Trust

We were able to obtain sufficient and appropriate audit evidence in respect to these items and have no significant findings to bring to your attention. Refer to Section 2 for our comments in respect to each significant risk and area of audit emphasis.

SUMMARY OF UNCORRECTED MISSTATEMENTS

There were no errors left uncorrected at the conclusion of our audit.

INTERNAL CONTROLS

Our audit approach requires us to obtain an understanding of an entity's internal controls in order to identify assess the risk of material misstatement of the financial statements whether due to fraud or error but is not designed to provide assurance over the overall effectiveness of controls operating within the Trust.

We have included in Appendix 2 of this report, a summary of our findings and recommendations arising as a result of our audit procedures.

We have received full and frank cooperation from management and staff in respect to our audit.

2. KEY FINANCIAL STATEMENT AUDIT RISKS AND AREAS OF AUDIT EMPHASIS

Our audit procedures were focused on those areas of the Trust's activities that are considered to represent the key audit risks identified during the risk assessment process undertaken and communicated with you through the audit arrangements letter at the planning phase of the audit. Below we present a summary of the identified key areas of risk and audit emphasis and our conclusions in relation to each matter. We are satisfied that these areas have been satisfactorily addressed through our audit processes.

Management Override of Key Controls	
Area of Audit Emphasis	**Conclusion/Response**
There is a non-rebutted presumption under the International Auditing Standards that there is a risk of management override.	During the audit tests undertaken included journal-testing, review of significant estimates and assumptions made, and other audit procedures designed to address the possibility of misstatement in this area. No concerns were identified.

Revenue Recognition	
Area of Audit Emphasis	**Conclusion/Response**
International Standards on Auditing (New Zealand) require us to presume there is a risk of fraud in relation to revenue recognition. For our purposes, we believe the greatest risk of misstatement in this area relates to the understatement or overstatement of revenue.	We undertook targeted procedures to address this risk and to gain assurance over the revenue recognition of all material income streams and their completeness. Our audit work in this area was to agree completeness of the revenue received, as disclosed in the Performance Report, to the external confirmations obtained and to contracts provided by the client. We are satisfied that revenue recorded is present fairly.

Fraud

Area of Audit Emphasis	Conclusion/Response
The primary responsibility for the prevention and detection of fraud rests with both management and those charged with governance. It is important that management, with the oversight of governance; place a strong emphasis of fraud prevention and fraud deterrence. This audit is responsible for obtaining reasonable assurance that the financial statements taken as a whole, are free from material misstatement, whether caused by fraud or error.	During the audit, we have not identified a fraud or obtained information that indicates that a fraud may exist. Additionally, we have not identified any other matters related to fraud that are, in our judgement, relevant to the Trustee's responsibility that should be brought to your attention. We recommend that the Trustees continue to ensure that appropriate internal controls are in place for the prevention and detection of fraud.

Dissolution of the Trust

Area of Audit Emphasis	Conclusion/Response
As the Trustees have resolved to Wind up the Trust there is a risk that Assets and Liabilities of the Trust are not accounted for on a realisation basis	During the audit we reviewed the accuracy of the receivables and payables of the Trust to ensure that they reflected the value of the transactions post balance date, and ensured the accounting policies and notes to the accounts clearly recorded the basis of preparation of these financial statements. No concerns were identified.

3. INTERNAL CONTROL, EMERGING ISSUES AND OTHER AUDIT FINDINGS

This section of the report sets out the key internal control findings we have identified during the course of the audit and highlights control deficiencies requiring management attention. Our work has been limited to those controls relevant to the audit of your statutory financial statements. The purpose of our audit work on controls is not to provide assurance in its own right on the internal controls and therefore we may not necessarily disclose all matters that might be significant deficiencies or deficiencies that heighten the risk of a fraud being perpetrated.

We wish to bring to your attention the following observations and improvements in internal controls identified during the audit.

Winding up of the Trust	
Finding	**Conclusion/Response**
As part of the wind up of the Trust, there is a requirement for the Trust to be removed from the Charitable Trust Act 1957 register and from the Charities Act 2005 register	As part of the wind up we are aware that a transition plan has been implemented which includes the removal of the Trust from these two registers. We note there are a number of other items on the transition plan that the trustees are aware of and it important that these are all actioned.

4. REQUIRED COMMUNICATIONS WITH GOVERNANCE

Matter	How the matter was addressed
Auditors responsibility under generally accepted auditing standards	We are responsible for completing an audit in accordance with generally accepted auditing standards in New Zealand. The detailed terms of which are set out in our audit engagement letter.
Confirmation of Audit Independence	In conducting our audit, we are required to comply with the independence requirements of PES-1 Code of Ethics for Assurance Practitioners issued by the External Reporting Board. Our own internal policies and procedures are put in place to identify any threats to our independence, and to appropriately deal with and, if relevant, mitigate those risks. For the comfort of the Trustees, we note that the following processes assist in maintaining our independence: No other work is permitted to be undertaken by any BDO office without the express approval of the audit engagement partner. All services performed by any national BDO office will be reported to the governing body. Audit fees billed for the 2026 audit was $8,364 plus GST. In addition, additional fees of $2,500 plus GST were billed in relation to the dissolution of the Trust. There were no other services provided by our firm for the 2026 financial year.
Management Judgements and Estimates	Under International Standards on Auditing (NZ), we have a responsibility to ensure that you have been informed about the process used by the Trust in formulating particularly sensitive accounting estimates, assumptions or valuation judgements. Overall we note that the judgements and estimates by management in preparing the results for the year ended 30 June 2026 appear reasonable. Key matters impacting on our audit have been raised in sections 2 and 3 of this report if applicable.

Matter	How the matter was addressed
Matters requiring Trustees input	We have placed reliance on the Trustees' review and approval of the following matters: • Minutes of the Trustee meetings; • Implementation of such controls as is needed to ensure that financial statements are presented fairly; • Review and approval of management accounts; • Review and approval of annual budget; • Notification of fraud; and • Review and approval of the financial statements.
Accounting policies	There were no changes in accounting policies or interpretations of accounting policies that impacted on your financial statements in the current year. Auditing standards require us to discuss with you the qualitative aspects of the Trust's accounting practices and financial reporting. There were no new accounting standards that had a significant effect on the Trust's financial statements for the year ending 30 June 2026.
Materiality and adjusted differences	Materiality means, in the context of an audit or review, if financial information is omitted, misstated or not disclosed it has the potential to affect the decisions of users of the financial statements. Materiality is used by auditors in making judgements on the amount of work to be performed, which balances require work and for evaluating the financial report. Materiality is initially calculated at the planning stage and has an influence on the amount of work we do, as well as where we direct our audit efforts. Materiality is not only based on a numeric quantification but is assessed qualitatively for some balances and disclosures. There were no errors left uncorrected at the conclusion of the audit. It should be noted that the auditing standards do not require us to communicate misstatements that are considered "clearly trivial" and as such, if we identify such misstatements we will not communicate these to you. We consider "clearly trivial" to be 5% or less of our planned materiality.

Matter	How the matter was addressed
Going concern	We have undertaken a review of management and those charged with governance' assessment of the ability of the Trust to continue as a going concern for 12 months from the date of signing the audit report and therefore whether the going concern basis for the preparation of the financial statements is appropriate. We identified no issues or concerns that lead us to conclude the going concern assumption cannot be relied upon.
Fraud	During the audit, no matters relating to fraud, concerning either employees or management, have come to our attention. It should be noted that our audit is not designed to detect fraud, however, should instances of fraud come to our attention, we will report them to you.
Compliance with laws and regulations	We have made enquiries in relation to compliance with laws and regulations during the course of our audit. We have not become aware of any instances of non-compliance with laws and regulations which has materially impacted the financial position or performance of the Trust.
Significant findings from the audit	Other than those documented in the executive summary and sections 2 and 3 of this report, there were no significant matters arising from the audit.
Disagreements with management	There have been no disagreements with management over matters of significance to the audit.
Difficulties encountered during the audit	There have been no significant difficulties encountered during the audit.
Consultations with other accountants and consultants	We have considered the need for other accounting specialists during our work and determined, due to the nature of the engagement and experience and knowledge of the engagement team, that no specialists were necessary for the current period.
Management representation letter	We have not requested specific representation from management in addition to those areas normally covered by our standard representation letter.

Council

Meeting of 02 December 2026

Business Unit: Community
Date Created: 30 October 2026

Welcoming Communities 12 Month Update

Purpose Te Aronga o te Pūrongo

To provide Council with a 12-month update on activities and progress under the Welcoming Communities Focus Group Plan 2025–2027.

Recommendations Ngā Tūtohinga

That the Council receives the Welcoming Communities 12-month update for the period 1 November 2025 to 31 October 2026.

Report prepared by:
Stacey McLaughlin
Community and Youth Coordinator

Approved for submission by:
Lyn Daly
General Manager - Community

1 Background Ngā Kōrero o Muri

1.1 Welcoming Communities is a national programme supporting newcomers and established residents to feel included, connected and able to participate in local social, cultural, civic and economic life. The community-owned Welcoming Communities Focus Group Plan 2025–2027 identifies actions and responsible organisations under eight areas of the Welcoming Communities Standard: Inclusive Leadership, Welcoming Communications, Equitable Access, Connected and Inclusive Communities, Economic Development, Business and Employment, Civic Engagement and Participation, Welcoming Public Spaces, and Culture and Identity

1.2 The Welcoming Communities Focus Group Plan 2025–2027 was formally received by Manawatū District Council on 1 May 2025.

2 Strategic Fit Te Tautika ki te Rautaki

2.1 The Welcoming Communities programme contributes to four of Council's Long-term Plan priorities:

- A place to belong and grow – Helping newcomers and existing residents take part in community and cultural activities and develop a sense of belonging.
- A future planned together – Bringing mana whenua, community organisations, agencies and residents together to identify needs, share information and develop practical responses.
- A prosperous, resilient economy – Making it easier for newcomers to find local information, services, employment and business networks and supporting Manawatū as a place to live and work.
- Value for money and excellence in local government – Working alongside established community and regional partners, sharing resources and avoiding duplication of services and information.

3 Discussion and Options Considered Ngā Matapakinga me ngā Kōwhiringa i Wānangahia

3.1 Progress and highlights during the reporting period

- **Newcomer information and regional collaboration.** The Manawatū.NZ Liveability Map, developed by CEDA as a collaboration between Manawatū District Council and Palmerston North City Council, was publicly available by the end of June 2026 and presented to the Focus Group on 2 July. It brings together information on neighbourhoods, health, education, services, activities and community connections, linking users to the organisations maintaining that information. This represents a tangible contribution to Welcoming Communications, Equitable Access and Connected and Inclusive Communities. The Focus Group has identified improvements, including fuller visibility of northern Manawatū communities and better coordination with existing directories.
- Liveability Map - Manawatū & Palmerston North

- **Cultural connection and celebration.** Bhartiya Samaj Lower North Island led planning for the Manawatū Cultural Festival scheduled for April 2026, supported by Council and community partners. The event was postponed because of adverse weather, but the planning brought organisations together and established contacts and resources for future activities.

- **The Manawatū Diwali celebration** took place on 17 October 2026, with Council supporting its promotion through Welcoming Communities communications.

- **During Welcoming Week** (4–13 September 2026), Council promoted opportunities for community participation through its dedicated webpage and wider Welcoming **Communities network**, encouraging organisations to share activities and events that support connection and inclusion across the district.

- **Community safety and participation**. The Stronger Together Ethnic Communities Safety Forum was held at the Feilding Fire Station on 20 June 2026. It brought ethnic community representatives together with community patrols, New Zealand Police, local leaders and Council to discuss relationships, volunteering and community safety. Focus Group partners have also shared information about rural outreach, health navigation and opportunities to connect with services.

- **Partnerships and economic opportunity**. The Focus Group met during February, July and August 2026, providing a forum for stakeholders to share activities and coordinate opportunities. Council and Volunteer Central identified ways to align community information and engagement work, while organisations involved in employment, volunteering and business development continued to share opportunities through the network.

3.2 Continuing work

- The year's activity demonstrates progress in several areas of the Plan, particularly access to newcomer information, cultural connection, community participation and collaboration between organisations. The Liveability Map is a practical regional resource, while the Focus Group provides an ongoing mechanism for partners to share knowledge and coordinate their contributions.

- The Focus Group will continue to review actions and opportunities under the Plan, including how the existing Liveability Map and other community directories can best support people moving to the district. This approach builds on established services and relationships.

- This is a progress report for information. No new programme, funding or policy decision is sought.

4 Risk Assessment Te Arotake Tūraru

4.1 There are no new risks arising from the recommendation to receive this report. Ongoing coordination and implementation are undertaken through Council's existing arrangements and the contributions of participating organisations.

5 Engagement Te Whakapānga

Significance of Decision

5.1 This is an information report only. The Council's Significance and Engagement Policy is not triggered, and no additional consultation is required for Council to receive the update.

Māori and Cultural Engagement

5.2 Mana whenua are represented through the Welcoming Communities Focus Group and are identified as partners in the Plan, including Kauwhata Marae, Ngā Kaitiaki o Ngāti Kauwhata and Taumata o te Rā Marae. The programme supports opportunities for partnership, cultural understanding and participation.

Community Engagement

5.3 Community engagement takes place through the Focus Group and the established networks of participating organisations, including representatives from community development, migrant support, volunteering, rural services, health, business and community safety. These relationships help share local information and connect people with services and activities.

6 Operational Implications Ngā Pānga Whakahaere

6.1 Council provides coordination and administrative support to the Focus Group as part of existing Community Services activity. Individual initiatives are progressed by the organisations identified in the Plan. There are no new operational implications arising from receipt of this report.

7 Financial Implications Ngā Pānga Ahumoni

7.1 The MBIE seed-funding agreement for the programme concluded on 30 June 2026. This report does not seek new funding or approval for unbudgeted expenditure and has no additional financial implications associated with receiving it.

8 Statutory Requirements Ngā Here ā-Ture

8.1 There are no statutory requirements for this report.

9 Next Steps Te Kokenga

9.1 Continue supporting the Focus Group's meetings, information-sharing and coordination of agreed actions.

9.2 Continue working with CEDA and other partners to promote and improve access to existing newcomer and community information, including the Manawatū.NZ Liveability Map.

9.3 Support the Focus Group to review progress against the Welcoming Communities Focus Group Plan 2025–2027 and undertake the Plan review, in part or whole, before 1 July 2028.

10 Attachments Ngā Āpitihanga

No attachments are proposed. The Welcoming Communities Focus Group Plan 2025 2027 and adopted Terms of Reference provide the framework for this update.

Welcoming Communities | Manawatū District Council

Council

Meeting of 2 December 2026

Business Unit: Community
Date Created: 18 September 2026

Central Economic Development Agency Statement of Expectations 2027 to 2030

Purpose Te Aronga o te Pūrongo

The purpose of this report is to present the CEDA Statement of Expectations 2027-28 to 2029-30 for approval.

Recommendations Ngā Tūtohinga

That the Council:

1. Approve the CEDA Statement of Expectations 2027/28 to 2029/30 (2027/37 Long Term Plan) included as Attachment 1.

2. That the Mayor and Chief Executive be delegated authority to agree minor amendments to the CEDA Statement of Expectations 2027/28 to 2029/30 (2027/37 Long-term Plan) in order to accommodate any final amendments sought by Palmerston North City Council as the joint CEDA shareholder.

Report prepared by:
Karyn Crawley
Community Operations Advisor

Approved for submission by:
Lyn Daly
General Manager - Community

1 Background Ngā Kōrero o Muri

1.1 Since the inception of CEDA Manawatū District Council and Palmerston North City Council have jointly issued CEDA a Statement of Expectations (SOE).

1.2 The purpose of a SOE is to provide CEDA with the Shareholders' priorities for delivery.

1.3 The SOE included as Attachment 1 for adoption by the Council has been prepared in consultation with Palmerston North City Council, as joint shareholder in CEDA.

1.4 The SOE covers the period 1 July 2027 to 30 June 2030, which is years 1-3 of the 2027/37 Long Term Plan.

1.5 CEDA is required to provide a Statement of Intent (SOI) in response to the SOE by 1 March 2027.

2 Strategic Fit Te Tautika ki te Rautaki

2.1 The proposed SoE supports the Council outcomes A prosperous resilient economy, A future planned together, Infrastructure fit for future, and Value for money and excellence in local government.

2.2 It directs CEDA to pursue investment, business and visitor outcomes that benefit the wider Manawatū; work with councils, iwi, central government and other strategic partners; support major regional priorities such as Te Utanganui; and provide clearer activity-based budgets and evidence of value delivered to ratepayers.

3 Discussion and Options Considered Ngā Matapakinga me ngā Kōwhiringa i Wānangahia

3.1 The SOE uses the previous SOE as the base, reflecting the shareholders general response to CEDA's recent performance reporting. A series of amendments and additions have been made which seek to ensure both shareholders are providing consistent direction to CEDA on priorities.

3.2 The recommended amendments are based on the document tabled at the joint meeting of the shareholders on 11 November 2026, and the discussion that followed regarding the following matters:

- Retaining developing a talent pipeline as a core function and outcome.
- Strategic leadership, promotion and advocacy of food innovation activities in the Manawatū following the wind down of FoodHQ.
- The addition of 'commissionable product' to the tourism / visitor priority
- The addition of 'realised' investment leads as an indicator.
- Retention of a growing Māori economy.

3.3 More broadly the SOE addresses:

- Strategic relationships.
- Key agreed functions and outcomes.
- Indicators of the health of the regional economy.

- A series of expectations regarding engagement and reporting to the shareholders.

3.4 Based largely on previous Statement of Expectations, the key agreed functions are:

- Stimulate inward investment (both national and international) that attracts, retains and grows business in the Manawatū region.
- Support regional job growth and developing a talent pipeline.
- Grow domestic visitation and tourism
- Promotes the Manawatū brand and region as a great place to explore, live, and do business.

3.5 These key agreed functions have been referenced as Business, People and Place by CEDA in previous Statement of Intents and Annual Reports.

3.6 Top priorities identified in the SOE are:

- Te Utanganui, Central New Zealand Distribution Hub.
- Strategic oversight and coordination of the Manawatū Food Strategy.
- Strategic leadership, promotion and advocacy of food innovation activities in the Manawatū following the wind down of FoodHQ.
- Promotion and development of key tourism and visitor destinations / commissionable product.
- Inward investment in Feilding and Palmerston North with a particular focus on accommodation and commercial/industrial development.

3.7 Council is asked to approve the SoE and approve delegated authority to the Mayor and Chief Executive to agree amendments to the SoE in order to accommodate any final amendments sought by Palmerston North District Council as the joint CEDA shareholder.

4 Risk Assessment Te Arotake Tūraru

4.1 There are no risks associated with the recommendation to receive this report.

5 Engagement Te Whakapānga

Significance of Decision

5.1 The Council's Significance and Engagement Policy is not triggered by matters discussed in this report. No stakeholder engagement is required.

Māori and Cultural Engagement

5.2 There are no known cultural considerations associated with the matters addressed in this report. No specific engagement with Māori or other ethnicity groups is necessary.

Community Engagement

5.3 No additional community engagement is required. The report reflects delivery of services already agreed through the existing contract.

6 Operational Implications Ngā Pānga Whakahaere

6.1 The approval of the SoE will enable CEDA to prepare a Statement of Intent (SOI) in response by 1 March 2027. The Shareholders will be required to consider and approve CEDA's SoI before 30 June 2027.

7 Financial Implications Ngā Pānga Ahumoni

7.1 Councils' contribution to CEDA this financial year is $723,707 and $25,000 for the Te Utanganui Programme Lead.

7.2 Funding for CEDA is included in both the current 2024 / 2034 Long-term Plan and the draft 2027 / 2037 Long-term Plan.

8 Statutory Requirements Ngā Here ā-Ture

8.1 Under the Local Government Act 2002, Part 5 s 64B states:

(1) The shareholders in a council-controlled organisation may prepare a statement of expectations that—

(a) specifies how the organisation is to conduct its relationships with—

(i) shareholding local authorities; and

(ii) the communities of those local authorities, including any specified stakeholders within those communities; and

(iii) iwi, hapū, and other Māori organisations; and

(b) requires the organisation to act consistently with—

(i) the statutory obligations of the shareholding local authorities; and

(ii) the shareholders' obligations pursuant to agreements with third parties (including with iwi, hapū, or other Māori organisations).

(2) A statement of expectations may include other shareholder expectations, such as expectations in relation to community engagement and collaboration with shareholders and others in the delivery of services.

(3) A statement of expectations must be published on an Internet site maintained by or on behalf of each local authority that is a shareholder of the organisation.

9 Next Steps Te Kokenga

9.1 Confirm any minor amendments with Palmerston North City Council (meeting on 2 December 2026) and then provide the final SOE to CEDA.

10 Attachments Ngā Āpitihanga

- Draft CEDA Statement of Expectations 2027/28 to 2029/30

22 xx December 2026 3

Bobbie O'Fee
Chair
Central Economic Development Agency Ltd
Level 1, 5 Broadway Ave
PO Box 12005
PALMERSTON NORTH 4410

Dear Bobbie,

CEDA Statement of Expectations 2027/28 to 2029/30 (2027/37 Long Term Plan)

This Statement of Expectations (SOE) covers the period 1 July 2027 4 to 30 June 2027 2030, which is years 1-3 of the Shareholders' 2027 4/3 4 Long Term Plan. Amendments to the Statement of Expectations may be sought during this period.

The purpose of this SOE is to provide CEDA with the Shareholders' focus and priorities for delivery, against its purpose of driving and facilitating the creation and growth of economic wealth in the Manawatū region and beyond.

When working beyond the Manawatū, there must be a clear ausal link between that work and of the outcomes or benefits delivered for back to the Manawatū region described in based on the core functions and measures of success outlined below.

It is also expected that CEDA is expected to will use this SOE to guide the development of an annual Statement of Intent (SOI) for 2027 4/28 5, 2028 5/29 6 and 2029 6/30 27.

Strategic Relationships

Taking a leadership position and building strategic relationships in the Manawatū region and beyond, is fundamental for to CEDA to achieving e its purpose. CEDA must be relationship-driven at all levels and we appreciate your commitment to this. From the Shareholderour perspective (both as shareholders and partners), this means CEDA developing a deep understanding of the roles, priorities and strengths of its strategic partner organisations, what their priorities and strengths are, and how CEDA and its partners can add value to the relationship (and vice versa) to achieve better economic outcomes for the region.

CEDA should formalisformalise ing these strategic relationships, is important to us as shareholders, to ensure we have cohesion in the region around economic development activities. We would like this to be driven further by CEDA through mutually agreed partnership agreements or similar arrangements where appropriate. , to ensure everyThese arrangements should clearly define the role of CEDA and key partners to one is on the same page and provide the basis for a consistent and collective approach with measurable outcomes.

CEDA is expected to Ongoing review of the existing strategic partnership agreements from time to time and report on their effectivenessalready in place is expecte, shared actions, barriers and outcomes achievedd.

The shareholders have identified the following key partners for CEDA: Palmerston North City Council, Manawatū District Council, Horizons Regional Council, Iwi, Manawatū Chamber of Commerce, NZ Defence Force, Federated Farmers, Accelerate 32, KiwiRail, FoodHQ, Massey University, The Factory, Palmy BID, Feilding & District Promotion, and key government agencies.

The Shareholders and CEDA will continue to review and work together to update the existing list of strategic partners as regional priorities and opportunities change.

Key Agreed Functions and Outcomes

We understand thatTo be effective, CEDA must be able to focus on key outcomes within a well-defined mandate. ShareholdersWe also recognize this may beis a challenge given there can be differing stakeholder expectations.

Statements of Intent should clearly distinguish between activities CEDA leads and delivers, activities it facilitates or coordinates, and outcomes that depend on action by the Shareholders or other partners.

This means CEDA should focusing on the delivery of its core functions and outcomes to in:

- Stimulate inward investment (both national and international) that attracts, retains and grows , retention and expansion of business in the Manawatū region.
- Support regional job growth and Ddeveloping a talent pipeline.
- GrowSupport domestic visitation and tourism
- Promotes the Manawatū brand and region as a great place to explore, live, and do business.

Top priorities are:

- Development of Te Utanganui, Central New Zealand Distribution Hub, with a particular focus on delivering the Regional Infrastructure Fund pre-construction outcomes associated with establishing the case for a Special Purpose Vehicle (SPV).
- Strategic oversight and coordination of the Manawatū Food Strategy, description of outcomes achieved, and recommended future direction to advance primary industry and food innovation and investment in Manawatū.
- Strategic leadership, promotion and advocacy of food innovation activities in the Manawatū following the wind down of FoodHQ
- Promotion and development of key tourism and visitor collateral and destinations / commissionable product that enhance the regional visitor market.
- Promote and develop the Manawatū brand.
- Inward investment in the Feilding town centre and Palmerston North, city centrewith a particular focus on accommodation, commercial and industrial development opportunities.

CEDA's aAction plans should clearly describe the key performance indicators (KPIs) necessary to deliver on to deliver on these core functions should identify KPIs based on clear intervention logicthese core functions. The SOI should include specific KPIs for the new top priority regarding inward investment in the Feilding town centre and Palmerston North city centre.

It is expected that CEDA will work ~~very~~ closely with key stakeholders of the regions strengths of food production and research, distribution and logistics, defense, health, visitor, education (domestic and international), digital and technology, and a growing Māori economy.

CEDA is expected to scan for new opportunities, whether or not it is a key strength, where this can benefit the region and report on the opportunities that have been advanced along with those that have not. ~~-~~

CEDA's success will be measured by the shareholders using the following indicators of the health of the regional economy:

- Job growth.
- Increase in median household income.
- Number of realised ~~qualified~~ investment leads, versus investment secured and/or ~~and~~ deals achieved~~secured~~.
- Strength of the relationship with strategic partners.

The Shareholders acknowledge that the first two measures are not directly under CEDA's control. Significant changes in international and national economic factors will be taken into account when the Shareholders measure CEDA's performance.

Understanding the strategic drivers of the Shareholders and aligning CEDA's core functions to those drivers is critical to the partnership between the Councils and CEDA.

The Shareholders have a key role in setting the economic environment for business to flourish and CEDA acts on the Councils behalf in facilitating opportunities for improved economic outcomes. CEDA is the Councils' agency for the delivery of economic development across the region.

Therefore, it is expected that CEDA will engage with the Councils in the development and implementation of their strategies and plans. These strategies and plans are expected to demonstrate active engagement with other strategic partners in their development.

The Councils are obliged to ensure that our services are delivered effectively and efficiently. As a Council-Controlled Organisation (CCO), this expectation extends to CEDA. The Shareholders require CEDA to provide an activity-based budget so the Councils can effectively communicate levels of service and value for money to their ratepayers. In addition, there are many opportunities where shared resourcing, expertise and services should be explored and we would like to discuss these opportunities from both a short-term and long-term perspective.

To ensure the Shareholders and CEDA are on the same page, the focus, scope of activity, and priorities will be set through the Statement of Intent (SOI), and delivery managed through any relationship agreement that is put in place.

The Shareholders expect that where CEDA is marketing the Manawatū region and this requires differentiating between the Manawatu, Feilding and Palmerston North, that this will continue to be delivered by CEDA in close collaboration with both Shareholders.

The Shareholders would like to continue the bi-monthly team meeting between the Mayors, Council CE's and relationship managers with the CEDA Chair and CE.

The Shareholders will invite CEDA to formally report to each Shareholder twice per year, being the 6-month report and Annual Report.

CEDA will host two informal meetings with the Shareholders together to share progress on key priorities and connect outside of the formal reporting processes.

We look forward to working with CEDA to develop an economic development model that successfully delivers. We thank the Board, CEDA CE, and CEDA staff for their continued commitment to economic growth in the Manawatū region.

Yours sincerely

Grant Smith
Mayor
PALMERSTON NORTH CITY COUNCIL

Michael Ford
Mayor
MANAWATŪ DISTRICT COUNCIL

Council

Meeting of 02 December 2026

Business Unit: Corporate
Date Created: 11 September 2026

Approval of the Land Transport and Community AMPs for submission to the Audit Office

Purpose Te Aronga o te Pūrongo

The purpose of this report is to present to Council the draft Activity and Asset Management Plans as supporting documents for the 2027-37 Long-term Plan for approval to submit to the Audit Office.

Recommendations Ngā Tūtohinga

1. That the Council approves the draft Land Transport Network Activity Management Plan, and Community Asset Management Plans for submission to the Audit Office.

2. That the Chief Executive be delegated authority to make any minor edits to the draft Asset Management Plans, prior to submission to the Audit Office.

Note: Any changes to the draft AMPs requested by the Audit Office through their review or as a result of feedback from the New Zealand Transport Agency (NZTA) will be made prior to the final versions of the AMPs being presented to Council for adoption just prior to adoption of the 2027-37 Long-term Plan.

Report prepared by:
Lisa Thomas
Strategy Manager

Approved for submission by:
Frances Smorti
General Manager – Corporate

1 Background Ngā Kōrero o Muri

1.1 Approval is sought to submit the attached draft Land Transport Network Activity Management Plan (Land Transport AMP) and draft Community Asset Management Plans (Community AMPs) to the Audit Office. These plans form part of the supporting information for the 2027-37 Long-term Plan (LTP) and will be made available to the public during consultation.

1.2 The AMPs describe the assets Council owns, how they perform, and the key risks and issues affecting them. They identify the maintenance, renewals, upgrades and new works needed to deliver agreed levels of service and set out the expected timing and cost of that work. The AMPs inform the Infrastructure Strategy, Financial Strategy, performance framework and financial forecasts for the draft LTP.

1.3 The Land Transport AMP includes the sealed and unsealed roading network, bridges, culverts, roadside drainage, and kerbs and channels.

1.4 The Community AMPs cover six activity areas, as follows:

- cemeteries
- halls
- leisure and recreational facilities
- parks, reserves and sportsgrounds
- property
- public conveniences

1.5 The draft AMPs were introduced at the Council workshop on 21 October 2026 and are included as Attachments 1 and 2 to this report.

1.6 Section 93C(4) of the Local Government Act 2002 requires the LTP Consultation Document to include a report from the Auditor-General. The report assesses whether the Consultation Document provides an effective basis for public consultation, as required by section 93B, and considers the quality of the information and assumptions that underpin it. Section 94(1) requires a separate audit report on the final LTP.

1.7 Under section 93G of the Act, Council must prepare and adopt the supporting information before adopting the Consultation Document. This includes information the Consultation Document relies on and the Auditor-General needs to complete the audit report. The draft AMPs support the audit by setting out the basis for proposed investment in land transport and community assets.

1.8 Officers will update the draft AMPs to reflect audit feedback and any decisions Council makes following public consultation on the draft LTP. Council is scheduled to adopt the final AMPs shortly before it adopts the 2027–37 LTP.

1.9 The draft Strategic Asset Management Plan (waters SAMP) and Asset Management Plan (waters AMP) for water services were introduced at a Manawatū Water Services Committee workshop on 12 November 2026. Both plans will inform the draft Water Services Strategy. The Audit Office does not require these plans as supporting information for the audit of the LTP Consultation Document, so they will be considered separately. The final drafts will be presented to the Manawatū Water Services Committee and then brought to Council for consideration before public consultation on the draft Water Services Strategy.

2 Strategic Fit Te Tautika ki te Rautaki

2.1 This report supports "Infrastructure fit for future". The draft AMPs identify the maintenance, renewals and other investment needed for the District's land transport network and community assets to meet community needs now and into the future.

2.2 The report also supports "A future planned together". Making the draft AMPs available during consultation on the 2027–37 Long-term Plan will help the community understand the proposed work and provide informed feedback on the choices Council is considering.

2.3 Submitting the draft AMPs to the Audit Office as supporting information for the Long-term Plan supports "Value for money and excellence in local government". The plans set out why investment is needed, when the work is expected to take place and what it is likely to cost. This makes the basis for Council's proposed spending clearer.

3 Discussion and Options Considered Ngā Matapakinga me ngā Kōwhiringa i Wānangahia

3.1 Council is asked to decide whether the draft Land Transport AMP and Community AMPs are ready to submit to the Audit Office as supporting information for the 2027–37 Long-term Plan (LTP). The plans need to provide enough detail to support the proposed levels of service and investment in the draft LTP, and be available in time for audit and public consultation.

3.2 There are two options available to elected members today.

3.3 **Option 1** — Approve the attached draft AMPs for submission to the Audit Office, with provision for minor edits under Recommendation 2. This would allow officers to submit the plans in line with the LTP timetable. The plans would support the audit of the draft LTP Consultation Document and help the public understand the basis for proposed investment when the plans are made available during consultation.

3.4 **Option 2** — Request substantive changes and defer approval. Officers would revise the draft AMPs and bring them back to Council for approval in early 2027. This would allow Council to review the revised plans before they are submitted. Depending on the final audit timetable, deferring approval could affect Council's ability to meet the agreed submission dates and delay the start of public consultation.

3.5 Officers recommend Option 1. The draft AMPs provide the supporting information needed at this stage of the LTP process. Recommendation 2 allows officers to make minor edits before submission, while approval at this meeting keeps the plans on track for audit and consultation.

3.6 The recommended option is consistent with the timetable for preparing the 2027–37 LTP. No inconsistencies with Council's policies or plans have been identified.

4 Risk Assessment Te Arotake Tūraru

4.1 The main risk is a delay in completing the audit of the draft 2027–37 Long-term Plan Consultation Document. If Council requests substantive changes and defers approval, the draft AMPs may be unavailable when the Audit Office needs them to assess the information supporting the Consultation Document. This could delay the audit opinion and the start of public consultation. Council has an averse–minimalist appetite for legal compliance risk.

4.2 Officers recommend approving the draft AMPs for submission at this meeting to reduce that risk. Recommendation 2 allows minor edits to be made before submission. If Council requests substantive changes, officers will bring the revised plans back to Council in early 2027 and confirm the implications for the audit timetable with the Audit Office.

5 Engagement Te Whakapānga

Significance of Decision

5.1 The Council's Significance and Engagement Policy is not triggered by matters discussed in this report. The decision to approve the draft Land Transport AMP and Community AMPs for submission to the Audit Office is of low significance under Schedule 1 of Council's Significance and Engagement Policy. Approval at this stage does not commit Council to expenditure or change levels of service. The Special Consultative Procedure is not required for this decision. Council will use that procedure for consultation on the 2027–37 Long-term Plan (LTP).

Māori and Cultural Engagement

5.2 No specific cultural implications have been identified for the decision to submit the draft AMPs to the Audit Office. No separate engagement with Māori or other ethnic communities is required before submission.

Community Engagement

5.3 Council has not undertaken separate community engagement on the draft AMPs, and no engagement is required before they are submitted to the Audit Office. The draft AMPs will be available as supporting information during LTP consultation. The community can use them to inform feedback on LTP proposals. There will be no separate consultation on the draft AMPs.

6 Operational Implications Ngā Pānga Whakahaere

6.1 If Council approves the draft AMPs, officers will make any minor edits authorised under Recommendation 2 and submit the plans to the Audit Office. Officers will update the AMPs as needed to reflect audit feedback and Council decisions following LTP consultation, before bringing the final plans back to Council for adoption.

7 Financial Implications Ngā Pānga Ahumoni

7.1 No additional expenditure is expected from approving the draft AMPs for submission to the Audit Office. The cost of reviewing the plans as supporting information is covered by the

existing LTP audit budget. The audit fees are set out in the engagement letter agreed between Council and the Audit Office.

8 Statutory Requirements Ngā Here ā-Ture

8.1 The statutory requirements for auditing the LTP Consultation Document and adopting its supporting information are set out in paragraphs 1.6 and 1.7 of this report.

9 Next Steps Te Kokenga

9.1 If Council approves the draft AMPs, officers will make any minor edits authorised under Recommendation 2 and submit the plans to the Audit Office. The remaining supporting information for the 2027–37 LTP is scheduled to be presented to Council on 16 December 2026 for approval to submit to the Audit Office.

9.2 The draft Consultation Document will come to Council separately for approval to submit to the Audit Office. The Audit Office will use the draft AMPs and other supporting information in its audit of the Consultation Document. Officers will confirm the audit timetable with the Audit Office.

9.3 Once the audit is complete, the Consultation Document, including the Auditor-General's report, will be presented to Council for adoption before public consultation begins. Public consultation is currently planned to begin on 15 March 2027, subject to confirmation of the audit timetable.

10 Attachments Ngā Āpitihanga

- Attachment 1: Draft Land Transport Network Activity Management Plan ***(attached separately due to size)***
- Attachment 2: Draft Community Asset Management Plans ***(to be tabled)***
  - Cemeteries
  - Halls
  - Leisure and recreational facilities
  - Parks, reserves and sportsgrounds
  - Property
  - Public conveniences

Council

Meeting of 02 December 2026

Business Unit: Community
Date Created: 13 October 2026

Annual Report on Dog Control

Purpose Te Aronga o te Pūrongo

The purpose of this report is to present the Annual Report on Dog Control 2025/2026 as required by Section 10A of the Dog Control Act 1996.

Recommendations Ngā Tūtohinga

That Council adopts the Annual Report on Dog Control for the period 1 July 2025 to 30 June 2026 pursuant to section 10A of the Dog Control Act 1996.

Report prepared by:
Aaron Thornton
Manager Animal Control

Approved for submission by:
Lyn Daly
General Manager - Community

1 Background Ngā Kōrero o Muri

1.1 Section 10A of the Dog Control Act 1996 requires that the Manawatū District Council (Council) report each financial year on the administration of its Dog Control Policy and dog control practices.

1.2 Council must give public notice of the report and within one month of its adoption and make the report publicly available.

2 Strategic Fit Te Tautika ki te Rautaki

2.1 Animal control services support 'a place to belong and grow' by ensuring a safe environment and supports 'value for money and excellence in local government' by providing a high-quality service that is customer focused while meeting legislative requirements.

3 Discussion and Options Considered Ngā Matapakinga me ngā Kōwhiringa i Wānangahia

3.1 Section 10A of the Dog Control Act 1996 requires the report to include:

- The number of registered dogs in the territorial authority district.
- The number of probationary owners and disqualified owners in the territorial authority district.
- The number of dogs in the territorial authority district classified as dangerous under section 31 and the relevant provision under which the classification is made.
- The number of dogs in the territorial authority district classified as menacing under section 33A or section 33C and the relevant provision under which the classification is made.
- The number of infringement notices issued by the territorial authority.
- The number of dog related complaints received by the territorial authority in the previous year and the nature of those complaints.
- The number of prosecutions taken by the territorial authority under this Act.

3.2 The information required is contained within the Annual Report on Dog Control 2025/2026 attached to this report. Key areas of interest include:

- Dog registrations decreased from 8,203 in 2024/2025 to 7,925 in 2025/2026, a reduction of 278 dogs (3.4%). Despite this reduction, the Animal Control Team's continued focus on education, engagement and follow-up has resulted in the number of unregistered dogs reducing to just 25 at the end of the reporting period.

- Dog-related complaints decreased from 1,159 in 2024/2025 to 1,075 in 2025/2026, a reduction of 84 complaints (7.2%). This continues a positive downward trend, with complaints reducing by approximately 34% over the past three years. Dog attacks also decreased from 56 to 49, while barking complaints reduced from 233 to 190. However, roaming dog complaints increased from 171 to 206.

- Infringement notices increased slightly from 114 in 2024/2025 to 120 in 2025/2026. Of these, 100 related to the failure to register a dog. The Animal Control Team continues to apply a graduated compliance approach, prioritising education and voluntary compliance before undertaking formal enforcement action where necessary.

- Menacing and dangerous dogs -The number of menacing dogs decreased from 69 to 60, while dangerous dogs increased from 7 to 9. The Animal Control Team continues to undertake compliance inspections to ensure classified dogs are managed in accordance with the requirements of the Dog Control Act 1996.

- Inspections - General inspections decreased from 136 in 2024/2025 to 99 in 2025/2026. However, Selected Owner inspections increased from 43 to 58, with re-inspections increasing from 3 to 11.

- Community education -The Animal Control Team has continued to strengthen its community engagement through attendance at local events, school-based dog safety education and the promotion of responsible dog ownership.

- Dog Adoption Programme - The Council's Dog Adoption Programme celebrated its first anniversary in July 2026, having successfully rehomed 17 dogs into suitable homes across the Manawatū and beyond. The programme provides impounded and unclaimed dogs with a second chance through a structured adoption process, including suitability assessments and trial placements. Its success reflects the Animal Control Team's commitment to positive animal welfare outcomes and responsible dog ownership.

3.3 Ongoing focus - For the 2026/2027

- year, the focus will remain on maintaining high levels of registration compliance, reducing dog-related complaints, promoting responsible dog ownership and supporting positive community outcomes through education, engagement and proportionate enforcement.



4 Risk Assessment Te Arotake Tūraru

4.1 Not applicable.

5 Engagement Te Whakapānga

Significance of Decision

5.1 The Council's Significance and Engagement Policy is not triggered by matters discussed in this report. No stakeholder engagement is required.

Māori and Cultural Engagement

5.2 There are no known cultural considerations associated with the matters addressed in this report. No specific engagement with Māori or other ethnicity groups is necessary.

Community Engagement

5.3 No community engagement is required.

6 Operational Implications Ngā Pānga Whakahaere

6.1 There are no operational implications with this report. This report provides a summary of the dog control functions undertaken in 2025/26.

7 Financial Implications Ngā Pānga Ahumoni

7.1 There are no financial implications with this report. The animal control function is funded from existing budgets.

8 Statutory Requirements Ngā Here ā-Ture

8.1 The report has been prepared in accordance with Section 10A of the Dog Control Act 1996.

9 Next Steps Te Kokenga

9.1 Council is required to adopt the Annual Report on Dog Control 2025/2026. Following adoption, public notice of the report will occur within one month and the report will be made publicly available on Council's website.

10 Attachments Ngā Āpitihanga

10.1 Annual Report on Dog Control - 2025/2026

Annual Report on Dog Control

1 July 2025 – 30 June 2026



Part One: Dog Control Policy and Practices

Dog Control in the District

During 2025/2026, the Council's Animal Control Team, through a joint service agreement with Rangitīkei District Council, delivered animal control services across a combined area of 7,050 km^2. The team upheld the Dog Control Act 1996 and implemented the provisions of the Council's Dog Control Policy 2019.

The team includes five Animal Control Officers, supported by the Manager - Animal Control and delivers a 24/7 service across both districts. Alongside responding to complaints, the team undertook proactive patrols to identify unregistered or roaming dogs, and investigated reports of aggressive behaviour, including dog attacks.

The graduated compliance and enforcement approach introduced in mid-2024 continues to be applied to both dog-related complaints and unregistered dogs. The approach prioritises education and working collaboratively with dog owners to achieve voluntary compliance before escalating, where necessary, through verbal or written warnings, infringement notices, classification and, as a last resort where all other measures have been unsuccessful, seizure and/ or prosecution.

This approach has continued to deliver positive outcomes. By the end of the reporting period, the number of unregistered dogs had reduced to just 25. It has also contributed to a sustained reduction in dog-related complaints, with reported complaints decreasing from 1,637 in 2023 to 1,537 in 2024, 1,159 in 2025, and 1,075 in 2026 - a reduction of approximately 34% over the past three years.

The rehoming programme has continued to grow, providing impounded and unclaimed dogs with the opportunity to be adopted into suitable homes. The programme has been promoted through both Councils' social media platforms and at local market days, increasing community awareness and supporting successful rehoming outcomes. Alongside this, the team has maintained an active presence in the community by attending local events and public gatherings, promoting responsible dog ownership, providing information on dog registration and microchipping, and strengthening relationships with residents.

Hours of Operation

Normal hours of operation are 8am – 5pm on weekdays. Animal Control Officers work on rostered shifts to enable 24-hour response to Priority One calls[1] after hours, including weekends and public holidays.

Selected Owner Status

Dog owners may apply for Selected Owner status which entitles them to a reduced annual registration fee. To qualify for this status owners must meet specific criteria. Council will assess applications based on the following factors:

- Whether property fencing is adequate.

[1] *Priority one calls include dog attacks, dogs rushing or behaving aggressively, stock worrying, secured dogs, and stock wandering.*

- If the dog(s) have been neutered.
- The owner's compliance history with the Dog Control Act and Council bylaws, including any nuisance complaints.
- If dogs have been registered before the due date.
- Whether there is appropriate dog care, including kennel conditions (weatherproof, size, cleanliness, and sanitation).

Animal Control Officers will conduct property inspections of applicants to verify compliance with Selected Owner requirements.

Menacing and Dangerous Dogs

Animal Control maintains a register of all dogs classified as Menacing or Dangerous under sections 31, 33A and 33C of the Dog Control Act 1996. Compliance inspections were undertaken during the reporting period to ensure all classified dogs, irrespective of the basis for their classification, met the legislative requirements associated with that classification.

At the end of the 2025/2026 reporting year, there were 60 dogs classified as Menacing and 9 classified as Dangerous.

Note: These figures differ slightly from annual registration statistics, as some dogs are classified during the registration year after they have already been registered. In these cases, the dog's classification is applied following an incident or offending that meets the statutory criteria, resulting in a change to its status after registration has occurred.

Prohibited public places, dog on leash areas, and dog exercise areas

There are specific areas within the Manawatū District Council area designated for exercise, lead only and prohibited areas. Animal Control Officers approach any breaches of these requirements in an educational manner in the first instance.

Infringements

In 2025/ 2026 there were 120 infringements issued for the following offences:

Offence	Number Issued
Failure to register Dog	100
Failure to Implant Microchip Transponder in Dog	1
Failure to Keep Dog Controlled or Confined	14
Failure to Keep Dog Under Control	1
Failure to Comply with Menacing Classification	3
Failure to Comply with Dangerous Classification	1

Animal Control continues to implement a graduated compliance framework, commencing with education and engagement with dog owners to promote voluntary compliance to regulatory requirements. Where these measures have been exhausted, or are deemed inappropriate given the circumstances, formal enforcement action is undertaken. Such action most commonly involves the issuance of infringement notices.

Prosecutions

There were no prosecutions taken during the 2025/2026 year.

Dog Registrations

There were 7,925 dogs registered for the 2025/2026 year. A breakdown of the types of registration is contained under Part 2 of the report.

Animal Control Complaints

During the reporting period, Animal Control received a total of 1,075 complaints. These were assessed and responded to according to established priority classifications.

- **Priority 1 complaints** – A total of 378 complaints were categorised as Priority 1. These included dog attacks, dogs rushing or behaving aggressively, stock worrying, secured dogs, and stock wandering. Such incidents are considered urgent and are attended by the Animal Control team within 15 minutes of being reported, unless the matter relates to a historical event.
- **Priority 2 and 3 complaints** – The remaining complaints were classified as Priority 2 or 3, covering a broader range of less urgent animal control issues. These complaints are required to be responded to within 24 hours during the normal business week.

Fees for Dog Control and Registration

The registration fees for the financial year were as follows:

Fee Description	Discounted fee if paid by 1 August 2025	Fee if paid after 1 August 2025
General Registration	$131.00	$195.00
Neutered / Spayed	$89.00	$125.00
Working Dogs / Selected Owner / Gold Card	$45.00	$61.00
Dangerous Dogs – Classified under the Dog Control Act 1996	$192.00	$284.00
Menacing Dog – Classified under the Dog Control Act 1996	$202.00	$298.00
Disability Assist Registration - Certified as per Schedule 5 of the Dog Control Act 1996	No Charge	No Charge

Classification of Owners and Dogs

Registration Type	Number of Dogs as at 30 June 2025	Numbers of Dogs as at 30 June 2026
General Registration	1198	1192
Selected Owners	1578	1473
Neutered Dogs	2693	2564
Dangerous Dogs	7	8
Working Dogs	1587	1525
Disability Assist Dogs	4	4
Menacing Dogs	61	55
Gold Card	1065	1094
Military	10	10
Total	8203	7925

Education

The Manawatū District Council delivers a dog education programme to schools throughout the district, aimed at promoting responsible dog ownership and safety. This initiative is supported by a contracted provider specialising in school-based dog safety education, who has also published a children's book highlighting key dog safety messages. Complimentary copies of the book are provided by Council to schools that participate in the programme, where it serves as a valuable educational resource to reinforce the lessons delivered.

In addition, Animal Control Officers are available to assist dog owners with advice on obedience training and information about relevant courses. They also provide regular guidance on specific behavioural issues, working with owners to encourage safe and responsible dog management.

Part Two: Statistical Information

Category	1 July 2024 – 30 June 2025	1 July 2025 – 30 June 2026
Total Registered Dogs	8203	7925
Total Probationary Owners	0	0
Total Disqualified Owners	3	1
Total Dangerous Dogs • *Dangerous by owner Conviction – s31(1)(a)* • *Dangerous by Sworn Evidence – s31(1)(b)* • *Dangerous by Owner in Writing – s31(1)(c)*	7 *(2)* *(5)* *(0)*	9 *(0)* *(5)* *(4)*
Total Menacing Dogs • *Menacing by Behaviour – sS33A(1)(b)(i)* • *Menacing by Breed Characteristics – s33C(1)(b)(ii)* • *Menacing by Breed – s33C(1)*	69 *(29)* *(6)* *(34)*	60 *(29)* *(4)* *(27)*
Total Infringement Notices Issued	114	120
Total Number of Complaints Received	1159	1075
Dog Attacks • *Attack on Person* • *Attack on Animal*	56 *(25)* *(31)*	49 *(23)* *(26)*
Dog Rushing • *Person Rushed at* • *Animal Rushed at*	27 *(20)* *(7)*	26 *(20)* *(6)*
Aggressive Roaming Dog	28	36
Stock Worrying	5	7
Secured Dog	159	180
Roaming Dog	171	206
Barking Dog	233	190
Welfare	2	2
Inspections	136	99
Selected Owner inspection	43	58
Selected Owner Re-inspection	3	11
Request for Information	175	127
Miscellaneous Animal Control Complaint (non-dog)	7	2
Contractor feedback/ Compliments	3	2
Stock Wandering	111	80

Prepared by: Aaron Thornton
Manager Animal Control

Date: 17 November 2026

Signature: