



Council Agenda

Wednesday 18 March 2026, 8:30 am

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

www.mdc.govt.nz



MEMBERSHIP

Chairperson

His Worship the Mayor, Michael Ford

Deputy Chairperson

Councillor Grant Hadfield

Members

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



Shayne Harris
Chief Executive

ORDER OF BUSINESS

PAGE

1. MEETING OPENING

Cr Grant Hadfield will open the meeting.

2. APOLOGIES

3. CONFIRMATION OF MINUTES

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Recommendation

That the minutes of the Council meeting held 04 March 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 - 2025 ASIA PACIFIC CANOE POLO CHAMPIONSHIPS, NINGBO, CHINA

Aidan Dassler will be in attendance speaking to Council.

6.2 RESIDENT SATISFACTION SURVEY WAVE 2

Jeena Baines (Data, Insights and Research Analyst) will be in attendance speaking to Council.

6.3 COMMUNITY PLANS - KIWITEA, COLYTON AND GLEN-OROUA TAIKOREA

Attending: Laura Brown (Chairperson, Kiwitea); Cam Dyer (Chairperson, Colyton); Christine Finnigan (Chairperson, Glen Oroua-Taikorea)

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 Community Committee 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 04 -17 March 2026:

COMMUNITY COMMITTEE MEETINGS	
Hiwinui Community Committee	• 17 March 2026
Sanson Community Committee	• 12 March 2026
https://www.mdc.govt.nz/about-council/committees-and-organisations/community-committees-and-plans	

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 SPORT MANAWATU 6 MONTHLY 16

Report of the General Manager – Community

10.2 PRIORITY SERVICES 12 MONTH REPORTS 44

Report of the General Manager – Community

- Tenants’ Union- Cam Jenkins – via zoom
- St Johns Feilding Area Committee- Leigh Herewini – via zoom

- Manawatū Riding for the Disabled- Harvey Bell
- Himatangi Beach Community Patrol- Dave Jack

10.3 DELEGATIONS MANUAL - AMENDMENTS AND RE-ADOPTION

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Report of the General Manager – People and 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: 04 March 2026
2. Feilding Civic Centre Trust Resignation of Chair
3. Oroua River Walkway - Land Acquisition
4. Tender Award Recommendation – Manawatu Sewer Network Pipe Relining Programme 2026-2029

That the general subject of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under Section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Grounds under Section 48(1) for the passing of this resolution
13. Confirmation of Minutes; 04 March 2026 2026	<p><i>To consider the accuracy of the minutes of the public excluded Council meeting on 04 March 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)
14.1 Feilding Civic Centre Trust Resignation of Chair	<p>s7(2)(a) - privacy</p> <p><i>This report includes private and personal details about individuals</i></p>	s48(1)(a)
14.2 Oroua River Walkway - Land Acquisition	<p>s7(2)(i) - negotiations</p> <p><i>This report discusses commercially sensitive contract terms and pricing</i></p>	s48(1)(a)
14.3 Tender Award Recommendation – Manawatu Sewer Network Pipe Relining Programme 2026-2029	<p>s7(2)(i) - negotiations</p> <p><i>This report discusses commercially sensitive contract terms and pricing</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.

16. MEETING CLOSURE

MEETING MINUTES	
COUNCIL	TIME
WEDNESDAY 04 MARCH 2026	8:30 AM

Minutes of a meeting of the Council held on Wednesday 04 March 2026, which commenced at 8.30 am at the Manawatū District Council Chambers, 135 Manchester Street, Feilding.

PRESENT:

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

IN ATTENDANCE:

Shayne Harris	Chief Executive
Hamish Waugh	General Manager – Infrastructure
Frances Smorti	General Manager – People and Corporate
Lyn Daly	General Manager – Community
Joel Richards	Acting Chief Financial Officer
Ash Garstang	Governance and Assurance Manager
Karyn Crawley	Community Operations Adviser
Amy Beazer	Junior Policy Adviser
Jason Rosenbrock	Regulatory Services Manager

MDC 25-28/143

MEETING OPENING

Bobby Kusilifu from St Pauls Presbyterian Church opened the meeting.

MDC 25-28/144

APOLOGIES

There were no apologies.

MDC 25-28/145

CONFIRMATION OF MINUTES

RESOLVED

That the minutes of the Council meeting held 18 February 2026 be adopted as a true and correct record, as amended:

- **MDC 25-28/135 Priority Service Contracts: Amend resolution to show as being Carried (11-0), with Cr Alison Short having abstained from voting.**

Moved by: Cr Grant Hadfield

Seconded by: Cr Sam Hill

MEETING MINUTES	
COUNCIL	TIME
WEDNESDAY 04 MARCH 2026	8:30 AM

CARRIED (12-0)

MDC 25-28/146

DECLARATIONS OF INTEREST

There were no declarations of interest.

MDC 25-28/147

PUBLIC FORUM

There were no requests for public forum.

MDC 25-28/148

PRESENTATION - REPRESENTATIVE FUND - PACANZ, NATIONAL YOUNG PERFORMER AWARDS

Malaya Hinks was in attendance speaking to Council about her attendance at the PACANZ National Young Performer Awards. Highlights:

- The event is a prestigious dance and music competition.
- She completed both a jazz dance and contemporary dance.
- She will perform modern dance next year.
- Her favourite part of the competition was attending the masterclass sessions.
- She will visit New York in April on tour and would like to dance in Australia in the future.

MDC 25-28/149

NOTIFICATION OF LATE ITEMS

There were no late items of business notified for consideration.

MDC 25-28/150

RECOMMENDATIONS FROM COMMITTEES

There were no recommendations from committees.

MDC 25-28/151

COMMITTEE AND GROUP MEETINGS – FOR INFORMATION

The following Council Committees, Community Committees and Youth Council meetings were notified for information.

MEETING MINUTES	
COUNCIL	TIME
WEDNESDAY 04 MARCH 2026	8:30 AM

COMMITTEE MEETINGS	
District Development Committee	• 11 February 2026

COMMUNITY COMMITTEES	
Bainesse-Rangiotu Community Committee	• 25 February 2026
Cheltenham Community Committee	• 3 March 2026
Colyton Community Committee	• 19 February 2026
Halcombe Community Committee	• 2 March 2026
Himatangi Beach Community Committee	• 26 February 2026
Kimbolton Community Committee	• 2 March 2026
Pohangina Valley Community Committee	• 18 February 2026
Rangiwahia Community Committee	• 25 February 2026
Rongotea Community Development Group	• 2 March 2026

Liaison Councillors provided brief updates on their respective Committees.

- Bainesse-Rangiotu – Cr Raewyn Loader. Good turnout at the meeting, they have hot water running in the hall now.
- Cheltenham – Cr Rob Duindam. Unfortunately, only three members were available for the meeting. They are putting in history boards. The group want another opportunity to reach out to the Community to try and get more members on the Committee.
- Colyton – Cr Colin Dyer. They are working on a welcome sign, and the walkway is being metaled and limed. The playground requires final treatment with logs from Mt Lees. The idea of holding a church fair has been proposed.
- Halcombe – Cr Jerry Pickford. ANZAC day preparations are in full swing. They are brainstorming new ideas for a community event.
- Himatangi – Cr Jerry Pickford. The existing chair was re-elected, and they have appointed a secretary. They have a few issues with freedom campers. All members have been invited for a mid-winter swim in June.
- Kimbolton – Cr Rob Duindam. The new Committee met and there were a lot of items on the agenda. The group is making good progress, and the new chair is doing a really good job.
- Pohangina – Cr Bridget Bell. Twelve people attended and Cr Sam Hill attended the meeting as well. The priority points are paper roads. They had some queries around the radio service that came to light during the recent weather event. There will be a theatre show at the Pohangina Hall which members have been invited to.
- Rangiwahia – Cr Alison Short. A good number of members attended, and a big discussion was the recent weather event. The fallen trees caused a wide power outage, and the cell phone tower did not have a sufficient battery back-up to continue throughout this time. They complimented the contractors who were out there getting things back online. There are bats in the Rangiwahia Bush Reserve.

MEETING MINUTES	
COUNCIL	TIME
WEDNESDAY 04 MARCH 2026	8:30 AM

- Rongotea – Cr Andrew Quarrie. There is a lot of damage throughout the area from the recent weather event. The street lighting in Rongotea is of concern as well – the LED lights do not travel as well as they used to and there are dark patches. Hamish Waugh will follow-up on this topic. Henry Wheeler was awarded the King’s Service Award on 28 February, which was celebrated at the Rongotea Fire Station.
- Regional Transport Committee – Cr Colin Dyer asked for any feedback and details from other members around issues of public transport across our villages. Mayor Ford agreed and advised that Cr McKelvie and himself would liaise with Cr Dyer around this.

MARAE LIAISON COUNCILLORS

Cr Bridget Bell advised that the Māori Queen is visiting Parewahaha Marae and Taumata o Te Rā Marae. Marae across the District are preparing for this visit. Members agreed that the marae-Councillor liaison initiative was an important step forwards in the previous triennium and there was enthusiasm to continue this.

- Parewahawaha Marae – Cr Alison Short. She is continuing to catch up with the marae chair.

MDC 25-28/152

FEILDING CIVIC CENTRE TRUST FINAL STATEMENT OF EXPECTATIONS 2026/2027

Report of the General Manager – Community seeking Council approval of the Statement of Expectations for the 2026 to 2027 year for Feilding Civic Centre Trust.

RESOLVED

That Council approve the Feilding Civic Centre Trust Statement of Expectations for the 2026 to 2027 year, and subject to agreed changes with the Chief Executive.

Moved by: Cr James McKelvie

Seconded by: Cr Shelley Dew-Hopkins

CARRIED (12-0)

MDC 25-28/153

AWAHURI FOREST KITCHENER PARK TRUST STATEMENT OF EXPECTATIONS 2026/2027

Report of the General Manager – Community seeking Council approval of the Statement of Expectations for the 2026 to 2027 year for Awahuri Forest Kitchener Park Trust.

RESOLVED

MEETING MINUTES	
COUNCIL	TIME
WEDNESDAY 04 MARCH 2026	8:30 AM

That Council approve the Awahuri Forest Kitchener Park Trust Statement of Expectations for the 2026 to 2027 year, and subject to agreed changes with the Chief Executive.

Moved by: Cr Sam Hill

Seconded by: Cr Colin Dyer

CARRIED (12-0)

MDC 25-28/154

**MANAWATŪ COMMUNITY TRUST DRAFT STATEMENT OF INTENT 2026/2027
AND SIX-MONTHLY REPORT 2025/2026**

Report of the General Manager – Community presenting to Council for consideration the Manawatu Community Trust’s Six-Month Reporting for the 2025/2026 financial year, and the draft Statement of Intent 2026/2027 for feedback in accordance with Section 66 of the Local Government Act 2002.

Lyn Daly provided an overview of the draft Statement of Intent.

Cr Bridget Bell left the meeting at 9.15 am and returned at 9.20 am.

The meeting was adjourned at 9.23 am and reconvened at 9.31 am.

Teresa Hague, Ian McKelvie, Victor Cheng, Liam Greer, and Allan Davey were in attendance from the Trust to speak to the report.

RESOLVED

That Council:

- 1. Receives the Manawatū Community Trust’s Six-Month Report 2025/26 for the six months ending 31 December 2025 (Appendices 1 and 2).**

and

- 2. Agrees to the Manawatū Community Trust draft Statement of Intent 2026/2027 (Appendix 3), subject to feedback, if any, being incorporated into the final Statement of Intent, and subject to agreed changes with the Chief Executive.**

Moved by: Cr Alison Short

Seconded by: Cr Colin Dyer

CARRIED (12-0)

The meeting adjourned at 9.50 am and reconvened at 10.20 am.

MEETING MINUTES	
COUNCIL	TIME
WEDNESDAY 04 MARCH 2026	8:30 AM

MDC 25-28/155

PRIORITY SERVICE CONTRACTS - ANNUAL REPORTS

Report of the General Manager – Community seeking Council approval of the following reports.

Presenting:

- Plant to Plate Aotearoa – Courtney Manu and Ciara Funnell
- Manawatū Historic Vehicle Trust – Bryan Guy

RESOLVED

That Council receives the 12-month Priority Service Contract reports for the period ending 30 June 2025 from:

- **Plant to Plate Aotearoa**
- **Manawatū Historic Vehicle Trust**

Moved by: Cr Grant Hadfield

Seconded by: Cr Andrew Quarrie

CARRIED (12-0)

MDC 25-28/156

FEES AND CHARGES: PROPOSED PLANNING, ENVIRONMENTAL HEALTH, AND DEVELOPMENT CONTRIBUTION FEES FOR 2026/27

Report of the General Manager – People and Corporate requesting that Council adopts the Statements of Proposal for the review of Planning fees and charges, Environmental Health fees and charges, and Development Contribution fees and charges for 2026/27, for public consultation.

RESOLVED

That the Council adopts the Statement of Proposal ([attachment 1](#)) for the review of Planning fees and charges for the financial year commencing 1 July 2026 and ending 30 June 2027, for public consultation.

AND

That the Council adopts the Statement of Proposal ([attachment 2](#)) for the review of the Environmental Health fees and charges for the financial year commencing 1 July 2026 and ending 30 June 2027, for public consultation.

AND

MEETING MINUTES	
COUNCIL	TIME
WEDNESDAY 04 MARCH 2026	8:30 AM

That the Council adopts the Statement of Proposal ([attachment 3](#)) for the review of the Development Contribution fees for the financial year commencing 1 July 2026 and ending 30 June 2027, for public consultation.

AND

That the Council delegates authority to the Chief Executive to make any minor editorial or formatting amendments to the Statements of Proposal prior to publication.

Moved by: Mayor Michael Ford

Seconded by: Cr Jerry Pickford

CARRIED (12-0)

MDC 25-28/157

**FINANCE & PERFORMANCE COMMITTEE - TERMS OF REFERENCE
AMENDMENT**

Report of the General Manager – People and Corporate seeking Council approval to amend the Terms of Reference for the Finance and Performance Committee to reflect proposed governance refinements.

RESOLVED

That the Council:

- 1. Approve the amendments to the Finance and Performance Committee Terms of Reference, as attached to this report, being:**
 - a. Requiring all priority service contracts to be considered by the Committee for approval.**
 - b. Delegating authority to the Grants Connector to approve grants up to \$1,000 in accordance with the Grants Policy.**
 - c. Appointing Cr Rob Duindam to the Committee membership.**
- 2. Adopt the amended Terms of Reference effective from 4 March 2026.**

Moved by: Cr Grant Hadfield

Seconded by: Cr Raewyn Loader

CARRIED (11-1)

MDC 25-28/158

CONSIDERATION OF LATE ITEMS

There were no late items notified for consideration.

MEETING MINUTES	
COUNCIL	TIME
WEDNESDAY 04 MARCH 2026	
8:30 AM	

MDC 25-28/159

PUBLIC EXCLUDED BUSINESS

RESOLVED

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

- 1. Confirmation of Minutes, 18 February 2026**

That the general subject of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under Section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Grounds under Section 48(1) for the passing of this resolution
13. Confirmation of Minutes; 18 February 2026	<p><i>To consider the accuracy of the minutes of the public excluded Council meeting on 18 February 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.

Moved by: Mayor Michael Ford

Seconded by: Cr Grant Hadfield

CARRIED (12-0)

The meeting went into public excluded session at 11.20 am. For items MDC 25-28/160 to MDC 25-28/161 refer to public excluded proceedings. The meeting returned to open session at 11.21 am.



MEETING MINUTES	
COUNCIL	TIME
WEDNESDAY 04 MARCH 2026	8:30 AM

MDC 25-28/162

MEETING CLOSURE

The meeting was declared closed at 11.21 am.

Meeting Video

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

Council

Meeting of 18 March 2026

Business Unit: Community
Date Created: 02 December 2025

Sport Manawatu 6 Monthly Report

Purpose Te Aronga o te Pūrongo

To present for acknowledgement the Sport Manawātū 6-Month Report for the period 1 July – 31 December 2025 as required under the contract between Sport Manawātū and Manawātū District Council.

Recommendations Ngā Tūtohinga

That the Council acknowledge receipt of the Sport Manawātū 6-Month Report for the period 1 July – 31 December 2025 and to note that Sport Manawātū has met its reporting obligations under the current contract.

Report prepared by:
Adie Johansen
Community Services Manager

Approved for submission by:
Lyn Daly
General Manager - Community

1 Background Ngā Kōrero o Muri

- 1.1 Manawatū District Council entered into a contract with Sport Manawatū Charitable Trust for the provision of “Manawatū District Sport Services”. The term of the contract was from 1 July 2016 until 30 June 2021 with the total value of the contract over that term being \$450,000 excluding GST. The contract was extended for a further three-year period until 30 June 2025.
- 1.2 Council have further extended the contract for a year from 1 July 2025 - 30 June 2026.
- 1.3 Under the terms of the contract, Sport Manawatū is required to provide six-monthly and annual reports within six weeks of the end of each reporting period. This report represents the first six-month report under the current contract extension and covers the period from 1 July to 31 December 2025. Sport Manawatū submitted their 6-month report on 23 January 2026.

2 Strategic Fit Te Tautika ki te Rautaki

- 2.1 The contract between Sport Manawatū and Manawatū District Council contributes to all of Council’s priorities:
- 2.2 A place to belong and grow: Sport Manawatū supports community wellbeing by enabling inclusive, accessible opportunities for play, active recreation, and sport. Programmes delivered during the reporting period focused on rangatahi, tamariki, whānau, people with disabilities, and priority communities, supporting social connection, confidence, and participation.
- 2.3 A future planned together: Through programme delivery, sector engagement, and data-informed insights, Sport Manawatū provides Council with locally relevant information on participation trends, emerging needs, and system pressures. This supports informed decision-making for future investment in programmes, partnerships, and facilities.
- 2.4 An environment to be proud of: The partnership supports active lifestyles through initiatives that encourage everyday movement, use of public spaces, and active transport. This includes play activations, walking and cycling initiatives, and support for informal, low-cost activity opportunities in local communities.
- 2.5 Infrastructure fit for the future: Sport Manawatū plays an active role in regional facility planning and sector coordination, supporting Council to understand demand, identify gaps, and plan for equitable access to fit-for-purpose sport and recreation spaces.
- 2.6 Value for money and excellence in local government: The contracted service delivers measurable outcomes aligned with Council priorities while leveraging external funding and partnerships to extend reach and impact. Reporting provides transparency and assurance that the service continues to deliver value for money.

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

- 3.1 In accordance with the contract, Sport Manawatū has provided a six-month report outlining delivery against agreed outcomes. A summary of performance for the period is outlined below. Full detail is contained in the attached report.

3.2 Outcome 1: The Manawatū district develops a strong foundation for community wellbeing through play, active recreation, and sport.

During the reporting period, Sport Manawatū delivered a wide range of local programmes and activities that aimed to support better participation, connection, and wellbeing across the district.

Key initiatives included:

3.3 Youth-focused activations at Hato Pāora College, following a co-design session with students to identify physical activities of interest beyond traditional school sport. The resulting activation was delivered during a teacher-only day and included boxing, indoor bowls, paintball, and golf, delivered by local providers and clubs. The session enabled students to try activities they had not previously accessed, with several identifying new interests and clubs able to connect directly with students about future participation opportunities. One provider, Arena Paintball, has since progressed toward incorporation and is exploring funding options to support ongoing youth access. This initiative was enabled through connections established by Council's Youth Connector.

- support was also provided to schools through initiatives such as Replay NZ, enabling children to access equipment and reduce participation barriers.
- play-based activities including Play Week Aotearoa activities, pop-up play sessions at the Feilding Farmers Market, and a *Play, Pass it On* Replay event at the Manawatū Community Hub Library, which redistributed play and sports equipment directly back into the community. These initiatives supported immediate participation and addressed cost barriers for families.

3.4 Delivery and/or support of a range of inclusive and community events, including school holiday basketball pop-ups, Disability Sports Festival activities, and Feilding Blue Light Street Parties. These events aimed to create safe, welcoming environments for participation and provided opportunities to gather community insights to inform future delivery. For example, insights from the Feilding Farmers Market pop-up play session and the Blue Light Street Parties identified strong demand for organised games, obstacle-based activities, and repeat opportunities for children and youth, which are being used to inform the design and scheduling of future community activations.

3.5 Outcome 2: People have the skills to safely and confidently ride a bike on our roads, shared paths, and cycleways.

Sport Manawatū continued to support Council's active transport goals through cycle skills initiatives, with a focus on rural and home-school learner groups instead of the traditional delivery through schools.

The A plan was developed to deliver the cycle skills programmes in rural schools during Term 2, 2026. In addition, the first cycle skills session was delivered to the home-school community by Sports Manawatū where 26 students across a range of ages and abilities had the chance to learn new skills. The cycle skills programme includes on-road and court-based learning.

3.6 Outcome 3: Sport and Recreation facilities (Places and Spaces) across the District meet community requirements.

Sport Manawatū contributed to regional and district-wide facility planning and sector leadership throughout the reporting period. This included hosting a Regional Steering Group meeting at Te Āhuru Mōwai, providing visiting councils with an overview of Manawatū's redeveloped library, aquatic, and park facilities.

Sport Manawatū also supported Council-led and regional initiatives through participation in the Manawatū Funding Forum and by administering and promoting funding opportunities such as Tū Manawa Active Aotearoa and the NZCT Manawatū Active Communities Fund. During the period, more than \$22,500 of Tū Manawa funding was distributed within the district, supporting locally led projects and approximately 530 young people.

In addition, Sport Manawatū supported the Manfeild Park Trust Chief Executive to develop a needs assessment for a proposed indoor arena facility. This included facilitating an information-gathering session on 2 December to identify capacity constraints across Regional Sports Organisations and potential user groups. The session included codes such as volleyball, basketball, netball, futsal, tennis, pickleball, badminton, and bowls. Surveys were also distributed to potential users to gather wider feedback. Sport Manawatū continues to support Manfeild Park Trust through this process to inform future planning and development.

A number of regional and national sporting events were delivered or supported during the period. Sport Manawatū delivered the Manawatū Secondary School Sports Awards and supported the hosting of national events such as the National School Road Cycling Championships and the NZ Road Relay Championships by working alongside event organisers and national bodies. This support helped enable participation opportunities, celebrate local achievement, and attract visitors to the district, contributing to community pride and positive economic impact.

3.7 *Outcome 4: Sports and community sport events create social and participation opportunities as well as economic benefits and contribute to hauora. Minimum of ten events per year.*

During the reporting period, Sport Manawatū delivered or supported 11 sports and community sport events, indicating the service is tracking well towards meeting the minimum annual requirement of ten events. These events include those referenced across Outcomes 1–3 of this report and are not additional to that delivery.

The events delivered or supported during the period included the Feilding Farmers Market pop-up play session; Play, Pass it On, Replay; a school holiday Basketball Pop-Up session; the Rural Day Relay; the Disability Sports Festival held at the Feilding Civic Centre; two Feilding Blue Light Street Parties; the Manawatū Secondary School Sports Awards; the RSO / Sport Codes Dinner; the National School Road Cycling Championships; and the NZ Road Relay Championships.

Collectively, these events were free or low-cost and designed to encourage participation across a wide range of ages and abilities. They provided accessible opportunities for community participation, supported positive sporting experiences, and contributed to social connection and community wellbeing across the district.

3.8 The six-month report also highlights several sector-wide trends and emerging risks relevant to sport and active recreation delivery. Active NZ data shows that most physical activity occurs outside formal sport, with walking the most common activity. Participation decreases with age and during secondary school years, and cost and time are identified as key barriers to participation.

3.9 The report also highlights the requirements of the Incorporated Societies Act 2022, which requires all incorporated societies to re-register and adopt compliant constitutions by April 2026. As at January 2026, approximately 60 percent of organisations across the region had completed re-registration. The report notes that while Regional Sports Organisations are generally well advanced, some smaller volunteer-led clubs face challenges in meeting the new requirements. Sport Manawatū is supporting organisations through workshops, guidance, and direct assistance.

3.10 Representatives from Sport Manawatū will be in attendance at the Council meeting to speak to their annual report.

4 Risk Assessment Te Arotake Tūraru

4.1 There are no risks associated with the recommendation to receive this report. Sport Manawatū has fulfilled its reporting obligations under the contract, and no decision is being sought that would alter service delivery or create new risk.

5 Engagement Te Whakapānga

Significance of Decision

5.1 The Council's Significance and Engagement Policy is not triggered by matters discussed in this report. No stakeholder engagement is required.

Māori and Cultural Engagement

5.2 There are no known cultural considerations associated with the matters addressed in this report. No specific engagement with Māori or other ethnicity groups is necessary.

Community Engagement

5.3 No additional community engagement is required. The report reflects delivery of services already agreed through the existing contract.

6 Operational Implications Ngā Pānga Whakahaere

6.1 The report summarises delivery of outcomes under an existing service contract. There are no new operational impacts for Council.

7 Financial Implications Ngā Pānga Ahumoni

7.1 The value of the contract for the 2025/26 financial year is \$110,000 excluding GST. This is provided for within existing operational budgets. No additional funding is required in relation to this report.

Budget has been allocated during Council's Long-Term Plan 2024-34 to continue a contract with Sport Manawatū.

8 Statutory Requirements Ngā Here ā-Ture

8.1 There are no statutory requirements for this report.

9 Next Steps Te Kokenga

9.1 No further action is required from Council at this time. Sport Manawatū will continue service delivery under the existing contract and provide the next report in mid-2026.

10 Attachments Ngā ĀpitiHanga

- 2025-26 Sport Manawatu - MDC six month report

Manawatū District Council

SIX MONTH PARTNERSHIP REPORT

July 2025 - December 2025



**SPORT
MANAWATŪ**

THE MANAWATŪ DISTRICT DEVELOPS A STRONG FOUNDATION FOR COMMUNITY WELLBEING THROUGH PLAY, ACTIVE RECREATION, AND SPORT.

Hato Paora – Rangatahi Activation

On Tuesday 23 July, Sport Manawatū staff, supported by kaimahi at Hato Pāora College, delivered a co-design session with rangatahi to understand which physical activities they were most interested in beyond mainstream sport. This feedback informed the Rangatahi Activation Programme, delivered during the College’s teacher only day on Tuesday 26 August.

Students participated in boxing, indoor bowls, paintball and golf, delivered by local clubs. The activation encouraged rangatahi to step outside their comfort zones and try new activities, with several students discovering new interests. Clubs were able to connect directly with rangatahi about future opportunities. Arena Paintball, responding to strong interest, has since registered as an incorporated society and is exploring funding options to improve youth access.

The activation was enabled through connections established by Joey McKechnie, Youth Connector at Manawatū District Council. The event strengthened relationships between the school, community and clubs, creating momentum for ongoing engagement.



- Deputy Principal, Hato Pāora College: “The boys absolutely enjoyed the day and were buzzing for many days after. We’d like to keep the momentum and work together again.”
- Hato Pāora kaimahi: “Those who excelled at paintball don’t normally participate.”
- Reuben, Feilding Golf Club: “There is strong potential to build on the momentum and offer ongoing opportunities.”
- Hyrum, Arena Paintball: “We’re already looking at how this can become something sustainable.”



OUTCOME 1

Replay NZ – Sanson School

In term two, Sanson School reached out to their Healthy Active Learning advisor for some support with shoes and large balls to be used at recess time. In partnership with Replay – NZ, shoes and large balls were delivered to some very happy tamariki shortly after the request was made.

“We want to send a massive thank you to Replay - NZ for their extremely kind donation of sports balls and shoes, and to Joel from Sport Manawatū for all your help. Our students were so excited to see some new gear for the PE shed, which will be a huge help for our PE lessons and lunchtime games. Your generosity means a lot to us!!!! Thank you!”



Kind Hearts Collaboration

Sport Manawatū delivered a second year of sessions at the Kind Hearts events, engaging 1,100 tamariki from schools across the region, including three MDC schools and 131 tamariki, in activities focused on promoting kindness and positive sporting environments.

- Day 1 (Juniors): Activities included Animal Aerobics and creating “Positive Vibes Only” supporter signs for tamariki to take home to their whānau.
- Day 2 (Seniors): Sessions began with an active icebreaker, followed by the same sign-making activity.



The sessions shared how feedback from tamariki in the previous year shaped the Positive Vibes Only campaign, which works with local codes to support positive, fun, and inclusive sport environments. Poster messages showed strong positivity, such as “You can do it” and “Go team,” reinforcing the campaign’s impact. Following the event, Raewyn requested this segment be booked again for next year, highlighting the strength of the partnership and the success of Sport Manawatū’s involvement.



Next Level Rangatahi – Manawatū Turbos

On Wednesday 17 September, Sport Manawatū’s Sports Advisor for Leadership and Coaching, David King, connected Manawatū Turbos players Kyle Baker and Drew Wild with Next Level Fitness on their final day of term. Together, they shared encouragement, guidance, and practical tips with student leaders who had been supporting

younger athletes throughout the programme. Supported by the NZCT Manawatū Active Communities Fund, the programme highlighted strong potential within these young leaders and supported their continued development in coaching and leadership.

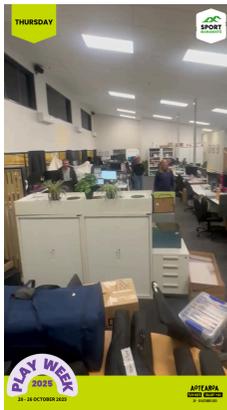
OUTCOME 1

Tākaro Mai Aotearoa Play Week 2025

Play Week Aotearoa 2025 celebrated the value of play for tamariki, whānau and communities across Aotearoa. Play provides freedom and opportunities to take risks, supporting tamariki to build a lifelong love of being active, make sense of the world, express creativity, build friendships, and develop key skills.

To promote the week, Sport Manawatū delivered the Play Week Bingo Challenge, a free initiative designed to encourage whānau to explore local play spaces and complete playful activities throughout the week. The challenge was shared widely by local organisations and schools through both printed and online channels.

To build momentum and strengthen community engagement, Sport Manawatū also assigned a bingo activity to each day of the week for staff to take part in. This supported staff to increase their understanding of the value of play and build confidence promoting play within their own areas of mahi.



Find out more > SPORTMANAWATU.ORG.NZ/PLAY Proudly supported by PALMY and SPORT MANAWATU

Tākaro Mai Aotearoa Play Week 2025

The Quick Release Play round allowed various Manawatū District Council based organisations to deliver Play projects while promoting Play Week.

For this "Play" round, organisations can apply for up to \$1,000 to support Play related projects for tamariki and rangatahi.

Two organisations received \$1,531 to support the delivery of play-based activations across the district.

2 applications

\$1,531

funded

OUTCOME 1

Play Along the Way

Due to weather conditions, the Play Along the Way event scheduled during Play Week Aotearoa 2025 was cancelled after two attempts.

Despite this, Sport Manawatū progressed other elements of the initiative by working alongside James at Manawatū District Council to install a new swing beside the skatepark, supported by the NZCT Manawatū Active Communities Fund.

A range of organisations continued to support the kaupapa, including Manawatū District Council, Manawatū Community Hub Libraries, Feilding Volunteer Fire Brigade, Feilding Blue Light, Feilding Lions Mini Golf, Ngā Kaitiaki o Ngāti Kauwhata, Makino Aquatic Centre, Next Level Athletes – Rangatahi, and the Manawatū Skateboard Association.

While the event was not delivered this year, strong collaboration and community support were maintained, and Sport Manawatū will be delivering Play Along the Way in February 2026.



SIX MONTH PARTNERSHIP REPORT | Manawatū District Council | July 2025 - December 2025

Feilding Farmers Market

On 11 July, Sport Manawatū delivered a pop-up play session alongside the Feilding Farmers Market, in partnership with the Manawatū Community Hub Library and their play trailer.

Recently refreshed with new equipment, the trailer attracted strong engagement, with around 150 people taking part before rain brought the session to an early close.

The activation promoted the play trailer, encouraged active play, and provided an opportunity to gather quick insights from tamariki and whānau about how they spend their school holidays and what they would like to see more of.

Feedback highlighted interest in organised games, obstacle courses, and active outdoor play, with many families already making good use of parks, beaches, and time with whānau. These insights were shared with the Hub team to support future planning.



Play, Pass it on, Replay

On 26 September, Sport Manawatū delivered Play, Pass it on, Replay on the green space outside the Manawatū Community Hub Library, supported by Ngā Kaitiaki o Ngāti Kauwhata, Manawatū Community Hub Library, and Replay NZ.

Over the previous 12 months, Sport Manawatū had collected sports and play equipment and redistributed it back into the community, enabling schools, organisations, and whānau to access gear and reduce barriers to participation in sport, active recreation, and play.

The event created a relaxed and welcoming environment where people could view available equipment and take items home to support being active. Around 100 people attended throughout the day, ranging from preschool tamariki to older adults, with more than 60 items rehomed, including rugby balls, cricket bats, boots, and footballs.

The initiative demonstrated immediate value, with equipment costs identified as a barrier for many whānau. By providing free access to quality gear, the event supported participation straight away and reinforced the value of community-led solutions.



OUTCOME 1

Basketball Pop-Up Session

Sport Manawatū partnered with Basketball Manawatū to deliver a school holiday Basketball Pop-Up session at the Civic Centre on 29 September.

Building on learnings from previous sessions, the partners strengthened community connections and promotion to improve engagement. Demand exceeded capacity, with registrations closing early. Two sessions were delivered, with 21 girls participating in the morning and 35 boys in the afternoon. The sessions focused on skill development, drills, and 3x3 games. Parent feedback was very positive, with strong appreciation for having local opportunities available. Tamariki also completed a short survey, with 85.7–90.5 percent indicating they would like to see more sessions like this.

As a direct outcome, a three-week 3x3 competition was established at the Civic Centre, attracting 17 teams from schools across the Manawatū District. Basketball Manawatū has since explored funding options to continue the programme into 2026.



Rural Day Relay

On Friday 3 October, Sport Manawatū worked alongside Feilding & District Promotion and Allan McLean to support and deliver the Rural Day Relay as part of Feilding’s annual Rural Day event.

The relay attracted businesses, schools, and community teams from across the Manawatū, creating a fun and competitive atmosphere in the town centre. A new Rangatahi Open/Family category was introduced, encouraging participation from a wide range of ages, whānau, and community groups.

New obstacles were added this year, including digging through lambs’ tails to find ear tags and a slide, both of which were crowd favourites and added energy and enjoyment to the event. The relay reinforced the value of connection, play, teamwork, and friendly competition within the community.



Thank you so much for your incredible support and contribution to Rural Day last Friday. It was a fantastic celebration of our community, and we truly couldn’t have done it without your support.

— Sarah Gilbertson, Feilding & District Promotion.

Disability Sports Festival

On 18 and 19 October, Sport Manawatū partnered with ParaFed Manawatū and the Halberg Foundation to deliver a two-day Disability Sports Festival at the Civic Centre. Thirty participants, alongside their whānau, took part in a range of inclusive play, active recreation, and sport activities.

Activities were delivered by local providers and included boxing, golf, football, pilates, pickleball, basketball, volleyball, boccia, and wheelchair basketball. Guest speakers shared their experiences, inspiring participants and encouraging conversation about opportunities in play, active recreation, and sport.

The festival provided opportunities for participants to try activities outside their usual routines, with some discovering new interests and connections. Local clubs were also able to engage directly with participants about ongoing opportunities.

The event was made possible through strong collaboration between Sport Manawatū, ParaFed Manawatū, and the Halberg Foundation, and strengthened connections between participants, whānau, clubs, and community organisations, supporting future inclusive opportunities.



OUTCOME 1

Feilding Blue Light Street Parties

Sport Manawatū supported the Feilding Blue Light Street Parties held on 13 November in Campbell Street and 4 December in Fitzroy Street, Feilding.

The events brought together local organisations to create a safe, community-focused environment that engaged tamariki and rangatahi in active play. Sport Manawatū delivered a vertical jump activity, which attracted strong participation, with many tamariki returning for repeated attempts. Whānau also took part, with encouragement from the crowd creating a positive and connected atmosphere.



- “I wish we had one of these at school to practise my basketball jumps with my friends.
- It was fun that Mum and Dad had a turn too.

Allan from Police noted Sport Manawatū’s ongoing support and the popularity of the vertical jump challenge, which contributed to the positive atmosphere at each event.

The street parties provided opportunities for play, connection, kōrero, and insight gathering around participation and perceived barriers for tamariki. Insights from these events are being collated following the final street party in March.



Saint Dominic’s Programme

Sport Manawatū worked alongside staff and whaiora at Saint Dominic’s to increase activity levels and build staff capability. The focus was on developing staff confidence to independently deliver sessions, with a longer-term goal of transitioning some participants into Feilding GRx classes.

A co-design session at the start of the term provided clear direction, with interests identified including darts, basketball, art, biking, table tennis, and volleyball. This feedback informed the development of a programme schedule running through to March 2026, after which staff will be well positioned to continue delivery independently.

Engagement throughout the programme was strong, with ongoing improvements in confidence, participation, and teamwork observed each week. A highlight was the cycle session, where bikes and scooters created a high-energy and inclusive environment and proved to be the most successful session to date.



OUTCOME 1

Youth Advisory Panel

The Sport Manawatū Youth Advisory Panel was established to create a centralised group of rangatahi within the organisation, embedding a culture of working alongside young people and ensuring their voices informed day to day operations. The panel was designed to provide advice on areas such as funding panels, including Tū Manawa Active Aotearoa, co-design of relevant events such as Manawatū Secondary School Sports Awards, and feedback on past, current, and future Sport Manawatū initiatives.

Nineteen applications were received, with 11 rangatahi selected to form the panel, including two representing the Manawatū District. No applicants were excluded, with some choosing to withdraw or being unable to be contacted to confirm interview times.

As at 1 December 2025, the panel had held three meetings with distinct objectives. These included an initial whanaungatanga session and project overview, a full-day onboarding focused on team building, professional development, and future planning, and a Tū Manawa fund development and upskilling session.

To support ongoing development, further meetings are planned for the new year, alongside the development of a 2026 work plan. The focus remains on building capability in key areas, including funding processes, with the intention of the panel advising on applications once the fund reopens.

What Moves You Campaign

The What Moves You campaign is running during December and January and encourages community members to share how they stayed active in everyday life. The campaign showcases a wide range of activities and reinforces the message that movement looks different for everyone. Through community stories, the campaign normalises simple and achievable ways to be active, increases engagement across platforms, and supports the goal of building a more active, connected, and healthier community.

The campaign features a range of local voices, including Mayor Michael Ford and Manawatū District Council executive staff members Lyn Daly and Hamish Waugh.



Advocacy on Online Casino Gambling Bill

October 2025

Sport Manawatū undertook advocacy to highlight the potential impact of the proposed Online Casino Gambling Bill on grassroots sport and recreation funding across the Manawatū, Tararua, and Horowhenua districts. This included bringing together Regional Sports Organisations and the local Member of Parliament to discuss concerns and gather evidence of local impact.

Sector insights informed a media release outlining risks to community sport funding if no replacement mechanism is introduced. In addition, Sport Manawatū's Chief Executive presented to the select committee at Parliament in Wellington on Monday 8 October, advocating for amendments that protect community benefit from gambling revenue.



RSO / Sport Codes Dinner

1 December 2025

Sport Manawatū hosted the RSO and Sport Codes Dinner as an end-of-year opportunity to bring codes together to reflect on 2025 achievements and discuss shared challenges facing the sector. Attendees included representatives from Rugby, Football, Basketball, Hockey, Touch, Rugby League, Gym Sports, Netball, Softball, Badminton, Parafed, Cricket, Volleyball, and Lawn Bowls.

The evening provided a valuable forum for open discussion on priority issues, including governance and volunteer capacity, facilities pressures, financial sustainability, and competition structures. These conversations have helped inform Sport Manawatū's focus for targeted support and sector-wide initiatives in 2026.

Feedback from the event was positive, with high overall satisfaction and a Net Promoter Score of 67, indicating strong value in Sport Manawatū's role as a connector and facilitator across the system

Key Insights

A capable and sustainable sport system

Local sports organisations are experiencing increasing pressure from volunteer shortages and governance capacity constraints, limiting long-term planning. There is strong interest in shared services and capability support to improve sustainability and reduce duplication across the sector.

Safe, inclusive, and equitable experiences

Facility access and quality are emerging as key barriers to participation, particularly for the growth of girls' and women's sport. Sports organisations also seek practical support to translate safeguarding policies into consistent behaviour across coaches, parents, and sidelines.

Strong and trusted partnerships.

Sport Manawatū is valued as a neutral connector between sports organisations and Council, with a clear preference for coordinated, system-wide approaches over individual code solutions.

Effective use of data and evidence

Sports organisations want clearer benchmarks and shared measures to better understand demand, organisational health, and what 'good' looks like.

Priority issues across the sector

Ongoing challenges include financial sustainability, volunteer recruitment, governance capability, and competition structures that attract and retain participants.

Impact

What we did and why

We hosted the RSO and Sport Codes Dinner to celebrate sector achievements, strengthen relationships, and create a shared forum for codes to discuss challenges and inform Sport Manawatū's support priorities for 2026.

How well we did

The event was well received, with 100 percent of respondents satisfied or very satisfied and a Net Promoter Score of 67, indicating strong value in the opportunity to connect and engage.



What difference we made

The discussions provided clear, sector-led insights into governance, facilities, funding, and competition challenges, directly shaping Sport Manawatū's targeted support and advocacy approach for 2026.

PEOPLE HAVE THE SKILLS TO SAFELY AND CONFIDENTLY RIDE A BIKE ON OUR ROADS, SHARED PATHS, AND CYCLEWAYS.

Cycle Skills in rural schools

This year, Sport Manawatū strengthened engagement with rural schools to build understanding and awareness of cycle safety on country roads. Planning was completed to deliver the cycle skills programme in Term 2, 2026, for students and teachers from Kimbolton, Waituna West, Sanson, Kiwitea, and Colyton Schools.

The programme was designed to build confidence and practical skills for both students and teachers, supporting safe and active travel within rural communities.

Homeschool Session

On 10 December, Sport Manawatū worked alongside the home-school community to deliver the Cycle Skills programme for the first time. A total of 26 students participated, with eight riding on the road and 18 using the court area.

The session was successful, with strong engagement from tamariki across a wide range of ages and skill levels. The session established a positive foundation for future delivery with the home-school community.



SPORT AND RECREATION FACILITIES (PLACES AND SPACES) ACROSS THE DISTRICT MEET COMMUNITY REQUIREMENTS. SPORTS AND COMMUNITY SPORT EVENTS CREATE SOCIAL AND PARTICIPATION OPPORTUNITIES AS WELL AS ECONOMIC BENEFITS.

He Rā Ki Tua

Sport Manawatū, in partnership with Sport Whanganui and Sport New Zealand, hosted a Regional Steering Group meeting at Te Āhuru Mōwai in Feilding on 9 October. The Steering Group included representatives from all councils within the Horizons region.

The meeting began with a guided tour of the recently redeveloped Te Āhuru Mōwai Library and Community Centre, the Makino Aquatic Centre, and surrounding park facilities. The tour provided attendees with a clear overview of the range and quality of facilities available in Manawatū, with the redevelopment positively received by participants.

The meeting also included discussion on a new initiative led by Whanganui District Council, involving the establishment of a Citizens' Assembly to inform decision-making on the future of the city's 100-year-old aquatic facility. The Assembly comprised 39 residents aged between 14 and 80 years, selected to reflect community demographics. Participants followed a structured deliberative process, supported by expert input and facilitated discussion, to assess eight options while balancing community need, feasibility, and financial considerations. The process supported increased public understanding of council decision-making and resulted in strong participant engagement throughout the process.



Manawatū Funding Forum

The Manawatū Funding Forum, held on 20 August at Te Āhuru Mōwai, was delivered by Manawatū District Council in partnership with Eastern & Central Community Trust and the Department of Internal Affairs. The forum brought funders and community groups together and provided a valuable opportunity for connection and information sharing.

Sport Manawatū participated in the forum and connected directly with community groups about the Tū Manawa, Sports Event Partnership, and Active Communities funds. Across the afternoon and evening, more than 10 meaningful conversations took place, strengthening relationships and improving understanding of available support. Attendees valued the opportunity to speak face to face with funders, particularly around eligibility, legal entity requirements, and application processes.

The forum reinforced the importance of ongoing, accessible support for smaller community groups, and Sport Manawatū welcomed the opportunity to be involved in future funding forums.

Tū Manawa Fund

Tū Manawa Active Aotearoa is an activation fund designed to provide quality opportunities for tamariki and rangatahi and support a lifelong love of being active. The fund supports locally led projects that reduce barriers and enable young people to be active in ways that suit them. To date, six organisations within the Manawatū District Council catchment received a total of \$22,259.07 to support locally delivered projects. These initiatives supported approximately 530 young people to overcome barriers to participation in play, active recreation, and sport.

Organisation	Amount
Hato Paora College	\$3,000.00
Central Football	\$2,419.00
Colyton School	\$4,049.63
Skills Academy	\$2,382.00
Manchester Street School	\$4,792.00
Basketball Manawatū	\$5,886.44
Total	\$22,529.07

OUTCOME 3

Manfeild Indoor Facility Needs Assessment Assistance

Sport Manawatū supported the Manfeild Park Trust Chief Executive to develop a needs assessment for a proposed indoor arena facility. This included facilitating an information-gathering session on 2 December to identify capacity constraints across Regional Sports Organisations and potential user groups.

The session included codes such as volleyball, basketball, netball, futsal, tennis, pickleball, badminton, and bowls. Surveys were also distributed to potential users to gather wider feedback.

Sport Manawatū continues to support Manfeild Park Trust through this process to inform future planning and development.

Manawatū Secondary School Sports Awards

The Manawatū Secondary School Sports Awards were held on 13 October 2025 and celebrated achievements in sport, active recreation, and sporting administration by secondary school students across the Sport Manawatū region. A total of 72 students were nominated across 10 award categories.

Students from Feilding High School were recognised as winners in the following categories:

- Athlete with Disability: Jonty Howland
- Female Athlete of the Year: Zahara Slatter
- Team of the Year: Clay Target Shooting Team

It is wonderful to see such a high calibre of success from across region and puts the Manawatū in good stead for future representation.



Athlete with a Disability: Jonty Howland



Female Athlete of the year: Zahara Slatter



Team of the Year: Clay Target Shooting Team

OUTCOME 3

National School Road Cycling Championships

26 - 28 September 2025

The 2026 National School Road Cycling Championships were held across the Manawatū region from 26 to 28 September, delivered by the Cycle NZ Events Team. The event brought together the country's top emerging cycling talent, with competitors travelling from across New Zealand to race across multiple districts.

Local schools were well represented, with Palmerston North Boys' High School, Palmerston North Girls' High School and Bike Manawatū Composite team including Feilding Ag High School placing in the top ten overall, and Palmerston North Intermediate School finishing second at the conclusion of the Championships.

The event was delivered across three locations:

- Saturday: Team Time Trial in Rongotea
- Sunday: Road Race in Halcombe
- Monday: Points Race at Manfeild

The Championships showcased the Manawatū region's ability to host high-quality national sporting events while supporting youth development and local school participation. Sport Manawatu worked along organising committee to ensure a positive experience was had by all participants.

NZ Road Relay Championships Awards

4 October 2025

The event was run on the roads around Feilding and Halcombe with about 1000 runners and walkers representing 145 teams from Auckland to Dunedin entered.

The Whippets Running Project, which featured runners from Auckland and Christchurch, made it three years in a row when winning the senior men's title, with the finish line at the Halcombe Recreation Reserve.

Hosting these large events has a positive economic benefit across the entire region.

Sport Manawatū utilising its positive relationship with Athletics New Zealand has secured a number of future events including New Zealand Masters Marathon Championships.



NZCT Manawatū Active Communities Fund

Sport Manawatū successfully secured the NZCT Manawatū Active Communities Fund (MACF) for a second consecutive year, providing a \$100,000 funding pool to support individuals, clubs, schools, kura, and community organisations working to remove barriers to physical activity for residents within the Manawatū District Council boundary.

The fund was established in partnership with New Zealand Community Trust (NZCT) in response to ongoing financial barriers that limit participation in sport and active recreation. The application process was intentionally designed to be clear, flexible, and accessible, ensuring funding could reach those most in need with minimal administrative burden.

To date, 33 applications have been approved, with \$58,000 distributed across the district. Funding has been used to directly reduce cost and access barriers through support such as gym memberships and swimwear for individuals, delivery of free self-defence workshops, reduced-cost or no-cost access to programmes and activities across the district, equipment purchases for clubs, venue hire, school swimming lessons, and instructor and coaching costs. This practical approach has enabled both individuals and organisations to participate in, or deliver, activities that may otherwise have been inaccessible.

The initiatives supported through the fund reflect the diversity of the Manawatū community and cover a wide range of sports and physical activities, including kung fu, swimming, pilates, tennis, rugby league, gymnastics, boxing, running, rugby, and kapa haka. The diversity of activities ensures opportunities for people of different ages, abilities, and cultural backgrounds to engage in regular physical activity.

In its inaugural year (2024–25), the MACF supported 103 successful applications and positively impacted 2,122 people aged between 7 and 73 years, demonstrating strong community demand and reach. The second year of the fund was officially launched in September at the Feilding Civic Centre, attended by representatives from NZCT, Manawatū District Council, local organisations, businesses, and previous fund recipients, highlighting strong community partnerships and alignment with local wellbeing outcomes.

Sport Manawatū acknowledges the continued support of NZCT and local partners. The 2025–26 NZCT Manawatū Active Communities Fund remains open, with applications remaining open until all funding is allocated.



“Sport Manawatū have been fantastic funding partners. They are really well embedded in the community and have been able to channel our funding into previously hard to reach places.” — Ben Hodges, New Zealand Community Trust (NZCT).



Active NZ Survey

The 2024/25 Active NZ* regional data indicates that the majority of adults in the Manawatū region are physically active, with around three-quarters reporting participation in physical activity in the past seven days. This reflects a strong base of everyday movement and highlights the importance of environments that support people to be active as part of daily life.

Walking is the most frequently reported form of physical activity. For Manawatū District, this reinforces the value of well-connected towns, safe footpaths, local parks, and open spaces that support walking for recreation and transport. These environments enable participation across a wide range of ages and abilities and support activity outside of organised sport settings.

Participation patterns also show a decline with age, underlining the need for age-friendly infrastructure. Accessible parks, flat walking routes, seating, and safe crossings help older adults remain active and socially connected. Investment in these features supports wellbeing outcomes and aligns with the needs of an ageing population across the district. Young people remain active overall, but participation drops during the teenage years. This points to the importance of informal, flexible activity opportunities that do not rely on structured sport or formal facilities. Public spaces that support social recreation, casual play, and free access activity are particularly important for rangatahi, especially in smaller towns where options may be limited.

Cost and time pressures continue to be key barriers to participation. While councils cannot address all barriers directly, the provision of free and low-cost opportunities in public spaces plays a significant enabling role. Multi-use parks, shared paths, and adaptable community spaces help reduce access and affordability barriers while supporting high levels of community use.

Overall, the Active NZ data supports the continued focus of Manawatū District Council on place-based approaches to physical activity. Investment in parks, reserves, walking and cycling infrastructure, and community spaces supports the most common participation behaviours and helps sustain activity levels across the district.

Insights

- Around **three-quarters** of Manawatū adults were physically active in the past seven days, indicating a strong baseline of everyday activity.
- **Walking** is the most common form of physical activity, highlighting the importance of walkable neighbourhoods and quality open spaces.
- **Participation decreases with age**, reinforcing the value of age-friendly parks and low-impact outdoor activity options.
- **Young people remain active overall**, but participation drops during secondary school years, pointing to the need for informal, flexible spaces.
- **Cost and time remain key barriers**, with free and accessible public spaces playing a critical role in reducing these barriers.
- **Informal, self-directed activity** accounts for a larger share of participation than organised sport, emphasising the value of multi-use, adaptable public spaces that support different ages and abilities.

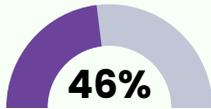
RST Stakeholder Engagement Survey

16 September - 9 October 2025

The national RST Stakeholder Engagement Survey, conducted by Sport NZ in September and October, provides insight into how the sport and recreation system is performing and where pressure points are emerging. Stakeholders continue to view Sport Manawatū as a credible and trusted organisation with a strong understanding of the regional sport and recreation landscape, supporting effective collaboration and system leadership. Thank you to all of our key stakeholders who took the time to complete this survey, your feedback is invaluable.



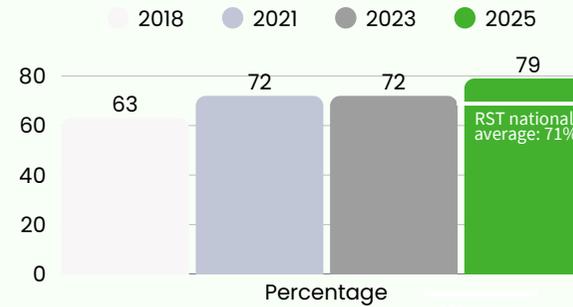
National stakeholder response rate



Sport Manawatū's stakeholder response rate

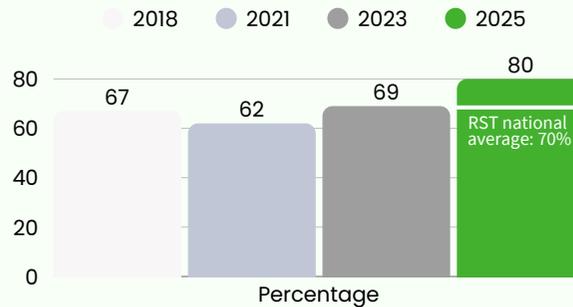


Overall performance



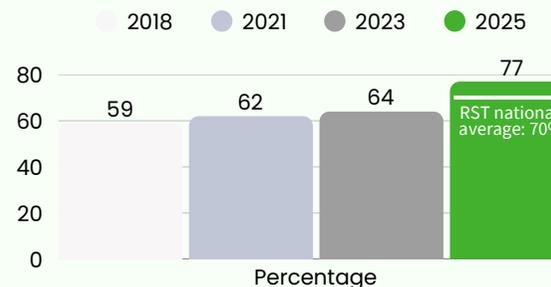
This shows that the lift in our systems, planning, communication, and sector support is being noticed.

Works in partnership to achieve shared outcomes



Partnership performance has lifted to 80%, and is notably higher than the national average, reinforcing our reputation as strong collaborators.

Shows leadership in the play, active recreation, and sport community



Our leadership across play, active recreation, and sport is rated at 77 percent, showing a strong improvement and trust in our regional role.

Incorporated Societies Act 2022 – sector readiness update

The Incorporated Societies Act 2022 replaced the 1908 legislation and introduced new governance, reporting, and constitutional requirements for all incorporated societies. From 5 October 2023, existing societies were able to begin re-registering under the new Act. All societies incorporated under the 1908 Act are required to re-register and adopt a compliant constitution by 5 April 2026. Organisations that do not meet this deadline will be removed from the register and will no longer be legally incorporated.

Across the Sport Manawatū region, progress towards compliance is tracking steadily. As at January 2026, approximately 60 percent of incorporated societies have completed re-registration, with around 146 organisations still to transition.

Regional Sports Organisations (RSOs) are generally well advanced in their own compliance and are actively supporting affiliated clubs through the process. While some clubs are expected to re-register later in the transition period, it is also anticipated that a small number of organisations may choose not to re-register due to size, inactivity, or a decision to operate without incorporated status.

Sport Manawatū has taken a proactive, system-based approach to supporting the sector through this change. Since the Act came into force, Sport Manawatū has delivered and promoted governance workshops, circulated information and webinar opportunities provided by Sport New Zealand and NZASA, and shared access to compliant constitution templates and guidance materials.

Regular follow-ups have been undertaken with RSOs to track re-registration progress and to support them in assisting their affiliated clubs. In addition, Sport Manawatū staff have provided direct guidance to organisations that have requested assistance.

Support is delivered through RSOs as the primary connection point to clubs, reflecting the structure of the sport system and the practical challenges of maintaining current contact details for volunteer-led organisations. Sport Manawatū will continue to monitor progress, share updated information, and support RSOs and clubs as they work towards compliance ahead of the April 2026 deadline.

WHAT'S COMING UP

- Have-a-go Day 2026
- Play Along the Way
- Street Parties – McCorkindale Street & Monmouth Street
- Family Fun Day
- Tough Kids Challenge
- Fall Prevention Workshop
- Tamariki Toa
- Regional Play Hui
- Rural school cycle delivery



APPENDIX

Green Prescription – Getting the Manawatū active!

Insights



About the programme

The Green Prescription programme (GRx) is about engaging Manawatū residents into sustainable physical exercise and giving them the skills and educational advice to make healthy nutritional and lifestyle choices. Community classes are offered in Feilding, which run for four 10-week cycles through- out the year.

A component of the GRx programme is to support sustained positive health outcomes for participants upon graduation from the programme. Education on the opportunities available in the community is key to supporting this outcome, and is achieved through collaboration with local health agencies, sports clubs, and recreation providers. Promotion of local sports clubs and events, local parks, and reserves, including walking, tramping and cycle tracks throughout the district is a continued focus.

Key statistics

- A total of 147 Manawatū District residents were referred to the GRx programme during July - December 2025.
- Seven Manawatū residents who could not attend Feilding classes engaged with the GRx Phone Support programme, benefiting from health, activity, and nutritional guidance.
- Sport Manawatū continues to link participants in with Evolve Gym, and the Makino Aquatic Centre, to deliver the GRx programme.



SUCCESS STORY: NGĀTI KAUWHATA COMMUNITY

Sport Manawatū, in collaboration with Ngā Kaitiaki o Ngāti Kauwhata, delivered a GRx programme tailored to the needs of the community.

The five-session programme provided participants with clear, practical education focused on a range of health initiatives, supporting improved health literacy and long-term outcomes for whānau. Participants across a wide age range were actively engaged, with strong participation throughout all sessions.

Kirsty Kauri, Kaitiaki Toiora Māori and Whānau Wellbeing Practitioner, noted that the sessions were highly valuable and inclusive, with age not acting as a barrier to learning. The programme was supported by strong community connections and local knowledge, ensuring the content was relevant and well received.

Clear structure, consistent facilitation, and opportunities for participant feedback supported a community-led approach, with participants contributing to the focus of the final session.





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Council

Meeting of 18 March 2026

Business Unit: Community
Date Created: 11 November 2025

Priority Service Contracts – Annual Reports

Purpose Te Aronga o te Pūrongo

Every three-years Council makes Priority Services funding available to the community. Applications that meet the criteria in Manawatū District Council’s Community Development Policy are considered. Successful organisations enter into a three-year Priority Service Contract with Council and are required to report to Council on their performance against agreed performance measures at six-monthly and 12-monthly intervals.

The Priority Service Contracts for the previous triennium ended on 30 June 2025. This report presents the 12-month reports for the period 1 July 2024 to 30 June 2025 from four of the 18 contracted organisations. Council is asked to receive these reports.

The following organisations will present to Council:

- Tenants’ Union- Cam Jenkins – via zoom
- St Johns Feilding Area Committee- Leigh Herewini - via zoom
- Manawatū Riding for the Disabled- Harvey Bell
- Himatangi Beach Community Patrol- Dave Jack

Recommendations Ngā Tūtohinga

That Council receives the 12-month Priority Service Contract reports for the period ending 30 June 2025 from:

- Tenants’ Union
- St Johns Feilding Area Committee
- Manawatū Riding for the Disabled
- Himatangi Beach Community Patrol

Report prepared by:
Helen King
Grants Connector

Approved for submission by:
Lyn Daly
General Manager – Community

1 Background Ngā Kōrero o Muri

- 1.1 Council commenced its first Community Development Strategy and new Community Development Policy on 1 January 2020. This included a Community Development Fund to procure Community Development Priority Services Contracts from community and voluntary organisations whose outcomes directly contribute to the delivery of the Community Development Strategy.
- 1.2 As a result of the Community Development Policy, an Assessment Panel was established to consider procurements for the Community Development Strategy delivery via Priority Service Contracts. Council gave delegated authority to the Assessment Panel to assess Priority Service Contract bids and to make a decision. The Assessment Panel was originally made up of the Chairperson and Deputy Chairperson of the former Community Development Committee, the General Manager – Community and the Community Wellbeing Manager.
- 1.3 To prepare for the procurement of the Priority Service Contracts and assist the Assessment Panel in assessing the proposals, Council conducted a series of Workshops to determine what the priority services would be and provide guidance on the procurement process.
- 1.4 Council was comfortable with direct procurement taking place when there was one sole provider of the service identified. Council was to tender for all others.
- 1.5 For the information of Council, the Assessment Panel was amended in 2024 following the dis-establishment of the District Development Committee and included three elected members, the General Manager – Community, the Community Wellbeing Manager and Her Worship the Mayor as ex officio.

2 Strategic Fit Te Tautika ki te Rautaki

- 2.1 The report and decision being sought aligns with the priorities of Council, as laid out in the Long-term Plan:

A place to belong and grow: by supporting organisations and services that allow people to feel safe, be connected and inclusive and be actively engaged in community activities that encourage social and cultural wellbeing for everyone.

A future planned together: ensuring meaningful input from contracted organisations so we work together to make our whānau and communities better and plan for a positive future for the district.

Value for money and excellence in local government: we focus on doing our best for the community by supporting organisations that improve quality of life for residents and enhance their life choices.

An environment to be proud of; we support organisations who protect and care for our the Manawatū's natural and physical resources.

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

3.1 Following assessment of the proposals received, Council entered into priority service contracts with the following 18 organisations for the period ending 30 June 2025.

- Age Concern Palmerston North and Districts.
- Awahuri Forest Kitchener Park Trust
- Feilding and District Art Society
- Feilding Community Patrol
- Himatangi Beach Community Patrol
- Manawatū Historic Vehicle Collection Trust
- Manawatū Riding for the Disabled
- Manawatū Rural Support Services
- Manawatū Tenants Union
- Manchester House Social Services
- Neighbourhood Support Manawatū
- Palmerston North Surf Lifesaving Club
- Plant to Plate Aotearoa
- SnapBACK Gym
- St John Feilding Area Committee (ambulance)
- Te Manawa Family Services
- Whataunga Tuao – Volunteer Central
- Youthline Central

3.2 Council's contract with Whānau Ātaahua Beautiful Families Trust ended in 2023/24. 2024/25 funding was not uplifted as the organisation was wound down.

- 3.3 Council's contract with Awahuri Forest Kitchener Park Trust was only partially spent as the Trust only completed seven-months of the contracted work.
- 3.4 In accordance with the Community Development Policy, the 12-monthly reports presented by priority service contract holders, are to be received by Council. This reporting is an opportunity for Council to monitor progress against the Results Based Accountability (RBA) performance measures agreed to and included in the contracts.
- 3.5 Report templates were developed for each of the 18 organisations to capture the data required to report against the agreed RBA performance measures as well as any narrative in support of this data. These templates mirror the RBA performance measures contained within each of the schedules which form part of the respective contracts.
- 3.6 Having report templates ensures consistent reporting by contracted organisations and allows Council to see the progress being made on services being delivered against the level of investment it made and how much this investment has been of benefit to the community.
- 3.7 Below is a summary of performance for each of the four organisations presenting their 12-month report.

Himatangi Beach Community Patrol.

- Funding: \$3,500 per annum for patrol services on Himatangi Beach itself, and the wider Himatangi Beach community. Reporting requirements were met, the required information provided, and Council was acknowledged as a funder in the organisation's annual report, in accordance with funding conditions.
- Delivery: A total of 14 volunteers engaged in patrol activities totalling 770 hours on patrol with five incidents reported to the police. During King's Birthday weekend there were additional patrols out of usual patrol area assisting the police during a 'boy racer' event centred around Levin as 'eyes and ears' of potential attending vehicles.
- Volunteer experience/outcomes:
 - 100% (14) of the eligible volunteers (successfully police vetted) were trained in community patrol.
 - All 14 of the volunteers responded the training satisfaction question in the survey indicating that they were "highly satisfied" or "satisfied" with the content and delivery of the training they received.
- Capacity and support: The membership of the patrol remained at 14 this year. A new Police Liaison commenced in April and has been attending monthly meetings.

Manawatū Riding for the Disabled.

- Funding: \$5000 per annum for the training of volunteers to help children ride horses. Reporting requirements were met, the required information provided, and Council was acknowledged as a funder in the organisation's annual report, in accordance with funding conditions.

- **Delivery:** A total of 64 children ride at the Riding for the Disabled facility, 33 of whom come from the Manawatū District. There are 54 volunteers, 28 of whom have participated in the training programme to help children to ride.
- **Volunteer experience/outcomes:** 98% of the volunteers who answered the satisfaction service were “highly satisfied” or “satisfied” with the content and delivery of the training. All of the survey respondents agreed that they have learnt new life skills and knowledge as a result of participating in the training.
- **Resources and Capacity:** the organisation had previously reported challenges with rebuilding the horse team due to ongoing soundness issues, but pleasingly by the end of June 2025 seven horses had been added to the team. Six of the new horses have been fully trained and are active in the programme. The organisation has determined that 8 horses is the optimal number to support their current rider numbers. They have a modest waiting list of 3-5 people. Volunteer availability was a constraint and training has since been scheduled to raise the active volunteer pool. There has been continued work to attract local financial support.

Tenants’ Union (Formerly Manawatū Tenants’ Union)

- **Funding:** the union received \$5000 per annum towards tenant advice and advocacy for individuals. Reporting requirements were met, the required information provided, and Council was acknowledged as a funder in the organisation’s annual report, in accordance with funding conditions.
- **Service Delivery:**
 - A total of 336 tenants were engaged with needing case management (Palmerston North and District) with 17 of these coming from the Manawatū District.
 - There was low response to the satisfaction survey with only six of the 17 tenants from within the district responding to the survey and the organisation acknowledged difficulties in getting post intervention feedback forms filled out. All six clients that did respond reported that they were “highly satisfied” or “satisfied” with the service.
 - A total of 326 (Palmerston North and District) tenants were supported to address a tenancy issue, and 100% of these “agreed” or “strongly agreed” that as a result of working with Tenants Union they have better access to secure, safe and affordable housing.
- **Activities and change:** As well as working with individuals, Tenants Union delivered 34 education seminars 11 of which took place in the district. An important factor for the organisation has been changes in central government funding. This has resulted in the need to move away from their current model of service and look to develop an alternative model.

St Johns Feilding Area Committee:

- **Funding:** \$10,000 per annum for the provision of the health service shuttle in Feilding. Reporting requirements were met and the required information provided. Council was not acknowledged as a funder in the organisation’s annual report, which is a condition of funding, however St Johns financial management is provided by the national finance team and the local area committee is working to ensure that Council is acknowledged in local financials for the new priority services contract.

- Delivery: A total of 916 clients (individuals) used the shuttle service, taking a total of 6279 journeys. A total of 63 volunteers have assisted in the operation of the health shuttle service.
- Client experience/outcomes:
 - 100% of the shuttle service clients reported that they were highly satisfied or satisfied with the mobile shuttle service.
 - 100% of shuttle service clients strongly agreed or agreed that the service has increased their ability to access health appointments.
 - 100% of shuttle service volunteers (63 people) strongly agreed or agreed that they felt valued as a result of volunteering to operate the health shuttle service.
- Capacity and Change: Volunteer availability remains a primary factor influencing capacity to meet service demand. The service continues to regularly operate three vehicles from Monday to Friday with a fourth deployed when volunteer capacity allows or for dedicated trips to Wellington. Vehicle rotation and good fleet management has ensured that the service can sustain reliable and consistent service for clients while awaiting the introduction of a new replacement vehicle (late 2025).

4 Risk Assessment Te Arotake Tūraru

- 4.1 Key risks: Council's key risk is that Priority Service Contract funding does not translate into the intended community outcomes within the contract term. This may occur where contracted organisations experience changes in capacity, capability, governance, staffing, demand, or other funding that affects their ability to deliver the agreed service levels and performance measures.
- 4.2 Potential impacts for Council: If these risks eventuate, Council may experience one or more of the following:
- contracted performance measures not met and/or outcomes not achieved;
 - unspent or misaligned expenditure against contract deliverables;
 - reduced service continuity for residents and impacts on community wellbeing;
 - reputational risk where expectations of delivery are not met; and
 - additional time and cost to manage contract issues, variations, or transition to alternative provision (where available).
- 4.3 Controls and mitigations: Council manages these risks through:
- contract schedules with clear deliverables, performance measures, reporting requirements, and funding conditions;
 - six-monthly and 12-monthly reporting to identify delivery issues early and support timely response;
 - relationship management oversight by the Grants Connector/contract manager that includes check-ins with providers;
 - remedial actions agreed and monitored if required
 - contract variation and/or withholding or recovery of unspent funds if required.

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 Community engagement is not required for this report.

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 budget for the Priority Services Grants for the period ending 30 June 2025 was \$252,833.

- 7.2 This budget is made up as follows:

- \$10,000 – Age Concern Palmerston North
- \$5,833 – Awahuri Forest Kitchener Park Trust.
original funding was \$10,000 but Trust refunded 5 months of funding totalling \$4167
- \$10,000 – Feilding and District Art Society
- \$3,500 – Feilding Community Patrol
- **\$3,500 – Himatangi Beach Community Patrol**
- \$15,000 – Manawatū Rural Support Services
- \$20,000 – Manawatū Historic Vehicle Collection Trust
- **\$5,000 – Manawatū Riding for the Disabled**
- **\$5,000 – Manawatū Tenants Union**
- \$60,000 – Manchester House Social Services
- \$25,000 – Neighbourhood Support Manawatū
- \$15,000 – Palmerston North Surf Life Saving Club
- \$10,000 – Plant to Plate Aotearoa
- \$10,000 – SnapBACK Gym
- **\$10,000 – St John Feilding Area Committee**
- \$30,000 – Te Manawa Family Services – Youth and Parenting Programme

- \$5,000 – Whataunga Tuao - Volunteer Central
- \$10,000 – Youthline Central North Island Inc.

7.3 The two organisations represented in this paper (highlighted above) relate to \$23,500 of the annual priority services fund.

8 Statutory Requirements Ngā Here ā-Ture

8.1 The organisations who have entered into a priority service contract with Council have contractual obligations to furnish Council 12-monthly reports for the life of the contract which expired on 30 June 2025.

9 Conclusion Whakatepenga

9.1 Representatives from the four organisations referred to in this report will be in attendance at this Council meeting.



RESULTS BASED ACCOUNTABILITY REPORT

1 July 2024 to 30 June 2025

- Performance Measures - Data
- Performance Measures – Report
- RBA Schedule
- Financial Report

Manawatu Tenants Union Data Report

Performance Measures	Jul-Dec 2024	Jan-June 2025
How many tenants in total did you engage with	108	228
How many tenants are from the Manawatu District	7	10
Percentage of tenants from the Manawatu District	6.48%	4.39%
How many tenants responded to the 'satisfaction' question in the survey	3	3
Of those tenants who responded to the 'satisfaction' question in the survey, what percentage reported they were Highly Satisfied or Satisfied with the service	100%	100%
How many tenants in total were supported to address a tenancy issue	106	220
Of those tenants who came to MTU with a tenancy issue, what percentage Strongly Agreed or Agreed that as a result of working with the Manawatu Tenants Union have better access to secure, safe, and affordable housing	100%	100%

Manawatū Tenants' Union

MDC Community Grant

Housing is a Human Right

Manawatū Tenants' Union

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Service Aim/Delivery

Between July 1st 2024 and 30th June 2025

- the Coordinator reported 843 contacts
 - o 681 have occurred via the phone or internet,
 - o 158 visited the office or at an outreach clinic.
- detailed information for 336 tenants needing case management
 - o 377 separate issues,
 - o 12 tenants supported through the Tenancy Tribunal or mediation.

Key Factors Impacting Performance Measures

An important factor in the last year has been the drying up of Central Government funding which has not been able to be replaced. Seeking an alternative source has been a factor in absorbing labour hours and has resulted in the need to move away from the current model of service provision. We are thus developing an alternative model and hope to enact this within the second half of 2025.

For tenancy-related factors, we continue to see the impact of the return of 90-day no-cause terminations leading to fewer tenants being willing to stand up for their rights. This has been mitigated somewhat by reduced pressure in the renting space as tenants have more confidence in being able to find somewhere new than they have been since Covid. The upcoming deadline of the Healthy Homes Standards has contributed to drawing attention to where maintenance has been falling short and represents a high number of pressing cases.

Approaches to Improve or Accelerate Performance

Due to significant changes in existing funding over the past two years and moving into this next financial year, we are no longer able to put attention into efficiency gains without compromising the core service. Part of an option for efficiency gains is altering reporting on accountabilities as there are no longer three significant funders with similar outcomes to report.

Non-reporting or Variances in Reporting

There is nothing to add apart from noting the usual difficulties in getting post-intervention feedback forms filled out.

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Progress to be Reported

How many tenants were engaged with?

The total number of contacts was 843, with 336 tenants needing case management. 17 of these identified themselves as from the Manawatū District.

How many education seminars were delivered?

We have delivered 34 education seminars. 11 of these were in the Manawatū District.

How many tenants have been supported to solve a tenancy issue?

326 case managed tenants have been supported to resolve a tenancy issue. 10 were established to not have a tenancy issue that we could engage with or no longer desired our support.

How many tenants responded to positively to our service?

There were 6 completed feedback forms. In addition, the Coordinator has reported 290 tenants that we have followed up with who responded positively to our engagement over the phone or in person outside the survey.

How many tenants strongly agreed or agreed that they were able to address their tenancy issue with MTU's support?

100% responded to this enquiry and felt that our service enabled them to be more able to address their tenancy issue.

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Activities and Events

The activities MTU has engaged in for this reporting period are:

- Seminars and education:
 - Inclusion Workshop
 - Sustainable Development Goals
 - Ready 2 Rent (Housing Advice Centre)
 - Ready 2 Rent (Ngāti Kauwhata)
 - Ready 2 Rent (Te Aroha Noa)
 - Renters' Rights for Refugees (Red Cross)
- Media presence:
 - Flatting Today
 - Interview by Generation Rent UK
- Regular meetings:
 - Manawatū Community Housing Trust
 - Te Pū Harakeke
 - Hancock Community House Tenants
 - Housing Needs Monitoring Group
 - Tenant Advocates' Network
 - Minister of Housing
 - Palmerston North MP
 - PNCC Housing Insecurity Hui
- Policy engagement:
 - Letter sent to Ministers on Defence Force housing
 - Submitted Healthy Homes Commitment to PNCC
 - Submitted Letter of concern to PNCC regarding reduced funding following Budget consultation
 - Submissions
 - Dangerous, Affected, and Insanitary Buildings Policy
 - Disputes Tribunal Amendment Act 2024
 - Horizons Long Term Plan
 - Insulation Standards in Housing and Other Dwellings Consultation
 - MDC Draft Growth Strategy
 - PNCC Draft Annual Budget
 - PNCC Local Water Done Well
 - Regulatory Standards Bill
 - Residential Tenancies Act Amendment 2024
 - Taxation and the Not-for-profit Sector

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- Treaty Principles Bill
- Outreach:
 - Building Blocks of Community – Roslyn Library
 - Renting Clinic – Feilding Library
 - Volunteering Expo with Volunteer Central at Palmerston North Library
- Networking:
 - Carasso Social Housing Research and Development Program at Tel Aviv University
 - CohoHui 2025
 - CTU
 - Enable
 - Etū
 - Greens Party
 - Habitat for Humanity
 - Manawatū Community Housing Trust Annual BBQ
 - Ministry of Social Development
 - Palmerston North City Council
 - William Wood
 - Lorna Johnson
 - Brent Barrett
 - Rachel Bowen
 - Kaydee Zabelin
 - Renters United
 - Tenancy Services
 - UnionAid
 - Unions Manawatū

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Selected Case Work Narratives

Retaliatory Notice

A tenant came to us following a \$140 per week rent increase that they found very difficult to avoid with short notice. The tenant found out that the increase was because the property owner had decided to redefine the main living space of the home as an additional bedroom, which they disputed. We advised questioning the rent increase. When the tenant did so, the property owner put on pressure to leave through harassing emails, a sudden additional inspection during which another person was shown through the room as a prospective tenant, and a 63-day notice to terminate the tenancy the same day the tenant disputed the rent increase.

We worked with the tenant to prepare a Tenancy Tribunal application. When the property owner received notification, they continued their harassment and produced a second 42-day termination notice to move back into the property claiming that they had split up with their partner. We attempted to reach a mutually beneficial agreement with parties to support the tenant moving on quickly and allowing the property owner quicker access. However, the property owner refused to engage. On the day of the hearing, the Tribunal found the landlord had issued a retaliatory notice, breached the tenant's privacy by showing a potential tenant through his home under the guise of an inspection, and owed the tenant \$4,027 in compensation and exemplary damages with the full bond returned.

However, the landlord paid \$2,000 after a week, then refused to pay the rest of what they owed. We subsequently supported the tenant in filing a civil enforcement application with the District Court, securing a warrant to seize property to enforce the order. This promptly resulted in the full payment being made.

Escaping Domestic Violence

A young female tenant approached us following domestic violence and the need to escape her current tenancy. We ensured that she got all the proper documentation and sent it to the property manager. However, the property manager disputed that the domestic violence was real, instead they contacted the tenant's partner at the time and queried him regarding the violence and the need for the tenant to leave the property. This was a significant breach of privacy and presented a substantial risk of preventing a domestic violence victim from escaping – even threatening the tenant's life.

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However, the property manager still chose to take the tenant to the Tenancy Tribunal to dispute the domestic violence claim. We were present to support the tenant's right to make the claim and that the proper notice and declaration was given. The Tribunal reminded the property manager that they must accept the notice and the termination of the tenancy as all proper documentation was provided.

Every Voice Matters: Supporting Tenants to Be Heard—Even When the Outcome Feels Mixed

A boarding house tenant left their home at short notice due to personal and mental health challenges. Unfortunately, the room was not left in a very tidy condition, so the boarding house management put a significant claim on the bond. The claimed costs were for cleaning, rubbish removal, moving possessions, and shifting the tenant's car. However, the tenant didn't feel they had been treated fairly or respected in the dealings with the boarding house management.

On the day of the Tenancy Tribunal, we did our best and represented the tenant who lacked the facilities to do so themselves. Through us, we ensured that his story was heard with its barriers and struggles and how they impacted his mental state at the time of leaving the tenancy and now. The claimed costs were largely accepted, with some dismissed, and a small claim returned to the tenant. Importantly for the tenant, the mental health impact was acknowledged and the Tribunal decided to suppress their name for their protection. For the tenant, it wasn't a significant win, but they needed someone to stand beside them and speak with them. Having a fair go and to be listened to as a matter of justice without being ignored was what the tenant needed to settle the dispute and go on without resentment.

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Feedback

A letter from one of our seminars

“On behalf of Horizon Education, I just wanted to reach out to say a massive thank you for you giving up your time to come in and speak with our learners about what is available through the Manawatu Tenants Union and through your connections in Hancock Community House.

It was amazing to hear your extensive knowledge of both the housing arena, and also the union side of things that you have been involved in.

Thank you, also, for bringing in prizes for our students (and staff...) when your questions were answered and for the encouraging way you engaged with the conversations.

I have had one learner actively come forward to offer response (see below).

At some stage, in the near future, I would like to arrange a time to bring the students through to Hancock Community house so that they are aware of where it is and the services contained.

"Thank you for coming into Horizon Education and teaching us, the students, and possibly even the tutors, about the rights and responsibilities of both a tenant and a landlord. Lots of us were unsure about the facilities and supports available for housing/tenancy issues, and thanks to you, we were able to learn about them and get some ideas for finding support due to your explanation and booklets. We are glad you came in and shared your knowledge and experience—truly, thank you."

Again, I thank you. You, and the Manawatu Tenants Union, are real assets to our community.”

Other pieces of feedback given

They went above and beyond with my issue. I was surprised to get so much help and would recommend MTU to absolutely everyone who has issues with their landlords.

I couldn't be happier with MTU. I hope they continue to help people the way they helped me.

Cam has been a tremendous help the last couple of months and I can't thank him enough for the continued support and guidance. I have come away with lots of knowledge and understanding of tenants rights.

Seriously, I am so grateful for the support and it seems to be coming in from multiple angles.

Manawatū Tenants' Union

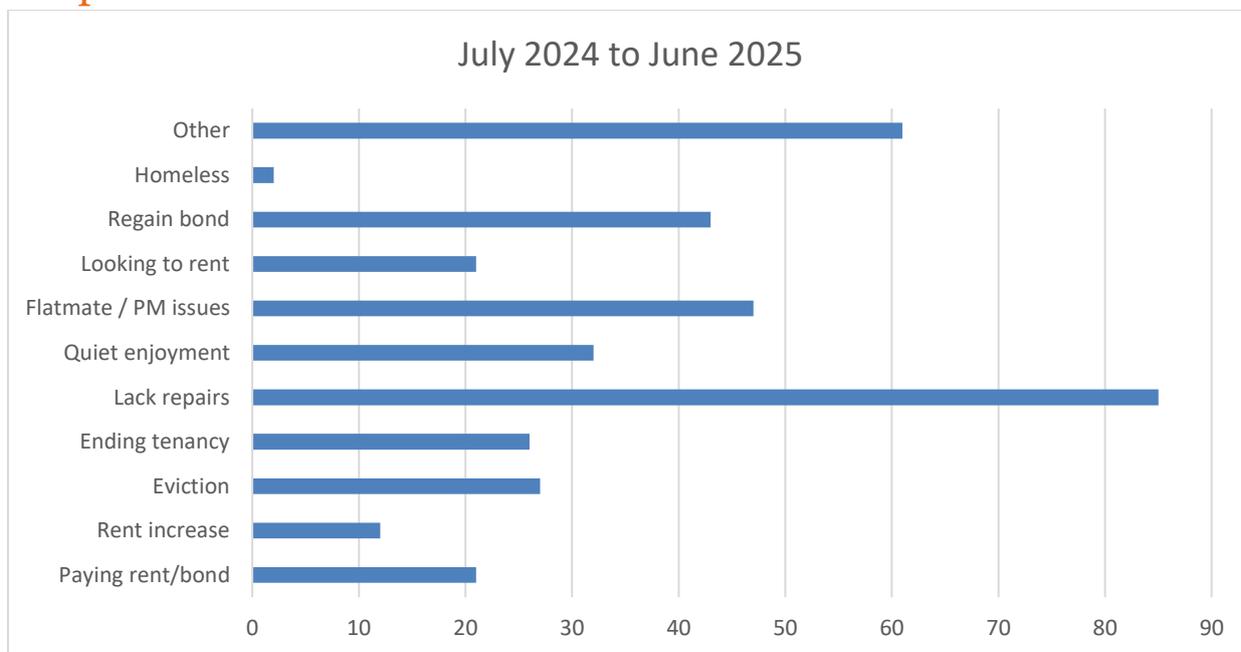
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Graphs



The Healthy Homes Standards, particularly failures, have been a dominant feature of the last year. More attention has been put on the standard of housing with the upcoming deadline. However, the problem is how close some of these have got to the official deadline and these have produced Tenancy Tribunal proceedings. An issue that has arisen is that tenants need to either accept the property owner / manager's claim of meeting Healthy Homes Standards, or they are forced to pay additional costs to have their own official inspection.

An anticipated problem has been a jump in the number of terminations, and fears of termination. As there is no-cause terminations, the ability to fight these remain limited, even when there could be reasons. We have been getting tenants not expressing their rights due to fear of termination.

An unexpected development has been a rise in contacts for regaining bond when the property owner / manager has threatened Tenancy Tribunal proceedings and not done so. However, the property owner / manager continues to refuse to sign the bond refund form, withholding access to the money unnecessarily and forcing the tenant to initiate proceedings themselves to regain their bond.

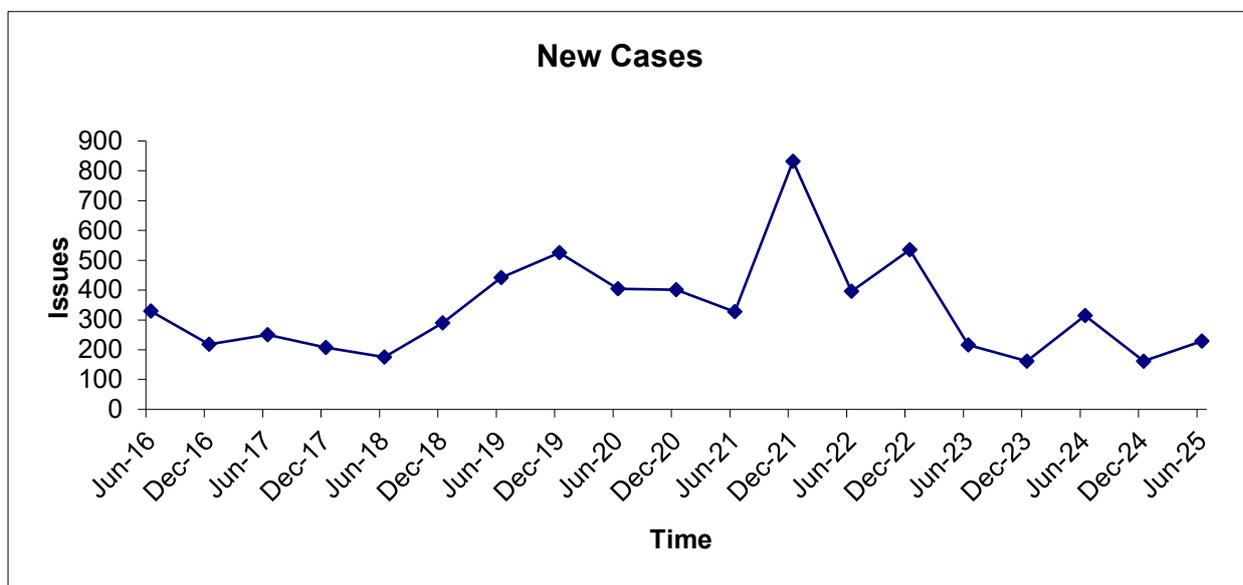
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The number of issues, tenants, and contacts has reverted to a steady rise following the recent tenancy legislation changes and the deadline of the Healthy Homes Standards. Fortunately, we remain below the peak of the Covid pandemic, but these remain steady within the bounds anticipated by earlier in the housing crisis. We feel that cutting back on public and social housing support has thus been pre-empted and likely to perpetuate problems.

Schedule 1

Name of service, programme or initiative		Manawatū Tenants' Union						
Funding Amount		\$5,000 per annum						
Term of contract		3 years						
Direct Client/s		Individuals who receive support from Manawatū Tenants' Union						
Funded Activities and Goals		<ul style="list-style-type: none"> • Tenant Advice and Advocacy 						
		QUANTITY OUTPUTS	QUALITY OUTPUTS	SKILLS & KNOWLEDGE	ATTITUDE & OPINION	BEHAVIOUR CHANGE	CIRC. CHANGE	POPULATION OUTCOMES
Service component	Direct Clients	How much	How well	Better Off				
Tenant Advice and Advocacy	Individuals	Total # active clients	% clients ⁱ report they are highly satisfied/satisfied ⁱⁱ with the support and service they received				#/% clients who strongly agree/agree ⁱⁱⁱ they have better access to secure, safe and affordable housing as a result of the support and service provided through the Manawatū Tenants' Union	Whānau – We are actively engaged

		# clients who come from the Manawatū District	% clients that come from the Manawatū District					

ⁱ Clients are individuals who are provided support through the Manawatū Tenants Union as outlined in this schedule

ⁱⁱ Note; 5point likert scale from highly dissatisfied to highly satisfied

ⁱⁱⁱ Note; 5point likert scale from strongly disagree to strongly agree

Financial Report (Management)

Manawatū Tenants' Union Incorporated

For the Year Ended 30 June 2025

Manawatū Tenants' Union Incorporated

Funds Received and Paid

For the period 1 July 2024 to 30 June 2025

	2025	2024
Operational Receipts		
Donations, Koha, Bequests and Other fundraising	1,097	510
Grants (Note 7)	63,550	78,774
Government Contracts	7,000	16,122
Education and Outreach	2,550	2,795
Interest	750	1,753
Flexi-Fund Management Fee	5,000	0
Flexi-Fund - Fund Balance Received	25,000	0
Other cash received	527	921
Total Operational Receipts	105,474	100,875
Operational Payments		
Accountancy Fees	2,875	1,901
Advertising	2,470	52
Communication & Website Services	1,571	-
Donations and Hardship Fund paid	705	100
Flexi-Fund - Funds Distributed	1,025	0
Fundraising costs	13	24
General Expenses	6,121	4,193
Insurance	2,642	2,329
PNCC-HCH Expenses	4,519	2,050
Printing & Stationery	775	429
Staff Expenses	770	115
Subscriptions	1,525	1,584
Supervision	1,242	1,932
Telephone & Internet	1,241	1,912
Travel Expense	2,071	2,215
Wages	76,691	74,611
Total Operational Payments	106,255	93,448
Excess Operational Receipts/(Payments) for Year	(781)	7,427
Other Receipts		
Grants for Capital Purposes	2,993	-
Other Payments		
Purchased Assets	6,165	-
Total other Receipts and Payments	(3,172)	-
Total Cash Flow for Year	(3,953)	7,427
Cash Balance at Start of Year	72,206	
Cash Flow for Year	(3,953)	
Cash Balance at End of Year	68,253	

CCA

Manawatū Tenants' Union Incorporated

Assets and Liabilities

As At 30 June 2025

	2025	2024
Current Assets		
Bank Accounts and Cash	68,253	72,206
Receivables	30	-
Total Current Assets	68,283	72,206
Current Liabilities		
Unexpended Grants (Note 7)	-	6,500
Annual Leave Liability	9,601	7,292
Payables	50	-
Flexi-Fund - Fund Balance Unspent	23,975	-
Total Current Liabilities	33,626	13,792
Available Funds	34,657	58,414

Other Significant Assets

Fixed Assets at Cost	14,185	6,920
Total Other Assets	14,185	6,920

CCA

Manawatū Tenants' Union Incorporated

Accounting Policies

1 Basis of Preparation

Transactions are reported on a cash basis as paid or received during the period. No accrual accounting adjustments have been made to the figures in the 'Funds Received and Paid' report, and no depreciation has been applied to fixed assets.

The report is prepared for internal management and governance purposes and should not be confused with a General Purpose Financial Report compliant with the NZ Financial Reporting framework.

2 Fixed Assets

Fixed Assets, including land or buildings, shown in 'Other Significant Assets' show any property, plant or equipment that is being held for provision of services. It does not include any property that is held for investment purposes only.

3 Grants

Grant shown in 'Operational Receipts' denote the amount of grant funding received in the reporting period, and disregards any such funds being carried over from previous or to next periods. Carried over amounts are shown as a Liability in 'Assets and Liabilities'.

4 Government Contracts

Government Contracts' in 'Operational Receipts' denotes the amount of money the organisation has received in the reporting period under a contract with a government department, regardless of whether these receipts relate to activities in the reporting period. Any commitments for future reporting periods arising from such funds are shown as liabilities in 'Assets and Liabilities'.

5 Bank Accounts and Cash

Bank Accounts and Cash' in 'Assets and Liabilities' denotes any cash held by the organisation that is available instantly or at short notice, including any term deposits, regardless of maturities.

6 Taxation

As a Registered Charity Manawatū Tenants' Union Incorporated is exempt from Income Tax.

Manawatū Tenants' Union Incorporated is not registered for GST, and all figures are shown inclusive of GST.

CCA

Manawatū Tenants' Union Incorporated

Notes to the Accounts

7 Grants Received and Expended

Manawatū Tenants' Union Incorporated has received and expended the following grants, with thanks:

2025		Carried over from previous year	Received this year	Expended this year	Carried over to next year
	Catholic Social Services	-	2,000	2,000	-
	Community Services Council	-	5,000	5,000	-
	Eastern & Central Community	-	10,000	10,000	-
	COGS	-	5,000	5,000	-
	Manawatu District Council	-	5,000	5,000	-
	NZ Lottery Grans	-	20,000	20,000	-
	PNCC-Strategic Priority Grants	5,000	11,550	16,550	-
	Lion Foundation	1,500	-	1,500	-
	TG McCarthy Trust	-	5,000	5,000	-
	Totals	6,500	63,550	70,050	-

2024		Carried over from previous year	Received this year	Expended this year	Carried over to next year
	Lion Foundation	-	1,500	-	1,500
	PNCC-Creative Communities Fund	-	5,000	-	5,000
	Catholic Social Services	-	3,000	3,000	-
	Community Services Council	-	4,585	4,585	-
	Eastern & Central Community	-	7,500	7,500	-
	COGS	-	3,000	3,000	-
	NZ Lottery Grants	-	30,000	30,000	-
	Pub Charitites	-	5,689	5,689	-
	PNCC-Strategic Priority Grants	-	15,500	15,500	-
	Sargood	-	3,000	3,000	-
	Totals	-	78,774	72,274	6,500

CCA

6PAC Report

We have performed a **6-point account check (6PAC)** on the financial statements of Manawatū Tenants' Union Incorporated for the year ended 30 June 2025.

More details about the checks we perform are available from our web site, <https://commaccounting.co.nz/services/6pac-service/>

Our findings are:

1. The financial statements are compliant in format with reasonable financial reporting practice for management reports;
2. Transactions recognised by the organisation have been categorised and accounted for according to the requirements for this type of entity;
3. Reported bank and investment balances correspond with information available from the organisation's banking providers.
4. The organisation keeps sufficient records to document their reported expenditure;
5. Provided disclosures in the Notes follow reasonable financial reporting practice for management reports; and
6. The calculation of disclosed accruals, such as Accounts Payable, Receivable, prepayments etc, is correct.

Reporting Basis

CCA does not vouch for the correctness of all information given in the financial statements we have checked, only for the findings given in this report. As part of our checks we have examined the information that the organisation has provided us with, but we have not undertaken any checks on the validity, accuracy or completeness of this information.

Our 6PAC report should not be mistaken for a form of assurance (audit or review). It is a service developed and provided by Community Capacity Accounting to accommodate the needs of typical stakeholders in not-for-profits, and to give an affordable alternative to an assurance engagement.

The person(s) undertaking a 6PAC check was not involved in the preparation of the financial statements, or the delivery of any significant services for the reporting period.

Community Capacity Accounting

10th October 2025

Community Capacity Accounting



RESULTS BASED ACCOUNTABILITY REPORT

1 July 2024 to 30 June 2025

- Performance Measures - Data
- Performance Measures – Report
- RBA Schedule
- Financial Report

St John Ambulance Feilding Area Committee RBA Data Report

Performance Measures	01 Jul-31 Dec	01 Jan-30 Jun	Total
How much: Quantity of effort			
Total # clients (individuals) who use the health shuttle service	453	463	916
Total # journeys	3148	3131	6279
Total # volunteers who operate the health shuttle service	32	31	63
How Well: Quality of effort			
# clients who identified they were highly satisfied or satisfied with the service (numerator)	453	463	916
% clients report they are highly satisfied or satisfied with the mobile shuttle service	100%	100%	100%
Better Off? Effect of effort			
# clients who strongly agreed or agreed that the service has increased their ability to access health appointments (numerator)	453	463	916
% clients who strongly agreed or agreed the service has increased their ability to access health appointments (AO,S)	100%	100%	100%
# volunteers who strongly agreed or agreed they felt valued as a result of volunteering to operate the health shuttle service (numerator)	32	31	63
% clients who strongly agreed or agreed they felt valued as a result of volunteering to operate the health shuttle service (AO,S)	100%	100%	100%

St John Feilding Area Committee
Results Based Accountability Narrative Reporting
1 July 2024 to 30 June 2025

Describe the key factors impacting on the performance measures.
<p>Volunteer availability remains a primary factor influencing our capacity to meet service demand. We continue to operate three vehicles Monday to Friday, with a fourth deployed when volunteer capacity allows or for dedicated trips to Wellington. Despite these variations, we continue to meet a high proportion of client requests through careful scheduling and effective use of available resources.</p> <p>Unplanned maintenance or repairs can occasionally affect service delivery; however, our proactive vehicle servicing and compliance programme significantly reduces downtime and ensures fleet reliability.</p> <p>External factors such as roadworks, traffic delays, or client cancellations are managed through flexible scheduling and real-time communication with drivers and clients. This adaptability allows us to sustain consistent, reliable service levels and ensure continuity of support for our community.</p> <p>Overall, our operational planning and volunteer coordination practices enable us to maintain strong performance outcomes, even when faced with variable conditions. This reliability ensures clients can continue to access essential appointments, social connections, and community services — contributing directly to improved wellbeing and independence across the community.</p>
Briefly describe any ideas or approaches you may have to improve or accelerate your performance.
<p>The development of Hāpori, our bespoke Health Shuttle booking and coordination system, represents a major advancement in service delivery and operational efficiency nationwide. Although the system’s launch was initially planned for earlier this year, it has been rescheduled to October–November 2025 to allow for additional development, testing, and integration, ensuring it is fully functional and reliable from rollout.</p> <p>Hāpori will enhance volunteer management by integrating compliance tracking for training and organisational requirements, supporting volunteers to remain current and effective in their roles. The system will also improve vehicle maintenance scheduling and oversight, helping to minimise downtime and optimise fleet performance.</p> <p>Updated passenger eligibility and service guidelines will be embedded to streamline bookings and ensure services are delivered to clients who meet the established criteria.</p> <p>Collectively, these improvements will drive greater efficiency, consistent service delivery, and stronger national coordination across our local, regional and national Health Shuttle network, supporting long-term sustainability and improved client outcomes.</p>
Please provide a detailed explanation of any non-reporting or variances in reporting against the contract.
<p>Our reporting reflects positive feedback from clients regarding the quality of our service, the professionalism and dedication of our volunteers, and the support provided by our administrator.</p> <p>Where volunteers end their service, this is primarily due to personal circumstances such as health challenges affecting themselves or their whānau, relocation, or other personal commitments, rather than dissatisfaction with the organisation or role. This demonstrates the strength of our volunteer delivered service and the supportive environment we work hard to maintain for our team.</p>

Is there anything else that you need to bring to our attention?

Vehicle rotation has been strategically implemented to optimise service delivery and support effective fleet management. This approach ensures that our available vehicles are used efficiently, reduces the risk of service disruption, and maintains operational capacity across all scheduled trips. By managing fleet resources in this way, we can sustain reliable and consistent service for clients while awaiting the introduction of a new replacement vehicle (anticipated to arrive at the end of 2025), ensuring both service continuity and long-term fleet sustainability.

Do you have a success story that you would like to share? (This may include a case study, video clip, presentation or other).

In April this year, a local woman came into the local office asking for the Health Shuttle booking number. She had just spoken with an overseas visitor in a local café, who had fallen and broken her leg while touring further north. The 'visitor' had come to Feilding to stay with the one person she knew in New Zealand, while waiting for a medical clearance to fly back to the UK.

Rather than simply giving her the number, our administrator went to Rosebowl Café to speak with 'Hayley' and arranged a booking for her to get to her Palmerston North Hospital – Orthopaedic appointment. Hayley was using a knee scooter, and since her friend worked during the day, she was incredibly grateful to have access to the HHStJ Feilding Health Shuttle.

For the next month and a half, Hayley relied on the Health Shuttle to attend her orthopaedic and physiotherapy appointments. When she was finally cleared to return home, she expressed deep gratitude—not only for the existence of the service, but for the warmth and generosity of our volunteers and people in the local community who supported her when she needed it most.

Schedule 1

Name of service, programme or initiative	St John Feilding Area Committee
Funding Amount	\$10,000.00
Term of contract	3 years
Direct Client/s	Individuals Volunteers
Funded Activities and Goals	<ul style="list-style-type: none"> Provision of health shuttle service in Feilding

		QUANTITY OUTPUTS	QUALITY OUTPUTS	SKILLS & KNOWLEDGE	ATTITUDE & OPINION	BEHAVIOUR CHANGE	CIRC. CHANGE	POPULATION OUTCOMES
Service component	Direct Clients	How much	How well	Better Off				
Health Shuttle Service in Feilding	Individuals	Total # individuals who use the health shuttle service	% individuals report they are highly satisfied/satisfied with the service ⁱ		#/% individuals strongly agree/agree ⁱⁱ that the Health Shuttle Service has increased their ability to access health appointments ⁱⁱⁱ			Taha Whānau – We are actively engaged
		Total # journeys ^{iv}						
	Volunteers	Total # volunteers who operate the health shuttle service			#/% volunteers strongly agree/agree ^v they feel valued ^{vi} as a			Taha Wairua – We are connected and inclusive

					result of volunteering to operate the health shuttle service			
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ⁱ Note; 5point likert scale from highly dissatisfied to highly satisfied

ⁱⁱ Note; likert scale as above.

ⁱⁱⁱ Feeling valued is linked to the support provided by the St John Feilding Area Committee

^{iv} A journey is defined as one way

^v Note; likert scale as above.

^{vi} Feeling valued is linked to the support provided by the St John Feilding Area Committee



**Hato Hone
St John**

Pro Forma Accounts 2025
for
Hato Hone St John - Feilding Area Committee

Hato Hone St John - Feilding Area Committee

Statement of Financial Performance for the year ending 30 June 2025

	This Year \$	Last Year \$
Income		
Commercial Income	2,463	143
Fundraising Income	57,285	279,869
Internal Income	27,094	10,415
Non-operating Income	26,037	0
Operations Income	0	348
Investment Income	13,660	9,365
Other Income	45,716	41,735
Total Income	172,254	341,876
Expenses		
Bad Debts	0	414
Computer & Communications	2,469	3,180
Consultancy & External Fees	400	381
Cost of Sales	708	0
Depreciation Expense	27,744	35,177
Internal Expenses	180,163	13,254
Labour Costs	0	3,119
Marketing Advertising and PR	2,203	3,107
Occupancy Costs	35,234	24,621
Office Expenses	4,554	3,298
Other Operating Costs	7,907	4,053
Other Personnel Costs	23,808	19,758
Supplies	37	0
Vehicle Costs	52,693	62,856
Total Expenses	337,922	173,218
Net Profit/-Loss	(165,668)	168,658

Hato Hone St John - Feilding Area Committee

Statement of Financial Position for the year ending 30 June 2025

	This Year \$	Last Year \$
Current Operating Assets		
Cash & cash equivalents	7,387	261,971
Trade & other receivables	4,615	8,131
	<u>12,002</u>	<u>270,102</u>
Current Operating Liabilities		
Trade & other payables	40,202	55,579
	<u>40,202</u>	<u>55,579</u>
Net Operating Capital	<u>(28,200)</u>	<u>214,523</u>
Fixed Assets		
Property, plant & equipment	934,594	928,529
Reserved Investments		
Loans & Advances - Area Committees	160,990	90,000
	<u>160,990</u>	<u>90,000</u>
Net Assets	<u><u>1,067,384</u></u>	<u><u>1,233,052</u></u>
Reserves		
Surplus/-Deficit	(165,668)	168,658
Retained Earnings	1,233,052	1,064,394
	<u><u>1,067,384</u></u>	<u><u>1,233,052</u></u>

These summary financial statements have been extracted from the audited full consolidated financial statements of The Priory in New Zealand of the Most Venerable Order of the Hospital of St John of Jerusalem ('Parent') and its subsidiaries. The full consolidated financial statements have been prepared in accordance with Generally Accepted Accounting Practice in New Zealand ('NZ GAAP'). They comply with the New Zealand Equivalents to Public Benefit Entity Accounting Standards ("PBE") as appropriate for Tier 1 not-for-profit public benefit entities.


 Hato Hone St John Area Committee 2025
Michelle Teirney
 Deputy Chief Executive
 Finance & Business Insights

Hato Hone St John - Feilding Area Committee

Notes to the financial statements
for the year ended 30 June 2025

	This Year	Last Year
	\$	\$
1. Cash & Cash equivalents		
Current Account	7,387	261,971
TOTAL	<u>7,387</u>	<u>261,971</u>
2. Trade & Other Payables		
Trade Payables	35,236	28,000
Payables to Related Parties	4,966	27,579
TOTAL	<u>40,202</u>	<u>55,579</u>
3. Property, Plant and Equipment		
Land Cost	<u>184,490</u>	<u>184,490</u>
	184,490	184,490
Buildings Cost	1,058,274	1,058,274
Accm Depn	<u>(387,948)</u>	<u>(366,782)</u>
	670,326	691,491
Equipment Cost	47,065	47,065
Accm Depn	<u>(40,551)</u>	<u>(38,835)</u>
	6,513	8,229
Furniture and Fittings Cost	72,986	39,465
Accm Depn	<u>(28,010)</u>	<u>(23,147)</u>
	44,976	16,318
Vehicles Cost	233,178	233,178
Accm Depn	<u>(233,178)</u>	<u>(233,178)</u>
	0	0
Assets in Progress	<u>28,289</u>	<u>28,000</u>
Total	<u>934,594</u>	<u>928,529</u>

Te Pūrongo ā-tau o Hato Hone St John

Hato Hone St John Annual Report 2024/2025



Alongside you
FOR 140 YEARS



**Hato Hone
St John**



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We make it better *Whakapai Ake*

Hato Hone St John (HHStJ) is a charitable organisation, providing emergency ambulance and community health services across New Zealand.

Over 11,500 team members help care for people every day, improving health outcomes, building resilience and stepping forward when help is needed.

As the emergency services arm of the health sector, Hato Hone St John ambulances serve 90% of New Zealanders across 97% of the country. This year, there were 688,378 emergency calls and we treated or transported 549,150 patients.

To meet the broader health needs of New Zealanders, our innovative, trusted health care services help to tackle underlying issues affecting wellbeing, and create connections for stronger communities. In the past year, we taught life-saving skills to 110,102 tamariki via our St John in Schools programme, provided peace of mind for 60,396 of our elderly and vulnerable with our medical alarm service, and completed 94,631 Waka Ora Health Shuttle client trips.

Ka whai tātou i te pikinga o te ora Making life-changing differences with our communities

Saving lives

688,378

emergency calls for
an ambulance

549,150

patients treated and/or
transported by ambulance
personnel

2,906

events attended



Building resilient communities

110,102

tamariki participated
in St John in Schools

3,047

youth members

905

Hato Hone St John
defibrillators in
communities





Caring for whānau

94,631

Waka Ora Health Shuttle client trips

60,396

medical alarm customers

96,730

people trained in physical/
mental first aid



Our people in action

3,353

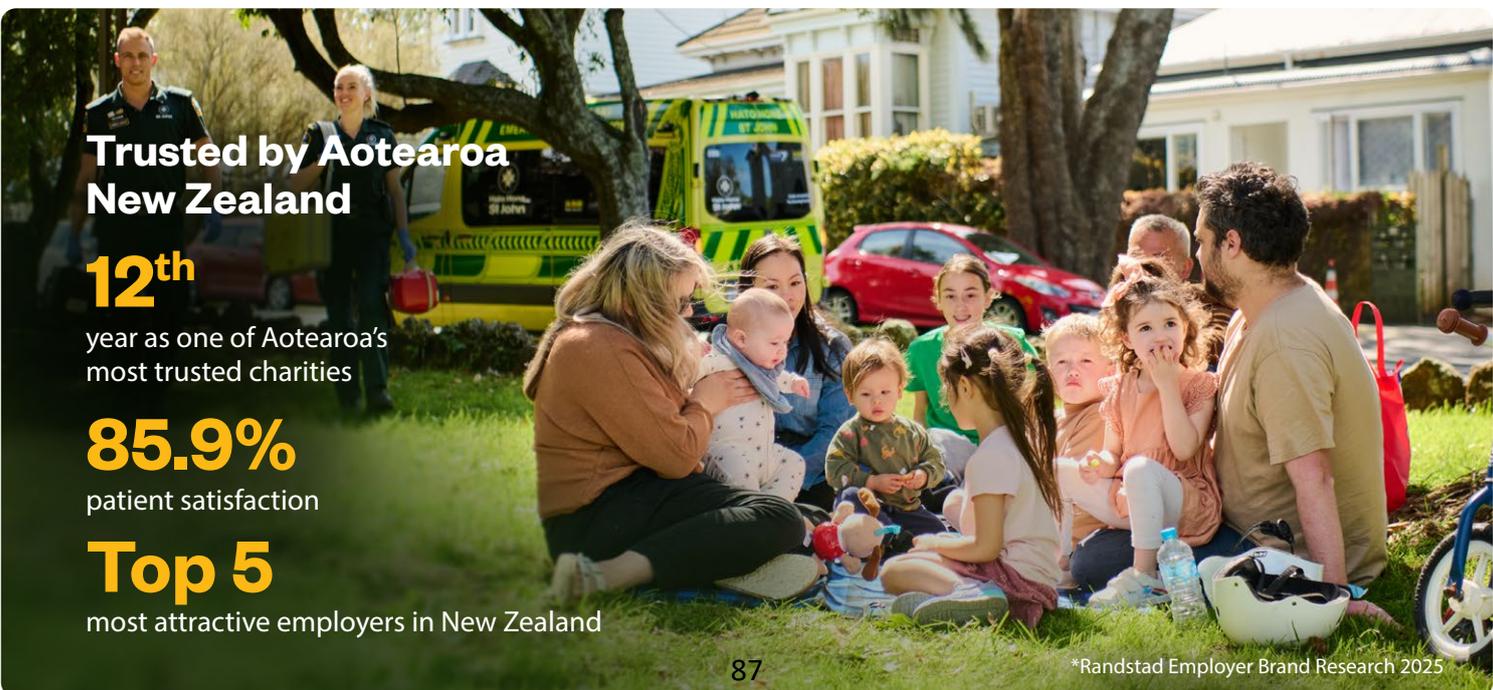
Hato Hone St John paid staff

8,057

volunteers

2,299

ambulance volunteers



**Trusted by Aotearoa
New Zealand**

12th

year as one of Aotearoa's
most trusted charities

85.9%

patient satisfaction

Top 5

most attractive employers in New Zealand

Tō tātou tū i Aotearoa

Our place in Aotearoa New Zealand

Tō tātou moemoeā | Our vision

Ko te mana ora ōrite
Enhanced health and wellbeing for all

Tō tātou whāinga | Our purpose

Ka whai tātou i te pikinga o te ora
To make life-changing differences with our communities

Whāinga rautaki | Our strategic aims



Improving health for all through excellent care and services



Committing to equity for Māori



Partnering for greater impact



Empowering our people to thrive



Achieving financial and operational sustainability

Tūmahi | Our functions

He Ratonga Waka Manaaki The Ambulance Service



Triage and assessment of 111 calls for help



Optimal response, advice or referral



Contemporary and evidence-based care



Support for the wider health sector



Health education



Health access



Health monitoring

Prevention and wellness

Kotahi ngā whāinga | Our shared goals



Cardiac arrest survival



Falls prevention and response



Piritaha

We stand side by side

Priory Board (as at June 2025)



John Whitehead
Chair of the Priory Board



Brendan Wood
Deputy Chair of the Priory Board



Alma Hong
Priory Board Member



Maxine Moana-Tuwhangai
Priory Board Member



Brent Nielsen
Priory Board Member



Amit Prasad
Priory Board Member



Paula Rose
Priory Board Member



Chris Watson
Priory Board Member

Executive Leadership Team



Peter Bradley
Chief Executive



Cameron Brill
Deputy Chief Executive
Corporate Operations



Emma Butler
Deputy Chief Executive
People, Communications
& Engagement



Pete Loveridge
Deputy Chief Executive
Community Health



Jon Moores
Deputy Chief Executive
Strategy and Executive Operations



Dan Ohs
Deputy Chief Executive
Ambulance Operations



Michelle Teirney
Deputy Chief Executive
Finance & Business Insights



Damian Tomic
Deputy Chief Executive
Clinical Services

Haere rā Maxine Moana-Tuwhangai MNZM JP

We want to acknowledge and farewell our Priory Board member, Maxine Moana-Tuwhangai MNZM JP, who sadly passed away on 16 August 2025.

Maxine joined our Priory Board on 1 October 2020, and from the onset she supported and guided our journey and strategy towards committing to equity for Māori. She brought such grace into our midst and never failed to remind us to celebrate how far we have come. As Chair of the Tāhuhu Komiti and member of the People and Capability and Clinical Governance Committees, Maxine challenged our thoughts and brought a rich perspective, informed by her wide-ranging experience. We will miss the valuable insights she always brought.

E te Rangatira, e te whaea e Maxine, moe mai i roto i ngā ringaringa o te hepara pai. Haere, haere, haere ki ou tūpuna i tēnei rā.



Chancellor's Report

Ehara tāku toa i te toa takitahi, engari he toa takitini

Success is not the work of an individual, but the work of many

This year marked my fifth as Chancellor of Hato Hone St John and I feel honoured to be able to continue my work with this incredible organisation.

As we commemorate our 140th anniversary, I want to reflect on our history and pay tribute to the giants on whose shoulders we stand as we continue to evolve to serve the changing needs of our communities. I am proud to be a member of an organisation with such a legacy of serving the people of Aotearoa New Zealand.

Our people and the community

My involvement with the New Zealand Royal Commission on COVID-19 Lessons Learned | Te Tira Ārai Urutā concluded at the end of November and since then, I have enjoyed getting back to full involvement with my role as Chancellor.

This year I had the privilege to represent Hato Hone St John at the Waitangi Day Dawn Service and say a karakia along with political and other public leaders. Our presence was significant and a testament to our commitment to equity for Māori and Te Tiriti O Waitangi.

I also took the opportunity to visit our Area Committees, Community Programmes and Ambulance teams in Canterbury and Central Otago. I enjoyed having open and frank

discussions with our people about their work and always feel inspired after these conversations.

New horizons

St John Day 2025 marked the start of a new chapter for our previous Priory Dean, Archbishop Emeritus Sir David Moxon KNZM, GCStJ, MMCM, who started in his new role as Prelate of the Most Venerable Order of the Hospital of St John of Jerusalem. This is one of the most senior roles in the International Order a New Zealander has ever held and my sincere congratulations go to Sir David for this significant appointment.

With the departure of Sir David, I am delighted that Priory Chapter has appointed Bishop Ross Bay OSTJ QSM as our new Priory Dean. This is the first time we've had a new Priory Dean in five years, and I look forward to working alongside Ross as he steps into this important role.

Dr Steve Evans GCStJ completed his term in the international role of Sub Prior, and we welcomed him back as he recommenced his activities with Hato Hone St John.

Our governance

Priory Chapter is the most senior governance body of our organisation, and I want to acknowledge the important work they do. This year Lynn Mosley CStJ, Grant Crowley OSTJ and Cam Fraei OSTJ were welcomed to Priory Chapter as our newest elected members, and Chu May Chan OSTJ was welcomed back after re-election. We also farewelled Priory Chapter members Nic Gini DStJ and Brenda Hynes CStJ, as well as Todd Skilton CStJ, the Librarian. My heartfelt appreciation to you all for your contributions to the mahi of the Priory Chapter.



Priory Chapter also appointed Alma Hong and Brent Nielsen CStJ to the Priory Board for a three-year term and I look forward to continuing to work with them.

Engaging with St John International

This year, the Grand Council meeting was held in Cardiff, Wales. The theme was *volunteering*, and it was interesting that while there are differences in approach, we all share a strong reliance on volunteers and face similar challenges.

Thanks to the generous funding support and guidance from the Bible Society, this year our Priory Dean, chaplains, Order Affairs Committee and Order Matters team worked together to produce our first ever Hato Hone St John branded Bible. Many emergency services and organisations have their own copy of the Bible containing helpful organisation-specific information to assist in times of joy or sadness, and we are delighted to now offer the same for our people.

Thank you

As we look to the next 10 years, I want to take a moment to thank our Order members, Governors, Priory Officers, Regional Boards, Area Committees, volunteers, management and staff, as well as community partners, funders, and donors. It is your ongoing dedication that makes this organisation so remarkable, as we continue to serve the people of New Zealand in many different ways to meet the ever-increasing demand for our services. ●

John Whitehead

John Whitehead CNZM KStJ,
Chancellor and Chair of the
Priory Board/Tumuaki

Chief Executive's Report



Kia ora tātou,

As I reflect on the year that's been, I continue to be incredibly proud of the work we do and the achievements we've made – and this year provided us with a significant milestone to help us look back on just how far we've come.

Celebrating our legacy

This year marked 140 years since our organisation was first established in Aotearoa New Zealand. From our humble beginnings in Christchurch, to one of the largest community health and emergency service providers in the country, being alongside New Zealanders for such an incredible amount of time is truly remarkable. I couldn't be prouder to lead this organisation as we continue serving our communities to 150 years and beyond.

Looking to the future

While celebrating a milestone gives us the chance to reflect on where we've been, it also gives us the opportunity to look to where we're going. We spent some time this year refreshing our organisational strategy, *Manaaki Ora*, which will take us through to 2035 and our 150-year anniversary. As part of that, we also refreshed our Ambulance Service and Community Health strategies, all with the intent of having clear aims and aspirations as to what we want our services to deliver over the next 10 years.

More immediately, we are continuing to plan and prepare for the new Emergency Ambulance Service contract which comes into effect on 1 July 2026. The next six months will

be crucial as we look to negotiate a new contract that delivers the funding to be sustainable once and for all, and we welcome the National Party and NZ First Coalition Agreement to increase our funding levels as part of this.

Campaign and project success

Our Light the Way Annual Appeal was hugely successful this year, with the people of Aotearoa New Zealand generously getting behind us as we raised money for the rebuild of 13 critical ambulance stations. It is always great to be reminded in person how much people value all that we do, and my thanks go to everyone who supported the campaign throughout the month of June, including the group of very generous donors who doubled donations made on Giving Day.

Shocktober was another success of the year, with more than 35,000 New Zealanders learning lifesaving skills at sessions delivered by our community educators, First Aid Training teams, and St John in Schools teams across the motu. This is a big event for us each year right across the organisation – thanks to everyone who was involved in this campaign to get as many Kiwis as possible trained to save lives.

The Commonwealth Heads of Government Meeting took place in Samoa in October. New Zealand provided significant support to this, with more than 600 NZ personnel involved from a wide range of agencies, including Hato Hone St John. The Ministry of Foreign Affairs & Trade funded us to send a

small contingent of ambulance staff and vehicles over to Samoa. I'm proud we were asked to support this important occasion, and I'm equally proud of how our team represented us.

Trust and gratitude

We were once again named one of the nation's most trusted charities as part of the Reader's Digest Most Trusted Brand awards this year. Trust is something we don't take for granted, and after 140 years serving our communities, we know it's something earned and not given.

My sincerest thanks to all our people, both our 3,353 paid staff and our 8,057 volunteers, for your contribution to the essential work we get to do or support, every day. Whatever your roles – thank you to each and every one of you for all that you do.

A big thank you must also go to our Ambulance Service Purchasers, ACC and Health New Zealand, our health partners and key stakeholders, and emergency service partners, Wellington Free Ambulance, Fire and Emergency New Zealand and New Zealand Police. We look forward to working with you as we continue to make life-changing differences within our communities over the next 10 years and beyond. ●

Peter Bradley CBE KStJ,
Chief Executive/Tumu Whakarae



Partnering to meet *community needs* **July – September '24**

This year has seen our people lead change, develop solutions, and work with partners to strengthen our emergency response, clinical care, and support for communities across Aotearoa.

Over the next few pages, we take a look back at our year, with key achievements from across the organisation highlighted by quarter.

One of the most significant changes within our ambulance service has been the establishment of the Integrated Operations Centre (IOC).

This centre is reshaping how we manage ambulance operations by bringing together Call Handling, Dispatch, Clinical Desk, Air Desk, Clinical Hub, National Operations and Emergency Centre, the Health Transport Operations Centre, and Emergency Management (and their supporting teams) into a single coordinated function. By bringing these areas together, the IOC strengthens real-time operational oversight, and enables faster and more informed decision-making, ensuring our people and patients are better supported.

We also strengthened our commissioning and advocacy functions to improve how we work with purchasers and health sector partners. This new way of working is already helping us collaborate more effectively across the system and build the case for future funding in the lead up to our next ambulance service contract negotiation.

Resilience and preparedness remained a strong focus. Our people progressed planning for large-scale emergencies through the Catastrophic Plan, developing hazard-specific responses to ensure the service can adapt to events ranging from severe weather to rare space weather scenarios. Alongside this, our Major Incident Support Teams (MIST) continued to grow capability and

readiness, ensuring we have specialist personnel trained and equipped to provide additional support during major incidents.

Patient Transfer Services continued to play a vital role in supporting hospital flow. By providing timely inter-hospital transfers and discharges, Patient Transfer Services help reduce system pressure and ensure patients receive the right care in the right place. This contribution is important all year round, but it becomes especially critical through the winter months when the wider health system is under significant strain.

In July, we launched our Waka Ora Health Shuttle service in North Hokianga following a dedication ceremony. Māori residents in North Hokianga face significant challenges in attending health appointments, which has been leading to disproportionate non-attendance in the region. To help mitigate these outcomes, we now offer transport to health appointments for residents in Pawarenga, Panguru, and Mitimiti.

Ten of our Hato Hone St John Youth trained and fundraised hard to represent us and Aotearoa New Zealand at this year's inaugural Asia Pacific Youth Competitions, held from 26 July – 4 August.

Abby Thomas was named best Home Nursing competitor and our team was announced as second overall behind Hong Kong – an outstanding achievement.

In August, we welcomed ASB as our major sponsor for our St John Caring Caller programme. The programme has been operational for 26 years and is dedicated to combating loneliness and social isolation through weekly phone calls from our volunteers. Together with ASB, we're committed to enhancing the Caring Caller programme's impact, ensuring it reaches more individuals in need of companionship and support. Over the next three years, this partnership will help elevate awareness, attract more volunteers, and increase the programme's reach across the



motu | country. About 50,000 connection calls are made annually at present, and this number is expected to grow as we engage more Kiwis, particularly in rural areas.

During Te Wiki o te reo Māori | Māori Language Week in September, we re-launched our Aka Whiri app.

The app was refreshed with brand new content and a new look to support our Māori cultural competency journey. The Aka Whiri app contains learning content and resources to help our people kōrero | speak in te reo Māori and engage in tikanga Māori with confidence. It's an important tool that supports our Aka Strategy goal to authentically engage and partner with Māori, as well as our strategic aim of Committing to equity for Māori.

In September, our Property Services team won Facilities Management Team of the Year at the Facilities Management Association of New Zealand awards. We have a small team for the size of our property portfolio, and through the award, we were able to show everyone the amazing outcomes we have achieved, the challenges we face, and the importance of the work we do to ensure property service assets support service delivery. ●

Our Youth team returns from the Asia Pacific Youth Competition





Building sustainability for *future generations*

October – December '24

Our Emergency Ambulance Service continued to focus on performance this quarter, achieving faster RED 8-minute response times in towns and cities and exceeding all targets for our most critically unwell patients, despite increasing demand and with no additional ambulance resources. These results reflect the commitment of our people and the focused effort behind district-based improvement plans, supported by real-time monitoring, purchaser reporting, and national oversight.

A key enabler of this progress was the introduction of a new hospital ramping policy, designed and delivered in close collaboration with hospitals.

By embedding proactive monitoring and active management of patient flow, we worked with hospital teams to prevent delays before they

occurred. This collaborative approach has created lasting change, keeping ambulances available in the community, and ensuring patients move more smoothly into hospital care when they need it most.

In October, our Event Health Services team deployed a specialist contingent to Samoa to support the Commonwealth Heads of Government Meeting, working alongside the New Zealand Medical Assistance Team. This high-profile deployment showcased our expertise in delivering major event medical support on the world stage.

We played an active role in the Health New Zealand-led Rural Unplanned Urgent Care review, including PRIME (Primary Response in Medical Emergencies), contributing our operational expertise and supporting implementation. We also prepared the annual Out-of-Hospital Cardiac Arrest report, which for the first time measured the impact

of interventions such as bystander CPR and defibrillation through an equity lens. The report tracks progress against the Out-of-Hospital Cardiac Arrest Survival Improvement Strategy, which aims to deliver meaningful improvements in 30-day survival for people who suffer cardiac arrest in the community.

During our annual Shocktober campaign, our community educators taught an incredible 21,350 more New Zealanders how to save a life via our 3 Steps for Life programme.

This is thanks in part to 'Save Your Teddy', where young students learned CPR skills at school by getting hands-on practice with their favourite teddy bear on World Restart a Heart Day (16 October).

We extended our contract with the Ministry of Social Development (MSD) for the provision of medical alarms. The MSD Anywhere product range has experienced significant growth, with one of every two new customers choosing a mobile product as part of their overall medical alarm package, and over the year we grew by 2,950 connections. Additionally, demand for mobile products for self-funded customers has also increased by over 250 new connections. These figures demonstrate a growing preference for mobile and flexible alarm solutions.

Hato Hone St John was named Ryman Healthcare's official charity partner for 2025 – a partnership set to make a meaningful difference in communities across Aotearoa New Zealand. The decision around which charity to partner with is voted on by residents and team members and is highly contested each year, making it an honour for us to be chosen. The partnership aligns closely with our mission to deliver life-changing care and marks a powerful opportunity to deepen community connections and support wellbeing across generations. Throughout the year, Ryman villages will rally together with fundraising events such as bake sales, raffles, quizzes, and themed dress-up days. Ryman then matches the funds by up to \$250,000, giving a huge boost to the total amount raised.

Throughout the year, Hato Hone St John has been working with Next Generation Critical Communications to develop the Public Safety Network on behalf of emergency services. The goal is to deliver mission-critical frontline communications to support the operational capability of New Zealand's emergency services staff and volunteers, and to keep them and the wider public safer.

In November, a key milestone for the project was achieved when Cellular QPP (Quality, Priority and Pre-emption) was enabled, allowing emergency communications to take priority over other mobile users on the Spark and One NZ cellular networks when the networks are congested or degraded, for example when there is a natural disaster. All phones and devices were fitted with a new PSN SIM, and as part of the funding provided by Health New Zealand, HHStJ has also been able to purchase new cell phones with PSN SIMs, which were distributed to all PRIME sites.

Another key deliverable of the project is ensuring we're ready to be part of the new digital Land Mobile Radio network. Expert collaboration across the teams is needed to upgrade the equipment in our ambulances and stations with as minimal disruption to fleet as possible.

Nearly 1,000 ambulances (across 18 different vehicle types) are being equipped with new radio terminals, antennas, and associated equipment to enable them to use the new Public Safety Network when it starts in 2026 without any interruption to frontline services.

In November, our Legal team received industry recognition at the In-house Lawyers Association of NZ conference awards, winning the Small In-house Legal Team of the Year award, and Philie Deo was also recognised as the New In-House Lawyer of the Year. At the NZ Law Awards, Hato Hone St John was acknowledged as an Excellence Awardee for the In-House Team of the Year. ●





Bringing our *mahi* to life

January – March '25

Ambulance volunteering took a major step forward this quarter with the Availability Messaging System (AMS) rollout commencing, transforming how we mobilise our volunteer workforce. AMS enables real-time visibility of volunteer availability and responses, reducing delays and giving dispatchers confidence that the right people were on their way. For ambulance volunteers, AMS created stronger connection and more flexible ways to contribute, strengthening rural equity in emergency care and ensuring more communities can rely on timely first response when every minute matters.

Secondary Triage expanded this quarter, with more patients receiving telephone assessment from clinicians, many via remote triage (using a Paramedic at a station).

Many cases could be resolved with clinical advice over the phone or referral to another health provider, while others were confirmed as requiring a face-to-face ambulance response. This delivers timely care for patients, makes more efficient use of our resources, and reduces unnecessary emergency department presentations, helping to protect the wider health system.

A national survey of obstetric care experiences shaped updates to the Continuing Clinical Education curriculum. More than 2,200 personnel completed training on the latest Clinical Practice Guideline updates, supporting consistent, evidence-based practice across the service.

We have been advocating for the ambulance service to be formally recognised in the new Emergency Services Bill. The Bill would enable this recognition, paving the way for stronger engagement across all phases of emergency management planning. We also began a series of meetings with Associate Minister of Health Casey Costello, focusing on funding for the next Emergency Ambulance Service contract, our commitment to efficiency, and the growing value we deliver to the wider health system.

Across the quarter, we provided full volunteer Event Health Services medical support for Relay for Life events across Aotearoa, ensuring participants had the support they needed.

In March, the Property Development team was announced as Silver awardee – Civic category, New Zealand Commercial Project Awards 2025 for

Te Puna Oranga Ngakau | Levin Ambulance Station. The station was built to be operational immediately after an earthquake or other natural disaster, making it a crucial part of Horowhenua’s community resilience infrastructure.

Also in March, we introduced our Speak Up line, which provides another avenue to help our people raise and escalate serious workplace concerns. This initiative helps to consolidate the messaging behind the 2024 launch of our Te mana o te pono | Integrity Charter, of which one of the core principles is to Kōrerotia | Speak Up.

Our commitment to Diversity, Equity and Inclusion remains strong and engagement with our live Diversity Speaker Sessions and online eLearning modules continues to grow. It has also been great to see many frontline team members joining and incorporating these sessions into their continued professional development requirements.

It’s been a year since we first launched our Hato Hone St John branded defibrillators and in that time we have sold 905 units.

In an organisation first, the branded Automated External Defibrillators (AEDs) help support our aim of increasing the number of defibrillators in the community, therefore improving Aotearoa New Zealand’s Out of Hospital Cardiac Arrest statistics.

March also marked 12 months since we introduced new marketing personalisation technology that enables us to personalise online experiences. With tailored website banners, dynamic ambulance membership content, donation and shopping cart prompts, we’ve enhanced the web experience by making content more relevant and helpful, and converted associated revenue of \$350,000.

This year, we were proud to be named one of the Top 5 Most Attractive Employers in New Zealand in the 2025 Randstad Employer Brand Research. This independent research explores what Kiwi workers value most in an employer, and we’re honoured to have been recognised for our strong reputation, commitment to equity, and contribution to society.

Levin Ambulance Station



Harrisville School donated AED – supplied by Christine Petrie

We celebrated the first anniversary of our organisation-wide internal newsletter, Tūhono. The average read rate has remained steady at over 50% – great engagement for an organisation of HHStJ’s size, geographical spread, and workforce type. Externally, we continued to share the positive impact our services are having on improving the healthcare needs of communities. Stories about the amazing people who work here and the mahi | work they do continue to grow our audiences and engagement across different social media channels.

We received Toitū certification for a third year. This means our emissions data, inventory, and management reporting has passed third party audit, an achievement which has been realised through an organisation-wide commitment to delivering more sustainable healthcare.

With the support of major partner ASB, the very first electric ambulance in Australasia went into service last year as part of a trial to understand how well EV would perform in context of the emergency ambulance service. Following comprehensive driver training and testing, the custom-built Ford E-Transit was put into service in Hamilton with charging infrastructure donated by YHI.

Six months into the trial, the EV ambulance had attended 274 incidents, travelled 6,500km in the metro urban areas of Hamilton and insights show it can complete a 12-hour shift without range anxiety.

Our ambulance operations team report that it is comfortable, stable, and fast to drive and the patient compartment is 15% quieter than a standard ambulance. ●



Celebrating our history and *building our future* April – June '25

In April, we celebrated 140 years since the first Branch of the St John Association in Aotearoa New Zealand was established. On 30 April 1885, a public meeting was held at the Merivale Church school hall in Christchurch, and it would signal the beginning of our long-standing commitment to the health and wellbeing of New Zealanders.

To commemorate the occasion, we launched our “Alongside you for 140 years” anniversary celebration mark and other assets for our people to use in their digital communications.

Workforce growth was the focus for our ambulance service this quarter, with the relaunch of the Residential Emergency Medical Technician (R-EMT) programme drawing 373 applications for 54 places across our 15th and 16th cohorts. This six-month residential programme combines classroom learning, on-road experience, and pastoral support, providing a proven pathway into frontline ambulance roles. R-EMT continues to be a key way we are building a sustainable workforce to meet growing demand.

Our clinical capability was recognised, with our sovereign AI project named a finalist at the Council of Ambulance Authorities Awards for its potential to transform clinical audit. Alongside this, MedSCAN continued to provide confidence in our compliance with the Medicines Act by centrally recording and monitoring the handling of medicines. The Clinical Governance Framework was also signed off, providing a robust foundation for clinical quality and safety across the service.

Building on the new IOC structure, we upgraded our Computer Aided Dispatch platform, expanded our workstations, and recruited additional clinicians into Clinical Hub.

By bolstering Clinical Hub capacity, we can manage higher volumes of calls, provide timely advice to crews, and ensure patients are connected quickly to the right care pathway.

This quarter, our people rolled out the Continuing Clinical Education Active Armed Offender programme nationwide, delivering 450 sessions to more than 4,000 ambulance personnel – an achievement recognised as a finalist in the Council of Ambulance Authorities Excellence in Staff Development awards.

In April, our Digital and Data team won the Business Impact Award at the Veeam Software Data Resilience Awards in San Diego. Our nomination was based on our customer success story with Veeam, where we implemented enhancements to our data protection strategies. Winning this award highlights the essential role the Digital and Data team plays in protecting and maintaining the organisation’s digital infrastructure.

In June, we hosted Minister of Health Simeon Brown at our IOC. During the visit we had the opportunity to show Minister Brown how the IOC runs and how our work supports the wider health ecosystem.

In Q4, our Telecare team supported more than 9,900 clients to get through to emergency ambulance services (from 18,430 St John Medical alarm activations).

Looking back over the whole year, we helped approx. 22,000 clients (from 71,350 St John Medical alarm activations) to get through to emergency ambulance services.

We also supported the transfer of alarm customers from the 3G to 4G network prior to network closure in 2026 (down to less than 4,000 alarms still to be transferred from a total of 32,000 at the start of July 2024).

To celebrate National Volunteer Week in June, we did a public "shout-out" to our 8,057 volunteers nationwide with an advertising campaign. Thank you messages were rolled out on key billboards near some of our Retail stores, in major malls around the country, across news sites, and on social media. Through their selfless service, our volunteers strengthen the fabric of our communities, embodying our shared commitment to health equity and patient care.

During Samoan Language Week | Vaiaso o le Gagana Samoa in June, we announced the introduction of the Samoan language into our ASB Caring Caller programme by welcoming volunteer callers fluent in Samoan. This latest variation of the programme has been gifted the name 'Gaulofoa', which means 'Just love', by Edwin Puni, a member of the Pacific Leadership Forum.

This past year has seen continued support from donors, partners, funders and the New Zealand public, with total fundraising income of \$66 million – our highest ever.

This generosity is appreciated and needed as we respond to a growing and ageing population.

Our Light the Way Annual Appeal took place in June, with funds raised supporting the rebuild of 13 critical ambulance stations. Tuesday 24 June was our Light the Way Double Donations Day, where every dollar given was matched by a generous group of donors. On the day, we raised \$1,024,452. With donation matching and a few extra



gifts made on the day, the final total reached an amazing \$2,059,452. In total, we raised \$4,412,430 throughout our Annual Appeal.

Our Retail Stores sold 2.6 million items across the last financial year, proving how instrumental they are in providing our communities with quality second-hand goods. Alongside this, they also accepted \$144,000 in donations across the year.

At the end of June, we introduced our new Courage in Action Bravery Awards, supported by Ryman. The awards recognise individuals, groups, or classrooms of tamariki who demonstrate actions which contribute to an emergency response or impact positive wellbeing for themselves, peers, whānau, or community members.

Our journey to refresh our organisational strategy, Manaaki Ora, and develop our Community Health and Ambulance Service strategies culminated in our direction for the next 10 years being approved. We sought input from our purchasers, our communities, our people, the health sector, iwi Māori, and other similar organisations to ensure Manaaki Ora reflects the health needs of our country and that we are adapting to meet changing needs on our path to 2035.

It was another busy year for our People Experience team, with almost 23,000 job applications to HHStJ processed across the year and 2,788 hires made. This included 1,620 hires into volunteer roles.

In this quarter, year-end performance and development conversations were completed by 90% of users, with an increasing number of our people accessing and utilising our dedicated talent, learning and development tool – Aspire.

At the end of Q4, we officially inducted our latest group of Peer Support Officers into our Peer Support Programme, this time hailing from teams outside of Ambulance Services. Peer Support Officers provide essential psychological support to their peers, and expanding this programme into the non-ambulance part of our organisation is an important step in ensuring all our people have access to the same tools.

Across all four quarters, our achievements were driven by stronger partnerships with the health sector, built on trust and collaboration. Together, we laid critical foundations for future service funding by progressing three key workstreams: a comprehensive review of our cost base to identify efficiencies and reduce operating costs; an independent analysis of the true cost of running the ambulance service; and the development of a new service model designed to maximise impact, align with the Government's health priorities, absorb growing ambulance demand, and ease pressures on EDs across the country.

These efforts position Hato Hone St John to continue advocating with confidence for the resources our people, patients, and communities need in the years ahead. ●

Our ambulance response times in 2024/25

Hato Hone St John measures ambulance response times against national performance targets for our most critical incidents. We aim to reach half of patients within a set time, and 95% within a longer timeframe. For example, in urban areas the target for Purple (suspected cardiac or respiratory arrest) patients is 50% within six minutes and 95% within twelve minutes. Targets are slightly longer in rural areas, reflecting distance.



111-call answering

Our service level agreement requires 95% of 111 calls to be answered within 15 seconds. During 2024/25, there were 688,378 emergency ambulance calls to 111. Of these, 91.4% were answered within 15 seconds, and 99% within two minutes. While the service level agreement target was not fully achieved, performance improved significantly across the year as new recruitment processes and additional roles took effect.

What made the difference

These gains reflect a range of operational, clinical, and support system improvements. Three areas have been critical:

- › **Improved patient flow with hospitals:** policy changes and closer collaboration with Emergency Departments are reducing handover delays.
- › **Active management and oversight:** real-time monitoring, local managers acting on pressures, national escalation plans, and regular senior reviews are driving improvement and shared learning.
- › **Stronger workforce in our Clinical Communications team:** we increased Call Handler establishment and introduced a new recruitment process, resulting in more consistent cover and faster 111-call answering.

By strengthening both how we deliver care and how we manage the system, we are reaching our sickest patients faster and ensuring all patients receive the most appropriate care. ●

Spotlight on *Te Manawaroa*

Te Manawaroa is a kaupapa Māori Mana Motuhake (for Māori, by Māori) programme that equips hāpori | community responders with the cultural and clinical skills to serve with confidence, care, and connection.

Currently being piloted in Kaikohe, a new cohort of volunteer first responders are being trained with essential emergency response skills integrated with Mātaranga Māori (traditional knowledge) to better support the needs of their community. While the first responders complete the standard training required to obtain their New Zealand Certificate in Emergency Care (First Responder), they also undertake training entirely dedicated to te ao Māori.

The programme was developed in response to research showing that Kaikohe has some of the longest ambulance wait times around the motu | country, and that Māori are twice as likely to suffer cardiac arrest than non-Māori. Te Manawaroa aims to remove barriers for Māori, initially in Kaikohe, to contact ambulance services by developing a more responsive community-based service, training and deploying responders who resonate with and understand the hāpori | community they serve.

The programme was established in 2021 and developed in partnership between Te Rōpū Manawaora (Kaikohe,

Māori advisory board), Auckland University of Technology and Hato Hone St John, with the first cohort recruited in 2024. The initiative is guided by the Māori health model Te Pae Māhutonga, which weaves together cultural identity, physical wellbeing, healthy lifestyles, and societal participation to foster leadership and autonomy within communities.

As at the end of FY25, our first cohort has completed their initial training and is now looking forward to graduating in 2026. The aim is to join the Kaikohe station and form part of the response team to ensure a continued presence at the heart of the hāpori, to further break down barriers for Māori to engage with emergency services.

Like many programmes, Te Manawaroa is an important part of our long-term vision to Māori health equity. To truly honour that commitment, we must remain strengths-based and solutions-focused, recognising that our role is to enable the conditions in which Māori can thrive, not just individually, but collectively, with dignity and mana intact.

Although still in its infancy, the programme has already delivered tangible and immediate outcomes with operational staff having stronger insights into tāngata Māori perspectives. ●



He tau whakatō kākano, kua puāwai ngā rangapū

A year of impactful partnerships

Building new relationships

This year, we launched a new major partnership with **Mansons TCLM and The Ted Manson Foundation**. Their commitment marks a new chapter for our Emergency Ambulance Service (EAS), helping us to enhance our operational capabilities and ensure our frontline teams have the resources they need. Their logos are now a proud feature on all ambulances, Event Health Services and Major Incident Support Team vehicles. This partnership marks the next phase in long-standing support from the Ted Manson Foundation, which began after our First Responders attended a tragic incident at one of their family homes – sparking a deeply personal connection that has now grown into a major national partnership.

We were also excited to enter a new collaboration with **MAS**, our new major sponsor of the "3 Steps for Life" programme. Thanks to MAS, we're bringing our vital CPR and AED training to more schools, workplaces, marae, and rural communities, teaching more Kiwis how to act decisively in an emergency.

Also this year, **Ryman Healthcare** chose us as their charity partner for 2025. We've loved seeing their residents and staff come together to fundraise for us. This partnership will help us expand our St John in Schools programme, empowering more tamariki with the skills to become lifesavers in their own communities and more.

Honouring long-standing connections

Our family of partners continue to show us their unwavering dedication to helping us do more for New Zealand. For more than 18 years, **ASB** has been a champion of Hato Hone St John. This year, they stepped up as the major sponsor of our Caring Caller Programme, providing friendship and support to people feeling lonely or isolated. From their leadership in funding our first EV Ambulance trial, to their staff's enthusiastic participation in volunteer roles and fundraising campaigns, ASB's support this year is a great example of enduring partnership in action.

Special thanks to **Pizza Hut** head office, stores, staff, and customers for supporting us throughout the year once again. In addition to their generous monthly donations, Pizza Hut celebrated its 50th anniversary in New Zealand by holding a nostalgic pop-up buffet in Auckland, with all proceeds donated to Hato Hone St John. Donations



Maria and Ted Manson with paramedics Toby and Chelsea.

from Pizza Hut supported our frontline winter welfare programme, our Event Health Services, and more.

We would also like to acknowledge our other valuable partners who have continued to support us year after year in so many ways: **Z Energy, Cookie Time, Trade Me, Office Max, Noel Leeming, and The Canary Organisation**.

Lighting the way: Supporting our Annual Appeal

This year's 'Light the Way' Annual Appeal saw unprecedented support from our national partners. Their collective fundraising raised more than **\$400,000** (including Giving Day matching).

Our partners ran a variety of creative fundraising initiatives, including:

- › New supporter **BYD** donated \$100 for every vehicle sold in June.
- › **Z Energy** donated 50c from every coffee sold during Annual Appeal week in June.
- › **Pizza Hut** donated \$2 from every Limo Pizza delivered in June.
- › **ASB** ran local fundraising initiatives around the motu and a social media campaign to highlight volunteers who 'Light the Way' for Hato Hone St John.

We would also like to acknowledge the incredible support during Annual Appeal from **Ryman Healthcare, Noel Leeming, Cookie Time, Warriors Community Foundation, Ray White, Somerset, Trade Me** and **Orix**. Thank you to all the businesses who generously donated items to our fundraising auction. ●



Nā koutou, nā tātou, ka tutuki

We couldn't do it without you

We gratefully acknowledge the contributions of the wide range of individuals, organisations and anonymous donors who supported Hato Hone St John so generously during the 2024/25 year. These include:

Acorn Charitable Trust managed by Public Trust	IND Investments Limited	Phyllis Eyre Charitable Trust managed by Perpetual Guardian	Thomas Hobson Trust	Gail Stockman
AD Hally Trust managed by Perpetual Guardian	Indomie Mi Goreng	Pizza Hut	Thorburn Charitable Trust	Garth Montgomery
Adam, Sumy and Stephen Young	Invercargill Licensing Trust	PowerNet Limited	Timaru District Council – Community Fund	Gay Ramus
AK Franks Charitable Trust managed by Perpetual Guardian	J & T Hickey Charitable Trust Incorporated	Precise Homes	Toi Foundation	Geoffrey Sargeant
Akarana Community Trust	Jack Jeffs Charitable Trust	Premium Distributors Ltd T/A Mahindra NZ	Trade Me	Gillian Gifford
Alan La Roche	Jen and Mike Ballantyne	Pro Vitamin Co	Trevor Wilson Charitable Trust	Gordon Kelly
Alexander McMillan Trust	Jl Urquhart Family Trust	Pub Charity Limited	Trinity Lands Limited	Grahame Powell
Aotearoa Gaming Trust	John Chen and Lauren Cao	Ray White	TriStar Worldwide Logistics	Janet Cowey
ASB	John Lemon Charitable Trust	Ripponvale Hall Surplus	Trust Foundation	Ina Benbow
Ashburton District Council – Community Agency Grants	Jomac Property	Ripponvale Water Scheme	Trust Waikato	Ino Dalhoff
Ballantyne Charitable Trust managed by Perpetual Guardian	Joyce Wessel	Rita and Peter Taylor	Tui Balms	Irene Goodwin
Bill and Maggie Burrill	Kathleen Dorothy Kirkby Charitable Trust managed by Perpetual Guardian	Robin & Gordon Prowse	Ventia	Jacqueline Moss
Blenheim United	Kenneth Ronald Boyce Foundation managed by Public Trust	Rotary Club of Cromwell	Victor Binkowski	Janet Cowey
Bowls Southland Charity Pairs	Kiwi Gaming Foundation Ltd	Rotary West Rotorua Club	Vital Zing	Jean Darvill
Bruce Cory	L W Nelson Trust managed by Public Trust	Rotorua Trust	Vivienne Ruth Atchison	Jennifer Duncan
BYD	Lanakat Trust	Ryman Healthcare Sanderson	Estate managed by Perpetual Guardian	Jessie Conroy
Canary Foundation	Laurie and Mabel Jenkins Charitable Trust managed by Perpetual Guardian	Selwyn District Council	W G Johnston Charitable Trust managed by Perpetual Guardian	Joan Court-Patience
Central Energy Trust	Lister Presbyterian Health Trust	Shirley and Barry Powell	W R Baird Charitable Trust managed by Perpetual Guardian	Joan Winifred Dodson
Central Lakes Trust	Lois McFarlane Charitable Trust	South Canterbury Community Fund – Chalmers Social Services managed by Perpetual Guardian	Waikato Regional Council Community Transport Fund	John Atkinson
Chiptech Limited	Louisa and Patrick Emmett Murphy Foundation managed by Public Trust	Southland Care and Welfare Trusts managed by Perpetual Guardian	Warren Winstone	John Bloy managed by Perpetual Guardian
Chris Harding	Mainfreight	Stewart Family Trust managed by Perpetual Guardian	Warriors Foundation	John Gleave
Christchurch Casinos Charitable Community Trust	Mainpower Community Foundation	Summerset	Warwick Jones and family Waste Management	John Kirkcaldie
Cleveland Charitable Foundation	Mansons TCLM	Swisse	We Care Community Trust	John Ray
Combined Service Clubs of Southland Medical Trust	Margaret & Huia Clarke Trust managed by Perpetual Guardian	T G Macarthy Trust managed by Public Trust	WEL Energy Trust	John Stubbs
Community Trust of Mid and South Canterbury	Margaret Mowat's Charitable Trust managed by Perpetual Guardian	Tasman District Council	Welfare Trusts	Jolene Lavasii
Cookie Time	Marlborough District Council	Tasman Smith Charitable Trust	William Downie Stewart	Josephine Gamble
Diana Leticia	Marlborough District Health Board	Taumaranui Community Op Shop	Y&Y Frozen Food Limited	June Moreland
Dianne Olsen	Mars	Terence Maude and Wendy Wood	Z Energy	Keith Hansen
DMS Progrowers Charitable Trust	MAS Medical Insurance Society	The Acorn Foundation		Lilian Hitchcock
Donald and Nellye Malcolm Charitable Trust	Mauger Charitable Foundation	The Ann Pauline Smeaton Charitable Trust		Lisa Dunn
Dunedin City Council	Maurice Paykel Charitable Trust	The Canary Organisation		Lisa Pedersen
DV Bryant Trust	Michelle Wright	The Cusack Charitable Trust		Lois Barr
EL & BM Robinson Charitable Trust managed by Perpetual Guardian	Musashi	The Dr Marjorie Barclay Trust		Lynda Underhill
Estate of Ernest Hyman Davis and Ted & Mollie Carr managed by Perpetual Guardian	Napier City Council	The Greenlea Foundation Trust		Margaret Botting
Eva and Harold Wilson Charitable Trust managed by Perpetual Guardian	New Horizon Community Trust	The Kelliher Charitable Trust		Margaret Crozier
Findex Community Fund	New Zealand Community Trust (NZCT)	The Lion Foundation		Margaret Winteringham
Four Regions Trust	New Zealand Gujarati Sports and Cultural Association	The Mangatawa Beale Williams Memorial Trust		Margot Woolley
Friendly Society	NG Allen Trust	The Page Trust managed by Public Trust		Marie Snowden
Funds Trust	Noel Leeming	The Reed Charitable Trust managed by Public Trust		Mary Harrison
Gallagher Charitable Trust	NR & JH Thomson Charitable Trust managed by Perpetual Guardian	The Robert and Barbara Stewart Charitable Trust		Mary Hill
Gattung Foundation	OfficeMax	The Rotary Club of Pakuranga Inc		Mary Pratt
Gear Promotions	Orix	The Sargood Bequest		Maryrean Smith
Geoff Henderson	Otago Community Trust	The South Canterbury Trusts managed by Perpetual Guardian		Maurice Benjafield
George and Laura Chan	Oxford Sports Trust	The Steve Jelas Foundation		Miriam Wright
Glenice & John Gallagher Foundation	PA Blackmore Trust managed by Perpetual Guardian	The Ted Manson Foundation		Murray Oldfield
Grassroots Trust Central Limited	Pamela Webb Charitable Trust managed by Perpetual Guardian	The Trusts Community Foundation		Nina Drummond
Grassroots Trust Limited	PGG Wrightson Limited	The Withiel Fund Charitable Trust		Noel Shaskey
Grumitt Sisters Charitable Trust managed by Perpetual Guardian		The WR Kettle Trust managed by Public Trust		Owen Hodgetts
Guy Anson Waddel Charitable Trust managed by Perpetual Guardian				Pamela Terry
Hallenstein Glassons				Patricia Akerblom
Hawke's Bay Foundation				Patricia Harwood
Huffer				Patricia Sparks
Ideal Foundation				Penelope Dunkley
				Penelope Martin
				Peter Read
				Raymond Chun
				Raymond Underwood
				Rex Bryant
				Richard Canning
				Richard and Mary Henley
				Robert Wallace
				Robin Budgen
				Ronald Ross
				Rosemary Betty Low
				Shirley Lindsay
				Shona Ann Robb
				Susan Walsby
				Sydney Phipps
				Thelma Hamilton
				Theonie Snell
				Timothy Hunter
				Timothy Wood
				Tommy Anderson
				Verena McDonald
				Virginia Corner
				Vivienne Atchison
				WA and EM Anderson Memorial Trust ●

Legacy gifts from the following Estates:

Adele Poulter
Alan Lacey
Albert Heaslip
Andrew Hamilton
Anne Jessen
Annette Charlton
Annie Abbott
Audrey Taylor
Audrey Zuurbier
Barbara MacDonald
Barry Hunter
Bernard Bullock
Beverley Small
Beverly Henderson
Bill Hutchings
Brian Smart
Bruce Johns
Catherine O'Kane
Catherine Culling
Charles Ferguson
Charlie Symonds
Christine Roake
Christine Spence
Christopher Applegate
Colin Benbrook
Colleen Hetherington
David Davis
Dennis Hamill
Dianne Moffatt
Donald Omelvena
Dorothy Brand
Dorothy Dolphin
Elizabeth McCann
Elsie Reaston
Emma Jane Price
Charitable Trust
Emilija Bozich
Esme Guy
Ethel Harris
Frances Gilbert
Frank Hobern
Frederick Berry

Statement of Service Performance

For the period ended 30 June 2025

Our Charitable Purpose – “Why we exist”

Hato Hone St John exists to further the work of The Order of St John and to meet the emergency medical response and community needs within New Zealand for high quality and readily accessible treatment and services.

Hato Hone St John is at the frontline of medical response providing Ambulance Services throughout New Zealand. We're also part of the broader landscape of health and social care, through our provision of first aid training, event medical services, medical alarms, youth programmes and a wide range of community programmes.

The purpose of Hato Hone St John is to make life changing differences to the health and wellbeing of people in our communities. For further details on our Vision, Mission, Purpose and Strategic Aims with examples of this in practice please refer to page 4 of the Annual Report.



Our Ambulance Operations provide efficient and effective care

As a key part of health system in Aotearoa New Zealand, Hato Hone St John Ambulance plays a key role making life changing differences with our communities. Each year there are over 680,000 calls for help, we respond to the community needs and emergencies of over 500,000 kiwis and international visitors and provide scheduled health transport to over 80,000 patients.

Our national reach positions us well to provide the right care, in the right place, at the right time for people in our communities through a nationally enabled, locally delivered service.

Purpose of our ambulance service

To make life changing differences with our communities by providing the right care, in the right place, at the right time, using the right people, with the right knowledge and skills.

How we achieve our purpose in a practical sense

We provide a patient centred focus, beyond that of a traditional ambulance service, where ambulances respond into the community and convey patients to a hospital.

When people call for help, they are connected to skilled call handlers who gather information using international call prioritisation software, enabling Dispatchers to immediately send help to life-threatening incidents in the community. Where available, ambulance responders are alerted to incidents where patients are not breathing via an app, enabling early access to CPR and defibrillation.

Non-life-threatening incidents are assessed by a Registered Paramedic or Nurse who can speak directly to the patient or relative to assess whether there is an opportunity to provide the same care, advice or referral which would otherwise be afforded by attending ambulance personnel. For complex or critical incidents, a specialist responder such as a Critical or Extended Care Paramedic, or the Major Incident Support Team may be sent to the scene.

Our broader response framework enables access to health and emergency service partners such as rural nurses and doctors, FENZ, telecare providers, surf lifesaving, and rescue helicopters who may co-respond or first respond where appropriate. Patient transfer ambulances move patients and medical teams between medical facilities to ensure patients have access to the most appropriate specialist care or take the most vulnerable back to the community when their care is complete. Clinical Support Officers and the Integrated Operations Centre continually monitor incidents looking for risk and opportunities to optimise our response to patients using real time information.

As we move forward, we will explore options to partner with communities, form genuine relationships with iwi, further embrace technology, invest in our workforce, and continuously improve to ensure we meet people's health needs in the most effective way.

Measure	Why this is important	2023/24	2024/25	Target* (if applicable)
Patient Experience: Overall Satisfaction (survey score – between 1–5)	<ul style="list-style-type: none"> As part of this survey, patients are randomly selected from previous month's 111 calls where Hato Hone St John transported the patient by ambulance to either a hospital emergency department or other health care provider. The survey measures respondents' impressions and experiences and is used to improve service delivery and design. 	87.3%	85.9%	85.0%
111 calls answered in 15 seconds	<ul style="list-style-type: none"> Every second counts in responding to an emergency so our aim is to answer all calls within 15 seconds. 	85.9%	91.4%	95.0%
Purple Urban 6-minute response time	<ul style="list-style-type: none"> Purple Calls: for immediately life threatening or time critical incidents (i.e., cardiac arrest) – an ambulance will be dispatched immediately (with lights and sirens). Responding quickly to these calls saves lives. Red Calls: for not immediately life threatening or time critical but urgent/potentially serious incidents (i.e., chest pain) we will respond immediately (at normal road speed). Responding quickly to these calls, improves patient outcomes. The targets represent the contracted response times. Purple call targets have been exceeded whilst red call targets have been impacted by broader health system pressures, such as ramping, road speed and road congestion changes and increased adverse weather events. 	59.4%	61.8%	50.0%
Purple Urban 12-minute response time		95.7%	96.1%	95.0%
Purple Rural 10-minute response time		58.6%	60.2%	50.0%
Purple Rural 25-minute response time		96.4%	97.0%	95.0%
Red Urban 8-minute response time		44.2%	44.1%	47.4%
Red Urban 20-minute response time		92.6%	93.6%	91.3%
Red Rural 12-minute response time		44.6%	43.9%	44.6%
Red Rural 30-minute response time		89.1%	88.9%	88.1%

*Based on contractual targets within the Agreement for Services Contract with Health NZ and ACC.

Measure	Why this is important	2023/24	2024/25
Emergency ambulance calls answered to 111	<ul style="list-style-type: none"> Calls answered by 111 are vital for saving lives, providing timely medical assistance. Call volumes are a driver for understanding patient demand for the ambulance service and to ensure sustainable capacity and capability within the system. HHStJ does not influence call demand and therefore there is no target. 	692,255	688,378
Patients who receive care, advice and treatment from our emergency ambulance personnel	<ul style="list-style-type: none"> Receiving the right care is crucial for promptly treating patients in an emergency. The severity of the incident will determine the appropriate level of care. HHStJ does not influence call demand and therefore there is no target. 	539,732	549,150
Cardiac arrest patients surviving to Emergency Department (Utstein Comparator Group**)	<ul style="list-style-type: none"> Internationally, survival rates following out-of-hospital cardiac arrest (OHCA) are highly variable and can range from less than 6% to greater than 50%. This target is important as the higher the percentage surviving to ED, the higher the survival to discharge. 	49.1%	47.3%
People receive scheduled health transport by ambulance between health facilities or in the community	<ul style="list-style-type: none"> The Patient Transfer Service includes both planned and urgent transfers between hospitals as well as transport for residential care, palliative care, bariatric and air ambulance patients – improving patient care and outcomes. The measure represents health system demand for patient transfer services and to ensure sustainable capacity and capability within the system. HHStJ does not influence demand and therefore there is no target. 	82,846	85,291
We keep people medically safe at events, concerts, and festivals (number of events)	<ul style="list-style-type: none"> Hato Hone St John is New Zealand's leading provider of event medical services to help keep people safe and cared for at events. We look after events of all types and sizes – from community gala days to major international sports matches. When adequate medical services are provided at events, emergency response time is minimised, ambulance call outs are reserved for those who really need them, and emergency department admissions are reduced. HHStJ does not influence Events demand and therefore there is no target. 	3,594	2,906
We treated people at events, concerts, and festivals		14,902	13,233

**Utstein Comparator Group – patients with the greatest survival following OHCA are those with a witnessed arrest presenting in a shockable rhythm.

Our community health services are meeting local needs

True to our vision and values, Hato Hone St John is busy throughout the community. The programmes we provide help people in many ways. In some cases, they're practical, like transport to health appointments; at other times they're about personal wellbeing, such as providing regular contact with a caring friend. These services are run primarily by volunteers and usually free of charge. Community health relies on the power of communities working side by side to improve the health and wellbeing of all. It is about prevention and people being able to access what they need to proactively manage their health and wellbeing.

Purpose of our community health services

To make life changing differences working collaboratively with communities in a proactive, practical and supportive manner.

How we achieve our purpose in a practical sense

We provide essential community health services such as Waka Ora Health Shuttles, Caring Caller, St John in Schools and Retail Stores.

Measure	Why this is important	2023/24	2024/25	Target (if applicable)
Waka Ora Health Shuttle clients who are satisfied with the service (survey)	<ul style="list-style-type: none"> › The survey measures respondents' impressions and experiences when using our health shuttle service, and in the St John in Schools programme. In both cases the survey results are used to improve service delivery and design. 	96.7%	97.3%	80.0%
People use Waka Ora Health Shuttles to get to medical appointments they otherwise may not be able to attend (Number of Waka Ora Health Shuttle trips)	<ul style="list-style-type: none"> › For people who have regular medical appointments, their local Waka Ora Health Shuttle is vital. They can call and book a ride knowing that the reliable shuttle will get them there in plenty of time to support better health outcomes and independence. › The measure supports how we impact in communities and to how we might grow capacity to meet the demand. 	89,606	94,631	91,633
Knowledge of first aid, leadership and the essential life skills taught in our St John in Schools and Youth programmes strengthen the resilience of the children who take part and, consequently, that of their communities	<ul style="list-style-type: none"> › Hato Hone St John is committed to strengthening resilience and improving health and wellbeing in our community and recognise that children of all ages could make a life-saving difference in an emergency. › The measure supports how we impact in communities and to how we might grow capacity to meet the demand. 	130,546	110,102	100,000
Young people learn first aid, leadership, and essential life skills through our Youth Programme		3,133	3,047	3,300
Retail stores for people to donate, recycle, find pre-loved treasures, and support local Hato Hone St John activities	<ul style="list-style-type: none"> › Growing our number of Retail stores provides a vital community service and support. › Our store proceeds go towards local youth programmes, Waka Ora Health Shuttles, and buying vital new equipment, allowing us to continue our life-saving and life-changing work. 	50	50	50
Community Impact Plans	<ul style="list-style-type: none"> › Hato Hone St John's 119 Area Committees create local Community Impact Plans and develop associated budgets to help support health and wellbeing initiatives in their local area. They do this by increasing community skills and resilience to reduce the need for emergency services by taking a proactive approach to the health needs of the community. 	103	100	119

Measure	Why this is important	2023/24	2024/25
We help people feel connected through our Caring Caller programme	<ul style="list-style-type: none"> › Caring Caller is a service that Hato Hone St John provides for people who live alone or feel a bit lonely. Volunteers phone clients regularly to check that everything is ok. This free service is fully funded by donations. › The measure supports how we impact the lonely and vulnerable in our communities. 	596	688
Volunteers who assist patients in health facilities by providing service as part of the Friends of the Emergency Department programme	<ul style="list-style-type: none"> › In times of distress, people need more than treatment; they also need information and support. Because emergency departments are always busy, staff often don't have time to give patients and their families the support and reassurance they're looking for. That's when Hato Hone St John volunteers involved with Friends of the Emergency Department can make a real difference. 	627	636
Health Facilities where we provide service as part of the Friends of the Emergency Department programme		43	44

Our products and services enable our customers and donors to improve health outcomes

We will improve Aotearoa New Zealand's health and wellbeing outcomes through the health education and wellbeing services and experiences we deliver. We help Hato Hone St John remain financially sustainable and fund other areas of the organisation.

Purpose of our products and services

To make life changing differences with our communities by providing and enabling financial support for other areas of Hato Hone St John.

How we achieve our purpose in a practical sense

We provide Telecare medical alarm installation and monitoring, first aid training and medical products, and organisational fundraising.

Measure	Why this is important	2023/24	2024/25	Target (if applicable)
Number of medical alarm customers as at June	› Medical alarms are crucial for providing quick access to help, offering peace of mind and assistance during emergencies. The measure reflects our growth and impact within the community and also the financial contribution to sustain Hato Hone St John service offerings.	61,532	60,396	62,761
Number of people enrolled in First Aid Training	› Appropriate first aid can mean the difference between life and death.	92,624	96,730	98,265
Number of Waka Ora Health Shuttles Fundraised	› Fundraising for ambulance and Waka Ora Health Shuttles is vital to enable Hato Hone St John to save lives and improve community health and wellbeing.	2	5	3
Number of Ambulances Fundraised		50	44	50

We are committed to Māori health equity

Health equity for Māori is a key focus for Hato Hone St John. To tackle the inequities within our communities, we need to provide Māori with the services they need to help with their healthcare needs. This includes providing transport to attend medical appointments, providing ambulance subscription schemes, or providing increased resources in areas of high need.

Purpose of our Māori Health Equity Strategy

In Aotearoa New Zealand, health statistics report high Māori health deficits and poor health outcomes compared to non-Māori. People who identify as Māori have an average life expectancy that is approximately seven years less than non-Māori. Reducing inequities means working with Māori to rebalance opportunities and improve access to services.

How we achieve our strategic purpose in a practical sense

- › Our role in delivering Manaaki Mamao is that of Kaiwhatu | Weaver. We work together with local Hauora Māori providers to deliver health services to Māori and ensure a more proactive, frequent and richer experience when managing their medical conditions.
- › Addressing Māori health equity through new ambulance memberships including Eke Manaaki (Iwi Ambulance Membership) onboarding 2,117 kaumātua in 2025 (2024: 3,206).

Measure	Why this is important	2023/24	2024/25	Target (if applicable)
Hato Hone St John is rated as a brand that Māori can definitely trust	› Trust is a critical component in growing an enhanced relationship with Māori to enable health equity and trust in the services we provide.	40%	52%	53%
Hato Hone St John is rated attractive as a place to work by Māori	› Creating Hato Hone St John as an attractive place to work by Māori improves equity and trust as an employer and instils kaiwhatu.	56%	59%	–

Our volunteers are critical to our success

Volunteers are the lifeblood of Hato Hone St John. Our volunteers fuel our cause, digging deep to ensure the service we provide to every Kiwi is exceptional. Around 70% of our workforce are volunteers, spanning across ambulance services, event first aid, community programmes, education and more.

Providing ambulance services throughout Aotearoa New Zealand will always be a core activity for Hato Hone St John, however we're also playing an increasing role in meeting the broader health needs of communities. We also want to proactively support those most in need of our assistance to have positive health outcomes. Central to everything we achieve is the energy, generosity and contribution of our volunteers.

Purpose of our volunteers

Hato Hone St John has more than 8,000 volunteers across Aotearoa New Zealand who help make life changing differences with our communities.

How we achieve this in a practical sense

Hato Hone St John volunteers contribute millions of hours annually across services including emergency ambulance and Event Health Services, Major Incident Support Team, Archives, Area Committees, Caring Caller, Waka Ora Health Shuttles, Retail Stores, and St John Youth. ●

Key Judgements: *In preparing the Statement of Service Performance and Impact Report, significant judgement is required with regard to the elements of service performance reported and how those elements are measured or described*

Judgements: *In preparing the service performance information for the period, Hato Hone St John has made a number of significant judgements about what information to present, based on an assessment of what information would be most appropriate and meaningful to users when assessing performance against the Hato Hone St John objectives. This was a challenge due to the diverse nature of Hato Hone St John activities and its multiple funding streams, which include grants from government agencies.*

The decisions about what service performance information to present were made in consultation with key management personnel and programme teams.

The judgements that had the most significant effect on the non-financial information presented related to the selection of information about what Hato Hone St John has done in the period – the “key activities” as reported (and the selection of performance measures for each key activity identified).

The selection of key activities to report was initially based on management’s assessment of where the entity expected to invest the most time and resources in the period (based on budget information). This was further refined through discussions with staff and key management personnel – as a result the key activities were identified that would best illustrate what Hato Hone St John has done in pursuit of its objectives.

Hato Hone St John decided to base its service performance measures on a mixture of the quantity indicators, quality indicators and qualitative descriptors of services delivered in the year, because this information is already retained for internal management purposes. The entity decided not to report against performance measures that assessed the outcome/impact of the entity’s activities because, at this time, performance measures of this nature are not easily available, reliable or independently verifiable.

On behalf of the Priory Board, which authorised the issue of the statement of service performance on 06 October 2025.



John Whitehead CNZM, KStJ
Chancellor and Chair of the Priory Board/Tumuaki



Peter Bradley CBE KStJ,
Chief Executive/Tumu Whakarae

Hato Hone St John is a charity

In addition to the Emergency Ambulance Service, HHStJ also provides a range of charitable and social enterprise programmes that directly benefit New Zealanders. These programmes are funded by community donations, including bequests and grants, plus revenue from our commercial social enterprise activities, including first aid kits, first aid training, medical alarms and defibrillators:

- › HHStJ Training provides skills to people within communities to respond to first aid and workplace accidents before or instead of an ambulance being required
- › HHStJ Products, including defibrillators, increase the speed of response to heart attack victims.
- › Telecare provides a medical alarm service to help people live safely for longer in their own homes.
- › A range of Youth programmes, including St John in Schools.
- › Programmes that support our communities, including Health Shuttles and Caring Caller programme.

Investment and support from Government and the community in 2024/25

Investment and support from Government and community contracts with Health NZ (to respond to medical emergencies) and ACC (to respond to personal injuries) contribute significantly to our Ambulance Service operating costs.

HHStJ fundraised to cover the operating deficit of the Emergency Ambulance Service together with a contribution towards capital expenditure requirements.

Government contribution to the Hato Hone St John emergency ambulance services was \$368.6 million against ambulance total operating costs of \$425.5 million and capital investment of \$25.1 million.

- › Funding from Health NZ to respond to patients who need emergency medical treatment.
- › Funding from ACC for emergency transport and treatment for a claimant's personal injuries.
- › Funding of \$23.2 million from Health NZ and ACC to operate the HHStJ Ambulance Communication Centres in Auckland and Christchurch, where 111 ambulance calls are answered, and where road, water, and air ambulance services are dispatched. This funding also covers the 111 Clinical Hub which connects patients to the right care at the right time, finding the most appropriate health pathway for the caller, freeing up ambulance resource to focus on life-threatening incidents.
- › Funding of \$2.8 million from Health NZ for PRIME (Primary Response in Medical Emergencies) services, a

network of GPs and nurses who provide a co-response to medical emergencies in rural areas, enhancing emergency care in those communities.

- › Funding of \$2.2 million was provided by Health NZ and ACC to offset costs incurred by HHStJ in providing co-ordination of Air Ambulance providers through the Air Desk Service.
- › Funding of around \$1.4 million from Health NZ for Emergency Management, to enhance health preparedness for major emergencies in New Zealand through advancing planning, training, and equipping of the Emergency Ambulance Service, and the integration of planning with other health sector organisations.
- › Additional Funding of \$4.0 million was provided by Health NZ and ACC for both critical ICT projects and the Clinical Hub expansion.
- › In 2024–25 we received \$5.4 million in one off cost pressure funding from Health NZ and ACC. We also received \$0.3 million additional funding for two pilot projects to better support patients in our community.

Contributions from the community

- › Income from emergency ambulance part charges and other transportation services. HHStJ charges a part charge to patients who are treated by an ambulance officer or are transported in an ambulance because of a medical emergency. The cost to HHStJ of a typical emergency ambulance call out is around \$1,074 (incl GST).*
- › Part charge revenue from our medical alarm activities where the ambulance service responds to alarm user's needs.
- › Fundraising income from one-off community donations and regular giving, bequests, grants, commercial partnerships, and the HHStJ Ambulance Membership.

The cost of operating Hato Hone St John ambulance service in the 2024/25 financial year

- › The operating costs of the Emergency Ambulance Services and Health Services groups, including contracts for inter-hospital transfers, private hire use of ambulance resources, and provision of paramedics for events were \$459.5 million.
- › The cost per incident increased 1.3% over 2024/25 due to inflation.
- › After Government funding and net part charge income, the Emergency Ambulance Services and Health Services groups had a combined financial deficit of (\$17.9) million.
- › The total operating costs for HHStJ, including all services and programmes, were \$567.6 million.

*Based on 455,469 emergency incidents a year (2024/25 data).

Funding sources and *destinations*

Emergency Ambulance Services

Based on Hato Hone St John financial results for the 2024/25 financial year

Summary

Annual Operational Cost to Serve 2024–25

\$425.5m

and capital expenditure of

\$25.1m

For Emergency Ambulance Services

\$407.7m

Annual Income 2024–25

(\$17.8m)

Funding Deficit supported by Community Health, Fundraising & HHSTJ Reserves

Revenue

\$368.6m

Crown Funding

\$10.9m

Other Income

\$10.2m

Ambulance Membership and Telecare Part Charge

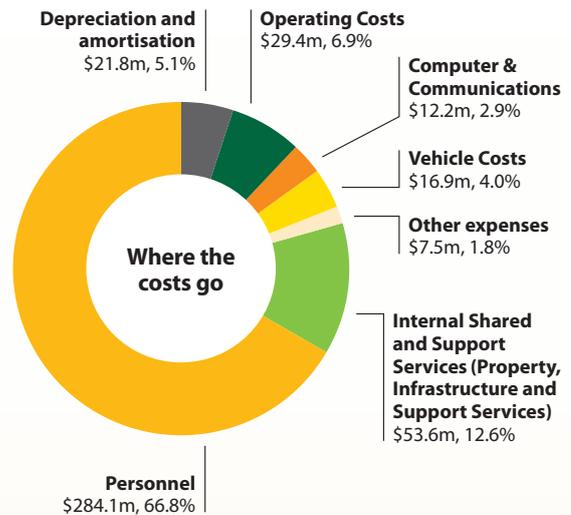
(\$17.8m)

Emergency Ambulance Services Deficit

\$18.0m

Public Part Charge

Expenses



Health Services

Based on Hato Hone St John financial results for the 2024/25 financial year

Summary

Annual Cost to Serve 2024–25

\$34.0m

For Health Services

\$33.9m

Annual Income 2024–25

(\$0.1m)

Funding deficit supported by Community Health

Revenue

\$22.9m

Patient Transfer Service Income

\$0.5m

Other Income

\$3.6m

Private Hire Income

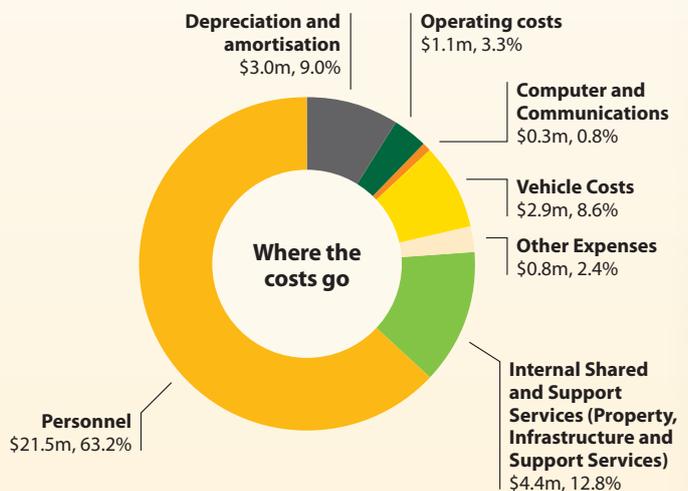
(\$0.1m)

Health Services Deficit

\$6.9m

Events Income

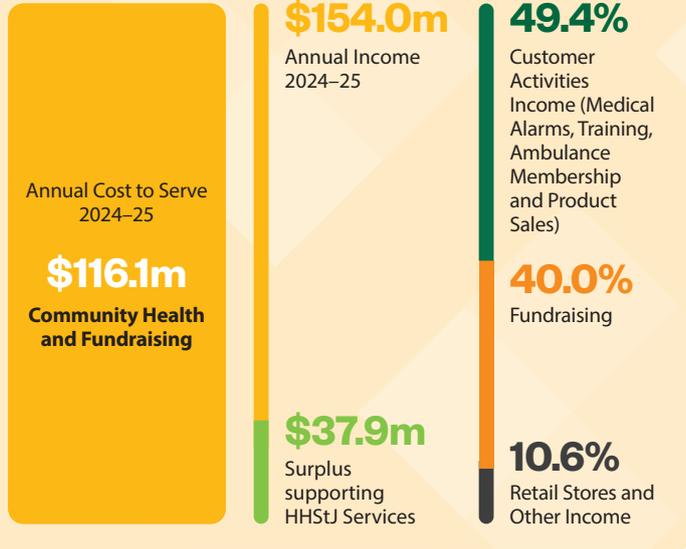
Expenses



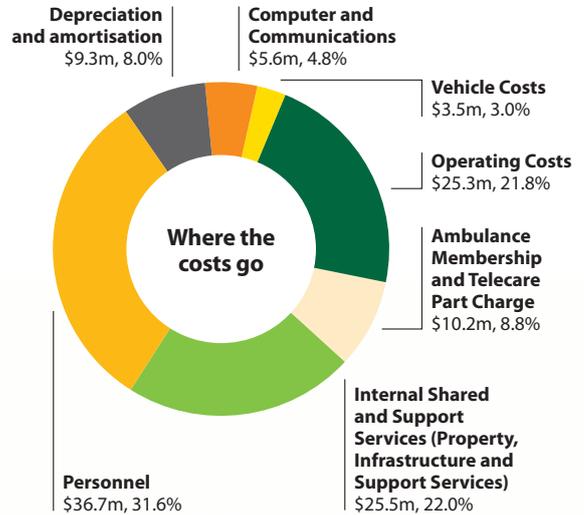
Community Health and Fundraising

Based on Hato Hone St John financial results for the 2024/25 financial year

Summary



Expenses



Revenue



Financial *commentary*

These consolidated summary financial statements incorporate all aspects of Hato Hone St John (HHStJ) charitable services, including our various operational service lines, multiple locations, and incorporating 114 community-based Area Committees, reflecting the breadth of HHStJ’s mahi across all of Aotearoa New Zealand.

Year-end overview 2024–25

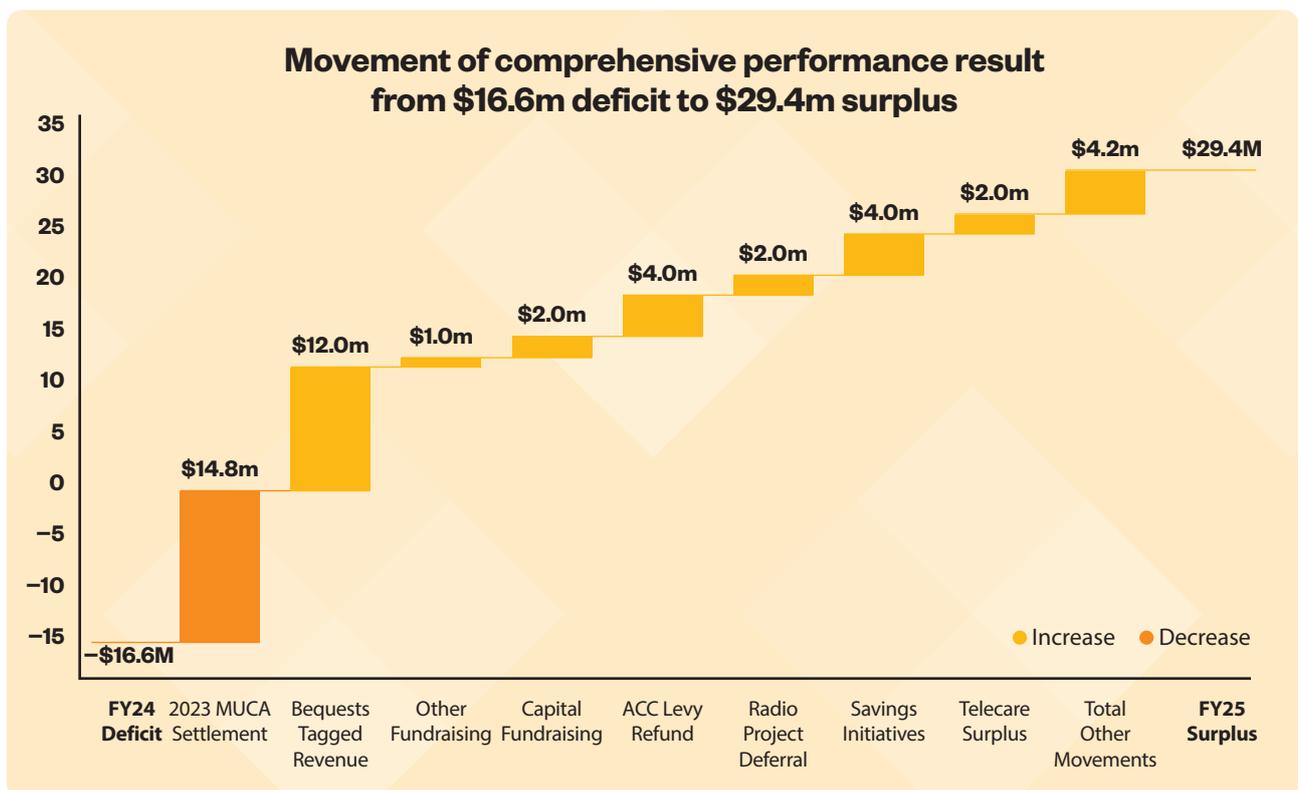
HHStJ reported a total comprehensive surplus for the year of \$29.4 million, which includes a deficit of \$17.8 million from the Ambulance Service.

This result was underpinned by an increase in one-off bequests from our generous donors, a positive contribution from the medical alarm monitoring business acquisition in 2024 and increased government funding for specific initiatives.

It is important to note that a considerable portion of the increased bequest income is tagged for future capital investment or other designated expenditure and therefore not available for general operating use. Additional non-recurring items included an ACC levy refund following a prior year rate adjustment, the deferral of radio network project costs into next year, and savings achieved through reduced travel and vacancy-related expenditure.

The prior year deficit of \$16.6 million was primarily driven by the settlement of the Emergency Ambulance Service Multi Union Collective Agreement (MUCA), with \$14.8 million in backpay costs relating to 2022/23 recognised in 2023/24 following finalisation of the agreement. A careful focus on cost containment throughout the year enabled HHStJ to maintain operating expenditure at levels consistent with the prior year, despite inflationary cost pressures and increased emergency incidents.

Over the four years to 30 June 2025, HHStJ reported an average breakeven position. Our required investment into capital expenditure over this timeframe has increased considerably to maintain minimum viable service delivery. To support this investment HHStJ has utilised reserves and increased the level of borrowing. Core investment has been towards the Emergency Ambulance fleet and property.



Key performance summary

Revenue for the year increased by \$45.4 million to \$595.4 million. The uplift primarily reflects the impact of the revised Health NZ and ACC funding which addressed inflationary pressures associated with frontline personnel costs. Additionally, targeted funding of \$17.2 million was received to support specific projects and the expansion of the clinical hub.

Fundraising income increased by \$14.7 million underpinned by the continued generosity of bequests. Commercial income also increased by \$9.0 million, reflecting a full year contribution from the medical alarm monitoring business, acquired in the prior year, and customer growth.

Expenditure remained at a similar level to the prior year at \$567.6 million.

Business unit performance overview

Ambulance Service

The HHStJ ambulance service group includes the Emergency Ambulance Service, Clinical Services and the Emergency Ambulance Communications Centres (now known as Integrated Operations Centres). In the 2024/25 financial year, the financial result for this group of activities was a deficit of \$17.8 million. The improvement compared to the deficit of \$42.3m in the prior year reflects the Emergency Ambulance Service Multi Union Collective Agreement (MUCA) settlement backpay costs in the prior year of \$14.8m relating to 2022/23. This deficit is supported through the generous bequests, donations, and fundraising activities of the public.

Whilst the 111 call volumes decreased by 0.5% nationally, HHStJ communications centres experienced a 0.5% increase in calls handled. Total incidents rose by 1.7%, with ambulance-attended incidents increasing 2.7% compared to the prior year.

Health Services

HHStJ Health Services include inter-hospital transfers, non-emergency ambulance transports and event health services, and recorded a deficit of \$0.1 million, compared to a deficit of \$2.6 million in the prior year. Revenue from these services grew by \$4.1 million (13.8%) due to heightened demand for both patient transfer and private hire services. Expenditure increased by \$1.3 million (4.7%) reflecting increased activity and inflationary pressures.

Community Health Services

HHStJ Community Health Services, include community-based programmes, such as St John in Schools, Caring Caller, and Youth programmes, costs for which are covered by retail store revenue of \$15.5 million, an increase of \$0.3 million, reflecting growing community engagement and demand.

Customer activities

HHStJ has a range of services and products marketed on a commercial / social enterprise basis. These services deliver health benefits to customers and provide a financial contribution that can be applied to support the ambulance funding deficit and Community Health programmes. The contribution from these activities was \$6.9 million, up from \$2.9 million the previous year. This is mostly attributable to the improved performance of Telecare following the acquisition of the alarm monitoring business in the prior year, and customer growth. Medical product performance also improved, particularly through cost efficiencies in defibrillator sales.

Charitable gifting

HHStJ remains deeply grateful for the continued support from individuals, businesses, and community funders across Aotearoa New Zealand who provide financial support through donations, bequests, sponsorship, and grants, and non-financial support through their time and expertise as volunteers. HHStJ – including its Area Committees – received donations of \$66.2 million during the year, an increase of \$14.7 million over the previous year. This is primarily reflective of the increased bequests. Many of these generous bequests are earmarked for future capital projects or specific purposes.

By fundraising in local communities throughout Aotearoa New Zealand, HHStJ provides funding for ongoing community activities, as well as supporting local capital projects. This fundraising supports the funding of new ambulance vehicles, ambulance equipment such as stretchers or defibrillators, and the replacement or maintenance of property facilities.

Key position summary

Balance sheet

At 30 June 2025, consolidated net assets totalled \$277.4 million, an increase of \$29.4 million over the prior year, reflecting the increase in total accumulated funds over that period.

Current assets increased by \$7.8 million, reflecting the increase in cash and cash equivalents of \$10.2 million offset by the sale of assets held for resale in the prior year. Investments in externally managed funds increased by \$15.8 million to \$41.4 million. These are held to support property development and maintenance and the delivery of Ambulance services and Community Health services in increasingly volatile times.

Property, plant and equipment, investment property and intangible assets of \$312.2 million reflects the capital-intensive nature of the Emergency Ambulance Service and Community Health programmes operated by HHStJ. This capital base has predominantly been funded by the fundraising efforts of communities throughout

Aotearoa New Zealand, alongside bequests from individuals and families, and support from businesses across the country.

Current liabilities reduced by \$5.2 million but was offset by an increase in borrowings. The balance sheet position is vital to ensure HHStJ can continue to meet its operational obligations and maintain certainty in its ability to deliver longer-term capital requirements, for which it faces several demands on its cash reserves. Strong operating cash flows in the year were sufficient to fund both capital requirements and loan repayments.

Reserves

As an emergency service provider, HHStJ needs to ensure that it is resilient, operationally and financially capable in the face of civil emergencies. Historical events such as the Canterbury and Kaikoura earthquakes, COVID 19 pandemic, Whakaari White Island eruption and Cyclone Gabrielle underscore the importance of this approach. HHStJ needs to ensure it has the capability to respond to these adverse events through the maintenance of sufficient working capital and ongoing Government support when required.

HHStJ must remain committed to maintaining an appropriate level of reserves to ensure it has appropriate facilities and equipment to service the ongoing and increasing health needs of New Zealand communities. The retention of cash reserves is essential to the day-to-day sustainability of these services, especially during times of potential economic shocks.

In addition to supporting day-to-day operations, the retention of reserves is also crucial to HHStJ being able to maintain effective capital assets to support the delivery of services. In 2024/25 we incurred \$48 million in annual capital expenditure. Looking ahead, the organisation anticipates increased capital demands over the next five years, requiring continued reliance on reserves and diversified funding streams. This will ensure that the assets required to support the delivery of services and increases in community-based health needs of New Zealanders are at an acceptable standard, such as our ambulance stations, 111 ambulance communications centre, critical infrastructure, communications, technology, clinical equipment, and fleet. ●



The Order of St John New Zealand

Summary consolidated financial statements

Summary consolidated statement of comprehensive revenue and expense For the year ended 30 June 2025	Notes	2025 (000's)	2024 (000's)
Revenue			
Revenue from exchange transactions		529,250	498,607
Revenue from non exchange transactions			
Fundraising – operating		48,252	35,521
Fundraising – capital		17,924	15,911
Total revenue	(3)	595,426	550,039
Expenditure			
Cost of sales		2,130	2,684
Personnel	(4)	382,249	386,473
Operating expenses		96,247	96,661
Vehicles		23,759	23,210
Operating supplies		10,190	10,436
Other expenses		8,978	7,865
Depreciation and amortisation		39,461	36,846
Finance costs		4,549	3,377
Other gains/(losses)			
Gain on sale of assets		686	814
Reversal of impairment of assets		–	25
Net surplus/(deficit)		28,549	(16,674)
Other comprehensive surplus		853	93
Total comprehensive surplus/(deficit) for the year		29,402	(16,581)

Summary consolidated statement of financial position As at 30 June 2025	Notes	2025 (000's)	2024 (000's)
Current assets			
Property, plant and equipment	(5)	298,383	290,093
Intangible assets		11,297	10,916
Investment property		2,560	2,620
Investments		41,367	25,518
Term deposits		–	1,847
Total non-current assets		353,607	330,994
Total assets		436,487	406,120
Current liabilities		111,135	116,382
Non-current liabilities		47,929	41,717
Total liabilities		159,064	158,099
Net assets		277,423	248,021
Equity		277,423	248,021

Summary consolidated statement of changes in equity For the year ended 30 June 2025	Accumulated Surplus or (Deficit) (000's)	Fair Value Reserve (000's)	Other Reserves (000's)	Total (000's)
Opening balance 2024	246,327	(4,134)	22,409	264,602
Total comprehensive (deficit)/surplus for the year	(16,674)	93	–	(16,581)
Transfer to/(from) reserves	6,969	–	(6,969)	–
Balance 30 June 2024	236,622	(4,041)	15,440	248,021
Total comprehensive surplus for the year	28,549	853	–	29,402
Transfer to/(from) reserves	499	–	(499)	–
Balance 30 June 2025	265,670	(3,188)	14,941	277,423

Summary consolidated statement of cash flows For the year ended 30 June 2025	2025 (000's)	2024 (000's)
Net cash flows from operating activities ¹	62,038	25,471
Net cash flows used in investing activities ¹	(39,865)	(19,208)
Net cash flows used in financing activities ¹	(11,933)	(2,220)
Net increase in cash	10,240	4,043
Cash and cash equivalents at the beginning of the year	26,883	22,840
Cash and cash equivalents at the end of the year	37,123	26,883

¹ Comparatives include representations for consistency with the current year.

On behalf of the Priory Board, which authorised the issue of the summary consolidated financial statements on 06 October 2025.



John Whitehead, Chancellor



Peter Bradley, Chief Executive

These statements should be read in conjunction with the notes to the summary financial statements

Notes to the summary consolidated financial statements

1 Summary of accounting policies Statement of compliance and reporting group

These summary consolidated financial statements have been extracted from the audited full consolidated financial statements of The Priory in New Zealand of the Most Venerable Order of the Hospital of St John of Jerusalem and its subsidiaries and controlled entities (the 'Group' or 'Hato Hone St John'). These entities are listed below.

The Order of St John Northern Region Trust Board
The Order of St John Central Region Trust Board
The Order of St John South Island Region Trust Board
St John Ambulance Financial Control Board Timaru
Waimate St John Foundation Trust

The full consolidated financial statements of the Group have been prepared in accordance with New Zealand Generally Accepted Accounting Practice ("NZGAAP") and comply with Public Benefit Entity Accounting Standards ("PBE") as appropriate for Tier 1 not-for-profit public benefit entities. Hato Hone St John is a charitable trust governed by the Charitable Trusts Act 1957 and registered under the Charities Act 2005.

The audit report on the full consolidated financial statements was unmodified.

Basis of measurement

These summary consolidated financial statements have been prepared in accordance with PBE FRS-43 'Summary Financial Statements' and have been extracted from the audited full consolidated financial statements for the year ended 30 June 2025 which were approved by the Priory Board on 06 October 2025. These summary consolidated financial statements have been prepared on the basis of historical cost and are presented in New Zealand Dollars which is the functional currency of the Group. All values are rounded to the nearest thousand (\$000).

These summary consolidated financial statements cannot be expected to provide as complete an understanding as provided by the full consolidated financial statements. For a full understanding of Hato Hone St John's financial position and performance these summary consolidated financial statements should be read in conjunction with the audited full consolidated financial statements.

The audited full consolidated financial statements are available on application to the following address:

Head of Financial Reporting and Control
Hato Hone St John National Headquarters
Private Bag 14902
Auckland 1741

2 Statement of Going Concern

As at 30 June 2025, the Group had a working capital deficit of \$28.3m (2024: \$41.3m) and total equity of \$277.4m (2024: \$248.0m). The Group has a surplus for the year of \$28.5m compared to a \$16.7m deficit in the prior year. The Group currently holds \$41.4m (2024 \$27.4m) of investments and term deposits within 'Non current assets' which can be liquidated with reasonable notice to meet current obligations. Hato Hone St John is a not-for-profit charity. The Group financial statements are prepared by the Priory on a going concern basis after due consideration of available cash, financing and investments. Cash and cash equivalents increased by \$10.2m (2024 \$4.0m) driven largely by an increase in donations and bequests.

3 Business unit information

Operating business units are reported in a manner consistent with the internal reporting provided to the Chief Executive. Management has determined the operating business units based on the reports reviewed by the chief decision makers that are used to assess performance and allocate resources. Generally revenues and expenses are apportioned to each unit on a direct basis plus an allocation of nonspecific and overhead costs proportional from organisational support functions and shared service functions based on activity drivers most applicable to the underlying support or service. The determination of the activity drivers and the allocation by management involves management judgement due to the respective complexities of the different business units. For example, the human resource activity ratio is higher in Emergency Ambulance Services due to the complexity of the human resource support compared to Community Health and Fundraising. The allocation methodology is subject to whole of business accountability assumptions across functions.

Besides the apportionment of shared and support service costs the other major apportionment between the business units relates to \$10.2m (2024: \$9.6m) in internal recovery by Emergency Ambulance Services from Community Health and Fundraising in respect of the part charge for utilisation of 111 medical ambulance responses to Medical Alarm customers or Hato Hone St John Ambulance Membership members.

3(a) Description of business units

Emergency Ambulance Services represents the provision of ambulance services including 111 response ambulance services and associated clinical control centres. In addition the expenditure of this business unit includes the delivery of clinical continuing training to support front line paid and volunteer ambulance staff in the provision of emergency first response services to the New Zealand public.

Health Services represents the provision of inter-hospital transfers and non-emergency ambulance transportation. It also includes the revenue and costs associated with Event Health Services.

Community Health and Fundraising represents the provision of services principally within communities, significantly through the support of volunteers and a smaller degree of direct income dependency, including services such as St John in Schools, free community health services, retail stores, and a national youth programme. It also includes services provided on a commercial basis but which are in alignment with the Hato Hone St John ethos of supporting the well being of New Zealanders including medical alarms to provide security and assistance, and training services that support health and safety outcomes within New Zealand work places as well as enhancing first aid resiliency within communities of New Zealand. Fundraising represents the outstanding and humbling charitable gifting provided by New Zealanders to support the services of Hato Hone St John.

Community Health and Fundraising was previously presented as two separate segments, being 'Customer Activities and Fundraising' and 'Community Services'. These business units are now reported as one.

In October 2024, the Ministry of Foreign Affairs and Trade agreed to fund Hato Hone St John for the provision of paramedic personnel and transportation to support event medic capacity at the International CHOGM event in Apia. A condition of the funding was to include explicit reference to the total funding received of \$980,000 from the International Development Cooperation programme. This is included within 'Revenue from exchange transactions' in the Summary Consolidated Statement of Comprehensive Revenue and Expense.

Property and Infrastructure reflects the significant reliance and associated expenditure with the provision of critical support services both for Emergency and Other Transportation Services and to a lesser extent Commercial Services within a National Organisation, including significantly the ICT infrastructure.

Shared and Support Services represent the common services utilised across all of the business units, including services such as financial transaction processing, human resources support to paid staff and volunteers, and the customer services centre.

Investments represents income and expenditure from non-core activities such as interest on investments including funds held as reserves under trust.

3(b) Business unit reporting – operating channel

Group consolidated	Emergency Ambulance Services (000's)	Health Services (000's)	Community Health and Fundraising (000's)	Property and Infrastructure (000's)	Shared and Support Services (000's)	Investments (000's)	Total (000's)
2025							
Income							
Transportation services	386,903	26,438	–	–	–	–	413,341
Commercial	–	39	75,945	–	–	–	75,984
Fundraising and retail stores	–	–	77,140	4,581	–	–	81,721
Rental and investment	271	–	–	494	–	4,906	5,671
Other	10,315	7,456	886	52	–	–	18,709
Total revenue	397,489	33,933	153,971	5,127	–	4,906	595,426
Transfer to property related gains	–	–	–	(4,580)	–	–	(4,580)
Segmental revenue	397,489	33,933	153,971	547	–	4,906	590,846
Expenditure							
Personnel	284,065	21,499	36,668	15,646	24,371	–	382,249
Depreciation and amortisation	21,761	3,048	9,261	5,275	109	7	39,461
Operating costs	58,577	4,326	33,735	26,145	9,247	4,845	136,875
Other expenses	7,503	810	663	2	–	–	8,978
Total expenses	371,906	29,683	80,327	47,068	33,727	4,852	567,563
Transfer to property related losses	–	–	–	(745)	–	–	(745)
Segmental expenses	371,906	29,683	80,327	46,323	33,727	4,852	566,818
Inter-segment transactions							
Ambulance membership and telecare part charge	10,245	–	(10,245)	–	–	–	–
Internal shared and support services	(53,572)	(4,352)	(25,523)	45,171	33,727	4,549	–
Business unit (deficit)/surplus for the year	(17,744)	(102)	37,876	(605)	–	4,603	24,028
Property related (losses)/gains	(10)	–	–	4,885	–	–	4,875
Loss on sale of financial assets	–	–	–	–	–	(354)	(354)
Total (deficit)/surplus for the year	(17,754)	(102)	37,876	4,280	–	4,249	28,549
Business unit assets – Property, plant and equipment, intangible assets and investment property							
Total business unit assets	67,308	14,575	26,387	203,561	384	25	312,240
2024							
Income							
Transportation services	369,234	22,715	2	–	385	–	392,336
Commercial	–	44	66,917	–	–	–	66,961
Fundraising and retail stores	–	(140)	64,541	2,260	1	–	66,662
Rental and investment	201	–	–	485	–	4,055	4,741
Other	10,907	7,212	858	362	–	–	19,339
Total revenue	380,342	29,831	132,318	3,107	386	4,055	550,039
Transfer to property related gains	–	–	–	(2,250)	–	–	(2,250)
Segmental revenue	380,342	29,831	132,318	857	386	4,055	547,789
Expenditure							
Personnel	288,855	21,014	35,756	16,216	24,632	–	386,473
Depreciation and amortisation	22,497	2,139	6,726	5,330	147	7	36,846
Operating costs	59,770	4,920	32,480	26,272	9,246	3,680	136,368
Other expenses	7,147	290	412	–	16	–	7,865
Total expenses	378,269	28,363	75,374	47,818	34,041	3,687	567,552
Transfer to property related losses	–	–	–	(583)	–	–	(583)
Segmental expenses	378,269	28,363	75,374	47,235	34,041	3,687	566,969
Inter-segment transactions							
Ambulance membership and telecare part charge	9,594	–	(9,594)	–	–	–	–
Internal shared and support services	(53,965)	(4,084)	(23,878)	45,595	33,708	2,624	–
Business unit (deficit)/surplus for the year	(42,298)	(2,616)	23,472	(783)	53	2,992	(19,180)
Property related (losses)/gains	(4)	–	(156)	2,475	–	–	2,315
(Loss)/gain on sale of financial assets	–	–	–	–	(53)	244	191
Total (deficit)/surplus for the year	(42,302)	(2,616)	23,316	1,692	–	3,236	(16,674)
Business unit assets – Property, plant and equipment, intangible assets and investment property							
Total business unit assets	63,539	13,176	24,556	204,374	621	–	306,266

3(c) Business unit information – regional divisions

Group consolidated	Northern (000's)	Central (000's)	South Island (000's)	National Office (000's)	Total (000's)
2025					
Revenue	33,668	25,578	29,697	506,483	595,426
Expenditure	(10,663)	(11,625)	(12,000)	(533,275)	(567,563)
Internal shared and support services	1,328	4,169	5,149	(10,646)	–
Transfer to property related fundraising and grants	(778)	(616)	(1,548)	(893)	(3,835)
Business unit surplus/(deficit) for the year	23,555	17,506	21,298	(38,331)	24,028
Property related gains	778	1,056	1,548	1,493	4,875
Loss on sale of financial assets	–	–	–	(354)	(354)
Total surplus/(deficit) for the year	24,333	18,562	22,846	(37,192)	28,549
2024					
Revenue	29,537	23,309	23,428	473,765	550,039
Expenditure	(10,802)	(11,084)	(11,833)	(533,833)	(567,552)
Internal shared and support services	1,491	1,512	3,801	(6,804)	–
Transfer to property related fundraising and grants	(574)	(914)	(444)	265	(1,667)
Business unit surplus/(deficit) for the year	19,652	12,823	14,952	(66,607)	(19,180)
Property related gains	447	896	449	523	2,315
Gain on sale of financial assets	–	–	–	191	191
Total surplus/(deficit) for the year	20,099	13,719	15,401	(65,893)	(16,674)

4 Personnel costs

Personnel expenditure includes defined contribution plan expense of \$13.7m (2024: \$13.3m).

5 Property, plant and equipment

2025		Cost (000's)					
Asset class	Opening Book Value	Additions	Transfers	Disposals	Transferred to Held for Sale	Impairments	Closing Book Value
Land	56,732	–	–	–	–	–	56,732
Buildings	179,520	2,682	4,707	(102)	–	–	186,807
Buildings WIP	6,587	3,909	(4,707)	–	–	–	5,789
Vehicles	140,899	16,524	–	(9,620)	–	–	147,803
Furniture, fixtures & equipment	103,061	20,547	3,403	(11,072)	–	–	115,939
Equipment WIP	3,403	988	(3,403)	–	–	–	988
Total property, plant and equipment	490,202	44,650	–	(20,794)	–	–	514,058
Heritage assets	200	–	–	–	–	–	200
Total historic cost	490,402	44,650	–	(20,794)	–	–	514,258
2025		Depreciation (000's)					
Asset class	Opening Depreciation and Impairments	Depreciation	Transfers	Disposals	Transferred to Held for Sale	Impairments	Closing Depreciation and Impairments
Buildings	50,980	3,970	–	(99)	–	–	54,851
Vehicles	92,111	12,564	–	(9,333)	–	–	95,342
Furniture, fixtures & equipment	57,218	19,532	–	(11,068)	–	–	65,682
Total accumulated depreciation	200,309	36,066	–	(20,500)	–	–	215,875
Net	290,093	8,584	–	(294)	–	–	298,383

2024							
Cost (000's)							
Asset class	Opening Book Value	Additions	Transfers	Disposals	Transferred to Held for Sale	Impairments	Closing Book Value
Land	54,754	3,734	(21)	–	(1,735)	–	56,732
Buildings	166,637	6,798	7,586	(838)	(663)	–	179,520
Buildings WIP	9,984	4,300	(7,697)	–	–	–	6,587
Vehicles	130,479	16,709	902	(7,191)	–	–	140,899
Vehicles WIP	1,151	–	(1,151)	–	–	–	–
Furniture, fixtures & equipment	101,332	21,219	(23)	(19,459)	(8)	–	103,061
Equipment WIP	949	2,454	–	–	–	–	3,403
Total property, plant and equipment	465,286	55,214	(404)	(27,488)	(2,406)	–	490,202
Heritage assets	200	–	–	–	–	–	200
Total historic cost	465,486	55,214	(404)	(27,488)	(2,406)	–	490,402

2024							
Depreciation (000's)							
Asset class	Opening Depreciation and Impairments	Depreciation	Transfers	Disposals	Transferred to Held for Sale	Impairments	Closing Depreciation and Impairments
Buildings	47,628	4,037	(131)	(367)	(162)	(25)	50,980
Vehicles	87,919	11,530	(250)	(7,088)	–	–	92,111
Furniture, fixtures & equipment	58,357	18,285	(23)	(19,398)	(3)	–	57,218
Total accumulated depreciation	193,904	33,852	(404)	(26,853)	(165)	(25)	200,309
Net	271,582	21,362	–	(635)	(2,241)	25	290,093

5(a) Impairment of property, plant and equipment

No impairment losses were recognised during the year (2024: \$0.025m reversal).

The Hall at 92 Cuba Street Palmerston North remains unoccupied as it is deemed unsafe and is likely to be demolished. The book value of \$0.199m remains fully impaired.

The buildings at 29–31 Pererika Street, Rotorua have been demolished in the current year. The property's book value of \$0.559m was fully impaired.

5(b) Assets classified as held for sale

The Sale and Purchase agreement on the property held at 366–368 Gloucester St, Taradale went unconditional in May 2024 and settled on 1st July 2024.

6 Related party disclosures

The Group regards a related party as a person (including their immediate family members) or an entity with the ability to exert control individually or jointly, or to exercise significant influence over the Group, or vice versa. Related party trading balances are payable on demand. The Group has not recorded any impairment of receivables relating to amounts owed by related parties during the year (2024: nil). This assessment is undertaken each financial year through examining the financial position of the related party and the market in which the related party operates.

7 Operating lease commitments

	2025 (000's)	2024 (000's)
Non-cancellable operating lease payments		
Less than 1 year	10,728	11,578
Later than 1 year less than 5 years	25,322	29,132
Later than 5 years	34,694	38,743
Total operating lease commitments	70,744	79,453

Operating leases are leases that do not transfer substantially all the risks and benefits incidental to ownership of the leased item to the Group. Operating lease payments are recognised as an operating expense in surplus or deficit on a straight-line basis over the lease term. Hato Hone St John has operating lease agreements related to properties, equipment and vehicles rented by Hato Hone St John for administrative and operational purposes.

8 Capital commitments

	2025 (000's)	2024 (000's)
Property, plant and equipment	11,797	20,594
Total capital commitments	11,797	20,594

9 Contingent liabilities

Contingent liabilities are subject to uncertainty or cannot be reliably measured and are not provided for. Disclosures as to the nature of any contingent liabilities are set out below. Judgements and estimates are applied to determine the probability that an outflow of resources will be required to settle an obligation. These are made based on a review of the facts and circumstances surrounding the event and advice from both internal and external parties.

	2025 (000's)	2024 (000's)
Lease premises guarantees	1,603	1,439
Total guarantees	1,603	1,439

10 Subsequent events

There were no material subsequent events to these accounts which would affect the interpretation of the accounts.



Ko te Mana Whakahaere me ngā Komiti Pū

Governance and key committees as at 23 June 2025

The International Order

Sovereign Head
HM King Charles III

The Great Officers

Grand Prior
HRH The Duke of Gloucester
KG GCVO GCStJ

Lord Prior
Prof M R Compton
AM GCStJ

Prelate
The Rt Rev T J Stevens
CBE GCStJ

Chancellor
Mr T Budd GCStJ

Sub Prior
Dr S A Evans GCStJ

The Priory in New Zealand

Priory Chapter

Prior
HE The Rt Hon Dame A C
Kiro GNZM QSO DStJ

Chancellor
Mr J H Whitehead
CNZM KStJ

Deputy Chancellor
Maj B P Wood * KStJ
DSD ED

Chancery Appointee
Mrs S L Marshall DStJ *
(until 30 Nov 2024)

Bailiffs and Dame Grand Cross

Mr J A Strachan GCStJ *
Mr N B Darrow GCStJ
Mrs J A Hoban GCStJ
Dr S A Evans GCStJ

Elected and Appointed Members

Mr R D Blundell KStJ
Ms C M Chan OSTJ *
Ms C A Fraser OSTJ *
Ms N N Gini DStJ *
Mr S G Greaves OSTJ *
Ms B J Hynes CSTJ *
Mr P D Rankin CSTJ
Mrs A M Rosamond OSTJ
Mrs T R Simonsen CSTJ *
(until 18 Oct 2024)
Mr K F Smith CSTJ
Mr P G Tranter CSTJ
Mr K I Williamson KStJ
QSM JP

Priory Officers

Director of Ceremonies
Mr J D Wills KStJ

Hospitaller
Ms L Evans OSTJ

Librarian
Mr T M Skilton CSTJ ED JP

Medical Advisor
Dr D J Anderson
ASM MStJ

Priory Dean
The Most Rev Archbishop
Sir D J Moxon KNZM
KStJ MMCM

Priory Secretary
Ms C R Benson DStJ *

Registrar
Col (Rtd) S J Franklin CSTJ

Volunteers Advisor
Mr G J Gillespie KStJ *

Advisors to Priory Chapter

Kaitohutohu-a-iwi
Mr T Pahi
(until 13 May 2025)

Cadet of the Year
Miss B E Walker *
(until 31 Dec 2024)
Miss L G Wilson *
(from 1 Jan 2025)

Priory Chapter Committees

Priory Honours Committee

Chair
Mr J H Whitehead
CNZM KStJ

Committee Members
Brig J P Broadley MBE
(independent member)
Mrs P A Buchanan CSTJ *
Mr I L Dunn KStJ
Col (Rtd) S J Franklin CSTJ
Miss J R Gardner OSTJ *
Mr G J Gillespie KStJ *
The Most Rev Archbishop
Sir D J Moxon KNZM
KStJ MMCM
Mr G W Salmon KStJ
Ms C R Benson DStJ *
(ex-officio)
Mr P R Bradley CBE KStJ
(ex-officio)

Priory Nominations and Appointments Panel

Chair
Mr J H Whitehead
CNZM KStJ

Committee Members
Mr B M Blackburn JP *
Ms N N Gini DStJ *
Mr G W Salmon KStJ
(until 30 Sep 2024)
Ms C Scholes
Mr K I Williamson KStJ
QSM JP
Maj B P Wood * KStJ DSD
ED (from 11 Nov 2024)

Order Affairs Committee

Chair
Mrs J A Hoban GCStJ

Secretary
Mr P D Wood KStJ *

Committee Members
Mr G J Crowley OSTJ
Mrs P J Hall MStJ
Mr G S Handy OSTJ JP
Mrs S A Howe CSTJ (until
8 Jun 2025)
Ms E McClure OSTJ *
Mrs M A Rankin OSTJ *
Mr P D Rankin CSTJ
Mr P G Tranter CSTJ
Ms C R Benson DStJ *
(ex-officio)
Mr J H Whitehead CNZM
KStJ (ex-officio)

Priory Rules Committee

Chair
Mr P D Wood KStJ *

Committee Members
Ms C R Benson DStJ *
Mr P D Rankin CSTJ
Mr P F Robinson OSTJ *
Mr T M Skilton CSTJ ED JP
Mr M G C Stephens
MStJ VRD
Mr J A Strachan GCStJ *
Mr B S Sutton
Mr K I Williamson KStJ
QSM JP
Mr J H Whitehead CNZM
KStJ (ex-officio)

Volunteer Support Group

Chair
Mr G J Gillespie KStJ *

Committee Members
Ms J M Cutforth MStJ
Mrs S E Drinkwater
Mrs E Mason MStJ
Mrs M A McLeod MStJ
(until 28 Feb 2025)
Ms R S Oakley
Mrs K S Sunckell CSTJ
Mr R T Volmer
Mr N A Whitfield *
Mr J H Whitehead CNZM
KStJ (ex-officio)

Priory Board

Chair
Mr J H Whitehead
CNZM KStJ

Deputy Chair
Maj B P Wood
KStJ DSD ED *

Chancery Appointee
Mrs S L Marshall DStJ *
(until 30 Nov 2024)

Members
Mrs W M A Hong
(from 1 Oct 2024)
Ms G H M Moana-
Tuwhangai MNZM JP
Mr B M Nielsen CSTJ
(from 1 Oct 2024)
Mr A Prasad JP
Ms J Read QSO MStJ
(until 30 Sep 2024)
Mrs P M Rose QSO CSTJ
Mr G W Salmon KStJ
(until 30 Sep 2024)
Mr C L Watson MStJ

Priory Board Committees

Clinical Governance Committee

Chair
Maj B P Wood
CStJ DSD ED *

Committee Members
Dr D J Anderson
ASM MStJ
Mr J E Butcher
Dr S A Evans GCStJ
Ms B J Hynes CSTJ *
Ms G H M Moana-
Tuwhangai MNZM JP

Dr J E Moore CSTJ
Mr A Prasad JP
Mr D M Spearing MStJ
Dr V J Thornton
Mr G C Tobin
(Paramedic Attendee)
Mr J H Whitehead CNZM
KStJ (ex-officio)

Risk and Audit Committee

Chair
Mr A Prasad JP

Committee Members
Ms S M Cumming
ONZM DStJ
Mrs W M A Hong
(from 1 Oct 2024)
Ms J Read QSO MStJ
Mr K F Smith CSTJ
Mr J H Whitehead
CNZM KStJ

People and Capability Committee

Chair
Mrs P M Rose QSO CSTJ

Committee Members
Mr P N Brown
Ms L F Hutchinson
Mr B Keys
(until 23 Oct 2024)
Mr S Mataele
(from 1 Dec 2024)
Ms G H M Moana-
Tuwhangai MNZM JP
Mr G W Salmon KStJ
(until 30 Sep 2024)
Mr C L Watson MStJ
Mr J H Whitehead
CNZM KStJ

Asset Management Committee

Chair
Mr G W Salmon KStJ
(until 30 Sep 2024)
Mr C L Watson MStJ
(from 1 Oct 2024)

Committee Members
Mr T R G Blacktop CSTJ
Mr J D Butson OSTJ
Mr G S Handy OSTJ JP
Mr B M Nielsen CSTJ
(from 1 Oct 2024)
Mr K Simpkin CSTJ *
Mrs E Wansbrough
(from 1 Dec 2024)
Mr C L Watson MStJ
(until 30 Sep 2024)
Mr J H Whitehead CNZM
KStJ (ex-officio)

Tāhuhu Advisory Komiti

Chair
Ms G H M Moana-
Tuwhangai MNZM JP

Committee Members
Mr T R Gage
Mr J Kendrick MStJ
Ms N W Manawatu-
Brennan
(until 6 Nov 2024)
The Most Rev Archbishop
Sir D J Moxon KNZM
KStJ MMCM

Mrs P M Rose QSO CSTJ
Miss M Turrall
Mr J H Whitehead
CNZM KStJ

Region Trust Boards

Northern Region

Interim Chair
Mr K F Smith CSTJ
(until 30 Apr 2025)

Chair
Mr W F Leech MStJ
(from 1 May 2025)

Elected Members
Mr J E Issott OSTJ
Mr W F Leech MStJ
(until 30 Apr 2025)
Mr N B Roberts OSTJ
Mr K E Shaw MStJ
Mr K Simpkin CSTJ *
Miss D M Smith CSTJ
(until 2 Aug 2024)

Appointed Members
Miss G M Atkinson MStJ *
(from 10 Mar 2025)
Mr M R Crosbie CSTJ
(from 1 Oct 2024)
Dr A Zhu CSTJ

Patron
Mr R D Blundell KStJ

Central Region

Chair
Mr T R G Blacktop CSTJ

Elected Members
Miss C J Abbott OSTJ
Mr G W Salmon KStJ
Mr A Beavers OSTJ
Mr G H Burt
Mr R M Hurrell
Mr A R Ludlow MStJ
Mr G W Salmon KStJ
(from 7 Oct 2024)
Mr M G C Stephens
MStJ VRD

Appointed Members
Ms L F Hutchinson
(until 31 Mar 2025)
Mr R R Sharma

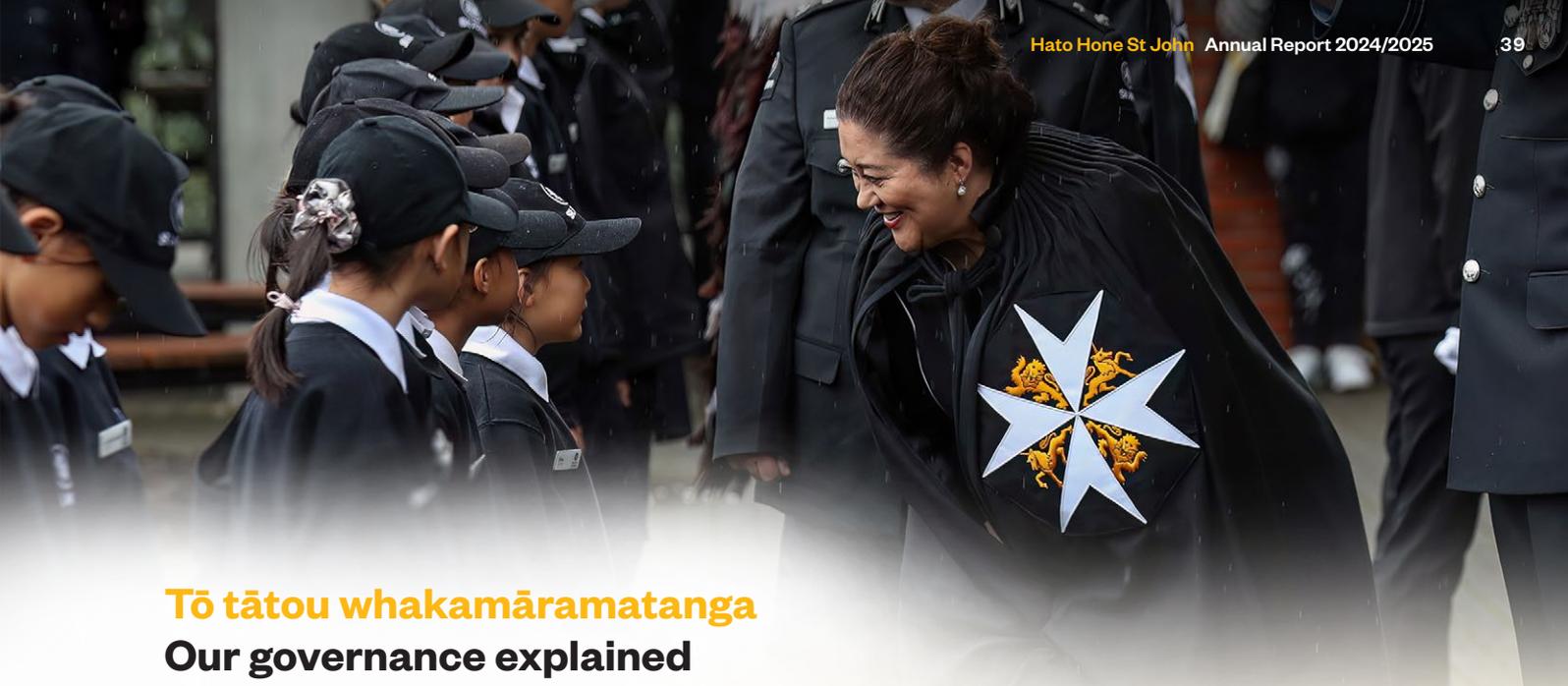
Youth Governance Intern
Miss E N Ball *

South Island Region

Chair
Mr G S Handy OSTJ JP

Elected Members
Mr C J Blanchfield MStJ
Mrs M P A Corkindale DStJ
Mr C J Fraei OSTJ *
(until 9 Sep 2024)
Mr P W Hunt MStJ
Mr M MacKereth MStJ
Rev R D Morgan OSTJ
Ms A A Shepherd CSTJ
Mrs T R Simonsen CSTJ *
(from 21 Oct 2024)
Mrs A C Tiffen MStJ

Appointed Members
Mrs P A Buchanan CSTJ *
(from 20 Jan 2025)
Miss J D Gillespie MStJ *



Tō tātou whakamāramatanga

Our governance explained

Hato Hone St John is part of a global organisation. As we are a Royal Order of Chivalry, at the head of the family is the Sovereign Head King Charles III. Richard Duke of Gloucester is the Grand Prior.

Grand Council

The governing body of St John worldwide is its Grand Council. They guide our mission, shape our future by setting the international strategy, oversee international policies, and ensure we stay true to our values.

Prior

The position of Prior in New Zealand is held by the Governor-General. At present, our Prior is The Rt Hon Dame Cindy Kiro, GNZM QSO DStJ. The Prior is supported by the Chancellor, who is her deputy. Our Chancellor is John Whitehead, CNZM, KStJ.

Priory Chapter

Priory Chapter is the governing body of the Priory and advises the Prior on all matters relating to the affairs and work of Hato Hone St John. They oversee the ethos of the organisation, approve the strategic and financial direction, support change to international policy and the conferral of honours and awards. Priory Chapter is the guardian, ensuring the organisation is upholding the values and character of the Order. They are the accountability body overseeing the Priory Board, similar to a shareholders' council.

Priory Chapter is chaired by the Governor-General, as Prior of the Order in New Zealand, or by the Chancellor as deputy.

Priory Board

Priory Board (chaired by the Chancellor) holds the delegated authority from Priory Chapter for operational governance, supervising the unity, control, and management of Hato Hone St John. There are five subcommittees which focus on people matters, risk and audit, clinical governance, asset management, and our engagement with Māori.

Regional Boards

Our Regional Boards administer Hato Hone St John functions within each region, as delegated to them by the Priory Board. They have specific responsibility for setting the structure of Area Committees, who in turn develop a deep understanding of community health and wellbeing needs. Area Committees plan programmes and initiatives to ensure their community becomes stronger and healthier. They care for our people, finances, and property while enhancing the reputation of Hato Hone St John in their community.



Independent Auditor's Report on the Summary Consolidated Performance Report

To the Trustees of the Priory in New Zealand of the Most Venerable Order of the Hospital of St John of Jerusalem ('The Order of St John New Zealand')

Opinion	<p>The summary consolidated performance report of the Trustees of the Priory in New Zealand of the Most Venerable Order of the Hospital of St John of Jerusalem ('The Order of St John New Zealand') and its subsidiaries (the 'Group') comprises the summary consolidated financial statements on pages 31 to 37 and the summary consolidated statement of service performance on pages 20 to 24. The complete set of summary consolidated financial statements comprises the summary consolidated statement of financial position as at 30 June 2025, and the summary consolidated statement of comprehensive revenue and expense, summary consolidated statement of changes in net equity and summary consolidated statement of cash flows for the year then ended, and related notes. The summary consolidated performance report is derived from the audited consolidated financial statements of the Group for the year ended 30 June 2025.</p> <p>In our opinion, the accompanying summary consolidated performance report, on pages 31 to 37 and 20 to 24, is consistent, in all material respects, with the audited consolidated performance report, in accordance with PBE FRS 43: <i>Summary Financial Statements</i> issued by the New Zealand Accounting Standards Board.</p>
Summary consolidated performance report	<p>The summary consolidated performance report does not contain all the disclosures required by Public Benefit Entity Standards. Reading the summary consolidated performance report and the auditor's report thereon, therefore, is not a substitute for reading the audited consolidated performance report and the auditor's report.</p>
The audited consolidated performance report and our report thereon	<p>We expressed an unmodified audit opinion on the audited consolidated performance report in our report dated 6 October 2025.</p>
Priory Board's responsibilities for the summary consolidated performance report	<p>The Priory Board is responsible on behalf of the Group for the preparation of the summary consolidated performance report in accordance with PBE FRS 43: <i>Summary Financial Statements</i>.</p>
Auditor's responsibilities	<p>Our responsibility is to express an opinion on whether the summary consolidated performance report is consistent, in all material respects, with the audited consolidated performance report based on our procedures, which were conducted in accordance with International Standard on Auditing (New Zealand) ('ISA (NZ)') 810 (Revised): <i>Engagements to Report on Summary Financial Statements</i>.</p> <p>Our firm carries out other assignments for the Group in the area of reasonable assurance for New Zealand Community Trust (NZCT) and New Zealand Qualifications Authority grants (NZQA). These services have not impaired our independence as auditor of the Entity and Group. In addition to this, partners and employees of our firm deal with the Entity and its subsidiaries on normal terms within the ordinary course of trading activities of the business of the Entity and its subsidiaries. The firm has no other relationship with, or interest in, the Entity or any of its subsidiaries.</p>
Restriction on use	<p>This report is made solely to the Priory Board, as a body, in accordance with Section 12.2 of the Rules of Priory. Our audit has been undertaken so that we might state to the Priory Board those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the Priory Board as a body, for our audit work, for this report, or for the opinions we have formed.</p>

Deloitte Limited

Auckland, New Zealand
6 October 2025

This audit report relates to the summary consolidated performance report of The Priory in New Zealand of the Most Venerable Order of the Hospital of St John of Jerusalem ('The Order of St John New Zealand') and its subsidiaries (the 'Group') for the year ended 30 June 2025 included on the entity's website. The Priory Board responsible for the maintenance and integrity of the Entity's website. We have not been engaged to report on the integrity of the Entity's website. We accept no responsibility for any changes that may have occurred to the summary consolidated performance report since they were initially presented on the website. The audit report refers only to the summary consolidated performance report named above. It does not provide an opinion on any other information which may have been hyperlinked to/from the summary consolidated performance report. If readers of this report are concerned with the inherent risks arising from electronic data communication, they should refer to the published hard copy of the summary consolidated performance report and related audit report dated 6 October 2025 to confirm the information included in the summary consolidated performance report presented on this website.

Serving *communities* ACROSS AOTEAROA NEW ZEALAND

Key

-  Ambulance Station
-  Area Committee
-  Station and Area Committee
-  Retail Store



 Chatham Islands →



**Hato Hone
St John**

To find out more about what Hato Hone St John does in communities around Aotearoa New Zealand or to support:

stjohn.org.nz

0800 ST JOHN (0800 785 646)

info@stjohn.org.nz

Follow Hato Hone St John:

 facebook.com/StJohnNewZealand

 twitter.com/StJohnNZ

 linkedin.com/company/St-John-New-Zealand

 instagram.com/stjohnnz



Manawatu
NZ Riding for the Disabled

RESULTS BASED ACCOUNTABILITY REPORT

1 July 2024 to 30 June 2025

- Performance Measures - Data
- Performance Measures – Report
- RBA Schedule
- Financial Report

Manawatū Riding for the Disabled RBA Reporting Template

Performance Measures	Jun-Jul 2024	Jan-Jun 2025	Total
How much: Quantity of effort			
Total # children who ride at the Riding for Disabled facility	64	41	64 (Not cumulative)
Total # children who ride at the Riding for Disabled facility that are residents of the Manawatū District	30	22	33 (Not cumulative)
% children who ride at the Riding for Disabled facility that are residents of the Manawatū District	47%	54%	
Total # volunteers	48	43	54 (Not cumulative)
Total # volunteers that have participated in the training programme to help children ride	26	24	28 (Not cumulative)
% volunteers who complete the training programme	54%	56%	
How Well: Quality of effort			
# volunteers who identified they were highly satisfied or satisfied with the content and delivery of the training	26	23	Surveys are anonymous so no way of identifying unique participants
% volunteers report they are highly satisfied or satisfied with the content and delivery of the training	100%	96%	
Better Off? Effect of effort			
# volunteers who strongly agreed or agreed they have learnt new life skills and knowledge as a result of participating in the training (numerator)	26	24	Surveys are anonymous so no way of identifying unique participants
% volunteers who strongly agreed or agreed they have learnt new life skills and knowledge as a result of participating in the training (SK,S)	100%	100%	

Manawatū Riding for the Disabled
Results Based Accountability Narrative Reporting
1 July 2024 to 30 June 2025

Describe the key factors impacting on the performance measures.
<p>In our interim report to 31 December, we noted significant horse soundness issues and the need to rebuild our horse team. By 30 June, we had successfully increased our team to seven horses, six of which were fully trained and active in the programme.</p> <p>This rebuild required over \$40,000 in expenditure, including travel across the North Island to assess potential horses, veterinary checks (which led to the rejection of three ponies), transport to Feilding, tack, and early dental and farrier care.</p> <p>Based on our RDA riding programme demand and grazing capacity (3.6ha), we have determined that seven to eight horses is optimal. This supports current rider numbers and a modest waiting list of 3–5. Volunteer availability was a key constraint in Term 1 of 2025. Retirements and relocations reduced our numbers, and the soft dressage surface of the arena proved unsuitable for volunteers with joint issues, contributing to two further retirements. Travel costs from Palmerston North and surrounding areas also posed barriers for some.</p> <p>While the full impact of our volunteer recruitment efforts was not realised until after 30 June, we have since trained or have scheduled for training 25 new riding volunteers for riding delivery, that will bring our active pool to 66. Additional volunteers have also offered support with horse and paddock care, strengthening our operational resilience.</p>
Briefly describe any ideas or approaches you may have to improve or accelerate your performance.
<p>Operational Improvements</p> <p>The addition of Barry (English Riding Pony, 13.1hh) and Merlot (Gypsy Cob/Appaloosa, 15.1hh) has strategically filled horse size gaps in our team. This enables better rider-horse matching, for example, one of our most enthusiastic teenage riders, nearing our 70kg pony weight limit, has successfully transitioned to Merlot. [Horse photos and bios are accessible from the link at the bottom of the page or www.panuiapp.net/mrda/horses.]</p> <p>In early 2025, we began restructuring our horse and paddock care regime to reduce costs. This involved shifting to a single daily visit model with increased volunteer involvement. The new system was implemented on 29 September and is expected to improve efficiency without compromising welfare.</p> <p>Financial Sustainability Initiatives</p> <p>Our riding fees and facility hire cover slightly more than 35% of our operating costs (MRDA's cost per ride is ~\$90, compared to a national average of \$160). Our serious lack of parking area limits our capacity to host competitive activities as a means of generating revenue.</p> <p>As signalled in our February report, we've been working to attract local financial support. While more complex than anticipated, we have now launched our Community Partner presentation (outside this reporting period). This framework invites sponsors and donors to associate their contribution with a named horse, fostering deeper engagement and recurring support without compromising other charity funding opportunities.</p>
Please provide a detailed explanation of any non-reporting or variances in reporting against the contract.
Covered in other sections.

Manawatū Riding for the Disabled
Results Based Accountability Narrative Reporting
1 July 2024 to 30 June 2025

Is there anything else that you need to bring to our attention?
We attach a copy of our Community Partner proposal. An online version is currently being developed and will be accessible via our Facebook page in the near future.
Do you have a success story that you would like to share? (This may include a case study, video clip, presentation or other).
There is additional information, including video links, parent/caregiver testimonials and photos of the ponies accessible from https://panuiapp.net/mrda/support . 

Become a Community Partner with MRDA

Support life-changing therapy through Sponsorship or Donation

Manawatū Riding for the Disabled (MRDA) is seeking support from *Community Partner contributors*, whether through **Sponsorship** or **Donations** (see below).

Your contribution sustains therapeutic riding for people experiencing disability, empowering confidence, joy, and inclusion across our region.

Why It Matters

MRDA delivers over **1,600 therapeutic rides** annually to **54 riders**, supported by **4,000+ volunteer hours**. But rising costs and shrinking charitable funding have created a need to expand funding sources. To remain sustainable, we need our community behind us.

How You Can Help

Contributions and impact potential

Bronze	Silver	Gold
\$1,000/year	\$2,500/year	\$5,000/year
Value of hay for 3 months*	Annual spend for each horse on feed & welfare*	Half the cost of a replacement horse and tack*
<i>Amounts are GST exclusive. These figures are indicative only and do not imply designated use. Allocation of contributions is at the discretion of the committee in accordance with charitable priorities and funding compliance.</i>		

All contributions help sustain our horses and mission.

Every Community Partner is part of the impact.

About MRDA

MRDA is a registered charity affiliated with NZ RDA. Our facility on the edge of Feilding has served the region for over 52 years.

Sponsorship or Donation

- **For businesses**, sponsorship is a deductible expense for which an invoice will be issued by MRDA with 15% GST added.
- **For Individuals**, as a registered Charity, MRDA will issue an IRD compliant receipt and your donation qualifies for a 33% tax credit (or a refund if you have no tax to pay).

Use of Funds

Community Partner contributions will become part of MRDA's funds to be used by the committee exclusively in pursuit of its therapeutic riding kaupapa.

Contact

Manawatū Riding for the Disabled Association (Inc)

 248 Awahuri Feilding Rd, RD 5, Feilding 4775

 021 710 691 |  RDA.Manawatu@gmail.com

How your contribution relates to your Partner horse

Each contributor will have the option of partnering with one of our MRDA horses, with the respective Community Partner benefits shown below.

	Bronze \$1,000	Silver \$2,500	Gold \$5,000
◆ Photograph of your horse			
◆ Website, social media & newsletter acknowledgement			
◆ Invitation to visit MRDA to see your horse in work			
◆ Quarterly update on your horse			
◆ High definition head portrait as .jpg or .png			
◆ Physical signage at the MRDA facility			
◆ Exclusive association (<i>for a 3 year commitment</i>) *			Gold +

* This is only available for one horse & relates to Gold only, subject to availability.

Community Partner - Application Form	
Contact name:	
Contribution type	Delete one: Donation Sponsorship For Sponsorship, we will send a Tax Invoice
Contribution level	Underline one: Bronze Silver Gold Gold+ years
Contributor name	
Publicity name (if different)	
Partner horse (see below)	None <input type="checkbox"/> or
Horse names	Barry, Dream, Dusty, Kiwi, Merlot, Ngaba, Ruby Visit: www.panuiapp.net/mrda/horses to see the photos & bios.
Contact details	email Mobile
Postal address	
I/we confirm my/our intention to support MRDA as a Community Partner, on the basis indicated above in relation to Contribution type, Tier and Term.	Confirm by initialling
Payment details: Westpac Feilding - 03-0626-0816423-000 Manawatu Riding for the Disabled Association Incorporated	
Questions: To discuss before proceeding further, see options below.	
President: Harvey Bell, 021 710 691 - RDA.Manawatu@gmail.com	or
Community Partner coordinator, Janah: email (<i>see above</i>) with your contact details.	

Schedule 1

Name of service, programme or initiative	Manawatū Riding for Disabled Inc
Funding Amount	\$5,000 per annum
Term of contract	3 years
Direct Client/s	Children Volunteers
Funded Activities and Goals	<ul style="list-style-type: none"> • Training of Volunteers to help children ride

		QUANTITY OUTPUTS	QUALITY OUTPUTS	SKILLS & KNOWLEDGE	ATTITUDE & OPINION	BEHAVIOUR CHANGE	CIRC. CHANGE	POPULATION OUTCOMES
Service component	Direct Clients	How much	How well	Better Off				
Participation	Children	Total # children who ride at the Riding for Disabled facility						Whānau – We are actively engaged
		Total # of children who ride at the Riding for Disabled facility that are residents of the Manawatū District	% of children who ride at the Riding for Disabled facility who are residents of the Manawatū District					
Training of Volunteers	Volunteers	Total # volunteers						Hinengaro – We are lifelong learners
		Total # volunteers that have participated in the training	% volunteers who completed the training programme					

		programme to help children ride						
			% volunteers who report they are highly satisfied/satisfied ⁱⁱ with the content and delivery of the training	#/% volunteers who strongly agree/agree ⁱⁱⁱ they learnt new skills and knowledge as a result of participating in the training				

ⁱ This is the cumulative count of all children who engage in the programme over time.

ⁱⁱ 5point likert scale from highly dissatisfied to highly satisfied

ⁱⁱⁱ 5point likert scale from strongly disagree to strongly agree

**PERFORMANCE REPORT
FOR THE YEAR ENDED 31 DECEMBER 2024**

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**DIRECTORY
AS AT 31 DECEMBER 2024**

Established: 21/07/1981

**Incorporated Societies
Number:** 218813

Charities Services Number: CC24444

Nature of Business: Horse Riding for Disabled Persons

Location: 248 Awahuri Road
Feilding

IRD Number: 068-468-019

President: Harvey Bell

Bankers: Westpac NZ Ltd
Feilding

Accountants: Wheeler Campbell Chartered Accounts Ltd
Feilding

Reviewers: PKF Doyle Audit Ltd
Whanganui

**ENTITY INFORMATION
FOR THE YEAR ENDED 31 DECEMBER 2024**

LEGAL NAME OF ENTITY

Manawatu Riding for the Disabled Association Incorporated

TYPE OF ENTITY AND LEGAL BASIS

Incorporated Society, Registered Charity

REGISTRATION NUMBER

Incorporated Society 218813, Charities Services CC24444

MISSION STATEMENT

Core Purpose

To provide interaction with horses to develop increased ability, independence and self-esteem for people with physical, intellectual, emotional or social challenges.

Vision

To increase the opportunity for more children and youths to ride and interact with equines.

Facilities and equipment provided to the highest standard.

Environment, to be a safe, fun and enjoyable place for all.

To grow and maintain a sustainable organisation through good governance.

Objectives

Meet all New Zealand Riding for the Disabled Association (NZRDA) operational standards

To help as many children as possible achieve the best outcome.

To provide appropriately qualified coaches, trained volunteers and staff

To provide and maintain good quality suitably trained horses and ponies

To be an accessible community facility

Self-sustaining, to generate an income to ensure the long-term future of the organisation

This performance report should be read in conjunction with the accompanying notes and Assurance Practitioners Review Report.

ENTITY INFORMATION FOR THE YEAR ENDED 31 DECEMBER 2024

ENTITY STRUCTURE

Group Structure

Manawatu Riding for the Disabled (MRDA) governance committee ("Committee") is comprised of a maximum of eight members.

Pursuant to the constitution, the officers are the President, Vice President, Treasurer and Secretary, with the latter three elected by the committee, collectively forming the Executive.

Operation Structure

The Committee and its Executive are responsible for the association's operations. Specific roles include three Riding for the Disabled Association (RDA) programme coaches, a Health and Safety officer and two Volunteer Coordinators. There is also a Horse Subcommittee and a horse manager.

The Committee monthly meeting notice of meeting reports cover the key areas of responsibility. January is the only month with no meeting although any important issues are dealt with via email. Horse and paddock care is required 365 days of the year and there are four part-time staff involved. Volunteers support the group activities on lesson days and help with the property maintenance. They also assist with various fundraising activities throughout the year.

MAIN SOURCES OF THE ENTITY'S CASH AND RESOURCES

MRDA receives the greater part of its cooperation income from subsidised term rider fees for its RDA programme and non-RDA programme lesson fees.

The non-RDA riding lessons are available for any children from our community and are held during holidays or after school lesson fee.

There are hire fees for the indoor arena from local riders, riding instructor for individual and group lessons as well as dog obedience training. In addition, the club rooms are hired out to a number of community groups for meetings and presentations.

There are donations from private individuals of businesses and some fundraising events.

FUNDRAISING

Grants applied and received from New Zealand Lotteries Commission, New Zealand Community Trust, Manawatu District Council, Community Organisation Grants Scheme for specific purposes namely staff wages, volunteer and coach training expenses and horse care costs.

Donations were received in cash and kind from individuals and community groups including Feilding Host Lions, Papaioea Rose City Lions, Feilding Bridge Club and PGG Wrightson (Feilding)

RELIANCE

The Committee are all volunteers as are those assisting the coaches with the riding programmes. Volunteers also undertake property maintenance such as fencing, cleaning buildings and mowing.

The association has four part-time staff members undertaking horse and paddock care.

There are three coaches, two qualified and dedicated to the RDA programmes, one trainee RDA coach who takes RDA sessions as well as delivering non-RDA instruction.

External grants along with non-RDA instruction revenue is essential in the support of our core RDA-programme focus.

This performance report should be read in conjunction with the accompanying notes and Assurance Practitioners Review Report.

**ENTITY INFORMATION
FOR THE YEAR ENDED 31 DECEMBER 2024**

Optimising our RDA riding programme, by balancing riders with pony availability, while maintaining a small waiting list, is a key imperative for the core kaupapa of MRDA.

Donated goods are received occasionally, such as horses, hay, tack and covers, all of which are greatly appreciated.

There were some horse health and soundness issues resulting in there being only 5 ponies that could be relied on by the end of the second term. This was insufficient for an RDA riding programme so the third term riding had to be cancelled.

This performance report should be read in conjunction with the accompanying notes and Assurance Practitioners Review Report.

**STATEMENT OF SERVICE PERFORMANCE
FOR THE YEAR ENDED 31 DECEMBER 2024**

GROUP OUTCOMES

MRDA riding programmes are used to develop, increase and improve physical, psychological, social and recreation/sport/vocational abilities, with the following fields:

Therapy and Rehabilitation, including Therapeutic Riding.

Education for riders as well as education and training volunteers, coaching and therapists.

MRDA offers a strong learning environment and is used as a powerful educational tool by schools.

Sport and Recreation, including the development of riding skills. Riders working to achieve their own individual goals.

QUANTIFICATION OF OUTCOMES

	2024	2023
Individual RDA Rides	1568	1538
Programme Participants	71	93
Volunteer Training	48	45
Horses Owned by RDA	6	11
Horses Loaned by RDA	0	0
Arena Community Hires	165	108
Non RDA Therapy Sessions	300	299

This performance report should be read in conjunction with the accompanying notes and Assurance Practitioners Review Report.

**STATEMENT OF SERVICE PERFORMANCE
FOR THE YEAR ENDED 31 DECEMBER 2024**

OTHER INFORMATION

Of necessity the transitioning from a 100% volunteer operation to now having paid staff only undertaking most of the horse and paddock care, continues to be challenging because of the funding requirements. In an effort to increase its revenue base, MRDA has endeavoured to expand its non RDA riding programmes, although this is subject to pony soundness. This requirement has proven to be challenging throughout the year.

The operational reality is that there is a continuing need to rely extensively on receiving external grant money to contribute to staffing costs.

In terms of the transition from relying on volunteers, as other not-for-profits are finding, potential volunteers are in paid employment longer. Younger mothers in particular are supplementing household incomes by working part-time as soon as their children have entered the education system and they have a work opportunity window.

This reality has put increased pressure on the need to access funds from whomsoever to pay staff in support of the incredibly beneficial RDA kaupapa.

MRDA has been working on increasing its revenue opportunities from its base assets = the horses and the facility, by building on delivering non-RDA riding and horse interaction programmes. This must be undertaken with care for the welfare of the horses and to prevent potential overuse.

There are a number of priority capital projects we will be pursuing and a longer list of "nice to have" projects that need business cases developed for them.

In conclusion, continued support is essential. There is an on-going need for the continuing involvement of past contributors as well as consideration being given to new supporting programmes such as sponsorship.

This performance report should be read in conjunction with the accompanying notes and Assurance Practitioners Review Report.

**STATEMENT OF FINANCIAL PERFORMANCE
FOR THE YEAR ENDED 31 DECEMBER 2024**

	<i>Note</i>	2024	2023
REVENUE	2		
Donations, fundraising and other similar revenue		68,729	84,204
Fees, subscriptions and other revenue from members		591	339
Revenue from providing goods or services		46,654	58,336
Interest, dividends and other investment revenue		5,442	4,642
TOTAL REVENUE		121,417	147,521
EXPENSES	3		
Volunteer and employee related costs		98,706	91,994
Costs related to providing goods and services		48,471	38,257
Other expenses		26,295	23,203
TOTAL EXPENSES		173,472	153,454
NET SURPLUS (DEFICIT)		\$(52,056)	\$(5,933)

This performance report should be read in conjunction with the accompanying notes and Assurance Practitioners Review Report.

**STATEMENT OF FINANCIAL POSITION
AS AT 31 DECEMBER 2024**

	<i>Note</i>	2024	2023
CURRENT ASSETS			
Westpac NZ Ltd		15,221	37,333
Westpac NZ Ltd - Debit Card		856	354
Westpac NZ Ltd - Term Investment		88,745	84,604
Accounts Receivable		2,839	4,370
GST Refund Due		295	-
		107,957	126,660
NON CURRENT ASSETS			
Property, Plant and Equipment	5	245,210	256,759
Horses		24,500	24,500
		269,710	281,259
TOTAL ASSETS		377,667	407,919
CURRENT LIABILITIES			
Accounts Payable		11,034	1,884
GST Payable		-	629
Employee Entitlements		2,232	-
Unexpended Grants		19,925	8,875
		33,191	11,388
TOTAL LIABILITIES		33,191	11,388
ASSETS LESS LIABILITES		\$344,476	\$396,532
ACCUMULATED FUNDS			
Accumulated Funds	4	344,476	396,532
TOTAL ACCUMULATED FUNDS		\$344,476	\$396,532



President

April 17, 2025

Date



Treasurer

April 17, 2025

Date

This performance report should be read in conjunction with the accompanying notes and Assurance Practitioners Review Report.

**STATEMENT OF CASHFLOWS
FOR THE YEAR ENDED 31 DECEMBER 2024**

	2024	2023
OPERATING ACTIVITIES		
Cash was provided from:		
Operating Revenue	1,531	(0)
Donations, Fundraising and Other Similar Receipts	68,729	84,204
Fees, Subscriptions and Other Receipts from Members	591	339
Receipts from Providing Goods and Services	59,935	34,111
Interest, Dividends and Other Investment Income	5,442	4,206
	<u>136,229</u>	<u>122,860</u>
Cash was applied to:		
Payments to suppliers and employees	150,672	133,553
GST	924	3,396
	<u>151,595</u>	<u>136,949</u>
Net Cash Inflow (Outflow) from Operating Activities	(15,367)	(14,089)
INVESTING ACTIVITIES		
Cash was provided from:		
Disposal of Investments	-	436
Cash was applied to:		
Purchase of Assets	2,101	2,000
	<u>(2,101)</u>	<u>(1,564)</u>
Net Cash Inflow (Outflow) from Investing Activities	(2,101)	(1,564)
Net Cash Inflow (Outflow) from Financing Activities	-	-
Net Increase (Decrease) in Cash Held	(17,468)	(15,653)
Cash at Beginning of Year	122,290	137,944
CASH AT END OF YEAR	<u>\$104,823</u>	<u>\$122,290</u>
Represented By:		
Westpac NZ Ltd	15,221	37,333
Westpac NZ Ltd - Debit Card	856	354
Westpac NZ Ltd - Term Investment	88,745	84,604
	<u>\$104,823</u>	<u>\$122,290</u>

This performance report should be read in conjunction with the accompanying notes and Assurance Practitioners Review Report.

NOTES TO THE PERFORMANCE REPORT FOR THE YEAR ENDED 31 DECEMBER 2024

1 STATEMENT OF ACCOUNTING POLICIES

REPORTING ENTITY

Manawatu Riding for the Disabled Association Incorporated is domiciled in New Zealand and is a charitable organisation registered under the Incorporated Societies Act 1908.

BASIS OF PREPARATION

Manawatu Riding for the Disabled Association Incorporated has elected to apply Public Benefit Entity Simple Format Reporting - Accrual (Not-for-Profit) (PBE SFR-A (NFP)), as established by the External Reporting Board for registered charities, on the basis that it does not have public accountability and has total annual expenses of equal to or less than \$5,000,000 for the last two annual reporting periods. All transactions in the Performance Report are reported using the accrual basis of accounting. The Performance Report is prepared under the assumption that the Society will continue to operate as a going concern in the foreseeable future.

SPECIFIC ACCOUNTING POLICIES

The following is a summary of the significant accounting policies adopted by the Society in the preparation of this Performance Report.

Bank Accounts and Cash

Bank and Cash in the Statement of Cash Flows comprise of cash balances and bank balances (including short term deposits) with original maturities of 90 days or less.

Accounts Receivable

Accounts receivable are stated at their estimated realisable value.

Property, Plant and Equipment

Property, plant and equipment are included at cost less aggregate depreciation provided at the maximum rates allowed by the Inland Revenue Department. The depreciation rates used are:

Investments

Investments are stated at cost.

Goods and Services Tax

Financial information in this performance report is recorded exclusive of GST with the exception of receivables and payables, which include GST. GST payable or receivable at balance date is included in the appropriate category in the Statement of Financial Position.

Tax Status

The Group has been granted Charitable Status under Section CW41 of the Income Tax Act 2007 therefore is exempt from Income Tax.

Horses on Hand

Pally, Dusty Rose, Ngaba, Kiwi Kawa, Dream and Ruby.

Horses

Horses are capitalised when purchased. Valuation is at actual cost.

**NOTES TO THE PERFORMANCE REPORT
FOR THE YEAR ENDED 31 DECEMBER 2024**

Changes in Accounting Policies

There have been no specific changes in accounting policies. Policies have been applied on a basis consistent with those of the previous period.

2 INCOME	2024	2023
Donations, fundraising and other similar revenue		
Contract Fees	-	19,665
Donations	17,072	7,191
Fundraising	-	348
Grants Received	51,657	57,000
	<u>68,729</u>	<u>84,204</u>
Fees, subscriptions and other revenue from members		
Subscriptions	591	339
Revenue from providing goods or services		
Arena Fees	7,363	6,067
Riding Fees	39,291	52,269
	<u>46,654</u>	<u>58,336</u>
Interest, dividends and other investment revenue		
Interest	5,442	4,642
TOTAL INCOME	<u><u>\$121,417</u></u>	<u><u>\$147,521</u></u>
3 EXPENSES	2024	2023
Volunteer and employee related costs		
Accident Compensation Levies	2,759	2,725
Coach Contractor	11,415	9,500
Coaching Expenses	1,358	4,356
Kiwisaver Contributions	1,765	1,980
Staff Training	41	313
Wages	81,369	73,120
	<u>98,706</u>	<u>91,994</u>
Costs related to providing goods and services		
Administration	2,140	2,530
Advertising	22	308
Conference	930	-
Electricity	1,361	1,611
General	217	555
Horse Expenses	24,851	16,364
Insurances	7,413	7,527
Rates	314	298
Repairs and Maintenance	10,378	9,063
Travel and Accommodation	843	-
	<u>48,471</u>	<u>38,257</u>

**NOTES TO THE PERFORMANCE REPORT
FOR THE YEAR ENDED 31 DECEMBER 2024**

Other expenses		
Accountancy	1,358	2,160
Affiliation Fees	1,000	-
Depreciation	13,650	16,043
Losses on Horses	8,587	3,500
Review Fees	1,700	1,500
	<u>26,295</u>	<u>23,203</u>
TOTAL EXPENSES	<u><u>\$173,472</u></u>	<u><u>\$153,454</u></u>
4 ACCUMULATED FUNDS	2024	2023
Accumulated Funds at Beginning of Year	396,532	402,465
Net Surplus/(Deficit) for the Year	(52,056)	(5,933)
	<u><u>\$344,476</u></u>	<u><u>\$396,532</u></u>

5 PROPERTY, PLANT AND EQUIPMENT

	Open Value	Additions	Depreciation	Closing Value
2024				
Land and Buildings	251908		12279	239629
Plant and Equipment	4322	2101	1227	5196
Motor Vehicles	529		144	385
	256759	2101	13650	245210
2023				
Land and Buildings	266081		14173	251908
Plant and Equipment	5993		1671	4322
Motor Vehicles	728		199	529
	272802		16043	256759

6 CONTINGENT LIABILITIES

There are no contingent liabilities at year end (31 December 2023: \$Nil).

7 CAPITAL COMMITMENTS

There are no capital commitments at year end (31 December 2023: \$Nil).

8 RELATED PARTY

There were no transaction with a related party requiring disclosure.

INDEPENDENT ASSURANCE PRACTITIONER'S REVIEW REPORT

To the Members of Manawatu Riding For The Disabled Association Incorporated

We have reviewed the accompanying Performance Report of Manawatu Riding For The Disabled Association Incorporated, which comprises the Statement of Financial Position as at 31 December 2024, and the Statement of Financial Performance and Cash Flows for the year then ended, and Notes to the Performance Report.

Executive Committee' Responsibility for the Performance Report

The Executive Committee are responsible for the preparation and fair presentation of this Performance Report in accordance with Public Benefit Entity Simple Format Reporting – Accrual (Not-For-Profit), and for such internal control as the Executive Committee determine is necessary to enable the preparation of a Performance Report that is free from material misstatement, whether due to fraud or error.

The Executive Committee are also responsible for the other information. The other information comprises the entity information and statement of service performance but does not include the performance report and our conclusion thereon.

Assurance Practitioner's Responsibility

Our responsibility is to express a conclusion on the accompanying Performance Report. We conducted our review in accordance with International Standard on Review Engagements (New Zealand) (ISRE (NZ)) 2400, Review of Historical Financial Statements Performed by an Assurance Practitioner who is not the Auditor of the Entity. ISRE (NZ) 2400 requires us to conclude whether anything has come to our attention that causes us to believe that the Performance Report, taken as a whole, are not prepared in all material respects in accordance with the applicable financial reporting framework. This Standard also requires us to comply with relevant ethical requirements.

A review of the Performance Report in accordance with ISRE (NZ) 2400 is a limited assurance engagement. The assurance practitioner performs procedures, primarily consisting of making enquiries of management and others within the entity, as appropriate, and applying analytical procedures, and evaluates the evidence obtained.

Our conclusion on the performance report does not cover the other information (the entity information and statement of service performance) and we do not express any form of assurance conclusion thereon.

The procedures performed in a review are substantially less than those performed in an audit conducted in accordance with International Standards on Auditing (New Zealand). Accordingly, we do not express an audit opinion on the Performance Report.

Other than in our capacity as assurance practitioner we have no relationship with, or interests in, Manawatu Riding For The Disabled Association Incorporated.

Conclusion

Based on our review, nothing has come to our attention that causes us to believe that the accompanying performance report does not present fairly, in all material respects the financial position of Manawatu Riding For The Disabled Association Incorporated as at 31 December 2024, and of its financial performance and cash flows for the year then ended in accordance with Public Benefit Entity Simple Format Reporting – Accrual (Not-For-Profit).

Other Matter

The Performance Report for the year ended 31 December 2023 was reviewed by another Reviewer who expressed an unmodified conclusion on the 16 April 2024.

PKF Doyle Audit

**PKF DOYLE AUDIT LIMITED
CHARTERED ACCOUNTANTS
WHANGANUI, OHAKUNE AND TURANGI**

22 APRIL 2025



Himatangi Beach Community Patrol

RESULTS BASED ACCOUNTABILITY REPORT

1 July 2024 to 30 June 2025

- Performance Measures - Data
- Performance Measures – Report
- RBA Schedule
- Financial Report

Himatangi Beach Community Patrol RBA Data

Performance Measures	01 Jul-31 Dec	01 Jan-30 Jun	Total 01 Jul-30 Jun
How much: Quantity of effort			
Total # volunteers engaged in patrol activities	14	14	14
Total # hours on patrol	352	418	770
Total # incidents reported to Police	2	3	5
How Well: Quality of effort			
# volunteers eligible for community patrol training (denominator)	14	14	14
# volunteers trained in community patrol (numerator)	14	14	14
% volunteers trained in community patrol	100%	100%	100%
# volunteers who answered the 'training satisfaction' question in the survey (denominator)	14	14	14
# volunteers who responded they were highly satisfied OR satisfied with the content and delivery of the training they received. (numerator)	14	14	14
% volunteers who responded they were highly satisfied OR satisfied with the content and delivery of the training they received	100%	100%	100%

Himatangi Beach Community Patrol
Results Based Accountability Narrative Reporting
1 July 2024 to 30 June 2025

Describe the key factors impacting on the performance measures.
<p>Membership of the patrol has remained at 14 members.</p> <p>The new Police Liaison Officer commenced in April and has been attending our monthly meetings.</p> <p>The delays with the Police Vetting process have now been rectified. As part of the process there has been clear guidance from CPNZ on the forms and information to be provided when applying for a Police vetting.</p> <p>The support from council is greatly appreciated, especially the funding and vehicle.</p>
Briefly describe any ideas or approaches you may have to improve or accelerate your performance.
<p>CPNZ have now required that Community Patrols have contact details for each patrol available on a 24/7 basis. This is to enable patrols to be contact for particular events. Himatangi Beach Community Patrol had operated a Single Point of Contact for a number of years through the patrol cell phone being carried by the rostered patrollers at all times.</p> <p>We continue with the sign advertising the patrol at the Cossie Club, in the Community Newsletter and on the Facebook page.</p>
Please provide a detailed explanation of any non-reporting or variances in reporting against the contract.
<p>The Community Patrol Facebook page provides an indication of resident, visitors and others interest in and support for the patrol:</p> <p>Like: 840</p> <p>Followers: 981</p>
Is there anything else that you need to bring to our attention?
<p>Nothing requires your attention</p>
Do you have a success story that you would like to share? (This may include a case study, video clip, presentation or other).
<p>During King's Birthday Weekend, at request of the Manawatu Police the Patrol provided additional patrols outside of our normal patrol area, assisting the Police during "boy racer" event centred around Levin. This was only "eyes and ears" of potential vehicles that may have been attending the event.</p>

Schedule 1

Name of service, programme or initiative	Himatangi Beach Community Patrol
Funding Amount	\$3,500 per annum
Term of contract	3 years
Direct Client/s	Volunteers who provide patrol services Himatangi Beach users and community members Police
Funded Activities and Goals	<ul style="list-style-type: none"> ● Patrol services for Himatangi Beach and community ● Individuals who use the beach

		QUANTITY OUTPUTS	QUALITY OUTPUTS	SKILLS & KNOWLEDGE	ATTITUDE & OPINION	BEHAVIOUR CHANGE	CIRC. CHANGE	POPULATION OUTCOMES
Service component	Direct Clients	How much	How well	Better Off				
Himatangi Beach Patrol Service	Volunteers who provide active patrol support for Himatangi Beach and community	Total # volunteers engaged in patrol activities	% volunteers who are trained in community patrol					

			% volunteers who report they are highly satisfied/satisfied with the content and delivery of the training					
		Total # hours on patrol						
Community Perception	Individuals who are community members and/or beach users				#/% clients ¹ who strongly agree/agree they feel safer at the beach as a result of the Himatangi Beach Community Patrol presence			Tinana – We prepare for tomorrow today.
	Police	Total # incidents ² reported to Police						

Notes: 1 Outcome measure linked to community perceptions of safety as a result of Patrol presence.

¹ Clients = individuals who are community members and/or beach users.

² Incidents to be defined and or re-worded. This relates to any water, fire, or people safety incidents that require advice, intervention and/or additional support.

Performance Report

Himatangi Beach Community Trust
For the year ended 30 June 2025

Prepared by ONLA

Contents

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Chair's Annual Report

Himatangi Beach Community Trust For the year ended 30 June 2025

Kia ora koutou, bula vinaka and welcome to the 2025 Himatangi Beach Community Trust AGM. As Chair for the past 12 months, it is my pleasure to present the 2025 Chair's Report.

Introduction

Firstly, I would like to acknowledge the work of the Officers of the Trust—our Secretary Alice and our Treasurer Bobbie. They have both been a tremendous support to me in my second year as Chair, and their contributions to the Trust have been invaluable. Following the resignations of Trustees Murray Hastie and John Maher during the year, I would also like to thank Sue, Marie, and Jax for their continued dedication to sustaining the activities of the Trust and supporting the Himatangi Beach community in alignment with our Trust Deed.

Community Hall

Special thanks to Trustee Sue Graham, who continues to do an outstanding job managing hall enquiries and ensuring everything is in place for users. The hall remains the largest area of expenditure for the Trust, with water rates and insurance costs covered through hall usage and community events. Earthquake strengthening work is scheduled for completion by the end of 2025, and a potential project for 2026 is the upgrade of the toilets. We purchased six new tables this year—thank you again to Sue for organising this. A special mention goes to the local crafts group, whose themed decorations for events greatly enhance the atmosphere and contribute to the success of our hall functions.

Community Nurse

Unfortunately, Te Waiora has been unable to replace our nurse since November 2024, which remains a concern. While services are available through their clinic in Foxton, we continue to advocate for the restoration of a local service for our community with them.

Community Events

Since the last AGM, in collaboration with the HB Community Committee, we have continued to host regular community events catering to diverse audiences and supporting our operating costs. These events include the Market Day, Picnic in the Park, Op Shop Ball, Cake Bake Off, Arts Trail, and Christmas Parade. Thank you to all the organisers and volunteers of these events—your efforts are deeply appreciated and reflect the strength of our community spirit.

Transport Options

A sub-committee was formed late in 2024 to explore the feasibility of a transport service for Himatangi Beach. A resident survey indicated interest, particularly for medical travel to and from Palmerston North. In consideration of all the information received, the Trust concluded that a stand-alone transport service would not be viable at this point of time, particularly as the current need is being met by the Foxton Beach Health Shuttle. We have since been approached by a group of local citizens interested in developing a health transport service for Himatangi Beach. As with other initiatives, the Trust will support this group if their business case is sound and the service of benefit to the community.

Safety Camera Network

In August, our Trust hosted the Horowhenua Community Camera Trust (HCCT) AGM at our hall. Together with the NZ Police and HB Community Patrol, the HCCT signed a Memorandum of Understanding (MOU) to formalise their strong ongoing relationships and shared commitment to community safety through CCTV. Footage from our camera network continues to assist Police in identifying criminal activity, and they have expressed appreciation for the quality of our system.

We gratefully acknowledge our camera network sponsors: NZ Lottery Grants Board, Eastern and Central Community Trust, Central Energy Trust, and InspireNet. Thanks also to our local camera hosts: HB Top 10 Holiday Park, HB Bowling Club, HB Cosmopolitan Club, the Barker Family Trust, and the PN Surf Life Saving Club. Without their generosity, our Safety Camera Project would not be as effective as it is today.

A heartfelt thank you to the HB Community Patrol for their outstanding work, including managing the safety camera network. We are fortunate to have such a dedicated and well-organised group supporting our community—thank you team!

Future Direction

As we look ahead, it may be time to review the role of the Trust and how it would be best utilised to shape the future direction of our community. Are we ready to explore a legacy model that creates a fund for future large-scale community projects? This is a strategic consideration for all community members and incoming Trustees, so I am including this to my 2025 report as food-for-thought.

Special Thanks

To our small but mighty team of Trustees—thank you for your continued dedication and for the many subtle, yet impactful contributions you all make. I also wish to thank our accounting partner ONLA and acknowledge the excellent service they provide to our Trust. Last, but certainly not least, thanks to everyone who helped organise, support and sponsor our events this year—your dedicated involvement has enabled us to deliver a diverse and high-quality calendar of community activities. Together, we make Himatangi Beach a happy, healthy place to live—truly the jewel of the Manawatū!



Nigel Barker

Chair - Himatangi Beach Community Trust

Compilation Report

Himatangi Beach Community Trust For the year ended 30 June 2025

Compilation Report to the Directors of Himatangi Beach Community Trust.

Scope

On the basis of information provided and in accordance with Service Engagement Standard 2 Compilation of Financial Information, we have compiled the financial statements of Himatangi Beach Community Trust for the year ended 30 June 2025.

These statements have been prepared in accordance with the accounting policies described in the Notes to these financial statements.

Responsibilities

The Trust is solely responsible for the information contained in this financial report and have determined that the accounting policies used are appropriate to meet your needs and for the purpose that the financial statements were prepared.

The financial statements were prepared exclusively for your benefit. We do not accept responsibility to any other person for the contents of the financial statements.

Review Engagement Undertaken

Bobbie O'Fee confirms that these accounts have been reviewed and represent an accurate records against the documents supplied. The accounts have not been audited, but have been reviewed for reasonableness.

Independence

We are not independent to the trust, as a shareholder of our company is also a Trustee of the Trust.

Disclaimer

We have compiled these financial statements based on information provided which has not been subject to an audit engagement. Accordingly, we do not accept any responsibility for the reliability, accuracy or completeness of the compiled financial information contained in the financial statements. Nor do we accept any liability of any kind whatsoever, including liability by reason of negligence, to any person for losses incurred as a result of placing reliance on this financial report.

ONLA

12 Victoria Avenue
Palmerston North

Dated: 3 October 2024

Entity Information

Himatangi Beach Community Trust For the year ended 30 June 2025

Legal Name of Entity

Himatangi Beach Community Trust

Entity Type and Legal Basis

Registered Charity and Incorporated Society

Registration Number

CC30785

Entity's Purpose or Mission

The aims of the trust are:

- a. to support community development as determined by the Trust, within Himatangi Beach and surrounding areas,
- b. to manage the Himatangi Beach Community Hall at 6 Koputara Road, on behalf of and in liaison with the Manawatu District Council,
- c. to manage all assets of the Trust, and
- d. to provide financial stewardship on behalf of the community (as determined on a case-by-case basis by the Trust).
- e. to promote and encourage a high level of community involvement.

Entity Structure

The Trust consists of Trustees and the Community of Himatangi Beach as members.

- a) The Trust Board shall consist of 6 trustees and no more than 10 trustees, of which there is a Chair, Secretary and Treasurer.
- b) Trustees are appointed by the community at a public meeting, or such other form of publicised election format having been duly nominated.
 - i. a community member is deemed to be resident or ratepayer at Himatangi Beach
 - ii. each trustee shall serve a term of two years, but may stand for re-election.
 - iii. no trustee shall serve more than three consecutive terms as a trustee
 - iv. should no other community representative be available for election, then the retiring trustee may be re-elected by the community.

Main Sources of Entity's Cash and Resources

The Trust acquires funds by way of donations, deposit or otherwise. It may seek and secure from any Trust or Association/Organisation, and from any interested individual, financial support for carrying out of the aims of the Trust. This includes grants or loans from Local Government.

Main Methods Used by Entity to Raise Funds

The Trusts income sources are mainly from;

- a) a local monthly newspaper,
- b) hall hirage,
- c) local events (eg. dances etc),
- d) donations,
- e) grants for specific events and/or infrastructure.

The proceeds are used to create events for the Community and where other community organisations can raise funds. The proceeds are also used to improve or create assets within Himatangi Beach.

Entity's Reliance on Volunteers and Donated Goods or Services

The Trust relies almost entirely upon volunteers to carry out the activities of the Trust. The exceptions are when work requires qualified trades people. Trustees volunteer their time to attend meetings, organise and create events.

Physical Address

Himatangi Beach

Postal Address

PO Box 1007, Palmerston North

Approval of Financial Report

Himatangi Beach Community Trust For the year ended 30 June 2025

The Trust is pleased to present the approved financial report including the historical financial statements of Himatangi Beach Community Trust for year ended 30 June 2024.

APPROVED



Chair

Date 21 September 2025



Secretary

Date 19/01/2026

Statement of Service Performance

Himatangi Beach Community Trust For the year ended 30 June 2025

Description of Entity's Outcomes

We have promoted, encouraged, and developed Community involvement, activities and growth.

	2025	2024
Hall Rentals		
Hall Rentals (rentals)	11	7
Hall let for no charge to Community Groups		
MDC & HBCC meetings	12	13
Library	103	104
Nurses Clinic	32	60
HB Community Trust (meetings held)	7	6
HB Community Patrol (meetings held)	-	-
Karate Club (amount of times hall was used)	75	80
HB Halloween Party (amount of times hall was used)	-	-
Oroua Downs School (amount of times hall was used)	2	2
Other		
Arts Trail	1	1
Market Day	1	1
HB Garden Party (people attended)	1	-
Funeral (amount of time hall used)	-	2
Community Great Bake Off (amount of times Hall used)	1	1
Gym Club/ Dance Class /Treasure Hunt	-	2
Indoor Mart/ Arts Trail /	-	2
Held each alternating year.		
Bi annual Volunteers Dinner	-	85
Opshop Ball	80	90

Additional Information

No concerts were sought during this year and Some Trust events are held each two years.

HB Community Patrol held their meetings via Zoom or in the home of the Chair.

The Nurses Clinic was put on hold at the end of November 24 due to staffing shortages.

The Trustees spend in excess of 200 volunteer hours each year administering the Trust, running events or maintaining the Hall.

Statement of Financial Performance

Himatangi Beach Community Trust For the year ended 30 June 2025

	NOTES	2025	2024
Revenue			
Donations, koha, bequests and other general fundraising activities	1	7,175	7,017
General grants (Manawatu District Council and Central Energy Trust)		7,852	24,851
Revenue from commercial activities	1	3,000	1,306
Other revenue	1	-	2,187
Total Revenue		18,027	35,361
Expenses			
Costs related to commercial activities	2	14,125	13,308
Other expenses	2	15,039	18,377
Total Expenses		29,164	31,684
Surplus/(Deficit) for the Year		(11,137)	3,677

This statement has been prepared without conducting an audit or review engagement, and should be read in conjunction with the attached Compilation Report.

Statement of Financial Position

Himatangi Beach Community Trust As at 30 June 2025

	NOTES	30 JUN 2025	30 JUN 2024
Assets			
Current Assets			
Cash and short term deposits	3	13,787	8,146
Debtors and prepayments	3	1,300	2,220
Other Current Assets	3	392	432
Total Current Assets		15,479	10,798
Non-Current Assets			
Property, Plant and Equipment		173,441	188,479
Total Non-Current Assets		173,441	188,479
Total Assets		188,919	199,278
Liabilities			
Current Liabilities			
Creditors and accrued expenses	4	478	-
Other current liabilities	4	300	-
Total Current Liabilities		778	-
Total Liabilities		778	-
Total Assets less Total Liabilities (Net Assets)		188,141	199,278
Accumulated Funds			
Accumulated surpluses or (deficits)		188,141	199,278
Total Accumulated Funds		188,141	199,278

This statement has been prepared without conducting an audit or review engagement, and should be read in conjunction with the attached Compilation Report.

Statement of Cash Flows

Himatangi Beach Community Trust For the year ended 30 June 2025

	2025	2024
Cash Flows from Operating Activities		
Donations, kpha, bequest and other general fundraising activities	7,175	7,017
General grants	7,852	24,851
Gross sales from commercial activities	3,000	1,306
Other cash received	-	2,187
GST	41	(210)
Payments related to commercial activities	(14,125)	(13,308)
Total Cash Flows from Operating Activities	3,942	21,844
Cash Flows from Other Activities		
Sale of property, plant and equipment	-	1,136
Payments to acquire property, plant and equipment	-	(20,061)
Cash Flows from Other Investing and Financing Activities	1,698	(22,571)
Total Cash Flows from Other Activities	1,698	(41,496)
Net Increase/ (Decrease) in Cash	5,641	(19,653)
Cash Balances		
Cash and cash equivalents at beginning of period	8,146	27,799
Cash and cash equivalents at end of period	13,787	8,146
Net change in cash for period	5,641	(19,653)

This statement has been prepared without conducting an audit or review engagement, and should be read in conjunction with the attached Compilation Report.

Statement of Accounting Policies

Himatangi Beach Community Trust For the year ended 30 June 2025

Basis of Preparation

This performance report is prepared in accordance with the XRB's Tier 3 (NFP) Standard. The entity is eligible to apply these requirements as it does not have public accountability and has total annual expenses of less than \$5,000,000. All transactions in the performance report are reported using the accrual basis of accounting. This performance report is prepared under the assumption that the entity will continue to operate for the foreseeable future.

Goods and Services Tax (GST)

The entity is registered for GST. All amounts are stated exclusive of goods and services tax (GST) except for accounts payable and accounts receivable which are stated inclusive of GST.

Income Tax

Himatangi Beach Community Trust is wholly exempt from New Zealand income tax having fully complied with all statutory conditions for these exemptions.

Bank Accounts and Cash

Bank accounts and cash in the Statement of Cash Flows comprise cash balances and bank balances (including short term deposits) with original maturities of 90 days or less.

Changes in Accounting Policies

There have been no changes in accounting policies. Policies have been applied on a consistent basis with those of the previous reporting period.

Fundraising and Grants

Grants received are included in operating revenue. If particular conditions are attached to a grant that would require it to be repaid if these conditions are not met, then the grant is recorded as a liability until the conditions are satisfied.

Donations

Donations received are included in operating revenue. If particular conditions are attached to a donation that would require it to be repaid if these conditions are not met, then the donation is recorded as a liability until the conditions are satisfied.

Donated goods or services are not recognised.

Interest Income

Interest income is recognised in the statement of financial performance as it is accrued.

Property, Plant and Equipment

Property, Plant and Equipment are stated at cost less accumulated depreciation and impairment losses. Where an item of property, plant and equipment is disposed of the gain or loss recognised in the statement of financial performance is calculated as the difference between the sale price and the carrying amount of the asset.

The following asset types have been depreciated at the following rates;

Buildings 0%

Himatangi Beach Hall & Health Clinic 0-40% DV

Motor Vehicles 30% DV

Plant and Equipment 13-67% DV

Receivables

Receivables are stated at their estimated realisable value. Bad debts are written off in the year in which they are identified.

Provisions

Provisions are recognised when the entity has a present obligation (legal or constructive) as a result of a past event and it is probable that an outflow of resources embodying economic benefits will be required to settle the obligation and a reliable estimate can be made of the amount of the obligation.

Payables

Payables are recorded at the amount owing when the transaction occurs that creates the payment obligation.

Notes to the Performance Report

Himatangi Beach Community Trust For the year ended 30 June 2025

	2025	2024
1. Analysis of Revenue		
General grants		
Manawatu District Council -Community Patrol - Operating Costs	3,500	3,500
Covid 19 Community Social Gathering	1,227	-
Social Gathering - MDC	-	1,000
Safety Cameras Grants	3,125	20,351
Total General grants	7,852	24,851
Donations, koha, bequests and other general fundraising activities		
Safety Camera Project	-	-
Community Patrol	1,450	770
Medical Centre	601	1,181
Other	3,700	3,050
Fundraising	1,424	2,016
Total Donations, koha, bequests and other general fundraising activities	7,175	7,017
Revenue from commercial activities		
Arts Trail	333	-
Market Day Stalls	617	374
Rent Received - Hall Hire	2,050	932
Total Revenue from commercial activities	3,000	1,306
Other revenue		
Sponsorship	-	2,187
Total Other revenue	-	2,187
	2025	2024

2. Analysis of Expenses

Costs related to commercial activities		
Accounting Fees/ Bookkeeping	1,800	-
Accountancy Fees / Annual Reports	1,250	1,250
Advertising -	304	-
Bank Charges	108	158
Catering & Event Expenses	694	3,747
Cleaning & Rubbish	293	136
Community Patrol	4,686	4,573
Community Bus Project	60	-
General Expenses	161	-
Insurance	901	1,179
Rates - Water	1,414	875
Repairs & Maintenance	2,048	938
Subscriptions	344	452

	2025	2024
Telephone, Tolls & Internet	61	-
Total Costs related to commercial activities	14,125	13,308
Other expenses		
Depreciation	15,039	18,377
Total Other expenses	15,039	18,377
	2025	2024

3. Analysis of Assets

Cash and short term deposits		
BNZ Community Patrol	3,069	2,902
BNZ General	4,580	2,562
BNZ Tennis Court \$927 Safety Cameras \$5,211	6,138	2,682
Total Cash and short term deposits	13,787	8,146
Debtors and prepayments		
Accounts Receivable	-	220
Sundry Debtors	1,300	2,000
Total Debtors and prepayments	1,300	2,220
Other current assets		
GST	392	432
Total Other current assets	392	432
	2025	2024

4. Analysis of Liabilities

Creditors and accrued expenses		
Sundry Creditors	478	-
Total Creditors and accrued expenses	478	-
Other current liabilities		
Deposits Paid	300	-
Total Other current liabilities	300	-

5. Property, Plant and Equipment

2024

Asset Class \$	Opening Carrying Amount \$	Purchases \$	Sales/Disposals \$	Current Year Depreciation and Impairment \$	Closing Carrying Amount \$
Himatangi Beach Hall & Health Clinic	138,278	-	-	5,363	132,925
Buildings	23,293	-	-	-	23,293

Motor Vehicles	-	-	-	-	-
Plant & Equipment	26,908	-	-	9,675	17,233
Total	188,479	-	-	15,038.51	173,441

2024

Asset Class	Opening Carrying Amount	Purchases	Sales/Disposals	Current Year Depreciation and Impairment	Closing Carrying Amount
\$	\$	\$	\$	\$	\$
Himatangi Beach Hall & Health Clinic	143,963	-	-	5,685	138,278
Buildings	23,293	-	-	-	23,293
Motor Vehicles	-	-	-	-	-
Plant & Equipment	20,675	18,925	-	12,691	26,908
Total	187,931	18,925	-	18,377	188,479

6. Accumulated Funds

Description	Current Year		Total
	Accumulated Surpluses or Deficits		
Opening balance	199,278		199,278
Surplus/(Deficit)	(11,137)		(11,137)
Closing balance	188,141		188,141
Description	Last Year		Total
	Accumulated Surpluses or Deficits		
Opening balance	195,601		195,601
Surplus/(Deficit)	3,677		3,677
Closing balance	199,278		199,278

7. Commitments and Contingencies

Commitment	Explanation and Timing	Current year \$
Commitments to lease or rent assets	The trust leases land for the community patrol shed from Manawatu District Council at a yearly lease of \$115 (GST Inc) until further notice	115

There are no contingent liabilities or guarantees as at 30 June 2025 (Last year - nil).

8. Related Parties

Description of related party relationship	Description of the Transactions (whether in cash or amount in kind)	Value of Transaction
		Current Year \$
B O'Fee (a trustee) is the director of O'Fee Next Level Accounting	Accounting services provided	1,250

9. Ability to Continue Operating

The entity will continue to operate for the foreseeable future.

Council

Meeting of 04 March 2026

Business Unit: People and Corporate

Date Created: 20 February 2026

Delegations Manual – Amendments and Re-adoption

Purpose Te Aronga o te Pūrongo

To seek adoption of the Delegations Manual by the Council, and to make several updates to delegations given to officers.

Recommendations Ngā Tūtohinga

That the Council:

1. Adopt the Delegations Manual (version 110) as attached to this report and reaffirm the delegations contained within it.

AND

2. Approve the below updates to Section 10.1 (Delegations from Council) of the Delegations Manual:
 - a. Replace the delegation to the Community Development Assessment Panel with delegation to the Finance and Performance Committee, noting that the Committee will receive and consider for approval all priority service contracts and grant applications of \$20,001 and over.
 - b. Insert reference to the Executive Leadership Team collectively having the delegation to consider and approve grants between \$5,001 and \$20,000.
 - c. Remove specific reference to the Robert Dickson Education Trust and Hook Request, with consideration and approval of any relevant grants defaulting to the delegations otherwise set out in the Delegations Manual and in accordance with the Community Development Policy and Grants Policy.
 - d. Replace references to the Community Connector with references to the Grants Connector and specify that the Grants Connector has delegation of up to \$1,000 to approve grants applications in accordance with the Community Development Policy and Grants Policy.

- e. Insert reference to the upcoming Grants Policy to ensure that future criteria included in that Policy are reflected within the Delegations Manual.
3. Approve the below additions to Section 10.3 (Enter into Contracts) of the Delegations Manual:
 - a. The Chief Executive is delegated authority to enter into, execute, and sign contracts on behalf of the Council where:
 - The Council has approved the relevant expenditure through the Long Term Plan, Annual Plan, or a specific Council resolution; or
 - The expenditure associated with the contract falls within the Chief Executive's delegated financial authority under this Manual.

This delegation authorises the Chief Executive to execute all documents necessary to give effect to such contracts on behalf of the Council.

- b. The Chief Executive sub-delegates authority to General Managers to enter into and execute contracts on behalf of the Council where:
 - The Council or the Chief Executive has approved the associated expenditure; or
 - The value of the contract falls within the relevant delegated financial limits specified in this Manual.

In exercising this authority, General Managers must ensure that the contract aligns with approved budgets, procurement requirements, and any applicable Council policies or resolutions.

4. Approve the below addition to Section 1.5 (Financial delegation principles) of the Delegations Manual:
 - a. Approval to incur expenditure under financial delegations does not, by itself, constitute authority to enter into or execute a contract. Contracts must be entered into by a person holding the appropriate contractual signing authority under this Manual.

Report prepared by:
Ash Garstang
Governance and Assurance Manager

Approved for submission by:
Frances Smorti
General Manager - People and Corporate

1 Background Ngā Kōrero o Muri

- 1.1 The Delegations Manual sets out the delegations from Council to committees and officers, providing clarity around decision-making authority and accountability across the organisation.
- 1.2 The Manual is periodically reviewed to ensure it remains current, aligned with Council policy, and reflective of operational practice. As part of this review, several amendments are proposed to clarify delegations relating to grants and contracts, and to ensure alignment with the forthcoming Grants Policy.
- 1.3 In addition, a clarification is proposed in Section 10.3 to explicitly distinguish between approval to incur expenditure and authority to execute contracts. This change has arisen out of a recommendation from the recently completed Procurement Audit.

2 Strategic Fit Te Tautika ki te Rautaki

- 2.1 The proposed amendments support the strategic priority of **Value for money and excellence in local government** by strengthening governance clarity, reinforcing accountability, and ensuring delegations are clearly documented and consistently applied.

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

- 3.1 The proposed amendments fall into two broad categories:
 - a) Updates to grant-related delegations in Section 10.1, and
 - b) Clarification of contract execution authority in Section 10.3.

Amendments to Section 10.1 – Delegations from Council

- 3.2 The amendments update delegations to ensure consistency with current governance arrangements and policy settings. These include:
 - Replacing the delegation to the Community Development Assessment Panel with delegation to the Finance and Performance Committee, aligning grant and priority service contract oversight with the Committee’s broader financial and performance responsibilities.
 - Removing specific reference to the Robert Dickson Education Trust and Hook Request, with those matters defaulting to the general grant delegations set out in the Manual and relevant policies.
 - Specifying the delegated limits for approving grant funding, for the Executive Leadership Team (\$5,001 - \$20,000) and Grants Connector (up to \$1,000).
 - Updating terminology from “Community Connector” to “Grants Connector” to reflect current roles.
 - Inserting reference to the forthcoming Grants Policy to ensure future criteria are appropriately recognised within the delegations framework.

- 3.3 These changes improve clarity and ensure alignment between Council policy, committee oversight, and officer delegations.

Amendments to Section 10.3 – Enter into Contracts and Section 1.5 – Financial delegation principles

- 3.4 Additional clauses are proposed to clarify that approval to incur expenditure under financial delegation thresholds does not, of itself, confer authority to execute or sign a contract.
- 3.5 These amendments respond to a recent audit observation and strengthens governance by clearly distinguishing between financial approval and contract execution authority. It ensures consistency in contract signing practices and reduces ambiguity around accountability for high-value engagements.

4 Risk Assessment Te Arotake Tūraru

- 4.1 Re-adopting the Delegations Manual each triennium reduces the risk of misinterpretation or unintended misuse of delegations by officers or committees. It provides legal and governance clarity regarding the authorities delegated by the current Council to the Chief Executive, staff, committees, and other bodies, and ensures that those delegations remain current and clearly documented.

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 As this report relates to internal governance documentation, 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 There are no financial implications with this report.

8 Statutory Requirements Ngā Here ā-Ture

- 8.1 Under Schedule 7 of the Local Government Act 2002, Council may delegate its responsibilities, duties, and powers to committees or officers (subject to statutory limitations). Adoption and amendment of the Delegations Manual falls within this authority.

9 Next Steps Te Kokenga

- 9.1 The Delegations Manual will be updated accordingly.

10 Attachments Ngā Āpitihanga

- Delegations Manual (version 110)



Delegations Manual

Last Updated:	09 March 2026
Version #:	110

*This format of the Delegations Manual was established 05 May 2023.
Readopted by Council 21 March 2024.*

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Introduction

This Manual sets out the delegations made by Manawatu District Council (Council) to ensure that authority and responsibility exists at the appropriate level for the efficient and effective conduct of Council business.

This Manual aims to clearly define the parameters under which the Chief Executive, Council Committees, staff and others are able to act in carrying out responsibilities, duties or powers of Council. In doing so, Council has adopted the principle of delegating decision making to the lowest competent level.

Structure of Manual

The Manual is structured into the following parts:

- **General Principles of Delegation** - sets out the general principles that apply to all delegations made pursuant to this Manual.
- **Governance Delegations** – sets out delegations of powers made by Council to Committees, Sub-Committees and other sub-ordinate decision making bodies to ensure the efficient and effective provision of Council’s governance responsibilities.
- **Statutory Delegations** – contains delegations by Council to the Chief Executive and any sub delegation to officers; as well as delegations by Council to officers under specific legislation and, in particular, under the Resource Management Act 1991 and Local Government (Rating) Act 2002.
- **Financial Delegations** – sets out the financial powers and responsibilities to facilitate the effective and efficient management of the business of the Council. This section includes any limits on financial delegations to Council committees, the Chief Executive and Council officers.
- **Management Delegations** – sets out the delegations of powers and responsibilities relating to the management of Council administration (other than direct financial management) from the Chief Executive to Council officers.
- **Contractor Delegations** – sets out the delegations of powers and functions required by contractors to carry out their contracted services.
- **Warrants** – sets out the warrants of powers issued to individual officers of Council and employees of contractors.

General Principles of Delegation

1.1 General principles

- a. Within this Manual, delegation means the assignment of a responsibility, power, function or duty from one party (the delegator) to another party (the delegate).
- b. Authority and responsibility are inseparable. Those with responsibility for a task or function should always have the authority to carry it out effectively. Delegations will not however remove from the body or person making the delegation the liability or legal responsibility for any decision or action.

1.2 Scope of delegation

- a. Pursuant to Schedule 7, Clause 32 of the Local Government Act 2002 (**LGA**), Council may, subject to any applicable limitations, delegate its powers, responsibilities and duties under empowering legislation, to enable Council to focus on its governance role.
- b. In some specific instances, the legislation empowers the Chief Executive directly who will have the primary power of delegation.
- c. Delegated powers, duties or obligations may include powers of sub-delegation (except for the power of delegation itself). In some circumstances, sub-delegation is prohibited.
- d. The following matters may not be delegated by the Council:
 - The powers expressly excluded by Clause 32(1), Part 1, Schedule 7 of the Local Government Act 2002, namely:
 - The power to make a rate;
 - The power to make a bylaw;
 - The power to borrow money, or purchase or dispose of assets, other than in accordance with the long-term plan;
 - The power to adopt a long-term plan, annual plan, or annual report;
 - The power to appoint a chief executive;
 - 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; or
 - The power to adopt a remuneration and employment policy.
 - Any matter not permitted to be delegated by any other Act (for example, the approval of a policy statement or plan under the Resource Management Act 1991 (RMA));
 - Any matter than can only be given effect to by a Council resolution.
 - The Council may have the power to delegate under enactments other than the LGA.
 - Specific restrictions also apply:
 - The powers and duties conferred or imposed on the Council by the Public Works Act 1981.
 - The Minister of Conservation has granted powers to manage reserves through an instrument of delegation under the Reserves Act 1977.
 - Powers to approve, adopt and set operative dates for changes and variations to resource management plans and policies under the RMA.

1.3 Governance delegation principles

- a. The Council may appoint the committees, sub-committees and other sub-ordinate decision making decision bodies it considers appropriate.
- b. The Council delegates to committees, sub-committees and all other sub-ordinate decision making bodies all the powers and functions contained in the relevant Terms of Reference, except those powers that cannot be delegated.
- c. Each of these subordinate governance bodies is bound to (the extent applicable) the requirements of the Local Government Official Information and Meetings Act 1987 and Council's Standing Orders for, among other things, the provision of agendas in advance of meetings, the conduct of their meetings and the keeping of accurate minutes of the proceedings of meetings.
- d. A committee, other sub-ordinate decision-making body or Community Board may delegate powers or functions as specified in schedule 7, clause 32(3) of the LGA. It may also delegate to any other local authority, organisation or person the enforcement, inspection, licensing and administration relating to the Council's bylaws and other regulatory matters. Subcommittees may not delegate powers and functions granted to them.
- e. Working parties have no power to act or decide. They have an investigative, advisory and fact finding role within the terms of reference determined by the Council, standing committee or sub-committee establishing the working party. Working parties will have the power to make recommendations only on site specific matters and to the extent allowed under the working parties' terms of reference.

1.4 Statutory delegation principles

- a. All powers, duties and responsibilities reside with the Council unless the legislation specifically prescribes delegations of powers to the Chief Executive as Principal Administrative Officer.
- b. The Council may delegate to a member or officer of the Council any of its responsibilities, duties or powers other than those referred to in clause 1.2(d).
- c. In some circumstances sub-delegation will be appropriate. It will not be appropriate where it involves the power to delegate; a power delegated to an officer that is subject to a prohibition on delegation, and any power under an enactment where the enactment expressly prohibits the delegation of the power.
- d. Where the statutory power is optional (not required) Council will determine whether and how it wishes to exercise the power. Any officer to whom any responsibilities, duties or powers are delegated may exercise them in the same way and with the same effect as the delegating officer could have done.

1.5 Financial delegation principles

- a. The delegation of financial powers enables the works and service objectives of the Council as set out in the Long Term Plan (LTP) and Annual Plan to be achieved. Council is of the view that achieving the proposed outcomes is the objective, not spending the budget.
- b. Financial management is a shared responsibility between Council, Standing Committees, the Chief Executive, General Managers and the Chief Financial Officer. This principle is reflected through this Manual.

1.6 Management delegation principles

- a. The management of the Council is the responsibility of the Chief Executive. The Chief Executive employs staff and leads those staff and service delivery agencies towards the achievement of any statutory responsibilities and requirements, as well as any other responsibilities that the Council may establish for itself from time to time.
- b. The Chief Executive is responsible to the Council for the matters set out in section 42 of the LGA.
- c. Whilst the management of the Council assets and resources is the Chief Executive's responsibility, he or she will delegate some management responsibilities to Council managers. The Chief Executive retains the prerogative at all times over the delegation of management functions. In making these delegations, the Chief Executive will be guided by the following principles and procedures:
 - Managers and staff will be delegated the authority and accountability to be able to effectively complete their performance objectives. Clear links will be established between agreed performance targets and the delegations necessary to reach them;
 - Whilst delegations are made to individual positions it is expected that when significant or sensitive decisions are being made under delegated authority managers will collaborate in the decision making process to ensure the best outcome for the Council;
 - Significant and sensitive decisions made by managers under delegated authority will be reported to the General Managers. The General Managers are then responsible for informing the Chief Executive. This reporting requirement will also ensure that delegations are not being exceeded;
 - Whilst the management of Council staff is the sole responsibility of the Chief Executive, he or she may choose to delegate some of the functions of appointment, remuneration, performance review and termination of staff to managers; and
 - For the purpose of the Delegations Manual the Chief Financial Officer assumes all the delegations assigned to General Managers.

1.7 Contractor delegation principles

- a. Contractors are appointed to deliver a range of regulatory and voluntary services. This category of delegation is designed to provide sufficient authority for the contractor to deliver the services they are contracted to deliver against the contracts specifications.
- b. Notwithstanding that Council has determined to contract out the delivery of certain services, the responsibility for the provision and management of all contracted services remains with the Chief Executive.
- c. The Chief Executive will delegate some responsibilities for the management, monitoring and reporting on contractors' performance to Council managers. The Chief Executive retains the prerogative at all time over the delegation of contractor functions.
- d. Where the Chief Executive delegates powers, duties or responsibilities to a service delivery contractor, the delegation is made to the organisation that is contracted to the Council and to the CEO of that organisation. This means that both the contracted organisation and the individual responsible for that organisation are jointly and severally responsible for the obligations and performance of the obligation.
- e. In making these delegations, the Chief Executive will be guided by the following principles and procedures:
 - Contractors will be delegated the authority and accountability to be able to complete their contract service deliverables effectively. Clear links will be established between agreed performance targets and the delegations necessary to reach them;
 - Whilst delegations are made to specific contractors it is expected that when significant decisions are being made under delegated authority that contractors will collaborate with Council management in the decision making process to ensure the best outcome for the Council; and
 - As the contract specification evolves through development and Council requirements, changes will be made to contractor delegations to ensure they remain current and complete.

1.8 Characteristics of delegation

- a. The delegator does not lose the function, duty or power by delegation and may exercise this concurrently with the delegate.
- b. It is implicit in a delegation that it may be revoked at any time without notice prior to the delegate having made a decision. The delegator retains the ability in these circumstances to exercise the responsibility, power or duty that has been delegated.
- c. The delegate is acting in his or her own name on behalf of the Council when exercising delegated authority.
- d. When making a delegation, the delegator must give consideration to the nature of the decisions to be made, or powers or duties to be undertaken under the delegation. Delegations should distinguish between those necessary to facilitate ordinary operations and matters that are extraordinary or carry high risk.
- e. Where there is ambiguity between the wording of a legislative function and any delegation, the wording of the legislation will prevail.
- f. A delegation made under subsequently repealed legislation will continue, with or without modification, under any replacement or corresponding legislation.

Procedures

2.1 Delegations to be in writing and recorded

- a. Every delegation made will be in writing and will define with reasonable precision:
 - The nature of the delegation;
 - To whom the delegation is made;
 - The terms of the delegation; and
 - Any condition, directions, limitations or prohibitions relating to the exercise of the delegation (including any financial limits in relation to a power to contract)
- b. Every delegation made by Council must be made by resolution.
- c. Every delegation made by the Chief Executive will be recorded within this Manual.
- d. The Chief Executive will determine the delegations which he/she wishes to make and will advise the General Manager – People and Corporate of these for inclusion in this Manual.

2.2 Term of delegation

- a. Unless any delegation is stated to be for a defined term, it will continue until revoked by the delegator or the Council or withdrawn by operation of law.

2.3 Delegation to office

- a. Unless stated otherwise every delegation is to a committee, sub-committee, or subordinate decision-making body or office and will be unaffected by changes in the membership of a committee or the holder of an office.
- b. If not specified in the Manual, delegations to an officer holding a named position may be exercised by all officers in a direct line of authority above that officer. An exception will be specific delegations made to individual members and to hearings commissioners under sections 34 and 34A of the RMA or any other legislation which requires direct delegation from Council to a named position.
- c. Where an officer is in a position in an acting capacity the officer may exercise the delegations to that position. However, an officer should state that he or she is exercising the delegation in an acting capacity.

2.4 Extent of delegation

- a. Subject to any specified limitation, term or condition applied by the delegator or by law, delegates may exercise the power delegated in the same manner and to the same effect as the delegator.
- b. Any delegated authority must be exercised in accordance with all relevant Council policies and conditions.
- c. In accordance with section 39(c) of the LGA the Council must ensure that responsibility and processes for decision-making in relation to regulatory responsibilities is separated from those of non-regulatory responsibilities. The management structure of Council reflects this separation.
- d. Further, in reaching a decision whether under delegated authority or otherwise, every person must act in accordance with the requirements of the LGA, as set out in Part 6 of the Act relating to planning, decision-making and accountability.

2.5 Reporting decisions

- a. Every delegate will keep the delegator informed of decisions made, in particular where:
 - That is a condition of the particular delegation;
 - The decision is one of which the delegator for any reason should be aware;
 - The matter determined is one which the delegator or the Council has in any way whatsoever indicated that a decision of that kind should be reported in any way; and
 - Any Act requires reporting in a particular manner or at a particular time.
- b. In particular, managers and staff to whom statutory powers have been delegated will be required to report regularly to the General Managers on their performance in exercising those powers. The General Managers are then responsible for informing the Chief Executive. The Chief Executive will determine the nature and timing of reporting.
- c. Committees and sub-committees are further required to comply with the Council's standing orders regarding reasonable reporting of their proceedings.

2.6 Variation of decision

- a. A local authority may not rescind or amend a decision made by a committee under a delegation authorising the making of decision (schedule 7, clause 30 of the LGA).
- b. The Council and any delegator may, however, review, reverse or vary any decision of a delegate at any time up until any formal decision is made or power is exercised under the delegation.
- c. A decision of a delegate will only be reversed or varied where:
 - It is contrary to a decision of the delegator of which the delegate was unaware;
 - It contains serious implications for the Council of which the delegate was unaware; or
 - There is other good cause to reverse or vary that decision.
- d. A reversal or variation of a decision is not of itself a revocation of a delegation under this Manual.

2.7 Appeals

- a. Any person affected by any decision of a delegate may appeal that decision:
 - In the case of a decision by an officer, to the Chief Executive in consultation with the appropriate General Manager; or
 - In the case of a decision made by the Chief Executive or General Manager, to the Council.
- b. Subject to Section 2.8, appeals cannot be made to Council about the decisions of committees and sub-committees made under delegated authority.
- c. In reviewing any decision on appeal under this section the Chief Executive or the Council will have regard to a number of factors, including but not limited to:
 - Any reasons given by the delegate in making a decision;
 - Any Council policy applying to the matter at issue;
 - The facts of the case;
 - The grounds for review of a decision contained in this part of the Manual; and
 - Any relevant matter.

2.8 Review of Hearings Committee decisions

- a. Any decision made by the Hearings Committee (as defined by its terms of reference and delegated authority set out at Section 4.6) may be revoked or altered by that Committee provided:
 - The decision has not been acted on and become binding;
 - There is no Court, Tribunal or similar statutory body to which an appeal or application for a review of the decision can or could have been made; and
 - There has been a request for a review of the decision and the Chairperson of the Committee has agreed that the request should be placed before the Committee for consideration.
- b. Any request for a review may only be initiated by any applicant or person affected by the decision or by the Chief Executive.
- c. In undertaking a review the Committee may decide the matter on papers or other information presented to the Committee or conduct a full or partial rehearing.
- d. In making any decision as per the above, the Chairperson and Committee, as applicable, shall have regard to the criteria set out in Section 2.7, relating to appeals.

2.9 Use of Council seal and authority to sign

- a. The Council has delegated the Mayor, Deputy Mayor, Chief Executive, and General Manager – People and Corporate, the authority to impress on any document the Common Seal of Council when it is required to be affixed by law or when it is prudent or in the interests of good government.
- b. The Chief Executive will be responsible for custody of the Council's seal. The seal will be attached only when:
 - The Council or a committee has authorised the transaction involved; or
 - The transaction involved has been authorised by an officer under delegated authority; or
 - The Mayor or Chief Executive have, pursuant to their delegated authority, approved the affixing of the common seal to any document.
- c. Subject to section 2.9(d), where the common seal is affixed to any document it shall be attested by:
 - The Mayor, or in her/his absence, the Deputy Mayor; and
 - The Chief Executive, or in his/her absence, the General Manager – People and Corporate.
- d. The exception to section 2.9(c) is where the common seal is being affixed to a warrant of appointment of enforcement or authorised officers, in which case the common seal may be attested only by the Chief Executive, or in his/her absence, the General Manager – People and Corporate.
- e. If the common seal is not required to be affixed, any document may be signed by the Chief Executive or any other officer with the appropriate delegated authority.
- f. The Chief Executive (or any other officer authorised by the Chief Executive) may sign any certificate relating to the existence of any state of affairs involving the Council.
- g. A list of documents to which the common seal is affixed shall be reported for information to the Mayor and Councillors from time to time.

2.10 Amendments to this manual

- a. This manual will be maintained by the Governance and Assurance Manager who will amend it where:
- The law requires that it be changed in a specified way;
 - A clause becomes redundant;
 - A decision of the Council requires a modification of an existing clause;
 - A typographical, grammatical or other minor amendment is necessary;
 - Council or the Chief Executive revokes, amends or delegates any delegation.

Governance Delegations

Introduction

- a. The purpose of delegation within this section is to enable committees, sub-committees and other sub-ordinate decision-making bodies of Council to carry out their roles consistent with their terms of reference.
- b. In accordance with Schedule 7, Clause 32 of the LGA, Council makes the following delegations of powers, duties and responsibilities set out in the sections that follow in this part of the Manual.
- c. Each standing committee, joint committee and sub-committee has only those powers specifically delegated to it. A statement in any committees' terms of reference does not, by itself, imply any delegated authority.
- d. A committee may, with the prior approval of Council, appoint and discharge sub-committees and working parties, and delegate some of its functions, duties or powers.

3.1 General delegations to Standing Committees

- a. To the extent required by law, the Council delegates to its respective committees all of the powers, functions and duties of the Council as set out under the name of each Committee in this Manual.
- b. Where appropriate, a committee may sub-delegate powers under Schedule 7, Clause 32(3) of the LGA.
- c. The Council has the responsibility for setting the Councils' strategic direction including the adoption of all Council policy and any changes to this, including (but not limited to):
 - Long Term Plan;
 - Annual Plan (including the determination of the funding priorities derived from that for rates setting and other funding purposes and consideration of recommendations from the Annual Plan Hearings Committee);
 - Annual Report;
 - Liability Management Policy including the power to borrow money, or purchase or dispose of assets other than in accordance with the LTP (Schedule 7, Clause 32(1)(c) LGA);
 - Funding Policy;
 - Investment Policy; and
 - Financial Strategy.
- d. Council committees shall not:
 - Exercise any power reserved to the full Council by operation of law such as (but not limited to) those powers set out in Schedule 7, Clause 32(1) LGA;
 - Authorise or otherwise commit the Council to any expenditure (either in the current year or subsequent years) exceeding that in the current LTP/Annual Plan without the prior authority of full Council;
 - Commit the Council to any binding decisions in any areas other than those delegated by the Council;
 - Authorise the disposal or sale of any real property;
 - Approve the District Plan or any change to the District Plan (although a Hearings Committee is not prevented from hearing and making decisions on the hearing of submissions or further submissions in the early stages);
 - Make any decision (excluding decisions under the RMA) which is inconsistent with any policy or strategy which has been or may be adopted by the Council;
 - Appoint or dismiss the Chief Executive;
 - Appoint or create any committees;
 - Appoint any sub-committee other than those implicit in these terms of reference;
 - Make appointments to anybody;
 - Make appointments to any outside body;
 - Make any proposal regarding remuneration of elected members;
 - Publicly advocate for activities under its control to the detriment of other Council responsibilities or priorities; or
 - Interfere in the activities of other committees acting within Council policy, these terms of reference, and the parameters of the District Plan.

3.2 Delegations to subcommittees

- a. There should be a limited need for sub-committees. Where they are established, these committees will meet on a regular basis to undertake the following:
 - Dispose of matters which have been delegated to them;
 - Investigate and report, with recommendations if appropriate, on matters referred from the delegator; and
 - Act as a forum for communication between elected representatives, officers, and interested parties.
- b. A sub-committee may exercise only such delegated authority as is granted to it from time to time by the Council or, with prior Council approval, the relevant committee.
- c. A sub-committee shall cease to exist on the date specified unless extended by Council resolution.
- d. All sub-committee meetings shall be conducted as required by the Local Government Official Information and Meetings Act 1987, and in accordance with Standing Orders.
- e. Unless stated otherwise in the terms of reference for a sub-committee it may not:
 - Authorise or otherwise commit the Council to any expenditure;
 - Commit the Council to any binding decisions;
 - Appoint any working parties; and
 - Make appointments to any other bodies.

3.3 Workshops

- a. The Council will hold workshops regularly throughout the year.
- b. Workshops are held to brief members and provide structured opportunities in an environment less structured than a formal meeting to develop ideas relevant to future decisions so that good government of the district is fostered. No decisions or resolutions are made at workshops, and as such the requirements of the Local Government Official Information Act 1987, and Council's standing orders, regarding public notification and access to agendas and minutes of these workshops do not apply.

3.4 Matters reserved for Council

- a. For the avoidance of doubt, Council reserves to itself (without limitation) the following specific issues:
- Chief Executive contract and remuneration;
 - Elected members remuneration;
 - Remuneration and employment policies;
 - Standing Orders;
 - Code of Conduct;
 - Representation review and elections;
 - Matters entered into at a Mayoral level;
 - Council's relationship with other bodies who may influence the planning of the District;
 - Approval of the District Plan and Plan Changes;
 - Determining the handling of appeals to decisions made under the RMA; and
 - Amendment of Development Contribution Schedule.

3.5 Call in of matters

- a. The Mayor may call in any item that falls within the jurisdiction of any committee or sub-committee to be considered by Council.

3.6 Quorum

- a. A quorum for a meeting of the Council is:
 - Half of the members physically present, where the number of members (including vacancies) is even; and
 - A majority of the members physically present, where the number of members (including vacancies) is odd.
- b. Any quorum must be maintained for the duration of the meeting.

3.7 Arrangements in a major event

a. In the event of an emergency or other major event occurring that prevents either:

- A quorum of the Council or Council Committee being achieved; or
- Compliance with any other legal requirement necessary to constitute a valid meeting of the local authority;

the Mayor or Deputy Mayor, or in their absence the Chief Executive, or in the absence of the Chief Executive, General Managers, are delegated all of the powers and functions of the local authority (other than those which under the law may not be delegated).

Such delegations are to remain in place until a valid meeting of the Council has been convened.

Committee Terms of Reference

4.1 District Licensing Committee

Terms of Reference

Subordinate to	Council
Subordinate Committees	-
Legislative basis	Committee delegated powers by Council in accordance with Clause 186, Sale and Supply of Alcohol Act 2012.
Membership	Chairperson: Rod Titcombe (Commissioner) Deputy Chairperson: Cr Alison Short Community representatives: Clive Asplin Joe Heslop
Meeting cycle	From time to time, as business requires.
Termination date	Members are approved for inclusion on the committee list for a period of 5 years and may be approved for any 1 or more further periods of up to 5 years.
Responsibilities	<ol style="list-style-type: none"> 1 To consider and determine applications for licences and manager's certificates; 2 To consider and determine applications for renewal of licences and manager's certificates; 3 To consider and determine applications for temporary authority to carry on the sale and supply of alcohol in accordance with Section 136; 4 To consider and determine applications for the variation, suspension, or cancellation of special licences; 5 To consider and determine applications for the variation of licences (other than special licences) unless the application is brought under Section 280; 6 With the leave of the chairperson for the licensing authority, to refer applications to the licensing authority; 7 To conduct inquiries and to make reports as may be required of it by the licensing authority under Section 175; and 8 Any other functions conferred on licensing committees by or under this Act or any other enactment
Power of Licensing Committee	The Licensing Committee has all the powers conferred on it by or under the Sale and Supply of Alcohol Act 2012 or any other Act, and all powers as may be reasonably necessary to enable it to carry out its functions.
Limits to Delegations	-

Recommendations

| -

4.2 Creative Communities Assessment Committee

Terms of Reference

Purpose

Assess applications in accordance with the Creative Communities Scheme Guidelines.

Responsibilities

Assess applications in accordance with the Creative Communities Scheme Guidelines.

Delegated Authority

Make allocations in accordance with Creative Communities Scheme Guidelines.

Membership

Chairperson:	Ben Caldwell
Deputy Chairperson:	Kim Savage
Council representatives:	Councillors Alison Short, Colin McFadzean
Community representatives:	Sue James, Karis Evans
Tangata whenua representative:	Kim Savage

Quorum

Four members of the committee, including at least one elected member of the Council.

Meeting Cycle

From time to time, as business requires.

4.3 Finance & Performance Committee

Terms of Reference

Purpose

To check and ensure continuity of business, enhance governance framework, risk management practices and the controls used to monitor Council's achievements.

Responsibilities

- 1 Financial reporting
 - a. review and adopt quarterly financial and KPI performance reports, and treasury reports;
 - b. evaluate the appropriateness of accounting policies and practices; and
 - c. review the annual report, approve its release to external auditors and recommend its final adoption to Council;
- 2 Risk management:
 - a. review the effectiveness of Council's risk management framework;
 - b. annually review the Council's risk appetite;
 - c. quarterly review and discuss deep dives on key strategic and operational risks;
 - d. monitor the effectiveness of internal controls; and
 - e. review compliance with key local government legislation.
- 3 External audit:
 - a. receive and consider the audit engagement letter and audit plan;
 - b. understand scope and engagement with Audit NZ;
 - c. review significant audit findings/recommendations; and
 - d. monitor progress on recommendations.
- 4 Internal audit:
 - a. adopt the internal audit programme;
 - b. review completed audit reports; and
 - c. oversee management's response to internal audit recommendations, ensuring timely implementation.
- 5 Grants:
 - a. receive and consider for approval all priority service contracts;
 - b. receive and consider reports on grant applications exceeding \$20,000, and approve the allocations where applicable;
 - c. note grant approvals made under delegation by the Grants Connector (up to \$1,000 in accordance with the Grants Policy), General Manager – Community (up to \$5,000) and by the Executive Leadership Team (\$5,001 – \$20,000);
 - d. ensure that all grant decisions align with Council policy, strategic priorities, and approved budgets; and

Note: Six-monthly or annual summary reports outlining grant decisions made under delegation will be presented to Council.

6 Additional responsibilities:

- a. review organisational performance reports, including key projects and service delivery metrics;
- b. receive quarterly reports on staff and contractor safety and wellbeing, and monitor Council's compliance with health and safety obligations; and
- c. escalate any issues, anomalies, or risks to Council for review.

Delegated Authority

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).

Membership

Chairperson: Stuart Campbell (external)

Deputy Chairperson: John Fowke (external)

Members: Cr Alison Short, Cr Grant Hadfield, Cr Colin Dyer, Cr Shelley Dew-Hopkins, Cr Rob Duindam and His Worship the Mayor.

Quorum

Four members of the committee.

Meeting Cycle

Meetings held quarterly, with additional meetings convened when necessary.

4.4 Chief Executive's Employment Committee

Terms of Reference

Purpose

The Chief Executive's Employment Committee has primary responsibility for executing the Chief Executive's performance agreement and monitoring the Chief Executive's performance.

Responsibilities

All matters relating to the employment of the Chief Executive, including monitoring of performance.

Delegated Authority

Responsibility for decision-making around the Chief Executive's performance, remuneration and setting of performance objectives.

The Committee also has the responsibility, if required, of conducting a Chief Executive recruitment process.

The Committee does not have authority to make an offer of employment for the Chief Executive role. In accordance with Clause 32(1)(e), Schedule 7 of the Local Government Act 2002, this power cannot be delegated by the Council. The Committee cannot terminate the Chief Executive's employment.

Membership

Chairperson: Cr Grant Hadfield

Deputy Chairperson: Cr Shelley Dew-Hopkins

Members: Cr Colin Dyer, Cr Alison Short, His Worship the Mayor

Quorum

Three members of the committee.

Meeting Cycle

Meetings held six-monthly or as required from time to time.

4.5 Hearings Committee

Terms of Reference

Purpose

To hear and determine matters of a regulatory nature where a public hearing is required to enable people to have their say.

Responsibilities

- 1 Matters of a regulatory nature requiring a hearing or a related decision under the following Acts:
Resource Management Act 1991
Local Government Act 1974 & 2002
Dog Control Act 1996
Health Act 1956
- 2 Except as otherwise specified in a Council bylaw or relevant legislation, deciding appeals from Council's bylaws.
- 3 Other matters of a regulatory nature considered appropriate.
- 4 A hearing panel relevant to the hearing required will be made up of members assigned from the committee, as decided by the Chairperson of the Hearings Panel and General Manager – People and Corporate.
- 5 For an RMA hearing a commissioner external to the Hearings Committee may be appointed as outlined in Delegation of Authority Section 9.1.

Delegated Authority

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, and under the First Schedule Resource Management Act 1991).

Health Act 1956

Hear and decide revocation of registration (S.120 (3)).

Manawatu District Bylaws

Except as otherwise specified in a Council bylaw or relevant legislation, deciding appeals from Council's bylaws.

Planning functions

Powers and responsibilities under the Resource Management Act 1991.

Local Government Act 1974

Powers to stop any road or part thereof in the District pursuant to Section 342(1)(a) of the Act.

Dog Control Act 1996

To hear and determine objections in accordance with the provisions of the Dog Control Act 1996.

Local Government Act 2002

In addition to the above, the Committee also has delegated authority under the Council's Development Contributions Policy to:

- Consider and decide on applications for leave to apply for further review of remission decisions made by officers under delegated authority; and
- Consider and hear applications for further review of remission decisions where leave has been granted for the application to be considered and heard by the Committee.

Membership

Chairperson: Cr Alison Short

Deputy Chairperson: Cr Rob Duindam

Members: Cr Sam Hill, Cr Jerry Pickford, Cr James McKelvie, and His Worship the Mayor

Quorum

RMA and District Plan Hearings: Hearing Panel as set by the Senior Planner and General Manager – Community.

Other Hearings: three members of the committee.

Meeting Cycle

Hearings held as and when required.

4.6 Submissions Assessment Panel

Terms of Reference

Purpose

To consider and approve Council submissions on relevant regional and national matters.

Responsibilities

- 1 Consider the forward programme of regional and national consultations, to evaluate and decide which matters the Council will submit on. This includes considering options for Council to support a submission from another body (e.g. Taituarā) instead of, or in addition to, making its own submission, or declining to make a submission.
- 2 Consider and approve submissions on regional and national consultations, for submission either under the signature of the Mayor, or for submissions that are technical in nature or relating to the Council's business as usual functions, under the signature of the Chief Executive.

Delegated Authority

Submissions Assessment Panel 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).

Panel Members

Members: Cr Bridget Bell, Cr Alison Short, Cr Shelley Dew-Hopkins, Cr Rob Duindam, Cr Grant Hadfield, and the Mayor.
Relevant General Managers, depending on the topic.

Quorum

Three members of the assessment panel. Quorum must include two elected members, and one Executive Leadership Team member.

Process

The Strategy Manager will assess the need to submit on consultations, and determine what level of involvement is required from the Submissions Assessment Panel members. There are several criteria the Strategy Manager will consider when making such determinations, including:

1. Degree of interest from elected members (e.g., high interest items may be shared with all elected members for feedback prior to submission).
2. Timing considerations – whether there is sufficient time to seek feedback from all elected members, or Panel members, prior to the submission due date.
3. Whether the Council's view is likely to be aligned with the draft submissions prepared by Local Government Sector Bodies (e.g., LGNZ). If closely aligned, this reduces the need to prepare an independent submission.

4. Governance vs Operational – where a consultation relates to operational matters, Panel members may be informed rather than involved in drafting, with the submission being finalised and approved internally via the Chief Executive.

The Submissions Assessment Panel will convene in the manner that is most appropriate to progress the drafting and approval of each submission. This may be via email, MS Teams, or in-person meetings, and will be as and when required to enable submissions to be considered, approved and submitted within applicable timeframes.

To provide for transparency of process, submissions, once approved, to be included on a future Council meeting agenda for receipt and noting by Council.

4.7 District Development Committee

Terms of Reference

Introduction

The District Development Committee is established to support the Manawatu District Council's strategic direction in fostering sustainable growth, community wellbeing, and economic vitality across the Manawatū District. The Committee provides focused governance oversight of district planning, land use, and development matters, ensuring these activities advance the outcomes and priorities set out in the Long-Term Plan and other key strategic frameworks.

The Committee operates under delegated authority from the Council and provides recommendations on matters of district development policy, strategy, and implementation that have significant community, economic, or social implications. It also serves as a key interface between planning, economic, and community development functions to ensure coordinated and future-focused decision-making that enhances the liveability and prosperity of the district.

Purpose

The purpose of the District Development Committee is to guide and oversee the planning and development of the district in a manner that promotes sustainable growth, vibrant communities, and a resilient local economy. The Committee ensures that development initiatives, planning frameworks, and related policy work align with Council's strategic objectives, legislative requirements, and community aspirations.

Through its oversight and recommendations, the Committee supports informed Council decision-making that balances growth with community wellbeing, inclusion, and the creation of thriving places where people and businesses can succeed.

Responsibilities

- 1 Consider the impact of the Government's Resource Management Act (RMA) reforms. Make recommendations to Council for consideration and / or approval, noting any strategic risks.
- 2 Consider the districts Growth Framework, associated village plans, and other related planning work such as the Housing Capacity Model. Make recommendations to Council for consideration and / or approval, noting any strategic risks.
- 3 Receive the progress reports on the District Plan programme of work, and escalate any strategic risks and make recommendations to Council for approval as required.
- 4 Approve the initiatives to be delivered for the Feilding Town Centre Refresh project that was approved by Council in the 2024-2034 Long-term Plan.
- 5 Consider potential economic development opportunities (outside of those delivered by the Central Economic Development Agency or Feilding and District Promotions). Make recommendations to Council for consideration and / or approval, noting any strategic risks.
- 6 Consider potential community development opportunities (outside of those delivered by Council levels of service or Council grant funded services). Make recommendations to Council for consideration and / or approval, noting any strategic risks.

Membership

Chairperson: Cr Colin Dyer

Deputy Chairperson: Cr Raewyn Loader

Members: Cr Bridget Bell, Cr Alison Short, Cr Sam Hill, and the Mayor

Quorum

Three members of the committee.

Meeting Cycle

Meetings held 2-monthly on a Wednesday at 8.30 am.

Statutory Delegations

Introduction

1. Local government is responsible for a large range of legislative obligations. The legislation sets out most of the regulatory powers that local authorities possess and the way in which those powers should be implemented.
2. This part of the Manual sets out the delegations of these statutory responsibilities to committees, the Chief Executive, Council officers and external service providers pursuant to clause 32, Schedule 7 of the Act and/or any other applicable legislation.
3. As well as the powers, duties and functions that Council has under legislation, Council also has the powers to make bylaws that affect the rights and responsibilities of individuals within their district. The making of bylaws is a function that may not be delegated, but the powers created by bylaws and the enforcement of bylaws can be. The delegation of these powers, duties and functions is also specified in this section of the Manual.

5.1 Delegations to Council Committees

- Further to those powers identified in the Governance part of this Manual, Council delegates to each of the committees identified below, all powers related to policy making and governance, as well as monitoring of Council and contractor performance, conferred on the Council under the relevant legislation, with the exception of those matters in respect of which delegation is prohibited under any Act or regulation.
- The relevant legislation includes, but is not necessarily limited to, the below:

Council Committee	Legislation
Hearings Committee	Building Act 2004 Dog Control Act 1996 Impounding Act 1955 Food Act 2014 Health Act 1956 Litter Act 1979 Local Government Act 1974 Local Government Act 2002 Manawatu District Council Bylaws 2015, 2019 and 2020 Prostitution Reform Act 2003 Resource Management Act 1991
District Licensing Committee	Sale and Supply of Alcohol Act 2012

5.2 Delegations to Chief Executive

1. Council delegates to the Chief Executive Officer all responsibilities, duties and powers to act on any matter, subject to any restrictions imposed by Council and excluding those matters in respect of which delegation is prohibited by any Act or regulation, or which are expressly excluded from this delegation.
2. This delegation also includes all the powers, duties and responsibilities that are of an enforcement, inspection, licensing and administrative nature contained in the Manawatu District Bylaws 2014 and 2015 or any amended versions thereof (Bylaws).
3. Delegations to the Chief Executive include, but are not limited to, all responsibilities, duties and powers to act under legislation and Bylaws as set out below:

Building Act 2004	New Zealand Library Association Act 1939
Burial and Cremation Act 1964	Walking Access Act 2008
Civil Defence Emergency Management Act 2002	Overseas Investment Regulations
Conservation Act 1987	Occupiers Liability Act 1962
Criminal Procedures Act 2011	Privacy Act 1993
Dog Control Act 1996	Property Law Act 2007
Electricity Act 1992	Prostitution Reform Act 2003
Fire Services Act 1975	Public Bodies Leases Act 1969
Food Act 2014	Public Works Act 1981
Gambling Act 2003	Rating Valuations Act 1998
Gas Act 1992	Rates Rebate Act 1973
Hazardous Substances and New Organisms Act 1996	Reserves Act 1977
Health Act 1956	Residential Tenancies Act 1986
Health (Drinking Water) Amendment Act 2007	Resource Management Act 1991
Historic Places Act 1993	Sale and Supply of Alcohol Act 2012
Human Rights Act 1993	Smoke-free Environments Act 1990
Impounding Act 1955	Soil Conservation and Rivers Control Act 1941
Land Act 1948	Statutory Land Charges Regulations Act 1928
Land Drainage Act 1908	Telecommunications Act 2001
Land Transport Act 1998	Transport Act 1962
Land Transport Management Act 2003	Trespass Act 1980
Litter Act 1979	Unit Titles Act 2010
Local Government Act 2002	Utilities Access Act 2010
Local Government Act 1974	Waste Minimisation Act 2008
Local Government (Rating) Act 2002	Wild Animal Control Act 1977
Local Government Official Information and Meetings Act 1987	Search and Surveillance Act 2012
Machinery Act 1950	Summary Proceedings Act 1957
Manawatu District Bylaws 2014 and 2015	Freedom Camping Act 2011
New Zealand Geographic Board (Nga Pou Tauaha o Aotearoa) Act 2008	Public Records Act 2005

Delegations from Chief Executive

Statutory

1. The Chief Executive makes the following sub-delegations of powers regarding the regulation, inspection, licensing and prosecution of offences and any other functions and duties set out in the following legislation.
2. All powers delegated to the Chief Executive in regards to the regulation, inspection, licensing and prosecution of offences and any other functions and duties listed in the legislation set out in the following schedule are delegated to Council's General Managers. General Managers are defined to include the following positions, General Manager – People and Corporate, General Manager – Community, General Manager – Infrastructure and Chief Financial Officer.
3. The Chief Executive also sub-delegates the responsibilities, duties or powers set out in the following schedule to the identified council officers. The functions, powers and duties set out in the table are, however, in summary form and do not replace and are not intended to replace the functions, duties and powers as specified in the relevant legislation. For the avoidance of doubt and in the absence of a specific delegate, the Chief Executive and the Council's General Managers hold the delegated powers under the relevant legislation or regulation.
4. The below schedule also identifies those powers and functions an enforcement and/or authorised and/or warranted officer may have under various legislation. The schedule is for reference purposes and is not intended to replace the powers and functions afforded under any warrant. See instead the warrants schedule held by Council and also sections 13.1 – 13.2 of this Manual.
5. The Chief Executive may withdraw and replace delegates at any time.

6.1 Building Act 2004

Delegations from Chief Executive

Section	Description	Delegate
12	Functions incidental and related to or consequential upon the functions in Section 12(1) - (2)	<ul style="list-style-type: none"> Regulatory Services Manager Building Services Team Leader Advanced Building Officer Building Officer
34	Issues Project Information Memorandum	<ul style="list-style-type: none"> Regulatory Services Manager Building Services Team Leader Advanced Building Officer
48	Processing application for building consent	<ul style="list-style-type: none"> Building Services Team Leader Advanced Building Officer Building Officer
48(2)	Suspend a building consent because of lack of information	<ul style="list-style-type: none"> Regulatory Services Manager Building Services Team Leader Advanced Building Officer Building Officer
49	Grant building consent	<ul style="list-style-type: none"> Regulatory Services Manager Building Services Team Leader Advanced Building Officer Building Officer
50	Refuse building consent	<ul style="list-style-type: none"> Regulatory Services Manager Building Services Team Leader
51	Issue building consent	<ul style="list-style-type: none"> Regulatory Services Manager Building Services Team Leader Advanced Building Officer Building Officer
52	Lapse of building consent	<ul style="list-style-type: none"> Building Services Team Leader Advanced Building Officer Building Officer Regulatory Support Officer
62	Recover unpaid levies from building consent applicant	<ul style="list-style-type: none"> Regulatory Services Manager
67	Grant building consent subject to waivers or modifications of Building Code	<ul style="list-style-type: none"> Regulatory Services Manager Building Services Team Leader
71	Refuse to grant consent on land subject to natural hazards	<ul style="list-style-type: none"> Regulatory Services Manager Building Services Team Leader Advanced Building Officer
72	Granting consent on land subject to natural hazards	<ul style="list-style-type: none"> Regulatory Services Manager Compliance and Planning Manager
73	Imposition of s 73 notice and notice to appropriate body	<ul style="list-style-type: none"> Regulatory Services Manager Building Services Team Leader Advanced Building Officer Building Officer
75	Certification of building on two or more allotments	<ul style="list-style-type: none"> Regulatory Services Manager Compliance and Planning Manager

Section	Description	Delegate
75, 77	Permit construction of building on two or more allotments	<ul style="list-style-type: none"> Regulatory Services Manager Building Services Team Leader Advanced Building Officer Building Officer
83	Grant authority to remove entry under Section 78	<ul style="list-style-type: none"> Regulatory Services Manager Building Services Team Leader
91-95	Issue Code Compliance Certificate	<ul style="list-style-type: none"> Regulatory Services Manager Building Services Team Leader Advanced Building Officer Building Officer
95A	Refusal Code Compliance Certificate	<ul style="list-style-type: none"> Regulatory Services Manager
96, 98 & 99	Issue Certificate of Acceptance	<ul style="list-style-type: none"> Regulatory Services Manager Building Services Team Leader Advanced Building Officer Building Compliance Officer Building Technician Regulatory Support Officer
102, 107	Issue an amendment of Compliance Schedule	<ul style="list-style-type: none"> Regulatory Services Manager Building Services Team Leader Advanced Building Officer Building Officer Building Compliance Officer Building Technician Regulatory Support Officer
109	Consider recommendation to amend Compliance Schedule	<ul style="list-style-type: none"> Regulatory Services Manager Building Services Team Leader Advanced Building Officer Building Officer Building Compliance Officer Building Compliance Officer (Contractor) Building Technician Regulatory Support Officer
111	Inspections in relation to building Warrant of Fitness	<ul style="list-style-type: none"> Regulatory Services Manager Building Services Team Leader Advanced Building Officer Building Officer Building Compliance Officer Building Compliance Officer (Contractor) Building Technician Regulatory Support Officer
112	Approve or waive requirement for alterations to comply with Building Code	<ul style="list-style-type: none"> Regulatory Services Manager
113, 115 & 116	Grant consent for alterations to building with Specified Intended Life	<ul style="list-style-type: none"> Regulatory Services Manager Building Services Team Leader Building Officer
116A	Grant of certificate under Section 224(f) of Resource Management Act 1991	<ul style="list-style-type: none"> Regulatory Services Manager Building Services Team Leader

Section	Description	Delegate
121, 124	Seek advice and perform functions in relation to Dangerous, Earthquake Prone or Insanitary Buildings	<ul style="list-style-type: none"> Regulatory Services Manager Building Services Team Leader
123	Determine that a building is insanitary	<ul style="list-style-type: none"> Regulatory Services Manager Building Services Team Leader Advanced Building Officer Building Officer Building Compliance Officer Building Technician
126	Apply for order to carry out building work	<ul style="list-style-type: none"> Regulatory Services Manager Building Services Team Leader
129, 130	Take measures to avoid immediate danger or to fix insanitary conditions (by way of warrant)	<ul style="list-style-type: none"> Regulatory Services Manager Building Services Team Leader
164	Issue notice to fix	<ul style="list-style-type: none"> Regulatory Services Manager Building Services Team Leader Advanced Building Officer Building Officer Building Compliance Officer Building Technician
167	Inspect building work under notice to fix	<ul style="list-style-type: none"> Regulatory Services Manager Building Services Team Leader Advanced Building Officer Building Officer Building Compliance Officer Building Compliance Officer (Contractor) Building Technician
177(1)(a)	Make application to Department of Building and Housing for determination	<ul style="list-style-type: none"> Regulatory Services Manager Building Services Team Leader
220(2)	Make application to District Court for order to carry out building work	<ul style="list-style-type: none"> Regulatory Services Manager
221(2)	Recovery of costs for carrying out work	<ul style="list-style-type: none"> Regulatory Services Manager
222	Carry out inspections <i>Warrant of Authority required</i>	<ul style="list-style-type: none"> Regulatory Services Manager Building Services Team Leader Advanced Building Officer Building Officer Building Compliance Officer Environmental Health Officer Building Compliance Officer (Contractor) Building Technician Regulatory Support Officer
222(1)(a)(iv) 222(1)(c)	Carry out inspections of any residential pool Enter premises for the purpose of determining whether section 162C is being complied with	<ul style="list-style-type: none"> Environmental Health Officer Compliance and Enforcement Officer Building Compliance Officer Building Technician
363A	Issue of Certificate for Public Use of Premises	<ul style="list-style-type: none"> Regulatory Services Manager Building Services Team Leader

Section	Description	Delegate
		<ul style="list-style-type: none"> Advanced Building Officer
372	Issue of Infringement Notice <i>Warrant of Authority required</i>	<ul style="list-style-type: none"> Regulatory Services Manager Building Services Team Leader Advanced Building Officer Building Compliance Officer Building Technician
377	Lay information for prosecution	<ul style="list-style-type: none"> Regulatory Services Manager Compliance and Planning Manager
381	Apply to District Court for injunction	<ul style="list-style-type: none"> Regulatory Services Manager Compliance and Planning Manager

6.2 Burial and Cremations Act 1964

Delegations from Chief Executive

Section	Description	Delegate
5	Power to control and manage certain cemeteries	<ul style="list-style-type: none"> General Manager - Community
8,9	Management of cemeteries including powers regarding vaults and monuments	<ul style="list-style-type: none"> General Manager - Community
10	Power to sell rights to burial in parts of the cemetery and right to construct vaults	<ul style="list-style-type: none"> General Manager - Community

6.3 Criminal Procedures Act 2011

Delegations from Chief Executive

Section	Description	Delegate
14	Filing a charging document	<ul style="list-style-type: none"> Regulatory Services Manager Compliance and Planning Manager
18	Provision of particulars	<ul style="list-style-type: none"> Regulatory Services Manager Compliance and Planning Manager
28	Service of summons	<ul style="list-style-type: none"> Regulatory Services Manager Compliance and Planning Manager

6.4 Dog Control Act 1996

Delegations from Chief Executive

Section	Description	Delegate
14	Power of entry for dog control officers <i>Warrant of Authority required</i>	<ul style="list-style-type: none"> Animal Control Manager Animal Control Officer
19, 19A	Obtain information	<ul style="list-style-type: none"> Animal Control Manager Animal Control Officer Compliance and Planning Manager
21	Classify probationary owners	<ul style="list-style-type: none"> Regulatory Services Manager Compliance and Planning Manager Animal Control Manager
23A	Require an owner to undertake a dog owner education program or a dog obedience course (or both)	<ul style="list-style-type: none"> Regulatory Services Manager Compliance and Planning Manager Animal Control Manager Animal Control Officer
25	Disqualify a person from being the owner of a dog	<ul style="list-style-type: none"> Regulatory Services Manager Compliance and Planning Manager Animal Control Manager
27	Appeal to District Court	<ul style="list-style-type: none"> Regulatory Services Manager Compliance and Planning Manager
28	Extend any period of disqualification	<ul style="list-style-type: none"> Animal Control Manager
31	Classify dangerous dogs	<ul style="list-style-type: none"> Regulatory Services Manager Animal Control Manager
32(1)(f), 33	Consent to the disposal of a dangerous dog	<ul style="list-style-type: none"> Regulatory Services Manager Animal Control Manager
33A	Territorial authority may classify dog as menacing	<ul style="list-style-type: none"> Animal Control Manager Animal Control Officer
33B	Objection to classification of dog under section 33A	<ul style="list-style-type: none"> Hearings Committee
33C	Classification of Dog under section 33C	<ul style="list-style-type: none"> Regulatory Services Manager Compliance and Planning Manager Animal Control Manager
33E(B)	Require neutering of menacing dog	<ul style="list-style-type: none"> Regulatory Services Manager Compliance and Planning Manager Animal Control Manager
33ED	Classify dogs as dangerous or menacing by breed or type as listed in schedule 4	<ul style="list-style-type: none"> Regulatory Services Manager Animal Control Manager Animal Control Officer

35	Determine whether or not a dog should be delivered into custody of a Dog Control Officer or Dog Ranger	<ul style="list-style-type: none"> Regulatory Services Manager Compliance and Planning Manager Animal Control Manager
35A	Supply information for purposes of the National Dog Database	<ul style="list-style-type: none"> Regulatory Services Manager Compliance and Planning Manager Animal Control Manager Animal Control Officer
36A	Issue instructions relating to the making available of a dog for verification that it has been implanted with a functioning microchip transponder	<ul style="list-style-type: none"> Regulatory Services Manager Compliance and Planning Manager Animal Control Manager Animal Control Officer
39	Remit, reduce or refund dog control fees or part thereof	<ul style="list-style-type: none"> Regulatory Services Manager Compliance and Planning Manager Animal Control Manager
40	Require statement of claim regarding working dogs	<ul style="list-style-type: none"> Regulatory Services Manager Compliance and Planning Manager Animal Control Manager Animal Control Officer
42(2)	Seize and impound unregistered dogs	<ul style="list-style-type: none"> Animal Control Manager Animal Control Officer
46	Issue a replacement label or disc	<ul style="list-style-type: none"> Compliance and Planning Manager Animal Control Manager Animal Control Officer Customer Service Officer
50	Seize and impound dogs not wearing proper label or disc	<ul style="list-style-type: none"> Animal Control Manager Animal Control Officer
52	Seize and impound dogs not under control	<ul style="list-style-type: none"> Animal Control Manager Animal Control Officer
55	Barking dogs	<ul style="list-style-type: none"> Animal Control Manager Animal Control Officer
56	Removal of barking dog causing distress	<ul style="list-style-type: none"> Animal Control Manager Animal Control Officer
57(5) & (6)	Dogs attacking persons or animals	<ul style="list-style-type: none"> Animal Control Manager Animal Control Officer Authorised Officer
57A(3)	Dogs rushing at persons, animals, or vehicles	<ul style="list-style-type: none"> Animal Control Manager Animal Control Officer Authorised Officer
59	Seizure or destruction of dog at large in vicinity of protected wildlife	<ul style="list-style-type: none"> Animal Control Manager Animal Control Officer Authorised Officer
64(3)	Procedure where order made for destruction of dog	<ul style="list-style-type: none"> Animal Control Manager Animal Control Officer Authorised Officer

65 & 66	Issue infringement notices	<ul style="list-style-type: none"> • Compliance and Planning Manager • Animal Control Manager • Animal Control Officer • Authorised Officer • Customer Service Officer
69	Dispose of any dog	<ul style="list-style-type: none"> • Compliance and Planning Manager • Animal Control Manager • Animal Control Officer
69A	Impounded dog must be microchipped and registered before release	<ul style="list-style-type: none"> • Animal Control Manager • Animal Control Officer
70	Removal of dogs for barking	<ul style="list-style-type: none"> • Compliance and Planning Manager • Animal Control Manager • Animal Control Officer
71	Power to exercise all of the Council's powers (retention of dog threatening public safety)	<ul style="list-style-type: none"> • Regulatory Services Manager • Compliance and Planning Manager • Animal Control Manager • Animal Control Officer • Authorised Officer

6.5 Electricity Act 1992

Delegations from Chief Executive

Section	Description	Delegate
24	Set reasonable conditions over the opening up of any road and recover reasonable costs	<ul style="list-style-type: none">• Roading Manager• Utilities Manager• Corridor Access Coordinator

6.6 Food Act 2014

Delegations from Chief Executive

Section	Description	Delegate
54	Authority to refuse to process application for registration for Food Control Plan (FCP) <i>Warrant of Authority required</i>	<ul style="list-style-type: none"> • Compliance and Planning Manager • Environmental Health Officer
55	Ability to require further information <i>Warrant of Authority required</i>	<ul style="list-style-type: none"> • Compliance and Planning Manager • Environmental Health Officer
56	Registration of a FCP <i>Warrant of Authority required</i>	<ul style="list-style-type: none"> • Compliance and Planning Manager • Environmental Health Officer
57	Refusal to register FCP and provision of written notice <i>Warrant of Authority required</i>	<ul style="list-style-type: none"> • Compliance and Planning Manager • Environmental Health Officer
59	Provide information to Chief Executive for updating relevant public register and providing written notice <i>Warrant of Authority required</i>	<ul style="list-style-type: none"> • Compliance and Planning Manager • Environmental Health Officer
60	Authority to impose or vary conditions on registration of FCP <i>Warrant of Authority required</i>	<ul style="list-style-type: none"> • Environmental Health Officer
62	Authority to suspend, at any time, any or all of the operations conducted under a registered FCP <i>Warrant of Authority required</i>	<ul style="list-style-type: none"> • Environmental Health Officer
63	Authority to extend mandatory suspension <i>Warrant of Authority required</i>	<ul style="list-style-type: none"> • Environmental Health Officer
65	Power to issue directions and exercise any of the relevant powers under section 285 <i>Warrant of Authority required</i>	<ul style="list-style-type: none"> • Environmental Health Officer
67	Authority to cancel registration of FCP <i>Warrant of Authority required</i>	<ul style="list-style-type: none"> • Environmental Health Officer
69	Power to issue directions and exercise any of the relevant powers under section 285 <i>Warrant of Authority required</i>	<ul style="list-style-type: none"> • Environmental Health Officer
70	Removal of food business from coverage of FCP <i>Warrant of Authority required</i>	<ul style="list-style-type: none"> • Environmental Health Officer
71	Notification of surrender of registration <i>Warrant of Authority required</i>	<ul style="list-style-type: none"> • Environmental Health Officer

Section	Description	Delegate
84	Registration authority may refuse to process application for registration for NP <i>Warrant of Authority required</i>	<ul style="list-style-type: none"> • Compliance and Planning Manager • Environmental Health Officer
85	Ability to require further information <i>Warrant of Authority required</i>	<ul style="list-style-type: none"> • Compliance and Planning Manager • Environmental Health Officer
86	Registration of food business subject to national programme <i>Warrant of Authority required</i>	<ul style="list-style-type: none"> • Compliance and Planning Manager • Environmental Health Officer
87	Refusal to register food business subject to national programme and provision of written Notice <i>Warrant of Authority required</i>	<ul style="list-style-type: none"> • Compliance and Planning Manager • Environmental Health Officer
88	Provide information to Chief Executive for updating relevant public register and providing written notice <i>Warrant of Authority required</i>	<ul style="list-style-type: none"> • Compliance and Planning Manager • Environmental Health Officer
89	Authority to impose or vary conditions on registration of food business <i>Warrant of Authority required</i>	<ul style="list-style-type: none"> • Environmental Health Officer
90	Authority to suspend, at any time, any or all of the operations conducted under a national programme <i>Warrant of Authority required</i>	<ul style="list-style-type: none"> • Environmental Health Officer
91	Authority to extend mandatory suspension <i>Warrant of Authority required</i>	<ul style="list-style-type: none"> • Environmental Health Officer
93	Power to issue directions and exercise any of the relevant powers under section 285 <i>Warrant of Authority required</i>	<ul style="list-style-type: none"> • Environmental Health Officer
95	Authority to cancel registration of food business <i>Warrant of Authority required</i>	<ul style="list-style-type: none"> • Environmental Health Officer
97	Power to issue directions and exercise any of the relevant powers under section 285 <i>Warrant of Authority required</i>	<ul style="list-style-type: none"> • Environmental Health Officer
98	Notification of surrender of registration of food business <i>Warrant of Authority required</i>	<ul style="list-style-type: none"> • Environmental Health Officer
137	Authority to conduct verification functions and activities	<ul style="list-style-type: none"> • Environmental Health Officer
155	Power to carry out duties of a recognised agency	<ul style="list-style-type: none"> • Compliance and Planning Manager

Section	Description	Delegate
	<i>Warrant of Authority required</i>	<ul style="list-style-type: none"> Environmental Health Officer
183	Keep and maintain record of transfer, change etc	<ul style="list-style-type: none"> General Manager - Community
218	Power to commence proceedings or issue an infringement notice <i>Warrant of Authority required</i>	<ul style="list-style-type: none"> Environmental Health Officer
294-295	Powers of verifiers <i>Warrant of Authority required</i>	<ul style="list-style-type: none"> Environmental Health Officer
331	Ability to apply to District Court for a Compliance Order <i>Warrant of Authority required</i>	<ul style="list-style-type: none"> Compliance and Planning Manager Environmental Health Officer
332	Service of notice of application under section 331 <i>Warrant of Authority required</i>	<ul style="list-style-type: none"> Compliance and Planning Manager Environmental Health Officer
337	Decision to be heard on change or cancellation of interim compliance order or compliance order <i>Warrant of Authority required</i>	<ul style="list-style-type: none"> Compliance and Planning Manager Environmental Health Officer
338	Exercise, or direct the exercise of, any of the powers of a Food Safety Officer, for the purposes of complying with interim compliance order or compliance order, and recover the costs and expenses reasonably incurred in complying with the order <i>Warrant of Authority required</i>	<ul style="list-style-type: none"> Compliance and Planning Manager Environmental Health Officer
339-340	Decision to appeal to higher courts	<ul style="list-style-type: none"> Regulatory Services Manager Compliance and Planning Manager
355	Authority to review a decision made under Section 354 of the Food Act 2014	<ul style="list-style-type: none"> Regulatory Services Manager Compliance and Planning Manager
369	Decision to disclose information <i>Warrant of Authority required</i>	<ul style="list-style-type: none"> Compliance and Planning Manager Environmental Health Officer

6.7 Gambling Act 2003

Delegations from Chief Executive

Section	Description	Delegate
98 -100	Process consent applications	<ul style="list-style-type: none">• Regulatory Services Manager• Compliance and Planning Manager• Compliance and Enforcement Officer• Alcohol Licensing and Monitoring Officer

6.8 Gas Act 1992

Delegations from Chief Executive

Section	Description	Delegate
25, 25A	Set reasonable conditions over the opening up of any road and recover reasonable costs	<ul style="list-style-type: none"> • Roading Manager • Utilities Manager • Corridor Access Coordinator
26	Receive notices of intention to open any road	<ul style="list-style-type: none"> • Roading Manager • Utilities Manager • Corridor Access Coordinator
33	Require fittings to have their position changed	<ul style="list-style-type: none"> • Roading Manager • Utilities Manager • Corridor Access Coordinator

6.9 Hazardous Substances and New Organisms Act 1996

Delegations from Chief Executive

Section	Description	Delegate
12	Powers, functions and duties of enforcement officers	<ul style="list-style-type: none"> Environmental Health Officer
103	Powers of entry for inspection by enforcement officers <i>Warrant of Authority required</i>	<ul style="list-style-type: none"> Environmental Health Officer
104	Scope of compliance order <i>Warrant of Authority required</i>	<ul style="list-style-type: none"> Environmental Health Officer
108	Cancellation of compliance order	<ul style="list-style-type: none"> Environmental Health Officer
112	Infringement notices <i>Warrant of Authority required</i>	<ul style="list-style-type: none"> Environmental Health Officer
136	Declaration of emergency <i>Warrant of Authority required</i>	<ul style="list-style-type: none"> Environmental Health Officer
137	Emergency powers <i>Warrant of Authority required</i>	<ul style="list-style-type: none"> Environmental Health Officer

6.10 Health Act 1956

Delegations from Chief Executive

Section	Description	Delegate
23	Powers to improve, promote and protect public health within the district	<ul style="list-style-type: none"> Environmental Health Officer
34	Abate nuisances at the cost of the owner/occupier <i>Warrant of Authority required</i>	<ul style="list-style-type: none"> Environmental Health Officer
41	Require owners or occupiers to cleanse property <i>Warrant of Authority required</i>	<ul style="list-style-type: none"> Regulatory Services Manager Environmental Health Officer Compliance and Planning Manager
42	Certify that dwelling-house unfit for human habitation and related power to require repair or issue a closing order <i>Warrant of Authority required</i>	<ul style="list-style-type: none"> Regulatory Services Manager Environmental Health Officer
53C	Advanced by local authority to owners <i>Warrant of Authority required</i>	<ul style="list-style-type: none"> Environmental Health Officer
54	Grant consent for offensive trade	<ul style="list-style-type: none"> Environmental Health Officer
58	Grant consent for stock sale-yards	<ul style="list-style-type: none"> Compliance and Planning Manager Environmental Health Officer
81	Authorise entry to premises <i>Warrant of Authority required</i>	<ul style="list-style-type: none"> Environmental Health Officer
83	Destroy articles that cannot be effectively disinfected	<ul style="list-style-type: none"> Environmental Health Officer
86	Cause bodies to be buried when required by Medical Officer of Health	<ul style="list-style-type: none"> Environmental Health Officer
120 (2)	Issue Certificates of Registration	<ul style="list-style-type: none"> Environmental Health Officer
120 (3)	Hear and decide revocation of registration	<ul style="list-style-type: none"> Hearings Committee
128	Authorise entry and inspection of specified facilities <i>Warrant of Authority required</i>	<ul style="list-style-type: none"> Regulatory Services Manager Compliance and Planning Manager Environmental Health Officer

6.11 Impounding Act 1955

Delegations from Chief Executive

Section	Description	Delegate
8	Appointment of poundkeepers, etc	<ul style="list-style-type: none"> Regulatory Services Manager Animal Control Manager
9	Appointment of deputies	<ul style="list-style-type: none"> Regulatory Services Manager Animal Control Manager
10	Power to remove or suspend	<ul style="list-style-type: none"> Regulatory Services Manager Animal Control Manager Animal Control Officer
13	Pound book and impounding register to be maintained and open to inspection	<ul style="list-style-type: none"> Regulatory Services Manager Animal Control Manager Animal Control Officer Customer Service Officer
32	Declare any fenced paddock a temporary pound with the consent of the occupier and appoint a keeper and fix a notice setting out specified information	<ul style="list-style-type: none"> Regulatory Services Manager Compliance and Planning Manager Animal Control Manager Animal Control Officer
33	Stock straying or wandering on roads	<ul style="list-style-type: none"> Regulatory Services Manager Animal Control Manager Animal Control Officer
38	Issue trespass notices and sell the stock if not removed	<ul style="list-style-type: none"> Regulatory Services Manager Compliance and Planning Manager Animal Control Manager Animal Control Officer
42	Disposal of wild stock straying on roads	<ul style="list-style-type: none"> Regulatory Services Manager Compliance and Planning Manager Animal Control Manager Animal Control Officer
50 (2) (3)	Authorise person to act as auctioneer for sale of impounded stock	<ul style="list-style-type: none"> Regulatory Services Manager Compliance and Planning Manager Animal Control Manager
52	Destroy worthless or suffering animals	<ul style="list-style-type: none"> Regulatory Services Manager Compliance and Planning Manager Animal Control Manager Animal Control Officer
53	Dispose of unsold stock	<ul style="list-style-type: none"> Regulatory Services Manager Compliance and Planning Manager Animal Control Manager
56	Recover any deficiency in costs from the owner of stock	<ul style="list-style-type: none"> Regulatory Services Manager Compliance and Planning Manager

Section	Description	Delegate
		<ul style="list-style-type: none"> • Animal Control Manager

6.12 Land Drainage Act 1908

Delegations from Chief Executive

Section	Description	Delegate
20	Object to Drainage Board interfering with road or footpath	<ul style="list-style-type: none"> • Roading Manager • Utilities Manager • Operations Manager
61,62 & 63	Cleanse, repair, maintain or remove obstruction in a watercourse or drain	<ul style="list-style-type: none"> • Roading Manager • Corridor Access Coordinator • Utilities Manager • Community Assets Manager • Community Assets Coordinator • Community Parks and Property Adviser • Community Assets Liaison • Asset Management & Compliance Coordinator • Cemetery and Community Assets Officer • Operations Manager

6.13 Land Transport Act 1998

Delegations from Chief Executive

Section	Description	Delegate
16A	Restrict heavy traffic on roads	<ul style="list-style-type: none"> • Roading Manager
34(1)(b)	Exercise powers, functions and duties of an enforcement officer	<ul style="list-style-type: none"> • Roading Manager
113	Enforce transport legislation	<ul style="list-style-type: none"> • Roading Manager
118	General enforcement powers	<ul style="list-style-type: none"> • Roading Manager
128E	Powers of parking wardens <i>Warrant of Authority required</i>	<ul style="list-style-type: none"> • Compliance and Planning Manager • Compliance and Enforcement Officer
135(1A)	Lay an information for offence under Part 6A or Part 6B	<ul style="list-style-type: none"> • Roading Manager • Compliance and Planning Manager
138-139	Issue Infringement notices	<ul style="list-style-type: none"> • Roading Manager • Compliance and Planning Manager • Compliance and Enforcement Officer
157	Control, restrict and prohibit traffic	<ul style="list-style-type: none"> • Roading Manager
208	Appoint enforcement officers	<ul style="list-style-type: none"> • Roading Manager • Regulatory Services Manager

6.14 Litter Act 1979

Delegations from Chief Executive

Section	Description	Delegate
7	Powers and duties of officers <i>Warrant of Authority required</i>	<ul style="list-style-type: none"> • Regulatory Services Manager • Compliance and Planning Manager • Compliance and Enforcement Officer • Environmental Health Officer • Corridor Access Coordinator • Programme Delivery Manager – MDC
10	Require owners of private property to clear litter from their property	<ul style="list-style-type: none"> • Regulatory Services Manager • Compliance and Planning Manager • Compliance and Enforcement Officer • Environmental Health Officer
14	Issue infringement notices	<ul style="list-style-type: none"> • Compliance and Planning Manager • Compliance and Enforcement Officer • Environmental Health Officer • Authorised Officer

6.15 Local Government Act 1974

Delegations from Chief Executive

Section	Description	Delegate
319A	Approving road names proposed by subdividers	<ul style="list-style-type: none"> Information Officer
327A	Removal of building line restrictions and notification requirements	<ul style="list-style-type: none"> Compliance and Planning Manager
342(1)(b)	Temporary closure of roads	<ul style="list-style-type: none"> Roading Manager
346G	Approving access to a Council limited access road	<ul style="list-style-type: none"> Roading Manager
348	Approving private roads and private ways	<ul style="list-style-type: none"> Roading Manager Compliance and Planning Manager
355	Council may require removal of overhanging trees, etc	<ul style="list-style-type: none"> Compliance and Planning Manager Compliance and Enforcement Officer Environmental Health Officer Alcohol Licensing and Monitoring Officer Roading Manager Corridor Access Coordinator Engineering Technician (Roding) Maintenance and Operations Manager Engineering Technician (Roding) Maintenance and Operations Manager
356A	Authorise removal or disposal of a motor vehicle found on a road or in a public place	<ul style="list-style-type: none"> Roading Manager Programme Delivery Manager – MDC Regulatory Services Manager Compliance and Planning Manager Compliance and Enforcement Officer Alcohol Licensing and Monitoring Officer Community Assets Coordinator
357	Penalties for damage to roads	<ul style="list-style-type: none"> Roading Manager Compliance and Planning Manager Compliance and Enforcement Officer

6.16 Local Government Act 2002

Delegations from Chief Executive

Section	Description	Delegate
150A	Waive or remit the whole or any part of any costs associated with development contribution objections	<ul style="list-style-type: none"> Regulatory Services Manager
164	Seizure of property not on private land <i>Warrant of Authority required</i>	<ul style="list-style-type: none"> Regulatory Services Manager Building Services Team Leader Advanced Building Officer Building Officer Compliance and Planning Manager Compliance and Enforcement Officer Environmental Health Officer Alcohol Licensing and Monitoring Officer Planning Officer Senior Consents Planner Intermediate Planner Community Assets Manager Community Assets Coordinator Community Assets Liaison Animal Control Manager Animal Control Officer Reticulation Overseer Project Engineer Roading Engineering Technician – Roading Community Parks and Property Adviser Asset Management & Compliance Coordinator Cemetery and Community Assets Officer Land Development Manager Senior Development Engineer
165	Seizure of property from private land <i>Warrant of Authority required</i>	<ul style="list-style-type: none"> Regulatory Services Manager Building Services Team Leader Advanced Building Officer Building Officer Compliance and Planning Manager Compliance and Enforcement Officer Environmental Health Officer

Section	Description	Delegate
		<ul style="list-style-type: none"> • Alcohol Licensing and Monitoring Officer • Planning Officer • Senior Consents Planner • Intermediate Planner • Community Assets Manager • Community Assets Coordinator • Community Assets Liaison • Animal Control Manager • Animal Control Officer • Reticulation Overseer • Project Engineer Roading • Community Parks and Property Adviser • Asset Management & Compliance Coordinator • Cemetery and Community Assets Officer • Land Development Manager • Senior Development Engineer
167	Return of seized property	<ul style="list-style-type: none"> • Regulatory Services Manager • Compliance and Planning Manager
171	General powers of entry <i>Warrant of Authority required</i>	<ul style="list-style-type: none"> • Regulatory Services Manager • Head of Building Services (PNCC) • Building Services Team Leader • Advanced Building Officer • Building Officer • Compliance and Planning Manager • Compliance and Enforcement Officer • Environmental Health Officer • Alcohol Licensing and Monitoring Officer • Principal Policy Planner • Senior Policy Planner • Planning Officer • Senior Consents Planner • Intermediate Planner • Graduate Planner • Community Assets Manager • Community Parks and Property Adviser • Community Assets Liaison • Animal Control Manager • Animal Control Officer

Section	Description	Delegate
		<ul style="list-style-type: none"> • General Manager - Infrastructure • MDC Treatment Team Leader • Water and Wastewater Treatment Operator • Reticulation Overseer • Reticulation Serviceperson • Utilities Design Manager • Senior Technical Engineer • Utilities Manager • Corridor Access Coordinator • Infrastructure Project Coordinator • Land Development Contractor • Building Compliance Officer • Engineering Technician – Roading • Project Engineer – Utilities • Asset Management & Compliance Coordinator • Cemetery and Community Assets Officer • Strategic Community Property Adviser • Design Engineer • Land Development Manager • Senior Development Engineer • Utilities Design Manager • Utilities Delivery Manager • Project Initiation Manager • Infrastructure Planning & Compliance Manager • Operations Manager • Land Development Technician • Project Engineer - Utilities • Asset Engineer • Senior Environmental Advisor • Environmental Officer • Infrastructure Compliance Officer – Wastewater and Trade Waste • Infrastructure Compliance Officer – Water and Stormwater • Three Waters Engineer • Senior Water and Wastewater Treatment Operator

Section	Description	Delegate
		<ul style="list-style-type: none"> • Building Technician • Maintenance and Operations Manager – Roading • Roading Programme Manager • Water and Wastewater Sampling Technician • Senior Project Engineer – Utilities
172	<p>Power of entry for enforcement purposes</p> <p><i>Warrant of Authority required</i></p>	<ul style="list-style-type: none"> • Regulatory Services Manager • Building Services Team Leader • Advanced Building Officer • Building Officer • Compliance and Planning Manager • Compliance and Enforcement Officer • Environmental Health Officer • Alcohol Licensing and Monitoring Officer • Principal Policy Planner • Senior Policy Planner • Planning Officer • Senior Consents Planner • Intermediate Planner • Community Assets Manager • Community Parks and Property Adviser • Community Assets Liaison • Animal Control Manager • Animal Control Officer • General Manager - Infrastructure • Reticulation Overseer • Reticulation Serviceperson • Three Waters Project Technician • Senior Project Engineer – Roading • Utilities Design Manager • Project Engineer Roading • Senior Technical Engineer • Utilities Manager • Infrastructure Project Coordinator • Land Development Contractor • Building Compliance Officer

Section	Description	Delegate
		<ul style="list-style-type: none"> • Engineering Technician – Rooding • Asset Management & Compliance Coordinator • Cemetery and Community Assets Officer • Strategic Community Property Adviser • Land Development Manager • Senior Development Engineer • Utilities Delivery Manager • Project Initiation Manager • Infrastructure Planning & Compliance Manager • Operations Manager • Senior Environmental Advisor • Environmental Officer • Infrastructure Compliance Officer – Wastewater and Trade Waste • Infrastructure Compliance Officer – Water and Stormwater • Three Waters Engineer • Senior Water and Wastewater Treatment Operator • Building Technician
173	<p>Power of entry in cases of emergency</p> <p><i>Warrant of Authority required</i></p>	<ul style="list-style-type: none"> • Regulatory Services Manager • Head of Building Services (PNCC) • Building Services Team Leader • Advanced Building Officer • Building Officer • Compliance and Planning Manager • Compliance and Enforcement Officer • Environmental Health Officer • Alcohol Licensing and Monitoring Officer • Principal Policy Planner • Senior Policy Planner • Planning Officer • Senior Consents Planner • Intermediate Planner • Community Assets Manager • Community Assets Coordinator

Section	Description	Delegate
		<ul style="list-style-type: none"> • Community Assets Liaison • Emergency Management Coordinator • Animal Control Manager • Animal Control Officer • Reticulation Overseer • Utilities Design Manager • Senior Technical Engineer • Utilities Manager • Engineering Technician – Roading • Project Engineer – Utilities • Community Parks and Property Adviser • Asset Management & Compliance Coordinator • Cemetery and Community Assets Officer • Strategic Community Property Adviser • Design Engineer • Land Development Manager • Senior Development Engineer • Utilities Delivery Manager • Project Initiation Manager • Infrastructure Planning & Compliance Manager • Operations Manager • Senior Environmental Advisor • Environmental Officer • Infrastructure Compliance Officer – Wastewater and Trade Waste • Infrastructure Compliance Officer – Water and Stormwater • Three Waters Engineer • Maintenance and Operations Manager – Roading • Roading Programme Manager • Senior Project Engineer – Utilities
174	<p>Authority to act</p> <p><i>Warrant of Authority required</i></p>	<ul style="list-style-type: none"> • Regulatory Services Manager • Head of Building Services (PNCC) • Building Services Team Leader • Advanced Building Officer • Building Officer

Section	Description	Delegate
		<ul style="list-style-type: none"> • Compliance and Planning Manager • Compliance and Enforcement Officer • Environmental Health Officer • Alcohol Licensing and Monitoring Officer • Principal Policy Planner • Senior Policy Planner • Planning Officer • Senior Consents Planner • Intermediate Planner • Community Assets Manager • Community Assets Coordinator • Community Assets Liaison • Animal Control Manager • Animal Control Officer • Water and Wastewater Treatment Operator • Operations Manager • Reticulation Overseer • MDC Treatment Team Leader • Utilities Design Manager • Project Engineer Rooding • Senior Technical Engineer • Utilities Manager • Engineering Technician – Rooding • Community Parks and Property Adviser • Asset Management & Compliance Coordinator • Cemetery and Community Assets Officer • Strategic Community Property Adviser • Design Engineer • Land Development Manager • Senior Development Engineer • Utilities Delivery Manager • Project Initiation Manager • Infrastructure Planning & Compliance Manager • Project Engineer – Utilities • Senior Environmental Advisor • Environmental Officer • Infrastructure Compliance Officer – Wastewater and Trade Waste

Section	Description	Delegate
		<ul style="list-style-type: none"> • Infrastructure Compliance Officer – Water and Stormwater • Three Waters Engineer • Senior Water and Wastewater Treatment Operator • Maintenance and Operations Manager – Roading • Roading Programme Manager • Water and Wastewater Sampling Technician • Senior Project Engineer – Utilities
175	Power to recover cost of damage	<ul style="list-style-type: none"> • Regulatory Services Manager • Compliance and Planning Manager
176	Cost of remedying damage arising from breach of bylaw <i>Warrant of Authority required</i>	<ul style="list-style-type: none"> • Regulatory Services Manager • Head of Building Services (PNCC) • Building Services Team Leader • Advanced Building Officer • Building Officer • Compliance and Planning Manager • Compliance and Enforcement Officer • Environmental Health Officer • Alcohol Licensing and Monitoring Officer • Principal Policy Planner • Senior Policy Planner • Planning Officer • Senior Consents Planner • Intermediate Planner • Community Assets Manager • Community Assets Coordinator • Community Assets Liaison • Animal Control Manager • Animal Control Officer • General Manager - Infrastructure • Water and Wastewater Treatment Operator • Operations Manager • Reticulation Overseer • MDC Treatment Team Leader

Section	Description	Delegate
		<ul style="list-style-type: none"> • Utilities Design Manager • Project Engineer Rooding • Senior Technical Engineer • Projects Engineer – Utilities • Utilities Manager • Engineering Technician – Rooding • Project Engineer – Utilities • Community Parks and Property Adviser • Asset Management & Compliance Coordinator • Cemetery and Community Assets Officer • Land Development Manager • Senior Development Engineer • Utilities Delivery Manager • Project Initiation Manager • Infrastructure Planning & Compliance Manager • Senior Environmental Advisor • Environmental Officer • Infrastructure Compliance Officer – Wastewater and Trade Waste • Infrastructure Compliance Officer – Water and Stormwater • Three Waters Engineer • Waste Minimisation Officer • Senior Water and Wastewater Treatment Operator • Water and Wastewater Sampling Technician • Senior Project Engineer – Utilities
178	<p>Enforcement officers may require certain information</p> <p><i>Warrant of Authority required</i></p>	<ul style="list-style-type: none"> • Engineering Technician – Rooding
182	<p>Power of entry to check utility services</p> <p><i>Warrant of Authority required</i></p>	<ul style="list-style-type: none"> • Regulatory Services Manager • Head of Building Services (PNCC) • Building Services Team Leader • Advanced Building Officer • Building Officer

Section	Description	Delegate
		<ul style="list-style-type: none"> • Compliance and Planning Manager • Compliance and Enforcement Officer • Environmental Health Officer • Principal Policy Planner • Community Assets Manager • Community Assets Coordinator • Water and Wastewater Treatment Operator • Operations Manager • Reticulation Overseer • MDC Treatment Team Leader • Utilities Design Manager • Project Engineer – Roading • Senior Technical Engineer • Utilities Manager • Engineering Technician – Roading • Project Engineer – Utilities • Strategic Community Property Adviser • Land Development Manager • Senior Development Engineer • Utilities Delivery Manager • Project Initiation Manager • Infrastructure Planning & Compliance Manager • Asset Engineer • Land Development Technician • Project Engineer – Utilities • Senior Environmental Advisor • Environmental Officer • Infrastructure Compliance Officer – Wastewater and Trade Waste • Infrastructure Compliance Officer – Water and Stormwater • Three Waters Engineer • Senior Water and Wastewater Treatment Operator • Water and Wastewater Sampling Technician • Senior Project Engineer – Utilities
185	Approve occupier doing work	<ul style="list-style-type: none"> • Regulatory Services Manager

Section	Description	Delegate
186	Local Authority may execute works if owner or occupier defaults	<ul style="list-style-type: none"> Regulatory Services Manager Head of Building Services (PNCC)
187	Recovery of costs of works by Local Authority	<ul style="list-style-type: none"> Regulatory Services Manager Compliance and Planning Manager
198	Require contributions for developments pursuant to any Council policy	<ul style="list-style-type: none"> Regulatory Services Manager Compliance and Planning Manager
199B	Decision on reconsideration of development contribution	<ul style="list-style-type: none"> General Managers
199P	Authority to require a development contribution to be made (but not used) or put on hold pending an objection being determined	<ul style="list-style-type: none"> Regulatory Services Manager Compliance and Planning Manager
199P(2)	Power to withhold certificates or permissions until an objection has been determined	<ul style="list-style-type: none"> Regulatory Services Manager Compliance and Planning Manager
206	Alternative use of development contributions for reserves	<ul style="list-style-type: none"> General Managers
207A	Authority to request a developer to enter into a development agreement with the Council	<ul style="list-style-type: none"> Regulatory Services Manager
207B (1) and (2)(a) (b)	Response to request for development agreement – accept the request in whole or in part subject to any amendments agreed to between Council and the developer or decline the request	<ul style="list-style-type: none"> Regulatory Services Manager
207C	Authority to sign a development agreement	<ul style="list-style-type: none"> Regulatory Services Manager Compliance and Planning Manager
207F	Authority to amend or terminate a development agreement	<ul style="list-style-type: none"> Regulatory Services Manager Compliance and Planning Manager
208	Powers if development contributions not paid or made	<ul style="list-style-type: none"> General Manager – Infrastructure Chief Financial Officer
209	Refunds of money and return of land if development does not proceed	<ul style="list-style-type: none"> General Manager – Infrastructure Chief Financial Officer
210	Refunds of money and or return of land if not applied to specified reserve purpose	<ul style="list-style-type: none"> General Manager – Infrastructure Chief Financial Officer
245	Issue of infringement notices <i>Warrant of Authority required</i>	<ul style="list-style-type: none"> Regulatory Services Manager Head of Building Services (PNCC) Building Services Team Leader Advanced Building Officer Building Officer Compliance and Planning Manager

Section	Description	Delegate
		<ul style="list-style-type: none"> • Compliance and Enforcement Officer • Environmental Health Officer • Alcohol Licensing and Monitoring Officer • Planning Officer • Senior Consents Planner • Intermediate Planner • Community Assets Manager • Community Assets Coordinator • Animal Control Manager • Animal Control Officer • Engineering Technician – Roading • Project Initiation Manager • Infrastructure Planning & Compliance Manager • Utilities Manager • Senior Environmental Advisor • Environmental Officer • Infrastructure Compliance Officer – Wastewater and Trade Waste • Infrastructure Compliance Officer – Water and Stormwater • Three Waters Engineer • Waste Minimisation Officer
Clause 2(2), Schedule 13A	Recovery of actual and reasonable costs after withdrawal of an objection	<ul style="list-style-type: none"> • Regulatory Services Manager
Clause 3 (1), Schedule 13A	Appoint a Development Contribution Commissioner/s to decide the objection	<ul style="list-style-type: none"> • Regulatory Services Manager
Clause 3 (3), Schedule 13A	Appointment of one of the commissioners as a chairperson where there is more than three commissioners appointed	<ul style="list-style-type: none"> • Regulatory Services Manager

6.17 Local Government Official Information and Meetings Act 1987

Delegations from Chief Executive

Section	Description	Delegate
5	Determine availability of information	<ul style="list-style-type: none"> General Manager – People and Corporate
6	Determine withholding of information	<ul style="list-style-type: none"> General Manager – People and Corporate
7	Determine other reasons for withholding official information	<ul style="list-style-type: none"> General Manager – People and Corporate
10, 11	Responding to requests / reasonable assistance	<ul style="list-style-type: none"> General Manager – People and Corporate
12	Transfer of requests	<ul style="list-style-type: none"> General Manager – People and Corporate
13	Decisions on requests	<ul style="list-style-type: none"> General Manager – People and Corporate
14	Extension of time limit	<ul style="list-style-type: none"> General Manager – People and Corporate
15	Determine the manner of presenting information	<ul style="list-style-type: none"> General Manager – People and Corporate
16	Determine deletions of some information from documents	<ul style="list-style-type: none"> General Manager – People and Corporate
17, 18	Refusal of requests for information – reasons to be given	<ul style="list-style-type: none"> General Manager – People and Corporate
21, 22	Rights of access	<ul style="list-style-type: none"> General Manager – People and Corporate
25	Correction of information on request	<ul style="list-style-type: none"> General Manager – People and Corporate
26	Refusal to supply personal information	<ul style="list-style-type: none"> General Manager – People and Corporate
33	Requirements to notify decision of ombudsman regarding decisions under s 32(1) of the Act	<ul style="list-style-type: none"> General Manager – People and Corporate
46-46A	Notice of meetings	<ul style="list-style-type: none"> General Manager - People and Corporate Governance and Assurance Manager
51A	Public notification of resolution	<ul style="list-style-type: none"> Governance and Assurance Manager

6.18 Machinery Act 1950

Delegations from Chief Executive

Section	Description	Delegate
21(A)	Inspect and issue a permit for the erection of amusement devices	<ul style="list-style-type: none">• Compliance and Planning Manager• Compliance and Enforcement Officer• Environmental Health Officer

6.19 Overseas Investment Regulations 2005

Delegations from Chief Executive

Clause	Description	Delegate
12(2)	Authority to issue a certificate as required by the relevant Minister or the Overseas Investment Commission	<ul style="list-style-type: none"> • Regulatory Services Manager • Chief Financial Officer • Senior Consents Planner • Intermediate Planner

6.20 Privacy Act 1993

Delegations from Chief Executive

Section	Description	Delegate
23	Privacy officer's responsibilities as to applications, dealings with the Commissioner, etc	<ul style="list-style-type: none">• General Manager – People and Corporate

6.21 Property Law Act 2007

Delegations from Chief Executive

Section	Description	Delegate
322	Make an application for relief for wrongly placed structure	<ul style="list-style-type: none">• Community Assets Manager• Community Assets Coordinator

6.22 Prostitution Reform Act 2003

Delegations from Chief Executive

Section	Description	Delegate
15	Considering resource consents in relation to businesses of prostitution	<ul style="list-style-type: none">• Compliance and Planning Manager• Senior Consents Planner• Intermediate Planner• Planning Officer

6.23 Public Bodies Leases Act 1969

Delegations from Chief Executive

Section	Description	Delegate
7	Grant leases	<ul style="list-style-type: none"> • Community Assets Manager • Community Assets Coordinator • Strategic Community Property Adviser
8	Sell leases	<ul style="list-style-type: none"> • Community Assets Manager • Community Assets Coordinator • Strategic Community Property Adviser
9	Land may be offered for leasing at amount determined by leasing authority	<ul style="list-style-type: none"> • Community Assets Manager • Community Assets Coordinator • Strategic Community Property Adviser
17, 18	Public applications to lease	<ul style="list-style-type: none"> • Community Assets Manager • Community Assets Coordinator • Strategic Community Property Adviser • Community Parks and Property Adviser • Community Assets Liaison • Asset Management & Compliance Coordinator • Cemetery and Community Assets Officer
22	Processes for reviews of rent	<ul style="list-style-type: none"> • Community Assets Manager • Community Assets Coordinator • Strategic Community Property Adviser
23	Process for surrender of leases	<ul style="list-style-type: none"> • Community Assets Manager • Community Assets Coordinator • Strategic Community Property Adviser
23A	Subleases and sub-tenants	<ul style="list-style-type: none"> • Community Assets Manager • Strategic Community Property Adviser

6.24 Public Works Act 1981

Delegations from Chief Executive

Section	Description	Delegate
17-19	Acquisition	<ul style="list-style-type: none"> • Community Assets Manager • Community Assets Coordinator • Strategic Community Property Adviser
110-111	Powers of entry <i>Warrant of Authority required</i>	<ul style="list-style-type: none"> • Community Assets Manager • Community Assets Coordinator • Roading Manager • Utilities Manager • Strategic Community Property Adviser
133-134	Removal of trees and hedges that interfere with public works	<ul style="list-style-type: none"> • Roading Manager • Programme Delivery Manager – MDC • Utilities Manager • Community Assets Manager • Community Assets Coordinator • Community Parks and Property Adviser • Community Assets Liaison • Asset Management & Compliance Coordinator • Cemetery and Community Assets Officer • Project Initiation Manager • Infrastructure Planning & Compliance Manager
135	Emergency work on trees, etc <i>Warrant of Authority required</i>	<ul style="list-style-type: none"> • Roading Manager • Programme Delivery Manager – MDC • Utilities Manager • Community Assets Manager • Community Assets Coordinator • Community Parks and Property Adviser • Infrastructure Planning & Compliance Manager
234	Provides for the emergency entry on land <i>Warrant of Authority required</i>	<ul style="list-style-type: none"> • Roading Manager • Programme Delivery Manager – MDC • Utilities Manager • Community Assets Manager

Section	Description	Delegate
		<ul style="list-style-type: none"> • Property and Parks Team Leader • Community Parks and Property Adviser • Community Assets Liaison • Asset Management & Compliance Coordinator • Cemetery and Community Assets Officer • Infrastructure Planning & Compliance Manager
237	Approve excavations near public works	<ul style="list-style-type: none"> • Roading Manager • Programme Delivery Manager – MDC • Utilities Manager • Community Assets Manager • Community Assets Coordinator • Regulatory Services Manager • Infrastructure Planning & Compliance Manager
238	Commence action for damage to public work	<ul style="list-style-type: none"> • Roading Manager • Utilities Manager • Community Assets Manager • Community Assets Coordinator
239	Remove and/or dispose of abandoned property from public works land	<ul style="list-style-type: none"> • Roading Manager • Programme Delivery Manager – MDC • Utilities Manager • Community Assets Manager • Community Assets Coordinator • Community Parks and Property Adviser • Community Assets Liaison • Asset Management & Compliance Coordinator • Cemetery and Community Assets Officer
240	Remove land from persons holding illegal possessions	<ul style="list-style-type: none"> • Roading Manager • Utilities Manager • Community Assets Manager • Community Assets Coordinator

6.25 Rates Rebate Act 1973

Delegations from Chief Executive

Section	Description	Delegate
5	Determine applications for rates rebate	<ul style="list-style-type: none"> • Chief Financial Officer • Finance Operations Team Leader • Customer Service Team Leader • Customer Service Officers
6	Determine applications for refunds of rates received	<ul style="list-style-type: none"> • Chief Financial Officer • Finance Operations Team Leader
7	Determine applications for refund to owner or owner-occupier of contribution towards rates	<ul style="list-style-type: none"> • Chief Financial Officer • Finance Operations Team Leader
8	Make payments to the rate payer where amount of rebate exceeds the total amount of all the instalments of rates for the rating year	<ul style="list-style-type: none"> • Chief Financial Officer • Finance Operations Team Leader
9	Apply to Secretary for Local Government for refund of rebates granted	<ul style="list-style-type: none"> • Chief Financial Officer
13	Receive declarations	<ul style="list-style-type: none"> • Chief Financial Officer • Finance Operations Team Leader • Customer Service Team Leader • Customer Service Officers

6.26 Rating Valuations Act 1998

Delegations from Chief Executive

Section	Description	Delegate
7	Prepare and maintain district valuation roles	<ul style="list-style-type: none"> • Chief Financial Officer • Finance Operations Team Leader • Finance Officer
12-13	General revaluations	<ul style="list-style-type: none"> • Chief Financial Officer • Finance Operations Team Leader • Finance Officer
14-17	Specific revaluations	<ul style="list-style-type: none"> • Chief Financial Officer • Finance Operations Team Leader • Finance Officer
34-40	Refer objections under s 32 or 33 to a registered valuer	<ul style="list-style-type: none"> • Chief Financial Officer • Finance Operations Team Leader • Finance Officer
41-42	Disclosure of information	<ul style="list-style-type: none"> • Chief Financial Officer • Finance Operations Team Leader • Finance Officer
43	Contribute to the cost of preparing and maintaining the valuation role from the regional council	<ul style="list-style-type: none"> • Chief Financial Officer • Finance Operations Team Leader • Finance Officer
45	Authorise entry onto private property to carry out valuations	<ul style="list-style-type: none"> • Chief Financial Officer

6.27 Sale and Supply of Alcohol Act 2012

Delegations from Chief Executive

Section	Description	Delegate
100(f)	Issue certificate showing that the proposed use of the premises meets requirements of the Resource Management Act 1991 and the building code	<ul style="list-style-type: none"> Regulatory Services Manager Building Services Team Leader Compliance & Planning Manager Senior Planner Intermediate Planner Planning Officer
197(3)	Carry out functions and duties of inspector	<ul style="list-style-type: none"> Environmental Health Officer Compliance and Enforcement Officer Compliance and Planning Manager
198	Delegation of the role of Secretary of licensing committees	<ul style="list-style-type: none"> Regulatory Services Manager Compliance and Planning Manager Compliance and Enforcement Officer
262(1)	Issue specified infringement notices <i>Warrant of Authority required</i>	<ul style="list-style-type: none"> Environmental Health Officer Compliance and Enforcement Officer Compliance and Planning Manager
267	Powers of entry on licensed premises <i>Warrant of Authority required</i>	<ul style="list-style-type: none"> Environmental Health Officer Compliance and Enforcement Officer Compliance and Planning Manager
268	Power to seize samples of alcohol <i>Warrant of Authority required</i>	<ul style="list-style-type: none"> Environmental Health Officer Compliance and Enforcement Officer Compliance and Planning Manager
279	Building not complying with Building Act 2004	<ul style="list-style-type: none"> Environmental Health Officer Compliance and Enforcement Officer Compliance and Planning Manager
280	Apply for variation, suspension, or cancellation of licenses other than special licenses	<ul style="list-style-type: none"> Environmental Health Officer Compliance and Enforcement Officer Compliance and Planning Manager
283	Apply for variation, suspension, or cancellation of special licenses	<ul style="list-style-type: none"> Environmental Health Officer Compliance and Enforcement Officer

		<ul style="list-style-type: none">• Compliance and Planning Manager
285	Apply for suspension or cancellation of managers certificates	<ul style="list-style-type: none">• Environmental Health Officer• Compliance and Enforcement Officer• Compliance and Planning Manager

6.28 Statutory Land Charges Registration Act 1928

Delegations from Chief Executive

Section	Description	Delegate
6(3)	Signing of notice of a statutory land charge	<ul style="list-style-type: none">• Chief Financial Officer
7(2)	Signing certificate releasing statutory land charge	<ul style="list-style-type: none">• Chief Financial Officer

6.29 Telecommunications Act 2001

Delegations from Chief Executive

Section	Description	Delegate
128-131	Address trees on road verges interfering with telecommunications networks	<ul style="list-style-type: none"> • Programme Delivery Manager – MDC • Corridor Access Coordinator
135-139	Provide telecommunications networks access to Council roads	<ul style="list-style-type: none"> • Corridor Access Coordinator
142-145	Provide telecommunications networks rights to place cabinets on public roads	<ul style="list-style-type: none"> • Programme Delivery Manager – MDC • Corridor Access Coordinator

6.30 Unit Titles Act 2010

Delegations from Chief Executive

Section	Description	Delegate
32	Certify unit plans	<ul style="list-style-type: none"> • Regulatory Services Manager • Senior Consents Planner • Intermediate Planner • Planning Officer • Compliance and Planning Manager
35	Refuse certification of unit plans	<ul style="list-style-type: none"> • Regulatory Services Manager • Compliance and Planning Manager • Senior Consents Planner • Intermediate Planner
36	Pursue enforcement remedies	<ul style="list-style-type: none"> • Regulatory Services Manager • Compliance and Enforcement Officer • Compliance and Planning Manager • Senior Consents Planner • Intermediate Planner
207	Powers of entry	<ul style="list-style-type: none"> • Regulatory Services Manager • Compliance and Enforcement Officer • Compliance and Planning Manager • Senior Consents Planner • Intermediate Planner

6.31 Waste Minimisation Act 2008

Delegations from Chief Executive

Section	Description	Delegate
66	Enforce provisions of bylaw	<ul style="list-style-type: none"> • Regulatory Services Manager • Compliance and Planning Manager • Compliance and Enforcement Officer • Environmental Health Officer • Authorised Officer • Utilities Manager • Project Initiation manager • Infrastructure Planning & Compliance Manager
73,74	Initiate proceedings for infringement offences and to issue and serve infringement notices	<ul style="list-style-type: none"> • Regulatory Services Manager • Compliance and Planning Manager • Compliance and Enforcement Officer • Environmental Health Officer • Utilities Manager • Project Initiation manager • Infrastructure Planning & Compliance Manager
79-85	Powers of enforcement officers	<ul style="list-style-type: none"> • Compliance and Planning Manager • Compliance and Enforcement Officer • Environmental Health Officer • Utilities Manager • Project Initiation manager • Infrastructure Planning & Compliance Manager

6.32 Wild Animal Control Act 1977

Delegations from Chief Executive

Section	Description	Delegate
30-31	Apply for funding and permission to destroy wild animals	<ul style="list-style-type: none">• Regulatory Services Manager• Compliance and Planning Manager• Animal Control Manager• Animal Control Officer

6.33 Reserves Act 1977

Delegations from Chief Executive

Section	Description	Delegate
93	Powers of constables, rangers and other officers <i>Warrant of Authority required</i>	<ul style="list-style-type: none"> • Community Assets Manager • Community Parks and Property Adviser • Community Assets Liaison • Strategic Community Property Adviser • Contractor – Rec Services • Contractor – Armourguard • Contractor – 365 Security • Asset Management & Compliance Coordinator • Cemetery and Community Assets Officer

6.34 Amusement Devices Regulations 1978

Delegations from Chief Executive

Section	Description	Delegate
11	Issuing, revoke or alter a permit to operate an Amusement Device.	<ul style="list-style-type: none">• Compliance and Planning Manager• Environmental Health Officer• Compliance Enforcement Officer• Alcohol Licencing and Monitoring Officer

6.35 Food Regulations 2015

Delegations from Chief Executive

Section	Description	Delegate
84	Determine the frequency at which verifications must be carried out <i>Warrant of Authority required</i>	<ul style="list-style-type: none"> Environmental Health Officer
88	Verify template food control plans <i>Warrant of Authority required</i>	<ul style="list-style-type: none"> Environmental Health Officer
89	Verify deemed food control plans <i>Warrant of Authority required</i>	<ul style="list-style-type: none"> Environmental Health Officer
90	Verify food businesses and food control plans <i>Warrant of Authority required</i>	<ul style="list-style-type: none"> Environmental Health Officer
102	Conduct unscheduled verifications <i>Warrant of Authority required</i>	<ul style="list-style-type: none"> Environmental Health Officer
103	Specify required corrective actions and confirm compliance <i>Warrant of Authority required</i>	<ul style="list-style-type: none"> Environmental Health Officer
104	Require and agree to corrective action plans <i>Warrant of Authority required</i>	<ul style="list-style-type: none"> Environmental Health Officer
105	Decide on outcomes of verifications <i>Warrant of Authority required</i>	<ul style="list-style-type: none"> Environmental Health Officer

Manawatu District Bylaws 2015, 2019 and 2020

Statutory

1. The Chief Executive makes the following sub-delegations of responsibilities, duties and powers to act in relation to any matter set out in the following Bylaws.
2. All powers delegated to the Chief Executive in regards to the regulation, inspection, licensing and prosecution of offences and any other functions and duties listed in the bylaws set out in the following schedule are delegated to Council's General Managers. General Managers are defined to include the following positions, General Manager – Community, General Manager – People and Corporate, General Manager – Infrastructure and Chief Financial Officer.
3. The Chief Executive also sub-delegates the responsibilities, duties and powers set out in the following schedule to the identified Council Officers. For the avoidance of doubt and in the absence of a specific delegate, the Chief Executive and the Council's General Managers hold the delegated powers under the relevant legislation or regulation.

7.1 Animal Bylaw 2019

Delegations from Chief Executive

Section	Description	Delegate
Clauses 6.3, 8.4, 12.8 and 15.4	Written notice	<ul style="list-style-type: none"> Regulatory Services Manager Compliance and Planning Manager Animal Control Manager Environmental Health Officer Animal Control Officer Compliance and Enforcement Officer
Clause 7.2 to 7.7	Approving applications for more than 12 poultry	<ul style="list-style-type: none"> Compliance and Planning Manager Environmental Health Officer Compliance and Enforcement Officer
Clause 7.10	Enforce conditions of poultry application	<ul style="list-style-type: none"> Compliance and Planning Manager Animal Control Manager Environmental Health Officer Animal Control Officer Compliance and Enforcement Officer
Clause 9.2	Approve keeping of bees in urban area	<ul style="list-style-type: none"> Compliance and Planning Manager Environmental Health Officer Compliance and Enforcement Officer
Clause 9.6	Ordering relocation or removal of hives	<ul style="list-style-type: none"> Compliance and Planning Manager Environmental Health Officer Compliance and Enforcement Officer
Clause 11.1	Cat nuisance	<ul style="list-style-type: none"> Compliance and Planning Manager Animal Control Manager Environmental Health Officer Animal Control Officer Compliance and Enforcement Officer
Clause 12.4, 12.5	Approval for keeping pigs in urban areas	<ul style="list-style-type: none"> Compliance and Planning Manager Environmental Health Officer Compliance and Enforcement Officer
Clause 14.1	Nuisance or threat to public health and safety	<ul style="list-style-type: none"> Compliance and Planning Manager Environmental Health Officer

Section	Description	Delegate
		<ul style="list-style-type: none"> • Compliance and Enforcement Officer
Clause 17	Offences and breaches	<ul style="list-style-type: none"> • Compliance and Planning Manager • Animal Control Manager • Environmental Health Officer • Animal Control Officer • Compliance and Enforcement Officer

7.2 Cemeteries Bylaw 2019

Delegations from Chief Executive

Section	Description	Delegate
Clause 6.1, 6.2, 6.5, 6.6, 6.7, 8.1, 8.7	Burials and Sale of Plots	<ul style="list-style-type: none"> • Community Assets Manager • Community Assets Coordinator • Cemetery and Community Assets Officer • Community Operations Advisor • Community Parks and Property Adviser • Asset Management & Compliance Coordinator
Clause 9.1, 9.2, 9.3	Work in Cemeteries	<ul style="list-style-type: none"> • Community Assets Manager • Community Assets Coordinator • Community Assets Liaison • Cemetery and Community Assets Officer • Community Operations Advisor • Community Parks and Property Adviser • Asset Management & Compliance Coordinator
Clause 10.4	Consent to plant in a Cemetery	<ul style="list-style-type: none"> • Community Assets Manager • Community Assets Coordinator • Community Assets Liaison • Community Parks and Property Adviser • Asset Management & Compliance Coordinator • Cemetery and Community Assets Officer
Clause 9.8, 10.3	Authorisation to remove plot works or installations	<ul style="list-style-type: none"> • Community Assets Manager • Community Assets Coordinator • Community Parks and Property Adviser • Asset Management & Compliance Coordinator • Cemetery and Community Assets Officer
Clause 13.1, 13.4	Vehicles in Cemeteries	<ul style="list-style-type: none"> • Community Assets Manager • Community Assets Coordinator • Community Assets Liaison

		<ul style="list-style-type: none"> • Cemetery and Community Assets Officer • Community Parks and Property Adviser • Asset Management & Compliance Coordinator
Clause 7.3, 7.5, 7.8, 7.9	Disinterment	<ul style="list-style-type: none"> • Community Assets Manager • Community Assets Coordinator • Community Parks and Property Adviser • Asset Management & Compliance Coordinator • Cemetery and Community Assets Officer
Clause 15.2	Waiving 'Out of District' Fees	<ul style="list-style-type: none"> • Community Assets Coordinator • Community Assets Manager • Community Parks and Property Adviser • Asset Management & Compliance Coordinator • Cemetery and Community Assets Officer

7.3 Dog Control Bylaw 2019

Delegations from Chief Executive

Section	Description	Delegate
Clause 6	Exemption from prohibited public place	<ul style="list-style-type: none"> Regulatory Services Manager Compliance and Planning Manager Animal Control Manager
Clause 8	Dogs in vehicles – order to remove	<ul style="list-style-type: none"> Compliance and Planning Manager Animal Control Manager Environmental Health Officer Animal Control Officer Compliance and Enforcement Officer
Clause 10	Exemption from minimum distance from boundary	<ul style="list-style-type: none"> Regulatory Services Manager Compliance and Planning Manager Animal Control Manager Environmental Health Officer Animal Control Officer Compliance and Enforcement Officer
Clause 11	Exemptions from numbers of dogs and housing of dogs	<ul style="list-style-type: none"> Regulatory Services Manager Compliance and Planning Manager Animal Control Manager Environmental Health Officer Animal Control Officer Compliance and Enforcement Officer
Clause 16	Dog nuisance abatement	<ul style="list-style-type: none"> Compliance and Planning Manager Animal Control Manager Environmental Health Officer Animal Control Officer Compliance and Enforcement Officer
Clause 20	Dog and owner education	<ul style="list-style-type: none"> Regulatory Services Manager Compliance and Planning Manager Animal Control Manager
Clause 23	Seizure of dog in public places	<ul style="list-style-type: none"> Compliance and Planning Manager Animal Control Manager Animal Control Officer
Clause 25	Offences and penalties	<ul style="list-style-type: none"> Regulatory Services Manager Compliance and Planning Manager

Section	Description	Delegate
		<ul style="list-style-type: none"> • Animal Control Manager • Environmental Health Officer • Animal Control Officer • Compliance and Enforcement Officer

7.4 Freedom Camping Bylaw 2020

Delegations from Chief Executive

Section	Description	Delegate
Clause 7.1 (b) and (c)	Freedom Camping Restricted Areas for Self-Contained Vehicles only – approval for camping for longer than five nights or for lighting fires.	<ul style="list-style-type: none"> • Community Assets Manager • Community Assets Coordinator • Community Assets Liaison • Compliance and Planning Manager • Compliance and Enforcement Officer • Community Parks and Property Adviser • Asset Management & Compliance Coordinator • Cemetery and Community Assets Officer
Clauses 8.1 (b) (l) and (m)	Freedom Camping Restricted Areas – approval for camping longer than five nights, approval to freedom camp while an event is on, approval for lighting fires	<ul style="list-style-type: none"> • Community Assets Manager • Community Assets Coordinator • Community Assets Liaison • Compliance and Planning Manager • Compliance and Enforcement Officer • Community Parks and Property Adviser • Asset Management & Compliance Coordinator • Cemetery and Community Assets Officer
Clause 13.3	Offences and breaches – issue infringement notice	<ul style="list-style-type: none"> • Community Assets Manager • Community Assets Coordinator • Compliance and Planning Manager • Compliance and Enforcement Officer

7.5 Public Places Bylaw 2020

Delegations from Chief Executive

Section	Description	Delegate
Clause 5.2	Written approval to undertake activities within a Public Place	<ul style="list-style-type: none"> • Regulatory Services Manager • Compliance and Planning Manager • Compliance and Enforcement Officer • Alcohol Licensing and Monitoring Officer • Community Assets Liaison • Community Assets Coordinator • Community Assets Manager • Community Parks and Property Adviser • Asset Management & Compliance Coordinator • Cemetery and Community Assets Officer
Clause 6.1	Impound Skating Devices in Breach of Clause 6.2	<ul style="list-style-type: none"> • Compliance and Planning Manager • Compliance and Enforcement Officer • Alcohol Licensing and Monitoring Officer • Environmental Health Officer • Roading Corridor Access Co-ordinator • NZ Police • Community Assets Manager • Community Assets Coordinator
Clause 7, 8 and 9	Written approval for activities in public places; application for organised game activities or events in public places, permitting the use of Unmanned Aerial Vehicles, or revoke or amend permit issued under clause 9.7.	<ul style="list-style-type: none"> • Regulatory Services Manager • Compliance and Planning Manager • Compliance and Enforcement Officer • Alcohol Licensing and Monitoring Officer • Environmental Health Officer • Community Assets Liaison • Community Assets Manager • Community Assets Coordinator • Community Parks and Property Adviser • Asset Management & Compliance Coordinator • Cemetery and Community Assets Officer

Section	Description	Delegate
Clause 10	Approving applications for permits for street user activities and enforcement under clause 10.10.	<ul style="list-style-type: none"> • Compliance and Planning Manager • Compliance and Enforcement Officer • Alcohol Licensing and Monitoring Officer • Environmental Health Officer • Community Assets Coordinator
Clause 13	Beaches - enforcement of Clauses 13.1 – 13.3, and provide written consent to exempt person from clause 13.3 (a) and (b)	<ul style="list-style-type: none"> • Regulatory Services Manager • Compliance and Planning Manager • Compliance and Enforcement Officer • Alcohol Licensing and Monitoring Officer • Environmental Health Officer • Community Assets Manager • Community Assets Coordinator
Clauses 16.4 and 17.1	Vehicles – authority to require removal of discharge or spillage and authority to give written consent for leaving a vehicle in a Public Place	<ul style="list-style-type: none"> • Regulatory Services Manager • Compliance and Planning Manager • Compliance and Enforcement Officer • Alcohol Licensing and Monitoring Officer • Environmental Health Officer • Community Assets Manager • Community Assets Coordinator
Clause 23.2	Control of objectionable signs – enforcement of breaches to 23.1	<ul style="list-style-type: none"> • Compliance and Planning Manager • Compliance and Enforcement Officer • Alcohol Licensing and Monitoring Officer • Senior Consents Planner • Planning Officer
Clause 25	Approving applications for exemptions to clauses 23 and 24.	<ul style="list-style-type: none"> • Compliance and Planning Manager • Compliance and Enforcement Officer • Alcohol Licensing and Monitoring Officer • Senior Consents Planner • Planning Officer

7.6 Solid Waste Bylaw 2019

Delegations from Chief Executive

Section	Description	Delegate
Clause 7	Use of Approved Containers	<ul style="list-style-type: none"> Utilities Manager
Clause 10	Deposit of Waste and Recyclable Material at Collection Points	<ul style="list-style-type: none"> Utilities Manager
Clause 11	Special Collection Areas	<ul style="list-style-type: none"> Utilities Manager
Clause 13	Licensing of the Collection or Transportation of Waste	<ul style="list-style-type: none"> Utilities Manager
Clause 14	Refusal to grant or renew a Licence	<ul style="list-style-type: none"> Utilities Manager
Clause 17	Approve Litter and Recycling Plan for Events	<ul style="list-style-type: none"> Community Assets Manager Utilities Manager Community Assets Coordinator Community Assets Liaison Community Parks and Property Adviser Asset Management & Compliance Coordinator Cemetery and Community Assets Officer Project Initiation Manager Waste Minimisation Officer
Clause 20.2	Grant Licence for placement of Donated Goods Containers	<ul style="list-style-type: none"> Community Assets Manager Utilities Manager Community Assets Coordinator Community Parks and Property Adviser Asset Management & Compliance Coordinator Cemetery and Community Assets Officer Project Initiation Manager
Clause 21	Powers to Enforce Non-Compliances of Bylaw	<ul style="list-style-type: none"> Community Assets Manager Utilities Manager Community Assets Coordinator Community Assets Liaison Compliance & Enforcement Officer Community Parks and Property Adviser Asset Management & Compliance Coordinator Cemetery and Community Assets Officer Project Initiation Manager Infrastructure Planning & Compliance Manager Waste Minimisation Officer

7.7 Trade Wastes Bylaw 2015

Delegations from Chief Executive

Section	Description	Delegate
7.2(b)and (c)	Power to inspect premises to determine trade waste classification Give written notice that discharge is no longer permitted and requires a permit under Bylaw	<ul style="list-style-type: none"> • Utilities Manager • Infrastructure Compliance Officer – Wastewater and Trade Waste • Infrastructure Planning & Compliance Manager • Senior Environmental Advisor • Environmental Officer
Clause 8	Approve a conditional Trade Waste Permit	<ul style="list-style-type: none"> • Utilities Manager • Infrastructure Compliance Officer – Wastewater and Trade Waste • Infrastructure Planning & Compliance Manager • Senior Environmental Advisor • Environmental Officer
Clause 10.2	Approve Trade Waste Discharge into public wastewater system	<ul style="list-style-type: none"> • Utilities Manager • Infrastructure Compliance Officer – Wastewater and Trade Waste • Infrastructure Planning & Compliance Manager • Senior Environmental Advisor • Environmental Officer
Clause 12.4	Approve or refuse an application or cancel an existing permit of disposal into Public Wastewater System	<ul style="list-style-type: none"> • Utilities Manager • Infrastructure Compliance Officer – Wastewater and Trade Waste • Infrastructure Planning & Compliance Manager • Senior Environmental Advisor • Environmental Officer
Clause 14.4	Approve or refuse an application for temporary discharge permit	<ul style="list-style-type: none"> • Utilities Manager • Infrastructure Compliance Officer – Wastewater and Trade Waste • Infrastructure Planning & Compliance Manager • Senior Environmental Advisor • Environmental Officer
Clause 15.6	Approve or refuse an application for a trade Waste Permit	<ul style="list-style-type: none"> • Utilities Manager • Infrastructure Compliance Officer – Wastewater and Trade Waste • Infrastructure Planning & Compliance Manager

		<ul style="list-style-type: none"> • Senior Environmental Advisor • Environmental Officer
Clause 18.2 and 19.1	Approve or refuse an application to vary a Trade Waste Permit	<ul style="list-style-type: none"> • Utilities Manager • Infrastructure Compliance Officer – Wastewater and Trade Waste • Infrastructure Planning & Compliance Manager • Senior Environmental Advisor • Environmental Officer
Clause 20	Powers to suspend or cancel a right to distance	<ul style="list-style-type: none"> • Utilities Manager • Infrastructure Compliance Officer – Wastewater and Trade Waste • Infrastructure Planning & Compliance Manager • Senior Environmental Advisor • Environmental Officer
Clause 21	Powers to disconnect a trade waste premise from the public wastewater system	<ul style="list-style-type: none"> • Utilities Manager • Infrastructure Compliance Officer – Wastewater and Trade Waste • Infrastructure Planning & Compliance Manager • Senior Environmental Advisor • Environmental Officer

7.8 Drainage Bylaw 2015

Delegations from Chief Executive

Section	Description	Delegate
Clause 7.3	Power to authorise discharge of stormwater to wastewater	<ul style="list-style-type: none"> • Operations Manager • Utilities Manager
Clause 10.2	Power to authorise a restriction or prohibit wastewater and stormwater services during an emergency	<ul style="list-style-type: none"> • Operations Manager • Utilities Manager • MDC Treatment Team Leader
Clause 12.1 and 12.3	<p>Authorise connections to, or interfere with any part of public sewer or drainage network</p> <p>Authorise privately owned serviced pipe on Council owned property</p>	<ul style="list-style-type: none"> • Operations Manager • Utilities Manager
Clause 14	Power to approve applications for connections to or diversion of public mains	<ul style="list-style-type: none"> • Operations Manager • Utilities Manager
Clause 18	Powers to approve works over or near public drainage systems	<ul style="list-style-type: none"> • Operations Manager • Utilities Manager
Clause 33	Enforcement of Offences and Breaches	<ul style="list-style-type: none"> • Operations Manager • Utilities Manager

7.9 Traffic Safety and Road Use Bylaw 2015

Delegations from Chief Executive

Section	Description	Delegate
Clause 5.4	Approve vehicle or parking place or parking space in contravention of a prohibition or restriction	<ul style="list-style-type: none"> Corridor Access Co-Ordinator
Clause 6.5	Approve a person to stop, stand or park a vehicle wholly or partly on a footpath, grass verge, garden or any area not designed or constructed to accommodate a vehicle	<ul style="list-style-type: none"> Corridor Access Co-Ordinator
Clause 6.7	Approve a person to stop, stand, park or place machinery, equipment, materials or freight containers on Road or Public Places	<ul style="list-style-type: none"> Corridor Access Co-Ordinator
Clause 6.8	Approve a person to stop, stand or park a vehicle on a service lane	<ul style="list-style-type: none"> Corridor Access Co-Ordinator
Clause 11.1	Give written consent of Council for heavy vehicles on roads or service lane	<ul style="list-style-type: none"> Corridor Access Co-Ordinator
Clause 21	Approve Stock Crossing Consent	<ul style="list-style-type: none"> Corridor Access Co-Ordinator
Clause 23	Authority to Suspend or Cancel Stock Crossing Consent	<ul style="list-style-type: none"> Corridor Access Co-Ordinator
Clause 25	Enforcement of Bylaw	<ul style="list-style-type: none"> Corridor Access Co-Ordinator

7.10 Water Supply Bylaw 2019

Delegations from Chief Executive

Section	Description	Delegate
Clause 9	Powers to restrict or prohibit use of water during an emergency	<ul style="list-style-type: none"> Utilities Manager Operations Manager
Clause 11	Approval of applications for supply	<ul style="list-style-type: none"> Utilities Manager
Clause 26.1	Approval to take water from fire hydrant	<ul style="list-style-type: none"> Utilities Manager Operations Manager
Clause 27.6	Approval to by-pass a meter for fire fighting	<ul style="list-style-type: none"> Utilities Manager Operations Manager
Clause 30	Powers to undertake enforcement clauses 30.1 – 30.3	<ul style="list-style-type: none"> General Manager – Infrastructure Utilities Manager

Delegations from Council to Chief Executive and Council Officers

Introduction

1. Further to those delegations identified in sections 7.1 - 7.10 of this Manual, Council delegates all its powers, duties and functions under the Resource Management Act 1991 (RMA) and the Local Government (Rating) Act 2002 to the Chief Executive, the General Manager – People and Corporate and the General Manager – Community, with the exception of those matters in respect of which delegation is prohibited under any Act or delegation.
2. The Council also delegates its powers, duties and functions as listed in the below Schedule to the identified Council Officers. For the avoidance of doubt and in the absence of a specific delegate, the Chief Executive and the General Manager – People and Corporate and General Manager – Community hold the delegated powers under the relevant legislation or regulation.
3. The below schedule also identifies those powers and functions an enforcement officer may have under the RMA. The schedule is for reference purposes and is not intended to replace the powers and functions afforded under any warrant. See instead the warrants schedule held by Council and also sections 8.1 - 8.4 of this Manual.
4. There is no ability to sub-delegate the powers provided under this section – see section 34A(1)(b) Resource Management Act 1991 and section 132 Local Government (Rating) Act 2002.

8.1 Local Government (Rating) Act 2002

Delegations from Council to Chief Executive and Council Officers

Section	Description	Delegate
27	Keep and maintain rating information database	<ul style="list-style-type: none"> Chief Financial Officer Finance Operations Team Leader
37	Keep and maintain rates records	<ul style="list-style-type: none"> Finance Operations Team Leader Finance Officer
40	Correct rates	<ul style="list-style-type: none"> Finance Operations Team Leader Finance Officer
41	Issue an amended rates assessment if an error is corrected	<ul style="list-style-type: none"> Finance Operations Team Leader Finance Officer
44-51	Delivery of Rates Assessments/invoices	<ul style="list-style-type: none"> Chief Financial Officer Finance Operations Team Leader
53	Appoint a rates collector	<ul style="list-style-type: none"> Chief Financial Officer Finance Operations Team Leader
57-58	Add penalties for rates not paid by the due date	<ul style="list-style-type: none"> Chief Financial Officer Finance Operations Team Leader Finance Officer
62	Recovery of rates if owner in default	<ul style="list-style-type: none"> Chief Financial Officer Finance Operations Team Leader Finance Officer
85-86	Remit rates pursuant to Council rates remission and postponement policy	<ul style="list-style-type: none"> Chief Financial Officer

8.2 Resource Management Act 1991

Delegations from Council to Chief Executive and Council Officers

Section	Summary of function/ power delegated	Delegation
Section 10	Determine that existing use rights apply	<ul style="list-style-type: none"> • Compliance and Planning Manager • Senior Consents Planner • Intermediate Planner • Planning Officer • Planning Technician
Section 10(2)	Grant an extension of time to existing use rights	<ul style="list-style-type: none"> • Compliance and Planning Manager • Senior Consents Planner • Intermediate Planner • Planning Officer
Section 10A	Determine existing activities apply for activities on surface water	<ul style="list-style-type: none"> • Compliance and Planning Manager • Senior Consents Planner • Intermediate Planner • Planning Officer
Section 10B	Determine certain existing building works allowed	<ul style="list-style-type: none"> • Compliance and Planning Manager • Senior Consents Planner • Intermediate Planner • Planning Officer
Section 15	Discharge of contaminants into Environment	<ul style="list-style-type: none"> • Compliance and Planning Manager • Compliance & Enforcement Officer • Environmental Health Officer • Infrastructure Compliance Officer – Wastewater and Trade Waste • Infrastructure Compliance Officer – Water and Stormwater • Authorised Officer • Infrastructure Planning & Compliance Manager • Senior Environmental Advisor • Environmental Officer
Section 16	Enforce Duty to avoid unreasonable noise	<ul style="list-style-type: none"> • Compliance and Planning Manager • Compliance & Enforcement Officer • Environmental Health Officer • Authorised Officer

Section	Summary of function/ power delegated	Delegation
Section 17	Duty to avoid, remedy or mitigate adverse effects <i>Warrant of Authority required</i>	<ul style="list-style-type: none"> • Compliance and Planning Manager • Alcohol Licensing and Monitoring Officer • Environmental Health Officer • Planning Officer • Regulatory Services Manager • Compliance & Enforcement Officer • Senior Consents Planner • Intermediate Planner • Infrastructure Compliance Officer – Wastewater and Trade Waste • Infrastructure Compliance Officer – Water and Stormwater • Land Development Contractor • Senior Policy Planner • Utilities Manager • Land Development Manager • Senior Development Engineer • Infrastructure Planning & Compliance Manager • Senior Environmental Advisor • Environmental Officer • Land Development Technician
Section 22	Power to require certain information (Enforcement Officer) <i>Warrant of Authority required</i>	<ul style="list-style-type: none"> • Alcohol Licensing and Monitoring Officer • Planning Officer • Regulatory Services Manager • Compliance and Planning Manager • Compliance & Enforcement Officer • Senior Consents Planner • Intermediate Planner • Infrastructure Compliance Officer – Wastewater and Trade Waste • Infrastructure Compliance Officer – Water and Stormwater • Land Development Contractor • Senior Policy Planner

Section	Summary of function/ power delegated	Delegation
		<ul style="list-style-type: none"> • Land Development Manager • Senior Development Engineer • Infrastructure Planning & Compliance Manager • Senior Environmental Advisor • Environmental Officer • Land Development Technician
Section 36(5) and (6)	<p>Power to require an additional charge</p> <p>Power to provide an estimate of cost</p>	<ul style="list-style-type: none"> • Regulatory Services Manager • Compliance and Planning Manager • Principal Policy Planner • Senior Policy Planner • Senior Consents Planner • Intermediate Planner • Planning Officer
Section 36AAB	<p>Power to remit the whole or any part of a charge of the kind referred to in Section 36</p> <p>Publication of list of charges</p>	<ul style="list-style-type: none"> • Regulatory Services Manager • Compliance and Planning Manager • Principal Policy Planner • Senior Policy Planner • Senior Consents Planner • Intermediate Planner
Section 36AA	<p>Authority to discount an administrative charge in accordance with the regulations or a policy adopted by the Council</p>	<ul style="list-style-type: none"> • General Manager – People and Corporate • Regulatory Services Manager • Compliance and Planning Manager • Principal Policy Planner • Senior Policy Planner • Senior Consents Planner • Intermediate Planner
Section 37	<p>Extend or waive compliance with a time limit up to the maximum period specified in the Act</p>	<ul style="list-style-type: none"> • Hearings Commissioner • Compliance and Planning Manager • Principal Policy Planner • Senior Policy Planner • Senior Consents Planner • Intermediate Planner • Planning Officer
Section 37A	<p>Requirements for waivers and extensions</p>	<ul style="list-style-type: none"> • Compliance and Planning Manager • Principal Policy Planner • Senior Policy Planner • Senior Consents Planner • Intermediate Planner • Planning Officer

Section	Summary of function/ power delegated	Delegation
Section 39 and 40	Determining appropriate hearing procedure	<ul style="list-style-type: none"> Hearings Commissioner Compliance and Planning Manager
Section 41B	Directions to provide evidence within time limits	<ul style="list-style-type: none"> Hearings Commissioner Compliance and Planning Manager
Section 41C	Power to make directions and requests regarding conduct of hearings	<ul style="list-style-type: none"> Hearings Commissioner Compliance and Planning Manager
Section 42	<p>Make an order that a hearing be held with the public excluded</p> <p>Make an order prohibiting or restricting the publication or communication of any information supplied or obtained in the course of any proceedings</p>	<ul style="list-style-type: none"> Hearings Commissioner
Section 42A	Authorisation to instruct a Council officer, consultant or any other person to prepare a report on information provided on any matter described in Section 39(1) by the applicant or any person who made a submission	<ul style="list-style-type: none"> Compliance and Planning Manager Principal Policy Planner Senior Policy Planner Senior Consents Planner Intermediate Planner Planning Officer Graduate Planner
Section 42A(5)	Waive the requirement to send a copy of a Section 42A report	<ul style="list-style-type: none"> Hearings Commissioner
Section 44A(8)	Enforcement of National Environmental Standards	<ul style="list-style-type: none"> Compliance and Planning Manager Senior Consents Planner Intermediate Planner Planning Officer Compliance and Enforcement Officer Alcohol Licensing and Monitoring Officer
Section 55(2),(2A)	Amending the District Plan in accordance with a National Policy Statement (NPS)	<ul style="list-style-type: none"> Principal Policy Planner Senior Policy Planner
Section 79	Review of District Plan provisions	<ul style="list-style-type: none"> Compliance and Planning Manager Principal Policy Planner Senior Policy Planner Policy Planner
Section 86B(4)(a) & (b)	Notification of a rescinded decision	<ul style="list-style-type: none"> Hearings Commissioner
Section 86E(3)	Removal of identification on District Plan rules that have early or delayed effect	<ul style="list-style-type: none"> Hearings Commissioner
Section 87BA	Boundary activities approved by neighbours on infringed boundaries are permitted activities	<ul style="list-style-type: none"> Compliance and Planning Manager Senior Consents Planner

Section	Summary of function/ power delegated	Delegation
		<ul style="list-style-type: none"> • Intermediate Planner • Planning Officer • Graduate Planning Officer • Planning Technician
Section 87BB	Activities meeting certain requirements are permitted activities	<ul style="list-style-type: none"> • Compliance and Planning Manager • Senior Consents Planner • Intermediate Planner • Planning Officer • Graduate Planning Officer • Planning Technician
Section 87E	Authority to make decisions on requests received under Section 87D to refer resource consent applications and applications to change or cancel conditions of consent, to the Environment Court	<ul style="list-style-type: none"> • Regulatory Services Manager • Compliance and Planning Manager
Section 88 and 149Z	Authority to determine that an application is incomplete and return the application to the applicant, with written reasons for the determination	<ul style="list-style-type: none"> • Compliance and Planning Manager • Senior Consents Planner • Intermediate Planner • Planning Officer • Graduate Planner • Planning Technician
Section 91(1)	Determine not to proceed with the notification or hearing of an application for a resource consent	<ul style="list-style-type: none"> • Compliance and Planning Manager • Senior Consents Planner • Intermediate Planner
Section 91(2)	Notify the applicant of the determination	<ul style="list-style-type: none"> • Compliance and Planning Manager • Senior Consents Planner • Intermediate Planner • Planning Officer
Section 92(1)	Authority to request the applicant to provide further information relating to the application	<ul style="list-style-type: none"> • Compliance and Planning Manager • Senior Consents Planner • Intermediate Planner • Planning Officer • Graduate Planner • Planning Technician
Section 92(2)	Commission a person to prepare a report on any matter relating to an application in particular circumstances	<ul style="list-style-type: none"> • Compliance and Planning Manager • Senior Consents Planner • Intermediate Planner • Planning Officer
Section 92A(2)	Decide a reasonable time limit within to provide the information and notify the applicant of it	<ul style="list-style-type: none"> • Compliance and Planning Manager • Senior Consents Planner • Intermediate Planner • Planning Officer

Section	Summary of function/ power delegated	Delegation
		<ul style="list-style-type: none"> • Graduate Planner • Planning Technician
Section 92A(3)	Decline a consent application in Section 92A(3) circumstances	<ul style="list-style-type: none"> • Compliance and Planning Manager • Senior Consents Planner • Intermediate Planner
Section 95A	Public notification of a consent application at Council's discretion	<ul style="list-style-type: none"> • Compliance and Planning Manager • Senior Consents Planner • Intermediate Planner • Planning Officer
Section 95B	Determine whether there are any person that may be adversely affected by the activity who have not given their written approval such that notice must be served. (limited notification)	<ul style="list-style-type: none"> • Compliance and Planning Manager • Senior Consents Planner • Intermediate Planner • Planning Officer
Section 95C	Determine whether an application is publicly notified after a request for further information or report is not provided or refused by the applicant	<ul style="list-style-type: none"> • Compliance and Planning Manager • Senior Consents Planner • Intermediate Planner
Section 95D	Determine if adverse effects are more than minor	<ul style="list-style-type: none"> • Compliance and Planning Manager • Senior Consents Planner • Intermediate Planner • Planning Officer
Section 95E	Determine who is an affected person	<ul style="list-style-type: none"> • Compliance and Planning Manager • Senior Consents Planner • Intermediate Planner • Planning Officer
Section 95F(b)	Determine if a person is an affected protected customary rights group	<ul style="list-style-type: none"> • Compliance and Planning Manager • Senior Consents Planner • Intermediate Planner
Section 96 Section 169 Section 190	<p>Authority to approve the making of a submission on Council's behalf about an application for a resource consent, designation or heritage order being processed by another consent authority or by Council as the consent authority provided that the subject matter of the submission falls within the scope of the Delegate's position description and role</p> <p>Authority to represent Council in its capacity as a submitter at any meeting, mediation or hearing to which Council is entitled to attend as a submitter</p>	<ul style="list-style-type: none"> • Regulatory Services Manager • Compliance and Planning Manager • Principal Policy Planner • Senior Policy Planner
Section 99	Determine if Council should have a pre hearing meeting	<ul style="list-style-type: none"> • Compliance and Planning Manager

Section	Summary of function/ power delegated	Delegation
		<ul style="list-style-type: none"> • Principal Policy Planner • Senior Policy Planner • Senior Consents Planner • Intermediate Planner • Planning Officer • Hearings Commissioner
Section 99(2)–(3)	Invite a consent applicant and some or all of the persons who have made submissions on the application to attend a meeting	<ul style="list-style-type: none"> • Compliance and Planning Manager • Principal Policy Planner • Senior Policy Planner • Senior Consents Planner • Intermediate Planner • Planning Officer
Section 99(4)	Determine if the person who has the power to make the decision on the application that is the subject of the meeting should be able to attend and participate	<ul style="list-style-type: none"> • Compliance and Planning Manager • Principal Policy Planner • Senior Policy Planner • Senior Consents Planner • Intermediate Planner
Section 99(5) & (6)	All functions, powers and duties to act as a chairperson of a pre-hearing meeting	<ul style="list-style-type: none"> • Compliance and Planning Manager • Principal Policy Planner • Senior Policy Planner • Senior Consents Planner • Intermediate Planner • Planning Officer • Hearings Commissioner
Section 99(8)	The authority for staff to decline the processing of an application or consideration of a submission, subject to criteria in the Resource Management Act 1991	<ul style="list-style-type: none"> • Regulatory Services Manager • Compliance and Planning Manager • Principal Policy Planner • Senior Policy Planner • Senior Consents Planner • Intermediate Planner
Section 99A	Authority to appoint a staff member as a mediator where the Council is the consent applicant	<ul style="list-style-type: none"> • Chief Executive • Compliance and Planning Manager
Section 100	Authority to determine that a hearing is necessary	<ul style="list-style-type: none"> • Compliance and Planning Manager • Principal Policy Planner • Senior Policy Planner • Senior Consents Planner • Intermediate Planner
Section 101	Authority to fix a hearing date and issue appropriate notices	<ul style="list-style-type: none"> • Compliance and Planning Manager • Principal Policy Planner • Senior Policy Planner • Senior Consents Planner • Intermediate Planner

Section	Summary of function/ power delegated	Delegation
		<ul style="list-style-type: none"> • Planning Officer
Section 102	Determine (with other authorities) whether a joint hearing is necessary	<ul style="list-style-type: none"> • Compliance and Planning Manager • Principal Policy Planner • Senior Policy Planner • Senior Consents Planner • Intermediate Planner
Section 103(1)	Authority to decide and arrange the holding of combined hearings where two or more applications are made to Council	<ul style="list-style-type: none"> • Compliance and Planning Manager • Principal Policy Planner • Senior Policy Planner • Senior Consents Planner • Intermediate Planner
Section 104A, 104B, 104C, 104D, 105(2), 106, 108, 149Z (in relation to resource consent applications), 220 and 406	<p>Determine applications for resource consents, including conditions of consent in the case of:</p> <ul style="list-style-type: none"> • Applications that are not notified under Section 95A, and for which notice is not required to be served under Section 95B; and • Applications for controlled activities, restricted discretionary activities, discretionary and non-complying activities which are notified under Section 95A, or for which notice is required to be served under Section 95B, where: <ul style="list-style-type: none"> ○ No submissions opposing the application are received; or ○ No request is made for a hearing; or ○ The need for a hearing has been averted by a submission being withdrawn; and ○ The applicant agrees with the proposed conditions of consent. 	<ul style="list-style-type: none"> • Compliance and Planning Manager • Principal Policy Planner • Senior Policy Planner • Senior Consents Planner • Intermediate Planner • Hearings Commissioner
Section 104(6)	Decline an application when there is insufficient information to determine the application	<ul style="list-style-type: none"> • Compliance and Planning Manager • Principal Policy Planner • Senior Policy Planner • Senior Consents Planner • Intermediate Planner • Hearings Commissioner
Section 106	Determine that any of the circumstances set out in Section 106(a), 9b) or (c) apply to any application for subdivision consent, or grant subdivision consent subject to conditions	<ul style="list-style-type: none"> • Compliance and Planning Manager • Principal Policy Planner • Senior Policy Planner • Senior Consents Planner • Intermediate Planner • Hearings Commissioner
Section 108	Ability to impose conditions	<ul style="list-style-type: none"> • Compliance and Planning Manager

Section	Summary of function/ power delegated	Delegation
		<ul style="list-style-type: none"> • Principal Policy Planner • Senior Policy Planner • Senior Consents Planner • Intermediate Planner • Planning Officer • Graduate Planner • Hearings Commissioner
Section 108A(3)	Determine that an adverse effect may continue or arise after the expiration of a resource consent and require that the bond continue for a specified periods	<ul style="list-style-type: none"> • Compliance and Planning Manager • Principal Policy Planner • Senior Policy Planner • Senior Consents Planner • Intermediate Planner • Hearings Commissioner
Section 108A and 109	<p>Approve or release bonds drawn up to meet resource consent conditions of the Resource Management Act 1991</p> <p>Determine an application and issue of a notice confirming that a bond or covenant is varied, cancelled or expired</p> <p>Authority to enter land to inspect and ascertain whether bonded work has been completed to the satisfaction of Council as the consent authority</p> <p>Authority to extend timeframes within which bonded work is required to be completed and authority to determine bonded work has not been completed to Council's satisfaction within the required timeframe and to authorise the entering onto land by Council to completed the work and power to recover Council's costs</p>	<ul style="list-style-type: none"> • Regulatory Services Manager • Compliance and Planning Manager • Senior Consents Planner • Intermediate Planner • Planning Officer • Compliance and Enforcement Officer • Land Development Manager • Senior Development Engineer • Infrastructure Planning & Compliance Manager • Land Development Technician • Environmental Officer • Land Development Contractor
Section 110	Determine to refund money paid as a financial contribution (either wholly or partially) where the activity does not proceed and return the whole or part of land set aside	<ul style="list-style-type: none"> • Compliance and Planning Manager • Principal Policy Planner • Senior Policy Planner • Senior Consents Planner • Intermediate Planner
Section 114 and 115	Serve notice of decision on an application for a resource consent and a statement of the time within which an appeal against which an appeal against the decision may be lodged	<ul style="list-style-type: none"> • Compliance and Planning Manager • Principal Policy Planner • Senior Policy Planner • Senior Consents Planner • Intermediate Planner • Planning Officer • Graduate Planner

Section	Summary of function/ power delegated	Delegation
Section 124	Permitting an application to continue to operate pending determination of an application for a replacement consent as provided for in S124(b)	<ul style="list-style-type: none"> • Compliance and Planning Manager • Principal Policy Planner • Senior Policy Planner • Senior Consents Planner • Intermediate Planner
Section 125	Determine an application for an extension	<ul style="list-style-type: none"> • Compliance and Planning Manager • Principal Policy Planner • Senior Policy Planner • Senior Consents Planner • Intermediate Planner • Planning Technician
Section 126	Cancel a resource consent by written notice served on the consent holder. Revoke a notice to cancel a resource consent and state a period after which a new notice may be served	<ul style="list-style-type: none"> • Compliance and Planning Manager • Principal Policy Planner • Senior Policy Planner • Senior Consents Planner • Intermediate Planner • Planning Technician
Section 127 and 149Z	Determine an application to change or cancel a condition of a resource consent Determine whether the application must be publicly notified under Section 95A or if limited notification required under Section 95B Delegations under Section 127 are restricted to those consents decide under delegated authority, or where the effect of the change or cancellation would be 'less than minor'	<ul style="list-style-type: none"> • Compliance and Planning Manager • Principal Policy Planner • Senior Policy Planner • Senior Consents Planner • Intermediate Planner • Hearings Commissioner
Section 128	Give notice of intention to review conditions of a resource consent Determine whether the application must be publicly notified under Section 95A or if limited notification is required under Section 95B	<ul style="list-style-type: none"> • Compliance and Planning Manager • Principal Policy Planner • Senior Policy Planner • Senior Consents Planner • Intermediate Planner • Planning Technician
Section 130(7)	Authority to determine that special circumstances exist and to require any review under Section 128 (review of consent conditions) to be notified	<ul style="list-style-type: none"> • Compliance and Planning Manager • Principal Policy Planner • Senior Policy Planner • Senior Consents Planner • Intermediate Planner • Hearings Commissioner
Section 132	Authority to change the conditions of a consent following a review under Section 128	<ul style="list-style-type: none"> • Compliance and Planning Manager • Principal Policy Planner • Senior Policy Planner

Section	Summary of function/ power delegated	Delegation
	Authority to cancel a resource consent following a review under Section 128 where the application contained significant inaccuracies or significant adverse effects resulted from the exercise of the consent	<ul style="list-style-type: none"> • Senior Consents Planner • Intermediate Planner • Planning Officer • Hearings Commissioner
Section 133A	Issue an amended consent that corrects minor mistakes or defects in the consent	<ul style="list-style-type: none"> • Compliance and Planning Manager • Principal Policy Planner • Senior Policy Planner • Senior Consents Planner • Intermediate Planner • Hearings Commissioner • Planning Technician
Section 134	To receive on behalf of Council written notice of transfer of a land use consent	<ul style="list-style-type: none"> • Compliance and Planning Manager • Principal Policy Planner • Senior Policy Planner • Senior Consents Planner • Intermediate Planner • Compliance & Enforcement Officer
Section 138	Authority to accept or refuse the surrender of part of a resource granted under delegated authority	<ul style="list-style-type: none"> • Compliance and Planning Manager • Principal Policy Planner • Senior Policy Planner • Senior Consents Planner • Intermediate Planner
Section 139	<p>Authority to issue or decline to issue a certificate of compliance</p> <p>Determine that further information is necessary to determine whether the particular proposal or activity complies with the plan and require an applicant for a certificate of compliance to provide further information relating to the request</p>	<ul style="list-style-type: none"> • Compliance and Planning Manager • Principal Policy Planner • Senior Policy Planner • Senior Consents Planner • Intermediate Planner • Planning Officer • Hearings Commissioner
Section 139A	<p>Authority to issue an existing use certificate and to determine and require additional information</p> <p>Revoke an existing use certificate</p>	<ul style="list-style-type: none"> • Compliance and Planning Manager • Principal Policy Planner • Senior Policy Planner • Senior Consents Planner • Intermediate Planner
Section 142(4)	Provide views to the Minister on a request for a matter of national significance to be called in and indicated Council's capacity	<ul style="list-style-type: none"> • Compliance and Planning Manager
Section 145(1), (2), (3) or (4)	Lodgements of matters with Environmental Protection Agency (EPA)	<ul style="list-style-type: none"> • Compliance and Planning Manager

Section	Summary of function/ power delegated	Delegation
Section 147(4)	Provide view to the Minister on a matter lodged with the Environmental Protection Agency and indicate Council's capacity	<ul style="list-style-type: none"> • Compliance and Planning Manager
Section 149	Respond to request from the Environmental Protection Agency for further information	<ul style="list-style-type: none"> • Compliance and Planning Manager
Section 149B	Provide Environment Protection Agency with required information	<ul style="list-style-type: none"> • Compliance and Planning Manager
Section 149E	Authority to lodge a submission to the Environmental Protection Authority on a matter of national importance that has been called in and publicly notified	<ul style="list-style-type: none"> • Compliance and Planning Manager
Section 149F	Authority to lodge a further submission to the Environmental protection Authority on a matter of national importance that has been called in and publicly notified	<ul style="list-style-type: none"> • Compliance and Planning Manager
Section 149(G)(3)	Prepare a report in response to a request from the Environmental Protection Agency	<ul style="list-style-type: none"> • Compliance and Planning Manager • Principal Policy Planner • Senior Policy Planner
Section 149(I)	Withdraw a change or a variation	<ul style="list-style-type: none"> • Compliance and Planning Manager
Section 149N	Authority to prepare a proposed plan change in accordance with the direction received from the or the board of inquiry	<ul style="list-style-type: none"> • Compliance and Planning Manager
Section 149ZD(1)	Determine whether to recover from an applicant actual and reasonable costs incurred by Council in complying with Part 6AA	<ul style="list-style-type: none"> • Compliance and Planning Manager
Section 149ZD(7)	Object to requirement to pay costs under Section 149D	<ul style="list-style-type: none"> • Compliance and Planning Manager
Section 149W(2)(a)	Authority to amend the proposed plan change or variation in accordance with an order or direction received from the board of inquiry or the Environment Court	<ul style="list-style-type: none"> • Compliance and Planning Manager • Principal Policy Planner • Senior Policy Planner
Section 149Z	Authority to process matters referred from the Minister	<ul style="list-style-type: none"> • Compliance and Planning Manager • Principal Policy Planner • Senior Policy Planner
Section 168, 168A, 181 and 182	Authority for Council as applicant (requiring authority) to: <ul style="list-style-type: none"> (a) issue a notice of requirement (b) confirm the requirement (c) modify the requirement (d) withdraw the requirement (e) alter the designation (f) remove the designation 	<ul style="list-style-type: none"> • General Manager – Infrastructure • General Manager – Community • Infrastructure Planning and Compliance Manager • Compliance and Planning Manager • Principal Policy Planner • Senior Policy Planner
Section 168A	Authority for Council as regulator to notify a Council notice of requirement	<ul style="list-style-type: none"> • Compliance and Planning Manager

Section	Summary of function/ power delegated	Delegation
		<ul style="list-style-type: none"> • Planning Contractor • Principal Policy Planner • Senior Policy Planner
Section 169 and 171	<p>Authority for Council as regulator to decide whether:</p> <p>(a) Further information is required;</p> <p>(b) To notify a requirement in accordance with Sections 95-95G;</p> <p>(c) To hold hearings;</p> <p>And authority for Council as regulator to recommend the requiring authority:</p> <p>(a) Confirm the requirement;</p> <p>(b) Modify the requirement;</p> <p>(c) Impose conditions;</p> <p>(d) Withdraw the requirement</p>	<ul style="list-style-type: none"> • Compliance and Planning Manager • Principal Policy Planner • Senior Policy Planner • Planning Contractor
Section 171	Authority to make a recommendation on a requirement for designation or heritage order	<ul style="list-style-type: none"> • Hearings Commissioner • Compliance and Planning Manager • Principal Policy Planner • Senior Policy Planner • Senior Consents Planner • Intermediate Planner
Section 172	Power to modify the requirement if the modification is recommended by the territorial authority or is not inconsistent with the requirement as notified	<ul style="list-style-type: none"> • Compliance and Planning Manager • Principal Policy Planner • Senior Policy Planner • Senior Consents Planner • Intermediate Planner
Section 173	The authority to notify a decision on a designation	<ul style="list-style-type: none"> • Compliance and Planning Manager • Principal Policy Planner • Senior Policy Planner • Senior Consents Planner • Intermediate Planner
Section 175(2) (Section 181(2), and Section 182(2))	Incorporation of approved designation into the District Plan	<ul style="list-style-type: none"> • Compliance and Planning Manager • Principal Policy Planner • Senior Policy Planner • Senior Consents Planner • Intermediate Planner
Section 176A(2)	Authority to waive the requirement of an outline plan	<ul style="list-style-type: none"> • Compliance and Planning Manager • Principal Policy Planner • Senior Policy Planner • Senior Consents Planner • Intermediate Planner • Hearings Commissioner
Section 176A	Authority to approve or request changes to an outline plan	<ul style="list-style-type: none"> • Compliance and Planning Manager

Section	Summary of function/ power delegated	Delegation
		<ul style="list-style-type: none"> Principal Policy Planner Senior Policy Planner Senior Consents Planner Intermediate Planner Hearings Commissioner
Section 181(3)	Authority to approve alterations to a designation	<ul style="list-style-type: none"> Compliance and Planning Manager Principal Policy Planner Senior Policy Planner
Section 182	<p>Authority to amend the District Plan after receiving a notice of removal of a designation or part of a designation</p> <p>Authority to decline to remove a designation</p>	<ul style="list-style-type: none"> Compliance and Planning Manager Principal Policy Planner Senior Policy Planner
Section 184	Authority to fix a longer period for the expiry of the designation	<ul style="list-style-type: none"> Compliance and Planning Manager Principal Policy Planner Senior Policy Planner
Section 191	Authority to make recommendations (including to recommend conditions) on notices of requirement for heritage orders made under Section 189	<ul style="list-style-type: none"> Hearings Commissioner
Section 198C	Decision on request for direct referral of designations and heritage orders to Environment Court	<ul style="list-style-type: none"> General Manager – People and Corporate General Manager – Community
Section 220	<p>Authority to impose conditions in respect of a resource consent for subdivision</p> <p>Consult the District Land Register in relation to any condition proposed under Section 220(1)(b)</p>	<ul style="list-style-type: none"> Compliance and Planning Manager Principal Policy Planner Senior Policy Planner Senior Consents Planner Intermediate Planner Planning Officer Graduate Planner Hearings Commissioner
Section 221	<p>Authority to issue a consent notice</p> <p>Authority to amend consent notices where the consent was decided under delegated authority, or where the application for change or cancellation is lodged not less than 5 years from the granting of the consent for those consents decided by the Hearings Committee</p>	<ul style="list-style-type: none"> Regulatory Services Manager Compliance and Planning Manager Principal Policy Planner Senior Policy Planner Senior Consents Planner Intermediate Planner
Section 221(3) and (3A)	Authority to vary or cancel conditions	<ul style="list-style-type: none"> Regulatory Services Manager Compliance and Planning Manager Principal Policy Planner Senior Policy Planner Senior Consents Planner Intermediate Planner

Section	Summary of function/ power delegated	Delegation
Section 222	<p>Authority to accept a bond for completion of consent conditions and all powers given to a territorial authority in relation to completion certificates</p> <p>Authority to issue completion certificates</p> <p>Authority to extend the period for completion of works or making a financial contribution</p>	<ul style="list-style-type: none"> • Hearings Commissioner • Regulatory Services Manager • Compliance and Planning Manager • Senior Consents Planner • Intermediate Planner
Section 223	Approve or decline any survey plan and to certify approval in accordance with Section 223(1A)	<ul style="list-style-type: none"> • Compliance and Planning Manager • Principal Policy Planner • Senior Policy Planner • Senior Consents Planner • Intermediate Planner • Graduate Planner • Planning Technician • Planning Officer • Land Development Manager • Senior Development Engineer • Infrastructure Planning & Compliance Manager • Land Development Technician • Environmental Officer • Land Development Contractor
Section 224(c)	Authority to certify compliance as an “authorised officer” with specified conditions prior to the deposit of the survey plan	<ul style="list-style-type: none"> • Compliance and Planning Manager • Principal Policy Planner • Senior Policy Planner • Senior Consents Planner • Intermediate Planner • Graduate Planner • Planning Technician • Planning Officer • Land Development Manager • Senior Development Engineer • Infrastructure Planning & Compliance Manager • Land Development Technician • Environmental Officer • Land Development Contractor
Section 224(f)	Authority to issue a completion certificate confirming that every building or part of a	<ul style="list-style-type: none"> • Compliance and Planning Manager

Section	Summary of function/ power delegated	Delegation
	building complies with S116A of the Building Act 2004	<ul style="list-style-type: none"> • Principal Policy Planner • Senior Policy Planner • Senior Consents Planner • Intermediate Planner • Graduate Planner • Planning Technician • Planning Officer • Land Development Manager • Senior Development Engineer • Infrastructure Planning & Compliance Manager • Land Development Technician • Environmental Officer • Land Development Contractor
Section 226(1)(e)	Authority to issue a certificate confirming allotments are in accordance with the provision of the relevant district plans and statutory documents	<ul style="list-style-type: none"> • Compliance and Planning Manager • Principal Policy Planner • Senior Policy Planner • Senior Consents Planner • Intermediate Planner • Graduate Planner • Planning Technician
Section 227 Section 240 Section 241	Authority to cancel prior approvals including amalgamation conditions	<ul style="list-style-type: none"> • Compliance and Planning Manager • Principal Policy Planner • Senior Policy Planner • Senior Consents Planner • Intermediate Planner
Section 232	Authority to prepare esplanade strip instruments, and to determine which matters shall be provided for in the instrument	<ul style="list-style-type: none"> • Compliance and Planning Manager • Principal Policy Planner • Senior Policy Planner • Senior Consents Planner • Intermediate Planner • Planning Officer
Section 234	<p>Authority to vary or cancel an esplanade strip</p> <p>Authority to consider, grant or decline an application to vary or cancel any instrument creating an esplanade strip</p> <p>Authority to sign a certificate as authorised officer of Council specifying the variations to the instrument or that the instrument is cancelled</p>	<ul style="list-style-type: none"> • Compliance and Planning Manager • Principal Policy Planner • Senior Policy Planner • Senior Consents Planner • Intermediate Planner

Section	Summary of function/ power delegated	Delegation
Section 235	Authority to agree to create an esplanade strip with agreement of the registered proprietor	<ul style="list-style-type: none"> • Compliance and Planning Manager • Principal Policy Planner • Senior Policy Planner • Senior Consents Planner • Intermediate Planner • Planning Officer
Section 237 and 237A	<p>Authority to refuse approval of a survey plan unless esplanade reserves or esplanade strips, or where any part of the allotment is the bed of a river or lake or is within the coastal marine areas, the bed of that river or lake, is shown on the survey plan</p> <p>Authority to approve a separate survey plan for an esplanade reserve or esplanade strip</p>	<ul style="list-style-type: none"> • Compliance and Planning Manager • Principal Policy Planner • Senior Policy Planner • Senior Consents Planner • Intermediate Planner
Section 237B	<p>Authority to acquire an easement and agree with the registered proprietor on the conditions of that easement</p> <p>Authority to agree to cancel or vary an easement for access</p>	<ul style="list-style-type: none"> • Compliance and Planning Manager • Principal Policy Planner • Senior Policy Planner • Senior Consents Planner • Intermediate Planner
Section 237C	Authority to close an esplanade reserve or access strip during period of emergency or public risk	<ul style="list-style-type: none"> • Regulatory Services Manager • Compliance and Planning Manager • Principal Policy Planner • Senior Policy Planner • Senior Consents Planner • Intermediate Planner
Section 237H	<p>Authority to agree with the registered proprietor to the appointment of a registered valuer</p> <p>Authority to object to the determination of the registered valuer</p>	<ul style="list-style-type: none"> • Compliance and Planning Manager • Principal Policy Planner • Senior Policy Planner • Senior Consents Planner • Intermediate Planner
Section 239(2)	Authority to certify on a survey plan specified interests to remain with the land to be vested as reserve	<ul style="list-style-type: none"> • Compliance and Planning Manager • Principal Policy Planner • Senior Policy Planner • Senior Consents Planner • Intermediate Planner
Section 240(1)	Authority to approve and endorse survey plan where covenants has been entered into	<ul style="list-style-type: none"> • Compliance and Planning Manager • Principal Policy Planner • Senior Policy Planner • Senior Consents Planner • Intermediate Planner
Section 240(3)	Authority to execute on Council's behalf a covenant entered into in accordance with a	<ul style="list-style-type: none"> • Compliance and Planning Manager • Principal Policy Planner

Section	Summary of function/ power delegated	Delegation
	consent condition imposed under sub Sections 220(1)(b) and 220(2)(a)	<ul style="list-style-type: none"> • Senior Policy Planner • Senior Consents Planner • Intermediate Planner
Section 240(4)	Authority to cancel a covenant in whole or in part relating to the transfer of allotments	<ul style="list-style-type: none"> • Compliance and Planning Manager • Principal Policy Planner • Senior Policy Planner • Senior Consents Planner • Intermediate Planner
Section 240 (5)	Authority to sign a Memorandum of Cancellation endorsed on the survey plan or, where the survey plan is already approved by the Chief Survey or deposited, authority to sign a certificate as authorised officer to the effect that covenant has been cancelled	<ul style="list-style-type: none"> • Compliance and Planning Manager • Principal Policy Planner • Senior Policy Planner • Senior Consents Planner • Intermediate Planner
Section 241(1) Section 241 (2) Section 241 (3) Section 241 (4)	<p>Authority to endorse an amalgamation condition on a survey plan.</p> <p>Authority to approve the individual disposal of separate parcels of land included in a certificate of title</p> <p>Authority to cancel an allotment conditions (in whole or in part)</p> <p>Authority to sign a memorandum of cancellation endorsed on a survey plan or a certificate to the effect that the conditions has been cancelled in whole or in part</p>	<ul style="list-style-type: none"> • Compliance and Planning Manager • Principal Policy Planner • Senior Policy Planner • Senior Consents Planner • Intermediate Planner
Section 243(a)	Authority to grant, surrender, transfer, vary or cancel easements	<ul style="list-style-type: none"> • Compliance and Planning Manager • Principal Policy Planner • Senior Policy Planner • Senior Consents Planner • Intermediate Planner
Section 243(e)	Authority to revoke a condition (requiring an easement) in whole or in part	<ul style="list-style-type: none"> • Compliance and Planning Manager • Principal Policy Planner • Senior Policy Planner • Senior Consents Planner • Intermediate Planner
Section 243(f)	Authority to sign a memorandum of cancellation endorsed on a survey plan or a certificate to the effect that the conditions has been cancelled in whole or in part	<ul style="list-style-type: none"> • Compliance and Planning Manager • Principal Policy Planner • Senior Policy Planner • Senior Consents Planner • Intermediate Planner
Section 245	Authority to approve or decline a survey plan of a reclamation	<ul style="list-style-type: none"> • Compliance and Planning Manager • Principal Policy Planner

Section	Summary of function/ power delegated	Delegation
		<ul style="list-style-type: none"> • Senior Policy Planner • Senior Consents Planner • Intermediate Planner
Section 267(2)	Authority to request a judicial conference	<ul style="list-style-type: none"> • Regulatory Services Manager • Compliance and Planning Manager • Principal Policy Planner • Senior Policy Planner • Senior Consents Planner • Intermediate Planner
Section 268	Authority to consent to a matter being referred to alternative dispute resolution and authority to represent Council at alternative dispute resolution	<ul style="list-style-type: none"> • Regulatory Services Manager • Compliance and Planning Manager • Principal Policy Planner • Senior Policy Planner • Senior Consents Planner • Intermediate Planner
Section 274	Authority to decide that Council will apply to be a Section 274 party and to approve the giving of notice	<ul style="list-style-type: none"> • Regulatory Services Manager • Compliance and Planning Manager
Section 276A	Authority to certify as authorised officer a copy of or extract from, a policy statement or plan to be true copy of the original	<ul style="list-style-type: none"> • Compliance and Planning Manager • Principal Policy Planner • Senior Policy Planner
Section 292(2)	Amendment or correction of the District Plan as instructed by the Environment Court	<ul style="list-style-type: none"> • Compliance and Planning Manager • Principal Policy Planner • Senior Policy Planner
Section 301	Give notice of intention to appear and be heard on High Court appeal	<ul style="list-style-type: none"> • Compliance and Planning Manager
Section 306 Section 308G Section 308I	<p>Authority to apply to the High Court for an extension of time</p> <p>Authority to bring proceedings to the Environment Court for a declaration</p> <p>Authority to bring proceedings for damages in the High Court</p>	<ul style="list-style-type: none"> • Regulatory Services Manager • Compliance and Planning Manager • Principal Policy Planner • Senior Policy Planner • Senior Consents Planner • Intermediate Planner
Section 316	Authority to apply for an enforcement order	<ul style="list-style-type: none"> • Regulatory Services Manager • Principal Policy Planner • Senior Policy Planner • Senior Consents Planner • Intermediate Planner • Compliance and Planning Manager
Section 317	Authority to sign and serve notice of application for enforcement order	<ul style="list-style-type: none"> • Regulatory Services Manager • Senior Consents Planner • Intermediate Planner • Compliance and Planning Manager

Section	Summary of function/ power delegated	Delegation
Section 320	Authority to apply for interim enforcement order	<ul style="list-style-type: none"> Regulatory Services Manager Principal Policy Planner Senior Policy Planner Senior Consents Planner Intermediate Planner Compliance and Planning Manager
Section 321	Authority to apply to the Environment Court for a change or cancellation of an enforcement order	<ul style="list-style-type: none"> Regulatory Services Manager Principal Policy Planner Senior Policy Planner Senior Consents Planner Intermediate Planner Compliance and Planning Manager
322	Power to serve abatement notices <i>Warrant of Authority required</i>	<ul style="list-style-type: none"> Alcohol Licensing and Monitoring Officer Environmental Health Officer Regulatory Services Manager Compliance and Planning Manager Compliance and Enforcement Officer Infrastructure Compliance Officer – Wastewater and Trade Waste Infrastructure Compliance Officer – Water and Stormwater Senior Policy Planner Infrastructure Planning & Compliance Manager Senior Environmental Advisor Environmental Officer Land Development Technician Senior Development Engineer Land Development Manager
Section 325	Authority to appeal to the Environment Court against an abatement notice and power to apply to an Environment Court Judge for a stay of an abatement notice pending appeal	<ul style="list-style-type: none"> Regulatory Services Manager Senior Consents Planner Intermediate Planner Compliance and Planning Manager
Section 325A	Cancel an abatement notice or approve a request for change or cancellation of an abatement notice	<ul style="list-style-type: none"> Regulatory Services Manager Compliance and Planning Manager Senior Consents Planner Intermediate Planner

Section	Summary of function/ power delegated	Delegation
327	Issue Excessive Noise Direction <i>Warrant of Authority required</i>	<ul style="list-style-type: none"> • Alcohol Licensing and Monitoring Officer • Environmental Health Officer • Regulatory Services Manager • Compliance and Planning Manager • Compliance and Enforcement Officer • Contractor – 365 Security • Contractor – Armourguard • Senior Policy Planner
328	Compliance with Excessive Noise Direction <i>Warrant of Authority required</i>	<ul style="list-style-type: none"> • Alcohol Licensing and Monitoring Officer • Environmental Health Officer • Compliance and Planning Manager • Regulatory Services Manager • Compliance and Enforcement Officer • Contractor – 365 Security • Contractor – Armourguard • Infrastructure Compliance Officer – Wastewater and Trade Waste • Infrastructure Compliance Officer – Water and Stormwater • Senior Policy Planner • Infrastructure Planning & Compliance Manager • Senior Environmental Advisor • Environmental Officer
Section 330 Section 330A Section 330B	Emergency powers	<ul style="list-style-type: none"> • General Manager - Infrastructure
Section 332	Power of entry for inspection <i>Warrant of Authority required</i>	<ul style="list-style-type: none"> • Alcohol Licensing and Monitoring Officer • Environmental Health Officer • Planning Officer • Compliance and Planning Manager • Regulatory Services Manager • Principal Policy Planner • Senior Policy Planner • Compliance and Enforcement Officer • Senior Consents Planner • Intermediate Planner • Policy Planner

Section	Summary of function/ power delegated	Delegation
		<ul style="list-style-type: none"> • Planning Technician • Infrastructure Compliance Officer – Wastewater and Trade Waste • Infrastructure Compliance Officer – Water and Stormwater • Land Development Contractor
Section 333	Power of entry for survey <i>Warrant of Authority required</i>	<ul style="list-style-type: none"> • Alcohol Licensing and Monitoring Officer • Environmental Health Officer • Planning Officer • Compliance and Planning Manager • Regulatory Services Manager • Principal Policy Planner • Senior Policy Planner • Compliance and Enforcement Officer • Senior Consents Planner • Intermediate Planner • Policy Planner • Infrastructure Compliance Officer – Wastewater and Trade Waste • Infrastructure Compliance Officer – Water and Stormwater • Land Development Contractor • Senior Environmental Advisor • Environmental Officer
Section 334	Authority to make application to the District Court for a warrant for entry and search	<ul style="list-style-type: none"> • Compliance and Planning Manager • Senior Consents Planner • Intermediate Planner
Section 343B Section 343C	Approval of infringement notices and serving of infringement notices <i>Warrant of Authority required (for 343C)</i>	<ul style="list-style-type: none"> • Compliance and Planning Manager • Senior Consents Planner • Intermediate Planner • Compliance and Enforcement Officer • Alcohol Licensing and Monitoring Officer • Infrastructure Compliance Officer – Wastewater and Trade Waste

Section	Summary of function/ power delegated	Delegation
		<ul style="list-style-type: none"> • Infrastructure Compliance Officer – Water and Stormwater • Land Development Manager • Senior Development Engineer • Senior Policy Planner • Regulatory Manager • Senior Environmental Advisor • Environmental Officer
Section 357	Authority to approve objections	<ul style="list-style-type: none"> • Compliance and Planning Manager • Senior Consents Planner • Intermediate Planner (* Note: Approval should not be given by an officer who initially approved the consent)
Section 357	Authority to approve or decline objections	<ul style="list-style-type: none"> • Hearing Commissioner
Section 357AB	Hear objection under Section 357A(1)(f) or (g) of the Resource Management Act 1991	<ul style="list-style-type: none"> • Hearing Commissioner
Section 357C	Procedure for making and hearing objection under sections 357 to 357B of the Resource Management Act 1991	<ul style="list-style-type: none"> • Hearing Commissioner
Section 357C(3)(b)	Authority to allow staff to give appropriate notice to parties	<ul style="list-style-type: none"> • Compliance and Planning Manager • Senior Consents Planner • Intermediate Planner • Planning Officer • Planning Technician
Section 357C(4)(b)	Authority to allow staff to give appropriate notice of objection hearing to parties	<ul style="list-style-type: none"> • Compliance and Planning Manager • Senior Consents Planner • Intermediate Planner • Planning Officer
Section 357D	Decision on objections made under sections 357 to 357B of the Resource Management Act 1991	<ul style="list-style-type: none"> • Hearing Commissioner
Section 357D(2)	Authority to allow staff to give appropriate notice of decisions to parties	<ul style="list-style-type: none"> • Compliance and Planning Manager • Principal Policy Planner • Senior Policy Planner • Senior Consents Planner • Intermediate Planner • Planning Technician
Section 388	Authority to request information as to the nature and extent of the activities carried out under the consent and the effects of those activities upon the environment	<ul style="list-style-type: none"> • Compliance and Planning Manager • Principal Policy Planner • Senior Policy Planner • Senior Consents Planner

Section	Summary of function/ power delegated	Delegation
		<ul style="list-style-type: none"> • Intermediate Planner
Section 405A	Power to reduce the width of or waive the requirement to provide an esplanade reserve or strip	<ul style="list-style-type: none"> • Compliance and Planning Manager • Principal Policy Planner • Senior Policy Planner • Senior Consents Planner • Intermediate Planner

8.3 Resource Management Act 1991 - First Schedule, Part 1

Delegations from Council to Chief Executive and Council Officers

Preparation and change of policy statements and plans by Council

Clause	Action	Delegation
Clause 1(2)	Power to grant extension of time in terms of Section 37	<ul style="list-style-type: none"> • Hearing Commissioner • Compliance and Planning Manager • Principal Policy Planner • Senior Policy Planner • Senior Consents Planner • Intermediate Planner
Clause 3(2)	Power to determine who is to be consulted or which previous consultation will be accepted	<ul style="list-style-type: none"> • Hearing Commissioner • Compliance and Planning Manager • Principal Policy Planner • Senior Policy Planner • Senior Consents Planner • Intermediate Planner
Clause 4(1) and Clause 4 (10)	Notice to Requiring Authority and amendment of the District Plan	<ul style="list-style-type: none"> • Hearing Commissioner • Compliance and Planning Manager • Principal Policy Planner • Senior Policy Planner • Senior Consents Planner • Intermediate Planner
Clause 4(2) and Clause (5)	Public notification — placement of notice and distribution	<ul style="list-style-type: none"> • Hearing Commissioner • Compliance and Planning Manager • Principal Policy Planner • Senior Policy Planner • Senior Consents Planner • Intermediate Planner
Clause 5(1A) & (1B)	Power to determine affected parties to be notified	<ul style="list-style-type: none"> • Hearing Commissioner • Compliance and Planning Manager • Principal Policy Planner • Senior Policy Planner • Senior Consents Planner • Intermediate Planner
Clause 5(2) and 5(5)	Public notification — placement of notice and distribution	<ul style="list-style-type: none"> • Hearing Commissioner • Compliance and Planning Manager • Principal Policy Planner • Senior Policy Planner • Senior Consents Planner • Intermediate Planner

Clause	Action	Delegation
Clauses 6 and 8	Making submissions on variations or plan changes	<ul style="list-style-type: none"> • Compliance and Planning Manager • Principal Policy Planner • Senior Policy Planner • Senior Consents Planner • Intermediate Planner
Clause 7(1)	Summary of submissions and notification of submissions	<ul style="list-style-type: none"> • Compliance and Planning Manager • Principal Policy Planner • Senior Policy Planner • Senior Consents Planner • Intermediate Planner
Clause 8AA	Resolution of disputes and mediation	<ul style="list-style-type: none"> • Hearing Commissioner
Clause 8B	Power to set hearing date and notice (including reports)	<ul style="list-style-type: none"> • Compliance and Planning Manager • Principal Policy Planner • Senior Policy Planner • Senior Consents Planner • Intermediate Planner
Clause 8C	Hearing not needed	<ul style="list-style-type: none"> • Hearing Commissioner • Compliance and Planning Manager • Principal Policy Planner • Senior Policy Planner • Senior Consents Planner • Intermediate Planner
Clause 8D(1)	Decision to withdraw a proposal	<ul style="list-style-type: none"> • Hearing Commissioner • Compliance and Planning Manager • Principal Policy Planner • Senior Policy Planner • Senior Consents Planner • Intermediate Planner
Clause 8D(2)	Notification of withdrawal and providing reasons	<ul style="list-style-type: none"> • Compliance and Planning Manager • Principal Policy Planner • Senior Policy Planner • Senior Consents Planner • Intermediate Planner
Clause 9	Recommendations and decisions on requirements (designations)	<ul style="list-style-type: none"> • Hearing Commissioner
Clause 10(1), (2) and (3)	Decision of local authorities	<ul style="list-style-type: none"> • Hearing Commissioner
Clause 10(4)	Public notification of decisions	<ul style="list-style-type: none"> • Hearing Commissioner • Compliance and Planning Manager • Principal Policy Planner • Senior Policy Planner • Senior Consents Planner

Clause	Action	Delegation
		<ul style="list-style-type: none"> • Intermediate Planner
Clause 11(1) and (2)	Notification of decision to submitters, and owners and affected parties	<ul style="list-style-type: none"> • Compliance and Planning Manager • Principal Policy Planner • Senior Policy Planner • Senior Consents Planner • Intermediate Planner
Clause 13(3)	Amend the District Plan in respect of the designations	<ul style="list-style-type: none"> • Hearing Commissioner
Clause 13(4)	Notification of decision of Requiring Authority to submitters, and owners and affected parties	<ul style="list-style-type: none"> • Compliance and Planning Manager • Principal Policy Planner • Senior Policy Planner • Senior Consents Planner • Intermediate Planner
Clause 13 (6)	Summary of decisions to be made available	<ul style="list-style-type: none"> • Compliance and Planning Manager • Principal Policy Planner • Senior Policy Planner • Senior Consents Planner • Intermediate Planner
Clause 14(5)	Administration of appeals	<ul style="list-style-type: none"> • Compliance and Planning Manager • Principal Policy Planner • Senior Policy Planner • Senior Consents Planner • Intermediate Planner
Clause 16(1)	Amend Proposed District Plan according to the Environment Court's directions and Section 55(2)	<ul style="list-style-type: none"> • Hearing Commissioner • Principal Policy Planner • Senior Policy Planner

8.4 Resource Management Act 1991 - First Schedule, Part 2

Delegations from Council to Chief Executive and Council Officers

Requests for changes to policy statements and plans of local authorities and requests to prepare regional plans

Clause	Action	Delegation
Clause 23(1) and (2)	Request of further information on a plan change	<ul style="list-style-type: none"> • Compliance and Planning Manager • Principal Policy Planner • Senior Policy Planner • Senior Consents Planner • Intermediate Planner
Clause 23(3)	Initiate a commission to investigate a plan change	<ul style="list-style-type: none"> • Compliance and Planning Manager • Principal Policy Planner • Senior Policy Planner • Senior Consents Planner • Intermediate Planner
Clause 23(4)	Request further information	<ul style="list-style-type: none"> • Compliance and Planning Manager • Principal Policy Planner • Senior Policy Planner • Senior Consents Planner • Intermediate Planner
Clause 23 (6)	Declining of plan change due to lack of information	<ul style="list-style-type: none"> • Compliance and Planning Manager • Principal Policy Planner • Senior Policy Planner • Senior Consents Planner • Intermediate Planner
Clause 24	Modification of request for plan change	<ul style="list-style-type: none"> • Compliance and Planning Manager • Principal Policy Planner • Senior Policy Planner • Senior Consents Planner • Intermediate Planner
Clause 25(1), (2)	Decision to 'adopt', 'accept' or 'reject' a plan change	<ul style="list-style-type: none"> • Hearing Commissioner <p>(* Note: If adopted, Part 1 of the First Schedule applies and full Council will need to provide final consideration and approval of plan change)</p>
Clause 25(3)	Proceed as if application for resource consent	<ul style="list-style-type: none"> • Hearing Commissioner
Clause 25(4)	Reject the request in whole or in part	<ul style="list-style-type: none"> • Hearing Commissioner
Clause 25(2)(a)(i)	Public notification of plan change 'adopted' — see Clause 5	<ul style="list-style-type: none"> • Compliance and Planning Manager • Principal Policy Planner

Clause	Action	Delegation
		<ul style="list-style-type: none"> • Senior Policy Planner • Senior Consents Planner • Intermediate Planner
Clause 25(5)	Notification of Decision	<ul style="list-style-type: none"> • Compliance and Planning Manager • Principal Policy Planner • Senior Policy Planner • Senior Consents Planner • Intermediate Planner
Clause 26(a)	Preparation of documents if plan change was 'accepted'	<ul style="list-style-type: none"> • Compliance and Planning Manager • Principal Policy Planner • Senior Policy Planner • Senior Consents Planner • Intermediate Planner
Clause 26(b)	Public notification if plan change was 'accepted' — see Clause 5	<ul style="list-style-type: none"> • Compliance and Planning Manager • Principal Policy Planner • Senior Policy Planner • Senior Consents Planner • Intermediate Planner
Clause 28 (2) (4), (5) and (6)	Exercise notification of decisions with regard to withdrawals	<ul style="list-style-type: none"> • Compliance and Planning Manager • Principal Policy Planner • Senior Policy Planner • Senior Consents Planner • Intermediate Planner
Clause 29(2) & (5)	Exercise notification of parties of submissions and decisions	<ul style="list-style-type: none"> • Compliance and Planning Manager • Principal Policy Planner • Senior Policy Planner • Senior Consents Planner • Intermediate Planner
Clause 29(4)	Decisions to decline, approve or modify plan change	<ul style="list-style-type: none"> • Hearing Commissioner
Clause 29(9)	Decision to initiate a Variation under Clause 16A	<ul style="list-style-type: none"> • Hearing Commissioner
Clause 32	Certification of inclusion of material into the District Plan	<ul style="list-style-type: none"> • Hearing Commissioner
Clause 34 (2) (a) — (d)	Notification of material to be referenced	<ul style="list-style-type: none"> • Compliance and Planning Manager • Principal Policy Planner • Senior Policy Planner • Senior Consents Planner • Intermediate Planner
Clause 34 (2) (e)	Consider public comments	<ul style="list-style-type: none"> • Compliance and Planning Manager • Principal Policy Planner • Senior Policy Planner

Clause	Action	Delegation
		<ul style="list-style-type: none"> • Senior Consents Planner • Intermediate Planner
Clause 34 (3)	Distribution of referenced material	<ul style="list-style-type: none"> • Compliance and Planning Manager • Senior Consents Planner • Intermediate Planner
Clause 35	Access of material by reference and notification as to where it is available	<ul style="list-style-type: none"> • Compliance and Planning Manager • Principal Policy Planner • Senior Policy Planner • Senior Consents Planner • Intermediate Planner

Delegations to Hearing Commissioners

9.1 Hearing Commissioners under the Resource Management Act 1991

1. Those persons who may be appointed from time to time by the Council or the Hearings Committee as Hearings Commissioners under the RMA are delegated by Council, pursuant to section 34A of the RMA, the power to either individually, or jointly with any other Hearings Commissioner, hear and determine any matter raised under the RMA. These powers include, but are not limited to, functions relating to resource consents, variations, plan changes and designations (including decisions to require further information and whether an application should be notified).
2. For the avoidance of doubt, if there are powers necessary for the processing, hearing and determination of any matter arising under the RMA that are not specified in section 41 of the RMA, then the appointed Hearing Commissioner is delegated the powers, duties and functions as if the provision was specified in the table. This delegation does not extend to functions expressly excluded by section 34A of the RMA.
3. Each member of the Hearings Committee shall be deemed for the purpose of the above delegations to be a Hearings Commissioner.

9.2 Appointment of Commissioners

1. The Council has appointed the following Hearings Commissioners pursuant to its powers under section 34A of the RMA:
 - Marc Bailey
 - Philip Milne
 - Pamela Peters
 - Gina Sweetman
 - David Wren
 - Paul Rogers
 - Rob van Vorthuysen
 - Judith Makinson
 - Christine Foster
 - John Maassen
 - Chris Mitchell
 - Robert Schofield
 - Eileen von Dadelszen
 - David McMahon
 - Reg Proffitt
 - Liz Burge
 - David Mitchell
 - Nigel Mark-Brown
2. Pursuant to section 34A of the RMA, the Council delegates to the Chief Executive (in liaison with the General Manager – People and Corporate, and Regulatory Services Manager), the responsibility for assigning one or more Hearings Commissioners appointed by the Council to carry out the function of processing, hearing and determining any matter or any other Council function under the RMA as anticipated by s34A.
3. Every report or decision made by a Commissioner or Commissioners shall be reported to the Council for its information.

Financial Delegations

Introduction

1. This section of the Manual sets out the delegations of financial responsibility to the Mayor, committees and to Council officers. The roles and responsibilities of elected members and officials within the financial management system are quite different. Members set and support the policy settings and officials implement the policy. The different roles are more specifically set out below.
2. In all cases, financial delegations are made only to enable the commitment or expenditure of funds provided for in the LTP or the Annual Plan.

10.1 Delegation

Delegations from Council

1. The Council makes the following delegations of financial powers pursuant to this Manual to the Mayor and Council committees (or other sub-ordinate decision making body, where named):
 - In regard to matters within its jurisdiction, the authority to accept, negotiate or decline any contract for:
 - The purchase or supply of goods, services, plant, capital works or other assets (including real property);
 - The disposal of goods, plant, capital works, and other assets (excluding real property); and
 - The supply of Council services, where the total value of the lump sum contract or the annual value of the lump sum contract does not exceed the sum allocated in the LTP or Annual Plans.
 - In regard to matters within its area of responsibility, the Community Development Assessment Panel (as a sub-ordinate decision making body) has the authority to:
 - Evaluate and decide on applications for funding of \$5,001 and over, in accordance with grant criteria detailed in the Community Development Policy.
 - In regard to matters within its areas of responsibility, the authority to approve additional expenditure where that expenditure is able to be funded by additional income or reduced expenditure in its areas of responsibility and in doing so will better meet the objectives set in the LTP and Annual Plans.
 - In regard to any matter within its jurisdiction, the authority to settle any claim for compensation where the amount proposed does not exceed the amount provided in any Council budget or, where no provisions for compensation has been allowed, an amount not exceeding \$100,000.
 - In terms of the Mayor's credit card, authority for the Mayor to spend up to the \$5,000 limit.
 - Approval of applications to the Robert Dickson Educational Trust and Hook Bequest up to a value of \$2,000 has been delegated to the General Manager – Community and the Community Connector.
2. The Council makes the following delegations of financial powers pursuant to the Manual to the Chief Executive:
 - In regard to matters within his or her jurisdiction, the authority to accept, negotiate or decline any contract for:
 - The purchase or supply of goods, services, plant, capital works or other assets (including real property);
 - The disposal of goods, plant, capital works, and other assets (excluding real property); and
 - The supply of Council services,
 - Where the total value of the lump sum contract or the annual value of the lump sum contract does not exceed the sum allocated in the LTP or Annual Plans.
 - The power to authorise any revenue and expenditure transactions (excluding sale of real property) included in an activity line in the Annual Plan.

- The power to call tenders, or quotations, or invitations to quote, in consultation with the appropriate General Manager, where the value of the goods, works or services proposed to be purchased or sold fall within his or her delegated authority.
 - The authority to settle any claim for compensation where the amount proposed does not exceed the amount provided in any Council budget or, where no provisions for compensation has been allowed, an amount not exceeding \$50,000.
 - The power to authorise an officer to approve budget variances in an activity where that variance is able to be funded by additional income or reduced expenditure within the activity and in doing so will better meet the objectives set out in the LTP or Annual Plans.
 - The authority to negotiate and agree the terms, interest rate payable by the Council, frequency of interest payments, timing of draw-downs, number of loans or issues of stock which make up the borrowing and all other terms and conditions of such loan or facilities of stock as may be necessary for the obtaining of such loan or facilities of stock, and to execute any agreements, documents and certificates in respect of such loans, facilities or stock on behalf of the Council.
 - Within his or her jurisdiction and when allowed by law, the authority to set, vary or waive any fee or charge for a Council service or goods.
 - The authority to approve the attendance of elected members at conferences and seminars, with expenses paid in terms of current Council policy (as with the Mayor).
 - For the avoidance of doubt, those authorities set out at clause 10.4 which shows the delegation limits provided to staff of Council for particular activities.
 - The power to sub-delegate any of these powers.
3. The Council makes the following further delegations of financial powers pursuant to the Manual to the General Manager - Community and the Community Connector:
- General Manager – Community:
 - Evaluate and decide on applications for funding of \$5,000 and under, in accordance with grant criteria detailed in the Community Development Policy; and
 - Sign Community Development Priority Contracts for Service.
 - Community Connector:
 - Evaluate and make recommendations to the General Manager – Community on Applications for Funding of \$5,000.00 and under in accordance with grant criteria detailed in the Community Development Policy; and
 - Determine whether priority contract proposals meet the criteria detailed in the Community Development Policy; and
 - Decline priority contract proposals that do not meet the criteria detailed in the Community Development Policy.

10.2 Transaction Types

1. This Manual identifies four different categories of financial delegation that may be made. Each category of delegation conveys different powers, regarding each type of transaction, the timing of the transaction and in some instances, reporting requirements.
2. These categories include:
 - The ability to enter into contracts
 - Expenditure approval – operational matters
 - Expenditure approval – extraordinary matters
 - Payment signatory
3. Currently the Ozone system is used to control delegation within these categories. If a transaction exceeds a lump sum amount or the cost centre expenditure budget is exceeded (excluding payroll) the purchase order will automatically be referred up the organisational chart. The Chief Executive and General Managers are the only staff able to approve a budget over run.
4. In addition there are a number of payments made that are not expenditure to the Council and are only paying out of liability accounts as they fall due.
5. Currently the Chief Executive has given the Chief Financial Officer higher delegation to enable a number of accounts to be paid. These are dealt with in terms of expenditure approvals for extraordinary matters below.

10.3 Enter into Contracts

1. The authority provided under this category of financial delegation allows the delegate to commit the Council to a future expenditure of funds, up to the limit of the delegation, provided that the proposed expenditure is approved in the LTP and Annual Plan. For the avoidance of doubt, it is noted that the delegation is for all stages of a contract.
2. Subject to the limitations set out at Clause 5 below, the Council delegates to the officers and committees listed below, the power to enter into contracts on the Council's behalf pursuant to Schedule 7, Clause 32 of the LGA:
 - Lump Sum Purchases by the Council of goods, works, or services (includes unit rate contracts, measurement & value contracts, and cost reimbursement contracts):
 - Not exceeding \$20,000 - specific amounts to specific officers as delegated in writing by General Managers with the approval of the Chief Executive;
 - Over \$20,000 but not exceeding \$100,000 - General Managers in accordance with the Procurement Policy;
 - Over \$100,000 but not exceeding \$500,000 - the Chief Executive; and
 - Over \$500,000 - the Council.
 - Continuing Contracts for goods, works, or services (including annual and local supply contracts):
 - Not exceeding \$2,000 per week - General Managers, where the lowest tender or quote is being accepted BUT the General Manager in conjunction with the Chief Executive where the lowest tender or price is not being accepted;
 - Over \$2,000 per week but not exceeding \$10,000 – the Chief Executive; and
 - Over \$10,000 per week - the Council
3. Consistent with Clause 2 above those positions with delegated authority to issue orders for the supply of goods and services as approved by General Managers and the Chief Executive are set out at Sections 10.4 and 10.5 of this Manual.
4. In the event of any order exceeding the value to which delegated authority is given, it shall be referred to the Chief Executive, or, if applicable, the respective General Manager or Chief Financial Officer for authority.

Limitations on contracts for purchase

5. The powers conferred by Clauses 2 and 3 above shall only be exercised where:
 - In reaching a contract price the Council's general policy on procurement is observed; and
 - Sufficient provision has been made in the budget allocations from the LTP and Annual Plan for the matters which is the subject of the contracts; or
 - Council's budget has been finalised for the relevant year unless the expenditure relates to maintenance of any existing work or progress on a committed work or is in regard to an existing service for which provision is likely to be made in the budget once finalised.

Procurement policy

6. Council's Procurement Policy sets out the policies and procedures required for the administration of Council contracts and covers the purchase of equipment and materials, physical works including

maintenance and/or construction of buildings and/or engineering works, and in most instances professional services.

7. All purchasing of goods and services must be carried out in accordance with Council's Procurement Policy. A copy of the Procurement Policy is located in the Management Policy Register.
8. The method of purchasing goods and services shall be dependent on the estimate of the cost to be incurred, in accordance with the provisions of the Procurement Policy, but at all times to ensure that the Council receives the best value for its money.
9. Every delegate will therefore at all times have regard to the best means of obtaining the most favourable terms for any transaction, especially as to price, and will adopt that method.

Variation of contracts

10. Any contract may be varied by the Council or appropriate officer where the total value of the contract as varied is within the Committee's or officer's delegated authority. If the amount of the variation takes the total value of the contract as varied outside that delegation, then the variation(s) may be approved by the Chief Executive or appropriate General Manager providing the change does not or changes do not increase the total value of the contract as varied by more than 10% of the value of the original contract.
11. Where such variation occurs it is to be reported to the Audit and Risk Committee.

Contracts in emergencies

12. In an emergency, the Chief Executive or, in his or her absence or unavailability, any other General Manager, may accept, negotiate or decline any contract for:
 - The purchase or supply of goods, services, plant, capital works or other assets (including real property);
 - The disposal of goods, plant, capital works, and other assets (excluding real property); and
 - The supply of Council services;
 - For any sum that does not exceed \$500,000 regardless of whether any provision has been made for the expenditure in the Council's budget and provided that the expenditure is for the purposes of responding to or recovering from the emergency.
13. For the purposes of this clause, an emergency is where there has been major unforeseen damage to Council or other property and there is a need for remedial action to be taken without delay and it is impracticable to convene a meeting of the Council to approve the proposed expenditure.
14. This clause is not intended to detract from the legal powers of a Civil Defence Controller in the event of a declared emergency.
15. The Chief Executive, any General Manager or Chief Financial Officer may, in regard to a matter within that officer's jurisdiction, settle any claim for compensation where provision is made in the Council's budgets for that year and the amount proposed does not exceed \$10,000.
16. The Chief Executive, any General Manager or Chief Financial Officer may settle any claim whatsoever for compensation in consultation with the Mayor, or the Chairperson of the Audit and Risk Committee if the claim is in regard to a matter that falls within that Committee's jurisdiction.

10.4 Staff Expenditure Approvals - Operational

1. The authority under this delegation is to approve generally recurring types of expenditure on behalf of the Council, up to the delegated limits established and recorded in the following table, and where the expenditure is approved in the Annual Plan. The delegation limit applies to the approval of each transaction approved, not the aggregate of transactions.
2. The Council delegates to the officers and committees listed below, the power to incur expenditure on the Council's behalf pursuant to Schedule 7, Clause 32 of the LGA:

	Chief Executive	General Managers and Chief Financial Officer	Third Tier Managers & Third Tier Advisers	Team Leaders	Other Staff
Operating expenditure (maximum each item or contract)	\$1,000,000	\$100,000	\$20,000	\$5,000	As per delegation from CE
Capital expenditure (maximum each item or contract)	\$500,000	\$100,000	\$20,000	\$5,000	As per delegation from CE
Emergency expenditure (to be retrospectively reported to the Chief Executive)	\$500,000	\$500,000			Logistics Manager(s) \$20,000
Grant expenditure where individually approved in the LTP/Annual Plan (annually by recipient)	As per LTP/Annual Plan	As per LTP/Annual Plan			
International travel	Per operating expenditure	\$5,000	Nil	Nil	Nil
Staff reimbursement and costs (within normal delegations but must be approved by on a one up basis)	Per operating expenditure but must be approved by on a one up basis	Per operating expenditure but must be approved by on a one up basis	Per operating expenditure but must be approved by on a one up basis	Per operating expenditure but must be approved by on a one up basis	
Gifts to staff	\$5,000	\$5,000	Nil	Nil	Nil
Unbudgeted capital expenditure	\$100,000	Nil	Nil	Nil	Nil
Unbudgeted operational expenditure	\$100,000	\$50,000	Nil	Nil	Nil
Expenditure carry overs – per project	\$500,000	\$100,000	Nil	Nil	Nil
Revenue write offs and bad debts	Unlimited	\$5,000			
Changes to approved budget	\$50,000				

3. The Council delegates the power to incur operating expenditure on the Council's behalf pursuant to Schedule 7, Clause 32.1 of the LGA.

Position Delegation

Aquatic Operations and Maintenance Leader	1,000
Aquatic Activities Leader	1,000
Asset Management Engineer – Utilities.....	5,000
Asset Management Team Leader	5,000
Communications Adviser	1,000
Community Assets Liaison	2,000
Community Hub Experience Leader	1,000
Community Operations Advisor.....	2,000
Community Connector	5,000
Corridor Access Co-ordinator	5,000
Customer Services Technical Support Officer.....	3,000
Community Connector	5,000
Executive Officer – People and Corporate.....	2,000
Executive Assistant – Chief Executive	2,000
Executive Officer – Infrastructure.....	2,000
Executive Assistant – Mayor	2,000
Finance Operations Team Leader	3,000
Grants Connector	5,000
Human Resources Adviser	1,000
Infrastructure Compliance Officer – Wastewater and Trade Waste	5,000
Infrastructure Compliance Officer – Water and Stormwater	5,000
Infrastructure Support Manager.....	5,000
MCHL Content Leader	2,500
MCHL Digital Specialist.....	3,000
Maintenance and Operations Manager (Roading)	5,000
MDC Treatment Team Leader	5,000
Native Plant Nursery Manager	2,000
Operations Team Leader	5,000
Principal Policy Planner.....	20,000
Programme Delivery Engineer – Roading	5,000
Project Engineer	5,000
Reticulation Overseer	5,000
Roading Adviser	5,000
Senior Emergency Management Advisor.....	5,000
Senior Reticulation Servicemen	1,000
Senior Technical Engineer.....	5,000
Strategic Community Property Adviser	5,000
Three Waters Project Technician	5,000
Three Waters Technician	5,000
Utilities Delivery Manager	5,000
Utilities Design Manager.....	5,000
Water and Wastewater Sampling Technician.....	1,000
Water and Wastewater Treatment Operator	1,000

4. For the avoidance of doubt, the authorised expenditure amount in Clause 3 overrides the more general delegation in Clause 2.

10.5 Staff Expenditure Approvals - Extraordinary

1. The authority under this delegation is to approve special expenditure on behalf of the Council, up to the delegated limits established and recorded in the following table, and where the expenditure is approved in the Annual Plan. These higher delegations are provided to enable larger accounts of generally a routine nature to be paid. The delegation limit applies to the approval of each transaction approved, not the aggregate of transactions.
2. That the Council delegates to the officers and committees listed below, the power to incur expenditure on the Council's behalf pursuant to Schedule 7, Clause 32 of the LGA:

	Chief Financial Officer, Management Accountant, Management Accountant Financial and Systems Accountant	Chief Executive and General Managers	Regulatory Services Manager	Compliance and Planning Manager	Civil Defence Controller	Civil Defence Recovery	Purchase Card holders in lieu of Petty Cash	Notes
Release of payroll	\$500,000	\$500,000						Expenditure already committed when staff employed
GST Payments to IRD	\$2,000,000	\$2,000,000						Release of a liability
PAYE and other payroll related IRD payments	\$500,000							Release of a liability
Repayment of loans (in accordance with the Liability Management Policy)	\$10,000,000							Release of a liability. Must be in accordance with the Liability Management Policy
Payment of Interest on Term Loans	\$1,000,000							Commitment is made at the time of borrowing the money. Must be in accordance with the Liability Management Policy.
Treasury investments	\$5,000,000							Must be in accordance with the Investment Policy
Emergency expenditure (to be retrospectively reported to the Chief Executive)					\$500,000	\$500,000		

	Chief Financial Officer, Management Accountant, Management Accountant Financial and Systems Accountant	Chief Executive and General Managers	Regulatory Services Manager	Compliance and Planning Manager	Civil Defence Controller	Civil Defence Recovery	Purchase Card holders in lieu of Petty Cash	Notes
MBIE and BRANZ levies			\$100,000					Release of a liability
Resource consent bond release		\$50,000	\$25,000	\$25,000				Release of a liability
Minor purchases							\$200	

10.6 Payment Signatory

1. The authority under this delegation is to execute documents on behalf of the Council (cheques, automatic payment schedules and electronic funds transfer payments) to enable payment of items that have been approved for payment by an authorised party.
2. Only Council officers may have delegated powers under this category. Authorised signatories do not have financial limits on their signing authority.
3. Any two of the following nominated positions are authorised to sign Council payments:
 - Chief Executive;
 - General Manager - Community;
 - General Manager - People and Corporate;
 - General Manager - Infrastructure;
 - Chief Financial Officer;
 - Management Accountant (Financial);
 - Systems Accountant;
 - Management Accountant.
4. Holders of Credit Cards and Purchase Cards are authorised to release Council funds by utilising the card.

10.7 Variation of Budgets

1. “Budget” means the sum represented by any item contained in a significant activity of the budgets adopted by the Council for that financial year contained in the LTP or Annual Plan.
2. The Chief Executive may vary any budget by a sum not exceeding \$50,000 where the variation will allow a particular area in Council to better achieve the purpose or purposes for which the budget was adopted. That variation must be funded from savings (confirmed by the Chief Executive) made on another budget(s) within the same significant activity. Any such variation shall be reported to the Audit and Risk Committee.
3. The Chief Executive may vary the constituent sums which make up a budget where:
 - The relevant General Manager, Chief Financial Officer and the Chief Executive confirm that the variation will be funded from savings made on other sums within the same budget; and
 - The variation will allow the area concerned to better achieve the purpose or purposes for which the budget was adopted.

10.8 Setting of Fees and Charges

1. The Chief Executive, General Managers and Chief Financial Officer may set, vary or waive any fee or charge for a Council service or goods, provided:
 - That any class of fees and charges so fixed are reported to the Audit and Risk Committee; and
 - The fee or charge is permitted by law and is not inconsistent with Council policy.
2. When amendments are made to fees and charges reference should also be made to the relevant statute for specific requirements.

Management Delegations

Introduction

1. The Chief Executive is appointed by the Council in accordance with Section 42 of the LGA and is responsible for implementing and managing the Council's policies and objectives within the budgetary constraints established by the Council.
2. As the nominal employer of Council staff, it is the role of the Chief Executive to oversee and lead staff and service delivery contractors towards the achievement of Council's statutory responsibilities and strategic objectives. The Chief Executive will delegate some of the management responsibilities associated with staff to the General Managers, as set out below.

11.1 Functions

1. In addition to those matters set out in Section 42 of the LGA, the responsibilities of the Chief Executive include:
 - Implementing the decisions of the Council;
 - Providing advice to the Council, ward committees and community board;
 - Ensuring that all responsibilities, duties and powers delegated to the Chief Executive or to any person employed by the Chief Executive, or imposed or conferred by any Act, regulation or bylaw are properly performed or exercised;
 - Managing the activities of the local authority effectively and efficiently;
 - Maintaining systems to enable effective planning and accurate reporting of the financial and service performance of the local authority;
 - Providing leadership for the staff of the local authority; and
 - Employing all other staff on behalf of the local authority.
2. The Chief Executive will report regularly to the Council on staffing levels and terms of employment.

11.2 General Delegations

1. In order to fulfil these responsibilities the Chief Executive is delegated all the powers, functions and duties necessary for the management of the Council's activities and the implementation of Council policy except:
 - Those reserved to Council under Section 3.4; and
 - Any other powers, functions and duties specifically identified as being reserved to the Council or a Committee under this Manual or by way of legislation.
2. Subject only to the ultimate power of the Council to interpret its own delegations, the Chief Executive shall be the principal adviser on the extent and nature of delegated authority granted under this Manual.
3. The Chief Executive may make minor amendments to any Council document where the substance is not modified or any Council policy affected.
4. In addition to all other financial authorities the Chief Executive may expend up to \$1,000,000 on any one item where that expenditure is permitted by law and is not contrary to Council policy and such expenditure is approved through the LTP or Annual Plan process, not discounting the provision in this Manual for the delegation that is conveyed for unbudgeted expenditure and emergency expenditure.

11.3 Sub-delegations

1. The authority delegated to the Chief Executive may be delegated to any other officer of the Council or a sub-committee of officers. Every delegation by the Chief Executive will be in writing and suitably recorded. Every delegation may be withdrawn or amended or made subject to conditions in the same manner.
2. General Managers and the Chief Financial Officer are delegated sufficient powers to enable them to fulfil all responsibilities and key accountabilities of their position as set out in the position description and annual performance objectives agreed between the General Manager, Chief Financial Officer and Chief Executive.

11.4 Staff

1. The following positions have delegated powers to undertake all management functions with regard to staff of the Council:
 - Chief Executive
 - General Managers
 - Chief Financial Officer

2. Delegates are authorised to undertake the following tasks consistent with the Employment Relations Act 2000, and any specific requirements set out in the individual employment agreements.

11.5 Advice to Council

1. Part of the Chief Executive's role is to assist elected members in the development and setting of policy. In turn, the Chief Executive has delegated to the Executive team the responsibility for providing and co-ordinating the provision of policy advice to and managing the delivery of other services to all of the Council's committees as applicable.

Contractor Delegations

Introduction

1. Council has chosen to deliver a range of services through contractors, Council Organisations (COs) and Council Controlled Organisations (CCOs).¹
2. Part 5 of the LGA establishes requirements for the governance and the accountability of council-controlled organisations, and procedures for the transfer of local authority undertakings. Each of these organisations delivers services, provides advice, or in some way supports the achievements of the objectives in the LTP.
3. The Chief Executive is responsible for the performance of these entities.

¹ Section 6 of the Local Government Act 2002 sets out the definition of Council Organisations and Council Controlled Organisations.

12.1 Contractors

1. The Chief Executive delegates all functions, powers or duties required for fulfilment of all responsibilities and delivery of all services to the specified standards set out in the service agreements encompassing:
 - Animal Control Services
 - Noise Control Services
 - Building Services
 - Planning Contractors
 - Phocus
 - Evergreen
 - Resonant
 - Development Nous
2. These contracts are available from the Regulatory Services Manager.
3. All delegations to contractors are made through the Chief Executive.
4. Except as specifically provided, delegates may not sub-delegate these powers. The delegation is made jointly and severally to the named company and to the principal officer(s) of that company. Whilst employees of the company may deliver the services, the delegation of powers is made only to the company and the principal(s).

12.2 Service Delivery Contractors

1. Council has entered into a number of contracts for the delivery of services to the community.
2. The following positions have delegated authority to act as Council's representative under the relevant service contract:
 - Green By Nature Limited
 - Smart Environmental Limited
 - Higgins Limited
3. The delegated authority includes the power to:
 - Perform all the tasks and functions necessary for the Council to meet its obligations under the contract;
 - Monitor the performance of the contractor against the specifications in the contract and to receive monthly reports from the contractor on their performance as provided in the contract and make those reports available to Council as required;
 - Determine the information to be reported by each contractor and the timeframes within which the information is to be provided (to the extent permitted in each contract);
 - Assess the performance from the information provided and obtained and provide feedback to the contractor on their performance;
 - Where a breach or a potential breach of the terms of the contract is identified, to undertake compliance and enforcement action to have the breach or alleged breach remedied and failing remedy to refer the matter to the Chief Executive and the relevant standing committee for action; and
 - Undertake all the other functions specified in the contract that are required to be undertaken by the Council's representative under the terms of each contract.

12.3 Council-Controlled Organisations (CCOs)

1. The Chief Executive delegates all functions, powers or duties required for fulfilment of responsibilities and delivery of all services by the following entities:
 - Heartland Contractors Ltd
 - Feilding Civic Centre Trust
 - Manawatū Community Trust
 - MW LASS
 - Awahuri Forest Kitchener Park
 - Central Economic Development Agency
 - Local Government Funding Agency
 - Camp Rangī Woods Trust
 - Manawatū District Youth Development & Wellbeing Trust
 - Manawatū Whanganui Disaster Relief Fund Trust
 - RNZAF Ohakea Visitor Centre Trust

2. The provisions of Clauses 70.3 and 70.4 also apply.

Warrants

Introduction

1. The Council has the power to issue warrants and appoint enforcement and authorised officers under a range of legislation.² This section of the Manual records the delegation of these powers.

² This may include Council officers, employees, or in some cases third (external) parties.

13.1 Delegation

1. The Council delegates to the Chief Executive the power to issue warrants to enforcement officers pursuant to Clause 32A, schedule 7 of the LGA and under any other legislation which provides for the issuing of warrants or the appointment of enforcement or authorised officers. See also Section 5.2 of the Delegations Manual.
2. In the Chief Executive's absence the powers delegated under Section 13.1(1) above are delegated to the General Manager – People and Corporate. This delegation is in addition, and separate, to the power delegated to the General Manager – People and Corporate under section 38 of the RMA.
3. These powers delegated by Council under this section are without limits, conditions or prohibition, unless the "power to appoint" is expressly prohibited under a specific enactment.
4. The Council further delegates to the Chief Executive (and in his/her absence the General Manager – People and Corporate) the authority to affix the Council's common seal to any warrants issued by Council or its delegate where the warrants authorise entry onto private land on behalf of the Council or in any other instance where the common seal may be required by law.
5. For the avoidance of doubt the delegated powers set out in this Section (Section 13.1) are in addition to any other powers of delegation the Council or Chief Executive has under any other enactment.
6. Delegates may sub-delegate these powers as permitted by law and in accordance with this Manual.

13.2 Warranted Officers

1. The Warrants Schedule is available from the General Manager - People and Corporate and sets out which Council officers and Contractor staff members have been granted warrants for the Council in respect of powers and responsibilities under specific Acts, Regulations and Bylaws.
2. Contractors are responsible for keeping and maintaining at all times a register of all staff in their employment who are warranted officers of Council. This information is to be kept updated, with regular reporting of the schedule to the General Manager – People and Corporate.
3. The powers available to warranted officers are limited to those specified on his or her warrant and will vary according to his or her responsibilities, experience and expertise and the particular legislation the warrant is issued under.
4. Warranted officers are expected to apply good judgment at all times in the exercise of their duties under warrant.
5. Officers must carry their warrants at all times when undertaking duties for which they are warranted and must display their warrant when requested to do so.
6. Warrants are granted to officers only for the period of time the warranted officer holds the position of responsibility necessitating the warrant. In the event a warranted officer changes his/her position or resigns as an officer of Council his/her warrant is forfeit at the time the change or resignation becomes effective. The relevant officers are required to surrender their warrant to the Council at that time.
7. When a warranted officer of Council resigns or leaves the employment of a Contractor, that Contractor must ensure that the employee's warrant is withdrawn and any warrant documents returned.