



# Council Agenda

Wednesday 06 May 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](http://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

PAGE

## 1. MEETING OPENING

Jerald Twomey (Kaitohu Aporei – Māori) (Principal Advisor Māori), will open the meeting.

## 2. APOLOGIES

Cr Jerry Pickford is on a pre-approved leave of absence.

## 3. CONFIRMATION OF MINUTES

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### *Recommendation*

*That the minutes of the Council meeting held 15 April 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 - REGIONAL U14 BASKETBALL CHAMPIONSHIP

Olivia Nagel and Isla Nagel will be in attendance speaking to Council.

### 6.2 REPRESENTATIVE FUND - 2025 ASIA PACIFIC CUP CANOE POLO CHAMPIONSHIP

Brandon Weston will be in attendance speaking to Council.

## 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

There are no recommendations from committees.

## 9. NON-COUNCIL MEETINGS – FOR INFORMATION

Minutes of the following Council Committees, Community Committees and Youth Council meetings 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 15 April to 5 May 2026:

COMMUNITY COMMITTEE MEETINGS	
Bainesse-Rangiotu Community Committee	• 15 April 2026
Halcombe Community Committee	• 4 May 2026
Himatangi Beach Community Committee	• 23 April 2026
Hiwinui Community Committee	• 21 April 2026
Kiwitea Community Committee	• 20 April 2026
Rongotea Community Development Group	• 4 May 2026
Tangimoana Community Committee	• 20 April 2026
<a href="https://www.mdc.govt.nz/about-council/committees-and-organisations/community-committees-and-plans">https://www.mdc.govt.nz/about-council/committees-and-organisations/community-committees-and-plans</a>	

MARAE
Aorangī Marae
Kauwhata Marae
Parewahawaha Marae
Poupatatē Marae
Taumata-o-te-rā Marae
Te Hiiri Marae
Te Rangimārie Marae
Te Tikanga Marae
Ngāti Te Au

## 10. OFFICER REPORTS

### 10.1 MANFIELD PARK TRUST NINE MONTH REPORT 2025-2026 FOR THE PERIOD ENDING 31 MARCH 2026 9.00 AM

15

Report of the General Manager – Community.

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<b>10.2 FEILDING CIVIC CENTRE TRUST NINE MONTH REPORT 2025-2026 FOR THE PERIOD ENDING 31 MARCH 2026 9.30 AM</b>	32
Report of the General Manager – Community.	
<b>10.3 AWAHURI FOREST KITCHENER PARK NINE MONTH REPORT 2025-2026 FOR THE PERIOD ENDING 31 MARCH 2026 10.30 AM</b>	36
Report of the General Manager – Community.	
<b>10.4 DISSOLUTION OF THE AWAHURI FOREST KITCHENER PARK TRUST</b>	56
Report of the General Manager – Community.	
<b>10.5 MANAWATŪ WATER SERVICES COMMITTEE – ADOPTION OF TERMS OF REFERENCE, MEMBERSHIP AND MEETING DATES</b>	69
Report of the General Manager – Infrastructure.	
<b>10.6 ADOPTION OF THE REMUNERATION AND REIMBURSEMENT FOR EXTERNAL COMMITTEE MEMBERS POLICY</b>	75
Report of the General Manager – Corporate.	
<b>10.7 APPOINTMENT OF MARAE LIAISON COUNCILLORS</b>	89
Report of the General Manager – Corporate.	

**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 – 15 April 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; 15 April 2026	<p><i>To consider the accuracy of the minutes of the public excluded Council meeting on 15 April 2026.</i></p> <p><i>Any changes to previous minutes may require members to discuss the content of the public excluded session.</i></p>	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 15 APRIL 2026	8:31 AM

Minutes of a meeting of the Council held on Wednesday 15 April 2026, which commenced at 8.31 am in 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 Grant Hadfield	
Councillor Sam Hill	
Councillor Raewyn Loader	
Councillor James McKelvie	
Councillor Jerry Pickford	
Councillor Andrew Quarrie	
Councillor Alison Short	

**APOLOGIES:** Councillor Colin Dyer

**IN ATTENDANCE:**

Shayne Harris	Chief Executive
Hamish Waugh	General Manager – Infrastructure
Frances Smorti	General Manager – Corporate
Lyn Daly	General Manager – Community
Kate Jarvis	General Manager – People
Joel Richards	Chief Financial Officer
Ash Garstang	Governance and Assurance Manager
Lisa Thomas	Strategy Manager
Amy Beazer	Junior Policy Adviser
Jeena Baines	Data, Insights and Research Analyst

MDC 25-28/206

**MEETING OPENING**

Chaplain Roger Black (RNZAF Base Ohakea) opened the meeting.

MDC 25-28/207

**APOLOGIES**

Cr Colin Dyer was on a pre-approved leave of absence.

MDC 25-28/208

**CONFIRMATION OF MINUTES**

**RESOLVED**

**That the minutes of the Council meeting held 01 April 2026 be adopted as a true and correct record.**

**Moved by: Cr Grant Hadfield**

**Seconded by: Cr Raewyn Loader**

MEETING MINUTES	
COUNCIL	TIME
WEDNESDAY 15 APRIL 2026	8:31 AM

**CARRIED (11-0)**

MDC 25-28/209

DECLARATIONS OF INTEREST

Councillor Jerry Pickford: Item 14.1, Contract Award – Turners Road Extension.

MDC 25-28/210

PUBLIC FORUM

William Rice (Rapid Response Team) spoke to Council. Highlights:

- The Rapid Response Team provides community support focused on care and compassion, including emergency/disaster relief, youth support, and helping people facing hardship.
- Support is delivered through practical services like catering, product donations, and on-the-ground disaster response.
- Strong local impact in Feilding, including events, donations, and thousands of meals delivered over the past year.
- Part of a wider national and global network, contributing to large-scale relief efforts and volunteer initiatives.
- Rapid response capability, with the ability to mobilise quickly for emergencies and support first responders and affected communities.

MDC 25-28/211

PRESENTATIONS

There were no presentations scheduled for this meeting.

MDC 25-28/212

NOTIFICATION OF LATE ITEMS

There were no late items of business notified for consideration.

MDC 25-28/213

RECOMMENDATIONS FROM COMMITTEES

There were no recommendations from committees.

MDC 25-28/214

COMMITTEE AND GROUP MEETINGS – FOR INFORMATION

The following Community Committees meetings were notified for information.

MEETING MINUTES	
COUNCIL	TIME
WEDNESDAY 15 APRIL 2026	8:31 AM

COMMUNITY COMMITTEES	
Annual Community Committee and Marae/Hapū Forum	• 01 April 2026
Halcombe Community Committee	• 06 April 2026
Kimbolton Community Committee	• 13 April 2026
Pohangina Valley Community Committee	• 08 April 2026
Rongotea Community Development Group	• 06 April 2026
Sanson Community Committee	• 09 April 2026
<a href="https://www.mdc.govt.nz/about-council/committees-and-organisations/community-committees-and-plans">https://www.mdc.govt.nz/about-council/committees-and-organisations/community-committees-and-plans</a>	

Liaison Councillors provided brief updates on their respective Committees.

- Annual Forum – Mayor Ford. Thanked staff for their attendance and presentations.
- Halcombe – Cr Pickford. Colin McFadzean attended. The other main topic was the Halcombe pathway along the back of the rugby field.
- Kimbolton – Cr Duindam. Well attended meeting. ANZAC Day presentations are in progress.
- Pohangina – Cr Bell. Acknowledged the Communications and Engagement Team for their support. The Committee had constructive feedback around the communications support during the recent state of emergency, and they had criticisms around the content on the Antenno app during this event.
- Rongotea – Cr McKelvie. They have a 150 years celebration coming up, but are still deciding exactly which date to do it on. Buses are still a hot topic.
- Sanson – Cr Short. Most of the meeting was about finalising the plans for ANZAC Day. They also discussed emergency management.

MDC 25-28/215

#### MARAE LIAISON COUNCILLORS

Mayor Ford noted that six liaisons will be appointed at the 06 May 2026 Council meeting.

Cr Bell attended the first Te Kōtui Reo meeting. She acknowledged Hamish Waugh for his attendance at Aorangī Marae, alongside the Palmerston North City Council and Waka Kotahi. Cr Bell also acknowledged Kauwhata Marae and their architecture hui and flood mitigation discussion. Lastly, she gave a mihi to the seven marae participating in the Tangata Rau Kapa Haka festival.

MDC 25-28/216

#### FEES AND CHARGES 2026/27 – ADOPTION

Report of the General Manager – Corporate seeking Council’s adoption for the fees and charges for the 2026/27 financial year.

<b>MEETING MINUTES</b>	
<b>COUNCIL</b>	<b>TIME</b>
<b>WEDNESDAY 15 APRIL 2026</b>	<b>8:31 AM</b>

**RESOLVED**

**That the Council:**

- 1. Adopts the activity fees and charges for the financial year commencing 01 July 2026 and ending 30 June 2027.**
- 2. Delegates authority to the Chief Executive to make any minor changes to the Fees and Charges before publication.**
- 3. Adopts the corrected figures for the two significant fees listed below, replacing those included in the report attachment:**

Agenda Page Number	Description	Attachment	Corrected
31	Building Services – Certificate of Acceptance deposit.	\$1,052.00	<b>\$1,454.00</b>
62	Ohakea Rural Water Scheme (outside current Pfas plume area)	\$15,575.00	<b>\$14,942.00</b>

**Moved by: Cr Grant Hadfield**

**Seconded by: Cr Jerry Pickford**

**CARRIED (11-0)**

MDC 25-28/217

**APPLICATION OF THE COMMON SEAL BETWEEN 13 NOVEMBER 2025 AND 18 MARCH 2026**

Report of the General Manager – Corporate listing the documents that have been sealed under the Common Seal under delegation since the last schedule was prepared and presented to Council on 18 September 2025.

**RESOLVED**

**That Council receive and accept the schedule of sealed documents, listed in Section 10 of this report, from 13 November 2025 to 18 March 2026.**

**Moved by: Cr Alison Short**

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

**CARRIED (11-0)**

<b>MEETING MINUTES</b>	
<b>COUNCIL</b>	<b>TIME</b>
<b>WEDNESDAY 15 APRIL 2026</b>	<b>8:31 AM</b>

MDC 25-28/218

**CONSIDERATION OF LATE ITEMS**

There were no late items notified for consideration.

MDC 25-28/219

**PUBLIC EXCLUDED BUSINESS**

**RESOLVED**

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

- 1. Confirmation of Minutes; 01 April 2026**
- 2. Contract Award – Turners Road Extension**
- 3. Town Centre Refresh Engagement**
- 4. Feilding Civic Centre Trust – Appointment of Chairperson**

**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:**

<b>General subject of each matter to be considered</b>	<b>Reason for passing this resolution in relation to each matter</b>	<b>Grounds under Section 48(1) for the passing of this resolution</b>
13. Confirmation of Minutes; 01 April 2026	<i>To consider the accuracy of the minutes of the public excluded Council meeting on 01 April 2026.</i>  <i>Any changes to previous minutes may require members to discuss the content of the public excluded session.</i>	s48(1)(a)
14.1 Contract Award – Turners Road Extension	s7(2)(i) – commercial negotiations  <i>This report discusses sensitive commercial information, including consideration of a contract award sum</i>	s48(1)(a)
14.2 Town Centre Refresh Engagement	s7(2)(h) – commercial activities  <i>This report includes early design concepts and indicative costings for the</i>	s48(1)(a)

MEETING MINUTES	
COUNCIL	TIME
WEDNESDAY 15 APRIL 2026	8:31 AM

	<i>Town Centre Refresh project, which are still being developed and may be subject to future procurement processes</i>	
14.3 Feilding Civic Centre Trust – Appointment of Chairperson	s7(2)(a) – privacy <i>This report discusses details of a private individual who may or may not be appointed to the Trust</i>	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 James McKelvie**

**CARRIED (11-0)**

*The meeting went into public excluded session at 9.15 am. For items MDC 25-28/220 to MDC 25-28/222 refer to public excluded proceedings. The meeting returned to open session at 10.27 am.*

MDC 25-28/223

**MANAWATŪ DISTRICT POPULATION PROJECTIONS**

Report of the General Manager – Corporate seeking Council’s endorsement of the population, household and age demographic projections prepared by Infometrics.

**RESOLVED**

**That the Council endorses the high growth scenario projections (population, household and age demographics) provided by Infometrics and approves them for use in the Long-term Plan 2027-37 and all related documents.**

**Moved by: Cr Grant Hadfield**

**Seconded by: Cr James McKelvie**

**CARRIED (8-3)**

***Cr Sam Hill voted against the motion  
Cr Jerry Pickford voted against the motion  
Cr Andrew Quarrie voted against the motion***

*The meeting went back into public excluded session at 11.12 am. For items MDC 25-28/224 to MDC 25-28/225 refer to public excluded proceedings. The meeting returned to open session at 12.02 pm.*

MEETING MINUTES	
COUNCIL	TIME
WEDNESDAY 15 APRIL 2026	8:31 AM

MDC 25-28/226

## CONFIRMATION OF PUBLIC EXCLUDED RESOLUTIONS IN OPEN SESSION

MDC 25-28/221 – Contract Award – Turners Road Extension (15 April 2026)

RESOLVED

*That the Council:*

1. *Authorise the award of contract MDC 1111-4 Separable Portion B to Stringfellows Contractors Ltd to construct the Turners Road Extension from the culvert to the existing Turners Road, for the total sum of seven million four hundred fifty-three thousand two hundred seventy-three dollars and fifteen cents (\$7,453,273.15) plus GST.*

*Note – the contract will be financially split across budgets of the financial years 2025/26 and 2026/27:*

- a. *2025/26 amount: \$3,260,887.83 (three million two hundred sixty thousand eight hundred eighty-seven dollars and eighty-three cents) plus GST*
- b. *2026/27 amount: \$4,192,385.32 (four million one hundred ninety-two thousand three hundred eighty-five dollars and thirty-two cents) plus GST*

2. *Approve a total 10% contingency amount of seven hundred forty-five thousand three hundred twenty-seven dollars and thirty-one cents (\$745,327.31) plus GST, to be expended only upon written instruction of the Engineer to the Contract.*

*Note – the contingency will be financially split across budgets of the financial years 2025/26 and 2026/27:*

- a. *2025/26 amount: \$326,088.78 (three hundred twenty-six thousand eighty-eight dollars and seventy-eight cents) plus GST*
- b. *2026/27 amount: \$419,238.53 (four hundred nineteen thousand two hundred thirty-eight dollars and fifty-three cents) plus GST*

*Note: This project utilises uncommitted funds from existing budgets. It is debt funded, and costs will be recovered through a combination of rates and development contributions.*

*Note: The above resolutions can be immediately released to the public domain.*

*Moved by: Cr Grant Hadfield*

*Seconded by: Mayor Michael Ford*

*CARRIED (9-1)*

*Cr Sam Hill voted against the motion  
Cr Jerry Pickford abstained from voting (conflict of interest)*



MEETING MINUTES	
COUNCIL	TIME
WEDNESDAY 15 APRIL 2026	8:31 AM

MDC 25-28/227

#### MEETING CLOSURE

The meeting was declared closed at 12.02 pm.

#### 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 06 May 2026

Business Unit: Community  
Date Created: 28 April 2026

### **Manfeild Park Trust Nine Month Report 2025/2026 for the period ending 31 March 2026**

#### **Purpose Te Aronga o te Pūrongo**

To present, for consideration, the Manfeild Park Trust Chair's and Financial Report for the period ended 31 March 2026.

This report responds to the key focus areas associated with the operational grant provided by Manawātū District Council (Council). In December 2025, Council formalised a revised set of key performance indicators, which will apply from January to June 2026 and be reported on in the Trust's end-of-year report.

While reporting has historically been provided on a six-month basis, the Trust has extended the current reporting period to provide a more up-to-date view of its position.

#### **Recommendations Ngā Tūtohunga**

That the Council receive the Manfeild Park Trust Nine Month Chairs and Financial Report for the period 1 July 2025 to 31 March 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 Manawatū District Council (Council) provides grants to Manfeild Park Trust (MPT) which are funded via a general rate. These total \$426,138 excluding GST for the 2025-26 financial year, comprised of a community investment grant of \$174,234 (referred to as a community access fee) and an operational grant of \$251,904.

1.2 MPT provides a report to Council giving an update on the progress the Trust is making against key result areas on a six and 12-monthly basis. The key result areas were formalised as Key Performance Indicators (KPI's) in December 2025. These KPI's ask that MPT measure their performance effectiveness as follows:

Focus Area	KPI / Performance Measure	Target / Standard	Rationale / Council Outcome Alignment
<b>Park Maintenance and Presentation</b>	Maintain the off-lead dog park grass area and fencing to a standard that promotes public safety and amenity.	<ul style="list-style-type: none"> <li>• Minimum 95% compliance in quarterly inspections or independent audits.</li> <li>• No more than two substantiated complaints per year relating to maintenance or safety.</li> </ul>	Ensures that Council funding maintains a safe, attractive, and well-presented community asset. Supports <i>Community Wellbeing</i> and <i>Recreation Access</i> outcomes.
<b>Public Accessibility and Use</b>	Ensure the off-lead dog park remains open and accessible to the public.	<ul style="list-style-type: none"> <li>• Dog-park open to the public 365 days per year, except during approved closures for maintenance or pre-scheduled advertised events.</li> </ul>	Confirms public accessibility and community benefit consistent with the purpose of Council's operational support.
<b>Community Event Delivery</b>	Deliver and host community-to-community events with subsidised access to Manfeild facilities.	<ul style="list-style-type: none"> <li>• Minimum of 12 community events per year.</li> <li>• Events represent a mix of local, cultural, educational, or recreational groups.</li> <li>• Demonstrate affordable or free entry for attendees.</li> </ul>	Ensures the subsidy delivers equitable community access and diverse engagement in line with Council's <i>Community Participation</i> objectives.
<b>Community Satisfaction</b>	Measure community satisfaction with events and facilities.	<p>General public:</p> <ul style="list-style-type: none"> <li>• Achieve at least 85% satisfaction in post-event or annual community surveys.</li> </ul> <p>Park booking clients:</p> <ul style="list-style-type: none"> <li>• Achieve at least 85% satisfaction in post-event surveys.</li> </ul>	Measures quality, responsiveness, and value of the facilities to the community. Supports continuous improvement and public trust.
<b>Local Economic and Social Impact</b>	Demonstrate broader community and economic benefit from Manfeild activities.	<ul style="list-style-type: none"> <li>• Provide annual data or case studies showing local impact (e.g., local suppliers used, volunteer participation, visitor spend).</li> </ul>	Highlights contribution to <i>Economic Development</i> and <i>Social Wellbeing</i> outcomes, enhancing the value proposition of Council investment.

Focus Area	KPI / Performance Measure	Target / Standard	Rationale / Council Outcome Alignment
<b>Financial Accountability and Transparency</b>	Provide clear and timely reporting to Council on use of funds.	<ul style="list-style-type: none"> <li>• Submit 6 and 12 month performance report by the agreed timeframes, including: <ul style="list-style-type: none"> <li>○ Progress against KPI performance</li> <li>○ Event summary for the Park</li> <li>○ Expenditure breakdown of Council funding.</li> </ul> </li> </ul>	Strengthens accountability and alignment with Council's financial stewardship and transparency standards.

## 2. Strategic Fit Te Tautika ki te Rautaki

2.1 This report aligns with the following Council strategic priorities:

- MPT contributes to **A place to belong and grow** by hosting a wide range of sporting, cultural, and community events that support social wellbeing.
- MPT contributes to **A prosperous, resilient economy** by hosting events that attract regional and national visitors, supporting local businesses and economic activity.

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

3.1 Historically a six-month report is provided, however on this occasion MPT have provided a nine-monthly Chairs Report to 31 March 2026 (ref: [Appendix 1](#)) and the nine-monthly Financial Report to 31 March 2026 (ref: [Appendix 2](#)) to provide a more current picture of their position.

3.2 Year-to-date MPT results show a -\$51k variance, with a forecast year-end deficit of ~\$145k (including storm damage), reflecting cost increases outpacing revenue despite higher activity levels.

3.3 MPT has deliberately trialled new initiatives (e.g. Manfeild Live and professional sponsorship procurement), accepting short-term financial losses to lift profile, diversify revenue, and move away from structurally unsustainable operations.

3.4 The Trust continue to host a variety of events that attract good attendance numbers and positive feedback and that support economic activity, community engagement, and our regional profile.

3.5 MPT operates with minimal cash reserves and ongoing reliance on Council grant funding, highlighting limited capacity to absorb shocks or sustain losses without external support. Having said that, there is growth in bookings and new income streams (e.g. facility leasing), alongside progress on debt restructuring (interest relief and repayment terms) that indicates movement toward a more sustainable financial position over time, albeit with ongoing risk.

3.6 Representatives from MPT will be in attendance at the Council meeting to speak to their nine-month report.

#### **4. Risk Assessment Te Arotake Tūraru**

- 4.1 Manfeild Park Trust’s ongoing operating deficits, limited financial resilience, and reliance on Council funding may present a risk of increased financial support requirements or service level impacts if the financial position of the Trust does not improve in the coming months.

#### **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 There are no consultation requirements arising from this report.

#### **6. Operational Implications Ngā Pānga Whakahaere**

- 6.1 There are no immediate operational implications associated with this report.

#### **7. Financial Implications Ngā Pānga Ahumoni**

- 7.1 The MPT operational grants are included in the 2026-27 budget. There are no further financial implications associated with this report, although officers note that MPT remains largely reliant on Council grant funding to sustain its operations.

#### **8. Statutory Requirements Ngā Here ā-Ture**

- 8.1 There are no statutory requirements for this report.

#### **9. Next Steps Te Kokenga**

- 9.1 MPT is scheduled to report its 12-month year-end report in September 2026. This report will include MPT’s performance against the new KPI’s for the six-month period of January – June 2026.

#### **10. Attachments Ngā ĀpitiHanga**

- Manfeild Park Trust nine monthly Chairs Report to 31 March 2026
- Manfeild Park Trust nine monthly Financial Report to 31 March 2026



**Manfeild Park Trust**  
**Progress Report for the period**  
**1 July 2025 to 31 March 2026**  
**For Manawatu District Council**

The Manfeild Park Trust (MPT) continues to work hard at both maintaining and enhancing the event schedule for the benefit of the venue hirers and the wider community. This report focuses on the results year to date end of March 2026, reflecting the latest position, its challenges, and its efforts to keep the trust moving forward. Some of the information has been retained from the previous report to Council to emphasis the historic and ongoing nature of the trust. A number of actions have been taken to enhance its offerings and provide greater benefit to the community and the ongoing financial position of the trust. This will be discussed further in the report.

**Financial Results:**

**Year to Date 31 March 2026**

Year to date 31 March 2026 the MPT operating position is sitting at an overall unfavourable YTD budget variance of -\$51,026. While the year to date result shows a significantly higher level of revenue for the trust, associated costs have more than offset the increase. The variance is largely driven by a number of key decisions to do things differently which were taken to enhance the trusts position. These initiatives were well signalled and the MPT went into the events with 'eyes wide open' to the financial risk / reward and the potential community multiplier associated with these events. While feedback from the community has been very positive, the financial benefits have not eventuated in the first year of these events. Two key areas are the search for significant sponsorship funding through a contracted sponsorship specialist, and the Manfeild Live event. The cost to date for these two actions is approximately \$115,000. Other cost increases such as equipment maintenance, IT, and grounds maintenance, take the unbudgeted expenditure to nearly -\$150,000.

**Forecast Year End**

The budgeted year end position was \$6,563, creating a break-even operational budget. The cost overruns to date and forecast to year end put the end of year result at approximately -\$95,669. This is exclusive of the \$50,000 cost for storm damage, bringing

the likely year end result to circa -\$145,000. This is not the year end result we had planned for however it is a reflection of the challenging nature of an event business in an increasingly recessionary market. A loss of \$75,000 for Manfeild Live, the investment of \$45,000 on sponsorship specialists and \$50,000 cost of storm damage make up the majority of this loss. On the upside, the training centre building is now being leased out which is additional unbudgeted income.

<b>Cost Variances</b>	
Manfeild Live	\$75,000
Kiwi Super Classic	\$13,000
RedStrike	\$45,000
Demolition (Calf Pens)	\$20,000
Equipment Maintenance	\$11,000
Booking System	\$4,000
Fuel	\$3,000
Grounds Maintenance	\$38,000
Storm Damage	\$50,000
TOTAL	\$259,000

Overall, the financial results reflect that every effort has been made to change the outlook of the trust from ongoing annual operating losses to something more sustainable. We have tried everything and taken risks that haven't been done before. Financially some aspects haven't paid off, however the benefit to the community for the likes of Manfeild Live has been highly valuable, raising the profile and possibilities for the park.

At the last update it was noted how important it was to change what we do and look at expanding what we offer, including our own events, as the status quo was not an option. Seeking a reputable sponsorship specialist, who is engaged across the country and internationally, was an important part of a new approach. The return on this is still a work in progress and we are hopeful, however the sponsorship market is under increasing demand, and the current economic pressures are not helping this. We are still optimistic the long term this investment will provide a valuable source of partnership opportunities.

Manfeild Live was another opportunity to do things differently. This was an outstanding event fully owned by MPT, with contracted specialist music event managers making this possible. All metrics and feedback were outstandingly positive. A separate report will be made to MDC regarding the generous grant funding it provide to support this event. There are significant positive feedback and many requests for this to happen on a regular basis. The trust would be keen to make this an annual event given its positive impact locally and regionally. However, the loss of approximately \$75,000 is not viable for the trust on an

ongoing basis and is a key driver of the current unfavourable variance. Without significant backing this event simply is too high a risk in the current market.

In addition to the current financial result, the recent storm in Feilding caused considerable damage around the park, and the stadium in particular. Two large commercial roller doors blew out causing irreparable damage to the doors and considerable damage to the surrounding structures. While some of this is covered by insurance, our excess of \$50k means this will further degrade our financial position which is not reflected in the year end forecast predictions.

To manage the current and year end result all casual work has stopped, and only essential repairs and maintenance are being carried out. Any costs that can be deferred will be and any other savings will be made where possible over the coming months. This highlights that the trust has no margin for variance, and this was noted when discussing the current years break even budget. Both the current and the last financial years began with essentially no cash in the bank. Without the generosity of the MDC's annual grant funding, we would not be able to continue what we do.

On a positive note, the trust has continued to build events at Manfeild. Central Districts Field Days has just closed for the year which is the trusts single largest income earner. We have brought PBR Bull Riding to the region and the country for the first time in nearly a decade and is confirmed to be an ongoing trans-Tasman competition and spectacle. As already mentioned, Manfeild Live was an outstanding success for the region and showed the potential that we have. The Kiwi Super Classic as another great equestrian event, at a level we haven't seen at Manfeild for a long time. Many of the country's best showjumpers were on display and again our expansive grounds were on display. In terms of motorsport, we continue to host OctoberFast, MG Classic, NextGen Championship, the Classic Bike festival, and the Suzuki Series motorcycle round. Agriculture continued to be a mainstay with the annual Dairy Event, A&P shows, regional show jumping, miniature horses, and vintage machinery displays. All this is alongside our frequent meeting space use for a range of businesses including financial services, civil construction, IT, Ag training and education, along with District Council meetings and events.

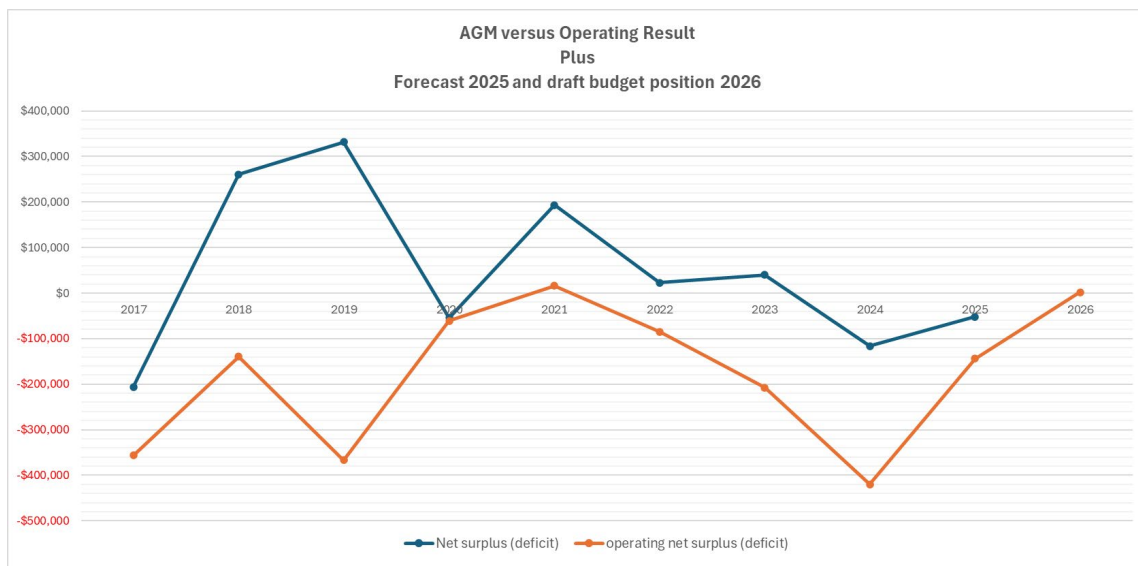
Through all of this, we have also managed to hold onto regular annual events like such as the Feilding Craft Market, PN Club Hot Rod Swap Meet, Manawatu Vintage Car Club Swap Meet, Dogs NZ Club events and the United Fire Brigade Association National Competitions.

Despite the challenges we face, the trust continues to bring local and national events to the region, boosting the economy, community engagement and opportunity, and showing what the Feilding and the Manawatu District is capable of. In this uncertain economic environment, it's encouraging that grass roots to elite events are still coming to town and benefiting all involved.

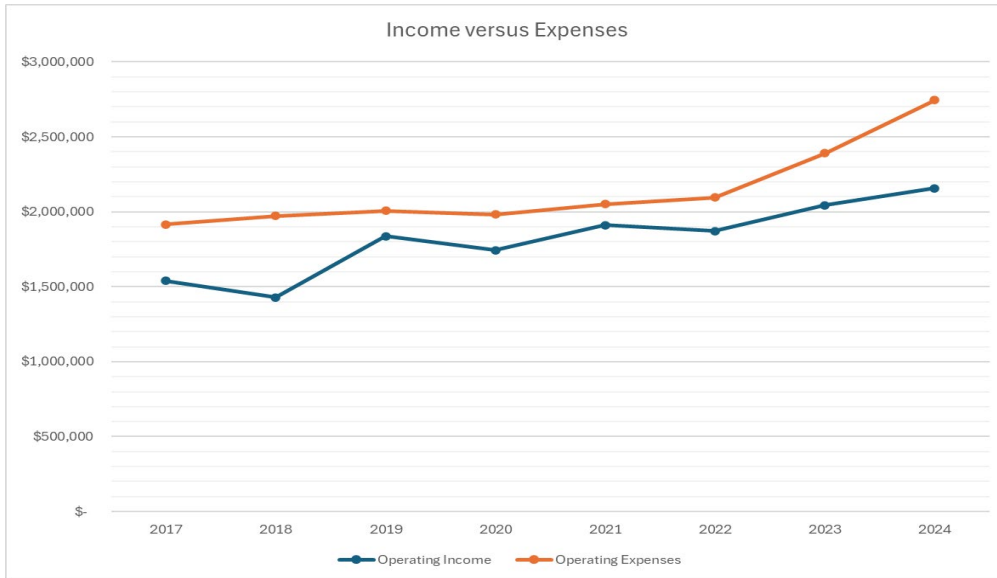
To put this in context, the below information was provided at the last financial update and highlights the challenges we face are not new. The difference being that the reserves from land sales and bank loans were used up some time ago and the true financial position of the trust is now clear for all to see.

The graph below shows the end of financial year position for the last 8 years, our current year end forecast, and our early estimated full year budget position for 2025-26. The blue line is the reported full P&L position as reported in the audited accounts. The orange line has only had the capital grant funding taken out, leaving a true operating position as capital grants don't actually offset any operational costs. It is important to note that these results all include the operating grants from MDC and sponsorship cash income.

As you can see, the work that has been done during the current financial year is showing a positive correction to previous years results. The budgeting process for 2026-27 is still being worked on, however, we are targeting a breakeven position in our operating budget.



Reviewing the variance in operating income and expenses during the same period as the above graph, shows that expenses have consistently exceeded income. However, it is encouraging that income has also been steadily increasing although expenses have grown at a higher rate. The notable increase in costs in 2023 and 2024 are related largely to (combined across both years) higher insurance premiums (\$128,000), depreciation (\$80,000), employee costs (\$224,000), and interest costs (\$57,000) due to loan rate increases. The income increases are due entirely to higher venue bookings at the park.



### Debt repayment:

MPT has current debt of \$1,639,000 with ANZ. YTD repayments have reduced debt by \$40,000 over the last 12 months. Repayments continue to be a priority, and the relationship continues to be strong with the ANZ.

We are having ongoing discussions with Kanoa (previously the Provincial Growth Fund) regarding the debt for the training centre which remains at \$1,900,000. A new variation to the loan agreement has been agreed in principle and is currently being finalised. Kanoa have agreed to remove the interest payment requirements and allow quarterly payments which will all go against the outstanding principle balance. This is a great result and while it won't change our annual expected outgoings, it will further improve the balance sheet position of the trust.

### Budget 2026-27

The trust is currently preparing its budget for 2026-27 financial year and will be targeting a break-even position. This is increasingly difficult with rising costs and limited ability to raise prices, stay competitive and maintain current clients. As noted previously, we work in an industry that is reliant on discretionary spending capacity.

### KPI Reporting – Council Grant Funding

A KPI framework was introduced in December 2025 to provide transparency on the outcomes delivered through Council's annual grant funding. The KPI's this financial year are for a six month period only and will be reported in the 12-month performance report.



**MANFEILD**

**Manfeild Park Trust**

**Monthly Management Accounts**

**For the Period Ended  
31-Mar-26**

# Manfeild Park Trust

## Statement of Comprehensive Revenue and Expenditure

For the period ending

31-Mar-26



### MANFEILD

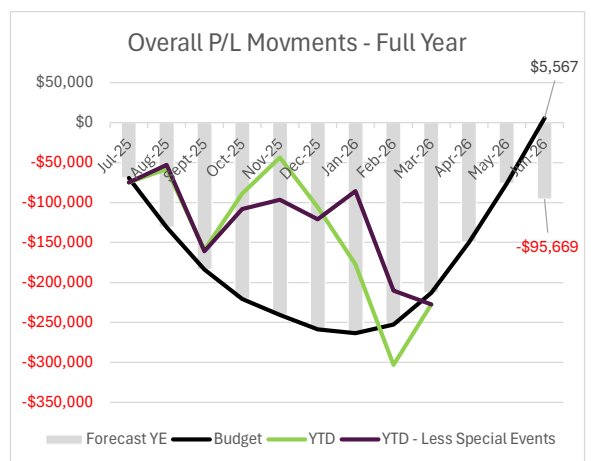
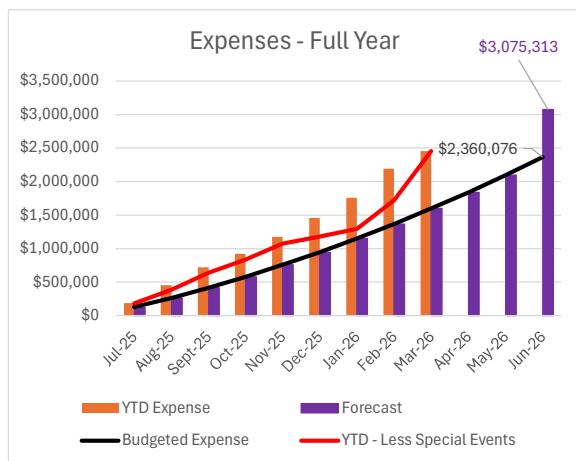
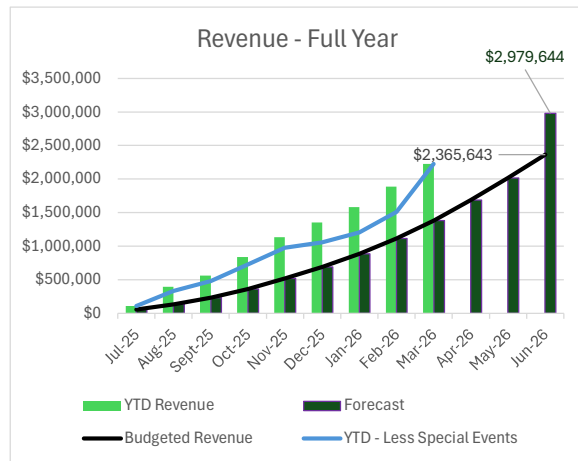
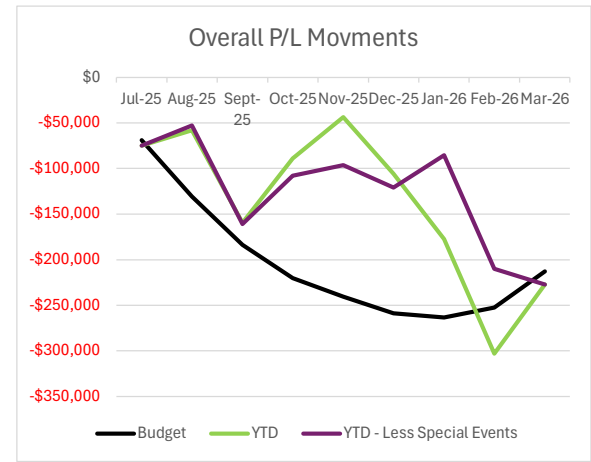
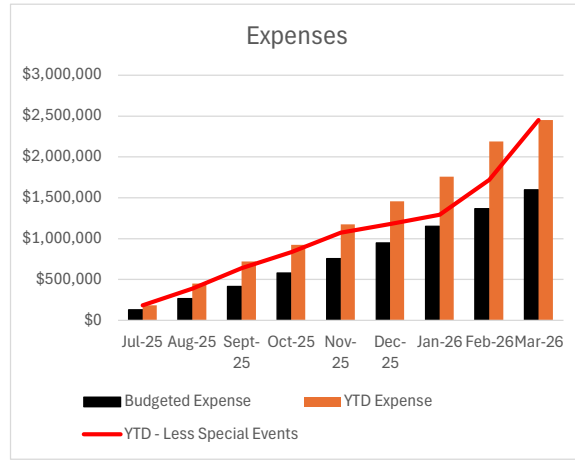
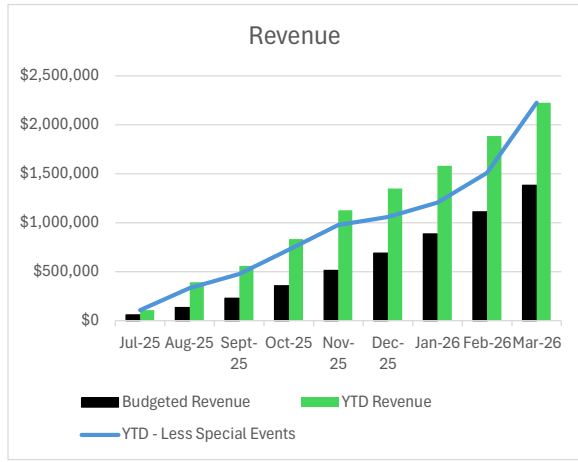
	Mth Actual	Mth budget	Mth Variance	YTD Actual	YTD Budget	YTD Variance
<b>Revenue</b>						
Interest	5	650	-645	3,383	3,557	-174
Leases	22,342	16,850	5,492	140,799	89,876	50,924
Recoveries	36,933	28,899	8,034	146,143	126,106	20,038
Sponsorship and Donations	0	987	-987	33	2,038	-2,005
Subsidies and Grants	21,984	27,328	-5,344	197,856	245,745	-47,889
Other Revenue	36,269	34,719	1,550	317,379	232,381	84,999
Venue Hire - Circuit	210,242	142,324	67,918	892,995	576,043	316,952
Venue Hire - Stadium	4,188	16,345	-12,157	65,836	92,603	-26,767
Venue Hire - Other	1,688	2,269	-581	21,483	15,221	6,262
Manfeild Live - Revenue	5,000	0	5,000	253,809	0	253,809
Cartown Kiwi Super Classic - Revenue	0	0	0	123,669	0	123,669
<b>Total Revenue</b>	<b>338,651</b>	<b>270,370</b>	<b>68,281</b>	<b>2,163,386</b>	<b>1,383,570</b>	<b>779,816</b>
<b>Expense</b>						
Personnel Costs	86,775	61,029	-25,745	565,941	548,812	-17,129
Audit Fee	0	1,678	1,678	57	8,516	8,460
Bad Debts	4	0	-4	161	0	-161
Insurance Cost	16,122	24,348	8,226	161,432	218,955	57,523
Venue Hire Costs	6,597	18,191	11,595	127,727	88,640	-39,087
Finance Expense	1,730	15,049	13,318	93,236	129,387	36,152
Other Expense	129,826	91,082	-38,744	812,773	435,806	-376,968
Manfeild Live - Expenses	2,513	0	-2,513	333,153	0	-333,153
Cartown Kiwi Super Classic - Expenses	0	0	0	137,350	0	-137,350
<b>Total Cash Expense</b>	<b>243,566</b>	<b>211,378</b>	<b>-32,189</b>	<b>2,231,829</b>	<b>1,430,117</b>	<b>-801,712</b>
<b>Net Cash Surplus (Loss)</b>	<b>95,085</b>	<b>58,993</b>	<b>36,092</b>	<b>-68,443</b>	<b>-46,546</b>	<b>-21,897</b>
<b>Less - Non cash items</b>						
Finance Expense Non-Cash	7,757	7,673	-83	46,039	61,385	15,346
Depreciation	11,446	11,667	221	103,015	105,000	1,985
Loss on Disposal of Assets	0	0	0	10,231	0	-10,231
Capital Grants	0	0	0	-62,554	0	62,554
Capital Grant Expense	0	0	0	62,554	0	-62,554
<b>Total Other Non-Cash Items</b>	<b>19,203</b>	<b>19,340</b>	<b>137</b>	<b>159,285</b>	<b>166,385</b>	<b>7,100</b>
<b>Net Income (Loss)</b>	<b>75,882</b>	<b>39,653</b>	<b>36,229</b>	<b>-227,728</b>	<b>-212,931</b>	<b>-14,797</b>

#### Overview - Monthly Variance

- Personnel Costs Unfavourable to budget by 26k this is from the three pays in March  
 - Subsidies and Grants variance due to GST error in Budget  
 - Other Expenses Unfavourable to budget due to Oncharged costs not yet recovered, Green by Nature contract, Circuit Maintenance, Vehicle Repairs, and Water Rates Bills.

#### Overview - YTD Variance

- Subsidies and Grants variance due to GST error in Budget  
 - Other Expenses Unfavourable to budget due to Green by Nature contract, Redstrike, Oncharged Event Costs not fully recovered, IT Expenses, and Maintenance costs.  
 - Overall Special Events costs heavily impacting budget.  
 - Stadium Revenue Falling behind.  
 - Loss on Disposal of Assets from Sale of NDTC cars



Manfeild Park Trust  
YTD - Cost Allocation  
For the period ending  
31-Mar-26



	Circuit	Stadium	Green Space	Property	Grants	Direct Costs	Overheads	YTD Actual
<b>Revenue</b>								
Interest	3,351	123	-604	513	0	0	3,383	3,383
Leases	0	465	0	140,334	0	140,799	0	140,799
Recoveries	79,793	64,167	2,183	0	0	146,143	0	146,143
Sponsorship and Donations	33	1	-6	5	0	0	33	33
Subsidies and Grants	0	0	0	0	197,856	0	197,856	197,856
Other Revenue	266,742	51,445	-19,956	19,149	0	191,021	126,358	317,379
Venue Hire - Circuit	869,365	0	23,380	250	0	892,995	0	892,995
Venue Hire - Stadium	9,328	56,508	0	0	0	65,836	0	65,836
Venue Hire - Other	0	2,630	18,853	0	0	21,483	0	21,483
Manfeild Live	0	0	253,809	0	0	253,809	0	253,809
Cartown Income	0	0	123,669	0	0	123,669	0	123,669
<b>Total Revenue</b>	<b>1,228,611</b>	<b>175,339</b>	<b>401,329</b>	<b>160,250</b>	<b>197,856</b>	<b>1,835,755</b>	<b>327,630</b>	<b>2,163,386</b>
<b>Expense</b>								
Personnel Costs	241,852	159,259	116,149	48,681	0	0	565,941	565,941
Audit Fee	56	2	-10	9	0	0	57	57
Bad Debts	159	6	-29	24	0	0	161	161
Insurance Cost	115,517	42,096	-11,078	14,897	0	0	161,432	161,432
Venue Hire Costs	87,603	37,580	1,248	1,296	0	119,172	8,555	127,727
Finance Expense	134,308	8,048	-23,398	20,317	0	0	139,275	139,275
Other Expense	522,493	147,716	75,692	66,873	0	391,930	420,843	812,773
Manfeild Live - Costs	0	0	333,153	0	0	333,153	0	333,153
Cartown Expense	0	0	137,350	0	0	137,350	0	137,350
<b>Total Cash Expense</b>	<b>1,101,988</b>	<b>394,707</b>	<b>629,076</b>	<b>152,097</b>	<b>0</b>	<b>981,605</b>	<b>1,296,262</b>	<b>2,277,867</b>
<b>Net Cash Surplus (Loss)</b>	<b>126,624</b>	<b>-219,368</b>	<b>-227,748</b>	<b>8,154</b>	<b>197,856</b>	<b>854,150</b>	<b>-968,632</b>	<b>-114,482</b>
<b>Less - Non cash items</b>								
Depreciation	73,715	26,863	-7,069	9,506	0	0	103,015	103,015
Loss on Disposal of Assets	7,321	2,668	-702	944	0	0	10,231	10,231
Capital Grants	0	0	0	0	62,554	0	62,554	62,554
Grant Expense	0	0	0	0	62,554	0	62,554	62,554
<b>Total Other Non-Cash Item</b>	<b>81,037</b>	<b>29,530</b>	<b>-7,772</b>	<b>10,450</b>	<b>0</b>	<b>0</b>	<b>113,246</b>	<b>113,246</b>
<b>Net Income (Loss)</b>	<b>45,587</b>	<b>-248,898</b>	<b>-219,976</b>	<b>-2,297</b>	<b>197,856</b>	<b>854,150</b>	<b>-1,081,878</b>	<b>-227,728</b>

# Manfeild Park Trust

## Forecast Revenue and Expense based on Movements Year To Date

For the period ending

31-Mar-26



	Full Year Budget	Full year Forecast	variance to budget - Forecast
<b>Revenue</b>			
Interest	5,600	4,929	-671
Leases	150,000	223,440	73,440
Recoveries	230,460	232,614	2,154
Sponsorship and Donations	5,000	1,514	-3,486
Subsidies and Grants	327,728	279,813	-47,915
Other Revenue	380,180	439,978	59,798
Venue Hire - Circuit	1,086,500	1,262,783	176,283
Venue Hire - Stadium	156,450	130,277	-26,173
Venue Hire - Other	23,725	26,818	3,093
<b>Original Budgeted Revenue</b>	<b>2,365,643</b>	<b>2,602,166</b>	<b>236,523</b>
Manfeild Live - Revenue	0	253,809	253,809
Cartown Kiwi Super Classic - Revenue	0	123,669	123,669
<b>Total Revenue</b>	<b>2,365,643</b>	<b>2,979,644</b>	<b>614,001</b>
<b>Expense</b>			
Personnel Costs	731,900	749,577	-17,677
Audit Fee	14,600	14,600	0
Bad Debts	0	161	-161
Insurance Cost	292,000	240,000	52,000
Venue Hire Costs	157,000	181,743	-24,743
Finance Expense	260,000	159,492	100,508
Other Expense	763,580	1,068,703	-305,123
<b>Original Budgeted Expense</b>	<b>2,219,080</b>	<b>2,414,276</b>	<b>-195,196</b>
Manfeild Live - Expenses	0	329,402	-329,402
Cartown Kiwi Super Classic - Expenses	0	137,350	-137,350
<b>Total Cash Expense</b>	<b>2,219,080</b>	<b>2,881,028</b>	<b>-661,948</b>
<b>Net Cash Surplus (Loss)</b>	<b>146,563</b>	<b>98,616</b>	<b>-47,947</b>
<b>Less - Non cash items</b>			
Finance Expense Non-Cash	0	46,039	-46,039
Depreciation	140,000	138,015	1,985
Loss on Disposal of Assets	0	10,231	-10,231
Capital Grants	0	0	0
Capital Grant Expense	0	0	0
<b>Total Other Non-Cash Items</b>	<b>140,000</b>	<b>194,285</b>	<b>-54,285</b>
<b>Original Budgeted Net Income (Loss)</b>	<b>6,563</b>	<b>-6,395</b>	<b>-12,958</b>
Effect of Special Events	0	-89,274	-89,274
<b>Total Net Income (Loss)</b>	<b>6,563</b>	<b>-95,669</b>	<b>-102,232</b>

# Manfeild Park Trust

## Revenue and Expense Comparatives to the Prior Period

For the period ending

31-Mar-26



**MANFEILD**

	YTD Actual	YTD Budget	YTD Variance	Variance to budget -	Prior Year	Variance to Prior Year
<b>Revenue</b>						
Interest	3,383	3,557	-174	-671	5,353	-1,970
Leases	140,799	89,876	50,924	73,440	114,756	26,043
Recoveries	146,143	126,106	20,038	2,154	174,068	-27,925
Sponsorship and Donations	33	2,038	-2,005	-3,486	2,460	-2,427
Subsidies and Grants	197,856	245,745	-47,889	-47,915	393,376	-195,520
Other Revenue	317,379	232,381	84,999	59,798	268,597	48,783
Venue Hire - Circuit	892,995	576,043	316,952	176,283	921,014	-28,019
Venue Hire - Stadium	65,836	92,603	-26,767	-26,173	110,895	-45,059
Venue Hire - Other	21,483	15,221	6,262	3,093	18,353	3,131
Manfeild Live - Revenue	253,809	0	253,809	253,809	0	-253,809
Cartown Kiwi Super Classic - Revenue	123,669	0	123,669	123,669	0	-123,669
<b>Total Revenue</b>	<b>2,163,386</b>	<b>1,383,570</b>	<b>779,816</b>	<b>614,001</b>	<b>2,008,871</b>	<b>154,515</b>
<b>Expense</b>						
Personnel Costs	565,941	548,812	-17,129	-17,677	693,883	127,941
Audit Fee	57	8,516	8,460	0	10,200	10,143
Bad Debts	161	0	-161	-161	0	-161
Insurance Cost	161,432	218,955	57,523	52,000	199,426	37,994
Venue Hire Costs	127,727	88,640	-39,087	-24,743	109,189	-18,538
Finance Expense	93,236	129,387	36,152	100,508	145,246	52,010
Other Expense	812,773	435,806	-376,968	-305,123	715,497	-97,276
Manfeild Live - Expenses	333,153	0	-333,153	-195,196	0	333,153
Cartown Kiwi Super Classic - Expenses	137,350	0	-137,350	0	0	137,350
<b>Total Cash Expense</b>	<b>2,231,829</b>	<b>1,430,117</b>	<b>-801,712</b>	<b>-329,402</b>	<b>1,873,440</b>	<b>-358,389</b>
<b>Net Cash Surplus (Loss)</b>	<b>-68,443</b>	<b>-46,546</b>	<b>-21,897</b>	<b>-47,947</b>	<b>135,430</b>	<b>-203,873</b>
<b>Less - Non cash items</b>						
Finance Expense Non-Cash	46,039	61,385	15,346	-46,039	0	-46,039
Depreciation	103,015	105,000	1,985	-1,985	119,804	16,789
Loss on Disposal of Assets	10,231	0	-10,231	-10,231	10,947	715
<b>Total Other Non-Cash Items</b>	<b>159,285</b>	<b>166,385</b>	<b>7,101</b>	<b>-54,285</b>	<b>130,750</b>	<b>-28,534</b>
<b>Net Income (Loss)</b>	<b>-227,727</b>	<b>-212,931</b>	<b>-14,796</b>	<b>-102,232</b>	<b>4,680</b>	<b>-175,339</b>

**Manfield Park Trust**  
**Statement of Financial Position**  
**For the period ending**



**31-Mar-26**

	<b>Current Position</b>	<b>Movement from last Month</b>	<b>Prior Year</b>
<b>Current Assets</b>	<b>273,686</b>	<b>-48,463</b>	<b>516,295</b>
Cash and Cash Equivalents	71,115	31,891	259,851
Accounts receivable	105,413	-64,001	115,267
Prepayments	97,158	-16,352	141,178
<b>Non-Current Assets</b>	<b>40,015,823</b>	<b>-11,446</b>	<b>40,185,698</b>
Fixed Assets	41,309,812	0	41,351,166
Fixed Assets - Accumulated Depreciation	-1,295,188	-11,446	-1,166,667
Other Assets	1,199	0	1,199
<b>Total Assets</b>	<b>40,289,508</b>	<b>-59,909</b>	<b>40,701,993</b>
<b>Current Liabilities</b>	<b>480,236</b>	<b>132,165</b>	<b>709,134</b>
Accounts Payable	110,964	-7,938	146,723
PAYE Payable	24,964	-8,476	24,370
Sundry Creditors	1,780	9,680	20,253
Accrued Expenses	1,874	0	80,218
Current Borrowings	102,967	20,226	124,333
Employee Entitlements	62,994	-6,526	60,001
Grants Unspent	0	0	42,584
GST Payable	588	-9,738	9,018
Revenue in Advance	106,535	36,665	113,070
Credit Cards	849	1,789	1,764
Deposit Holding Account	66,723	96,481	86,800
Wages Payable	0	0	0
<b>Non-Current Liability</b>	<b>3,731,547</b>	<b>3,626</b>	<b>3,568,417</b>
Non-current Borrowings	3,731,547	3,626	3,568,417
<b>Total Liabilities</b>	<b>4,211,784</b>	<b>135,791</b>	<b>4,277,551</b>
<b>Total assets less Liabilities</b>	<b>36,077,725</b>	<b>-195,700</b>	<b>36,424,443</b>
<b>Equity</b>			
Retained Earnings	332,835	0	322,340
Revaluation Reserve	16,296,909	0	16,296,909
Trust Capital	9,419,884	0	9,511,904
Trustees Income Account	10,255,824	0	10,255,824
(Profit) Loss for year	-227,727	75,882	0
<b>Total Equity</b>	<b>36,077,725</b>	<b>0</b>	<b>36,386,977</b>

## Other Expenses - 10 Highest Costs YTD

(excluding Indirect Overheads)

	<u>Monthly Costs</u>	<u>YTD Costs</u>	<u>PY YTD</u>
Maintenance GS	11,501	102,911	47,674
Maintenance Circuit	20,422	79,444	95,665
Trustee Fees	11,192	73,435	84,028
IT Expenses incl Website	3,507	67,503	50,397
Event Costs Oncharged Circuit	21,852	65,082	49,454
Maintenance Stadium	21,848	53,567	30,506
Professional Fees incl Legal	0	52,247	8,565
Event Costs Oncharged Stadium	255	48,763	51,923
Security	4,731	44,982	42,723
Maintenance General	5,289	36,117	16,636

## Indirect Overheads - 10 Highest Costs YTD

	<u>Monthly Costs</u>	<u>YTD Costs</u>	<u>PY YTD</u>
Wages & Salaries	86,775	561,763	616,932
Insurance Manfeild	16,122	161,432	199,426
Interest Paid	7,870	125,956	118,269
Depreciation	11,446	103,015	119,804
Trustee Fees	11,192	73,435	84,028
IT Expenses incl Website	3,507	67,503	50,397
Capital Grant Expenses	0	62,554	0
Professional Fees incl Legal	0	52,247	8,565
Security	4,731	44,982	42,723
Maintenance General	5,289	36,117	16,636

## **Council**

Meeting of 06 May 2026

Business Unit: Community  
Date Created: 28 April 2026

### **Feilding Civic Centre Trust Nine Month Report 2025/2026 for the period ending 31 March 2026**

#### **Purpose Te Aronga o te Pūrongo**

To present for consideration the Feilding Civic Centre Trust's nine-month chair, centre manager and financial report for the period ending 31 March 2026.

#### **Recommendations Ngā Tūtohunga**

That the Council receives the tabled Feilding Civic Centre Trust's nine-month chair, centre manager and financial report for the period ending 31 March 2026.

Report prepared by:  
Karyn Crawley  
Community Operations Advisor

Approved for submission by:  
Lyn Daly  
General Manager - Community

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## 1 Background Ngā Kōrero o Muri

- 1.1 The Feilding Civic Centre Trust (FCCT) is a Council Controlled Organisation (CCO). A CCO is any organisation in which one or more local authorities own or control 50% or more of the voting rights or have the right to appoint 50% or more of the directors of the organisation.
- 1.2 The Council is required by the LGA to regularly undertake performance monitoring of its CCOs. Council is required to evaluate:
- The contribution of each CCO to the Council's objectives for the CCO;
  - The desired results set out in the SOI; and
  - The overall aims and outcomes of the Council based on the six-month reports.
- 1.3 A half-yearly report must be delivered to shareholders within two months after the end of the first half of each financial year, however the half-yearly report was delayed and is now presented as a nine-month report.
- 1.4 This report outlines the FCCT performance against the expectations and targets / outputs set in the Statement of Intent 2025-2026. For reference, the SOI document can be viewed at the following link - [Council Organisations | Manawatū District Council](#).

## 2 Strategic Fit Te Tautika ki te Rautaki

- 2.1 FCCT contributes to **A place to belong and** grow by providing spaces for community events, performances, meetings, sporting endeavours and cultural activities.
- 2.2 FCCT contributes to **A prosperous, resilient** economy by attracting events, performances and visitors to the district.

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

- 3.1 Council approved the following four expectations for FCCT that formed the Statement of Intent 2025 - 2026:
- Expectation 1. Work to attract, promote and hold events and activities to encourage utilization in the Civic Centre
  - Expectation 2. Work to encourage participation of the community in performing arts and recreational activity
  - Expectation 3. Work to optimally run the Feilding Civic Centre in a financially astute manner

- Expectation 4. Work with Council on developing and delivering a facility investment schedule and 10+ year asset management plan (AMP).

3.2 FCCT has reported against these expectations in the nine-monthly chair, centre manager and financial report to 31 March 2026 (ref: [Appendix 1](#)).

3.3 Members of the Trust and the Centre Manager will be present at the 6 May 2026 meeting to speak to the report.

#### **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 There is no community engagement associated with this report.

#### **6 Operational Implications Ngā Pānga Whakahaere**

6.1 Under Section 66 (5) of the Local Government Act 2002 the Council is required to publish the FCCT nine-month report on the Council website for no less than seven years.

#### **7 Financial Implications Ngā Pānga Ahumoni**

7.1 Feilding Civic Centre Trust receives an operational grant from MDC that is paid in a lump sum to FCCT at the commencement of financial year. The grant for FY 2026 is \$196,630 + GST.

7.2 Additionally, there is an annual FCCT maintenance and repairs budget held by MDC for minor works on the facility totalling \$50,000 p.a. plus inflation.

7.3 A pro-rata honorarium is paid annually at the end of financial year up to the value of \$9,000.

7.4 There are no financial implications with receiving this report.

## **8 Statutory Requirements Ngā Here ā-Ture**

- 8.1 The Local Government Act 2002, section 66 requires that “During each financial year, the board of a council-controlled organisation must report on the organisation’s operations to its shareholders.”

## **9 Next Steps Te Kokenga**

- 9.1 Not applicable

## **10 Attachments Ngā Āpitihanga**

- FCCT nine-monthly Chair, Centre Manager and Financial Report to 31 March 2026 – to be tabled after the publication of the agenda

## **Council**

Meeting of 06 May 2026

Business Unit: Community  
Date Created: 28 April 2026

### **Awahuri Forest Kitchener Park Trust Nine Month Report 2025/2026 for the period ending 31 March 2026**

#### **Purpose Te Aronga o te Pūrongo**

To present for consideration the Awahuri Forest Kitchener Park Trust's nine-month report for the period ending 31 March 2026.

#### **Recommendations Ngā Tūtohinga**

That the Council receives the Awahuri Forest Kitchener Park Trust's nine-month chairs and financial reports for the period ending 31 March 2026.

Report prepared by:  
Karyn Crawley  
Community Operations Advisor

Approved for submission by:  
Lyn Daly  
General Manager - Community

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## 1. **Background** Ngā Kōrero o Muri

- 1.1 The Awahuri Forest Kitchener Park Trust (AFKPT) is a Council Controlled Organisation (CCO). A CCO is any organisation in which one or more local authorities own or control 50% or more of the voting rights or have the right to appoint 50% or more of the directors of the organisation.
- 1.2 The Council is required by the LGA to regularly undertake performance monitoring of its CCOs. Council is required to evaluate:
- The contribution of each CCO to the Council's objectives for the CCO;
  - The desired results set out in the SOI; and
  - The overall aims and outcomes of the Council based on the six-month reports.
- 1.3 A half-yearly report must be delivered to shareholders within two months after the end of the first half of each financial year, however the half-yearly report was delayed and is now presented as a nine-month report.
- 1.4 This report outlines the AFKPT performance against the expectations and targets / outputs set in the Statement of Intent 2025-2026. For reference, the SOI document can be viewed at the following link - [Council Organisations | Manawatū District Council](#).

## 2. **Strategic Fit** Te Tautika ki te Rautaki

- 2.1 AFKPT assists in the ecological restoration, management and enhancement of the land contributing to Council's strategic priority "*an environment to be proud of*".

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

- 3.1 Council approved the following five expectations for AFKPT that formed the Statement of Intent 2025 - 2026:
- Expectation 1. Maintain the forest / park, within the existing boundary, as an area of unspoilt nature (scenic reserve) for the benefit of the community and visitors.
  - Expectation 2. Actively pursue third-party funding opportunities for forest / park investment (to invest in the activities within the forest / park and development of the forest / park).
  - Expectation 3. Plan to develop further walking and cycling tracks within the forest / park to connect to the "loop track concept" described in Council's Walking & Cycling Strategy.

- Expectation 4. Minimise future flooding impacts to the forest / park through appropriate design and planting.
- Expectation 5. Make the forest / park available for educational opportunities to increase awareness and extend knowledge.

3.2 AFKPT has reported against these expectations in the nine-monthly Chairs Report to 31 March 2026 (ref: [Appendix 1](#)) and the nine-monthly Financial Report to 31 March 2026 (ref: [Appendix 2](#)). Note this report includes reports from the previous Chair, Bessie Nicholls, from July – December 2025 and newly appointed Chair, Jo Morris, from January – March 2026. Of note is:

- The targets and outputs to achieve the performance target expectations are on track or in progress.
- A number of third-party funding grants have either ended or due to end that supported the planting and development of the park and forest. An application for a new grant has been made but the outcome is not known at the time of the report.
- The biodiversity emphasis for the nine-month period has been on reducing pest seedling infestations such as an infestation amongst the new planting in the Awahuri wetlands paddock, which has been cleared. Some infestations result from neighbouring land - for example, in more recent months, Old Man's Beard seedlings have been emerging in the forest from the nearby Hensen's Bush block.
- A determined approach to lobby nationally for Phragmites Karka to be classified as a pest plant and funded eradication across New Zealand continued with involvement of the Ombudsman, a presentation at the national biosecurity conference and an article produced by Professor Barry Scott. This has culminated in increased national and regional council focus and, as a result, the co-ordination role of recording and ensuring new infestations is moving from AFKPT to Horizons and other national bodies.
- The financial reporting shows a net balance of -\$14,103 for the nine-month period to 31 March 2026 against a budget of -\$20,156 for this period. This is largely due to timing with claiming the biodiversity grants and Horizons Plant Care grant.

3.3 Members of the Trust will be present at the 6 May 2026 meeting to speak to the report.

#### **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 There is no community engagement required for the matters addressed in this report.

### **6. Operational Implications Ngā Pānga Whakahaere**

- 6.1 The nine-month report will be published on Council’s website for a period of seven years.

### **7. Financial Implications Ngā Pānga Ahumoni**

- 7.1 AFKPT receives an operational grant from MDC that is paid in four instalments throughout the year. The grant for FY 2026 is \$148,380 + GST.

- 7.2 A pro-rata honorarium is paid annually at the end of financial year up to the value of \$6,000.

- 7.3 In addition to AFKPT investment, Council continues its investment in the park and forest through approved Long-term Plan and Asset Management Plan budgeted projects. For example, \$326,000 is budgeted for FY 2026 for a range of developments including additional boardwalks, boardwalk seating, signage upgrades, and track development.

- 7.4 There are no financial implications with receiving this report.

### **8. Statutory Requirements Ngā Here ā-Ture**

- 8.1 The Local Government Act 2002, section 66 requires that “During each financial year, the board of a council-controlled organisation must report on the organisation’s operations to its shareholders.”

### **9. Next Steps Te Kokenga**

- 9.1 Not applicable

### **10. Attachments Ngā Āpitihanga**

- AFKPT nine-monthly Chairs Report to 31 March 2026
- AFKPT nine-monthly Financial Report to 31 March 2026

## **Awahuri Forest Kitchener Park Trust nine-month report to Manawatū District Council: June 2025 to March 2026**

### **Background**

This Statement of Intent covers the year 1 July 2025 to 30 June 2026:

#### **PURPOSE**

The purpose of this Statement of Intent is to

- a) State publicly the activities and intentions of this Council Controlled Organisation for the year and the objective to which those activities will contribute; and
- b) Provide an opportunity for shareholders<sup>1</sup> to influence the direction of the organisation; and
- c) Provide a basis for the accountability of the directors<sup>2</sup> to their shareholders for the performance of the organisation.

#### **OBJECTIVES OF THE COUNCIL CONTROLLED ORGANISATION**

1. Section 59 of the Local Government Act 2002 provides:

Principal objective of a council-controlled organisation

- 1) The principal objective of a council-controlled organisation is to
  - a. Achieve the objectives of its shareholders, both commercial and non-commercial, as specified in the statement of intent; and
  - b. Be a good employer; and
  - c. Exhibit a sense of social and environmental responsibility by having regard to the interests of the community in which it operates and by endeavouring to accommodate or encourage these when able to do so; and
  - d. If the council-controlled organisation is a council-controlled trading organisation, conduct its affairs in accordance with sound business practice.
- 2) In subsection 1) b. good employer has the same meaning as in clause 36 of Schedule 7 of the Local Government Act 2002.

The overall result Council strives for is - Our people delivering great service and facilities to our community. AFKPT as a Council Controlled Organisation is seen as an extension of Council striving towards this outcome.

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<sup>1</sup> 'Shareholders' include any partners, joint venture partners, members or other persons holding equity securities in relation to the organisation. In this case the shareholders will be the Mayor and the Councillors of the Manawatū District Council.

<sup>2</sup> 'Directors' and the 'Board' include trustees, managers or office holders (however described in the organisation).

## **NATURE AND SCOPE OF ACTIVITIES**

### **Nature**

The park / forest is classified as Scenic A reserve. Scenic A Reserve preserves native flora and fauna as much as possible. The Trust is required to govern the maintenance and restoration of the park / forest as per the Reserves Act (RA) stipulations.

### **Scope**

Awahuri Forest Kitchener Park Trust is a Council Controlled Organisation (CCO), accessing funding and providing governance for: long-term planning for reforestation as near as possible to 150 years ago, planting, biodiversity, hydrology, infrastructure and education.

## **PURPOSES OF AWAHURI FOREST KITCHENER PARK TRUST**

The purposes of the Awahuri Forest Kitchener Park Trust as identified in its Trust Deed are:

- 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 Awahuri Forest Kitchener Park, and foster knowledge of and interest in the ecological restoration activity at the park;
- d) To ensure the continued protection and restoration of Awahuri Forest 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 Awahuri Forest 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.

This Statement of Intent recognises the large number of purposes detailed in the trust deed and concentrates on the five expectations detailed in the Statement of Expectation, given the number of trustees and resource available.

**STATEMENT OF ACCOUNTING POLICIES AND PRACTICES**

1. Financial statements are in accordance with the Public Benefit Entity Simple format – Accrual (not for profit)
2. Comply with the financial obligations of the Local Government Act 2002 with respect to CCO financial reporting
3. Comply with the Charitable Act 2005
4. Approval of payments and monthly sign off of all activities by all Trustees
5. To apply sound financial practices, act prudently and transparently, recognising the Trust receives significant funding from Manawatu Ratepayers.

**PERFORMANCE TARGETS - Six monthly report June to December 2025 and first quarter of 2026 (January – March 2026)**

**Expectation 1. Maintain the forest / park, within the existing boundary, as an area of unspoilt nature (scenic reserve) for the benefit of the community and visitors.**

Description	Starting Point	Target / Output	
To continue pest plant programme	2020	<b>Zero density control of Old Man’s Beard by 2027</b> <u>June 2025 – December 2025</u> 2025-26 continue monitoring the whole forest for seedling infestations	<b>Ontrack</b>
		Over the past three summers, an intensive elimination effort has been undertaken. Currently, only one major area of infestation remains, located in the Awahuri paddock near the stream. Additionally, the council has begun allocating resources to the Hansons and Wastewater Treatment areas, which is expected to further reduce the number of new seedlings appearing along the sections of forest nearest Kawakawa Road.	<b>OnTrack</b>
		<u>January 2026 – March 2026</u> A major effort is underway to eradicate Old Man’s Beard. New seedlings are emerging at the front of the Forest near Henson’s Bush. Green by Nature (GBN), funded by MDC and directed by Horizons, is addressing the issue.	<b>OnTrack</b>
		<b>Manage Bind weed, Jasmine and dock weed by 2027</b> <u>June 2025 – December 2025</u>	<b>On Track</b>

		<p>2025-26 continue management of new plantings and summer blitz in Awahuri Paddock. Managing Bind weed will need to continue annually.</p> <p><u>January 2026 – March 2026</u> Monitoring continued over the first quarter.</p> <p><b>Achieve control mechanism for Phragmites by 2028</b> <u>June 2025 – December 2025</u> 25-26:</p> <ol style="list-style-type: none"> <li>a. Management to continue at optimal levels within the Trust’s resources. We found unexpectedly; areas we have completed three treatment on are showing significant signs of Phragmites being compromised. This has impacted on how we move forward. The techniques that have been developed now require validation and reinforcement, with the aim of establishing a monitoring programme over the next few years.</li> <li>b. Priority for research &amp; development succession to ensure knowledge is retained and shared. Trust to communicate these changes and updates to Councils and other entities in early new year by holding an event to update all</li> <li>c. Continue to lobby for national recognition as a pest plant and funded eradication across NZ. Now Horizon and other entities are working on developing a programme of Research on a national basis. They are accessing a MBIE fund to take this project forward outside of the Trust. See note below.</li> </ol> <p><u>January 2026 – March 2026</u> Phragmites workshop held Tuesday 17 February 2026 at Awahuri Forest– 26 external participants attended. However, a further eight were not able to attend due to weather-related commitments (Auckland based) – none from Taranaki, only two from Wellington. Good representation from Regional Councils, DoC, MPI and four community groups. There is now a solid network of approximately 70 across New Zealand and 18 participants had attended previous events.</p>	<p><b>OnTrack</b></p> <p><b>Ahead</b></p> <p><b>Ahead</b></p>
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<p>Number of traps vs kill catch animal pests</p>	<p>2013</p>	<p><u>June 2025 – December 2025</u> Encourage buffer zone upstream to prevent new infestation.</p> <p>We need some new traps, as four have disappeared between July to December 2025. Pests Capture: 37 Possums across Forest and wastewater Treatment areas, (21 of these in the forest and 16 from the Wastewater Treatment site). We are still seeing evidence of higher possum numbers in Feilding. Note Trapping is carried out by Kauwhata, and they are now paid for the Wastewater Treatment areas</p> <p><u>January 2026 – March 2026</u> No report received from Kauwhata this quarter.</p>	<p><b>On Track</b></p> <p><b>On Track</b></p>
<p>Number of Native species planted</p>	<p>38 species, 14,000 plants on 30 June 2025</p>	<p><u>June 2025 – December 2025</u> Assess, develop and communicate with nurseries a 10-year enrichment planting program for the newly restored areas</p> <p>Planted 15,500 plants 39 species June to Dec 2025</p> <p><u>January 2026 – March 2026</u> GBN planted 380 plants this quarter and is now focusing on maintaining the main forest.</p>	<p><b>To delay a year</b></p> <p><b>On Track</b></p> <p><b>On Track</b></p>
<p>New plant survival rate</p>	<p>80%+</p>	<p><u>June 2025 – December 2025</u> New wetlands: 80%+ over 2½ year period 1 July 2024 to 31 December 2027 Final plant counts to be completed for Coronation planting area and MPI funded plants. Plant loss is well above the 80%. We are seeing wetland and forest management programmes are estimated into late 80 and early 90%</p> <p><u>January 2026 – March 2026</u> Nothing further to add this quarter.</p>	<p><b>On Track</b></p> <p><b>On Track</b></p> <p><b>On Track</b></p>



	<ul style="list-style-type: none"> <li>Trustee 1,100</li> <li>Stakeholders' 200</li> </ul>	<p>Maintain relationships and measure the resulting significant 'in kind' support Trustees Stakeholders 120 (much of this around Phragmites)</p> <p><i>January 2026 – March 2026</i> Trustee Hours this quarter – 55 hours</p>	<b>On Track</b>
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**Expectation 3. Plan to develop further walking and cycling tracks within the forest / park to connect to the “loop track concept” described in Council’s Walking & Cycling Strategy.**

Description	Starting Point	Target / Output	
Awahuri Paddock all weather maintenance track	May 2025	<p><i>June 2025 – December 2025</i> Permits approved Dec 2025, with completion expected by June 2026 <i>Note MDC funded activity—</i></p> <p>The permits have been submitted and, as far as the Trust knows, accepted. This work and other work in Horizons Regional Council has been delayed due processes between the internal issues inside Horizons Regional Council who are the controllers of the Streams and River activities. This project is within the Stream channel jurisdiction.</p> <p><i>1 January 2026 – March 2026</i> Nothing further progress this quarter.</p>	<p><b>Behind</b></p> <p><b>Behind</b></p>
Work with Council on a cycling track design	Not yet commenced	<p><i>June 2025 – December 2025</i> Understand MDC’s vision and work together on a cycling track design. Keep dialogue open with Council, review and have input into relevant plans.</p> <p><i>January 2026 – March 2026</i> The Trust is available to work with the Council on the Cycling track design.</p>	<p><b>Not Happened</b></p> <p><b>Available to discuss as needed</b></p>

**Expectation 4. Minimise future flooding impacts to the forest / park through appropriate design and planting.**

Description	Starting Point	Target / Output	
<p>Take opportunities to provide feedback to Council and Horizons concerning flood management activity. Maintain relationship with Horizons</p>	<p>February 2024 infrastructure for wetland planting.</p>	<p><u>June 2025 – December 2025</u> Report on feedback provided to Council and Horizons.</p> <p>Horizons and council officers visited wetland to inspect plantings the 2025 winter was quite dry, and we didn't experience significant floods. The wetland and re-opened west side of the original channels worked well when we had two very small floods during winter months. New plant layout in Wetland and Forest west side all seems to be appropriate for wet and dry areas.</p>	<p><b>On Track</b></p>
		<p>Keep monitoring floods infrastructure impacts in wetland and westside hydrology restoration, responding to any issues as required.</p>	<p><b>Ongoing</b></p>
	<p>Makino stream side re-modelling. Monitor and plan adaptations as required.</p>	<p>Continue discussions for Makino stream removal of willows over next 10 years and develop initial plan from flood observations.</p> <p>Progress talks with MDC and Horizons working to create a plan in preparation for the next LTP funding decisions.</p>	<p><b>Ongoing</b></p>
	<p>Initiated discussions on road flooding risks at the pump house corner Awahuri Rd</p>	<p>Initial discussions with Parks team member. This project is beyond the total jurisdiction of the Forest and needs to include Horizons River management, MDC storm water and roading.</p>	<p><b>Behind</b></p>
		<p><u>January 2026 – March 2026</u> GBN continued with required plantings in the wetlands this quarter. Next quarter, their efforts will shift to maintaining and managing the wetlands area.</p>	<p><b>On Track</b></p>

		<p>Phragmites workshop held Tuesday 17 February 2026 at Awahuri Forest was a good opportunity to network with the community, in particular, Regional Councils, DoC, MPI and four community groups. Over 28 participants in attendance.</p> <p>Discussions held with Horizons about river management down to the Forest and upstream to Kowhai Park.</p>	
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**Expectation 5. Make the forest / park available for educational opportunities to increase awareness and extend knowledge.**

Description	Starting Point	Target / Output	
Continue to create forest plan species signage	22 species signs on 1 July 2025	<p><u>June 2025 – December 2025</u> Increase by 10 new signs by 1 July 2026</p> <p>Delayed No funding yet. This was originally funded by the Masonic group. It is unclear if they will fund more. Their attention moved to another project.</p> <p><u>January 2026 – March 2026</u> Signage is being quoted, possibility of using operational funding for new signage.</p>	<p><b>Behind</b></p> <p><b>In Progress</b></p>
Maintain and make available forest knowledge to the public	Website <a href="#">Home - Awahuri Forest - Kitchener Park</a>	<p><u>June 2025 – December 2025</u> Review and update website by June 2026 including increase of knowledge-based information</p> <p><u>January 2026 – March 2026</u> Will be discussed at a later date.</p>	<b>Behind</b>
Maintain the Trust's adult education programme	Adult education events occur	<p><u>June 2025 – December 2025</u> 3 x adult related engagements / events p.a. (may include university student visits)</p>	<b>On Track</b>

		Two completed by Dec 2025  <u>January 2026 – March 2026</u> Phragmites workshop held Tuesday 17 February 2026 at Awahuri Forest– 26 external participants attended.	<b>On Track</b>
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### Phragmites Karka note

#### June 2025 – December 2025

The lobbying at a national level included involvement of the Ombudsman, a presentation at the national biosecurity conference and an article produced by Professor Barry Scott. This concentrated effort has culminated in increased national and regional council focus. There is a fund in MBIE that only regional councils can access and we understand this is now being accessed by Horizons for more nationalised R&D on Phragmites and other related issues that pertain to weed management actions and legislation.

This means now the Trust basically needs to just work on getting funding to continue the Phragmites management within the Forest and continue with our own patch of work and R&D to feed into the national arena. We also still need to ensure the Makino stream is being managed by Horizons to ensure we reduce infestation into the forest, and the channel of the Makino is kept open and not blocked causing flooding.

The co-ordination role of recording and ensuring new infestations can now also be slowly moved out of the Trust to Horizons and other national bodies.

#### January 2026 – March 2026

AFKPT coordinated a Phragmites workshop on Tuesday 17 February 2026 at Awahuri Forest. Prof. Barry Scott attended the workshop and is now sharing insights gained from the event with the wider biodiversity/pest management network.

Chairperson (1 June 2025-31 December 2025)  
Bessie Nicholls

Chairperson (from 1 January 2026)  
Jo Morris

## AFKPT FORECAST STATEMENT OF FINANCIAL PERFORMANCE

To Financial Year ending 30 June 2028

	SOI FY 2025 / 26 \$	SOI FY 2026 / 27 \$	SOI FY 2027 / 28 \$
<b>Income total</b>	<b>258,760</b>	<b>272,350</b>	<b>275,780</b>
MDC operational grant forecast	123,760	127,350	130,780
MDC Plant Care Funding	20,000	20,000	
Contestable / other grants	115,000	125,000	145,000
<b>Expenses total</b>	<b>254,760</b>	<b>267,546</b>	<b>274,749</b>
Biodiversity	235,760	246,546	251,749
Admin	19,000	21,000	23,000
<b>Operating Surplus / (Deficit)</b>	<b>4,000</b>	<b>4,804</b>	<b>1,031</b>
Depreciation	1,000	1,800	1,500
<b>Net Surplus / deficit</b>	<b>3,000</b>	<b>3,004</b>	<b>(469)</b>

## AFKPT FORECAST STATEMENT OF FINANCIAL POSITION

To Financial Year ending 30 June 2028

	SOI FY 2025/26 \$	SOI FY 2026/27 \$	SOI FY 2027/28 \$
<b>Assets total</b>	<b>111,000</b>	<b>127,500</b>	<b>156,500</b>
Cash and receivables	105,000	121,000	150,000
Assets	6,000	6,500	6,500
<b>Liabilities total</b>	<b>22,000</b>	<b>27,500</b>	<b>27,500</b>
GST	6,000	7,500	7,500
Trade creditors	16,000	20,000	20,000
<b>Net Assets</b>	<b>89,000</b>	<b>100,000</b>	<b>129,000</b>
<b>Equity</b>	<b>89,000</b>	<b>100,000</b>	<b>129,000</b>
Accumulated Funds	86,000	96,996	129,469
Current Year Earnings	3,000	3,004	(469)

Note 1: Trust has few assets as all non-removable assets are transferred to MDC.

Note 2: Native Trees have no accounting value



# Awahuri Forest Kitchener Park Trust

## Statement of Financial Performance

For the Period Ending **31st March 2026**

	Mar-26			Year To Date			Full Year Budget
	Actual	Budget	Variance \$	Actual	Budget	Variance \$	
<b>Income</b>							
<b>41000 MDC Grant Income</b>							
41100 MDC Operating Grant	0	0	0	111,893	111,893	0	149,190
41103 MDC Honorarium	0	0	0	0	0	0	5,000
41120 MDC Capital Grant	0	0	0	0	0	0	0
41122 MDC Flood Protection	0	0	0	0	0	0	0
41124 Signage	0	0	0	0	0	0	0
41125 MDC Boardwalk Seating	0	0	0	0	0	0	0
41126 MDC Education Grant	0	0	0	0	0	0	0
<b>Total MDC Grant Income</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>111,893</b>	<b>111,893</b>	<b>0</b>	<b>154,190</b>
<b>411000 Other Grant Income</b>							
41110 MPI Grant	0	0	0	0	0	0	0
41130 Trees That Count Grant	0	0	0	30,842	30,841	1	30,841
41131 Coronation Trees Grant	0	0	0	0	0	0	0
41140 Biodiversity Grant - Phragmites	0	0	0	26,715	30,000	-3,285	45,000
41145 Makino Stream Biodiversity	0	0	0	0	0	0	0
41150 Environment and Heritage Grant	0	0	0	0	0	0	0
41147 Fronterra	0	0	0	19,114	25,000	-5,886	25,000
41154 Makino Stream Phragmites	0	0	0	0	20,000	-20,000	40,000
41155 Horizons Plant Care Wetland	0	0	0	0	0	0	9,000
41156 Horizons Planting and Prep	0	0	0	0	14,500	-14,500	14,500
41160 Education Grant	0	0	0	0	0	0	0
41170 Air NZ Grant (Every Corner)	0	0	0	14,500	14,500	0	14,500
411800 Lottery Grant	0	0	0	0	0	0	0
<b>Total Other Grant Income</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>91,171</b>	<b>134,841</b>	<b>-43,670</b>	<b>178,841</b>
<b>42000 Donations</b>							
42100 Give a Little Donation	0	0	0	190	0	190	50
42150 Gifting	0	0	0	0	0	0	0
42160 Kilwinning Lodge Donation	0	0	0	0	0	0	0
42170 Beachamps Donation	0	0	0	0	0	0	0
42200 Unspecified Donation	0	0	0	590	0	590	0
42400 Park Bench Donation	0	1,000	-1,000	0	1,000	-1,000	1,000
<b>Total Donations</b>	<b>0</b>	<b>1,000</b>	<b>-1,000</b>	<b>780</b>	<b>1,000</b>	<b>-220</b>	<b>1,050</b>
<b>48000 Financial Income</b>							
48100 Interest Earned	117	150	-33	714	1,350	-636	1,800
<b>Total Financial Income</b>	<b>117</b>	<b>150</b>	<b>-33</b>	<b>714</b>	<b>1,350</b>	<b>-636</b>	<b>1,800</b>
<b>Total Income</b>	<b>117</b>	<b>1,150</b>	<b>-1,033</b>	<b>204,557</b>	<b>249,084</b>	<b>-44,527</b>	<b>335,881</b>
<b>Expenses</b>							
<b>63000 Park &amp; Bio-diversity expenditure</b>							
63100 Contractors - Park Maintenance	6,573	6,500	-73	62,127	58,500	-3,627	78,000
63120 Contractor - Seed Collection	0	0	0	0	0	0	0
63121 Wetland prep & planning	6,562	2,000	-4,562	18,811	16,000	-2,811	16,500
63123 Wetland Planting	0	0	0	6,146	7,000	854	7,000
63125 Tree Doctor Arborist	0	0	0	0	1,000	1,000	2,000
63150 MPI Grant Expenditure	0	0	0	0	0	0	0
63170 Chemical & Weed Control	329	0	-329	896	0	-896	0
63180 Plant Pest Control	0	0	0	811	2,000	1,189	3,000
63191 Horizons Bio diversity Expenditure	0	6,000	6,000	16,553	42,000	25,447	60,000
63192 Horizons Stream Phragmites	165	5,000	4,835	12,129	30,000	17,871	40,000
63193 Phragmites R&D	0	0	0	20,668	0	-20,668	5,700
63195 Air NZ Streamside	0	0	0	2,125	5,700	3,575	5,700
63210 Animal pest control	360	1,000	640	360	4,000	3,640	4,000
63410 Makino Bio Diversity	0	0	0	260	4,500	4,240	9,000
63700 Plant Purchases	0	0	0	54,873	55,658	785	55,658
63710 Planting Forest	0	0	0	0	2,000	2,000	2,000
63950 Repairs and Maintenance	0	0	0	120	0	-120	4,000

	Feb-26			Year To Date			Full Year Budget
	Actual	Budget	Variance \$	Actual	Budget	Variance \$	
63951 Signage	0	0	0	0	0	0	0
63952 Security / Camera	0	0	0	0	0	0	500
63594 Kilwinning Lodge Signage Expense	0	0	0	0	0	0	0
<b>Total Park &amp; bio diversity expenditure</b>	<b>13,990</b>	<b>20,500</b>	<b>6,510</b>	<b>195,878</b>	<b>228,358</b>	<b>32,480</b>	<b>293,058</b>
<b>65000 Education Expenditure</b>							
65100 Education Contractor	0	0	0	0	0	0	0
65200 Education expenses	0	0	0	1,039	0	-1,039	0
65300 Education small projects	0	0	0	1,506	0	-1,506	3,000
<b>Total Education Expenditure</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2,545</b>	<b>0</b>	<b>-2,545</b>	<b>3,000</b>
<b>66000 Administration Expenses</b>							
63160 Health and Safety	0	0	0	0	0	0	200
64100 Advertising	0	0	0	0	0	0	300
64110 Marketing & PR	0	0	0	4,428	0	-4,428	0
64150 Archives	0	0	0	0	1,000	1,000	1,000
64200 Consultants / Legal	0	0	0	0	0	0	1,000
64300 Software Cost - Accounting	56	44	-12	504	390	-114	520
64310 Accounts - processing	0	408	408	0	3,684	3,684	5,000
64900 Property Insurance	0	0	0	0	0	0	0
64970 Website Hosting Cost	96	125	29	820	1,125	305	1,500
649780 Website Content Cost	0	0	0	0	0	0	0
66200 Printing and Stationery	0	0	0	0	300	300	400
66300 Postage	0	0	0	243	270	27	270
66500 Audit Fee	0	0	0	1,410	6,500	5,090	6,500
66625 Bank Fees	12	10	-2	112	90	-22	120
<b>Total Administration Expenses</b>	<b>163</b>	<b>587</b>	<b>424</b>	<b>7,517</b>	<b>13,359</b>	<b>5,842</b>	<b>16,810</b>
<b>67000 Trustee Expenses</b>							
67100 Trustee Room & Meeting Expenses	30	25	-5	234	325	91	450
67200 Trustee Meeting Allowance	0	10	10	0	90	90	120
67300 Trustee Insurance	0	0	0	1,698	1,500	-198	1,500
67305 Trustee Honorarium	-334	0	334	-334	0	334	5,000
67400 Admin Support	100	100	0	800	800	0	1,100
67500 Trust Charity commission registration	0	0	0	44	60	16	60
<b>Total Trustee Expenses</b>	<b>-203</b>	<b>135</b>	<b>338</b>	<b>2,443</b>	<b>2,775</b>	<b>332</b>	<b>8,230</b>
<b>68000 Finance Expenses</b>							
<b>69000 Depreciation</b>							
69100 Depreciation Expense	271	84	-187	2,437	756	-1,681	1,008
<b>Total Depreciation</b>	<b>271</b>	<b>84</b>	<b>-187</b>	<b>2,437</b>	<b>756</b>	<b>-1,681</b>	<b>1,008</b>
<b>Total Expenses</b>	<b>14,220</b>	<b>21,306</b>	<b>7,086</b>	<b>210,820</b>	<b>245,248</b>	<b>34,428</b>	<b>322,106</b>
<b>Net Profit</b>	<b>-14,103</b>	<b>-20,156</b>	<b>6,053</b>	<b>-6,263</b>	<b>3,836</b>	<b>-10,099</b>	<b>13,775</b>



**Awahuri Forest Kitchener Park Trust**  
**Financial Performance Trend**  
 For the Period Ending 31st March 2026

	Jul-25	Aug-25	Sept-25	Oct-25	Nov-25	Dec-25	Jan-26	Feb-26	Mar-26	Apr-26	May-26	Jun-26	Total
<b>Income</b>													
<b>41000 MDC Grant Income</b>													
41100 MDC Operating Grant	37,298	0	0	37,298	0	0	0	37,298	0	0	0	0	111,893
41103 MDC Honorarium	0	0	0	0	0	0	0	0	0	0	0	0	0
41126 MDC Education Grant	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Total MDC Grant Income</b>	<b>37,298</b>	<b>0</b>	<b>0</b>	<b>37,298</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>37,298</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>111,893</b>
<b>411000 Other Grant Income</b>													
41110 MPI Grant	0	0	0	0	0	0	0	0	0	0	0	0	0
41130 Trees that Count	0	0	0	0	30,842	0	0	0	0	0	0	0	30,842
41140 Biodiversity Grant - Phragmites	0	0	0	0	26,715	0	0	0	0	0	0	0	26,715
41145 Makino Stream Biodiversity	0	0	0	0	0	0	0	0	0	0	0	0	0
41147 Fronterra	0	0	0	0	19,114	0	0	0	0	0	0	0	19,114
41160 Education Grant	0	0	0	0	0	0	0	0	0	0	0	0	0
41170 AirNZ Grant	14,500	0	0	0	0	0	0	0	0	0	0	0	14,500
<b>Total Other Grant Income</b>	<b>14,500</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>76,671</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>91,171</b>
<b>42000 Donations</b>													
42100 Give A Little Donation	0	0	0	190	0	0	0	0	0	0	0	0	190
42150 Gifting	0	0	0	0	0	0	0	0	0	0	0	0	0
42160 Kilwinning Lodge Signage Donation	0	0	0	0	0	0	0	0	0	0	0	0	0
42200 Unspecified Donations	0	0	0	0	0	200	250	140	0	0	0	0	590
42400 Park Bench Donations	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Total Donations</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>190</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>140</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>780</b>
<b>44000 Other Revenue</b>													
44100 Other Revenue	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Total Other Revenue</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>48000 Financial Income</b>													
48100 Interest Earned	57	66	64	70	58	59	115	106	117	0	0	0	713
<b>Total Financial Income</b>	<b>57</b>	<b>66</b>	<b>64</b>	<b>70</b>	<b>58</b>	<b>59</b>	<b>115</b>	<b>106</b>	<b>117</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>713</b>
<b>Total Income</b>	<b>51,855</b>	<b>66</b>	<b>64</b>	<b>37,558</b>	<b>76,729</b>	<b>59</b>	<b>115</b>	<b>37,543</b>	<b>117</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>204,556</b>
<b>Expenses</b>													
<b>63000 Original park &amp; bio diversity expenditure</b>													
63100 Contractors - Park Maintenance	9,545	6,573	6,573	6,573	6,573	6,573	6,573	6,573	6,573	0	0	0	62,127
63121 Wetland prep & planning	614	519	10,974	47	0	0	47	47	6,562	0	0	0	18,811
63122 Wetland Infrastructure	0	0	0	0	0	0	0	0	0	0	0	0	0
63123 Wetland Planting	0	0	6,146	0	0	0	0	0	0	0	0	0	6,146
63150 MPI Grant Expenditure	0	0	0	0	0	0	0	0	0	0	0	0	0
63170 Chemicals & Weed Control	0	0	0	0	567	0	0	0	329	0	0	0	896
63180 Plant Pest Control	0	0	811	0	0	0	0	0	0	0	0	0	811
63191 Horizons Bio Diversity expenditure	6,995	2,956	6,602	0	0	0	0	0	0	0	0	0	16,553
63192 Horizons Stream Phragmites	866	0	3,299	497	6,510	792	0	0	165	0	0	0	12,129
63193 Phragmites R&D	0	0	500	12,725	2,733	1,278	0	3,432	0	0	0	0	20,668
63195 Air NZ Streamside	0	0	0	0	0	0	0	2,125	0	0	0	0	2,125
63210 Animal pest control	0	0	0	0	0	0	0	0	360	0	0	0	360
63410 Makino Biodiversity	0	0	0	0	212	47	0	0	0	0	0	0	260
63700 Plant Purchases	27,047	0	0	27,826	0	0	0	0	0	0	0	0	54,873
63951 Signage	0	0	0	0	0	0	0	0	0	0	0	0	0

	Jul-25	Aug-25	Sept-25	Oct-25	Nov-25	Dec-25	Jan-26	Feb-26	Mar-26	Apr-26	May-26	Jun-26	Total
63954 Kilwinning Lodge Signage Exp	0	0	0	0	0	0	0	0	0	0	0	0	0
63950 Repairs and Maintenance	0	0	0	0	0	0	0	120	0	0	0	0	120
<b>Total Original park &amp; bio diversity exp</b>	<b>45,066</b>	<b>10,048</b>	<b>34,905</b>	<b>47,668</b>	<b>16,594</b>	<b>8,690</b>	<b>6,620</b>	<b>12,297</b>	<b>13,990</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>195,878</b>
<b>65000 Education Expenditure</b>													
65100 Education Contractor	0	0	0	0	0	0	0	0	0	0	0	0	0
65200 Education expenses	0	0	0	0	0	0	0	1,039	0	0	0	0	1,039
65300 Education Small projects	0	420	567	331	189	0	0	0	0	0	0	0	1,506
<b>Total Education Expenditure</b>	<b>0</b>	<b>420</b>	<b>567</b>	<b>331</b>	<b>189</b>	<b>0</b>	<b>0</b>	<b>1,039</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2,545</b>
<b>66000 Administration Expenses</b>													
63160 Health and Safety	0	0	0	0	0	0	0	0	0	0	0	0	0
64110 Marketing & PR	3,600	828	0	0	0	0	0	0	0	0	0	0	4,428
64200 Consultants	0	0	0	0	0	0	0	0	0	0	0	0	0
64300 Software Cost - Accounting	56	56	56	56	56	56	56	56	56	0	0	0	504
64310 Accounts - processing	0	0	0	0	0	0	0	0	0	0	0	0	0
64900 Property Insurance	0	0	0	0	0	0	0	0	0	0	0	0	0
64970 Website Hosting Cost	0	43	49	64	176	241	76	76	96	0	0	0	820
66300 Postage	0	0	0	0	0	0	243	0	0	0	0	0	243
66500 Audit Fees	0	0	0	1,410	0	0	0	0	0	0	0	0	1,410
66625 Bank Fees	7	8	46	-3	11	11	10	10	12	0	0	0	112
<b>Total Administration Expenses</b>	<b>3,663</b>	<b>935</b>	<b>151</b>	<b>1,527</b>	<b>244</b>	<b>308</b>	<b>385</b>	<b>142</b>	<b>163</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>7,517</b>
<b>67000 Trustee Expenses</b>													
67100 Trustee Room & Meeting Expenses	-9	30	30	30	0	0	0	122	30	0	0	0	234
67300 Trustee insurance	0	0	0	0	0	0	0	1,698	0	0	0	0	1,698
67305 Trustee Honorarium	0	0	0	0	0	0	0	0	-334	0	0	0	-334
67400 Admin Support	100	100	100	100	100	100	0	100	100	0	0	0	800
67500 Charity Annual Return	0	0	0	0	44	0	0	0	0	0	0	0	44
<b>Total Trustee Expenses</b>	<b>91</b>	<b>130</b>	<b>130</b>	<b>130</b>	<b>144</b>	<b>100</b>	<b>0</b>	<b>1,920</b>	<b>-203</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2,443</b>
<b>69000 Depreciation</b>													
69100 Depreciation Expense	271	271	271	271	271	271	271	271	271	0	0	0	2,437
<b>Total Depreciation</b>	<b>271</b>	<b>271</b>	<b>271</b>	<b>271</b>	<b>271</b>	<b>271</b>	<b>271</b>	<b>271</b>	<b>271</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2,437</b>
<b>Total Expenses</b>	<b>49,091</b>	<b>11,804</b>	<b>36,024</b>	<b>49,927</b>	<b>17,442</b>	<b>9,368</b>	<b>7,275</b>	<b>15,668</b>	<b>14,220</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>210,819</b>
<b>Net Profit</b>	<b>2,764</b>	<b>-11,738</b>	<b>-35,960</b>	<b>-12,369</b>	<b>59,287</b>	<b>-9,309</b>	<b>-7,160</b>	<b>21,875</b>	<b>-14,103</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>-6,263</b>



# Awahuri Forest Kitchener Park Trust Statement of Financial Position

As At: 31st March 2026

<b>Assets</b>	
<b>11000</b>	<b>Cash and Cash Equivalents</b>
11100	BNZ Current Account 18,941
11120	BNZ Business First On Call a/c 93,898
	<b>Total Cash and Cash Equivalents 112,839</b>
<b>12000</b>	<b>Receivables and Accruals</b>
12100	Trade Debtors 0
12300	Prepayments 0
	<b>Total Receivables and Accruals 0</b>
<b>15000</b>	<b>Property, Plant &amp; Equipment</b>
15100	Misc Asset - Cost 34,536
15200	Misc Asset - Acc Depreciation -18,026
15300	CCTV Asset - Cost 8,348
15400	CCTV Asset - Acc Depreciation -3,979
	<b>Total Property, Plant &amp; Equipment 20,878</b>
	<b>Total Assets 133,716</b>
<b>Liabilities</b>	
<b>20000</b>	<b>Liabilities</b>
26000	AFKPT Credit Card 0
	<b>Total Liabilities 0</b>
<b>22000</b>	<b>Payables and Accruals</b>
2-3001	GST Balance -23
22100	Trade Creditors 15,884
22200	Expense Accruals 0
	<b>Total Payables and Accruals 15,861</b>
	<b>Total Liabilities 15,861</b>
	<b>Net Assets 117,855</b>
<b>Equity</b>	
3-8000	Retained Earnings 124,098
3-9000	Current Year Earnings -6,263
<b>30000</b>	<b>Equity</b>
31000	Trust Capital 20
	<b>Total Equity 117,855</b>

## Council

Meeting of 06 May 2026

Business Unit: Community  
Date Created: 28 April 2026

## Dissolution of the Awahuri Forest Kitchener Park Trust

### Purpose Te Aronga o te Pūrongo

To present the outcome of a decision made by the Awahuri Forest Kitchener Park Trust (AFKPT) to dissolve the AFKPT and transition the operations to Manawātū District Council (Council) as of 1 July 2026.

### Recommendations Ngā Tūtohunga

That Council:

1. Accept the decision of the Awahuri Forest Kitchener Park Trust to dissolve the Trust and transition the management of the Awahuri Forest and Kitchener Park to Council as of 1 July 2026.
2. Note that no additional funding is required, and the grant funding to the Awahuri Forest Kitchener Park Trust of \$148,380 + GST be reapplied to the relevant Council operational budget.

Report prepared by:  
Lyn Daly  
GM Community

Approved for submission by:  
Shayne Harris  
Chief Executive

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## 1 Background Ngā Kōrero o Muri

- 1.1 Council proposed in its 2012/22 Long Term Plan that a Trust be established to progress the restoration and development of Kitchener Park. More latterly the Awahuri Forest area was added to the portfolio and the Trust became known as the Awahuri Forest Kitchener Park Trust (AFKPT).
- 1.2 AFKPT is a Council Controlled Organisation (CCO). A CCO is any organisation in which one or more local authorities own or control 50% or more of the voting rights or have the right to appoint 50% or more of the directors of the organisation.
- 1.3 AFKPT are obliged to report to Council twice a year on its performance on Council approved the expectations that form the AFKPT Statement of Intent 2025 - 2026:
- Maintain the forest / park, within the existing boundary, as an area of unspoilt nature (scenic reserve) for the benefit of the community and visitors.
  - Actively pursue third-party funding opportunities for forest / park investment (to invest in the activities within the forest / park and development of the forest / park).
  - Plan to develop further walking and cycling tracks within the forest / park to connect to the “loop track concept” described in Council’s Walking & Cycling Strategy.
  - Minimise future flooding impacts to the forest / park through appropriate design and planting.
  - Make the forest / park available for educational opportunities to increase awareness and extend knowledge.
- 1.4 Council provides an operating grant to AFKPT, and a small honorarium is paid to the trustees. Council also invests in the park and forest through budget requests made by Community Assets council officers via Council’s Long-term Plan and Asset Management Planning processes.

## 2 Strategic Fit Te Tautika ki te Rautaki

- 2.1 AFKPT assists in the ecological restoration, management and enhancement of the land contributing to Council’s strategic priority “***an environment to be proud of***”.

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

- 3.1 Over the last two years the AFKPT has experienced high trustee turnover. Matthew Davis, Rachael Harrison and Paul Simpson commenced as trustees in July 2024, replacing long-standing trustees. Matthew resigned in December 2024, Rachael resigned in January 2025 and Paul resigned in December last year. There were different reasons given for resigning however a theme emerged relating to the time needed to complete the trustee role being more than expected and concerns about personal liability associated with governance of a public space.
- 3.2 New trustees were appointed; Vicki Crombie in November 2024, Jo Morris in March 2025 and Tracey Alston in March 2025. Long-standing trustee and chair, Bessie Nicholls, term

was due to end in December 2025 but agreed to extend her term until 30 June 2026 to provide consistency for the new trustees and Jo Morris stepped in as chair.

- 3.3 In February this year Tracey resigned sighting liability concerns and time constraints and as a result the trustees began a discussion about where to from here for AFKPT. The concerns Tracey expressed were held by some of the other trustees along with an underlying feeling that the heavy lifting to transform the park and forest had been completed by previous trustees. In short, the work left to do around maintaining this area of special interest was not a motivating factor and could be managed by Council and its contractors, with some guidance from AFKPT.
- 3.4 Discussions were held during March and April following the presentation of a paper by the chair suggesting the dissolution of the trust. The majority, not all, of trustees agreed to the direction in March and following further discussion in April a motion was passed to agree to the dissolution of the trust by 30 June 2026. Given this direction, Tracey agreed to continue as a trustee until the 30 June 2026 so that a quorum was maintained.
- 3.5 Trust members, Jo Morris and Bessie Nicholls, meet with Council officers on separate occasions to discuss options and to get a sense of how Council might react to the dissolution of AFKPT by the 30<sup>th</sup> June 2026. Council was advised of the AFKPT's deliberations, commented on the feedback from trustees over the last two-years, and were supportive of the AFKPT's direction.
- 3.6 A draft transition plan was developed (ref: [Appendix 1](#)) that outlines a range of activities including legal and financial actions, that need to be completed to enact the decision of the AFKPT to wind up and cease operating.

#### **4 Risk Assessment Te Arotake Tūraru**

- 4.1 Given AFKPT contracts Green By Nature (GBN), Council's open spaces and property maintenance contractor, to provide biodiversity advice, and to complete much of the maintenance and development work, risk to service delivery in the park and forest are lower.
- 4.2 Council officers are mindful of the intellectual property developed on the pest plant *Phragmites Karka* as a result of the research and mitigation trials completed by AFKPT – in particular trustee Bessie Nicholls. Bessie's determined approach to understanding and highlighting the problematic nature of this highly invasive pest plant to the environment and the economy has meant that the AFKPT has developed arguably the most significant volume of knowledge about the plant in New Zealand.
- 4.3 GBN biodiversity advisor, Aaron Madden, has worked closely with Bessie and the AFKPT, and also with Horizons Regional Council. While Aaron's advice will remain through his role at GBN, it is pleasing to note that the AFKPT report in their 9-month performance report to Council that their "*determined approach to lobby nationally for *Phragmites Karka* to be classified as a pest plant and funded eradication across New Zealand continued with involvement of the Ombudsman, a presentation at the national biosecurity conference and an article produced by Professor Barry Scott. This has culminated in increased national and regional council focus and, as a result, the co-ordination role of recording and ensuring new infestations is moving from AFKPT to Horizons and other national bodies.*"

## **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. The dissolution of the AFKPT is the decision of the Trust alone.

### Māori and Cultural Engagement

- 5.2 AFKPT contracts Ngāti Kauwhata for Jobs for Nature activity involving pest management, funded by a grant through Trees that Count that is due to expire on, or before, November 2026. As outlined in the draft transition plan, AFKPT will engage with Trees that Count to understand if the funding would extend until November 2026 if the AFKPT wound up by 30 June 2026. The outcome of this will be advised to Ngāti Kauwhata's acting Chief Executive.

## **6 Operational Implications Ngā Pānga Whakahaere**

- 6.1 AFKPT currently engage Ngāti Kauwhata for pest management, and as described above, this contract was due to end, irrespective of the AFKPT decision to dissolve.
- 6.2 As described above, AFKPT contracts GBN to provide biodiversity advice and to complete much of the maintenance and development work at the park and forest. Council officers are reasonably familiar with this work and will discuss the adoption of the AFKPT contract into the existing contract that Council holds with GBN.
- 6.3 Council and GBN will consider advice and direction from AFKPT, as part of the transition plan, to help guide future work in the park and forest.
- 6.4 Officers note the AFKPT anticipate that Horizons Regional Council will take a greater role in the management of Phragmites Karka across the region. As with any landowner, Council will be required to manage the infestation in its land.

## **7 Financial Implications Ngā Pānga Ahumoni**

- 7.1 AFKPT receives an operational grant from Council that is \$148,380 + GST this financial year.
- 7.2 Council officers will work through the transition plan with AFKPT but anticipate that the grant will be more than sufficient to continue the level of service provided now at the park and forest.

## **8 Statutory Requirements Ngā Here ā-Ture**

- 8.1 There are no statutory requirements for this report.

## **9 Next Steps Te Kokenga**

- 9.1 AFKPT and Council officers will finalise the transition and plan and work to implement the plan before 30 June 2026.

9.2 If any roadblocks arise, Council will be advised.

## **10 Attachments Ngā Āpiti hanga**

- AFKPT March and April 2026 minutes
- AFKPT – Council draft transition plan

<b>Trustees</b>	Jo Morris	Chairperson and Trustee
	Tracey Alston	Trustee
	Vicki Crombie	Trustee
	Bessie Nicholls	Advisory Trustee - Phragmites
	Aaron Madden	Advisory Trustee - Biodiversity
	Cameron Reid	Advisory Trustee - Hydrology
<b>Manawatu District Council</b>	Erica Rowe	Community Parks and Property Officer
<b>Accounts</b>	Tracey Alston	
<b>Minutes:</b>	Dianne Wildbore	
<b>Apology:</b>	Erica Rowe	

**1. OPENING & APOLOGIES**

The Chair, Jo Morris, welcomed Bessie, Tracey, Vicki & Dianne and opened the meeting at 4.30pm.  
Apology: Erica Rowe  
MOTION: *that the apology be accepted*  
MOVER: Jo Morris      SECONDER: Vicki Crombie      VOTE: Agreed

**2. MINUTES / CORRESPONDENCE**

2.1 Corrections / Additions to the Minutes. Nil  
MOTION: *That the minutes of the meeting held on 19<sup>th</sup> February 2026 be approved as a true and correct record*  
2.11 MOVER: Jo Morris      SECONDER: Bessie Nicholls      VOTE: Agreed  
2.2 Matters Arising: Nil

2.3 **CORRESPONDENCE INWARDS:**  
- Green by Nature report  
- Alison Towers, Accountant, resignation due to health issues  
- Tracey Alston resignation  
MOTION: *that the resignations of Alison Towers & Tracey Alston be accepted*  
MOVER: Jo Morris      SECONDER: Vicki Crombie      VOTE: Agreed  
Jo will send a letter of thanks to Alison, acknowledging her service to the Trust since July 2022. (Due to ongoing health issues Alison hasn't worked for the Trust since April 2025)

**CORRESPONDENCE OUT:**  
- Application for \$15,000 from Environmental Manawatu – *Source to Sea* for plants

2.3.1 MOTION: *That the correspondence received and sent be approved.*  
MOVER: Jo Morris      SECONDER: Tracey Alston      VOTE: Agreed

2.3.2	<b><u>Additional Motions:</u></b> Nil
<b>3.</b>	<b>DECLARATIONS OF INTEREST</b>
	There were no declarations of interest, financial or otherwise
<b>4.</b>	<b>FINANCIAL REPORT</b>
	<p><b>Accounts at 28 February 2026 tabled. Prepared by Tracey Alston</b></p> <p><u>Income:</u> \$ <b>\$43,032.13</b>                      <u>Expenditure:</u> \$ <b>\$17,689.95</b></p> <p><u>Current account:</u> <b>\$696</b>                      <u>On-call account:</u> \$ <b>85,780 as at 19/03/2026</b></p> <p><u>To Note:</u></p> <ul style="list-style-type: none"> <li>- MDC has been billed for Operations grant</li> <li>- The Kauwhata invoice is payable in April</li> <li>- Trustee insurance paid in February</li> <li>- Profit \$21,875</li> </ul> <p>MOTION: to accept all receipt of income and expenditure reports as presented  MOTION: to accept Bank transaction of \$ <b>\$15,430.04</b> scheduled for 20 March 2026  MOTION: to accept and approve all financial reports as presented  <u>MOVER:</u> Jo Morris                      <u>SECONDER:</u> Bessie Nicholls                      <u>VOTE:</u> Agreed</p>
<b>5.</b>	<b>GENERAL BUSINESS – GOVERNANCE</b>
5.1	<p><b><u>MDC Officers:</u></b></p> <p><b>Aaron Madden:</b> Nil</p> <p><b>Erica Rowe:</b> picnic table to be replaced in carpark area – MDC can action</p>
5.2	<p><b><u>Trustees:</u></b> Bessie</p> <ul style="list-style-type: none"> <li>- Application for plants as above</li> <li>- Green by Nature – Dennis Emery incident - no further information</li> </ul>
5.3	<p>MOTION: <i>that Bessie’s report be approved as presented</i></p> <p><u>MOVER:</u> Jo Morris                      <u>SECONDER:</u> Tracey Alston                      <u>VOTE:</u> Agreed</p>
<b>6.0</b>	<b>OPERATIONAL – MANAGEMENT</b>
6.1	<p><b>Green by Nature –</b></p> <p><b>February 2026 Report:</b></p> <ul style="list-style-type: none"> <li>- <u>Total hours in Contract:</u> 138; <u>Actual hours worked:</u>124; <u>Variance:</u> -ve14 hours</li> <li>- <u>Contracted hours:</u> 25.25 hours behind of contract</li> <li>- <u>Health &amp; Safety</u> – Bonito stung by a wasp</li> <li>- <u>Trapping reporting</u> – none received.</li> <li>- <u>Additional chargeable activities:</u> Nil</li> <li>- <u>Highlights/ Issues:</u> <ul style="list-style-type: none"> <li>o <u>Phragmites Seminar</u> conducted by Aaron</li> <li>o <u>A few Paper Wasp nests</u> visible. May require eradication – Bliss Bees have done</li> </ul> </li> </ul>
6.2	<p><b><u>Biodiversity:</u></b></p> <ul style="list-style-type: none"> <li>- Need one more piece of information for the Air NZ report - Bessie</li> <li>- Fonterra report almost completed - Bessie</li> <li>- Wetland – now and end of June – plant care and management is the main focus</li> <li>- Main Forest is in maintenance mode</li> </ul>

	<ul style="list-style-type: none"> <li>- Major push – Old Man’s Beard eradication. New seedlings coming up along the front of Forest from Henson’s Bush. Green by Nature has been given money by MDC, and under the direction of Horizons, is now dealing with it.</li> </ul>
6.3	<b><u>Infrastructure:</u></b> Nil
6.4	<b><u>Health &amp; Safety Reports:</u></b> <ul style="list-style-type: none"> <li>- <u>Green by Nature:</u> wasp sting. Paper wasp nests have been removed</li> <li>- <u>Prime Contractors:</u> Nil</li> <li>- <u>Other Contractors:</u> Nil</li> <li>- <u>General Public:</u> Nil</li> <li>-</li> </ul>
6.5	<b><u>Volunteer Hours:</u></b> <ul style="list-style-type: none"> <li>- Trust members total: 28 hours</li> <li>- Independent Contractors: Nil</li> <li>- Other Parties: Nil</li> </ul>
6.6	<b><u>Education:</u></b> <b><u>Phragmites</u></b> – adult education programme – in a report to Council due Monday
6.7	<p><b><u>General Business Operational:</u></b>  <b><u>MOTION:</u></b> <i>The Board agrees to wind up the Trust before the end of the financial year and authorises the Chair to take all necessary actions to complete the process. This includes transferring funds, establishing a community advisory group, and developing a transition plan with the Manawatu District Council and stakeholders.</i></p> <p>The Chair shared a report outlining her experiences and reflections on the Trust since becoming a member in 2025. All trustees then offered their perspectives regarding the Trust and discussed what they believed would be the most appropriate path forward.</p> <p>The motion was put forward to dissolve the Trust. The majority of Trustees were in favour of the motion. However, as the Trust’s constitution requires unanimous agreement for any decision to be carried, the motion was not approved due to the absence of full consensus among the Trustees. The Board then explored what changes would be necessary for its continued operation. This included ensuring that both current and future Trustees are confident that the Trust remains aligned with its intended purpose as stated in the Constitution.</p> <p><b><u>Moving forward – what is needed - comments:</u></b></p> <ul style="list-style-type: none"> <li>- Need to look at how to refocus the Trust to make it more visible</li> <li>- Need to talk to MDC about starting the recruitment process of recently resigned trustees</li> <li>- The second phase of the Strategy has yet to be confirmed; however, it will likely focus on rarer, higher-value plants, including those that have been lost to the Forest</li> <li>- A draft 200-year plan is being prepared, this will need to be approved by the board. It was felt that considerable time and effort has gone into achieving the enhancements to the park, and the 200-year plan should be available to other key stakeholders to ensure that the intention of the board is considered in future developments of the park.</li> </ul> <p><b><u>The following was discussed and agreed:</u></b></p> <ul style="list-style-type: none"> <li>- The Chair to talk to MDC Officers about starting the process for new trustees</li> </ul>

	- The Chair to provide an update to our MDC Officers about the future of the trust and any potential risks that could arise.
<b>7.0</b>	<b>CLOSURE &amp; NEXT MEETINGS</b>
7.1	<b>Closure:</b> The Chair thanked all for their attendance and closed the meeting at 6.10pm
7.2	<b>Next meeting:</b> <u>Wednesday 15<sup>th</sup> April</u> 4.30pm Venue: Manawatu Community Trust Committee room – TBC  <u>Advisory Trustees</u> Cameron & Aaron to be asked to provide an update for a meeting in the near future.



.....  
*Jo Morris, Chairperson*

22 April 2026

.....  
*Date*

<b>Trustees</b>	
Jo Morris	Chairperson and Trustee
Tracey Alston	Trustee
Vicki Crombie	Trustee
Bessie Nicholls	Trustee

**1. WITHDRAWN OF TRUSTEES RESIGNATION**

The Board formally noted that Trustee Tracey Alston has rescinded her previously submitted letter of resignation from the Awahuri Forest Kitchener Park Trust and has confirmed her intention to continue serving as a Trustee for the foreseeable future.

The matter was discussed with the Chair prior to the meeting, and the withdrawal of resignation was accepted by the Chairperson.

**2. OPENING**

The original meeting was cancelled. It was subsequently agreed that the board needed to reconvene to discuss the previously circulated report titled “Disbandment of the Trust”. As not all members were able to attend in person, the meeting was held virtually.

The board paper was distributed to all Trustees on Sunday, 12 April 2026 for their review and consideration. It was noted that all other board matters would be deferred until the May 2026 meeting.

Trustees were asked to review the board paper and to consider and approve the recommendations and motion as outlined. Trustees were also invited to provide any feedback.

**3.0 OPERATIONAL – MANAGEMENT**

**3.1 General Business Operational:**

**Proposal to Disband the Awahuri Forest Kitchener Park Trust**

The Chair circulated an email containing the report that had been previously considered during the March board meeting. At that time, the Trustees were unable to reach a unanimous decision regarding the winding up of the Trust. Following further discussion after the board meeting, it was agreed that the report would be redistributed and reviewed by each Trustee.

The following was raised by the Trustees:

- All current and contingent liabilities of the Trust are identified and resolved prior to final wind-up.
- Operational, contractor, and health and safety responsibilities formally transfer to Manawatū District Council, with no residual obligations for trustees.
- Distribution of any remaining funds complies with clause 18 of the Trust Deed and is appropriately documented
- One Trustee (Bessie Nicholls) wanted her comments included in the minutes as a formal record: “She is in agreement with the recommendation and proposal, but not for the reasons outlined in the paper. Bessie indicated over eleven months ago of her intention to resign from the Trust after seven years of service.

This still stands and her resignation still takes place in June 2026. Bessie understands that a negative vote would not halt the process only delay it until after she had retired from the Trust. By staying involved for a short period allows her to discuss the closure positively and give clear understanding to the many many diverse and related parties that have supported the Trust over the years and what may come next, or where to go to get whatever support or knowledge they may require”

Based on the feedback received, the following recommendation and motion was put forward to all the Trustees:

It is recommended that the Board:

1. **Agreed** to wind up the Trust prior to the end of the financial year.
2. **Requested** that the Council establishes a Community Advisory Group to provide ongoing stewardship and advice relating to the park and wider biodiversity activities.
3. **Approved** that the Chair develops a transition plan, and it must include:
  - A communications plan for stakeholders (MDC Councillors, GBN, Kauwhata, and others)
  - Recommendations for the Trustees to consider the use of the working capital currently available
  - Recommendations for the Trustees to consider of suitable charitable bodies within Manawatū that could receive any surplus funding. Any distribution of any remaining funds must comply with clause 18 of the Trust Deed and is appropriately documented
  - Provisions to ensure that all current and contingent liabilities of the Trust are identified and resolved prior to final wind-up.
  - A process to ensure that all operational, contractor, and health and safety responsibilities are formally transferred to Manawatū District Council, with no residual obligations for trustees
  - A process to work with the Council to ring-fence some funding to support the continuation of the advisory work to be undertaken by Bessie in the 2026/27 financial year (if required)
  - A process to transfer knowledge and intangible assets over to the Manawatu District Council
4. **Authorised** the Chair to work with the Council to finalise the transition plan and bring back any required decisions.

**Resolution**

*The Board agrees to wind up the Trust before the end of the financial year and authorises the Chair to take all necessary actions to complete the process. This includes transferring funds, establishing a community advisory group, and developing a transition plan with Manawatū District Council and stakeholders.*

Moved by Jo Morris and seconded by Tracey Alston  
 All agreed  
 Carried  
 Passed

<b>4.0</b>	<b>NEXT MEETINGS</b>
4.1	<b>Next meeting:</b> <u>Thursday, 21 May 2026</u> - 4.30pm Venue: Manawatu Community Trust Committee room



.....  
 Jo Morris, Chairperson

22 April 2026

.....  
 Date

**AFKPT → MDC Transition Plan (to 30 June 2026)**

Phase / Area	AFKPT Responsibilities	MDC Responsibilities
<p>Governance &amp; Wind-up (May – June 2026)</p>	<ul style="list-style-type: none"> <li>Formally confirm resolution to wind up and document decisions in line with Trust Deed requirements</li> <li>Maintain minimum governance quorum to enable decisions</li> <li>Identify current and contingent liabilities prior to closure</li> </ul>	<ul style="list-style-type: none"> <li>Provide governance support and advice to ensure compliant wind-up, when requested</li> <li>Seek Council support for interim governance quorum solutions, if requested (e.g. temporary appointments)</li> </ul>
<p>Financial Management &amp; Close-out</p>	<ul style="list-style-type: none"> <li>Complete all grant reporting and notify funders of wind-up</li> <li>Confirm status of Jobs for Nature funding due to end 30 Nov 26</li> <li>Dependent on outcome of Jobs for Nature funding – advise the contracted provider Kauwhata: Trees that Count of impact i.e. if funding stops at 30 June rather than 30 Nov – advise Kauwhata as early as possible</li> <li>Confirm status of any other funding streams</li> <li>Decide allocation of remaining ~\$90k in accordance with Trust Deed</li> <li>Ensure all liabilities are settled prior to dissolution</li> </ul>	<ul style="list-style-type: none"> <li>Review maintenance requirements for the Park based on Trust’s advice (below) and adjust budget accordingly (if cost savings)</li> <li>Establish future budget provision for upcoming Long-term Plan</li> </ul>
<p>Operational Handover</p>	<ul style="list-style-type: none"> <li>Provide contract/MOU documentation for contracted services e.g. GBN, Kauwhata: Trees that Count, etc., to MDC</li> <li>Clarify with MDC the Trusts current instructions and decision-making authority for its contractors</li> <li>Provide input into required level of service going forward (maintenance, biodiversity, investment) to maintain the asset at least at current levels</li> <li>Identify any critical risks to continuity (e.g. biodiversity programmes, pest control)</li> <li>Provide clarity on arrangements with Kauwhata re the Whare on the land</li> </ul>	<ul style="list-style-type: none"> <li>Formally assume agreed operational, contractor, and H&amp;S responsibilities</li> <li>Transition GBN to MDCs existing contract</li> <li>Transition Kauwhata: Trees that Count - if requested by the Trust (dependent of continuity of Jobs for Nature grant funding to agreed period of 30 Nov 2026, at which time the funding was ending) &amp; arrangements re the Whare</li> <li>Confirm service levels and maintenance programme going forward</li> <li>Update/refresh Reserve Management Plan to reflect ongoing management needs</li> <li>Ensure no service gaps post 1 July 2026</li> </ul>

Phase / Area	AFKPT Responsibilities	MDC Responsibilities
	<ul style="list-style-type: none"> <li>• Ensure no residual contractual obligations remain with Trustees</li> </ul>	
Knowledge Transfer & Strategic Intent	<ul style="list-style-type: none"> <li>• Transfer all knowledge, plans, and intellectual assets (including 200-year biodiversity plan if developed)</li> <li>• Provide handover from key individuals (e.g. Bessie prior to June 2026)</li> <li>• Describe transition agreement with Horizons re:               <ul style="list-style-type: none"> <li>○ future ownership of the Phragmites Karka intellectual property and research developed by the Trust;</li> <li>○ the flood management work agreed to for the Park</li> </ul> </li> <li>• Describe relationship with Kauwhata (outside of the Trees that Count contracted work) to enable MDC to continue mahi</li> </ul>	<ul style="list-style-type: none"> <li>• Capture and embed knowledge into MDC systems and planning, and if relevant relationships with key stakeholders e.g. Horizons, Kauwhata</li> <li>• Council has agreed to form a community facilities and open spaces focus group (starts 27 May 11.30am – 12.30pm)</li> <li>• Extend invite to Bessie when open spaces and biodiversity development &amp; stewardship activity is on the agenda</li> </ul>
Communications	<ul style="list-style-type: none"> <li>• Prepare and agree statement to the media re Trust decision to wind up</li> <li>• Prepare stakeholder communications to advice of Trust decision to wind up and to establish clear messaging on future direction or arrangements i.e. transfer to MDC, or not?</li> </ul>	<ul style="list-style-type: none"> <li>• Engage with Trust to communicate transition:               <ul style="list-style-type: none"> <li>○ acknowledging the decision of the Trust (Trust leads this wording) and the work of the Trust over many years</li> <li>○ what the transition plan means for users of the forest/park - focus on continuity of service despite governance change</li> <li>○ trust as leading expertise in Phragmites and transition to Horizons</li> <li>○ trusts work with Kauwhata – was due to end (Trust may or may not wish to comment on this)</li> </ul> </li> </ul>
Post-Transition (From 1 July 2026)	<ul style="list-style-type: none"> <li>• Complete final reporting and legal dissolution</li> <li>• Distribute any residual funds per Trust Deed</li> </ul>	<ul style="list-style-type: none"> <li>• Fully operationalise MDC-led model</li> <li>• Monitor performance (GBN, biodiversity outcomes)</li> <li>• Integrate into LTP and ongoing planning frameworks</li> </ul>

## Council

Meeting of 06 May 2026

Business Unit: Infrastructure  
Date Created: 23 April 2026

### Manawatū Water Services Committee – Adoption of Terms of Reference, Membership and Meeting Dates

#### Purpose Te Aronga o te Pūrongo

To establish the terms of reference, membership and 2026 meeting dates for the Council’s Manawatū Water Services Committee.

#### Recommendations Ngā Tūtohinga

That the Council:

1. Notes the change of name from the ‘Water Services Unit Committee’ (reported to Council 29 October 2025) to the ‘Manawatū Water Services Committee’.
2. Adopts the attached Terms of Reference for the Manawatū Water Services Committee.
3. Confirms the membership of the Manawatū Water Services Committee as set out below, noting that the Chair was appointed at the Council meeting on 29 October 2025 and the remaining members were confirmed at the Council meeting on 12 November 2025:

Committee	Chair	Deputy Chair	Members
Manawatū Water Services Committee	Colin McFadzean (external)	Cr Shelley Dew-Hopkins	Crs Grant Hadfield, Andrew Quarrie, Jerry Pickford, Rob Duindam, Bridget Bell, and the Mayor

4. Adopts the following meeting dates for 2026.
  - 13 May 2026
  - 23 July 2026
  - 9 September 2026
  - 12 November 2026

Report prepared by:  
Steph Skinner  
Governance and Strategy Officer

Approved for submission by:  
Hamish Waugh  
General Manager, Infrastructure

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## 1 Background Ngā Kōrero o Muri

- 1.1 The Council established its standing committees at its inaugural meeting 29 October 2025. The purpose of this report is to adopt the terms of reference (including delegations) and to finalise the membership and meeting dates for the Manawatū Water Services Committee.

## 2 Strategic Fit Te Tautika ki te Rautaki

- 2.1 Elected member appointments ensure effective, representative governance that supports all Council priorities — particularly *A future planned together* and *Value for money and excellence in local government*.

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

- 3.1 The Mayor has held individual discussions with councillors regarding the appointment of elected members to internal and external groups. Based on these discussions, officers have prepared draft recommendations for the Council’s consideration and adoption.
- 3.2 The terms of reference for the Manawatū Water Services Committee have now been reviewed and finalised and are ready for Council adoption.

## 4 Risk Assessment Te Arotake Tūraru

- 4.1 There are no risks associated with 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 community engagement is required.

## 6 Operational Implications Ngā Pānga Whakahaere

- 6.1 There are no operational implications with this report.

## 7 Financial Implications Ngā Pānga Ahumoni

- 7.1 Elected member pay is set by the Remuneration Authority, with the Council deciding how to distribute the governance remuneration pool between the 11 councillors.
- 7.2 External members are paid separately to this, and budgets have been allocated to accommodate these expenses.

## 8 Statutory Requirements Ngā Here ā-Ture

- 8.1 As per the LGA 2002 (schedule 7, cl. 31), the Council has the authority to appoint or discharge any member of a committee.
- 8.2 As per the LGA 2002 (schedule 7, cl. 32), the Council has the authority to delegate any of its powers and responsibilities to a committee, **excluding** the below:
  - a) The power to make a rate;
  - b) The power to make a bylaw;
  - c) The power to borrow money, or purchase or dispose of assets, other than in accordance with the long-term plan;
  - d) The power to adopt a long-term plan, annual plan, or annual report;
  - e) The power to appoint a chief executive;
  - f) The power to adopt policies required to be adopted and consulted on under this Act in association with the long-term plan or developed for the purpose of the local governance statement; and
  - g) The power to adopt a remuneration and employment policy.
- 8.3 Officers have drafted a terms of reference document for this standing committee (attached to this report) and these detail the Committee's:
  - a) Purpose;
  - b) Responsibilities and delegations;
  - c) Membership;
  - d) Quorum, noting that in accordance with the LGA 2002 (schedule 7, cl. 23) this must be at least two elected members; and
  - e) Meeting frequency.
- 8.4 Note that in accordance with the LGA 2002 (schedule 7, cl. 30), committees have the authority to appoint subcommittees (including panels, focus groups, etc) unless expressly forbidden from doing so by the Council. The Council has the power to discharge any subordinate decision-making body, including any subcommittees that have been appointed by committees.

## 9 Next Steps Te Kokenga

- 9.1 Officers will update the governance structure and appointments register to reflect the confirmed committee membership.
- 9.2 The confirmed terms of reference will be added to the Delegations Manual.
- 9.3 The Manawatū Water Services committee meetings will be added to the 2026 meeting calendar.

## 10 Attachments Ngā Āpiti hanga

- Terms of Reference for Manawatū Water Services Committee

# Manawatū Water Services Committee

## Terms of Reference

### **Purpose**

To provide strategic oversight of Manawatū Water Services, a stand-alone business unit within the Manawatū District Council (“Council”), and ensure operational excellence, asset management planning, project delivery, financial efficiency, risk management and compliance.

To pursue business expansion and network growth with a goal of maximising the efficiency of the business overhead and deliver affordable water charges across the Manawatū district.

### **Responsibilities**

- 1 Financial reporting
  - a. Approve financial and KPI performance reports for Water Service activities;
  - b. Approve quarterly and year-end financial, KPI performance reports and project reports and recommend their submission to Council.
- 2 Manawatū Water Services reporting to Council
  - a. Review Water Service related Key Status Project Reports and approve their submission to Council;
  - b. Present a quarterly report of the performance of the Manawatū Water Services Unit to Council.
3. Risk management:
  - a. Develop a risk appetite and risk management framework for Manawatū Water Services that complies with the Risk Framework of the Council;
  - b. Cyclic review and discuss key strategic and operational risks across Manawatū Water Services.
- 4 Operational Review
  - a. Review Water Service exception reports for projects which are ongoing;
  - b. Review Water Service project completion reports;
  - c. Receive operational performance of the Water Services on an annual basis;
  - d. Receive Water Services updates post-severe weather and Civil Defense Emergency Management related events.
5. Compliance reporting
  - a. Review the compliance of the Water Service activities against The Water Services Authority requirements and the National Standards for Wastewater Discharge and any relevant consents issues under the Resource Management Act 1991 and/or any subsequent replacement legislation.

6. Recommendation of Water Service strategic documents for approval of Council:
  - a. Water Services Strategy;
  - b. Water Services Asset Management Plan;
  - c. Stormwater Network Risk Management Plan.
7. Recommendation of Water Service Rates, Service Charges and Fees to Council for approval.
8. Recommendation of operational and capital budgets not included in the Long Term Plan to Council for approval.
9. Additional responsibilities:
  - a. Escalate any severe issues, anomalies, or risks to Council for review;
  - b. Any conflict of interest must be managed in a way that is aligned to Council's Conflict of Interest policy.

### **Delegated Authority**

1. Committee delegated authority to act on all matters within its Terms of Reference (except those excluded by Clause 32(1) Schedule 7, Local Government Act 2002).
2. The committee has delegated authority to approve the expenditure of any Water Services operational and capital budgets within the Council approved Long Term Plan or subsequent Annual Plan.
3. The committee has delegated authority to approve unbudgeted expenditure of a scheme reserve for any Water Service scheme.
4. The financial delegations are outlined in the Council Delegations Manual.

### **Membership**

Chairperson: Colin McFadzen (external)

Deputy Chairperson: Cr Shelley Dew-Hopkins

Members: Cr Grant Hadfeild, Cr Andrew Quarrie, Cr Jerry Pickford, Cr Rob Duindam, Cr Bridget Bell and His Worship the Mayor.

### **Quorum**

Five members of the committee.

### **Meeting Cycle**

Meetings held bi-monthly, with additional meetings convened when necessary at the discretion of the Chair.

## Council

Meeting of 06 May 2026

Business Unit: Corporate  
Date Created: 23 April 2026

### Adoption of the Remuneration and Reimbursement for External Committee Members Policy

#### Purpose Te Aronga o te Pūrongo

To present the Remuneration and Reimbursement for External Committee Members Policy to the Council for consideration and adoption.

#### Recommendations Ngā Tūtohinga

That the Council adopts the Remuneration and Reimbursement for External Committee Members Policy without amendment.

#### **OR**

That the Council adopts the Remuneration and Reimbursement for External Committee Members Policy with amendments listed below.

Note: Any cost increases will be accommodated within existing budgets.

Report prepared by:  
Ash Garstang  
Governance and Assurance Manager

Approved for submission by:  
Frances Smorti  
General Manager - Corporate

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## 1 Background Ngā Kōrero o Muri

- 1.1 The Remuneration and Reimbursement for External Committee Members Policy (“the Policy”) sets out guidelines for the remuneration and reimbursement of expenses to elected members appointed as community representatives to Council committees and other subordinate decision-making bodies. In the case of the District Licensing Committee the Policy applies to both elected and external members.
- 1.2 The Policy does not apply to external members of Council committees or subordinate decision-making bodies who are engaged under an individual contract with the Chief Executive.

### **Creative Communities Funding Panel**

- 1.3 The Council established the Creative Communities Funding Panel at its meeting 04 February 2026 in accordance with the Local Government Act 2002 (schedule 7, cl. 30). The Panel replaces the Creative Communities Assessment Committee that was disestablished at the end of the 2022-25 triennium. The purpose and functions of the Panel are the same as the previous Committee.
- 1.4 The current provisions in the Policy have been extended to the Panel, given that the purpose and functions of the current Panel and the previous Committee are identical.
- 1.5 The six **external members** on the Panel are currently eligible to claim:
- \$130 for pre-meeting work (the assessment of grants);
  - \$130 for attendance at a Panel meeting; and
  - Mileage in accordance with the rates set by the Remuneration Authority (varies depending on vehicle type).
- 1.6 The two **elected members** on this Panel can only claim for mileage, as the Remuneration Authority prohibits the payment of additional fees to members outside of the remuneration and allowances listed in the current Local Government Elected Members (2025/26) Determination 2025 (with a few exceptions).

### **District Licencing Committee**

- 1.7 The District Licencing Committee is established in accordance with the Sale and Supply of Alcohol Act 2012 (s. 186) and is not disestablished at the end of each triennium.
- 1.8 Fees for the District Licencing Committee are guided by the “Cabinet Fees Framework for members appointed to bodies in which the Crown has an interest” (the “**Fees Framework**”), the most recent version of this taking effect 01 July 2025 (CO(25)2), replacing the 2022 version (CO(22)2). The Fees Framework is typically revised every three years.
- 1.9 Members of the Committee (both elected and external) are eligible to claim fees. The Remuneration Authority does not have jurisdiction over this Committee, with remuneration instead guided by the Fees Framework. Notwithstanding this, there is precedent for such payments, as the Remuneration Authority permits hourly rates for elected members on

Hearing Committees (e.g. resource consent, District Plan, and Regional Plan hearings). District Licencing Committees and Hearing Committees are similarly quasi-judicial in nature.

1.10 The current remuneration and allowance provision rates are:

- \$85.23 per hour – Committee Chair;
- \$55.73 per hour – Committee member; and
- Mileage in accordance with the rates set by the Inland Revenue Department (varies depending on vehicle type).

1.11 The hourly fee covers both pre-meeting work and attendance at meetings.

1.12 The Policy was last reviewed in May 2025 and is on a 1-yearly review schedule, in order to ensure that the fees for external members remain up to date and appropriate.

## 2 Strategic Fit Te Tautika ki te Rautaki

2.1 This Policy supports the strategic goal of “Value for money and excellence in local government”. The provision of remuneration and allowances for external representation on Council committees and subordinate decision-making bodies ensures that appropriately skilled and experienced individuals are able to participate, supporting effective decision-making and good governance.

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

### Creative Communities Funding Panel

3.1 Staff are not proposing any increase to the pre-meeting or attendance rates for external Panel members, noting that any such increase would need to be funded from OPEX rates, as Creative NZ funding cannot be used for this purpose. Council may, however, resolve otherwise.

### District Licencing Committee

3.2 In accordance with the guidance listed in the current Fees Framework, the District Licencing Committee is assessed as sitting under **Group 2** (Statutory Tribunals and Authorities), **Level 3** (mid-level).

3.3 The five levels articulated in the Fees Framework are hierarchical, based on overall complexity, expertise, decision-making authority, and impact of decision-making.

3.4 The fees outlined in the Fees Framework (CO(25)2) represent an increase on those in the 2022 version. Staff therefore recommend adopting the minimum of the prescribed ranges within the Policy, which would result in an approximate 19% increase on current fees.

3.5 It is noted that the Fees Framework sets relatively high approval thresholds for fee increases. By adopting the minimum of the prescribed ranges, any future increases are likely to be limited to those within the Chief Executive or Governance Board delegation (up to 3% per annum), unless Council seeks approval from the Responsible Minister or higher authorities – at least until the Fees Framework is next reviewed:

Increase %	Approval Level
Up to 3%	Chief Executive or Governance Board
3% - 5%	Responsible Minister
5% - 10%	Minister for the Public Service
Above 10%	Cabinet Appointments and Honours Committee (APH) and Cabinet

3.6 These rates will be reviewed again in one year's time during the Policy review.

#### 4 Risk Assessment Te Arotake Tūraru

4.1 No material risks have been identified in relation to this item.

#### 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 warranted.

#### 6 Operational Implications Ngā Pānga Whakahaere

6.1 There are no operational implications with this report.

#### 7 Financial Implications Ngā Pānga Ahumoni

7.1 The financial implications of this Policy are minor. There has been no increase to the pre-meeting or meeting attendance fees offered to external members on the Creative Communities Funding Panel, and the total increase to fees for the District Licencing Committee members are small (approximately \$1,500 per year) and can be accommodated within the existing Council Meeting Allowance budget.

#### 8 Statutory Requirements Ngā Here ā-Ture

8.1 The remuneration and reimbursement rates for the Creative Communities Funding Panel are not set by any specific legislation or statutes, although they should not contravene any relevant provisions contained within the Local Government Act 2002 or prescriptions set by the

Remuneration Authority. Remuneration and reimbursement rates are also not covered by the Creative NZ Guidelines.

- 8.2 Fees and allowances for District Licensing Committee members are provided for under the Sale and Supply of Alcohol Act 2012 (s. 195), with fee levels guided by the Fees Framework. The fees included in the Policy for consideration and adoption fall within the relevant range (Group 2, Level 3) set by the Fees Framework.

## 9 Next Steps Te Kokenga

- 9.1 If adopted, staff will update the Policy and expense forms to display the new rates for the District Licencing Committee.

## 10 Attachments Ngā ĀpitiHanga

- Remuneration and Reimbursement for External Committee Members Policy – draft May 2026



# Remuneration and Reimbursement for External Committee Members Policy

Adopted/Confirmed:	15 May 2025
Review Frequency:	1 Year
Previous Adoption Date:	01 August 2024
Next Review Date:	May 2026
Policy type:	Governance
Reviewer	GM <del>People &amp;</del> Corporate
Policy version	P281

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## 1 Purpose

- 1.1 This policy sets out guidelines for the remuneration and reimbursement of expenses applicable to external members appointed as community representatives to Council committees ~~and subcommittees~~ and other subordinate decision-making bodies.

## 2 Scope

- 2.1 This policy applies to ~~the externally appointment appointed of external~~ members ~~to of Council Committees committees, and Subcommittees~~ and other subordinate decision-making bodies.

- 2.2 This policy does not apply to:

- Appointment of Independent Commissioners;
- ~~Appointment of external member to Audit and Risk Committee; and~~
- External members where remuneration and reimbursement arrangements are determined through an individual agreement approved by the Chief Executive; and
- Individuals appointed in their role as an employee or representative of an organisation and where that person is receiving financial remuneration from that organisation.

## 3 Definitions

- 3.1 External member – a person who is not an elected member and who is appointed ~~by Council resolution~~ as a member of a committee, ~~or subcommittee or subordinate decision-making body in accordance with Schedule 7, Clause 31 of the Local Government Act 2002.~~

- 3.2 Member – a person who is currently an elected member of a local authority (the Council), in accordance with Section 19A of the Local Electoral Act 2001.

- 3.3 Code of Conduct – the Code of Conduct applying to members of the Council, which has been adopted by a resolution of the Council in accordance with Schedule 7, Clause 15 of the Local Government Act 2002. This document is distinct from any conduct or ethics policies applying to Council officers.

- 3.4 Standing Orders – the Standing Orders adopted by a resolution of the Council for the conduct of its meetings and its subordinate decision-making bodies, in accordance with Schedule 7, Clause 27 of the Local Government Act 2002.

- 3.5 Committee – a standing committee or subcommittee established by the Council, in accordance with Schedule 7, Clause 30 of the Local Government Act 2002. The Policy does not apply to ~~any other groups, including~~ Council organisations (CO's) or Council-controlled organisations (CCO's). The remuneration for CO's and CCO's is covered by the Appointment of Directors to Council Organisations and Council-Controlled Organisations Policy.

- ~~3.5.3.6~~ Subordinate decision-making body – a body established by the Council and delegated decision-making authority under Schedule 7 of the Local Government Act 2002, other than a committee or subcommittee.

## 4 Background

4.1 The membership of a committee or subordinate decision-making body can be made up of elected members and/or external members, or a mix thereof. At least one member of a committee must ~~also~~ be an elected member of the Council (this requirement does not apply to subcommittees).

4.2 Responsibility for appointing ~~committee~~ members (both elected and external) resides with the Council. The Council may appoint external members if they deem a person to have skills, attributes or knowledge that will assist the work of the relevant committee or subcommittee. This clause applies to committees, and to other subordinate decision-making bodies where the responsibility for appointments has been retained by the Council.

*Schedule 7, Clause 31, Local Government Act 2002*

4.3 Council recognises that:

- Members of the community may voluntarily and actively contribute to Council processes in the interests of the public good or in the interests of particular groups that they may represent.
- Many of its decision-making processes will require the active involvement of community representatives to ensure acceptable outcomes can occur.
- Community representatives may have limited capacity and financial resources and this may restrict their ability to actively participate in Council processes.
- Nominally compensating community representatives for their involvement in decision-making processes will support fuller, fairer and more equitable participation.

## 5 Remuneration and Reimbursement Rates

5.1 Remuneration and Reimbursement Rates for specific committees and ~~subcommittees~~ subordinate decision-making bodies are included in the schedules, ~~located at the bottom of~~ to this Policy.

## 6 Eligibility for Council-organised training

6.1 External members ~~are eligible to~~ may attend ~~any Council-organised~~ training relevant to their role on a committee or subordinate decision-making body. Attendance at Council-organised or Council-funded training is subject to the approval of the relevant budgetary manager. External members may undertake other training at their own discretion, but no reimbursement for expenses incurred will be provided without prior approval. ~~for committee members in relation to matters relevant to the committee, e.g., training in relation to new legislation.~~

6.2 Requests for individual skills development-related training ~~are to~~ will be considered by the Chief Executive on a case-by-case basis.

~~6.3 An allowance for time spent at training may be paid on a per-hour basis if specified in the relevant Schedule to this Policy. Where not explicitly stated, an allowance may~~

~~be paid at a pre-determined rate if approval is provided by the relevant budgetary manager prior to the training taking place.~~

- 6.3 External members will not generally be paid an allowance for time spent attending training. Reasonable expenses incurred in attending approved training, including mileage, may be reimbursed in accordance with this Policy. An allowance for time may only be paid where explicitly provided for in the relevant Schedule or where prior approval has been granted by the Chief Executive.

## **7 Taxation obligations**

- 7.1 For tax purposes, ~~committee external~~ members are treated by the Inland Revenue Department as self-employed. Payments made to ~~committee external~~ members are treated as schedular payments and have withholding tax deducted at 33%. Committee External members are able to claim expenses incurred in their role as part of their annual filing of their tax return.

- 7.2 ~~Committee External~~ members are responsible for meeting their own ACC Levy obligations.

~~7.3 For the purposes of the Goods and Services Tax Act 1985, the term “taxable activity” does not apply to the role of a Chairperson or member of any committee (refer Goods and Services Tax Act 1985 section 6(3)(c)(iii) and section 6(4)). There are some exceptions to this, outlined in sections 6(4) and 6(5) that members will need to review to see if the situations described apply to them. These relate to circumstances when the member has to account to their employer for the remuneration received, and when the member already carries out a taxable activity as defined in the Act and their services as a member of the committee are deemed to be supplied in the course of that taxable activity.~~

- 7.3 For the purposes of the Goods and Services Tax Act 1985, the role of a Chairperson or member of a committee is generally not considered a “taxable activity”, and GST does not usually apply to payments made under this Policy. However, exceptions may apply in certain circumstances, including where a member is required to account to their employer for the remuneration received, or where the member is already carrying out a taxable activity and their services as a committee member are provided in the course of that activity. Members are responsible for determining their own GST obligations.

## **8 Applicability of Council’s Code of Conduct**

- 8.1 All external members of a committee ~~and or subcommittee subordinate decision-making body~~ must abide by the Council’s Code of Conduct adopted under Schedule 7, Clause 15 of the Local Government Act 2002.

## **9 Applicability of Council’s Standing Orders**

- 9.1 All external members of a committee ~~and or subcommittee subordinate decision-making body~~ must abide by the Council’s Standing Orders adopted under Schedule 7, Clause 27 of the Local Government Act 2002.

## 10 Term of Appointment

10.1 Appointments are considered to have commenced from the date of the applicable Council resolution making the appointment.

10.2 For appointees to committees, ~~and subcommittees~~, the appointment will end when the committee ~~or subcommittee~~ is discharged at the end of the local government triennium.

*Schedule 7, Clause 30(7), Local Government Act 2002*

10.3 The Council may discharge any member of a committee ~~or subcommittee~~ at any time. Where the Council is responsible for appointing members to a subordinate decision-making body, it may also discharge those members.

*Schedule 7, Clause 31(1), Local Government Act 2002*

## 11 Delegations

11.1 The implementation of this policy is delegated to the Chief Executive and their delegates.

11.2 The Governance and Assurance Manager is responsible for providing advice, and support, and ~~the implementation for implementing of~~ this policy.

## Schedule 1 – Creative Communities ~~Assessment Committee~~ Funding Panel

1. The Creative Communities ~~Assessment Committee~~ Funding Panel was ~~(re)~~ established by the Council on ~~25 October 2022~~ 04 February 2026, replacing the Creative Communities Assessment Committee.
2. External members are appointed by the ~~Council~~ existing Panel as vacancies arise, in accordance with Creative Communities Scheme Assessors Guide (CCS Guide) ~~near the beginning of each triennium. The appointments must be aligned with Creative New Zealand's guidelines around the tenure of community representatives.~~
3. ~~There are five external~~ Panel membership is a mix of elected members and community representatives. The CCS Guide stipulates that up to two members may be elected representatives appointed by the Council. The remaining members must be community representatives, and one of these must be of Māori descent and have local knowledge of Māori arts activity, comprised of:
  - ~~4x~~ Community representatives
  - ~~1x~~ Tangata whenua representative
4. The CCS Guide does not prescribe a specific number of community representatives; however, they must comprise at least half of the total membership. The CCS Guide recommends an overall membership of between 7 and 11 members.
5. External members of the ~~Committee~~ Panel are eligible for remuneration and reimbursement, as detailed in the below table. External members are required to submit an expense claim form to officers for each eligible meeting, detailing the rates that they are claiming for and the distance travelled for mileage.

Creative Communities <del>Assessment Committee</del> <u>Funding Panel</u>		
Item	Rate per meeting	Notes
Assessment Allowance	\$130	For the assessment of grants submitted to a funding round
Meeting Allowance	\$130	For attendance at a <del>Committee</del> <u>Panel</u> meeting
Mileage	\$..... /km	In accordance with the rate (per kilometre) set by the Remuneration Authority

6. The rates for mileage will be aligned with the rates paid to elected members for travel to and from meetings (set by the Remuneration Authority). This ensures that there is fairness among elected members and external members who are appointed to the ~~Committee~~ Panel.

7. As elected members are remunerated in accordance with the determinations made by the Remuneration Authority (including the provision of a salary), they are not eligible to claim the assessment and meeting allowance detailed within this Schedule.

## Schedule 2 – District Licensing Committee

1. The District Licensing Committee is established by legislation under the Sale and Supply of Alcohol Act 2012. It is not subject to disestablishment at the end of the local government triennium and members (both elected and external) are appointed by the Council to serve for a term of ~~five~~three years. Member’s tenure is complete at the end of ~~five~~three years, however they may be reappointed by the Council for additional tenures.

*Clauses 186 and 192, Sale and Supply of Alcohol Act 2012*

2. There are ~~four~~five members, comprised of:

- 1x Chair
- 2x ~~Members (external)~~Elected members
- ~~1x~~2x ~~Member (elected member)~~External members

3. The fees payable to members of the Committee are determined by Council, having regard to the detailed in the **Cabinet Fees Framework**, released by the Cabinet Office. Hourly rates are derived from the applicable daily rate under the Framework.

*Clause 195, Sale and Supply of Alcohol Act 2012*

4. For the purpose of paying fees to members, the District Licensing Committee currently sits within Group 2 (Statutory Tribunals and Authorities), Level 3.

5. Both external and elected members are eligible to claim the fees.

**Note:** The Sale and Supply of Alcohol Act 2012 and Fees Framework ~~make no distinction do not distinguish~~ between external and elected members for the ~~provision purpose~~ of fees. ~~The Remuneration Authority has no jurisdiction over fees related to alcohol Licensing hearings and does not prohibit the payment of fees to elected members for this purpose~~The Council has determined that both are eligible for payment where undertaking District Licensing Committee functions.

6. Members of the Committee are eligible to claim ~~for~~ fees for services undertaken in their role, including attendance at hearings, meetings, and associated preparation time, as detailed in the below table. Members are required to submit an expense claim form to officers for each eligible meeting, detailing the ~~rate and~~ hours that they are claiming for and the distance travelled for mileage.

District Licensing Committee		
Item	Rate per hour	Notes
Fee (chair)	<del>\$85.23</del> <u>103.13</u>	<u>As determined by Council, in accordance with section 195 of the Sale and Supply of Alcohol Act 2012 and the Cabinet Fees Framework, as updated from time to time</u>

		Includes preparation (i.e., pre-reading) and meeting time
Fee (members)	\$ <del>55.73</del> 65.63	<u>As determined by Council, in accordance with section 195 of the Sale and Supply of Alcohol Act 2012 and the Cabinet Fees Framework, as updated from time to time</u>  Includes preparation (i.e., pre-reading) and meeting time
Mileage	\$..... /km	In accordance with the rate (per kilometre) set by the Inland Revenue Department

~~7. Members of the Committee are eligible to claim an hourly rate for time spent at formal training, provided that the member's attendance has been approved by the Council. Unless approved by the Regulatory Services Manager beforehand, an hourly allowance will not be provided for pre-reading or other pre-course work that may be required.~~

8.7. The rates for mileage are set in accordance with the Inland Revenue Department's most recently published table of rates.

## Council

Meeting of 06 May 2026

Business Unit: Corporate

Date Created: 23 April 2026

## Appointment of Marae Liaison Councillors

### Purpose Te Aronga o te Pūrongo

To seek Council approval for the confirmation of six marae liaison appointments.

### Recommendations Ngā Tūtohinga

That the Council:

1. Appoints the following marae liaison Councillors:

<b>Marae</b>	<b>Liaison Councillor</b>
Aorangi	Cr Rob Duindam
Parewahawaha	Cr Alison Short
Poupatatē	Cr James McKelvie
Taumata o te Rā	Cr Colin Dyer
Te Hiiri	Cr Sam Hill
Te Tikanga	Cr Shelley Dew-Hopkins

2. Notes that further report on marae liaison appointments will be presented to Council for confirmation at a later meeting.

Report prepared by:

Ash Garstang

Governance and Assurance Manager

Approved for submission by:

Frances Smorti

General Manager - Corporate

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## 1 Background Ngā Kōrero o Muri

- 1.1 Council is progressing the confirmation of marae liaison appointments across the district to strengthen relationships between elected members and marae.
- 1.2 Marae liaison roles support engagement with hapū and iwi, enabling councillors to participate in hui and build meaningful connections with their respective marae.
- 1.3 Due to the timing of marae governance processes, appointments are being brought to Council as they are finalised. The appointments included in this report represent those marae that have completed their approval processes to date.

## 2 Strategic Fit Te Tautika ki te Rautaki

- 2.1 This report supports Council’s strategic priority of “A future planned together” by strengthening relationships with marae and iwi across the district.

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

- 3.1 The appointments included in this report represent those marae that have completed this process and are ready for Council confirmation. Confirming these appointments at this stage enables councillors to begin engaging with their respective marae without unnecessary delay, supporting relationship-building and participation in hui and related activities.
- 3.2 Given not all marae have finalised their arrangements, it is appropriate to bring appointments to Council as they become available rather than waiting for all appointments to be completed. This approach reflects the independent timing of marae decision-making processes while maintaining a clear and transparent approval process.
- 3.3 Further appointments will be presented to Council for confirmation once remaining marae have completed their processes.

## 4 Risk Assessment Te Arotake Tūraru

- 4.1 This report relates to Council’s strategic risk “Iwi Relationships”, which recognises the importance of maintaining strong and effective relationships with iwi and tangata whenua.
- 4.2 Strong relationships between marae and Council support positive collaboration, improve engagement in Council decision-making, and enable more effective navigation of Council regulatory and project processes.
- 4.3 These relationships also support marae by providing a consistent point of contact with Council, improving access to information, and enabling more effective participation in Council processes and decision-making. They also play an important role during local emergencies, where marae often act as key community hubs providing welfare support, shelter, and coordination for affected communities.

- 4.4 The appointment of marae liaison councillors is a key enabler within this risk area, supporting ongoing relationship-building at a local level. Confirming these appointments in a timely manner helps strengthen connections between marae and Council, contributing to improved trust, communication, and collaboration.
- 4.5 Council has a cautious risk appetite in the areas of reputational and cultural risk. In practice, this means that Council seeks to carefully manage risks associated with relationships and cultural engagement, while still proactively investing in opportunities to strengthen partnerships that deliver long-term value.

## 5 Engagement Te Whakapānga

### Significance of Decision and Māori Engagement

- 5.1 The decision is considered to be of low significance under the Significance and Engagement Policy. While no broader community engagement has been undertaken, targeted engagement has occurred with marae through their own governance processes, supported by Council. This approach aligns with the principle of engaging directly with relevant parties where a matter is of specific interest to those groups.

### Community Engagement

- 5.2 No additional community engagement is required.

## 6 Operational Implications Ngā Pānga Whakahaere

- 6.1 There are no operational implications with this report.

## 7 Financial Implications Ngā Pānga Ahumoni

- 7.1 There are no financial implications with this report.

## 8 Statutory Requirements Ngā Here ā-Ture

- 8.1 There are no statutory requirements relating to the appointment of marae liaison Councillors.

## 9 Next Steps Te Kokenga

- 9.1 Marae liaison appointments confirmed through this report will take effect following Council approval, with councillors commencing engagement with their respective marae.
- 9.2 A subsequent report will be presented to Council at a later stage to confirm remaining marae liaison appointments.

## 10 Attachments Ngā ĀpitiHanga

- Nil.