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

Date:	**Thursday 25 September 2025**
Time:	**9.30am**
Meeting Room:	**Tasman Council Chamber**
Venue:	**189 Queen Street, Richmond**
Zoom conference link:	**https://us02web.zoom.us/j/85802044896?**
Meeting ID:	858 0204 4896
Meeting Passcode:	634513

Tasman District Council

Kaunihera Katoa

AGENDA

MEMBERSHIP

Mayor	Mayor T King	
Deputy Mayor	Deputy Mayor S Bryant	
Councillors	Councillor C Butler	Councillor M Kininmonth
	Councillor G Daikee	Councillor C Mackenzie
	Councillor B Dowler	Councillor K Maling
	Councillor J Ellis	Councillor B Maru
	Councillor M Greening	Councillor D Shallcrass
	Councillor C Hill	Councillor T Walker

(Quorum 7 members)

Contact Telephone: 03 543 8400
Email: Robyn.Scherer@tasman.govt.nz
Website: www.tasman.govt.nz

Note: The reports contained within this agenda are for consideration and should not be construed as Council policy unless and until adopted.

AGENDA

1 OPENING, WELCOME, KARAKIA

2 APOLOGIES AND LEAVE OF ABSENCE

Recommendation
That apologies be accepted.

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4 DECLARATIONS OF INTEREST

5 LATE ITEMS

6 CONFIRMATION OF MINUTES

That the minutes of the Tasman District Council meeting held on Thursday, 11 September 2025, be confirmed as a true and correct record of the meeting.

That the confidential minutes of the Tasman District Council meeting held on Thursday, 11 September 2025, be confirmed as a true and correct record of the meeting.

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9 CLOSING KARAKIA

3 PUBLIC FORUM

3.1 LESSONS FROM WINTER FLOODS AND PEOPLE RECOGNITION

Report To:	Tasman District Council
Meeting Date:	25 September 2025
Report Author:	Robyn Scherer, Executive Assistant and Advisor to the Mayor
Report Authorisers:	Leonie Rae, Chief Executive Officer
Report Number:	RCN25-09-24

1. Public Forum / Te Matapaki Tūmatanui

John Palmer will speak in public forum regarding lessons from the winter floods and people recognition.

2. Attachments / Tuhinga tāpiri

Nil

7 REPORTS

7.1 LOCAL WATER DONE WELL - ADOPTION OF THE WATER SERVICES DELIVERY PLAN 25 SEPTEMBER 2025

Decision Required

Report To:	Tasman District Council
Meeting Date:	25 September 2025
Report Author:	Michael Goldingham, Team Leader – Infrastructure Planning; Richard Kirby, Group Manager - Community Infrastructure
Report Authorisers:	Richard Kirby, Group Manager - Community Infrastructure; Steve Manners, Acting Chief Executive
Report Number:	RCN25-09-25

1. Purpose of the Report / Te Take mō te Pūrongo

1.1 The purpose of this report is to present the Water Services Delivery Plan 25 September 2025 to the Council for consideration and adoption.

2. Summary / Te Tuhinga Whakarāpoto

2.1 The Council has met multiple times either via informal briefings or formal meetings to consider its response to the Government's Local Water Done Well (LWDW) legislative requirements. This report recommends the consideration and adoption of its Water Services Delivery Plan (WSDP) (**Attachment 1**). Staff note that when using the term 'water' in this report, it encompasses the three water activities: Stormwater, Wastewater and Drinking Water.

2.2 In response to the legislation, staff and the Council have:

2.2.1 Held discussions with two neighbouring councils (Buller and Marlborough District Councils) to consider the benefits of a joint water service delivery arrangement; and

2.2.2 Developed an indicative business case which modelled three service delivery options namely a multi–Council Water CCO, a Tasman only Water CCO and an in-house Water Business Unit; and

2.2.3 Confirmed in April/May 2025, that for the purposes of consultation, an in-house Water Business Unit was its preferred service delivery model; and

2.2.4 Post consultation, hearings and deliberations confirmed the in-house Water Business Unit to be its service delivery model in developing its WSDP.

2.3 The WSDP is a transitional requirement under the Local Government (Water Services Preliminary Arrangements) Act 2024. It provides a framework and process for the Council to demonstrate its commitment to deliver water services that meet regulatory requirements and support growth and urban development. It also demonstrates financial sustainability. The

submission and review of the WSDP will provide the foundation for our future water services delivery arrangements.

2.4 The Council sent a draft version of its WSDP to the Department of Internal Affairs (DIA) who had offered initial reviews of the Council plans. The feedback from this review identified areas in the plan which needed more information and which staff have addressed. This feedback also signalled a detailed level of review and scrutiny of submitted WSDPs by the Government.

2.5 The WSDP was meant to be submitted to the Secretary for Local Government no later than 3 September 2025. However, due to our emergency response to the two recent severe weather events we requested an extension of time. This was approved by the Minister of Local Government with a new submission date of 1 October 2025.

3. Recommendation/s / Ngā Tūtohunga

That the Tasman District Council

1. receives the Local Water Done Well - Adoption of the Water Services Delivery Plan 25 September 2025 report, RCN25-09-25; and

2. adopts the Water Services Delivery Plan 25 September 2025 (Attachment 1 to the agenda report), subject to any amendments made at the Council meeting; and

3. notes that the Chief Executive will certify that the adopted Water Services Delivery Plan 25 September 2025:

- **complies with the Local Government (Water Services Preliminary Arrangements) Act 2024; and**
- **the information contained in the plan is true and accurate.**

4. delegates the Chief Executive to consider any comments from the Department of Internal Affairs during its review of the Water Services Delivery Plan 25 September 2025 and make the necessary minor amendments as required; and

5. notes that early in the new triennium the Chief Executive will present a report for the Council to consider:

5.1 the establishment of a Water Committee to provide governance to the Three Waters Internal Business Unit; and

5.2 the proposed terms of reference for, membership of and delegations given to the Water Committee.

4. Background / Horopaki

4.1 The Local Government (Water Services Preliminary Arrangements) Act 2024 (The Act) established the Local Waters Done Well framework and preliminary arrangements for the new water services regime.

4.2 The Act required councils to prepare and submit a Water Services Delivery Plan (WSDP) by 3 September 2025. Due to the emergency response to recent severe weather events, the Council sought and was granted an extension to submit its plan by 1 October 2025.

4.3 The WSDP must include baseline information on the Council's water services operations, assets, revenue, expenditure, pricing, capital programme, and financing, and demonstrate a pathway to financial sustainability by 30 June 2028.

4.4 The Council established a strategic project with a Project Governance Group comprising the Mayor, Deputy Mayor, two Committee Chairs, and iwi representatives.

4.5 External expert advice was engaged to support the project, including legal advice from Deloitte, Simpson Grierson, and Russell McVeagh.

4.6 During this period, staff also:

4.6.1 Investigated an opportunity of a joint Council Controlled Organisation (Joint CCO) with neighbouring councils; Marlborough and Buller District Councils; and

4.6.2 Developed an Indicative Business Case to document the findings; and

4.6.3 Consulted with the public on the preferred service delivery model comprising an in-house Water Business Unit.

4.7 The Council considered service delivery options through workshops and an indicative business case. Three service delivery options were assessed:

- Multi-council Water Council Controlled Organisation (CCO)
- Council Water CCO;
- Council In-house Water Business Unit.

4.8 Community consultation was undertaken in early 2025. Fifteen submissions were received. Following consultation, hearings, and deliberations, the Council confirmed an in-house Water Business Unit as its preferred service delivery model

4.9 Staff have submitted a draft of the WSDP to DIA from a preliminary review.

4.10 For more information on the background to the process and decision-making of the Council, below links:

- Council agenda 27 March 2025 and 27 March 2025 minutes
- Council agenda 11 June 2025 and 11 June 2025 minutes

4.11 The Local Government (Water Services) Bill was introduced to Parliament in December 2024 and was enacted in September 2025. The resultant Acts covers the enduring settings for New Zealand's drinking water, wastewater and stormwater activities.

4.12 The resultant Acts (Local Government (Water Services) Act 2025 & Local Government (Water Services) (Repeals and Amendments) Act 2025) sets out key details relating to the water services delivery regime, the economic regulation and consumer protection regime for water services, and changes to the water quality regulatory framework.

4.13 A new economic regulation and consumer protection regime based on the existing economic regulation regime in Part 4 of the Commerce Act which currently applies to electricity lines services, gas pipeline services, and airport services is being amended to provide for regulation of water services. It is anticipated that water services will be regulated by the Commerce Commission in 2026.

5. Analysis and Advice / Tātaritanga me ngā tohutohu

5.1 Below information as a reference to the initial detailed analysis and advice, links:

- Council agenda 27 March 2025 and 27 March 2025 minutes
- Council agenda 11 June 2025 and 11 June 2025 minutes

5.2 The WSDP includes comprehensive information on the Council's three water assets and confirms that the Council will aim to meet the LWDW statutory requirements of financial sustainability by June 2028. To achieve this the Council needs to commit to the Implementation Plan within the WSDP.

5.3 Adopting the Water Services Delivery Plan allows the Council to meet the extended timeframe it has been given. It also commits the Council 'to giving effect to' the WSDP, all of which meets the legislative requirements.

5.4 The main legislative requirement is the meeting of financial sustainability by 1 July 2028. The WSDP confirms that the Council can meet this requirement. By confirming this, the Council also gives confirmation that the three related measures can be met. These are:

5.4.1 '**Revenue sufficiency**' - sufficient revenue to cover the costs (including servicing debt) of water services delivery;

5.4.2 '**Investment sufficiency**' – projected investment is sufficient to meet levels of service, regulatory requirements and provide for growth; and

5.4.3 '**Financing sufficiency**' - funding and financing arrangements are sufficient to meet investment requirements.

5.5 In related measures, DIA have indicated they will be looking closely at:

5.5.1 **Affordability** – Water Services charges as a percentage of household income. The WSDP has the Council at almost double the industry measure after 10 years (5.0% vs 2.5%-3.0% that DIA indicates).

5.5.2 **Investment Deliverability** – Does the Council deliver on the Water Services investment that it says it requires to meet regulatory compliance by 1 July 2028? This is drawn from historical evidence from the last 6-7 years. The WSDP shows that the Council delivers on average 107% of planned investment. It is the actual amount in 2024-25 (of $23.5m) versus what is in the plan to spend (average of $66.1m of the 10 years) that will also be scrutinised.

5.6 DIA (and their assessment teams) will assess the WSDP against the requirements of the Local Government (Water Services Preliminary Arrangements) Act 2024. It will then develop recommendations that the DIA Review Panel will then review and in turn make a recommendation to the Secretary for Local Government. It is likely that there will be questions and requests for further information from the Council during this review process.

5.7 The Secretary for Local Government is intending to advise the Council prior to Christmas 2025 on whether the WSDP is approved or not. If not approved, the Secretary may require us to carry out additional work. If approved, the Council is required to publish the WSDP on its website as soon as practicable and advise DIA when they have done so.

5.8 The advice given by DIA on review of the draft WSDP sent in early July 2025 was that in some respects it did not meet the legislative requirements. Staff have made the necessary changes and given further clarification on some aspects to aid in the understanding of how the Council intends to deliver its Water Services.

5.9 The WSDP has been further updated with 2025-26 Annual Plan financials to improve confidence levels so that the Chief Executive can give the necessary assurance that the WSDP is accurate.

5.10 Staff note that the recent flood events have added extra funding challenges which are not included in the WSDP and when the financial implications are known staff may need to re-prioritise our projects leading up to June 2028.

6. Financial or Budgetary Implications / Ngā Ritenga ā-Pūtea

6.1 The financial implications in responding to the LWDW legislation are significant because they will be linked to achieving financial sustainability by June 2028. In addition, the Council will be subject to the proposed water affordability regulation by the Commerce Commission.

6.2 The financial data used in the WSDP was taken from the Long Term Plan 2024/2034 (LTP) and updated with information from the Annual Plan 2025/2026. This data was used to test the Council's position against legislative requirements for financial sustainability. This updated data provides assurance to the Council and the Chief Executive that the information in the WSDP is accurate and up to date.

6.3 Staff also note that they do not normally combine the three waters as a collective as required in this legislation but rather as individual closed accounts with individual asset rates and charges. The intention is to continue to operate separate accounts for drinking water, wastewater and stormwater which can be reported on, when required and/or appropriate, as one collective water account.

6.4 The following is a summary of how the Council is currently funding its LWDW response and the budgetary implications over the period of the WSDP namely 2024 to 2034 (all figures are GST exclusive unless otherwise noted).

Responding to the LWDW legislation procedural requirements

6.5 The Council has access to two LWDW related government grants which have been used to fund it LWDW costs:

6.5.1 **The DIA Water Transition Support Package** – a grant of $144,750 which was a carry-over from the previous Affordable Waters Reform programme. This grant has been fully spent.

6.5.2 **The Government LWDW Better off Fund** - $508,200. There is approximately $270,000 unspent which is proposed to be used in establishing the in-house Water Business Unit.

6.6 If the Business Unit establishment costs exceed the second grant the Council has access to a provisional set up budget item which has been provided for in the current annual plan.

Responding to the LWDW financial and regulatory requirements

6.7 The financial implications of the recent flood damage are not included in the WSDP except that the events will be noted in Part A of the plan stating that the impacts will be included in our first Water Services Strategy.

6.8 The LWDW legislation includes an incentive for councils who choose to form a Water CCO to obtain an increase in LGFA funding. Our in-house Water Business Unit will not have access to the incentive but will continue to borrow under our current relationship with LGFA. The impact of the extra debt required for water on the whole of council borrowing up to year 2034 is not considered material.

6.9 The financial modelling of three service delivery options assumed zero efficiency gains for a Water Business Unit and incremental gains for the single Tasman Water CCO and a multi-

council Water CCO. The Indicative Business Case documented nine potential areas of benefits contained in the DIA Factsheets and Guidelines.

6.10 Most of these 'benefits' are targeted by the government to reduce the time and cost of the paperwork, consenting and associated consultation required to be able to progress activities and/or projects. These benefits – or potential efficiency gains – are not limited to Water CCOs and a key objective for the new Water Business Unit will be, when appropriate, to seek to use as many of the benefits that are available.

6.11 The Council has confirmed its ability and commitment to achieve financial sustainability as defined in the LWDW legislation by June 2028.

7. Options / Kōwhiringa

7.1 At its meeting on 11 June 2025, the Council resolved to establish an internal business unit to manage its water, wastewater and stormwater activities. The following table summarises the options that were considered:

Option		Advantage	Disadvantage
1.	Adopt the Water Services Delivery Plan (in its current form, acknowledging small amendments may be incorporated).	The Chief Executive can sign off the document and then Council officers can submit the Water Services Delivery Plan within the extended timeframe (now by 1 Oct 2025).	No disadvantages.
2	Do not adopt the Water Services Delivery Plan.	No advantages	Will not meet statutory timeframe given for the submission of the Water Services Delivery Plan to DIA.

7.2 Option 1 is preferred.

8. Legal / Ngā ture

8.1 The LWDW legislation and the current (Water Services Act) Bill No. 3, which is nearing enactment, require territorial authorities to:

8.1.1 Approve and consult on a preferred service delivery option – The Council has completed this and confirmed its option – an In-house Business Unit; and;

8.1.2 Complete a Water Services Delivery Plan and Implementation Plan by 3 September 2025 - The Hon Simon Watts (Minister of Local Government) has granted the Tasman District Council an extension to allow it to submit its Water Services Delivery Plan by 1 October 2025. This extension was granted because staff had been redirected to support the response and recovery phases of the June/July 2025 severe weather events.

8.2 To date staff have engaged specialist advice and input which included:

- infrastructure financial modelling;

- determining how the Waimea Community Dam is dealt with within each service delivery option;
- determining how the Nelson Tasman Regional Sewage Business Unit (NRSBU) is dealt with within each service delivery option.

8.3 The Council has submitted on all three LWDW bills and where it has had the opportunity. Staff intend to continue considering submitting on other associated parts of the legislation affecting the three waters activities.

Waimea Water Limited

8.4 The initial advice was focused on what opportunities were available if the Council chose a CCO as the service delivery model. That advice is no longer relevant. However, DIA has approached the Council and requested a detailed response on the future status and impact of the Waimea Community Dam (the Dam) as it relates to the future in-house Water Business Unit.

8.5 DIA has confirmed that:

8.5.1 Water legislation would not prevent the Council from transferring debt or revenue from the Council's investment in the Waimea dam into an internal business unit;

8.5.2 In relation to questions of cross-subsidisation, the Council would need to consider the commercial arrangements that would support an 'arm's length' agreement between the Council and the internal business unit; and.

8.5.3 Should the Council decide to create a water organisation (a CCO), it could transfer the Waimea Water Limited shares, debt and revenue to that CCO. This is because a water organisation can hold shares in any entity, provided the benefits of that shareholding ultimately flow to the provision of water services.

Nelson Regional Sewage Business Unit (NRSBU)

8.6 The initial advice focused on the implications if the Council chose a CCO. That advice indicated that the future governance of the NRSBU would be relatively straight forward, if both the Nelson City Council and the Tasman District Council opted for in-house Water Business Units.

8.7 Staff intend seeking approval from Nelson City Council for a review on what, if anything, needs to be revised in the governance and management of the NRSBU to remain compliant with the LWDW legislation.

Wai-iti (Kainui) Dam

8.8 The primary purpose of the Wai-iti Dam is to maintain flows in the Wai-iti River to assist in recharging aquifers. This enables shareholders to utilise the water for on farm purposes. The Council is a shareholder as it utilises water from bores next to the Wait-iti River to supply Wakefield township with a potable water supply.

8.9 Through share/allocation ownership the Council's contribution to managing the Wai-iti Dam is currently included in the closed drinking water account.

8.10 It should be noted that the Council's future strategy is to reconfigure the water supply to both Brightwater and Wakefield. This would result in the Council no longer needing to be a shareholder in the Wai-iti Dam. The one-off financial modelling undertaken earlier this year assumed a future without the Wai-iti Dam being part of the Council's responsibility. In practice, however, the Council needs to continue to account for our share of the Wai-iti Dam

until the Council has reached agreement with the Wai-iti Dam Committee on the future use of the Council's shares. Staff intend clarifying this prior to the establishment of the in-house Water Business Unit in July 2027.

The Implementation Plan

8.11 Although the WSDP is a one-off transitional plan it includes an Implementation Plan which the Council would be committing to in adopting the WSDP. This is a legal requirement which will include planning and ongoing monitoring of the Implementation Plan.

8.12 DIA will monitor the Council's progress against its approved Implementation Plan.

8.13 The Commerce Commission will monitor the Council through forthcoming information disclosure requirements, and the Water Services Authority (Taumata Arowai) will continue to regulate drinking water quality compliance.

9. Iwi Engagement / Whakawhitiwhiti ā-Hapori Māori

9.1 The LWDW reform legislation has placed less emphasis on input from iwi compared to the previous Affordable Waters Reform legislation.

9.2 The Council is committed to partnering with mana whenua to shape the future of water services across the District. Kia Kotahi Te Tauihu Together Te Tauihu – A Partnership Agreement for a stronger Te Tauihu was signed in December 2023 by Nga Iwi o Te Tauihu (the Top of the South Iwi) and Nga Kaunihera o Te Tauihu (Nelson City Council and Tasman and Marlborough District Councils).

9.3 The partners under the agreement are driven by a shared desire to realise the full potential of Te Tauihu o Te Waka-a Maui, to protect and enhance the taonga of Te Tauihu and give effect to principles and practices of Te Tiriti o Waitangi within the region.

9.4 A key player in our strategic project response has been a LWDW Project Governance Group (PGG). The current membership is the Mayor, the Deputy Mayor, two committee chairs and three iwi representatives of the Te Tauihu Iwi. The PGG is an advisory group however, the Council did delegate to the PGG approval of the final service delivery consultation documents.

9.5 It is intended that the Council be given the opportunity to consider the ongoing involvement of iwi representation on the proposed Water Committee. This will be part of the deliberations in the early part of the new triennium when the Water Committee terms of reference, membership and delegations are presented and considered by the Council.

10. Significance and Engagement / Hiranga me te Whakawhitiwhiti ā-Hapori Whānui

10.1 The significance of the decisions to adopt the Water Services Delivery Plan in this report are low to medium. The Council has already informed the community on the scale and scope of the Council's current three waters activities; the governance, management and delivery. This has been through a variety of communication channels, and the Council has undertaken consultation on the primary decision – which type of water organisation to implement to deliver the Council's three water services within the proposed Water Services Delivery Plan.

	Issue	Level of Significance	Explanation of Assessment
1.	Is there a high level of public interest, or is decision likely to be controversial?	Low	Fifteen (15) submissions received on the decision about the type of entity indicates low public interest in that element. Public interest is also likely to be low concerning other aspects of this one-off, transitional plan.
2.	Are there impacts on the social, economic, environmental or cultural aspects of well-being of the community in the present or future?	Low	The impacts of adopting this one-off, transitional plan will be low.
3.	Is there a significant impact arising from duration of the effects from the decision?	Low	The Council could change its mind in the future on the type of service delivery and will continue to test that its chosen model is still the most appropriate. The WSDP is a one-off. There will doubtless be variations from it in its implementation and in future planning for three waters.
4.	Does the decision relate to a strategic asset? (refer Significance and Engagement Policy for list of strategic assets)	Medium	The drinking water, wastewater and stormwater reticulation and treatment plants in their entirety are all Strategic Assets. The WSDP does not include any change in ownership or control of these assets.
5.	Does the decision create a substantial change in the level of service provided by Council?	Low	The establishment of an in-house business would not change levels of service unless government legislative requires a change.
6.	Does the proposal, activity or decision substantially affect debt, rates or Council finances in any one year or more of the LTP?	Low	Adopting the WSDP does not in itself have a substantial effect on the Council's finances.
7.	Does the decision involve the sale of a substantial proportion or controlling interest in a CCO or CCTO?	N/A	
8.	Does the proposal or decision involve entry into a private sector partnership or contract to carry out the deliver on any Council group of activities?	N/A	

	Issue	Level of Significance	Explanation of Assessment
9.	Does the proposal or decision involve Council exiting from or entering into a group of activities?	N/A	
10.	Does the proposal require particular consideration of the obligations of Te Mana O Te Wai (TMOTW) relating to freshwater or particular consideration of current legislation relating to water supply, wastewater and stormwater infrastructure and services?	High	The WSDP is required by the legislation relating to water supply, wastewater and stormwater infrastructure and services. Legislation is already in place regarding TMOTW obligations.

11. Communication / Whakawhitiwhiti Kōrero

11.1 Following the government announcement on the new water reform (LWDW) programme, the Council ensured that those wishing to contribute to decision-making were informed about the management and delivery of drinking water, wastewater, and stormwater activities. Prior to the legislation becoming widely known, information was provided over several months through *Newsline* and social media platforms. This formed the basis of the public consultation process undertaken in April May 2025.

11.2 It is intended that there will be regular public updates on progress with establishing the In-house Business Unit.

11.3 The Council has enhanced engagement with Te Tauihu iwi by including iwi representation on the Project Governance Group.

12. Risks / Ngā Tūraru

12.1 There were 16 risks identified at the beginning of this strategic project.

12.2 The Council and staff have addressed and/or mitigated many of these through the various stages required to reach the final output of our WSDP. Responding to LWDW legislation will however continue at least until a new in-house Water Business Unit is established and operating by 1 July 2027.

12.3 Once established it is intended that the Council's Water Committee would continue to identify and mitigate any ongoing LWDW risks and opportunities. The following risks and opportunities are still relevant:

R = Risk O = Opportunity	Description	Likelihood	Mitigation
R	Our WSDP is rejected by DIA.	Low	Address the DIA draft review concerns.
R	The Waters Service Act Bill 3 has still not been enacted and includes key outcomes which may change.	Low / Medium	Keep up to date on changes and respond accordingly.

R = Risk O = Opportunity	Description	Likelihood	Mitigation
R	The Implementation costs exceed current budgets	Low / Medium	Refine the cost estimate in the establishment plan.
R	Our existing technology limits our potential efficiency gains.	Medium / High	Develop a future technology solution plan.
R	Uncertainty around the impacts of proposed changes in regulatory compliance legislation.	Medium	Continue to monitor enacted legislation and respond accordingly.
R	Meaningful engagement with iwi is compromised.	Low	Encourage iwi engagement.
O	Minimise future increases in costs of water services delivery.	Low / Medium	Maximise the change opportunities in the legislation. Continue to test our service delivery model.

12.4 The DIA's review of the draft WSDP, and ongoing discussions has highlighted that there remains risk that the WSDP will not be approved. DIA indicated that the draft WSDP did not meet legislative requirements. Staff have looked to address its concerns.

12.5 Even if the WSDP is approved, there remains a risk that the Commerce Commission takes particular interest in how we deliver Water Services in respect to the level of investment, delivery of the investment, and affordability and risk in what that 'interest' may mean for water services delivery e.g. increased reporting requirements.

13. Climate Change Considerations / Whakaaro Whakaaweawe Āhuarangi

13.1 Although any predicted impacts of climate change remain relevant to an in-house Water Business Unit, the decision in this report does not change the Council's response to climate change.

14. Alignment with Policy and Strategic Plans / Te Hangai ki ngā aupapa Here me ngā Mahere Rautaki Tūraru

14.1 Local Water Done Well legislation will have an impact on the Council's policy and strategic plans and regulatory responsibilities. Staff intend clarifying exactly what these changes are early in the establishment and transition into the in-house Water Business Unit. Examples include:

14.1.1 Removal of the respective water services functions from the Council's Long-Term Plan 2024-2034. It is intended that the new Business Unit will commence on 1 July 2027 which aligns with the timing of the Long-Term Plan 2027-2037.

14.1.2 The development of a Water Services Strategy which will include content currently in our three waters Activity Plans and our Long-Term Plan.

14.1.3 Separation of the respective water services financials from the Council accounts to comply with the financial ring-fencing requirements.

14.1.4 A review of how customers are charged. The Council has a greater choice on what, if any, changes will be required compared to a Water CCO.

14.1.5 A revision of the Council's regulatory and compliance requirements in response to the changes included in the LWDW legislation.

15. Conclusion / Kupu Whakatepe

15.1 The Council has been responding to water reform programmes under two Governments since 2022. It started off with the Council being a part of a 22-council water organisation which was then' watered' down to only joining with Nelson City and Marlborough District Councils. Since early 2024, the Council has been focused on complying with the Local Waters Done Well legislation, exploring opportunities with neighbouring councils and has finally reached this point of adopting its own Water Services Delivery Plan.

15.2 The investigations and responses to date have identified areas where improvements could be made. Staff have also identified opportunities with proposed changes to current regulation and activity processing, that should help the Council to continue to improve its delivery and affordability to its three water customers.

15.3 Although much of the costs have been borne by central government grants the response to the numerous amounts of data to be collected and processed has deviated a significant amount of our staff time and we look forward to freeing up much of those resources so that we can maintain focus on our core service delivery activities.

16. Next Steps and Timeline / Ngā Mahi Whai Ake

16.1 Adopt the Water Services Delivery Plan including the Implementation Plan.

16.2 The Chief Executive confirming that the content in the plan is true and accurate.

16.3 The Water Services Delivery Plan, 25 September 2025 is submitted to the Secretary of Local Government for the LWDW Review Team to review and approve.

16.4 Respond as necessary to any questions or directions from the LWDW Review Team.

16.5 Develop a transitional in-house Water Business Unit Project Plan and report back to the Council with recommendations on the Governance of the In-house Business Unit.

17. Attachments / Tuhinga tāpiri

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Water Services Delivery Plan

Tasman District Council

In-house Business Unit

25 September 2025

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Part A: Statement of financial sustainability, delivery model, implementation plan and assurance

Statement that water services delivery is financially sustainable

Financially sustainable water services provision

The purpose of this section is to summarise how the Plan will ensure that water services will be delivered in a financially sustainable manner, by 30 June 2028 at the latest.

This requires confirmation that the Plan ensures water services delivery will meet the Financially Sustainable delivery assessment in Part D of the Plan template.

It is recommended that this section includes commentary (from Part D) on:

- *Transitional arrangements to ensure financially sustainable water services provision by 30 June 2028;*
- *Revenue requirements to meet costs of water services delivery over the Plan period;*
- *The proposed levels of investment required over the Plan period; and*
- *Funding and financing arrangements to deliver the proposed levels of investment.*

Tasman District Council (Tasman) is a unitary Council in that it carries our Regional Council activities alongside Territorial Authority (TA) activities and responsibilities. Many of the activities overlap in their management of these two areas of responsibility. This has many benefits such as being able to carry out integrated catchment management and response to climate change along with the challenges such as being a regulator under the Resource Management Act (RMA).

In relation to Local Waters Done Well (LWDW) and being financially sustainable, with Tasman being a unitary Council, this means that the revenue tests are more achievable (than a district/city Council) due to the additional revenue that comes with having more activities that it is responsible for. Conversely, due to the integration throughout Council, there may be more work to achieve appropriate levels of ringfencing.

This plan is based on Tasman's revenue and financing requirements to meet the forecast cost of investment in water service operations and capital programme over the ten-year financial period from FY2024/2025 to FY2033/2034. The programme is based on Tasman's current Long-Term Plan and modified to include the 2025-26 Annual Plan financials.

Additional activities have been included to ensure future regulatory compliance (by 30 June 2028), based on our current interpretation of the LWDW legislative requirements.

Additional note on the changes made to reflect the 2025-26 Annual Plan (the change is in terms of the draft WSDP sent to DIA on 2 July 2025)

The main reason for updating the LTP to the 2025-26 Annual Plan financials is to improve the confidence in accuracy to enable the council managers signing off this plan to give the appropriate assurance that the information in this plan is true and correct.

The changes involved…

- Due to an increase in the value of the assets (Through a recent re-valuation process that gave larger increases than forecast), the costs in funding depreciation have risen.
- Operational expenditure (Opex) has increased – this is largely due to the LTP being overly optimistic that the level of Opex funding could be retained and an increase would not be required (Opex funding has been kept at the same level for a number of years).
- Modifying the capital expenditure to reflect what is in the 2025-26 Annual Plan. The budget change here approx. $11m. (approx. $15m total in all adders from LTP financials) These increases are compliance improvement, resilience, and growth related.

These changes better reflect current and future costs.

The impact of these particular changes has been:

- Increased debt by the end of the plan period from $368m to $385m in yr10.

- The level of revenue has increased from $86m to $95m
- the net debt to operating ratio falls from 429% to 405%,
- FFO to debt ratio rises slightly (from 10.8% to 11.8%
- Affordability has essentially not changed, now at 5.0% (vs 5.1%) – (This is due to some other corrections that initially lowered the affordability ratio further, before these changes were made)

Tasman District Council can confirm that it will be financially sustainable by the required date of 30 June 2028. Confirmation of financial sustainability detailed in Part D concludes that:

- **Revenue sufficiency –** Tasman has sufficient revenue, including servicing of debt, to deliver water services required in the 10-year capital programme, including sufficient infrastructure investment and meeting increasing regulatory (and future estimated) requirements. Projected revenues are sufficient, with operating revenues over the forecast period exceeding forecast operating expenditure for water services. Moderate surpluses are forecast for FY27-FY34 ($76k deficit in FY25 and $858k deficit in 2026).
- **Investment sufficiency –** The 10-year capital programme includes sufficient investment of $662M to meet levels of service, regulatory requirements and provide for growth. Council is confident that it can deliver the investment plan. In addition, the proposed level of investment can be funded by debt and projected revenues; and
- **Financing sufficiency –** Tasman has appropriate funding and financing arrangements to fund the 10-year capital programme, with additional headroom if required. The projected Council borrowings are within and meet the associated Local Government Funding Agency (LGFA) covenants. Key financial ratios are well within internal and external limits ensuring there is sufficient access to funding and financing to deliver water services over the forecast period. The plan meets the financing sufficiency test. Total council borrowings (including water activities) are forecast to remain within the LGFA's 280% debt to revenue covenant (reaching a maximum of 160% in FY34).

Proposed delivery model

Proposed model to deliver financially sustainable water services

The proposed model to deliver water services

The purpose of this section is to succinctly describe the proposed delivery model, or arrangements for the future delivery of water services (including organisation structure, ownership and contractual arrangements).

In explaining how water services are proposed to be delivered, the Plan must set out:

- *The anticipated or proposed model or arrangements for delivering water services (including, whether the council or councils will continue to deliver water services in its district alone, or intends to enter a joint arrangement);*
- *How water services revenues will be ringfenced as separate and distinct from other council business.*
- *The following matters may also be included in this section*
  - *Why the proposed delivery model was selected and the benefits of this model;*
  - *Proposed revenue collection methods, how charges are set and how revenues will cover the costs of service provision.*

Councils will need to describe the anticipated or proposed model or arrangements in sufficient detail to enable an implementation plan to be developed and address the related sections regarding how the proposed model will impact regulatory compliance and financial projections.

Our Council has confirmed that an In-House Water Business Unit (IBU) will be established to continue the delivery of our water services.

Our Implementation Plan outlines what activities are required, and the timeline, to transition from our current mode of delivery to a fully operational IBU by 01 July 2027.

The Council supports ongoing efforts to identify efficiencies through shared services and other collaborative arrangements. Our Council already has shared arrangements in place, such as the Nelson Regional Sewerage Business Unit (NRSBU) which is an arrangement with Nelson City Council for sharing wastewater services. Our Council will continue to work with neighbouring councils to investigate mutually beneficial opportunities for delivery water services to our communities.

Proposed revenue collection methods and charging mechanisms will largely remain the same and will cover the costs of delivering water services. Some changes may take place to improve reporting and efficiency of revenue collection.

Responding to LWDW initiatives and legislation

A strategic project was initiated in June 2024 to respond to the Local Water Done Well (LWDW) legislative requirements. The project includes:

- An advisory Project Governance Group (comprising the Mayor, Deputy Mayor, two Councillors—who are also Tasman Committee Chairs—and three members representing Te Tauihu iwi),
- A Project Board (four Tasman Group Managers),
- A Council Project Team, and
- Expert advisor consultants (Beca, Mafic, and Martin Jenkins), as well as legal advisors.

An Indicative Business Case was developed, which included financial modelling of three potential delivery models:

- An in-house business unit,
- A Tasman-only Water Council-Controlled Organisation (CCO), and
- A multi-council Water CCO (Tasman, Marlborough, and Buller District Councils).

Although the CCO models showed improved efficiencies beyond the ten-year modelling period, the financial results within the modelled period were similar. This led the Council to confirm that an in-house business unit was the preferred model for consultation on 27 March 2025. The Council reconfirmed this position following hearings and deliberations on 11 June 2025 and resolved that the

in-house business unit would be the proposed model to progress and reflect in this Water Services Delivery Plan (WSDP).

Further comparison with other delivery models

Most if not all the key risk areas in achieving financial sustainability are common with the three delivery models that were compared. This is largely due to the starting position of the Water Services in Tasman District Council and key big infrastructure projects occurring in the last 3 years of the LTP.

Tasman District Council's starting position is heavily influenced by being a high growth region and the infrastructure required to service this growth to date and for the LTP impacting on debt levels and therefore in the servicing of this debt. Recent large asset revaluation increases compound the situation going forward.

None of the delivery options investigated, have the ability to fundamentally change the bottom line for Tasman District Council's community in the delivery of water services.

This graph is an exert out of the work done comparing the three different water service delivery options. 'Water rates' is in terms of all three water services – Water supply, Wastewater, and Stormwater.

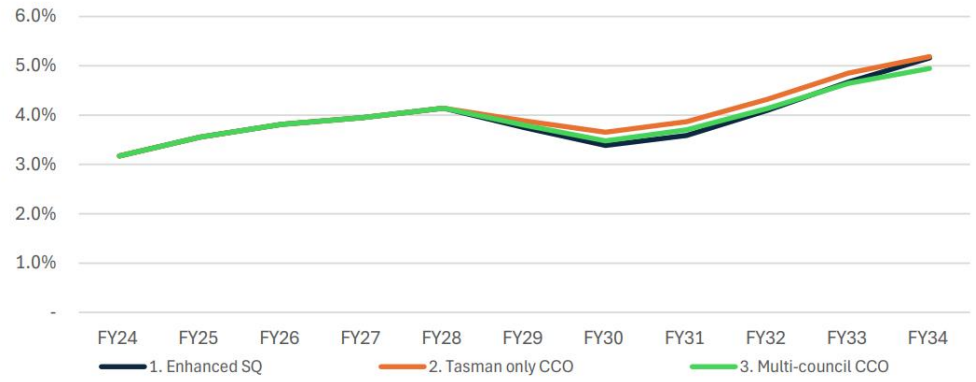


Figure 13: Water rates as a proportion of median household income

In-house Business Unit (IBU)

The key anticipated benefits of the chosen delivery model include:

- Less organisational transition costs and disruption compared to establishing a CCO.
- Utilises existing council resources and minimises stranded overheads
- Ongoing alignment with Council's strategic goals and community priorities.
- Service level agreements with other related functions of council such as Transportation, Rivers, Reserves and Hazards.
- The ability—particularly in a Unitary Authority context—to maintain existing cross-group working relationships within Council; and
- The retention of flexibility for future shared service arrangements, if mutually beneficial, while allowing time to embed the LWDW requirements.

The IBU establishment plan is detailed in the Implementation Plan.

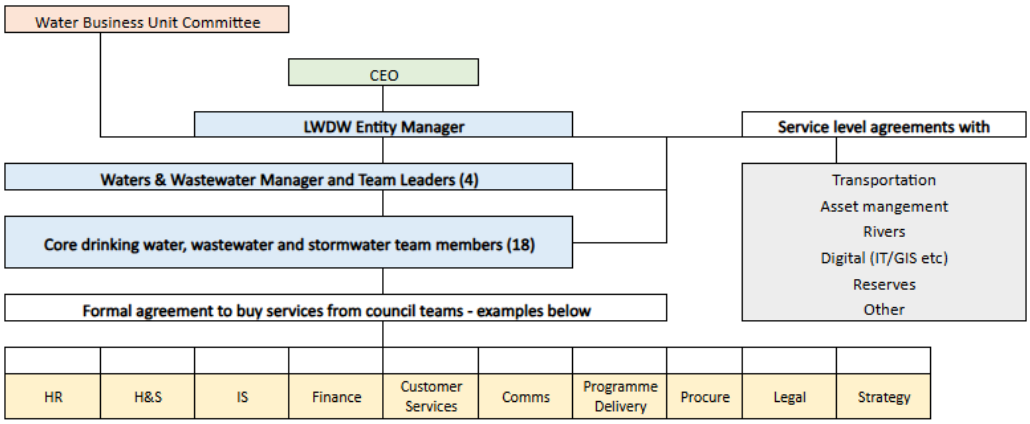
The IBU will operate within the Council's organisational structure and ownership, with an increased level of autonomy (extent yet to be determined). It will be aligned to its own strategic objectives, budget, revenue, and governance in order to focus more effectively on delivery and compliance.

The key attributes of the IBU will include:

- A new committee of Council will be established to govern the IBU;
- A core team of dedicated water services staff will form the IBU including additional specialist resources and support if required;
- Formal agreements will be developed to reduce duplication and provide internal support services (e.g., HR, Finance, IT, Customer Services);
- Documentation will outline how customer service will be maintained during and after IBU establishment;
- The IBU will operate on a "pay its own way" basis - either purchasing Council services or selling its time back to other parts of Council on a full cost recovery basis;
- Integration of LWDW strategic planning and reporting requirements (e.g. development of a Water Services Strategy) into the Council's Long-Term Plan (LTP), annual planning, and consultation processes;
- Continue and enhance the ringfencing of water services revenue to ensure reinvestment into the activity; and
- Compliance with the Council's financial strategy, financial roadmap and LGFA debt covenants.

The Chief Executive has confirmed a whole of Council re-organisation that includes a new In-house Water Services Business Unit. The proposed structure and interaction of the new business unit with the balance of Council is shown in the sketch below:

Provisional structure of the in-house Water Business Unit and interface with the balance of council



Financial ringfencing

The Council ring-fences all financial activity related to the water services, ensuring that revenue and loans are directly attributed to the respective service. Some balance sheet items - such as debtors, bad debtors and creditors - require further review and will be addressed as necessary to ensure compliance with legislative requirements. These are immaterial financially.

Our Council has, for many years, followed a 'ringfencing' philosophy when charging for water services. This has led to the creation of 'closed accounts' for the financial management of Water, Wastewater, and Stormwater. This is supported by the use of time-sheeting that the Water Services activity have been undertaking for many years. The practice of time-sheeting is getting expanded in late 2025 to other activity areas of Council and this will assist in in officers time (in support and advisory roles) being aligned to the correct activity.

It should be noted that we report on the water services areas as part of our restricted reserve section of the Annual Report, the Annual Plan and Long Term Plan. These are Council created reserves that are audited annually to ensure they are ringfenced. As such we believe that our current ringfencing of the water services activity is robust.

We also acknowledge the proposed future role of the Commerce Commission in regulating water charges.

Waimea Community Dam

The Waimea Community dam (WCD) is owned and operated by a CCO (Waimea Water Ltd) in a PPP arrangement. Councils' investment in the CCO primarily relates to securing an augmented and reliable urban water supply for Richmond and the surrounding areas. The other partner in the PPP arrangement is Waimea Irrigators Ltd who fund the irrigation capacity provided by the dam. It is expected that the existing CCO arrangements will continue.
The CCO operates on a cost recovery basis and charges Council and Waimea Irrigators Ltd through quarterly water charges. Loan arrangements for Councils' investment is ringfenced. Council also provides pass through funding to the CCO. The dam owning and operating CCO it is subject to separate LGA reporting and audit requirements, which will be reviewed to ensure compliance with LWDW legislation.

Financial modelling has confirmed that the Council can meet its obligations to the Waimea Water Ltd PPP while remaining financially sustainable and compliant with LGFA covenants.

As a result for the establishment of the IBU, there is no difference to the bottom line whether the WCD is in or out of the IBU. Having the investment in the WCD means that the IBU retains an amount of control of the charges for the river water allocation and this investment secures the rights of the water for Water Supply purposes.

The day-to-day management of the relationship with Waimea Water Ltd will continue to be handled by the Council's Water Supply team within the IBU, through the 3 Waters Operations and Maintenance contract.

The Wai-iti Dam

The Wai-iti Dam is currently operated and maintained by the Water Services Team.

The plan is to exclude this dam from the water activity and the IBU financially. This is because it is primarily an irrigation storage dam. This is planned to be completed before 1 July 2027. Once the Waimea Plains Water Supply Scheme is operational the Wakefield community will be supplied by the Brightwater (Clover Road bore field), the community will no longer rely on the Wai-iti stream for their water supply.

The Nelson Regional Sewerage Business Unit (NRSBU)

The Nelson Regional Sewerage Business Unit is governed by a joint committee of the Nelson City Council (NCC) and Tasman District Council. It is not a separate legal entity.

Both councils have chosen to deliver their water services, as required under LWDW legislation, through in-house water business units (IBUs). The assets and compliance arrangements for the NRSBU are detailed in Part B of this Plan.

It is intended that the existing arrangement will remain in place. Notwithstanding this, both councils will review the arrangement to ensure that it is compliant with LWDW requirements.

LGFA Expectations

The LGFA recently advised local authorities of the expectations they have for inhouse water models. They are:

- Governance
    - An independent Chair for the committee overseeing water services (Director institute of NZ)
    - Are additional independent skills required for a high risk and high-profile area of Council
- Financial Prudence

        - Council should focus on achieving the financial prudence balanced budget benchmark each year
            - WSDP's will require sufficient water revenue
            - LGFA will look to ensure revenue is not transferred from non-water activities to make the WSDP look better
    - Inhouse expertise to navigate the technical, regulatory and long term investment challenges that water entities will require
    - Good reporting
        - Financials for the water activities
        - Reporting against regulatory standards
        - Future Capex plans

We acknowledge these expectations are going to be on Council to adhere to secure LGFA debt funding.

Emergency response

Whilst the district is in recovery mode from recent weather events the impact on water services has been minimal and therefore there has been no requirement to update the programme or budget to accommodate any remedial work. However there has been an impact on other Council activities that is being managed through the 2025/26 annual plan process

Implementation plan

Implementation plan

Implementing the proposed service delivery model

The council must give effect to the proposals or undertakings relating to the future delivery of water services that are identified in the councils' Plan. Plans must include an implementation plan that:

- *Sets out the process for delivering the proposed model or arrangements identified in the Plan; and*
- *If a council is proposing to continue to deliver water services itself, and not as part of a joint arrangement, the actions that the council will take to ensure its delivery of water services will be financially sustainable by 30 June 2028.*

The implementation plan must include:

- *The name of each council that commits to delivering the proposed model or arrangements;*
- *A process for delivering the proposed model or arrangements;*
- *A commitment to give effect to the proposed model or arrangements once the Plan is accepted; and*
- *The timeframes and milestones for delivering the proposed model or arrangements.*

Tasman District Council will give effect to the content and proposals outlined in this Water Services Delivery Plan (WSDP) as described below:

- The Council has determined that the In-House Water Business Unit (IBU) will be fully operational (and ringfenced) no later than **1 July 2027**.
- The establishment of the new IBU will result in organisational changes at both the governance and staff levels. In mid-September 2025 the Chief Executive confirmed a whole of staff re-organisation which includes a new Water business unit. Although still in transition, we have shown in Part A the structure of how we propose the IBU will interact with the balance of the Council
- The costs associated with implementing this Plan will initially be funded through the remaining balance of the Better Off funding allocated to our LWDW project. Provision has been made in the Annual Plan in case this funding proves insufficient.
- The current Project Board will continue to provide strategic direction and ensure that the IBU establishment team remains adequately resourced and funded, at least until the new IBU governance structure is in place.
- The Council remains financially sustainable and compliant with the legislative requirements, as outlined in this Plan.

Implementation Plan – Key Milestones and Dates

Activity	Description	Target date
Establish a Council project to manage the transition to the first day of operation (1 July 2027)	A formal Council project will be initiated to manage the activities required to transition to the future state of the delivery of water services. Projects such as this are reported against and monitored by the Executive Leadership Team and by Council	Q4 2025
Receive feedback on WSDP	Receive feedback on the assessment of our plan and adjust our Implementation Plan if required.	Q1 2026
Confirm a new water services council committee	It is proposed that a new committee of Council will be added to govern the IBU. The membership and delegations will be determined by the next elected Council.	Q1/2 2026
Investigate ongoing transition requirements	As much as possible use the 2026/2027 financial year to not only implement the establishment of the IBU but also to test and adjust as necessary e.g. ascertaining if additional specialist resource and support is necessary to meet emerging requirements	Q2 2026 – Q1 2027
Financial changes (minor)	Confirming any changes to the balance sheet to reflect ring fencing requirements. Roll out of timesheets across the council to accurate record water service costs.	Q2 2026
Internal service level agreements	Using common templates, agreements will be made for the IBU and council to share arrangements where required.	Q2/3 2026
Investigate options for shared services and other arrangements with other councils	Continue to investigate options for shared services with other councils that are mutually beneficial.	Quarter 4 2026 – ongoing
Clarification on planning and reporting requirements	The LWDW planning and reporting requirements of the IBU will be prepared, such as the Water Services Strategy and associated documents	Q1 2027
Capital delivery programme actively monitored and reported to IBU governance committee to meet financial sustainability requirements	There are a number of treatment upgrades that are required to meet compliance with the drinking water standards (DWQA) (works have commenced). There are also upgrades to wastewater treatment plants to maintain compliance and resilience. These works are scheduled to be completed prior to 30 June 2028, to meet financially sustainability.	Present - Q1 2028
IBU Day 1	IBU set up and operational.	1 July 2027

Consultation and engagement

Consultation and engagement

Consultation and engagement undertaken

The purpose of this section is to summarise consultation and engagement carried out in the development of the Plan. A council or group of councils must consult the community on its anticipated or proposed model or arrangement for delivering water services in its Plan. A council or groups of councils are not required to consult generally on a draft or final plan, but a council may choose to do so.

Any consultation the council undertakes must be in accordance with the consultation and decision-making requirements in sections 61 to 64 of the Act.

*Further information on consultation is included in the **Process guidance**.*

Consultation Process

Consultation to inform the Tasman District Council Water Services Delivery Plan has met—and in many areas exceeded—the requirements of the Act.

Key milestones:

- The Indicative Business Case, used to inform the Council's decision on its preferred governance option for consultation, was completed.
- The Council confirmed its preferred option and approved the Consultation Document and period on 27 March 2025.
- The Consultation Period took place from 22 April to 23 May 2025.
- The Council hearings and deliberations, along with the final decision on the preferred option, occurred on 11 June 2025.

The consultation process was built on the understanding that many members of the Tasman District's communities have a relatively low level of awareness regarding the systems and processes involved in delivering water, wastewater, and stormwater services across the District.

To address this, the Council initiated an information programme well in advance of the consultation process, to support informed decision-making regarding the preferred governance model. Over several weeks, this programme utilised:

- The Council's newsletter, *Newsline*;
- The online engagement platform, *Shape Tasman*; and
- The Council's social media channels (to direct the public to more detailed information).

These communications aimed to identify, describe, and explain the range of water, wastewater, and stormwater services currently provided by Tasman District Council.

The information package was further supported by regional media releases outlining discussions with potential shared service partners—particularly Marlborough and Buller District Councils. These releases explained the rationale behind those discussions and detailed the three governance models under consideration.

Immediately before the consultation period commenced, further media activity was undertaken to explain:

- The governance models being considered;
- The process by which these models were selected; and
- The next steps following consultation (including decisions to be made by central government and the Department of Internal Affairs regarding the submitted Water Services Delivery Plan).

Additionally, Community Association meetings held throughout the District—both before and during the consultation period—were used to share information about the Local Water Done Well (LWDW) programme, the consultation process, and the specific decisions being sought. In total, up to 15 Community Association meetings were held, along with the regular monthly meetings of the Motueka and Golden Bay Community Boards.

Iwi engagement was by way of having representation on the LWDW Project Governance Group

Assurance and adoption of the Plan

Assurance and adoption of the Plan

The Act requires that each Plan that is submitted to the Secretary for Local Government for acceptance must include a certification, made by the Chief Executive of the council(s) to which the Plan relates, that:

- *The Plan complies with the Act; and*
- *The information contained in the Plan is true and accurate.*

While the Act does not require Plans to be verified independently, to ensure that the information is true and accurate, Councils may wish to either seek independent advice to verify the accuracy of information provided in the Plan or assess their Plan in-house. While not a mandatory requirement, we recommend considering the matters set out below when certifying the Plan.

When certifying the Plan, the Chief Executive of the council(s) may include commentary on:

- *The levels of confidence in the underlying information included in the Plan. This could include comment on the level of confidence in regulatory compliance, asset condition, investment requirements, asset valuations or certainty around financial projections.*
- *Any material risks or constraints that may impact on the delivery of water services, the ability to implement the Plan or to achieve financially sustainable water services provision by 30 June 2028.*
- *Any assurance processes undertaken to verify the accuracy of information included in the Plan.*

In certifying the Plan, I (Leonie Rae, Chief Executive of Tasman District Council) make the following comments:

- Apart from our internal staff resources we have engaged expert consultants Beca, Mafic and Martin Jenkins and legal firms Simpson Grierson and Russell McVeigh to guide us through the LWDW legislative requirements in the Plan.
- The financial information used in the Plan was taken at a point in time late 2024 from our adopted Long Term Plan and other associated water asset plans. These plans include many assumptions and contingencies therefore, we have the same level of confidence in the Plan content as we do for our current ten-year plans (LTP, Infrastructure Strategy, Financial Strategy, Annual Reports, and Activity Management Plans). To improve confidence of financial information and accuracy the financials were updated to include changes made through the 2025-26 Annual Plan process.
- With respect to risk management, we note that our recent emergency response to two consecutive floods in our region have highlighted the need to be agile in re-prioritising projects over a similar timeframe to the LWDW June 2028 deadlines. We wish therefore to reserve the opportunity to discuss any conflicts that may arise once we have adjusted our current annual planning to include our emergency response and LWDW requirements

Council resolution to adopt the Plan

Councils must adopt their Plans by resolution. In order to demonstrate compliance with this requirement, it is expected that councils will include the resolution date and a copy of the decision to adopt the Plan. For a joint Plan, this resolution to adopt the Plan must be completed by each council to which the Plan relates.

The Tasman District Council at a meeting held on 25 September 2025 adopted our Water Services Delivery Plan.

Resolution:

Certification of the Chief Executive of Tasman District Council

The Council Chief Executive can complete the following certification statement to demonstrate compliance. For joint Plans, this certification statement should be modified to certify only the information provided by the council in the preparation of the Plan, as opposed to all information included in the Plan.

I certify that this Water Services Delivery Plan:

- Complies with the Local Government (Water Services Preliminary Arrangements) Act 2024, and
- The information contained in the Plan is true and correct to the end of the 2023/24 financial year (30/6/2024) (incorporating 2024/25 Annual Plan, unless otherwise noted.

Signed: _____	Signed: _____	Signed: _____
Name: **Steve Manners (acting on behalf of Leonie Rae)**	Name: **Michael J Drummond**	Name: **Richard Kirby**
Designation: **Chief Executive**	Designation: **Chief Financial Officer**	Designation: **Group Manager – Community Infrastructure**
Council: Tasman District Council	Council: Tasman District Council	Council: Tasman District Council
Date: _____	**Date:** _____	**Date:** _____

Part B: Network performance

Investment to meet levels of service, regulatory standards and growth needs

Investment required in water services

Serviced Population

The purpose of this section is to succinctly describe:

- *Current population of the city or district (or combined city or districts) that the council (or councils) provide water services to;*
- *Current population within the city or district that does not receive water services; and*
- *The estimated future population that will require water services over the next 10-30 years.*

The Tasman District Council (Tasman) covers an area of 9,782 km². The population lives in a mix of urban townships, rural communities, and remote areas. Tasman shares its boundaries with Nelson City Council (NCC), Marlborough District Council (MDC), and Buller District Council (BDC).

The serviced population of the district, along with projected serviced population, is shown in the following table. (Note: The number of connections is based on water supply connections.)

Projected serviced population (yearly)	FY24/25	FY25/26	FY26/27	FY27/28	FY28/29	FY29/30	FY30/31	FY31/32	FY32/33	FY33/34
Serviced population	33,677	34,089	34,505	34,926	35,353	35,785	36,222	36,664	37,112	37,565
Total residential connections	14,188	14,361	14,537	14,714	14,894	15,076	15,260	15,446	15,635	15,826
Total non-residential connections	1,397	1,414	1,431	1,449	1,466	1,484	1,502	1,521	1,539	1,558

Projected serviced population (5-yearly)	FY2039/40	FY2044/45	FY2049/50
Serviced population	39,392	41,308	42,798
Total residential connections	16,596	17,403	18,031
Total non-residential connections	1,634	1,713	1,775

Serviced Areas

The purpose of this section is to succinctly describe:

- *The areas in the city or district that receive water services (agriculture/rural council owned water schemes that supply domestic drinking water to be included);*
- *The areas in the city or district that do not receive water services;*
- *Current levels of services and performance relating to water services currently provided (refer to non-financial DIA performance standards and council levels of service (LOS) performance measures); and*
- *The water services infrastructure associated with providing for population growth and development capacity.*

Source information – 2024 – 2034 AMP's, LTP, Infrastructure Strategy. Water Service Safety Plans, 2024 Annual Report

Water Supply

Tasman District Council owns and manages 16 drinking water supply schemes, comprising:

- 15 water treatment plants
- 100 reservoirs
- 30 bores
- 28 pump stations
- 810 km of pipes
- Approximately 14,000 metered urban connections
- 1,620 restricted rural connections

The Council manages the resource consents required to operate these schemes and aims to provide safe and secure drinking water to the communities it serves across the District.

In addition to these schemes, the Council:

- Owns and manages the Tākaka Firefighting Scheme and the Wai-iti storage dam; and
- Is a majority shareholder in the Waimea Community Dam PPP, which is now fully operational
- Has affiliated its water consents in the Waimea Community dam zone of effect, under the TRMP, to obtain augmented water supplies.

Wastewater

Tasman District Council owns and operates:

- 7 wastewater treatment plants
- 80 pump stations
- 391 km of wastewater pipes

The Council manages the resource consents associated with its wastewater schemes and aims to provide sustainable systems that protect public health and the environment.

Tasman and Nelson City Council (NCC) jointly own the Nelson Regional Sewerage Scheme, including the Bell Island Treatment Plant. This scheme is managed by the Nelson Regional Sewerage Business Unit (NRSBU), as outlined below.

The Nelson Regional Sewerage Business Unit (NRSBU)

The NRSBU is a joint committee of Nelson City Council and Tasman District Council. It is not a separate legal entity.

Both councils have confirmed that they will continue to deliver their water services services—as required by the Local Water Done Well (LWDW) legislation—through an In-House Water Business Unit (IBU).

Background

The two councils jointly and equally own 50% of the following strategic assets comprising the NRSBU:

- The wastewater treatment plant located on Bell Island (within Tasman District), including infrastructure for distributing bio-solids to the Rabbit Island forest block
- Pump stations located in both Nelson City and Tasman District
- Associated sewer reticulation infrastructure across both jurisdictions

The Bell Island Wastewater Treatment Plant services:

  - The southern part of Nelson City (the Wakapuaka Wastewater Treatment Plant services the northern part)
- The townships of Richmond, Hope, Brightwater, Wakefield, and Māpua/Ruby Bay, including rural extensions
- Major industrial users, including AFFCO Meat Works (Nelson City) and Nelson Pine Industries (Tasman District)

Governance

A Memorandum of Understanding (MoU) defines the organisational structure of the NRSBU, along with its delegated powers and responsibilities. The committee comprises:

- Equal representation from both councils

- One representative from major industry
- One representative from iwi

Administration

Nelson City Council provides administrative support to the NRSBU, including maintaining a bank account. However, the NRSBU may not borrow money, or purchase/dispose of significant assets without the prior approval of both councils. Both councils fund the NRSBU capital works programme 50/50 by borrowing and on lending to the NRSBU.

The NRSBU prepares an Asset Management Plan and an Annual Business Plan, including budgets, which are subject to approval by both councils. These plans incorporate volumetric and trade waste charges, determined by:

- Capacity purchased by each council (litres per second)
- Volumetric charges based on actual wastewater discharged
- Trade waste charges based on suspended solids and oxygen demand, proportionally allocated by discharge volume

Note: Once the Annual and Long Term Plans are approved, Tasman District Council incorporates the relevant costs into its Wastewater Activity Management Plan, which informs wastewater charges in the Long Term Plan and Annual Plan. Nelson City Council follows a similar but independent process for setting its wastewater charges.

Consents

The NRSBU holds all necessary resource consents, including:

- Consents for wastewater treatment and discharge
- Consent to spray bio-solids
- Any additional consents required under government legislation

NRSBU are fully compliant with all consents.

Stormwater

Tasman District Council has 15,480 stormwater connections to its networks and owns and maintains:

- 222 km of stormwater pipes
- 42 km of open drains and streams
- 11 detention dams

The Council manages the resource consents related to stormwater operations and aims to provide sustainable stormwater systems that mitigate flooding risk and comply with environmental requirements.

The Council has an effective GIS mapping system that records that location and details of both stormwater piped and open channel assets to a reasonable standard. Flood modelling has been undertaken of most of the Districts urban settlements and overland flow paths have been mapped for the District. Therefore, Tasman District Council is well placed to prepare the required Risk Management Plans and manage the urban stormwater network in the future.

Water service areas: Water supply, Wastewater and Stormwater

Council owned areas of service

Water supply (either Urban or Mixed Use)		Wastewater (based on WWTP's)		Stormwater	
Supply Name	**Number of Connections**	**Network Name**	**Number of Connections**	**Urban Drainage Area**	**Properties**
Collingwood	195	Collingwood	169	Brightwater	803
Pohara	48	Motueka	3974	Collingwood	204
Kaiteriteri	611	Murchison	225	Kaiteriteri	539
Redwood Valley 1	73	St Arnaud	283	Ligar Bay - Tata Beach	208
Redwood Valley 2	258	Takaka	1224	Mapua - Ruby Bay	1197
Mapua/Ruby Bay	1246	Tapawera	143	Motueka	3472
Richmond	7727	Upper Takaka	14	Murchison	266
Dovedale (Rural)	223	Bell Island (NRSBU) (Richmond/Brightwater/Hope/ Wakefield/Mapua/Ruby Bay)	9303	Patons Rock	63
Brightwater	864			Pohara	290
Wakefield	912			Richmond	7184
Tapawera	133			St Arnaud	340
Murchison	232			Takaka	635
Motueka	1328			Tapawera	143
Eighty Eight Valley (Rural)	135			Tasman	50
Upper Takaka	16			Wakefield	822
Hamama	16				

Areas not serviced by Tasman District Council

Due to the large area and spread-out population, there are a number of communities and facilities that are not serviced by Tasman District Council. The following tables illustrate this:

	Water supply		
	Community	Water Supply Source	No of Properties
Communities without a Council owned water supply	Braeburn/Harakeke	Mixture of groundwater and rainwater	86
	Brooklyn	There is a small private reticulation scheme that extracts from groundwater	n/a
	Ligar Bay	Mostly rainwater, with a small reticulation scheme that serves several houses and extracts from a creek.	45
	Lower Moutere	The Lower Moutere Irrigation Scheme serves most houses from a groundwater source	131
	Marahau/Sandy Bay	Groundwater, rainwater with a small reticulation scheme that serves several houses and extracts from a creek.	103
	*Motueka	Groundwater	2700
	Pakawau	Mixture of groundwater, surface water and rain water	46
	Parapara	Private water scheme pumping from a groundwater source	89
	Patons Rock	Groundwater and rain water	76
	Pohara (excluding Pohara Valley)	Rainwater	200
	Puponga	Rainwater	15
	Rangihaeata	Rainwater	39
	Riwaka	Rainwater; shallow bores and wells	156
	Rotoroa	Rainwater	47
	St Arnaud	Rainwater and DOC have a small system that abstracts from Lake Rotoiti	317
	Tadmor	Rainwater	20
	Takaka	Groundwater	320
	Tasman/Kina	Rainwater, with some reported use of shallow wells	64

	Water supply		
	Community	Water Supply Source	No of Properties
	Tata Beach	Rainwater and there are said to be some houses that are able to abstract groundwater	195
	Tokongawa	Rainwater	69
	Tukurua	Rainwater with a small reticulation scheme that serves several houses and extracts from a creek.	30 plus camp ground (800people at peak summer season)
	Upper Moutere	Mixture of groundwater and rainwater	53

*Motueka – covers all Motueka properties not served by Councils Motueka Water Supply Scheme or the Lower Moutere Irrigation Scheme

In addition to these communities above, there are approximately 17 schools, 11 Tourist facilities, 2 iwi organisation facilities and 3 commercial/industrial facilities that are not served by a water supply owned or operated by the Council.

Wastewater:

There are two known sizeable private Wastewater systems in our district. They are Appleby Hills Estate scheme which serves approximately 89 dwellings and Galeo Estate scheme which serves approximately 70 properties.

All other properties are self-serviced for wastewater, in that they have their own on-site wastewater systems.

Levels of Service and Performance (non-financial DIA performance standards and Council LOS)

Levels of Service (LOS) are what the Council commits to providing and are reported on annually in the Annual Report. They are set according to the requirements of legislation, consumers, community outcomes, and strategic goals. The following table includes the most recent LOS performance measure results, included in the 2023/24 Annual Report. Many of these are reported on a quarterly basis to the Executive Leadership Team.

Water Supply Performance Measures

Note: in relation to compliance with the drinking water regulations, it should be noted that there is a conflict between the DIA mandatory reporting measures and the Drinking Water Quality Assurance (DWQA) rules, hence additional information has been sourced from the Drinking Water Regulatory Report 2024 for drinking water compliance.

	Outcome	2024 Result	2024 Target	2023 Result	How did we perform
Our water takes are sustainable					
Compliance with resource consent is achieved, as measured by the number of notices, orders, and convictions received in relation to those resource consents. All resource consents are held in DORIS.					
Abatement notices	Fully achieved	0	0	0	There were no notices or convictions over the 2023/2024 year. Exemptions to water take restrictions were issued for Eighty-Eight Valley and Dovedale under section 329 of the Resource Management Act.
Infringement notices		0	0	0	
Enforcement orders		0	0	0	
Convictions		0	0	0	
The volume and percentage of real water loss from the network is less than the target. Total real loss = total water provided – water metered – non-revenue water. % = L real loss divided by average L usage per connection as yearly average	Fully achieved	23%	≤25%	22%	This shows a similar result to last year and within target. Council staff have been proactively monitoring and responding to water losses, using new equipment and making pump station improvements to reduce pressure surges.
The average urban consumption of drinking water per day per resident is less than the target.	Fully achieved	224 Litres	<250L	232 Litres	The average urban consumption of drinking water per day per resident was below the 250L target.
Our water is safe to drink					
Minimise the number of temporary advisory notices issued to customers to boil water.	Not achieved	2	0	8	The following schemes are compliant: Brightwater Tapawera, Mapua/Ruby Bay, Motueka, Pohara, Wakefield, Kaiteriteri, Murchison, Richmond and Collingwood The following are non-compliant. Boil notices are issued for the following: Upper Tākaka, Eighty-Eight Valley and Dovedale.
We comply with Part 4 (bacterial compliance criteria) of the Drinking Water Standards, as determined by the Drinking Water Assessor. Measured by the number of schemes with plant compliance, and zone compliance.					
Plant compliance	Not achieved	Jul 2023 – Jun 2024	100% compliance	Jul to Dec 2022:	All treatment plants have a bacterial barrier present. Full compliance with every rule for every applicable time period is difficult to achieve.

		1/15 (7%)		6/13 46% Jan to Jun 2023: 2/15 13%	The main areas where plants failed to achieve full compliance are outlined below. Richmond was fully compliant. Collingwood; Brightwater; Kaiteriteri; Motueka; Murchison; Tapawera; Māpua Ruby Bay; Wakefield Minor non-compliance due to communications outages or minor data issues when UV disinfection performs very short water production 'runs'. Redwoods 1 Non-compliance was only with pH rule (low pH), with disinfection not compromised. Redwoods 2 Non-compliance was due to insufficient chlorine contact time prior to leaving treatment plant. Dovedale Periods of frequent high turbidity in source water. Pōhara Frequent communications outages meant compliance data was lost and unable to prove compliance. Water safety was not compromised. Upper Tākaka - Rules stipulate that cartridge filters are required. These filters were installed part way through the year therefore full annual compliance could not be achieved. Eighty-Eight Valley - There was one month where source water turbidity was above the maximum allowable threshold due to heavy rainfall in catchment.
Zone compliance	Not achieved	Jul 2023 – Jun 2024 12/17 (71%)	100% compliance	Jul to Dec 2022: 14/14 100% Jan to Jun 2023: 13/16 81%	The main areas where plants failed to achieve full compliance are outlined below. Distribution zones have a compliance monitoring period of one month and have been assessed over 12 months, with 12 of the zones recording compliance for all 12 months. Collingwood; Brightwater; Kaiteriteri; Motueka; Māpua Ruby Bay; Wakefield; Richmond Queen; Richmond Champion; Richmond Hope; Pohara; Upper Takaka; Redwoods 1 Dovedale - High turbidity and lengthy reticulation meant chlorine residual in network was lower than required. This water supply is on a permanent boil water notice. Tapawera; Murchison; Redwoods 2 - Non-compliance was for one month due to a single chlorine sample not being taken. Water safety was not compromised. Eighty-Eight Valley - One month had one sample with low chlorine residual caused by heavy rainfall and high turbidity in source water. .
We comply with Part 5 (protozoal compliance criteria) of the Drinking Water Standards. As measured by the number of schemes with compliant protozoa treatment determined by the Drinking Water Assessor.	Not achieved	Jul 2023 – Jun 2024 1/15 7%	100% compliance	Jul to Dec 2022: 1/13 8% Jan to Jun 2023: 1/15	The main areas where plants failed to achieve full compliance are outlined below. **Schemes with a protozoa barrier installed**: Richmond fully compliant. Pōhara, Brightwater, Wakefield, Māpua/Ruby Bay - Non-compliance was for short periods of time due to periods of data outages or very minor data issues on short UV 'runs'.

				7%	Kaiteriteri - Short instances of low UV dose on bore start up affected compliance across short UV 'runs'. Murchison - There were three brief times when minimum UV dose was not achieved following network pipe breaks which resulted in flows being higher than those required to achieve a full 40mJ/cm2 UV dose. Collingwood - Periods of data outages were for a range of reasons. Motueka - There were UV Transmittance data quality and monitoring configuration issues. The whole scheme also could not be compliant on three days (total of four hours) during which it was supplied by the untreated Recreation Centre bores. Tapawera - There were periods where UV Transmittance data was of insufficient quality to be able to demonstrate compliance. Upper Tākaka - Rules specify that cartridge filtration is used despite there being high quality macrolite filtration in place. Cartridges were installed part way through the year. **Schemes with no protozoa barrier** Dovedale, Redwoods 1 & 2, and Eighty-Eight Valley - These schemes have no protozoa treatment and therefore cannot comply. They now have permanent Boil Water Notices as required and as agreed with The Water Services Authority (Taumata Arowai) until they are upgraded or connected to other compliant water supplies
Our water supply systems provide fire protection to a level that is consistent with the national standard					
Annually test, and achieve at least 95% compliance with FW2 standards, for 15 randomly selected fire hydrants in Richmond, and not less than five randomly selected fire hydrants in each of the other urban supplies in our District.	Fully achieved	98%	95%	96%	60 hydrants were randomly selected and 59 passed the test. The hydrant at Tadmore Road in Tapawera failed the flow test, but the hydrant is located at the end of the line.
Our water supply systems are built, operated and maintained so that failures can be managed and responded to quickly					
Planned service interruptions do not exceed 8 hours as required under section 69S(3) of the Health Act 1956*	Fully achieved	100%	<8 hours	100%	Of the 18 planned water shutdowns, none exceeded the 8-hour target.
Our water supply activities are managed at a level that the community is satisfied with					
The percentage of customers (who receive a service) are satisfied with the water supply.	Fully achieved	87%	≥ 80%	85%	This result is slightly higher than last year and met the target.

Complaints per 1,000 connections are less than the target – relates to clarity, taste, odour, pressure or flow, continuity of supply and Council response to these issues. Justified complaint is defined as a notification of a drop in LOS. Measured Confirm database and NSC system.	Fully achieved	15.5	<20	15.4	There was a similar level of complaints to the previous year and within the target of less than 20 complaints per 1,000 connections.
Median resolution times are within targets for urgent callouts.	Fully achieved	22.6 hours	<24 hours	22.4 hours	The resolution time is similar to the 2022/2023 year and still within target.
Median resolution times are within targets for non-urgent callouts.	Fully achieved	29.1 hours	<3 working days	25.7 hours	This pleasing result is well within target.
Median response times are within targets for urgent callouts.	Fully achieved	1.9 hours	<2 hours	1.9 hours	The median response time of 1.9 hours is just within the target.
Median response times are within targets for non-urgent callouts.	Fully achieved	4.2 hours	<48 hours	3.4 hours	The median response time of 4.2 hours for non-urgent callouts is well within target.

Wastewater Performance Measures

	Outcome	2024 Result	2024 Target	2023 Result	How did we perform
Our wastewater systems do not adversely affect the receiving environment					
Compliance with resource consents for discharges from wastewater systems is achieved. **Mandatory measure two.** As measured by the number of:	Fully achieved				In 2023/2024, there were no notices or enforcement orders issued or convictions received.
abatement notices		0	0	0	
infringement notices		0	0	0	
enforcement orders		0	0	0	
convictions		0	0	0	

The number of times temporary wastewater overflow signs are erected at waterways is minimised.	Not achieved	7	<5	13	Five of the overflows were due to blockages, three of which were on Oxford Street. The sewer was inspected by CCTV and was cleaned. One overflow was due to wet weather combined with a programming issue and the other was due to a poorly performing UV system at Collingwood Wastewater Treatment Plant (WWTP).
Our wastewater systems reliably take out wastewater with a minimum of odours, overflows or disturbance to the public					
The total number of complaints received about: • odour • system faults • system blockages The council's response to issues within its systems is less than the target. (Expressed per 1,000 connections).	Fully achieved	1	<35	0.5	
Our wastewater systems are built, operated and maintained so that failures can be managed and responded to quickly					
The number of dry weather overflows from the Council wastewater system (expressed per 1,000 connections to wastewater system) is less than the target.	Fully achieved	1.6	<5	0.9	
Overflows resulting from a blockage or other fault in the wastewater system are attended to and resolved within the target timeframes.					
Attendance time[2] (median) - from the time Council receives notification to the time that service personnel reach the site.	Achieved within 5%	61 mins	≤60 mins	119 mins	The target was missed by one minute but performed better than last year.
Resolution time[3] (median) - – from the time Council receives notification to the time that the service personnel confirm resolution of the blockage or other fault.	Fully achieved	8.4 hours	≤ 9 hours	8.4 hours	
Our wastewater activities are managed at a level that satisfies the community					
The percentage of customers (who receive a service) are satisfied with the wastewater service. Measured through the annual residents' survey.	Fully achieved	94%	>80%	92%	Customer satisfaction is still significantly above the target.

Stormwater Performance Measures

	Outcome	2024 Result	2024 Target	2023 Result	How did we perform
Stormwater flooding: We have measures in place to respond to and reduce flood damage from stormwater to property and risk to the community					
The number of flooding events that occur in the District. For each flooding event, the number of habitable floors affected (expressed per 1,000 properties connected to the territorial authority's stormwater system). A habitable floor refers to a floor of a building (including a basement) but does not include ancillary structures such as stand-alone garden sheds or garages.	Fully achieved	0	<1	0.7	There were no flooding events during 2023/2024.
The median response time to attend a flooding event, measured from the time that the Council receives notification to the time that service personnel reach the site.	Fully achieved	0	<2 hours	35 minutes	There were no flooding events to attend this year.
The number of complaints received by Council about the performance* of its stormwater system, expressed per 1,000 properties connected to the stormwater system. • As measured through confirm and NCS database • Justified complaints about the performance of Council's stormwater system	Fully achieved	2.2	<20	8.2	This result is well below the target at 2.2 complaints per 1,000 properties. This was helped by it being a very dry year resulting in fewer enquiries.
Customer satisfaction: Our stormwater activities are managed at a level which satisfies the community					
Percentage of customers (who receive the service) that are satisfied with the stormwater service.	Fully achieved	88%	80%	82%	This measure was fully met and increased above the 2022/2023 result.
The environment: Our stormwater systems do not adversely affect or degrade the receiving environment					
Compliance with Council's resource consents for discharge from its stormwater system, measured by the number of: **Mandatory measure five**					
Abatement notices	Fully achieved	0	≤1	0	Compliance was achieved over the year 2023/2024 with no notices, orders, or prosecutions.
Infringement notices		0	0	0	
Enforcement orders		0	0	0	
Successful prosecutions		0	0	0	

SW global consent – compliant. Work is continuing with the development of water catchment plans, noting that there will be additional requirements that will need to be reflected by the Local Government Water Services Act. Future budgets will need to reflect updated compliance requirements.

Proposed Growth Areas

Tasman is a high growth region. The water services infrastructure projects associated with providing for this growth are outlined in the Asset Management Plans, Infrastructure Strategy and Long-Term Plan documents. Funding has been provided to cater for the growth as identified in the Long-Term Plan.

Proposed growth areas	**Total Capacity Added**	
Location	**Short and Medium Term Years 1-10 (Infrastructure enabled (as identified and funded in LTP))**	**Long Term Years 11-30**
Motueka	320	900
Māpua/Ruby Bay	280	830
Richmond	1600	2800
Brightwater	200	780
Wakefield	150	750
Moutere	800	830
Collingwood	40	30
Takaka	110	300
Pohara/Ligar/Tata	190	50
Tapawera	15	30
St Arnaud	70	10
Murchison	60	70
Kaiteriteri	90	0

Tasman District Council (shared with Nelson City Council) has the Nelson Tasman Future Development Strategy to manage growth. Implementation of the Strategy is by way of Plan Changes to the Tasman Resource Management Plan (TRMP) and the Nelson Tasman Land Development Manual (which sets out the infrastructure rules).

New developments are approved by Council and assets to be invested are identified and require sign off by Council prior to be vested into Council. This process enables Council to understand the value of assets to be transferred along with any potential consequential operating costs, these are factored into the LTP.

Assessment of the current condition and lifespan of the water services network

The purpose of this section is to describe:

- *Average age of network assets;*
- *Condition of network assets providing water services (include assessment of condition of assets, when condition assessment was last carried out, expected lifespan and quantity of backlog of renewals and maintenance); and*
- *Critical water services assets (if available).*

The ages of the water services networks are relatively young. This is due to the high level of growth that Tasman has had and is experiencing. As a result, little in the way of physical condition assessment is undertaken. Theoretically, very few are in poor or very poor condition.

Critical Assets

Council has developed an asset criticality assessment framework for the water services which is detailed in the AMPs. Cost and resourcing constraints have prevented the assessment from taking place currently. Funding towards resourcing this initiative is in the LTP from year 4. As above, the current restructure underway (forming a Water Services In-house Business Unit) and proposed governance structure sets the Council up to improve resourcing and funding in this area of Water Services Delivery.

The framework is defined by:

- A 'Criticality Score' from one (very low criticality asset) to five (very high criticality asset);
- A set of 'Criteria' against which each asset will be assessed and assigned a Criticality Score (see one above); and
- A logical set of rules and measures under each criterion that can be assessed for each asset, enable a criticality score to be assigned in a spatial GIS context.

Asset Condition

Condition assessments both of above and below ground assets are included in the AMPs. However, cost constraints have prevented the programme from continuing and getting expanded to industry standard programmes. Approximately $1 million is budgeted in the LTP (predominantly from year 4) to commence a condition assessment programme for Water and Wastewater. There is not currently budget allocation for condition assessment for stormwater assets, and this is primarily due to there being no scheduled renewals planned for the current LTP period. The current restructure underway (including forming a Water Services In-house Business Unit) and proposed governance structure sets the Council up to improve resourcing and funding in this area of Water Services Delivery

Above ground asset condition data has been collected in the past and was captured in our 'confirm' asset management information system. This information can be used to compare asset condition gradings when the process of capturing data is restarted.

Officer knowledge of condition is used to plan out which pipes are renewed. Parameters	Drinking supply	Wastewater	Stormwater
Average age of Network Assets (years)	30	22	22
Critical Assets	Not yet identified. Framework in place	Not yet identified. Framework in place	Not yet identified. Framework in place
Above ground assets • Treatment plant/s • Percentage or number of above ground assets with a condition rating • Percentage of above – ground assets in poor or very poor condition	 15 Not currently collected Not available	 7 Not currently collected Not available	 0 Not currently collected Not available
Below ground assets • Total Km of reticulation • Percentage of network with condition grading This is based on a desktop exercise using pipe age and material and number of recorded breaks. • Percentage of network in poor or very poor condition	 849km 100% 4%	 413km 100% 4%	 237km 100% 0.1%

Above ground asset condition rating is in the operations and maintenance contract for the contractors to carry out. While this has not occurred more recently, discussions are currently underway to have the Contractor carry out this function as stipulated in the contract.

Asset management approach

In this section, Plans must briefly describe the asset management approach being used or proposed for future delivery model, including capital, maintenance, and operational programmes for delivering water services. This may include:

- *Existing and proposed service delivery mechanisms;*
- *Existing and proposed asset management systems;*
- *Supporting asset management policy or framework; and*
- *Asset management maturity assessment (if available).*

Existing Asset Management approach

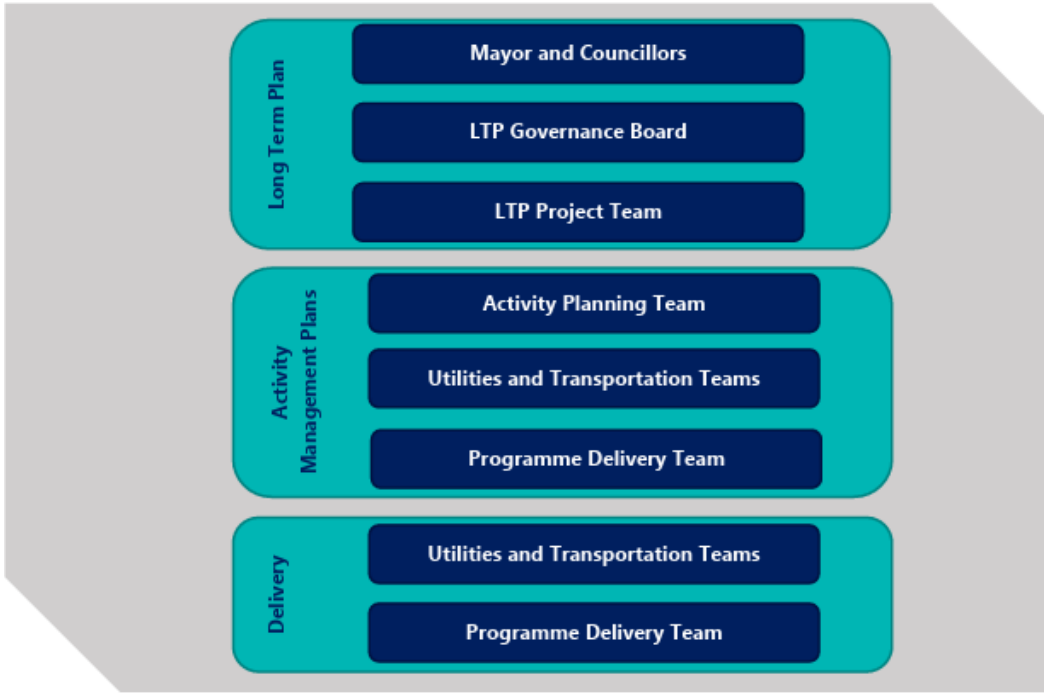
Delivery mechanisms are a mixture of in-house and external resourcing as outlined:

Water Services Function	Function Delivery Method
Asset Management	In-house (with minimal Consultant & Contractor assistance (data gathering))
Strategic Planning	In-house with assistance from consultants (e.g. modelling)
Operations & Maintenance	External Contractor managed in-house
Compliance Monitoring & Reporting	In-house
Procurement & Project Delivery	Inhouse with assistance from consultants (design and costing)

While no change is anticipated, legislative requirements may require assessment of these delivery mechanisms, and it is anticipated internal service levels agreements will be required in parts.

Asset Management Framework

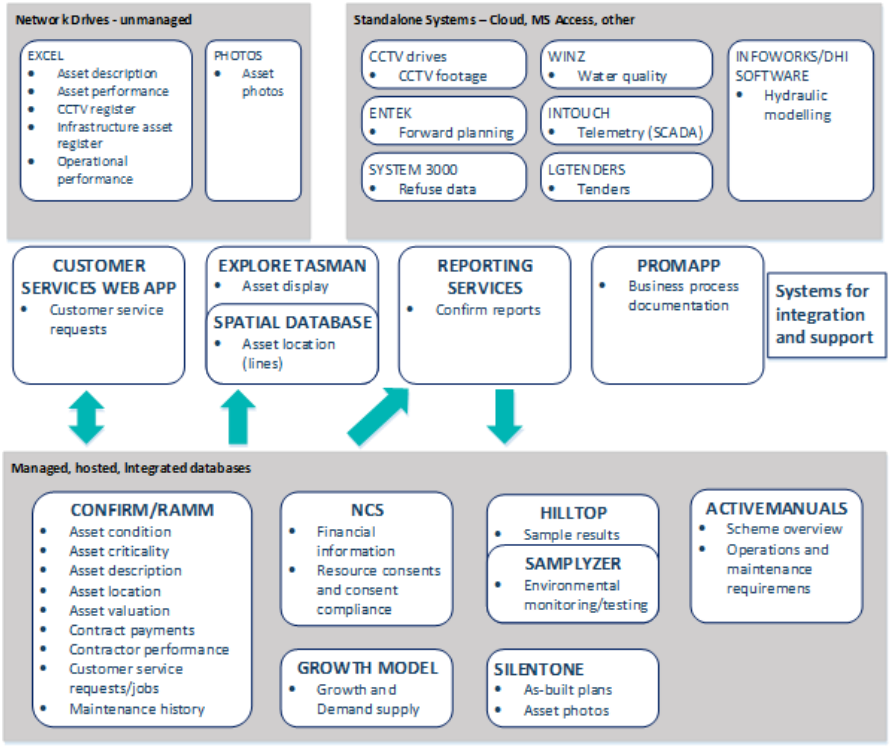
The Council has an organisational structure and capability that supports asset management planning. Multiple teams across the Council have responsibility for the different aspects of activity and asset management. The focus of the teams ranges from a strategic focus at a Long-Term Plan/Infrastructure Strategy level, which involves a cross-Council team, through to the focussed delivery of the capital projects programme and a detailed, operational focus at the Operational team level. The activity management planning function is managed by the Infrastructure Planning team. Operations and maintenance (contracts) and compliance is the responsibility of the Community Infrastructure teams, while Projects are managed by the Programme Delivery team.



Asset Management Systems

There are many individual systems that make up the asset management system. Additional and/or updated systems to the table below are:

- Water Outlook (which allows integration into The Water Services Authority's Hinekōrako system)
- MagiQ is our main financial system, Enterprise is the base system with Performance a reporting tool sitting above Enterprise



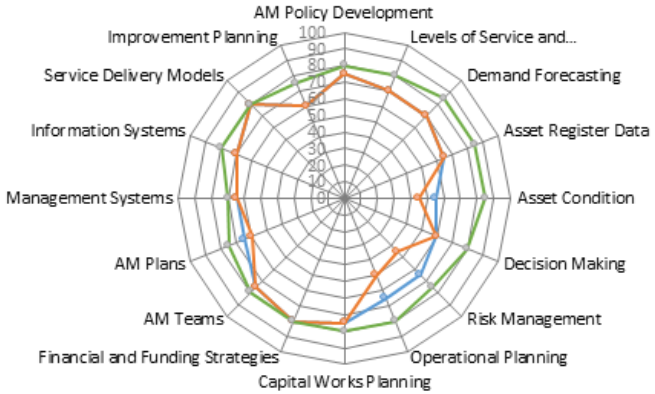
While many of these systems are standalone, many are shared with other activities of Council. These systems will be assessed to what the level of change is required, if at all to effectively ringfence the Water Services activities. Other than the financial system it is anticipated that there will be little change required. Service level agreements will be made where required systems are shared.

Appropriate Asset Management Practice Levels

In 2020, the Council reviewed its Activity Management Policy and adopted an updated version. The Policy sets out the Council's activity management objectives and appropriate levels of practice. For the Water Supply activity, the Council has determined that the appropriate level of practice to aim at is an 'intermediate level' with 'advanced level' level of practice for demand forecasting, asset register data and asset condition. The policy was updated in 2023 where water services were removed due to the impending (at the time) changes to Water Services delivery.

Maturity assessment

In 2021 the Council undertook an asset management maturity review, and targets were developed.
The maturity levels were based on the International Infrastructure Management Manual descriptions to maturity.



The figure above indicates that focus areas for improvements were Asset Register Data, Asset Condition, Decision Making, Risk Management, and Operational Planning. Improvements have been incorporated, and previously identified gaps have been addressed. Further improvements will be needed to be implemented over the next couple of years to meet the target and actions have been included in the Improvement Plan.

Asset management approach - Future State in IBU

The asset management approach, systems and delivery mechanisms will largely remain the same. Further work on Renewals profiling is required beyond the 10-year plan to account for the drop in renewals expenditure towards the end of the 10-year plan to ensure that a bow wave of renewals is not created beyond the plan. There will need to be increased emphasis on sound asset management principles and analysis that will drive the renewals programme.

Internal service level agreements have been identified in the Implementation Plan as an activity that will need to be completed to stand up the IBU, the SLAs will identify the service and charging regime appropriate for each activity, such as Infrastructure Planning that will carry out aspects of asset management as mentioned above. Time sheeting for the whole organisation is to be reintroduced this year, and this will assist in the appropriate charging of these services

Statement of regulatory compliance

The purpose of this section is to describe:

- *Any significant resource consents held by the council or councils, the type of consent, and their expiry date;*
- *Any expired consents that are currently being renewed under section 124 Resource Management Act 1991;*
- *Any active resource consent applications;*
- *Whether and to what extent water services comply with current regulatory requirements;*
- *Whether and to what extent water services will comply with any anticipated future regulatory requirements;*
- *Whether any water services are not expected to comply with current regulatory requirements or are not expected to comply with any anticipated future regulatory requirements, and if so:*
    - *A description of the actual or potential non-compliance; and*
    - *A description of how the proposed delivery model or arrangements provided under the Plan will assist to ensure water services will comply.*

It is expected that in this section, Plans will also describe how the Plan ensures that the council (or councils for a joint Plan) will meet all relevant regulatory quality standards for its water services.

Resource consent compliance

A list of consents that Tasman District Council hold for the delivery of Water Services is in Appendix A

Note that this table below may differ slightly from the Performance Measures above as they are reported at a different level of compliance e.g. non-compliance has not necessarily resulted in compliance actions (which is a Performance Measure).

Resource Management	Drinking supply schemes	Wastewater schemes	Stormwater Schemes/catchments
• Significant consents (note if consent is expired and operating on S124)	Water supply take [number] – 22 Water discharge [number] - 5 (1 to stormwater) No Expired Consents requiring a S124	Wastewater discharge water/land/air - 23 Consents, Network - 7 Schemes No Expired Consents requiring a S124	Stormwater discharge [number] - 1 Network [number] - 3 No Expired Consents requiring a S124
• Expire in the next 10 years	14	3	0
• Non-compliance:			
• Significant risk non-compliance	1	3	1
• Moderate risk non-compliance	1	1	0
• Low risk non-compliance	2	20	0
• Active resource consent applications	0	0	0
• Compliance actions (last 24 months):			
• Warning	0	0	0
• Abatement notice	0	0	0
• Infringement notice	0	0	0
• Enforcement order	0	0	0
• Convictions	0	0	0

Overview of water take and discharge compliance.

Non-compliances have been due to going over abstraction rates. These are being managed going forward and will be rectified when new resource consents are applied for. There are a number of the consents that will expire with in the 10 year LTP timeframe where the budget for applying for a new consent is included as part of a capital upgrade project while the remainder are budgeted in the operational space ($236k over the 10 years).

Overview of Drinking water compliance

Drinking water supply	
• Bacterial compliance (E.coli) • Protozoa compliance • Chemical compliance • Boiling water notices in place • Fluoridation • Average consumption of drinking water • Water restrictions in place (last 3 years)	1/15 (7%) [14/15 – refer to summary from WSA – bacterial barrier } 1/15 (7%) [10/15 have protozoa barrier] All Comply with monitoring requirements. 1 supply has had disinfection by-products present in retic 4 permanent (2025); 18 temporary - 2021 - 2024 No fluoridation 224 l per person 138 days

Water supply	Treatment Plant		Distribution zone	
	Bacterial	Protozoa	Microbiological	Residual disinfectant
Collingwood	339/366	339/366	12/12	12/12
Dovedale	2/3 & 2/274	0/3 & 0/274	12/12	2/12
88 Valley	11/12	0/12	12/12	11/12
Brightwater	364/366	364/366	12/12	12/12
Kaiteriteri	325/366	325/366	12/12	12/12
Motueka	347/366	347/366	12/12	12/12
Murchison	363/366	363/366	12/12	11/12
Pohara	267/366	329/366	12/12	12/12
Redwoods 1	0/12	0/12	12/12	12/12
Redwoods 2	0/3 & 0/274	0/3 & 0/274	12/12	11/12
Richmond (Queen)	366/366	366/366	12/12	12/12
Richmond (Champion)			12/12	12/12
Richmond (Hope)			9/9	9/9
Tapawera	360/366	353/366	12/12	11/12
Mapua Ruby Bay	352/366	352/366	12/12	12/12
Wakefield	346/355	346/355	12/12	12/12
Upper Takaka	2/4		4/4	n/a

Please find in Appendix B tables which outlines all the projects that council is investing in FY 25 – FY 28 to get the drinking water plants capable of meeting compliance with the Drinking Water Quality Assurance Rules. The planned Water services unit committee, which will be a sub-committee of council will monitor regulatory compliance and the delivery of these projects.

Water supply compliance - Table sourced from Drinking Water Regulation Report 2024 (Water Services Authority)

Table below provides the latest compliance information sourced WSA drinking water regulatory report for the Drinking Water Quality Assurance Rules 2024. There are 5 plants that require to be upgraded to be able to meet the DRWA rules.

Supply Name	Supply Population	DWSP lodged	Protozoa Barrier	Bacterial Barrier	Residual Disinfection	E.coli detections (lab notifications)	Chemical Mav exceedances (lab notifications)	Long term advisories
Brightwater	2,158	Yes	Yes	Yes	Yes			
Tapawera	400	Yes	Yes	Yes	Yes			
Mapua/Ruby Bay	2,832	Yes	Yes	Yes	Yes			
Upper Takaka	50	Yes	Yes	Yes	No	1		
Redwood Valley 1	180	Yes	No	Yes	Yes			1*
Redwood Valley 2	710	Yes	No	Yes	Yes			1*
Motueka	3,257	Yes	Yes*	Yes*	Yes			
Pohara	160	Yes	Yes	Yes	Yes			
Wakefield	2,316	Yes	Yes	Yes	Yes			
Kaiteriteri	680	Yes	Yes	Yes	Yes			
Murchison	421	Yes	Yes	Yes	Yes			
Richmond	18,630	Yes	Yes	Yes	Yes			
Eighty Eight Valley Rural	450	Yes	No	Yes	Yes			1*
Collingwood	310	Yes	Yes	Yes	Yes			
Dovedale Rural	660	Yes	No	Yes	Yes		1	1 (6yrs)

*Note the Redwood Valley 1 and 2 and Eighty Eight Valley Rural supplies long term advisories (Boil Water Notices) were not included in the 2024 reporting year and have since been added due to the lack of Protozoal treatment and in liaison with and approval by the Water Services Authority – Taumata Arowai. Also, that the Motueka Supply does now have bacterial and protozoal treatment barriers.

With reference to the LOS and drinking water regulation report 2023 the following outlines the plans to address any compliance matters:

- the Motueka scheme has been reconfigured and upgraded and now meets the DWQA rules, work was completed June 2025.
- There is funding in the 10-year plan to undertake upgrades to meet the DWQA rules for all schemes, this includes but is not limited to scada and system upgrades, maintenance works, UV and filtration installations and residual disinfection.
- The schemes specified below are not able to comply with the DWQA rules because of missing contamination barriers and until such time as they are compliant, they are subject to boil water notices as directed by Water Services Authority - Taumata Arowai.

Scheme	Investment Plan	Compliant by 30 June 2028
Redwood 1 and 2	Neither scheme has a barrier to protozoa contamination. Redwood 1 and 2 schemes will be rationalised into a single source and treatment plant which will meet the DWQA rules by including all required barriers to contamination. (serves a population of 890)	Yes – works to be completed during 2027 (Budget approx. $10.1m).
Eighty Eight Valley Rural	The scheme does not have a barrier to protozoa contamination. Scheme to be reconfigured and connected to the Wakefield and Brightwater schemes which are compliant and meet the DWQA rules (serves a population of 450)	Yes – works to be completed mid-2027 (Budget approx. $16.6m (not all exclusively for this water supply)).
Dovedale Rural	The scheme has no barrier to protozoa contamination and effectiveness of chlorine as a bacterial barrier is limited due to poor source water quality. The 10 year plan provides funding for investigations into a new more reliable and higher quality water source. There are a number of challenges with this scheme – finding a new source, obtaining easements and access in relation to a new source, treatment – whether utilising the Mixed-use Rural Acceptable Solution provided for under the Water Services Act or full centralised treatment aligning with the Drinking Water Quality Assurance Rules	Yes – this work is scheduled to be undertaken prior to 30 June 2028 (Budget approx. $7m).

All other schemes	All treatment plants have protozoa and bacteria barriers. Non-compliance is mostly concerned with interruptions to communications between treatment plants and SCADA caused by power outages, communication system outages or minor instances of short apparent low UV dose during very short water production runs. Any instance of a minor non-compliance with one or more of the myriad of rules affects the overall compliance status with regard to the DWQA but does not necessarily equate to unsafe water.	Improvements to communication systems are being addressed wherever possible but loss of data or comms can often be out of the control of Council. Kaiteriteri – capital project underway to address short spikes in turbidity on pump startup which can affect protozoa and bacterial treatment plant compliance (Budget approx. $900k). Tapawera – capital programme in place to replace ageing bores, build new treatment plant to incorporate greater resilience to periods of elevated groundwater turbidity or disinfection equipment failures (Budget approx. $2.2m). Murchison - capital project to renew water treatment plant processes and equipment to improve compliance and resilience (Budget approx. $2m) Waimea Water Strategy – implementation to occur prior to 2030. This will combine Brightwater, Wakefield and 88 Valley schemes into one and remove the existing source water vulnerabilities to storm events (Budget approx. $30m over 10 years).

Overview of wastewater compliance.

Council has 24 non-compliances with wastewater resource consents, these were issued primarily for going over consented discharge rates and for excess nitrogen in effluent discharge. Investment is planned and underway for three of the main non-complying facilities to improve compliance as outlined below.

Whilst Council has no compliance actions with resource consents there is funding (approx. $330m) to continue to improve compliance obligations, cater for growth and climate change requirements.

Motueka WWTP

The Motueka Wastewater Treatment plant is currently undergoing a upgrade to improve compliance which included installation of UV treatment. The plant has experienced seasonal non-compliance with nitrogen. A resource consent change is being considered to better reflect and enable compliance with nitrogen as current condition is impractical and not achievable in current state. The Council's resource consents team has been notified, and the water services team is working towards amending this condition.

The Council are aware that these upgrades will be taking place whilst wastewater performance standards are being developed. Council will be monitoring the status of the standards and if appropriate will fact these into any future upgrades, noting the consents do not expire until 2034.

Takaka WWTP

The Takaka wastewater plant is undergoing interim improvements to maintain compliance. Works have been completed on the rapid infiltration beds, and further work is scheduled for filtration and nitrogen management. Future work is funded and scheduled for 2029-2035 to cater for growth and resilience.

The Council are aware that these upgrades will be taking place whilst wastewater performance standards are being developed. Council will be monitoring the status of the standards and if appropriate will factor these into any future upgrades, noting the consents do not expire until 2038.

Collingwood WWTP

The Collingwood wastewater plant has recently undergone some minor interim improvements to manage flows into the plant e.g. control valves etc.

NSRBU consents for wastewater:

- consents associated with the wastewater treatment plant and its discharges
- consent to spray bio-solids; and NRSBU is bound to comply with all government acts and regulations.
- **All consents are fully compliant**

Overview of Stormwater compliance

We are mostly complaint with our stormwater global consents and are continuing to progress Catchment Management Plans (CMPs) at a rate that should catch up with the final consent CMP completion deadline. The consents will need to consider the changes to the legislation as it applied to the delivery of stormwater services.

Future Arrangements:

With increasing regulation, we see the need for additional resource to meet the increasing compliance demands. Two additional compliance officers are included in the financials as part of this Water Services Delivery Plan.

Capital expenditure required to deliver water services and ensure that water services comply with regulatory requirements

In this section, it is expected that Plans will highlight significant capital projects included in projected investment requirements. Significant projects are those that will achieve compliance, LOS, and enable growth. They should also include significant renewals and upgrades of the networks.

This section should include projects that may not currently be identified in the Long-Term Plan but are deemed to be a significant project over the following 20 years.

In this section, Plans must provide details on the capital expenditure required (for a period of not less than 10 consecutive financial years starting with the 2024-25 financial year) to deliver water services and ensure that water services comply with regulatory requirements.

In describing the capital expenditure required over 10 years to deliver water services, it is expected that councils will ensure that the level of investment:

- *Meets existing and proposed levels of service;*
- *Enables the operation, maintenance and renewal of network assets;*
- *Meets regulatory requirements; and*
- *Provides for growth to the extent it supports the council's housing growth and urban development, as specified in the council's current Long-Term Plan.*

Councils may refer to their 30-year Infrastructure Strategy, where proposed investment outside of the 10-year Plan period will respond to or have a material impact on the matters set out in the bullet points above.

Councils are encouraged to comment on:

- *How the proposed investment leads to an uplift (or maintains) the current level of service; and*
- *Benefits to communities from the proposed level of investment in terms of levels of service, compliance with regulatory requirements and providing for growth.*

Levels of Service

Council largely meets the required levels of service, with the exception of drinking water compliance. As outlined earlier, the capital programme includes projects specifically aimed at addressing these issues and achieving compliance with the Drinking Water Quality Assurance (DWQA) framework. It should be noted that the drinking water compliance rules are complex and failure to achieve full compliance 100% of the time with every rule results in an assessment that a water supply is non-compliant with the rules. The distinction between *absolute* compliance and with provision of safe drinking water needs to be recognised.

There are also a few minor non-compliances related to wastewater overflows, primarily due to maintenance issues, which have now been resolved.

The investment plan seeks to maintain current service levels over the 10-year planning period.

Renewals

The average age of the assets is as follows:

- Drinking water: 30 years
- Wastewater and stormwater: 22 years

This reflects a relatively young network that does not require significant renewals within the next 10 years. The renewals programme decreases gradually from FY2024 to FY2030, with a stepped reduction for the final three years of the planning period. This profile accounts for resourcing capacity, as several major treatment plant upgrades are scheduled for FY2030–2034.

There have been minimal failures across the network, which is consistent with the young age and strong performance of existing infrastructure. Consequently, renewals investment is currently below depreciation, but this is considered appropriate given the age and condition of the assets.

While renewal investment is lower it is expected to escalate beyond FY2033/34. This trend is reflected in the Long-Term Infrastructure Strategy and supporting Activity Management Plans (AMPs).

Stormwater renewals are not included in the 10-year investment plan, as most stormwater assets are relatively young and not expected to require replacement within this timeframe.

Over the 10-year period from FY2024/25 to FY2033/34, the Asset Sustainability Ratio remains negative, ranging from -29.2% to -77.5%, indicating that renewals investment is below depreciation. It is noted that the LGA and OAG have an expectation that depreciation is fully funded.

The proposed levels of renewals investment have been determined using:

- Risk-based prioritisation, focusing on critical and deteriorating assets
- Alignment with the AMP, which sets renewals based primarily based on age and service levels
- Consideration of project integration, where renewals may be deferred to align with upgrade works, thereby reducing lifecycle costs

This approach ensures that renewals are strategically targeted and cost-effective, rather than applying a blanket replacement policy based on average depreciation.

This approach aligns with:

- The Infrastructure Strategy and the AMP
- The Financial Strategy, which balances affordability and long-term sustainability

While the Asset Sustainability Ratio is currently negative, the Council's asset management approach is designed to adapt as the asset base ages and respond to LOS. Future investment plans will scale up renewals in line with condition assessments (funded Yr 4 onwards) and service continuity needs.

Regulatory compliance

Part B of this Plan outlines regulatory compliance for water supply, wastewater, and stormwater services. Investment to resolve all outstanding significant compliance matters is included in the 10-year plan and will be completed by 30 June 2028.

Growth

The investment plan accommodates anticipated growth as outlined in the AMP's, Long Term Plan (LTP), and the Infrastructure Strategy.

This section requires the population of the following summary table of projected investment requirements.

Projected investment in water services	FY24/25	FY25/26	FY26/27	FY27/28	FY28/29	FY29/30	FY30/31	FY31/32	FY32/33	FY33/34
Drinking water										
Capital expenditure - to meet additional demand	1,735	5,271	3,605	6,772	5,189	5,248	6,904	3,715	1,895	484
Capital expenditure - to improve levels of services	5,630	6,589	8,705	12,577	8,139	4,920	5,434	4,287	1,985	489
Capital expenditure - to replace existing assets	5,437	3,976	8,028	6,816	4,884	6,378	3,788	3,160	3,227	3,292
Total projected investment for drinking water	**12,802**	**15,836**	**20,338**	**26,165**	**18,212**	**16,546**	**16,126**	**11,162**	**7,106**	**4,265**
Wastewater										
Capital expenditure - to meet additional demand	6,220	5,169	2,881	10,526	16,876	14,707	13,888	20,782	24,045	28,992
Capital expenditure - to improve levels of services	7,026	8,204	2,657	7,792	11,194	9,041	6,420	31,657	58,319	62,589
Capital expenditure - to replace existing assets	3,643	4,071	11,361	4,650	6,226	6,152	4,735	3,079	4,188	4,375
Total projected investment for wastewater	**16,889**	**17,444**	**16,898**	**22,969**	**34,296**	**29,900**	**25,043**	**55,517**	**86,553**	**95,956**
Stormwater										
Capital expenditure - to meet additional demand	7,704	9,778	6,738	4,104	4,142	7,899	11,536	17,106	4,868	3,189
Capital expenditure - to improve levels of services	3,054	3,694	2,981	1,467	1,606	1,700	2,249	3,608	2,724	2,663
Capital expenditure - to replace existing assets	1,684	2,609	4,600	0	0	0	65	66	0	0
Total projected investment for stormwater	**12,441**	**16,081**	**14,319**	**5,571**	**5,748**	**9,599**	**13,850**	**20,779**	**7,592**	**5,852**
Total projected investment in water services	**42,132**	**49,361**	**51,556**	**54,704**	**58,256**	**56,044**	**55,019**	**87,458**	**101,251**	**106,073**

Historical delivery against planned investment

To demonstrate delivery against planning investment, councils are requested to disclose historical actual investment spend on water services infrastructure against planned investment.

Delivery against planned investment	Renewals investment for water services				Total investment in water services			
	FY2024/25	FY21/22 - FY23/24	FY18/19 - FY20/21	Total	FY2024/25	FY21/22 - FY23/24	FY18/19 - FY20/21	Total
Total planned investment (set in the relevant LTP)	24,673	42,741	24,950	92,364	42,132	106,718	69,764	**218,614**
Total actual investment	23,589	55,181	31,869	110,639	33,783	133,403	66,366	**233,552**
Delivery against planned investment (%)	**95.6%**	**129.1%**	**127.7%**	**119.8%**	**80.2%**	**125.0%**	**95.1%**	**106.8%**

Councils are encouraged to confirm if:

- *The level of investment that was delivered against what was provided for in the relevant Long-Term Plan;*
- *Any constraints on delivery that impacted historical actual investment;*
- *Any steps taken to improve future delivery against the Plan; and*
- *Peaks in future years and approach to accommodate and deliver on the planned investment.*

Our organisation understands the importance of delivering what we include in our annual and long-term plans. In the 10 year plan average investment for the first 4 years is approximately $49.4 million per year, this is an additional $15.4 million than what has been delivered in FY 24/25. The plan then steps up in FY28-29 – FY30/31 averaging $56.4 million per year and then it is approximately $87.5 million in FY31/32 and then $101.3 million and $106.0 million for the last 2 years respectively. Council is confident that they can deliver on the increased programme, particularly as $33.8 million was delivered in FY24/25 and that programme was heavily impacted by several factors such as emergency management events and resources redirected onto LWDW activities. There is 4 years to optimise the programme and plan for increased resourcing to deliver on the increased programme commencing from FY28, noting that the increase in the later years is due to significant treatment plant upgrades, which will rely heavily on external resources. Also, to accommodate the increased programme from Year 5 onwards the renewals programme has been scaled back over the same period, allowing resources to be redirected toward priority upgrade projects, this approach will not negatively impact on the renewals programme moving forward.

The capital programme includes targeted projects that will address outstanding compliance issues and ensure the Council meets the requirements for financial sustainability by 30 June 2028.

The capital activities are delivered through two key mechanisms namely:

- An ongoing capital delivery programme managed by Council's in-house Programme Delivery team
- Specific tasks carried out using Council's long term operations & maintenance contract with Downer

The Waters team (who will form the in-house Water business unit) prepares project briefs which are passed on to the Programme Delivery team who monitors the life cycle of all of the individual projects which are linked back to the LTP with each activity allocated to a separate project manager. Council includes

contingencies within the project budget estimates as appropriate and the contingencies are monitored and assessed as the projects move through the project lifecycle, tender, design and physical work stages.

The concept through to final design is typically carried out by one of councils panel of consultants (Beca, Stantec, WSP and Tonkin & Taylor) who have well staffed offices in the Nelson region. Council's procurement team will use the appropriate procurement method to enter into a contract with typically one of the region's contractors. Apart from Downer and Fulton Hogan we have an approved register of multiple other capable construction firms based in our region who have to pass our minimum standards of health & safety etc.

Through experience we have identified a core number of delivery risks to achieving our programme which include land purchase, consenting and sensitive cultural matters. Our long term aim is to get ahead of the programme so that we have completed design projects available to fill a gap left when, for example, a project stalls because of a consenting issue. We are not quite there yet but we have significantly improved our delivery capability by separating the asset managers (the in-house clients) from the programme delivery and procurement teams.

Progress against the capital programme will be monitored through reporting to the planned Water Services Committee, to ensure that resources and funding remain aligned with delivery objectives and that the necessary compliance upgrades are completed on time.

Additional guidance for Statement of Regulatory Compliance

Regulatory compliance includes meeting drinking water standards, resource consents for water takes and discharges, wastewater discharge consents (land, air, odour amongst others), stormwater discharge consents and network consents (do not include land use consents or temporary structure consents).

Current or future regulatory requirements includes:

- *When a system is nearing non-compliance or experiences frequent non-compliance with conditions (for example, nearing level of service, capacity constraints) and consent unlikely to be renewed in current form without investment in water services assets, and systems.*
- *Existing consents may have been in place for many years, and it is expected when they are renewed that regulatory requirements are likely to be changed significantly to align with newer consent conditions.*
- *Existing consent conditions are unlikely to meet community or iwi expectations therefore will need to be amended to accommodate.*

Confirm if:

- *You are delaying wastewater consent replacements and waiting for new regulatory wastewater standards;*

No – We have no consents requiring replacement for wastewater discharges for the next 7 years

- *There are any issues with water take/source consents or implementation of water safety plans and associated improvement works (for example, need new water source);*

Yes – Dovedale – Finding a new water source is proving to be problematic. Further Investigations are underway to source water from near the Motueka River. This project is fully funded for in the first 4 years of the LTP.

- *The investment plan includes fluoridation installation or associated upgrades, (under the Health Act 1956).*

No – There is no current directive from the Ministry of Health to install fluoridation on any of Tasman District Council water supplies.

Part C: Revenue and financing arrangements

Revenue and charging arrangements

Charging and billing arrangements

It is expected that this section will describe how consumers will be charged for water services, including:

- *How water services are currently charged for each supply scheme/catchment;*
- *How water services are proposed to be charged for each supply scheme/catchment;*
- *Any changes between current and future charging mechanisms; and*
- *How the revenue from water services will be separated from the council's other functions and activities.*

The current charging mechanisms are detailed in Tasman District Council's Long Term Plan 2024–2034, within the Revenue and Financing Policy. A summary of the 2024/25 charges is provided below.

Stormwater

Stormwater is funded via a targeted rate with a differential structure.

For every $100 collected:

- $10 is paid by all ratepayers across the district
- $90 is paid by ratepayers within the Urban Drainage Area, as defined in the LTP

The rate is based on the land value of each property.

Note: No changes are anticipated to the stormwater charging mechanism in the foreseeable future. However, Funding will be reassessed now that the Local Government (Water Services) Bill is enacted and when further regulatory guidance is received.

Council already operates a closed account for all targeted rates, as such Council will continue to this with the in-house model

Wastewater

Wastewater is also funded via a targeted rate, with charges based on the number of toilet pans on a property. Charges fall into three bands:

- First toilet
- 2–10 toilets
- More than 10 toilets (with diminishing charges per additional pan)

This charging mechanism is expected to remain unchanged under the in-house delivery model.

As with stormwater, wastewater operates under a closed account structure, which will continue.

Nelson Regional Sewerage Business Unit (NRSBU)

Details regarding asset ownership, governance, and operational responsibilities for the NRSBU are outlined in Section B.

No changes are expected to the current charging arrangements in the short term. These will, however, be reviewed once legislation is enacted and guidance on economic regulation is provided.

Water Supply

Water services are funded through multiple targeted rates, depending on the scheme and customer category. These include:

Urban Water Supply (excluding Motueka and industrial agreement holders)

- Metered connections – volumetric charge
- Metered connections – service charge
- Rural connections to urban supplies

Motueka Water Supply

- Metered connections – volumetric charge
- Metered connections – service charge

Rural Water Supply Connections

- Dovedale Rural Water Supply
    - Dovedale Differential A
    - Dovedale Differential B
- Redwood Valley Rural Water Supply
- Eighty Eight Valley Rural Water Supply
    - Variable charge
    - Service charge
- Hamama Rural Water Supply
    - Variable charge
    - Service charge
    - Fixed charge (based on land value)

Water Supply – Firefighting

- Motueka Firefighting Supply
- Tākaka Firefighting – Capital Costs
    - Tākaka CBD Differential
    - Tākaka Residential Differential
    - Tākaka Balance of Golden Bay Ward Differential
- Tākaka Firefighting – Operating Costs

As with other water services, these charges are managed through closed accounts, and this structure will be maintained under the in-house model.

Waimea Community Dam (WCD)

The Waimea Community Dam provides an augmented water flow in the Waimea River system and this recharges the associated aquifers, which are drawn upon to supply water to the urban network.

Waimea Water Limited is a CCO operating a PPP. It is jointly owned by Tasman District Council and Waimea Irrigators Limited. The CCO was formed to oversee the construction, operation, and maintenance of the Waimea Community Dam.
Waimea Water Ltd recovers it costs through quarterly water charges to Council and Waimea Irrigators Ltd.

All revenue gathered by the Council in relation to its share of costs for the operation and management of the WCD CCO - will transfer to the in-house water services business unit.
In the dam funding model, 30% of costs were allocated to maintaining the necessary environmental flows in the river. This investment allows the increased extractive capacity from the aquifers.
This cost is currently funded through two targeted rates:

- A district wide fixed charge on all properties (70% of the environmental flow cost)

- A targeted rate based on land value in the "Zone of Benefit" (30% of the environmental flow cost). Due to their closer proximity to the benefits from the dam.

It is envisaged that there will be no change to the governance, funding or management of the WCD CCO. Tasman District Council operates closed accounts for activities funded by targeted rates. As such we will continue to do this with the inhouse model for the Water activity.

Water services revenue requirements and sources

It is expected that this section will summarise the:

- *Revenue requirements under the Plan;*

  See Section D
- *Sources of revenue – household charges (rates and volumetric charges) and other revenue sources (including user charges/fees, Development Contributions, capital/operating subsidies and grants, and other income);*

  As above and below
- *Where a water services organisation is to be established, whether it is proposed that the water services provider will directly charge consumers or whether charging and billing will be undertaken by council and passed through to the water services provider; and*

  Not Applicable
- *Charging and collection methodology – for residential and non-residential consumers.*

  As above and below

Existing and projected commercial and industrial users' charges

It is expected that this section will summarise the:

- *Current charging and collection methodology for water services – for residential and non-residential consumers; and*
- *Projected charges for residential households on average over the 10-year period.*

Water – Industrial Users

Tasman District Council currently charges two major industrial water users:

- T&G Processed Foods Ltd
- The Allied Group Ltd

In addition, Tasman charges for water usage by industrial users in the Whakatu Estate, which is located within the Nelson City Council catchment.

Council also charges Nelson City Council (NCC) for residential water usage by users located on the north side of Champion Road, which lies on the boundary between Tasman and Nelson.

All revenue collected from these users is treated as a fee or charge, not a targeted rate.
Charges are calculated using the Council's comprehensive financial modelling framework, which ensures consistency with the Revenue and Financing Policy.

Wastewater

Tasman District Council also charges commercial and industrial users for the discharge of trade waste into the wastewater network.

Charging Framework

The fee schedule for trade waste outlines the financial obligations for businesses and facilities that discharge non-domestic wastewater. It includes:

- Fixed charges: Annual or temporary fees for particular trade waste activities
- Variable charges: Based on specific waste characteristics, including:
  - Volume

- Suspended solids
- Biological oxygen demand (BOD)
- Other relevant contaminant loads

Pan Charge Offsets

In situations where trade waste flows are combined with domestic wastewater, the Council allows for pan charge offsetting. This ensures that customers are not charged twice for wastewater treatment (once via the pan charge and again for the trade waste component).

Discharge Classification

Trade waste operators are responsible for determining whether their discharges are:

- Separated from domestic flows, or
- Combined with domestic flows

This classification affects how charges are calculated and applied under the Council's trade waste bylaws.

A clear understanding of wastewater composition, flow volumes, and discharge characteristics is essential for accurate forecasting of charges and for compliance with Tasman's Trade Waste Bylaw.

Category	Charge Type	Fee (NZD)
Conditional Trade Waste Activity	Temporary Discharge	$206.00
	Grease Converter Annual Charge¹	$206.00
	All Other Conditional Trade Waste Activities (Annual)	$583.00
Conveyance and Treatment Charges	**Parameter**	**Rate**
	Volume	$2.39 / m^3
	Five-day Biochemical Oxygen Demand (BOD_5)	$2.61 / kg
	Chemical Oxygen Demand (COD)	$0.16 / kg
	Total Suspended Solids (TSS)	$1.65 / kg
	Total Kjeldahl Nitrogen (TKN)	$2.05 / kg
	Total Phosphorus (TP)	$0.89 / kg

The affordability of projected water services charges for communities

In this section, it is expected that councils will comment on:

- *Affordability considerations and constraints, including the community's ability to pay projected water services charges; and*
- *Average water charges per connection as a percentage of median household income.*

Affordability remains a key consideration for Tasman District Council due to several underlying factors:

- The presence of communities with high levels of socio-economic deprivation
- A significant proportion of ratepayers on fixed retirement incomes

These conditions create particular pressure on the community's ability to absorb increased water services charges over time.

International guidelines suggest that water user charges are considered affordable when they fall between 2–3% of median household income. However, based on current financial modelling, the 30-year capital programme for water services is projected to result in average charges equivalent to 2.6% to 5.0% of median household income.

While this exceeds the commonly accepted affordability threshold, the figures reflect long-term capital investment needs. These projections are subject to ongoing review and refinement to ensure a balance between service levels and affordability.

The projections are partially offset in affordability terms for the community by the balance of Council's activities getting the benefit of the portion of dividends (from our joint Port Nelson and Nelson Airport holding CCO) that were previously used in the Water Services space, being redistributed to the balance of Council's activities.

The following table illustrates the projected average water charges per connection as a percentage of median household income over time.

Average charge per connection including GST	FY24/25	FY25/26	FY26/27	FY27/28	FY28/29	FY29/30	FY30/31	FY31/32	FY32/33	FY33/34
Average drinking water bill (including GST)	1,217	1,384	1,589	1,773	1,898	1,943	2,034	2,102	2,135	2,188
Average wastewater bill (including GST)	645	964	1,167	1,418	1,521	1,615	1,736	1,827	2,017	2,380
Average stormwater bill (including GST)	406	459	517	584	597	595	620	626	627	645
Average charge per connection including GST	2,268	2,806	3,272	3,775	4,016	4,154	4,389	4,555	4,780	5,213
Projected increase	0%	23.7%	16.6%	15.4%	6.4%	3.4%	5.7%	3.8%	4.9%	9.1%
Projected number of connections	14,700	14,947	15,198	15,454	15,713	15,977	16,246	16,519	16,796	17,078
Projected median household income	87,575	89,327	91,113	92,935	94,794	96,690	98,624	100,596	102,608	104,660
Water services charges as % of household income	**2.6%**	**3.1%**	**3.6%**	**4.1%**	**4.2%**	**4.3%**	**4.5%**	**4.5%**	**4.7%**	**5.0%**

Note: Industrial users (Whakatu Estate, Nelson City Council and out two industrial users) are excluded from this calculation, as their water usage is significantly higher and charged on a volumetric basis, which is not directly comparable to typical residential use. Note rural properties that receive potable water are included in the residential charges.

While Council does not currently differentiate between commercial and residential properties for water charges, we have used a method to estimate the split. Council has identified 1,403 users who pay for two or more pan charges. If it is assumed these users are commercial, reallocating their costs could reduce the water charge burden on residential ratepayers. This adjustment will help regarding water pricing.

The Council acknowledges that water services costs are high. However, these costs are consistent with the 2024–2034 Long Term Plan, which was assessed by auditors as being financially sustainable.

Council has analysed 'all of Council' rates revenue from around NZ. The analysis brings together Territorial Authorities and Regional Council (and Unitary Council's such as Tasman District Council) and compared them in term of rates revenue per rating unit. The average is $3,863 per rating unit and Tasman District Council is at $3,668 per rating unit, just below the average in comparison to the other 61 Territorial Authorities that we compared ourselves too (that we have data for).

The Council believes that delivering water services through an in-house business unit (IBU) is both financially sustainable and affordable. This is supported by the overall strength of the Council's balance sheet, as well as by additional non–water services revenue streams that provide financial flexibility.

Historically, the Council has had a high dollar rates base, reflecting the unique structure of the district, which comprises 17 separate communities. This structure requires substantial and distributed investment in water services infrastructure, resulting in higher baseline costs than those faced by many other Councils.

The Council remains committed to monitoring the affordability of water services and will continue to explore options to mitigate cost impacts, including:

- Targeted assistance for vulnerable households; and
- Phased delivery of capital works to spread costs over time

The increases in the table above are indicative, when they become more real the Council will be consulting with the community about the level of increase. The feedback will be considered by the Council and the fee will be set accordingly. Noting that the Commerce Commission will also have oversight of the setting of the annual fee/rate.

Funding and financing arrangements

Funding and financing arrangements

Water services financing requirements and sources

It is expected that this section will describe:

- *Projected borrowing requirements over the 10-year period to deliver the level of investment required;*

  Borrowing is projected to peak at $441M in year 10 of Council LTP as level of investment grows to meet our regulatory requirements. The later years of the LTP have large capital investment increases due to two Wastewater Treatment Plants requiring replacement/relocation.

- *Minimum cash and working capital requirements for the sustainable delivery of water services;*

  To ensure the sustainable delivery of water services, Tasman District Council maintains prudent levels of cash and working capital. These reserves are guided by the Council's Treasury Policy, which sets minimum liquidity thresholds to meet operational needs and buffer against unforeseen financial pressures.

  The Council uses a combination of funding sources to finance water services, including debt (primarily for new or upgraded infrastructure), partially funded depreciation (for renewals), development contributions (growth-related capacity), and external capital contributions and reserve funding. This mix supports intergenerational equity by aligning funding with asset life and ensuring that those who benefit from infrastructure investments contribute appropriately.

  Our working capital is monitored daily to ensure we have sufficient liquid assets to meet our obligations in terms of payments to suppliers.

- *Borrowing limits for water services and all council business;*

  Council operates within borrowing limits defined in its current Financial Strategy and its 2024 Treasury Risk Management Policy (including Liability Management and Investment policies). These include a net debt-to-revenue ratio cap, annual debt servicing limits, and liquidity coverage ratios. Borrowing limits apply to total Council debt at the parent level, including water services, and are structured to maintain long-term financial sustainability and creditworthiness.

- *Whether projected borrowings are within borrowing limits;*

  Projected borrowings for water and other infrastructure remain within the Council's established borrowing limits over the 10-year horizon. While gross debt levels are expected to rise in line with investment needs, they are actively managed to ensure compliance with policy thresholds and to retain borrowing headroom. Council's established borrowing limits are a net debt to revenue ratio of 160% which is below those in our own treasury policy and those set by the LGFA. This means we do have new debt headroom for unforeseen events.

- *Financial strategy for financing water services investment and operating expenditure;*

  Council adopts a prudent and sustainable approach to debt and funding, recognising the need to support infrastructure development, particularly in a high-growth environment. This section outlines key elements of the Council's financial strategy in relation to water services and overall debt management.

  Over the next 10 years, Council expects to undertake significant investment to maintain and expand water infrastructure, aligning with projected growth across the district. Borrowing will be required to fund a portion of this investment, especially for new assets associated with growth and service improvement. The level of borrowing will be determined through the Long-Term Plan (and future Water Services Strategy) and reviewed regularly to reflect changes in project scope, timing, and funding availability.

Debt servicing, including both interest and principal, is funded through targeted rates, general rates and fees & charges. Renewal projects are generally funded from depreciation reserves, while growth and level-of-service improvements are typically debt-funded. Council's approach ensures that debt repayment aligns with asset life and that repayments are manageable for current and future ratepayers.

Operating costs are all funded from targeted rates and fees & charges from within the water services. There is a one for one relationship between operational spend and targeted rates. A such they are fully funded.

- *Expected tenor of new borrowings and how interest rate and refinance risk will be managed; and*

Council funds its Balance Sheet as a whole. Individual activities are funded by internal loans these are typically P & I loans for 20-35 years with internal interest rate reviewed quarterly based on Councils weighted average cost of borrowing.

Interest rate and refinancing risks are actively managed through the Council's Treasury Risk Management Policy , which includes spreading maturity profiles, using interest rate swaps, and maintaining access to diverse funding sources, particularly the Local Government Funding Agency (LGFA). As a shareholder in the LGFA, Council benefits from favourable borrowing terms compared to commercial alternatives.

It is expected that the Treasury Risk Management Policy will need to be tweaked to account for the ringfencing of the water services. We await the detail to see if other changes may be required e.g. an internal treasury function for water services.

- *Debt repayment strategy.*

It is also important to note that Council's overall approach to treasury management remains stable and is not expected to change significantly in the medium term. The existing 2024 Treasury Risk Management Policy (including Liability Management and Investment policies) provides a robust framework for managing borrowing, liquidity, and risk, which supports the sustainable delivery of water and other Council services.

Internal borrowing arrangements

It is expected that this section will summarise:

- *Any current internal borrowing arrangements between water services and other council business, including whether finance costs are charged on these arrangements and repayment mechanics;*

  Tasman District Council operates an internal treasury function, through which all water services activities—water supply, wastewater, and stormwater—are funded. This centralised treasury model allows for efficient management of Council's overall borrowing and liquidity requirements.

  When necessary, the internal treasury function sources funding from the external market to meet borrowing needs, including those related to water services activities. These decisions are made based on both the specific funding requirements of water services projects and the broader cash flow needs of the Council.

  Council ring-fences all water services activity finances, ensuring that loans associated with each area are directly attributed to the respective activity. The only exception to this approach has been the Waimea Community Dam, for which concessional external borrowing from CIIL was arranged specifically.

  Under this internal model, the water services activities are charged an interest rate that reflects the weighted average cost of external borrowing. This includes credit margins and any other relevant costs. Interest rates applied to internal borrowing are approved through the Long Term Plan (LTP) process and reviewed quarterly for the current year and annually for budgeting purposes. The maximum term for internal borrowing arrangements is normally 20 years but up to 35 years for long life assets can be approved.

- *Whether it is proposed that internal borrowing arrangements will be used up to 30 June 2028;*

  Yes.

- *Whether it is proposed that internal borrowing arrangements will be used beyond 30 June 2028; and*

  Tasman intends to continue using this internal treasury approach within the in-house model currently being adopted for the management of water services. This model will remain in place through to 30 June 2028 and is expected to continue beyond that date.

- *How internal borrowings will be managed to ensure compliance with ringfencing requirements.*

  See above

Determination of debt attributed to water services

It is expected that this section will describe:

- *How debt allocated to water services on 30 June 2024 was determined; and*

  The majority of the revenue collected for the water services activities is generated through targeted rates. For water and wastewater services, we also collect some revenue via fees and charges. Due to the use of targeted rates, Tasman has maintained separate closed accounts for water services activities for at least the past 20 years.

  We operate an internal treasury function, which ensures that internal debt raised for new capital projects is appropriately allocated to the corresponding water services activity. All capital expenditure is subject to a funding rule that determines the appropriate source of funding. The vast majority of capital investment in the water services activities is funded through development contributions, new loans, or the application of available depreciation funding.

  Given the long-standing use of closed accounts for water services, the transparency of targeted rates, and the associated annual audits conducted by Audit New Zealand, we are confident that the balances as of 30 June 2024 accurately reflect the internal borrowings associated with these activities.

- *The total value of water services borrowings and the net debt to operating revenue calculation on 30 June 2024.*

  Water services activity debt levels are currently kept separate for each activity and are ringfenced. Water services debt will continue to be accounted for in this manner going forward. The total value of the water services borrowing and the Net Debt to Operating Revenue as at June 2024 is:

Activity	Amount	Net Debt to Operating Revenue
Drinking water	82,928	387.2%
Wastewater	33,776	238.5%
Stormwater	28,093	467.6%
Total	**144,797**	**349.0%**

Insurance arrangements

This section should:

- *Confirm that the asset owning organisation in the proposed service delivery arrangement will hold the necessary insurance **policies;***

  Yes they will be holding the necessary insurance policies.

- *Describe whether annual insurance risk assessments are undertaken – and if not annually, when the last review of insurance cover was completed;*

  Yes. Council undertakes an annual review and engages with our brokers around coverage and asset value.

- *Describe whether risk evaluation and assessment identifies probability of loss and cost under scenarios (distinguishing between above and below ground assets); and*

  Tasman undertakes comprehensive risk evaluation and assessment processes for its water services infrastructure. These assessments include the identification of both the probability of asset failure and the potential cost of loss, based on a range of scenarios.
  Key distinctions are made between:

  - Above-ground assets (e.g., pump stations, reservoirs, treatment plants), which are more susceptible to damage from weather events, vandalism, and fire.
  - Below-ground assets (e.g., water mains, wastewater and stormwater pipes), which are exposed to risks such as seismic activity, land movement, and gradual degradation over time.

- Risk assessments are integrated into the asset management planning cycle and inform both renewal strategies and capital investment priorities. They also support decisions around insurability and resilience planning.

- *Describe the level of insurance cover for the network, including the basis for valuation of water assets and how insurance cover is calculated for insurable water services assets.*

  Tasman holds insurance for its insurable Water services assets, with cover generally focused on significant above-ground infrastructure. Below-ground assets are typically not insured, due to the high replacement cost and the low probability of widespread simultaneous failure. However, there is cover for Council's share (40%) in the case of a natural disaster.

  Basis of Valuation: Insurable water assets are valued on a replacement cost basis, in accordance with asset management and financial reporting standards.

  Insurance Calculation: Insurance coverage is determined using a combination of asset valuations, risk exposure assessments, and insurer guidelines. Cover levels are reviewed annually to ensure alignment with asset values and inflationary movements.

In addition, it is expected that this section will briefly summarise the insurance management policy for water services, including:

- *Insurance review policy and asset identification standards;*

  Insurance coverage is reviewed annually, aligned with the Long-Term Plan and asset revaluation cycle. Assets are identified based on materiality, risk exposure, and their criticality to service delivery.

- *Key insurable risks, a description of risk appetite/tolerance and identified mitigations;*

  Key insurable risks include fire, earthquake, landslide, and flooding for above-ground facilities. The Council's risk tolerance is moderate too low for critical infrastructure; hence, risk is mitigated through a combination of insurance, renewal investment, and redundancy in system design. Mitigations include proactive maintenance, seismic strengthening, and strategic spares.

- *Any link with Council's disaster policy response to mitigate insurance losses; and*

  Tasman's insurance approach is aligned with its broader Disaster Recovery and Resilience Policy. This includes planning for emergency response, access to central government disaster recovery funding, and business continuity provisions. Insurance is considered one of several risk transfer and mitigation tools in a layered resilience strategy.

- *Delegations and reporting on insurance.*

  Insurance responsibilities are delegated to the Chief Operations Officer, with operational input from infrastructure and asset managers.
  Regular reporting on insurance coverage, renewals, and claims is provided to the Council's Audit and Risk Committee.

Part D: Financial sustainability assessment

Confirmation of financially sustainable delivery of water services

Financially sustainable water services provision

Confirmation of financially sustainable delivery of water services by 30 June 2028

It is expected that this section will demonstrate that the Plan achieves financially sustainable delivery of water services by 30 June 2028, which can be met by confirmation of:

- *'Revenue sufficiency' - sufficient revenue to cover the costs (including servicing debt) of water services delivery;*
- *'Investment sufficiency' – projected investment is sufficient to meet levels of service, regulatory requirements and provide for growth; and*
- *'Financing sufficiency' - funding and financing arrangements are sufficient to meet investment requirements.*

Tasman District Council can confirm that it will be financially sustainable by the required date of 30 June 2028. Confirmation of financial sustainability includes confirmation that:

- **Revenue sufficiency –** Tasman has sufficient revenue, including servicing of debt, to deliver water services required in the 10-year capital programme. Projected revenues are sufficient, with operating revenues over the forecast period exceeding forecast operating expenditure for water services. Moderate surpluses are forecast for FY27-FY34 ($76k deficit in FY25 and $858k in FY26).
- **Investment sufficiency –** The 10-year capital programme includes sufficient investment to meet levels of service, regulatory requirements and provide for growth.
- **Financing sufficiency –** Tasman has appropriate funding and financing arrangements to fund the 10-year capital programme, with additional headroom for unknown future investments. Details and evidence of financial sustainability are included in the remaining sections of Part D. Key financial ratios are well within internal and external limits ensuring there is sufficient access to funding and financing to deliver water services over the forecast period. The plan meets the financing sufficiency test. Total council borrowings at the parent level (including water activities) are forecast to remain within the LGFA's 280% debt to revenue covenant (reaching a maximum of 160% in FY34).

Actions required to achieve financially sustainable delivery of water services

The Plan must include an explanation of what the council proposes to do to ensure that the delivery of water services will be financially sustainable by 30 June 2028. This may include:

- *Projected price path/revenue requirements – and how this ensures that water revenues cover the costs of service (including assumptions for recovery of depreciation);*
- *The level of investment required over 10-years to meet levels of service, regulatory requirements and provide for growth; and*
- *How levels of borrowing will be managed within borrowing limits.*

From a finance perspective the Council is currently financially sustainable as reflected by the 2024-2034 LTP. The area of focus to meet the financial sustainability test is related to resolving issues with non-compliance predominately for drinking water supply. Funding has been included in the LTP to address these non-compliances and the work will be completed by 30 June 2028.

The capital programme will be optimised and prioritised to ensure that it meets with regulatory requirements but is also deliverable. This prioritised programme will then be approved by the planned Water Services Committee, prior to being submitted to the council for approval via the development of the water services strategy.

As demonstrated by the graphs later, Tasman will remain well below the legislated net debt to revenue limit. The debt headroom within the next ten years remains over $60m across all ten years.

Net debt headroom is Councils primary mechanism for funding unbudgeted costs related to emergency events.

Risks and constraints to achieving financially sustainable delivery of water services

The purpose of this section is to summarise any issues, constraints and risks to delivery of financially sustainable water services.

The Council is currently financially sustainable as reflected by the LTP. This will remain so from the inception of an inhouse business unit model. Works to address any regulatory compliance has been included in the LTP and funded and will be complete by 30 June 2028.

To monitor and manage risks for financial sustainability and how Tasman intends to eliminate or mitigate them are outlined below:

Issues

The common underlying issues relate to financial uncertainty, political and community acceptance, legislative changes, and external shocks (like inflation and disasters), all of which can affect council's ability to deliver sustainable water services and meet financial policies.

Constraints

Debt-to-Revenue Ratio

- Financial policy limits: Council must adhere to strict financial policies and LGFA lending covenants limiting debt levels, constraining borrowing capacity.
- Revenue growth: Reliance on stable or growing revenue streams to keep the ratio within acceptable limits; constrained if revenues stagnate or decline.

CAPEX Programme

- Budget limitations: Capital budgets are finite and must be balanced against other priorities.
- Resource availability: Limited availability of skilled contractors, materials, and funding can constrain project delivery timelines and costs.

Inflation Constraints

- Economic factors: Inflation rates are largely outside council control and can fluctuate unpredictably.
- Fixed budget cycles: Budgets are typically set annually or multi-yearly, making real-time adjustments to inflation difficult.

Natural Disaster

- Emergency funding limits: Even with debt headroom and government support, the scale of a disaster could exceed financial and operational capacity.
- Recovery time: Financial and operational recovery from disasters can be slow, impacting ongoing service delivery.

Waimea Community Dam

- CCO Stakeholder dependence: Council has provided credit support and lending to the PPP CCO. Council is at risk should the other stakeholder (WIL) in the CCO default on their water charges and the credit support then being called. Councils credit support and lending is secured over the dam assets.

Risks

Net Three-Waters Debt-to-Revenue Ratio

- Risk: The net three-waters debt-to-revenue ratio (excluding 'all of Council' debt and reserves) could exceed Tasman's Financial Policy limit of 160% and LGFA lending requirements during multiple years within the next decade.
- Mitigation: Current projections indicate the net debt-to-revenue ratio will remain comfortably within all Financial Policy limits, maintaining compliance with lending covenants.

Capital Expenditure (CAPEX) Programme Variance

- Risk: The actual CAPEX programme may differ materially from projections, affecting financial planning and debt servicing.
- Mitigation: The CAPEX programme will be reviewed and updated quarterly, with corresponding adjustments to debt, interest, and affordability projections.

Inflation Exceeding Projections

- Risk: Inflation rates may be higher than forecasted, increasing costs beyond budgeted amounts.
- Mitigation: Quarterly reviews of the programme will incorporate external economic indicators and inflation updates to allow timely adjustments.

Uncertainty Around Legislation

- Risk: Upcoming infrastructure standards legislation remains unconfirmed, potentially impacting compliance and costs.
- Mitigation: Tasman will actively engage with central government to stay informed and prepare for forthcoming legislative changes.

Impact of Natural Disasters

- Risk: A natural disaster could impose unexpected fiscal pressures on the council's finances.
- Mitigation: Tasman maintains sufficient debt headroom to respond financially, supplemented by central government disaster funding to support recovery and ongoing operations.

Waimea Community Dam

- Risk: Waimea Water Ltd CCO Stakeholder financial distress: Council has provided credit support and lending to the PPP CCO. Council is at risk should the other stakeholder (WIL) in the CCO default on their water charges and the WWL /CIIL loan credit support then being called.
- Mitigation: Councils credit support and lending is secured over the dam asset. Council has provided a $5m water charge smoothing facility for WIL. WWL has a competent professional board.

Financial sustainability assessment - revenue sufficiency

Assessment of revenue sufficiency

Projected water services revenues cover the projected costs of delivering water services

It is expected that this section will demonstrate that:

- *Projected revenues are sufficient to cover the costs (including servicing debt) of water services delivery;*
- *Projected revenues are sufficient to finance the required level of investment; and*
- *Whether projected revenues have been assessed as meeting the 'revenue sufficiency' test.*

Projected revenues are sufficient, with operating revenues over the forecast period exceeding forecast operating expenditure for water services. Moderate surpluses are forecast for FY27-FY34 ($76k deficit in FY25 and $858k in FY26).

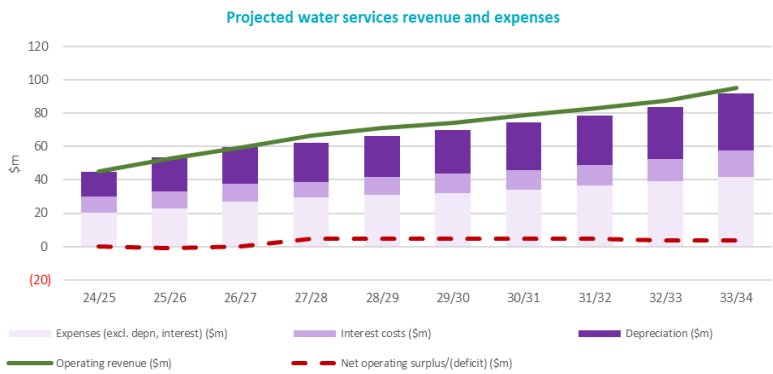
Projected revenues are sized to cover operating costs (including servicing debt) of water services delivery over the next 10 years.

Operating revenues for water services are expected to roughly double in the next decade, increasing from $44.8 million (FY25) to $95.4 million (FY34). This is an average annual increase of 8.9%.

Over the same period, operating costs (including finance costs and depreciation) are forecast to increase from $45.0 million (FY25) to $91.8 million (FY34). This is an average annual increase of 9.6%.

Revenues are also sufficient to finance the required level of investment (discussed further below).

The approach to determining revenues is on the basis that operating revenues pay for operating costs and capital sources pay for capital investment. This is consistent with financial sustainability and ringfencing requirements.



Average projected charges for water services over FY2024/25 to FY2033/34

Water charges per connection (including GST) are forecast to rise from $2,268 in FY25 to $5,213 in FY34. This represents a nominal increase of $2,945 per connection.

This means the average cost of water services per connection is projected to increase from 2.6% of average household income in FY25 to 5.0% by FY34. The affordability of water services is discussed above.

Average charge per connection including GST	FY24/25	FY25/26	FY26/27	FY27/28	FY28/29	FY29/30	FY30/31	FY31/32	FY32/33	FY33/34
Average drinking water bill (including GST)	1,217	1,384	1,589	1,773	1,898	1,943	2,034	2,102	2,135	2,188
Average wastewater bill (including GST)	645	964	1,167	1,418	1,521	1,615	1,736	1,827	2,017	2,380
Average stormwater bill (including GST)	406	459	517	584	597	595	620	626	627	645
Average charge per connection including GST	2,268	2,806	3,272	3,775	4,016	4,154	4,389	4,555	4,780	5,213
Projected increase	0%	23.7%	16.6%	15.4%	6.4%	3.4%	5.7%	3.8%	4.9%	9.1%
Projected number of connections	14,700	14,947	15,198	15,454	15,713	15,977	16,246	16,519	16,796	17,078
Projected median household income	87,575	89,327	91,113	92,935	94,794	96,690	98,624	100,596	102,608	104,660
Water services charges as % of household income	**2.6%**	**3.1%**	**3.6%**	**4.1%**	**4.2%**	**4.3%**	**4.5%**	**4.5%**	**4.7%**	**5.0%**

Projected operating surpluses/(deficits) for water services

In this section, councils are requested to populate the financial measure "Operating Surplus Ratio" [Operating surplus excluding capital revenues, divided by operating revenues].

This ratio is an indicator of whether operating revenue is sufficient to cover operating expenses. Where this ratio percentage is negative, this represents the percentage increase required for revenues to cover costs. Councils should specify the unit of measurement in the table (for example, $k or $m).

Operating surplus ratio		FY24/25	FY25/26	FY26/27	FY27/28	FY28/29	FY29/30	FY30/31	FY31/32	FY32/33	FY33/34	Total
Operating surplus/(deficit) excluding capital revenues		(76)	(858)	15	4,718	4,822	4,461	4,570	4,470	3,697	3,546	29,364
Total operating revenue		44,860	52,823	59,524	66,722	71,093	74,093	78,749	82,730	87,360	95,358	713,313
Operating surplus ratio		**(0.2%)**	**(1.6%)**	**0.0%**	**7.1%**	**6.8%**	**6.0%**	**5.8%**	**5.4%**	**4.2%**	**3.7%**	**4.1%**

Councils should comment on:

- *Whether projected operating revenues generate surpluses or deficits;*

Tasman District Council is projected to break even in FY24/25 with a marginal operating deficit of -$76k, which effectively represents a 0.2% operating surplus ratio. From FY27 onwards, operating revenues are forecasted to generate consistent surpluses ranging from 0.0% to 7.1% of operating revenue. This indicates that the Council's operating revenue is sufficient to cover operating expenses, demonstrating improving financial sustainability over the 10-year period.

- *The policy for recovering depreciation charges when setting revenues;*

Council's revenue-setting policy is to increase depreciation charges to a point where they are fully recovered through operating revenues. This aligns with best practice asset management principles, ensuring that sufficient funds are generated to support asset renewal and replacement over time. Recovering depreciation promotes intergenerational equity, ensuring that current users fund the consumption of the infrastructure assets they benefit from.

- *What any surpluses generated will be applied to; and*

The operating surpluses generated are strategically applied to:

1. Fund ongoing renewals and capital investment, reducing dependence on borrowing and external funding;
2. Support scheduled debt servicing, including interest and principal repayments;

- *Where there is an operating deficit in any year, comment as to why this is appropriate.*

The near break-even operating deficit projected in FY25 and FY26 is considered appropriate and manageable due to several factors:

1. Transitional financial pressures, including cost escalations and the timing of revenue adjustments;
2. Strategic investment in asset maintenance and service improvements that temporarily increase operating costs;
3. Planned future surpluses from FY25/26 onward that offset this short-term deficit;
4. The council's robust financial planning framework includes reserves and borrowing capacity to absorb temporary deficits without compromising service delivery or long-term sustainability.

Projected operating cash surpluses for water services

In this section, councils are requested to populate the financial measure "Operating Cash Ratio" [Operating surplus plus depreciation plus interest costs minus capital revenues, divided by operating revenue]. This ratio is an indicator of whether cash surpluses are generated from operations to pay interest, fund investment and repay debt. Councils should specify the unit of measurement in the table (for example, $k or $m).

Operating cash ratio		FY24/25	FY25/26	FY26/27	FY27/28	FY28/29	FY29/30	FY30/31	FY31/32	FY32/33	FY33/34	Total
Operating surplus/(deficit) + depreciation + interest costs - capital revenue		24,384	30,131	32,766	37,210	40,191	41,949	44,876	46,173	48,157	53,704	399,539
Total operating revenue		44,860	52,823	59,524	66,722	71,093	74,093	78,749	82,730	87,360	95,358	713,313
Operating cash ratio		**54.4%**	**57.0%**	**55.0%**	**55.8%**	**56.5%**	**56.6%**	**57.0%**	**55.8%**	**55.1%**	**56.3%**	**56.0%**

Councils should comment on:

- *Whether projected operating cashflows are generated;*

The ratio remains consistently above 54% over the period FY24/25 to FY33/34, ranging from 54.4% to 57.0%. This indicates that the council is projected to generate strong and stable operating cashflows throughout the 10-year planning period.

This steady performance reflects:

  - Robust revenue growth, keeping pace with service delivery costs;
  - Effective financial planning to maintain operating surpluses;
  - Consistent reinvestment in infrastructure through depreciation funding.

- *What cash surpluses generated will be applied to; and*

Application of Cash Surpluses

The operating cash surpluses—rising from $24.4 million in FY24/25 to $53.7 million in FY33/34—are strategically applied to support the council's [Water services] long-term objectives, including:

Funding renewals and infrastructure investment: These internal funds reduce reliance on debt and external grants, helping to fund capital works, particularly renewals.

Servicing interest and debt repayments: Cash surpluses provide sufficient liquidity to meet scheduled interest payments and reduce outstanding debt.

Building financial resilience: Surpluses support the council's ability to respond to unforeseen events or asset failures without disrupting core services or increasing debt burdens.

Maintaining intergenerational equity: By reinvesting today's revenue into long-lived assets, the council ensures future ratepayers do not carry an undue share of the infrastructure burden.

- *Whether projected operating cashflows are sufficient to meet renewals investment requirements and to meet scheduled debt repayments.*

While the projected cashflows are healthy, their sufficiency must be considered in the context of renewal needs and debt servicing:

Renewals investment: As outlined in the Asset Sustainability Ratio, renewals investment is currently below depreciation. While the cash surpluses are sufficient to fund the current (modest) level of renewals, the council must plan for increased renewal needs beyond FY33/34 as asset age profiles mature. The surplus provides a strong base to scale up renewals when required.

Debt servicing: The operating cashflows are more than projected interest costs and provide a buffer to manage scheduled principal repayments. This supports a prudent debt profile and aligns with the council's financial strategy.

Financial sustainability assessment - investment sufficiency

Assessment of investment sufficiency

Projected water services investment is sufficient to meet levels of service, regulatory requirements and provide for growth

It is expected that this section will demonstrate that:

- *Proposed level of investment is sufficient to meet levels of service, regulatory requirements and provide for growth;*
- *Proposed level of investment is fully funded by projected revenues and access to financing; and*
- *Projected levels of investment have been assessed as meeting the 'investment sufficiency' test.*

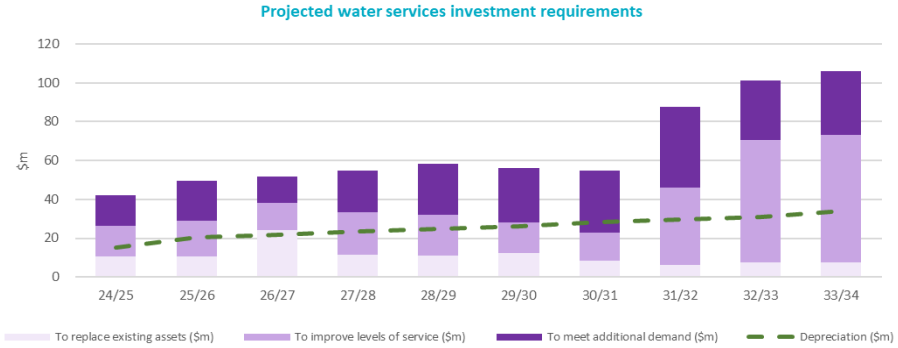
Please see below.

The proposed level of investment is sufficient to meet level of service, regulatory compliance and cater for growth. All non-compliances will be addressed by 30 June 2028.

The level of investment is fully funded by project revenues and access to funding.

Levels of investment meets the 'investment sufficiency test'

Include the following chart – "Projected water services investment requirements". This chart can be generated in the Financial Template.



Renewals requirements for water services

To demonstrate asset sustainability, councils are requested to populate the below financial measure "Asset Sustainability Ratio" [Capital expenditure on renewals divided by depreciation, minus 1]. This ratio assesses whether projected renewals investment is more or less than projected depreciation and is an indicator as to whether the renewals programme is replacing network assets in line with the rate of asset deterioration.

Where the ratio is positive, this means that there is more projected renewals investment than projected depreciation. Where this ratio is negative, this means that projected renewals investment is less than projected depreciation.

Councils should specify the unit of measurement in the table (for example, $k or $m).

Asset sustainability ratio	FY24/25	FY25/26	FY26/27	FY27/28	FY28/29	FY29/30	FY30/31	FY31/32	FY32/33	FY33/34	Total
Capital expenditure on renewals	10,764	10,656	23,990	11,467	11,110	12,530	8,588	6,305	7,415	7,666	110,491
Depreciation	15,204	20,638	21,640	23,461	24,686	25,945	28,371	29,591	31,036	34,027	254,598
Asset sustainability ratio	**(29.2%)**	**(48.4%)**	**10.9%**	**(51.1%)**	**(55.0%)**	**(51.7%)**	**(69.7%)**	**(78.7%)**	**(76.1%)**	**(77.5%)**	**(56.6%)**

Councils should comment on:

- *How the proposed renewals investment has been determined and how this is consistent with the long-term infrastructure strategy, asset management plan and/or other strategic documents relating to water services asset management; and*
- *Where the projected levels of renewals investment is lower than projected depreciation, why this is appropriate.*

Renewals overview and approach is outlined in Part B:

The average age of the assets for drinking water is 30 years, wastewater and stormwater are 22 years, which indicates a 'younger' network which does not require significant renewals over the next 10-year period, this is supported by the LoS measures for the networks which are fully achieved and therefore do not indicate any significant failures within the system. The renewals programme slowly declines over the plan; this has been recognised in the asset management plan and infrastructure strategy to ensure that there is no significant backlog or deferred maintenance.

The renewals investment is below depreciation but as noted this reflects the age and current performance of the assets. Renewals are planned to increase when needed, and renewal needs will escalate beyond FY33/34, and this is reflected in the Long-Term Infrastructure Strategy and AMP. Over the 10-year period from FY24/25 to FY33/34, the ratio remains **negative**, ranging from **-29.2% to 78.7%**, indicating that renewals investment is below depreciation.

While the Asset Sustainability Ratio is negative throughout the period, this does not automatically indicate underinvestment. Several factors support the appropriateness of this level of renewals:

- Depreciation is an accounting estimate, not a direct measure of asset condition or imminent failure. Renewals are scheduled based on age and level of service, not depreciation schedules.
- Many water infrastructure assets have long useful lives, and past investments have led to a relatively young asset base in some areas. This supports deferral of significant renewals in the later years of the planning period when other highly intensive treatment upgrade projects are planned.

- Focus on strategic upgrades and capacity improvements: Some capital expenditure currently categorised as "new or upgraded" assets includes elements of renewals, particularly where existing assets are replaced as part of growth or service-level improvement projects.
- We do note that some of the large treatment plants upgrade have been categorised to 'growth' but they also have a large component of 'renewals', work will be undertaken to assess the proportions of funding for these projects and ensure that they have been accurately categorised.

Total water services investment required over 10 years

To demonstrate asset improvement, councils are requested to populate the below financial measure "Asset Investment Ratio" [Total capital expenditure divided by depreciation, minus 1].

This ratio compares total investment to projected depreciation. Where the ratio is positive, this means that there is more projected investment than projected depreciation. Where this ratio is negative, this means that projected investment is less than projected depreciation.

Councils should specify the unit of measurement in the table (for example, $k or $m).

Asset investment ratio		FY24/25	FY25/26	FY26/27	FY27/28	FY28/29	FY29/30	FY30/31	FY31/32	FY32/33	FY33/34	Total
Capital expenditure		42,132	49,361	51,556	54,704	58,256	56,044	55,019	87,458	101,251	106,073	661,855
Depreciation		15,204	20,638	21,640	23,461	24,686	25,945	28,371	29,591	31,036	34,027	254,598
Asset investment ratio		**177.1%**	**139.2%**	**138.2%**	**133.2%**	**136.0%**	**116.0%**	**93.9%**	**195.6%**	**226.2%**	**211.7%**	**160.0%**

Councils should comment on:

- *How the proposed levels of investment have been determined; and*

Key inputs to determining investment levels include:

- Asset information, primarily age and level of service driven. Hence why renewals are lower
- Depreciation forecasts: Investment is planned to exceed depreciation, ensuring that the network is not only maintained but improved. Note the increase in capital expenditure over the 10-year period is largely being driven by level of service (regulatory compliance) and growth upgrades for both drinking water and wastewater treatment plants, pumpstations and reticulation upgrades and for stormwater there is a number of land purchases and network upgrades. Whilst renewal investment decreases over the 10 year period which is addressed above in the in the asset sustainability ratio.
- Growth projections: Investment aligns with expected population growth and increased demand for water services across the region as reflected in the LTP.
- Regulatory compliance: Capital projects incorporate mandatory improvements and projects have been included to meet drinking water compliance and provide resilience and capacity upgrades for wastewater treatment plans. All compliance projects will be completed prior to 30 June 2028.
- Funding constraints and affordability: Investment has been staged to align with long-term financial planning, ensuring fiscal responsibility.

This process ensures that investment decisions are well-targeted, sustainable, and responsive to both short-term needs and long-term service outcomes.

- *How this is consistent with the long-term infrastructure strategy, asset management plan and/or other strategic documents relating to water services asset management.*

The investment program is fully aligned with the following strategic documents:

- Infrastructure Strategy (IS): The IS outlines a forward-looking vision for sustainable water infrastructure. The capital expenditure profile supports the strategy's focus areas, including network resilience, climate adaptation, and lifecycle renewals.
- Asset Management Plan (AMP): The AMP provides a detailed picture of the current state of assets, their expected remaining lives, and projected renewal needs. Capital expenditure aligns closely with the AMP's recommendations for planned renewals, level of service improvements, and critical asset replacement.
- Financial Strategy Plan: The financial plan confirms that proposed investments are affordable, with funding sourced through a balanced mix of rates, development contributions, and potential external funding (e.g. central government support).

Average remaining useful life of network assets

To demonstrate asset consumption, councils are requested to populate the below financial measure "Asset Consumption Ratio" [Book value of infrastructure assets divided by replacement value of infrastructure assets].

This ratio compares the book value of water infrastructure assets to total replacement value of water infrastructure assets. The ratio percentage represents the average remaining useful life of network assets. If this ratio materially reduces over time, then this means that the burden on future consumers to replace network assets is increasing.

Councils should specify the unit of measurement in the table (for example, $k or $m).

Asset consumption ratio	FY24/25	FY25/26	FY26/27	FY27/28	FY28/29	FY29/30	FY30/31	FY31/32	FY32/33	FY33/34
Book value of infrastructure assets	896,444	925,167	1,013,707	1,044,951	1,078,521	1,171,108	1,197,755	1,255,623	1,395,944	1,467,990
Total estimated replacement value of infrastructure assets	1,113,853	1,163,214	1,289,040	1,343,744	1,402,000	1,539,709	1,594,728	1,682,186	1,877,697	1,983,771
Asset consumption ratio	**80.5%**	**79.5%**	**78.6%**	**77.8%**	**76.9%**	**76.1%**	**75.1%**	**74.6%**	**74.3%**	**74.0%**

Councils should comment on:

- *The impact that the proposed level of investment has on the average remaining useful life of network assets over the 10-year period; and*

Over the 10-year period from FY24/25 to FY33/34, the ACR shows a gradual decline from 80.5% to 74.0%. This indicates that while ongoing investment is occurring, it is not fully offsetting the consumption (depreciation) of the existing asset base. This downward trend suggests that, on average, the infrastructure network is aging, and the remaining useful life of assets is declining slightly over time.

This trend is reflective of moderate reinvestment in infrastructure relative to the growing asset base and replacement costs. The council's investment strategy during this period appears to support asset renewal to a degree, but not at a rate sufficient to maintain the current consumption ratio.

- *Where there is a material decrease in the asset consumption ratio over time, how investment beyond FY2033/34 will ensure that asset replacement requirements are delivered.*

Council's figures do not show a material decrease, targeted uplift in capital renewal investment post-FY33/34 may be necessary to stabilise or improve the ACR trend and safeguard infrastructure sustainability.

Financial sustainability assessment - financing sufficiency

Assessment of financing sufficiency

Confirmation that sufficient funding and financing can be secured to deliver water services

It is expected that this section will confirm:

- *Whether projected total council borrowings are within council borrowing limits;*
- *Whether projected water services borrowings are within the council-determined limit for water services borrowing;*
- *The required levels of borrowings can be sourced; and*
- *The Plan meets the 'financing sufficiency' test.*

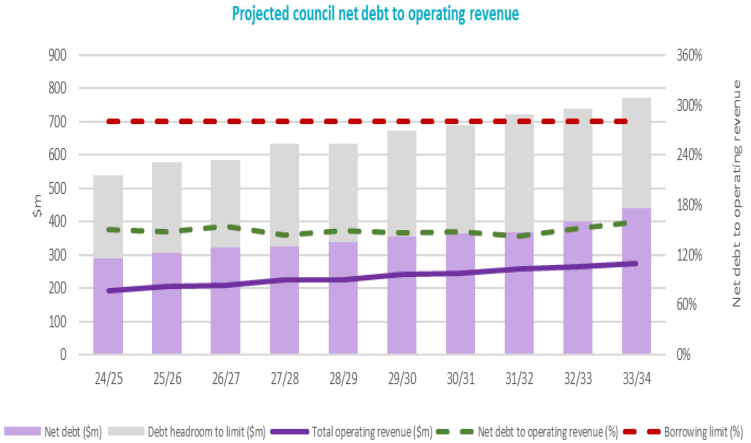
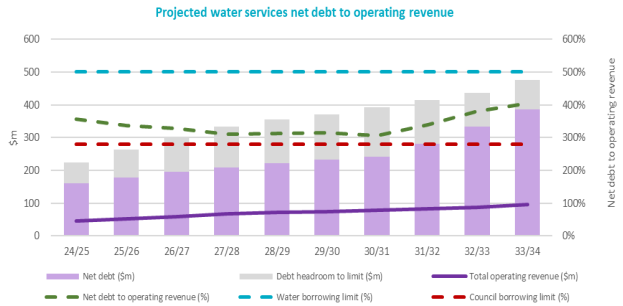
Key financial ratios are well within internal and external limits ensuring there is sufficient access to funding and financing to deliver water services over the forecast period. The plan meets the financing sufficiency test.

Total council borrowings (including water activities) are forecast to remain within the LGFA's 280% debt to revenue covenant (reaching a maximum of 160% in FY34).

Tasman District Council has set a net debt to operating revenue limit for water services at 500%, reflecting a strategic balance between enabling sufficient borrowing capacity to fund essential infrastructure investments and maintaining financial prudence.

Borrowing levels for water activities are not materially different from the 2024/34 LTP and remain within the 500% debt to revenue internal policy limit (reaching a maximum of 405% in FY34).

Borrowing will continue to be sourced from LGFA and, under the inhouse model. Water activities will continue to be included when calculating the LGFA financial covenants. As noted above, Tasman District Council's all of Council debt to revenue at the parent level (including water activities) is well below the LGFA's financial covenant (280%), ensuring access to financing through LGFA and adequate borrowing headroom over the forecast period.

Projected <u>council</u> borrowings against borrowing limits	**Projected <u>water services</u> borrowings against borrowing limits**
Include the following chart – "Projected council net debt to operating revenue". This chart can be generated in the Financial Template. *If councils have produced a joint Plan, each council is required to produce a projected council net debt to operating revenue graph. Advice should be sought from the Department as to whether water services revenues and debt should be included, which will be dependent on the proposed service delivery model.* 	*Include the following chart – "Projected water services net debt to operating revenue". This chart can be generated in the Financial Template.* *It is recommended that an appropriate borrowing limit is set for water services that reflects the levels of investment proposed, whilst ensuring that council stays within its borrowing covenants.* 

Projected borrowings for water services

In this section, councils are requested to populate the below financial measure "Net Debt to Operating Revenue" [gross borrowings minus cash and equivalents, divided by operating revenue].

Operating revenue is used as a proxy for the Local Government Funding Agency's (LGFA) definition of revenue, for simplicity. LGFA defines revenue for this purpose as "Cash earnings from rates, grants and subsidies, user charges, interest, dividends, financial and other revenue and excludes non-government capital contributions (e.g. developer contributions and vested assets)".

This ratio compares projected borrowings (minus cash and cash equivalents) to projected operating revenues. Councils should specify the unit of measurement in the table (for example, $k or $m).

Net debt to operating revenue	FY24/25	FY25/26	FY26/27	FY27/28	FY28/29	FY29/30	FY30/31	FY31/32	FY32/33	FY33/34
Total net debt (gross debt less cash)	159,837	177,398	195,278	207,795	222,400	233,897	241,833	281,095	333,479	385,851
Operating revenue	44,860	52,823	59,524	66,722	71,093	74,093	78,749	82,730	87,360	95,358
Net debt to operating revenue	**356%**	**336%**	**328%**	**311%**	**313%**	**316%**	**307%**	**340%**	**382%**	**405%**

Councils should comment on:

- *The profile of borrowings required and how this relates to the timing of investment requirements; and*

The projected net debt increases steadily over the 10-year period, reflecting the council's planned capital investment program in water services infrastructure. This profile aligns closely with the timing of significant investment requirements, particularly in asset renewals and capacity upgrades to meet growing demand and regulatory standards. The gradual rise in net debt demonstrates a strategic approach to funding long-term infrastructure needs while balancing cash flows and borrowing capacity.

The spike in net debt in later years (notably FY31/32 onwards) corresponds to major treatment plant upgrades, requiring careful cash flow and debt management to ensure ongoing financial sustainability. It is expected that leverage ratios will decline from FY34 following the completion of the major works and as the cost of these projects is repaid. Given the nature of these projects and benefits that accrue to future water users, it is appropriate to fund these investments with debt and recover the costs over the life of the assets.

- *Whether the projected net debt to operating revenue calculation is within the council-determined limit for water services.*

The projected net debt to operating revenue ratio ranges from 307% to 405% over the period. This exceeds typical local government financial prudence benchmarks and council's own water services-specific debt limits (which are often set significantly lower, e.g., below 160%-200%). This elevated ratio indicates a high level of borrowing relative to operating revenue, which may present financial risk and affect borrowing capacity.

The council acknowledges this constraint and will continue to monitor debt levels closely, adjusting the capital program and exploring funding alternatives where necessary to maintain compliance with financial policies. The council's financial strategy includes regular quarterly reviews of debt projections and capital expenditure to mitigate risks associated with rising net debt.

Although financial ratios are high for water activities relative to other council activities and the council overall, this is considered appropriate given water activities are more capital intensive than other council activities. Also, as outlined above, operating costs (including depreciation) are covered by operating revenues and are not debt funded.

Borrowing headroom/(shortfall) for water services

In this section, councils are requested to populate the below financial measure "Borrowing Headroom/(Shortfall)" [Maximum allowable net debt at borrowing limit (operating revenue multiplied by 'net debt to operating revenue limit for water services') minus projected net debt attributed to water services].

This measure determines whether projected borrowings are within borrowing limits, as well as the ability to borrow for unforeseen events. A positive number equates to the additional amount of borrowings that could be taken on without exceeding borrowing limits. A negative number means borrowings exceed the borrowing limit.

It is recommended that all water services delivery arrangements have a specified borrowing limit for water services – whether delivered in-house or through the establishment of a water services organisation.

Councils should specify the unit of measurement in the table (for example, $k or $m).

Borrowings headroom/(shortfall) against limit ($k)	FY24/25	FY25/26	FY26/27	FY27/28	FY28/29	FY29/30	FY30/31	FY31/32	FY32/33	FY33/34
Operating revenue	44,860	52,823	59,524	66,722	71,093	74,093	78,749	82,730	87,360	95,358
Debt to revenue limit	500%	500%	500%	500%	500%	500%	500%	500%	500%	500%
Maximum allowable net debt	224,302	264,115	297,619	333,610	355,465	370,466	393,747	413,648	436,802	476,790
Total net debt	159,837	177,398	195,278	207,795	222,400	233,897	241,833	281,095	333,479	385,851
Borrowing headroom/ (shortfall) against limit	64,465	86,717	102,341	125,816	133,065	136,569	151,914	132,553	103,323	90,940

Councils should comment on:

- *The debt limit specified by council for water services on a net debt to operating revenue basis;*

  The council has set a net debt to operating revenue limit for water services at 500%, reflecting a strategic balance between enabling sufficient borrowing capacity to fund essential infrastructure investments and maintaining financial prudence. This limit is designed to support ongoing capital requirements while preserving flexibility for unforeseen events or emergencies.

- *The amount of projected borrowing headroom; and*

  Across the 10-year forecast period, the council projects a consistent positive borrowing headroom, ranging from approximately **$64.5 million to $151.9 million**. This indicates that the council remains well within its established borrowing limits for water services, with substantial capacity to increase borrowings if necessary. This headroom provides the Council with the financial flexibility to respond to unexpected infrastructure needs or external shocks without immediately breaching policy limits.

- *If, in any year, the ratio shows a borrowing shortfall against limit, how this shortfall will be backed by other council revenues, and how this will be rectified through appropriate revenue setting for water services delivery.*

  Although no borrowing shortfalls are projected during this period, should a shortfall occur in any future year, Council is committed to managing this through a combination of strategies. These may include leveraging other Council revenue streams, revising capital expenditure plans, or adjusting water service revenue settings to ensure compliance with borrowing limits. The Council's robust financial planning framework, including

regular reviews and updates of revenue and expenditure assumptions, supports proactive management of borrowing capacity to maintain long-term financial sustainability.

Free funds from operations

In this section, councils are requested to populate the below financial measure "Free Funds from Operations". [Free funds from operations for water services (operating revenue minus operating expenses plus depreciation and other non-cash expenses, less interest revenue), divided by net debt (gross borrowings minus cash and equivalents)].

This ratio measures the percentage of debt balance that is generated in free cash flow each year and is key leverage indicator for financiers. Councils should specify the unit of measurement in the table (for example, $k or $m).

Free funds from operations (FFO) to debt ratio	FY24/25	FY25/26	FY26/27	FY27/28	FY28/29	FY29/30	FY30/31	FY31/32	FY32/33	FY33/34
Operating revenue (minus interest income)	44,860	52,823	59,524	66,722	71,093	74,093	78,749	82,730	87,360	95,358
Less Expenses (minus depreciation and non-cash items)	(29,732)	(33,043)	(37,869)	(38,543)	(41,585)	(43,688)	(45,808)	(48,668)	(52,628)	(57,786)
Development contributions	6,010	6,010	6,010	7,004	7,071	7,071	7,071	7,068	7,068	8,065
Free funds from operations	**21,138**	**25,790**	**27,665**	**35,183**	**36,579**	**37,476**	**40,012**	**41,129**	**41,800**	**45,637**
Free funds from operations (FFO) to debt ratio	**FY24/25**	**FY25/26**	**FY26/27**	**FY27/28**	**FY28/29**	**FY29/30**	**FY30/31**	**FY31/32**	**FY32/33**	**FY33/34**
Total net debt	159,837	177,398	195,278	207,795	222,400	233,897	241,833	281,095	333,479	385,851
Funds from operations	21,138	25,790	27,665	35,183	36,579	37,476	40,012	41,129	41,800	45,637
FFO to debt ratio	**13.2%**	**14.5%**	**14.2%**	**16.9%**	**16.4%**	**16.0%**	**16.5%**	**14.6%**	**12.5%**	**11.8%**

Councils should comment on the level of projected leverage for water services under the free funds from operations calculations and how this is consistent with the financial strategy for water services delivery.

The projected Free Funds from Operations (FFO) to debt ratio ranges from 11.8% to 16.9%. This ratio reflects the proportion of net debt that is covered by free cash generated from operating activities each year, an important indicator of the council's ability to service its debt obligations through operational cash flows. Development contributions have been included in FFO at 50%, consistent with guidance from LGFA.

The steady FFO to debt ratio in the initial years indicates a healthy level of leverage, demonstrating that the council's water services operations generate sufficient free cash flow to manage debt servicing and provide financial stability. The gradual decline towards the later years reflects the increased debt levels to fund major capital works; however, the ratio remains within acceptable bounds consistent with the council's financial strategy.

The FFO/debt ratio also remains above the relevant threshold that would be applied by LGFA for a stand-alone water entity of this size (10%). Noting this limit does not apply to Council's water activity as the all of council debt to revenue financial covenant is the relevant metric for the inhouse model. The borrowing headroom on a 10% FFO is also shown.

Total council borrowings (including water activities) are forecast to remain within the LGFA's 280% debt to revenue covenant (reaching a maximum of 160% in FY34).

This level of leverage aligns with the council's commitment to sustainable financial management for water services delivery. The council's financial strategy emphasizes maintaining adequate cash flows to support ongoing debt servicing while investing prudently in infrastructure renewal and growth. The projected FFO to debt ratio supports the council's ability to meet these objectives and maintain confidence with financiers and stakeholders.

Part E: Projected financial statements for water services

Projected financial statements – for drinking water, wastewater, stormwater and combined water services

Funding impact statement ($000)	FY24/25	FY25/26	FY26/27	FY27/28	FY28/29	FY29/30	FY30/31	FY31/32	FY32/33	FY33/34
Sources of operating funding										
General rates	821	304	272	272	272	270	270	270	270	270
Targeted rates	39,293	47,328	53,587	61,137	65,316	68,248	72,615	76,130	80,623	88,357
Subsidies and grants for operating purposes	205	0	0	0	0	0	0	0	0	0
Local authorities fuel tax, fines, infringement fees and other receipts	3,900	4,411	4,875	4,513	4,694	4,754	5,033	5,488	5,615	5,868
Fees and charges	641	780	790	800	811	821	831	841	852	863
Total operating funding	44,860	52,823	59,524	66,722	71,093	74,093	78,749	82,730	87,360	95,358
Applications of operating funding										
Payments to staff and suppliers	15,919	17,844	21,217	23,924	24,661	25,270	26,288	27,477	28,358	29,529
Finance costs	9,256	10,351	11,111	9,031	10,683	11,544	11,934	12,112	13,424	16,132
Internal charges and overheads applied	4,557	4,849	5,541	5,588	6,241	6,874	7,586	9,080	10,845	12,125
Other operating funding applications	0	0	0	0	0	0	0	0	0	0
Total applications of operating funding	29,732	33,043	37,869	38,543	41,585	43,688	45,808	48,668	52,628	57,786
Surplus/(deficit) of operating funding	15,128	19,780	21,655	28,179	29,508	30,405	32,941	34,061	34,732	37,572
Sources of capital funding										
Subsidies and grants for capital expenditure	0	0	0	0	0	0	0	0	0	0
Development and financial contributions	12,020	12,020	12,020	14,009	14,142	14,142	14,142	14,135	14,135	16,129
Increase/(decrease) in debt	15,626	11,427	17,142	5,871	7,364	2,351	(5,179)	14,726	37,955	44,439
Gross proceeds from sales of assets	0	0	0	0	0	0	0	0	0	0
Other dedicated capital funding	0	0	0	0	0	0	0	0	0	0
Total sources of capital funding	27,646	23,447	29,162	19,880	21,506	16,493	8,963	28,861	52,090	60,568

Applications of capital funding										
Capital expenditure - to meet additional demand	15,658	20,218	13,224	21,402	26,207	27,854	32,328	41,602	30,808	32,666
Capital expenditure - to improve levels of services	15,710	18,487	14,342	21,836	20,939	15,660	14,104	39,551	63,028	65,741
Capital expenditure - to replace existing assets	10,764	10,656	23,990	11,467	11,110	12,530	8,588	6,305	7,415	7,666
Increase/(decrease) in reserves	732	(6,134)	(739)	(6,071)	(7,241)	(9,146)	(13,115)	(24,536)	(14,429)	(7,802)
Increase/(decrease) in investments	(90)	0	0	(575)	0	0	0	0	0	(131)
Total applications of capital funding	42,774	43,227	50,817	48,058	51,014	46,898	41,905	62,922	86,822	98,140
Surplus/(deficit) of capital funding	(15,128)	(19,780)	(21,655)	(28,179)	(29,508)	(30,405)	(32,941)	(34,061)	(34,732)	(37,572)
Funding balance	(0)	(0)	(0)	(0)	(0)	(0)	(0)	(0)	0	(0)

Statement of comprehensive revenue and expense ($000)	**FY24/25**	**FY25/26**	**FY26/27**	**FY27/28**	**FY28/29**	**FY29/30**	**FY30/31**	**FY31/32**	**FY32/33**	**FY33/34**
Operating revenue	44,860	52,823	59,524	66,722	71,093	74,093	78,749	82,730	87,360	95,358
Other revenue	12,020	12,020	12,020	14,009	14,142	14,142	14,142	14,135	14,135	16,129
Total revenue	56,881	64,843	71,544	80,731	85,235	88,235	92,891	96,865	101,495	111,487
Operating expenses	15,919	17,844	21,217	23,924	24,661	25,270	26,288	27,477	28,358	29,529
Finance costs	9,256	10,351	11,111	9,031	10,683	11,544	11,934	12,112	13,424	16,132
Overheads and support costs	4,557	4,849	5,541	5,588	6,241	6,874	7,586	9,080	10,845	12,125
Depreciation & amortisation	15,204	20,638	21,640	23,461	24,686	25,945	28,371	29,591	31,036	34,027
Total expenses	44,936	53,681	59,509	62,004	66,271	69,633	74,180	78,260	83,664	91,812
Net surplus / (deficit)	11,944	11,162	12,035	18,727	18,964	18,603	18,712	18,605	17,832	19,675
Revaluation of infrastructure assets	0	0	58,625	0	0	62,488	0	0	70,106	0
Total comprehensive income	11,944	11,162	70,660	18,727	18,964	81,090	18,712	18,605	87,938	19,675
Cash surplus / (deficit) from operations (excl depreciation)	27,149	31,800	33,675	42,188	43,650	44,547	47,083	48,196	48,867	53,702

Statement of cashflows ($000)	FY24/25	FY25/26	FY26/27	FY27/28	FY28/29	FY29/30	FY30/31	FY31/32	FY32/33	FY33/34
Cashflows from operating activities										
Cash surplus / (deficit) from operations	27,149	31,800	33,675	42,188	43,650	44,547	47,083	48,196	48,867	53,702
[other items]										
Net cashflows from operating activities	27,149	31,800	33,675	42,188	43,650	44,547	47,083	48,196	48,867	53,702
Cashflows from investment activities										
[other items]										
Capital expenditure	(42,132)	(49,361)	(51,556)	(54,704)	(58,256)	(56,044)	(55,019)	(87,458)	(101,251)	(106,073)
Net cashflows from investment activities	(42,132)	(49,361)	(51,556)	(54,704)	(58,256)	(56,044)	(55,019)	(87,458)	(101,251)	(106,073)
Cashflows from financing activities										
New borrowings	15,626	11,427	17,142	5,871	7,364	2,351	(5,179)	14,726	37,955	44,439
Repayment of borrowings										
Net cashflows from financing activities	15,626	11,427	17,142	5,871	7,364	2,351	(5,179)	14,726	37,955	44,439
Net increase/(decrease) in cash and cash equivalents	642	(6,134)	(739)	(6,646)	(7,241)	(9,146)	(13,115)	(24,536)	(14,429)	(7,933)
Cash and cash equivalents at beginning of year	(56)	586	(5,548)	(6,287)	(12,933)	(20,174)	(29,320)	(42,434)	(66,970)	(81,399)
Cash and cash equivalents at end of year	586	(5,548)	(6,287)	(12,933)	(20,174)	(29,320)	(42,434)	(66,970)	(81,399)	(89,332)

Statement of financial position ($000)	FY24/25	FY25/26	FY26/27	FY27/28	FY28/29	FY29/30	FY30/31	FY31/32	FY32/33	FY33/34
Assets										
Cash and cash equivalents	586	(5,548)	(6,287)	(12,933)	(20,174)	(29,320)	(42,434)	(66,970)	(81,399)	(89,332)
Other current assets	0	0	0	0	0	0	0	0	0	0
Infrastructure assets	896,444	925,167	1,013,707	1,044,951	1,078,521	1,171,108	1,197,755	1,255,623	1,395,944	1,467,990
Other non-current assets	0	0	0	0	0	0	0	0	0	0
Total assets	**897,030**	**919,619**	**1,007,420**	**1,032,018**	**1,058,346**	**1,141,788**	**1,155,321**	**1,188,652**	**1,314,544**	**1,378,658**

Liabilities										
Borrowings - current portion	0	0	0	0	0	0	0	0	0	0
Other current liabilities	0	0	0	0	0	0	0	0	0	0
Borrowings - non-current portion	160,423	171,850	188,991	194,862	202,226	204,577	199,399	214,125	252,080	296,518
Other non-current liabilities	0	0	0	0	0	0	0	0	0	0
Total liabilities	**160,423**	**171,850**	**188,991**	**194,862**	**202,226**	**204,577**	**199,399**	**214,125**	**252,080**	**296,518**
Net assets	**736,607**	**747,769**	**818,429**	**837,156**	**856,120**	**937,210**	**955,922**	**974,527**	**1,062,465**	**1,082,140**
Equity										
Revaluation reserve	399,594	399,594	458,219	458,219	458,219	520,706	520,706	520,706	590,812	590,812
Other reserves	337,013	348,175	360,210	378,938	397,902	416,504	435,216	453,821	471,653	491,328
Total equity	**736,607**	**747,769**	**818,429**	**837,156**	**856,120**	**937,210**	**955,922**	**974,527**	**1,062,465**	**1,082,140**

Water Services Delivery Plan: additional information

Additional disclosures to support Plan

Councils are requested to provide additional disclosures to accompany Plans:

- *Projected expenditure on significant capital projects; and*
- *Disclosure of risks and material assumptions for water services delivery.*

The information disclosure requirements have been set out in template form in this addendum section.

Councils may wish to use this suggested template, or alternatively can provide this supporting information in another form.

Significant capital projects

This section is to provide a schedule of all material capital projects included in the investment projections in the Plan. Councils are encouraged to set and describe an appropriate materiality threshold for populating these schedules, for example as currently provided in your Long-Term Plans. Councils may wish to include capital projects details that cover an additional 20 years (referring to Infrastructure Strategy).

Significant capital projects

Significant capital projects – drinking water

Significant capital projects - drinking water ($k)	FY24/25	FY25/26	FY26/27	FY27/28	FY28/29	FY29/30	FY30/31	FY31/32	FY32/33	FY33/34
Projects to meet additional demand										
Richmond Reticulation Upgrades to service growth	0	0	0	276	845	2,589	2,937	2,996	1,895	0
Waimea Water Strategy - Brightwater & Wakefield Water Retic,	0	0	0	4,102	3,561	92	658	719	0	249
P1267 Waimea Water Programme	824	1,116	2,148	0	0	0	0	0	0	0
P1141 Richmond South Reticulation - Low Level Reservoir Stag	181	3,864	0	0	0	0	0	0	0	0
Mapua - Reticulation Upgrades to service Growth	0	0	0	0	106	1,740	1,776	0	0	0
Motueka Reticulation - Motueka West Water Main Stage 2	0	0	0	0	0	155	1,533	0	0	0
Brightwater Reticulation Upgrades	0	0	73	533	545	0	0	0	0	0
Richmond WTP - Capacity Upgrade	0	0	119	695	0	0	0	0	0	0
Richmond South Reticulation - Bateup Rd/White Rd Connection	0	0	0	0	131	672	0	0	0	0
Other	729	292	1,265	1,166	0	0	0	0	0	235

Total investment to meet additional demand	**1,735**	**5,271**	**3,605**	**6,772**	**5,189**	**5,248**	**6,904**	**3,715**	**1,895**	**484**
Projects to improve levels of services										
Waimea Water Strategy - Brightwater & Wakefield Water Retic,	0	0	0	6,153	5,342	138	987	1,078	0	374
Richmond Reticulation Upgrades to service growth	0	0	0	276	845	2,589	2,937	2,996	1,895	0
P1267 Waimea Water Programme	1,236	1,674	3,223	0	0	0	0	0	0	0
Dovedale - New source & raw water line from Motueka River Va	309	511	2,721	2,150	0	0	0	0	0	0
P1188 Redwood Valley Water Supply Upgrade	142	1,576	1,900	0	0	0	0	0	0	0
P1256 88 Valley Reticulation Upgrades	1,522	1,534	0	0	0	0	0	0	0	0
Mapua - Reticulation Upgrades to service Growth	0	0	0	0	63	1,022	1,043	0	0	0
Other	2,421	1,295	861	3,998	1,889	1,171	467	213	90	115
Total investment to improve levels of services	**5,630**	**6,589**	**8,705**	**12,577**	**8,139**	**4,920**	**5,434**	**4,287**	**1,985**	**489**
Projects to replace existing assets										
Urban Water Club Reticulation - Renewal	0	0	0	1,158	1,183	1,208	1,234	1,258	1,283	1,308
Urban Water Club Reticulation - Meter Renewal	0	0	0	1,103	1,127	1,151	1,175	1,198	1,222	1,245
Old Upper Richmond Pipe renewal x6 street	0	0	424	1,733	1,772	1,809	0	0	0	0
P1143 Urban Water Club Reticulation - Renewal	1,082	1,105	1,132	0	0	0	0	0	0	0
P1188 Redwood Valley Water Supply Upgrade	116	1,290	1,555	0	0	0	0	0	0	0
P1203 Urban Water Club Reticulation - Meter Renewal	1,030	383	1,078	0	0	0	0	0	0	0
P1493 Murchison WTP & PS - Treatment Renewals	299	51	1,725	0	0	0	0	0	0	0
Urban Water Club Reticulation - Valve Renewal	190	51	198	203	207	212	216	220	225	229
Mapua - Brabant Drive Pipe Renewal	0	0	0	0	113	1,122	0	0	0	0
Other	2,722	1,096	1,917	2,619	482	877	1,164	483	496	509
Total investment to replace existing assets	**5,437**	**3,976**	**8,028**	**6,816**	**4,884**	**6,378**	**3,788**	**3,160**	**3,227**	**3,292**
Total investment in drinking water assets	**12,802**	**15,836**	**20,338**	**26,165**	**18,212**	**16,546**	**16,126**	**11,162**	**7,106**	**4,265**
Note - Tasman District Council has not received a directive from MoH to fluoridate any of its supplies										

Significant capital projects – wastewater

Significant capital projects - wastewater	FY24/25	FY25/26	FY26/27	FY27/28	FY28/29	FY29/30	FY30/31	FY31/32	FY32/33	FY33/34
Projects to meet additional demand										
NRSBU	4,117	2,524	1,393	1,988	3,867	4,267	4,809	2,887	3,071	10,185
New Motueka WWTP - Construction	0	0	216	221	451	460	470	4,793	12,223	12,455
Part C - New pressure main from Burkes Banks to Beach Road P	0	0	0	0	0	214	3,642	7,429	7,578	3,861
Part B - New pump station at Wakefield and increase capacity	0	0	0	2,735	6,289	5,707	0	0	0	0
Richmond South - new pump stations and rising main	0	0	0	1,676	1,713	115	2,690	2,386	0	0
Part A Brightwater - Lord Rutherford Pump Station	0	0	0	342	2,717	2,854	0	0	0	0
New - Relocate Takaka WWTP	0	0	0	0	45	46	117	1,150	1,173	2,491
New Seaton Valley Road Pump Station & Rising Main	0	0	0	0	0	0	233	2,135	0	0
Other	2,103	2,645	1,272	3,564	1,794	1,044	1,927	0	0	0
Total investment to meet additional demand	**6,220**	**5,169**	**2,881**	**10,526**	**16,876**	**14,707**	**13,888**	**20,782**	**24,045**	**28,992**
Projects to improve levels of services										
New Motueka WWTP - Construction	0	0	862	882	1,803	1,841	1,880	19,173	48,891	49,820
New - Relocate Takaka WWTP	0	0	0	0	180	184	470	4,601	4,694	9,964
Part C - New pressure main from Burkes Banks to Beach Road P	0	0	0	0	0	131	2,232	4,554	4,645	2,366
Part B - New pump station at Wakefield and increase capacity	0	0	0	1,676	3,854	3,498	0	0	0	0
P1450 Motueka WW Treatment Plant Compliance	3,914	3,884	0	0	0	0	0	0	0	0
NRSBU	257	792	1,583	1,643	0	0	0	0	0	373
P1451 Takaka WW Treatment Plant Compliance	1,957	1,709	0	0	0	0	0	0	0	0
Part A Brightwater - Lord Rutherford Pump Station	0	0	0	210	1,665	1,749	0	0	0	0
Collingwood WWTP Upgrade	0	0	0	0	0	132	305	1,989	0	0
P1306 New Rising Main Motueka - Stage 3	1,141	1,166	0	0	0	0	0	0	0	0
Other	(242)	654	212	3,382	3,691	1,506	1,533	1,339	90	66
Total investment to improve levels of services	**7,026**	**8,204**	**2,657**	**7,792**	**11,194**	**9,041**	**6,420**	**31,657**	**58,319**	**62,589**
Projects to replace existing assets										

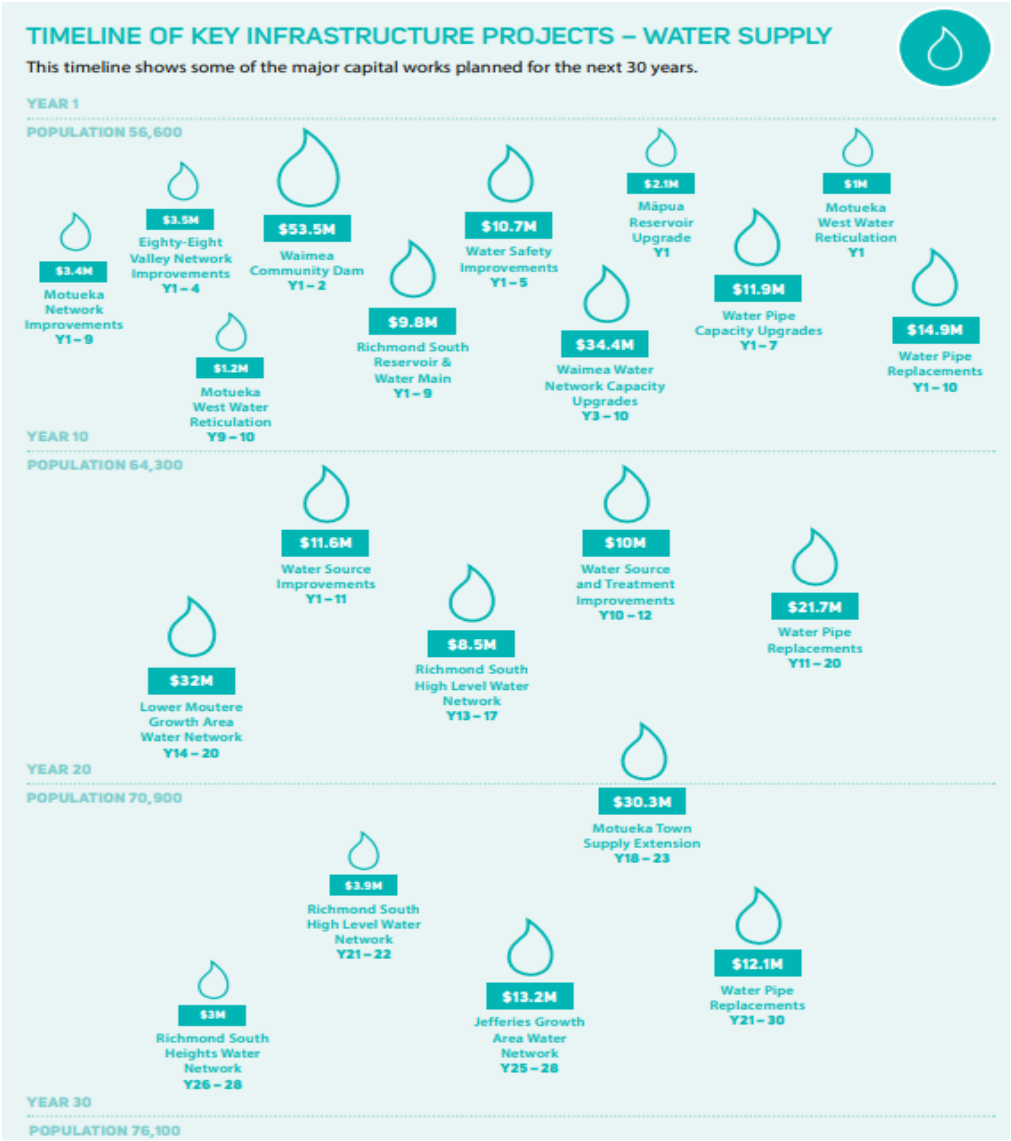
NRSBU	1,072	1,165	1,422	1,095	1,118	1,142	1,165	1,188	1,210	1,233
Renewals at Pump Stations & WWTPs	762	383	910	457	1,417	637	1,030	908	1,688	1,071
District Wide Reticulation Renewals	324	0	0	636	650	664	678	503	513	523
Sludge Removal	784	0	873	221	0	351	687	0	0	529
District Wide Reactive Reticulation Renewals	258	263	269	276	282	288	294	300	306	311
District wide sludge reuse or disposal	165	195	1,315	0	0	478	0	0	0	423
New - St Arnaud - Alpine Lodge to WWTP Pressure Main Upgrade	0	0	0	88	460	1,511	0	0	0	0
Motueka WWTP -replacement membrane	0	1,022	0	0	282	288	0	0	306	0
District Wide Reactive Reticulation Renewals	0	0	0	0	676	690	0	0	0	0
Other	277	1,043	6,572	1,878	1,341	104	881	180	165	283
Total investment to replace existing assets	**3,643**	**4,071**	**11,361**	**4,650**	**6,226**	**6,152**	**4,735**	**3,079**	**4,188**	**4,375**
Total investment in wastewater assets	**16,889**	**17,444**	**16,898**	**22,969**	**34,296**	**29,900**	**25,043**	**55,517**	**86,553**	**95,956**

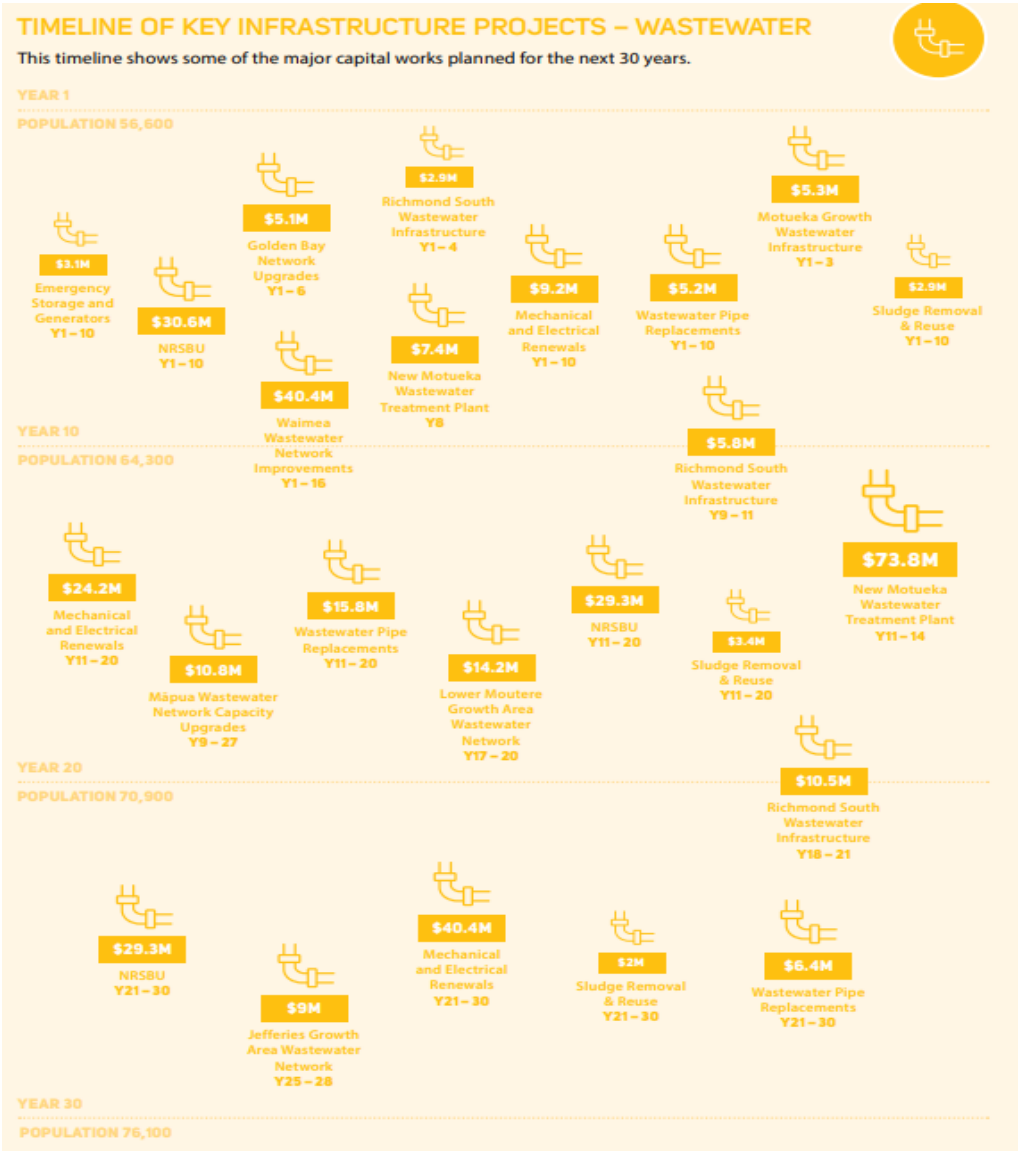
Significant capital projects – stormwater

Significant capital projects - stormwater	FY24/25	FY25/26	FY26/27	FY27/28	FY28/29	FY29/30	FY30/31	FY31/32	FY32/33	FY33/34
Projects to meet additional demand										
Reed/Andrews Drain: SH6 Culvert and Network Tasman drain upg	538	0	0	0	0	7,049	6,736	3,983	0	0
P1268 Lower Queen Street Bridge Capacity Upgrade	3,237	5,611	314	0	0	0	0	0	0	0
Borck Creek SH60 Bridge Capacity upgrade	0	0	0	3,475	3,551	0	0	0	0	0
P1168 Richmond Stormwater Land Purchase	1,452	1,694	2,794	0	0	0	0	0	0	0
Borck Creek Widening - SH60 to Reed/Andrews	0	0	0	0	0	0	276	2,549	2,600	0
Reed / Andrews Drain Upgrade	0	0	0	0	0	0	442	4,212	0	0
Seaton Valley Integrated Stormwater Solution	0	0	0	0	0	501	1,533	2,085	0	0
P1317SW - Richmond South Section H - Bateup Drain Upgrd Stg	717	1,374	1,407	0	0	0	0	0	0	0
Richmond Stormwater Land Purchase	0	0	0	0	0	0	0	0	1,150	1,920

Mapua Seaton Valley Stormwater Land Purchase	0	0	0	0	0	0	0	1,847	733	0
Other	1,760	1,100	2,223	630	591	350	2,548	2,430	384	1,270
Total investment to meet additional demand	**7,704**	**9,778**	**6,738**	**4,104**	**4,142**	**7,899**	**11,536**	**17,106**	**4,868**	**3,189**
Projects to improve levels of services										
P1268 Lower Queen Street Bridge Capacity Upgrade	2,158	3,741	209	0	0	0	0	0	0	0
P1168 Richmond Stormwater Land Purchase	968	1,129	1,863	0	0	0	0	0	0	0
Secondary Flowpath Improvements	155	0	323	331	338	345	352	359	367	374
Minor Stormwater Improvements	271	0	135	276	282	288	294	300	306	311
Richmond Stormwater Land Purchase	0	0	0	0	0	0	0	0	767	1,280
Richmond Intensification Stormwater Capacity Upgrades (FDS T	103	105	0	110	113	288	294	300	306	311
Mapua Seaton Valley Stormwater Land Purchase	0	0	0	0	0	0	0	1,231	489	0
P1269 Borck Creek Widening - Headingly Lane to Estuary	33	0	1,185	0	0	0	0	0	0	0
Other	(634)	(1,281)	(735)	750	873	779	1,310	1,418	491	387
Total investment to improve levels of services	**3,054**	**3,694**	**2,981**	**1,467**	**1,606**	**1,700**	**2,249**	**3,608**	**2,724**	**2,663**
Projects to replace existing assets										
P1404 Richmond Sth SW Pukerua Subdivision	900	204	0	0	0	0	0	0	0	0
P1249 Motueka West Discharge System	722	0	0	0	0	0	0	0	0	0
Other	62	2,404	4,600	0	0	0	65	66	0	0
Total investment to replace existing assets	**1,684**	**2,609**	**4,600**	**0**	**0**	**0**	**65**	**66**	**0**	**0**
Total investment in stormwater assets	**12,441**	**16,081**	**14,319**	**5,571**	**5,748**	**9,599**	**13,850**	**20,779**	**7,592**	**5,852**

Significant projects have been identified in the Infrastructure Strategy, which includes the Motueka wastewater treatment plant as indicated in timeline below for water services.


TIMELINE OF KEY INFRASTRUCTURE PROJECTS – WATER SUPPLY
This timeline shows some of the major capital works planned for the next 30 years.
YEAR 1
POPULATION 56,600
$3.4M
Motueka Network Improvements
Y1 – 9
$3.5M
Eighty-Eight Valley Network Improvements
Y1 – 4
$1.2M
Motueka West Water Reticulation
Y9 – 10
$53.5M
Waimea Community Dam
Y1 – 2
$9.8M
Richmond South Reservoir & Water Main
Y1 – 9
$10.7M
Water Safety Improvements
Y1 – 5
$34.4M
Waimea Water Network Capacity Upgrades
Y3 – 10
$2.1M
Māpua Reservoir Upgrade
Y1
$11.9M
Water Pipe Capacity Upgrades
Y1 – 7
$1M
Motueka West Water Reticulation
Y1
$14.9M
Water Pipe Replacements
Y1 – 10
YEAR 10
POPULATION 64,300
$11.6M
Water Source Improvements
Y1 – 11
$32M
Lower Moutere Growth Area Water Network
Y14 – 20
$8.5M
Richmond South High Level Water Network
Y13 – 17
$10M
Water Source and Treatment Improvements
Y10 – 12
$21.7M
Water Pipe Replacements
Y11 – 20
YEAR 20
POPULATION 70,900
$30.3M
Motueka Town Supply Extension
Y18 – 23
$3.9M
Richmond South High Level Water Network
Y21 – 22
$3M
Richmond South Heights Water Network
Y26 – 28
$13.2M
Jefferies Growth Area Water Network
Y25 – 28
$12.1M
Water Pipe Replacements
Y21 – 30
YEAR 30
POPULATION 76,100


TIMELINE OF KEY INFRASTRUCTURE PROJECTS – WASTEWATER
This timeline shows some of the major capital works planned for the next 30 years.
YEAR 1
POPULATION 56,600
$3.1M
Emergency Storage and Generators
Y1 – 10
$30.6M
NRSBU
Y1 – 10
$5.1M
Golden Bay Network Upgrades
Y1 – 6
$40.4M
Waimea Wastewater Network Improvements
Y1 – 16
$2.9M
Richmond South Wastewater Infrastructure
Y1 – 4
$7.4M
New Motueka Wastewater Treatment Plant
Y8
$9.2M
Mechanical and Electrical Renewals
Y1 – 10
$5.2M
Wastewater Pipe Replacements
Y1 – 10
$5.3M
Motueka Growth Wastewater Infrastructure
Y1 – 3
$2.9M
Sludge Removal & Reuse
Y1 – 10
YEAR 10
POPULATION 64,300
$5.8M
Richmond South Wastewater Infrastructure
Y9 – 11
$24.2M
Mechanical and Electrical Renewals
Y11 – 20
$10.8M
Māpua Wastewater Network Capacity Upgrades
Y9 – 27
$15.8M
Wastewater Pipe Replacements
Y11 – 20
$14.2M
Lower Moutere Growth Area Wastewater Network
Y17 – 20
$29.3M
NRSBU
Y11 – 20
$3.4M
Sludge Removal & Reuse
Y11 – 20
$73.8M
New Motueka Wastewater Treatment Plant
Y11 – 14
YEAR 20
POPULATION 70,900
$10.5M
Richmond South Wastewater Infrastructure
Y18 – 21
$29.3M
NRSBU
Y21 – 30
$9M
Jefferies Growth Area Wastewater Network
Y25 – 28
$40.4M
Mechanical and Electrical Renewals
Y21 – 30
$2M
Sludge Removal & Reuse
Y21 – 30
$6.4M
Wastewater Pipe Replacements
Y21 – 30
YEAR 30
POPULATION 76,100


TIMELINE OF KEY INFRASTRUCTURE PROJECTS – STORMWATER
This timeline shows some of the major capital works planned for the next 30 years.
YEAR 1
POPULATION 56,600
$12.9M
Richmond West Stormwater Improvements
Y1 – 8
$4M
Māpua Stormwater Improvements
Y4 – 13
$1.6M
Stormwater Treatment Improvements
Y1 – 10
$2M
Tākaka Stormwater Improvements
Y7 – 8
$20.3M
Richmond South Stormwater Improvements
Y1 – 7
$2.1M
Secondary Flowpath Improvements
Y1 – 10
$13M
Richmond Central Stormwater Improvements
Y5 – 11
$5.9M
Motueka West Stormwater Improvements
Y1 – 3
$10.2M
Richmond Stormwater Land Acquisition
Y1 – 7
YEAR 10
POPULATION 64,300
$2.7M
Richmond Central Stormwater Improvements
Y13 – 15
$26.5M
Motueka South West Stormwater Improvements
Y15 – 20
$1.5M
Stormwater Treatment Improvements
Y11 – 20
$3.8M
Secondary Flowpath Improvements
Y11 – 20
YEAR 20
POPULATION 70,900
$21.8M
Richmond Central Stormwater Improvements
Y20 – 25
$3.5M
Jefferies Growth Area Stormwater Network
Y21 – 22
$1M
Stormwater Treatment Improvements
Y21 – 30
$4.9M
Secondary Flowpath Improvements
Y21 – 30
$3.4M
Richmond South Stormwater Improvements
Y20 – 21
$10.3M
Richmond South Stormwater Improvements
Y27 – 30
YEAR 30
POPULATION 76,100

Additional Financial Information on the investment in the Waimea Community Dam is as follows:

		$m	Council		Waimea Irrigators Ltd
	Waimea Community Dam Funding		**Water Activity**	**Env Flows**	**WIL**
	Project final cost	211.233			
Plus	Capitalised Int CIIL/WWL	0.498			
Plus	Capitalised Int TDC/WWL	0.400			
	less Interest Income in WW	-1.4300			
		210.701	**44.25**	**63.21**	**103.24**

Council Funding Sources		**Water Activity**	**Env Flows**	**WIL**
NCC Grant*	5.00	5.00	-	
FIF Grant*	7.00		7.00	
CIIL Env Loan*	10.00		10.00	
DC's	10.22	10.22	-	
Council Enterprise Profit*	11.66		11.66	
Total Equity	43.88	15.22	28.66	25.97
Debt in WWL				
CIIL/WWL loan				25.498
Shareholder advances		29.03	34.55	51.75
Allocation for Share of Env Cap		19.05	- 19.05	-
		63.296	**44.162**	**103.215**

Note The $25.498 CIIL/WWL loan converts to equity

Note the Environmental flows are required for any extractive capacity

* These items have reserves assigned or are non loan items

	Hae	Ha
Extractive Capacity	2,340	5,425
	30.1%	70%

Risks and assumptions

Disclosure of risks and material assumptions for water services delivery

Councils may wish to disclose risks and material assumptions for water services delivery that have been included in the Plan. The following optional table has been included as a way such risks and assumptions could be summarised.

Parameters	***Drinking supply***	***Wastewater***	***Stormwater***
Key Risks			
• *Future water service delivery*	• In-house key risks – IBU establishment decisions and timing reliant on council resourcing and decisions and aligning with regulatory requirements. Shared service arrangements to be established to support the delivery of water services. Ring fencing provisions to be completed as required.		
• *Network performance*	• Network performance – no concerns on network performance.		
• *Regulatory compliance*	• Regulatory compliance – There are non-compliances with drinking water which will be resolved by 30 June 2028, funding has been provided in LTP. Council to actively monitor delivery of these projects to ensure they are completed on time, scheduled to be completed by July 2027.		
• *Delivery of Capital Programme*	• Delivery of Capital Programme (3 waters) – The Tasman District Council's 10 year programme to be prioritised and assessed for deliverability, noting there is a stepped increases throughout the plan, which will need to be planned for and resourced accordingly. Note renewal programme is not extensive which reflects appropriate management of the assets, renewals programme will uplift beyond 10-year plan in line with Infrastructure Strategy.		
• *Organisational capacity*	It is anticipated that our council will ensure that there is sufficient organisational capacity to successfully deliver the 3 waters services.		
• *Long term issues e.g. providing for growth, climate change*	• Growth has been provided for in the investment plan and aligns with LTP. Climate change and resilience will measure and are provided in the current investment plan particularly associated with treatment plant upgrades.		• note additional resilience will be required for stormwater, particularly management of floods and overland flow paths etc.
Significant assumptions			
• *Future water service delivery*	• Future water service delivery - Financial assumptions are detailed in Part C and D above • Bill 3 amendments will have not material impact on proposed model and financial sustainability assessment.		
• *Network performance*	• Network performance – detailed above, no significant assumptions.		
• *Regulatory compliance*	• Regulatory compliance – As noted above projects in place for to upgrade plants to meet drinking water compliance, these are based on current standards.		
• *Delivery of Capital Programme*	• Delivery of Capital Programme (3 waters). The 10 year programme needs to be prioritised, and optimised for delivery, ensuring resourcing are adequate (both internal and external) to successfully delivery the programme.		
• *Organisational capacity*	• Existing arrangements will largely remain in place, but anticipate a restructure may be required and additional resources in compliance. Service level agreements across council activities will be required to support the delivery of water services.		
Long term issues e.g. providing for growth, climate change	• Growth Assumptions as per the LTP. Climate change and resilience (weather events and earthquake) as per the LTP, noting that these need to be updated to reflect recent weather events.		

Financial Assumptions:

Initially, Tasman District Council's 10-Year Plan 2024–2034 was used to underpin a range of financial assumptions concerning inflation, interest rates, funding sources, asset management, and other key factors. However, a decision was taken to bring in the impacts of the changes caused by the 2025/26 annual budget process. These in turn rolled out and impacted the financial results out to 2033/34. The assumptions made remained in line with the LTP and were updated as appropriate. These assumptions carry varying levels of uncertainty, which may impact the Council's financial estimates, investment programmes, and service delivery.

- Inflation:
  Inflation assumptions are primarily based on BERL indices, with adjustments for salaries and expected rate increases in 2024/25 and 2025/26. A medium risk exists if inflation exceeds forecasts, potentially requiring rate increases, debt adjustments, or service reductions. Conversely, lower inflation could reduce costs and provide opportunities to adjust rates or enhance services.

- Interest Rates:
  Borrowing costs are forecast using advice from PwC, with an expected average borrowing rate of 4.8% over ten years. The current volatile interest rate environment poses a medium to high risk, as increased borrowing costs could necessitate higher rates or reduced borrowing.

- Asset Management and Depreciation:
  The Council assumes standard useful lives for assets and plans to fully fund depreciation by 2029/30 (noting that an adjustment was made to fully fund depreciation by 30 June 2028). Asset revaluation affects depreciation costs but carries low uncertainty. Shorter asset lives or higher depreciation costs may require increased borrowing or rates.

- Insurance and Risk Management:
  Insurance premiums are expected to rise substantially due to climate-related risks, posing a medium risk. Limited or unavailable insurance for vulnerable assets may necessitate increased self-insurance reserves or borrowing capacity.

- Credit and Borrowing:
  Access to credit on competitive terms is assumed to remain available, with low risk. Reduced credit availability would impact borrowing costs and infrastructure investment.

Financial assumptions for in-house model

Financial forecasts are based on the 2024-34 LTP, plus adjustments for:

- Motueka WWTP – Upgrade to improve compliance ($3.88m in FY25)
- Motueka WWTP – Membrane Replacement ($1m in FY25 & $1m in FY27)
- Takaka WWTP – Upgrade to improve compliance ($2.25m in FY25)
- Richmond South Stormwater – Land purchase (to service growth) ($1.2m in FY25, $4.6m in FY26)
- Mapua Stormwater – Land purchase (to service growth) ($1m in FY25)
- Compliance officer, engineering cadet and other Opex left out of LTP added
- Depreciation fully funded from FY28
- Investment Holdings Ltd (IHL) dividends allocated to water services have been excluded (and replaced with targeted rates revenue)
- Water services excludes Council's Waimea Water Ltd (WWL) shareholder advances to WWL for irrigator capacity and serviced by Waimea Irrigators Ltd (WIL)
- Note: Council's interest in Waimea dam, and the associated borrowing costs are included in the information underpinning this analysis
- Levies from the Water Services Authority have been included – Taumata Arowai and the Commerce Commission

- Forecast funds from operations (FFO) includes 50% of development contributions (in line with guidance from LGFA)
- No specific operating or capital efficiency assumptions have been applied to the financial forecasts. Efficiencies will be investigated (as per implementation plan)

Appendix A – Resource Consents

Resource Consents held by Tasman District Council for the delivery of Water Services

Current Consents						
Consent Number	**Name**	**Description**	**Activity**	**Location**	**Issued Date**	**Expiry Date**
RM160098	To dam, take and use surface water for Rural water scheme supply	Water take, use and dam	Water	Eighty Eight Valley	31-Aug-16	31-May-31
RM150189V1	To take groundwater for Kaiteriteri water supply	Water take	Water	Kaiteriteri/Riwake	20-Nov-18	31-May-33
RM100114V1	To dam, take and use water for Dovedale rural water scheme and associated use of riverbed	Water take	Water	Dovedale	12-Dec-11	31-May-33
RM100116V1	To dam Humphries creek for the operation of the Dovedale rural water scheme	To dam Humphries Creek	Water	Dovedale	12-Dec-11	31-May-33
RM100117	Use of riverbed relating to two existing intake weirs, pipes, etc	Use of riverbed	Water	Dovedale	12-Dec-11	31-May-33
RM150188	To take groundwater for community supply	Water take	Water	Motueka - Recreation centre	29-May-15	31-May-33
RM070187	To take and use water from the Te Matu water management zone for the purpose of community supply	Water take	Water	Motueka	11-Jun-14	31-May-33
RM190412	Collingwood - to take and use water for community water supply	Water take	Water	Collingwood	21-May-20	31-May-34
RM180940	Tapawera - to take and use groundwater for community water supply	Water take	Water	Tapawera	13-Sep-19	31-May-34
RM190411V1	To take and use surface water for community water supply	Water take	Water	Hamama	8-Jun-21	31-May-34
RM100113	Taking and diversion of water	Water take	Water	Upper Tākaka	16-Mar-11	31-May-34
RM100120	Taking and diversion of water	Structure in bed of river	Water	Upper Tākaka	16-Mar-11	31-May-34

RM191328	Murchison - to take and use water for community water supply	Water take	Water	Murchison	2-Sep-20	31-May-35
RM161220	To take and use water for community water supply	Water take	Water	Golden Hills	30-Jan-20	30-Nov-39
RM161218V2	To take and use water for community water supply	Water take	Water	Redwoods - River Road	30-Jan-20	30-Nov-39
RM161217V2	To take and use water for industry and community water supply - Waimea supply	Water take	Water	Waimea bore field - Mapua and Richmond water supplies	30-Jan-20	30-Nov-39
RM160099	Richmond - to take and use groundwater for community water supply	Water take	Water	Richmond	30-Jan-20	30-Nov-39
RM161216	To take groundwater for community water supply	Water take	Water	Brightwater	30-Jan-20	30-Nov-39
RM161219V2	To take and use groundwater for Community water supply (Redwoods Valley Scheme 2, O'Connors Creek)	Water take	Water	Redwoods Valley - O'Connors Creek	30-Jan-20	30-Nov-39
RM210695	To take groundwater for community water supply	Water take	Water	Wakefield	22-Dec-22	30-May-40
RM130752V1	To discharge water containing contaminants to Borck Creek	Discharge to water	Water	Richmond	8-Jul-15	14-Nov-48
RM170512	Emergency discharge of water to land from the Kaiteriteri water treatment plant to water within a roadside drain	Discharge to water	Water	Kaiteriteri/Riwaka	29-May-15	28-Jun-52
RM200234	Stormwater and raw flush water discharges from Collingwood water treatment plant	Water take	Water	Collingwood	1-May-20	1-May-55
RM210135	To discharge water and associated sediment from a water treatment plant via settlement and filtering to Dove River	Discharge to water	Water	Dovedale	21-May-21	21-May-56
RM160813	Pōhara - discharge of backwash water to stream	Discharge to water	Water	Pōhara	29-Jun-17	29-Jun-26
NN720010	Pōhara - dam and take water for urban water supply	Water take	Water	Pōhara		1-Oct-26

RM191015	To use and operate existing public urban stormwater network infrastructure structures	Stormwater infrastructure within the 15 Urban Development Areas	Stormwater	Tasman District UDA's	26-May-21	
RM191016	Combined land use consent and coastal permit	To occupy the common marine and coastal area or coastal marine area with existing public urban stormwater network infrastructure and for any associated maintenance, repair, replacement or removal	Stormwater	Tasman District UDA's	25-May-21	1-Jun-41
RM191018	Combined discharge permit to discharge water, including contaminants, to stormwater infrastructure from maintenance, repair, removal, replacement activities on network infrastructure	Combined discharge permit and coastal permit to discharge water, including contaminants, to land, air, coastal water and fresh water from small to medium scale maintenance, repair, removal and replacement activities on the public urban stormwater network infrastructure	Stormwater	Tasman District UDA's	26-May-21	1-Jun-41
RM191019	Discharge permit and coastal permit to discharge stormwater to land, coastal water and freshwater.	To discharge stormwater, including associated contaminants, from existing and future public urban stormwater network infrastructure (including existing and future discharge points) of the 15 Urban Drainage Areas to land, coastal water and freshwater.	Stormwater	Tasman District UDA's	26-May-21	1-Jun-41
RM190490	Collingwood WWTP - Odour discharge including for desludging	Discharge to air	Wastewater	Collingwood	10-Jun-19	1-Jul-34
RM080703	Collingwood WWTP -Treated ww to surface water	Discharge to water	Wastewater	Collingwood	1-Jul-09	1-Jul-34
RM080704	Collingwood WWTP - Discharge structure in creek	Land-use consent	Wastewater	Collingwood	7/07/2009	1-Jul-34
RM141088	Motueka WWTP - Discharge to CMA	Discharge to water	Wastewater	Motueka	16-Oct-15	15-Oct-35
RM141091	Motueka WWTP - Odour discharge including for desludging	Discharge to air	Wastewater	Motueka	16-Oct-15	15-Oct-35
RM141092	Motueka WWTP - Disturb and occupation of CMA by outfall pipeline	Coastal permit	Wastewater	Motueka	16-Oct-15	15-Oct-35
RM171013	Motueka WWTP - earthworks for wetland - unlimited	Land-use consent	Wastewater	Motueka	22-Sep-17	Unlimited
RM050617V4	Murchison WWTP - Treated ww to land	Discharge to land	Wastewater	Murchison	19-Jun-14	2-Jun-41

RM050618	Murchison WWTP - Odour from operation of WWTP	Discharge to air	Wastewater	Murchison	30-Jun-06	2-Jun-41
RM050811	Murchison WWTP - Construction of WWTP	Land-use consent	Wastewater	Murchison	30-Jun-06	2-Jun-41
RM050843	Murchison WWTP - Odour from desludging of WWTP	Discharge to air	Wastewater	Murchison	2-Jun-06	4-Feb-41
RM130179	St Arnaud WWTP - Treated ww to land	Discharge to land	Wastewater	St Arnaud	16-Apr-13	16-Apr-38
RM130180	St Arnaud WWTP - Odour discharge including for desludging	Discharge to air	Wastewater	St Arnaud	16-Apr-13	16-Apr-38
RM130181	St Arnaud WWTP - For WWTP and Reticulation - Unlimited	Land-use consent	Wastewater	St Arnaud	16-Apr-13	Unlimited
RM080146V2	Takaka WWTP - Treated ww to land	Discharge to land	Wastewater	Takaka	11-Jun-13	4-Jul-38
RM080166V1	Takaka WWTP - Odour discharge	Discharge to air	Wastewater	Takaka	11-Jun-13	4-Jul-38
RM100333	Takaka WWTP Designation Extension - unlimited	Land-use consent	Wastewater	Takaka	11-Jun-13	Unlimited
RM071078V1	Takaka WWTP - Odour discharge for desludging	Discharge to air	Wastewater	Takaka	2-Apr-08	4-Jul-42
RM050391V4	Tapawera WWTP - Treated ww to land	Discharge to land	Wastewater	Tapawera	12-Dec-11	31-Jul-42
RM070634V2	Tapawera WWTP - Odour discharge including for desludging	Discharge to air	Wastewater	Tapawera	21-Oct-11	31-Jul-42
RM070699	Tapawera WWTP Alteration to Designation - unlimited	Land-use consent	Wastewater	Tapawera	27-Aug-07	Unlimited
NN010258V3	Upper Takaka WWTP - Treated ww to land	Discharge to land	Wastewater	Upper Takaka	30-Oct-09	11-Jul-42
RM070404	Upper Takaka WWTP - Odour discharge including for desludging	Discharge to air	Wastewater	Upper Takaka	11-Jul-07	11-Jul-42

Appendix B - Projects to improve Regulatory Compliance

Projects to improve Regulatory Compliance

WATER						
Scheme/Supply	**Program/Project**	**Issue**	**Potential Significant Constraints**	**Project Stage**	**Budget $M**	**Timeline and completion date**
Collingwood	Water Treatment upgrade/ Collingwood - WTP - install filtration & pH adjus	Remove aeration tower /lime chip pH control - pathway for contamination - and replace with Sodium hydroxide dosing system; Add filtration as another barrier		Active - Delivery	**$608k**	2025-26
Pohara	Water Treatment upgrade/ Pohara WTP Upgrade	A range of minor improvements and upgrades following the major upgrade to a membrane filtration plant. Chlorine dosing system renewal; Telemetry upgrades to improve data comms; pumping upgrades, Scada controls; chlorine contact tank refurbishment		Active - Delivery	**$310k**	2024-25
Kaiteriteri	Network/Storage upgrade/ Kaiteriteri Reticulation - Reservoir Improvements	The two main reservoirs are timber tanks lined with membranes. These structures are ageing and deteriorating and vulnerable to contamination due to vermin, structural damage, vandalism, lining damage. Improvements to the structures and linings of one or both or replacement of one or both with more robust structures is required.		Active - Design	**$400k**	2025-26
Kaiteriteri	Water Treatment upgrade/ Kaiteriteri WTP contact tank, WTP - filtration, flush	Add filtration barrier; add chlorine contact to achieve adequate chlorine disinfection prior to first customers on scheme and to achieve anticipated new viral compliance criteria; Add flush-to-waste capacity to allow ability to discard poorly treated water prior to it entering network.		Active - Delivery	**$1m**	2025-26
Redwood Valley 1*	Water Treatment upgrade/ Redwood Valley Water Supply Upgrade to meet DWS	Supply has no barrier to protozoa. Both Redwoods schemes on permanent boil water notice as a result. One of the two source bores is prone to turbidity increases and is not secure from surface water ingress. Combining the two Redwoods schemes into one with a single, high quality source water and new treatment plant with all required barriers will bring Redwoods 1 and 2 into compliance.		Active - Delivery	**$9.2m**	2024-25 - 2028-29 (Bulk of project completed by 2027/28)
Redwood Valley 2*	Water Treatment upgrade/ Redwood Valley WTP & PS - O'Connor's Creek Treatment Upgrade			Active - Delivery	**$850k**	2025-26

Scheme/Supply	Program/Project	Issue	Potential Significant Constraints	Project Stage	Budget $M	Timeline and completion date
Dovedale (Rural)*	Source water; Water treatment upgrades/ Dovedale - New source & raw water line from Motueka River Valley	Source water stream is prone to flooding, sedimentation, high turbidity and low summer flows. Treatment plant unable to remove sufficient turbidity to enable bacterial disinfection using chlorine. No protozoa barrier. Disinfection by-products within network. New reliable source water required and treatment with all barriers to contamination required.	No sufficient or reliable groundwater in the vicinity as established by numerous investigations. Remaining option is infiltration galleries beside Motueka river or from the river itself. Investigations ongoing but outcome remains uncertain. Consenting and consultation constraints; high costs associated with finding viable water, with piping water to treatment plant site and then with installing required treatment systems. Majority of water use is for agriculture/horticulture. 'Closed' water account - high cost directly to scheme users.	Active - Delivery	**$6.3M**	2026-27
Dovedale (Rural)*	Source water; Water treatment upgrades/ Dovedale - WTP - Filtration & UV			Follows from above	**$930k**	2027-28
Brightwater/ Wakefield/ 88 Valley*	Source, Treatment, Network/ Waimea Water Programme	A large-scale strategic improvement project to combine three existing schemes into one - Wakefield, Brightwater, 88 Valley. Single reliable and high consistent-quality groundwater source. Single treatment plant incorporating all necessary barriers to contamination. Existing source waters for each of these three schemes are vulnerable to flooding events. 88 Valley has no protozoa barrier and is on permanent boil water notice as a result.	Identification and procurement of land for new treatment plant	Active - Parent Project Bucket	**$30.5M**	10 year programme of projects - concentrating on having 88 Valley meeting NZDWAR's as soon as practically possible.
Wakefield	Network upgrade/ Tanker Filling Station - Wakefield	DWQAR do not allow water carriers to take water from hydrants in large water schemes. Need a third tanker filling station to augment the existing stations in Motueka and Richmond		Active - Delivery	**$100k**	2027-28
Tapawera	Source upgrades; Treatment upgrades/ Tapawera WTP and Bore Renewal	Source bores nearing end of life. Treatment plant has no filtration and a single UV unit. Plant flooded in June 2025 storm event. Improved resilience and additoonal barriers to contamination required. New site largely unaffected by storm flooding event		Active - Delivery	**$2.25m**	2024-25 - 2025-26

Scheme/Supply	Program/Project	Issue	Potential Significant Constraints	Project Stage	Budget $M	Timeline and completion date
Murchison	Treatment upgrades/ Murchison WTP & PS - Treatment Renewals	Treatment plant has a single UV unit and no filtration barrier. pH control via Aeration tower which is a potential source for contamination. Upgrade includes two UV units and a filtration barrier. pH control via sodium hydroxide dosing.		Active - Design	**$2M**	2024-25 - 2025-26
Motueka	Network upgrade/ Tanker Filling Station - Motueka	DWQAR do not allow water carriers to take water from hydrants in large water schemes. Need a third tanker filling station to augment the existing stations in Motueka and Richmond		Active - Delivery	**$100k**	Completed 2023
Motueka	Storage upgrade/ Motueka Rec. Parker Street Reservoir	Currently no storage capacity within system meaning network rapidly drained in event of network breaks and other events. Storage capacity will allow some resilience to such events.		Active - Design	**$1.7M**	2023-24 - 2025-26
Upper Takaka**	Treatment upgrades/ Upper Takaka WTP upgrade	A third reservoir added to allow resilience to poor source water quality; Filter media renewed; flush to waste system improved;		Active - Delivery	**$100k**	2025-2026
Hamama**	Storage upgrade/ Hamama Reticulation - Reservoir Renewal			Not Started	**$250k**	2029-30
Hamama**	Treatment upgrades/ Hamama Treatment - Install Household Treatment Units	No treatment barriers currently. Vast majority of water use is agricultural. Looking to employ the Mixed-use Rural Agricultutral Acceptable compliance solution where individual point of entry treatment systems are located at each household.	The current Acceptable Solution places the onus on Council to ensure maintenance and verification of treatment systems are performed. Level of involvement is a risk to Council. Anticipating revised solution may address these issues to make this compliance option viable.	Not Started	**$36k**	2030-31

Scheme/Supply	Program/Project	Issue	Potential Significant Constraints	Project Stage	Budget $M	Timeline and completion date
All(Water)	Monitoring Equipment Renewal/Upgrade			Active - Delivery	**$500k**	Programme of upgrades to each Supply
All(Water)	Telemetry Upgrade			Active - Delivery	**$160k**	Programme of upgrades to each Supply
All(Water)	Telemetry Renewal			Active - Delivery	**$500k**	Programme of upgrades to each Supply
All(Water)	Backflow Prevention Programme			Active - Delivery	**$1.85m**	Continous Programme
*** Denotes that these supplies do not currently have a protozoal barrier (and are on Boil Water Notices until upgraded)** **** Denotes that these are very small water supplies**						

Sensitivity: General

Appendix C – Responses to DIA Review of Draft WSDP

Note: This appendix was drafted in response to the DIA review of the draft WSDP.

Changes have since been made to the base financial modelling and so there may now be differences between the responses below and what is in the final WSDP.

Technical queries and comments

Section 13(1)(e)(ii) requires the plan to include, if any water services do not comply with current regulatory requirements or will not comply with any anticipated future regulatory requirements, a description of how the anticipated or proposed model will assist to ensure water services will comply with regulatory requirements in the future. While the plan does state, on page 59, that "all non-compliance will be addressed by 30 June 2028" this is not sufficient, and more information is needed.

Performance is concerning, especially for the 2023/24 year where only 1 in 15 water treatment plans were compliant. While there is Capex budgeted to address compliance issues, we would like to see more detail about what will be done, and when, to ensure compliance with regulatory requirements.

Please find in Appendix B tables which outline all the projects that council is investing in FY 25 – FY 28 to get the drinking water plants capable of meeting compliance with the Drinking Water Quality Assurance Rules. The planned Water services unit committee, which will be a sub-committee of council will monitor regulatory compliance and the delivery of these projects.

Table below provides the latest compliance information sourced WSA drinking water regulatory report for the Drinking Water Quality Assurance Rules 2024. There are 5 plants that require to be upgraded to be able to meet the DRWA rules.

Supply Name	Supply Population	DWSP lodged	Protozoa Barrier	Bacterial Barrier	Residual Disinfection	E.coli detections (lab notifications)	Chemical Mav exceedances (lab notifications)	Long term advisories
Brightwater	2,158	Yes	Yes	Yes	Yes			
Tapawera	400	Yes	Yes	Yes	Yes			
Mapua/Ruby Bay	2,832	Yes	Yes	Yes	Yes			
Upper Takaka	50	Yes	Yes	Yes	No	1		
Redwood Valley 1	180	Yes	No	Yes	Yes			1
Redwood Valley 2	710	Yes	No	Yes	Yes			1
Motueka	3,257	Yes	Yes	Yes	Yes			
Pohara	160	Yes	Yes	Yes	Yes			
Wakefield	2,316	Yes	Yes	Yes	Yes			
Kaiteriteri	680	Yes	Yes	Yes	Yes			
Murchison	421	Yes	Yes	Yes	Yes			
Richmond	18,630	Yes	Yes	Yes	Yes			
Eighty Eight Valley Rural	450	Yes	No	Yes	Yes			1
Collingwood	310	Yes	Yes	Yes	Yes			
Dovedale Rural	660	Yes	No	Yes	Yes		1	1 (6yrs)

Sensitivity: General

Note the Redwood Valley 1 and 2 and Eighty Eight Valley Rural supplies long term advisories (Boil Water Notices) were not included in the 2024 reporting year and have since been added due to the lack of Protozoal treatment and in liaison with and approval by the Water Services Authority – Taumata Arowai. Also, that the Motueka Supply does now have bacteria and protozoal treatment barriers.

The plan anticipates a consistently high level of capex investment over the period with the last four years being three to five times the level of delivery that has historically been achieved. Given local conditions, industry constraints, increased levels of demand from other Councils on the same services, we would like to see further information from TDC as to how they intend to change their sourcing, procurement and delivery strategies to achieve these higher levels.

The programme included in the WSDP largely follows the LTP which has been adopted by council and consulted with the community. An additional project, Motueka Wastewater Treatment plant membranes, $2 million was included in FY24/25 – FY26/27 to meet regulatory requirements and accommodate the legislative requirement for growth. Council recognises that the WSDP is a one-off document and that during the IBU establishment phase the capital programme will be optimised and prioritised to ensure that it meets with regulatory requirements but is also deliverable. This prioritised programme will then be approved by the planned Water Services Committee, prior to being submitted to the Council for approval via the development of the water services strategy.

Tasman District Council has demonstrated successful delivery of its water services capital programme, with delivery against planned investment for water services from FY18/19 to FY24/25 average of 106%

-	**Water Services FY2024/25**	**Water Services FY21/22 to FY23/24**	**Water Services FY18/19 to FY20/21**	**Water Services Total**
Total planned investment (set in the relevant LTP)	43,132	106,718	69,764	219,614
Total actual investment	33,783	133.403	66,366	233,552
Delivery against planned investment (%)	78%	125%	95%	106%

Our organisation understands the importance of delivering what we include in our annual and long-term plans. In the 10 year plan average investment for the first 4 years is approximately $43 million per year, this is an additional $10 million than what has been delivered in FY 24/25. The plan then steps up in FY28-29 – FY30/31 averaging $51.3 million per year and then it is approximately $80million in FY31/32 and then $92 million and $96 million for the last 2 years respectively. Council is confident that they can deliver on the increased programme, particularly as $33 million was delivered in FY24/25 and that programme was heavily impacted by several factors such as emergency management events and resources redirected onto LWDW activities. There is 4 years to optimise the programme and plan for increased resourcing to deliver on the increased programme, noting that the increase in the later years is due to significant treatment plant upgrades, which will rely heavily on external resources. Also, to accommodate the increased programme from Year 5 onwards the renewals programme has been scaled back over the same period, allowing resources to be redirected toward priority upgrade projects, this approach will not negatively impact on the renewals programme moving forward.

The capital programme includes targeted projects that will address outstanding compliance issues and ensure the Council meets the requirements for financial sustainability by 30 June 2028.

Sensitivity: General

The capital activities are delivered through two key mechanisms namely:

- An ongoing capital delivery programme managed by councils in-house Programme Delivery team
- Specific tasks carried out using councils long term operations & maintenance contract with Downer

The Waters team (who will form the in-house Water business unit) prepares project briefs which are passed on to the Programme Delivery team who monitor the life cycle of all of the individual projects which are linked back to the LTP with each activity allocated to a separate project manager. Council includes contingencies within the project budget estimates as appropriate and the contingencies are monitored and assessed as the projects move through the project lifecycle, tender, design and physical work stages.

The concept through to final design is typically carried out by one of councils panel of consultants (Beca, Stantec, WSP and Tonkin & Taylor) who have well-staffed offices in the Nelson region. Council's procurement team will use the appropriate procurement method to enter into a contract with typically one of the region's contractors. Apart from Downer and Fulton Hogan we have an approved register of multiple other capable construction firms based in our region who have to pass our minimum standards of health & safety etc.

Through experience we have identified a core number of delivery risks to achieving our programme which include land purchase, consenting and sensitive cultural matters. Our long-term aim is to get ahead of the programme so that we have completed design projects available to fill a gap left when, for example, a project stalls because of a consenting issue. We are not quite there yet but we have significantly improved our delivery capability by separating the asset managers (the in-house clients) from the programme delivery and procurement teams.

Progress against the capital programme will be monitored through reporting to the Commerce Commission to ensure that resources and funding remain aligned with delivery objectives and that the necessary compliance upgrades are completed on time.

We are concerned that the stated percentage of assets in poor or very poor condition is very low. While the asset age is relatively low, the asset conditions are not comparable to other networks with similar asset ages. We note that page 27 states that 100% of assets have been condition graded, however that this has been done through a desktop assessment. It would be good to understand what actions are being taken to address this.

Above ground assets have not been assessed and this should be given priority given relatively high levels of non-compliance and forecast replacements. While page 27 states that critical assets have been identified, these need to be listed or summarised.

Above ground asset condition rating is in the operations and maintenance contract for the contractors to carry out. While this has not occurred recently, discussions are currently underway to have the Contractor carry out this function as stipulated in the contract.

Condition assessments both of above and below ground assets are included in the AMPs. However, cost constraints have prevented the programme from continuing and getting and expanded to industry standard programmes. Approximately $1 million is budgeted in the LTP (predominantly from year 4) to commence a condition assessment programme for Water and Wastewater. There is not currently budget allocation for condition assessment for stormwater assets, and this is primarily due to there being no scheduled renewals planned for the current LTP period. The current restructure underway (including forming a Water Services In-house Business Unit) and proposed governance structure sets the Council up to improve resourcing and funding in this area of Water Services Delivery

Sensitivity: General

Council has developed an asset criticality assessment framework for the water services which is detailed in the AMPs. Cost and resourcing constraints have prevented the assessment from taking place currently. Funding towards resourcing this initiative is in the LTP from year 4. As above, the current restructure underway (forming a Water Services In-house Business Unit) and proposed governance structure sets the Council up to improve resourcing and funding in this area of Water Services Delivery.

At the bottom of page 36 it states, "the renewals programme slowly increased from FY24 to FY30 and then declines over the last three years of the plan." This is contrary to the table on page 60 which shows capex expenditure decreasing from 2024/25, slightly increasing in 2028/29 and 2029/30, before decreasing again for later year. Please reconcile this information.

Noted amended.

Page 61 covers "Total water services investment required over 10 years" and talks about how the asset base is relatively young, however TDC intended to invest at levels exceeding depreciation to ensure that "the network is not only maintained but improved." Can you please provide more details about this approach as the asset investment ratio is quite high.

To clarify, the increase in capital expenditure over the 10-year period is largely being driven by level of service (regulatory compliance) and growth upgrades for both drinking water and wastewater treatment plants, pumpstations and reticulation upgrades and for stormwater there is several land purchases and network upgrades, which will maintain and improve the networks hence the investment ratio is high. However, the investment in renewals decreases over the 10-year period which does not negatively impact on the networks this has been highlighted in the asset sustainability ratio table and narrative.

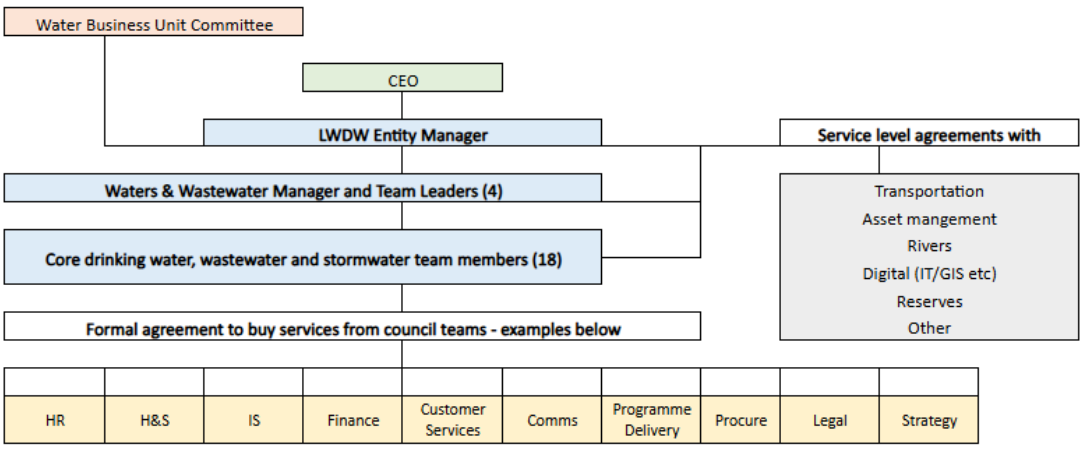
It would be helpful to append a detailed schedule of consents including for those consents due to expire in the next 10 years.

Included in Appendix A

We would like more information about how the asset management functions will be delivered to the in-house business unit from within TDC. Will this be covered by a service level agreement and internal charges?

Yes, Internal service level agreements have been identified in the Implementation Plan as an activity that will need to be completed to stand up the IBU, the SLAs will identify the service and charging regime appropriate for each activity. Refer to IBU structure (below).

Provisional structure of the in-house Water Business Unit and interface with the balance of council



Sensitivity: General

Time sheeting for the whole organisation is to be reintroduced this year, and this will assist in the appropriate charging of these services.

Please confirm in the plan if the levies expected from the Water Services Authority – Taumata Arowai and the Commerce Commission have been budgeted for.

Yes, these costs have been included in operating costs and have been detailed in the financial assumptions in the additional information section.

The forecast level of service and compliance expenditure for stormwater appears low, especially in light of recent flood events in the region. Acknowledging this is a very recent event, some evaluation and commentary against the levels of service may be appropriate, and for the 2024/25 year just ended.

The Council is currently assessing the impact of recent weather events on the 3 waters infrastructure and will be addressed via the usual council processes. The stormwater level of service investment is low in the 10-year plan as the level of service is currently being met. As noted in the significant projects list there are several LOS improvement projects which includes land purchase, capacity upgrades and secondary flow path improvements.

Please provide details of the Capex spend extending beyond the ten-year period for those projects that have been agreed to, such as the Motueka wastewater treatment plant.

Significant projects have been identified in the Infrastructure Strategy, which includes the Motueka wastewater treatment plant as indicated in images that have been added to the document from page 81. These images are timelines of the major projects planned for the next 30 years.

Confirm if treatment plants, reservoirs and other major network assets have capacity for planned growth. –

Yes, the capital expenditure over the 10-year period is largely being driven by level of service (regulatory compliance) and growth upgrades for both drinking water and wastewater treatment plants, pumpstations and reticulation upgrades and for stormwater there is several land purchases and network upgrade projects. Many of the significant projects included in the plan in the '… additional information' section are upgrades to plants, reservoirs and network assets.

Please confirm that no TDC drinking water supplies are required to be fluoridated by Ministry of Health directive.

Correct, Tasman District Council has not received a directive from MoH to fluoridate any of its supplies

Outline what assets developers are likely to provide and vest in Council and the implications for operational costs.

Tasman District Council (shared with Nelson City Council) has the Nelson Tasman Future Development Strategy to manage growth. Implementation of the Strategy is by way of Plan Changes to the Tasman Resource Management Plan (TRMP) and the Nelson Tasman Land Development Manual (which sets out the infrastructure rules).

New developments are approved by Council and assets to be invested are identified and require sign off by Council prior to be vested into Council. This process enables Council to understand the value of assets to be transferred along with any potential consequential operating costs, these are factored into the LTP.

Sensitivity: General

Legislative compliance

Section 13(1)(l) requires the plan to provide an explanation of how the revenue from, and delivery of, water services will be separated from the territorial authority's other functions and activities. The plan does not cover this.

Added Commentary (page 6):

Our Council has, for many years, followed a 'ringfencing' philosophy when charging for water services. This has led to the creation of closed accounts for the financial management of Water, Wastewater, and Stormwater. This is supported by the use of time-sheeting that the Water Services area have been undertaking for many years. The practice of time-sheeting is getting expanded in late 2025 to other activity areas of Council and this will assist in officers time (in support and advisory roles) being aligned to the correct activity.

It should be noted that we report on the three waters areas as part of our restricted reserve section of the Annual Report, the Annual Plan and Long Term Plan. These are Council created reserves that are audited annually to ensure they are ringfenced. As such we believe that our current ringfencing of the three waters activity is robust.

We also acknowledge the proposed future role of the Commerce Commission in regulating water charges.

Section 13(1)(n) requires the plan to provide an explanation of what the council will do to ensure that the delivery of water services will be financially sustainable by 30 June 2028. The plan does not provide enough information on this issue for us to be confident that financial sustainability will be achieved by the deadline. More information is provided in the following section.

Financial sustainability

- *An explanation on how TDC will implement the projected price increases given that charges will rise from 3.5% of median income to 4.9% within the forecast period. (Note that these numbers are taken from the table on page 46, the text on page 45 lists them as 3.7% and 5.1% respectively - please reconcile these figures.)*

Correction made

- *More detail in the sections on "Water services financing requirements and sources" and "Internal borrowing arrangements." Please complete these sections.*

Water services financing requirements and sources – further information added to sections. Pages 50 & 51

- *Projected borrowing requirements over the 10-year period to deliver the level of investment required;*

  Borrowing is projected to peak at $442M in year 10 of Council LTP as level of investment grows to meet our regulatory requirements. The later years of the LTP have large capital investment increases due to two Wastewater Treatment Plants requiring replacement/relocation.

- *Minimum cash and working capital requirements for the sustainable delivery of water services;*

Sensitivity: General

To ensure the sustainable delivery of water services, Tasman District Council maintains prudent levels of cash and working capital. These reserves are guided by the Council's Treasury Policy, which sets minimum liquidity thresholds to meet operational needs and buffer against unforeseen financial pressures.

The Council uses a combination of funding sources to finance water services, including debt (primarily for new or upgraded infrastructure), partially funded depreciation (for renewals), development contributions (growth-related capacity), and external capital contributions and reserve funding. This mix supports intergenerational equity by aligning funding with asset life and ensuring that those who benefit from infrastructure investments contribute appropriately.

Our working capital is monitored daily to ensure we have sufficient liquid assets to meet our obligations in terms of payments to suppliers.

- *Borrowing limits for water services and all council business;*

Council operates within borrowing limits defined in its Financial Strategy and 2024 Treasury Risk Management Policy. These include a net debt-to-revenue ratio cap, annual debt servicing limits, and liquidity coverage ratios. Borrowing limits apply to total Council debt at the parent level, including water services, and are structured to maintain long-term financial sustainability and creditworthiness.

- *Whether projected borrowings are within borrowing limits;*

Projected borrowings for water and other infrastructure remain within the Council's established borrowing limits over the 10-year horizon. While gross debt levels are expected to rise in line with investment needs, they are actively managed to ensure compliance with policy thresholds and to retain borrowing headroom. Council's established borrowing limits are a net debt to revenue ratio of 160% which is below those in our own treasury policy and those set by the LGFA. This means we do have new debt headroom for unforeseen events.

- *Financial strategy for financing water services investment and operating expenditure;*

Council adopts a prudent and sustainable approach to debt and funding, recognising the need to support infrastructure development, particularly in a high-growth environment. This section outlines key elements of the Council's financial strategy in relation to water services and overall debt management.

Over the next 10 years, Council expects to undertake significant investment to maintain and expand water infrastructure, aligning with projected growth across the district. Borrowing will be required to fund a portion of this investment, especially for new assets associated with growth and service improvement. The level of borrowing will be determined through the Long-Term Plan (and future Water Services Strategy) and reviewed regularly to reflect changes in project scope, timing, and funding availability.

Debt servicing, including both interest and principal, is funded through targeted general rates. Renewal projects are generally funded from depreciation reserves, while growth and level-of-service improvements are typically debt-funded. Council's approach ensures that debt repayment aligns with asset life and that repayments are manageable for current and future ratepayers.

Operating costs are all funded from targeted rates (and Fees and charges) from within the three waters. There is a one for one relationship between operational spend and targeted rates. A such they are fully funded.

- *Expected tenor of new borrowings and how interest rate and refinance risk will be managed; and*

Council funds its Balance Sheet as a whole. Individual activities are funded by internal loans these are typically P & I loans for 20-35 years with internal interest rate reviewed quarterly based on Councils weighted average cost of borrowing.

Sensitivity: General

Interest rate and refinancing risks are actively managed through the Council's 2024 Treasury Risk Management Policy, which includes spreading maturity profiles, using interest rate swaps, and maintaining access to diverse funding sources, particularly the Local Government Funding Agency (LGFA). As a shareholder in the LGFA, Council benefits from favourable borrowing terms compared to commercial alternatives.

It is expected that the Treasury Risk Management Policy will need to be tweaked to account for the ringfencing of the three waters. We await the detail to see if other changes may be required. For example, an internal treasury function for the 3 waters activities.

- *Debt repayment strategy.*

It is also important to note that Council's overall approach to treasury management remains stable and is not expected to change significantly in the medium term. The existing 2024 Treasury Risk Management Policy (including Liability Management and Investment policies) provides a robust framework for managing borrowing, liquidity, and risk, which supports the sustainable delivery of water and other Council services.

Internal Borrowing Arrangements pg 52

- *Any current internal borrowing arrangements between water services and other council business, including whether finance costs are charged on these arrangements and repayment mechanics;*

Tasman District Council (Tasman) operates an internal treasury function, through which all three waters activities—water supply, wastewater, and stormwater—are funded. This centralised treasury model allows for efficient management of Council's overall borrowing and liquidity requirements.

When necessary, the internal treasury function sources funding from the external market to meet borrowing needs, including those related to three waters activities. These decisions are made based on both the specific funding requirements of three waters projects and the broader cash flow needs of the Council.

The Council ring-fences all three waters activity finances, ensuring that loans associated with each area are directly attributed to the respective activity. The only exception to this approach has been the Waimea Community Dam, for which concessional external borrowing from CIIL was arranged specifically.

Under this internal model, the three waters activities are charged an interest rate that reflects the weighted average cost of external borrowing. This includes credit margins and any other relevant costs. Interest rates applied to internal borrowing are approved through the Long Term Plan (LTP) process and reviewed quarterly for the current year and annually for budgeting purposes. The maximum term for internal borrowing arrangements is 20 years but up to 35 years for long life assets can be approved.

- *Whether it is proposed that internal borrowing arrangements will be used up to 30 June 2028;*

Yes.

- *Whether it is proposed that internal borrowing arrangements will be used beyond 30 June 2028; and*

Tasman intends to continue using this internal treasury approach within the in-house model currently being adopted for the management of three waters. This model will remain in place through to 30 June 2028 and is expected to continue beyond that date.

- *How internal borrowings will be managed to ensure compliance with ringfencing requirements.*

See above

- *Clarity on how the Waimea Dam will be treated under the new arrangements. On page 7 you state that "the plan is the exclude the dam from the water activity" however, in the risks and assumptions section (pages 80-82) you state that "Tasman's interest in the Waimea Dam, and the associate borrowing costs are included in the information underpinning this*

Sensitivity: General

analysis". We would like to see more information about the commitments TDC has to the Waimea Dam, its debt and revenue, as well as confirmation as to whether the Dam is included or excluded from the in-house business unit.

Explanation of Tasman's District Council interest in Waimea Community Dam PPP has been changed significantly:

Part A - The Waimea Community dam is owned and operated by a CCO (Waimea Water Ltd) in a PPP arrangement. Councils' investment in the CCO primarily relates to securing an augmented and reliable urban water supply for Richmond and the surrounding areas. The other partner in the PPP arrangement is Waimea Irrigators Ltd who fund the irrigation capacity provided by the dam. It is expected that the existing CCO arrangements will continue.

The CCO operates on a cost recovery basis and charges Council and Waimea Irrigators Ltd through quarterly water charges. Loan arrangements for Councils' investment is ringfenced. Council also provides pass through funding to the CCO. The dam owning and operating CCO it is subject to separate LGA reporting and audit requirements, which will be reviewed to ensure compliance with LWDW legislation.

Financial modelling has confirmed that the Council can meet its obligations to Waimea Water Ltd while remaining financially sustainable and compliant with LGFA covenants.

Ultimately for the IBU there is no difference to the bottom line to whether the investment in the WCD is in or out of the IBU. Having the investment in the WCD means that the IBU retains an amount of control of the charges that are the responsibility of the IBU to pay to secure water for water supply purposes and that having that investment secures the rights to the water for Water Supply purposes.

The day-to-day management of the relationship with Waimea Water Ltd will continue to be handled by the Council's Water Supply team within the IBU, through the 3 Waters Operations and Maintenance contract.

Part C - The Waimea Community Dam provides an augmented water flow in the Waimea River system and this recharges the associated aquifers, which are drawn upon to supply water to the urban network.

Waimea Water Limited is a CCO operating a PPP. It is jointly owned by Tasman District Council and Waimea Irrigators Limited. The CCO was formed to oversee the construction, operation, and maintenance of the Waimea Community Dam as a water augmentation scheme.

Waimea Water Ltd recovers it costs through quarterly water charges to Council and Waimea Irrigators Ltd.

All revenue gathered by the Council in relation to its share of costs for the operation and management of the WCD CCO - that is from water supply users (for water supply reasons) - will transfer to the in-house water services business unit.

In the dam funding model, 30% of costs were allocated to maintaining the necessary environmental flows in the river. This investment allows the increased extractive capacity from the aquifers.

This cost is currently funded through two targeted rates:

- A district wide fixed charge on all properties (70% of the Environmental flow cost)
- A targeted rate based on land value in the "Zone of Benefit" (30% of the Environmental flow cost). Due to their closer proximity to the benefits from the dam.

It is envisaged that there will be no change to the governance, funding or management of the WCD CCO.

Sensitivity: General

Tasman District Council operates closed accounts for activities funded by targeted rates. As such we will continue to do this with the inhouse model for the Water activity.

Part C - Internal Borrowing Arrangement:

The Council ring-fences all three waters activity finances, ensuring that loans associated with each area are directly attributed to the respective activity. The only exception to this approach has been the Waimea Community Dam, for which concessional external borrowing from CIIL was arranged specifically.

Part D – Risks and Constraints:

Waimea Community Dam

- CCO Stakeholder dependence: Council has provided credit support and lending to the PPP CCO. Council is at risk should the other stakeholder (WIL) in the CCO default on their water charges and the credit support then being called. Councils credit support and lending is secured over the dam asset.

Risks:

- Risk: Waimea Water Ltd CCO Stakeholder financial distress: Council has provided credit support and lending to the PPP CCO. Council is at risk should the other stakeholder (WIL) in the CCO default on their water charges and the WWL /CIIL loan credit support then being called.
- Mitigation: Councils credit support and lending is secured over the dam asset. Council has provided a $5m water charge smoothing facility for WIL. WWL has a competent professional board.

Additional Information - Financial Assumptions:

- Additional (final) investment in Waimea Water Ltd ($4m in FY25)
- Three waters excludes Council's Waimea Water Ltd (WWL) shareholder advances to WWL for irrigator capacity serviced by Waimea Irrigators LTD (WIL)
- Note: Tasman's interest in Waimea dam, and the associated borrowing costs are included in the information underpinning this analysis

Additional Financial Information is as follows:

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		$m	Council		Waimea Irrigators Ltd
	Waimea Community Dam Funding		**Water Activity**	**Env Flows**	**WIL**
	Project final cost	211.233			
Plus	Capitalised Int CIIL/WWL	0.498			
Plus	Capitalised Int TDC/WWL	0.400			
	less Interest Income in WV	-1.4300			
		210.701	**44.25**	**63.21**	**103.24**

Council Funding Sources		**Water Activity**	**Env Flows**	**WIL**
NCC Grant*	5.00	5.00	-	
FIF Grant*	7.00		7.00	
CIIL Env Loan*	10.00		10.00	
DC's	10.22	10.22	-	
Council Enterprise Profit*	11.66		11.66	
Total Equity	43.88	15.22	28.66	25.97
Debt in WWL				
CIIL/WWL loan				25.498
Shareholder advances		29.03	34.55	51.75
Allocation for Share of Env Cap		19.05	- 19.05	-
		63.296	**44.162**	**103.215**

Note The $25.498 CIIL/WWL loan converts to equity
Note the Environmental flows are required for any extractive capacity
* These items have reserves assigned or are non loan items

	Hae	Ha
Extractive Capacity	2,340	5,425
	30.1%	70%

- *Similarly, we would like more information on the Wa-iti Dam and how it is intended to financially operate within TDC.*

The Wai-iti Dam is operated and maintained by the Water Services Team.

The plan is to exclude the dam from the water activity and the IBU financially. This is because it is primarily an irrigation storage dam. Once the Waimea Plains Water Supply Scheme is operational the Wakefield community will be supplied by the Brightwater (Clover Road bore field), the community will no longer rely on the Wai-iti stream for their water supply.

Projected council borrowings are within the limit. However, financing sufficiency and borrowing headroom have been calculated against a debt to revenue ratio. These calculations should be done based on FFO/net debt percentages. Page 64 of the plan states that "Tasman District Council has set a conservative net debt to operating revenue limit for water services at 500%" and we query if that is a "conservative" limit. Notwithstanding that overall council borrowing is well below the LGFA's 280% debt to revenue covenant, a 500% debt to revenue limit for water operations is at the extreme end of what the LGFA would lend to a water organisation (i.e. a CCO).

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Rows have been added to the free fund from operation table:

Free funds from operations (FFO) to debt ratio	FY24/25	FY25/26	FY26/27	FY27/28	FY28/29	FY29/30	FY30/31	FY31/32	FY32/33	FY33/34
Total net debt	164,712	177,389	187,032	199,390	214,568	226,223	234,646	271,127	319,472	368,276
Funds from operations	21,263	23,596	25,986	29,405	30,680	32,254	34,621	35,572	36,142	39,776
FFO to debt ratio	12.9%	13.3%	13.9%	14.7%	14.3%	14.3%	14.8%	13.1%	11.3%	10.8%
	FY24/25	FY25/26	FY26/27	FY27/28	FY28/29	FY29/30	FY30/31	FY31/32	FY32/33	FY33/34
Free funds from operations	21,263	23,596	25,986	29,405	30,680	32,254	34,621	35,572	36,142	39,776
Free funds from operations %	10%	10%	10%	10%	10%	10%	10%	10%	10%	10%
Borrowing headroom/ (shortfall) against limit	47,922	58,568	72,831	94,658	92,230	96,319	111,563	84,591	41,946	29,484

We agree on the setting of net debt to operating revenue statement – we have removed the word ‘conservative’

Revenue sufficiency

We note that the figures in the top table on page 56 (water services charges as % of household income) differ slightly per year compared to the table on page 46.

Tables have been updated to match

We recommend, for transparency, that a split between residential and commercial or industrial charges is included along with more information on existing and projected commercial and industrial users’ charges.

Some commentary has been added:

The following table on the following page illustrates the projected average water charges per connection as a percentage of median household income over time.

Note: Industrial users (Whakatu Estate, Nelson City Council and two industrial users) are excluded from this calculation, as their water usage is significantly higher and charged on a volumetric basis, which is not directly comparable to typical residential use. Note rural properties that receive potable water are included in the residential charges.

While our Council does not currently differentiate between commercial and residential properties for water charges, it's important to note that the relatively high Tier 3 water charge reflects this approach. In contrast, other Councils are able to separate residential and commercial ratepayers, which allows for a more balanced distribution of costs.

For wastewater charges, our Council has identified 1,403 users who pay for two or more pan charges. If we assume these users are commercial, reallocating their costs could reduce the water charge burden on residential ratepayers. This adjustment would mean that our Council is no longer an outlier in terms of water pricing.

The Council acknowledges that Three Waters costs are high. However, these costs are consistent with the 2024–2034 Long Term Plan, which was assessed by auditors as being financially sustainable.

Sensitivity: General

Local Government (Water Services Preliminary Arrangements) Act 2024	WSDP Reference (Part / Page)	TDC additional comments
13 Contents of water services delivery plan (1) A territorial authority's water services delivery plan must contain the following information in relation to the water services delivered in the authority's district:		
(a) a description of the current state of the water services network:	Part B / Page 29 - 30	
(b) a description of the current levels of service relating to water services provided:	Part B / Page 22 - 27	
(c) a description of — (i) the areas in the district that receive water services (including a description of any areas in the district that do not receive water services); and (ii) the water services infrastructure associated with providing for population growth and development capacity:	Part B / Page 19 – 21 Part B / Page 28 & 42	All Infrastructure existing and built has allowance for growth
(d) whether and to what extent water services— (i) comply with current regulatory requirements: (ii) will comply with any anticipated future regulatory requirements:	Part B / Page 34 - 39	
(e) if any water services do not comply with current regulatory requirements or will not comply with any anticipated future regulatory requirements- (i) a description of the non-compliance; and (ii) a description of how the anticipated or proposed model or arrangements provided under paragraph (k) will assist to ensure water services will comply:	Part B / Page 34 – 390 Part A / Page 5, Part B / Page 39	
(f) details of the capital and operational expenditure required — (i) to deliver the water services; and (ii) to ensure that water services comply with regulatory requirements:	Capital - Part B / Page 40 - 42, Part D/ Page 63 - 65, Part E / Page 73 – 74, Additional Information / Page 77 – 81, Appendix B / Page 93 - 96	

Sensitivity: General

(g) financial projections for delivering water services over the period covered by the plan, including— 1. (i) the operating costs and revenue required to deliver water services; and 2. (ii) projected capital expenditure on water services infrastructure; and (iii) projected borrowing to deliver water services:	In general – Part E / Page 73 - 76 Part D / Page 59 - 61 Part B / Page 40 - 42, Part D / Page 63 - 65 Part D / Page 68 - 70	
(h) an assessment of the current condition, lifespan, and value of the water services networks:	Part B / Page 29 & 30, Part D / Page 66	
(i) a description of the asset management approach being used, including capital, maintenance, and operational programmes for delivering water services:	Part B / Page 30 - 32	
(j) a description of any issues, constraints, and risks that impact on delivering water services:	Part D / Page 57 & 58, Additional information / Page 86- 88	
(k) the anticipated or proposed model or arrangements for delivering water services (including whether the territorial authority is likely to enter into a joint arrangement under section 10 or will continue to deliver water services in its district alone):	Part A / Page 4 - 7	
(l) an explanation of how the revenue from, and delivery of, water services will be separated from the territorial authority's other functions and activities:	Part A / Page 5 & 6	
(m) a summary of any consultation undertaken as part of developing the information required to be included in the plan under paragraph (k):	Part A / Page 10	
(n) an explanation of what the territorial authority proposes to do to ensure that the delivery of water services will be financially sustainable by 30 June 2028:	Part A / Page 6 - 10 Part D	
(o) an implementation plan— (i) for delivering the proposed model or arrangements described under paragraph (k); and	Part A / Page 11	

Sensitivity: General

(ii) if a territorial authority is proposing to deliver water services itself and not as part of a joint arrangement for delivering water services, that sets out the action that the territorial authority will take to ensure its delivery of water services will be financially sustainable by 30 June 2028:		
(p) any other information prescribed in rules made by the Secretary under section 16.	n/a	
(2) For the purposes of subsection (1)(o), an implementation plan must include the following:		
(a) a process for delivering the proposed model or arrangements:	Part A / Page 11	
(b) a commitment to give effect to the proposed model or arrangements once the plan is accepted:	Part A / Page 11 & 13	
(c) the name of each territorial authority that commits to delivering the proposed model or arrangements:	n/a	
(d) the time frames and milestones for delivering the proposed model or arrangements.	Part A / Page 5	
(a) all water services delivered in the joint service area (including services relating to each territorial authority's stormwater network).	n/a	
(2) Subsection (1)(c) applies to a territorial authority's delivery of water services relating to its stormwater network even if the delivery of those services is not part of the joint arrangement.	n/a	
(3) A joint plan must also comply with any requirements prescribed in rules made by the Secretary under section 16.	n/a	

7.2 AMENDMENTS TO DELEGATIONS REGISTER

Decision Required

Report To:	Tasman District Council
Meeting Date:	25 September 2025
Report Author:	Lakan Beech, Legal Advisor; Kat Remington, Legal Services Officer
Report Authorisers:	Leith Townshend, General Counsel
Report Number:	RCN25-09-26

1. Purpose of the Report / Te Take mō te Pūrongo

1.1 The purpose of this report is to amend and confirm statutory delegations in the Tasman District Council Delegations Register in part to reflect changes in the Council's organisational structure. Changes are in preparation for moving to LocoDelegations, which is an all-digital delegations register.

2. Summary / Te Tuhinga Whakarāpoto

2.1 This report requests approval of amendments and new delegations of statutory powers under the following Acts and Regulations, which are appended with tracked changes in **Attachment 1:**

- Amusement Devices Regulations 1978;
- Building Act 2004;
- Public Places Bylaw 2024; and
- Resource Management Act 1991 **(RMA)**.

2.2 Due to organisational changes, this report also seeks to amend all statutory delegations and delegations by resolution to:

a. remove the delegations to 'Group Manager – Environmental Assurance' and delegate those same delegations to the 'Group Manager Environmental Services';

b. remove the delegations to 'Group Manager – Service and Strategy' and delegate those same delegations to 'Group Manager Strategy and Finance.

c. Remove the delegations to 'Principal Advisor – Environmental Assurance' and delegate those same delegations to 'Principal Advisor – Environmental Services'.

2.3 This report also informs the Council that delegations under the Health (Hairdressing) Regulations 1980 have been removed due to the revocation of the regulations on 31 July 2025.

2.4 Certain legislation requires that only the Council can delegate its powers and functions, and this applies to the RMA.

2.5 The Legal team has been undertaking a review of the Council's Delegations Register, with a particular focus on the Council's statutory delegations in Part Four, in preparation for moving to LocoDelegations.

2.6 The Delegations Register will be updated with any changes approved by the Council.

3. Recommendation/s / Ngā Tūtohunga

That the Tasman District Council:

1. receives the Amendments to Delegations Register RCN25-09-26; and

2. approves the proposed additions and changes to delegations as set out in Attachment 1 to the agenda report, being an extract from the Council's Delegation Register with additions and changes to Part Two – Governance and Part Four – Statutory Delegations; and

3. Due to organisational changes, make the following amendments across all statutory delegations and delegations under Resolution to Council staff:

i. removes the delegations to 'Group Manager – Environmental Assurance' and delegates those same delegations to the 'Group Manager Environmental Services';

ii. removes the delegations to 'Group Manager – Service and Strategy' and delegates those same delegations to 'Group Manager Strategy and Finance;

iii. removes the delegations to 'Principal Advisor – Environmental Assurance' and delegates those same delegations to 'Principal Advisor – Environmental Services'; and

4. notes that delegations under the Health (Hairdressing) Regulations 1980 have been removed due to the revocation of the Health (Hairdressing) Regulations 1980 on 31 July 2025; and

5. notes that the Delegations Register will be updated to reflect approved changes.

4. Background / Horopaki

4.1 Delegations are recorded against position titles, which necessitates review when restructures occur to ensure that each role retains or gains the delegations needed.

4.2 A comprehensive review of the Delegations Register has commenced in preparation for Tasman District Council moving to a new online and searchable delegations register (LocoDelegations).

5. Analysis and Advice / Tātaritanga me ngā tohutohu

Changes to Group Manager Delegations

5.1 Organisational changes have resulted in the positions of Group Manager – Environmental Assurance and Group Manager – Service & Strategy being disestablished. These positions' functions and responsibilities will be moved to the newly established positions of Group Manager – Environmental Services and Group Manager – Strategy & Finance.

5.2 This report seeks to amend all statutory delegations and delegations by resolution to:

- remove the delegations to ‘Group Manager – Environmental Assurance’ and delegate the same authority to ‘Group Manager Environmental Services’
- remove the delegations to 'Group Manager – Service and Strategy’ and delegate the same authority to ‘Group Manager Strategy and Finance’.

5.3 In addition, this report seeks to amend the delegations to ‘Principal Advisor – Environmental Assurance’ and delegates those same delegations to ‘Principal Advisor – Environmental Services’. This reflects the updated name change in the new restructure.

Amusement Devices Regulations 1978

5.4 The Amusement Devices Regulations 1978 outline the requirements for registration, inspection, operation, and maintenance of amusement devices such as rides and attractions. Council officers inspect and issue permits for amusement devices under the regulations.

5.5 This report seeks one new delegation under regulation 13. This delegation will enable staff to inform a WorkSafe inspector when a permit is cancelled.

5.3 The other amendment is to extend the existing regulation 11 delegation to inspect and license amusement devices to the Chief Executive Officer and Group Manager – Environmental Services.

Building Act 2004 (General Powers)

5.6 The Building Act 2004 sets out the rules for the construction, alteration, demolition, and maintenance of new and existing buildings in New Zealand. The Council is an accredited building consent authority **(BCA)** under the Act and is empowered to carry out functions including enforcing the Building Code, undertaking inspections, issuing consents and certificates.

5.7 The Council needs to ensure that Building Act 2004 delegations are up to date to meet IANZ accreditation standards.

5.8 Some delegations are being updated to improve the description of the powers and reflect changes in position titles.

5.9 The following are new delegations under the Building Act 2004 (excluding Subpart 6):

- **Section 45A** – this will enable building staff to record minor variations to a building consent.
- **Section 70** – this will enable building staff to refer applications relating to energy work that involves a waiver or modification of the Building Code to the Chief Executive of Ministry of Business, Innovation and Employment **(MBIE).**
- **Section 74** – This will enable building staff to notify the Registrar-General of Land when building consents and historic building permits that allow building on natural hazards no longer need to be recorded on the title. Staff have an existing delegation to notify the Registrar-General that such certificates need to be notified on the title but do not have a corresponding delegation to notify the Registrar-General when these consents or permits should be removed.
- **Section 83** – This delegation will enable building staff to approve or decline an application for removal of certificate on a record of title that a building constructed across 2 or more allotments or subdivisions cannot be transferred or leased. An owner

may apply to have this certificate removed if the building has been removed or the boundaries have been adjusted.

- **Section 90** - This delegation will clarify that building staff have delegated power to undertake inspections on behalf of the Council as a BCA. Building staff are already warranted to undertake inspections for building consents but this has not been recorded in in the Delegations Register.
- **Section 91(2)** – this delegation will enable the Chief Executive Officer and Group Manager – Environmental Services to agree to issue a code compliance certificate where a building consent was granted by another BCA.
- **Section 99A** – this will enable building staff to give notice that the Council refuses to accept an application for a certificate of acceptance and set out the reasons for that refusal.
- **Section 116A** – this will enable building staff to determine if a building complies with the Building Code before a subdivision certificate may be issued under the Resource Management Act 1991. Under the Resource Management Act 1991, the Council may only grant certificates to approve subdivisions if satisfied that buildings on a proposed subdivision comply with the Building Code, which requires an assessment by a qualified building officer.
- **Section 123A** – this delegation will enable staff to take action in relation to the dangerous or insanitary part of buildings where staff determine that only part of a building is dangerous or sanitary.
- **Section 125** – this delegation will enable staff to give a copy of a notice requiring building work or restricting entry to the owner, occupier and any other person who has an interest in the land.
- **Section 133AY** – this delegation will enable staff to determine whether a decision relating to an earthquake-prone building should be reassessed if the definition of ultimate capacity or moderate earthquake in Building regulations is amended or replaced.
- **Section 134A** – this will enable staff to require a dam owner to classify it according to the potential impact of a failure of a dam
- **Section 162D** – this will enable building staff to accept certificates of periodic inspection from independently qualified pool inspectors.
- **Section 216** – this delegation clarifies that building staff are responsible for keeping records relevant to the administration of the Building Act 2004.
- **Section 218** – this will enable building staff to provide information to the Chief Executive of MBIE to assist the Chief Executive Officer perform his or her functions to monitor building design trends and the effectiveness of Building Act provisions relating to earthquake prone buildings.
- **Section 221** – this delegation enables building staff to destroy, sell, or dispose of any building products from carrying out building work on an owner’s land.
- **Section 241** – this delegation clarifies that the Chief Executive Officer and Group Manager, Environmental Services may apply for accreditation as a regional authority in relation to dams.

- **Section 377** - this delegation enables the Chief Executive Officer and Group Manager, Environmental Services to file a charging document for an offence under the Building Act 2004.
- **Section 381** – this delegation enables the Group Manager – Environmental Services to apply to the District Court for an injunction to stop continuing breaches of the Act. This power is currently recorded in the Management Delegations but should also be recorded in the Statutory Delegations.

Building Act 2004 (Emergency Building Management Powers)

5.10 Subpart 6B of the Building Act 2004 contains special powers for the management of buildings in an area that has been affected by an emergency. The powers only apply to an area designated for emergency management.

5.11 The Subpart 6B powers can apply in two settings:

a. **Where a state of emergency or transition period is in force under the Civil Defence Emergency Management (CDEM) Act 2002:** only the Minister for Emergency Management, CDEM decision-makers or the Mayor, may designate an area for emergency management. Only CDEM officers may exercise the emergency management powers over areas subject to a designation.

b. **Where an emergency arises but no state of emergency or transition period is in force under the CDEM Act 2002:** the Minister for Building and Construction or a Territorial Authority, with the Minister's approval, may designate an area for emergency management.

5.12 As a Territorial Authority, the Council may exercise the emergency building management powers contained in Subpart 6B in areas subject to a designation where no state of emergency or transition period under the CDEM Act is in force:

a. where the Council, as a Territorial Authority, makes the designation, or

b. where a designation made by a CDEM Act Officer remains in force after a state of emergency or transition period expires or is terminated; or

c. under the direction of the Minister for Building and Construction if the Minister makes the designation.

5.13 This report seeks that the Council delegate its Territorial Authority powers under Subpart 6B of the Building Act 2004 to make, review, extend and terminate designations and exercise the emergency building management powers to the Chief Executive Officer, Group Manager- Environmental Services and Senior Building staff where no state of emergency or transition period is in force.

5.14 This report does not seek delegations for Subpart 6B powers during states of emergency or transition periods because delegated authority during these periods must come from the relevant CDEM officers.

5.15 All of Tasman District is currently under a Subpart 6B designation for the June/July 2025 weather event until 29 June 2028 unless terminated earlier. The proposed delegations under Subpart 6B were developed in early 2025 before the June/July flooding event occurred. If these delegations are approved, the powers may be exercised by Council staff in relation to the June/July flooding event if the designation remains in place after the transition period ends.

5.16 Th following are new delegations under Subpart 6B.

- **Section 133BC** – this enables the Chief Executive Officer, Group Manager - Environmental Services and senior Building staff to designate an area for emergency building management. This has the effect of unlocking the Subpart 6B powers over the designated area. Council staff may only make a designation with the approval of the Minister for Building and Construction where there is no emergency or transition period in force. Only CDEM decision makers may designate areas for emergency building management during a state of emergency or transition period.
- **Section 133BD** – this enables the Chief Executive Officer, Group Manager - Environmental Services and senior Building staff to make designation decisions and notify the Minister for Building and Construction of any designation decisions it makes. Designation decisions include making a designation, extending a designation, reviewing a designation and extending the period for which special entry and inspection powers may be exercised.
- **Section 133BE** – this enables the Chief Executive Officer, Group Manager - Environmental Services and senior Building staff to notify designation decisions to the public.
- **Section133BG** – this enables the Chief Executive Officer, Group Manager - Environmental Services and senior Building staff to review a designation, decide if it is still needed and to publicly notify the outcome of the decision. Designations must be reviewed every 90 days.
- **Section 133BH** – this enables the Chief Executive Officer, Group Manager - Environmental Services and senior Building Assurance staff to extend and request the Minister's approval to extend the duration of a designation after a state of emergency or transition period has ended.
- **Section 133BI** – this enables staff to terminate a designation with the Minister's approval and request the Minister's approval to terminate the designation and to publicly notify the termination.
- **Section 133BJ** – this enables staff to exercise powers in designated area and to comply with any direction given by the Minister under sections 133BQ to 133BX and 133BZA, which contain special powers relating to urgent entry, inspection and works on buildings.
- **Section 133BO** – this will enable staff to enter a building or land for the purpose of exercising the power under section 133BR (evacuation).
- **Section 133BQ** – this will enable staff to enter and inspect building or land as part of a post-event assessment.
- **Section 133BR** – this will enable staff to direct an evacuation of a building in a designated area.
- **Section 133BS** – this will enable staff to put in place measures to keep people at a safe distance from a building in a designated area or to protect a building from being damaged.
- **Section 133BT** – this will enable staff to place a sign or notice on or near a building prohibiting or restricting the use of the building.
- **Section 133BU** – this will enable staff to direct the owner of a building of any land in a designated area to give information about the building or land

- **Section 133BV** – this will enable staff to carry out urgent works to remove or reduce risks posed by a building, request Minister's approval to undertake works on Heritage Buildings and notify and consult on urgent works.
- **Section 133BW** – this will enable staff to carry out works to a building that are necessary to remove or reduce risks posed by the building, or give a written direction for the works, to seek and consider views and to recover costs.
- **Section 133BX** – this will enable staff to direct a building owner to carry out works that are necessary to remove or reduce risks posed by the building.
- **Section 133BZ** – this will enable staff to disclose information to CDEM decision-makers who are exercising powers during a state of emergency or transition period to assist that decision-maker in the exercise of their functions or powers.
- **Section 133BZA** – this will enable staff to bring forward a due date for the assessment or information relating to earthquake-prone buildings and the deadline for completing seismic work.

Public Places Bylaw 2024

5.17 The Public Places Bylaw 2024 provides rules for undertaking activities and trading in public spaces to protect public health and safety, prevent nuisances and regulate trading activities

5.18 This report seeks one new delegation under clause 16.2. This delegation will enable staff to undertake actions to ensure compliance with the Bylaw where a person defaults in undertaking any action required by the Bylaw and recover the Council's costs of undertaking that action.

5.19 Staff also have enforcement officer powers the Local Government Act 2002 and other provisions of the Bylaw that they may use to enforce the Bylaw with the appropriate warrants. These are more narrow powers, such as removing property or works, and do not include the ability to recover enforcement costs. Delegation clause 16.2 will give the Council staff broader powers to ensure compliance with the Bylaw and empower them to recover costs.

Resource Management Act 1991

5.20 This report requests new RMA delegations due to recent amendments to the RMA. The RMA restricts the sub delegation of powers, so new delegations and amendments must be approved by the Council.

5.21 The following are new delegations under the RMA:

- **Sections 91D – 91F** – these will allow staff to suspend and cease a suspension period on a non-notified consent application at the request of an applicant. Staff have an existing delegation to suspend notified consent applications at an applicant's request under sections 91A to 91C.
- **Section 92A** – this delegation will allow staff to determine that an application is incomplete and return an incomplete application to the applicant if applicant fails to respond to the Council's requests to provide information, pay additional charges or give written approval to certain matters by a certain date.
- **Section 106A** – this delegation will enable staff to decline a land use consent or grant consent subject to conditions if it considers that there is a significant risk from natural hazards.

- **Section 107G** – this delegation will enable staff to provide draft consent conditions at the applicant's request, suspend the application timeframe to allow the applicant and potential submitters to consider the draft conditions and specify a timeframe that comments must be provided by.

5.22 The other proposed amendment is to correct an error in the Governance and Councillors Delegations whereby the Principal Planner – Resource Consents and Principal Advisor – Environmental Assurance hold delegations under section 34(A) to appoint hearing commissioners following consultation with the Environment and Regulatory and Strategy and Policy Committees, but this is not recorded in the Governance delegations.

Revocation of Health (Hairdressers) Regulations 1980 Delegations

5.23 This report also informs Council that delegations under the Health (Hairdressers) Regulations 1980 to staff have been removed because those Regulations were revoked by Order in Council on 31 July 2025. A Council decision is not required to remove these delegations from the Register because removing delegations under revoked or repealed legislation is within the General Counsel's delegation to make administrative edits to the Delegations Register.

6. Financial or Budgetary Implications / Ngā Ritenga ā-Pūtea

6.1 There are no financial or budgetary implications in amending delegations.

7. Options / Kōwhiringa

7.1 The options are outlined in the following table:

Option		Advantage	Disadvantage
1.	Approve the proposed changes to the Delegations Register.	Enables efficiency in delivering services. Ensures legislative compliance through committees and staff having the correct delegations for their roles, thereby reducing risk for the Council.	No disadvantages to the proposed changes which are required by legislation.
2.	Do not approve the proposed changes to the Delegations Register or only approve in part.	No advantages to not approving the proposed changes which are required by legislation.	Impacts on efficiency in delivering services. Reduces legislative compliance and creates risk for the Council. Building Act delegations may be outdated for IANZ audit of the Council's building consent authority accreditation.

7.2 Option 1 is recommended.

8. Legal / Ngā Ture

8.1 Staff who hold existing Resource Management delegations cannot sub-delegate their powers because the RMA restricts the sub-delegation of powers. Delegated authority needs to come directly from the Council.

9. Iwi Engagement / Whakawhitiwhiti ā-Hapori Māori

9.1 Due to delegations being operational, no engagement has been undertaken with iwi.

10. Significance and Engagement / Hiranga me te Whakawhitiwhiti ā-Hapori Whānui

10.1 The decision is considered to be of low significance.

	Issue	Level of Significance	Explanation of Assessment
1.	Is there a high level of public interest, or is decision likely to be controversial?	Low	Delegations are an operational matter for the Council.
2.	Are there impacts on the social, economic, environmental or cultural aspects of well-being of the community in the present or future?	Low	Building Act delegations help building consent processing times and efficiency, which contributes to growth in the region.
3.	Is there a significant impact arising from duration of the effects from the decision?	Low	Generally, delegations are a matter for the Council to ensure that the Council can operate as efficiently as possible.
4.	Does the decision relate to a strategic asset? (refer Significance and Engagement Policy for list of strategic assets)	Low	Building, resource consent and regulatory staff interact with members of the public daily so it is important that staff hold appropriate delegations to make decisions which can have a positive or not so positive impact on those customers.
5.	Does the decision create a substantial change in the level of service provided by Council?	No	Ensuring delegations are in place helps to improve services for customers and at the same time, reduce risk to the Council.
6.	Does the proposal, activity or decision substantially affect debt, rates or Council finances in any one year or more of the LTP?	No	
7.	Does the decision involve the sale of a substantial proportion or controlling interest in a CCO or CCTO?	No	

	Issue	Level of Significance	Explanation of Assessment
8.	Does the proposal or decision involve entry into a private sector partnership or contract to carry out the deliver on any Council group of activities?	No	Some of the delegations are to contractors who hold existing contracts to carry out BCA functions.
9.	Does the proposal or decision involve Council exiting from or entering into a group of activities?	No	
10.	Does the proposal require particular consideration of the obligations of Te Mana O Te Wai (TMOTW) relating to freshwater or particular consideration of current legislation relating to water supply, wastewater and stormwater infrastructure and services?	No	The new Group Manager Finance & Strategy will oversee planning matters relating to water.

11. Communication / Whakawhitiwhiti Kōrero

11.1 Managers have been involved in proposing changes to the Delegations Register and to delegations to their staff and will be advised if these are approved.

12. Risks / Ngā Tūraru

12.1 If the Council does not delegate to staff, every decision would require a decision of the Council, which would be inefficient.

12.2 It is important for staff to hold delegated authority from the Council or the Chief Executive Officer to enable them to carry out their powers, duties, and functions, otherwise risk can be created for the Council if unauthorised decisions are challenged.

12.3 The Council must keep Building Act delegations up to date to maintain its accreditation as a BCA.

13. Climate Change Considerations / Whakaaro Whakaaweawe Āhuarangi

13.1 There are no climate change considerations in amending the Delegations Register.

14. Alignment with Policy and Strategic Plans / Te Hangai ki ngā kaupapa Here me ngā Mahere Rautaki Tūraru

14.1 The changes to Group Managers are part of an organisational restructure aimed at placing strategy at the forefront of planning to deliver financial sustainability and long-term public value to the community as well as position the Council to respond to rapidly changing national reform programmes.

15. Conclusion / Kupu Whakatepe

15.1 The Delegations Register will be updated with the proposed changes once approved by the Council.

16. Next Steps and Timeline / Ngā Mahi Whai Ake

16.1 The Delegations Register will be updated with the proposed changes once approved by the Council. Further changes to the Delegations Register will be brought to the Council in the coming months as staff work towards implementation of LocoDelegations.

17. Attachments / Tuhinga tāpiri

1. ⇩ Proposed Amendments to Delegations Register 140

ATTACHMENT 1: PROPOSED AMENDMENTS TO THE DELEGATIONS REGISTER

PART TWO: GOVERNANCE

3.0 Councillors' Delegations

3.1 Each member of Council who has received accreditation under the **Resource Management Act (RMA)** is authorised to be a Hearings Commissioner for the purpose of hearing and deciding ~~notified applications~~ resource consent applications under the Resource Management Act. The decision to use a Hearings Commissioner rests with the Group Manager Environmental Services or Group Manager ~~–~~ Strategy and Finance ~~Service and Strategy~~ or Environmental Policy Manager or Resource Consents Manager or Principal Planner - Resource Consents or Principal Advisor - Environmental Services in consultation with the Chair of the Environment and Regulatory Committee.

3.2 All Councillors, as members of the Strategy and Policy Committee, are authorised to be a Hearings Commissioner for the purpose of hearing and considering submissions to the **Tasman Resource Management Plan** or a change to the Plan under Schedule 1 Clauses 8B and 10 and to make recommendations to the Strategy and Policy Committee provided they hold a current accreditation certificate.

3.3 Each accredited member of the Environment and Regulatory Committee has the power to hear and determine objections lodged under Section 357 of the **RMA** in respect of staff exercising delegated authority.

3.4 The Chairperson of the Environment and Regulatory Committee or Strategy and Policy Committee, who may co-opt other members, can approve potential settlements by Consent Order relating to RMA proceedings.

3.5 The Group Manager Environmental Services ~~Assurance~~ or Group Manager Strategy & Finance ~~Service and Strategy~~ or Environmental Policy Manager or Resource Consent Manager or Principal Advisor – Environmental ~~Assurance~~ Services or Principal Planner - Resource Consents can, following consultation with the Chairperson of the Environment and Regulatory Committee or Strategy and Policy Committee depending on the subject matter, approve potential settlements by Consent Order relating to RMA proceedings provided the settlement is in general accord with a stated Council position or, where any deviation from such a position, is the result of consensus reached at Court assisted mediation.

5.0 Committee Structure and Appointments

5.5 Hearing Panels and Quasi-Decision Making Bodies

5.5.1 Purpose

Hearing Panels are required to conduct, consider, and determine any matter that requires a hearing or related decision under any of the following Acts:

Act	Appointed by	Authority
Reserves Act 1977	Environment and Regulatory Committee	Recommendations to that Committee or to Council (when required) for a final decision on Reserve leases, licences & easements
	Strategy and Policy Committee	Recommendations to that Committee or to Council (when required) for a final decision on Reserve classifications and Reserves Management Plans
Local Government Act 2002	Environment and Regulatory Committee	Recommendations to the Council for the Council's final decision for the purposes of the bylaws under the Act
Resource Management Act 1991	The Chair of the Environment and Regulatory or the Strategy and Policy Committee, depending on the issue, with either the: Group Manager Environmental Services~~Assurance~~; or Resource Consents Manager; Principal Planner - Resource Consents; or Regulatory Manager, or Environmental Policy Manager.	Decisions made by consensus although, if necessary, the majority view prevails.
Local Government Act 1974 (ss 459 and 460)	The Chair of the Environment and Regulatory or the Strategy and Policy Committee, depending on the issue, with either the: Group Manager Environmental Services ~~Assurance~~; or Resource Consents Manager; or Regulatory Manager, or Environmental Policy Manager.	Decisions made by consensus although, if necessary, the majority view prevails.
Gambling Act 2003		

PART FOUR: STATUTORY DELEGATIONS

Amusement Devices Regulations 1978		
1	Reg 11 Power to inspect and license amusement devices.	Chief Executive Officer (includes Acting Chief Executive Officer) Group Manager – Environmental Services, ~~Group Manager – Environmental Assurance,~~ Building Assurance Manager, Team Leader Building Compliance, Team Leader Building Inspections, Team Leader Building Consents Technical Lead - Building Assurance, Senior Building Technical Officer, Building Technical Officer - Inspections, Building Technical Officer - Processing, Building Technical Officer - Contractor, Building Officer - Compliance, Building Officer - Compliance (COAs & Discretionary Exemptions), Trainee Building Technical Officer
	Reg 13 Power to inform Inspector (WorkSafe) when a permit is cancelled.	Chief Executive Officer (includes Acting Chief Executive Officer) Group Manager - Environmental Services, Building Assurance Manager

Building Act 2004		
13	s.34 Power to issue a project information memorandum.	Chief Executive Officer (includes Acting Chief Executive Officer) Group Manager – Environmental Services, ~~Group Manager – Environmental Assurance,~~ Building Assurance Manager, Resource Consents Manager, Team Leader Building Consents, Team Leader Building Inspections, Team Leader Land Use Consents, Team Leader Natural Resources Consents, Team Leader Subdivision Consents, Senior Building Technical Officer, Senior Planner - Land use, Senior Planner - Natural Resources, Senior Planner - Subdivisions, Consent Planner - Subdivisions, Consent Planner - Natural Resources, Building Technical Officer - Inspections, Building Technical Officer - Processing, Building Technical Officer - Contractor, Trainee Building Technical Officer

Building Act 2004		
14	s.36 Power to issue development contribution notice.	Chief Executive Officer (includes Acting Chief Executive Officer) Group Manager – Environmental Services, ~~Group Manager - Environmental Assurance,~~ Regulatory Manager, Building Assurance Manager, Team Leader – Regulatory Support Development Contributions Administrator
15	s.37 Power to issue certificate if resource consent required.	Chief Executive Officer (includes Acting Chief Executive Officer) Group Manager – Environmental Services, ~~Group Manager - Environmental Assurance,~~ Resource Consents Manager, Team Leader Land Use Consents, Team Leader Natural Resources Consents, Team Leader Subdivision Consents, Senior Planner - Land Use, Senior Planner - Natural Resources, Senior Planner - Subdivisions, Consents Officer - Land Use, Consents Officer - PIMs, Consent Planner - Natural Resources
16	s.38 Power to provide network utility operators or statutory authority copy of Project Information Memorandum	Chief Executive Officer (includes Acting Chief Executive Officer) Group Manager, Environmental Services ~~Group Manager - Environmental Assurance,~~ Building Assurance Manager, Team Leader Building Inspections, ~~Team Leader Compliance and Investigations,~~ ~~Team Leader Compliance and Investigations - (Land and Air),~~ ~~Team Leader Compliance and Investigations - (Water and Waste),~~ Senior Building Technical Officer, Building Technical Officer - Processing, Building Technical Officer - Inspections, Building Technical Officer - Contractor, Trainee Building Technical Officer
17	s.39 Power to advise Heritage New Zealand Pouhere Taonga in certain circumstances.	Chief Executive Officer (includes Acting Chief Executive Officer) Group Manager – Environmental Services, ~~Group Manager - Environmental Assurance,~~ Resource Consents Manager, Building Assurance Manager Team Leader Land Use Consents, Team Leader Natural Resources Consents, Team Leader Subdivision Consents, Senior Planner - Land Use, Senior Planner - Subdivisions,

		Senior Planner - Natural Resources, Consent Planner - Subdivisions, Consent Planner -Natural Resources, Consents Officer - Land Use, Consents Officer - PIMs, Team Leader – Building Consents, Senior Building Technical Officer, ~~Building Technical Officer - Inspections,~~ Building Technical Officer - Processing, Building Technical Officer - Contractor, Trainee Building Technical Officer
	s.45A Power to record a minor variation to a building consent	Team Leader Building Inspections, Senior Building Technical Officer, Building Technical Officer - Inspections
18	s.46 Power to give notice to Fire and Emergency New Zealand (FENZ).	Chief Executive Officer (includes Acting Chief Executive Officer) Group Manager – Environmental Services, ~~Group Manager - Environmental Assurance,~~ Resource Consents Manager, Building Assurance Manager, ~~Team Leader Compliance and Investigations - (Water and Waste),~~ ~~Team Leader Compliance and Investigations - (Land and Air),~~ Team Leader Land Use Consents, Team Leader Natural Resources Consents, Team Leader Subdivision Consents, Senior Planner - Land Use, Senior Planner - Natural Resources, Senior Planner – Subdivisions, Consent Planner – Subdivisions, Consent Planner - Natural Resources, Consent Planner - Land Use, Technical Lead - Building Assurance, Building Technical Officer - Inspections, Building Technical Officer - Processing, Building Technical Officer - Contractor, Trainee Building Technical Officer, Consents Officer - Land Use, Consents Officer – PIMs ~~Administration Officer - Regulatory~~
19	s.48 Power to process and grant or refuse (subject to s.49) building consent applications and to request further information following receipt of application for building consent.	Chief Executive Officer (includes Acting Chief Executive Officer) Group Manager – Environmental Services, ~~Group Manager - Environmental Assurance,~~ Building Assurance Manager, Team Leader Building Consents, Team Leader Building Inspections, Senior Building Technical Officer, Technical Lead - Building Assurance, Building Technical Officer - Inspections,

		Building Technical Officer - Processing, Building Technical Officer - Contractor, Trainee Building Technical Officer
20	s.498-52 Power to process and grant application for building consent subject to receipt of any fees or levy payable.	Chief Executive Officer (includes Acting Chief Executive Officer) Group Manager – Environmental Services ~~Group Manager - Environmental Assurance,~~ Building Assurance Manager, Team Leader Building Consents, Team Leader Building Inspections Senior Building Technical Officer, Technical Lead - Building Assurance, Building Technical Officer - Inspections, Building Technical Officer - Processing, Building Technical Officer - Contractor, ~~Building Officer – Compliance,~~ Trainee Building Technical Officer
	s.50 Power to refuse a building consent and provide an applicant with written notice of refusal and reasons for a refusal. ~~process and grant applications for building consent.~~	Chief Executive Officer (includes Acting Chief Executive Officer) Group Manager – Environmental Services, ~~Group Manager - Environmental Assurance,~~ Building Assurance Manager, Team Leader Building Consents, Team Leader Building Inspections Senior Building Technical Officer, Technical Lead - Building Assurance, Building Technical Officer - Inspections, Building Technical Officer - Processing, Building Technical Officer - Contractor, Trainee Building Technical Officer
	s.51 Power to issue a ~~process and grant applications for~~ building consent.	Chief Executive Officer (includes Acting Chief Executive Officer) Group Manager – Environmental Services, ~~Group Manager - Environmental Assurance,~~ Building Assurance Manager, Team Leader Building Consents, Team Leader Building Inspections Senior Building Technical Officer, Technical Lead - Building Assurance, Building Technical Officer - Inspections, Building Technical Officer - Processing, Building Technical Officer - Contractor, Trainee Building Technical Officer
	s.52 Power to extend the time permitted to activate a ~~process and grant applications for~~ building consent.	Chief Executive Officer (includes Acting Chief Executive Officer) Group Manager – Environmental Services, ~~Group Manager - Environmental Assurance,~~ Building Assurance Manager, Team Leader Building Consents, Team Leader Building Inspections Senior Building Technical Officer, Technical Lead - Building Assurance,

		Building Technical Officer - Inspections, Building Technical Officer - Processing, Building Technical Officer - Contractor, Trainee Building Technical Officer
21	s.59 Power to pay and certify building consent levy.	Chief Executive Officer (includes Acting Chief Executive Officer) Group Manager - Environmental Services, ~~Group Manager - Environmental Assurance,~~ Building Assurance Manager
22	s.62 Power to recover unpaid levies.	Chief Executive Officer (includes Acting Chief Executive Officer) Group Manager – Environmental Services, ~~Group Manager - Environmental Assurance,~~ Building Assurance Manager
23	s.67,~~7/68~~ 67A & 68 Power to grant and notify waivers or modifications.	Chief Executive Officer (includes Acting Chief Executive Officer) Group Manager – Environmental Services, ~~Group Manager - Environmental Assurance,~~ Building Assurance Manager, Team Leader Building Consents, Team Leader Building Inspections, Senior Building Technical Officer, Technical Lead - Building Assurance, Building Technical Officer - Inspections, Building Technical Officer - Processing, Building Technical Officer - Contractor, Trainee Building Technical Officer
	s.70 Power to refer any or part of an application relating to energy work that involve a waiver or modification of the building code to the Chief Executive of the Ministry.	Chief Executive Officer (includes Acting Chief Executive Officer) Group Manager - Environmental Services, Building Assurance Manager Team Leader - Building Consents Team Leader - Building Inspections Senior Building Technical Officer Technical Lead - Building Assurance Building Technical Officer - Inspections Building Technical Officer - Processing Building Technical Officer - Contractor Trainee Building Technical Officer
24	s.71-73 Power ~~in respect~~ to grant or refuse to grant (and notify) a building consent ~~on~~where the land is subject to natural hazard(s).	Chief Executive Officer (includes Acting Chief Executive Officer) Group Manager – Environmental Services, ~~Group Manager - Environmental Assurance,~~ Building Assurance Manager, Team Leader Building Consents, Senior Building Technical Officer, Technical Lead - Building Assurance
	s.74	Chief Executive Officer (includes Acting Chief Executive Officer)

	Power to determine and notify where a previous record that land is subject to a natural hazard is no longer required.	Group Manager – Environmental Services, Building Assurance Manager Team Leader Building Consents Senior Building Technical Officer Technical Lead - Building Assurance
25	s.~~75-77~~ 75 Power to issue certificate in respect of buildings over two or more allotments ~~boundaries~~(subject to s.76).	Chief Executive Officer (includes Acting Chief Executive Officer) Group Manager – Environmental Services, ~~Group Manager – Environmental Assurance,~~ Building Assurance Manager, Team Leader Building Consents, Senior Building Technical Officer, Technical Lead - Building Assurance, Building Technical Officer - Inspections, Building Technical Officer - Processing, Building Technical Officer - Contractor, Trainee Building Technical Officer
	s.77 ~~Power in respect of buildings over boundaries.~~Granting building consent only when s. 75 certificate issued, with condition, and lodging certificate with the Registrar-General of Land.	Chief Executive Officer (includes Acting Chief Executive Officer) Group Manager – Environmental Services, ~~Group Manager - Environmental Assurance,~~ Building Assurance Manager, Team Leader Building Consents, Senior Building Technical Officer, Technical Lead - Building Assurance, Building Technical Officer - Inspections, Building Technical Officer - Processing, Building Technical Officer - Contractor, Trainee Building Technical Officer
	s.83 Power to approve application for removal of s.75 certificate, and notifying the Registrar-General of Land.	Chief Executive Officer (includes Acting Chief Executive Officer) Group Manager – Environmental Services, Building Assurance Manager, Team Leader Building Consents, Senior Building Technical Officer, Technical Lead - Building Assurance, Building Technical Officer - Inspections, Building Technical Officer - Processing, Building Technical Officer - Contractor, Trainee Building Technical Officer
	s. 90 Power to undertake inspections as a condition of building consents.	Building Assurance Manager, Team Leader Building Inspections, Team Leader Building Consents Technical Lead - Building Assurance, Senior Building Technical Officer, Building Technical Officer - Inspections, Building Technical Officer - Processing, Building Technical Officer - Contractor, Trainee Building Technical Officer
	s.91(2)	Chief Executive Officer (includes Acting Chief Executive Officer) Group Manager – Environmental Services

	Power to agree to be the BCA issuing Code Compliance Certificate for building work where the building consent was granted by another BCA.	
26	s.91~~-95~~ Power to process and approve Code Compliance Certificate.	Chief Executive Officer (includes Acting Chief Executive Officer) Group Manager – Environmental Services, ~~Group Manager - Environmental Assurance,~~ Building Assurance Manager, Team Leader Building Consents, Team Leader Building Inspections, Senior Building Technical Officer, Technical Lead - Building Assurance, Building Technical Officer - Inspections, Building Technical Officer - Processing, Building Technical Officer - Contractor, Trainee Building Technical Officer
	s.93 Power to require further information for a ~~process and approve~~ Code Compliance Certificate application.	Chief Executive Officer (includes Acting Chief Executive Officer) Group Manager – Environmental Services, ~~Group Manager - Environmental Assurance,~~ Building Assurance Manager, Team Leader Building Consents, Team Leader Building Inspections, Senior Building Technical Officer, Technical Lead - Building Assurance, Building Technical Officer - Inspections, Building Technical Officer - Processing, Building Technical Officer - Contractor, Trainee Building Technical Officer
	s.94-95 Power to process and decide whether to issue a ~~process and approve~~ Code Compliance Certificate.	Chief Executive Officer (includes Acting Chief Executive Officer) Group Manager – Environmental Services, ~~Group Manager - Environmental Assurance,~~ Building Assurance Manager, Team Leader Building Consents, Team Leader Building Inspections, Senior Building Technical Officer, Technical Lead - Building Assurance, Building Technical Officer - Inspections, Building Technical Officer - Processing, Building Technical Officer - Contractor, Trainee Building Technical Officer
27	s.95A ~~Refusal~~ Power to notify to refuse to issue code compliance certificate.	Chief Executive Officer (includes Acting Chief Executive Officer) Group Manager – Environmental Services, ~~Group Manager - Environmental Assurance,~~ Building Assurance Manager, Team Leader Building Consents, Team Leader Building Inspections,

		Senior Building Technical Officer, Technical Lead - Building Assurance, Building Technical Officer - Inspections, Building Technical Officer - Processing, Building Technical Officer - Contractor, ~~Building Technical Officer,~~ Trainee Building Technical Officer
28	s.96~~-99~~ Power to process and ~~approve~~ decide whether to issue certificate of acceptance (subject to s.97).	Chief Executive Officer (includes Acting Chief Executive Officer) Group Manager – Environmental Services, ~~Group Manager - Environmental Assurance,~~ Building Assurance Manager, Team Leader Building Consents, Team Leader Building Inspections, Senior Building Technical Officer, Technical Lead - Building Assurance, Building Officer - Compliance, Building Officer - Compliance (COAs & Discretionary Exemptions), ~~Building Technical Officer,~~ Building Technical Officer - Inspections, Building Technical Officer - Processing, Building Technical Officer - Contractor, Trainee Building Technical Officer
	s.98 Power to ~~process and approve~~ require further information for an application for a certificate of acceptance.	Chief Executive Officer (includes Acting Chief Executive Officer) Group Manager – Environmental Services, ~~Group Manager - Environmental Assurance,~~ Building Assurance Manager, Team Leader Building Consents, Team Leader Building Inspections, Senior Building Technical Officer, Technical Lead - Building Assurance, Building Officer - Compliance, Building Officer - Compliance (COAs & Discretionary Exemptions), Building Technical Officer - Inspections, Building Technical Officer - Processing, Building Technical Officer - Contractor, Trainee Building Technical Officer
	s.99 Power to ~~process and approve~~ issue certificates of acceptance.	Chief Executive Officer (includes Acting Chief Executive Officer) Group Manager – Environmental Services, ~~Group Manager - Environmental Assurance,~~ Building Assurance Manager, Team Leader Building Consents, Team Leader Building Inspections, Senior Building Technical Officer, Technical Lead - Building Assurance, Building Officer - Compliance, Building Officer - Compliance (COAs & Discretionary Exemptions),

		Building Technical Officer - Inspections, Building Technical Officer - Processing, Building Technical Officer - Contractor, Trainee Building Technical Officer
	s.99A Power to provide written notice of a refusal to grant a certificate of acceptance	Building Assurance Manager Team Leader - Building Compliance
29	~~s~~s.102~~,104,104A,106,107,109, 111~~ Power ~~in respect~~ of to issue a compliance schedule~~s.~~	Chief Executive Officer (includes Acting Chief Executive Officer) Group Manager – Environmental Services, ~~Group Manager - Environmental Assurance,~~ Building Assurance Manager, Team Leader Building Compliance, Team Leader Building Inspections, Senior Building Technical Officer, Technical Lead - Building Assurance, Building Officer - Compliance
	s.104 Power to notify other territorial authority of issue of compliance schedule.	Chief Executive Officer (includes Acting Chief Executive Officer) Group Manager – Environmental Services, ~~Group Manager - Environmental Assurance,~~ Building Assurance Manager, Team Leader Building Compliance, Team Leader Building Inspections, Senior Building Technical Officer, Technical Lead - Building Assurance, Building Officer - Compliance
	s.104A Power ~~in respect of~~ to provide the owner of a building with a statement relating to a compliance schedule~~s~~.	Chief Executive Officer (includes Acting Chief Executive Officer) Group Manager – Environmental Services, ~~Group Manager - Environmental Assurance,~~ Building Assurance Manager, Team Leader Building Compliance, Team Leader Building Inspections, Senior Building Technical Officer, Technical Lead - Building Assurance, Building Officer – Compliance
	s.106 Power to ~~in respect of~~ require information and decide whether to amend a compliance schedule~~s~~ and provide written notice of amendment or refusal to amend (owner application).	Chief Executive Officer (includes Acting Chief Executive Officer) Group Manager – Environmental Services, ~~Group Manager - Environmental Assurance,~~ Building Assurance Manager, Team Leader Building Compliance, Team Leader Building Inspections, Senior Building Technical Officer, Technical Lead - Building Assurance, Building Officer – Compliance
	s.107 & 109	Chief Executive Officer (includes Acting Chief Executive Officer) Group Manager – Environmental Services,

	Power ~~in respect of~~ to amend a compliance schedule, consider any submission from the owners and provide notice to the owner of the building (Council initiated or independent recommendation).	~~Group Manager - Environmental Assurance,~~ Building Assurance Manager, Team Leader Building Compliance, Team Leader Building Inspections, Senior Building Technical Officer, Technical Lead - Building Assurance, Building Officer – Compliance
	~~Power in respect of compliance schedules~~	~~Group Manager - Environmental Assurance,~~ ~~Building Assurance Manager,~~ ~~Team Leader Building Compliance,~~ ~~Team Leader Building Inspections,~~ ~~Senior Building Technical Officer,~~ ~~Technical Lead - Building Assurance,~~ ~~Building Officer – Compliance~~
	s.111 Power ~~in respect of~~ to inspect a building and its specified systems. ~~compliance schedules~~	Chief Executive Officer (includes Acting Chief Executive Officer) Group Manager – Environmental Services, ~~Group Manager - Environmental Assurance,~~ Building Assurance Manager, Team Leader Building Compliance, Team Leader Building Inspections, Senior Building Technical Officer, Technical Lead - Building Assurance, Building Officer - Compliance
30	~~s~~s.112~~,113,115,116~~ Power ~~in relation~~ to grant alterations to an existing building by written notice.~~s and changes of use~~	Chief Executive Officer (includes Acting Chief Executive Officer) Group Manager – Environmental Services, ~~Group Manager - Environmental Assurance,~~ Building Assurance Manager, Team Leader Building Consents, Team Leader Building Inspections, Senior Building Technical Officer, Technical Lead - Building Assurance, Building Technical Officer – Processing, Building Technical Officer – Inspections, Building Officer – Compliance, Trainee Building Technical Officer
	s.113 Power ~~in relation~~ to grant a building consent in relation to a building with a specified intended life. ~~alterations to buildings and changes of use~~	Chief Executive Officer (includes Acting Chief Executive Officer) Group Manager – Environmental Services, ~~Group Manager - Environmental Assurance,~~ Building Assurance Manager, Team Leader Building Consents, Team Leader Building Inspections, Senior Building Technical Officer, Technical Lead - Building Assurance, Building Technical Officer – Processing, Building Technical Officer – Inspections, Building Officer – Compliance, Trainee Building Technical Officer

	s.115 Power ~~in relation~~ to give written notice to ~~alterations to buildings and~~ determine a change of use of a building.	Chief Executive Officer (includes Acting Chief Executive Officer) Group Manager – Environmental Services, ~~Group Manager - Environmental Assurance,~~ Building Assurance Manager, Team Leader Building Consents, Team Leader Building Inspections, Senior Building Technical Officer, Technical Lead - Building Assurance, Building Technical Officer – Processing, Building Technical Officer – Inspections, Building Officer – Compliance, Trainee Building Technical Officer
	s.116 Power ~~in relation to~~ to give consent to an extension of life of a building with a specified intended life. ~~alterations to buildings and changes of use~~	Chief Executive Officer (includes Acting Chief Executive Officer) Group Manager – Environmental Services, ~~Group Manager - Environmental Assurance,~~ Building Assurance Manager, Team Leader Building Consents, Team Leader Building Inspections, Senior Building Technical Officer, Technical Lead - Building Assurance, Building Technical Officer – Processing, Building Technical Officer – Inspections, Building Officer – Compliance, Trainee Building Technical Officer
	s.116A Power to determine the compliance of a building or part of a building before the issue of a subdivision certificate.	Chief Executive Officer (includes Acting Chief Executive Officer) Group Manager - Environmental Services, Building Assurance Manager Team Leader Building Inspections Senior Building Technical Officer Building Technical Officer - Processing Building Technical Officer - Inspections Building Technical Officer - Contractor Trainee Building Technical Officer
	s.123A Power to determine whether part of a building is dangerous or insanitary and take action in relation to the dangerous or insanitary part.	Building Assurance Manager, Team Leader - Building Compliance Technical Lead - Building Assurance Building Officer - Compliance Building Officer - Compliance (COAs & Discretionary Exemptions)
31	~~s~~s.124~~, 126, 127, 129, 130~~ Power to determine whether a building is dangerous, affected or insanitary, and to take~~ing~~ action in relation to dangerous, affected and insanitary buildings.~~in relation to dangerous, affected,~~	Chief Executive Officer (includes Acting Chief Executive Officer) Group Manager – Environmental Services, ~~Group Manager - Environmental Assurance,~~ Building Assurance Manager, Team Leader Building Compliance, ~~Team Leader Building Consents,~~ ~~Team Leader Building Inspections,~~ ~~Senior Building Technical Officer,~~

	~~earthquake-prone or insanitary buildings.~~	Technical Lead - Building Assurance, Building Officer – Compliance, Building Officer - Compliance (COAs & Discretionary Exemptions) ~~Building Technical Officer – Processing,~~ ~~Building Technical Officer – Inspections,~~ ~~Trainee Building Technical Officer~~
	s.125 Power to give a copy of a notice requiring building work or restricting entry.	Building Assurance Manager, Team Leader - Building Compliance Technical Lead - Building Assurance Building Officer - Compliance Building Officer - Compliance (COAs & Discretionary Exemptions)
	s.126 Power to apply to the District Court for an order authorising the territorial authority to carry out building work and provide written notice of the application.	Chief Executive Officer (includes Acting Chief Executive Officer) Group Manager – Environmental Services, ~~Group Manager - Environmental Assurance,~~ ~~Building Assurance Manager,~~ ~~Team Leader Building Compliance,~~ ~~Team Leader Building Consents,~~ ~~Team Leader Building Inspections,~~ ~~Senior Building Technical Officer,~~ ~~Technical Lead - Building Assurance,~~ ~~Building Officer – Compliance,~~ Building Officer - Compliance (COAs & Discretionary Exemptions) ~~Building Technical Officer – Processing,~~ ~~Building Technical Officer – Inspections,~~ ~~Trainee Building Technical Officer~~
	s.127 Power ~~in relation~~ to carry~~ing~~ out demolition of a building.	Chief Executive Officer (includes Acting Chief Executive Officer) Group Manager – Environmental Services, ~~Group Manager - Environmental Assurance,~~ Building Assurance Manager, Team Leader Building Compliance, ~~Team Leader Building Consents,~~ ~~Team Leader Building Inspections,~~ ~~Senior Building Technical Officer,~~ Technical Lead - Building Assurance, Building Officer – Compliance, Building Officer - Compliance (COAs & Discretionary Exemptions) ~~Building Technical Officer – Processing,~~ ~~Building Technical Officer – Inspections,~~ ~~Trainee Building Technical Officer~~
	s.129 Power to take action and ~~in relation to~~ recover~~ing~~ costs ~~for action taken~~ to remove danger or to fix insanitary conditions.	Chief Executive Officer (includes Acting Chief Executive Officer) Group Manager – Environmental Services, ~~Group Manager - Environmental Assurance,~~ Building Assurance Manager, Team Leader Building Compliance, ~~Team Leader Building Consents,~~

		~~Team Leader Building Inspections,~~ ~~Senior Building Technical Officer,~~ Technical Lead - Building Assurance, Building Officer – Compliance, Building Officer - Compliance (COAs & Discretionary Exemptions) ~~Building Technical Officer – Processing,~~ ~~Building Technical Officer – Inspections,~~ ~~Trainee Building Technical Officer~~
	s.130 Applying to the District Court for confirmation of a section 129 warrant.	Chief Executive Officer (includes Acting Chief Executive Officer) Group Manager – Environmental Services ~~Group Manager - Environmental Assurance,~~ ~~Building Assurance Manager,~~ ~~Team Leader Building Compliance,~~ ~~Team Leader Building Consents,~~ ~~Team Leader Building Inspections,~~ ~~Senior Building Technical Officer,~~ ~~Technical Lead - Building Assurance,~~ ~~Building Officer – Compliance,~~ ~~Building Officer - Compliance (COAs & Discretionary Exemptions)~~ ~~Building Technical Officer – Processing,~~ ~~Building Technical Officer – Inspections,~~ ~~Trainee Building Technical Officer~~
32	s.133AG Power to identify potentially earthquake prone buildings and report to the Chief Executive of the Ministry.	Chief Executive Officer (includes Acting Chief Executive Officer) Group Manager – Environmental Services, ~~Group Manager - Environmental Assurance,~~ Building Assurance Manager, Team Leader Building Consents, Team Leader Building Inspections, Technical Lead - Building Assurance
33	s.133AH Power to request that a building owner provide an engineering assessment when a potentially earthquake-prone building is identified.	Chief Executive Officer (includes Acting Chief Executive Officer) Group Manager – Environmental Services, ~~Group Manager - Environmental Assurance,~~ Building Assurance Manager, Team Leader Building Consents, Team Leader Building Inspections, Technical Lead - Building Assurance
34	s.133AI(2) Power to cancel request for engineering assessment and give notice of cancellation.	Chief Executive Officer (includes Acting Chief Executive Officer) Group Manager – Environmental Services, ~~Group Manager - Environmental Assurance,~~ Building Assurance Manager, Team Leader Building Consents, Team Leader Building Inspections, Technical Lead - Building Assurance
35	s.133AJ	Chief Executive Officer (includes Acting Chief Executive Officer) Group Manager – Environmental Services,

	Power to grant extension of time for engineering assessment and provide notice of this decision to the owner.	~~Group Manager - Environmental Assurance,~~ Building Assurance Manager, Team Leader Building Consents, Team Leader Building Inspections, Technical Lead - Building Assurance
36	s.133AK Power to determine whether a building is earthquake prone, notify the owner, issue an EPB notice and update the register.	Chief Executive Officer (includes Acting Chief Executive Officer) Group Manager – Environmental Services, ~~Group Manager - Environmental Assurance,~~ Building Assurance Manager, Team Leader Building Consents, Team Leader Building Inspections, Technical Lead - Building Assurance
37	s.133AL Power to issue an EPB notice for earthquake-prone buildings or part of a building and provide notice of this decison~~.~~	Chief Executive Officer (includes Acting Chief Executive Officer) Group Manager – Environmental Services, ~~Group Manager - Environmental Assurance,~~ Building Assurance Manager, Team Leader Building Consents, Team Leader Building Inspections, Technical Lead - Building Assurance
38	s.133AN Power to grant an ~~EPB~~ exemption notice to the requirement to carry out seismic work.	Chief Executive Officer (includes Acting Chief Executive Officer) Group Manager – Environmental Services, ~~Group Manager - Environmental Assurance,~~ Building Assurance Manager, Team Leader Building Consents, Team Leader Building Inspections, Technical Lead - Building Assurance
39	s.133AO Powers in relation to heritage buildings to grant an extension of time to complete ~~in relation to heritage buildings~~ with regard to seismic work, revoke an extension, reissue an EPB notice for a building where seismic work will occur and update the EPB register.	Chief Executive Officer (includes Acting Chief Executive Officer) Group Manager – Environmental Services, ~~Group Manager - Environmental Assurance,~~ Building Assurance Manager, Team Leader Building Consents, Team Leader Building Inspections, Technical Lead - Building Assurance
40	s.133AP Power to attach an ~~affix or remove or replace~~ EPB notice to an earthquake-prone bulding.	Chief Executive Officer (includes Acting Chief Executive Officer) Group Manager – Environmental Services, ~~Group Manager - Environmental Assurance,~~ Building Assurance Manager, Team Leader Building Consents, Team Leader Building Inspections, Technical Lead - Building Assurance
41	s.133AQ Power to determine ~~assess information relating to~~ whether	Chief Executive Officer (includes Acting Chief Executive Officer) Group Manager – Environmental Services, ~~Group Manager - Environmental Assurance,~~

	a building is earthquake prone ~~building status~~ and provide notice of this decision.~~act accordingly~~	Building Assurance Manager, Team Leader Building Consents, Team Leader Building Inspections, Technical Lead - Building Assurance
42	s.133AR Power to impose safety requirements on an earthquake prone buildings and provide notice.	Chief Executive Officer (includes Acting Chief Executive Officer) Group Manager – Environmental Services, ~~Group Manager - Environmental Assurance,~~ Building Assurance Manager, Team Leader Building Consents, Team Leader Building Inspections, Technical Lead - Building Assurance
	s.133AS Power to a~~A~~pply~~ing~~ to the District Court to carry out seismic work on a building or part of a building that is subject to an EPB notice	Chief Executive Officer (includes Acting Chief Executive Officer) Group Manager - Environmental Services
43	~~s.133AT~~ **s.133AT** ~~**Alterations to buildings subject to EPB notice**~~ ~~Power in relation to earthquake prone buildings~~ Power to g~~G~~ranting an alteration to a building consent that is subject to an EPB notice and providing notice of this decision.	Chief Executive Officer (includes Acting Chief Executive Officer) Group Manager – Environmental Services, ~~Group Manager - Environmental Assurance,~~ Building Assurance Manager, Team Leader Building Consents, Team Leader Building Inspectors, Technical Lead - Building Assurance Building Technical Officer - Inspections, Building Technical Officer - Processing, Building Technical Officer - Contractor
	s.133AY Power to assess whether a decision relating to an earthquake prone building should be reassessed if the definition of ultimate capacity or moderate earthquake is amended or replaced. ~~Assessing whether a decision relating to an earthquake prone building should be reassessed~~.	Chief Executive Officer (includes Acting Chief Executive Officer) Group Manager ~~–~~ Environmental Services, Building Assurance Manager, Technical Lead - Building Assurance
	s.134A Power to ~~R~~require~~ing~~ the owner of a dam to classify it according to the potential impact of a failure of the dam.	Chief Executive (includes Acting Chief Executive) Group Manager – Environmental Services, Building Assurance Manager Technical Lead – Building Assurance
44	s.136~~, 138~~	Chief Executive Officer (includes Acting Chief Executive Officer)

	Power to approve or refuse to approve the classification of dams and give notice.	Group Manager – Environmental Services, ~~Group Manager - Environmental Assurance~~ Building Assurance Manager,
	s.138 Power to direct~~require~~ the owner of a dam to re-audit their classification upon refusing the owner's classification.	Chief Executive Officer (includes Acting Chief Executive Officer) Group Manager – Environmental Services, ~~Group Manager - Environmental Assurance~~ Building Assurance Manager
45	s.143~~, 145~~ Power to approve or refuse to approve a dam safety assurance programme and give notice.	Chief Executive Officer (includes Acting Chief Executive Officer) Group Manager – Environmental Services, ~~Group Manager – Environmental Assurance~~ Building Assurance Manager
	s.145 Power to direct ~~require~~ the owner of a dam to ~~a~~ re-audit a dam safety programme.	Chief Executive Officer (includes Acting Chief Executive Officer) Group Manager – Environmental Services, ~~Group Manager - Environmental Assurance~~ Building Assurance Manager
46	s.154, ~~156~~ Power ~~in relation to dangerous dams~~ to determine if a dam is dangerous, put up a hoarding or fence and give notice. t~~ake action.~~	Chief Executive Officer (includes Acting Chief Executive Officer) Group Manager – Environmental Services, ~~Group Manager - Environmental Assurance~~ Building Assurance Manager
	s.156 Power to apply to the District Court to carry out building work to a dam and provide notice of this application.	Chief Executive Officer (includes Acting Chief Executive Officer) Group Manager – Environmental Services ~~Group Manager - Environmental Assurance~~ ~~Building Assurance Manager~~
	s.162D Power to ~~determining whether~~ accept certificate~~s~~ of periodic inspection from independently qualified pool inspectors.	Building Assurance Manager, Team Leader Building Compliance, Team Leader Building Inspections, Building Officer – Compliance, Building Technical Officer – Inspections
47	s.164, ~~167~~ Power to issue ~~in relation to~~ notice~~s~~ to fix building work.	Chief Executive Officer (includes Acting Chief Executive Officer) Group Manager – Environmental Services, ~~Group Manager - Environmental Assurance,~~ Building Assurance Manager, Team Leader Building Compliance, Team Leader Building Consents, Team Leader Building Inspections, Senior Building Technical Officer, Technical Lead - Building Assurance, Building Officer - Compliance,

		Building Technical Officer - Inspections, Building Technical Officer - Processing, Building Technical Officer - Contractor, Trainee Building Technical Officer
	s.167 Power ~~in relation~~ to inspect~~ing~~ building work that a notice~~s~~ to fix requires, to assess compliance ~~relate, whether it has been complied with~~ and issue~~ing~~ a written notice of an assessment decision. ~~building work~~	Chief Executive Officer (includes Acting Chief Executive Officer) Group Manager – Environmental Services, ~~Group Manager - Environmental Assurance,~~ Building Assurance Manager, Team Leader Building Compliance, Team Leader Building Consents, Team Leader Building Inspections, Senior Building Technical Officer, Technical Lead - Building Assurance, Building Officer - Compliance, Building Technical Officer - Inspections, Building Technical Officer - Processing, Building Technical Officer - Contractor, Trainee Building Technical Officer
48	s.177, ~~180~~ Power to apply to the Ministry of Business, Innovation and Employment for a determination.	Chief Executive Officer (includes Acting Chief Executive Officer) Group Manager – Environmental Services, ~~Group Manager - Environmental Assurance,~~ Building Assurance Manager, Team Leader Building Consents, Team Leader Building Inspections, Technical Lead - Building Assurance
	s. 180 Power to withdraw application for a determination.	Chief Executive Officer (includes Acting Chief Executive Officer) Group Manager – Environmental Services Building Assurance Manager, Team Leader Building Consents, Team Leader Building Inspections, Technical Lead - Building Assurance
49	s.215, ~~241~~ Power to apply for accreditation (territorial authority).	Chief Executive (includes Acting Chief Executive) Group Manager – Environmental Services ~~Group Manager - Environmental Assurance~~
	s. 216 Duty to keep records relevant to administration of the Building Act.	Chief Executive Officer (includes Acting Chief Executive Officer) Group Manager - Environmental Services, Building Assurance Manager, Team Leader Building Compliance, Team Leader Building Consents, Team Leader Building Inspections, Senior Building Technical Officer, Technical Lead - Building Assurance, Building Officer - Compliance, Building Technical Officer - Inspections, Building Technical Officer - Processing,

		Building Technical Officer - Contractor, Trainee Building Technical Officer Programme Leader, Information Management
	s. 218 Power to provide information to the Chief Executive of the Ministry.	Chief Executive Officer (includes Acting Chief Executive Officer) Group Manager - Environmental Services, Building Assurance Manager, Team Leader Building Compliance, Team Leader Building Consents, Team Leader Building Inspections,
50	~~s.219~~ ~~Power to impose a fee or charge~~	~~Group Manager - Environmental Assurance,~~ ~~Building Assurance Manager~~
51	s.220~~, 221~~ Power to apply to the District Court ~~seek Court order~~ to carry out building work where a person defaults, give notice ~~on default~~ and recover costs.	Chief Executive Officer (includes Acting Chief Executive Officer) Group Manager – Environmental Services, ~~Group Manager - Environmental Assurance,~~ Building Assurance Manager
	s. 221 Power to destroy, sell, or dispose of any building products from carrying out building work and apply the proceeds of sale.	Chief Executive Officer (includes Acting Chief Executive Officer) Group Manager – Environmental Services
52	s.222 Powers of territorial authority to carry out inspections.	Chief Executive (includes Acting Chief Executive) Building Assurance Manager, Team Leader Building Compliance, Team Leader Building Inspections Senior Building Technical Officer, Technical Lead - Building Assurance, Building Officer - Compliance
	s.241 Power to apply for accreditation (regional authority) in relation to dams.	Chief Executive (includes Acting Chief Executive), Group Manager – Environmental Services ~~Group Manager - Environmental Assurance~~
53	s.363A Power to allow public use of premises before issue of code compliance certificate in some circumstances and issue a certificate for public and require information.	Chief Executive Officer (includes Acting Chief Executive Officer) Group Manager – Environmental Services, ~~Group Manager - Environmental Assurance,~~ Building Assurance Manager, Team Leader Building Inspections, Technical Lead - Building Assurance, Building Officer - Compliance, Building Technical Officer - Inspections, Building Technical Officer - Processing,

		Building Technical Officer - Contractor, Trainee Building Technical Officer
54	s.371B Power to authorise ~~persons and~~ officers to issue infringement notices under s 372 of the Building Act 2004.	Chief Executive (includes Acting Chief Executive)
	s.377 Power to file a charging document for an offence under the Building Act.	Chief Executive Officer (includes Acting Chief Executive Officer) Group Manager – Environmental Services
	s.381 Power to A~~a~~pply~~ing~~ for an injunction from the District Court for certain continuing breaches.	Chief Executive Officer (includes Acting Chief Executive Officer) Group Manager – Environmental Services
55	s.436 Power to issue code compliance certificates in respect of building work carried out under building consent granted under former Act (Transitional provision).	Chief Executive Officer (includes Acting Chief Executive Officer) Group Manager – Environmental Services, ~~Group Manager - Environmental Assurance,~~ Building Assurance Manager, Team Leader Building Consents, Team Leader Building Inspections, Senior Building Technical Officer, Technical Lead - Building Assurance, Building Technical Officer - Inspections, Building Technical Officer - Processing, Building Technical Officer - Contractor, Trainee Building Technical Officer
56	Schedule 1(2) Power to grant or refuse discretionary exemptions.	Chief Executive Officer (includes Acting Chief Executive Officer) Group Manager – Environmental Services, ~~Group Manager - Environmental Assurance,~~ Building Assurance Manager, Team Leader Building Consents Senior Building Technical Officer, Technical Lead - Building Assurance, Building Officer - Compliance, Building Officer - Compliance (COAs & Discretionary Exemptions), Building Technical Officer - Inspections, Building Technical Officer - Processing, Building Technical Officer - Contractor, Trainee Building Technical Officer

Building Act 2004 Subpart 6B (Territorial Authority Powers)		
	s.133BC Power to designate an area with the Minister's approval.	Chief Executive (includes Acting Chief Executive) Group Manager – Environmental Services, Building Assurance Manager in the first instance or if not present, Team Leader - Building Inspections
	s.133BD Power to make a designation decision and notify the Minister.	Chief Executive (includes Acting Chief Executive) Group Manager – Environmental Services, Building Assurance Manager in the first instance or if not present, Team Leader - Building Inspections
	s.133BE Power to publicly notify a designation and to determine means to notify a designation when an internet site is not available.	Chief Executive (includes Acting Chief Executive) Group Manager – Environmental Services, Building Assurance Manager in the first instance or if not present, Team Leader - Building Inspections
	s.133BG Power to review a designation and publicly notify the outcome of the decision.	Chief Executive (includes Acting Chief Executive) Group Manager – Environmental Services, Building Assurance Manager in the first instance or if not present, Team Leader - Building Inspections
	s.133BH Power to extend any designation, with the approval of the Minister, and notify in the prescribed manner.	Chief Executive (includes Acting Chief Executive) Group Manager – Environmental Services, Building Assurance Manager in the first instance or if not present, Team Leader - Building Inspections
	s.133BI Power to terminate a designation and to publicly notify the termination.	Chief Executive (includes Acting Chief Executive) Group Manager – Environmental Services, Building Assurance Manager in the first instance or if not present, Team Leader - Building Inspections
	s.133BJ Power to exercise powers in designated area and to comply with any direction given by the Minister under sections 133BQ to 133BX and 133BZA.	Chief Executive (includes Acting Chief Executive) Group Manager – Environmental Services, Building Assurance Manager in the first instance or if not present, Team Leader - Building Inspections
	s.133BO Power to enter a building or land.	Chief Executive (includes Acting Chief Executive) Group Manager – Environmental Services, Building Assurance Manager, Team Leader Building Compliance, Team Leader Building Inspections, Building Officer - Compliance (COAs & Discretionary Exemptions) Building Officer – Compliance, Building Technical Officer – Inspections

	s.133BQ Power to enter and inspect building or land as part of a post-event assessment.	Chief Executive (includes Acting Chief Executive) Group Manager – Environmental Services, Building Technical Officer Inspections Building Technical Officer Team Leader – Building Inspections
	s.133BR Power to direct an evacuation of a building in a designated area.	Chief Executive (includes Acting Chief Executive) Group Manager, Environmental Services
	s.133BS Power to put in place measures to keep people at a safe distance from a building in a designated area or to protect a building from being damaged.	Chief Executive (includes Acting Chief Executive) Group Manager, Environmental Services, Building Assurance Manager Technical Lead - Building Assurance
	s.133BT Power to place a sign or notice on or near a building prohibiting or restricting the use of the building.	Chief Executive (includes Acting Chief Executive) Group Manager, Environmental Services, Building Assurance Manager Technical Lead - Building Assurance, Building Technical Officer Inspections Building Technical Officer Team Leader – Building Inspections
	s.133BU Power to direct the owner of a building of any land in a designated area to give information about the building or land.	Chief Executive (includes Acting Chief Executive) Group Manager, Environmental Services, Building Assurance Manager Technical Lead - Building Assurance, Building Technical Officer Inspections Building Technical Officer Team Leader – Building Inspections
	s.133BV Power to carry out urgent works to remove or reduce risks, request Minister's approval to carry out works on Heritage Buildings and notify and consult on urgent works.	Chief Executive (includes Acting Chief Executive) Group Manager, Environmental Services, Building Assurance Manager in the first instance or if not present, Technical Lead - Building Assurance, Team Leader - Building Inspections
	s.133BW	Chief Executive (includes Acting Chief Executive) Group Manager – Environmental Services,

	Power to carry out works to a building that are necessary to remove or reduce risks posed by the building, or give a written direction for the works, to seek and consider views and to recover costs.	Building Assurance Manager in the first instance or if not present, Team Leader - Building Inspections
	s.133BX Power to direct a building owner to carry out works that are necessary to remove or reduce risks posed by the building.	Chief Executive (includes Acting Chief Executive) Group Manager, Environmental Services, Building Assurance Manager, Technical Lead - Building Assurance, Building Technical Officer Inspections Building Technical Officer Team Leader – Building Inspections
	s.133BZ Power to disclose information to CDEM decision-maker.	Chief Executive (includes Acting Chief Executive) Group Manager – Environmental Services, Building Assurance Manager, Technical Lead - Building Assurance
	s.133BZA Power to bring forward a due date for the assessment or information relating to earthquake-prone buildings and the deadline for completing seismic work.	Chief Executive (includes Acting Chief Executive) Group Manager, Environmental Services, Building Assurance Manager Technical Lead - Building Assurance

Public Places Bylaw 2024		
	Clause 16.2 Power to give notice and undertake action where person defaults in undertaking any action required by the Bylaw and recover the costs of undertaking that action.	Chief Executive Officer (includes Acting Chief Executive) Group Manager – Environmental Services, Regulatory Manager Team Leader – Community Compliance

Resource Management Act 1991		
	s.91A, s.91B, s.91C, s.91D, s.91E, s.91F Power to agree and give notice, in relation to requests to suspend	Group Manager – Environmental Services, ~~Group Manager - Environmental Assurance,~~ Resource Consents Manager, Principal Planner - Resource Consents, Team Leader Land Use Consents, Team Leader Natural Resources Consents,

	processing of consent applications	Team Leader Subdivision Consents, Senior Consent Planner - Land Use, Senior Consent Planner - Natural Resources, Senior Consent Planner - Subdivisions, Consent Planner – Subdivisions, Consent Planner - Natural Resources, Consent Planner - Land Use Principal Advisor - Environmental Assurance
	s.92AA Power to determine if application for resource consent is incomplete and should be returned.	Group Manager - Environmental Services, Resource Consents Manager, Principal Planner - Resource Consents, Team Leader Land Use Consents, Team Leader Natural Resources Consents, Team Leader Subdivision Consents, Senior Consent Planner - Natural Resources, Senior Consent Planner – Subdivisions, Senior Consent Planner - Land Use Principal Advisor - Environmental Assurance
	s.104-104D, 106, 106A & 107 Power to grant a resource consent for applications which were processed on either a public or limited notified basis not requiring a hearing (follow a decision made pursuant to Section 100 of the Act) and the power to grant a resource consent on any application processed on a non-notified basis.	Group Manager – Environmental Services, ~~Group Manager - Environmental Assurance,~~ Resource Consents Manager, Principal Planner - Resource Consents, Team Leader Land Use Consents, Team Leader Natural Resources Consents, Team Leader Subdivision Consents, Senior Consent Planner - Land Use, Senior Consent Planner - Subdivisions, Senior Consent Planner - Natural Resources, Consent Planner – Subdivisions, Consent Planner - Natural Resources, Consent Planner - Land Use Principal Advisor - Environmental Assurance
	s.104-104D, 106, 106A & 107 Power to decline any resource consent application not requiring a hearing. Power to decline an application (including for a controlled activity) on the basis that it is considered that the Council has insufficient information to enable it to make a decision on the application.	Group Manager – Environmental Services ~~Group Manager - Environmental Assurance,~~ Resource Consents Manager, Principal Planner - Resource Consents Principal Advisor - Environmental Assurance
	s.107G Power to provide draft conditions, suspend the processing timeframe to allow consideration of draft conditions and specify a timeframe to provide	Group Manager - Environmental Services Resource Consents Manager, Principal Planner - Resource Consents, Team Leader Land Use Consents, Team Leader Natural Resources Consents, Team Leader Subdivision Consents, Senior Consent Planner - Land Use,

	comments on the draft conditions.	Senior Consent Planner - Natural Resources, Senior Consent Planner - Subdivisions, Consent Planner – Subdivisions, Consent Planner - Natural Resources, Consent Planner - Land Use Principal Advisor - Environmental Assurance

7.3 CHIEF EXECUTIVE OFFICER FINANCIAL DELEGATIONS

Decision Required

Report To:	Tasman District Council
Meeting Date:	25 September 2025
Report Author:	Doug Moffet, Procurement Specialist; Amy Clarke, Acting Assurance & Improvement Manager
Report Authorisers:	Steve Manners, Acting Chief Executive
Report Number:	RCN25-09-27

1. Purpose of the Report / Te Take mō te Pūrongo

1.1 The purpose of this report is to seek the Council's decision on proposed changes to the Chief Executive Officer's financial delegations, to support the effective operation of procurement activity, as documented in the new Procurement Policy **(see Attachment 1)** and Internal Procurement Panel Terms of Reference **(see Attachment 2)**. The report provides background information, outlines options, and assesses the risks, transparency, and governance implications of adjusting the delegation limit.

2. Summary / Te Tuhinga Whakarāpoto

2.1 In July 2025, the Council considered a proposal to increase the Chief Executive Officer's financial delegations from $1 million to $10 million, to better align with whole-of-life procurement values and the scale of the Council's major contracts. The Council requested further information before deciding.

2.2 This report outlines how the Procurement Policy and the introduction of an Internal Procurement Panel and revised Tenders/Procurement Panel (Tenders Panel) processes are designed to improve consistency, transparency, and organisational maturity in procurement. It also sets out the advantages and disadvantages of maintaining the current delegation or increasing it.

2.3 Having considered the Council's feedback, Chief Executive Officer delegations of $1 million, $6 million and $10 million have been considered.

2.4 Officers recommend that the Council increase the Chief Executive Officer's financial delegation to $6 million. This represents a pragmatic middle ground that enables the Internal Procurement Panel to operate effectively while ensuring that the largest and most strategically significant procurements remain subject to elected member oversight.

3. Recommendation/s / Ngā Tūtohunga

That the Tasman District Council

1. receives the Chief Executive Officer Financial Delegations report, RCN25-09-27; and

2. approves an increase in the Chief Executive Officer's financial delegation from $1 million to $6 million, with the understanding that:

2.1 all procurement must remain within the funding already approved through the Long-Term Plan, Annual Plan, or separate Council resolution.

2.2 the Tenders/Procurement Panel retains oversight of procurements above the Chief Executive Officer's delegation or of high strategic significance or community interest; and

3. updates the Schedule of Financial Delegations to reflect the changes to the Chief Executive and Tenders/Procurement Panel delegations.

4. Background / Horopaki

4.1 A report was presented to the Council on 31 July 2025 seeking approval for a change to the Chief Executive's financial delegations. At that meeting, the Council requested further information on both the delegation request and the Procurement Policy. A workshop with the Council was subsequently held on 11 September 2025 to provide an overview of the procurement process and policy.

4.2 The Council also requested that a follow-up report be brought back in this triennium to address the questions raised in July 2025 and to enable a decision on the proposed delegation change.

4.3 The Council requested that this matter be considered by the Audit and Risk Committee (ARC), however the timing of the meetings does not allow for this. A new quarterly report on procurement will be presented to the ARC in the new triennium.

4.4 The Tenders/Procurement Panel Terms of Reference will need to be updated to reflect any changes to the Chief Executive Officer's delegations. This update will be brought to the Council for approval in the new triennium, alongside the other committee Terms of Reference.

5. Analysis and Advice / Tātaritanga me ngā tohutohu

5.1 Procurement Policy

5.1.1 The Procurement Policy was approved by the Executive Leadership Team in June 2025.

5.1.2 The draft policy was provided to Audit NZ who reviewed it against recognised good practice standards, and found that overall, it aligns well with their expectations.

5.1.3 The Council's Procurement Policy sets out how Tasman District Council procures goods, services, and works on behalf of the community. The policy ensures that all procurement decisions are fair, transparent, and deliver the best long-term value for ratepayers. **Importantly, the Council can only procure what has been approved through the Long-Term Plan (LTP), Annual Plan (AP), or a separate Council resolution.**

5.1.4 Procurement is not just about choosing the lowest price – the policy requires staff and elected members to consider the total cost of ownership of contracts, including future operating and maintenance costs, risk, and broader outcomes such as sustainability, environmental impact, and support for local businesses and iwi partnerships.

5.1.5 The policy provides clear approval thresholds to match the level of oversight with the size and risk of the purchase. Smaller procurements can be approved by budget holders, while larger procurements require review by the staff-based Internal

Procurement Panel, chaired by an Executive Leadership Team (ELT) member. Procurements above the Chief Executive Officer's delegation, or of high strategic significance, must be approved by the Tenders/Procurement Panel made up of elected members. Where there is no allocated budget, approval must come from the Council.

5.1.6 The policy also contains strong requirements around conflicts of interest, probity, health and safety, and record keeping. Independent probity assurance is required for high-value or high-risk procurements, and all procurement decisions must be documented and auditable. These measures provide assurance to both the Council and the community that procurement is being carried out responsibly and with integrity.

5.2 Internal Procurement Panel and Tenders Panel

5.2.1 The introduction of an Internal Procurement Panel is an important step in lifting the Council's organisational maturity in procurement. By providing a consistent review process for procurement plans and supplier recommendations above $100,000 and below the Chief Executive Officer's delegation limit, the Panel helps ensure that each procurement is well-planned, risk-managed, and aligned with Council policy before commitments are made. This approach enables procurements to progress efficiently and effectively, reducing delays while providing assurance that probity, sustainability, and broader outcomes have been considered.

5.2.2 The Internal Procurement Panel will consist of two Executive Leadership Tea,m members and four rotating staff members. This rotation creates an opportunity for staff across the organisation to build capability and confidence in procurement, spreading good practice and strengthening overall organisational maturity. Members will gain practical experience in applying the policy, assessing risk, and embedding total cost of ownership thinking into decisions, which in turn will lift procurement knowledge across the Council.

5.2.3 The Tenders/Procurement Panel will remain in place for higher value or strategically significant procurements. The key change is that the Tenders/Procurement Panel will now receive both the procurement plan and supplier recommendation for review and/or approval, where previously it only received the supplier recommendation. This ensures elected members have visibility of the procurement approach and evaluation process before a decision is made.

5.2.4 Both panels, and the Procurement Specialist, may escalate (including to the Council) a procurement where they consider the level of risk to be greater than suggested by its monetary value.

5.3 Transparency

5.3.1 Elected members requested further information on how transparency would be ensured under the new Procurement Policy. There are several measures that strengthen transparency and provide greater visibility of procurement decisions.

5.3.2 Firstly, the Internal Procurement Panel will receive both the procurement plan and the supplier recommendation for all procurements above $100,000 and below the Chief Executive Officer's delegation. This provides the six Panel members with oversight not just of the outcome, but also of the planned approach, evaluation criteria, and risk management considerations that underpin each procurement. Because the panel brings together staff from across the Council, it gives visibility of procurement decisions and how they are made across different activities.

5.3.3 Secondly, the Tenders/Procurement Panel will now receive both the procurement plan and the supplier recommendation for all procurements above the Chief Executive Officer's delegation. This provides elected members with oversight not just of the outcome, but also of the planned approach, evaluation criteria, and risk management considerations that underpin each procurement.

5.3.4 Thirdly, a quarterly procurement report will be presented to the Audit and Risk Committee. This report will summarise procurement activity, highlight exceptions to the policy (such as approved deviations), and provide assurance that processes are being followed consistently. This is a new layer of oversight which strengthens visibility at the governance level.

5.3.5 It should also be noted that the Tenders/Procurement Panel continues to operate in confidential session, meaning the information provided is available to elected members but not to the public, reflecting the commercial sensitivity of procurement processes. However, the Council already has existing public reporting channels – the Programme Delivery Office provides regular reports to the Operations Committee on tenders awarded, ensuring visibility of outcomes.

5.3.6 Together, these measures strike a balance between protecting commercially sensitive information and ensuring that elected members and the wider Council maintain oversight of procurement activity.

5.4 Chief Executive Officer Financial delegations

5.4.1 Increasing the Chief Executive Officer's financial delegations is an essential step in strengthening the Council's strategic focus and financial stewardship. By enabling management to progress routine procurements efficiently, the Council can concentrate its governance oversight on the most strategic and high-risk procurements—where elected member input provides the greatest value. Higher delegations also embed whole-of-life value considerations into decision-making, ensuring that the Council's investments deliver sustainable benefits for the community over the long term.

5.4.2 The Internal Procurement Panel (IPP) has been established as a management-level body to provide consistent, expert review of procurement plans and supplier recommendations for procurements above $100,000 and below the Chief Executive Officer's delegation. In contrast, the Tenders/Procurement Panel provides governance oversight, ensuring that the highest value, highest risk, and most strategic procurements receive elected member visibility and assurance. Increasing the Chief Executive Officer's delegation strengthens this distinction, giving the IPP meaningful scope to operate at the management level while keeping the Tenders/Procurement Panel focused on the procurements where governance oversight provides the greatest value.

5.4.3 The consistent use of total cost of ownership (TCO) assessments means more procurements now sit in higher value categories, as lifecycle costs such as operation, maintenance, renewals, and disposal are included alongside the initial purchase price. This does not represent an increase in the Council's spending or risk appetite. Rather, it reflects a more diligent and accountable approach, ensuring that today's decisions are made with full visibility of their long-term impacts. Without an uplift in delegation, many routine procurements would unnecessarily escalate to the Tenders/Procurement Panel, creating delays, reducing efficiency, and diverting

attention away from the genuinely strategic procurements that warrant governance oversight.

5.4.4 An increased delegation empowers the Internal Procurement Panel to operate as intended—supporting organisational maturity, ensuring probity and value-for-money, and enabling efficient procurement decisions that reflect the Council's financial stewardship obligations. This shift also ensures that elected members can focus on setting direction and overseeing procurements of greatest strategic significance, rather than being drawn into operational matters.

5.4.5 The Tenders/Procurement Panel will retain a critical role under the uplifted delegation. It will continue to oversee:

- Procurements above the Chief Executive Officer's delegation.
- Procurements of high risk or high sensitivity.
- Procurements of high strategic importance or community interest, where governance visibility is essential.

5.4.6 This preserves the Council's assurance that major decisions are subject to appropriate scrutiny, while freeing the Tenders/Procurement Panel to focus its efforts on the matters that carry the greatest financial, reputational, or strategic consequence.

5.4.7 The Chief Executive Officer's current financial delegation of $1 million no longer reflects the scale or complexity of the Council's operations. Officers initially proposed an uplift to $10 million, which would align with the value of many of the Council's larger infrastructure and service contracts and ensure effective operation of the Internal Procurement Panel. However, recognising the Council's preference for a balanced approach, a delegation of $6 million is recommended. This represents a pragmatic step that enhances efficiency and strengthens financial stewardship, while preserving the Council's strategic focus by keeping the largest and most significant procurements within the remit of the Tenders/Procurement Panel.

5.4.8 At present, around 65% of procurements reviewed by the Tenders/Procurement Panel are project-based. With an increase in the Chief Executive Officer's delegation to
$6 million, it is expected that most project-based procurement will be able to effectively managed by the IPP, with only those projects with high strategic or community interest going to the Tenders/Procurement Panel.

5.4.9 While only 35% of procurements reviewed by Tenders/Procurement Panel are for ongoing or operational services procurements, the introduction of total cost of ownership (TCO) assessments will increase the number above the current $1 million threshold. Increasing the Chief Executive Officer's delegation balances the consistent application of TCO with the need for effective governance, allowing the Tenders/Procurement Panel to focus on high-risk or strategically significant procurements, while lower-risk, routine procurements are managed through the Internal Procurement Panel.

5.4.10 The following table provides high-level examples of the types of procurements that would be approved at each level **if the $6million delegation** is given. The examples are indicative only, based on historical procurements, and actual

approval requirements will depend on the specific costs, risks, and circumstances of each procurement.

Budget holder (up to $100,000)	Internal Procurement Panel ($100,000 - $6m)	Tenders Panel ($6m +)
Routine operating expenses (e.g. office supplies, safety equipment etc). Low-value service procurements (e.g. minor repairs or maintenance).	Software procurements (includes Microsoft Cloud Services). Maintenance procurements (e.g. cleaning services, air-conditioning). Infrastructure procurements (e.g. includes most water and roading projects). Communications services procurements. Electricity provision.	Significant infrastructure procurements. Significant software procurements (includes CRM). Significant service delivery procurements (includes Waste Management Services, Rivers Maintenance and Operations, Reserves and Facilities).

5.4.11 If the delegation is not increased, the Internal Procurement Panel's scope will remain limited, creating inefficiencies and diverting the Tenders/Procurement Panel from its intended governance role. With an uplift in delegation, the Panel can fulfil its role as a management-level assurance body—supporting organisational maturity, ensuring probity and value-for-money, and enabling timely procurement decisions. Elected members will still retain governance oversight of the most significant procurements through the Tenders/Procurement Panel, ensuring the Council's stewardship and strategic focus are maintained.

5.4.12 Because the Tenders/Procurement Panel will now approve the procurement plan and the supplier recommendation for each procurement process above the Chief Executive Officer's financial delegation, retaining the current $1 million delegation would effectively double the number of papers and decisions required of elected members. This creates a significant increase in workload for the Panel.

5.4.13 The chart below shows New Zealand Council dollar value approval requirements for their procurements. Dunedin City Council has provided the basis of our new procurement policy and endorsement/approval processes.

NZ Council Approval Dollar Levels & Estimated Populations	
Council approval not required	Environment Canterbury (Pop. 687,100) Gisborne District Council (Pop. 53,000) Invercargill City Council (Pop. 57,600) Otago Regional Council (Pop. 254,600)
Council approval required above $10 million	Dunedin City Council (Pop. 131,800) Hastings District Council (Pop. 61,696)

Council approval required above $5 million	Napier City Council (Pop 66,800)
Council approval required above $3 million	Hamilton City Council (Pop. 192,000) Nelson City Council (Pop. 59,200)
Council approval required above $2 million	Kapiti District Council (Pop. 58,500)
Council approval required above $1 million	Central Otago District Council (Pop. 25,500) Far North District Council (Pop. 73,500) Kaipara District Council (Pop. 26,800) Rotorua Lakes Council (Pop. 74,058) Selwyn District Council (Pop. 85,200) Tasman District Council (Pop.59,800) Western Bay of Plenty District Council (Pop. 60,800)

6. Financial or Budgetary Implications / Ngā Ritenga ā-Pūtea

6.1 The proposed change to the Chief Executive Officer's financial delegations, alongside the establishment of the Internal Procurement Panel, has no direct budgetary impact and no impact on rates and/or fees and charges. All procurement must still be within the funding already approved through the Long-Term Plan, Annual Plan, or by separate Council resolution.

6.2 The change is procedural rather than financial, aimed at improving efficiency and consistency in procurement decision-making.

6.3 Indirectly, the use of the Internal Procurement Panel and the consistent application of total cost of ownership values is expected to support better value-for-money outcomes and reduce delays that can increase project costs.

6.4 The additional reporting requirements (to the Tenders/Procurement Panel, Audit and Risk Committee, and Operations Committee) can be met within existing resources.

7. Options / Kōwhiringa

7.1 The table below outlines three possible options: retaining the current $1 million delegation, increasing it to $6 million, or increasing it to $10 million. Each option has advantages and disadvantages in terms of efficiency, transparency, and governance oversight.

7.2 The options are outlined in the following table:

Option		Advantage	Disadvantage
1.	Increase the Chief Executive Officer's financial delegation to $10 million.	Aligns delegation with the larger Council contracts. Reduces the number of procurements requiring Tenders/Procurement Panel approval. Enables faster decision-making on procurements up to $10 million.	Significantly reduces elected member oversight of many high-value procurements. Concentrates decision-making authority with management. Could raise concerns about transparency if reporting is not robust.
2.	Increase the Chief Executive Officer's financial delegation to $6 million.	Provides more scope for the Procurement Panel, improving efficiency compared to $1m. Retains Tenders Panel oversight of very large procurements. Represents a middle ground between efficiency and governance control.	Still shifts a notable portion of decision-making from elected members to staff. Procurements between $1m and $6m would no longer be reviewed by the Tenders/Procurement Panel, reducing elected member involvement in medium-to-large procurements Less efficiency gain compared to a $10m delegation.
3.	Status Quo - do not increase the Chief Executive Officer's financial delegation.	Ensures strong elected member oversight of procurements above $1m. Maintains the existing balance between staff and governance roles. Provides high visibility of larger spending decisions.	Increases the number of procurements that must go to the Tenders/Procurement Panel, creating potential delays. Limits the scope of the Procurement Panel, potentially rendering it ineffective. Total cost of ownership means more contracts will exceed $1m, increasing the workload for elected members.

7.3 Option 2 is recommended. On balance, **an increase to $6 million (Option 2)** appears to provide a pragmatic middle ground. It allows the Internal Procurement Panel sufficient scope to operate effectively, while still reserving oversight of the largest and most strategic procurements for the Tenders/Procurement Panel. However, the Council may determine another value that it considers appropriate, based on its desired balance between operational efficiency and governance visibility.

8. Legal / Ngā ture

8.1 There are no specific legal or legislative requirements that mandate the level of financial delegation set for the Chief Executive Officer. Under the Local Government Act 2002, the Council retains responsibility for governance, while the Chief Executive Officer is responsible for the efficient and effective management of Council operations within the delegations set by the Council. The level of financial delegation is therefore a matter for the Council to determine.

8.2 The establishment of an Internal Procurement Panel and the delegation of decision-making to the panel members and the Chair sit within the Chief Executive Officer's management responsibilities and are consistent with the Act.

8.3 All procurement activities must continue to comply with relevant legislation (such as the Public Records Act 2005, Health and Safety at Work Act 2015, and Local Government Official Information and Meetings Act 1987), as well as Auditor-General guidance and the Government Procurement Rules, where applicable.

9. Iwi Engagement / Whakawhitiwhiti ā-Hapori Māori

9.1 The proposed change to the Chief Executive's delegation and the establishment of the Internal Procurement Panel are internal governance matters, so no direct engagement with iwi has been undertaken. Engagement will continue to occur at the policy, planning, and project level where procurement decisions may affect Māori interests or present partnership opportunities.

10. Significance and Engagement / Hiranga me te Whakawhitiwhiti ā-Hapori Whānui

10.1 The proposal is assessed as having a low level of significance, as it relates to internal governance and procurement processes, has no direct impact on levels of service, strategic assets, or Council finances, and has only limited public interest.

	Issue	Level of Significance	Explanation of Assessment
1.	Is there a high level of public interest, or is decision likely to be controversial?	Low-Moderate	This is an internal governance/decision-making matter, not a public-facing service change. There may be moderate interest from those focused-on transparency or governance, but overall public interest is likely low.
2.	Are there impacts on the social, economic, environmental or cultural aspects of well-being of the community in the present or future?	Low	The decision affects internal processes only. Impacts on community well-being are indirect through improved procurement efficiency and value for money.

	Issue	Level of Significance	Explanation of Assessment
3.	Is there a significant impact arising from duration of the effects from the decision?	Low	Effects are ongoing but procedural in nature, relating to governance efficiency and oversight.
4.	Does the decision relate to a strategic asset? (refer Significance and Engagement Policy for list of strategic assets)	NA	This decision does not relate to or affect a strategic asset.
5.	Does the decision create a substantial change in the level of service provided by Council?	NA	No change to levels of service.
6.	Does the proposal, activity or decision substantially affect debt, rates or Council finances in any one year or more of the LTP?	NA	No effect on debt, rates, or overall Council finances. Procurement remains subject to existing budgets in the LTP and AP.
7.	Does the decision involve the sale of a substantial proportion or controlling interest in a CCO or CCTO?	NA	Not applicable — this decision does not relate to a CCO or CCTO.
8.	Does the proposal or decision involve entry into a private sector partnership or contract to carry out the deliver on any Council group of activities?	NA	The decision is about internal delegations and processes.
9.	Does the proposal or decision involve Council exiting from or entering into a group of activities?	NA	This is a governance/process decision only and does not involve the Council entering or exiting activities.
10.	Does the proposal require particular consideration of the obligations of Te Mana O Te Wai (TMOTW) relating to freshwater or particular consideration of current legislation relating to water supply, wastewater and stormwater infrastructure and services?	NA	Not applicable — this decision relates to governance processes, not water infrastructure or services.

11. Communication / Whakawhitiwhiti Kōrero

11.1 The Procurement Policy changes have been shared with staff, and a workshop has been run for Elected Members.

11.2 Following the Council's decision staff will begin work to establish the internal Procurement Panel, implementing changes required by the policy, and communicate delegation changes.

12. Risks / Ngā Tūraru

12.1 Increasing the Chief Executive Officer's financial delegations carries some risks. The most significant is a perceived reduction in elected member oversight of procurement decisions that would previously have gone to the Tenders/Procurement Panel, which could raise concerns about transparency and governance control. There is also a public perception risk, with ratepayers potentially questioning whether large sums of money are being committed without sufficient scrutiny. This shift is further emphasised by the new requirement to consistently apply total cost of ownership values (including operating, maintenance and disposal costs), which increases the assessed value of many procurements and therefore changes the thresholds at which they are considered.

12.2 It is important to note that staff – including the Chief Executive Officer – can only procure goods, services, and works that are already approved in the Long-Term Plan (LTP), Annual Plan (AP), or by separate Council resolution. No new or unbudgeted spending can occur under delegation.

12.3 Mitigations more broadly include requiring the Tenders/Procurement Panel to approve procurement plans and supplier recommendations above the Chief Executive Officer's delegation; providing quarterly procurement reporting to the Audit and Risk Committee; continuing Operations Committee reporting on tenders awarded; and appointing probity auditors for high-value or high-risk procurements. These measures ensure that efficiency and organisational maturity are strengthened, while governance visibility and accountability are preserved.

13. Conclusion / Kupu Whakatepe

13.1 Adjusting the Chief Executive Officer's financial delegations is a necessary step to realise the benefits of the new Procurement Policy and the Internal Procurement Panel. Without an increase, the Panel's scope will remain limited, creating inefficiencies and diverting the Tenders/Procurement Panel from its intended governance role. An uplift to $6 million provides a balanced approach—empowering management to deliver more efficient and consistent procurement decisions, embedding whole-of-life value and financial stewardship into practice, and ensuring the Council retains oversight of the most significant and high-risk procurements through the Tenders/Procurement Panel. This change strengthens organisational maturity, improves service delivery, and enhances transparency and accountability to the community.

14. Next Steps and Timeline / Ngā Mahi Whai Ake

14.1 Subject to Council approval, officers will:

14.1.1 Immediately update the Delegations Register to reflect the new financial delegation for the Chief Executive Officer.

14.1.2 Establish the Internal Procurement Panel and implement supporting processes by November 2025.

14.1.3 Provide the first quarterly procurement report to the Audit and Risk Committee in the new triennium.

15. Attachments / Tuhinga tāpiri

1. Procurement Policy 2025 178
2. Internal Procurement Panel TOR 200

PROCUREMENT POLICY	
ID	Policy Number 17
Function	Council Operations
Approved by	Chief Executive Officer
Date Policy Took Effect	01 July 2025
Last approved revision	12/10/2020
Sponsor	Assurance and Improvement Manager
Responsible	Procurement Specialist
Next Review Date	01/07/2028

1. Purpose

1.1. The purpose of the Tasman District Council ('the Council') Procurement Policy (the 'Policy') is to articulate the Council's commitment to the *public value*, and *fit-for-purpose*, procurement of goods, services, or works and contract management.

1.2. The Policy establishes the guiding principles for the Council's procurement and contract management practices, and seeks to ensure that:

(a) The Council recognises its primary responsibility is to ensure probity, and the prudent expenditure of public funds.

(b) A framework is adopted across the Council for procurement and the subsequent management of goods, services, and works contracts.

(c) The Council plans for, enters into, and manages all contracts in a manner that aligns to its obligations under Te Tiriti o Waitangi, and facilitates the Council's strategic and business objectives.

(d) The Council employees understand their roles and responsibilities with regards to procurement and are appropriately skilled and trained to do so.

(e) The Council achieves quality performance and cost-effective service delivery within available budgets.

1.3. This Policy identifies the responsibilities and operational parameters for prudent procurement decision-making, and the effective management of contracts and associated legally binding agreements.

1.4. This policy is to be read alongside associated documents referenced below.

1.5. The Council recognises that good procurement and contract management practices:

(a) Ensure the Council delivers, *public value, fit for purpose* and safe outcomes for all stakeholders

(b) Underpin the performance and delivery of the Council's strategic and business objectives.

(c) Provide opportunities for business sustainability, strategic growth, and improvement.

(d) Ensure full *probity* in its procurement practices and decision-making processes.

2. Scope

2.1 This policy applies to:

(a) All the Council employees, including temporary employees and contracted workers which includes consultants, contractors, and subcontractor's workers if they are procuring on the Council's behalf.
(b) Any person who is involved in the operation of the Council, including elected members, volunteers and those people with honorary or unpaid employee status.
(c) Every business, service or activity of the Council.

2.2. This policy does not apply to:
(a) The purchase or sale of land
(b) Employment agreements (excluding the engagement of Contractors and Consultants)

3. Definitions

3.1	Bribe or inducement:	The giving or receiving, whether directly or indirectly, of something of value to influence a (procurement) transaction.
3.2	Broader Outcomes:	Broader Outcomes are the secondary benefits that are generated by the way a good, service or works is produced or delivered. These outcomes can be social, environmental, cultural or economic benefits, and will deliver long term *public value* for the Council. Broader Outcomes require you to consider not only the whole of life cost of the procurement, but also the costs and benefits to society, the environment and economy.
3.3	Contract:	A formal, documented agreement between the Council and a supplier or contractor that commits the Council in legal or financial terms to the acquisition of goods, services and works.
3.4	Council Contract Manager:	A Council employee who manages, negotiates and administers contracts with a supplier or a contractor and is responsible for associated record- keeping.
3.5	Council Health & Safety Team:	To provide support in developing a safety culture across the Council. They will provide advice and support to management, employees and contractors to enable them to meet their respective health and safety obligations of this policy.
3.6	Close Relationship:	An employee's family (e.g. children, spouse/partner, parents, siblings, aunts, uncles, cousins etc. – whether by blood or otherwise) and members of the same whanau as the employee with whom there is regular, close contact, friends, business partners or associates
3.7	Economic Benefit:	The benefits to New Zealand and/or the Tasman District, which are generated through the procurement of goods, services or works.

3.8	Emergency:	An unforeseen event or situation. Refer to the New Zealand Government Quick Guide to emergency procurement.
3.9	Emissions:	Emissions: greenhouse gasses emitted into the atmosphere. Embodied Emissions: emissions that are required for extraction, processing, manufacture and delivery of materials, the building process and demolition and disposal of materials. Enabled Emissions: emissions produced due to the use of an asset or infrastructure (e.g., emissions from cars that drive on the road). End-of-Life Emissions: emissions associated with the deconstruction/ demolition and disposal of an asset or infrastructure. Operational Emissions: emissions generated during the operational or in-use phase of a building or infrastructure. This includes the use, management and maintenance of a product or structure use. Whole of Life Emissions: emissions associated with the entire life of an asset. This includes emissions across the full supply chain of construction materials and products, construction processes (and the waste arising), on-going operations, repair and maintenance, and processes at the end-of-life of a building or infrastructure.
3.10	Evaluation Panel	The evaluation panel will review and score the proposals received against the set criteria and decide on a shortlist or preferred provider. Using a panel makes sure the proposals received are given an objective and fair evaluation. The size and composition of an evaluation panel depends on the nature, scope, value, level of risk and complexity of the procurement. The panel should be 3–5 people. The panel must possess an appropriate mix of skills and experience to provide representation across key areas such as technical and functional specialisations as well as policy expertise and knowledge of council's business or operational requirements. Sometimes it is appropriate to have an external stakeholder or independent member on a panel. You can also appoint experts to give the panel advice on particular aspects of proposals — these experts don't need to be members of the panel.
3.11	Fit For Purpose:	Goods, services or works that fulfill the Council's requirements or achieve a particular outcome
3.12	Living Wage:	The remuneration received for a standard workweek by a worker in a particular place sufficient to afford a decent standard of living for the worker and her or his family. Elements of a decent standard of living include food, water, housing, education, health care, transportation, clothing, and other essential needs including provision for unexpected events.

3.13	Local Business:	A locally owned business or a corporate business with a local operation that provides goods, works, or services, based in the Tasman territory.
3.14	Market:	All potential providers of a good or service that may be available to the Council.
3.15	Probity Auditor:	Public organisations need to carry out their procurement in a transparent, accountable, impartial, and equitable way. Sometimes this is referred to as probity. In general, a Probity Auditor can assist with, and monitor probity matters in "Real Time" by reviewing documentation and attending meetings throughout the procurement process or review the conduct of the procurement at one or more key milestones reporting on the outcome of the process to that point.
3.16	Procurement:	The process of securing goods and services, including but not limited to planning, standards or specifications determination, supplier and sector research, review and selection, pricing negotiation, making the purchase, supply contract administration, disposals and other related functions.
3.17	Procurement Panel	The Procurement Panel will consider procurement activities for the Tasman District Council ensuring adherence to the Procurement Policy. The Procurement Panel meets on a regular basis (usually weekly).
3.18	Public Value	*Public value* means the best available result for the Council for the money spent. It includes using resources effectively, economically, and responsibly, and taking into account: • the procurement's contribution to the results you are trying to achieve, including *economic benefits* • the total costs and benefits of a procurement (*total cost of ownership*) The principle of *public value* when procuring goods, services or works does not mean selecting the lowest price but rather the best possible outcome for the *total cost of ownership* (over the whole of the life of the goods, services or works). Delivering better *public value* through procurement should include securing *economic benefits.* Selecting the most appropriate procurement process that is proportionate to the value, risk and complexity of the procurement will help achieve *public value.* See Appendix 3: Public Value Chart
3.19	Sustainable Procurement:	Securing goods and services in a way that recognises the *total cost of ownership* and/or benefits of the goods or service, and delivers benefits for the Tasman District community, economy and environment.

3.20	Total Cost of Ownership:	An estimate of the total costs of the goods, services, or construction works over the ownership period. It is a combination of the initial purchase price plus all other costs that will be incurred, less any income received. For example, the initial purchase price plus installation cost, operating costs and ongoing maintenance costs, less the residual value on disposal.

4. Principles

4.1 The Council's procurement and contract management practices shall ensure that the Council plans for, enters into and manages its procurement and contract management activities in a manner that ensures *fit for purpose* and maximises *public value.* That realises the Council's business, strategic and community expectations and incorporates the Council's health and safety, legal, and ethical responsibilities.

4.2 The Council procurement and contract management will be guided by the:

(a) NZ Government Procurement Rules (4th edition) 2019,
- The five principles of Government Procurement
- Government Procurement Charter
- Government Supplier Code of Conduct

(b) Procurement guidance for public entities. Controller and Auditor General

(c) NZ Transport Agency Procurement Manual (2019 update)

(d) The Council Health and Safety Policies and Procedures.

4.3 The Council's procurement and contract management will apply a strategic procurement process consistent with the Ministry of Business, Innovation and Employment (MBIE) procurement lifecycle consisting of planning, sourcing and managing.

4.4 The following should be reflected in all procurement and contract management practices:

(a) The purchasing power of the Council will be harnessed for the realisation of its strategic and business objectives, as well as the *economic benefit* of the local community.

(b) The Council will always act with integrity, impartiality and in a fair and reasonable manner in its dealings with other parties.

(c) The Council shall ensure full *probity* in its procurement practices and decision-making processes. All procurement decisions will be appropriate and transparent, fair and equitable, and free from any real or perceived bias or conflict of interest.

(d) Open and effective competition will be encouraged – all eligible suppliers shall have full and fair opportunity to participate.

(e) The Council shall take into consideration the *total cost of ownership* and/or benefits associated with procurement e.g. spanning design, manufacture, delivery, health and safety, operation and disposal.

(f) The Council will consider the *Sustainable Procurement and Broader Outcomes* as per Section 6 of this policy.

(g) Procurement and contract management processes will comply with all applicable statutory obligations, recognise the Council's business, strategic and community expectations, and reflect relevant sector, central and local government good practice standards and guidelines.

(h) All procurement and contract management risks will be identified and managed effectively throughout the life cycle of the goods or service.

5. General Requirements

5.1. All procurement undertaken must align with the objectives and funding that is mandated in the Long-Term Plan, Annual Plan, or specifically approved by the Council.

5.2. The Council's *emergency* response and recovery activities may require reactive, emergency or accelerated procurement of goods, services or works and will be procured within existing delegated financial authority except for 'Reactive' procurement which will act within existing delegated financial authority where possible.

5.3. All employees involved in the procurement and contract management of goods and services must have appropriate knowledge of, and comply with all relevant Council policies, procedures and guidelines, as well as applicable legislation and professional standards of practice with regards the procurement and contract management process.

5.4. *Evaluation Panels* must have at least three voting members.

5.5. Council procurement and contract management practices shall at all times be fair, equitable and transparent, and abide by the principles and requirements set out in this Policy.

5.6. Procurement decision-making practices shall ensure:

(a) Integrity, prudent decision-making.

(b) Open and effective competition, subject to appropriate due diligence and *probity* measures.

(c) *Public value*, and *fit for purpose*, including consideration of the principles of sustainable procurement whenever practicable.

(d) *Economic benefit* to New Zealand and/or the Tasman District.

(e) Effective identification, assessment and management of risk from the planning phase and throughout the life of the procurement or contracted activity including, but not limited to, safety in design and safe work planning followed by ongoing performance monitoring.

(f) Recognition of, and compliance with all relevant statutory and regulatory obligations.

(g) Collaboration, innovation and recognition of the collective purchasing power of the Council including the use of 'All of Government' contracts.

(h) Consideration of performance and delivery outcomes from previous procurement with prospective suppliers.

5.7. Procurement decisions could become subject to Judicial, Ombudsman or Auditor General review.

5.8. The Council shall ensure that all business activities have access to appropriate

procurement and contract management resources, skills, knowledge and expertise.

5.9. All procurement activity part-funded by NZ Transport Agency *Waka Kotahi* should comply with their approved procurement policies.

5.10. The Council shall ensure effective procurement and contract management process controls and monitoring mechanisms, including maintaining a dedicated Council Procurement Panel and recognised operational processes, guidelines, tools and templates.

5.11. The Council Contract Manager shall ensure all relevant documentation is complete, accurate, executed properly and filed appropriately.

5.12. A failure to adhere to the principles, obligations and requirements as outlined in this Policy, and associated Council procurement and contract management procedures and guidelines, may result in an investigation into the failures.

6. Sustainable Procurement and Broader Outcomes

6.1 The Council recognises that procurement and contract management practices provide a key opportunity to maximise *public value, fit for purpose*, and quality service delivery, as well as deliver tangible benefits for the local community, economy and environment. Broader Outcomes require you to consider not only the whole of life cost of the procurement, but also the costs and benefits to society, the environment and the economy.

6.2 The Council's procurement activities will be consistent with, and support, the Council's Strategic Framework, and other plans and policies as such, the principles of sustainable procurement will be recognised whenever practicable in the assessment of the costs and benefits of procurement including when undertaking cost-benefit analyses or weighted attributes assessments of potential goods and service suppliers, as follows:

(a) Think Local: The Council shall preference local businesses that can evidence a positive *economic benefit* in the Tasman District. This includes contributing to the vibrancy and sustainability of the local economy, supporting job or market growth, as well as fostering opportunities for small and medium-sized enterprises (SMEs).

(b) Think Environmental: The Council shall encourage procurement decisions that align with *emissions* reduction ambitions and have a positive impact on the natural environment and biodiversity, including through the prudent use of natural resources and the minimisation of waste or hazardous substances.

(c) Think Social: The Council shall encourage procurement decisions that maximise community benefits in terms of personal wellbeing, social cohesion, capital and inclusion, equal opportunities, and participation. For any sourcing over $100,000, consideration should be given to whether payment of the *Living Wage,* is appropriate for the ensuing contract.

6.3 The Council recognises the need for iwi participation, partnership and value-add that contributes to:

(a) Achieving Council's strategic vision.

(b) Other outcomes identified and valued by Council and iwi.

(c) Social and environmental outcomes valued by Māori and other communities.

(d) Increased business growth and development through public/private investment and partnerships and activities.

(e) Provision of niche social and environmental services through Māori and "not-for-profit", social enterprise, or other purpose- specific organisations.

7. Conflict of Interest

7.1 The Council shall ensure that procurement and contract management processes are not able to be justifiably challenged on the basis of any actual or perceived bias or conflict of interest.

7.2 All procurement and contract management decision-making processes shall include careful consideration of any actual, potential or perceived conflicts of interest.

7.3 Under no circumstances shall an employee influence, advise or participate in a procurement or contract management activity where that employee has an actual, potential or perceived conflict of interest – subject to very limited circumstances (see point 7.7 below).

7.4 Every person involved in the decision-making process shall declare in writing that they have no actual or potential for a perceived conflict of interest. This includes those involved directly in procurement and contract management activities, as well as anyone who has the ability to influence key decisions (e.g., those holding delegated financial authority or monitoring performance).

7.5 Where there is uncertainty about whether there is a conflict, employees should discuss the potential conflict with the Procurement Specialist and/or the relevant procurement's Probity Auditor in the first instance. If in doubt, employees will at all times fully disclose a potential conflict or bias.

7.6 Conflicts can occur at an organisational level, not just an individual level. The Council employees should identify and consider any contractors' and suppliers' relationships with the Council senior leaders and elected members. If a conflict of interest is identified that relates to a senior leader or an elected member, the matter should be escalated to and managed by the Procurement Specialist.

7.7 Where a Council employee has a conflict of interest but also possesses specific expertise that is deemed essential to the evaluation process and which is not readily available from any other source (including those external to the Council), the Procurement Panel may approve that person being able to discuss the project with the evaluation panel.

7.8 Where the Chief Executive Officer is involved with procurement and/or contract management and identifies a potential conflict of interest, escalation shall be to the Chair of the Audit and Risk Committee.

7.9 It is never acceptable for a Council employee to be involved in sourcing or contract management activities where they have a *close relationship* with a person who works for the supplier involved.

7.10 It is never acceptable for a Council employee to accept a *bribe or inducement*.

7.11 Anyone involved in a sourcing event should not accept gifts or hospitality whilst the sourcing event is ongoing.

7.12 The Council must not, except to the extent required by law (Local Government Official Information and Meetings Act 1987 (New Zealand Legislation website) disclose confidential information that would prejudice legitimate commercial interests of a particular supplier or might prejudice fair competition between suppliers, without the written authorisation of the supplier that provided the information.

8. Sourcing Thresholds

8.1. The Council's standard processes are based on monetary thresholds. The financial delegations and authority to enter into specified contracts are detailed in the Delegations Register.

8.2. Refer to Appendix 1 Sourcing Thresholds and Approach.

8.3. When estimating the monetary value of a procurement refer to Rule 8 of NZ Government Procurement Rules 4th Edition 2019. Should the activity be being procured for multiple years consider the likely spend over a five-year period.

8.4. Market scoping and the evaluation of potential goods or service suppliers shall at a minimum reflect the following methodologies (value):

(a) Sourcing with a cumulative value of less than $100,000 will be referred to the *Procurement Panel* where the Procurement Specialist considers that the level of risk (potential, perceived or actual) or any other issue associated with the procurement requires Procurement Panel review.

(b) Sourcing via an All-of-Government arrangement requires, where practicable, at least two written quotes, or following the relevant AOG contract secondary procurement process unless a situation arises where a particular expertise is required in which case this clause does not apply.

(c) Sourcing a NZTA part funded activity refer to

i. Community Infrastructure: Procurement Strategy for NZ Transport Agency Waka Kotahi: July 2022.

8.5 Further to S4.3 of this Policy, Evaluation Panels for:

(a) i. all NZTA part funded activity; and

ii. all other procurement over $5 Million must include at least one person who meets the experience/qualification requirements of the NZTA Procurement Manual.

(b) For all other Evaluation Panels, the Procurement Specialist should consider whether the inclusion of at least one person who meets the experience/ qualification requirements of the NZTA Procurement Manual would be beneficial.

8.6 Procurement of good, services, or works over the $50,000 threshold requires a procurement plan and a Council contract to be put in place. This also applies to contract variations.

8.7 All contracts and contract variations must be approved and signed by a Council employee with the appropriate authority. The total cost of the contract (as per Rule 8.5 of NZ Government Procurement Rules 4th Edition 2019) must be considered when ascertaining the appropriate delegated authority for signing.

8.8 No external parties are authorised to sign contracts on behalf of the Council.

8.9 The Council Contract Manager shall maintain a full electronic record of all procurement preparation, negotiation and award activities, in accordance with this Policy and all the Council records management practices.

8.10 All contracts shall clearly identify the functional, performance and/or technical deliverables and key performance indicators, including Health and Safety targets and responsibilities, that reflect the Council's expectations and quality standards, and establish effective means to measure, monitor and manage their delivery.

8.11 All contracts entered into by the Council must be in writing, signed by all relevant parties, and held securely on file in accordance with Council document management practices.

8.12 All contracts prepared by the Council shall utilise approved and standardised contract templates whenever possible. If no applicable Council template exists, or amendments to contract templates are proposed, or the use of a supplier's contract is proposed, assistance shall be sought from the Procurement Specialist and/or the Council Legal team to prepare a contract.

8.13 No contractual arrangement entered into by the Council shall be greater than 10 years in its entirety, including rights of renewal, unless approved by the Chief Executive Officer or by Council Resolution. The Council shall not enter into contracts that are "evergreen" (i.e., of indefinite length) except for the Council Master Services Agreements that include a Statement of Work (SoW), unless approved by the Chief Executive Officer or by Council Resolution.

9. Probity

9.1 It is essential that *Probity* is evident throughout procurement activities.

9.2 *Probity*:

a) Requires equity within procurement processes and controls.
b) Provides fairness and transparency in our procurement decisions.

9.3 To ensure *Probity*:

(a) The Procurement Specialist, or suitably qualified nominee who is not already on the evaluation panel, acts as *Probity Auditor* for any procurement process between $1M up to $5M.

(b) The Procurement Panel reserves the right to request a *Probity Auditor* to be appointed for any procurement process approved by the panel.

(c) The Procurement Specialist appoints an external independent *Probity Auditor* for all procurement activities that:

i. are above $5M (Total Cost of Ownership), or
ii. are considered high risk.

10. Contract Management

10.1 The Council shall maintain a central database of all approved and/or active contracts, and ensure comprehensive records are held, including all third-party vetting; health and safety approval; insurance coverage; contract review, renewal or expiration dates; deviations and variations.

10.2 All contracts will be actively and appropriately managed, in a manner that fosters collaboration with suppliers and contractors, maximises value for money as well as supports continuous innovation and improvement.

11. Risk Management

11.1 All Procurement and Contract Management activities must follow Council risk management practices in line with the Council Risk Management Framework.

11.2 Prior to contract award, appropriate due diligence should be undertaken to minimise risk to the Council. For new suppliers, this should include a credit and/or reference check.

11.3 The Council shall ensure that the costs, benefits and risk presented by procurement are identified, and appropriately reflected in the procurement and contract management methodology utilised.

11.4 The Council Contract Managers shall work collaboratively with engaged providers to identify, assess, manage and review all risks and issues associated with the goods or service procured, throughout the length of the contracted period.

11.5 All critical issues must be escalated and resolved appropriately to ensure the continued quality delivery of service expectations.

11.6 All risk management and mitigation strategies must be clearly documented as part of the procurement and contract management process.

12. Health and Safety

12.1 Prior to undertaking any work for the Council, all contractors must apply for, and be approved against a set of eligibility requirements, including insurance cover, health, and safety and relevant codes of practice.

12.2 The Contract Manager must ensure that the requirements of the Health and Safety at Work Act 2015 are satisfied and that all parties are aware of their associated responsibilities and the manner in which they are to be discharged and as such, is expected to:

(a) Be a health and safety leader by driving excellence in performance and behaviour.

(b) Confirm that Critical Risks associated with the contract are clearly identified (inclusive of foreseeable risks), manage them using the hierarchy of controls, maintain effective control measures, and review and revise control measures to ensure they are effective. Ensure that all parties to a contract communicate, co-operate and co-ordinate their work plans to effectively manage overlapping health and safety risks. The Contract Manager must work with all parties to reduce risk to 'As Low As Reasonably Practicable' (ALARP).

(c) Verify that health and safety in design is considered in the process of managing health and safety risks throughout the lifecycle of structures, plant, substance or other products. Designers must ensure that they make work healthy and safe from the start of the design process.

(d) Set clear health and safety responsibilities and expectations of the Contract Manager and regularly monitor to ensure expectations are being met.

(e) Check that health and safety events of significance are appropriately reviewed to identify additional preventative measures that may be required and ensure proper communication and documentation is recorded in the Council's health and safety management system.

12.3 The Contract Manager will ensure that any change to the contracted work will trigger a review of the safety plans in their entirety.

12.4 The Council Health and Safety Team shall provide policy, procedure and guidance to enable Contract Managers to meet these obligations.

13. Deviations

13.1 Deviation from the Council's procurement and contract management processes may be necessary or desirable due to circumstances beyond the reasonable control of Council. Including but not limited to:

(a) A limited number of suppliers in the market

(b) A different procurement methodology or process is stipulated by legislation or a professional/regulatory body.

(c) An emergency where immediate Council decision- making is required and is in the best interests of ratepayers (Emergency Procurement).

(d) Whilst undertaking a properly procured contract for Council it becomes apparent that an extension/variation to the scope of contract would provide significant economic, logistical and/or timing benefits.

In such instances the deviation needs to be approved by the Procurement Panel.

14. Record Keeping

14.1 All procurement and contract document management processes shall adhere to relevant statutory and regulatory obligations, including the Public Records Act 2005.

14.2 Clear and comprehensive written records of all procurement and contract management

activity shall be retained in accordance with the Council document management policies and protocols. This includes market, tender and evaluation material, contracts and variations, performance reporting, correspondence and associated service delivery records.

14.3 Procurement and contract management records shall provide a clear, transparent and accessible audit trail so that Council employees, auditors and/or legal advisors may readily establish the process and rationale for any procurement decisions made and actions taken.

14.4 At a minimum, records should be retained that demonstrate:

(a) The Council procurement and contract management processes have been followed, as outlined in this Policy and all associated procedures and practice guidelines.

(b) Procurement adheres to appropriate budget allocations through the Long-Term Plan, the Annual Plan, or an approved Business Case.

(c) Approval for procurement has been obtained as per Appendix I.

(d) The Council has identified key contract performance expectations and deliverables and undertaken appropriate measures and audit/monitoring activities that provide assurance of performance.

(e) All risks are identified, assessed and effectively managed in collaboration with the contractor, including health and safety assessments, mitigation controls, site planning and maintaining appropriate insurance cover. Critical risks (those that could cause serious harm) shall be identified separately and effective controls shall be implemented and reviewed periodically.

(f) All employees involved in decision-making have affirmed that they are free from any actual or perceived conflicts of interest.

15. Confidentiality

15.1 Employees involved in procurement and contract management activities shall take all due precautions when handling commercially sensitive information. This includes ensuring information is not passed between parties entering into a tender or other competitive procurement process, as well as maintaining the rights of the Council and third- party intellectual property.

15.2 Confidentiality obligations continue throughout the procurement and contract management process, as well as after the contract has terminated or expired.

Authorised by



Leonie Rae, Chief Executive Officer

25 June 2025

Relevant Legislation:	Government Procurement Rules 4th Edition 2019. Civil Defence Emergency Management Act 2002 Commerce Act 1986 Construction Contracts Act 2002 Contract and Commercial Law Act 2017 Fair Trading Act 1986 Goods and Services Tax Act 1985 Health and Safety at Work Act 2015 Local Authorities (Members' Interests) Act 1968 Local Government Official Information and Meetings Act 1987 Public Records Act 2005 Public Works Act 1981 Reserves Act 1977 Resource Management Act 1991 Treaty of Waitangi Act 1975
Associated Documents:	16.1 Health and Safety Policy 16.2 Significance and Engagement Policy 16.3 Fraud Policy 16.4 Receiving Gifts, Hospitality, Prizes and Koha Policy 16.5 Delegations Register 16.6 Nelson-Tasman Waste Management and Minimisation Plan 16.8 Risk Management Framework 16.9 Information Management Policy 16.10 Procurement Panel Terms of Reference 16.11 Tasman Climate Response and Resilience Policy 16.12 Tasman Climate Response and Resilience Strategy and Action Plan 16.13 Wood Encouragement Policy 16.14 Employee Code of Conduct Policy 16.15 Employee Interest Policy 16.16 NZ Government Procurement - Reducing emissions and waste 16.17 Community Infrastructure: Procurement Strategy for Waka Kotahi NZ Transport Agency 16.18 New Zealand Government - Quick guide to emergency Procurement 16.19 New Zealand Government – Total cost of ownership

Appendix 1

Sourcing Thresholds and Approach

For Procurement of Goods, Services and Works included in the Long Term and/or Annual Plans with allocated budget

(When estimating the monetary value of a procurement consider the likely spend over a five-year period and refer to Rule 8 of NZ Government Procurement Rules 4th edition 2019)

Monetary Value (procurement or contract)	Market Approach	Funding Approval ($)	Procurement Plan	Supplier Recommendation	Contractual Method
<$25k	Supplier who has a current contract with Council to provide the same or similar goods, services or works or All of Government (AOG) contract or 2 written quotations actively sought or Direct Sourcing	Delegated Budget Holder	Procurement Plan Not Required	Supplier Recommendation Not Required	Purchase Order or Signed Council Contract (with Purchase Order)
$25k - <$50k	Supplier who has a current contract with Council to provide the same or similar goods, services or works or All of Government (AOG) contract or 2 written quotations actively sought or Direct Sourcing (with delegated budget holder written approval)	Delegated Budget Holder	Procurement Plan Not Required	Supplier Recommendation Not Required	Purchase Order or Signed Council Contract (with Purchase Order)

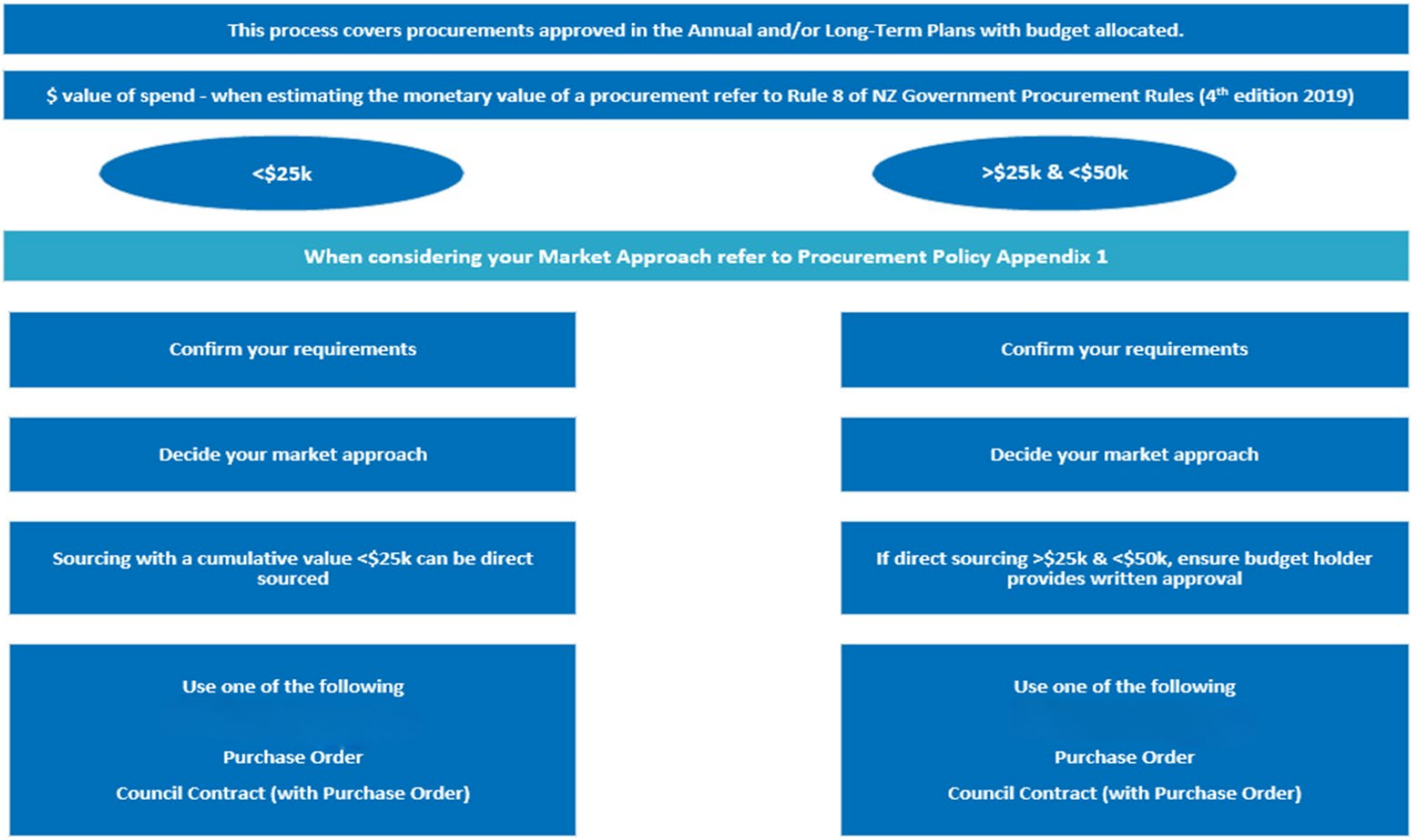
Monetary Value (procurement or contract)	Market Approach	Funding Approval ($)	Procurement Plan	Supplier Recommendation	Contractual Method
>$50k - <$100k	Supplier who has a current contract with Council to provide the same or similar goods, services or works or All of Government (AOG) contract or 3 written quotations actively sought or Deviation from standard procurement process	Delegated Budget Holder	Endorsed by Procurement Specialist	Endorsed by Procurement Specialist	Signed Council Contract (with Purchase Order)

> $100k – Less than the Chief Executive Officer's Delegation limit	Supplier who has a current contract with Council to provide the same or similar goods, services or works or All of Government (AOG) Contract or Open and Competitive procurement process or Deviation from standard procurement process	Delegated Budget Holder	Approved by Procurement Panel	Approved by Procurement Panel	Signed Council Contract (with Purchase Order)

Monetary Value (procurement or contract)	Market Approach	Funding Approval ($)	Procurement Plan	Supplier Recommendation	Contractual Method
Above The Chief Executive Officer's Delegation limit	Supplier who has a current contract with Council to provide the same or similar goods, services or works or All of Government (AOG) Contract or Open and competitive procurement process or Deviation from standard procurement process	Delegated Budget Holder	Approved by Procurement Panel	Approved by Tenders Panel	Signed Council Contract (with Purchase Order)
For Procurement of Goods and Services without allocated budget					
Council employee delegations do not apply	Supplier who has a current contract with Council to provide the same or similar goods, services or works or All of Government (AOG) Contract or Open and competitive procurement process or Deviation from standard procurement process	Council Decision	Council Decision	Council Decision	Signed Council Contract (with Purchase Order)

Appendix 2

Procurement Process for Goods and Services within CEO Financial Delegation (FD)



Procurement Process for Goods and Services within CEO Financial Delegation (FD)

This process covers procurements approved in the Annual and/or Long-Term Plans with budget allocated.

$ value of spend - when estimating the monetary value of a procurement refer to Rule 8 of NZ Government Procurement Rules (4th edition 2019)

$50k to < $100k	$100k to < CEO FD
When considering your Market Approach refer to Procurement Policy Appendix 1	
Procurement Plan to Procurement Specialist for endorsement	Procurement Plan to Procurement Specialist for Endorsement
Procurement Plan endorsed by Procurement Specialist	Procurement Plan Endorsed by Procurement Specialist
	Procurement Plan referred to Procurement Panel
Procurement proceeds as per Plan	Procurement Plan approved by Procurement Panel
	Procurement proceeds as per Plan
Supplier Recommendation to Procurement Specialist for endorsement	Supplier Recommendation to Procurement Specialist for endorsement
Supplier Recommendation endorsed by the Procurement Specialist	Supplier Recommendation endorsed by the Procurement Specialist
	Supplier Recommendation referred to Procurement Panel
Contract agreed between Council & supplier (s)	Supplier Recommendation approved by Procurement Panel
	Contract agreed between Council & Supplier(s)
Purchase order raised	Purchase order raised

Procurement Process for Goods and Services within CEO Financial Delegation (FD)

This process covers procurements approved in the Annual and/or Long-Term Plans with budget allocated.

$ value of spend - when estimating the monetary value of a procurement refer to Rule 8 of NZ Government Procurement Rules (4th edition 2019)

$50k to < $100k	$100k to < CEO FD
When considering your Market Approach refer to Procurement Policy Appendix 1	
Procurement Plan to Procurement Specialist for endorsement	Procurement Plan to Procurement Specialist for Endorsement
Procurement Plan endorsed by Procurement Specialist	Procurement Plan Endorsed by Procurement Specialist
	Procurement Plan referred to Procurement Panel
Procurement proceeds as per Plan	Procurement Plan approved by Procurement Panel
	Procurement proceeds as per Plan
Supplier Recommendation to Procurement Specialist for endorsement	Supplier Recommendation to Procurement Specialist for endorsement
Supplier Recommendation endorsed by the Procurement Specialist	Supplier Recommendation endorsed by the Procurement Specialist
	Supplier Recommendation referred to Procurement Panel
Contract agreed between Council & supplier (s)	Supplier Recommendation approved by Procurement Panel
	Contract agreed between Council & Supplier(s)
Purchase order raised	Purchase order raised

Procurement Process for Goods and Services above CEO Financial Delegation (FD)

This process covers procurements approved in the Annual and/or Long-Term Plans with budget allocated.

$ value of spend - when estimating the monetary value of a procurement refer to Rule 8 of NZ Government Procurement Rules (4th edition 2019)

>$ CEO FD

When considering your Market Approach refer to Procurement Policy Appendix 1

Procurement Plan to Procurement Specialist for endorsement

Procurement Plan endorsed by Procurement Specialist

Procurement Plan referred to Procurement Panel

Procurement Plan approved by Procurement Panel

Procurement proceeds as per Plan

Supplier Recommendation to Procurement Specialist for endorsement

Supplier Recommendation endorsed by the Procurement Specialist

Supplier Recommendation referred to Tenders Panel

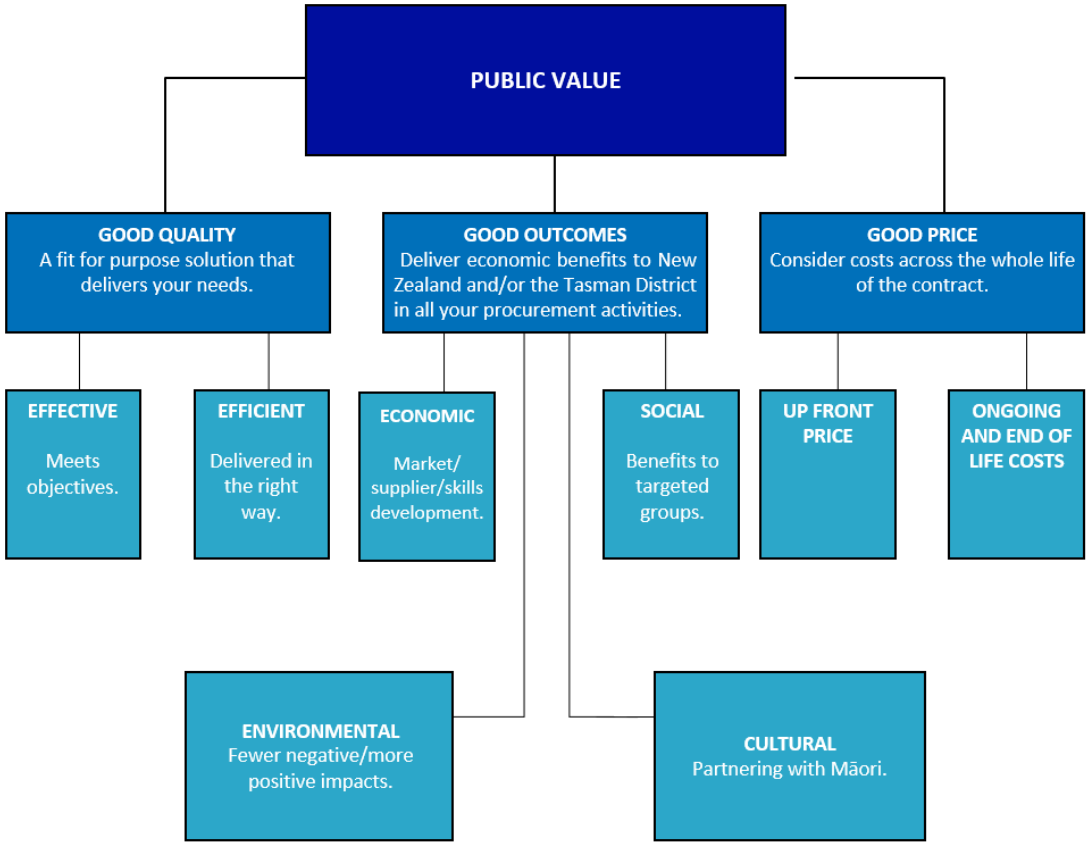
Suppliers Recommendation approved by Tenders Panel

Contract agreed between Council & supplier (s)

Purchase order raised

Appendix 3

Public Value Chart



INTERNAL PROCUREMENT PANEL

TERMS OF REFERENCE

Purpose	The Procurement Panel will consider procurement activities for the Tasman District Council (Council), ensuring adherence to the Procurement Policy and guided by Good Practice Procurement.
Meetings and Membership	***Meeting Frequency*** The Procurement Panel meets on a regular basis (usually weekly). ***Membership:*** • The Procurement Panel consists of two Executive Leadership Team (ELT) members and four rotating members from within Council employees. • Rotating members serve a 12- month term. ***Nominations:*** • Nominations for rotating members can be made via a General Manager. • Procurement Panel members are approved by the Chief Executive Officer (CEO) ***Chair:*** • An ELT Member ***Advisor*** • Procurement Specialist ***Administrator*** • Procurement Specialist
Quorum	The quorum for the Procurement Panel meetings requires the presence of at least one ELT member and two rotating members.
Reporting	The Procurement Panel will report to the CEO and relevant stakeholders as required.

Delegations	For the procurement of goods, services, and works approved as part of the Long-Term Planning and/or Annual Plan process for which sufficient budget is allocated. The Procurement Panel has the following delegations: • Procurement Plans: ○ Procurement plans and their variations, with a monetary value less than the Procurement Panel's financial delegation from the CEO. • Supplier Recommendation Reports: ○ Supplier recommendations with a monetary value less than the Procurement Panel's financial delegation from the CEO. ○ Where the contract term (including any right of renewal) is no more than ten years. In exceptional circumstances, the CEO may approve requests outside the Procurement Panel meeting cycle.
Terms of Reference Review	These Terms of Reference will be reviewed biennially by the Procurement Panel or earlier if the Procurement Panel delegations are updated. Any proposed changes will be submitted to the CEO for approval. Date for next review: September 2027
Associated Documents	○ Council Procurement Policy ○ Council Financial Delegations Manual

7.4 DELEGATING CROSS-FUNDING OF CAPITAL PROJECTS

Decision Required

Report To:	Tasman District Council
Meeting Date:	25 September 2025
Report Author:	Marie Callander, Corporate Counsel; Russell McGuigan, Programme Delivery Manager
Report Authorisers:	Richard Kirby, Group Manager - Community Infrastructure
Report Number:	RCN25-09-28

1. Purpose of the Report / Te Take mō te Pūrongo

1.1 The purpose of this report is for the Council to consider delegating authority to the Tenders/Procurement Panel (as a subordinate decision-making body of the Council) to move capital projects and budgets within an activity (for example, stormwater) between long-term plan years.

2. Summary / Te Tuhinga Whakarāpoto

2.1 Currently there is no mechanism under the Delegations Register to allow capital budget items within an activity to be moved between years when individual projects within an activity are delayed due to, for example, land issues, consenting issues or underfunding.

2.2 This results in:

2.2.1 underspend of capital budgets (which were included when setting the rates), and

2.2.2 the need to undertake a full report to the Council to enable pre-approved projects to be moved between years.

2.3 Staff propose that the Council delegates to the Tenders/Procurement Panel to authorise capital budgets to be transferred between years where the following conditions have been satisfied:

2.3.1 The project must be identified (with funding specified) in the Long Term Plan (LTP) or annual plan;

2.3.2 The expenditure against the project must occur within two years prior to the LTP funding and charged to the same activity (and where the activity relates to a water club, spending is charged to the same water club) as the LTP funding (there must be no cross-subsidisation of funding activities);

2.3.3 There must be no change to the overall budgeted expenditure and financial impact;

2.3.4 The delegation be given to Tenders/Procurement Panel to approve the reallocation of capital budgets within an activity;

2.3.5 All uses of the delegation to be reported back to the Operations Committee;

2.3.6 The delegation allows the approval of decisions to act inconsistently with a LTP if those decisions do not trigger the requirements of sections 80 or 97 of the Local Government Act 2002 (LGA);

2.3.7 If any decisions are "significantly inconsistent" with the LTP, the delegation requires the Tenders/Procurement Panel to make recommendations to the Operations Committee or the Council as to how to comply with section 80 of the LGA; and

2.3.8 Subject to any flexibility permitted under the financial delegations in Part Three, item 3.5 of the Delegations Register (**Attachment 1**), all changes to approved activity capital budgets over and above the LTP or annual plan must go to the Council for approval.

3. Recommendation/s / Ngā Tūtohunga

That the Tasman District Council

1. receives the Delegating Cross-funding of Capital Projects report, RCN25-09-28; and

2. pursuant to Clause 32 of Schedule 7 of the Local Government Act 2002, approves amendments to the Part Two item 5.5.4 of the Delegations Register to provide that the Tenders/Procurement Panel may approve the reallocation of capital budget expenditure within an activity between Long Term Plan years on the following conditions:

2.1 the project must be identified with funding specified in the Long Term Plan or Annual Plan;

2.2 the expenditure against the project must occur within two years prior to the Long Term Plan funding and charged to the same activity and where the activity relates to a water club, spending is charged to the same water club) as the Long Term Plan funding (there must be no cross-subsidisation of funding activities); and

2.3 there must be no change to the overall budgeted expenditure and financial impact;

2.4 approval may only be given for decisions to act inconsistently with a Long Term Plan if those decisions do not trigger the requirements of sections 80 or 97 of the Local Government Act 2002;

2.5 all uses of the delegation to be reported back to the Operations Committee;

2.6 if any decisions are "significantly inconsistent" with the Long Term Plan, the Tenders/Procurement Panel must make recommendations to the Council as to how to comply with section 80 of the Local Government Act 2002;

2.7 subject to any flexibility permitted under the financial delegations in Part Three, item 3.5 of the Delegations Register (Attachment 1 to the agenda report), all changes to approved activity capital budgets over and above the Long Term Plan or Annual Plan must be reported to the Council for approval.

4. Background / Horopaki

4.1 Under-spends in activity capital budgets frequently occur when a project is delayed due to, for example, land issues, resource consent processes or under funding.

4.2 There is no easy mechanism within the current delegations to move approved capital budget items within an activity between financial years.

4.3 Consequently, reports need to be written for the Council and staff and elected member's time is taken up with writing and considering reports about projects that have previously been approved.

5. Analysis and Advice / Tātaritanga me ngā tohutohu

5.1 Approval of a delegation to allow moving capital projects within a rolling three-year LTP period would enable unspent funds to fund work on other approved projects within an activity in future LTP years.

5.2 This will allow flexibility to commence or delay projects across approved annual plan and or LTP years with no change to the overall budgeted expenditure and financial impact. The expenditure against the project could occur up to two years prior to the LTP funding and must be charged to the same activity as the LTP funding.

5.3 Where the expenditure relates to a water club (for example the Motueka water club), the movement of budgeted capital expenditure could only be undertaken within the capital budget for that same water club.

5.4 Under the current delegations there is provision for the Chief Executive and Tier 2 Group Managers to authorise the reallocation of project capital budgets of 10% of an approved activity capital budget that is included in the LTP and annual plan up to a maximum annual value of $1million (see **Attachment 1**).

5.5 This existing delegation provides some flexibility, but many capital projects are for much more than $1million and so this existing delegation has limited application.

5.6 Staff consider that the proposed delegation to the Tenders/Procurement Panel would be beneficial in that it would:

5.6.1 save staff and Councillors' time; and

5.6.2 improve efficiency in delivering projects; and

5.6.3 benefit the community by ensuring that the capital budgets that are included when rates are set can be more fully spent on approved projects.

6. Options / Kōwhiringa

6.1 The options are outlined in the following table:

Option		Advantage	Disadvantage
1.	Stay with current delegations and processes to approve annual plan projects list and funding.	Council scrutiny over any reordering of previously budgeted capital spending over $1million.	Budget underspend when a project is delayed. Increased burden on staff and elected membeers through need for reports to the Council required for previously approved projects.
2.	Create recommended delegation to allow flexibility to commence or delay projects across approved annual plan and or LTP years without the need to go back to the Council for approval.	Improved budget spend and an ability to prioritise projects to match available funding. Less delay in implementing projects and less burden on staff and elected members.	Nil

6.2 Option 2 is recommended.

7. Legal / Ngā ture

7.1 The proposed delegation to the Tenders/Procurement Panel, subject to the conditions, is an option available to the Council.

7.2 Even though the Tenders/Procurement Panel is not a committee of the Council it is governed by the same rules around public reporting as Council committees which provides transparency around what is being approved.

7.3 The statutory framework does not expressly anticipate the Council delegating to officers the power to act inconsistently with the LTP (where the inconsistency is not anticipated or authorised by existing plans or policies). In practice, however, the implementation of Council decisions can afford officers a degree of flexibility.

7.4 The real issue is the permissible extent of inconsistency with any prior adopted plan or policy (without a Council decision allowing that inconsistency). For example, if officers were to decide (for good reason) to transfer funding or bring forward the timing of any project (while deferring others), this will only require specific action (and a decision of the Council) if it is "significantly inconsistent" with a prior plan or policy, in terms of section 80 of the LGA.

7.5 In all other instances, where the decision is to:

7.5.1 alter significantly the intended level of service provision for any significant activity undertaken by or on behalf of the local authority, including a decision to commence or cease any such activity; or

7.5.2 transfer the ownership or control of a strategic asset to or from the local authority,

this would trigger a requirement for a Council decision under section 97 of the LGA and be reported in the annual report in the usual way.

7.6 The conditions restricting the delegation to decisions being made not:

7.6.1 triggering sections 80 or 97 of the Local Government Act 2002 (**LGA**); and

7.6.2 being "significantly inconsistent" with the LTP (in which case the Tenders/Procurement Panel may make recommendations to a committee or the full Council as to how to comply with section 80 of the LGA),

provide limitations that would provide oversight over all "non-section 80 / 97" decisions and confer a recommendation power for decisions that engage section 80.

7.7 The other conditions include that the project must be identified within the LTP, occur within two years of the budgeted expenditure, and be charged against the same activity, and not allow any cross subsidisation of funding activities. These conditions indicate that it is unlikely that there would be an issue with either section 80 or 97, as they will enable practical/efficient delivery of projects, and no material change to the rating for the activity or application of debt.

7.8 Accordingly, staff are of the view that these conditions for the use of the proposed delegation are generally appropriate.

8. Iwi Engagement / Whakawhitwhit ā-Hapori Māori

8.1 No engagement with iwi has taken place or is required since the use of the proposed delegation will not result in any change to the overall budgeted expenditure or financial impact and the projects have already been consulted on via the LTP and annual plan process.

9. Significance and Engagement / Hiranga me te Whakawhitiwhiti ā-Hapori Whānui

9.1 This proposal is low risk because all capital projects to which this delegation would apply have been consulted on and approved under the LTP.

	Issue	Level of Significance	Explanation of Assessment
1.	Is there a high level of public interest, or is decision likely to be controversial?	Low	Only relates to approved projects in the LTP.
2.	Are there impacts on the social, economic, environmental or cultural aspects of well-being of the community in the present or future?	Low	Only relates to approved projects in the LTP.
3.	Is there a significant impact arising from duration of the effects from the decision?	Low	
4.	Does the decision relate to a strategic asset? (refer Significance and Engagement Policy for list of strategic assets)	Low	

	Issue	Level of Significance	Explanation of Assessment
5.	Does the decision create a substantial change in the level of service provided by Council?	Low	
6.	Does the proposal, activity or decision substantially affect debt, rates or Council finances in any one year or more of the LTP?	No	Does not allow any increase to approved annual plan activity budget.
7.	Does the decision involve the sale of a substantial proportion or controlling interest in a CCO or CCTO?	No	
8.	Does the proposal or decision involve entry into a private sector partnership or contract to carry out the deliver on any Council group of activities?	No	
9.	Does the proposal or decision involve Council exiting from or entering into a group of activities?	No	
10.	Does the proposal require particular consideration of the obligations of Te Mana O Te Wai (TMOTW) relating to freshwater and Affordable Waters services?	Low	

10. Communication / Whakawhitiwhiti Kōrero

10.1 A report will be presented to the Operations Committee when any approval to move a capital budget for a project between years is given by the Tenders/Procurement Panel.

11. Financial or Budgetary Implications / Ngā Ritenga ā-Pūtea

11.1 No financial or budgetary implications since all the funding for any capital budget project to be moved between years is already approved and no additional funding within any activity's annual plan year will be required.

12. Risks / Ngā Tūraru

12.1 Low risk.

13. Climate Change Considerations / Whakaaro Whakaaweawe Āhuarangi

13.1 No climate change considerations as all projects have been approved as part of the TRMP/LTP process.

14. Alignment with Policy and Strategic Plans / Te Hangai ki ngā aupapa Here me ngā Mahere RautakiTūraru

14.1 No impact as all projects have been approved as part of the TRMP/LTP process.

15. Conclusion / Kupu Whakatepe

15.1 Allowing flexibility to commence or delay projects across approved annual plan and or LTP years will enable improved budget spend and efficiency of delivery.

15.2 The proposed delegation is an option available to the Council provided the conditions specified in the resolution are satisfied.

16. Next Steps and Timeline / Ngā Mahi Whai Ake

16.1 If the Council approves the amendments to the delegations, the amendments take immediate effect, and staff will update the Delegations Register accordingly.

16.2 Once approval has been given, establish project priorities for the next two years of the LTP.

17. Attachments / Tuhinga tāpiri

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Tasman District Council Delegations Register – Part One General

Delegations Register

30 June 2021

Tasman District Council Delegations Register – Part One General

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Part One – General

1.0 Structure

The Delegations Register is structured in five parts:

Part One - General

This part summarises the overall purpose and structure of the Delegations Register, defines delegations, their duration and the legal basis upon which they are given.

Part Two - Governance

This part sets out the responsibilities and powers of the Council's elected members, describes the structure and appointments to Council's Committees, Subcommittees, Hearing Panels, Community Boards and Joint Committees.

Part Three - Management

This part sets out responsibilities and powers held by the Chief Executive and Senior Managers to ensure the proper and efficient functioning of the Council as a local authority business.

All delegations to staff in Part Three of this Register have been made to the Chief Executive. The Chief Executive then sub delegates as appropriate.

Part Four - Statutory Delegations

Statutory delegations may be made where:

- The responsibilities are expressly provided for in legislation; or
- The Council holds the power and delegates this responsibility to the Chief Executive
- Delegations to staff, if required by any enactment, are made through the Chief Executive by virtue of inclusion in this register.

From time to time staff position titles will change. Where the duties of the newly titled position remains substantially the same, the delegations will automatically transfer to that new position until such time as the Delegations Register is updated.

Statutory appointments occur where, by virtue of being an office holder, staff have duties and powers which are additional to any delegation. In those cases, staff are acting under appointment rather than delegation. Details of these delegations appear in the Tasman District Council's Appointments Register.

Part Five – Terms of Reference

This part contains the terms of reference for Council's Committees, Community Boards, Subcommittees, Hearing Panels and Joint Committees, including scope, financial, policy and legislative delegations

2.0 Purpose

The purpose of the Delegation Register is to set out the Tasman District Council's ('the Council') policies, procedures and delegations relating to decision making when giving effect to its statutory duties, responsibilities and powers. The Delegations Register incorporates terms of reference for committees.

Where decisions or actions under a policy of Council are delegated to a Committee or other decision-making body that has since been disestablished, that delegation will be exercised by Council.

3.0 Definition of Delegation

Delegation is the transfer of a duty or power to act on behalf of another, including the authority that the person or body making the decision would themselves have had in carrying out that duty or exercising that power.

For the purposes of administrative efficiency and expediency, in the conducting of its day-to-day business, the Council delegates certain statutory duties, responsibilities and powers to its standing committees, committees, subcommittees, joint committees, elected members and staff and in some cases other persons such as Hearing Commissioners.

Likewise, the Chief Executive delegates certain duties and responsibilities to a subordinate level. These delegations promote effective and expeditious decision-making.

Delegations avoid administrative delays and inefficiencies that might otherwise occur if all matters had to be referred to Council or the Chief Executive every time a decision needed to be made.

4.0 The Legal Basis

Council's authority to delegate to its standing committees, committees, subcommittees, elected members or staff is principally derived from Schedule 7, Clause 32 of the Local Government Act 2002 (LGA).

Schedule 7 Clause 32 of the LGA states that:

"Unless expressly provided otherwise in this Act, or in any other Act, for the purposes of efficiency and effectiveness in the conduct of the local authority's business, a local authority may delegate to a committee or other subordinate decision-making body, community board, or member or officer of the local authority any of its responsibilities, duties, or powers except

(a) The power to make a rate; or

(b) The power to make a bylaw; or

(c) The power to borrow money, or purchase or dispose of assets, other than in accordance with the Long-Term Plan; or

(d) The power to adopt a long-term plan, annual plan, or annual report; or

(e) The power to appoint a chief executive; or

(f) The power to adopt policies required to be adopted and consulted on under this Act in association with the long-term plan or developed for the purpose of the local governance statement; or

(g) [Repealed]

(h) The power to adopt a remuneration and employment policy.

Other statutes also confer or limit the ability for the Council to delegate decision-making powers and duties. Authority and responsibility are inseparable. Those with responsibility for a task or function should always have the authority to carry it out effectively. No delegation relieves the local authority, member, or officer of the liability or legal responsibility to perform or ensure performance of any function or duty.

Delegates should willingly accept authority and responsibility for decision-making in the certain knowledge that their decisions, if made in a full, fair, and objective manner, will not be interfered with or undermined. The act of delegating involves mutual trust and respect without which the efficiency and effectiveness of the Council would be at risk. Having said that, no one can be compelled to exercise their delegation.

Nothing in this Delegations Register limits the power of anyone to carry out a function or activity that is a precursor to exercising a delegation.

5.0 Term of Delegation

Unless any delegation is expressed to be for a defined period it will continue until revoked by the Council, the Chief Executive or withdrawn by operation of law. The Delegations Register is a 'living' document and as such will be reviewed and amended from time to time. The delegation is normally to the position, not to the individual. The delegation survives any change in the occupier of any position.

6.0 Exercising Delegations

6.1 General Provisions

In the exercise of any delegation, the delegate (i.e. the person given the delegation) must comply with the requirements in this document. The laws relating to local government generally recognise that a delegation properly exercised binds Council and unless the law or the delegation expressly provides for a review/appeal then no remedy exists other than removing the delegation.

If a delegate considers it is inappropriate for them to exercise a delegation in relation to a specific matter they may refer the decision back to the delegator.

Delegations must be unambiguous and made in writing in order to protect both the Council and the delegate.

Where the terms of the delegation require, decisions made under delegated authority will be reported to the Council or a relevant Committee.

Where a delegation exists to make a decision on behalf of Council, the delegate has all the necessary powers of Council to effect that decision, including any related transitional powers prescribed by statute.

6.2 Who delegations are made to

Delegations have generally been made to the lowest organisational level, commensurate with the degree of responsibility and difficulty involved in the undertaking of the task delegated. In deciding what the lowest level for each delegation is, particular attention has been paid to the

fact that along with the powers and duties contained in the delegation go the responsibilities and accountability for its correct and effective implementation and any reporting requirements.

In the exercise of any delegation, the delegate will ensure they act in accordance with:

a) any binding statutory authority (in relation to each delegation, relevant sections of the Act will be identified); and
b) any relevant Council policy or procedural documents (including reporting and recording requirements).

In relation to delegations to officer level, every delegation will be to a stated office or position and will be exercised in relation to the duties of their position or when an officer has been appointed in an acting capacity.

Where financial delegations have been given to Committees, Subcommittees, other decision-making bodies or staff, these delegations should be exercised within budgets; adhere to Council's policies; follow a duty of care and fiscal responsibility.

For the avoidance of doubt, delegators and supervisors of subordinate staff shall have the same powers as the delegate, unless the exercise of such delegation requires, by law, a particular qualification or registration.

The delegations to staff, if required by any enactment, are also made through the Chief Executive Officer by virtue of inclusion in this Register.

Staff will not exercise delegated authority in cases of uncertainty or where it would be preferable that policy direction be given. There are also circumstances where staff should seek peer review prior to exercising delegated authority.

6.3 Temporary Delegations

Someone appointed temporarily to fill in for a more senior position inherits the delegations of that senior position for a specified period. These types of delegations must be approved by the supervisor of the delegate. They must also be time-bound, specific (i.e. financial, statutory, operational), justified, and recorded in the "Temporary Delegations Register" (online).

The power of a temporary delegation can be restricted or excluded where, for example, through the operation of legislative authority, the delegation is given directly to an appointed officer.

A temporary delegation once made cannot be further sub-delegated other than by the Chief Executive in the case of delegations to staff, and if permissible by law.

Temporary delegations may also be referred to as "acting up".

6.4 Revoking delegations

The Council may, at any time, revoke, suspend for a period, or amend the terms and conditions of relation to any delegation it has made except in relation to decisions already taken. Where this occurs, it will be recorded by resolution of Council.

The Chief Executive may revoke or suspend for a period, or amend the terms and conditions in relation to any delegation to subordinates that they have made.



Part Two - Governance

1.0 Mayoral Delegations

The Mayor holds certain statutory powers, for example, the power to appoint the Deputy Mayor. These Mayoral powers are not listed in this document. Only those delegations that have been made and decided by the Council are included.

1.1 The Mayor is authorised to:

1.1.1 permit the attendance of Councillors at conferences and training opportunities, with leave of absence and appropriate expenses paid, provided budget is available.

1.1.2 appoint the Council's presiding delegate to the meetings of Local Government New Zealand on those occasions when they cannot attend the meeting in person.

1.1.3 act as proxy for the following companies:

- Port Nelson Limited
- Nelson Airport Limited
- New Zealand Local Government Insurance Company Ltd (Civic Assurance)
- New Zealand Local Government Funding Agency
- Waimea Water Limited
- Infrastructure Holdings Limited, and
- any other company that may be incorporated to be a Council Controlled Organisation of Tasman District Council

As proxy the Mayor is instructed to vote in the best interests of Council and to take direction from Council on sensitive or controversial matters before committing Council's shareholder votes.

In the Mayor's absence the authority to act as proxy is delegated to the Deputy Mayor.

1.2 The Mayor, in relation to the Chief Executive's employment contract, has delegated authority to manage routine employment matters on behalf of the employer such as leave provisions.

1.3 The Mayor is authorised to decide on the type and size of payments to be made from the Mayor's Discretionary Fund, within the annual budget provision.

2.0 Execution of Documents

2.1 Use of Common Seal

2.1.1. The Common Seal of the Council (Seal) will be held by the Chief Executive who will be responsible for its use.

2.1.2. The Seal must be applied to the following documents:

Disposal (by way of conveyance, transfer, or lease) of land required for road	Section 345 Local Government Act 1974
Warrants to enter private land on behalf of the Council	Section 174 Local Government Act 2002
Memorandum of Transfer	Pursuant to: Section80 of the Local Government (Rating) Act 2002
Regional policy statements and regional and district plans	Prepared under: Resource Management Act
Bylaws	Prepared under: Local Government Act 2002 or other relevant statutes
Any documents which Council determines by resolution to require the use of the Seal.	

Warrants

2.1.3. Where the Seal of the Council is affixed to any warrant, the warrant must be signed by (whether or not required by an enactment) the Chief Executive, or in his/her absence, the Acting Chief Executive.

Other documents

2.1.4. Where the Seal of the Council is affixed to any other document that is not a warrant, the document must be signed by:

2.1.4.1. the Mayor, or in his/her absence, the Deputy Mayor; and

2.1.4.2. the Chief Executive, or in his/her absence, the Acting Chief Executive.

2.2. Contracts

Deeds

2.2.1. Any contract that is in the form of a deed, must be signed by:

2.2.1.1. the Mayor, or in his absence Deputy Mayor (or where neither the Mayor and the Deputy Mayor are available, by another Councillor), and

2.2.1.2. any one other Councillor

(in accordance with section 9 of the Property Law Act 2007).

Other Contracts

2.2.2. Unless otherwise resolved by Council, all contracts, agreements and other documents (including any Public Corporate Authority and Instruction for an Electronic Transaction at Land Information New Zealand) may be signed by a Council officer in accordance with his/her delegated authority.

3.0 Councillors' Delegations

3.1 Each member of Council who has received accreditation under the **Resource Management Act (RMA)** is authorised to be a Hearings Commissioner for the purpose of hearing and deciding notified applications under the Resource Management Act. The decision to use a Hearings Commissioner rests with the Group Manager Environmental Assurance or Resource Consents Manager in consultation with the Chair of the Environment and Regulatory Committee.

3.2 All Councillors, as members of the Strategy and Policy Committee, are authorised to be a Hearings Commissioner for the purpose of hearing and considering submissions to the **Tasman Resource Management Plan** or a change to the Plan under Schedule 1 Clauses 8B and 10 and to make recommendations to the Strategy and Policy Committee provided they hold a current accreditation certificate.

3.3 Each accredited member of the Environment and Regulatory Committee has the power to hear and determine objections lodged under Section 357 of the **RMA** in respect of staff exercising delegated authority.

3.4 The Chairperson of the Environment and Regulatory Committee or Strategy and Policy Committee, who may co-opt other members, can approve potential settlements by Consent Order relating to RMA proceedings.

3.5 The Group Manager Environmental Assurance or Group Manager Service and Strategy or Environmental Policy Manager or Resource Consent Manager or Principal Advisor - Environmental Assurance or Principal Planner - Resource Consents can, following consultation with the Chairperson of the Environment and Regulatory Committee or Strategy and Policy Committee depending on the subject matter, approve potential settlements by Consent Order relating to RMA proceedings provided the settlement is in general accord with a stated Council position or, where any deviation from such a position, is the result of consensus reached at Court assisted mediation.

4.0 Community Boards

4.1 The purpose of the community board is to be an effective, authoritative, informed and respected voice of the community with influence over matters of local significance.

4.2 The objective of the community board is to carry out is role as set out in section 52 of the Local Government Act 2002, to give effect to the purpose of local government in section 10 of the Local Government Act 2002.

4.3 General

4.3.1 Any decisions made by a Community Board must be consistent with policies, procedures, standards, budgets or resolutions adopted or made by the Council (whether or not referred to in the delegations).

4.3.2 The delegations reflect the Council's view that issues specific to a Community Board should be dealt with and decided on within the affected locality, rather than by the Council as a whole.

4.3.3 Where a question arises about whether an issue is inherently local or has implications beyond the boundaries of a Community Board area (i.e. into the wider District), in this situation, the allocation of decision-making responsibilities will be determined in accordance with the following principles:

a) Decision-making responsibility for a non-regulatory activity of the Council solely within a Community Board area may be exercised by the Community Board (local decisions) where it is consistent with the Terms of Reference for the Board or where that decision has not been delegated elsewhere (e.g. to staff or contractors); or

b) By the Council (District decisions) if the nature of the activity is such that decision-making on a district-wide basis will better promote the interests of all communities, having regard to the following factors:
   - the impact of the decision (will it extend beyond the Community Board area); and/or
   - effective decision-making (will the decision require alignment or integration with other decisions that are the responsibility of the Council); and/or
   - the benefits of a consistent or co-ordinated approach in the Council's district (will these outweigh the benefits of reflecting the particular needs and preferences of the communities within the Community Board area); and/or
   - the significance of the activity (as assessed in accordance with the Council's Significance and Engagement Policy).

4.3.4 If the allocation of decision-making responsibilities becomes an issue to be dealt with by application of the principles referred to above, it must first be raised with the Group Manager responsible for the activity proposed, prior to the decision being referred to the Council (if required).

5.0 Committee Structure and Appointments

5.1 Council Committees, Standing Committees, Sub-Committees, other Subordinate Decision-Making Bodies and Joint Committees

5.1.1 The Mayor is responsible for appointing committees, sub-committees, and other subordinate decision-making bodies that is considered appropriate. They may also appoint a joint committee with another local authority or other public body.

5.1.2 Any of the Council's responsibilities, duties or powers other than those referred to in Part One | General | The Legal Basis on page 6, may be delegated to a committee, sub-committee or other subordinate decision-making body.

5.1.3 A committee or other subordinate decision-making body may appoint the sub-committees that it considers appropriate unless the Council prohibits it from doing so.

5.1.4 Committees or other subordinate decision-making bodies are subject in all things to the control of the Council. They must carry out all general and special directions of the Council given in relation to them. Sub-committees are subject in the same way to the committees that appointed them.

5.1.5 The Council or a committee is not entitled to rescind or amend a decision made under an authorised delegation. Any change to a resolution would need to be made through a Notice of Motion or new resolution.

5.1.6 All such bodies are, unless the Council resolves otherwise, deemed to be discharged on the coming into office of elected members at the next triennial election next after the committees, sub-committees, or other subordinate bodies were appointed. Unless such a resolution is made, delegated powers may lapse by operation of this provision.

5.1.7 Committees or other subordinate decision-making bodies, may delegate any of their responsibilities, duties or powers (other than those referred to in Part One | General | The Legal Basis on page 6) to a sub-committee or person, subject to any conditions, limitations, or prohibitions imposed by the Council or by the committee or body or person that made the original delegation.

5.1.8 These entities may, without confirmation by the Council or committee or body that made the delegation, exercise those delegations in the same way as the Council could have done.

5.2 Appointments to Other Organisations

5.2.1 Council may appoint elected members or other persons to Council organisations or other organisations (excluding Council Controlled Organisations or Council Controlled Trading Organisations). They do not have voting or decision-making roles on these organisations.

5.2.2 Elected members appointed to other organisations have one of both of the following roles:

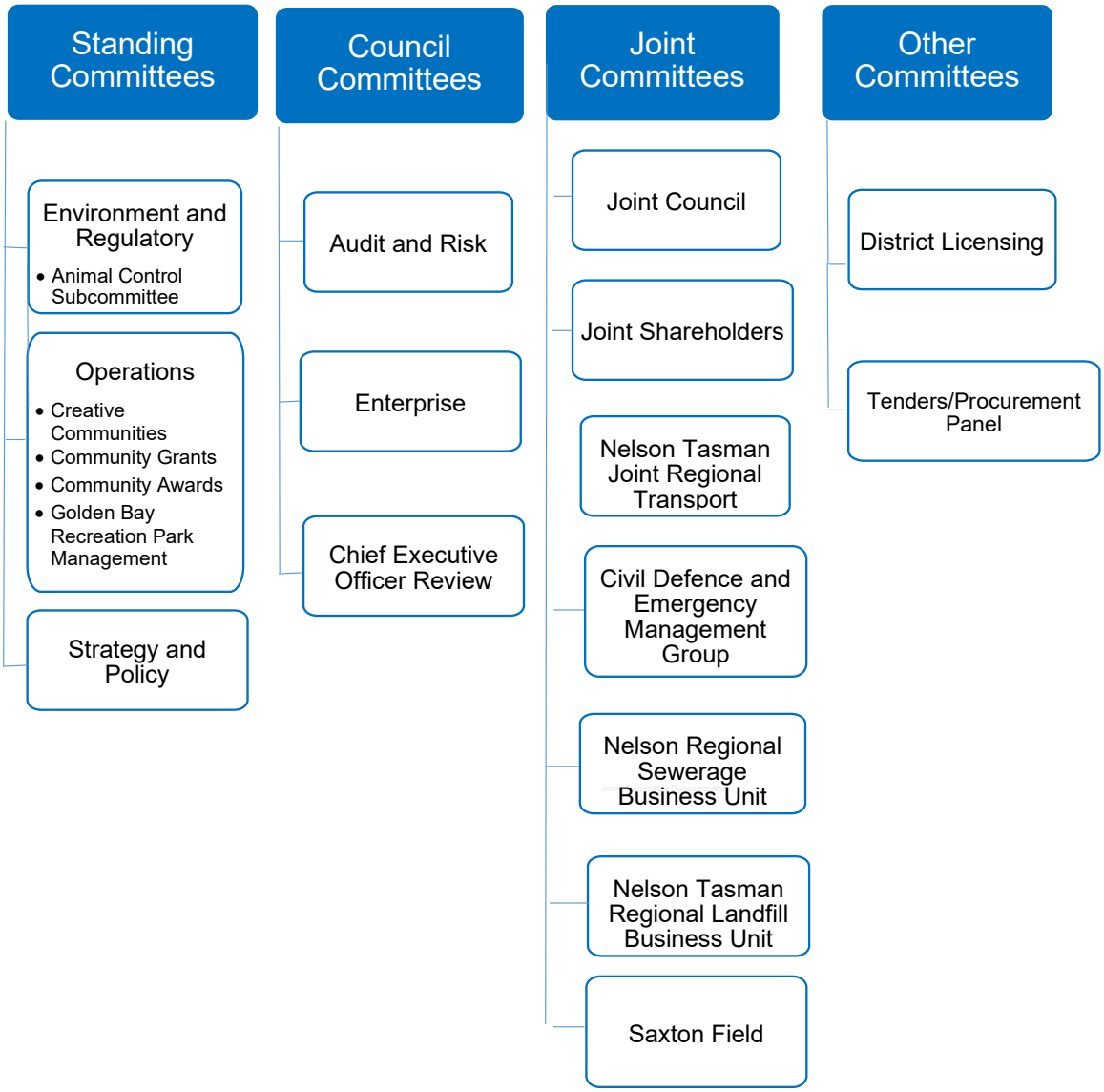
- Liaison and engagement: to be an interface between Council and the organisation
- Representation: to represent Councils financial or other interests to an organisation.

5.2.3 Elected members appointed to other organisations may, if necessary, report back to the relevant committee or Council on matters of interest from the relevant organisation through the Chairperson's Report or Mayors Report.

5.2.4 These are recorded in the table "REPRESENTATIVES AND APPOINTMENTS"

5.3 Committee Structure

The Committee Structure was established on 3 November 2022. The power of Council to establish committees, subcommittees, other subordinate decision-making bodies and joint committees is outlined in section 30, Schedule 7 of the Local Government Act 2002. Under section 41A of the Act, the Mayor may exercise their power to establish committees of the Council and Chairpersons for those committees.



The full Terms of Reference can be found in Part Five of this document.

5.4 Appointments

MEMBERSHIP	
TASMAN DISTRICT COUNCIL	Mayor **King** Deputy Mayor **Bryant** all other Councillors 1 x non-voting, advisory appointed iwi representative (the three standing committee iwi representatives will rotate and each be appointed for one year of the three year term) • vacancy
STANDING COMMITTEES	
STRATEGY AND POLICY COMMITTEE	Mayor **King** Chair – Councillor **Maling** Deputy Chair – Councillor **Butler** all other Councillors 1 x appointed iwi representative • vacancy
ENVIRONMENT AND REGULATORY COMMITTEE	Mayor **King** Chair – Councillor **Hill** Deputy Chair – Councillor **Maru** all other Councillors 1 x appointed iwi representative • vacancy
OPERATIONS COMMITTEE	Mayor **King** Chair – Councillor **Mackenzie** Deputy Chair – Councillor **Walker** all other Councillors 1 x appointed iwi representative • Chanel **Starkey**

Tasman District Council Delegations Register – Part Two Governance

OTHER COUNCIL COMMITTEES	
AUDIT AND RISK COMMITTEE **(Reporting to Council)**	Mayor *(ex officio)* Chair – appointed independent member - Graham **McGlinn** Deputy Chair - appointed independent member - Analisa **Elsob** 4 x Councillors: • Deputy Mayor **Bryant** • Councillor **Butler** • Councillor **Mackenzie** • Councillor **Walker**
ENTERPRISE COMMITTEE **(Reporting to Council)**	Mayor **King** Chair – Councillor **Dowler** 4 x Councillors: • Councillor **Mackenzie** • Councillor **Hill** • Councillor **Maling** • Councillor **Kininmonth** 3 x appointed independent members: • Kevin **Armstrong** • Matt **Griffin** • Manoli **Aerakis**
TENDERS/PROCUREMENT PANEL	Mayor *(ex-officio)* 3 x appointments • Chair - Deputy Mayor **Bryant** • Councillor **Maling** • Councillor **Kininmonth**
GOLDEN BAY RECREATION PARK MANAGEMENT COMMITTEE **(Reporting to Operations Committee)**	*Mayor (ex-officio)* Chair – Councillor **Hill** Deputy Chair – Councillor **Butler** 4 x external representatives • Rugby • Netball • Football • A & P Association

Tasman District Council Delegations Register – Part Two Governance

SUBCOMMITTEES	
CEO REVIEW SUBCOMMITTEE **(Reporting to Council)**	Mayor **King** (Chair) 2 x Councillors • Councillor **Mackenzie** • Deputy Mayor **Bryant**
COMMUNITY AWARDS SUBCOMMITTEE **(Reporting to Operations Committee)**	*Mayor (ex-officio)* Chair - Councillor **Butler** 3 x Councillors • Councillor **Maru** • Councillor **Ellis** • Councillor **Kininmonth**
COMMUNITY GRANTS SUBCOMMITTEE **(Reporting to Operations Committee)**	*Mayor (ex-officio)* Chair Councillor **Walker** 4 x Councillors • Deputy Mayor **Bryant** • Councillor **Daikee** • Councillor **Hill** • Councillor **Shallcrass**
CREATIVE COMMUNITIES SUBCOMMITTEE **(Reporting to Operations Committee)**	*Mayor (ex-officio)* Councillor **Butler** (Chair) Councillor **Walker** Plus community representatives
ANIMAL CONTROL SUBCOMMITTEE **(Reporting to Environment and Regulatory Committee)**	*Mayor (ex-officio)* Chair – Councillor **Hill** 2 x Councillors • Councillor **Maling** • Councillor **Kininmonth**
JOINT COMMITTEES OF NELSON AND TASMAN COUNCILS	
Joint Committee of Nelson and Tasman Council (Joint Committee)	Mayor **King** Deputy Mayor **Bryant** all other Councillors

Tasman District Council Delegations Register – Part Two Governance

Joint Shareholders Committee	Mayor **King** Deputy Mayor **Bryant** 3 x Standing Committee Chairs • Councillor **Maling** • Councillor **Mackenzie** • Councillor **Hill** 1 x Councillor • Councillor **Dowler**
Nelson Tasman Joint Regional Transport Committee **(Reporting to Council)** Operates under the Land Transport Management Act 2003 and its Amendments	*Mayor (ex-officio)* Chair – Deputy Mayor **Bryant** 1 x Councillor • Councillor **Dowler** 2 x Alternates: • Councillor **Butler** • Councillor **Ellis** 1 x Waka Kōtahi representative – Emma **Speight** (with voting rights)
Nelson Regional Sewerage Business Unit (NRSBU)	*Mayor (ex-officio)* 2 x Councillors • Councillor **Maling** • Councillor **Dowler** 1 x Independent Member • Tallat **Mehmood** 1 x Industry Representative (non-voting) • Philip **Wilson** 1 x iwi representative • Aneika **Young**
Nelson Tasman Regional Landfill Business Unit (NTRLBU)	*Mayor (ex-officio)* 2 x Councillors • Deputy Mayor **Bryant** • Councillor **Walker** 1 x iwi representative • Andrew **Stephens**

Tasman District Council Delegations Register – Part Two Governance

Saxton Field Committee	*Mayor (ex-officio)* Independent Chair – Derek **Shaw** 2 x Councillors • Councillor **Maru** • Councillor **Ellis**
Civil Defence and Emergency Management Group *Please note s.12 (2) of the Civil Defence and Emergency Management Act 2002 states that a Civil Defence and Emergency Management Group is not deemed to be discharged following a triennial election. This Committee is included for completeness.*	Mayor **King** Deputy Mayor **Bryant** (non-voting unless Mayor is absent)
Regional Pest Management Joint Committee	Disbanded under clause 6(h) of the ToR with the adoption of the Regional Pest Management Plan 2019 – 2029 by Tasman District Council on 12 September 2024 (**CN24-09-10**) and Nelson City Council 10 October 2024.
Nelson Tasman Joint Waste Review Working Party	*Mayor (ex-officio)* 3 x members • Councillor **Mackenzie** • Councillor **Maru** • Councillor **Daikee** 3 x appointed iwi representatives • vacancy • vacancy • vacancy
Nelson Tasman Joint Cemetery Working Group	2 x members Councillor **Maling** Councillor **Kininmonth**

Tasman District Council Delegations Register – Part Two Governance

OTHER COMMITTEES	
District Licensing Committee Operates under the Sale and Supply of Alcohol Act 2013	*Mayor (ex-officio)* Chair – Councillor **Maru** Deputy Chair – Councillor **Ellis** Appointed members: • Laurence **Gabites** • Mike **Fitzsimons** • Graham **Caradus** • Jean **Hodson**
REPRESENTATIVES AND APPOINTMENTS	
Local Government New Zealand **Zone 5**	Mayor (Chair) Chief Executive
Regional Sector Group	Mayor Chief Executive
Rural and Provincial Sector	Mayor / Deputy Mayor (alternate)
Project Kōkiri Leadership Group	Mayor
Nelson Tasman Climate Forum	1 x member • Councillor **Walker** 1 x alternate • Councillor **Butler**
Regional Accessibility Forum	1 x appointment • Councillor **Daikee** 1 x Motueka Community Board member (appointed by the Motueka Community Board) • Deputy Chair **Hutt**
Brightwater – Wakefield Community Facilities Project Advisory Group	• Deputy Mayor **Bryant** • Councillor **Mackenzie** • Councillor **Shallcrass**
Friendly Towns	Motueka appointment Councillor **Walker** - Kiyosato

	Richmond appointment • Councillor **Ellis** – Fujimi Machi
Iwi Liaison	Mayor Chief Executive
Motueka Aerodrome Advisory Group	1 x Chairperson (Motueka Ward councillor) • Councillor **Dowler** 1 x alternate • Councillor **Walker** 1 x Motueka Community Board member (appointed by the Motueka Community Board) • Board Member **Hughes** Plus 1 x recreational user representative, 2 x commercial user representatives and 2 x independent members of the public (to be appointed by the Motueka Community Board)
Native Habitats Tasman	2 x appointments • Councillor **Butler** (Chair) • Councillor **Daikee**
Nelson Tasman Business Trust	Cr Kit Maling is a Trustee in a personal capacity
Positive Ageing	1 x appointment • Councillor **Kininmonth**
Port Tarakohe Advisory Group	Up to 2 councillors from the Golden Bay Ward • Councillor **Butler** (Chair) • Councillor **Hill** 1 x member of the Enterprise Committee, appointed by the Enterprise Committee 1 x Golden Bay Community Board member, appointed by the Community Board
Regional TB Free **Richmond Bridge and Croquet**	1 x appointment • Deputy Mayor **Bryant** 1 x appointment • Councillor **Ellis**
Richmond Unlimited	1 x appointment • Councillor **Ellis**

Streets for People	5 x appointments • Deputy Mayor **Bryant** • Councillor **Dowler** • Councillor **Daikee** • Councillor **Mackenzie** • Councillor **Walker**
Tākaka Aerodrome User Group	1 x Chairperson • Councillor **Hill**
Tasman Bays Heritage Trust Appointments Committee	Mayor Chief Executive
Tasman Bio-Strategy Governance Group	3 x appointments • Councillor **Butler** (Chair) • Councillor **Ellis** • Councillor **Maru**
Tasman Environmental Trust	1 x appointment • Councillor **Mackenzie**
Tasman Youth Council	2 x appointments • Councillor **Walker** • Councillor **Shallcrass**
Waimea Inlet Coordinating Group	1 x appointment • Councillor **Ellis** 1 x alternate • Councillor **Kininmonth**
Waimea South Community Facility Charitable Trust	Councillor **Mackenzie** Councillor **Shallcrass**

Association/Community Group	**Liaison Appointee**
Moutere/Waimea Ward	
Brightwater Recreation Reserve Committee	Councillor **Shallcrass**
Dovedale Recreation Reserve Committee	Councillor **Mackenzie**

Equestrian Trust Board	Councillor **Ellis**
Māpua Health Centre Board	Councillor **Kininmonth**
Moutere Hills Recreation Reserve/Community Centre Committee	Councillor **Kininmonth**
Ngātimoti Hall Management Committee	Councillor **Kininmonth**
Ngātimoti Recreation Reserve Committee	Councillor **Kininmonth**
Spring Grove Recreation Reserve Committee	Councillor **Shallcrass**
Waimea West Recreation Reserve Committee	Councillor **Shallcrass**
Wakefield Recreation Reserve Management Committee	Councillor **Shallcrass**
Wakefield Health Centre Board	Councillor **Mackenzie**
Richmond Ward	
Hope Recreation Reserve Committee	Councillor **Maling**
Keep Richmond Beautiful Committee	Councillor **Daikee**
Richmond Bridge and Croquet Club Committee	Councillor **Ellis**
Richmond Unlimited Committee	Councillor **Ellis**
Lakes/Murchison Ward	
Murchison Recreation Reserve Committee	Deputy Mayor **Bryant**
Stanley Brook Recreation Reserve Committee	Deputy Mayor **Bryant**
Tapawera Recreation Reserve Committee	Deputy Mayor **Bryant**
Lake Rotoiti Community Facility Committee	Deputy Mayor **Bryant**

5.5 Hearing Panels and Quasi-Decision Making Bodies

5.5.1 Purpose

Hearing Panels are required to conduct, consider, and determine any matter that requires a hearing or related decision under any of the following Acts:

Act	Appointed by	Authority
Reserves Act 1977	Environment and Regulatory Committee	Recommendations to that Committee or to Council (when required) for a final decision on Reserve leases, licences & easements
	Strategy and Policy Committee	Recommendations to that Committee or to Council (when required) for a final decision on Reserve classifications and Reserves Management Plans
Local Government Act 2002	Environment and Regulatory Committee	Recommendations to the Council for the Council's final decision for the purposes of the bylaws under the Act
Resource Management Act 1991 **Local Government Act 1974** (ss 459 and 460) **Gambling Act 2003**	The Chair of the Environment and Regulatory or the Strategy and Policy Committee, depending on the issue, with either the: Group Manager Environmental Assurance; or Resource Consents Manager; or Regulatory Manager, or Environmental Policy Manager.	Decisions made by consensus although, if necessary, the majority view prevails.

5.5.2 Resource Consent Hearings – sole hearings

Each member of Council who has received accreditation under the Resource Management Act is authorised to be a *sole* Hearings Commissioner for the purpose of hearing and deciding notified applications under the Resource Management Act:

a) which have not attracted any, or only relatively few, submissions in opposition;
b) where the issues are clear cut;
c) where precedents are available;
d) which have a favourable officer report;
e) that have been made without notice.

5.5.3 Hearings Commissioner

The decision to use a Hearings Commissioner, whether that Commissioner is a member or Independent Commissioner, rests with the Group Manager Environmental Assurance, Group Manager Service and Strategy, or Resource Consents Manager in consultation with the Chair of the Environment and Regulatory or Strategy and Policy Committee.

Each member of the Environment and Regulatory or Strategy and Policy Committee who has received accreditation under the Resource Management Act:

a) has the power to hear and determine objections lodged under Section 357 of the Resource Management Act in respect of staff exercising delegated authority.
b) is authorised to hear and consider submissions under Schedule 1 and to make recommendations to the Environment and Regulatory or Strategy and Policy Committee, as applicable.

5.5.4 Tenders/Procurement Panel

a) The Tenders/Procurement Panel may meet to award tenders for contracts and for land purchases which:
    i. exceed $1M in value in accordance with Council's Procurement Policy or Procurement Strategy; or
    ii. where the type of procurement is a deviation from Council's Procurement Policy or Procurement Strategy and appropriate reasons exist for the deviation (noting this may include decisions in relation to contracts and purchases below $1M in value); or
    iii. providing that in all cases, the contract or land purchase are included in a budget and activity in the Council's Long-Term Plan or Annual Plan, or are within a budget approved by Council;
b) all decisions made by the Tenders/Procurement Panel will be reported back to the appropriate standing committee at its next scheduled meeting (currently this is the Operations Committee);
c) membership comprises three elected members and the Chief Executive;
d) a quorum comprises two elected members;
e) meetings occur as and when required and in accordance with the requirements of the Local Government Act 2002, the Local Government Official Information and Meetings Act 1987 and Council's Standing Orders.

5.6 Advisory Groups

The function of Advisory Groups is to act in an advocacy role in order for Council to gain input from the wider community, in a structured and positive environment.

Advisory groups are not decision making groups, they are the conduit for users to provide advice/recommendations to Council in their area of interest. These interests are outlined in each Advisory Groups terms of reference.

Council retains the right of autonomous strategic and operational management and is not bound by any Advisory Group process outcome.

There are five Advisory Groups:

5.6.1 Port Tarakohe Advisory Group

The group provides advice and guidance on the use and future for the port, recognising the challenges the Council has in ensuring the port facility is financially sustainable. The objectives of the group include:

- To provide a conduit for all community and Port users interests through to Council.
- To ensure community, stakeholders and all users are informed, have the opportunity for input, and are involved in the work of the group.
- To provide updates to Council and any recommendations for improvements to the operational issues of the Port, whilst respecting the financial sustainability framework Council have set.

5.6.2 Motueka Aerodrome Advisory Group

This group works with the Council to help develop and manage aerodrome operations. The objectives of the group include:

- Review and provide opinion on development applications or requests at Motueka Aerodrome.
- Review the Motueka Aerodrome Development plan and recommend any changes to Council.
- To be consulted prior to the Motueka Aerodrome component of the Long Term Plan being recommended for adoption by Council.
- To provide feedback on any requests to change the permitted or discretionary uses at Motueka Aerodrome.
- To review issues relating to noise at Motueka Aerodrome and recommend appropriate actions.
- To receive condition reports on the aerodrome infrastructure and provide a link between users and the Aerodrome Operator.

5.6.3 Takaka Aerodrome User Group

The Takaka Aerodrome is not a certificated aerodrome. Council's intention is that the aerodrome is maintained to a standard which satisfies aerodrome users and Civil Aviation Authority (CAA) requirements and functions with a minimum of ratepayer subsidy. The role of this group is to facilitate the development and coordination of procedures for the safe use of the aerodrome and associated airspace, and to provide advice and support to the Aerodrome Operator CAA Advisory Circular AC139-17 entitled "Aerodrome User Groups" is the basis for the establishment of this user group.

5.6.4 Motueka Aerodrome Operations and Safety Committee

The Motueka Operations and Safety Committee was established at the request of the Civil Aviation Authority (CAA) to address operational and safety issues at and in the vicinity of Motueka Aerodrome. The aerodrome is owned and operated by Tasman District Council. It is not a certificated aerodrome but the Tasman District Council intention is that the aerodrome be maintained to a similar standard as Civil Aviation Authority certification, as a

quality assurance system. The Aerodrome Operator CAA Advisory Circular AC139-17 entitled “Aerodrome User Groups” is the basis for the establishment of this user group.

5.6.5 Brightwater – Wakefield Community Facilities Project Advisory Group

1. Background

The project is to develop ‘a multi-purpose community facility to serve Brightwater & Wakefield communities’. The TDC 10-Year Plan 2021-2031 assigns the project to a 2026-29 timeframe and allows a nominal sum of $8.6m to fund the work . Early engagement on the review of the 10 Year Plan indicates the communities expect an earlier project delivery date.
Work to date has focused on early community engagement and the completion of a Needs Analysis, conducted in 2022 by Global Leisure Group. Community engagement has included the establishment of the Waimea South Community Facility Charitable Trust in 2022, consultation meetings with the Wakefield Community Council, the Brightwater Community Association, Wanderers Sports Club and wider community groups and individuals. The Needs Analysis report is to be adopted by the Council and its recommendations progressed through a feasibility study, or studies.

2. Objectives

The objective of the current phase of the project is to assist and inform Council to conduct a feasibility study.
In the likelihood that the project will proceed as two separate pieces of work in Brightwater and Wakefield, as recommended in the Needs Analysis report and supported at a meeting of key partners in June 2023, we agree to establish an advisory group to bring together key community partners and the TDC, to oversee the feasibility study (or studies). We believe input from this group into the feasibility study, and beyond, is critical for maintaining a strong community-driven focus that better engages with people and their needs.

3. Scope

The scope of the advisory group’s work will be:

a. To establish a working partnership between community stakeholders and TDC staff, including clear lines of responsibility and reporting between the community partners in Brightwater and Wakefield, the advisory group and the TDC.
b. To confirm the status of the project as a single or split provision, and to assist and inform the Council in commissioning and conducting a feasibility study (or studies). With the funding obtained through the government’s Better Off Fund, this phase of the project/s may extend to design and costings of preferred facility options.
c. To explore options for the future governance of the completed facilities, aligned with community hub models, as recommended in the Needs Analysis report.

4. Advisory Group Structure

The advisory group will comprise:

- Two members from the Waimea South Community Facility Charitable Trust

- Two members from the Brightwater Community Association
- Three members from the Tasman District Council

The group may co-opt other members by unanimous agreement.

5. Advisory Group Process

The advisory group will establish an operational framework suitable to fulfilling its objectives, including:

a. Meetings: frequency, procedures, venues
b. Roles: chair, secretary or other roles as considered desirable
c. Reporting: meeting minutes and resolutions, standards of reporting, recipients of reports, procedures for media releases and other public communications. As a guideline, it is recommended that no media or social media messaging is published under this group's name; any releases will be written and published by the TDC as the major stake holder/financer.
d. Disputes: agree on a Code of Conduct and a resolution procedure for disputes/disagreements within the group

6. Deliverables

a. Advisory group structure. The advisory group is established and functioning well to fulfil all its objectives.
b. Project status. The project's status as a single or split provision between Brightwater and Wakefield is decided, and is approved by the TDC
c. Feasibility study. The feasibility study is completed to an agreed timeframe and standard.
d. Future options. Options for future governance of completed facilities have been fully scoped, and recommendations presented to stakeholders.

7. Timeframe

Timeframes to deliver the advisory group's functions are:

a. Group Structure and operations established: July 2023
b. Project status confirmed: July 2023
c. Feasibility Study:
    - Commissioning: July - September 2023
    - Undertaking the study: September – December 2023
    - Initial reporting to stakeholders: December 2023 – January 2024
    - Final report: February 2024
    - Inclusion in revised TDC 10-Year Plan: June 2024
d. Future options:
    - Scoping exercise: September – December 2023
    - Recommendations to stakeholders: February 2024
    - Preferred option agreed: June 2024
    - Preferred option established: At a future date

8. Costs

Advisory group members may incur costs in fulfilling their role. These will be pre-approved and reimbursed by the TDC.

9. Reporting

The advisory group will report to the TDC, the Waimea South Community Facility Charitable Trust and Brightwater Community Association at regular intervals, by agreed report.

5.6.5 Local Water Done Well (LWDW) Governance Group

1. Purpose

1.1 To provide governance input and guidance to the Project Board in the planning, resourcing and delivery of the Government's Local Water Done Well (LWDW) Programme.

2. Context

2.1 The coalition government is progressively implementing a water reform programme called Local Water Done Well. It has repealed most of the key aspects of the previous governments 'Affordable Waters' reform programme. The Water Services Acts Repeal Act 2024 repealed the Water Services Entities Act 2022, Water Services Legislation Act 2023 and the Water Services Economic Efficiency and Consumer Protection Act 2023.

2.2 On 2 September 2024, the government enacted the 'Local Government (Water Services Preliminary Arrangements) Act 2024'. The government intends passing further legislation later this year which will set out a range of changes to water services delivery and to the water services regulatory regime.

2.3 The Council has been involved in the water reform process, both during the previous government's Affordable Waters programme and this government's LWDW programme. Staff have established a Local Water Done Well Project Board (Project Board) to oversee the various workstreams and ensure the content and processes are aligned to meet the necessary legislative deadlines.

3. Project Board

3.1 The Project Board comprises of:

- Chief Operating Officer (Steve Manners);
- Chief Financial Officer (Mike Drummond);
- Group Manager Strategy and Policy (John Ridd); and
- Group Manager Community Infrastructure (Richard Kirby, Chairperson).

3.2 The role of the Project Board is to:

- Keep up to date with the release of information and guidance from the government (Department of Internal Affairs (DIA)).
- Ensure the Council's legislative obligations in the LWDW programme are defined,
  resourced and delivered;

- Develop the Tasman District Council Water Services Delivery Plan, comprising;
  - Legislative requirements
  - Financial modelling and analysis
  - Technical/Asset management data and information
  - Service delivery Options and arrangements
  - Water Organisation governance options
  - Management and monitoring of the budget allocated to the LWDW programme.
- Oversee, as appropriate, the collaboration with neighbouring councils in assessing the viability of joint arrangements in delivering water services.
- Brief and keep the Governance Group informed on progress on key decision points being made by staff during the LWDW programme implementation.
- Report progress to each Operations Committee meeting, over the next 12 months initially.
- Report to Council as and when decisions need to be made on the implementation of Local Water Done Well.

3.3 The Project Board has appointed a Project Manager, Jeff Robinsons, who will coordinate the various workstreams and keep the Project Board updated on progress with the programme

4. Composition

4.1 The Local Water Done Well Governance Group (Governance Group) has been established by the Operations Committee.

4.2 The Governance Group comprises:
- the Mayor; Tim King
- Deputy Mayor; Stuart Bryant
- Councillors Christeen MacKenzie and Chris P Hill

4.3 The role of the Governance Group is to provide governance input and guidance to the Project Board.

5. Powers

5.1 The Governance Group has no decision-making ability. Decision-making remains with the Council.

5.2 The Governance Group's only powers are to provide input and guidance to the Project Board.

6. Meetings

6.1 As the Governance Group has no decision-making ability, its meetings are not subject to the Local Government Official Information and Meetings Act 1987 (LGOIMA), and as such, will not be public, nor administered by the Governance Team.

6.2 The Governance Group will initially meet fortnightly, and then, as the programme gains momentum, may only need to meet monthly.

6.3 However, if specific guidance and input is required, which cannot wait until the next meeting, then the Governance Group can be convened as needed.

6.4 The date and timing of the meetings will be determined by the Governance Group members. The Project Board and Project Manager will attend Governance Group meetings to provide the updates on programme and content.

6.5 Where appropriate, the Governance Group will meet with the Project Board when specific matters require governance guidance or input.

6.6 The Governance Group will receive an agenda and update reports at each of its meetings. Meeting notes from each meeting will also be recorded.

7. Term

7.1 The term of the Governance Group will be until 3 September 2025, the deadline for the Water Services Delivery Plan to be approved by the DIA.

7.2 The Council may decide, at a later date, to extend the term of the Governance Group beyond 3 September 2025. This may involve revised Terms of Reference, role and membership.

8. Review and Amendments

8.1 These Terms of Reference may be reviewed and amended as necessary to ensure the Group's continued effectiveness and alignment with the evolving needs of the Programme.

8.2 Any proposed amendments to these Terms of Reference must be approved either by the Council or the Operations Committee.



Part Three - Management

1.0 Chief Executive's Delegations

1.1 The Council delegates to the Chief Executive all powers conferred on the Council by legislation, as captured within the Delegations Register

1.2 Unless explicitly stated in this Delegations Register, the Chief Executive retains the authority to carry out all responsibilities, duties and powers listed within the Delegations Register, whether derived from Council, its committees or any other subordinate decision-making body, directly from legislation or elsewhere.

1.3 The Chief Executive will report the exercise of these delegations to the Council when the delegation requires and as they deem necessary.

1.4 The Chief Executive is authorised to amend the delegations register to reflect changes in the organisation's structure.

1.5 The Council may choose to delegate any further powers, responsibilities and duties to the Chief Executive, aside from those which may not be delegated by statute. The Chief Executive has the power to delegate such powers, responsibilities and duties on to any officer he or she employs, or any other contractor or advisor if permissible by law. Any powers, responsibilities and duties delegated from the Chief Executive to officers, contractors or advisors will be recorded in the Delegations Register or the Temporary Delegations Register.

1.6 The Chief Executive when operating within these delegations should be mindful of Council's Significance and Engagement Policy and give thought to whether a matter considered to be of high significance may need to be referred to an appropriate committee or in some cases to Tasman District Council.

1.7 The Chief Executive when operating within these delegations should be mindful of Council's Climate Change responsiveness and give thought to whether a matter considered may need to be referred to an appropriate committee or in some cases to Tasman District Council.

1.8 The Council has appointed the Chief Operating Officer as the Acting Chief Executive should the Chief Executive not be available.

1.9 The Chief Executive may appoint one or more senior officers to undertake his or her functions and delegated authority during planned absences or sick leave.

1.10 In the interregnum period, the Chief Executive Officer may make governance decisions on behalf of the Council in respect of urgent matters, in consultation with the Mayor Elect, during the period from the day following the Electoral Officer's declaration of results for the Tasman District Council Election, until the first meeting of the new Council (the interim period).

1.11 All decisions made in the interim period under this delegation to the Acting Chief Executive Officer be reported to the first ordinary meeting of the new Council.

2.0 Governance

	What	Authority to	Who
2.1	Common Seal	Authority to affix the Common Seal in accordance with Part Two – Governance, Execution of Documents item 2.1 Use of Common Seal	Chief Executive (includes Acting Chief Executive)
2.2	Official Information (LGOIMA Act 1987 with the exception of section 32)	Authority to exercise the powers of Parts II to V of the LGOIMA, including the ability to: ▪ refuse to release information, ▪ or refuse requests	See specific delegations under Part 4: Statutory
2.3	Privacy Act Requests Part V	Authority to make a determination relating to parts 4 to 6 of the Privacy Act 1993 in respect of any request for personal information	Chief Executive (includes Acting Chief Executive) People & Wellbeing Manager General Counsel Senior Legal Advisor
2.4	Disposal of Council Records	Authority to dispose of any Council records after receiving confirmation from the relevant Department Manager or, where required, to make application to another authority for disposal, so far as the exercise of this delegation is not contrary to legislative authority or Council policy	Chief Executive (includes Acting Chief Executive) Chief Financial Officer
2.5	Treasury Activity	Authority to exercise the responsibilities outlined in the Treasury Risk Management Policy delegation of authority and authority limits.	Chief Executive (includes Acting Chief Executive) Chief Financial Officer Financial Performance Manager Treasury Accountant

3.0 Financial Management

	What	**Authority to** (as long as it is consistent with the limits of the Schedule of Financial Delegation).	Who
3.1	Contracts (ref Revenue and Financing Policy, Financial Delegations Policy, Procurement Policy, Tenders/Procurement Panel Terms of Reference)	Contract award within approved budgets and financial delegation limits	Chief Executive (includes Acting Chief Executive) Tier 2 Group Managers Tier 3 Managers
		Contract award and land purchase decisions over the Chief Executives' financial delegation limit, provided: ▪ the contracts or land purchases are with an approved budget; and ▪ the activity is included in the Long Term Plan or Annual Plan Note: contract award and tender approvals can be directed to the Tenders/Procurement Panel below the Chief Executives' financial delegation limit if necessary, and where the type of procurement is a deviation from the Council Procurement Policy.	Tenders/Procurement Panel
		Approval of progress payments on awarded contracts within approved budgets (excluding contracts that have been approved by Council, a Committee, or the Tenders/Procurement Panel).	Chief Executive (includes Acting Chief Executive) Tier 2 Group Managers Tier 3 Managers
		Approval of progress payments on awarded contracts that have been approved by Council, an appropriate Committee, or the Tenders/Procurement Panel. These are subject to individual delegations made by resolution.	Chief Executive (includes Acting Chief Executive) Tier 2 Group Managers Tier 3 Managers – Level 1 Community Infrastructure
3.2	Re-allocating operating budgets	Authority to re-allocate funding between budgets for operating expenditure provided: ▪ it is necessary to achieve committed outputs; and ▪ the overall end-of-year budgeted surplus or deficit will be achieved; and	Chief Executive (includes Acting Chief Executive) Tier 2 Group Managers Tier 3 Managers

Tasman District Council Delegations Register – Part Three Management

	What	**Authority to** (as long as it is consistent with the limits of the Schedule of Financial Delegation).	Who
		▪ any likely exceedance or effect on other programmes deliverable is reported to Council or the relevant Committee;	
3.3	Reallocating project capital budgets (ref Financial Delegations Policy)	10% of an approved Activity capital budget (that are included in the Annual and Long Term Plans) is possible up to a maximum net annual value of $1m. Note: This delegation is not affected by role financial delegation limits.	Chief Executive (includes Acting Chief Executive) Tier 2 Group Managers
3.4	Emergency expenditure	Authority to approve contingency expenditure for an emergency including but not limited to flood events, a civil defence emergency management event, maritime oil spills or a pest animal, plant or disease outbreak	Chief Executive (includes Acting Chief Executive) Tier 2 Group Managers
		▪ in the event of a Tier II Oil Spill	On-Scene Commander
		▪ in relation to civil defence matters	Civil Defence Controller
3.5	Unbudgeted capital expenditure	Authorise: a) up to 10% of the approved Activity Capital budget (included in the Annual or Long term Plan) up to a maximum net annual value of $1m; and b) it can be met within the annual capital budget for the activity; and. c) that these would not be transacted as one item for $1m This is not impacted by individual role financial delegations limits. The Chief Executive or Group Manager shall inform Council of changes that are less than these caps if they consider it is warranted due to considerations like public or political interest.	Chief Executive (includes Acting Chief Executive) Tier 2 Group Managers
3.6	Credit Card Expenditure (ref Sensitive Expenditure Policy)	Authority to approve the Mayor's credit card expenditure (joint approval required)	Chief Executive (includes Acting Chief Executive), and Deputy Mayor

Tasman District Council Delegations Register – Part Three Management

	What	**Authority to** (as long as it is consistent with the limits of the Schedule of Financial Delegation).	Who
		Authority to approve the Chief Executive's credit card expenditure (joint approval required)	Mayor, and either Chief Financial Officer or the Deputy Mayor
		Authority to approve any other Council credit card held by a staff member other than himself or herself	Chief Executive (includes Acting Chief Executive)
		Authority to approve credit card expenditure for credit cards assigned to their third tier managers.	Tier 2 Group Managers
3.7	Expense claims and Sensitive Expenditure (ref Sensitive Expenditure Policy)	Authority to approve expense claims and sensitive expenditure	Chief Executive (includes Acting Chief Executive) Tier 2 Group Managers Tier 3 Managers
3.8	Purchase orders and invoices	Authority to approve purchase orders and receipted invoices in the Council's finance system, provided: ▪ The approved purchase order applies to a single transaction or 'commitment' ▪ The 'commitment' is not split into two or more purchase orders or invoices ▪ The whole transaction is approved by a staff member with the appropriate delegated financial authority limit.	Chief Executive (includes Acting Chief Executive) Tier 2 Group Managers Tier 3 Managers Project Delivery / Project Managers (Tier 4 Community Infrastructure) Other staff (subject to individual role financial delegated limits)
3.9	Bank, Invest and Sign Cheques Refer Tasman District Council's Treasury and Risk Management Policy	Subject to the observance of appropriate internal controls, authority to: ▪ Bank, transfer, and invest funds held by the Council in accordance with Council policy ▪ Sign and countersign cheques, bills of exchange, promissory notes and other negotiable instruments, withdrawal notices or authorise electronic payments on behalf of Council; ▪ Approve payroll payments and all payroll related matters; and	Chief Executive (includes Acting Chief Executive) Tier 2 Group Managers Financial Performance Manager Property Services Manager Financial Accountant

Tasman District Council Delegations Register – Part Three Management

	What	**Authority to** (as long as it is consistent with the limits of the Schedule of Financial Delegation).	Who
		▪ Approve all tax payments and tax related matters. (This delegation requires two of the delegates signing and countersigning appropriate documentation.)	Management Accountant Revenue Accountant
3.10	Bad Debts	Authority to take appropriate action, within Council policy, to recover debts, including, but not limited to: ▪ Court (excluding High Court), ▪ Tribunal proceedings, and ▪ Debt collection agencies.	Chief Executive (includes Acting Chief Executive) Tier 2 Group Managers Financial Performance Manager
		Authority to write off or compromise bad and doubtful debts (up to specified limits), following discussion with the Manager of the Department from where the debt originated. Administrative errors can be corrected without need to refer these to the Chief Executive or Tier 2 Group Manager.	Chief Executive (includes Acting Chief Executive) Tier 2 Group Managers
3.11	Solid Waste Charges and Commercial Activity Charges	Authority to amend at any stage during the year, and advise the public of any price changes by public notification at least one month prior to the changes taking effect.	Chief Executive (includes Acting Chief Executive)
3.12	Elected Member Payments	Authority to consider and approve Elected Members' remuneration and expense claims.	Chief Executive (includes Acting Chief Executive) Chief Operating Officer Chief Financial Officer Governance Manager Financial Performance Manager
3.13	External Grants	Authority to receive and/or administer external grants or funding on behalf of the Council, including entering into a contract for the receipt of those grants or funds, subject to any Councils share being provided for in a budget and their authority	Chief Executive (includes Acting Chief Executive) – unlimited amount Tier 2 Group Manager – up to

	What	**Authority to** (as long as it is consistent with the limits of the Schedule of Financial Delegation).	Who
		is not limited by the Schedule of Financial Delegations.	financial delegated limit
3.14	Schedule of Fees	Power to reduce or waive deposit or fees.	Group Manager – Environmental Assurance
		Power to determine the amount of any refund of any deposit or fee after taking into account the actual and reasonable costs incurred in process of the permit, consent or licence. When these decisions are exercised they are to be recorded appropriately.	Group Manager Environmental Assurance Regulatory Manager Building Assurance Manager Resource Consents Manager
3.15	Execute Documents	Authority to execute documents (including agreements and memoranda of understanding), where the document relates to an operational matter and where the authority not already provided by an existing delegation, pursuant to the general powers of the Council under the Local Government Act 2002. The exercise of this delegation shall be reported to the Council in the Chief Executive Update.	Chief Executive (Including Acting Chief Executive)

4.0 Rates and Valuations

	What	**Authority to** (as long as it is consistent with the limits of the Schedule of Financial Delegations)	Who
4.1	Rates Remissions	Authority to consider and decide on remission of penalties under the Policy on Remission of Penalties	Chief Financial Officer Financial Performance Manager Revenue Accountant
		Authority to consider and decide the policy on remission of penalties a) Policy on Remission of Uniform Charges on Non-Contiguous Rating Units Owned by the Same Ratepayer. b) Policy on Remission of Rates for Land Occupied by a Dwelling that is affected by Natural Disaster.	Chief Financial Officer

	What	**Authority to** (as long as it is consistent with the limits of the Schedule of Financial Delegations)	Who
		c) Policy on Remission of Rates for Land Subject to Council Initiated Zone Changes. d) Policy on Remission of Rates for School Wastewater Charges. e) Policy on Remission of Rates for Sporting, Recreation or Community Organisations. f) Policy on Remission of Rates on Low Valued Properties. g) Policy on Remission of Rates on Abandoned Land	
4.2	Rating Valuations Rating Valuations Regulations 1998 (s6)	Authority to decide on an extension to a due date for objections to rating valuations, in accordance with the Ratings Valuations Regulations 1998, either because: ▪ the valuation wasn't received; or ▪ for any other good reason.	Chief Executive (includes Acting Chief Executive) Chief Financial Officer
4.3	Valuations Rolls	Authority to make alterations to its Valuation Rolls to readjust valuations and entries	See specific delegations under Part 4: Statutory Delegations
4.4	Rates write-off Local Government (Rating of Whenua Māori) Amendment Act 2021	Authority to write off rates in accordance with the Act.	Chief Executive

5.0 Functional Delegations

	What	**Authority to** (as long as it is consistent with the limits of the Schedule of Financial Delegations)	Who
5.1	News Media, Public Notices, Advertisements and Websites (in accordance with Council's Media and	Authority to make any statements to the news media a) relating to Council's business	Chief Executive (includes Acting Chief Executive) Tier 2 Group Managers Community Relations Manager
		b) in the event of an oil spill	Regional On-Scene Commander

Tasman District Council Delegations Register – Part Three Management

	What	**Authority to** (as long as it is consistent with the limits of the Schedule of Financial Delegations)	Who
	Advertising Policies)	c) in relation to civil defence matters	Civil Defence Emergency Management Group Controller
		Authority to delegate to an appropriate staff member a specific media task (e.g. hydrological reports issued by the Team Leader, Environmental Monitoring);	Tier 2 Group Managers
		Authority to place public notices and advertisements in relevant newspapers or other publications.	Chief Executive (includes Acting Chief Executive) Tier 2 Group Managers Tier 3 Managers
5.2	Council Property, Leases, and Licenses	Authority to: a) Approve the leasing or granting of any license to occupy or tenancy, to vary the terms and conditions of any lease, license to occupy or tenancy, or to terminate any lease, license to occupy or tenancy involving Council land subject to affixing of the Council Seal, where appropriate; b) Enter into contracts for the maintenance, management and development of any council property; c) Enter into binding agreements for the sale and purchase of property, including interests in property, as provided for in the Long Term Plan with schedules listing such sales or purchases being submitted to the relevant Standing Committee on a regular basis. d) Grant and administer stall site licenses including licenses for the occupation of legal road (including termination thereof where required for non-payment of rental or other good reason); e) Sign any client authority and instruction for register by E-dealing.	Chief Executive (includes Acting Chief Executive) Tier 2 Group Managers Property Services Manager (subject to having undertaken all relevant legislative processes and received the approval of any relevant other Council staff)
		f) Approve on behalf of Council as landowner, new surveys on land which has 'Limited as to Parcels' titles	Property Services Manager
5.3	Use of Council Property, Assets and Staff	a) Approve the use of any Council building, facility or equipment by an	Chief Executive (includes Acting Chief Executive)

Tasman District Council Delegations Register – Part Three Management

	What	**Authority to** (as long as it is consistent with the limits of the Schedule of Financial Delegations)	Who
		outside person or organisation in accordance with established guidelines; b) Dispose (whether by tender or otherwise) of any motor vehicle or item of plant in accordance with a recognised programme of vehicle and plant replacement; c) Dispose (whether by tender or otherwise), and the terms thereof, of any other surplus Council asset up to a book value specified in the authorised expenditure schedule, as provided for in the Long Term Plan; and d) Hire out, and the terms and conditions thereof, of any Council asset and staff to outside organisations.	Tier 2 Group Managers Property Services Manager
		e) Sign easement and other documents where the correct legal processes have been followed and where Council has previously agreed to the granting of such easements. f) Authority to approve the granting, removal or providing consent in relation to property instruments on land titles in favour of the Council (such as easements, caveats, encumbrances, or covenants) other than where the approval of the Council or a Committee is required by legislation; and g) Authority to authorise the removal of historic or redundant instruments registered on land titles, provided that staff investigations confirm either (a) the reason for registering the instrument is no longer valid, or (b) the property is now compliant with current legislation / planning rules, or (c) the agreement which supports the instrument is unable to be located and thus the instrument cannot be enforced.	Tier 2 Group Managers Enterprise and Property Services Manager
		h) Set or amend Hall Charges, in consultation with the relevant Hall Committee.	Reserves and Facilities Manager
		i) Set or amend Richmond Aquatic Centre and Community Facilities Charges	Community Partnerships Coordinator

Tasman District Council Delegations Register – Part Three Management

	What	**Authority to** (as long as it is consistent with the limits of the Schedule of Financial Delegations)	Who
5.4	Employment	Is responsible, on behalf of the Council, for ensuring the effective and efficient management of the Council, employing staff and negotiating the terms of employment of staff.	Chief Executive (includes Acting Chief Executive)
		Has control over all employment-related matters concerning staff, and retains authority to approve the employment of all staff.	Chief Executive (includes Acting Chief Executive)
		In relation to their area of responsibility and in accordance with relevant Council policy, authority to: a) Determine staff hours of attendance that best suits the Council's needs; b) Approve the temporary reallocation of duties provided they do not require an amendment to the Position Description; c) Approve overtime, including granting time off in lieu of overtime; d) Approve time-in-lieu and all types of leave, except: I. Leave identified as being at the sole discretion of the Chief Executive; and II. Leave without pay for periods in excess of two weeks; e) Approve the attendance of staff at conferences, courses or seminars; f) Take disciplinary action, excluding dismissal. g) Employ casual and temporary staff.	Tier 2 Group Managers
		h) Third Tier Managers, in relation to their area of responsibility and in accordance with relevant Council policy, have authority to take disciplinary action (excluding dismissal) for any first or second offence allegations of misconduct.	Tier 3 Managers
5.5	RMA Authority (Resource Management Act, but excluding the powers in s168A)	Act within their scope of responsibility, as a Requiring Authority, including giving the written consent of the Council for the use of land being subject to a requirement or designation.	Group Manager Service and Strategy Chief Financial Officer Group Manager Community Infrastructure

Tasman District Council Delegations Register – Part Three Management

	What	**Authority to** (as long as it is consistent with the limits of the Schedule of Financial Delegations)	Who
			Group Manager Information, Science and Technology
5.6	Street Names (Ref Street Naming Policy and Community Board Terms of reference)	Authority to decide on street names for new and existing roads in accordance with the Council's Street Naming Policy and in consultation with the Councillors or the Community Board (if any) for the Ward where the roads are located	Chief Executive Officer Group Manager - Environmental Assurance
5.7	Engineering projects and designs	Approve the designs for Engineering projects and subdivisions Consider and approve variations/waivers to engineering design standards in exceptional circumstances	Group Manager Community Infrastructure Waters and Wastes Manager Transportation Manager Team Leader – Rivers & Coastal Structures Project Delivery Manager Strategic Policy Manager Team Leader - Development Engineering
5.8	Management of infrastructural assets Local Government Act 1974, Local Government Act 2002, Transit Act 1989, Transport Act 1962, Fencing Act 1978, Health Act 1956, Cattle Stop Order	Approve the necessary arrangements for the effective and efficient management of infrastructural assets ▪ Roads ▪ coastal structures ▪ bridges ▪ refuse facilities ▪ ports ▪ aerodromes ▪ stormwater ▪ water ▪ waste water ▪ river ▪ irrigation schemes These decisions are to be in accordance with the provisions of the appropriate Acts and their amendments, but are subject to not exceeding budget levels approved in the annual plan.	Chief Executive Group Manager Community Infrastructure Waters and Wastes Manager Transportation Manager Team Leader – Rivers & Coastal Structures Property Services Manager

	What	**Authority to** (as long as it is consistent with the limits of the Schedule of Financial Delegations)	Who
5.9	Council as an Affected Party	Authority to provide written approval or consent (where such approval is required) in its capacity as landowner or occupier for any application or request by any person to undertake an activity or activities on or adjacent to any Council land	Chief Executive (includes Acting Chief Executive) Tier 2 Group Managers
5.10	Waive fines imposed under the Land Transport Act 1998	Power to waive fines imposed under the Land Transport Act 1998.	Group Manager - Environmental Assurance, Regulatory Manager Team Leader – Regulatory Support

6.0 Legal

	What	**Authority to** (as long as it is consistent with the limits of the Schedule of Financial Delegations)	Who
6.1	Authority to Sign Legal Documents Section 226 (1) (e) of the Resource Management Act	Act as an authorised officer to sign legal documents	Group Manager Environmental Assurance Resource Consents Manager Team Leader - Land Use Consents Team Leader - Natural Resource Consents Team Leader - Subdivision Consents Consent Planner
6.2	Legal Proceedings	Authority to: a) Commence court proceedings, where: ▪ there are exceptional circumstances; and ▪ time does not permit consideration by Council; and ▪ where such action is necessary to protect or further Council's interests; and ▪ subject to prior discussion with the Mayor ▪ In all other instances, the ability to commence court proceedings is confined to the Council.	Chief Executive (includes Acting Chief Executive)

Tasman District Council Delegations Register – Part Three Management

	What	**Authority to** (as long as it is consistent with the limits of the Schedule of Financial Delegations)	Who
		b) Vote on behalf of Council, where a resolution of Council is not a prerequisite	
		c) Impose or remove statutory land charges; d) Release statutory land charges, subject to confirmation, for Council's financial security, or that all monies owing to the Council have been repaid	Tier 2 Group Managers
		e) Release or alter loans, mortgages and to impose or remove statutory land charges, subject to confirmation, for Council's financial security, or that all monies owing to the Council have been repaid;	Chief Executive (includes Acting Chief Executive) Chief Financial Officer
		f) File in the name of the Council a Statement of Defence or other appropriate response, to any proceedings against the Council, commenced in any Court or Tribunal	Chief Executive (includes Acting Chief Executive) Tier 2 Group Managers General Counsel
		▪ in relation to policy statement and plan proceedings, including the authority to negotiate or mediate and settle the proceedings	Environmental Policy Manager
		▪ in relation to resource consent proceedings, including the authority to negotiate or mediate and settle the proceedings	Resource Consents Manager
		The power to: a) initiate, conduct and dispose of prosecution proceedings (including an application for leave to withdraw a prosecution) for offences under any Act, Regulation or Bylaw which involves the Criminal Procedure Act 2011; and b) issue injunctions to restrain continuing breaches of the Building Act (under section 381 of the Building Act 2004) or of the Local Government Act or of any Bylaw (under section 162 of the Local Government Act 2002); and c) apply for an enforcement order under section 316 of the Resource Management Act; and d) apply for a declaration under section 311 of the Resource Management Act; and	Group Manager Environmental Assurance

	What	**Authority to** (as long as it is consistent with the limits of the Schedule of Financial Delegations)	Who
		subject to any proceedings being actioned with legal advice and reported to the next available Environment and Regulatory Committee meeting.	
6.3	Legal Advice	Authority to: a) Obtain legal advice on Council's behalf; b) Sign on Council's behalf any routine legal administrative document; c) Settle claims against Council up to a limit specified in the authorised expenditure schedule (consistent with Council's insurance excess) or in accordance with a recommendation from Council's insurers, or competent legal advice, where time constraints do not permit the matter to be referred to a meeting of Council or an appropriate Committee; d) Initiate proceedings to have Court costs awarded; and initiate legal proceedings to collect Court costs awarded	Chief Executive (includes Acting Chief Executive) Tier 2 Group Managers General Counsel

7.0 Submissions

	What	Authority to	Who
7.1	General Submissions	Authority to make a submission: a) on matters of general Council interest or concern (for example on legislation or discussion documents, including to an adjoining local authority, resource consents in an adjoining local authority which could affect Council's interests) where it is not possible within the available time to refer the matter to the Council or relevant standing committee b) to a Board of Inquiry in relation to ▪ a proposed national policy statement under section 49 of the Resource Management Act; ▪ a proposed national policy statement under section 50(2) of the Resource Management Act; c) to the Environment Court in relation to a special tribunal's report relating to a	Tier 2 Group Managers in relation to their respective areas of responsibility

	What	Authority to	Who
		water conservation order (section 209 of the Act); d) The relevant Committee also holds the authority to make a submission on these matters listed above.	

8.0 Trespass

	What	**Authority to** (as long as it is consistent with the limits of the schedule of financial delegations)	Who
8.1	Trespass Act 1980 (s3)	Authority to ask a trespasser to leave Council controlled property ▪ Any area	Chief Executive Officer (includes Acting Chief Executive) Tier 2 Group Managers
		▪ Libraries	Libraries Manager Librarians
		▪ Parks and reserves	Reserves and Facilities Manager Horticultural Officers Camp Wardens
		▪ Council offices and service centres	Customer Services Manager Team Leader – Customer Services

9.0 Additional Delegations

	What	**Authority to** (as long as it is consistent with the limits of the Schedule of Financial Delegations)	Who
9.1	Electronic Waste Recycling	Authority to approve electronic waste recyclers for the subsidy scheme	Group Manager Community Infrastructure
9.2	Delegations Register	Authority to make any minor administrative edits to the Delegations Register (CN24-09-13)	Chief Operating Officer Governance Manager General Counsel
9.3	Bonds on Reserves	Power to require bonds for any use on Council Reserve under the Reserves General Policies.	Group Manager, Community Infrastructure

	What	**Authority to** (as long as it is consistent with the limits of the Schedule of Financial Delegations)	Who
			Reserves and Facilities Manager

10.0 Specific Delegations by Resolution

Prior to the 26 October 2023 Tasman District Council meeting, specific Executive Leadership Team (ELT) delegations (for example to sign a specific document) were not recorded in the Delegations Register. In order to cover situations where ELT positions, functions and titles had changed since a 2021 restructure, and to allow current ELT members to carry out roles referred to in previous resolutions, an omnibus resolution was passed at the 26 October 2023 Tasman District Council meeting:

CN23-10-1

That the Tasman District Council

1. *receives the Transfer of Executive Leadership Team delegations made by specific resolution report RCN23-10-4; and*
2. *authorises the same delegations held by the former respective members of the Executive Leadership Team before the organisational re-structure in 2021, to be held by the current respective members of the Executive Leadership Team, where they are currently carrying out the same role and functions as the former member, which were authorised by a previous Council resolution within the last five years from the date of this report; and*
3. *delegates authority to the Chief Executive Officer to hold and exercise those same delegations as the current members of the Executive Leadership Team.*

Following the 26 October 2023 Tasman District Council meeting, all specific ELT delegations by resolution will be recorded in the Delegations Register (as in the table below):

	Meeting	Resolution (authority to)	Who
11.1	Tasman District Council - 26 October 2023	Authorises the same delegations held by the former respective members of the Executive Leadership Team before the organisational re-structure in 2021, to be held by the current respective members of the Executive Leadership Team, where they are currently carrying out the same role and functions as the former	The current Executive Leadership Team Members

		member, which were authorised by a previous Council resolution within the last five years from the date of this report (26 October 2023.)	
11.2	Tasman District Council - 26 October 2023	Delegates authority to the Chief Executive Officer to hold and exercise those same delegations as the current members of the Executive Leadership Team	Chief Executive Officer
11.3	Tasman District Council – 22 November 2023	Delegates responsibility for agreeing to any amendments to the budget values resulting from further cost analysis to the Councils' Group Managers (Group Manager Community Services at Nelson City Council and Group Manager Community Infrastructure at Tasman District Council)	Group Manager Community Services at Nelson City Council and Group Manager Community Infrastructure at Tasman District Council
11.4	Tasman District Council – 15 February 2024	Delegates to the Chief Executive Officer the power to complete any processes and sign any documentation required to stop the unformed roads and to the disposal of the stopped road land, subject to there being no objections received.	Chief Executive Officer
	Tasman District Council – 24 October 2024	Delegates to the Chief Executive Officer and Group Manager – Environmental Science the authority to make payments to Eligible Private Landowners in accordance with the River Stopbank Recompense Policy.	Chief Executive Officer Group Manager – Environmental Science

Schedule of Financial Delegations

Category	A	B	C	D	E	F	G	H	I
	Contract award within approved budgets[1]	**Approval of purchase orders and invoices**[3] **Approval of expense claims and sensitive expenditure**[7] **Approval of progress payments on awarded contracts (excluding contracts approved by Council, a Committee or Tenders/Procurement Panel), within approved budgets**[10]	**Approval of progress payments on awarded contracts that have been approved by Council, an appropriate Committee or Tenders/Procurement Panel**[4]	**Debt write-off, fee waivers or discounts**	**Emergency expenditure approval**	**Authorised to bank, transfer and invest funds and sign cheques** **Approve leasing/granting of leases & licenses** **Enter contracts for management of council property**	**Reallocating capital budgets**	**Reallocating operating budgets - allowed as long as within overall direct operating cost budget.**	**Receipt and/or administer external grants or funding on behalf of the Council, including entering into a contract for the receipt of the funds**
Expenditure type	**Capex and Opex limit**	**Capex and Opex limit**	**Capex and Opex limit**	**Capex and Opex limit**	**Capex and Opex limit**	**Capex and Opex limit**	**Capex and Opex limit**	**Opex**	**Capex and Opex limit**
Tenders/Procurement Panel	Exceed $1m in value[6]	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Chief Executive	$1m	$1m	Subject to individual delegations made by resolution	$100,000	$1m	Yes	Yes[8]	Yes	Unlimited
Tier 2 Group Managers	$500,000	$500,000	Subject to individual delegations made by resolution	$50,000	$500,000	Yes	Yes[8]	Yes	$500,000
Tier 3 - level 1 (Community Infrastructure)	$300,000	$300,000	Subject to individual delegations made by resolution	$0	$0	For permitted managers only	$0	Yes	N/A
Tier 3 - level 2 (Other) [9]	$50,000	$50,000	N/A	$0	$0	For permitted managers only	$0	Yes	N/A
Project Delivery / Project Managers (Tier 4 Community Infrastructure)[5]	$0	$50,000	N/A	$0	$0	No	$0	N/A	N/A
Other Staff[2]	$0	$20,000 maximum and subject to individual review	N/A	$0	$0	For permitted staff only	$0	N/A	N/A

Notes:

1. Approved budgets means:
   - for operating expenditure, the overall Activity Balance (as shown in the Annual Activity Balance Report) operating expenditure budget
   - For capital expenditure, an individual project or programme's budgets for capital expenditure. Approved capital budgets includes any reallocated budget in line with the delegation provided for in column G.
   - A carry over report will be done annually around September
2. Subject to individual sub-delegation from managers and justification of the need to retain the delegation - up to $20,000 maximum.
3. These limits apply to a single transaction or 'commitment'. A commitment cannot be split into two or more purchase orders or invoices. The whole transaction must be approved by a staff member with the appropriate delegated financial authority limit.
4. The financial limits covering the approval of progress payments for contracts approved by Council, Tenders/Procurement Panel or committee, may include an amendment to delegated limits for staff set by way of resolution.
   Financial delegation limits set by way of resolution are applicable to a contract and are time bound. They are not applicable for 'business as usual' approval of payments and purchase orders.
5. The group 'Project Delivery/Project Managers (Tier 4 Community Infrastructure)' include the following positions: Activity Planning Programme Leader, Asset Systems Team Leader, Road Maintenance Programme Leader, Team Leader - Water Supply, Team Leader Stormwater & Waste Management, Project Manager.
6. As per the Tenders/Procurement Panel terms of reference, contracts/ tender approvals can also be directed to the Tenders/Procurement Panel below $1m in value if necessary, and where the type of procurement is a deviation from the Council Procurement Policy.
7. All Sensitive Expenditure, including expense claims and travel need to be managed in accordance with the Sensitive Expenditure and Reimbursement of Work Related Expenses policies and require manager/ 'one-up' approval. This is one up from the person who has, or could be perceived to receive the benefit.
8. 10% of an approved Activity capital budget (that are included in Annual and Long Term Plans) is possible up to a maximum net annual value of $1m. This delegation is not affected by role financial delegation limits.
9. 'Tier 3 - level 2 (Other)' roles will have maximum delegated financial authority limit of $50,000; with the exception of the Financial Performance Manager, Reserves and Facilities Manager and Property Services Manager roles which have a $100,000 financial delegated limit.
10. Delegation only applies to the Chief Executive Officer (includes Acting Chief executive Officer), Tier 2 Group Managers and Tier 3 Managers.



Part Four - Statutory Delegations

Statutory Delegations

Statutory delegations to staff may be made where:

- The responsibilities are expressly provided for in legislation; or
- The Council holds the power and delegates this responsibility to the Chief Executive, except where the legislation expressly prohibits the power to delegate
- Delegations to staff, if required by any enactment, are made by Council or through the Chief Executive by virtue of inclusion in this register

Statutory appointments occur where, by virtue of being an office holder, staff have duties and powers which are additional to any delegation. In those cases, staff are acting under appointment rather than delegation. Details of these delegations appear in the Tasman District Council's Appointments Register (internal use only).

From time to time staff position titles will change. Where the duties of the newly titled position remains substantially the same, the delegations will automatically transfer to that new position until such time as the Delegations Register is updated.

Amusement Devices Regulations 1978		
1	Reg. 11 Power to inspect and license amusement devices	Group Manager - Environmental Assurance, Building Assurance Manager, Team Leader Building Compliance, Team Leader Building Inspections, Team Leader Building Consents Technical Lead - Building Assurance, Senior Building Technical Officer, Building Technical Officer - Inspections, Building Technical Officer - Processing, Building Technical Officer - Contractor, Building Officer - Compliance, Building Officer - Compliance (COAs & Discretionary Exemptions), Trainee Building Technical Officer

Aquaculture Reform (Repeals and Transitional Provisions) Act 2004		
2	ss.10, 20,21 Power to review deemed coastal permits (and related procedures as provided for in the Act).	Group Manager - Environmental Assurance, Resource Consents Manager, Team Leader Natural Resources Consents, Senior Planner - Natural Resources
3	s.37 Power to request an aquaculture decision.	Group Manager - Environmental Assurance, Resource Consents Manager
4	s.44B Power to notify Trustee to negotiate.	Group Manager - Environmental Assurance
5	44(1)(b) Power to notify CEO of Ministry of Primary Industries when the allocation of authorisations to Trustee is completed	Group Manager - Environmental Assurance

Aquaculture Reform (Repeals and Transitional Provisions) Act 2004		
6	44(4) Power to extend period for negotiation	Group Manager - Environmental Assurance
7	44B(2)(b) Power to notify consent applicants to negotiate	Group Manager - Environmental Assurance
8	44D(2)(b) Power to allocate authorisations to Trustees in accordance with agreement	Group Manager - Environmental Assurance
9	s. 53 Power to approve off-site farm amendments.	Group Manager - Environmental Assurance, Resource Consents Manager, Team Leader Natural Resources Consents, Senior Planner - Natural Resources, Consent Planner - Natural Resources

Biosecurity Act 1993		
10	s.13 Carrying out the surveillance and monitoring of pests, the assessment, eradiction and management of pests, and other powers except any powers that cannot be delegated under section 100H(3)	Chief Executive Officer (including Acting Chief Executive Officer) Group Manager – Environmental Science
11	s.103 Power to appoint authorised persons.	Chief Executive (includes Acting Chief Executive)
12	s.114A CE delegation of power for the purposes as detailed in s114(1)(a) or (b) to give approval for a specified person or class of persons to apply any article or substance to any place from the airspace above that place pursuant to the requirements of this section.	Group Manager – Environmental Science
13	s.128 CE delegation of power to act on default to bring about the implementation of an enforcement notice as defined in this section and recover costs.	Group Manager – Environmental Science
14	s.129 CE delegation of power to authorise a Lien on the land concerned to recover costs under s128.	Group Manager – Environmental Science
15	s.131 Power to declare an area a controlled area in the manner prescribed in the section, and for any of the reasons specified in s. 131(1)	Chief Executive Officer (including Acting Chief Executive Officer) Group Manager – Environmental Science
16	s.161 CE delegation of power to sign certificate to be used in evidence.	Group Manager – Environmental Science

Building Act 2004		
17	s.34 Power to issue a project information memorandum.	Group Manager - Environmental Assurance, Building Assurance Manager, Resource Consents Manager, Team Leader Building Consents, Team Leader Building Inspections, Team Leader Land Use Consents, Team Leader Natural Resources Consents, Team Leader Subdivision Consents, Senior Building Technical Officer, Senior Planner - Land use, Senior Planner - Natural Resources, Senior Planner - Subdivisions, Consent Planner - Subdivisions, Consent Planner - Natural Resources, Building Technical Officer - Inspections, Building Technical Officer - Processing, Building Technical Officer - Contractor, Trainee Building Technical Officer
18	s.36 Power to issue development contribution notice.	Group Manager - Environmental Assurance, Regulatory Manager, Building Assurance Manager, Team Leader – Regulatory Support Development Contributions Administrator
19	s.37 Power to issue certificate if resource consent required.	Group Manager - Environmental Assurance, Resource Consents Manager, Team Leader Land Use Consents, Team Leader Natural Resources Consents, Team Leader Subdivision Consents, Senior Planner - Land Use, Senior Planner - Natural Resources, Senior Planner - Subdivisions, Consents Officer - Land Use, Consents Officer - PIMs, Consent Planner - Natural Resources
20	s.38 Power to provide network utility operators or statutory authority copy of Project Information Memorandum	Group Manager - Environmental Assurance, Building Assurance Manager, Team Leader Building Inspections, Team Leader Compliance and Investigations, Team Leader Compliance and Investigations - (Land and Air), Team Leader Compliance and Investigations - (Water and Waste), Senior Building Technical Officer, Building Technical Officer - Processing, Building Technical Officer - Inspections, Building Technical Officer - Contractor, Trainee Building Technical Officer

Building Act 2004		
21	s.39 Power to advise Heritage New Zealand Pouhere Taonga	Group Manager - Environmental Assurance, Resource Consents Manager, Team Leader Land Use Consents, Team Leader Natural Resources Consents, Team Leader Subdivision Consents, Senior Planner - Land Use, Senior Planner - Subdivisions, Senior Planner - Natural Resources, Consent Planner - Subdivisions, Consent Planner -Natural Resources, Consents Officer - Land Use, Consents Officer - PIMs, Senior Building Technical Officer, Building Technical Officer - Inspections, Building Technical Officer - Processing, Building Technical Officer - Contractor, Trainee Building Technical Officer
22	s.46 Power to give notice to Fire and Emergency New Zealand (FENZ).	Group Manager - Environmental Assurance, Resource Consents Manager, Building Assurance Manager, Team Leader Compliance and Investigations - (Water and Waste), Team Leader Compliance and Investigations - (Land and Air), Team Leader Land Use Consents, Team Leader Natural Resources Consents, Team Leader Subdivision Consents, Senior Planner - Land Use, Senior Planner - Natural Resources, Senior Planner – Subdivisions, Consent Planner – Subdivisions, Consent Planner - Natural Resources, Consent Planner - Land Use, Technical Lead - Building Assurance, Building Technical Officer - Inspections, Building Technical Officer - Processing, Building Technical Officer - Contractor, Trainee Building Technical Officer, Consents Officer - Land Use, Consents Officer – PIMs, Administration Officer - Regulatory
23	s.48 Power to request further information following receipt of application for building consent.	Group Manager - Environmental Assurance, Building Assurance Manager, Team Leader Building Consents, Team Leader Building Inspections, Senior Building Technical Officer, Technical Lead - Building Assurance, Building Technical Officer - Inspections, Building Technical Officer - Processing, Building Technical Officer - Contractor, Trainee Building Technical Officer

Building Act 2004		
24	s.48-52 Power to process and grant applications for building consent.	Group Manager - Environmental Assurance, Building Assurance Manager, Team Leader Building Consents, Team Leader Building Inspections Senior Building Technical Officer, Technical Lead - Building Assurance, Building Technical Officer - Inspections, Building Technical Officer - Processing, Building Technical Officer - Contractor, Building Officer – Compliance, Trainee Building Technical Officer
25	s.59 Power to pay building consent levy.	Group Manager - Environmental Assurance, Building Assurance Manager
26	s.62 Power to recover unpaid levies.	Group Manager - Environmental Assurance, Building Assurance Manager
27	s.67/68 Power to grant waivers or modifications.	Group Manager - Environmental Assurance, Building Assurance Manager, Team Leader Building Consents, Team Leader Building Inspections, Senior Building Technical Officer, Technical Lead - Building Assurance, Building Technical Officer - Inspections, Building Technical Officer - Processing, Building Technical Officer - Contractor, Trainee Building Technical Officer
28	s.71-73 Power in respect to building on land subject to natural hazard.	Group Manager - Environmental Assurance, Building Assurance Manager, Team Leader Building Consents, Senior Building Technical Officer, Technical Lead - Building Assurance
29	s.75-77 Power in respect of buildings over boundaries.	Group Manager - Environmental Assurance, Building Assurance Manager, Team Leader Building Consents, Senior Building Technical Officer, Technical Lead - Building Assurance, Building Technical Officer - Inspections, Building Technical Officer - Processing, Building Technical Officer - Contractor, Trainee Building Technical Officer
30	s.91-95 Power to process and approve Code Compliance Certificate.	Group Manager - Environmental Assurance, Building Assurance Manager, Team Leader Building Consents, Team Leader Building Inspections, Senior Building Technical Officer, Technical Lead - Building Assurance, Building Technical Officer - Inspections, Building Technical Officer - Processing, Building Technical Officer - Contractor, Trainee Building Technical Officer

Building Act 2004		
31	s.95A Power to refuse to issue code compliance certificate	Group Manager - Environmental Assurance, Building Assurance Manager, Team Leader Building Consents, Team Leader Building Inspections, Senior Building Technical Officer, Technical Lead - Building Assurance, Building Technical Officer - Inspections, Building Technical Officer - Processing, Building Technical Officer - Contractor, Building Technical Officer, Trainee Building Technical Officer
32	s.96-99 Power to process and approve certificates of acceptance.	Group Manager - Environmental Assurance, Building Assurance Manager, Team Leader Building Consents, Team Leader Building Inspections, Senior Building Technical Officer, Technical Lead - Building Assurance, Building Officer - Compliance, Building Officer - Compliance (COAs & Discretionary Exemptions), Building Technical Officer, Building Technical Officer - Inspections, Building Technical Officer - Processing, Building Technical Officer - Contractor, Trainee Building Technical Officer
33	ss.102,104,104A,106,107,109,111 Power in respect of compliance schedules	Group Manager - Environmental Assurance, Building Assurance Manager, Team Leader Building Compliance, Team Leader Building Inspections, Senior Building Technical Officer, Technical Lead - Building Assurance, Building Officer - Compliance
34	ss.112,113,115,116 Power in relation to alterations to buildings and changes of use	Group Manager - Environmental Assurance, Building Assurance Manager, Team Leader Building Consents, Team Leader Building Inspections, Senior Building Technical Officer, Technical Lead - Building Assurance, Building Technical Officer – Processing, Building Technical Officer – Inspections, Building Officer – Compliance, Trainee Building Technical Officer
35	ss.124, 126, 127, 129, 130 Power in relation to dangerous, affected, earthquake-prone or insanitary buildings.	Group Manager - Environmental Assurance, Building Assurance Manager, Team Leader Building Compliance, Team Leader Building Consents, Team Leader Building Inspections, Senior Building Technical Officer, Technical Lead - Building Assurance, Building Officer – Compliance, Building Technical Officer – Processing, Building Technical Officer – Inspections, Trainee Building Technical Officer

Building Act 2004		
36	s.133AG Power to identify potentially earthquake prone buildings	Group Manager - Environmental Assurance, Building Assurance Manager, Team Leader Building Consents, Team Leader Building Inspections, Technical Lead - Building Assurance
37	s.133AH Power to request engineering assessment	Group Manager - Environmental Assurance, Building Assurance Manager, Team Leader Building Consents, Team Leader Building Inspections, Technical Lead - Building Assurance
38	s.133AI Power to cancel request for assessment	Group Manager -Environmental Assurance, Building Assurance Manager, Team Leader Building Consents, Team Leader Building Inspections, Technical Lead - Building Assurance
39	s.133AJ Power to grant extension of time	Group Manager - Environmental Assurance, Building Assurance Manager, Team Leader Building Consents, Team Leader Building Inspections, Technical Lead - Building Assurance
40	s.133AK Power to determine whether a building is earthquake prone	Group Manager - Environmental Assurance, Building Assurance Manager, Team Leader Building Consents, Team Leader Building Inspections, Technical Lead - Building Assurance
41	s.133AL Power to issue EPB notice	Group Manager - Environmental Assurance, Building Assurance Manager, Team Leader Building Consents, Team Leader Building Inspections, Technical Lead - Building Assurance
42	s.133AN Power to grant EPB exemption notice	Group Manager - Environmental Assurance, Building Assurance Manager, Team Leader Building Consents, Team Leader Building Inspections, Technical Lead - Building Assurance
43	s.133AO Powers in relation to heritage buildings	Group Manager - Environmental Assurance, Building Assurance Manager, Team Leader Building Consents, Team Leader Building Inspections, Technical Lead - Building Assurance
44	s.133AP Power to affix or remove or replace notice	Group Manager - Environmental Assurance, Building Assurance Manager, Team Leader Building Consents, Team Leader Building Inspections, Technical Lead - Building Assurance
45	s.133AQ Power to assess information and act accordingly	Group Manager - Environmental Assurance, Building Assurance Manager, Team Leader Building Consents, Team Leader Building Inspections, Technical Lead - Building Assurance

Building Act 2004		
46	s.133AR Power to impose safety requirements	Group Manager - Environmental Assurance, Building Assurance Manager, Team Leader Building Consents, Team Leader Building Inspections, Technical Lead - Building Assurance
47	s.133AT Power in relation to earthquake prone buildings	Group Manager - Environmental Assurance, Building Assurance Manager, Team Leader Building Consents, Team Leader Building Inspectors, Technical Lead - Building Assurance
48	s.136, 138 Power to approve or refuse to approve the classification of dams	Group Manager - Environmental Assurance Building Assurance Manager,
49	s.143, 145 Power to approve or refuse to approve a dam safety assurance programme.	Group Manager - Environmental Assurance Building Assurance Manager,
50	s.154, 156 Power in relation to dangerous dams.	Group Manager - Environmental Assurance Building Assurance Manager,
51	s.164, 167 Power in relation to notices to fix building work	Group Manager - Environmental Assurance, Building Assurance Manager, Team Leader Building Compliance, Team Leader Building Consents, Team Leader Building Inspections, Senior Building Technical Officer, Technical Lead - Building Assurance, Building Officer - Compliance, Building Technical Officer - Inspections, Building Technical Officer - Processing, Building Technical Officer - Contractor, Trainee Building Technical Officer
52	s.177, 180 Power to apply to the Ministry of Business, Innovation and Employment for a determination.	Group Manager - Environmental Assurance, Building Assurance Manager, Team Leader Building Consents, Team Leader Building Inspections, Technical Lead - Building Assurance
53	s.215, 241 Power to apply for accreditation	Group Manager - Environmental Assurance
54	s.219 Power to impose a fee or charge	Group Manager - Environmental Assurance, Building Assurance Manager
55	s.220, 221 Power to seek Court order on default and recover costs.	Group Manager - Environmental Assurance, Building Assurance Manager

Building Act 2004		
56	s.222 Powers of territorial authority to carry out inspections	Building Assurance Manager, Team Leader Building Compliance, Team Leader Building Inspections Senior Building Technical Officer, Technical Lead - Building Assurance, Building Officer - Compliance
57	s.363A Power to allow public use of premises before issue of code compliance certificate in some circumstances	Group Manager - Environmental Assurance, Building Assurance Manager, Team Leader Building Inspections, Technical Lead - Building Assurance, Building Officer - Compliance, Building Technical Officer - Inspections, Building Technical Officer - Processing, Building Technical Officer - Contractor, Trainee Building Technical Officer
59	s.371B Power to authorise persons and officers to issue infringement notices under s372 of the Building Act 2004	Chief Executive (includes Acting Chief Executive)
60	s.436 Power to issue code compliance certificates in respect of building work carried out under building consent granted under former Act (Transitional provision)	Group Manager - Environmental Assurance, Building Assurance Manager, Team Leader Building Consents, Team Leader Building Inspections, Senior Building Technical Officer, Technical Lead - Building Assurance, Building Technical Officer - Inspections, Building Technical Officer - Processing, Building Technical Officer - Contractor, Trainee Building Technical Officer
61	Schedule 1(2) Power to grant discretionary exemptions	Group Manager - Environmental Assurance, Building Assurance Manager, Team Leader Building Consents Senior Building Technical Officer, Technical Lead - Building Assurance, Building Officer - Compliance, Building Officer - Compliance (COAs & Discretionary Exemptions), Building Technical Officer - Inspections, Building Technical Officer - Processing, Building Technical Officer - Contractor, Trainee Building Technical Officer

Camping-Grounds Regulations 1985		
62	Reg 3 Power to register or refuse registration for the use of land for a camping ground or permitting an existing campground to be used for a relocatable home park.	Group Manager - Environmental Assurance, Regulatory Manager, Team Leader - Environmental Health
63	Reg 14 Power to grant exemptions under regulation 14	Group Manager - Environmental Assurance Regulatory Manager Team Leader – Environmental Health

Camping-Grounds Regulations 1985		
64	Reg 15 Power to enforce Camping-Ground Regulations and inspect camping grounds and relocatable homes.	Chief Executive (including Acting Chief Executive Officer) Group Manager – Environmental Assurance Regulatory Manager Team Leader – Environmental Health Senior Environmental Health Officer Environmental Health Officer Environmental Health Support Officer

Dog Control Act 1996		
65	s.11 Power to appoint dog control officers.	Chief Executive (includes Acting Chief Executive)
66	s.12 Power to appoint dog rangers.	Chief Executive (includes Acting Chief Executive)
67	s.21 Power to classify any person as a probationary owner.	Group Manager - Environmental Assurance, Regulatory Manager
68	s. 22 Power to hear and determine objections to classification as a probationary owner.	Environment and Regulatory Committee Animal Control Subcommittee
69	s.23A Power to require dog owner education.	Group Manager - Environmental Assurance, Regulatory Manager
70	s.25 Power to disqualify any person from being the owner of any dog.	Group Manager - Environmental Assurance, Regulatory Manager
71	s.26 Power to hear and determine objections to disqualification.	Environment and Regulatory Committee Animal Control Subcommittee
72	s.31(1) and (2) Power to classify any dog as a dangerous dog.	Group Manager - Environmental Assurance, Regulatory Manager, Team Leader – Regulatory Support, Team Leader – Community Compliance
73	s.31(3) and (4) Power to hear and determine objections to classification of a dog as dangerous.	Environment and Regulatory Committee Animal Control Subcommittee
74	s.33 Power to consent to the disposal of a dangerous dog.	Group Manager - Environmental Assurance, Regulatory Manager, Team Leader – Regulatory Support, Team Leader – Community Compliance
75	s.33A Power to classify a dog as menacing.	Group Manager - Environmental Assurance, Regulatory Manager Team Leader – Regulatory Support Team Leader – Community Compliance Regulatory Support Officer

Dog Control Act 1996		
76	s.33B Power to hear and determine objections to classification of a dog as menacing.	Environment and Regulatory Committee Animal Control Subcommittee
77	s.33C Power to identify a dog being of a breed listed in Schedule 4.	Group Manager - Environmental Assurance, Regulatory Manager, Regulatory Support Officer, Team Leader – Regulatory Support, Team Leader – Community Compliance
78	s.33D Power to hear and determine objections to classification of a dog as belonging to a breed listed in Schedule 4 and classified as menacing.	Environment and Regulatory Committee Animal Control Subcommittee
79	s.33EB Power to require the neutering of a menacing dog.	Group Manager – Environmental Assurance Regulatory Manager. Team Leader – Regulatory Support. Team Leader – Community Compliance. Regulatory Support Officer
80	s.33ED Power to classify a dog as dangerous or menacing.	Group Manager – Environmental Assurance Regulatory Manager. Team Leader – Regulatory Support. Team Leader – Community Compliance
81	s.34 Power to determine whether to include certain information in the register.	Regulatory Manager Team Leader – Regulatory Support, Team Leader – Community Compliance Administration Officer – Regulatory Regulatory Support Officer
82	s.35 Power to supply register information.	Group Manager - Environmental Assurance, Regulatory Manager, Team Leader – Regulatory Support, Team Leader – Community Compliance, Regulatory Support Officer Administration Officer - Regulatory
83	s.40 Power to require a written statement that a dog is a working dog of a specified class and to require production of a certificate that a dog has been neutered	Group Manager - Environmental Assurance, Regulatory Manager, Regulatory Support Officer, Team Leader – Regulatory Support, Team Leader – Community Compliance, Administration Officer - Regulatory
84	s.66 Power to commence proceedings in accordance with Section 21 of the summary Proceedings Act 1957 where an infringement notice has been issued	Group Manager - Environmental Assurance, Regulatory Manager
85	s.67 Establishing, maintaining and operating pound facilities and entering agreements.	Group Manager – Environmental Assurance Regulatory Manager

Dog Control Act 1996		
86	s.69 Power to impound and dispose of a dog.	Group Manager - Environmental Assurance, Regulatory Manager, Team Leader – Community Compliance, Regulatory Services Enforcement Officer, Community Compliance Officer
87	s.70 Power to retain, return and dispose of a barking dog removed for barking.	Group Manager – Environmental Assurance Regulatory Manager, Team Leader – Regulatory Support, Team Leader – Community Compliance, Regulatory Support Officer, Regulatory Services Enforcement Officer, Community Compliance Officer
88	s.71 Power to authorise retain, return and dispose of a dog threatening public safety.	Group Manager - Environmental Assurance, Regulatory Manager
89	s.71A Power to dispose of seized dogs.	Group Manager - Environmental Assurance, Regulatory Manager

Food Act 2014		
90	All the Council's powers, duties and functions conferred or imposed upon Council under the Food Act 2014	Environment and Regulatory Committee
91	s.54, Clause 3, Schedule 4 Power to refuse application for registration.	Regulatory Manager, Team Leader Environmental Health, Senior Environmental Health Officer, Environmental Health Officer
92	s.55 Power to require further information and allow further time before determining whether or not to register a food control plan.	Regulatory Manager, Team Leader Environmental Health, Senior Environmental Health Officer, Environmental Health Officer
93	s.56 - 57 Power to register or refuse to register a food control plan.	Regulatory Manager, Team Leader Environmental Health, Senior Environmental Health Officer, Environmental Health Officer Food Act Verifier/Alcohol Licensing Inspector
94	s.60 Power to register a food control plan, and impose and vary conditions.	Regulatory Manager, Team Leader Environmental Health, Senior Environmental Health Officer, Environmental Health Officer Food Act Verifier/Alcohol Licensing Inspector
95	s.61A Power to require operator to amend a plan.	Regulatory Manager Team Leader Environmental Health Senior Environmental Health Officer Environmental Health Officer Food Act Verifier/Alcohol Licensing Inspector

Food Act 2014		
96	s.62 Power to suspend operations under a registered food control plan in accordance with Clause 4-6 of Schedule 4.	Regulatory Manager, Team Leader Environmental Health Senior Environmental Health Officer Environmental Health Officer Food Act Verifier/Alcohol Licensing Inspector
97	s.63 Power to extend the suspension period.	Regulatory Manager Team Leader – Environmental Health Senior Environmental Health Officer Environmental Health Officer Food Act Verifier/Alcohol Licensing Inspector
98	s.65 Power to give directions during suspension period.	Regulatory Manager Team Leader – Environmental Health Senior Environmental Health Officer Environmental Health Officer Food Act Verifier/Alcohol Licensing Inspector
99	s.67 Power to cancel registration of a food control plan.	Group Manager - Environmental Assurance, Regulatory Manager Team Leader – Environmental Health
100	s.69 Power to provide directions where a food control plan is cancelled.	Group Manager – Enviornmental Assurance Regulatory Manager Team Leader – Environmental Health
101	s.70 Power to remove a food business from a food control plan.	Group Manager – Enviornmental Assurance Regulatory Manager Team Leader – Environmental Health
102	s.84 Power to refuse application for registration of food business subject to national programme.	Regulatory Manager, Team Leader Environmental Health, Senior Environmental Health Officer, Environmental Health Officer
103	s.85 Power to require further information and allow further time before determining whether or not to register the food business to which the applicant's application for registration relates.	Regulatory Manager, Team Leader Environmental Health, Senior Environmental Health Officer, Environmental Health Officer
104	s.86 Power to register a business subject to national programme.	Regulatory Manager, Team Leader Environmental Health, Senior Environmental Health Officer, Environmental Health Officer
105	s.87 Power to refuse to register a food control business subject to national programme.	Regulatory Manager, Team Leader Environmental Health, Senior Environmental Health Officer, Environmental Health Officer
106	s.89 Power to impose and vary conditions on the registration of a food business.	Regulatory Manager, Team Leader Environmental Health, Senior Environmental Health Officer, Environmental Health Officer
107	s.90 Power to suspend operations of business subject to national programme.	Regulatory Manager, Team Leader Environmental Health

Food Act 2014		
108	s.91 Power to extend the suspension period for a food business that is subject to a national programme.	Regulatory Manager, Team Leader Environmental Health
109	s.93 Power to provide directions on the effect of suspension of business subject to national programme.	Regulatory Manager, Team Leader Environmental Health
110	s.95 Power to cancel the registration of a food business subject to national programme.	Group Manager - Environmental Assurance, Regulatory Manager Team Leader – Environmental Health
111	s.97 Power to give directions when a food business subject to a national programme is cancelled.	Group Manager - Environmental Assurance, Regulatory Manager Team Leader – Environmental Health
112	s.250 Power to file charging document	Group Manager - Environmental Assurance
113	s.331 Power to apply for Compliance Order	Group Manager - Environmental Assurance
114	s.338 Power to comply with an order, exercise the powers of a food safety officer and recover costs and expenses.	Group Manager - Environmental Assurance

Freedom Camping Act 2011		
115	s.32 Power to appoint persons to be enforcement officers and issue warrants to enforcement officers.	Chief Executive (includes Acting Chief Executive)
116	s.39 Power to decide the return of seized or impounded property.	Group Manager - Environmental Assurance, Regulatory Manager
117	s.40 Power to dispose of seized or impounded property.	Group Manager - Environmental Assurance, Regulatory Manager

Gambling Act 2003 and associated regulations		
118	s.101-102 Power to adopt and review a policy relating to gambling venues within Tasman District.	Strategy and Policy Committee

Hazardous Substances and New Organisms Act 1996		
119	s.12 and s.100	Chief Executive (includes Acting Chief Executive)

Hazardous Substances and New Organisms Act 1996		
	Power to appoint enforcement officers and issue warrants	

Health Act 1956		
120	s.28 Power to appoint environmental health officer.	Chief Executive (includes Acting Chief Executive)
121	s.41 Power to issue cleansing order.	Group Manager – Environmental Assurance Regulatory Manager Team Leader – Environmental Health
122	s.42 Power to issue repairs or closing order.	Group Manager – Environmental Assurance, Regulatory Manager, Team Leader – Environmental Health
123	s.45 Power to cancel a closing order.	Group Manager – Environmental Assurance Regulatory Manager, Team Leader – Environmental Health
124	s.53C Power to make advances to owners to enable them to comply with a notice.	Group Manager – Environmental Assurance
125	s.54 Powers in relation to the restriction and control of the carrying on of offensive trades	Environment and Regulatory Committee
126	s.58 Powers in relation to the restriction and control over the establishment or alternation of stock yards.	Environment and Regulatory Committee
127	s.81 Power to authorise an environmental health officer to enter premises and carry out cleansing and disinfection.	Chief Executive (including Acting Chief Executive) Group Manager - Environmental Assurance Regulatory Manager Team Leader – Environmental Health
128	s.86 Power to cause bodies to be buried and recovering costs.	Group Manager - Environmental Assurance Regulatory Manager
129	s.128 Power to authorise a person to enter to inspect and execute work.	Chief Executive (includes Acting Chief Executive)

Health (Registration of Premises) Regulation 1966		
132	Regulation 4 Power to require particular information to be included in an application for registration.	Group Manager - Environmental Assurance, Regulatory Manager, Team Leader Environmental Health Senior Environmental Health Officer Environmental Health Officer
133	Regulation 5 Power to issue certificates of registration.	Group Manager - Environmental Assurance, Regulatory Manager, Team Leader Environmental Health

Health (Registration of Premises) Regulation 1966		
134	Regulation 9 Powers in relation to the hearing of submissions made by the recipient of a notice under this regulation.	Environment and Regulatory Committee
135	Regulation 9 Serving notices requiring remedial action and revoking registration.	Group Manager - Environmental Assurance Regulatory Manager Team Leader – Environmental Health

Heavy Motor Vehicle Regulation 1974		
136	s.10(5) Powers relating to prohibiting heavy vehicles on specific roads	Environment and Regulatory Committee

Housing Improvement Regulations 1947		
137	Power to act in lieu of local authority	Group Manager - Environmental Assurance, Regulatory Manager, Team Leader - Environmental Health

Impounding Act 1955		
138	s.8 Power to appoint pound-keeper and rangers.	Chief Executive (including Acting Chief Executive) Group Manager - Environmental Assurance
139	s.9 Power to appoint deputy.	Chief Executive (including Acting Chief Executive) Group Manager - Environmental Assurance Regulatory Manager
140	s.10 Removing or suspending a pound-keeper, deputy pound-keeper or ranger.	Chief Executive (including Acting Chief Executive) Group Manager – Environmental Assurance
141	s.12 Keeping pounds clean, providing for impounded stock and keeping contagious stock separated.	Chief Executive (including Acting Chief Executive) Group Manager – Environmental Assurance Regulatory Manager
142	s.32 Declaring any fenced paddock a temporary pound with the consent of the occupier, appointing a keeper and fixing a notice.	Chief Executive (including Acting Chief Executive) Group Manager – Environmental Assurance Regulatory Manager
143	s.38 Issuing a notice regarding wild stock trespassing on land and selling the stock if not removed.	Chief Executive (including Acting Chief Executive) Group Manager – Environmental Assurance Regulatory Manager
144	s.42 Power to authorise pound-keeper or ranger to destroy wild stock straying on roads and dispose of the carcass of any destroyed stock.	Chief Executive (including Acting Chief Executive) Group Manager – Environmental Assurance Regulatory Manager

Impounding Act 1955		
145	s.50 Power to authorise a person to act as auctioneer for sale of impounded stock.	Group Manager – Environmental Assurance Regulatory Manager
146	s.52 Power to arrange the destruction of worthless or suffering animals.	Group Manager – Environmental Assurance Regulatory Manager
147	s.53 Power to dispose of unsold stock.	Group Manager – Environmental Assurance Regulatory Manager

Land Transfer Act 2017		
148	s.109 Authority with respect to easement instruments.	Chief Executive Officer Tier 2 Group Mangers Enterprise and Property Services Manager
149	s.112 Authority with respect to easement variations	Chief Executive Officer Tier 2 Group Mangers Enterprise and Property Services Manager
150	s.138 Power to lodge a caveat against dealings	Chief Executive Officer Tier 2 Group Mangers Enterprise and Property Services Manager
151	s.142 Power to apply for the removal of a caveat against dealings	Chief Executive Officer Tier 2 Group Mangers Enterprise and Property Services Manager
152	s.143 Power to apply for a lapse of a caveat against dealings	Chief Executive Officer Tier 2 Group Mangers Enterprise and Property Services Manager
153	s.144 Power to withdraw a caveat against dealings	Chief Executive Officer Tier 2 Group Mangers Enterprise and Property Services Manager
154	s.145 Power to consent to registration of instrument	Chief Executive Officer Tier 2 Group Mangers Enterprise and Property Services Manager

Land Transport Act 1998		
155	s.128D Power to appoint parking wardens and to issue warrants of appointment.	Chief Executive (includes Acting Chief Executive)

Land Transport Management Act 2003		
156	All Council's powers, duties and functions as conferred or imposed upon it under the Act and associated regulation and rules (as related to the functions of the committee).	Strategy and Policy Committee

Litter Act 1979		
157	s.5 Power to appoint Litter Control Officers.	Chief Executive (includes Acting Chief Executive)
158	s.8 Power to appoint Litter Wardens.	Chief Executive (includes Acting Chief Executive)
159	s.10 Power hear any objections to the service of a notice to clear litter to the occupier of private land pursuant to this section.	Environment and Regulatory Committee

Local Electoral Act 2001		
160	Parts 1A and 2 All Council's powers, duties and functions conferred or imposed upon it under Parts 1A and 2 of the Local Electoral Act 2002, in relation to the functions of the Committee.	Strategy and Policy Committee

Local Government (Rating) Act 2002		
161	s.28(2) Power to decide whether the disclosure of the name of any person is necessary to identify a rating unit.	Chief Executive (includes Acting Chief Executive), Chief Financial Officer Financial Performance Manager, Revenue and Rates Manager, Senior Rates Officer Rates Officer
162	s.28(3) Authority to determine a fee for being supplied a copy of Rating Information Database (RID) data.	Chief Executive (includes Acting Chief Executive), Chief Financial OfficerFinancial Performance Manager, Revenue and Rates Manager
163	s.29 Authority to determine objections to the Rating Information Database.	Chief Executive (includes Acting Chief Executive), Chief Financial OfficerFinancial Performance Manager, Revenue and Rates Manager,
164	s.35 Authority to remove a name from the Rating Information Database.	Chief Executive (includes Acting Chief Executive), Chief Financial Officer Financial Performance Manager, Team Leader - Revenue Administration, Revenue and Rates Manager, Senior Rates Officer, Finance Officer - Accounts Receivable and Revenue, Finance Officer - Banking and Revenue, Finance Officer - Rates and Revenue, Rates Officer, Waters Billing Officer

Local Government (Rating) Act 2002		
165	s.38 Inspection of rates records	Chief Financial Officer Financial Performance Manager Revenue and Rates Manager Team Leader Revenue Administration Senior Rates Officer Rates Officer
166	s.39 Authority to determine objections to rates records.	Chief Executive (includes Acting Chief Executive), Chief Financial OfficerFinancial Performance Manager, Revenue and Rates Manager
167	s.40 Authority to correct errors in the Rating Information Database and Rate Records.	Chief Executive (includes Acting Chief Executive), Chief Financial OfficerFinancial Performance Manager, Revenue and Rates Manager, Senior Rates Officer, Rates Officer, Waters Billing Officer
168	s.41 Issuing an amended rates assessment where there is an error in rating information database or rates record is corrected and refunding rates where necessary	Chief Executive (includes Acting Chief Executive), Chief Financial Officer Financial Performance Manager Revenue and Rates Manager Team Leader Revenue Administration Senior Rates Officer Rates Officer
169	s.41A Issuing an amended rates assessment to give effect to objection to valuation under Rating Valuations Act 1998 and refunding or recovering money where necessary	Chief Executive (includes Acting Chief Executive), Chief Financial Officer Financial Performance Manager Revenue and Rates Manager Team Leader Revenue Administration Senior Rates Officer Rates Officer
170	s.42 Recovering additional rates in certain circumstances	Chief Executive (includes Acting Chief Executive), Chief Financial Officer Financial Performance Manager Revenue and Rates Manager Team Leader Revenue Administration
171	s. 44-49, 51 Designing and delivering rates assessments and invoices to ratepayers in accordance with these sections	Chief Executive (includes Acting Chief Executive), Chief Financial Officer Financial Performance Manager Revenue and Rates Manager Team Leader Revenue Administration Senior Rates Officer Rates Officer
172	s.53 Appointing and entering into agreements re rates collector	Chief Executive (includes Acting Chief Executive), Chief Financial Officer Financial Performance Manager Revenue and Rates Manager
173	s.54 Power not to collect small amounts.	Chief Executive (includes Acting Chief Executive), Chief Financial OfficerFinancial Performance Manager, Revenue and Rates Manager

Local Government (Rating) Act 2002		
174	s.58 Imposing penalties in certain circumstances	Chief Executive (includes Acting Chief Executive), Chief Financial Officer Financial Performance Manager Revenue and Rates Manager Team Leader Revenue Administration Senior Rates Officer Rates Officer
175	s.61 Authority to collect unpaid rates from the owner.	Chief Executive (includes Acting Chief Executive), Chief Financial OfficerFinancial Performance Manager, Revenue and Rates Manager, Team Leader - Revenue Administration
176	s.62 Authority to collect unpaid rates from persons other than the owner.	Chief Executive (includes Acting Chief Executive) Chief Financial Officer, Financial Performance Manager, Revenue and Rates Manager, Team Leader - Revenue Administration,
177	s.63 Authority to commence legal proceedings for the recovery of rates that are in default.	Chief Executive (includes Acting Chief Executive), Chief Financial Officer, Financial Performance Manager, Revenue and Rates Manager
178	s.67 Applying to have a judgement enforced and offering land for lease.	Chief Executive (includes Acting Chief Executive), Chief Financial Officer
179	s.72 Authority to consent to sell or lease unit by private treaty.	Chief Executive (includes Acting Chief Executive), Chief Financial Officer,
180	ss.77 Authority to sell or lease abandoned land.	Chief Executive (includes Acting Chief Executive), Chief Financial Officer
181	s.85, 87 Authority to consider and decide applications made under the Policy on Remission of Excess Metered Water Rates (within the Delegate's Financial Delegations).	Group Manager - Community Infrastructure Waters and Wastes Manager Team Leader – Water Supply
182	ss.85, 87, 114-115 Authority to administer rate remission and postponement policies.	Chief Executive (includes Acting Chief Executive), Chief Financial Officer, Financial Performance Manager, Revenue and Rates Manager,
183	s.88 Adding a postponement fee in accordance with policy	Chief Executive (includes Acting Chief Executive), Chief Financial Officer Financial Performance Manager Revenue and Rates Manager Team Leader Revenue Administration Senior Rates Officer Rates Officer

Local Government (Rating) Act 2002		
184	s.89 Recording the net cost of postponed rates in accordance with policy	Chief Executive (includes Acting Chief Executive), Chief Financial Officer Financial Performance Manager Revenue and Rates Manager Team Leader Revenue Administration Senior Rates Officer Rates Officer
185	s.90 Registering a notice of charge or release on a rating unit	Chief Executive (includes Acting Chief Executive), Chief Financial Officer Financial Performance Manager Revenue and Rates Manager Team Leader Revenue Administration
186	s.98A-98F Making decisions on division into separate rating areas and no longer a separate rating area, apportionment of rates, adjustments, and related functions	Chief Executive (includes Acting Chief Executive), Chief Financial Officer Financial Performance Manager Revenue and Rates Manager
187	s.99 Authority to apply to Maori Land Court for charging orders.	Chief Executive (includes Acting Chief Executive), Chief Financial Officer, Financial Performance Manager, Revenue and Rates Manager
188	s.108 Applying to the Māori Land Court to enforce a charging order	Chief Executive (includes Acting Chief Executive), Chief Financial Officer Financial Performance Manager Revenue and Rates Manager
189	s.111 Māori Land Court may make order for payment	Chief Executive (includes Acting Chief Executive), Chief Financial Officer Financial Performance Manager Revenue and Rates Manager
190	s.135 Authority to sign documents for court proceedings.	Chief Executive (includes Acting Chief Executive), Chief Financial Officer, Financial Performance Manager,

Local Government Act 1974		
191	s.327A Power to send notice of cancellation to the Registrar-General of Land or Regstrar of Deeds of building line restriction imposed under this act - in situations where the restrictions are rendered redundant by the TRMP or any subsequent plan	Chief Executive (includes Acting Chief Executive), Chief Operating Officer, Group Manager - Community Infrastructure, Group Manager - Service and Strategy, Manager - Environmental Assurance
192	s.342(1)(b) & Sch.10 Cl.11, 11A&B Power to temporarily stop or close any road or part thereof in the manner and upon the conditions set out in section 342(1)(b) and Schedule 10 clauses 11, 11A and 11B.	Group Manager - Community Infrastructure, Transportation Manager

Local Government Act 1974		
193	s.326(10) Power to sign the receipt to be endorsed on the memorandum of charge in respect of road betterment.	Chief Executive (includes Acting Chief Executive), Group Manager - Community Infrastructure
194	s.335(1) Power to give notice requiring the occupier/owner to pay money to the Council for the cost of construction of a vehicle crossing by the Council.	Chief Executive (includes Acting Chief Executive), Group Manager - Community Infrastructure, Transportation Manager
195	s.335(9) Power to give notice to the occupier/owner of the Council's intention to remove a vehicle crossing at the Council's expense.	Chief Executive (includes Acting Chief Executive), Group Manager - Community Infrastructure, Transportation Manager
196	s.339 Powers in relation to transport shelters	Environment and Regulatory Committee
197	s.348 Powers of council with respect to private roads and private ways	Group Manager - Environmental Assurance Resource Consents Manager Team Leader - Subdivision Consents Senior Planner - Subdivision Consent Planner - Subdivision Consent Planner - Subdivision Approvals
198	s.353 Powers of council with respect to general safety provisions as to roads.	Chief Executive (includes Acting Chief Executive), Group Manager - Community Infrastructure, Group Manager – Environmental Assurance Transportation Manager Regulatory Manager Reserves and Facilities Manager Team Leader – Compliance and Investigation (Land and Air) Team Leader – Compliance and Investigation (Water and Waste) Senior Compliance and Investigations Officer Compliance and Investigations Officer Council contractors acting under contract and the Council's authority
199	s.355 Power to give notice requiring the removal of overhanging trees.	Chief Executive (includes Acting Chief Executive), Group Manager - Community Infrastructure, Group Manager - Environmental Assurance, Reserves and Facilities Manager, Transportation Manager, Team Leader Compliance and Investigations - (Land and Air), Team Leader Compliance and Investigations- (Water and Waste), Senior Compliance and Investigations Officer, Compliance and Investigations Officer

Local Government Act 1974		
200	s.356 Powers of council with respect to removal of abandoned vehicles from roads.	Chief Executive (includes Acting Chief Executive), Group Manager - Community Infrastructure, Group Manager – Environmental Assurance Transportation Manager Regulatory Manager Reserves and Facilities Manager Team Leader – Compliance and Investigation (Land and Air) Team Leader – Compliance and Investigation (Water and Waste) Senior Compliance and Investigations Officer Compliance and Investigations Officer Council contractors acting under contract and the Council's authority
201	s.356A Powers of council with respect to further provision in relation to removal of vehicles from road	Chief Executive (includes Acting Chief Executive), Group Manager - Community Infrastructure, Group Manager – Environmental Assurance Transportation Manager Regulatory Manager Reserves and Facilities Manager Team Leader – Compliance and Investigation (Land and Air) Team Leader – Compliance and Investigation (Water and Waste) Senior Compliance and Investigations Officer Compliance and Investigations Officer Council contractors acting under contract and the Council's authority
202	Tenth Schedule Powers in relation to road stopping	Environment and Regulatory Committee
203	s.461(1) Power to issue acertificate to confirm land is served by a private drain.	Chief Executive (includes Acting Chief Executive), Group Manager - Community Infrastructure, Group Manager - Environmental Assurance, Waters and Wastes Manager, Team Leader - Land Use Consents, Team Leader - Subdivision Consents, Team Leader - Natural Resources, Senior Planner – Subdivisions, Senior Planner - Natural Resources, Consent Planner – Subdivisions, Consent Planner -Natural Resources, Consent Planner - Subdivision Approvals

Local Government Act 1974		
204	468(1) Power to give notice to occupier to remove tree roots obstructing public drains	Chief Executive (includes Acting Chief Executive), Group Manager - Community Infrastructure, Group Manager - Environmental Assurance, Environmental Information Manager, Waters and Wastes Manager Team Leader Compliance and Investigations - (Land and Air), Team Leader Compliance and Investigations- (Water and Waste), Senior Compliance and Investigations Officer, Compliance and Investigations Officer
205	s.511 Power to order removal of obstruction from water course.	Chief Executive (includes Acting Chief Executive), Group Manager - Community Infrastructure, Group Manager - Environmental Assurance, Environmental Information Manager, Waters and Wastes Manager, Team Leader Compliance and Investigations - (Land and Air), Team Leader Compliance and Investigations- (Water and Waste), Senior Compliance and Investigations Officer, Compliance and Investigations Officer
206	All Council's powers, duties and functions conferred or imposed upon it under the Local Government Act, in relation to the operational functions of the Committee (e.g. roading, public transport and land drainage)	Operations Committee

Local Government Act 2002		
207	s.17A Power to approve a Section 17A review, or exemption from review, within the relevant delegate's financial delegations unless considered of high significance in accordance with the Significance and Engagement Policy	Council and/or Standing Committees Chief Executive Officer (includes Acting Chief Executive Officer) Group Managers
208	s.54A Keeping a register of members' pecuniary interests	Chief Executive Officer (includes Acting Chief Executive Officer) Governance Manager
209	s.106(2B) Power to amend development contributions, and to notify the decision under section 106(2C)	Group Manager - Service and Strategy, Group Manager - Environmental Assurance, Regulatory Manager, Strategic Policy Manager
210	s.150A Power to recover actual and reasonable costs in respect of a development contributions objection	Chief Executive (includes Acting Chief Executive), Group Manager - Service and Strategy, Group Manager - Community Infrastructure, Group Manager - Environmental Assurance
211	s.163 Power to authorise removal of works.	Chief Executive (includes Acting Chief Executive), Group Manager - Community Infrastructure, Group Manager - Environmental Assurance

Local Government Act 2002		
212	ss.167-168 Power to decide on seized and impounded property and any disposition.	Chief Executive (includes Acting Chief Executive), Group Manager - Community Infrastructure, Group Manager - Environmental Assurance
213	s.171 Power to enter land or a building (other than a dwelling house) and authorise officers and contractors to enter land.	Chief Executive (includes Acting Chief Executive), Group Manager - Service and Strategy, Group Manager - Community Infrastructure, Group Manager - Environmental Assurance, Environmental Information Manager, Programme Delivery Manager, Regulatory Manager, Resource Consents Manager, Strategic Policy Manager, Transportation Manager, Waters and Wastes Manager, Team Leader Compliance and Investigations - (Land and Air), Team Leader Compliance and Investigations- (Water and Waste), Team Leader Environmental Health, Team Leader – Rivers & Coastal Structures
214	s.173 Power to enter land in an emergency.	Chief Executive (includes Acting Chief Executive), Group Manager - Service and Strategy, Group Manager - Community Infrastructure, Group Manager - Environmental Assurance, Environmental Information Manager, Programme Delivery Manager, Enterprise and Property Services Manager, Regulatory Manager, Resource Consents Manager, Strategic Policy Manager, Transportation Manager, Waters and Wastes Manager, Team Leader Building Compliance, Team Leader Building Inspectors, Team Leader Compliance and Investigations - (Land and Air), Team Leader Compliance and Investigations- (Water and Waste), Team Leader Environmental Health, Team Leader – Rivers & Coastal Structures Senior Compliance and Investigations Officer, Senior Compliance and Investigations Officer – Freshwater, Building Inspector, Building Inspector - Compliance, Building Officer Compliance, Building Technical Officer, Compliance and Investigations Officer, Rivers and Coastal Engineer
215	s.175 Power to recover costs of damage.	Chief Executive (includes Acting Chief Executive), Tier 2 Group Managers

Local Government Act 2002		
216	s.177 Power to appoint Enforcement Officer.	Chief Executive (includes Acting Chief Executive)
217	s.179 Power to authorise the contracting out of regulatory functions subject to discussion with the Mayor and relevant Chairperson.	Chief Executive (includes Acting Chief Executive), Group Manager - Environmental Assurance
218	s.181 Power to authorise construction of works on private land.	Chief Executive (includes Acting Chief Executive), Group Manager - Community Infrastructure, Group Manager - Environmental Assurance
219	ss.185-186 Power to authorise works in default of instruction.	Chief Executive (includes Acting Chief Executive), Group Manager - Community Infrastructure, Group Manager - Environmental Assurance
220	s.187 Power to recover cost of works	Chief Executive (includes Acting Chief Executive), Tier 2 Group Managers
221	s.193 Power to restrict water service.	Chief Executive (includes Acting Chief Executive), Group Manager - Community Infrastructure, Waters and Wastes Manager
222	s.196 Power to authorise discharge of trade waste.	Chief Executive (includes Acting Chief Executive), Group Manager - Community Infrastructure, Group Manager - Environmental Assurance, Waters and Wastes Manager
223	s.198 Power to determine and impose a development contribution in respect of residential units of demand under the Development Contributions Policy prepared in accordance with section 106 of the Local Government Act 2002.	Chief Executive (includes Acting Chief Executive), Group Manager - Service and Strategy, Group Manager - Community Infrastructure, Group Manager - Environmental Assurance, Regulatory Manager, Resource Consents Manager, Strategic Policy Manager, Building Assurance Manager Team Leader Land Use Consents, Team Leader Natural Resources Consents, Team Leader Resource Consents, Team Leader Subdivision Consents, Team Leader – Regulatory Support Consent Planner - Subdivision Approvals, Consent Planner – Subdivisions, Consent Planner -Natural Resources, Development Contributions Administrator
224	Joint power to determine and impose a development contribution in respect of non-residential units of demand and any other matters under the Development Contributions Policy prepared in accordance with section 106 of the Local Government Act 2002. (Must be authoritised by two (2) of the following roles: Chief Executive, Group Manager Service and Strategy, Group Manager Community Infrastructure, Group Manager - Environmental Assurance, Regulatory Manager, Strategic Policy Manager)	Chief Executive (includes Acting Chief Executive), Group Manager - Service and Strategy, Group Manager - Community Infrastructure, Group Manager - Environmental Assurance, Regulatory Manager, Strategic Policy Manager

Local Government Act 2002		
225	Joint power to decide on any other matters under the Development Contributions Policy prepared in accordance with section 106 of the Local Government Act 2002. (Must be authoritised by two (2) of the following roles: Chief Executive (includes Acting Chief Executive), Group Manager Service and Strategy, Group Manager Community Infrastructure, Group Manager - Environmental Assurance, Regulatory Manager, Strategic Policy Manager, Team Leader - Development Engineering)	Chief Executive (includes Acting Chief Executive), Group Manager - Service and Strategy, Group Manager - Community Infrastructure, Group Manager - Environmental Assurance, Regulatory Manager, Strategic Policy Manager, Team Leader - Development Engineering
226	s.199H and Sch.13A Cl.2 Power to select a development contributions commissioner	Group Manager - Environmental Assurance
227	s.199I Power to provide information upon request of development contribution commissioner and to appear at objection hearing on behalf of the Council	Strategic Policy Manager, Regulatory Manager, Senior Activity Planning Advisor, Development Engineer
228	s.201A Power to amend Schedule of Assets and determine form of disclosure	Group Manager - Community Infrastructure, Strategic Policy Manager
229	s.207A and s.207B Power to enter into, and respond to, a development agreement	Group Manager - Community Infrastructure, Group Manager - Environmental Assurance, Resource Consents Manager, Strategic Policy Manager
230	s.215 Power to apply for Removal Order.	Group Manager - Environmental Assurance
231	Sch.13, Cl. 1(4) Power to decide to receive late development contribution submission	Group Manager - Environmental Assurance, Resource Consents Manager, Strategic Policy Manager
232	All Council's powers, duties and functions conferred or imposed upon it under the Local Government Act, in relation to the functions of the Committee (e.g. Part 9 provisions relating to offences, penalties, infringement offences and legal proceedings in relation to water metering)	Operations Committee

Local Government Official Information and Meetings Act 1987		
233	s.10 Actioning requests	Chief Executive (includes Acting Chief Executive) Tier 2 Group Managers General Counsel Senior Legal Advisor Legal Advisor Legal Services Officer Legal Support Officer
234	s.13	Chief Executive (includes Acting Chief Executive) Tier 2 Group Managers General Counsel Senior Legal Advisor

Local Government Official Information and Meetings Act 1987		
	Deciding whether a request is to be granted and in what manner and if charge to be made	Legal Advisor Legal Services Officer Legal Support Officer
235	s.15 Providing documents	Chief Executive (includes Acting Chief Executive) All Council staff
236	s.16 Deleting information from a document and giving reasons	Chief Executive (includes Acting Chief Executive) Tier 2 Group Managers General Counsel Senior Legal Advisor Legal Advisor Legal Services Officer Legal Support Officer
237	s.17 Refusing a request for information for certain reasons	Chief Executive (includes Acting Chief Executive) Tier 2 Group Managers General Counsel Senior Legal Advisor Legal Advisor Legal Services Officer Legal Support Officer
238	s.17A Considering whether fixing a charge or extending a time limit would enable a request involving substantial collation or research to be granted	Chief Executive (includes Acting Chief Executive) Tier 2 Group Managers General Counsel Senior Legal Advisor Legal Advisor Legal Services Officer Legal Support Officer
239	s.17B Deciding whether to consult with the person who made the request where it is likely to be refused	Chief Executive (includes Acting Chief Executive) Tier 2 Group Managers General Counsel Senior Legal Advisor Legal Advisor Legal Services Officer Legal Support Officer
240	s.18 Giving reasons for refusal of a request and information about rights	Chief Executive (includes Acting Chief Executive) Tier 2 Group Managers General Counsel Senior Legal Advisor Legal Advisor Legal Services Officer Legal Support Officer
241	s.21 Making documents available with deletions or alterations or providing another document and providing reasons for withholding documents	Chief Executive (includes Acting Chief Executive) Tier 2 Group Managers General Counsel Senior Legal Advisor Legal Advisor Legal Services Officer Legal Support Officer
242	s.24 Taking the necessary precautions when giving access to information	Chief Executive (includes Acting Chief Executive) Tier 2 Group Managers General Counsel Senior Legal Advisor Legal Advisor Legal Services Officer Legal Support Officer
243	s.25 Taking action when correction requested and informing person of any action taken	Chief Executive (includes Acting Chief Executive) Tier 2 Group Managers General Counsel Senior Legal Advisor Legal Advisor Legal Services Officer

Local Government Official Information and Meetings Act 1987		
		Legal Support Officer
244	s.26 Refusing access to personal information in certain circumstances	Chief Executive (includes Acting Chief Executive) Tier 2 Group Managers General Counsel Senior Legal Advisor Legal Advisor Legal Services Officer Legal Support Officer
245	s.44A Power to issue land information memoranda.	Group Manager - Environmental Assurance, Resource Consents Manager Team Leader - LIM & Property Information LIM & Property Information Officer

Maritime Transport Act 1994		
246	s.33D Authority to appoint Harbourmasters.	Chief Executive (includes Acting Chief Executive), Group Manager - Environmental Assurance
247	s.33G Authority to appoint Enforcement Officers.	Chief Executive (includes Acting Chief Executive)
248	s.33I Power to carry out works for the purpose of ensuring maritime safety.	Group Manager - Environmental Assurance Harbourmaster Deputy Harbourmaster
249	s.33J & 33L Authority to remove wrecks and abandoned Ships	Group Manager – Environmental Assurance Harbourmaster Deputy Harbourmaster
250	s.200A Power to apply to Minister for declaration of major maritime event or occasion.	Group Manager – Environmental Assurance Harbourmaster
251	s.200B Power to appoint enforcement officers for a major maritime event or occasion.	Chief Executive (includes Acting Chief Executive) Group Manager – Environmental Assurance
252	s.318(1) Authority to appoint Regional On Scene Commanders	Chief Executive (includes Acting Chief Executive), Group Manager - Environmental Assurance
253	*Note: The Director of Maritime NZ has delegated specified powers under the Maritime Rules and the Maritime Transport Act 1994, to the Chief Executive of Tasman District Council, which have been sub-delegated as provided for in the instrument of delegation, to named officers within Tasman District Council, and the Harbourmaster (as a named individual) in an additional instrument of delegation in relation to managing navigational aids under s,200(7)..*	

Navigation Safety Bylaw 2024		
254	Cl. 49.3 Power to exempt by written approval a person, vessel, or class of vessels from specific requirements of the Navigation Safety Bylaw 2024.	Environment and Regulatory Committee

Public Water Safety Bylaw 2016 (reviewed and amended 2024)		
255	Cl. 29(8) Power to issue a notice restricting or prohibiting the use of the public water supply in accordance with clauses 29(1) and 29(2) of this Bylaw for phases E and F, and to amend or revoke such notice.	All Standing Committees (where a Standing Committee meeting falls before a Council Meeting)
256	Cl. 29(9) Power to issue a notice restricting or prohibiting the use of the public water supply in accordance with clauses 29(1) and 29(2) of this Bylaw for phases A to D, and to amend or revoke such notice.	Group Manager – Community Infrastructure
257	Appendix B Power to initiate Phase A or B of the Water Restrictions Protocol.	Group Manager, Community Infrastructure
258	Appendix B Power to initiate Phase C or D of the Water Restrictions Protocol.	Environment and Regulatory Committee Strategy and Policy Committee Operations Committee The Mayor and the three chairs of the above Committees if a meeting of a Standing Committee or Tasman District Council cannot meet in time

Psychoactive Substances Act 2013		
259	s.69 Power to adopt a policy relating to the sale of approved products within Tasman District.	Strategy and Policy Committee

Public Works Act 1981		
260	s.19(8) Power to sign compensation certificates.	Chief Executive (includes Acting Chief Executive), Group Manager - Community Infrastructure, Enterprise and Property Services Manager
261	s.23(1) (c) & First Schedule Power to sign notices of intention to take land for essential work to include all preceding steps as prescribed under this Act.	Chief Executive (includes Acting Chief Executive), Group Manager - Community Infrastructure, Enterprise and Property Services Manager
262	s.26(1)(c)(ii) Power to sign requests to take land by proclamation.	Chief Executive (includes Acting Chief Executive), Group Manager - Community Infrastructure, Enterprise and Property Services Manager
263	s.26(1)(c)(iii) Power to make a statutory declaration to a company requested to take land by proclamation.	Chief Executive (includes Acting Chief Executive), Group Manager - Community Infrastructure, Enterprise and Property Services Manager
264	s.48 Power to grant any person any easement, in, through, over, or under any land held for a public work	Chief Executive (includes Acting Chief Executive), Chief Operating Officer Group Manager - Community Infrastructure, Group Manager - Service & Strategy

Public Works Act 1981		
265	s.52(4) Power to sign requests to Minister of Conservation/Minister of Transport to declare that land already held for a public work be held for another public work.	Chief Executive (includes Acting Chief Executive), Group Manager - Community Infrastructure, Enterprise and Property Services Manager
266	s.52(7) Power to make a statutory declaration that the Council is authorised by law to undertake work for which it is proposed to set crown land aside.	Chief Executive (includes Acting Chief Executive), Group Manager - Community Infrastructure, Enterprise and Property Services Manager
267	s.107 & s.109 Power to execute certificates of grants for land.	Chief Executive (includes Acting Chief Executive), Group Manager - Community Infrastructure, Enterprise and Property Services Manager
268	s.111 Powers of entry onto private land for other survey and investigation purposes	Chief Executive (includes Acting Chief Executive), Group Manager - Community Infrastructure, Group Manager - Environmental Assurance, Group Manager – Environmental Science, Enterprise and Property Services Manager
269	s.115(9) Power to sign certificates or notices of discharge.	Chief Executive (includes Acting Chief Executive), Group Manager - Community Infrastructure, Enterprise and Property Services Manager
270	s.204(1) Power to prepare a special roll of ratepayers for a poll in respect of a proposed irrigation scheme.	Chief Executive (includes Acting Chief Executive), Chief Operating Officer

Rating Valuations Act 1998		
271	s.8 Appointing and notifying the valuation services provider	Chief Executive (includes Acting Chief Executive) Chief Financial Officer Financial Performance Manager
272	s.9 General revaluation of rolls at 3-yearly intervals	Chief Executive (includes Acting Chief Executive) Chief Financial Officer Financial Performance Manager
273	s.14 – 16 Authority to make alterations to its Valuation Rolls to readjust valuations and entries	Chief Executive (includes Acting Chief Executive) Chief Financial Officer Financial Performance Manager
274	s.34 Determining to alter or decline to alter a valuation	Chief Executive (includes Acting Chief Executive) Chief Financial Officer Financial Performance Manager Revenue and Rates Manager
275	s.36 Applying to have objection heard by Land Valuation Tribunal if dissatisfied with review	Chief Executive (includes Acting Chief Executive) Chief Financial Officer Financial Performance Manager Revenue and Rates Manager
276	s.40 Make alterations to give effect to the Land Valuation Tribunal decision, even if appeal is pending.	Chief Executive (includes Acting Chief Executive) Chief Financial Officer Financial Performance Manager Revenue and Rates Manager

Reserves Act 1977		
277	s.6(3) Power of the Minister to revoke a Gazette notice and issue a fresh notice or amend the original notice.	Chief Executive (includes Acting Chief Executive), Group Manager - Community Infrastructure, Enterprise and Property Services Manager
278	s.8(9) Power to appoint rangers.	Chief Executive (includes Acting Chief Executive)
279	s.14 Power to declare land vested in the local authority to be a reserve.	Strategy and Policy Committee
280	s.15(3) Power of the Minister to do all things necessary to effect any exchange authorised by the local authority under Section 15(1) of the Act including the payment or receipt of any money by way of equality of exchange.	Chief Executive (includes Acting Chief Executive), Group Manager Community Infrastructure,
281	s.16(1) N.B. 16(2) and 16(2A) unaffected Power of the Minister to classify, by Gazette notice, according to their principal or primary purpose all reserves.	Strategy and Policy Committee
282	s.16(4) Power of the Minister to, before classifying any reserve under subsection (1), give public notice in accordance with section 119 specifying the classification proposed.	Strategy and Policy Committee
283	s.18(2)(e) Power of the Minister, in relation to Historic Reserves, to determine in which cases exceptions can be made to the preservation of flora and fauna in the natural environment.	Strategy and Policy Committee
284	ss.19(2)(a) and 19(3)(a) Power of the Minister, in relation to Scenic Reserves, to determine in which cases exceptions can be made to the preservation of flora and fauna in the natural environment.	Strategy and Policy Committee
285	s.23 Administering and maintaining a local purpose reserve, including the power of an administering body to prohibit access to the whole or any specified part of a local purpose reserve.	Strategy and Policy Committee
286	s.24(a) Power of the Minister to change the purpose of a reserve.	Strategy and Policy Committee

Reserves Act 1977		
287	s.25(1) Upon revocation of the reservation of any public reserve (or part of one) not derived from the Crown pursuant to Section 24 Reserves Act, power to dispose of that land in such manner and for such purpose as the Council (on behalf of the Minister) specifies.	Strategy and Policy Committee
288	s.26A Power to seek record of title for a reserve vested in a local authority.	Chief Executive (including Acting Chief Executive) Group Manager – Community Infrastructure Enterprise and Property Services Manager
289	s.40 Administering, managing and controlling reserve for the classified purpose.	Strategy and Policy Committee
290	s.41 Power to initiate reserve management plan reviews and appoint hearing panels, and to recommend to Council the adoption of a draft plan for consultation or to approve a final plan.	Strategy and Policy Committee
291	s.42(1) Power to give or decline to give express written consent to the cutting or destruction of trees and bush on any historic, scenic, nature, or scientific reserve. Authority to determine terms and conditions subject to which written consent is given.	Environment and Regulatory Committee
292	ss.42(2) and (3) Power to approve the cutting and destruction of trees or bush on any recreation, government or local purpose reserve.	Chief Executive (includes Acting Chief Executive Officer) Group Manager, Community Infrastructure Reserves and Facilities Manager Enterprise and Property Services Manager
293	ss.44(1) and (2) Power to allow a person to use a reserve, or any building, vehicle, boat, caravan, tent, or structure situate thereon, for purposes of permanent or temporary personal accommodation; and allow that person, building, vehicle, boat, caravan, tent or structure to remain for a total period of more than 4 weeks during the period commencing on 1 November in any year and ending with 31 March.	Chief Executive (includes Acting Chief Executive), Group Manager - Community Infrastructure, Reserves and Facilities Manager
294	s.45 Power of the administering body, with prior approval of the Minister, to erect or authorise any voluntary organisation or education institution to erect shelters, huts, cabins, lodges etc on any recreation or scenic reserve.	Chief Executive (includes Acting Chief Executive), Group Manager - Community Infrastructure, Enterprise and Property Services Manager, Reserves and Facilities Manager

Reserves Act 1977		
295	s.45 Power of the Minister to give or decline to give prior approval to administering body to erect, or authorise any voluntary organisation or educational institution to erect shelters, huts, cabins, lodges etc., on any recreation or scenic reserve.	Strategy and Policy Committee
296	s.48 Power of the administering body, with the consent of the Minister, to grant rights of way and other easements over any part of a reserve for certain purposes.	Environment and Regulatory Committee Where public notification is not required: Group Manager - Community Infrastructure, Group Manager - Environment Assurance, Group Manager - Service & Strategy Enterprise and Property Services Manager
297	s.48(1) Power of the Minister to consent or refuse consent to administering body granting rights of way and other easements over any part of a vested reserve for any of the purposes specified in section 48(1). Power to impose such conditions as it thinks fit in giving the consent.	Environment and Regulatory Committee Strategy and Policy Committee
298	s.48A Power of the administering body to grant a licence and propose conditions of such a licence over a vested reserve to any person or department of State: (a) To erect, maintain and use buildings, dwellings, masts and other structures and plant and machinery; and (b) To construct, maintain, and use tracks and engage in other works - for any of the purposes specified in section 48A(1).	Chief Executive (includes Acting Chief Executive), Group Manager - Community Infrastructure, Enterprise and Property Services Manager, Reserves and Facilities Manager
299	s.48A Power of the Minister to consent to the administering body granting the licence and approve terms and conditions determined by the administering body.	Strategy and Policy Committee Environment and Regulatory Committee
300	s.49 Power of the Minister to grant or decline to grant in writing any qualified person a right to take specified specimens of flora or fauna (not protected under the Wildlife Act 1953) or rock mineral from a reserve for scientific or educational purposes. Form opinion as to whether qualified person has the necessary credentials. Impose conditions on the grant in writing.	Chief Executive (includes Acting Chief Executive) Group Manager - Community Infrastructure, Enterprise and Property Services Manager, Reserves and Facilities Manager

Reserves Act 1977		
301	s.50 Power to authorise (including the power of the Minister to authorise) or decline to authorise any person to take and kill any specified kind of fauna that may be found in any scenic, historic, recreation, government purpose or local purpose reserve.	Chief Executive (includes Acting Chief Executive), Group Manager - Community Infrastructure Reserves and Facilities Manager
302	s.51(1) Power of the Minister to authorise or decline to authorise in writing an administering body to introduce indigenous flora or fauna or exotic flora into any scenic reserve for any of the purposes referred to in section 51(1). Impose conditions on the giving of the authorisation.	Environment and Regulatory Committee Strategy and Policy Committee
303	s.52(1) Power to declare by Gazette notice that any two or more reserves, or parts of two or more reserves and the whole of one or more other reserves, are to be united to form one reserve.	Chief Executive (includes Acting Chief Executive), Group Manager - Community Infrastructure
304	s.53 Exercising specified powers to administer, manage and control recreation reserves.	Chief Executive (includes Acting Chief Executive), Group Manager - Community Infrastructure Reserves and Facilities Manager
305	s.54(1) Power of the Minister to give or decline to give consent to administering body exercising powers under s 54 and to exercise all powers of the Minister referred to in the First Schedule that pertain to leases under Section 54(1)(a), (b), (c) and (d).	Environment and Regulatory Committee
306	s.54 Power of an administering body to grant a lease of land and/or structures in a recreation reserve (except farming, grazing or afforestation leases) where no public notification is required under s 54(2).	Chief Executive (includes Acting Chief Executive)] Group Manager – Community Infrastructure Reserves and Facilities Manager
307	s.54 Power of an administering body to grant a lease of land and/or structures in a recreation reserve (except farming, grazing or afforestation leases) where public notification is required under s 54(2).	Environment and Regulatory Committee
308	s.61 Powers (including leasing) in respect of local purpose reserves where no public notification is required under the Local Government Act 2002.	Chief Executive (includes Acting Chief Executive) Group Manager – Community Infrastructure Enterprise and Property Services Manager Reserves and Facilities Manager

Reserves Act 1977		
309	s.61 Powers (including leasing) in respect of local purpose reserves where public notification is required under the Local Government Act 2002.	Environment and Regulatory Committee
310	s.64 Administering body may purchase land on derred payments.	Environment and Regulatory Commitee
311	s.72 Power of an administrating body to enter into and agree the terms of an agreement or lease for the farming or grazing of a recreation or local purpose reserve.	Chief Executive (includes Acting Chief Executive), Group Manager - Community Infrastructure Enterprise and Property Services Manager
312	s.72 Power of the Minister to agree to the lease or other agreement for farming or grazing a recreation or local purpose reserve.	Environment and Regulatory Committee
313	s.73 Powers (except that of the Minister) in relation to leasing of recreation reserves for farming, grazing, afforestation, or other purposes.	Chief Executive (includes Acting Chief Executive) Group Manager – Community Infrastructure Enterprise and Property Services Manager Reserves and Facilities Manager
314	s.73 Power of the Minister to consent or decline, or to form an opinion in relation to the granting of leases of recreation reserves under section 73.	Environment and Regulatory Committee
315	s.74 Power of the administering body in relation to granting licences to occupy reserves temporarily.	Chief Executive (includes Acting Chief Executive) Group Manager – Community Infrastructure Enterprise and Property Services Manager Reserves and Facilities Manager
316	s.74(1)(b)(ii) Power of the Minister to consent or decline consent to granting of licence to occupy historic, scenic or reserve.	Environment and Regulatory Committee
317	s.95(5) Power to dispose of buildings, signs, hoardings or apparatus erected on reserve land that have deemed to be forfeited to the administering body by virtue of being erected without the administering body's permission	Chief Executive (includes Acting Chief Executive) Group Manager, Community Infrastructure
318	s.106-108 Power to initiate a bylaw and appoint hearings panels and adopt a draft bylaw for consultation, and to recommend to the Council that it adopt a final bylaw.	Environment and Regulatory Committee

Reserves Act 1977		
319	s.113 Determining the form and conditions of a licence granted by an administering body (does not include the power to prescribe fees for preparation of the licence).	Chief Executive (including Acting Chief Executive) Group Manager – Community Infrastructure Enterprise and Property Services Manager Reserves and Facilities Manager
320	s.114 Varying covenants, terms and conditions in leases and licenses.	Chief Executive (including Acting Chief Executive) Group Manager – Community Infrastructure Enterprise and Property Services Manager Reserves and Facilities Manager
321	s.115 Consenting to the transfer, sublease and mortgage of leases and licences.	Chief Executive (including Acting Chief Executive) Group Manager – Community Infrastructure Enterprise and Property Services Manager Reserves and Facilities Manager
322	s.121 Where under the provisions of the Reserve Act consent or approval is required, power to give consent or approval subject to such conditions as are thought fit.	Tasman District Council and Standing Committees

Resource Management Act 1991		
323	excl.s.168A Authority to act within their scope of responsibility, as a Requiring Authority, including giving the written consent of the Council for the use of land being subject to a requirement or designation.	Chief Executive (includes Acting Chief Executive), Tier 2 Group Managers
324	s.10(2)(b) Power to granting a time extension to existing use.	Group Manager - Environmental Assurance, Resource Consents Manager, Principal Planner - Resource Consents Team Leader - Land Use Principal Advisor - Environmental Assurance
325	s.27 Power to supply information as requested by the Minister	Group Manager - Environmental Assurance, Group Manager - Service and Strategy, Environmental Policy Manager, Regulatory Manager, Resource Consents Manager
326	s.34A(1) Power to appoint a Commissioner or Commissioners. Such appointments shall be made following consultation with the Chairperson of the Environment and Regulatory or of the Strategy and Policy Committee.	Group Manager - Environmental Assurance, Group Manager - Service and Strategy, Environmental Policy Manager, Resource Consents Manager, Principal Planner - Resource Consents Principal Advisor - Environmental Assurance
327	s.36 & 36AAA power to provide fee estimates, and make decisions on non-performance pending payment of charge.	Group Manager - Environmental Assurance, Group Manager - Service and Strategy, Environmental Policy Manager, Resource Consents Manager, Team Leader Land Use Consents, Team Leader Natural Resources Consents, Team Leader Subdivision Consents

Resource Management Act 1991		
328	s.36AAB(1) Power to remit the whole or part of any charge, and to not commence or continue processing if insufficient money has been paid as required by Council's schedule of charges. Note: When using this provision the request remains effectively "on hold" until the correct payment is made by the requestor.	Group Manager - Environmental Assurance, Group Manager - Service and Strategy, Environmental Policy Manager, Resource Consents Manager, Team Leader Land Use Consents, Team Leader Natural Resources Consents, Team Leader Natural Resources Policy, Team Leader Subdivision Consents, Team Leader Urban & Rural Policy
329	s.36AAB(2) Power to not commence or continue processing resource consent applications if insufficient money has been paid as required by Council's schedule of charges. Note: When using this provision the application remains effectively "on hold" until the correct payment is made by the applicant.	Group Manager - Environmental Assurance, Resource Consents Manager, Environmental Policy Manager Team Leader Land Use Consents, Team Leader Natural Resources Consents, Team Leader Natural Resources Policy, Team Leader Resources Consents, Team Leader Subdivision Consents, Team Leader Urban & Rural Policy
330	s.37 Power to extend or waive time periods.	Group Manager - Environmental Assurance, Group Manager - Service and Strategy, Environmental Policy Manager, Resource Consents Manager, Principal Planner - Resource Consents, Team Leader Land Use Consents, Team Leader Natural Resources Consents, Team Leader Subdivision Consents, Senior Planner – Subdivisions, Senior Planner -Land Use, Senior Planner - Natural Resources, Consent Planner – Subdivisions, Consent Planner -Natural Resources, Consent Planner - Land Use Principal Advisor - Environmental Assurance
331	s.38 Power to appoint and authorise Enforcement Officers.	Chief Executive (includes Acting Chief Executive)
332	ss.41B & 41C In consultation with the Chairperson of a hearing panel or a sole Commissioner, power to issue directions or requests to applicants and/or submitters, including to provide briefs of evidence before commencement of a hearing, and to direct certain procedural aspects of the hearing before the hearing	Group Manager - Environmental Assurance, Group Manager - Service and Strategy, Environmental Policy Manager, Resource Consents Manager, Principal Planner - Resource Consents Principal Advisor - Environmental Assurance
333	s.41D The power to strike out a submission.	Consents Commissioner or Hearing Panel

Resource Management Act 1991		
334	s.42 Power to respond to requests to protect sensitive information.	Group Manager - Environmental Assurance, Group Manager - Service and Strategy, Resource Consents Manager, Environmental Policy Manager, Principal Planner - Resource Consents, Team Leader - Urban & Rural Policy, Team Leader - Natural Resources Policy Principal Advisor - Environmental Assurance
335	s.42A Power in relation to requiring or commissioning a report on any matter described in section 39(1).	Group Manager - Environmental Assurance, Group Manager - Service and Strategy, Environmental Policy Manager, Resource Consents Manager, Principal Planner - Resource Consents, Team Leader - Urban & Rural Policy, Team Leader - Natural Resources Policy, Team Leader Land Use Consents, Team Leader Natural Resources Consents, Team Leader Subdivision Consents Principal Advisor - Environmental Assurance
336	ss.58I(2) & (7) If so directed by a national planning standard, power to amend any planning document.	Group Manager - Service and Strategy, Environmental Policy Manager
337	s.87BA Power to decide and give notice on boundary activities	Group Manager - Environmental Assurance, Resource Consents Manager, Principal Planner - Resource Consents, Team Leader Land Use Consents, Team Leader Natural Resources Consents, Team Leader Subdivision Consents, Senior Consent Planner - Natural Resources, Senior Consent Planner – Subdivisions, Senior Consent Planner - Land Use, Consent Planner – Subdivisions, Consent Planner - Natural Resources, Consent Planner - Land Use, Consents Officer - Land Use, Consents Officer – PIMs Principal Advisor - Environmental Assurance
338	s.87BB Power to decide and give notice on deemed marginal or temporary permitted activities	Group Manager - Environmental Assurance, Resource Consents Manager, Principal Planner - Resource Consents, Team Leader Land Use Consents, Team Leader Natural Resources Consents, Team Leader Subdivision Consents, Senior Consent Planner - Natural Resources, Senior Consent Planner – Subdivisions, Senior Consent Planner - Land Use, Consent Planner – Subdivisions, Consent Planner - Land Use, Consent Planner - Natural Resources, Consents Officer - Land Use, Consents Officer – PIMs Principal Advisor - Environmental Assurance

Resource Management Act 1991		
339	Section 87E In consultation with the Chairperson or deputy chair of the Environment and Regulatory Committee, power to grant or decline requests for applications to be determined by the Environment Court instead of by the Consent Authority.	Group Manager - Environmental Assurance, Resource Consents Manager
340	s.87F Power in relation to providing a report on applications that are to be determined by the Environment Court.	Group Manager - Environmental Assurance, Resource Consents Manager, Principal Planner - Resource Consents, Team Leader Land Use Consents, Team Leader Natural Resources Consents, Team Leader Subdivision Consents Principal Advisor - Environmental Assurance
341	s.88(3) Power to determine that an application is incomplete.	Group Manager - Environmental Assurance, Resource Consents Manager, Principal Planner - Resource Consents, Team Leader Land Use Consents, Team Leader Natural Resources Consents, Team Leader Subdivision Consents, Senior Consent Planner - Natural Resources, Senior Consent Planner – Subdivisions, Senior Consent Planner - Land Use Principal Advisor - Environmental Assurance
342	s.91 Power to determine not to proceed with processing an application pending applications for additional consent(s).	Group Manager - Environmental Assurance, Resource Consents Manager, Principal Planner - Resource Consents, Team Leader Land Use Consents, Team Leader Natural Resources Consents, Team Leader Subdivision Consents, Senior Consent Planner - Land Use, Senior Consent Planner - Subdivisions, Senior Consent Planner - Natural Resources, Consent Planner – Subdivisions, Consent Planner - Natural Resources, Consent Planner - Land Use Principal Advisor - Environmental Assurance
343	s.91A, s.91B, s.91C Power to agree and give notice, in relation to requests to suspend processing of consent applications	Group Manager - Environmental Assurance, Resource Consents Manager, Principal Planner - Resource Consents, Team Leader Land Use Consents, Team Leader Natural Resources Consents, Team Leader Subdivision Consents, Senior Consent Planner - Land Use, Senior Consent Planner - Natural Resources, Senior Consent Planner - Subdivisions, Consent Planner – Subdivisions, Consent Planner - Natural Resources, Consent Planner - Land Use Principal Advisor - Environmental Assurance

Resource Management Act 1991		
344	s.92(1) Power to request further information from applicants.	Group Manager - Environmental Assurance, Resource Consents Manager, Principal Planner - Resource Consents, Team Leader Land Use Consents, Team Leader Natural Resources Consents, Team Leader Subdivision Consents, Senior Consent Planner - Land Use, Senior Consent Planner – Subdivisions, Senior Consent Planner - Natural Resources, Consent Planner - Land Use, Consent Planner - Natural Resources, Consent Planner - Subdivisions Principal Advisor - Environmental Assurance
345	s.92(2) Power to commission report for further information.	Group Manager - Environmental Assurance, Resource Consents Manager, Principal Planner - Resource Consents, Team Leader Land Use Consents, Team Leader Natural Resources Consents, Team Leader Subdivision Consents, Senior Consents Planner - Land Use, Senior Consents Planner - Natural Resources, Senior Consents Planner - Subdivisions Principal Advisor - Environmental Assurance
346	s.92A Power to set time limit for further information where the applicant agrees to provide it.	Group Manager - Environmental Assurance, Resource Consents Manager, Principal Planner - Resource Consents, Team Leader Land Use Consents, Team Leader Natural Resources Consents, Team Leader Subdivision Consents, Senior Consent Planner - Land Use, Senior Consent Planner – Subdivisions, Senior Consent Planner - Natural Resources, Senior Consent Planner - Land Use, Consent Planner – Subdivisions, Consent Planner -Natural Resources, Consent Planner - Land Use Principal Advisor - Environmental Assurance
347	ss.95, 95A & 95D Power to determine whether to publicly notify an application for resource consent, and to decide whether the activity will have, or is likely to have adverse effects on the environment that are more than minor.	Group Manager - Environmental Assurance, Resource Consents Manager, Principal Planner - Resource Consents, Team Leader Land Use Consents, Team Leader Natural Resources Consents, Team Leader Subdivision Consents, Senior Consent Planner - Land Use, Senior Consent Planner - Natural Resources, Senior Consent Planner – Subdivisions Principal Advisor - Environmental Assurance

Resource Management Act 1991		
348	ss.95A and 95D Power to determine whether to publicly notify an application for resource consent, including whether special circumstances exist.	Group Manager - Environmental Assurance, Resource Consents Manager, Principal Planner - Resource Consents, Team Leader Land Use Consents, Team Leader Natural Resources Consents, Team Leader Subdivision Consents, Senior Consent Planner - Land Use, Senior Consent Planner – Subdivisions, Senior Consent Planner - Natural Resources Principal Advisor - Environmental Assurance
349	ss. 95B, 95E, 95F, 95G Power to determine whether to limited notify an application for resource consent, including whether special circumstances exist.	Group Manager - Environmental Assurance, Resource Consents Manager, Principal Planner - Resource Consents, Team Leader Land Use Consents, Team Leader Natural Resources Consents, Team Leader Subdivision Consents, Senior Consent Planner - Land Use, Senior Consent Planner – Subdivisions, Senior Consent Planner - Natural Resources Principal Advisor - Environmental Assurance
350	s.97(4) Power to adopt an earlier closing date	Group Manager - Environmental Assurance, Resource Consents Manager, Principal Planner - Resource Consents, Team Leader Land Use Consents, Team Leader Natural Resources Consents, Team Leader Subdivision Consents Principal Advisor - Environmental Assurance
351	s.99 Power to fix a pre-hearing meeting and attend to all associated matters regarding notification, conduct and reporting excepting the powers of declining to process an application or submission under subsection (8).	Group Manager - Environmental Assurance, Resource Consents Manager, Principal Planner - Resource Consents, Team Leader Land Use Consents, Team Leader Natural Resources Consents, Team Leader Subdivision Consents Principal Advisor - Environmental Assurance
352	s.99 Power to decline to process an application or to consider a submission under subsection (8).	Group Manager - Environmental Assurance, Resource Consents Manager, Principal Planner - Resource Consents Principal Advisor - Environmental Assurance
353	s.99A Power to refer matters to mediation prior to a hearing.	Group Manager - Environmental Assurance, Resource Consents Manager, Principal Planner - Resource Consents Principal Advisor - Environmental Assurance
354	s.100 Power to determine that a formal hearing is or is not needed in accordance with Section 100, except where the delegated officer is processing the application.	Group Manager - Environmental Assurance, Resource Consents Manager, Principal Planner - Resource Consents, Team Leader Land Use Consents, Team Leader Natural Resources Consents, Team Leader Subdivision Consents Principal Advisor - Environmental Assurance
355	s.101 Power to fix hearing date, time and place.	Group Manager - Environmental Assurance, Resource Consents Manager, Principal Planner - Resource Consents Principal Advisor - Environmental Assurance

Resource Management Act 1991		
356	s.102 & 103 Power to make a decision to establish a joint/combined hearing.	Group Manager - Environmental Assurance, Resource Consents Manager, Principal Planner - Resource Consents Principal Advisor - Environmental Assurance
357	s.104-104D, 106 & 107 Power to grant a resource consent for applications which were processed on either a public or limited notified basis not requiring a hearing (follow a decision made pursuant to Section 100 of the Act) and the power to grant a resource consent on any application processed on a non-notified basis.	Group Manager - Environmental Assurance, Resource Consents Manager, Principal Planner - Resource Consents, Team Leader Land Use Consents, Team Leader Natural Resources Consents, Team Leader Subdivision Consents, Senior Consent Planner - Land Use, Senior Consent Planner - Subdivisions, Senior Consent Planner - Natural Resources, Consent Planner – Subdivisions, Consent Planner - Natural Resources, Consent Planner - Land Use Principal Advisor - Environmental Assurance
358	s.104-104D, 106 & 107 Power to decline any resource consent application not requiring a hearing. Power to decline an application (including for a controlled activity) on the basis that it is considered that the Council has insufficient information to enable it to make a decision on the application.	Group Manager - Environmental Assurance, Resource Consents Manager, Principal Planner - Resource Consents Principal Advisor - Environmental Assurance
359	s.108 Power to impose conditions on resource consents.	Group Manager - Environmental Assurance, Resource Consents Manager, Principal Planner - Resource Consents, Team Leader Land Use Consents, Team Leader Natural Resources Consents, Team Leader Subdivision Consents, Senior Consent Planner - Land Use, Senior Consent Planner - Subdivisions, Senior Consent Planner - Natural Resources, Consent Planner – Subdivisions, Consent Planner - Natural Resources, Consent Planner - Land Use Principal Advisor - Environmental Assurance
360	ss.108A & 109 Power to make decisions in relation to bonds or covenants.	Group Manager - Environmental Assurance, Resource Consents Manager, Principal Planner - Resource Consents, Team Leader Land Use Consents, Team Leader Natural Resources Consents, Team Leader Subdivision Consents, Senior Consent Planner - Land Use, Senior Consent Planner - Subdivisions, Senior Consent Planner - Natural Resources, Consent Planner – Subdivisions, Consent Planner - Natural Resources, Consent Planner - Land Use Principal Advisor - Environmental Assurance

Resource Management Act 1991		
361	s.110 Power to authorise refund of money paid when activity does not proceed.	Group Manager - Environmental Assurance, Resource Consents Manager, Principal Planner - Resource Consents Principal Advisor - Environmental Assurance
362	s.114(2)(b) Power to determine what other authorities and persons should be notified of decisions on resource consent applications.	Group Manager - Environmental Assurance, Resource Consents Manager, Principal Planner - Resource Consents Principal Advisor - Environmental Assurance
363	ss.114(7)&(8), s.116B Power to give notice in relation to applications involving an exchange of reserve land	Group Manager - Environmental Assurance, Resource Consents Manager, Principal Planner - Resource Consents Principal Advisor - Environmental Assurance
364	s.119A Authority to allow staff to process changes and reviews to restricted coastal activity consents subject to criteria in the Act.	Group Manager - Environmental Assurance, Resource Consents Manager, Principal Planner - Resource Consents Principal Advisor - Environmental Assurance
365	s.124 Power to permit the exercise of consent while applying for a new consent.	Group Manager - Environmental Assurance, Resource Consents Manager, Principal Planner - Resource Consents, Team Leader Land Use Consents, Team Leader Natural Resources Consents, Team Leader Subdivision Consents Principal Advisor - Environmental Assurance
366	s.125 Power to extend the period in which a resource consent lapses, except where the delegated officer processed the application.	Group Manager - Environmental Assurance, Resource Consents Manager, Principal Planner - Resource Consents, Team Leader Land Use Consents, Team Leader Natural Resources Consents, Team Leader Subdivision Consents Principal Advisor - Environmental Assurance
367	s.126 Power to cancel unexercised consents.	Group Manager - Environmental Assurance, Regulatory Manager, Resource Consents Manager, Principal Planner - Resource Consents Principal Advisor - Environmental Assurance
368	s.127 Power to decide who is adversely affected by an application to change or cancellation of a consent condition.	Group Manager - Environmental Assurance, Resource Consents Manager, Principal Planner - Resource Consents, Team Leader Land Use Consents, Team Leader Natural Resources Consents, Team Leader Subdivision Consents Principal Advisor - Environmental Assurance
369	ss.128-132 Power to initiate and determine a review of a resource consent, except if a hearing is required.	Group Manager - Environmental Assurance, Regulatory Manager, Resource Consents Manager, Principal Planner - Resource Consents Principal Advisor - Environmental Assurance

Resource Management Act 1991		
370	s.133A Power to issue amended consent which corrects minor mistakes or defects in the consent, except where the delegated officer is processing the application. And where it relates to a decision made by a Hearing Panel, to do so in consultation with the Chair of the Hearings Committee or sole Commissioner who made the original decision.	Group Manager - Environmental Assurance, Resource Consents Manager, Principal Planner - Resource Consents, Team Leader Land Use Consents, Team Leader Natural Resources Consents, Team Leader Subdivision Consents Principal Advisor - Environmental Assurance
371	s.134(3) Power to receive on behalf of the Council written notice of transfer of whole or part of a land use consent.	Group Manager - Environmental Assurance, Resource Consents Manager, Principal Planner - Resource Consents, Team Leader Land Use Consents, Team Leader Natural Resources Consents, Team Leader Subdivision Consents, Team Leader - Resource Consents Administration, Senior Consent Planner - Land Use, Senior Consent Planner - Subdivisions, Senior Consent Planner - Natural Resources, Consent Planner – Subdivisions, Consent Planner - Natural Resources, Consent Planner - Land Use, Senior Resource Consents Support Officer, Resource Consents Support Officer Principal Advisor - Environmental Assurance
372	s.135 Power to receive on behalf of the Council written notice of transfer of whole or part of a coastal permit.	Group Manager - Environmental Assurance, Resource Consents Manager, Principal Planner - Resource Consents, Team Leader Land Use Consents, Team Leader Natural Resources Consents, Team Leader Subdivision Consents, Senior Consent Planner - Land Use, Senior Consent Planner - Subdivisions, Senior Consent Planner - Natural Resources, Consent Planner – Subdivisions, Consent Planner - Natural Resources, Consent Planner - Land Use, Senior Resource Consents Support Officer, Resource Consents Support Officer Principal Advisor - Environmental Assurance

Resource Management Act 1991		
373	ss.136(1),(2)(a) & (2)(b)(i) Power to receive on behalf of the Council written notice of transfer of a water permit.	Group Manager - Environmental Assurance, Resource Consents Manager, Principal Planner - Resource Consents, Team Leader - Resource Consents Administration, Team Leader Land Use Consents, Team Leader Natural Resources Consents, Team Leader Subdivision Consents, Senior Consent Planner - Natural Resources, Consent Planner - Natural Resources, Senior Resource Consents Support Officer, Resource Consents Support Officer Principal Advisor - Environmental Assurance
374	s.136 Power to approve transfer of water permits to another site, except if a hearing is required.	Group Manager - Environmental Assurance, Resource Consents Manager, Principal Planner - Resource Consents, Team Leader Natural Resources Consents, Senior Consents Planner - Natural Resources, Consent Planner - Natural Resources Principal Advisor - Environmental Assurance
375	s.137 Power to receive on behalf of the Council written notice of transfer of whole or part of a discharge permit and the power to decide on transfers of discharge permits to other sites, except if a hearing is required.	Group Manager - Environmental Assurance, Resource Consents Manager, Principal Planner - Resource Consents, Team Leader Natural Resources Consents, Senior Consent Planner - Natural Resources , Consent Planner - Natural Resources Principal Advisor - Environmental Assurance
376	s.138 Power to accept the surrender or part surrender of a resource consent or refuse surrender of part of a resource consent and to accept that a person need not complete any work to give effect to the consent.	Group Manager - Environmental Assurance, Regulatory Manager, Resource Consents Manager, Principal Planner - Resource Consents, Team Leader - Land Use Consents, Team Leader - Natural Resources, Team Leader - Subdivisions Principal Advisor - Environmental Assurance
377	s.138A Authority for staff to consider special provisions relating to coastal permits for dumping or incineration.	Group Manager - Environmental Assurance, Resource Consents Manager, Principal Planner - Resource Consents, Team Leader Land Use Consents, Team Leader Natural Resources Consents, Team Leader Subdivision Consents, Senior Consent Planner - Natural Resources, Consent Planner - Natural Resources Principal Advisor - Environmental Assurance

Resource Management Act 1991		
378	s.139 Power to issue Certificates of Compliance.	Group Manager - Environmental Assurance, Resource Consents Manager, Principal Planner - Resource Consents, Team Leader Land Use Consents, Team Leader Natural Resources Consents, Team Leader Subdivision Consents, Senior Consent Planner - Land Use, Senior Consent Planner - Natural Resources, Senior Consent Planner - Subdivisions, Consent Planner – Subdivisions, Consent Planner - Natural Resources, Consent Planner - Land Use Principal Advisor - Environmental Assurance
379	s.139A Power to issue existing use certificates.	Group Manager - Environmental Assurance, Resource Consents Manager, Principal Planner - Resource Consents, Team Leader Land Use Consents, Team Leader Natural Resources Consents, Team Leader Subdivision Consents, Senior Consent Planner - Land Use, Senior Consent Planner - Subdivisions, Senior Consent Planner - Natural Resources, Consent Planner – Subdivisions, Consent Planner - Natural Resources, Consent Planner - Land Use Principal Advisor - Environmental Assurance
380	s.142 In consultation with the Chairperson or deputy chair of the Environment and Regulatory Committee, power to request that the Minister make a direction that a matter is or is part of a proposal of national significance.	Group Manager - Environmental Assurance, Group Manager - Service and Strategy
381	s.147 Power to provide views to Minister on a matter of national importance.	Group Manager - Environmental Assurance, Group Manager - Service and Strategy,
382	s.149E Authorisation to make a submission to the EPA on a matter of national importance that has been called in and publicly notified.	Group Manager - Environmental Assurance, Group Manager - Service and Strategy,
383	s.149G Power in relation to providing a report to the Environmental Protection Agency when commissioned to do so.	Group Manager - Environmental Assurance, Resource Consents Manager, Principal Planner - Resource Consents, Team Leader Land Use Consents, Team Leader Natural Resources Consents, Team Leader Subdivision Consents Principal Advisor - Environmental Assurance
384	s.149K Authorisation to provide the Minister with suggestions for members of a Board of Inquiry.	Group Manager - Environmental Assurance, Group Manager - Service and Strategy

Resource Management Act 1991		
385	s.149V In consultation with the Chairperson or deputy chair of the Environment and Regulatory Committee, power to appeal to the High Court (on points of law) against a decision of a Board of Inquiry or Environment Court.	Group Manager - Environmental Assurance, Group Manager - Service and Strategy
386	s.168A Powers of a Requiring Authority as provided fo in Part 8 (designations for Public Works)	Operations Committee
387	ss.168A & 169 Power to decide whether to notify a notice of requirement for a designation.	Group Manager - Environmental Assurance, Group Manager - Service and Strategy, Environmental Policy Manager, Resource Consents Manager, Principal Planner - Resource Consents Principal Advisor - Environmental Assurance
388	s.171 Power to make recommendations to a requiring authority including reasons for the recommendation, except when a hearing is required.	Group Manager - Environmental Assurance, Resource Consents Manager, Principal Planner - Resource Consents, Team Leader Land Use Consents, Team Leader Natural Resources Consents, Team Leader Subdivision Consents Principal Advisor - Environmental Assurance
389	s.174 Power to appeal to the Environment Court against a decision of a Requiring Authority subject to consultation with Environment and Regulatory Committee Chairperson and Deputy.	Group Manager - Environmental Assurance, Group Manager - Service and Strategy
390	s.176 Authority to act within scope of responsibility, as a Requiring Authority under the Resource Management Act, including giving the written consent of the Council for the use of land being subject to a requirement or designation but excluding the powers in Section 168A.	Chief Executive (includes Acting Chief Executive), Tier 2 Group Managers
391	s.176A Power to request changes to outline plans under subsection (3) and (2)(c).	Group Manager - Environmental Assurance, Resource Consents Manager, Principal Planner - Resource Consents, Team Leader Land Use Consents, Team Leader Natural Resources Consents, Team Leader Subdivision Consents, Senior Consent Planner - Land Use, Senior Consent Planner – Subdivisions, Senior Consent Planner - Natural Resources, Consent Planner – Subdivisions, Consent Planner - Natural Resources, Consent Planner - Land Use, Consents Officer - Land Use, Consents Officer – PIMs Principal Advisor - Environmental Assurance

Resource Management Act 1991		
392	ss.181 & 182(1) Power to agree to alter a designation.	Group Manager - Environmental Assurance, Group Manager - Service and Strategy, Environmental Policy Manager, Resource Consents Manager, Principal Planner - Resource Consents, Team Leader Land Use Consents Principal Advisor - Environmental Assurance
393	s.181(3) Power to give notice of a minor alteration to any Council designation, and under section 182 of the Act to give notice requesting removal of any Council designation from the Tasman Resource Management Plan and subject to reporting to Council of any action taken under this delegation.	Chief Executive (includes Acting Chief Executive), Group Manager - Community Infrastructure, Group Manager - Service and Strategy
394	s.182(5) Power to decline removal of designation.	Group Manager - Environmental Assurance, Group Manager - Service and Strategy, Resource Consents Manager, Principal Planner - Resource Consents Principal Advisor - Environmental Assurance
395	s.184 Power to decide on lapsing of designations.	Group Manager - Environmental Assurance, Group Manager - Service and Strategy, Environmental Policy Manager, Resource Consents Manager, Principal Planner - Resource Consents Principal Advisor - Environmental Assurance
396	s.187-189A Powers of a Heritage Protection Authority	Operations Committee
397	ss.189A & 190 Power to decide whether to notify a notice of requirement for a heritage order.	Group Manager - Environmental Assurance, Resource Consents Manager, Principal Planner - Resource Consents Principal Advisor - Environmental Assurance
398	s.191 Power to make recommendations to a heritage protection authority including reasons for the recommendation, except when a hearing is required.	Group Manager - Environmental Assurance, Group Manager - Service and Strategy, Resource Consents Manager, Principal Planner - Resource Consents, Team Leader Land Use Consents, Team Leader Natural Resources Consents, Team Leader Subdivision Consents Principal Advisor - Environmental Assurance
399	s.195A Power to alter a heritage order.	Group Manager - Environmental Assurance, Group Manager - Service and Strategy, Environmental Policy Manager, Resource Consents Manager, Principal Planner - Resource Consents, Team Leader Land Use Consents Principal Advisor - Environmental Assurance

Resource Management Act 1991		
400	s.198B In consultation with the Chairperson or deputy chair of the Environment and Regulatory Committee, power to grant or decline requests for requirements to be determined by the Environment Court instead of by the Consent Authority.	Group Manager - Environmental Assurance, Resource Consents Manager, Principal Planner - Resource Consents Principal Advisor - Environmental Assurance
401	s.198C Power in relation to providing a report on requirements that are to be determined by the Environment Court.	Group Manager - Environmental Assurance, Resource Consents Manager, Principal Planner - Resource Consents, Team Leader Land Use Consents, Team Leader Natural Resources Consents, Team Leader Subdivision Consents Principal Advisor - Environmental Assurance
402	s.220 Power to impose conditions on resource consents.	Group Manager - Environmental Assurance, Resource Consents Manager, Principal Planner - Resource Consents, Team Leader Land Use Consents, Team Leader Natural Resources Consents, Team Leader Subdivision Consents, Senior Consent Planner - Land Use, Senior Consent Planner - Natural Resources, Senior Consent Planner – Subdivisions, Consent Planner – Subdivisions, Consent Planner - Natural Resources, Consent Planner - Land Use Principal Advisor - Environmental Assurance
403	s.221 Authorisation to issue a consent notice.	Group Manager - Environmental Assurance, Resource Consents Manager, Principal Planner - Resource Consents, Team Leader Land Use Consents, Team Leader Natural Resources Consents, Team Leader Subdivision Consents, Senior Consent Planner - Land Use, Senior Consent Planner - Natural Resources, Senior Consent Planner – Subdivisions, Consent Planner – Subdivisions, Consent Planner - Natural Resources, Consent Planner - Land Use Principal Advisor - Environmental Assurance
404	s.198B In consultation with the Chairperson or deputy chair of the Environment and Regulatory Committee, power to grant or decline requests for requirements to be determined by the Environment Court instead of by the Consent Authority.	Group Manager - Environmental Assurance, Resource Consents Manager, Principal Planner - Resource Consents, Team Leader Land Use Consents, Team Leader Natural Resources Consents, Team Leader Subdivision Consents, Senior Consent Planner - Land Use, Senior Consent Planner - Natural Resources, Senior Consent Planner - Subdivisions, Consent Planner – Subdivisions, Consent Planner - Natural Resources Principal Advisor - Environmental Assurance

Resource Management Act 1991		
405	s.222 Power to issue a completion certificate.	Group Manager - Environmental Assurance, Resource Consents Manager, Team Leader Compliance and Investigations - (Land and Air), Team Leader Compliance and Investigations- (Water and Waste), Team Leader Land Use Consents, Team Leader Natural Resources Consents, Team Leader Subdivision Consents, Senior Consent Planner - Land Use, Senior Consent Planner - Natural Resources, Senior Consent Planner – Subdivisions, Senior Compliance and Investigations Officer, Consent Planner – Subdivisions, Consent Planner - Natural Resources, Consent Planner - Subdivision Approvals, Compliance and Investigations Officer
406	s.223 Power to approve any survey plan (subject to Section 243).	Group Manager - Environmental Assurance, Resource Consents Manager, Team Leader Land Use Consents, Team Leader Natural Resources Consents, Team Leader Subdivision Consents Senior Consent Planner - Land Use Senior Consent Planner - Natural Resources Senior Consent Planner - Subdivisions, Consent Planner - Subdivision Approvals, Consent Planner - Subdivisions
407	s.224(c) Power to certify compliance as an “authorised officer” with specified conditions prior to deposit of survey plan.	Group Manager - Environmental Assurance, Resource Consents Manager, Principal Planner - Resource Consents Team Leader Subdivision Consents, Senior Consent Planner - Land Use Senior Consent Planner - Natural Resources Senior Consent Planner - Subdivisions Consent Planner - Subdivision Approvals, Consent Planner - Subdivisions Principal Advisor - Environmental Assurance

Resource Management Act 1991		
408	s.224(f) Power to certify compliance under Section 116A of the Building Act.	Group Manager - Environmental Assurance, Resource Consents Manager, Team Leader Land Use Consents, Team Leader Natural Resources Consents, Team Leader Subdivision Consents, Team Leader Building Consents, Team Leader Building Inspections, Senior Consent Planner - Land Use, Senior Consent Planner - Natural Resources, Senior Consent Planner – Subdivisions, Senior Building Technical Officer, Consent Planner – Subdivisions, Consent Planner - Natural Resources, Building Technical Officer - Processing, Building Technical Officer – Inspections, Building Technical Officer – Contractor, Trainee Building Technical Officer
409	s.226	Group Manager - Environmental Assurance, Resource Consents Manager, Principal Planner - Resource Consents, Team Leader Land Use Consents, Team Leader Natural Resources Consents, Team Leader Subdivision Consents, Senior Consent Planner - Land Use, Senior Consent Planner - Natural Resources, Senior Consent Planner – Subdivisions, Consent Planner - Subdivisions Principal Advisor - Environmental Assurance
410	s.234 Power to vary esplanade reserves.	Chief Executive (includes Acting Chief Executive), Group Manager - Community Infrastructure, Reserves and Facilities Manager, Reserves Planner, Senior Horticultural Officer
411	s.235 Power to agree to the creation of esplanade strips	Chief Executive (includes Acting Chief Executive), Group Manager - Community Infrastructure, Reserves and Facilities Manager, Reserves Planner, Senior Horticultural Officer
412	s.239(2) Power of certification of specified interest upon vesting	Group Manager - Community Infrastructure, Group Manager - Environmental Assurance, Resource Consents Manager, Team Leader Land Use Consents, Team Leader Natural Resources Consents, Team Leader Subdivision Consents, Senior Consent Planner – Subdivisions, Senior Consent Planner - Land Use

Resource Management Act 1991		
413	ss.240-241 & 243 Power to cancel covenants, easements and conditions.	Chief Executive (includes Acting Chief Executive), Chief Operating Officer, Group Manager - Community Infrastructure, Group Manager – Environmental Assurance, Group Manager - Service & Strategy, Resource Consents Manager, Principal Planner - Resource Consents, Team Leader Land Use Consents, Team Leader Natural Resources Consents, Team Leader Subdivision Consents, Senior Consent Planner - Land Use, Senior Consent Planner – Subdivisions, Senior Consent Planner - Natural Resources, Consent Planner - Subdivisions Principal Advisor - Environmental Assurance
414	s.245 Power to approve survey plans for reclamation.	Group Manager - Environmental Assurance, Resource Consents Manager, Principal Planner - Resource Consents Team Leader Land Use Consents, Team Leader Natural Resources Consents, Team Leader Subdivision Consents, Senior Consent Planner - Land Use, Senior Consent Planner - Natural Resources, Senior Consent Planner – Subdivisions, Consent Planner – Subdivisions, Consent Planner - Natural Resources Principal Advisor - Environmental Assurance
415	s.281 Power to agree to waiver of notice.	Group Manager - Environmental Assurance, Group Manager - Service and Strategy, Environmental Policy Manager, Regulatory Manager, Resource Consents Manager, Principal Planner - Resource Consents Principal Advisor - Environmental Assurance
416	ss.311 & 316 The power to apply for a declaration under Section 311 or an enforcement order (including an interim enforcement order) under Section 316 of the Resource Management Act subject to any proceedings being actioned with legal advice and reported to the next available Environment and Regulatory Committee meeting.	Group Manager - Environmental Assurance
417	s.329 Power to issue a water shortage direction.	Group Manager - Environmental Assurance Group Manager – Environmental Science
418	s.330 Power to invoke emergency work provisions.	Group Manager - Environmental Assurance Group Manager - Community Infrastructure Group Manager – Environmental Science
419	s.357-357D Power to hear objections against certain decisions	Environment and Regulatory Committee

Resource Management Act 1991		
420	s.357D Power to uphold objections to conditions of consent where there is a favourable staff recommendation.	Group Manager - Environmental Assurance, Resource Consents Manager, Principal Planner - Resource Consents Principal Advisor - Environmental Assurance
421	All Council's powers, functions and duties under Parts 6 - 8, 10 and 12 of the Act	Chief Executive (includes Acting Chief Executive) Group Manager - Environmental Assurance, Group Manager - Service and Strategy, Environment and Regulatory Committee

Resource Management Act 1991 First Schedule		
422	Clause 4 Where a Council designation is held in another district, power to respond to an invitation to designating authorities having a designation that has not lapsed, in that district, on whether the Council requires the designation to be included in that district's proposed plan, with or without modification.	Tier 2 Group Managers
423	Clause 4A Power to provide copies of planning documents to iwi and determine time for advice	Group Manager - Service and Strategy, Environmental Policy Manager
424	Clauses 5 & 5A Power to fix notification date, and decide on whom public notices shall be sent in relation to a policy statement or plan or a change or variation thereto, including limited notification.	Group Manager - Service and Strategy, Environmental Policy Manager, Team Leader Natural Resources Policy, Team Leader Urban & Rural Policy, Principal Planner - Environmental Policy, Senior Policy Planner - Environmental Policy, Policy Planner
425	Clauses 7 & 51 Power to summarise for and on behalf of the Local Authority submissions made in respect of a policy statement or plan or a change or variation thereto.	Group Manager - Service and Strategy, Environmental Policy Manager, Principal Planner - Environmental Policy, Team Leader Natural Resources Policy, Team Leader Urban & Rural Policy, Senior Policy Planner - Environmental Policy, Policy Planner
426	Clause 8AA Power to fix a pre-hearing meeting and attend to all associated matters regarding notification, conduct and reporting except the power of declining a request for a pre-hearing meeting.	Group Manager - Service and Strategy, Environmental Policy Manager, Team Leader Natural Resources Policy, Team Leader Urban & Rural Policy
427	Clause 10A Power to apply for extension of time if local authority is unable, or likely to be unable, to meet decision making obligations under Clause 10(4)(a)	Group Manager - Service and Strategy Environmental Policy Manager
428	Clause 11 Power to decide which landowners or occupiers are directly affected by the Council's decisions under Clause 9(2).	Group Manager - Service and Strategy, Environmental Policy Manager

Resource Management Act 1991 First Schedule		
429	Clause 16 Power to alter information and correct minor errors, or to give effect to a direction under s 55 or by a direction of the Environment Court under s 293.	Group Manager - Environmental Assurance, Group Manager - Service and Strategy, Environmental Policy Manager
430	Clause 20A Power to correct minor errors in an operative statement or plan.	Group Manager - Environmental Assurance, Group Manager - Service and Strategy, Environmental Policy Manager
431	Clause 23 Power to request further information or commission a report prior to modification or consideration of the plan change request.	Group Manager - Environmental Assurance, Group Manager - Service and Strategy, Environmental Policy Manager
432	Clause 24 Power to modify a plan change request by agreement with requester, prior to its consideration by Council.	Group Manager - Environmental Assurance, Group Manager - Service and Strategy, Environmental Policy Manager
433	Clause 25 The power to accept, reject or deal with a request to prepare or change a plan as a resource consent application,	Strategy and Policy Committee
434	Clause 26 Power to complete preparation of plan change request accepted under cl 25, and notify request.	Group Manager - Service and Strategy, Environmental Policy Manager
435	Clause 28 Power to send a notice to any requester not likely to continue with request.	Group Manager - Service and Strategy, Environmental Policy Manager
436	Clause 32 Power to certify as correct material incorporated by reference into plan following decision by Strategy and Policy Committee.	Group Manager - Service and Strategy, Environmental Policy Manager
437	Clauses 43, 45 & 49 Power to give public notice if Council decides to establish a collaborative group and to notify any report from a collaborative group, and any proposed planning instrument as determined under Clause 46.	Group Manager - Service and Strategy, Environmental Policy Manager
438	Clause 57 Power to publicly notify a local authority decision	Group Manager - Service and Strategy, Environmental Policy Manager
439	Clause 64 Power to establish a review panel to consider submissions arising from a collaborative planning process. Such appointments shall be made following consultation with the Chairperson of the Strategy and Policy Committee.	Group Manager - Service and Strategy, Environmental Policy Manager

Resource Management Act 1991 First Schedule		
440	Clauses 80 & 90 Power to publicly notify Minister's decisions under the streamlined planning process	Group Manager - Environmental Assurance, Group Manager - Service and Strategy, Environmental Policy Manager

Sale and Supply of Alcohol Act 2012		
441	s.75-80 Powers in relation to the preparation and adoption of a local alcohol policy.	Strategy and Policy Committee
442	s.100(f) Power to issue Certificates of Compliance in regard to the Resource Management Act.	Group Manager - Environmental Assurance, Resource Consents Manager, Team Leader - Land Use Consents, Senior Consent Planner - Land Use, Consent Planner - Land Use,
443	s.100(f) Power to issue Certificates of Compliance in regard to the Building Act.	Group Manager - Environmental Assurance, Building Assurance Manager, Team Leader Building Compliance, Team Leader Building Inspections, Team Leader Building Consents, Building Technical Officer - Processing, Building Technical Officer – Inspections
444	s.192 Power to appoint and discharge licensing committee members and commissioners	Environment and Regulatory Committee
445	s.196 Power to carry out the function and duties as secretary of the District Licensing Committee under delegation of the Chief Executive.	Team Leader - Environmental Health
446	s.197 Power to appoint licensing inspectors.	Chief Executive (includes Acting Chief Executive), Group Manager - Environmental Assurance

Soil Conservation and Rivers Control Act 1941		
447	s.126(1) & (2) Carrying out functions under the Act, including the power to construct, reconstruct, alter, repair, and maintain works to control of regulate water to prevent or lessen the overflow or breaking of the banks of any watercourse	Group Manager – Environmental Science Group Manager – Community Infrastructure
448	s. 132 Entry onto land for survey and investigation	Group Manager – Environmental Science Group Manager – Community Infrastructure
449	s. 133 Undertaking work or urgent works in relation to watercourses and defences against water, or authorising other staff and agents to do so	Group Manager – Environmental Science Group Manager – Community Infrastructure Team Leader – Rivers and Coastal Structures Rivers & Coastal Engineer

Soil Conservation and Rivers Control Act 1941		
450	s. 134(1) Approving the planting or sowing and maintenance of trees, shrubs, plants, or grasses	Group Manager – Environmental Science Group Manager – Community Infrastructure Team Leader – Rivers and Coastal Structures Rivers & Coastal Engineer
451	s. 135 Power to take any of the actions listed in section 135	Group Manager – Environmental Science Group Manager – Community Infrastructure
452	s. 136 Giving notice to local authority or other public body where works may interfere with any road, street, footpath, or any other public work	Group Manager – Environmental Science Group Manager – Community Infrastructure
453	s.154 Power to give written approval to a person in relation to watercourses and works, and recovering costs of any damage	Chief Executive Officer (includes Acting Chief Executive) Group Manager – Environmental Science

Transport (Vehicular Traffic Road Closures) Regulations 1965		
454	s.6 Power to act in the case of applications for road closures where objections to a proposed road closure are received	Environment and Regulatory Committee

Trespass Act 1980		
455	s.3 Power to ask a trespasser to leave council controlled property	Chief Executive (includes Acting Chief Executive), Tier 2 Group Managers, Reserves and Facilities Manager, Customer Services Manager, Libraries Manager, Team Leader Customer Services, Camp Warden, Horticultural Officer, Branch Librarians
456	s.4 Power to issue a trespasser with an instruction to stay off Council controlled property with a notice under Section 4 the Act - this means that if the person comes back on the property within two years, they commit a criminal offence	Chief Executive (includes Acting Chief Executive), Tier 2 Group Managers, Customer Services Manager, Libraries Manager, Reserves and Facilities Manager

Waste Minimisation Act 2008		
457	All Council's powers, duties and functions as conferred or imposed upon it under the act (as related to the functions of the committee).	Strategy and Policy Committee
458	s.76 Power to appoint enforcement officers.	Chief Executive (includes Acting Chief Executive)

Waste Minimisation Act 2008		
459	s.85 Power to dispose of property seized and impounded under section 81 and not returned within six months.	Chief Executive (includes Acting Chief Executive)

Water Services Act 2021		
460	Subpart 1 Ensure compliance with the duties of drinking water suppliers.	Group Manager – Community Infrastructure Waters and Wastes Manager Team Leader – Water Quality & Safety
461	s.35 Duty to notify Taumata Arowai of notifiable risk or hazard.	Group Manager – Community Infrastructure Waters and Wastes Manager All staff – Waters & Wastes team
462	s.35A Power to respond to a notice of domestic self-supply about contamination, make assessment and take any steps.	Group Manager – Community Infrastructure Waters and Wastes Manager Team Leader – Water Quality & Safety
463	s.43 Preparing and implementing a source water risk management plan (as drinking water supplier) and contributing to development of plan (as local authority).	Chief Executive (includes Acting Chief Executive) Group Manager – Community Infrastructure
464	s.56 Duty to renew registration of a drinking water supply and notify Taumata Arowai of any changes to information provided at time of registration.	Group Manager – Community Infrastructure Waters and Wastes Manager Team Leader – Water Quality & Safety Water Quality & Safety Specialist
465	s.89 Power to apply to Taumata Arowai for an internal review of a decision.	Chief Executive (includes Acting Chief Executive)
466	ss.93, 95 & 96 Power to appeal through the Courts, against Taumata Arowai's decision on compensation under s 64(5), an internal review under s 90 or a compliance or under s 120.	Chief Executive (includes Acting Chief Executive)
467	s.139 Preparing and implementing a risk management plan for the wastewater network and providing the draft and final risk management plan to Taumata Arowai.	Chief Executive (includes Acting Chief Executive) Group Manager – Community Infrastructure

Wild Animal Control Act 1977		
468	s.31 Preparing and submitting plans for the destruction of wild animals	Group Manager – Environmental Science



Part Five - Terms of Reference for Committees, Subcommittees, Joint Committees, and Advisory Groups

1.0 Standing Committees

Terms of Reference for each committee are available on the Tasman District website www.tasman.govt.nz/my-council/meetings/committee-terms-of-reference/.

Strategy and Policy Committee (SPC)

Approved by Council resolution CN19-11-12

1.0 Purpose and Areas of Responsibility

The Strategy and Policy Committee's purposes are to provide governance oversight of, guidance on and approval of:

- Council's strategy and policy programmes, services, activities and their associated projects, including the processes to prepare them and public consultation processes; and
- the physical development and growth of the Tasman District through a focus on land and resource use and the appropriate provision of infrastructure; and
- any policies and plans required under the Resource Management Act 1991 (RMA).

The primary areas of responsibility of the Committee are:

- electoral and democratic functions of local government in the Tasman District; and
- Long Term Plans, Annual Plans, Activity Management Plans, Statutory Policies, Annual Report; and
- Resource Management Act Policies and Plans.

Responsibilities include strategies, policies and decisions relating to:	
Arts, Culture and Heritage	Land Development Manual
Activity Management Plans and Infrastructure related strategies and plan	Libraries
Biosecurity	Long Term Plan (and associated policies and strategies), Annual Plans, Annual Reports and Schedule of Fees and Charges (this allows for policy and plan making processes up to but not including adoption for these documents).
Camping Grounds (excluding commercial campgrounds and holiday parks)	Museums, including Tasman Bays Heritage Trust
Climate Change and Coastal Protection Policies	Public Health Policies (e.g., Gambling Venues Policy, Psychoactive Substances Policy)
Community Housing	Reserve Financial Contributions

Responsibilities include strategies, policies and decisions relating to:	
Community Engagement and Community Relations	Reserves Management Plans and Policies and related Reserves, Trees and Cemetery Policies
Community Facilities and Community Halls	
Community Grants	Friendly Towns
Community Recreation and Events	Growth Strategy and Model
Digital Services	Resource Management Policies and Plans
Economic Development	Strategic Policies excluding the matters which must be finally approved by Tasman District Council (e.g., under clause 32, Schedule 7, Local Government Act 2002 (LGA); section 41, Reserves Act 1977)
Electoral activities	Transport, including walkways/cycleways
Environmental Policies	Waste Minimisation and Management
Financial Policies (except that adoption of many of these is the responsibility of Tasman District Council)	Water Safety Plans

2.0 Responsibilities

2.1 Govern, develop, approve, review, ensure the implementation of and monitoring of policies, plans and strategies in relation to the areas of responsibility, including the adoption of draft documents for consultation, appoint hearings panels and adopt final documents where within the remit of the Committee or to make recommendations to the Council on the final documents where Council approval is required (e.g., clause 32, Schedule 7, LGA; section 41 Reserves Act 1977).

2.2 Monitor policy processes and performance (including budget and performance targets) for their areas of responsibility. (NB – Council's full financial reporting will be presented to Tasman District Council)

2.3 Plan, review, implement and monitor functions, duties, and powers in respect of its areas of responsibility.

2.4 Ensure the Council meets all its legislative responsibilities relating to the areas of responsibility.

2.5 Consider reports relating to annual residents' surveys and monitoring.

3.0 General Powers

3.1 Approve expenditure consistent with overall budgets and the Council's Annual and Long Term Plans within the Committee's areas of responsibility.

3.2 Act in all strategy and policy matters concerning the areas of responsibility listed, provided they do not conflict with stated policy of the Council.

3.3 Delegate its powers to an officer of the Council in defined areas.

3.4 Delegate any of its powers to any joint committee established for any relevant purpose in accordance with clause 32, Schedule 7 of the LGA.

3.5 Utilise the decision making and consultation provisions of sections 76 – 87 of the LGA.

3.6 Appoint Subcommittees, Hearing Panels or Working Groups and to give those Subcommittees power to act, in defined areas, including the decision making powers of the parent committee.

3.7 Consider and monitor health and safety matters relating to the functions of the Committee.

These delegations enlarge on the scope of the Strategy and Policy Committee but do not limit conferred legislative powers or those given under Council policy.

4.0 Statutory Powers

To act on behalf of the Council in relation to the following statutory provisions:

4.1 Local Government Act 2002 (LGA)

4.1.1 Has all the Council's powers, duties and functions conferred or imposed upon it under the LGA, in relation to the functions of the Committee (e.g., Part 6 provisions relating to planning and consultation).

4.2 Reserves Act 1977

4.2.1 Section 14 – Power to declare land vested in the local authority to be a reserve.

4.2.2 Section 16(1) N.B. 16(2) and 16(2A) unaffected – Power of the Minister to classify, by Gazette notice, according to their principal or primary purpose all reserves.

4.2.3 Section 16(4) – Power of the Minister to, before classifying any reserve under subsection (1), give public notice in accordance with section 119 specifying the classification proposed.

4.2.4 Section 18(2)(e) – Power of the Minister, in relation to Historic Reserves, to determine in which cases exceptions can be made to the preservation of flora and fauna in the natural environment.

4.2.5 Sections 19(2)(a) and 19(3)(a) - Power of the Minister, in relation to Scenic Reserves, to determine in which cases exceptions can be made to the preservation of flora and fauna in the natural environment.

4.2.6 Section 23 – Administering and maintaining a local purpose reserve, including the power of an administering body to prohibit access to the whole or any specified part of a local purpose reserve.

4.2.7 Section 24A – Power of the Minister to change the purpose of a reserve.

4.2.8 Section 25(1) - Upon revocation of the reservation of any public reserve (or part of one) not derived from the Crown pursuant to Section 24 Reserves Act, power to dispose of that land in such manner and for such purpose as the Council (on behalf of the Minister) specifies.

4.2.9 Section 40 – Administering, managing and controlling reserve for the classified purpose.

4.2.10 Section 41 – Power to initiate reserve management plan reviews and appoint hearings panels, and to recommend to Council the adoption of a draft plan for consultation or to approve a final plan.

4.2.11 Section 45 – Power of the Minister to give or decline to give prior approval to administering body to erect, or authorise any voluntary organisation or educational institution to erect shelters, huts, cabins, lodges etc., on any recreation or scenic reserve.

4.2.12 Section 48(1) – Power of the Minister to consent or refuse consent to administering body granting rights of way and other easements over any part of a vested reserve for any of the purposes specified in section 48(1). Power to impose such conditions as it thinks fit in giving the consent.

4.2.13 Section 48A – Power of the Minister to consent to the administering body granting the licence and approve terms and conditions determined by the administering body.

4.2.14 Section 51(1) – Power of the Minister to authorise or decline to authorise in writing an administering body to introduce indigenous flora or fauna or exotic flora into any scenic reserve for any of the purposes referred to in section 51(1). Impose conditions on the giving of the authorisation.

4.3 Resource Management Act 1991 (RMA)

4.3.1 Has all the Council's powers, duties and functions conferred or imposed upon it under the RMA but **excluding** the following powers:

4.3.1.1 Section 86 - The power to acquire land.

4.3.1.2 Section 166 - The powers of a Requiring Authority, except when the Council itself is the Requiring Authority, the Strategy and Policy Committee will exercise the powers under sections 168A and 184A.

4.3.1.3 Section 187 - The powers of a Heritage Protection Authority.

4.4 Biosecurity Act 1993

4.4.1 Make recommendations to Council to approve and amend a pest management plan or to declare a small-scale management programme in accordance with section 82 of this Act.

4.5 Psychoactive Substances Act 2013

4.5.1 Section 69 - Power to have a policy relating to the sale of approved products within Tasman District.

4.6 Sale and Supply of Alcohol Act 2012

4.6.1 Sections 75-80 - Preparation and adoption of local alcohol policy.

4.7 Waste Minimisation Act 2008

4.7.1 Has all the Council's powers, duties and functions conferred or imposed upon it under the Waste Minimisation Act 2008, in relation to the functions of the Committee.

4.8 Land Transport Management Act 2003 and associated regulations and rules

4.8.1 Has all the Council's powers, duties and functions conferred or imposed upon it under the Land Transport Management Act and associated regulations rules, in relation to the functions of the Committee.

4.9 Gambling Act 2003 and associated regulations

4.9.1 Section 101-102 – Power to adopt and review a policy relating to gambling venues within Tasman District.

4.10 Local Electoral Act 2001

4.10.1 Has all the Council's powers, duties and functions conferred or imposed upon it under Parts 1A and 2 of the Local Electoral Act 2002, in relation to the functions of the Committee.

4.11 Public Water Safety Bylaw 2016 (reviewed and amended 2024)

4.11.1 Cl. 29(8) (where a Standing Committee meeting falls before a Council Meeting) – Power to issue a notice restricting or prohibiting the use of the public water supply in accordance with clauses 29(1) and 29(2) of this Bylaw for phases E and F, and to amend or revoke such notice.

4.11.2 Appendix B – Power to initiate Phase C or D of the Water Restrictions Protocol.

5.0 Limitations

5.1 In respect of matters requiring financial input the Strategy and Policy Committee's power is limited to the extent that provision has been made in the annual budgets or in the Long Term Plan.

5.2 The Strategy and Policy Committee can make recommendations only to Council in respect of the following matters (clause 32(1) of Schedule 7, LGA and section 41, Reserves Act):

5.2.1 make a rate; or

5.2.3 borrow money, or purchase or dispose of assets, other than in accordance with the long-term plan; or

5.2.4 adopt a Long Term Plan, Annual Plan, or Annual Report; or

5.2.6 adopt policies required to be adopted and consulted on under the LGA, and/or in association with the Long Term Plan, and/or developed for the purpose of the Local Governance Statement; or

5.2.7 adopt a remuneration and employment policy; or

5.2.8 adopt a reserves management plan.

6.0 Administration

6.1 Membership comprises all elected members of the Council and one iwi representative with speaking and voting rights.

6.2 For the time being the quorum is 7.

6.3 Meetings are generally held six weekly.

6.4 The Strategy and Policy Committee has no reporting responsibility to the Council for matters within its delegation.

6.5 The Strategy and Policy Committee is empowered to do anything within its jurisdiction prior to making a recommendation to the Council.

Environment & Regulatory Committee (ERC)

Updated by Council resolution CN22-12-09

1.0 Purpose and Areas of Responsibility

The Environment and Regulatory Committee's purpose is:

Environment

1.1 To provide governance oversight of Council's sustainable management of natural and physical resources, ensuring that environmental management gives effect to the principles of Te Tiriti o Waitangi and the implementation and progress of biodiversity activities in the Tasman Region.

Regulatory

1.2 To provide governance oversight of Council's regulatory programmes (both statutory and non-statutory), services, and activities, including bylaw development and implementation (noting Tasman District Council only has the power to adopt bylaws) in relation to the Committee's areas of responsibility.

1.3 The primary areas of responsibility of the Committee are:

- monitoring and enforcing Council's Resource Management Act functions; and
- enforcing Council's other regulatory functions; and
- undertaking bylaw preparation processes.

Responsibilities include regulatory functions relating to:	
Animal control	Hazardous Substances and New Organisms
Biodiversity	Maritime Administration and Navigation Safety
Building Assurance	Parking and Traffic Control
Bylaws (This allows for bylaw making processes up to but not including adoption).	Public Health
Compliance and Enforcement	Reserve leases, licences and easements
Development Contributions	Resource Consents
Drinking Water Standards and Emergency Response Planning	Sale and Supply of Alcohol Administration
Food Safety	

2.0 Responsibilities

Environment

2.1 Ensure the effective promotion of sustainable management of natural and physical resources of the Tasman Region through appropriate performance monitoring and receipt of information; and

2.2 Monitor the implementation and progress of biodiversity activities within the Tasman region; and

2.3 Ensure that the management of natural and physical resources gives effect to the principles of Te Tiriti O Waitangi.

Regulatory

2.4 Govern, develop, approve, review, ensure the implementation of and monitoring of bylaws and regulatory tools in relation to the areas of responsibility, including the adoption of draft documents for consultation, appoint hearings panels and adopt final documents where within the remit of the Committee or to make recommendations to the Council on the final documents where Council approval is required (e.g., all bylaws must be adopted by Tasman District Council under clause 32, Schedule 7, LGA).

2.5 Monitor regulatory processes and performance (including budget and performance targets) for their areas of responsibility. (NB – Council's full financial reporting will be presented to Tasman District Council)

2.6 Plan, review, implement and monitor functions, duties, and powers in respect of its areas of responsibility.

2.7 Ensure the Council meets all legislative and compliance responsibilities relating to the areas of responsibility.

3.0 General Powers

3.1 Approve expenditure consistent with the Council's Annual or Long Term Plans within the Committee's areas of responsibility.

3.2 Act in all regulatory matters concerning the areas of responsibility listed, provided they do not conflict with stated policy of the Council.

3.3 Delegate its powers to an officer of the Council in defined areas.

3.4 Delegate any of its powers to any joint committee established for any relevant purpose in accordance with clause 32, Schedule 7 of the LGA.

3.5 Utilise the decision making and consultation provisions of sections 76 – 87 of the LGA.

3.6 Appoint Subcommittees, Hearing Panels or Working Groups and to give those Subcommittees power to act, in defined areas, including the decision making powers of the parent committee.

3.7 Consider and monitor health and safety matters relating to the functions of the Committee.

These delegations enlarge on the scope of the Environment and Regulatory Committee but do not limit those conferred powers.

4.0 Statutory Powers

To act on behalf of the Tasman District Council in relation to the following statutory provisions:

4.1 Reserves Act 1977

4.1.1 Section 42(1) - Power to give or decline to give express written consent to the cutting or destruction of trees and bush on any historic, scenic, nature, or scientific reserve. Authority to determine terms and conditions subject to which written consent is given.

4.1.2 Section 48 – Power of the administering body, with the consent of the Minister, to grant rights of way and other easements over any part of a reserve for certain purposes.

4.1.3 Section 48(1) - Power of the Minister to consent or refuse consent to administering body granting rights of way and other easements over any part of a vested reserve for any of the purposes specified in section 48(1). Power to impose such conditions as it thinks fit in giving the consent.

4.1.4 Section 48A – Power of the Minister to consent to the administering body granting the licence and approve terms and conditions determined by the administering body.

4.1.5 Section 51(1) - Power of the Minister to authorise or decline to authorise in writing an administering body to introduce indigenous flora or fauna or exotic flora into any scenic reserve for any of the purposes referred to in section 51(1). Impose conditions on the giving of the authorisation.

4.1.6 Section 54(1) - Power of the Minister to give or decline to give consent to administering body exercising powers under s 54 and to exercise all powers of the Minister referred to in the First Schedule that pertain to leases under Section 54(1)(a), (b), (c) and (d).

4.1.7 Section 54 - Power of an administering body to grant a lease of land and/or structures in a recreation reserve (except farming, grazing or afforestation leases) where public notification is required under s 54(2).

4.1.8 Section 61 - Powers (including leasing) in respect of local purpose reserves where public notification is required under the Local Government Act 2002. Section – Powers (including leasing) in respect of local purpose reserves (noting that some of these powers have been sub-delegated to staff).

4.1.9 Section 64 – Administering body may purchase land on deferred payments.

4.1.10 Section 72 - Power of the Minister to agree to the lease or other agreement for farming or grazing a recreation or local purpose reserve.

4.1.11 Section 73 – Power of the Minister to consent or decline, or to form an opinion in relation to the granting of leases of recreation reserves under section 73.

4.1.12 Section 74 (1)(b)(ii) – Power of the Minister to consent or decline consent to granting of licence to occupy historic or scenic reserve.

4.1.13 Sections 106 - 108 Bylaws – Power to initiate a bylaw and appoint hearings panels and adopt a draft bylaw for consultation, and to recommend to the Council that it adopt a final bylaw.

4.2 Navigation Safety Bylaw 2024

4.2.1 Cl. 49.3 – Power to exempt by written approval a person, vessel, or class of vessels from specific requirements of the Navigation Safety Bylaw 2024.

4.3 Dog Control Act 1996

4.3.1 Section 22 – Power to hear and determine objections to classification as a probationary owner.

4.3.2 Section 26 – Power to hear and determine objections to disqualification.

4.3.3 Section 31(3) and (4) - Power to hear and determine objections to classification of a dog as dangerous.

4.3.4 Section 33B – Power to hear and determine objections to classification of a dog as menacing.

4.3.5 Section 33D – Power to hear and determine objections to classification of a dog as belonging to a breed listed in Schedule 4 and classified as menacing.

4.4 Food Act 2014

4.4.1 All the Council's powers, duties and functions conferred or imposed upon Council under the Food Act 2014.

4.5 Health Act 1956

4.5.1 ~~Section 48 - The issue of a demolition order.~~ *(repealed).*

4.5.2 Section 54 – Powers in relation to the restriction and control of the carrying on of offensive trades.

4.5.3 Section 58 – Powers in relation to the restriction and control over the establishment or alteration of stock yards.

4.6 Health (Registration of Premises) Regulations 1966

4.6.1 Regulation 9 - Powers in relation to the hearing of submissions made by the recipient of a notice under this regulation.

4.7 Litter Act 1979

4.7.1 Section 10 - To serve or cause to be served a notice to clear litter pursuant to sub-section (1) of this Section and to hear any objections to the requirements of such notice made pursuant to sub-section (3) of this section.

4.8 Local Government Act 1974:

4.8.1 Section 339 relating to transport shelters.

4.8.2 Tenth Schedule relating to road stopping.

4.9 Transport (Vehicular Traffic Road Closure) Regulations 1965

4.9.1 Section 6 - The power to act in the case of applications for road closures where objections to a proposed road closure are received.

4.10 Heavy Motor Vehicle Regulations 1974:

4.10.1 Section 10(5) relating to prohibiting heavy vehicles on specific roads.

4.11 Sale and Supply of Alcohol Act 2012

4.11.1 Section 192 - Power to appoint and discharge licensing committee members and commissioners.

4.12 Local Government Act 2002

4.12.1 Has all the Council's powers, duties and functions conferred or imposed upon it under the LGA, in relation to the functions of the Committee (e.g., Development Contribution appeals).

4.13 Resource Management Act 1991

4.13.1 Section 36 – power to fix administrative charges; and

4.13.2 All Council's powers, functions and duties under Part 6 to Part 8, Part 10, and Part 12 of the Act; and

4.13.3 Section 357 – 357D – power to hear objections against certain decisions.

4.14 Public Water Safety Bylaw 2016 (reviewed and amended 2024)

4.14.1 Cl. 29(8) (where a Standing Committee meeting falls before a Council Meeting) – Power to issue a notice restricting or prohibiting the use of the public water supply in accordance with clauses 29(1) and 29(2) of this Bylaw for phases E and F, and to amend or revoke such notice.

4.14.2 Appendix B – Power to initiate Phase C or D of the Water Restrictions Protocol

5.0 Limitations

5.1 In respect of matters requiring financial input the Environment and Regulatory Committee's power is limited to the extent that provision has been made in the annual budgets and in the Long Term Plan.

5.2 The Environment and Regulatory Committee can make recommendations only to the Council in respect of the following matters:

5.2.1 make a rate; or

5.2.2 make a bylaw; or

5.2.3 borrow money, or purchase or dispose of assets, other than in accordance with the long-term plan.

6.0 Administration

6.1 Membership comprises all elected members of the Council and one iwi representative with speaking and voting rights.

6.2 For the time being the quorum is 7.

6.3 Meetings are generally held six weekly

6.4 The Environment and Regulatory Committee has no reporting obligation to the Council for matters within its delegation.

6.5 The Environment and Regulatory Committee is empowered to do anything within its jurisdiction prior to making a recommendation to the Council.

Operations Committee (OC)

Approved by Council resolution CN19-11-12, CN20-04-17

1.0 Purpose and Areas of Responsibility

The Operations Committee's purpose is to provide governance oversight of Council's operational programmes, services, activities and projects relating to Council's environmental monitoring programmes and to Council's community facilities and infrastructural assets (excluding commercial enterprises covered by the Enterprise Committee) in relation to the Committee's areas of responsibility.

The primary areas of responsibility of the Committee are:

- overseeing and monitoring and Council's operational functions; and
- overseeing and monitoring Council's capital works programme.

Responsibilities include operational activities relating to:	
Animal Control Services	Parks and Recreation Assets and Facilities
Biosecurity	Passenger Transport
Camping Grounds (excluding commercial campgrounds and holiday parks)	Ports, Wharves, Boat Ramps and Coastal Structures (excludes Port Tarakohe)
Civil Defence and Emergency Management	Property (non-commercial)
Customer Services	Refuse Collection, Disposal and Waste Minimisation
Coastal Structures	Reserve Financial Contribution disbursement
Community Housing	Rivers Management
Community Facilities and Community Halls	Roads, Walkways, Cycleways
Community Grants, Creative Communities, Community Awards and general grants matters	Special Purpose Committees (Halls and Reserves)
Digital Services	State of the Environment Monitoring and Other Monitoring Reports
Environmental Education	Stormwater Collection and Disposal Services
Landfill management and refuse collection	Sewerage Treatment and Disposal Services
Libraries	Water Supply Services
Land Drainage	

2.0 Responsibilities

2.1 Govern, develop, approve, ensure the implementation of and monitoring of operational activities in relation to the areas of responsibility, including making recommendations to the Council on any budget overruns.

2.2 Monitor regulatory processes and performance (including budget and performance targets) for their areas of responsibility. (NB – Council's full financial reporting will be presented to Tasman District Council)

2.3 Plan, review, implement and monitor functions, duties, and powers in respect of its areas of responsibility.

2.4 Ensure the Council meets all legislative and compliance responsibilities relating to the areas of responsibility.

3.0 General Powers

3.1 Approve expenditure consistent with the overall budgets and the Council's Annual and Long Term Plans within the Committee's areas of responsibility.

3.2 Act in all operational matters concerning the areas of responsibility listed, provided they do not conflict with stated policy of the Council.

3.3 Delegate its powers to an officer of the Council in defined areas.

3.4 Delegate any of its powers to any joint committee established for any relevant purpose in accordance with clause 32, Schedule 7 of the LGA.

3.5 Utilise the decision making and consultation provisions of sections 76 – 87 of the LGA.

3.6 Appoint Subcommittees, Hearing Panels or Working Groups and to give those Subcommittees power to act, in defined areas, including the decision making powers of the parent committee.

3.7 Consider and monitor health and safety matters relating to the functions of the Committee.

These delegations enlarge on the scope of the Operations Committee but do not limit those conferred powers.

4.0 Statutory Powers

To act on behalf of the Council in relation to the following statutory provisions:

4.2 Resource Management Act 1991

4.2.1 Sections 168A – The powers of a Requiring Authority as provided for in Part 8 (designations for Public Works).

4.2.2 Section 187 - 189A – The powers of a Heritage Protection Authority.

4.3 Land Drainage Act 1908

4.3.1 Part 3 being the powers and duties of a Local Authority.

4.4 Local Government Act 2002

4.4.1 Has all the Council's powers, duties and functions conferred or imposed upon it under the LGA, in relation to the functions of the Committee (e.g., Part 9 provisions relating to offences, penalties, infringement offences and legal proceedings in relation to water metering).

4.5 Local Government Act 1974

4.5.1 Has all the Council's powers, duties and functions conferred or imposed upon it under the Local Government Act, in relation to the operational functions of the Committee (e.g., roading, public transport and land drainage).

4.6 Public Water Safety Bylaw 2016 (reviewed and amended 2024)

4.6.1 Cl. 29(8) (where a Standing Committee meeting falls before a Council Meeting) – Power to issue a notice restricting or prohibiting the use of the public water supply in accordance with clauses 29(1) and 29(2) of this Bylaw for phases E and F, and to amend or revoke such notice.

4.6.2 Appendix B – Power to initiate Phase C or D of the Water Restrictions Protocol.

4.7 Reserves Act 1977

4.7.1 Where under the provisions of the Reserve Act consent or approval is required, power to give consent or approval subject to such conditions as are thought fit.

5.0 Limitations

5.1 In respect of matters requiring financial input the Operations Committee's power is limited to the extent that provision has been made in the annual budgets and in the Long Term Plan.

5.2 The Operations can make recommendations only to Council in respect of the following matters:

5.2.1 make a rate; or

5.2.3 borrow money, or purchase or dispose of assets, other than in accordance with the long-term plan.

6.0 Administration

6.1 Membership comprises all elected members of the Council and one iwi representative with speaking and voting rights.

6.2 The quorum is 8.

6.3 Meetings are generally held six weekly.

6.4 The Operations Committee has no reporting responsibility to the Council for matters within its delegation.

6.5 The Operations Committee is empowered to do anything within its jurisdiction prior to making a recommendation to the Council.

7.0 Subcommittees of the Operations Committee

7.1 Community Grants Subcommittee.

7.2 Creative Communities Subcommittee.

7.3 Community Awards Subcommittee

2.0 Council Committees

Adopted by Council resolution on 24 October 2024 (CN24-10-2).

Audit and Risk Committee (ARC)

1.0 Purpose and Areas of Responsibility

The purpose of the Audit and Risk Committee is to assist the Council and the Chief Executive to discharge their responsibilities for internal control systems and risk management. This includes the active oversight of all areas of Council's control and accountability in an integrated and systematic way.

In carrying out its responsibilities, the Audit and Risk Committee must at all times recognise that primary responsibility for management of the Council rests with the Chief Executive.

Where the Committee finds it appropriate, any matter may be referred to the Council for consideration.

The focus of the committee is:

- Ensuring that the Council has appropriate controls consistent with the public interest, and
- Overseeing good financial and cultural governance.

2.0 Responsibilities

The Audit and Risk Committee's responsibilities are to provide oversight of:

2.1 Internal Audit (financial and non-financial matters)

- 2.1.1 Review and recommend the annual internal audit plan; such plan to be based on the Council's risk framework.
- 2.1.2 Monitor performance against the plan at each regular meeting.
- 2.1.3 Monitor the progress of internal audit recommendations.

2.2 External Audit

- 2.2.1 Annually review the independence and confirm the terms of the audit engagement with the external auditor appointed by the Office of the Auditor General. This includes the adequacy of the nature and scope of the audit, and the timetable and fees.
- 2.2.2 Review all external audit reporting, discuss with the auditors and review action to be taken by management on significant issues and recommendations and report to Council as appropriate.

2.3 Risk Management

2.3.1 Review and consider the risk management framework in line with Council's risk appetite – which includes policies and procedures to effectively identify, treat and monitor significant risks, and regular reporting to the Council.

2.3.2 Assist the Council to determine its appetite for risk.

2.3.3 Review the principal risks that are determined by Council and consider whether appropriate action is being taken to treat Council's significant risks. Assess the effectiveness of, and monitor compliance with, the risk management framework. Consider emerging significant risks and report these to Council, where appropriate.

2.3.4 Annually review Council's Business Continuity plan(s) and consider whether a sound and effective approach has been followed in establishing Council's business continuity planning arrangements.

2.3.5 Review the effectiveness of the approach being followed in developing strategic risk management plans for significant projects, programmes of work and high profile procurement.

2.4 Health and Safety

2.4.1 Review key risks of the Council in the areas of safety, occupational health and environmental issues.

2.4.2 Review management's approach to maintaining and continual improvement to providing a safe working environment is sound and effective.

2.4.3 Monitor compliance of relevant laws, regulations and operational policies and standards.

2.4.4 Monitor the establishment and tracking of measurable workplace health, safety and environment key targets.

2.5 Governance

2.5.1 Monitor Council's performance in responding to LGOIMA requests within the legislative timeframes.

2.5.2 Review the adequacy and effectiveness of internal controls for overseeing privacy and cyber security.

2.5.3 Consider regular reports on the status of investigations by the Offices of the Ombudsman and of the Auditor General into decisions by the Council.

2.5.4 Monitor Council's performance in managing and responding to high priority complaints.

2.6 Integrity and investigations

2.6.1 Review annually the Council's whistleblowing procedures and ensure that arrangements are in place by which staff and others may, in confidence, raise concerns about possible improprieties involving Council or its CC(T)Os in matters of financial reporting, financial control or any other matters, and that there is proportionate and independent investigation of such matters and appropriate follow-up action.

2.6.2 Review management's approach in relation to the prevention, detection, reporting and investigation of bribery and fraud.

2.6.3 Review and monitor policy and process to manage conflicts of interest amongst elected members, community board members, management, staff, consultants and contractors.

2.6.4 Review and monitor policy and process to manage sensitive expenditure activities across Council.

2.6.5 Review and monitor policy and process to manage legal proceedings.

3.0 Powers

The Audit and Risk Committee has no decision-making ability. It has no other powers other than those related to its risk and assurance mandate below.

The Audit and Risk Committee, within the scope of its role and responsibilities is authorised to:

3.1. obtain any information it needs from any employee and/or external party (subject to their legal obligation to protect information);

3.2. discuss any matters with the external auditor, or other external parties (subject to confidentiality considerations);

3.3. request the attendance of any employee, including the Chief Executive, at committee meetings;

3.4. obtain external legal or other professional advice, as considered necessary to meet its responsibilities, at the Council's expense;

3.5. the exercise of the powers in 3.3 and 3.4 above is limited to situations where the performance of the Committee's functions would be constrained if the resources of the organisation were not available;

3.6. recommend to the Council action on any matter in relation to Audit and Risk activities.

4.0 Limitations

The Audit and Risk Committee has no executive powers and is directly responsible to Council.

5.0 Governance

5.1 The Audit and Risk Committee Chair is responsible for submitting an annual report to the Council covering the Committee's operations and activities during the preceding year. The report should include:

5.1.1 A summary of the work the Committee performed to fully discharge its responsibilities during the preceding year;

5.1.2 A summary of the Council's progress in addressing the findings and recommendations made in internal and external audit reports, and the Auditor-General's reports (if applicable);

5.1.3 An overall assessment of the Council's risk, control, and compliance framework, including details of any significant emerging risks or legislative changes; and

5.1.4 Details of meetings, including the number of meetings held during the relevant period and the number of meetings each member attended.

5.1.5 The Committee may, at any time, report to the Chief Executive or the Council any other matter it deems of sufficient importance to do so.

6.0 Administration

6.1 Meetings

6.1.1 The expectation is that members of the public wanting to speak to a matter on the Agenda should be given that opportunity.

6.1.2 Meetings are quarterly.

6.1.3 The Audit and Risk Committee may meet between the quarterly meetings at the discretion of the chair to attend to urgent business.

6.1.4 A special meeting may be held to review Council's annual report and long term plan audits.

6.1.5 The Audit and Risk Committee will meet separately with the external auditors at least once a year.

6.2 Membership of the committee shall comprise:

6.2.1 Four elected members appointed by Council.

6.2.2 Up to two external members appointed in accordance with Council's Policy on the Appointment and Remuneration of Independent Members on Council Committees and Business Units. The independent member is appointed for a term of three years from the date of appointment or such other terms as Council resolves.

6.2.3 The Chair shall be appointed by Council and will be an independent member.

6.2.4 A Deputy Chair shall be appointed by Council, they may be an elected or independent member.

6.2.5 Any member of the committee, either elected or independent, may serve no more than six years (the equivalent of two terms of three years) on the committee. In extraordinary circumstances, the Council may approve an additional term for a member of an appropriate length to ensure the committee is able to provide continuity of support to the Council.

6.2.6 The Chief Executive or any Council staff member may not be a member of the committee.

6.2.7 The members, taken collectively, will have a broad range of skills and experience relevant to the operations of the Council. At least one member of the committee should have accounting or related financial management experience, with an understanding of accounting and auditing standards in a public sector environment.

6.3 A quorum comprises three members, two of whom must be elected members, and one who must be an independent member.

6.4 Reports to the Council.

Enterprise Committee (EC)

Amended by Council resolution CN22-04-01

1.0 Purpose and Areas of Responsibility

The Enterprise Committee's function is to monitor and improve the performance of the Council's commercial and semi-commercial activities. It also reviews new commercial investments including those within the commercial portfolio. This includes recommendations on investments and resourcing to manage the financial and nonfinancial risks associated with these activities.

The Committee is expected to identify opportunities that will increase the portfolio and may also recommend to Council disposal of poor performing assets and investments.

The Enterprise Committee's areas of responsibility are:

Forestry including forestry activities on reserve land.	Commercial campgrounds (Motueka, Murchison, Pōhara, Collingwood)
Aerodromes (Motueka, Takaka)	Property managed on a commercial basis including the Mapua Wharf precinct
The Motueka Harbour and Coastal Works Reserve Fund	Port Motueka and Port Tarakohe
Council Controlled Organisations and Council Controlled Trading Organisations, excluding Waimea Water Limited and Tasman Bays Heritage Trust	

2.0 Responsibilities

2.1 Ensure that operational strategies, capital works programmes and activity management plans for the activities within the commercial portfolio as a whole support appropriate returns on investment after balancing risks, commercial and community outcomes.

2.2 Ensure quick flexible decision making to support taking advantage of commercial opportunities as they arise.

2.3 Recommend to the Council an overall financial strategy, performance measures and resourcing for the portfolio, for inclusion in the Annual and Long Term Plans.

2.4 Monitor and improve the performance of Council's commercial portfolio including identifying further opportunities to increase the portfolio.

2.5 Receive and monitor quarterly financial reports in relation to the commercial portfolio and ensure where possible that the best medium to long term rates of return are being achieved.

2.6 Review on a regular basis the overall governance and investment structure for the portfolio and consider whether other governance or investment structures would deliver enhanced returns.

2.7 Receive and consider reports from both staff and the Council's legal advisors on strategies, and investments along with the identification and mitigation of financial and operational risk.

2.8 Make recommendations to the Council on new investments, disposals, business opportunities and other matters in relation to the commercial portfolio.

3.0 Powers

3.1 Authorise any transactions in relation to the commercial portfolio that comply with the Council's LTP, Annual Plan, Treasury Policy or authorised contracts which are outside the delegated authority of Council staff.

3.2 Authorise any transactions in relation to The Motueka Harbour and Coastal Works Reserve that comply with the reserve funds policy.

3.3 Obtain external legal or other professional advice, as considered necessary to meet its responsibilities, at the Council's expense.

3.4 Recommend to the Council action on any matter in relation to the commercial portfolio.

3.5 Approve business cases for projects or works that are within the Council's Long Term Plan or Annual Plan and which fall within the approved fiscal envelope.

4.0 Limitations

The Committee may not:

4.1 Authorise legal action.

4.2 Authorise expenditure that falls outside the approved budgets in the Annual Plan, Long Term Plan or Financial Reforecasts.

5.0 Administration

5.1 The expectation is that members of the public wanting to speak to a matter on the Agenda should be given that opportunity.

5.2 Meets quarterly and may meet between the quarterly meetings at the discretion of the chair to attend to urgent business.

5.3 A quorum comprises 4 members, 3 of whom must be elected members.

5.4 Membership shall comprise:

5.4.1 5 Elected members appointed by Council

5.4.2 3 independent members appointed in accordance with Council's Policy on the Appointment and Remuneration of Independent Members on Council Committees and Business Units. The independent members are appointed for a term of 5 years from the date of appointment or such other terms as Council resolves and are eligible for reappointment in accordance with Council's Policy on the Appointment and Remuneration of Independent Members on Council Committees and Business Units.

5.4.3 The Chair shall be appointed by Council

5.5 Reports to the Council.

3.0 Subcommittees

For full Terms of Reference for each committee, please go to the Tasman District website www.tasman.govt.nz/my-council/meetings/committee-terms-of-reference/.

Animal Control Subcommittee

1. Purpose

This is a subcommittee of the Environment and Regulatory Committee; its purpose is to conduct hearings and make determinations on the following matters under the Dog Control Act 1996:

1.1 Section 22 - objections to classification as a probationary owner

1.2 Section 26 - objections to disqualification

1.3 Section 31(3) - objections to classification of a dog as dangerous

1.4 Section 33B - objections to classification of a dog as menacing

1.5 Section 33D - objections to classification of a dog as belonging to a breed listed in Schedule 4 and classified as menacing.

2. Responsibilities

The role of the Subcommittee is to objectively consider objections to Animal Control officers' decisions, take the required matters into account, and to make a determination.

This is a quasi-judicial process in which the subcommittee receives an officer report, which sets out:

- what action has been taken,
- The statutory background/authority for the action,
- The evidential basis for the decision, and
- Any other matters that the Subcommittee is required to have regard to under the Dog Control Act 1996.

The owner also needs to be provided with a reasonable opportunity to present their case and provide any evidence to the Subcommittee.

When making a determination, the Subcommittee must have regard to the evidence and matters as required by the Dog Control Act 1996 and its decisions need to be in accordance with the principles of natural justice.

These matters or evidence for each section are set out below.

Section 22(3) – the Subcommittee must have regard to:

(a) the circumstances and nature of the offence or offences in respect of which the classification was made; and

(b) the competency of the person objecting in terms of responsible dog ownership; and

(c) any steps taken by the owner to prevent further offences including, but not limited to, the disposal of any dog or dogs or the fencing of the property on which the dog is kept; and

(d) the matters advanced in support of the objection; and

(e) any other relevant matters.

Section 26(3) the Subcommittee must have regard to:

(a) the circumstances and nature of the offence or offences in respect of which the person was disqualified; and

(b) the competency of the person objecting in terms of responsible dog ownership; and

(c) any steps taken by the owner to prevent further offences; and

(d) the matters advanced in support of the objection; and

(e) any other relevant matters.

Section 31(4) - the Subcommittee must have regard to:

(a) the evidence which formed the basis for the original classification; and

(b) any steps taken by the owner to prevent any threat to the safety of persons and animals; and

(c) the matters advanced in support of the objection; and

(d) any other relevant matters—

Section 33B(2) - the Subcommittee must have regard to:

(a) the evidence which formed the basis for the classification; and

(b) any steps taken by the owner to prevent any threat to the safety of persons or animals; and

(c) the matters relied on in support of the objection; and

(d) any other relevant matters.

Section 33D – the Subcommittee must have regard to:

(a) the evidence which formed the basis for the classification; and

(b) the matters relied on in support of the objection; and

(c) any other relevant matters.

The Subcommittee must make its determination by majority decision. The Subcommittee may seek further information from the officer or the objector to assist it to reach a decision.

The decision of the Subcommittee will be recorded in the minutes of the meeting, with a formal decision being released as soon as practicable. The formal decision must contain the information required by the relevant sections of the Dog Control Act 1996.

3. Membership

The Subcommittee shall consist of three elected members. The Chairperson will be the Chairperson of the parent Environment and Regulatory Committee.

4. Quorum

The quorum is two.

5. Powers

The Subcommittee has the power to hear and determine objections to the classification of dogs, and all other procedural matters for which a right of objection and hearing is provided for under the Dog Control Act, 1996. The Subcommittee can decide to uphold or rescind classifications or disqualifications. It should be noted that, if a majority decision to uphold the classification or disqualification cannot be reached, then the objection is deemed to be upheld.

CEO Review (CEOR)

Approved by Council resolution CN20-02-13

1. Purpose

To oversee matters associated with the employment of the Chief Executive Officer (CEO).

2. Responsibilities and Powers

a) Make recommendations to the Council on the initial employment, reemployment, remuneration, resignation or dismissal of the Chief Executive Officer.
b) Negotiate, set objectives and review the performance and remuneration for the Chief Executive each year.
c) Handle all routine CEO contract/employment matters not dealt with by the Mayor.

3. Administration

a) The Mayor is Chairperson of the Subcommittee.
b) A total of 3 elected members including the Mayor.
c) A quorum comprises 2 members.
d) This subcommittee does not have a public forum section
e) Meets as required to set and review objectives, performance and remuneration.
f) Reports to the Council

Community Awards Subcommittee (CAS)

Approved by Council resolution CN20-02-13

1. Purpose

The Community Awards Subcommittee considers applications and decides on the recipients of Outstanding Community Service Awards.

2. Responsibilities and Powers

a) Calls for nominations for the Outstanding Community Service Awards, annually in May.
b) Reports to the Operations Committee.
c) Decides who the successful recipients of the Outstanding Community Service Awards will be.

3. Administration

a) There are 5 elected members
b) The Chairperson is appointed by Council.
c) A quorum comprises 3 members.
d) Meets in early July each year.
e) The Awards Ceremony is in August each year.
f) There is no Public Forum at these meetings.

Community Grants Subcommittee (CG)

Approved by Council resolution CN20-02-13

1. Purpose

The Community Grants Subcommittee administers Council's community grants and other funding schemes, and funding schemes that the Council administers on behalf of other organisations.

2. Responsibilities

a) Invites applications under the grants and funding schemes administered by this Subcommittee.
b) Collate and assesses applications received.
c) Makes decisions on the allocation of grant funding.
d) Reports to the Operations Committee.

3. Administration

a) Chairperson is appointed by Council.
b) 5 elected members.
c) A quorum comprises 3 members.
d) Meets periodically throughout the year following the closure of the various grants rounds (e.g., community grants, Sport New Zealand Rural Travel Fund), Special Grants Funding).
e) There is no Public Forum at these meetings.

Creative Communities Subcommittee (CCS)

Approved by Council resolution CN20-02-13

1. Purpose

The Creative Communities Subcommittee considers local community arts applications to the Creative Communities Scheme and make grants in terms of the criteria specified by the scheme's funders, Creative New Zealand.

2. Responsibilities

a) Invite applications from the community three times a year
b) Collate and assessment of applications received.
c) Prepare recommendations as to the allocation of grant funding.
d) Report to the Operations Committee who will consider the recommendations and decide the funding allocations.

3. Administration

a) 3 elected members, plus community representatives.
b) The Chairperson is appointed by the Council.
c) A quorum comprises 3 members, two of which must be Councillors.
d) Meets three times a year – late March, late July and early December (in Motueka).
e) There is no public forum at these meetings.

Golden Bay Recreation Park Management Committee

Approved by Council resolution CN21-02-11

1.0 Purpose

The Golden Bay Recreation Park Management Committee (the Committee) is to oversee management of the land (including buildings) detailed in s. 18(7) of the Reserves and Other Lands Disposal Act 1959 ("ROLD Act") on behalf of Tasman District Council (the Council).

2.0 Membership

Membership of the Committee shall comprise:

a) two members appointed by the Tasman District Council;
b) one person appointed by the Tasman District Council on recommendation of the Golden Bay Agricultural and Pastoral Association; and
c) other persons, not exceeding four in number as the Tasman District Council may from time to time appoint as nominees of other sporting bodies in the Takaka Ward.

The Chairperson of the Committee will be decided by the Tasman District Council Mayor and be from one of the two members appointed by the Council in a) above.

If the Chair is unavailable, the other Council member appointed by the Council in a) above will chair the meeting.

3.0 Iwi and Stakeholders

Representatives from iwi, Youth Council, relevant sporting codes and relevant community groups, may be invited to attend Committee meetings as iwi representatives or as key stakeholders when required. However, these representatives will only have speaking rights with the agreement of the Committee Chair. The representatives will not have voting rights.

4.0 Role of the Committee

To act as a governance group by:

i. providing recommendations to the Council on the matters set out in section 6 of these terms of reference; and
ii. making the decisions on the matters set out in section 7 of these terms of reference; and
iii. communicating and engaging with community organisations and user groups to determine their views as to the use and development of the Golden Bay Recreation Park; and
iv. overseeing and monitoring progress on Council's capital works programme for the Golden Bay Recreation Park; and
v. undertaking such other functions as may from time to time be delegated to the Committee by the Council or other Operations Committee.

5.0 Functioning of the Committee

The Committee is directly responsible and accountable to the Council via the Operations Committee for the exercise of its responsibilities. In carrying out its responsibilities, the Committee must recognise that the primary responsibility for

governance of the Council rests with the elected members of the Tasman District Council and that the primary responsibility for Council operational activities rests with the Council's Chief Executive.

Quorum for the Committee is three members, including a minimum of one member appointed by the Council in 2 a) above.

Ordinary Committee meetings will be held twice per year.

Tasman District Council Standing Orders apply to Committee meetings.

Committee meetings will comply with the Local Government Official Information and Meetings Act 1987 requirements.

Minutes of Committee meetings will be referred to the Council's Operations Committee, at which point any recommendations will be considered.

6.0 Powers to Recommend

The Committee has the powers to recommend and to provide advice to Council or the Operations Committee (as appropriate) on the following matters relating to the Golden Bay Recreation Park on:

i. the Committee's priorities and preferences for input into the relevant reserve management plan processes and other Council policy processes in so far as how they relate to the Golden Bay Recreation Park;
ii. the priorities for expenditure, capital works projects and other proposals for reserve developments relating to the Golden Bay Recreation Park for Council to consider including in its Annual Plans and Long Term Plans;
iii. the granting of leases or licences on the Golden Bay Recreation Park; and
iv. the granting of a new contract for management of the Rec Park Centre, but only where there is a change to the service provider for the management contract;
v. matters related to the reinstatement of the Grandstand to public use, including final design, community engagement processes and fundraising;
vi. opportunities for Council to apply for funding from external agencies which can be held by Council for application to projects to be undertaken at the Golden Bay Recreation Park;
vii. the setting of fees for use of the Golden Bay Recreation Park for inclusion in the Council's Long Term Plan and Annual Plan; and
viii. any permanent or major development at the Golden Bay Recreation Park that may change the use of the Park's land or buildings (this power does not apply to short term or temporary uses e.g., events which are approved by staff).

7.0 Powers to decide

The Committee has the powers to decide the following matters relating to the Golden Bay Recreation Park to:

i. approve the design and location of playground equipment, park furniture, fencing and landscape design plans at the Golden Bay Recreation Park.
ii. grant consent for the removal of trees from the Golden Bay Recreation Park; and

iii. write letters of support for funding applications (funds to be held by the Council) to external organisations which can be applied to projects at the Golden Bay Recreation Park.

8.0 Notes for clarification to sections 6 and 7:

i. In relation to the decision making powers above, the Committee must comply with relevant legislation and Council policies.
ii. The Committee has no powers, other than those listed section 7, to decide or to act on any matters relating to the Golden Bay Recreation Park.
iii. The Rec Park Centre is managed under contract by a separate organisation. The Committee does not have any direct decision making powers or powers to make recommendations relating to the renewal of the existing management contract for the Rec Park Centre. The renewal of the existing management contract is considered annually by Council officers in the ordinary course of events.
iv. The Council also has general management contracts in place for upkeep and maintenance of the Golden Bay Recreation Park and these contracts will remain the prerogative of the Operations Committee and staff under delegation.
v. There will be occasions when the Committee needs to liaise and work collaboratively with the Golden Bay Community Board on matters relating to the Golden Bay Recreation Park.

9.0 Role of the Chair

The role of the Committee Chair is to:

i. review the agenda with staff prior to Committee meetings;
ii. chair meetings according to Council's Standing Orders and the agreed agenda, and to assist the Committee to reach consensus on issues, options, recommendations to Council and on decisions which are within its power to make; and
iii. undertake such other responsibilities as are outlined in Standing Orders.

10.0 Role of staff

Council staff will provide technical expertise, project management and administrative support to the Committee. Their role is to:

i. procure, manage and provide oversight of maintenance and project works at the Golden Bay Recreation Park;
ii. provide advice and reports to enable full consideration of the options by the Committee;
iii. provide advice to the Committee on legal and statutory issues and obligations;
iv. lead technical discussions on options under consideration;
v. manage project resources (budget and staff time);
vi. manage project issues, risks, changes and advise the Committee of issues as they arise;
vii. provide staff reports to meetings at decision making points;
viii. organise and manage engagement with iwi and key stakeholders and the wider community and keep the Committee briefed on key matters arising through engagement activities;

ix. manage leases, licences and management contracts (including annual renewal of management contracts) at the Golden Bay Recreation Park;
x. prepare and distribute agendas for Committee meetings;
xi. maintain records of meetings, key decisions made by the Committee and reasons for decisions, so that the decision making process can be clearly understood; and
xii. manage bookings of the land and buildings, other than for the Rec Park Centre, and advise the Management Committee of bookings as part of the staff briefing for each Committee meeting.

11.0 Varying Terms of Reference

These terms of reference may be varied by resolution of the Council.

12.0 Review of Terms of Reference

These Terms of Reference will be reviewed after each triennial election.

13.0 Remuneration

The Committee members will not receive any remuneration for their role on this Committee.

Dated: 11 February 2021

4.0 Joint Committees

Terms of Reference for each committee can also be found on the Tasman District website www.tasman.govt.nz/my-council/meetings/committee-terms-of-reference/.

Joint Shareholders Committee (JSC)

Approved by Council resolution CN20-02-13

1. Membership:

The Mayor, Deputy Mayor, Standing Committee Chairs (three), and one other Councillor of Tasman District Council and the Mayor, Deputy Mayor and Committee Chairs (four) of Nelson City Council (Total of 12 Members).

2. Quorum:

The quorum at a meeting of the Joint Shareholders Committee is set at six, being half of the membership. Of that quorum of six members, at least three must be from each local authority.

3. Areas of Responsibility:

All matters relating to jointly owned Council Controlled Organisations and Council Controlled Trading Organisations, including statements of intent, statements of corporate intent, half yearly reports, the appointment of directors and setting of directors' fees.

4. Powers to Decide:

All matters relating to jointly owned Council Controlled Organisations and Council Controlled Trading Organisations, including statements of intent, statements of corporate intent, half yearly reports, the appointment of directors and setting of directors' fees.

5. Procedure:

a. The Standing Orders of the Council providing administration to the committee will be applied at each meeting.

b. The Chairperson will alternate each meeting between the Mayor of Nelson City Council and the Mayor of Tasman District Council. In the absence of either Mayor, the committee will elect a chair as its first item of business for that meeting. No deputy chairperson will be appointed.

c. The Chairperson will not have a casting vote.

d. These delegations/terms of reference may be varied by resolution of both Councils and any such resolution will carry the rider that it will be subject to adoption by the other Council.

e. The power to discharge any individual member and appoint another in his or her stead must be exercised by the local authority that made the appointment.

Copies of minutes of meetings of the Joint Committee will be retained by each Council for record keeping purposes.

Joint Committee of Tasman District and Nelson City (Joint Councils Committee)

Approved by Council resolution CN20-02-13, CN20-10-23, CN22-12-08, CN23-02-08

This is a joint Committee of Tasman District Council and Nelson City Council and as such must be established under of the Local Government Act 2002, Schedule 7, Clause 30(A):

30A Joint committees

(1) A local authority may not appoint a joint committee under clause 30(1)(b) unless it has first reached agreement with every other local authority or public body that is to appoint members of the committee.

(2) An agreement under subclause (1) must specify—

(a) the number of members each local authority or public body may appoint to the committee; and

(b) how the chairperson and deputy chairperson of the committee are to be appointed; and

(c) the terms of reference of the committee; and

(d) what responsibilities (if any) are to be delegated to the committee by each local authority or public body; and

(e) how the agreement may be varied.

1. Membership:

The Mayor, Deputy Mayor and 12 Councillors of Tasman District Council and the Mayor, Deputy Mayor and 11 Councillors of Nelson City Council (Total of 27 Members)

2. Quorum:

a. The quorum at a meeting of the Joint Committee is set at 14, being a majority of members as the membership is an odd number.
b. Of that quorum of 14 members, at least five must be from each local authority.

3. Areas of Responsibility:

a. Matters relating to Statements of Expectation for all jointly owned Council Controlled Organisations and Council Controlled Trading Organisations.
b. Receipt of six monthly presentations from Infrastructure Holdings Ltd, Port Nelson Limited, Nelson Airport Limited and Tasman Bays Heritage Trust.
c. Discussion of policies, initiatives or directives stemming from central Government or external agencies that involve cross-boundary issues.
d. Implementation of the Nelson Tasman Future Development Strategy.
e. Joint transport planning matters referred to the Committee by the Joint Nelson Tasman Regional Transport Committee.

f. Changes to the Saxton Field Management Plan in respect of alcohol advertising referred to the Committee by the Saxton Field Committee.

4. Powers to Decide:

a. To determine the strategic direction to be given to jointly owned CCOs and CCTOs through Statements of Expectation.
b. To adopt, approve, review and amend the Nelson Tasman Future Development Strategy and Implementation Plan.
c. In matters relating to the Nelson Tasman Future Development Strategy, to undertake community engagement, including all steps relating to Special Consultative Procedures or other formal consultation processes
d. Final decisions to adopt or reject the Joint Regional Land Transport Plan or any amendments to that plan, as recommended by the Joint Nelson Tasman Regional Transport Committee.
e. Final decision to adopt or amend the Joint Regional Public Transport Plan and the Joint Speed Management Plan.
f. To decide on any public transport matters referred to the Committee by the Joint Nelson Tasman Regional Transport Committee, excluding budget changes or decisions that would exceed approved budgets within each Council.
g. To consider and make decisions on recommendations from the Saxton Field Committee regarding changes to the Saxton Field Management Plan in respect of alcohol advertising.

Specific delegations

h. Decisions following the Infrastructure Holdings Ltd Group board review (including any consequential changes to the Shareholders Agreement, IHL Group constitutions and Joint Policies) to the Joint Committee of Tasman District and Nelson City Councils, to be actioned at the Joint Committee meeting in March 2025 (**CN24-11-20).**

5. Powers to Recommend:

a. All other matters requiring decision will be recommended to Nelson City and Tasman District Council subject to an equivalent resolution being adopted by the other Council.

6. Procedure:

a. The Standing Orders of the Council providing administration to the committee will be applied at each meeting.
b. The Chairperson will alternate each meeting between the Mayor of Nelson City Council and the Mayor of Tasman District Council. In the absence of either Mayor, the committee will elect a chair as its first item of business for that meeting. No deputy chairperson will be appointed.
c. The Chairperson will not have a casting vote.
d. These delegations/terms of reference may be varied by resolution of both Councils and any such resolution will carry the rider that it will be subject to adoption by the other Council.

e. Copies of minutes of meetings of the Joint Committee will be retained by each Council for record keeping purposes.

Joint Nelson Tasman Regional Transport Committee (NTRTC)

Approved by Council resolution CN23-02-18

1. Overview

1.1 The Joint Nelson Tasman Regional Transport Committee ('the Committee') is a joint committee of the Nelson City and Tasman District Councils, established in accordance with section 105(9) Land Transport Management Act 2003 ('the Act') and Schedule 7 clauses 30(1)(b) and 30A Local Government Act 2002.

1.2 Following a triennial local election, a Regional Transport Committee must be established as soon as practicable. Section 105(9) allows for a Joint Regional Transport Committee to be established.

1.3 These Terms of Reference form the written agreement required of the partner Councils (Nelson City Council and Tasman District Council) to appoint a Joint Regional Transport Committee under section 105(9) of the Act.

1.4 Appointment of joint committees

1.5 A local authority may appoint a joint committee with another local authority or other public body if it has reached agreement with each local authority or public body.

1.6 The agreement must specify:

- the number of members each party may appoint; and
- how the Chairperson and deputy Chairperson are to be appointed; and
- the terms of reference of the committee; and
- what responsibilities, if any, are to be delegated to the committee by each party; and
- how the agreement may be varied.

The agreement may also specify any other matter relating to the appointment, operation, or responsibilities of the committee agreed by the parties. (cl. 30A (1) & (2), Schedule 7, LGA 2002).

2. Statutory Functions

2.1 Under section 106 Land Transport Management Act 2003, a Joint Regional Transport Committee must:

2.1.1 prepare the joint regional land transport plan in accordance with sections 14 and 16 of the Act; and

2.1.2 consult in accordance with sections 18 and 18A of the Act; and

2.1.3 lodge the joint regional land transport plan with the Joint Committee of Tasman District and Nelson City, representing the joint regional councils, in accordance

with section 18B of the Act.

2.2 Further, Regional Transport Committees have a responsibility to:

2.2.1 prepare any variation to a joint regional land transport plan for the approval of the Joint Committee of Tasman District and Nelson City.

2.2.2 provide the relevant councils with any advice and assistance requested in relation to their transport responsibilities.

2.2.3 adopt a policy that determines significance in respect of —

2.2.3.1 variations made to regional land transport plans under section 18D of the Act; and

2.2.3.2 the activities that are included in the regional land transport plan under section 16 of the Act.

2.2.4 carry out any functions conferred on a regional transport committee under any other provision of the Act (including functions conferred by regulations made under section 109(1)(c)).

3. Powers and Limitations

3.1 The Joint Regional Transport Committee is responsible to adopt its own significance policy as outlined in section 106(2) of the Act.

3.2 The Joint Regional Transport Committee is responsible for the preparation of the following, for adoption by the Joint Committee of Tasman District and Nelson City Councils:

3.2.1 a Joint Regional Land Transport Plan including undertaking all required consultation processes related to the preparation of this Plan and any variations

3.2.2 a joint Regional Public Transport Plan, including undertaking all required consultation processes related to the preparation of this Plan

3.2.3 a joint Speed Management Plan, including undertaking all required consultation processes related to the preparation of this Plan

3.3 The Joint Regional Transport Committee may approve submissions to external bodies on policy documents likely to influence the content of the Joint Regional Land Transport Plan.

3.4 The Joint Regional Transport Committee is responsible for the operational oversight of the joint Nelson Tasman Public Transport Operations Contract and associated public transport activity, including the authority to make decisions and approve policies that support operations.

3.5 The Joint Regional Transport Committee may approve changes to public transport operations unless the change requires:

- a permanent change of route; or

- a permanent change to fares exceeding inflation (see 3.6); or
- a permanent change to timetable.

3.6 The Joint Regional Transport Committee may propose and determine fare increases up to inflation changes as reflected in the Public Transport Contract Indices (allowing for rounding).

3.7 Other than the powers outlined at clauses 3.1, 3.3, 3.4, 3.5 and 3.6 the Joint Regional Transport Committee may only make recommendations to the:

3.7.1 partner councils; or

3.7.2 The Joint Committee of Tasman District and Nelson City Councils for:

- the joint plans outlined in clause 3.2;
- decisions in relation to public transport, excluding budget changes or decisions that would exceed approved budgets within each Council.

3.8 The Joint Regional Transport Committee has no financial responsibilities or budgets. If a change to public transport operations requires additional un-budgeted funding, the Joint Nelson Tasman Regional Transport Committee has the power to recommend budgets for approval by each Council that is affected.

4. Membership

4.1 The Committee will consist of the following representatives:

4.1.1 Two members of the Nelson City Council

4.1.2 Two members of the Tasman District Council

4.1.3 One representative from Waka Kotahi

4.1.4 One non-voting iwi representative

4.2 Each Council may nominate further two members to act as alternates in the event that an appointee is unable to attend a meeting. These alternates may attend meetings to ensure they remain across the work of Committee but do not have voting rights unless acting in their capacity as alternate.

4.3 The power to discharge any individual member and appoint another member in their place must be exercised by the local authority that made the appointment.

4.4 Representatives from, partner organisations or relevant community groups may be invited to attend Committee meetings as key stakeholders when required.

4.5 Attendees may have speaking rights with the agreement of the Committee Chair. Attendees will not have voting rights.

5. Quorum and meeting procedures

5.1 The quorum is set at three members, of which the partner councils must have at least one representative in attendance.

5.2 Meetings will be held quarterly, most often on a Friday, with additional meetings called as required.

5.3 The Standing Orders of the Council providing administration to the Committee will be applied at each meeting – noting clause 6.8 below which takes precedence where it departs from the Standing Orders in use.

5.4 Agendas will be prepared in accordance with the Local Government Official Information and Meetings Act 1987, and the relevant Standing Orders.

6. Chair

6.1 Section 105(9B) requires that the agreement to establish a joint regional transport committee must specify the procedure for appointing the chair and deputy chair of the committee.

6.2 The Chairperson will alternate triennially between Nelson City and Tasman District Councils.

6.3 The appointment of a Chair will be made by resolution of the relevant Council.

6.3.1 In the 2022 triennium, the Chairperson will be a member representative of Tasman District Council.

6.4 The Deputy Chairperson will alternate triennially between Nelson City and Tasman District Councils.

6.5 The appointment of a Deputy Chair will be made by resolution of the relevant Council.

6.5.1 In the 2022 triennium, the Deputy Chairperson will be a member representative of Nelson District Council.

6.6 In the absence of the Chairperson, the Deputy Chairperson will be the presiding member for meetings.

6.7 In the absence of both Chairperson and Deputy Chairperson, where quorum can still be met, the requirements of the Local Government Act 2002 for appointing a presiding member will be followed.

6.8 The Chairperson (or any other person presiding at the meeting):

6.8.1 has the deliberative vote; and

6.8.2 in the case of an equality of votes does not have a casting vote (and therefore the motion is not passed and the status quo is preserved).

7. Administration and Media

7.1 At the start of each triennium, the partner Councils will reach an agreement appointing one of the unitary authorities as the administering authority for formal meetings of the Committee. Meetings will be held at the administering Council's venue.

7.2 Administration will include ensuring appropriate records management for meetings of the Committee to meet the requirements of the Public Records Act.

7.3 Copies of minutes will be retained by each Council for record keeping purposes.

7.4 Other administrative duties will be undertaken as deemed appropriate.

7.5 Media contact and announcements will be made by the Committee Chair unless another spokesperson for a matter is approved by the Committee.

7.6 These Terms of Reference may be varied by resolution of both Councils.

Nelson Regional Sewerage Business Unit

Approved by Council resolution CN20-02-13

The Nelson Regional Sewerage Business Unit (NRSBU) is a joint committee of Nelson City Council and Tasman District Council. The NRSBU is governed by a memorandum of understanding which terminates on 30 June 2025 unless terminated earlier by resolution of both Councils.

1. Areas of Responsibility:

To manage and operate the wastewater treatment facilities at Bells Island and the associated reticulation network efficiently and in accordance with resource consent conditions to meet the needs of its customers.

2. Quorum:

The Memorandum of Understanding governing the NRSBU allows for either six or seven members to be appointed. The quorum at a meeting is either three (if six members are appointed), or four (if seven members are appointed), including at least one from each local authority.

3. Powers to decide

The Councils are agreed that the responsibility for all management and administrative matters associated with the NRSBU operation shall be with the Board, and in particular the Board shall without the need to seek any further authority from the Councils:

a. Operate a bank account for the Business Unit.

b. Comply with the Procurement Policy of the administering Council.

c. Enter into all contracts necessary for the operation and management of the Business Unit in accordance with the approved budgets and intent of the Business Plan.

d. Authorise all payments necessary for the operation and management of the Business Unit within the approved budgets and intent of the Business Plan.

e. Do all other things, other than those things explicitly prohibited by this Memorandum of Understanding or relevant statutes, that are necessary to achieve the objectives as stated in the Strategic Plan, Asset Management Plan or Business Plan approved by the Councils.

f. Comply with the Health and Safety Policy and requirements of the administering Council.

g. Contribute to the sanitary services assessment process of the Councils.

h. Contribute to and comply with the waste management plans of the Councils.

i. Contribute to the development of the Councils' Development and Financial Contribution policies.

j. Contribute to the Councils' Regional Policy Statement and Regional Plan Reviews.

k. Develop and keep under review an appropriate contract for the delivery of waste collection and disposal services with each of its customers.

l. Follow generally accepted accounting practices.

m. Follow good employment practices.

4. Powers to Recommend:

a. Any other matters under the areas of responsibility of the Business Unit.

5. Procedure:

a. The Standing Orders of the Council providing administration to the committee will be applied at each meeting.

b. The Chairperson will not have a casting vote.

c. Copies of minutes of meetings of the Joint Committee will be retained by each Council for record keeping purposes.

Saxton Field Committee

Approved by Council resolution CN20-02-13

1. Purpose

The Saxton Field Committee (the Committee) is to oversee the development and management of Saxton Field on behalf of Nelson City Council and Tasman District Council (the councils).

2. Membership

a. Each council must appoint two elected members to the Committee.
b. An independent member will be appointed in accordance with the councils' 'Policy for the appointment and remuneration of jointly-appointed independent members on committees'
c. At the inaugural meeting a Chairperson will be elected for the purposes of the inaugural meeting only, and will not have a casting vote at that meeting.
d. The independent member will be the Chair of the Committee and will have voting rights.
e. If the Chair is unavailable a Chairperson will be elected from among members attending on the day.

3. Iwi and Stakeholders

Representatives from iwi, relevant sporting codes, relevant community groups, and Sport Tasman may be invited to attend Committee meetings when required. However, these representatives will only have speaking rights with the agreement of the Committee Chair. The representatives will not have voting rights.

4. Quorum

Quorum for the Committee is three members, including a minimum of one councillor each from Nelson City Council and Tasman District Council.

5. Meeting Frequency

Ordinary Committee meetings will be held at least three times per year, or as needed.

6. Areas of Responsibility

The Committee is responsible for:

a. Considering proposals for reserve development
b. Promotion and marketing of Saxton Field as a regional venue
c. Capital development of Saxton Field
d. Developing a naming and signage policy and considering requests under this policy
e. Considering applications for leases and licenses
f. Activities, developments and management actions provided for in the adopted Saxton Field Reserve Management Plan and associated policies
g. Developing a work programme including any community consultation required.

7. Powers to decide

a. Matters relating to items provided for in the approved operations, capital expenditure and maintenance budgets for Saxton Field

b. Matters relating to marketing of Saxton Field, within approved budgets and policies
c. Approval of applications for concessions
d. Approval of the draft Saxton Field Reserve Management Plan for public consultation, to undertake the public consultation process and to be the Hearing Panel to hear and deliberate on the submissions for the draft Saxton Field Reserve Management Plan.

8. Powers to recommend

The Committee has powers to recommend to the Nelson City Council, and the Tasman District Council:

a. Future capital works programmes
b. Financial contributions for the operations, maintenance and capital development of the reserve
c. Reserve policies for approval including the Saxton Field Reserve Management Plan and any Development Plan
d. Leases, licenses and easements (to the relevant Council)
e. Any other matters within the areas of responsibility noted above

All recommendations will carry the rider that it shall be subject to adoption by the other Council, unless for a matter specific to one Council.

9. Role of the Committee

a. To act as a governance group for matters relating to Saxton Field
b. To request, receive and consider any information relevant to the areas of responsibility
c. To be an interface between community groups and the two councils
d. To report to Nelson City Council, and Tasman District Council when required

10. Role of the Chair

a. To review the agenda with staff prior to Committee meetings
b. To chair meetings according to the agreed agenda and to assist the Committee to reach consensus on issues and options

11. Role of staff

Staff provide technical expertise, project management and administrative support to the Committee. Their role is to:

a. Provide advice and reports to enable full consideration of the options before the Committee
b. Provide advice to the Committee on legal and statutory issues and obligations
c. Lead technical discussions on options under consideration
d. Manage project resources (budget and staff time)
e. Manage project issues, risks, changes and advise the Committee of issues as they arise
f. Provide staff reports to meetings at decision making points
g. Organise and manage engagement with key stakeholders and the wider community
h. Keep Committee members briefed on key communications with key stakeholders and the public
i. Prepare and distribute agendas for Committee meetings

j. Maintain records of processes used, options considered, key decisions made by the Committee and reasons for decisions, so that the decision making process can be clearly understood

12. Independent member

The independent member will be appointed in accordance with the councils' 'Policy for the appointment and remuneration of jointly-appointed independent members on committees'.

13. Remuneration

The independent Chair will be remunerated in accordance with the councils' 'Policy for the appointment and remuneration of jointly-appointed independent members on committees'.

Reimbursement of the independent Chair's expenses relating to vehicle mileage and travel time will be done in accordance with the Tasman District Council Expenses Policy for Elected Members. To claim expenses the independent chair is required to fill out and submit a claim form to seek reimbursement. Any such claim must be made within the relevant financial year.

14. Interests

Interests should be declared at the start of Committee meetings.

15. Reporting

a. Agendas and minutes of Committee meetings will be prepared by the council providing administration services.
b. Minutes of Committee meetings will be received by each Council, at which point any recommendations to the Council/s will be considered.
c. Committee meetings will comply with the Local Government Official Information and Meetings Act 1987 (Part 7, 45(1)).
d. The Standing Orders of the council providing administration to the Committee shall be applied at each meeting.

16. Varying Terms of Reference

These terms of reference may be varied by resolution of both councils and any such resolution shall carry the rider that it shall be subject to adoption by the other council.

17. Review of Terms of Reference

These Terms of Reference will be reviewed after one year of Committee operations, and no later than the third year of the 2016-19 triennium.

18. Dissolution of the Committee

The councils may dissolve the committee at any time. Any such dissolution is completed once both councils have separately confirmed the decision by resolution.

Amendment approved 20-04-32; 21-06-17

Nelson Tasman Regional Landfill Business Unit

Approved by Council resolution CN20-02-13

I Parties

(1) **NELSON CITY COUNCIL**, Civic House, 110 Trafalgar Street, Nelson
(2) **TASMAN DISTRICT COUNCIL**, 189 Queen Street, Richmond

II Background

A. Nelson City Council (**Nelson**) and Tasman District Council (**Tasman**) are unitary authorities (jointly **the Councils**) under the Local Government Act 2002 (**the LGA**) with territorial responsibilities for promoting effective and efficient waste management and minimisation within their respective territorial boundaries (jointly **the Nelson Tasman region**) under Part 4 of the Waste Minimisation Act 2008 (**the WMA**).

B. Nelson owns and operates the York Valley landfill at 34 Market Road, Bishopdale, Nelson. The site includes the current operational area (Gully 1) and two other areas potentially suitable for landfill operations (Gully 3 and Gully 4) (**York Valley landfill)**. The legal description of the land and the location and extent of these areas are shown in [Attachment 1].

C. Tasman owns and operates the Eves Valley landfill at 214 Eves Valley Road, Waimea West, Tasman. The site includes a closed landfill (Stage 1), the current operational area (Stage 2) and a further area potentially suitable for landfill operations (Stage 3) (**Eves Valley landfill)**. The legal description of the land and the location and extent of these areas are shown in [Attachment 2].

D. The Councils acknowledge their respective roles and responsibilities under the LGA and the WMA.

E. Nelson and Tasman have prepared and adopted a Joint Waste Management and Minimisation Plan dated April 2012 (**the Joint Waste Plan**) pursuant to sections 43 and 45 of the WMA.

F. The Councils have agreed to jointly make the most effective and efficient use of York Valley and Eves Valley landfill space.

G. The Councils have reviewed options for the provision of landfill capacity in the Nelson Tasman region. They intend to jointly share in the management of the two landfills, through a Joint Committee of the Councils appointed pursuant to schedule 7 of the LGA (**the Joint Committee**).

H. The Councils intend to enable the joint governance, management and use of York Valley Gully 1 and Eves Valley Stages 1, 2 and 3 as regional landfill facilities to accept all municipal solid waste (**waste**) generated in the Nelson Tasman region.

I. The Councils also intend the following:

   (i) That the York Valley landfill will be the primary regional landfill facility from 1 July 2017, to accept all waste generated within the Nelson Tasman region until Gully 1 is at capacity (anticipated to be in approximately 2031), or until expiry of the existing resource consents for the York Valley landfill (being 31 December 2034), whichever occurs first.

   (ii) That Stage 2 of the Eves Valley landfill to have all necessary consents and approvals to accept up to one years' waste from the Nelson Tasman

region in case of unforeseen temporary closure of the York Valley landfill, and that Stage 3 be retained for future use as a regional landfill facility.

(iii) Once the Joint Committee is established, it shall have responsibility for making decisions as per Part 3 clause 10 of these terms of reference.

J. These terms of reference accompany a deed of agreement between the Councils and set out the membership, responsibilities, operating parameters and reporting requirements of the Joint Committee, to be known as the Nelson Tasman Regional Landfill Business Unit (**NTRLBU**).

III Terms of Reference

Purpose

1. The purpose of the NTRLBU is to manage and operate a regional landfill facility or facilities efficiently and in accordance with:
   - the Joint Waste Plan;
   - the Long Term Plans and Annual Plans of each Council;
   - the NTRLBU Activity [Asset] Management Plan;
   - the NTRLBU Business Plan;
   - resource consent conditions for each landfill; and
   - and the Councils' Solid Waste Activity Management Plans.
2. The NTRLBU shall plan for the future needs of the community in a cost efficient and environmentally sustainable manner in accordance with the objectives of the Joint Waste Plan.
3. The NTRLBU will designate itself as a public benefit entity (PBE) for financial reporting purposes.
4. The NTRLBU is intended to be a self-funding body which provides a service to its customers, (which include the Councils under a contractual relationship independent of its establishment as a Joint Committee of the Councils) and provides income to the Councils to implement the Joint Waste Plan.

Structure of NTRLBU

5. The NTRLBU will be established as a Joint Committee of Nelson and Tasman pursuant to schedule 7 to the LGA.
6. The NTRLBU shall comprise four or five members appointed as follows:
   (i) Two members appointed by Tasman (at least one of whom will be an elected member of the Council);
   (ii) Two members appointed by the Nelson (at least one of whom will be an elected member of the Council);
   (iii) May include one jointly appointed/independent member, who is not involved in any business related to the NTRLBU activities. This member would only be appointed if mutually agreed to by both Councils and in accordance with the Councils 'Procedure for Joint Appointment of Directors/Trustees of Council Controlled Organisations and Council Controlled Trading Organisations' (2012 version, or its replacement). This member shall be appointed for a period of three years, and in such a way as to provide continuity through the triennial election period. The member shall be remunerated in accordance with the Councils' joint policy for the appointment of independent persons to joint committees.

7. The NTRLBU will include one iwi advisor, nominated by, local iwi with mana whenua at either landfill site, and appointed by both Councils. This iwi advisor shall be appointed for a period of three years, and in such a way as to provide continuity through the triennial election period. For clarity, the advisor shall not hold voting rights in the NTRLBU. Remuneration will be in accordance with the administering Council's protocol on meeting fees.
8. In appointing members to the NTRLBU, the Councils will have regard to the criteria, skills and experience required so that an appropriate mix of skills is maintained.
9. The NTRLBU will elect a Chair and Deputy Chair from its voting members at its first meeting of the triennium.

Powers and responsibilities delegated to the NTRLBU

10. The NTRLBU may without the need to seek any further authority from the Councils:
    (i) Set fees and charges for waste disposal at the regional landfill facilities by 30 June each year; including the power to apply discounted fees and charges for the disposal of waste in bulk; and may determine other circumstances where discounted fees and charges may be applied. For clarity, the fees and charges shall be included in the draft annual Business Plan that is submitted for Council approval each year.
    (ii) Make decisions to accept (or not accept) waste that is generated outside the Nelson Tasman region.
11. The NTRLBU may recommend the purchase of additional land for landfill facilities to the Councils.
12. The NTRLBU shall contribute to the Long Term Plan planning processes of the Councils in a timely manner, including activity management plans and infrastructure strategies. Information is to be provided in sufficient time to enable the Councils to carry out and complete their statutory planning and reporting.
13. The NTRLBU shall contribute to and comply with the Joint Waste Plan of the Councils.
14. The NTRLBU shall contribute to the development of the Councils' Development Contribution and Financial Contribution policies, where these relate to solid waste activities or planning.
15. The NTRLBU shall contribute to the Councils' Regional Policy Statement and Regional Plan reviews, where these may relate to solid waste activities or planning.
16. The NTRLBU shall contribute to Solid Waste Service Delivery reviews in accordance with section 17A of the LGA, as necessary.
17. The NTRLBU shall follow generally accepted accounting practices and comply with the accounting policies of the Administering Council.

Meetings

18. For the avoidance of doubt, the NTRLBU shall comply with the provisions of the Local Government Official Information and Meetings Act 1987 and the standing orders of the administering Council in respect of its meetings.

19. The quorum for a meeting of the NTRLBU shall be three of the members (including vacancies). There shall also be at least one member from each Council represented in the quorum.
20. The NTRLBU should aim to meet at least 4 times per year at intervals decided by it in order to meet its obligations under these terms of reference.

Planning and reporting

21. The NTRLBU will produce the following plans in respect of its operations.

1. Business Plan

The Business Plan should state the activities and intentions of the NTRLBU. It shall outline how those activities relate to the objectives of the NTRLBU as documented in the current strategic plan, the financial forecasts for the following three years, the performance targets for the coming year and any variations to fees and charges proposed for that financial year.

A draft of the Business Plan for the coming year shall be presented to the Councils annually by 31 October.

After the Councils have had an opportunity to discuss and comment on the draft Business Plan the NTRLBU shall finalise the Business Plan, incorporating any changes agreed between the Councils and the NTRLBU and present the final Business Plan to the Councils by 31 May for inclusion in each Council's draft Annual Plan.

Any changes to the draft Business Plan arising out of consultation on the draft Annual Plan shall require joint agreement of the two Councils.

2. Activity Management Plan

The NTRLBU Activity Management Plan shall provide an analysis of the assets controlled and services delivered by the NTRLBU in relation to the current levels of service required by its customers, and their likely future demands. It will also provide a financial analysis of the NTRLBU operations and indicate how the assets should be managed to ensure the most cost effective and efficient service. It will also outline the manner in which the NTRLBU will provide for appropriate risk management.

The NTRLBU Activity Management Plan shall be reviewed annually and revised at least every three years in time to meet the timeframes for each Councils Long Term Plan development and Solid Waste Activity Management Plan preparation. The NTRLBU Activity Management Plan will be submitted to the Councils for approval.

3. Annual Report

The NTRLBU shall prepare an Annual Report at the end of each financial year which shall include reporting against the performance targets and financial forecasts in the approved Business Plan.

The annual accounts and financial statements, included in the Annual Report, shall be in a manner and form approved by the NTRLBU's auditor, fairly showing the operating and financial position of the NTRLBU for the financial year, including a statement of financial performance, a statement of financial position, a statement of cash flows, and all information necessary to enable an informed assessment of the operation of the NTRLBU. The audited financial statements must be prepared in accordance with generally accepted accounting practice and in compliance with the accounting policies of the administering Council.

The draft Annual Report will be presented to the Councils by 15 September in each year.

4. Agendas for all meetings of the NTRLBU will be forwarded to the Chief Executives of the Councils.
5. Minutes of all meetings of the NTRLBU will be forwarded to the Chief Executives of the Councils and to all NTRLBU members as draft minutes once they have been reviewed for accuracy by the General Manager and/or the Chairperson.

Management and support services

22. Management and support services will be provided as follows:
    (i) The administering Council shall carry out operational, financial, secretarial and administrative activities as necessary for the NTRLBU to fulfil its purpose and responsibilities under these terms of reference and shall report to the NTRLBU. The administering Council will be Nelson.
    (ii) A General Manager of the NTRLBU will be appointed by joint agreement of the Chief Executives of the Councils and may or may not be on the recommendation of the NTRLBU. The Councils may choose to appoint an independent General Manager instead of appointing an independent member as outlined in clause 6 (iii). The General Manager shall be employed or contracted by the administering Council.
    (iii) The Chief Executives of each Council will establish and maintain a Management Group, comprising the General Manager, and at least one staff member (or representative) with either engineering and/or financial expertise. The Management Group will meet as necessary and report four times a year to the NTRLBU on the matters referred to it under this agreement, or on any other relevant matter requested by the NTRLBU.
    (iv) The Management Group shall receive all operational and financial information concerning operation of the landfills and the operating account and shall have the following tasks:
        (a) reporting the financial position of the NTRLBU on a monthly basis to the Chief Executive of each Council, and quarterly to the NTRLBU;
        (b) reporting operational performance;
        (c) reporting compliance with resource consent conditions;
        (d) making recommendations concerning the setting of fees and charges for the disposal of waste at the regional landfill facilities;
        (e) making recommendations concerning the setting of discounted fees and charges for disposal of waste in bulk and other circumstances where discounted fees and charges may be applied;
        (f) making recommendations on the awarding of operational contracts;
        (g) making recommendations concerning any proposal to accept out-of-district waste for disposal at the regional landfill facilities, and the setting of fees and charges for the disposal of such waste;
        (h) making recommendations concerning the setting of the waste management rebate for any operating year and carrying out a review of the operating account and waste management rebate during the year;

(i) the review of financial modelling information concerning operation of the York Valley landfill and Eves Valley landfill over the life of this agreement and any future agreement;
(j) making recommendations concerning any dispute that may be referred to it;
(k) making recommendations for waste acceptance criteria;
(l) the carrying out of and reporting on any other tasks identified in the Joint Waste Plan concerning regional waste management and minimisation referred to it jointly by the Councils; and
(m) providing advice or recommendations on any other matters relevant to the NTRLBU.

Discharge of members

23. Subject to clause 24, the members of the NTRLBU will be discharged on the coming into office of the members of the Councils elected at the triennial local body elections. The new NTRLBU members shall be appointed by resolution of the Councils at the earliest opportunity after each election.
24. Prior to the election, the NTRLBU may recommend to the Councils that they approve a transitional arrangement through the triennial election process for representation on the NTRLBU. For clarity, this provision only applies where both Councils have approved a transitional arrangement.
25. The Councils may at any time replace their appointed members, or by joint agreement remove/replace the independent member of the NTRLBU. No action to replace any member will be taken without the Councils first consulting with the NTRLBU, except where the replacement is part of a triennial election process referred to in clause 23.
26. Iwi may nominate at any time a replacement for the appointed iwi advisor. The replacement iwi advisor shall be appointed jointly by the Councils.

Variations

27. These terms of reference may be varied by joint agreement of the two Councils to enable the NTRLBU to perform in such a manner as to give effect to its purpose, and to carry out its functions and duties effectively, provided that such variation is in accordance with the accompanying agreement and meets the requirements of the LGA.

Limitations

28. The NTRLBU may not borrow money or undertake major financial transactions other than with the approval of both Councils.

Media

29. The Councils shall endeavour to agree all public or media statements concerning the activities of the NTRLBU prior to release. However this clause shall not be construed as restricting the right of each Council to discuss any aspect of the accompanying agreement or these terms of reference in open Council meetings, and to have such deliberations reported in the media, or to make statements in relation to them as each Council reasonably considers is necessary or desirable in the performance of its role as a territorial authority, or in the interests of full

public debate of all issues relevant to a territorial authority, its community and its ratepayers.

Civil Defence Emergency Management Group

Adopted by Council CN22-08-11

1. Overview

8.1 The Civil Defence Emergency Management Group (CDEM Group) is a joint committee of the Nelson City and Tasman District Councils, established in accordance with section 12(1)(c) Civil Defence Emergency Management Act 2002 and Schedule 7 clause 30(1)(b) Local Government Act 2002.

9.1 This joint committee cannot be discharged under clause 30(5) or (7) of Schedule 7 of the Local Government Act 2002 during a term of local government, or as a consequence of local government election.

10.1 The CDEM Group sets the vision, goals and high level arrangements for the Civil Defence Emergency Management Group Plan.

2. Functions

2.1 Under section 17, Civil Defence Emergency Management Act 2002, the functions of a Civil Defence Emergency Management Group, and of each member, are to:

2.1.1 in relation to relevant hazards and risks:

2.1.1.1 identify, assess, and manage those hazards and risks

2.1.1.2 consult and communicate about risks

2.1.1.3 identify and implement cost-effective risk reduction

2.1.2 take all steps necessary on an ongoing basis to maintain and provide, or to arrange the provision of, or to otherwise make available suitably trained and competent personnel, including volunteers, and an appropriate organisational structure for those personnel, for effective civil defence emergency management in its area

2.1.3 take all steps necessary on an ongoing basis to maintain and provide, or to arrange the provision of, or otherwise to make available material, services, information, and any other resources for effective civil defence emergency management in its area

2.1.4 respond to and manage the adverse effects of emergencies in its area

2.1.5 plan and carry out recovery activities

2.1.6 when requested, assist other Groups in the implementation of civil defence emergency management in their areas (having regard to the competing civil defence emergency management demands within the Group's own area and any other requests for assistance from other Groups)

2.1.7 within its area, promote and raise public awareness of, and compliance

with, this Act and legislative provisions relevant to the purpose of the Act

2.1.8 monitor and report on compliance within its area with this Act and legislative provisions relevant to the purpose of the Act

2.1.9 develop, approve, implement, and monitor a civil defence emergency management group plan and regularly review the plan

2.1.10 participate in the development of the national civil defence emergency management strategy and the national civil defence emergency management plan

2.1.11 promote civil defence emergency management in its area that is consistent with the purpose of the Act.

2.2 The Civil Defence Emergency Management Group also has any other functions that are conferred or imposed by or under the CDEM or other Acts.

2.3 A number of legislative provisions apply in relation to points 2.1.7 and 2.1.8 above, including but not limited to provisions outlined in the following Acts:

2.3.1 Biosecurity Act 1993

2.3.2 Building Act 2004

2.3.3 Fire and Emergency New Zealand Act 2017

2.3.4 Hazardous Substances and New Organisms Act 1996

2.3.5 Health Act 1956

2.3.6 Health and Safety at Work Act 2015

2.3.7 Local Government Act 1974

2.3.8 Local Government Act 2002

2.3.9 Maritime Transport Act 1994

2.3.10 Resource Management Act 1991

3. General Powers

3.1 Under section 18, Civil Defence Emergency Management Act 2002, CDEM Group has all the powers that are reasonably necessary or expedient to enable it to perform its functions, including the power to delegate any of its functions to members, a Group Controller, or other people as necessary.

3.2 Under section 18, Civil Defence Emergency Management Act 2002, CDEM Group may

3.2.1 recruit and train volunteers for civil defence emergency management tasks;

3.2.2 conduct civil defence emergency management training exercises, practices, and rehearsals;

3.2.3 issue and control the use of signs, badges, insignia, and identification passes authorised under the Civil Defence Emergency Management Act 2002, regulations made under this Act, or any civil defence emergency management plan;

3.2.4 provide, maintain, control, and operate warning systems;

3.2.5 provide communications, equipment, accommodation, and facilities for the exercise of its functions and powers during an emergency;

3.2.6 exercise any other powers that are necessary to give effect to any civil defence emergency management plan or in response to a civil defence emergency.

3.3 Under section 20, Civil Defence Emergency Management Act 2002, CDEM Group must establish and maintain a Civil Defence Emergency Management Co-ordinating Executive Group (CEG).

3.3.1 The CEG must consist of

3.3.1.1 the chief executive officer of each member local authority or a person acting on the chief executive officer's behalf

3.3.1.2 a senior Police employee who is assigned for the purpose by the Commissioner of Police

3.3.1.3 a senior employee, volunteer, or contractor of Fire and Emergency New Zealand who is assigned for the purpose by the board of Fire and Emergency New Zealand

3.3.1.4 the chief executive or a senior member of a provider of health and disability services operating in the area

3.3.1.5 any other persons that may be co-opted by the Civil Defence Emergency Management Group, which may include a senior ambulance service officer.

4. Membership

4.1 The CDEM Group will consist of the following Council Representatives (CDEM Act s13(4):

4.1.1 The Mayor of Nelson City

4.1.2 The Mayor of Tasman District.

4.2 The Deputy Mayors of each member Council will be in attendance of CDEM Group 4.2 meetings.

4.3 In the event that a Mayor cannot attend, the relevant Deputy Mayor will have voting rights as their alternate.

4.4 The power to discharge any individual member and appoint another member in their place must be exercised by the local authority that made the appointment.

4.5 The Chief Executives of each member Council or their alternate will be in

attendance of CDEM Group meetings.

4.6 An iwi representative, nominated by iwi, will be invited to attend all CDEM Group meetings.

4.7 Representatives from partner organisations or relevant community groups may be invited to attend CDEM Group meetings as key stakeholders when required.

4.8 Attendees may have speaking rights with the agreement of the CDEM Group Chair. Attendees will not have voting rights.

5.0 Quorum and Attendance

5.1 The quorum is set at two members being physically present.

5.1.1 As the total membership and required number attending for quorum are the same, attendance by audio-visual link is not possible for members unless legislative modifications allow for quorum to be met through virtual attendance.

5.2 Attendees have the right to attend meetings by means of audio visual link, as per the Local Government Act 2002 Schedule 7 clauses 25A and 25B.

6.0 Meeting Procedures

6.1 Meetings will be held three times a year, with additional meetings called as required.

6.2 The Standing Orders of the Council providing administration to the CDEM Group will be applied at each meeting.

6.3 Agendas will be prepared in accordance with the Local Government Official Information and Meetings Act 1987, and the relevant Standing Orders.

7.0 Chair

7.1 The Chairperson will alternate annually between the Mayor of Nelson City and Tasman District Council.

7.2 In the absence of the Mayor currently acting as Chairperson, the Deputy Mayor/Alternate will act in their stead.

7.3 No Deputy Chair will be appointed.

7.4 The Chairperson will not have a casting vote.

7.5 Copies of minutes will be retained by each Council for record keeping purposes.

8.0 Administration and Media

8.1 At the start of each triennium, members will reach an agreement appointing one of the unitary authorities as the administering authority for formal meetings of the

CDEM Group (s23(3), CDEM Act)

8.2 Administration will include ensuring appropriate records management for meetings of the CDEM Group to meet the requirements of the Public Records Act.

8.3 Other administrative duties will be undertaken as deemed appropriate.

8.4 Media contact and announcements will be made by either the Chair or CDEM Group, subject to approval by both.

8.5 These terms of reference may be varied by resolution of both Councils.

Regional Pest Management Joint Committee (disbanded)

Disbanded under clause 6(h) of the ToR (as excerpted below) with the adoption of the Regional Pest Management Plan 2019 – 2029 by Tasman District Council on 12 September 2024 (**CN24-09-10**) and Nelson City Council 10 October 2024.

Procedure

6(h) The Committee will to be disbanded following the adoption by both councils of the changes (limited review) of the Regional Pest Management Plan 2019-2029.

Nelson Tasman Joint Waste Review Working Party

1. Purpose

1.1. The purpose of the Nelson Tasman Joint Waste Review Working Party (JWRWP) is to develop a work programme for reviewing and amending the Joint Waste Management and Minimisation Plan (the Waste Plan) through the following activities:

- Review the Nelson Tasman Waste Assessment 2022.
- Review progress against performance indicators in the Waste Plan 2019.
- Review the objectives, policies and methods in the Waste Plan 2019.
- Consider community input and any need to meet with interested parties or co-opt additional members to assist in the process.
- Prepare a new or amended Waste Plan in accordance with section 44 of the Waste Minimisation Act 2008.
- Submit the draft Waste Plan to both Nelson and Tasman Councils to consider for public consultation.
- Oversee the consultation process, using the special consultative procedure set out in section 83 of the Local Government Act 2002.
- Receive public submissions, hold hearings and consider submissions.
- Finalise the Waste Plan and submit it to both Nelson and Tasman Councils for consideration and adoption by September 2023.
- Reconvene to review the implementation of the adopted Waste Plan as required.

The formation of the Working Party was agreed by Nelson City Council's (NCC) Infrastructure Committee on 1 September 2022 and Tasman District Council's (TDC) Strategy and Policy Committee on 29 September 2022.

2. Powers to recommend

2.1. The Working Party will have powers to make recommendations to both Councils regarding consultation on, and adoption of, a new or amended Waste Plan.

2.2. The Working Party can also make recommendations when reviewing the Waste Plan and subsequent implementation of a new or amended Waste Plan.

2.3. The respective Councils have the power to agree to amend or replace the Waste Plan, undertake public consultation and adopt the final Waste Plan.

3. Membership

3.1. The Working Party will comprise three elected and/or appointed members from each Council, each nominated by their respective Council.

3.2. Te Tauihu Iwi Chairs will be invited to nominate up to three representatives to the Working Party.

3.3. The Working Party will meet as often as needed to deliver the work programme.
3.4. The Chair and Deputy Chair will be selected by the Working Party members at their first meeting.

4. Meetings

4.1. A quorum for any meeting will be five, including two elected and/or appointed members from each Council.
4.2. Conflicts of interest shall be declared at the start of meetings.
4.3. Standing orders will not apply to the Working Party's preparation of a new or amended Waste Plan. The meetings will not be formally advertised and will not have a public forum.
4.4. Standing orders will apply to public hearings and deliberations of submissions.

5. Areas of responsibility

5.1. The Working Party must ensure that all work and consultation is undertaken for the purpose of making recommendations to the two Councils.
5.2. Any media releases will be made by the Chair through the Councils' Communications teams as required.

6. Role of staff and advisors/experts

6.1. Staff will project manage the work programme, including facilitating pre-engagement activities and consultation processes.
6.2. Staff will provide professional advice and/or bring in advisors from time to time including:
- The Medical Officer of Health (or delegate)
- The General Manager of the Nelson Tasman Regional Landfill Business Unit
- A climate change specialist
- Other experts or stakeholders as needed.

7. Progress reviews

7.1. Staff will provide an annual report on the implementation of the Waste Plan to the Working Party for review and to make recommendations, if any, to both Councils.

The Working Party will meet as needed to review the implementation of the Waste Plan.

Joint Regional Cemetery Working Group

1. Purpose

The purpose of the Joint Regional Cemetery Working Group (the "Working Group") is to provide high level guidance and support to officers from both councils to develop a Memorandum of Understanding and a Business Case for a Regional Cemetery.
The Working Group shall have no decision-making delegations and shall report back to both Councils through the relevant committees.

2. Membership

The Group shall comprise of the following members:

- Two Councillors appointed by Nelson City Council
- Two Councillors appointed by Tasman District Council
- An Iwi representative, jointly appointed by the two councils

Two Co-Chairs of the Working Group be appointed, one from between Nelson City Council and one from Tasman District Council. Chairing of meetings will be rotated between the two.

3. Stakeholders

Representatives of relevant stakeholders, such as funeral directors and faith groups, may be invited to attend meetings of the Working Group. However, these representatives will only have speaking rights with the agreement of the Chair. These representatives will not have voting rights.

4. Quorum

Quorum for the Working Group is three members which must include a member from each council.

5. Meeting Frequency

Working Group meetings will be held as needed, with a minimum of one week's notice.

6. Areas of Responsibility

The Working Group has responsibility for providing elected member Te Ao Māori input into the development of a draft Memorandum of Understanding and a draft Business Case for a Joint Regional Cemetery, including:

- Development of location criteria
- Options for a Regional Cemetery governance structure
- Options for a Regional Cemetery management structure
- Options for funding agreements (Capex and Opex)
- Cultural and faith-based considerations
- Te Ao Māori considerations
- Any other matter relevant to the preparation of the Business Case

7. Powers to decide

None.

8. Powers to recommend

The Working Group will recommend a draft Memorandum of Understanding and a draft Business Case to the two Councils.

9. Role of the Working Group

- To provide elected member feedback from both councils on issues and opportunities related to the development of a Joint Regional Cemetery
- To request, receive and consider any information relevant to the options under consideration
- To be an interface between community and sector groups so that interested members of the public can provide input, noting that formal consultation will be carried out by the councils.
- To develop a draft Memorandum of Understanding and a draft Business Case for approval by the two councils.

10. Role of the Co-Chairs

- To review the agenda with staff prior to Working Group meetings
- To chair meetings according to the agreed agenda and to assist the Working Group to reach consensus on issues and options
- To act as spokesperson for the Working Group

11. Role of staff

Staff provide technical expertise, project management and administrative support to the Working Group. Their role is to:

- Provide advice and reports to enable full consideration of the options before the Working Group
- Provide advice to the Working Group on legal and statutory issues and obligations
- Lead technical discussions on options under consideration
- Manage project resources (budget and staff time)
- Provide staff reports to meetings at key points
- Organise and manage engagement with key stakeholders
- Prepare and distribute agendas for Working Group meetings
- Takes notes from meetings, and record key guidance provided by the Working Group, and reasons for guidance.

12. Conflicts of Interest

Conflicts of interest should be declared at the start of Working Group meetings.

13. Reporting

Notes of the Working Group meetings will be taken. The Co- Chairs may wish to summarise the Working Group's discussions when officers bring substantive reports to Council for decisions.

14. Dissolution of the Committee

The Working Group will be dissolved once its recommended draft MOU and Business Case to the councils have been approved.

15. Confidentiality

Discussions in relation to procurement, negotiations, identification of specific potential cemetery locations, and any legal issues will take place on a confidential basis.
For the avoidance of doubt, the meeting provisions of the Local Government Official Information and Meetings Act 1987 do not apply to Working Group meetings, as no decisions are made at these meetings.
This means that Working Group meetings will not be advertised, nor will formal agendas be produced or formal minutes taken at meetings.

5.0 Other Committees

Terms of Reference for each committee can also be found on the Tasman District website www.tasman.govt.nz/my-council/meetings/committee-terms-of-reference/.

Community Boards

Approved by Council resolution CN21-06-17

1.0 Purpose

The purpose of the community board is to be an effective, authoritative, informed and respected voice of the community with influence over matters of local significance.

2.0 Objective

To carry out its role as set out in section 52 of the Local Government Act 2002, to give effect to the purpose of local government in section 10 of the Local Government Act 2002.

3.0 Responsibilities

3.1 represent, and act as an advocate for, the interests of its community; and

3.2 consider and report on all matters referred to it by the territorial authority, or any matter of interest or concern to the community board; and

3.3 maintain an overview of services provided by the Tasman District Council within the community; and

3.4 prepare an annual submission to the Tasman District Council for expenditure within the community; and

3.5 communicate with community organisations and special interest groups within the community; and

3.6 undertake any other responsibilities that are delegated to it by the territorial authority.

4.0 Delegated Authority

The Community Board has authority to:

4.1 facilitate engagement of their community in relation to policies, plans and projects proposed for their community as requested by the Council;

4.2 advise the Council on the priorities and preferences of their community in respect of the level and nature of local services to be provided by the Council in their community;

4.3 undertake activities for which a budget has been allocated by the Council to the Board;

4.4 seek funding (to be held by the Council) from external organisations which can be applied to community projects within their community;

4.5 make submissions and objections in relation to Council statutory processes and which affect interests within their community.

5.0 Powers to Act

Community boards shall have delegated authority, in accordance with any statutory powers and the policies, plans and bylaws of the Council, to:

5.1 allocate, within Council Policy guidelines, funding and operational grants to local community groups in their community from the Grants from Rates Programme within the budget allocated by Council;
5.2 manage and approve usage of any market place in their community with power to disburse any surplus, after costs, for purposes within the ward;
5.3 approve traffic control signs on streets (e.g., stop and give way signs etc), the design and location of bus stops and shelters in their community, within budget limits and relevant engineering standards;
5.4 approve the design and location of playground equipment, landscape and amenity works with a value of more than $10,000, street furniture and street planting in their community;
5.5 approve names of streets and parks in their community;
5.6 grant consent for the removal of trees from parks, reserves, streets or other Council land in their community;
5.7 authorise, within approved budgets, board member attendance at appropriate conferences and training courses.

6.0 Power to Recommend

6.1 To the Council where preferred service levels in their community are higher than Council Annual Plan, the funding mechanism;
6.2 to the Council granting of leases or licences on reserves and public spaces in their community;
6.3 to the Council, proposed developments or activities on local parks, reserves and waterways in their community;
6.4 to the Council on the use and allocation of the Special Purpose Committee funding, and the use and allocation of Reserve Financial Contributions received from subdivisions and developments in their wards, for inclusion in the Annual Plan and Long Term Plan processes;
6.5 to Council any changes the Board would like made to the performance of Council activities within the Ward;
6.6 to the Operations Committee annual work programme priorities for new and renewal footpaths within their wards, for consideration and potential inclusion in the District-wide annual work programme;
6.7 to the Strategy and Policy Committee on proposals to declare land within their wards as reserve and/or to classify reserves under the Reserves Act 1977;
6.8 to the Strategy and Policy Committee on draft content for inclusion in the draft reserve management plans for the parks and reserves within their wards;
6.9 to the Strategy and Policy Committee on preparing resource management plan changes affecting land and other resources within the Ward.

7.0 Administration

7.1 The Chairperson shall be voted in by resolution of the Board at its inaugural meeting of the triennium.
7.2 4 members are elected as members of the Community Board. The Council may resolve for the relevant ward Councillors to be members of the Community Board.
7.3 A quorum for the Motueka Community Board comprises 4 members and a quorum for the Golden Bay Community Board comprises 3 members for the time being.

7.4 The Community Boards will operate under Standing Orders, adopted at their first meeting of the triennium. This may be the Tasman District Council Standing Orders, with or without amendments.

7.5 Community Boards meeting:

7.5.1 Golden Bay Community Board: six-weekly meeting cycle.

7.5.2 Motueka Community Board: monthly, ordinarily on a Tuesday. The Motueka Community Board may also hold 'public forum' sessions, which are not meetings under Standing Orders or LGOIMA.

8.0 Exclusion to Golden Bay Community Board's Delegations

8.1 All matters relating to the Golden Bay Recreation park are excluded from the Golden Bay Community Board's delegations with respect to clauses 5.0 and 6.0 of this Delegations Register

District Licensing Committee (DLC)

Approved by Council resolution CN20-02-13

The District Licensing Committee operates under the **Sale and Supply of Alcohol Act 2012** (SSAA). Each territorial authority must appoint one or more licensing committees as, in its opinion, are required to deal with licensing matters for its district (s.186 SSAA).

1.0 Responsibilities and Powers

1.1 Consider and determine applications for licences and manager's certificates.

1.2 Consider and determine applications for renewal of licences and manager's certificates.

1.3 Consider and determine applications for temporary authority to carry on the sale and supply of alcohol in accordance with section 136.

1.4 Consider and determine applications for the variation, suspension, or cancellation of special licences.

1.5 Consider and determine applications for the variation of licences (other than special licences) unless the application is brought under section 280.

1.6 Refer applications to the licensing authority with the leave of the chairperson for the licensing authority.

1.7 Conduct inquiries and to make reports as may be required of it by the licensing authority under section 175.

1.8 Carry out any other functions conferred on licensing committees by or under the SSAA or any other enactment. (s.187).

2.0 Administration

2.1 In the absence of the Chairperson, the Deputy Chairperson will preside.

2.2 A quorum comprises 3 members except when the Chairperson is sitting alone.

2.3 Meets ordinarily weekly on a Wednesday, or as required.

2.4 The provisions of the Local Government Official Information and Meetings Act 1987 apply other than Part 7 and section 200 of SSAA applies.

6.0 Advisory Groups

Terms of Reference for each advisory group can also be found on the Tasman District website www.tasman.govt.nz/my-council/meetings/committee-terms-of-reference/

Port Tarakohe Advisory Group (PTAG)

Approved by Council resolution CN20-05-5

1.0 Overview

The Port Tarakohe Advisory Group (PTAG) function is an advisory role. The PTAG will be the conduit for users to provide advice/recommendations on the Port to Council, which has a vested interest in direct feedback from various stakeholders.

2.0 Membership and Quorum

2.1 The PTAG will consist of the following Council and Community Board Representatives:
- 2.1.1 Up to two Councillors from Golden Bay Ward
- 2.1.2 A member of the Council's Enterprise Committee, appointed by the Committee
- 2.1.3 A member of the Golden Bay Community Board, appointed by the Community Board

2.2 Plus elected representatives from each of the following interested groups:
- 2.2.1 Marine Farming Association
- 2.2.2 Fishing Industry
- 2.2.3 Commercial Port users
- 2.2.4 Marina Association
- 2.2.5 Pōhara Boating Club
- 2.2.6 Adjoining landowners
- 2.2.7 Manawhenua ki Mohua

2.3 A total of 14 members maximum

2.4 Invited guests at the Chair's discretion

2.5 Involvement from any other guest speakers, as and when required

2.6 Members may provide a deputy from their organisation to attend if they are unable to be present

2.7 Six members must be in attendance for quorum

3.0 Purpose and Objectives

3.1 Act in an advisory role to allow Council to seek input from the wider Community and all Port users, in a structured and positive environment, recognising the challenges Council has in ensuring the Port Facility is financially sustainable

3.2 The objectives include:
- 3.2.1 To provide a conduit for all community and Port users interests through to Council

3.2.2 To ensure community, stakeholders and all users are informed, have the opportunity for input, and are involved in the work of the group

3.2.3 To provide updates to Council and any recommendations for improvements to the operational issues of the Port, whiles respecting the financial sustainability framework Council has set

3.3 At all times the Council retains the right to autonomous strategic and operational management of the Port and is not bound by any Broad process outcome

4.0 Meetings

4.1 Meetings will be on a quarterly basis with special meetings called as required, and will aim to be no more than two hours long

4.2 The members of the Advisory group will meet their own costs

4.3 Written reports are to go out with the agenda wherever possible, but verbal agenda items will be accepted. All agendas are to be circulated at least 7 days prior to meetings

4.4 All communications will be in electronic form

4.5 Any advice or recommendations to Council by the PTAG will require a majority decision by members

4.6 The PTAG will at all times operate in accordance with the requirements of the Local Government Official Information and Meetings Act 1987

4.7 Work in a collaborative and cooperative manner using the best endeavours to reach solutions that take account of the interests of all sectors of the community

4.8 Council will extend a best endeavours basis to provide full and frank discussions around all the issues facing the Port, however all parties must recognise:

4.8.1 The sensitivity and confidentiality of operational matters

4.8.2 Members are expected to take an active part in meetings and to report on relevant issues from their respective organisations/interests

4.8.3 Communication channels with other groups and networks will be nurtured to ensure exchange of information between Council, users and the community

5.0 Chair and Agenda

5.1 The Chair of the PTAG will be a Councillor appointed by the Council to the group. The term of office will coincide with the Local Government election cycle

5.2 The Chair will liaise with Council staff to consider and set agenda

5.3 The Chair will ensure the meetings runs to time and keeps to the agenda

5.4 Agenda will include some of the following items:

5.4.1 Confirmation of minutes

5.4.2 Matters arising

5.4.3 Reports for discussion and action

5.4.4 Relevant trends and issues facing the Port

6.0 Administration and Media

6.1 The Council will provide support that includes:

6.1.1 Sending out meeting invitations and agendas

6.1.2 Collate attendance and apology lists
6.1.3 Provide minuted records
6.1.4 Undertake other administrative duties as deemed appropriate

6.2 Media contact and announcements will be made by either the Chair or Council, subject to the approval by both. Any media release will be circulated to the PTAG within 2 days for their information

7.0 Review

7.1 The Terms of Reference will be reviewed every 3 years, aligned to 31 January, immediately post local government elections, or sooner if significant issues arise as determined by Council

Motueka Aerodrome Advisory Group (MAAG)

Approved by Council resolution CN20-05-5

1.0 Overview

To help the Council ensure better involvement by the community and stakeholders in developing the aerodrome and in the management of its operations. The scope of the MAAG does not include matters covered by the Terms of Reference for the Motueka Aerodrome Operations and Safety Committee.

The MAAG is not a decision making group, but a community and stakeholder group that provides feedback and makes recommendations to the Council on Motueka aerodrome related matters.

2.0 Membership and Quorum

2.1 The Committee will consist of the following Representatives:

- 2.1.1 One appointed Tasman District Council Motueka Ward Councillor (Chair)
- 2.1.2 One appointed Motueka Community Board member
- 2.1.3 One Motueka Aerodrome recreational user representative
- 2.1.4 Two Motueka Aerodrome commercial user representatives
- 2.1.5 Two independent members of the public – to be appointed by the Motueka Community Board
- 2.1.6 Invited guests at the Chair's discretion

2.2 Four members must be in attendance for quorum

3.0 Purpose and Objectives

3.1 The function of the MAAG is a feedback and advocacy role. Council are seeking input from the wider Community and all Aerodrome users, in a structured and positive environment, while recognising the challenges Council has in ensuring the Aerodrome is financially sustainable.

3.2 The MAAG will be the conduit for users to provide advice, recommendations and feedback on the Aerodrome to Council, which has a vested interest in direct feedback from various stakeholder groups.

3.3 At all times Council retains the right to autonomous strategic and operational management of the aerodrome. It will however take into consideration, but will not be bound by any Advisory Group process outcome, feedback or recommendation.

3.4 The objects are to:

- 3.4.1 To review and provide opinion on development applications or requests at Motueka Aerodrome
- 3.4.2 To review the Motueka Aerodrome Development plan and recommend any changes to Council
- 3.4.3 To be consulted prior to any changes to aerodrome landing or parking charges
- 3.4.4 To receive quarterly aerodrome financial reports
- 3.4.5 To be consulted prior to the Motueka Aerodrome component of the Long Term Plan being recommended for adoption by Council

3.4.6 To provide feedback on any requests to change the permitted or discretionary uses at Motueka Aerodrome
3.4.7 To review issues relating to noise at Motueka Aerodrome and recommend appropriate actions
3.4.8 To receive condition reports on the aerodrome infrastructure and provide a link between users and the Aerodrome Operator.

4.0 Meetings

4.1 Meetings will be on a quarterly basis with special meetings called as required, and will aim to be no more than 90 minutes in duration

4.2 The members of the group will meet their own costs

4.3 Written reports are to go out with the agenda wherever possible, but verbal agenda items will be accepted. All Agendas are to be circulated at least 5 working days prior to meetings

4.4 All communications will generally be in electronic form

4.5 Any advice, recommendations or feedback to Council will require a majority decision by members

4.6 The group members will at all times operate in a respectful, collaborative and cooperative manner, using their best endeavours to reach solutions that consider the interests of the aerodrome and the community as a whole

4.7 The Aerodrome Operator or their delegate is the Council advisory representative for the Group

4.8 Members are expected to take an active part in meetings and to report on relevant issues from their respective organisations/interests

5.0 Chair and Agenda

5.1 The Chair of the MAAG will be the Motueka Ward Councillor who is appointed by the Council to the Group. The term of office will coincide with the Local Government election cycle

5.2 The Chair will liaise with the Aerodrome Operator to consider and set agendas

5.3 The Chair will ensure the meeting runs to time and keeps to the agenda

5.4 Agenda will include some of the following items:
5.4.1 Confirmation of minutes
5.4.2 Matters arising
5.4.3 Reports for discussion and action (including feedback from the Enterprise Committee)
5.4.4 Financial reports
5.4.5 Permitted and discretionary uses
5.4.6 Noise issues
5.4.7 Development requests
5.4.8 Development plan review
5.4.9 Charges review
5.4.10 Long term planning
5.4.11 Infrastructure condition reports

5.4.12 Next meeting date
5.4.13 Complaints

6.0 Administration and Media

6.1 The Council will provide support that includes:
6.1.1 Sending out meeting invitations and agendas
6.1.2 Collate attendance and apology lists
6.1.3 Provide minuted records to the MAAG and the Enterprise Committee of Council
6.1.4 Undertake other administrative duties as deemed appropriate

6.2 Communication channels will be nurtured to ensure exchange of information between Council, users and the Community

6.3 Any media communications will be undertaken by the Aerodrome Operator or by authorised Council staff

7.0 Review

7.1 This Terms of Reference will be reviewed by Council every three years following the Local Government elections.

Takaka Aerodrome User Group

Approved by Council resolution CN20-05-5

1.0 Overview

The Takaka Aerodrome is vested into the Tasman District Council (Council). It is not a certificated aerodrome. Council's intention is that the aerodrome is maintained to a standard which satisfies aerodrome users and Civil Aviation Authority (CAA) requirements and functions with a minimum of ratepayer subsidy. CAA Advisory Circular AC139-17 entitled "Aerodrome User Groups" sets out the guidelines for the establishment of such groups and has been used as the basis for this terms of reference. Prior to the establishment of this User Group, the aerodrome has been managed by a local Management Committee which has had responsibility for aerodrome maintenance, collection of fees and rentals, plus financial management. The formation of this User Group effective from 1 July 2017 will transfer those functions to Council.

2.0 Membership and Quorum

2.1 The User Group will consist of the following:

- 2.1.1 Golden Bay Ward Councillors
- 2.1.2 Golden Bay Community Board member
- 2.1.3 Aerodrome Operator or their delegate
- 2.1.4 "Golden Bay Air" representative
- 2.1.5 Commercial aerodrome users
- 2.1.6 Recreational aerodrome users
- 2.1.7 Aerodrome maintenance contractor(s)
- 2.1.8 Unmanned Aerial Vehicle operators which are registered with Takaka Aerodrome
- 2.1.9 Persons occupying or leasing property at Takaka Aerodrome
- 2.1.10 Adjoining land owners
- 2.1.11 Invited guests and representatives of CAA when required
- 2.1.12 Invited guests at the Chair's discretion

2.2 Four members must be in attendance for quorum

3.0 Purpose and Objectives

3.1 The purpose of the Takaka Aerodrome User Group (TAUG) is to facilitate the development and coordination of procedures for the safe use of the aerodrome and associated airspace, and to provide advice and support to the Aerodrome Manager on issues pertaining to Takaka Aerodrome

3.2 The objectives include:

- 3.2.1 To encourage best practice for the health and safety of all users of Takaka Aerodrome and the associated airspace
- 3.2.2 To act as a forum for aerodrome users to discuss any operational or safety issues at Takaka Aerodrome, or to the type of operations conducted at the aerodrome and suggest ways to address / resolve / improve
- 3.2.3 To review and provide opinion on development applications or requests at Takaka Aerodrome
- 3.2.4 To be consulted prior to any changes to aerodrome landing or parking charges

3.2.5 To receive quarterly aerodrome financial reports
3.2.6 To be consulted prior to the Takaka Aerodrome Long Term Plan being recommended for adoption
3.2.7 To consider any requests to change the permitted or discretionary uses at Takaka Aerodrome
3.2.8 To review issues relating to noise at Takaka Aerodrome and recommend appropriate actions
3.2.9 To receive condition reports on the aerodrome infrastructure and provide a link between users and the Aerodrome Manager

3.3 Specific tasks include:
3.3.1 Administer tests and review the Takaka Aerodrome Emergency Plan
3.3.2 Establish, administer and review a Takaka Aerodrome Memorandum of Understanding

4.0 Meetings

4.1 Meetings will be on a quarterly basis with special meetings called as required, and will aim to be no more than one hour in duration
4.2 The members of the Committee will meet their own expenses
4.3 Written reports are to go out with the agenda wherever possible, but verbal agenda items will be accepted. Agendas are to be circulated at least seven days prior to the meeting
4.4 All communications will generally be in electronic form
4.5 Any advice or recommendations to Council will require a majority decision by members. The facilitator shall have a casting vote
4.6 If there is concern over the implications of any follow up action, the Aerodrome Manager should consult with CAA before carrying out the proposed action
4.7 Members are expected to take an active part in meetings and to report on relevant issues from their respective organisations/ interests
4.8 Where there is concern over the implications of any follow up action the Aerodrome Manager should consult with CAA before carrying out the proposed action

5.0 Chairperson and Agenda

5.1 The Chair will be elected by the members of the TUAG
5.2 The term of office will coincide with the Local Government election cycle
5.3 Should the Chairperson be absent from any meeting, either a Councillor or the Golden Bay Community Board representative will deputise as Chairperson for that meeting
5.4 The Chair will liaise with the Aerodrome Manager prior to setting the agenda
5.5 The Chair will provide good meeting practice and lead the Group to obtain consensus and meet the Group's objectives
5.6 Agenda will include some or all of the following items:
5.6.1 Confirmation of minutes
5.6.2 Actions from previous meeting
5.6.3 Matters arising
5.6.4 Reports for discussion and action
5.6.5 Airport Operational issues
5.6.6 Airspace issues
5.6.7 Review of any safety incidents or accidents
5.6.8 Aerodrome security and safety issues

5.6.9 Proposed amendments to aerodrome layout or proposed works on the aerodrome
5.6.10 Review of published aerodrome data and operational procedures contained in the AIPNZ
5.6.11 Review and coordinate feedback on any airspace amendment proposals
5.6.12 Requirements for any rules to accommodate an organisation with special needs such as helicopters and helicopter training etc
5.6.13 Any type of activity commencing on or off the aerodrome which may have an impact on aerodrome operations
5.6.14 An activity which previously had special procedures developed for it and is no longer operating
5.6.15 Financial reports
5.6.16 Infrastructure condition
5.6.17 Charges review
5.6.18 Noise issues
5.6.19 Long Term planning
5.6.20 Development requests
5.6.21 Permitted and discretionary uses
5.6.22 Memorandum of understanding review
5.6.23 Emergency plan test or review
5.6.24 Next meeting date

6.0 Administration and Media

6.1 The Council will provide support that includes:
6.1.1 Sending out meeting invitations and agendas
6.1.2 Collate attendance and apology lists
6.1.3 Provide minuted records
6.1.4 Undertake other administrative duties as deemed appropriate

6.2 Communication channels will be nurtured to ensure exchange of information between Council, users and the community. Communication on behalf of the group will be made by the Aerodrome Manager or Council staff.

6.3 Any media communication will be undertaken by the Aerodrome Manager or by authorised Council staff.

7.0 Review

7.1 The Terms of Reference will be reviewed in alignment with the Local Government election cycle.

Motueka Aerodrome Operations and Safety Committee

Approved by Council resolution CN20-05-5

1.0 Overview

The Motueka Operations and Safety Committee was established at the request of the Civil Aviation Authority (CAA) to address operational and safety issues at and in the vicinity of Motueka Aerodrome. The aerodrome is owned and operated by Tasman District Council. It is not a certificated aerodrome but the Tasman District Council intention is that the aerodrome be maintained to a similar standard as Civil Aviation Authority certification, as a quality assurance system. CAA advisory circular AC139-17 entitled "Aerodrome User Groups" contains guidelines which are applicable for this committee.

2.0 Membership and Quorum

2.1 The Committee will consist of the following Representatives:

- 2.1.1 Aerodrome Operator or their delegate
- 2.1.2 Nelson Drag Racing Association representative
- 2.1.3 Commercial aerodrome user
- 2.1.4 Recreational aerodrome user
- 2.1.5 Council's aerodrome maintenance contractor(s)
- 2.1.6 Unmanned Aerial Vehicle operators which are registers with Motueka Aerodrome
- 2.1.7 Persons occupying or leasing property at Motueka Aerodrome
- 2.1.8 Invited guests and representatives of CAA when required
- 2.1.9 Invited guests at the Chair's discretion

2.2 Four members must be in attendance for quorum

3.0 Purpose and Objectives

3.1 Purpose is to facilitate the development, implementation, monitoring, review and coordination of procedures for the safe use of the aerodrome and associated airspace.

3.2 The objectives are to:

- 3.2.1 Encourage best practice for the health and safety of all users of Motueka Aerodrome and associated airspace
- 3.2.2 Act as forum for aerodrome users to discuss any operational or safety issues at Motueka Aerodrome, and suggest ways to address/resolve/improve or mitigate

3.3 Specific tasks include:

- 3.3.1 To review and recommend to the Aerodrome Manager, any changes for the shared use of the aerodrome with the Nelson Drag Racing Association events at Motueka Aerodrome, and to conduct the annual debrief with the Nelson Drag Racing Association
- 3.3.2 Administer, test and review the Motueka Aerodrome Emergency Plan, in conjunction with the Aerodrome Manager who has responsibility for its implementation

3.3.3 Administer and review the Motueka Aerodrome Memorandum of Understanding which covers best practice for aircraft use at and in the vicinity of Motueka Aerodrome

3.3.4 Conduct the annual debrief after the Nelson Drag Racing Association calendar of events has been completed

4.0 Meetings

4.1 Meetings will be on a quarterly basis and will aim to be no more than one hour in duration

4.2 Special meetings will be called as required, including for the following:

4.2.1 Following an incident or accident or where a serious issue is raised

4.2.2 When a new operator or new type of operation is proposed for the aerodrome

4.2.3 When major works are proposed foe the aerodrome

4.2 The members of the Committee will meet their own costs

4.3 Written reports are to go out with the agenda wherever possible, but verbal agenda items will be accepted. All agendas are to be circulated at least 5 working days prior to meetings

4.4 All communications will generally be in electronic form

4.5 Any advice, recommendations or feedback to Council will require a majority decision by members. The Chair shall have a casting vote

4.6 The Committee members will at all times operate in a collaborative and cooperative manner, using their best endeavours to reach solutions that consider the interests of the aerodrome and the community as a whole

4.7 Members are expected to take an active part in meetings and report on relevant issues from their respective organisations/interests

4.8 Communication channels will be nurtured to ensure the timely exchange of information between Council, users and the community

5.0 Chair and Agenda

5.1 The Committee shall elect the meeting Chair from its membership. Re-election will occur every two years

5.2 Should the Chair be absent from any meeting, the Aerodrome Operator will deputise as Chair for that meeting

5.3 The Chair will liaise with the Aerodrome Operator prior to the setting of the agenda

5.4 The Chair will provide good meeting practices and lead the Committee to obtain consensus and meet the Committee's objectives

5.4 Agenda will include some of the following items:

5.4.1 Confirmation of Minutes

5.4.2 Actions from previous meeting

5.4.3 Matters arising

5.4.4 Reports for discussion and action

5.4.5 Airport Operational issues

5.4.6 Airspace issues

5.4.7 Review of any safety incidents or accidents
5.4.8 Aerodrome security and safety issues
5.4.9 Proposed amendments to aerodrome layout or proposed works on the aerodrome
5.4.10 Review of published aerodrome data and operational procedures contained in the AIPNZ
5.4.11 Review and coordinate feedback on any airspace amendments proposals
5.4.12 Requirements for any rules to accommodate an organisation with special needs such as helicopters and helicopter training etc.
5.4.13 Any type of activity commencing on or off the aerodrome which may have an impact on aerodrome operations
5.4.14 An activity which previously had special procedures developed for it and is no longer operating
5.4.15 Nelson Drag Racing Association event report or debrief
5.4.16 Memorandum of understanding review
5.4.17 Emergency plan text or review
5.4.18 Next meeting date

6.0 Administration and Media

6.1 The Council will provide support that includes:
6.1.1 Sending out meeting invitations and agendas
6.1.2 Collating attendance and apology lists
6.1.3 Providing minuted records
6.1.4 Undertaking other administrative duties as deemed appropriate

6.2 Communications on behalf of the group will be issued by the Aerodrome Operator or Council staff

7.0 Review

7.1 This Terms of Reference will be reviewed by Council at least every three years following the Local Government elections

Version Control

Version	Date	Content
3.00	November 2019	Full register adopted by Council Resolution CN19-11-12
4.00	30 June 2021	Full Register adopted by Council Resolution CN21-06-17
		Part One – General • Updated Temporary Delegations (previously labelled Sub-delegations) Part Two – Governance • Section 2.0 – Added "Health Act" under Use of Common Seal • Section 3.2 – amended committee name from Regulatory to Strategy and Policy • Section 4.0 - new preamble and moved ToR to Part Five • Section 5.1 - new preamble • Section 5.2 - new section Appointments to Other Organisations • Section 5.4 – Updated Audit and Risk membership • Section 5.5.4 Tenders Panel – extended responsibilities to include land purchases • Section 5.4 - Updated Joint Shareholders Committee membership Part Three – Management • Section 1.0 – updated Chief Executive delegations • Section 3.1 – updated Tenders Panel • Section 3.5 – amendment to unbudgeted capital expenditure • Section 3.10 – Bad Debts added explanatory paragraph. • Section 3.12 – Elected Members Payments now applied to all Community Boards • Section 3.14 – Schedule of Fees added explanatory paragraph. • Section 4.4 – new authority to write-off rates • Section 7.0 – General Submissions rewritten to remove duplication. Part Four – Statutory Delegations • Updated with new role titles • Removed repealed sections LGA 2002 s.183; RMA 1991 s.149Q & s.360D; Part Five – Terms of Reference • Updated Saxton Field ToR • Updated Community Board ToR, and relocated from Governance Section
4.01	November 2021	Updated Audit and Risk Committee Members (CN21-08-10) Updated to reflect Utilities is now Waters and Wastes team Updated Electoral Officer and Deputy Electoral Officer Updated Tenders Panel to Procurement Panel

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Version	Date	Content
4.02	24 February 2022	Updated Joint Shareholders Committee Membership by Council Resolution CN22-02-10
4.03	5 April 2022	• Part Three – Management – added roles of Building Inspector and Building Officer Compliance and Team Leader Building Inspectors to Building Act 2004 – 20 s48-52 - Power to process and grant applications for building consent • Replaced 'Principal Legal Advisor" with 'Legal and Democracy Services Manager'
4.04	7 April 2022	Part Two - Governance CN22-04-01 Renamed the Commercial Committee "Enterprise Committee" to align with its broader role; and b. extended the powers of the Committee by including in the Terms of Reference the power to approve business cases if the project or works are within the Council's Long Term Plan or Annual Plan and which fall within the approved fiscal envelope; and c. extended the responsibilities of the Committee to include the Council Controlled Organisations and Council Controlled Trading Organisations, excluding Waimea Water Limited and Tasman Bays Heritage Trust. JC/2021/015 and JC/2022/002 Section 2 - Addition of the Joint Committee Subcommittee to oversee the Special Consultative procedure for the Nelson Tasman Future Development Strategy 2022. 5.4 - Updated membership of the Audit and Risk Committee. Part Four – Statutory Delegations CN22-04-2 2. delegates its powers under Section 48 of the Public Works Act to the Chief Executive Officer (including the Acting Chief Executive Officer), Chief Operating Officer and Group Manager, Community Infrastructure, Group Manager - Service & Strategy; and 3. delegates its powers under section 48 of the Reserves Act 1977 to the Group Manager – Community Infrastructure, Group Manager – Environment Assurance, Group Manager - Service & Strategy and the Property and Enterprise Manager in situations where public notification is not required; and 4. subdelegates the Power to exercise the Minister of Conservation's powers delegated to the Council under

Tasman District Council Delegations Register – Version Control

Version	Date	Content
		instrument of delegation dated 8 July 2013, namely to consent or refuse consent to the grant of rights of way and easements over a reserve and to impose conditions, to the Environment and Regulatory Committee; and 5. delegates its powers under section 327A of the Local Government Act 1974 to the Chief Executive Officer (including the Acting Chief Executive Officer), Chief Operating Officer, Group Manager – Community Infrastructure and Group Manager – Environmental Assurance, and Group Manager – Service and Strategy in situations where the restrictions are rendered redundant by the TRMP or any subsequent plan; and 6. delegates its powers under section 243 of the Resource Management Act 1991 to the Chief Executive Officer (including the Acting Chief Executive Officer), Chief Operating Officer, Group Manager – Community Infrastructure and Group Manager –Environmental Assurance, Group Manager - Service & Strategy. and 7. amends the existing property delegation to read: Authority to enter into binding agreements for the sale and purchase of property, including interests in property, as provided for in the long term plan with schedules listing such sale and purchases being submitted to the relevant standing committee
4.05	5 May 2022	Updated Part Four - Statutory Delegations – Resource Management Act 1991 – pursuant to Regulatory Committee resolution RC22-05-11 - 5 May 2022.
4.06	19 May 2022	Updated Part Three – Management – Legal Proceedings 6.2(f) pursuant to Regulatory Committee resolution RC21-10-3 to amend the existing delegation to the Group Manager, Environmental Assurance.
4.07	24 May 2022	Updated Part Three – Financial Management – To add 3.15 Execute Documents – Chief Executive. Updated Committee Membership to reflect CN22-05-12, replacing Councillor Wensley with: Councillor Hill as Chairperson of the Environment and Regulatory Committee; Councillor Mackenzie as a member of the Chief Executive Officer Review Committee; Councillor Hill as Chairperson of the Community Awards Subcommittee; Councillor Tuffnell as a member of the Community Awards Subcommittee; Councillor Maling as a member of the Community Grants Subcommittee.

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Version	Date	Content
4.08	27 May 2022	Updated part 2.2 – Official Information – To add Legal and Democracy Services Manager, Senior Legal Advisor, Democracy Services Officer and Legal and Democracy Support Officer. Updated part 2.3 – Privacy Act 1993 – To add Legal and Democracy Services Manager, Senior Legal Advisor, Democracy Services Officer and clarified parts 4 to 6 of the Act.
4.09	16 Aug 2022	Added Acting Chief Executive Officer interim powers to the CE's delegations (1.10 and 1.11) as per CN22-08-08. Added the Civil Defence Emergency Management TOR as adopted – CN22-08-11
4.10	22 Sep 2022	Added Reserves and Facilities Manager, Senior Horticultural Officer and Reserves Planner to the RMA 1991 s.234 and 235 esplanade strip delegations.
4.11	03 Nov 2022	Amendments to the Delegations Register were made as part of the Establishment of Committee Structure for the 2022 – 2025 Term – Council 3 November 2022 (it was noted that the full Delegations Register was being reviewed and would be adopted early 2023). 1. The Chief Executive Review Subcommittee does not have a public forum and its power to set the Chief Executive's remuneration was clarified. 2. The inclusion of the Animal Control Subcommittee delegations (previously omitted). 3. Tasman District Council membership of the Joint Shareholders Committee was amended to reflect the 2022 – 2025 structure and appointments. 4. The inclusion of the Regional Pest Management Joint Committee (this joint committee was re-established). 5. The inclusion of the Nelson Tasman Joint Waste Review Working Party (agreed at the 29 September 2022 Strategy and Policy Committee meeting). 6. The deletion of the Joint Committee Subcommittee to oversee the Special Consultative Procedure for the Nelson Tasman Future Development Strategy 2022, as this subcommittee is now disestablished. 7. Minor spelling and grammatical changes. CN22-11-2 The Committee Structure and Elected Member appointments were updated as per CN22-11-3.
4.12	15 Dec 2022	Updated to reflect a change of name from the Regulatory Committee to the Environment and Regulatory Committee and changes to the Committee's delegations CN22-12-09. Updated to reflect Councillor appointments to Accessibility4All and Richmond Unlimited CN22-12-07.

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Version	Date	Content
		Updated the Joint Committee terms of reference – Areas of Responsibility 2b – CN22-18-8
4.13	16 Feb 2023	1. Editorial amendment to change all instances of Tenders Panel to Tenders/Procurement Panel 2. Editorial amendment to formatting in Membership tables. 3. Mayoral Delegations - amended clause 1.1.3 to add: • Infrastructure Holdings Limited, and • any other company that may be incorporated to be a Council Controlled Organisation of Tasman District Council – CB23-02-07 4. Membership of the Standing Committees amended to include one iwi representative with speaking and voting rights 5. Joint Nelson Tasman Regional Transport Committee TOR added - CN23-02-18 6. Joint Committee TOR updated – CN23-02-18 7. Regional Pest Management Joint Committee TOR amended – CN23-08-8
4.14	7 Mar 2023	Joint Regional Cemetery Working Group Terms of Reference added – adopted by the Operations Committee – OC21-12-4
4.15	27 Apr 2023	Amendment to the Tenders/Procurement Panel TOR – CN23-04-7
4.16	22 Jun 2023	1. Amendments to Execution of Documents and Use of the Common Seal - CN23-06-17 2. Amending all instances of Regulatory Committee to Environment and Regulatory Committee to reflect CN22-12-09 (v4.12)
4.17	21 September 2023	1. Updated Part 3 Management and Part 4 Statutory Delegations – CN23-09-4 2. Removal of Māpua Waterfront Area Masterplan Working Group – CN23-09-3
4.18	26 Oct 2023	1. Updated Part 3 Management - to reflect CN23-10-7 – 11.0 Specific Delegations by Resolution 2. Environmental Information Officer – Information Science & Technology added as On Scene Commander (198) 3. Updated Appointments table to reflect independent appointments made since last update.
4.19	15 Dec 2023	Inclusion of the Brightwater – Wakefield Community Facilities Project Advisory Group – CN23-07-21
4.20	15 Feb 2024	Amendments to appointments made at 15 February 2024 Council meeting: Operations Committee – adding Chanel Starkey – CN24-02-24 and resulting change to quorum from 7 to 8. Nelson Regional Sewerage Business Unit – adding Aneika Young – CN24-02-24.

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Version	Date	Content
		Animal Control Subcommittee – replacing Deputy Mayor Bryant with Councillor Kininmonth – CN24-02-16.
4.21	14 March 2024	1. 5.2.2 - Editorial amendment to correct Audit and Risk Subcommittee Membership - to reflect the correct policy that applies - Policy on the Appointment and Remuneration of Independent Members on Council Committees and Business Units – previously Policy on the Appointment of Directors and Trustees to Council Organisations was referenced 2. 11.3 - Addition of specific ELT delegation CN23-11-10 – 22 November 2023 Council 3. CN23-12-21 – 13 December Council – changes to financial role positions and titles 4. 11.4 – CN24-02-14 – Addition of delegation to the CEO to complete processes and sign documentation to stop unformed roads – 15 February 2024 Council. 5. Addition of 9.2 – Additional Delegations – CN23-09-4 – delegation to COO and Legal & Democracy Services Manager for minor administrative edits to the Delegations Register – 21 September 2023. 6. Updated Part 4 Statutory Delegations, Dog Control Act 1996 to add an additional role.
4.22	2 April 2024	1. Delegation to the Joint Committee of the Nelson City and Tasman District Councils to consider and make decisions on recommendations from the Saxton Field Committee regarding changes to the Saxton Field Management Plan in respect of alcohol advertising – **CN24-03-20.** 2. Editorial amendment to correct Camping Ground Regulations Act from 1987 to 1985. Under resolution **CN24-03-24:** 3. Delegations under the Local Government Act 1974: - Editorial amendment to s339 to correct section number - ss. 353, 356 and 356A to specified roles 4. Changes to Local Government Act 2022 delegations - Revoke delegation to Environment and Regulatory Committee under part 8. 5. Management delegations: - Amend delegated authority for street names cl 5.6 - Amend delegated authority - easements and caveat of dealings cl 5.3 6. Land Transfer Act 2017 - Add delegations for ss.109, 112, 138, 142, 143, 144 and 145 7. Updates the Golden Bay Community Board TOR to reflect the change to a six-weekly meeting cycle – GBC24-04-5

Tasman District Council Delegations Register – Version Control

Version	Date	Content
4.22	12 June 2024	Minor editorial (spelling and omission) changes.
4.23	22 August 2024	Delegations updated for new roles/changes to position title: - Team Leader – Regulatory Support - LIMs Officer Administrative edits as per authority under CN-23-09-04: • Repealed section removed 'Schedule 12 Part 16 RMA (NBEA 2023 Amendments) s.39'. Repealed on 23 December 2023 by section 6 of the Resource Management (Natural and Built Environment and Spatial Planning Repeal and Interim Fast-track Consenting) Act 2023. • Land Transport Act 1998 - Delegation 'power to waive fines' moved to Part 3 • Corrected section numbers • Removed repealed Act 'Transport Services Licensing Act 1989' • Removed delegations under Maritime Rules and Maritime Transport Act recorded against position titles and noted delegation to named individuals. Amended Joint Regional Transport Committee ToR to give effect to CN24-05-34 (sections 3.5 and 3.6). Updated Audit and Risk Committee members
4.24	24 October 2024	Following changes to the Finance team and the Legal and Democracy teams, update of delegations and position titles under the following Acts (CN24-09-13): - Local Government (Rating) Act 2002 - Local Government Act 2002 - Local Government Official Information and Meeting Act 1987 - Rating Valuations Act 1998 - Management delegations (including Privacy Act 2020) to reflect new roles of Governance Manager and General Counsel, and the change of title from Group Manager – Finance to Chief Financial Officer Correction of error in clause 5.4.2 of the Enterprise Committee ToR (name of policy) Removal of Regional Pest Management Committee from Delegations Register – Disbanded under clause 6(h) of the ToR with the adoption of the Regional Pest Management Plan 2019 – 2029 by Tasman District Council on 12 September 2024 (CN24-09-10) and Nelson City Council 10 October 2024. Updated Audit and Risk Committee Terms of Reference and added Deputy Chair for this Committee as resolved by Council (CN24-10-3).
4.25	20 December 2024	Amended name of 'Accessibility for All Forum" to "Regional Access Forum" as resolved at the A4A Forum meeting on 26 August 2024.

Tasman District Council Delegations Register – Version Control

Version	Date	Content
		Removed revoked Navigation Bylaw 2015 (new Navigation Bylaw adopted CN24-10-18). Added Specific Delegation by resolution CN24-10-19 for authority to make payments under the River Stopbank Recompense Policy. Amended position title 'Team Leader – Water Supply & Wastewater' to 'Team Leader – Water Supply'. Added delegation made by resolution of both Nelson City Council and Tasman District Council (CN24-11-20) to the Terms of Reference of the Joint Committee of Tasman District and Nelson City (Joint Councils Committee) clause 4(h). Editorial amendment to Part 4: Statutory Resource Management Act ss.311 and 316 to reflect Regulatory Committee resolution RC21-10-3 as amended in Part 3: Management Delegations – Legal Proceedings in version 4.06. Update of delegations and position titles under the following Acts following resolution CN24-12-12. - Biosecurity Act 1993 - Soil Conservation and Rivers Control Act 1941 - Wild Animal Control Act 1977 - Resource Management Act 1991 Removed struck out section under 'Soil Conservation and Rivers Control Act 1941' from Operations Committee ToR (CN24-12-12)
4.26	30 January 2025	Editorial amendments to correct position title/Act title errors and remove repealed sections (LGA 2002 s.194; Health Act s.48). Updated delegations for Group Manager – Environmental Science, Team Leader – Regulatory Support, Development Contributions Administrator, Team Leader – Rivers & Coastal Structures and Team Leader – Development Engineering.
4.27	28 February 2025	Editorial Amendment to part 3 para 1.10 – removed the word 'Acting' from Chief Executive Officer. Community board appointments 6.1 and 6.3 below added as per 19 November 2025 Motueka Community Board appointments r**esolution (MCB24-11-6)** **That the Motueka community Board** **6. makes the following appointments to replace Board Member David Armstrong, for the remainder of the 2022 – 2025 triennium:** **6.1 Accessibility for All (A4A) (Renamed to Regional Accessibility Forum) – Deputy Chair Claire Hutt.** **6.2 Marahau Sandy Bay Ratepayers and Residents Association – Chair Terina Graham.** **6.3 Motueka Aerodrome Advisory Group – Board Member Nick Hughes.**

Tasman District Council Delegations Register – Version Control

Version	Date	Content
		6.4 Te Awhina Marae - Chair Terina Graham. **6.5 Full Council liaison role- Chair Terina Graham.** Added Local Water Done Well Governance Group to the list of advisory groups - section 5.6 as per Operations Committee resolution - 26 September 2024 (OC24-09-5). Added Graham Caradus and Jean Hodson as District Licensing Committee Appointed Members CN24-09-24
4.28	3 June 2025	Amended and added delegations under the following Acts, regulations and bylaws following resolution CN25-05-14: - Camping Grounds Regulations 1985 - Dog Control 1996 - Food Act 2014 - Freedom Camping Act 2011 - Gambling Act 2003 and associated regulations - Health Act 1956 - Health (Hairdressers) Regulations 1980 - Health (Registration of Premises) Regulation 1966 - Housing Improvement Regulations 1947 - Impounding Act 1955 - Local Government (Rating) Act 2002 - Maritime Transport Act 1994 - Navigation Safety Bylaw 2024 - Public Water Supply Bylaw 2016 - Reserves Act 1977 - Sale and Supply of Alcohol Act 2012 - Water Minimisation Act 2008 - Water Services Act 2021 New roles and position titles in the Water and Wastes and Regulatory teams. Added delegation by resolution CN25-05-17 for power to approve a Section 17A review, or an exemption from review, under Local Government Act 2002.
4.29	5 August 2025	Removed 2022 from paragraph 1.10 of the Chief Executive's Delegations Added delegations for the Principal Advisor - Environmental Assurance following resolution CN25-06-20 Following the establishment of a LIMs and Property Information team, update of delegations and position titles under s.44A of the Local Government Official Information and Meetings Act 1987 Administrative edits as per authority under CN-24-09-13: • Removed repealed 'Health (Hairdressers) Regulations 1980'

7.5 ADOPTION OF THE STATEMENT OF INVESTMENT POLICY AND OBJECTIVES (SIPO) FOR THE DIVERSIFIED RESILIENCE FUND

Decision Required

Report To:	Tasman District Council
Meeting Date:	25 September 2025
Report Author:	Nick Chin, Enterprise and Property Services Manager
Report Authorisers:	Richard Kirby, Group Manager - Community Infrastructure
Report Number:	RCN25-09-29

1. Purpose of the Report / Te Take mō te Pūrongo

1.1 The purpose of this paper is to adopt the Statement of Investment Policy and Objectives (SIPO) for the Diversified Resilience Fund.

2. Summary / Te Tuhinga Whakarāpoto

2.1 The Statement of Investment Policy and Objectives (SIPO) for the Diversified Resilience Fund was considered and discussed with the Council in January 2025.

2.2 In March 2025, the Enterprise Committee recommended that the Council set-up and fund the Diversified Resilience Fund (DRF) and adopt the SIPO.

2.3 The Council has a layered approach to its investment policies. There is a high-level Investment policy in the Treasury Risk Management policy, but a more granular policy is required for the Diversified Resilience fund. In turn each of the Russell Investment funds has its own investment policy.

2.4 Although the Diversified Resilience Fund (DRF) was approved, a resolution to adopt the required Statement of Investment Policy and Objectives (SIPO) for the DRF was inadvertently missed by Council staff in the March 2025 resolution.

2.5 Staff cannot authorise the transfer of funds to Russell Investments until a SIPO for the fund has been adopted as it is necessary to ensure any investments are consistent with the DRF SIPO (**Attachment 1**).

3. Recommendation/s / Ngā Tūtohunga

That the Tasman District Council

1. receives the Adoption of the Statement of Investment Policy and Objectives (SIPO) for the Diversified Resilience Fund report, RCN25-09-29; and

2. approves the Statement of Investment Policy and Objectives (SIPO) for the Diversified Resilience Fund (Attachment 1 to the agenda report); and

3. notes that the initial $3 million in funds will be spread over three Russell Investment Funds:

3.1 Russell Investments Global Fixed Interest Fund $600,000

3.2 Russell Investments Sustainable Shares Fund $1,200,000

3.3 Russell Investments Hedged Sustainable Shares Fund $1,200,000.

4. Background / Horopaki

4.1 A Statement of Investment Policy and Objectives (SIPO) is essentially the rule book for how Tasman District Council's funds in the DRF are invested and managed. It defines the funds goals and objectives, governance structure, accountability, the Council's risk profile, performance, communications and compliance measures.

4.2 The Council resolved (CN24-12-18) in December 2024 to approve the development of a SIPO for the DRF.

Moved Councillor Butler/Councillor Dowler

CN24-12-18

That the Tasman District Council

1. **receives the Diversified Resilience Fund Proposal report, RCN24-12-13; and**
2. **approves the development of a final proposal for a managed Diversified Resilience Fund, along with the Statement of Investment Policy and Objectives for consideration at the scheduled March 2025 Council meeting; and**
3. **agrees that the proposal developed be based on an initial investment amount of $5,000,000 to $10,000,000 with funding proposals to be provided by the Enterprise Committee for consideration at the scheduled March 2025 Council meeting; and**
4. **notes that provision for the proposed fund will need to be included in the 2025/2026 Annual Plan budget; and**
5. **agrees that the decision, report and attachments remain confidential at this time.**

CARRIED

Figure 1 December 2024 resolution to develop a proposal for a diversified resilience fund and a SIPO for the fund

4.3 A briefing with the Council on the DRF and its policy and objectives was held on 28 January 2025.

4.4 At the 26 February 2025 meeting of the Enterprise Committee, Council staff recommended the following:

That the Enterprise Committee

1. receives the Diversified Resilience Fund Proposal report, RFNCE25-02-2; and

Recommendation to Council

That the Tasman District Council

1. *adopts the proposed Statement of Investment Policy and Objectives (SIPO) for the proposed Diversified Resilience Fund (DRF); and*
2. *agrees that Māpua Commercial property (Shed 4 and Shed 5), Howard Forest and some surplus unencumbered carbon units are sold for Diversified Resilience Fund seed funding pending due diligence; and*

3. *agrees that any related debt from asset sales is funded from the proceeds of the sale first; and*
4. *approves the unbudgeted expenditure required to set up the Diversified Resilience Fund and to proceed with the proposed assets sales be funded from the proceeds of those sales; and*
5. *notes the financial impacts of the proposed asset sales on the budgeted income and debt in the 2024-34 Long Term Plan; and*
6. *agrees that the report and attachments remain confidential at this time.*

4.5 This recommendation from the Enterprise Committee was subsequently referred to the Council in March 2025, with a copy of the SIPO attached. The following resolution (Figure 2) was subsequently adopted by the Council.

Moved Councillor Mackenzie/Councillor Maling

CN25-03-13

That the Tasman District Council

1. **receives the Recommendation from Enterprise Committee - Diversified Resilience Fund Proposal report, RCN25-03-26; and**
2. **agrees to the selling of $3 million of unencumbered carbon units by 30 June 2025 to invest in the Diversified Resilience Fund; and**
3. **agrees to the selling of the Māpua Commercial properties (Shed 4 and Shed 5) and Howard Forest to invest in the Diversified Resilience Fund; and**
4. **agrees to sell Council properties within the Enterprise portfolio and any further carbon credits to make up the minimum $5 million investment in the Diversified Resilience Fund; and**
5. **agrees that any related debt from asset sales is funded from the proceeds of the sale first; and**
6. **approves the unbudgeted expenditure required to set up the Diversified Resilience Fund and to proceed with the proposed assets sales be funded from the proceeds of those sales; and**
7. **notes the financial impacts of the proposed asset sales on the budgeted income and debt in the 2024-34 Long Term Plan; and**
8. **agrees that the report and attachments remain confidential at this time.**

CARRIED

Figure 2 March 2025 resolution to invest in a diversified resilience fund, noting a resolution to adopt the SIPO is missing

4.6 Unfortunately, the first recommendation from the Enterprise Committee to adopt the DRF SIPO was not included in the referral paper. This report is recommending that the Council adopt the SIPO.

4.7 During July and August 2025, staff acted on the Council's March 2025 resolution (CN25-03-13) and sold c$3,000,000 of unencumbered carbon units to seed fund the DRF. These funds cannot be transferred into the DRF until the SIPO for the DRF has been adopted.

5. Analysis and Advice / Tātaritanga me ngā tohutohu

5.1 Based on a recommendation from the Enterprise Committee, the Tasman District Council approved the development of a final proposal for a Diversified Resilience Fund (DRF), along with a Statement of Investment Policy and Objectives (SIPO) for consideration at the March 2025 Council meeting.

5.2 The DRF SIPO **(Attachment 1)** details how the fund is invested and managed. It defines the funds goals and objectives, governance structure, accountability, the Council's risk profile, performance, communications and compliance measures.

5.3 At a briefing with Councillors in January 2029, staff received informal feedback that the DRF have its own standalone more detailed SIPO, separate to, but consistent with the Treasury Risk Management Policy. The informal feedback gave staff the direction that an initial investment including options for future transfers to build the fund, including the sale of existing assets and investments, was preferred.

5.4 Adopting a SIPO offers clear benefits for a diversified investment fund. It establishes discipline around investment decisions, ensures accountability through defined objectives and risk parameters, and supports effective diversification and risk management. Importantly, it provides transparency for stakeholders and encourages a long-term focus, even in volatile markets.

5.5 However, a SIPO can also introduce challenges. If drafted too rigidly, it may limit flexibility in responding to changing market conditions. Maintaining it requires ongoing review and specialist input, which adds to governance and compliance costs. If not kept up to date, the policy risks becoming disconnected from investor needs or the prevailing investment environment.

5.6 Overall, the benefits of adopting a SIPO outweigh the costs, provided it is reviewed regularly to ensure flexibility and alignment with the fund's objectives and market conditions.

5.7 To reduce the risk to the Council, the DRF investments will be invested globally with no exposure to the New Zealand Dollar and forestry. Based on the Council's investment, objectives and required rate of return discussed at the January 2025 Council briefing, the Council gave feedback that the DRF be invested in global growth portfolios comprising of 80% growth assets and 20% of income assets. This has been implemented as outlined in Figure 3 below.

Asset Class	SAA (%)	Allowable Range
Global Equities	80.0%	± 4.0%
Global Fixed Interest	20.0%	± 4.0%

Figure 3 Strategic Asset Allocation (SAA)

5.8 **Review and monitoring.** In future, the Enterprise Committee will report on the performance of the DRF to the Council as part of the regular overall reporting on Council operations (currently quarterly). All aspects of the investment process and all external parties involved will be reviewed by the Enterprise Committee regularly (at least annually), as detailed in the following:

5.8.1 **SIPO** – This will be reviewed no less frequently than annually, or sooner if appropriate due to events including but not limited to material changes in the investment strategy, governance model, the parties included in this SIPO, or market conditions.

5.8.2 **Investment Strategy** -. The strategic asset allocation is to be reviewed every three years or more frequently if there are significant changes to the economic and commercial environment, or as the Enterprise Committee sees fit or as recommended by the Investment Manager.

5.8.3 Other aspects of the investment strategy, such as asset class strategies, underlying fund managers, and foreign currency hedging, will be reviewed periodically as directed by the Enterprise Committee and advised by the Investment Manager.

6. Financial or Budgetary Implications / Ngā Ritenga ā-Pūtea

6.1 The base capital of the DRF is $3,000,000 following the sale of surplus ETS credits in August 2025. Unless the SIPO is adopted for the DRF, staff cannot transfer funds for investment as all investments must align with the DRF SIPO.

6.2 The SIPO is to be read in conjunction with the Council's Treasury Risk Management Policy, the Enterprise Activity Investment Strategy, and the Enterprise Committee Terms of Reference.

6.3 **SIPO Investment Objectives**. The objectives of the DRF are to:

- Preserve the real value of capital.
- Maintain equity between present and future generations with respect to the amounts available for distribution.
- Maintain a sufficient level of liquidity to meet cash flow requirements.

6.4 **Guiding principles of the SIPO are**:

6.4.1 In determining any distributions, strong consideration will be given to the level of reinvestment necessary to maintain the real capital value of investments.

6.4.2 The Council recognises that as a responsible public authority all investments held should have clearly understandable and quantifiable risks and be considered no more than medium risk. The Council also recognises that lower-risk investments generally generate lower returns.

6.4.3 When making investment decisions, the Council will take fiduciary duty, externalities, disclosures, and other important ESG issues into account. In determining whether to undertake any investment, the Council will seek to avoid investments in industries that harm society and the environment.

6.4.4 The investment strategy itself will not remain static. Investment decisions and opportunities will incorporate new information and market developments.

6.4.5 Strategic asset allocation (SAA) is the fundamental consideration underpinning the construction of an investment portfolio and will have the greatest impact of the DRF's long-term investment results (refer to figure 3 above).

6.4.6 Costs matter. Investment programme costs will be carefully managed to minimise their impact on investment returns.

Investment Strategy

6.5 The Strategic Asset Allocation (SAA) has the most significant impact on the outcomes of the DRF. Following the advice of the fund manager at the January briefing, the initial $3m investment in the DRF has been split over three Russell Investment funds. This allocation is consistent with the proposed SIPO for the fund.

6.6 The Council has selected a growth profile (figure 4). The fund allocations are:

- **40% Global equities** – Russell Investments Sustainable Global Shares Fund, a highly-diversified, passive-enhanced strategy that aims to match the global benchmark return, but with a 50% reduction in carbon emissions and fossil fuel reserves.
- **40% Global equities (NZD-H)** – Russell Investments Hedged Sustainable Global Shares Fund, the 100% NZD hedged version of the above fund.
- **20% Global bonds (NZD-H)** – Russell Investments Global Fixed Interest Fund, an actively managed, globally diversified fixed income strategy employing specialist credit, government, and securitised credit managers.

6.7 The most important allocation decision is the proportion of the portfolio to be allocated between growth (i.e., equities) and income (i.e., bonds) asset classes, known as the 'growth-income split'. This decision will typically have the greatest impact on both returns and the investment risk borne by the Council.

6.8 A higher allocation to growth assets increases the expected return, whilst also increasing the probability of short-term losses.

6.9 **Rebalancing** - The most important allocation decision is the proportion of the portfolio to be allocated between growth (i.e., equities) and income (i.e., bonds) asset classes – this is known as the 'growth-income split'. This decision will typically have the greatest impact on both returns and the investment risk borne by the Council.

6.10 A higher allocation to growth assets increases the expected return, whilst also increasing the probability of short-term losses.

6.11 **Approach to asset management** - The Council has outsourced the appointment of asset class managers to an Investment Manager (Russell Investments). This means that, once the strategic asset allocation is agreed by the Council, the Investment Manager appoints the asset class managers it considers to be best placed to execute the strategy and monitors and replaces these managers as it sees fit.

6.12 **Foreign Currency** - The hedging policy will be to fully hedge foreign currency exposures of offshore fixed interest and apply a 50% hedge ratio to the global equity exposure. Foreign currency exposure is not actively managed at a strategic level. However, at an asset class level, both market movements and, where applicable, active positions taken by the underlying Investment Managers can result in currency exposures that vary from the strategic position from time to time.

		Fund Allocation (Growth / Income Asset Split)			
		Conservative (20/80)	Moderate (40/60)	Balanced (60/40)	Growth (80/20)
SAA	Global equities	10%	20%	30%	40%
	Global equities (NZD-H)	10%	20%	30%	40%
	Global bonds (NZD-H)	80%	60%	40%	20%
10 Year Forecasts	Estimated gross nominal return p.a.	5.4%	5.8%	6.2%	6.5%
	Estimated gross real return p.a.	3.3%	3.7%	4.0%	4.3%
	Estimated standard deviation	5.6%	6.9%	8.7%	10.9%
	Frequency of negative annual return	1 / 6.3 years	1 / 5.3 years	1 / 4.3 years	1 / 3.7 years
Historical Returns (2015-2024)	10-year nominal return p.a.	4.3%	6.2%	8.0%	9.8%
	Largest annual drawdown	-12.3%	-12.9%	-13.5%	-14.0%
	Frequency of negative annual return	1/10 years	1/5 years	1/5 years	1/5 years
	KiwiSaver Fund 10-Year median net return p.a.	4.1%	5.2%	6.7%	8.3%
	KiwiSaver Fund 10-Year risk p.a.	3.9%	5.4%	7.4%	9.8%

Figure 4 SIPO Investment Strategy

7. Options / Kōwhiringa

7.1 The options are outlined in the following table:

Option		Advantage	Disadvantage
1.	**Do not** approve the Statement of Investment Policy and Objectives (SIPO) for the Diversified Resilience Fund (DRF)	**Not having a SIPO** • More flexibility in fast-moving markets. • reduces ongoing review and expertise to remain fit-for-purpose. • removes compliance, monitoring, and reporting overhead. • Reduces Risks becoming misaligned if the SIPO not regularly updated. On balance the pros for a SIPO (below) outweigh the cons especially within the Council investment context. The Council may in the future amend the SIPO and adjust its investment mix for the fund if desired.	The Council has approved the investment in a Diversified Resilience Fund. **Investments cannot be made until the SIPO is approved**. No SIPO will create uncertainty and may affect the fund's ability to deliver benefits to the Tasman District and help to offset future rate increases.

Option		Advantage	Disadvantage
2.	**Approve** the recommended Statement of Investment Policy and Objectives (SIPO) for the Diversified Resilience Fund (DRF)	This will allow the investments to proceed providing the necessary framework for the DRF. This will allow the $3 million currently being held to be invested for a higher long-term return. **Having a SIPO** • Provides clarity and discipline in investment decision-making. • Strengthens governance, accountability, and transparency. • Supports prudent risk management and diversification. • Anchors long-term investment strategy, reducing reactive choices.	**Having a SIPO** • May limit flexibility in fast-moving markets. • Requires ongoing review and expertise to remain fit-for-purpose. • Adds compliance, monitoring, and reporting overhead. • Risks becoming misaligned if not regularly updated. On balance the pros outweigh the cons especially within the Council investment context. The Council may in the future amend the SIPO and adjust its investment mix for the fund if desired.

7.2 Option 2 approve the proposed SIPO is recommended.

8. Legal / Ngā ture

8.1 Any SIPO adopted must be consistent with Council's Treasury Risk Management Policy (2024).

8.2 Investments must be made in accordance with Council's Investment Policy (included in the Treasury Risk Management Policy) under the Local Government Act 2002.

9. Iwi Engagement / Whakawhitiwhiti ā-Hapori Māori

9.1 The decision to adopt a SIPO for the DRF does not require direct engagement with Iwi. No engagement is proposed.

10. Significance and Engagement / Hiranga me te Whakawhitiwhiti ā-Hapori Whānui

10.1 This decision is only to adopt the Statement of Investment Policy and Objectives (SIPO) for the Diversified Resilience Fund. Therefore, staff consider the decision to be of low significance. This is because the Council has already adopted the establishment of a Diversified Resilience Fund so that is not the decision related to this report.

	Issue	Level of Significance	Explanation of Assessment
1.	Is there a high level of public interest, or is decision likely to be controversial?	Low	The SIPO provides the rationale and principles guiding DRF investments.
2.	Are there impacts on the social, economic, environmental or cultural aspects of well-being of the community in the present or future?	Low	Once fully established, the DRF will provide greater financial resilience for the Council. The adoption of the SIPO is necessary to enable further investment in the DRF.
3.	Is there a significant impact arising from duration of the effects from the decision?	Low	The SIPO is the guiding investment document for the DRF and the future impacts of the DRF provide greater financial resilience for the Council.
4.	Does the decision relate to a strategic asset? (refer Significance and Engagement Policy for list of strategic assets)	Low	The DRF is not a strategic asset at this point, but once it grows it could become a strategic asset.
5.	Does the decision create a substantial change in the level of service provided by Council?	NA	
6.	Does the proposal, activity or decision substantially affect debt, rates or Council finances in any one year or more of the LTP?	Low	Although there will be a positive impact on the Council's financial resilience, this decision is only about adopting the SIPO.
7.	Does the decision involve the sale of a substantial proportion or controlling interest in a CCO or CCTO?	No	
8.	Does the proposal or decision involve entry into a private sector partnership or contract to carry out the deliver on any Council group of activities?	No	
9.	Does the proposal or decision involve Council exiting from or entering into a group of activities?	No	
10.	Does the proposal require particular consideration of the obligations of Te Mana O Te Wai (TMOTW) relating to freshwater or particular consideration of current legislation relating to water	No	

	Issue	Level of Significance	Explanation of Assessment
	supply, wastewater and stormwater infrastructure and services?		

11. Communication / Whakawhitiwhiti Kōrero

11.1 No formal public communication has taken place regarding this decision to adopt the SIPO.

12. Risks / Ngā Tūraru

12.1 If a SIPO is not adopted, the DRF will be managed in accordance with the Treasury Risk Management Policy. There is insufficient guidance in the Treasury Risk Management Policy to provide appropriate oversight and an investment strategy for the fund.

13. Climate Change Considerations / Whakaaro Whakaaweawe Āhuarangi

13.1 The decision to adopt the proposed SIPO has no climate change implications.

14. Alignment with Policy and Strategic Plans / Te Hangai ki ngā aupapa Here me ngā Mahere Rautaki Tūraru

14.1 This Statement of Investment Policy and Objectives (SIPO) outlines a principles-based approach to the management of the Diversified Resilience Fund (DRF) for the Council.

14.2 The proposed SIPO is consistent with Council's 2024 Treasury Risk Management Policy, the Enterprise Activity Investment Strategy, and the Enterprise Committee Terms of Reference.

15. Conclusion / Kupu Whakatepe

15.1 Based on a recommendation from the Enterprise Committee, the Tasman District Council approved the development of a final proposal for a DRF, along with a SIPO for consideration at the March 2025 Council meeting.

15.2 The Enterprise Committee and Investment Managers both recommend that the DRF has its own standalone detailed SIPO, more detailed but separate to, and consistent with the Treasury Risk Management Policy.

15.3 Whilst the DRF was approved, the recommendation from the Enterprise Committee to approve the SIPO was overlooked and not adopted by Council.

15.4 This report is to correct that oversight, and therefore it is recommended that the SIPO be adopted to allow investments to flow into the DRF.

16. Next Steps and Timeline / Ngā Mahi Whai Ake

16.1 Implement the transfer of $3 million seed funding from ETS sales into the DRF.

16.2 Publish the adopted SIPO for the DRF on the Councils website within a month.

17. Attachments / Tuhinga tāpiri

1.⇩	Statement of Investment Policy and Objectives (SIPO) for the Diversified Resilience Fund	422

Tasman District Council Diversified Resilience Fund

Statement of Investment Policy and Objectives

February 2025

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1.0 Introduction

1.1 Purpose

This Statement of Investment Policy and Objectives (**SIPO**) outlines a principles-based approach to the management of the Diversified Resilience Fund (**DRF**) of the Tasman District Council (**TDC** or **the Council**). It is to be read in conjunction with Council's Treasury Risk Management Policy, the Enterprise Activity Investment Strategy, and the Enterprise Committee Terms of Reference.

1.2 Background

The Diversified Resilience Fund was formally established in [MONTH YEAR] with the primary goal of enhancing the long-term financial resilience of the Council's balance sheet and provide the Council with a steady income stream, allowing it to deliver benefits to the Tasman District and help to offset future rate increases

The DRF is a Strategic Asset under the Local Government Act 2002.

The base capital of the DRF was $XX million at the date of establishment. The DRF was established with the purpose to grow to a meaningful proportion of the Council's assets through a) the reinvestment of investment returns; and b) through additional in-flows.

1.3 Investment Objectives

The objectives of the DRF are to:

- Preserve the real value of capital.
- Maintain equity between present and future generations with respect to the amounts available for distribution.
- Maintain a sufficient level of liquidity to meet cash flow requirements.

1.4 Required Rate of Return

For the long-term goal of reducing the burden on ratepayers is achieved then both of the following long-term return measures will be employed. Assets and investments should generate a total return over the long-term (at least five years and generally 10 years) that;

- Exceeds the long-term borrowing cost of Council (averaged over five and 10 years)
- Exceeds the general rate of Council rate increases (averaged over five and 10 years

To meet the investment objectives the total return of the investment portfolio must be greater than the combination of the rate of inflation and the distribution rate.

To achieve the above return measures, the Council has set the target rate of return at CPI +4% before costs. The Council acknowledges that this is a long-term target and returns over any individual year will not always achieve the target.

1.5 Distribution Policy

The DRF distribution policy will be formulated in consultation with Council. In determining any distributions, strong consideration will be given to the level of reinvestment necessary to maintain the real capital of the investments.

It has been agreed that the DRF will not pay a distribution until either 1) five years from the establishment date; or 2) the fund size is in excess of $30 million.

1.6 Risk Management

The Enterprise Committee regards 'risk' as the likelihood that the DRF fails to achieve its investment objective over the long-term.

To mitigate this risk, the Enterprise Committee has:

- Retained the service of an appropriately resourced and experienced Investment Manager to provide strategic investment advice and fund management
- Adopted a globally diversified, balanced investment strategy
- Ensured that the DRF portfolio is invested in liquid assets to allow for the required distributions as necessary
- Prohibited leverage of the DRF's assets
- Committed to regularly reviewing investment performance and risk; and
- Committed to periodically reviewing the DRF's investment objectives

1.7 Version and Review Policy

This SIPO is effective from [DATE] and is considered a live document to be updated to reflect any changes to the investment objectives of the DRF or if warranted by market conditions. Changes to the SIPO must go through a formal review and approval process.

The SIPO will be reviewed no less frequently than annually by the Enterprise Committee and presented to Council, or sooner if appropriate due to events including but not limited to material changes in the investment strategy, the governance model, the parties included in this SIPO, or market conditions.

2.0 Governance

The Council's powers and delegations with respect to the DRF are defined in this document. In satisfying its responsibilities, the Council and Enterprise Committee may delegate decision-making and implementation to other parties, both internal and external, as it sees fit.

The key responsibilities of the various parties involved are detailed below.

2.1 Tasman District Council

- Ensure the Enterprise Committee members understand their fiduciary responsibilities
- Set and review on a regular basis (at least every three years) the objectives, risk appetite and broad asset allocation of the DRF
- Ensure appropriate risk oversight and investment management policies and procedures are in place
- Approve and review the SIPO (including the Responsible Investment Policy) for the DRF annually
- Monitor the performance and risk measures of the DRF on a quarterly basis

2.2 Enterprise Committee

- Select and review any service providers for the DRF, such as the Investment Manager, on a regular basis
- Monitor the operations of the DRF, including portfolio structure, fees, risk and performance on a quarterly basis
- Establish the SIPO (including the Responsible Investment Policy) with the Council and review at least every three years
- Review, based on advice from the Investment Manager (as appropriate), the need to make recommendations to the Council concerning the investment objectives, risk appetite and asset allocation strategy of the DRF
- Liaise with the Investment Manager on the overall ongoing management and operations of the DRF (i.e. managing cashflows)

2.3 Investment Manager

- Provide recommendations to the Enterprise Committee on all matters detailed above.
- Maintain the asset allocation within the specified rebalancing ranges in accordance with the rebalancing policies set out in this SIPO.
- Offer funds for each applicable asset class consistent with the fundamental strategy, the benchmarks and the foreign currency hedging policies determined by the Council.
- Provide the Council and Enterprise Committee with reports relating to the DRF's portfolio, risk profile and investment performance.
- Advise the Enterprise Committee of any market developments or best practice changes that may affect the way that the Fund's assets are or should reasonably be invested to meet the ongoing objectives of the DRF
- Attend meetings with the Council or Enterprise Committee, as required.

3.0 Guiding Principles

The following principles guide the Council's investment decision-making process for the DRF:

- Council's primary objective when investing is the protection of its investment capital and that a prudent approach to risk/return is always applied within the confines of this policy.
- Assets and investments should be purchased and owned with a very long-term (possibly intergenerational) time horizon. The Council's long-term time horizon allows it to invest in assets that other shorter-term investors may not find attractive due to a lack of immediate liquidity. Given this, return expectations should be set with a suitable time horizon to reflect the longer-term cyclicality of investment assets.
- Best-practice risk management policies recommend a globally diversified portfolio. Diversification reduces the impact of unsystematic risk. The enterprise activity will recommend investing across a range of asset classes and also a range of investments within individual asset classes to achieve the benefits of portfolio diversification.
- In determining any distributions strong consideration will be given to the level of reinvestment necessary to maintain the real capital value of investments.
- Council recognises that as a responsible public authority all investments held, should have clearly understandable and quantifiable risks. Council also recognises that lower risk investments generally generate lower returns.
- When making investment decisions, the Council acknowledges that the integration of Environmental, Social, and Governance (ESG) factors into decision-making helps to identify risks and can result in better financial outcomes. Refer to Appendix 1 for the Responsible Investment Policy.
- The investment strategy itself will not remain static. Investment decisions and opportunities will incorporate new information and market developments.
- Strategic asset allocation (SAA) is the fundamental consideration underpinning the construction of an investment portfolio and will have the greatest impact of the DRF's long-term investment results.
- Costs matter. The investment costs of the DRF will be carefully managed to minimise their impact on investment returns.

4.0 Investment Strategy

The Council and the Enterprise Committee agree that the strategic asset allocation is the fundamental consideration underpinning the construction of a diversified investment portfolio and will have the greatest impact on the DRF's long-term investment results.

It is the Enterprise Committee's responsibility to review the strategic allocation at least every three years. If there is a significant change in the capital markets or in the circumstances of the DRF, a more frequent review may be conducted.

4.1 Asset Classes

The DRF will be invested in a portfolio of the following asset classes:

- Global equities
- Global fixed interest

4.2 Asset Class Benchmarks

The following benchmarks apply for the asset classes detailed above:

Asset Class	Benchmark
Global Equities	MSCI All Country World Index (50% NZD hedged)
Global Fixed Interest	Bloomberg Global Aggregate Bond Index (TR) – NZD hedged

4.3 Strategic Asset Allocation (SAA)

Based on the Council's investment objectives and required rate of return, the Council has determined that the DRF will be invested in a growth portfolio comprising of 80% growth assets and 20% of income assets.

Asset Class	SAA (%)	Allowable Range
Global Equities	80.0%	± 4.0%
Global Fixed Interest	20.0%	± 4.0%

4.4 Rebalancing

The scheme does not seek to deviate tactically from the SAA shown above, however, at times, market movements and cash flows will cause the asset allocation to deviate from the SAA. The SAA will be broadly maintained based on the ranges above without incurring excessive transaction costs.

The Investment Manager will review the DRF's asset allocation on a quarterly basis (or in the event of a significant market event, more frequently) and, in the event of a breach of these ranges, undertake the necessary transactions to bring the breached exposure(s) to approximately the policy weight(s).

Prior to any rebalancing transaction, the Investment Manager will liaise with the Enterprise Committee, ensuring that any transaction is coordinated with expected upcoming redemptions and applications. Redemptions made from the DRF will be used by the Investment Manager to minimise, to the extent possible, the probability of breaches occurring.

4.5 Approach to asset management

The Council has outsourced the appointment of asset class managers to the Investment Manager. This means that, upon agreement of the strategic asset allocations with the Council, the Investment Manager appoints the asset class managers it considers to be best placed to execute the strategy and monitors and replaces these managers as it sees fit.

4.6 Foreign Currency

The hedging policy will be to fully hedge foreign currency exposures of offshore fixed interest and applying a 50% hedge ratio to the global equity exposure. Foreign currency exposure is not actively managed at a strategic level. However, at an asset class level, both market movements and, where applicable, active positions taken by the underlying Investment Managers can result in currency exposures which vary from the strategic position from time to time.

5.0 Review and Monitoring

The Enterprise Committee will report performance of the DRF to council as part of the regular overall reporting on council operations.

All aspects of the investment process and all external parties involved will be reviewed by the Enterprise Committee on a regular basis (at least annually), as detailed below.

5.1 SIPO

The SIPO will be reviewed no less frequently than annually, or sooner if appropriate due to events including but not limited to material changes in the investment strategy, governance model, the parties included in this SIPO, or market conditions.

5.2 Investment Strategy

The strategic asset allocation is to be reviewed every three years or more frequently if there are significant changes to the economic and commercial environment, or as the Enterprise Committee sees fit or as recommended by the Investment Manager.

Other aspects of the investment strategy, such as asset class strategies, underlying fund managers, foreign currency hedging will be reviewed periodically as directed by the Enterprise Committee and advised by the Investment Manager.

5.3 Service Providers

The Enterprise Committee shall monitor the performance of the Investment Manager and other advisors, with formal reviews undertaken on a periodic basis.

The Investment Manager's performance will be assessed over a suitably long-term horizon of at a minimum, a three-yearly basis.

5.4 Performance Monitoring

The Investment Manager will report the returns of the DRF to the Enterprise Committee monthly. The Investment Manager is also able to provide ad hoc reporting if required.

The performance of the DRF will be monitored against its investment objective. The performance of each of the DRFs underlying asset class strategies will be tracked against an appropriate performance benchmark (see benchmark section), while the overall portfolio will be tracked against a composite of the underlying benchmarks.

Appendix 1: Responsible Investment Policy

The Council is committed to improving the wellbeing of our environment, communities, and economy. To this end, the Council will use this Responsible Investment Framework to integrate Environmental, Social and Governance (ESG) considerations into the investment and operational policies of the DRF wherever possible.

Climate Change

Tasman District Council recognises that climate change impacts all of us and threatens the wellbeing of our environment and communities, and therefore acknowledges we must act now to reduce emissions and prepare for current and future impacts. Through its investments in the DRF, the Council is committed to supporting the transition to a more resilient and lower carbon economy.

The Enterprise Committee, with advice from the Investment Manager, will aim to understand the impact of the DRF's investments have on the climate through the measuring of total portfolio carbon emissions, initially within the listed global equities portfolio, but over time all asset classes in which it invests.

Exclusions

Any appointed Investment Manager will avoid, where practical, investing in any company whose activities would be deemed to be unlawful under New Zealand law, notwithstanding that the investment might be domiciled in another country.

The Council will use reasonable endeavours to avoid investment in entities involved in the following activities:

- manufacturing components that are key and dedicated to the production of anti-personnel mines, cluster munitions, civilian automatic and semi-automatic firearms
- production of the core nuclear weapon system, or components/services of the core nuclear weapon system, that are considered tailor-made and essential for the lethal use of the weapon.

In addition, whilst not considered unlawful the Council would not expect to be invested in companies that are directly involved in the manufacture of tobacco products.

Collective Investment Vehicles

The Council recognises that there are challenges in the implementation of a responsible investment policy when investing globally. For efficiency, operational and cost reasons, the DRF invests in pooled funds with other investors, known as collective investment vehicles (CIVs).

The DRF endeavours to apply exclusions to CIVs to the extent that it is feasible and commercially prudent. In such instances, where there may be limits to the DRF's ability to exclude securities from its portfolio, the Enterprise Committee will ensure the manager of the CIV is aware of its Responsible Investment Policy and should confirm that there is broad alignment with the policies applied in the management of the CIV.

Active Ownership

The Council believes that through stewardship or active ownership activities, investors can engage with companies to encourage them to improve ESG performance and reporting, and to make long-term improvements. It is expected that the Investment Manager of the DRF will seek to improve the ESG practices of the companies that they invest in on the Council's behalf through active engagement.

Selection of Investment Managers

When selecting Investment Managers, special consideration should be given to the responsible investment aspects of their investment process. Preference will be given to Investment Managers who can demonstrate a high degree of alignment with the Council's Responsible Investment Policy.

Adoption and Amendment of this Policy

This policy will be reviewed annually as part of the regular review of this SIPO and is subject to formal reviews every three years in line with the long-term plan process by the Council or as required from time to time.

7.6 RISKPOOL TRUST DEED PROPOSED AMENDMENTS

Decision Required

Report To:	Tasman District Council
Meeting Date:	25 September 2025
Report Author:	Amy Clarke, Acting Assurance & Improvement Manager
Report Authorisers:	Steve Manners, Acting Chief Executive
Report Number:	RCN25-09-30

1. Purpose of the Report / Te Take mō te Pūrongo

1.1 To seek the Council's approval to consent to proposed amendments to the Riskpool Trust Deed.

2. Summary / Te Tuhinga Whakarāpoto

2.1 The Riskpool Trust Deed dates from 1997, with further amendments having been made in 2007.

2.2 As part of its ongoing governance review, the Board commissioned Webb Henderson to conduct a 'hygiene check' of the Scheme and its governing documents. That review identified a number of deficiencies in the current Trust Deed which require correction to bring the governance framework into line with best practice.

2.3 In summary, the proposed changes:

2.3.1 Clarify the duties owed under clause 6 of the Trust Deed. The amendments make clear that these duties are owed by Local Government Mutual Funds Trustee Ltd (LGMFT), rather than by the Board. It appears that has always been the intention of the drafting given that the Board is not a party to the Trust Deed. The Board will remain mindful of them and continue to seek to cause LGMFT to give effect to them.

2.3.2 Clarify that the Trustee can distribute surplus funds to Members. This is implicit at present but as the Scheme pursues reinsurance recoveries it is appropriate to put the point beyond any doubt. See clauses 6.13 and 6.14 of the Amended Riskpool Trust Deed (**Attachment 3**).

2.3.3 Clarify that the role of the Scheme Manager under clause 9 of the Trust Deed passed to Civic Financial Service Limited, formerly known as New Zealand Local Government Insurance Corporation Limited (LGIC).

2.3.4 Properly provide for indemnification and limitation of liability of LGMFT, as trustee, and the Board. The Trust Deed, as currently drafted, provides insufficient protections to LGMFT and the Board when compared to the position at common law and in typical commercial trust arrangements. The Board considers that this is an oversight which, in the interests of the Scheme and Members, should be addressed. See clause 13 of the Amended Riskpool Trust Deed (**Attachment 3**).

2.3.5 Ensure consistent use of defined terms and correct other minor drafting issues.

2.4 In accordance with clause 17.1 of the Riskpool Trust Deed, the proposed amendments are conditional on not less than 90% of Members consenting in writing to the changes. There are 75 Member Councils in the relevant period, each with a casting vote.

2.5 The proposed amendments were reviewed by Rice Speir at our request who agree with the changes in general but with some suggested amendments to ensure legal clarity for Riskpool's consideration.

3. Recommendation/s / Ngā Tūtohunga

That the Tasman District Council

1. receives the Riskpool Trust Deed Proposed Amendments RCN25-09-30; and

2. notes the purpose and effect of the proposed amendments as outlined in this report and Attachments 1-3 to the agenda report; and

3. approves the amendments to the Riskpool Trust Deed, as set out in the attached letter dated 21 August 2025 (Attachment 1 to the agenda report) subject to any further amendments that the Chief Executive Officer may (on the advice of Rice Spier) require; and

4. authorises the Chief Executive Officer to:

4.1 require any further amendments to the Riskpool Trust Deed as may be advised by Rice Speir; and

4.2 once the Chief Executive Officer is satisfied with the form of the Trust Deed, sign and return the attached consent form on behalf of the Council (Attachment 1 to the agenda report).

4. Background / Horopaki

4.1 Riskpool was established in 1997 by local authorities and Civic Assurance (now Civic Financial Services Ltd) to provide collective risk protection for local government entities across New Zealand. It was formed in response to an unreliable and expensive commercial insurance market, particularly following the withdrawal of key insurers from local government liability cover.

4.2 Structured as a not-for-profit mutual fund with a Board of Trustees (the Board) acting in the best interests of members, Riskpool successfully operated for 20 years, returning $178.7 million in claims to its members in comparison to $147.5 million in contributions. Tasman District Council was a member of the Riskpool Scheme in that period.

4.3 Since 2017, the Scheme has been in a managed wind-down phase. The Board's focus is now primarily on resolving legacy claims, pursuing recoveries from reinsurers, and ensuring sound trust governance.

4.4 Although the Riskpool Scheme is in a managed wind down phase, the Board is currently managing a number of significant workstreams relating to Riskpool including:

Domestic Litigation

4.5 Several legacy claims remain outstanding against the Scheme. In 2023, the Supreme Court in *Local Government Mutual Funds Trustee Ltd v Napier City Council [2023] NZSC*

97 confirmed that claims against the Scheme involving both weathertight and non-weathertight defects (mixed claims) could be divided, with cover available for non-weathertight defects. This ruling had wide-ranging consequences and led to a series of other mixed defect claims proceeding against the Scheme.

4.6 Two of these claims are scheduled for trial in September 2025. The central issue at trial is whether the claims were validly notified under the Scheme. These proceedings are important in clarifying Riskpool's historic obligations and the interpretation of Scheme terms. The Board is working closely with its legal advisers to prepare for trial and is keeping reinsurers updated with developments.

Reinsurance recoveries

4.7 Reinsurance remains Riskpool's primary source of funds for accepted claims. However, the process of ensuring reinsurers meet their obligations is complex, involving multi-layered "towers" of reinsurance for each fund year. The relevant reinsurance contracts are governed by English law and subject to the jurisdiction of the London commercial courts.

4.8 The Board is actively engaged with London brokers, English counsel, and New Zealand advisers to pursue recovery. Litigation in London remains a possibility. Ensuring that reinsurers meet their indemnity obligations is essential to reduce the scale of any further calls on Member Councils and safeguard the wider local government sector

5. Analysis and Advice / Tātaritanga me ngā tohutohu

5.1 The Riskpool Trust Deed lacks clear provisions for indemnifying the Board. This exposes them to personal liability for the decisions they make despite acting in good faith in a complex, high-value scheme. This is not consistent with standard practice in the governance of comparable entities. In addition, the proposed amendments (**Attachments 2 and 3**) confirm that surplus funds may be distributed to Members and update technical provisions to reflect Riskpool's current structure.

5.2 Advice and review of the Riskpool Trust Deed proposed amendments was sought from Rice Speir to enable commentary by an external party. Rice Speir supported the amendments but with some reservations. These reservations have been referred to Riskpool to respond.

5.3 To ensure Riskpool can continue to attract and retain capable Board members, to protect those serving in this capacity, and update the provisions outlined above, it is recommended that elected members approve the proposed amendments to the Trust Deed.

6. Financial or Budgetary Implications / Ngā Ritenga ā-Pūtea

6.1 The proposed amendments do not alter Tasman District Council's financial contributions or create new obligations. There are no financial or budgetary implications from making this decision.

6.2 The Council's costs for legal advice have been met from existing budgets.

7. Options / Kōwhiringa

7.1 The options are outlined in the following table:

Option		Advantage	Disadvantage
1.	Agree to amend the Trust Deed.	Minor changes which do not substantially affect Council's obligations.	None identified
2.	To not agree to the changes of the Trust Deed.	None identified	

7.2 Option 1 is recommended.

8. Legal / Ngā ture

8.1 The proposed amendments do not alter Tasman District Council's financial contributions or create new legal obligations.

8.2 The Council has considered the implications of these amendments and while there are some minor changes to the deed the legal position of the Council is not affected by those changes.

9. Iwi Engagement / Whakawhitiwhiti ā-Hapori Māori

9.1 There has been no iwi engagement in this routine matter.

10. Significance and Engagement / Hiranga me te Whakawhitiwhiti ā-Hapori Whānui

10.1 This decision is routine and of low significance. No engagement is necessary. Elected members can rely on their knowledge of the views and preferences of the community.

	Issue	Level of Significance	Explanation of Assessment
1.	Is there a high level of public interest, or is decision likely to be controversial?	Low	
2.	Are there impacts on the social, economic, environmental or cultural aspects of well-being of the community in the present or future?	No	
3.	Is there a significant impact arising from duration of the effects from the decision?	No	
4.	Does the decision relate to a strategic asset? (refer Significance and Engagement Policy for list of strategic assets)	No	
5.	Does the decision create a substantial change in the level of service provided by Council?	No	

	Issue	Level of Significance	Explanation of Assessment
6.	Does the proposal, activity or decision substantially affect debt, rates or Council finances in any one year or more of the LTP?	No	
7.	Does the decision involve the sale of a substantial proportion or controlling interest in a CCO or CCTO?	No	
8.	Does the proposal or decision involve entry into a private sector partnership or contract to carry out the deliver on any Council group of activities?	No	
9.	Does the proposal or decision involve Council exiting from or entering into a group of activities?	No	
10.	Does the proposal require particular consideration of the obligations of Te Mana O Te Wai (TMOTW) relating to freshwater or particular consideration of current legislation relating to water supply, wastewater and stormwater infrastructure and services?	No	

11. Communication / Whakawhitiwhiti Kōrero

11.1 Following the decision, if appropriate, the Chief Executive will advise Local Government Mutual Funds Trustee Ltd (Riskpool) of the Council's decision.

12. Risks / Ngā Tūraru

12.1 The proposed amendments do not alter Tasman District Council's financial contributions or create new obligations. The practical effect of the amendments will be to reduce governance risk, ensure compliance with best practice, and provide the Board with adequate protections and safeguards when acting in the best interests of Tasman District Council and other Members, in resolving legacy claims and winding down the Scheme.

13. Conclusion / Kupu Whakatepe

13.1 It is recommended that elected members approve the proposed amendments to the Trust Deed subject to any further amendments that the Chief Executive may (on the advice of Rice Spier) require.

14. Next Steps and Timeline / Ngā Mahi Whai Ake

14.1 The Council's decision will be communicated to Local Government Mutual Funds Trustee Ltd (Riskpool) and if appropriate, the Chief Executive will execute the consent form.

15. Attachments / Tuhinga tāpiri

1.⇩	Letter dated 21 August 2025 - Update to Trust Deed	439
2.⇩	Draft Deed of Amendment and Restatement of Trust Deed	442
3.⇩	Riskpool Trust Deed - proposed amendments in mark up	446

Riskpool
NEW ZEALAND MUTUAL
LIABILITY RISKPOOL

21 August 2025

Leonie Rae
Tasman District Council
Private Bag 4, Richmond
NELSON 7050

leonie.rae@tasman.govt.nz

Dear Leonie

RISKPOOL: UPDATE TO TRUST DEED

As indicated in our letters of 26 May and 24 July, we write in relation to proposed amendments to the trust deed governing the Riskpool Scheme (**Trust Deed**).

The Trust Deed dates from 1997, with further amendments having been made in 2007. As part of its ongoing governance review, the Board of Local Government Mutual Funds Trustee Limited (**LGMFT**) engaged Webb Henderson, legal and regulatory advisors, to conduct a 'hygiene check' of the Scheme and its governing documents. That review identified a number of deficiencies in the current Trust Deed which require correction to bring the governance framework into line with best practice.

Accompanying this letter are drafts of:

- the proposed deed of amendment and restatement of the existing Trust Deed (**Deed of Amendment and Restatement**); and
- a copy of the Trust Deed marked up to show the changes which would be affected by the Deed of Amendment and Restatement (**Amended Deed**).

In summary, the proposed changes:

- Clarify the duties owed under clause 6 of the Trust Deed. The amendments make clear that these duties are owed by LGMFT, rather than by the Board. It appears that has always been the intention of the drafting given that the Board is not a party to the Trust Deed. The Board would of course still be mindful of them and will continue to seek to cause LGMFT to give effect to them.
- Clarify that the Trustee can distribute surplus funds to Members. This is implicit at present but as the Scheme pursues reinsurance recoveries it is appropriate to put the point beyond any doubt. See clauses 6.13 and 6.14 of the Amended Deed.

- Clarify that the role of the Scheme Manager under clause 9 of the Trust Deed passed to Civic Financial Services Limited, formerly known as New Zealand Local Government Insurance Corporation Limited (LGIC).

- Properly provide for indemnification and limitation of liability of LGMFT, as trustee, and the Board. The Trust Deed, as currently drafted, provides insufficient protections to LGMFT and the Board when compared to the position at common law and in typical commercial trust arrangements. The Board considers that this is an oversight which, in the interests of the Scheme and Members, should be addressed. See clause 13 of the Amended Deed.

- Ensure consistent use of defined terms and correct other minor drafting issues.

Consent procedure

In accordance with clause 17.1 of the Trust Deed, the amendment and restatement of the Deed of Trust is conditional on not less than 90% of Members consenting in writing to the changes. We encourage all members to engage with the process of amendment and will be happy to arrange one-on-one sessions and virtual briefings with members to explain the proposed amendments.

If the amendments proposed by the Deed of Amendment and Restatement are acceptable to you, please sign the attached consent and return it to us at your earliest convenience, and no later than **30 September 2025**.

If you have any questions or would like to discuss any of the matters outlined above, please don't hesitate to contact me at: stephen.ferson@riskpool.org.nz

Ngā mihi



Stephen Ferson
General Counsel
Local Government Mutual Funds Trustee Ltd (Riskpool)

CONSENT TO TRUST DEED AMENDMENTS

Tasman District Council, a local authority within the meaning of the Local Government Act 2002, in its capacity as a Member of the Scheme (and having received such advice, if any, as it has considered appropriate in the circumstances), hereby irrevocably consents to the amendments to the deed of trust dated 1 July 1997 and as varied pursuant to a Deed of Variation of Deed of Trust dated 22 July 2007 between Civic Financial Services Limited (previously named New Zealand Local Government Insurance Corporation Limited) and Local Government Mutual Funds Trustee Company Limited (**Trust Deed**) as proposed in the draft Deed of Amendment and Restatement of Trust Deed relating to the New Zealand Mutual Liability Riskpool circulated under cover of the letter from Stephen Ferson, General Counsel of Riskpool, dated 21 August 2025.

The terms "Member" and "Scheme" shall have the same meaning in this Consent as in the Trust Deed.

Dated:

SIGNED for and on behalf of
Tasman District Council by:

_____
Authorised Signatory

Deed of Amendment and Restatement

DEED dated 2025

Parties

1. **Civic Financial Services Limited** (formerly known as New Zealand Local Government Insurance Corporation Limited) (**Civic**)

2. **Local Government Mutual Funds Trustee Limited** (**LGMFT**)

Background

A. On 1 July 1997, the parties entered into a Deed of Trust (as varied by Deed of Variation dated 22 June 2007) (**Deed of Trust**).

B. The parties now wish to amend and restate the Deed of Trust, on the terms set out in this deed.

C. The amendments to the Deed of Trust are in the interests of Members, and (in accordance with, and for the purposes of clause 17.1 of the Deed of Trust) the consent of Members will be sought in respect of them.

The parties agree as follows:

1. Interpretation

1.1 **In this Deed:**

(a) **Effective Date** means the date on which the consent (pursuant to clause 17.1 of the Deed of Trust) of the requisite number of Members is received in writing, in accordance with clause 2 of this deed;

(b) **Deed of Trust** has the meaning given to it in the Background;

(c) **Revised Deed** means the deed set out in the Appendix of this deed;

(d) capitalised terms that are not defined in this deed have the meaning given to them in the Revised Deed; and

(e) headings are to be ignored in construing this deed.

2. Condition

In accordance with clause 17.1 of the Deed of Trust, the amendment and restatement of the Deed of Trust pursuant to this deed is conditional on not less than 90% of Members consenting in writing to the changes shown as marked up in the version of the Revised Deed attached as the Appendix to this deed.

3. Amendment

3.1 **Amendment and restatement**

Subject to clause 2, with effect on and from the Effective Date, the Deed of Trust is amended and restated in the form of the deed set out in the Appendix. Except to the extent amended by this deed, the Deed of Trust continues in full force and effect.

3.2 **Confirmation**

(a) Each party acknowledges and confirms that on and from the Effective Date, the parties shall have the benefit of the Revised Deed in accordance with its terms and are bound by the terms of the Revised Deed and have the obligations set out in it.

(b) The parties:

(i) acknowledge that, in the period prior to the Effective Date, the references in clause 6 of the Deed of Trust to duties, responsibilities, discretions, and powers of the "Board" were intended by the parties to mean (and have been understood and applied as being) duties, responsibilities, discretions, and powers of the Trustee Company, acting by and through the instrumentality of the Board; and

(ii) agree and confirm that, as a result, the amendments to that clause 6 as set out in the Revised Deed are consistent with that intent and understanding.

4. General

4.1 **Further assurance**

Each party shall take all steps, execute all documents and do or procure all other acts and things reasonably required to give effect to this deed according to its true intent.

4.2 **Entire agreement**

This deed records the entire agreement between the parties concerning the amendment and restatement of the Deed of Trust.

4.3 **Counterparts**

This deed may be executed in any number of counterparts (including electronically scanned copies) all of which, when taken together, will constitute one and the same instrument. A party may enter into this deed by executing any counterpart.

4.4 **Deed binding and delivered**

For the purposes of Section 9 of the Property Law Act 2007, this deed:

(a) is intended to be immediately and unconditionally binding upon each party to be bound by it when that party executes this deed; and

(b) without limiting any other mode of delivery, will be delivered by each of the parties immediately on execution and exchange of this deed in accordance with clause 4.3.

4.5 **Governing Law**

This deed is governed by the laws of New Zealand and each party irrevocably and unconditionally:

(a) submits to the non-exclusive jurisdiction of the courts of New Zealand; and

(b) waives any right to object to any proceedings being brought in, or transferred to, those courts.

Executed as a Deed

Signed for **LOCAL GOVERNMENT MUTUAL FUNDS TRUSTEE LIMITED** by:

Signature of director	Signature of director
Name of director	Name of director

Signed for **CIVIC FINANCIAL SERVICES LIMITED** by:

Signature of director	Signature of director
Name of director	Name of director

DATED 1997

NEW ZEALAND LOCAL GOVERNMENT INSURANCE CORPORATION LIMITED

("LGIC")

AND

LOCAL GOVERNMENT MUTUAL FUNDS TRUSTEE COMPANY LIMITED

("Trustee Company")

DEED OF TRUST

THIS DEED OF TRUST made the 1st day of July 1997

PARTIES

CIVIC FINANCIAL SERVICES LIMITED (FORMERLY KNOWN AS NEW ZEALAND LOCAL GOVERNMENT INSURANCE CORPORATION LIMITED~~ at Wellington)~~ ("**LGIC**")

LOCAL GOVERNMENT MUTUAL FUNDS TRUSTEE COMPANY LIMITED ("**Trustee Company**")

BACKGROUND

A. LGIC is a Local Authority Trading Enterprise as that term is defined in the Local Government Act 1974.

B. Trustee Company is a company incorporated under the Companies Act 1993 and is a wholly owned subsidiary of LGIC.

C. LGIC, in consultation with Jardine, has agreed to establish a Trust pursuant to this deed to provide the Fund and the Scheme (to be known as the New Zealand Mutual Liability Riskpool) for the benefit of the Members of the Scheme and to manage all Claims for Civil Liabilities against the Members of the Scheme which may arise in connection with the exercise by the Members of any of their powers, duties or functions.

D. The purpose for establishing this Trust in consultation with Members is to benefit residents and ratepayers of New Zealand and in particular that purpose is to be achieved by enabling Members to be recompensed from the Fund in respect of liabilities thus reducing the need for insurance cover and reducing Members' annual expenses. In addition the Scheme Manager will work with Members to ensure that proper systems are developed to promote the efficient and safe fulfilment of each Member's functions thus providing a benefit to the community as a whole.

E. LGIC has agreed to hold all the shares in Trustee Company on trust for the Members of the Scheme pursuant to this deed.

F. Trustee Company has agreed to act as Trustee of the Scheme and to hold and apply the Fund in accordance with this deed and the other Scheme Documents so as to provide the benefits intended to be obtained by Members of the Scheme as envisaged by this deed and the other Scheme Documents.

THIS DEED WITNESSES:

1. Interpretation

1.1. In this deed unless the context clearly requires otherwise:

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

"**Additional Contribution**" means any additional or further contribution to an Annual Fund by a Member, after the initial Contribution to that Annual Fund, called for or demanded by the Board pursuant to this deed and the Scheme Rules.

"**Annual Fund**" means the separate fund established, pursuant to the Scheme Documents, for each Fund Year of the Scheme.

"**Board**" means the directors of Trustee Company who number not less than the quorum required pursuant to the Constitution acting together as a board of directors.

"**Call**" means each call or demand for an Additional Contribution.

"**Civil Liability**" means any civil liability resulting from an obligation, function, power or duty of a Member arising under law and includes any public liability and any liability for negligence of the Member.

"**Claim**" means any claim by a Member in respect of that Member's Civil Liability during the term of the Scheme in respect of the Risks.

"**Constitution"** means the constitution of Trustee Company as may be varied, or substituted from time to time.

"**Contribution**" includes each Member's initial contribution to each Annual Fund as determined by the Board, pursuant to clause 11 and each Additional Contribution.

"**Deed of Participation**" means the deed of participation required to be entered into by each Member pursuant to clause 16.

"**Fund**" means all assets and property of the Scheme and includes each separate Annual Fund.

"**Fund Manager**" means the manager of the Fund pursuant to clause 10.

"**Fund Year**" means the year commencing 4.00pm on 30th June in each year and terminating 4.00pm on 30th June in the next following year, or as otherwise determined by the Board.

"**Guidelines for Exercise of Discretion**" or "**Guidelines**" means the guidelines from time to time set out by the Board as detailed in clause 8.1.

"**Indemnity Cover**" means insurance cover purchased by the Board on behalf of Members to meet the Claims of the Members in the amount and in respect of the Risks determined from time to time by the Board being amounts payable in excess of the pooled cover.

"**Jardine**" means Jardine Risk Consultants Limited.

"**Local Authority**" means a local authority pursuant to the Local Government Act 1974.

"**Member**" means any person or body (whether incorporated or not) admitted as a Member to the Scheme pursuant to the Scheme Documents.

"**Pooled Cover**" means cover provided from the Fund to manage and, if the Claims are accepted by the Board, settle or pay the Claims against the Members in respect of the Risks.

"**Risks**" means those risks of Civil Liability of each Member and which fall within the Guidelines for Exercise of Discretion for the relevant Fund Year.

"**Scheme**" means the scheme, to be known as the New Zealand Mutual Liability Riskpool, constituted by this deed and the other Scheme Documents.

"**Scheme Documents**" means this deed, the Scheme Rules, and the Constitution of Trustee Company and for each Member, its Deed of Participation and the Guidelines.

"**Scheme Manager**" means the manager of the Scheme appointed from time to time pursuant to clause 9.

"**Scheme Manager's Quantum**" shall mean $30,000 inclusive of self retained limit or such other amount as shall from time to time be fixed by the Board.

"**Scheme Rules**" means the rules of the Scheme as promulgated by the Board from time to time.

"**Scheme Solicitor**" means the solicitor appointed from time to time by the Board.

"**Self Retained Limit**" means the deductible or excess to be borne by each Member in respect of its Risks and Claims against it as provided in the Guidelines.

"**Shares**" means the shares in Trustee Company.

"**Underlying Claim**" means any claim for civil liability (covered for the time being under the Guidelines) made against a Member which may give rise to a Liability; but also includes a claim which may give rise to a Liability to a Member under any other category of risk to that Member which the Guidelines of the Scheme may properly have been extended to cover pursuant to the terms of this deed.

1.2. In this deed, unless the context clearly otherwise requires:

1.2.1. Words importing the singular shall include the plural and vice versa;

1.2.2. References to any legislation shall include references to all amendments to that legislation and to any legislation passed in substitution for it (in whole or in part);

1.2.3. References to “director” or “directors” shall be to a director, or directors, of Trustee Company, acting in their capacity as such; and;

1.2.4. References to persons shall be deemed to include references to individuals, companies, corporations, firms, partnerships, joint ventures, associations, organisations, trusts, states or agencies of state, government departments and local and municipal authorities in each case whether or not having separate legal personality.

2. Constitution of the Scheme

2.1. A scheme is hereby established by LGIC and Jardine for the benefit of Members of the Scheme with the objects set out in clause 2.4. The name of the Scheme shall be the New Zealand Mutual Liability Riskpool.

2.2. The parties agree that Trustee Company shall act as the Trustee of the Scheme established under this deed and shall be responsible to ensure that the purposes of the Scheme as provided by this deed and the other Scheme Documents are carried into effect.

2.3. The Fund of the Scheme shall include all assets and property for the time being held by or on behalf of Trustee Company, derived from:

2.3.1. Contributions;

2.3.2. Additional Contributions;

2.3.3. Any gifts, donations or grants;

2.3.4. Revenue from investments;

2.3.5. Proceeds of realisation of investments;

2.3.6. Any policies or contracts of re-insurance or indemnity;

2.3.7. Any recoveries;

2.3.8. Any other source.

2.4. The Fund shall be held in trust for the benefit of the Members of the Scheme by Trustee Company upon the trusts and for the objects contained in this deed and shall be managed, administered and applied by Trustee Company in accordance with the powers contained in this deed, in order to attain those objects.

2.5. LGIC hereby declares that it holds the Shares on trust for the benefit of the Members in accordance with the terms of this deed and the other Scheme Documents for the objects and purposes of the Scheme.

2.6. Trustee Company is and shall remain responsible for the safe custody of all money, policies, certificates and other documents of title and value in connection with the Fund and for the safe custody, realisation and distribution of all assets and property from the Fund, from time to time vested in Trustee Company.

3. Purposes and Objects

3.1. LGIC and Trustee Company declare that their purposes in entering into this deed and the objects of the Scheme are:

3.1.1. To establish and maintain an Annual Fund for each Fund Year during the term of the Scheme for the benefit of the Members to meet the costs of establishing and running the Scheme and, subject to the terms of this deed and the other Scheme Documents and the Guidelines, to pay the Civil Liabilities of the Members arising from the Risks covered by the Scheme and specified in the Scheme Documents with the intention that Members' needs for insurance cover and insurance expenses are reduced for the benefit of residents and ratepayers;

3.1.2. To provide Pooled Cover in respect of Risks as may be determined from time to time by the Board;

3.1.3. To manage and settle or pay Claims made against Members;

3.1.4. To develop programmes for the management of the risk of loss arising out of Civil Liability of the Members;

3.1.5. To reduce the amount and frequency of losses to the Members arising out of Civil Liability;

3.1.6. To purchase such Indemnity Cover or re-insurance in respect of such Risks as may be determined from time to time by the Board;

3.1.7. To undertake such other functions in relation to the management of Civil Liability as the Board may from time to time require having regard to the interests of the Members, including making grants from the Fund to a Member or any other person or body approved by the Board;

3.1.8. To investigate and if deemed appropriate by the Board, establish other Funds to cater for the insurance needs of Local Authorities and other local government organisations;

3.1.9. To work with Members to ensure that proper systems are developed to promote the efficient and safe fulfilment of each Member's functions to provide to the Community as a whole;

3.1.10. To do all other things as may be necessary or desirable to further the above objects in the interests of the Members of the Scheme.

3.2. The parties agree that they will co-operate to the fullest extent with each other in the implementation of the purposes stated in clause 3-.1 and act in accordance with the provisions and spirit and intent of this deed.

3.3. LGIC shall be entitled to be paid an administration fee to be determined from time to time by the Board for the performance of its functions and duties under this deed as Fund Manager and for the provision of any other services to Trustee Company.

4. The Fund

4.1. Trustee Company shall establish and maintain a Fund in the amount recommended by the Board and shall at the commencement of each Fund Year during the term of the Scheme on the advice of the Board invite the Members of the Scheme to contribute to the Fund at such levels as are determined pursuant to clause 6.6 to meet:

4.1.1. such Underlying Claims as may be made against any one or more of the Members during that Fund Year in respect of Risks to the extent of the Pooled Cover.

4.1.2. the premium payable to an appropriate indemnity insurer or insurers to provide Indemnity Cover for the Members during that Fund Year.

4.1.3. the operating expenses of the Scheme for that year.

4.1.4. the grants or allocations to be made pursuant to clauses 3.1.7 or 3.1.8 (if any).

4.1.5. any other amount determined by the Board to be required for the continuation of the Scheme.

4.2. Each Underlying Claim made upon any of the Members during a Fund Year in respect of Risks may at the discretion of the Board be met:

4.2.1. to the extent that the Underlying Claim does not exceed the amount of the Pooled Cover of the Annual Fund for that Fund Year from that Annual Fund;

4.2.2. to the extent that the Underlying Claim exceeds the amount of the Pooled Cover but does not exceed the amount of the Indemnity Cover for that Fund Year

(i) to the amount of the Pooled Cover, from the relevant Annual Fund for that Fund Year;

(ii) thereafter from Indemnity Cover for that Fund Year to the extent of that Cover;

4.2.3. To the extent that the Underlying Claim exceeds the amount of the Pooled Cover and the Indemnity Cover for that Fund Year;

(i) to the amount of the Pooled Cover, from the relevant Annual Fund for that Fund Year;

(ii) to the amount of the Indemnity Cover for that Fund Year, to the extent of that cover;

(iii) the balance by the Fund from surpluses from previous Fund Years and from Additional Contributions from Members;

(iv) to the limit of any guarantee provided by LGIC, by LGIC.

4.3. The Members shall be invited to Contribute to the Fund in the proportions to be determined annually by the Board. The Contributions by Members for each Fund Year shall be held and accounted for as a separate Annual Fund for that Fund Year.

4.4. Trustee Company shall administer the Fund with the intent that upon the settlement of all Claims made in respect of occurrences or events arising during the relevant Fund Year;

4.4.1. any surplus or anticipated surplus remaining in the Annual Fund ~~attributable to~~for that Fund Year shall be allocated at the absolute direction of the Board towards liabilities of the Fund for any later Fund Year; and

4.4.2. any deficiency in the Annual Fund for that Fund Year shall be met by Additional Contributions by each Member in the proportion in which Contributions were made to the Annual Fund for that Fund Year.

5. Board of Trustee Company

5.1. LGIC shall, following consultation with the Board, appoint persons (not exceeding a maximum of six at any one time) as directors for a term not exceeding three years and one month, and may following consultation with the Board at any time remove, with or without a replacement, any director.

5.2. Unless otherwise expressly provided in this deed or the Constitution, questions arising at~~.~~ any meeting of the Board shall be decided by a simple majority of the votes of those directors present and voting.

5.3. The quorum necessary for the transaction of business at meetings of the Board shall be the majority of the Directors. A director is to be counted for quorum purposes whether entitled to vote or not.

5.4. Subject to the provisions of this deed and any applicable law, LGIC shall determine, from time to time, what (if any) directors fees, other valuable consideration or other benefit shall be paid or given by Trustee Company out of the Fund to any director in respect of that person's performance of duties as a member of the Board.

5.5. No director may hold office for more than twelve years, whether continuously or in aggregate over several periods.

6. Duties of the ~~Board~~Trustee Company

6.1. The ~~Board~~Trustee Company shall be responsible to LGIC as shareholder (as trustee for the Members). Notwithstanding anything to the contrary in the Constitution, the duties of the ~~Board~~Trustee Company shall include:

6.1.1. Implementing and achieving the purposes and objects of the Scheme;

6.1.2. Considering all Claims made against the Fund and determining whether or not the ~~Board's~~Trustee Company's discretion should be exercised to meet the Claim for the Member from the Pooled Cover;

6.1.3. Ensuring the Scheme is and remains financially viable and solvent within the "solvency tests" laid down by the Act and generally at law;

6.1.4. Conduct its business in accordance with this deed and other Scheme Documents, and otherwise in such manner as is resolved by the Board from time to time;

6.1.5. Promulgating and amending the Scheme Rules and the Guidelines from time to time.

6.2. The ~~Board~~Trustee Company shall regard the purposes and objects of this deed and the Scheme as being of paramount importance in decisions made and policies adopted by it in relation to the Scheme and shall adopt and use such management and other techniques as will ensure that those main objectives are achieved.

6.3. The Trustee Company being a wholly-owned subsidiary of LGIC (as trustee for the Members), any director may act in a manner which he or she believes is in the best interests of LGIC (as trustee for the Members) and the Members, notwithstanding that it may not be in the best interests of the Trustee Company.

6.4. A director who is an officer, employee, nominee or representative of a Member shall only be disqualified from voting on any matter that affects that Member if it affects the Member directly and in a materially different way from which it affects other Members or there are personal reasons why that director has a conflict of interest.

6.5. The ~~Board~~Trustee Company shall from time to time appoint the Scheme Solicitor for such tenure and upon such terms as it shall in its sole discretion decide, but such appointment shall be formally reviewed by the ~~Board~~Trustee Company at least every three years.

6.6. The ~~Board~~Trustee Company shall be responsible for the financial management of the Scheme to the extent that it shall:

6.6.1. annually prepare the financial statements and, where considered necessary, report to the Members on any items arising from those statements;

6.6.2. annually determine the Guidelines for the Risks to be provided for from the Fund for any Fund Year;

6.6.3. annually determine the amount of Pooled Cover to be provided for the Members from the Fund for any Fund Year;

6.6.4. annually determine the amount and nature of Indemnity Cover to be purchased for the Members from the Fund for any Fund Year and to determine the indemnity insurer or insurers for this purpose;

6.6.5. be responsible for the assessment of the Members to determine the proportion in which they are to contribute to the Fund in each year. Each Member shall be required to and shall provide to the ~~Board~~Trustee Company and to the Scheme Manager such information as the ~~Board~~Trustee Company or the Scheme Manager may require in relation to the history of Civil Liability Claims made against the Member, the Member's operating procedures or such other matters as may be directed in order to permit the ~~Board~~Trustee Company to carry out its obligations under this clause.

6.7. The ~~Board~~Trustee Company may from time to time establish, or disestablish, a Claims Committee. Any such Claims Committee shall have such membership, duties, functions and powers, and be subject to such procedures, as the Board may from time to time stipulate. Where a Claims Committee is disestablished, its duties, functions and powers shall revert to the ~~Board~~Trustee Company (but without prejudice to the validity or effectiveness of any act or omission of the Claims Committee prior to its disestablishment), and any reference in this deed to the Claims Committee shall be read accordingly.

6.8. The ~~Board~~Trustee Company at its discretion may establish such other committees, to be constituted by such persons, as the Board may determine. ~~The~~The Trustee Company, and the Board may delegate such of its powers, duties and functions as it may determine to any committee or person.

6.9. The ~~Board~~Trustee Company at all times remains responsible for powers and duties delegated to any committee or person and must monitor, by means of reasonable methods properly used, the exercise of those powers and duties by the delegate.

6.10. The ~~Board~~Trustee Company shall consider regularly the reports of the Scheme Manager and the Claims Committee in relation to Claims and:

6.10.1. shall, on the recommendation of the Claims Committee and Scheme Manager, determine whether to accept or reject any Claim;

6.10.2. from time to time shall issue instructions to the Claims Committee and Scheme Manager regarding the processing of Claims

6.10.3. shall, on written request from a Member, reconsider any Claim that has been rejected.

6.11. [Intentionally Omitted]

6.12. Where it becomes apparent to the ~~Board~~Trustee Company that the Annual Fund for any Fund Year will be insufficient to meet Claims payable from that Annual Fund, the ~~Board~~Trustee Company may at any time require the payment by the Members of an Additional Contribution in the same proportions as the Contributions paid by each of the Members to that Annual Fund in order to ensure that all Claims upon that Annual Fund are able to be met.

6.13. In addition to the provisions of this clause the ~~Board~~Trustee Company may at any time resolve to apply by way of transfer or loan any actual or anticipated surplus

then remaining in any Annual Fund to any later Annual Fund, or to such purposes as ~~may~~the Trustee Company in its absolute discretion determines from time to time to be ~~considered~~ appropriate having regard to the purposes of the Scheme and this deed.

6.14. The ~~Board~~Trustee Company, in accordance with the provisions of this deed, may make payments and grants from the Fund for the benefit of the Members and to further the objectives of the Scheme as the ~~Board~~Trustee Company deems fit in its absolute discretion.

~~6.15.~~ The Trustee Company ~~Board~~ shall within 12 months from the commencement of the Scheme hold an annual meeting of Members to be convened no earlier than 30 days after the

~~6.16.~~6.15. mailing to Members of notice of such meeting. In each subsequent year in which the Scheme continues the Board shall in the same manner hold an annual meeting.

~~6.17.~~6.16. Any meeting of the Members shall be called and conducted as closely as is practicable in accordance with the Constitution and the Act as if it were a meeting of the shareholders of Trustee Company and as if the Members were shareholders of Trustee Company, and each meeting shall otherwise regulate its own proceedings, however at any such meeting:

~~6.17.1.~~6.16.1. a Member shall have one vote;

~~6.17.2.~~6.16.2. a Member may vote only in respect of matters arising in, from or relating to a Fund Year during which the Member was or is a Member of the Scheme; and

~~6.17.3.~~6.16.3. matters arising in, from or relating to different Fund ears shall be considered and voted on separately.

7. [Intentionally Omitted]

8. Guidelines and Claims

8.1. The Trustee Company (acting through the Board) upon the recommendation of the Scheme Manager shall set at the commencement of each Fund Year Guidelines for the exercise of its discretion as to whether or not Claims by Members should be met out of the Pooled Cover.

8.2. The Trustee Company (acting through the Board) shall have absolute and unfettered discretion as to whether or not any Claim should be met out of the Pooled Cover and shall be influenced by but not bound by the Guidelines.

8.3. The Claims Committee may authorise the Scheme Manager to meet Claims out of the Pooled Cover where:

8.3.1. Those Claims do not exceed the Scheme Manager's Quantum and;

8.3.2. The Claim falls within the Guidelines and;

8.3.3. The Underlying Claim against the Member is one for which the Member is reasonably liable and would in all probability be held liable at law for the amount of the Claim.

8.4. Where the quantum of any Underlying Claim exceeds the Scheme Manager's Quantum the Claims Committee shall authorise the Scheme Manager in conjunction with the Scheme Solicitor to administer and deal with that Underlying Claim but any settlement of a claim shall be authorised by the Claims Committee.

9. Engagement of Scheme Manager

9.1. The Trustee Company ~~Board~~ shall appoint a person to be the Scheme Manager upon such conditions as to tenure and remuneration or otherwise as shall be determined by the Trustee Company ~~Board~~ in its sole discretion and agreed upon by the Scheme Manager, and the parties record that:

9.1.1. the first Scheme Manager appointed by the Trustee Company was ~~shall be~~ Jardine, which was appointed for a period of 5 years from commencement of the Scheme; and

~~9.1.~~9.1.2. With effect from 30 June 2012, LGIC was appointed as Scheme Manager and, without interruption, has continued in that capacity from that date and remains the Scheme Manager as at the date of this deed.

9.2. The Scheme Manager's duties shall be determined by the Trustee Company ~~Board~~ from time to time and may include:

9.2.1. from time to time undertake an assessment of the Members or any of them and their activities to assist the Fund Manager in the determination of the proportion in which the Members are to contribute to the Fund in any year and upon the conclusion of any such investigation direct the Members or any of them as to the procedures to be adopted by them to prevent losses or to minimise Civil Liability.

9.2.2. under the supervision and direction of the Claims Committee and the Board, the management of Claims made against each Member including:

(a) the investigation and assessment of those Claims;

(b) the preparation of regular reports to the Board on the progress of Claims and the preparation of recommendations as to the acceptance, rejection, settlement, litigation or other handling of the Claims;

(c) the issue of instructions to the Scheme Solicitor for advice ~~m~~in respect of Claims and for assistance in the defence of Claims.

9.2.3. the provision of loss prevention and risk minimisation guidelines to members.

9.3. The Scheme Manager shall be available at all times to any member of the Trustee Company, the Board, or any member of the Claims Committee or any other

committee of the Board, or any of the Members of the Scheme, to answer any questions on the conduct of the Scheme's activities.

10. Fund Manager

10.1. LGIC shall be the Fund Manager upon such conditions as to remuneration or otherwise as shall be agreed by the Board and LGIC. In the event that LGIC becomes insolvent or ceases to trade then the Board shall appoint a new Fund Manager.

10.2. The Fund Manager's duties shall be determined by the Board from time to time and shall include:

10.2.1. the keeping of the accounts of the Annual Fund for each Fund Year;

10.2.2. the provision of administrative and secretarial services to Trustee Company and the Board including setting agendas and submitting reports;

10.2.3. the preparation of advice and recommendations on the investment of any moneys of the Fund not immediately required and implementation of decisions of the Board;

10.2.4. the preparation of regular reports to the Board in such form as the Board shall from time to time direct in respect of each Annual Fund as to:

(i) Claims outstanding;

(ii) The Scheme Manager's assessment of liability in respect of each outstanding Claim;

(iii) The ability of the Fund to meet the assessment of liability;

(iv) The assessment of further Additional Contributions required, if any;

(v) The investment of the moneys of the Fund not immediately required;

(vi) The allocation of surplus moneys in the Fund, if any;

10.2.5. the preparation of the annual operating budget;

10.2.6. the calculation of Contributions in conjunction with actuarial advice and advice from the Scheme Manager;

10.2.7. the recommendation of the level of Pooled Cover to be provided in any Fund Year;

10.2.8. the recommendation of the level of Indemnity Cover to be provided in any Fund Year.

10.3. The Fund Manager shall be available at all times to any member of the Board or any member of the Claims Committee or any other committee of the Board or any Member of the Scheme to answer questions on the management of the Fund.

10.4. The Fund Manager shall negotiate Indemnity Cover as requested by the Board and satisfying any specific requirements of LGIC while LGIC's Deed of Guarantee is operative or while there are outstanding amounts due to LGIC under any Deed of Guarantee.

11. Contributions to Scheme

11.1. Each Member, as a condition of membership of the Scheme for that Fund Year, shall pay the initial Contribution determined by the Board for that Member for that Fund Year.

11.2. The Contributions determined for any Member in respect of any Fund Year, shall be determined having regard to the advice from the Claims Committee, the Fund Manager and the Scheme Manager and such matters as the Board considers relevant to the Scheme Member's level of risk and may include, without limitation:

11.2.1. the Member's revenue base;

11.2.2. the geographical location of the Member's territory;

11.2.3. the population of the Member's territory;

11.2.4. the Member's Civil Liability claims history (both during and prior to its membership of the Scheme;

11.2.5. any matter relating to the nature of the Member's territory or its operations which create increased or reduced risks of Civil Liability;

11.2.6. any matters relevant to the Scheme Member's risk management practices that are known to the Board;

11.2.7. any other matters the Board considers relevant, having regard to the purposes and objects of the Scheme.

11.3. If during a Fund Year it becomes apparent to the Board that as a result of unexpected or exceptional circumstances the Fund for that Fund Year will be insufficient to meet Claims payable from the Fund, the Board may determine an Additional Contribution payable by each Member for the Fund Year (which will be in the same proportion to the Additional Contributions of all other Members as the initial Contribution paid by the Member for that Fund Year bears to the initial Contributions of all Members for that Fund Year).

11.4. All Contributions (including any Additional Contribution under sub-clause 11.3) must be paid within twenty days of the date of the contribution notice given to the Member by the Board, the Scheme Manager or the Fund Manager (or such longer period as stated in the notice or determined by the Board).

11.5. Without affecting any other Rule, if the amount of any Contribution (including any Additional Contribution under sub-clause **Error! Reference source not found.**) is not paid by the due date:

11.5.1. interest may, if the Board so determines, accrue calculated daily, on daily balances (and compounding semi-annually) at the Bank of New Zealand Indicator Rate from the due date to the date of actual payment;

11.5.2. an unpaid Contribution (and interest) constitutes a debt payable by the relevant Member to the Scheme and Trustee Company may bring proceedings for the recovery of that debt in its name on behalf of the Scheme.

12. Bank Account, Investment and Borrowing Powers

12.1. Trustee Company shall open a bank account for the Fund with a registered Bank determined by the Board.

12.2. The name of the bank account and the persons authorised as signatories to operate the bank account shall be determined by the Board.

12.3. The parties agree that the Trustee Company may invest moneys received in respect of the Fund and not immediately required to meet the liabilities of the Fund;

12.3.1. with any registered Bank;

12.3.2. in any security or investment authorised by the Trustee Act; or

12.3.3. in any security or investment authorised by the Local Government Act 1974 or prescribed pursuant to and for the purposes of that Act; or

12.3.4. with the Trustee of any other Trust Fund established for the benefit of Local Authorities or other local government organisations.

12.4. The parties agree that for any of the purposes of this deed Trustee Company may borrow moneys and for that purpose secure the repayment of its borrowings by granting security over the assets of the Scheme and the Fund.

12.5. All Contributions and other moneys received by Trustee Company shall be deposited to the credit of the Fund and shall be applied at its discretion as follows:

12.5.1. in payment of any establishment costs for the Scheme;

12.5.2. in payment of all administrative and operating costs associated with the Scheme;

12.5.3. in payment of fees due to the Scheme Manager and the Fund Manager;

12.5.4. in payment of all Claims accepted by the Board;

12.5.5. by way of any grant or allocation approved under this deed; and

12.5.6. generally in furtherance of the Scheme’s objectives including a transfer, payment or loan in accordance with the Scheme Documents.

12.6. The parties agree that Trustee Company and the Board shall keep or cause to be kept all such accounting records for the Scheme and the Fund as fully and correctly explain the transactions and financial position of the Scheme and the Fund.

~~**13. Recource to Scheme Assets Only**~~

13. Limitation of liability and indemnity

13.1. ~~For~~ The liability of the ~~payment of~~ Trustee Company for any ~~Claim against the Scheme~~loss, claim, or other liability arising out of or connected with the performance of its obligations under this Deed (including, but not limited to, loss or liability of, or claims against, the Scheme, or in respect of the performance of any obligation of the Trustee Company or the Scheme under this deed~~, resort may~~), is limited to, and can only be ~~had solely to~~recovered to the extent of, the right of indemnity (conferred under clause 13.3) of the Trustee Company from the Fund and other assets and property of the Scheme ~~and no~~, provided however that this limitation does not apply to the extent that the Trustee Company's right of indemnity is impaired as a direct result of the Trustee Company's dishonesty or wilful default.

~~13.1.~~13.2. No claim may be made or endorsed by a Member against:

~~13.1.1.~~13.2.1. any ~~Member of~~director, officer, or employee of the Trustee Company, or the Board;

~~13.1.2.~~13.2.2. the Scheme Manager or the Fund Manager in any capacity other than as Scheme Manager or Fund Manager of the Scheme;

~~13.1.3.~~13.2.3. except to the extent of LGIC's indemnity to Trustee Company, LGIC; or

~~13.1.4.~~13.2.4. any other Member.

~~13.2.~~13.3. The Trustee Company, the Board and every member of the Board are, to the fullest extent permissible at law, unconditionally and irrevocably indemnified out of the Fund and other assets and property of the Scheme:

13.3.1. in respect of all liabilities, losses, costs and expenses incurred by the Trustee Company, the Board or a member of the Board; and

13.3.2. against all actions, proceedings, claims, demands, costs, expenses, losses or liabilities in respect of any matter or thing done or omitted by the Trustee Company the Board or a member of the Board,

in each case:

13.3.3. in connection with administering this Deed and the Scheme;

13.3.4. when exercising their powers, authorities and discretions under this deed and the Scheme;

13.3.5. in relation to any matter or thing done, or omitted to be done, in any way in relation to this Deed and the Scheme; and

13.3.6. even where the liability, loss, cost or expense or the action, proceedings, claims, demands, costs, expenses, losses or liabilities (as the case may be) arise from a failure or alleged failure by the Trustee Company, the Board or a member of the Board to comply with the terms of this deed, or the terms of the Scheme or any duty, limitation or restriction howsoever arising (including, by way of example, at common law, in equity, under statute or contract).

except for any liability arising in respect of any dishonesty or wilful default of the Trustee Company or the Board, or a member of the Board. Where the exception applies it only applies to deprive the person whose conduct amounts to dishonesty or wilful default of the benefit of the indemnities and no other person.

14. Order of Priority of Scheme Documents

14.1. The Scheme Documents shall be construed in the following order of priority:

14.1.1. this deed, which shall be paramount; then

14.1.2. the Scheme Rules; then

14.1.3. the Constitution; and then

14.1.4. the Deed of Participation and the Guidelines for each Member.

15. Surplus on Liquidation of Scheme

15.1. Upon the winding up of the Scheme (including the liquidation of Trustee Company) the assets, if any, remaining after payment of the debts and liabilities of the Scheme and the costs of winding up ("the surplus assets") shall be distributed among the then Members of the Scheme in proportion to their Contributions to the Scheme over the Fund Year in which the winding up commenced and the previous four Fund Years, provided however that Members whose Contributions are not fully paid up at the commencement of the winding up shall receive only a proportionate share of their entitlement being the amount which is in proportion to the amount of their Contributions paid up. In calculating a Member's Contributions for the purposes of this clause the amount of the Contribution shall be reduced by the amount of any Claim or Claims paid or payable pursuant to the Scheme.

16. Deed of Participation

16.1. Each Member, as a condition of membership of the Scheme, shall be required to execute under seal and deliver to Trustee Company a Deed of Participation in the form annexed as Schedule 1, as may be varied or substituted by the Board from time to time, whereby the Member covenants and agrees, for the benefit of Trustee Company and LGIC, to be bound and to observe and perform all the terms of this deed and the other Scheme Documents as if the Member was a party to this Deed and the other Scheme Documents.

16.2. Members shall provide the Scheme Manager with all information as is necessary to give effect to the Scheme and in particular will:

16.2.1. Disclose all material facts to the Scheme Manager as if the Member was an insured and the Scheme Manager was an agent for an insurer and;

16.2.2. Conduct itself in its dealings with the Scheme in the same manner as if it was an insured under a policy of insurance with the Scheme and in particular act in good faith towards the Scheme.

16.2.3. Immediately advise the Scheme Manager of any Underlying Claim and co-operate with the Scheme Manager and Scheme Solicitor in dealing with Underlying Claims

17. Variations

17.1. LGIC and Trustee Company may make any variation or addition to this deed if it is consented to in writing by not less than 90% in number of Members, and any such variation or addition shall be binding on all Members.

EXECUTED AS A DEED

EXECUTED by **NEW ZEALAND LOCAL GOVERNMENT INSURANCE CORPORATION LIMITED** by two of its directors:

Director (signature)	Director (signature)
Name (Please Print)	Name (Please Print)

EXECUTED by **LOCAL GOVERNMENT MUTUAL FUNDS TRUSTEE COMPANY LIMITED** by two of its directors:

Director (signature)	Director (signature)
Name (Please Print)	Name (Please Print)

SCHEDULE 1

DEED OF PARTICIPATION

(Name of Member)

HEREBY DECLARES covenants and agrees for the benefit of Local Government Mutual Funds Trustee Company Limited and New Zealand Local Government Insurance Corporation Limited to be bound by and observe and perform all of the terms of the Deed of Trust establishing the New Zealand Mutual Liability Riskpool and the Scheme Documents referred to in that Deed of Trust as if it was a party to those documents (as amended from time to time).

SIGNED BY

as the duly authorised agent of the Member in the presence of:

(Signature of duly authorised Agent)

(Signature of Witness)

(Name of Witness)

(Address of Witness)

(Date)

7.7 QUARTERLY TREASURY REPORT

Information Only - No Decision Required

Report To:	Tasman District Council
Meeting Date:	25 September 2025
Report Author:	James Bagnall, Financial Analyst
Report Authorisers:	Mike Drummond, Chief Financial Officer
Report Number:	RCN25-09-31

1. Summary / Te Tuhinga Whakarāpoto

1.1 This report provides an update on the Council's Treasury operations, reporting on compliance with the 2024 Treasury Risk Management Policy, along with a finance market update.

1.2 As at 31 August 2025, the Council's total debt was $376.4 million, and its Net Debt stood at $269.0 million against a policy limit of $315.5 million (160% of forecast annual revenue). The low Net Debt is due to timing: low Capex over winter; and the quarterly rates revenue peak on instalment one in August.

1.3 The Council is compliant with all limits in the 2024 Treasury Risk Management Policy: §4.2 Borrowing Capacity; §6.2.2 Liquidity Funding/Risk Position; and §6.3 Counterparty Risk.

1.4 The interest rate differential between the amount the Council has pre-funded from the Local Government Funding Agency (LGFA), and the amount re-invested in bank term deposits is – for the first time in a long time – negative. Pre-funding remains a valuable treasury tool but is being undertaken at a lower level than the previous 100% -of-next-year's-loan refinancing.

1.5 The Council's cost of borrowing (loan interest, swaps interest differential, facility fees) is 3.820% on Total Debt, compared to a budget of 4.23% (set in Mar-25). This helps compensate for some unbudgeted Treasury costs arising from the current review and procurement of transactional banking services.

1.6 Four consecutive quarters of <3% inflation (i.e. within target) explains the RBNZ forecasting modest short-term OCR decreases. However, the RBNZ is forecasting only a slight rise in the OCR until June 2028, while financial markets are offering wholesale interest rates that rise in the mid- to long-term. The situation is somewhat volatile especially given the geo-political environment. The Council has to pay market rates, making current long-term borrowing and hedging less attractive.

1.7 The Council has pre-funded only $10 million of April 2026's $36 million maturing borrowings. Pre-funding improves the Council's liquidity position and is seen as positive from a credit-rating perspective as it helps reduce refinancing risk. However, the extra cost is currently only offset by term deposit returns when borrowing terms are three years or less, so only $10 million more pre-funding is planned.

1.8 Crown Irrigation Investments Limited (CIIL) interest-free facilities total $25.5 million following repayment of the first $2.5 million tranche of the Waimea Community Dam Environmental

Loan. They were provided to assist with funding and cost over-runs for the Waimea Community Dam. Additional advances for this project were all sourced from the LGFA.

1.9 The Crown Regional Holdings Limited (CRHL) loan agreement (the Kānoa Loan) to support the Port Tarakohe facilities upgrade provides $6 million at 0% interest for five years; $4.5 million of this facility has been drawn to date, with the final $1.5 drawdown forecast for September 2025.

1.10 These 0% interest borrowings reduce the average cost of borrowing. A substantial portion ($18 million) of the concessional loans flows through to Waimea Water Limited (WWL) and reduces their water charges to both Waimea Irrigators Limited and the Council.

2. Recommendation/s / Ngā Tūtohunga

That the Tasman District Council

1. receives the Quarterly Treasury Report, RCN25-09-31.

3. Treasury Activity

3.1 At 31 May 2025, the Council's total debt was $376.4 million. The key activities since the last report were:

- August 2025:
  - $5.0 million of commercial paper re-issued to the LGFA, maintaining the usual $15.0 million of total short-term borrowing.

3.2 The Council has sold through the Enterprise Activity $c3m of unencumbered ETS credits to part fund the FY25 Council operating deficit. An additional c$3m of unencumbered credits have been sold to provide the seed funding for the Diversified Resilience Fund (DRF).

4. Treasury August 2025

Borrowing

4.1 The Council is compliant with the 2024 Treasury Risk Management Policy, §4.2.

§4.2: Borrowing	Aug 2025	Within Limits	Possible Limit	
Net external debt ≤20% of equity*	**11.6%**	✓	$464m	Net Debt
Net external debt ≤160% of total operating revenue*	**151.5%**	✓	$284m	Net Debt
Net interest* ≤15% of total revenue*	**6.2%**	✓	$27m	Net Interest
Net interest* ≤25% of total rates*	**11.1%**	✓	$25m	Net Interest
Liquidity ≥110% of total external debt	**117.8%**	✓	$403m	External Debt
* Latest audited results: Annual Report 2024, published 31-Oct-24				

4.2 The actual result closest to the limit sets the indicative maximum borrowing amount. The Net Debt vs Operating Revenue limit would be the first one reached if net debt (total debt minus pre-funded loans, pass-through loans, and deposits) rose to $284 million.

4.3 The interest-to-revenue and interest-to-rates limits are sensitive to movements in borrowing costs. The current high limit on potential borrowings is due to the historically low interest rates (perpetuated using interest rate swaps).

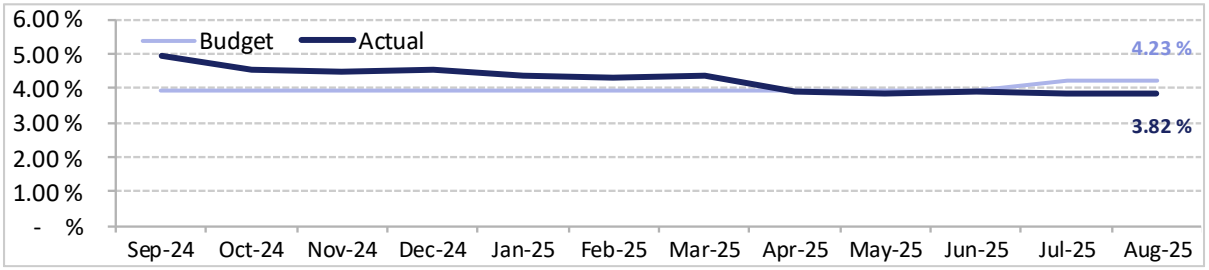
4.4 LGFA financial covenants continue to be the same or less conservative than the Councils 2024 Treasury Risk Management Policy limits.

Debt Levels

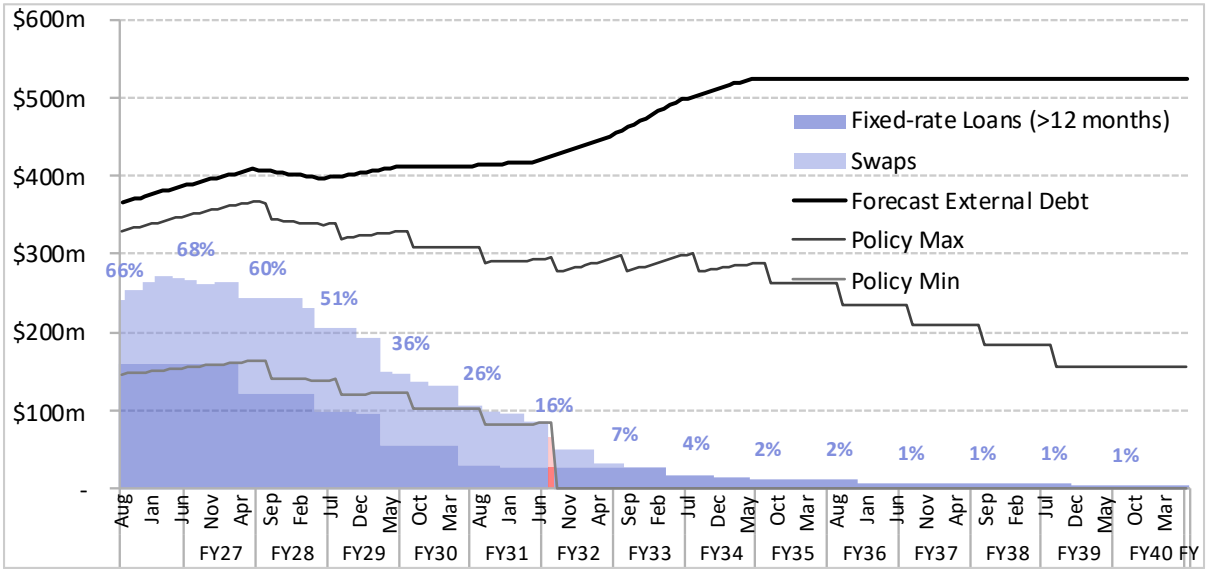
$376.4m	**Total Debt**	All borrowing
$284.1m	Gross Debt	Total Debt, minus pre-funded and pass-through loans
$269.0m	Net Debt	Gross Debt, minus all other deposits

Cost of Borrowing and Cost of Funds

3.564%	Cost of Loans	Interest, as % of Total Debt
0.951%	Cost of Swaps	Interest differential (w.a. 0.202% of Total Debt)
0.409%	Cost of Facilities	Line fees (w.a. 0.054% of Total Debt)
3.820%	**Cost of Borrowing**	Total interest and fees, as % of Total Debt



Interest Rate Risk Position



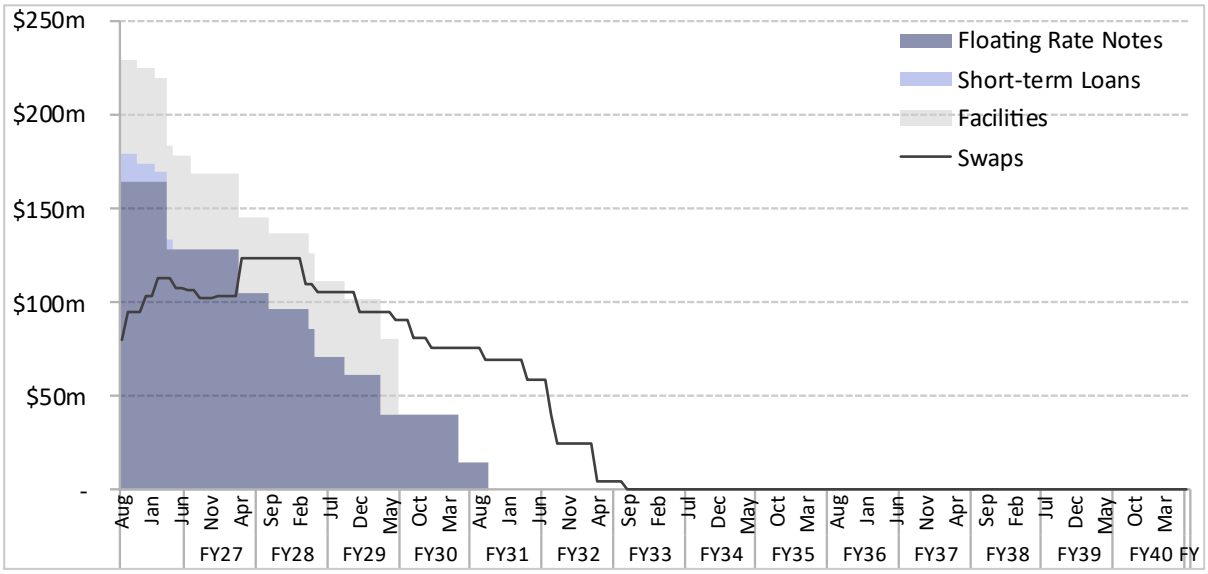
4.5 This shows a snapshot of the current fixed-rate debt – fixed-rate loans and floating-to-fixed swaps – with a maturity greater than 12 months, charting its maturity over time against a corridor of the policy maximum and minimum levels (as a % of forecast Gross Debt). "Fixed-rate" is defined as having an interest rate resetting maturity/expiry date greater than 12 months away.

4.6 The current debt forecast includes fixed-rate loans for pass-through lending to WWL. However, most of those loans mature in October 2025 or April 2026 (therefore qualify as short-term and don't show up in the chart at all) even though they are forecast to be re-financed. Despite this, the current position is still compliant because of forward-start swaps which take effect in future years.

§6.1.2: Interest Rate Risk	Minimum	Maximum	Fixed*	Within Limits
Current	40%	90%	**66%**	✓
Until Aug 2026	40%	90%	**68%**	✓
Until Aug 2027	35%	85%	**60%**	✓
* Fixed-rate loans and swaps still available at future date ÷ forecast debt at future date				

Interest Rate Swaps

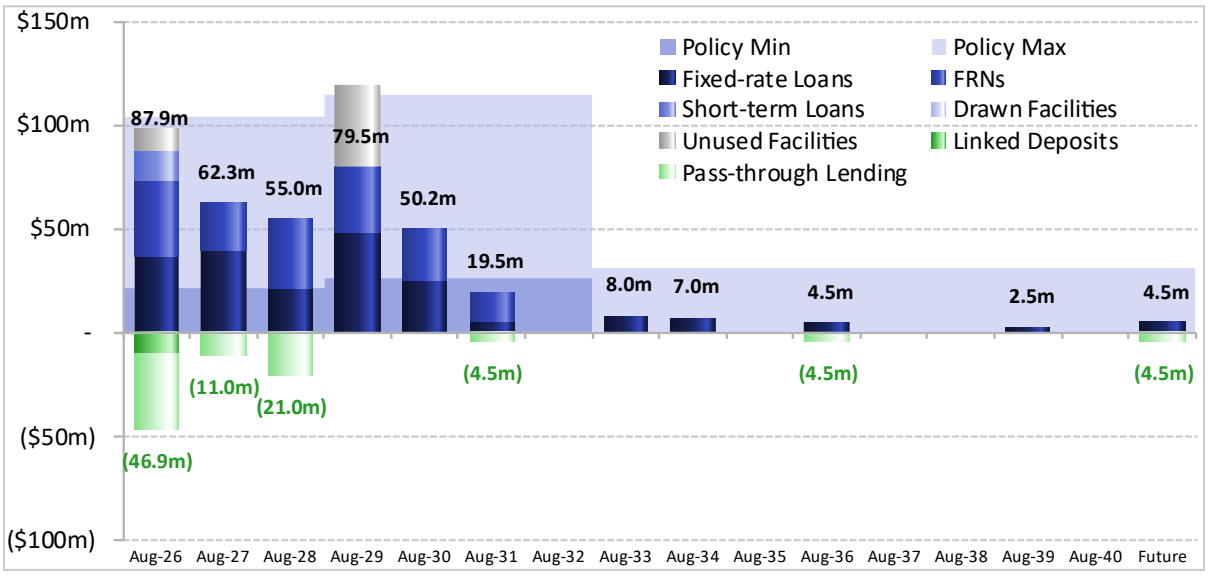
4.7 The Chief Financial Officer has delegated authority to enter into interest rate swaps on behalf of the Council, on the proviso that such transactions are reported back to the Council. The Council's approval is required before entering into long-dated swaps with a maturity over 12 years.



Liquidity

4.8 The liquidity ratio calculation represents the total committed bank facilities and term debt amounts, together with liquid investments – the Available Financial Accommodation – over the external debt amount (total debt minus pre-funded loans). The liquidity ratio is 117.8% (target: >110%) and represents the debt headroom available within the Council's facilities, along with cash available over and above its existing external debt.

Funding Maturity Risk Position



4.9 This chart groups loan maturities in 12-month blocks. Also shown are available facilities, deposits linked to pre-funding loans, and pass-through loans. The shaded background shows the maximum and minimum liquidity maturity bands (including facilities) in the 2024 Treasury Risk Management Policy:

§6.2.2: Liquidity*/Funding Risk	Minimum	Maximum	Aug 2025	Within Limits
0 – 3 Years	15%	60%	**49%**	✓
3 – 7 Years	25%	85%	**45%**	✓
7+ Years	0%	60%	**5%**	✓
* Including facilities, and net of linked deposits				

4.10 Ensuring a spread of maturities reduces the risk of having to find large amounts of capital, or re-finance loans, at a time in the future in which market conditions may be unfavourable.

Counterparty Credit Risk

4.11 The 2024 Treasury Risk Management Policy, §6.3 requires that New Zealand registered banks (as counterparties) must have a minimum S&P (or equivalent) short-term rating of A-1+ or long-term rating of AA-. All the Council's counterparty banks are S&P AA- rated.

§6.3: Counterparty Risk – $30m	Deposits*	Swaps**	Aug 2025	Within Limits
ANZ	-	$10.6m	**$10.6m**	✓
ASB	$15.0m	$0.8m	**$15.8m**	✓
BNZ	$10.0m	-	**$10.0m**	✓
Westpac	$0.0m	$7.7m	**$7.7m**	✓
* 100% of principal ** 3% of notional value × remaining years				

Current Borrowings

Counterparty	Fixed*	Floating	Aug 2025
LGFA	$150.9m	$164.3m	**$315.2m**
LGFA (short-term Commercial Paper)	-	$31.2m	**$31.2m**

Counterparty	Fixed*	Floating	Aug 2025
Crown Irrigation Investments Ltd (interest-free loans)	$25.5m	-	**$25.5m**
Crown Regional Holdings Ltd (low-interest loans)	$4.5m	-	**$4.5m**
ASB Facility/Overdraft	-	-	**-**
Westpac Facility	-	-	**-**
Total	**$180.9m**	**$195.5m**	**$376.4m**
* Having an interest rate resetting maturity/expiry date greater than 12 months.			

Local Water Done Well

4.12 Future debt forecasts include the three waters activities remaining with the Council and are based on the draft 2024-34 Long Term Plan projections.

Waimea Water Limited (WWL)

4.13 Future debt forecasts include $82.4 million on-lent through Shareholder Advances from the Council to WWL.

Source	Interest	Principal	Re-finance
WWL Shareholder Advances for the Council			
CIIL cost overrun Loan	0%	**$9.2m**	Dec-25 to Dec-40
LGFA	5.097%	**$21.0m**	May-28
Total	**3.542%**	**$30.2m**	
WWL Shareholder Advances for WIL			
CIIL Cost overrun	0%	**$8.8m**	Dec-25 to Dec-40
LGFA	3.485%	**$16.2m**	Oct-25
LGFA	3.600%	**$16.2m**	Apr-26
LGFA (the Council pays interest until Jun-26)	3.760%	**$10.1m**	Apr-27
LGFA	3.825%	**$0.8m**	Jun-27
Total	**2.992%**	**$52.2m**	

5. Investments

5.1 The Council's cash investments total $25.0 million with an average interest rate of 3.40%. In line with the Treasury Policy, specific reserves are not kept as cash. The Council continues to maintain adequate cash reserves and committed bank facilities to support any drawdown against specified reserves.

5.2 The individual investment balances are as follows:

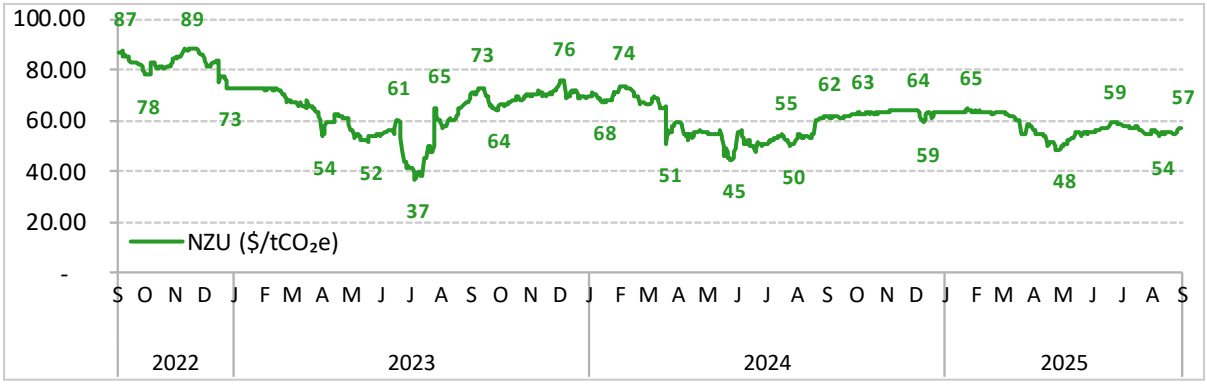
Counterparty		Aug 2025	Interest
ASB	Call Account	**$15,014,684**	3.00%
BNZ	Call Account	**$99**	-
Westpac	Call Account	**$2,114**	0.05%
ASB	On-call Money-market	**$3,352**	2.85%
BNZ	Term Deposit (329 Days)	**$10,000,000**	4.00%

Counterparty	Aug 2025	Interest
Total	**$25,020,249**	**3.40%**

5.3 Since October 2021, ASB has included the Council in the all-of-government arrangement which pays interest on call account balances at the previous day's OCR. This is currently better than the ASB on-call money-market account rate that other customers receive. This account was previously used for daily surplus cash.

6. Emissions Trading Scheme

6.1 The objective of the Emissions Trading Scheme (ETS) carbon credit policy is to minimise the impact of the movements in the carbon credit prices on the Council.



6.2 Recent decisions by the New Zealand government to ignore Climate Change Commission advice and boost auction volumes have resulted in large recent declines in the NZU price and failed auctions, both due to over-supply of carbon credits.

6.3 ETS risk is managed under the limits in the 2024 Treasury Risk Management Policy, §6.4.

§6.4: Forward Cover Risk	Minimum	Maximum	Oct 2021	Within Limits
Committed*	80%	100%	**100%**	✓
Forecast Period				
0 – 1 Years	0%	80%	**80%**	✓
1 – 2 Years	0%	50%	**50%**	✓
2 – 3 Years	0%	30%	**0%**	✓

* Exposure becomes committed in Jan-Mar (quarter following emission period as the Council must report emissions from the previous year)

6.4 Consultation has started on proposed amendments to the ETS. There are two sets of proposed amendments to strengthen the ETS framework and to reduce the complexity around the forestry scheme. The Council has no direct exposure to landfills' ETS liabilities as these are managed through the Nelson Tasman Regional Landfill Business Unit.

6.5 The Council has sold through the Enterprise Activity $3m of unencumbered ETS credits to partly fund the FY25 operating deficit. An additional $3m of unencumbered credits have been sold to provide the seed funding for the DRF. These transactions leave the Council with few, if any, remaining unencumbered credits.

7. Market Update

7.1 Recent LGFA bonds issues have continued the last 2 years' success, still receiving three to five times as many bids as bonds on offer, helped by a weaker NZD and increased risk-aversion in the investment market.

7.2 The LGFA Sustainable Asset Pool (GSS and Climate Action Loans to councils and CCOs) is now $3.35 billion so they have plenty of sustainable assets to back both the 2030 and 2032 Sustainable Financing Bonds (SFBs) (which they started issuing in the January 2025 tender to strong retail demand).

7.3 Interest and swap rates currently on offer indicate a market expectation of further decreasing interest rates in the short- to mid-term, followed by a gradual increase in later years. The RBNZ now only has one target: 1-3% y/y inflation. Four consecutive quarters of <3% inflation (as measured by the CPI) explains the RBNZ forecasting modest short-term OCR decreases. However, beyond the RBNZ's short- to medium-term forecasts the market has no guidance, and current global uncertainty is causing higher long-term interest rates.

8. Treasury Cost Centre

8.1 The Treasury cost centre operates as the Council's internal bank. It manages the external costs of borrowing and allocates them across internal loans within individual activities. It also pays/charges interest on reserves and activity balances. In accordance with the Treasury Risk Management Policy, these interest rates are set quarterly. **For the quarter starting July 2025, interest is charged at 3.89%* on loans and overdrawn closed account balances and paid at 3.30%** on credit balances**.

* Weighted average cost of borrowing at 30 June 2025

** 90-day BKBM rate, set on the last day of the previous quarter

9. LGFA Environmental, Social and Governance Borrowing

9.1 The LGFA is looking to borrowing councils to support its Environmental, Social and Governance (ESG) reporting and funding initiatives. Investors are increasingly applying these non-financial factors as part of their analysis to identify material risks and growth opportunities. Councils who can align their new borrowing to these factors get a slightly reduced interest rate from the LGFA. Council staff will be reviewing how we can assist with reporting tracking ESG factors and borrowing over the next 12 months.

10. Attachments / Tuhinga tāpiri

Nil

7.8 DRAFT FINANCIAL RESULTS - 12 MONTHS TO 30 JUNE 2025

Information Only - No Decision Required

Report To:	Tasman District Council
Meeting Date:	25 September 2025
Report Author:	Paul Egan, Management Accounting Manager
Report Authorisers:	Mike Drummond, Chief Financial Officer
Report Number:	RCN25-09-32

1. Summary / Te Tuhinga Whakarāpoto

1.1 This financial report provides an update on key financial information for the year ended 30 June 2025. These financials are draft and have not been audited.

1.2 The scope of this financial report includes revenue and expenditure from joint operations, as well as the share of associates' surplus or deficit.

1.3 This draft financial report for the year ended 30 June 2025 highlights a challenging year marked by an operational deficit funded through debt, with income below budget and expenditure exceeding expectations. Key financial outcomes include a $27.4 million shortfall in accounting surplus due to lower non-cash vested assets, reduced contributions and forestry revenues, increased maintenance and depreciation costs, and net finance expenses exceeding budget by $2.7 million. This report draws on data that will be audited and included in the forthcoming Annual Report scheduled for adoption late in October 2025.

1.4 This report compares actual amounts to revised budgets (including carry-overs and changes authorised by the Council). The Annual Report will compare actuals to the 2024-25 Annual Plan budget as adopted in June 2024.

1.5 The balanced budget benchmark, that includes some capital related income but focuses on funding of operating expenditure, is at 87.9% year to date, versus an Annual Plan budget benchmark of 96%.

1.6 Capital expenditure, excluding joint operations, was $60.3 million or 79% of the full year budget of $76.0 million. After including joint operations, it was $71.9 million or 84.3% of the $85.3 million combined budget.

1.7 Net debt at $271.2 million is lower than the Long Term Plan (LTP) estimate for 2024/25 of $279.7 million.

1.8 Proposed key financial information for the draft Annual Report (**Attachment 1**) is provided to show key variances. This information is currently being audited and will form part of the 2025 Annual Report as such the figures could change as a result of that process.

2. Recommendation/s / Ngā Tūtohunga

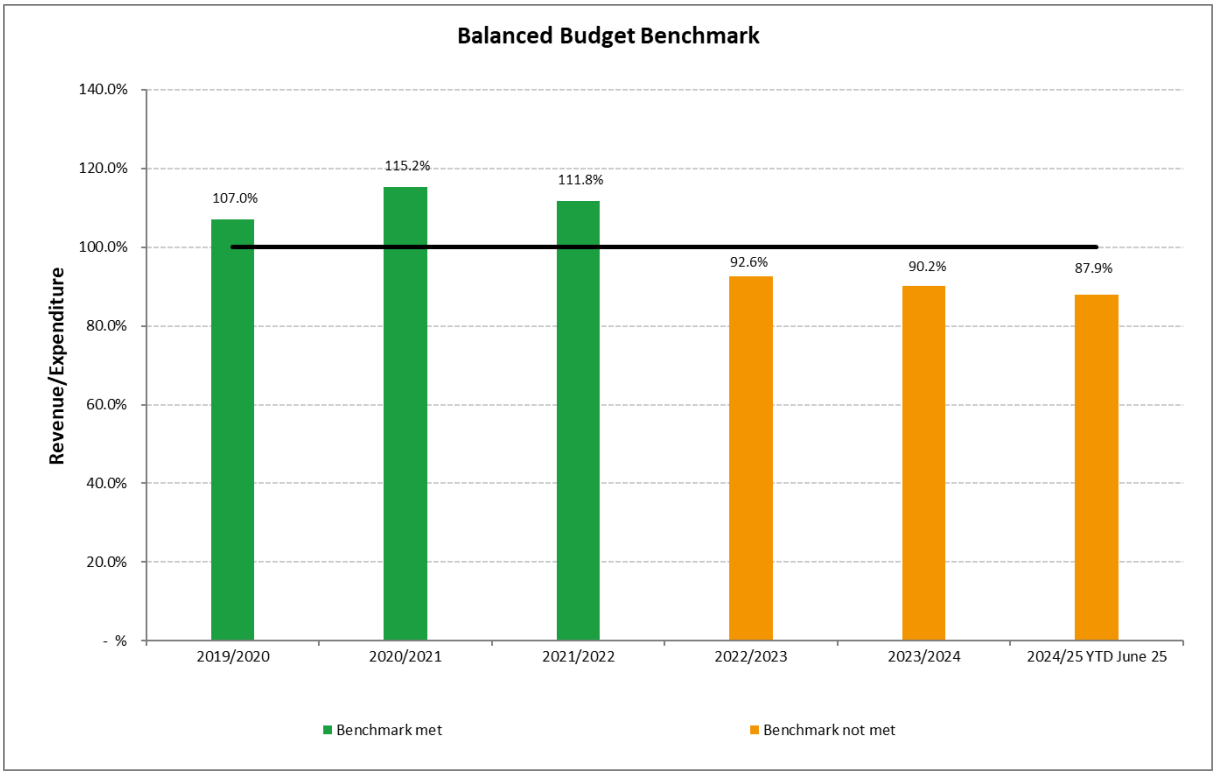
That the Tasman District Council

1. receives the Draft Financial Results - 12 months to 30 June 2025 report RCN25-09-31.

3. Financial Benchmarks

Balanced Budget benchmark

3.1 The balanced budget benchmark is part of a suite of benchmarks as defined in the Local Government (Financial Reporting and Prudence) Regulations 2014. These benchmarks are included in the Council's Annual Reports, Annual Plans and Long Term Plans.



3.2 The balanced budget benchmark declined towards the end of the year with higher billing coming through from suppliers, and many revenue items already having been charged out. The benchmark ended at 87.9% versus an Annual Plan budget benchmark of 96%.

3.3 The official balanced budget benchmark includes capital subsidies and grants as operational income, significantly reducing the budgeted and reported operational deficit (by $10.3 million). This overstates the percentage of operating expenditure covered by operating revenue, removing the capital subsidies from the balanced budget benchmark calculations would reduce the expenditure coverage percentage to a much lower 83%.

3.4 The balanced budget benchmark amounts are detailed below to provide an indication of reporting.

Statement of Balanced Budget Revenue and Operating Expense, $000's For the year to 30 June 2025				
	2024/25 Actuals	Revised Budget 2024/25	2024/25 Variance	Annual Plan Budget 2024/25 *
REVENUE				
General rates	58,696	58,752	(56)	58,752
Targeted rates	52,881	51,573	1,308	51,573
Operating subsidies and grants	11,590	11,211	380	12,183
Capital subsidies and grants	10,298	11,124	(826)	11,403
Fees and charges	22,677	23,215	(538)	23,217
Other revenue	18,290	22,570	(4,281)	22,568
Other gains	(5,281)	400	(5,681)	400
Finance income	3,223	1,072	2,151	1,036
Revenue of joint operations	8,058	7,128	930	7,128
Revenue of joint ventures	0	0	0	0
Share of associates surplus/deficit	2,102	3,150	1,048	3,150
Total revenue^	**182,536**	**190,195**	**(7,660)**	**191,410**
OPERATING EXPENSE^				
Finance expense	17,594	12,696	(4,897)	11,003
Employee related expense	41,251	40,892	(359)	41,131
Other expenses	52,553	61,778	9,225	58,657
Maintenance	32,104	27,100	(5,004)	27,163
Depreciation and amortisation	48,563	44,917	(3,647)	45,885
Expenditure of joint operations	15,532	14,769	(762)	15,458
Total operating expense^	**207,597**	**202,153**	**(5,444)**	**199,297**
Balanced Budget Benchmark Surplus / (Deficit)	**(25,062)**	**(11,958)**	**(13,104)**	**(7,887)**
Balanced Budget Benchmark	**87.9%**	**94.1%**		**96.0%**

***** Annual Plan budget is the adopted Annual Plan budget. Revised Budget is the Annual Plan plus additional items resc
Council including budget carryovers.
^As defined in clause 19 Local Government (Financial Reporting and Prudence) Regulations 2014

3.5 Loan funded operating expenses were $5.5 million, of which $4.6 million related to the Digital Innovation Programme, with the rest relating to the Tasman Resource Management Plan (TRMP) and Saxton Field. The budget for loan funded operating expense for the 2024/25 year was $9.2 million, however $3.17 million related to a grant for the proposed Nelson Museum storage facility. This project was deferred to 2026.

3.6 The level of depreciation that is funded impacts the balanced budget benchmark. Funded depreciation is an expense related to the wearing out of the Council assets. It is considered when calculating rates and the funds collected are used to fund the renewal of assets.

3.7 Throughout the year, staff have been advising the Council of a deficit in rates funding of $6.4 million for interest and maintenance costs. The balanced budget benchmark indicates an adverse variance against budget of $13.1 million. This reflects the deficit across all areas of the Council not just the rates funded areas. In May, the Council authorised the sale of $3.0 million of ETS credits to be used to partly offset this deficit. This has been included in the year end accounts.

4. Financial Performance

Statement of Comprehensive Revenue and Expense

Statement of Comprehensive Revenue and Expense, $000's For the year to 30 June 2025					
	2024/25 Actuals	Revised Budget 2024/25	2024/25 Variance	Actuals % of FY Budget	Annual Plan Budget 2024/25
REVENUE					
General rates	58,696	58,752	(56)	100%	58,752
Targeted rates	52,881	51,573	1,308	103%	51,573
Development and financial contributions	7,980	14,739	(6,759)	54%	14,739
Operating subsidies and grants	11,590	11,211	380	103%	12,183
Capital subsidies and grants	10,298	11,124	(826)	93%	11,403
Fees and charges	22,677	23,215	(538)	98%	23,217
Other revenue	35,283	47,290	(12,008)	75%	47,288
Fair value gain on revaluation	1,284	1,132	152	113%	1,132
Other gains	(5,281)	400	(5,681)	-1320%	400
Revenue of joint operations	8,058	7,128	930	113%	7,128
Revenue of joint ventures	0	0	0	0%	0
Share of associates surplus/deficit	2,102	3,150	1,048	67%	3,150
Total revenue	**205,569**	**229,714**	**24,145**	89%	**230,965**
EXPENSE					
Finance expense (Net)	14,371	11,624	(2,747)	-124%	9,967
Employee related expense	41,251	40,892	(359)	-101%	41,131
Other expenses	52,553	61,778	9,225	-85%	58,657
Maintenance	32,104	27,100	(5,004)	-118%	27,163
Depreciation and amortisation	48,563	44,917	(3,647)	-108%	45,885
Expenditure of joint operations	15,532	14,769	(762)	-105%	15,458
Total expense	**204,374**	**201,081**	**(3,293)**	-102%	**198,261**
Surplus/(deficit) before taxation	**1,195**	**28,633**	**(27,438)**	4%	**32,704**
Income tax expense	0	0	0		0
Surplus/(deficit) after tax	**1,195**	**28,633**	**(27,438)**	4%	**32,704**
OTHER COMPREHENSIVE REVENUE					
Gain on asset revaluation	352,565	135,545	(217,020)	260%	135,545
Movement in NZLG shares value	362	0	(362)	0%	0
Asset impairment Loss	(1,087)	0	1,087	0%	0
Share of associate other comprehensive income	4,317	0	(4,317)	0%	0
Total other comprehensive revenue and expense	**356,157**	**135,545**	**(220,612)**	**260%**	**135,545**
Total comprehensive revenue and expense	**357,352**	**164,178**	**193,174**	1248%	**32,704**
TOTAL OPERATING SURPLUS (as above)	**1,195**	**28,633**	**(27,438)**	4%	**32,704**
Less Non-Controllable Activities					
Development and financial contributions	7,980	14,739	(6,759)	54%	14,739
Capital subsidies	10,298	11,124	(826)	93%	11,403
Vested assets	16,993	24,720	(7,727)	69%	24,720
Fair value movement on revaluation	1,284	1,132	152	113%	1,132
Share of JV & associates surplus/deficit	(5,372)	(4,491)	(880)	120%	(5,180)
Total Non-Controllable Activities	**31,183**	**47,223**	**(16,041)**	66%	**46,814**
Total controllable surplus/deficit	**(29,988)**	**(18,590)**	**(11,398)**	**161%**	**(14,110)**

Areas of key variance are elaborated below.

Maintenance

4.1 As indicated in the previous reports, maintenance expenditure was $5.0 million over budget for the year. The largest areas of over expenditure being Water Supply and Transportation with the variance principally relating to budgets being insufficient for the core activities.

4.2 The June 2025 weather event costs fell mainly from July onwards. These were not included in the Annual Report 2025 financials nor in the 2025/2026 Annual Plan.

Year-to-date Revenue

4.3 Development and Financial Contributions are tracked at about half the level for the previous two years. With the increase in Development Contribution charges from 1 July 2024, some developers prepaid their development contributions in 2023/24 to take advantage of the lower contribution rates.

4.4 Other Revenue ended $12.0 million under budget mainly due to non-cash vested assets from developers booked in June, being $7.8 million less than budgeted, and Forestry revenue was $4.9 million under budget, with a mix of many other items offsetting this slightly.

Finance Expense (Net)

4.5 Net Finance Expense ends the year $2.7 million over budget, in line with previous indications.

Depreciation and Amortisation

4.6 With the higher-than-expected increase in three water asset valuations at the end of 2023/24, the depreciation and amortisation exceed budget by $3.6 million. At the end of the 2025 year, roading related assets were revalued, contributing largely to $353 million gain on revaluation.

4.7 The depreciation expense recognises the consumption and wearing out of tangible assets over their life, the reported value of the asset reduces by this amount. The depreciation is included with the rest of the expenses in the financial statements and in the rates calculations. In simple terms, the costs of the Council including an amount of depreciation - are what rates and other income of the Council need to cover to achieve a balanced budget.

4.8 Funding from rates and other income sources is used to cover depreciation expenses, which generates cash for the Council. This cash is generally applied to repaying the borrowing originally used to purchase assets.

4.9 Under financial reporting standards, the Council is required to periodically revalue its long-life assets. Revaluations provide a more accurate indication of their current value and likely replacement cost than their original purchase price. Upward revaluations increase the reported depreciation expense, which in turn increases the level of rates (and other income) needed to fund it. When the additional funding generated by higher depreciation exceeds the cost of debt servicing, the surplus is held in a reserve to help offset the rates impact when asset renewals are required.

5. Capital Expenditure by Activity

5.1 The LTP financial budgets assume that the full capital works programme will not be delivered in its entirety each year. This historical under-delivery is factored into the forecast net debt levels and finance costs.

5.2 Changes to the capital programme - notably the changes approved at the 24 October 2025 Council meeting, and to the Lower Queen Street Bridge Project related changes at the 13 February 2025 Council meeting, lead to re-phasing and re-prioritisation. These changes in capital expenditure are reflected in the transfers shown in the table below, with some items being brought forward and others being rephased to future years.

5.3 Capital expenditure (excluding joint operations) was 79% of the budget.

5.4 The consistent capital budget underspends and carry forwards appear to have several causal factors that include:

5.4.1 the multi-year nature of many projects.

5.4.2 the complexity of being able to proceed on a project, where there are issues, such as acquiring land, obtaining resource consents, due process, design changes, external funders input, and dependencies on other projects finishing first; and

5.4.3 changes to priorities due to growth, and growth predictions, needed land availability, and overall budget constraints.

5.5 Budget, spend and forecast by activity is summarised in the table on the next page.

Tasman District Council
Capital Expenditure Report - By Activity **Jun-25** **EXCLUDING JV'S (000)'s**

	2024/25 LTP & Budget			YTD		Forecast	
Department & Activity	2024/25 LTP Year 1	Brought Forward & Transfers	Full Year Budget	YTD Actuals June	% of Full Year Budget Spent	Forecast (revised)	EOY Forecast Spend as % of Budget
Community Infrastructure	**66,793**	**-4,872**	**61,921**	**49,823**	**80%**	**55,741**	**90%**
Water Supply	12,802	2,870	15,671	11,790	75%	13,482	86%
Roading - Subsidised	13,859	203	14,061	14,418	103%	13,814	98%
Stormwater	12,441	-2,989	9,452	9,751	103%	8,799	93%
Reserve Financial Contributions	6,374	1,168	7,542	6,004	80%	8,801	117%
Wastewater	11,443	-6,074	5,368	3,362	63%	4,914	92%
Waste Management & Minimisation	3,104	21	3,124	878	28%	1,476	47%
Council Property	986	1,549	2,535	740	29%	664	26%
Roading - Non Subsidised	2,547	-462	2,086	1,604	77%	1,698	81%
Community Facilities	607	531	1,138	781	69%	1,282	113%
Parks & Reserves	2,349	-1,688	661	257	39%	485	73%
Community Housing	142	0	142	130	91%	186	131%
Special Purpose Committees	139	0	139	107	77%	139	100%
Enterprise Portfolio	**7,964**	**454**	**8,419**	**6,212**	**74%**	**6,524**	**77%**
Ports	3,891	263	4,154	4,414	106%	4,131	99%
Forestry	1,615	0	1,615	0	0%	0	0%
Aerodromes	1,650	-308	1,342	1,139	85%	1,253	93%
Commercial Property	361	392	753	313	42%	631	84%
Camping Grounds	448	107	555	346	62%	508	91%
Council Operations	**10**	**0**	**10**	**17**	**162%**	**19**	**185%**
Information Services	**729**	**188**	**917**	**426**	**46%**	**575**	**63%**
Environmental Assurance	**419**	**0**	**418**	**501**	**120%**	**591**	**141%**
Regulatory Services & HM	256	-20	236	361	153%	465	197%
Environmental Assurance HPC	155	20	175	140	80%	118	68%
Compliance	7	0	7	0	0%	7	100%
Environmental Science	**4,284**	**196**	**4,479**	**2,928**	**65%**	**4,247**	**95%**
Rivers	3,400	50	3,450	2,755	80%	3,421	99%
Environmental Science	879	146	1,024	172	17%	820	80%
Coastal Assets	5	0	5	1	23%	6	123%
Executive	**0**	**67**	**67**	**67**	**100%**	**67**	**100%**
Services and Strategy	**349**	**0**	**349**	**398**	**114%**	**395**	**113%**
Libraries	349	0	349	274	79%	342	98%
Museums	0	0	0	123	0%	53	0%
Tasman District Council	**80,548**	**-** **3,967**	**76,581**	**60,371**	**79%**	**68,159**	**89%**

6. Statement of Financial Position (Balance Sheet)

6.1 The Statement of Financial Position

Statement of Financial Position For the year to 30 June 2025, $000's	2024/25 YTD Actuals June	Revised Budget 2024/25	Commentary
CURRENT ASSETS			
Cash and cash equivalents	13,544	17,888	
Trade and other receivables	14,704	16,426	Rates receivables $1.9m, other receivables $12.6m
Other financial assets	11,881	4,972	Pre-funding term deposits $10m
Non current assets held for resale	0	0	
Total current assets	**40,128**	**39,285**	
CURRENT LIABILITIES			
Trade and other payables	27,037	27,646	Inc. in advance Rates $2.3m Sundry accruals $11.6m
Employee benefit liabilities	5,305	4,352	Annual leave $2.8m, EOM payroll $2.2m
Current portion of borrowings	87,903	34,003	
Current portion of derivative financial instruments	122	(573)	
Total current liabilities	**120,367**	**65,428**	
Working capital	**(80,239)**	**(26,143)**	
NON CURRENT ASSETS			
Investments in associates	213,091	205,576	Includes IHL, TBHT
Other financial assets	58,457	52,454	
Intangible assets	5,283	4,662	ETS credits, software etc
Forestry assets	26,426	32,229	Lower due to harvesting, ETS, sales and prices
Investment property	6,442	6,846	Includes Mapua precinct, 183 Queen St
Property, plant and equipment	2,731,922	2,482,461	
Total non current assets	**3,041,622**	**2,784,229**	
NON CURRENT LIABILITIES			
Term borrowings	280,690	329,055	
Derivative financial instruments	1,543	(702)	Interest rate swaps
Employee benefit liabilities	0	0	
Provisions	3,377	3,429	Landfill closure provisions
Total non current liabilities	**285,610**	**331,783**	
Total net assets	**2,675,774**	**2,426,303**	
EQUITY			
Accumulated equity	894,857	922,206	
Restricted reserves	39,348	20,136	
Revaluation reserves	1,741,569	1,483,962	
Total equity	**2,675,774**	**2,426,303**	

7. Net Debt and External Debt

7.1 The Quarterly Treasury report has more detail and analysis in this area. Summary amounts are provided in the table below.

7.2 On 30 June 2025, the Council's total debt of $376 million had reduced since 31 March 2025, and net debt stood at $271.3 million against a policy limit of $295.1 million (160% of forecast annual revenue).

7.3 The Pass-through Loans are Shareholder advances to Waimea Water Limited for funding the Waimea Community Dam. These loans are excluded in calculating the Council's Net Debt position. They are included in assessing the Council's borrowing from the Local Government Funding Agency (LGFA) and the LGFA covenants.

7.4 The linked deposits are the Council pre-funding its April 2026 LGFA loan repayments. This pre-funding is part of our Treasury borrowing strategy. They have declined from $30.1 million at 31 March 2025 to $10.0 million at 30 June 2025.

Breakdown of net debt

Net Debt Breakdown	30-Jun-24	31-Mar-25	30-Jun-25
Loans	278,118,641	298,651,041	279,841,022
Commercial Paper	25,000,000	15,000,000	15,000,000
Pass-through Borrowing	70,200,000	76,700,000	81,600,000
Total Debt	**373,318,641**	**390,351,041**	**376,441,022**
Linked Deposits	-30,100,000	-30,100,000	-10,000,000
Bank Accounts	-23,367,418	-11,886,198	-13,132,834
Deposits	**-53,467,418**	**-41,986,198**	**-23,132,834**
Pass-through Loans	-72,075,914	-81,541,669	-82,041,669
Net Debt	**247,775,309**	**266,823,173**	**271,266,520**
Does not include:			
LGFA Borrower Notes	-7,219,000	-8,319,000	-8,144,500

The 2024/25 Net debt target in the LTP is $279.7 million.

8. Rates Arrears

Rates arrears update to 30 June 2025 – accounts balance +$350

8.1	Rates arrears at the end of the 2024/2025 year	$1,203,501	x 478 accounts
8.2	Rates arrears at the end of the 2023/2024 year	$1,098,304	x 505 accounts

8.3 Due to the increase in annual rates, we would expect to see an increase in the debt amount however the accounts with rates arrears exceeding $350 are lower than the previous year, down by 9%. Of the 478 accounts currently in arrears this rating year, 47% are repeat late payers.

9. Attachments / Tuhinga tāpiri

1.⇩	30 June Interim Reporting	482

Appendix to Draft Financial results to 30 June 2025

Extract from draft Key Financial Information content in draft Annual Report

This information is similar to the interim reporting, but compares to Annual Plan and LTP budgets, rather than the revised budgets.

This includes discussion on the Funding Impact Statement required to be presented as part of Local Government financial statements.

OPERATING AND ACCOUNTING SURPUS

The Funding Impact Statement (FIS) surplus from operating funding was $23.8 million, which is $6.9 million lower than the budgeted surplus of $30.7 million.

The accounting surplus (as reported in the Statement of Comprehensive Revenue and Expense) for the 2024/2025 year was $1.2 million, which is $31.5 million lower than the budgeted surplus of $32.7 million.

The FIS operating surplus differs from the accounting surplus because it excludes:

- Non-cash items such as depreciation and vested asset income.
- Income for capital purposes, such as development contributions.

Budgeting for or achieving a surplus does not mean rates have been overcharged. This is due to factors like non-cash revenue (e.g., vested assets), which affect the reported surplus without increasing the actual cash available to the Council.

What caused the variance to surplus?

The accounting surplus was $31.5 million lower than budget, primarily due to:

- **– $6.8 million** lower development contributions *(slower growth)* [capital funding]
- **– $7.7 million** lower non-cash vested* asset income *(fewer subdivisions)* [capital funding]
- **– $8.3 million** higher non-cash losses** *(movements not budgeted)*
- **– $1.7 million** lower net forestry revenue *(reduced harvesting)* [operating funding]
- **– $4.9 million** higher maintenance costs *(transport and water)* [FIS operating funding]
- **– $2.7 million** higher depreciation *(cost inflation)*
- **– $4.4 million** higher net finance expense *(increased interest costs)* [FIS operating funding]
- **+ $2.6 million** higher cash gains - $3 million proceeds from the sale of carbon credits compared to $0.4 million budget [capital funding]
- **+ $3.5 million** lower grants and levies paid [FIS operating funding]

(Note: "–" indicates a reduction in surplus, "+" indicates an increase).

* Vested assets are assets created by others and transferred to Council ownership (for example, roads built by a developer as part of a subdivision). When this occurs, both an asset and revenue are recognised in the Council's financial statements.
** Non-cash losses include accounting adjustments for loans not at market rates and the disposal of assets before the end of their accounting useful lives.

Further detail on these variances can be found in **Note 36** of the Financial Statements.

7.9 2025 ACTIVITY BALANCES REPORT

Decision Required

Report To:	Tasman District Council
Meeting Date:	25 September 2025
Report Author:	Paul Egan, Management Accounting Manager
Report Authorisers:	Mike Drummond, Chief Financial Officer
Report Number:	RCN25-09-33

1. Summary / Te Tuhinga Whakarāpoto

1.1 This report is produced annually for the Council and provides recommendations on how to manage, in a financially prudent way, the surpluses and deficits that have arisen over, and are reflected in, the Council's activity balances. This year, Council staff have chosen to comment on areas of concerns and material balances rather than provide commentary on all balances.

1.2 This report outlines the Council's Activity Balances as at the end of the 2024/2025 financial year, with recommendations for the management of balances with a medium to long-term focus.

1.3 An overall unfavourable operational variance against budget of $13.1 million was made for the 2024/2025 financial year. There were a range of surpluses and deficits across activities. The Council will need to look at the management of these year-end balances across all activities in a financially prudent manner, especially considering the current economic environment and cost pressures on the Council.

1.4 The balances relate to deficits and surpluses that have been accumulated over time and do not solely relate to the 2024/2025 financial year. Since the 2013/2014 year, all activities have been managed on a closed account basis.

1.5 As part of the Long Term Plan (LTP) 2024-2034 and the annual budget process, some surpluses in activity balances have been used to reduce forecast rate increases. These will be expanded on in this report.

1.6 These surpluses and deficits are managed in accordance with the Financial Strategy, adopted as part of the LTP 2024-2034. The end of year net debt position has considered the activity balances. Using the activity balance surpluses, other than for internal transfers or reduction of internal loans, will directly increase external debt.

1.7 The operating activity balances as at 30 June 2025 in total are a surplus position of $8.4 million. This report considers the treatment of operating surpluses/deficits of a material nature.

1.8 In summary, this report:

- proposes that activity operational surpluses be used to fund carry over opex projects, $1.03 million (**Attachment 1**); and
- any June 2025 deficits are planned to be paid off over five years.

2. Recommendation/s / Ngā Tūtohunga

That the Tasman District Council

1. receives the 2025 Activity Balances Report RCN25-09-32; and

2. approves the funding of Activity Operating Carryovers as listed in Attachment 1 to the agenda report from activity balances.

3. Background / Horopaki

Discussion

3.1 In September 2013, the Council agreed that all areas of the Council would be managed financially by way of "closed accounts" or activity balances. Following that decision, all activities now have a surplus/deficit year-end balance against them.

3.2 The balances reflected are the results of both the previous year's financial performance along with annual surpluses and deficits, which have accumulated over the years.

3.3 A further year's activity has now flowed through, and this report discusses each activity in turn with recommendations provided around the appropriate use of the outstanding surplus or the repayment of the accumulated deficit.

3.4 The driving principle for how these activity balances are managed is governed by the Financial Strategy, that was adopted as part of the LTP 2024-2034.

3.5 In most instances, staff recommend that the surplus balance is left in the activity to meet one-off extraordinary future events or used to offset rates in the upcoming draft Annual Plan 2026/2027.

2024/2025 Forecast deficit positions

3.6 During the 2024/2025 financial year, staff identified four areas where deficit positions were forecast. These were caused by additional maintenance and interest costs. At the Council meeting on 8 May 2025, a recommendation was approved via report RCN25-05-4 regarding the '2024/25 Forecast Overspend'. The report identified a $6.4 million rates-funded operational overspend. To help reduce this, the Council resolved to sell $3.0 million worth of ETS credits. This was allocated to offset forecast deficits across the four activities

3.6.1 Reserves $500,000

3.6.2 Water $1.0 million

3.6.3 Wastewater $1.0 million

3.6.4 Transportation $500,000

3.7 The roading deficit may receive contributions from the New Zealand Transport Agency (NZTA).

Building

3.8 Building achieved a higher surplus in the 2024-2025 year, through a combination of reducing staff numbers, having increased volumes that were higher than budgeted, and increasing fees.

Three Rural Water Schemes

3.9 As part of the LTP, the Council indicated that it wished to consider the harmonisation of charges related to all the water schemes in the District. Work has commenced on that request. The work will also need to address the historic deficit positions that the three rural schemes are in. How these deficits are recouped will be part of the project. All three schemes posted deficits again for the 2024/25 financial year which will only worsen the position. Please note, as part of the LTP, these deficit positions were planned to be repaid over ten years.

PCC	Opening Balance	2024/25 Actuals	Closing Balance
0804. 88 Valley	238,688	44,532	283,219
0805. Dovedale	1,099,567	84,459	1,184,026
0806. Redwood Valley	585,479	110,202	695,681

Community Housing

3.10 The Community Housing closed account has a surplus balance of $1.44 million after a surplus of $173,000 in 2024/25. A significant amount of this is committed for the asset replacement programme.

Halls

3.11 The Halls' closed account has a surplus balance of $1.15 million with a small deficit of $28,000 in 2024/25. A significant amount of this is committed for asset replacement and deferred maintenance.

Waste Minimisation

3.12 The above account has a significant surplus balance of $1.30 million, but these funds are earmarked for future work in this space as identified in the LTP. The funds in this account are received from central government for the amount of waste disposed of on an annual basis. The use of these funds is restricted but may be used in relation to the recent emergency event.

Kerbside Recycling

3.13 Overall, the kerbside recycling is $1.04 million in deficit. Activity growth continues to exceed the forecast. Each new property requires the supply and delivery of a new recycling bin and increased service costs. This along with procurement costs related to the new contract for 2025/2026 incurred in 2024/25, being $60,000 above budget. This will need to be addressed as part of the 2026/2027 annual plan process.

Resource Recovery Centres (RRC)

3.14 Overall, the resource recovery centres have a deficit of just over $1.67 million. Staff are considering ways to reduce this deficit as part of the 2026/2027 Annual Plan exercise. Volumes budgeted to be processed through the RRC's were down with lower economic activity, and with operators taking more material directly to the landfill at York Valley. A request has been made to the NTRLBU for an increase to the annual levy from $3.0 million to $4.0 million. This is with the Joint Committee for consideration.

General Rate Growth

3.15 The Council collected more general rates than budgeted in previous years and has a surplus balance ($866,000) in the closed account. This was due to growth being higher than the growth percentage budgeted for in previous years plans. Historically, if there has been a

surplus for the year it has been used to fund $50,000 towards a special grants fund in the following year.

3.16 Given the financial pressures on the Council, in particular the projected rate rise for 2026/2027, it is recommended the balance in this account be retained to meet any additional cost pressures evident in the 2026/2027 Annual Plan budgets.

4. Analysis and Advice / Tātaritanga me ngā tohutohu

4.1 Overall, staff recommend a precautionary and fiscally responsible approach to managing the activity surplus and balances. This is set out in the previous section.

5. Options

5.1 The options are outlined in the following table:

Option		Advantage	Disadvantage
1.	Approve the recommendations.	Enables work that has started in 2024/2025 to be completed by agreeing to the carry-over requests.	Carry-over OPEX projects would need to be stopped.
2.	Not approve the recommendations.	The Council would have savings associated with not doing the carry-over work.	The carry-over work would not be able to proceed. This would create a reputational risk for the Council.
3.	Approve only some of the recommendations and decline others.	The Council would have savings associated with not doing the carry-over work.	The carry-over work would not be able to proceed. This would create a reputational risk for the Council.

5.2 Option 1 is recommended.

6. Legal / Ngā ture

6.1 There are no policy or legal matters that require further consideration.

6.2 Surpluses in activities funded by targeted rates can only be used for the purpose the targeted rate was raised. General rates can be used to fund any activity.

7. Iwi Engagement / Whakawhitiwhiti ā-Hapori Māori

7.1 No specific engagement issues identified.

8. Significance and Engagement / Hiranga me te Whakawhitiwhiti ā-Hapori Whānui

8.1 This is a matter of low significance in terms of the Council's Policy on Significance and Engagement, therefore, we consider formal engagement with the community is not required for the decisions contained within this report.

8.2 The management of surpluses is of low to moderate public interest as the recommendations all use the balances for the benefit of the ratepayer and are guided by the Financial Strategy included with the LTP 2024-2034.

	Issue	Level of Significance	Explanation of Assessment
1.	Is there a high level of public interest, or is decision likely to be controversial?	Low	
2.	Are there impacts on the social, economic, environmental or cultural aspects of well-being of the community in the present or future?	Low	
3.	Is there a significant impact arising from duration of the effects from the decision?	Low	
4.	Does the decision relate to a strategic asset? (refer Significance and Engagement Policy for list of strategic assets)	Low	
5.	Does the decision create a substantial change in the level of service provided by Council?	Low	
6.	Does the proposal, activity or decision substantially affect debt, rates or Council finances in any one year or more of the LTP?	Low	
7.	Does the decision involve the sale of a substantial proportion or controlling interest in a CCO or CCTO?	NA	
8.	Does the proposal or decision involve entry into a private sector partnership or contract to carry out the deliver on any Council group of activities?	NA	
9.	Does the proposal or decision involve Council exiting from or entering into a group of activities?	NA	
10.	Does the proposal require particular consideration of the obligations of Te Mana O Te Wai (TMOTW) relating to freshwater and Affordable Waters services?	Low	

9. Communication / Whakawhitiwhiti Kōrero

9.1 No separate engagement or communications requirements are planned.

10. Financial or Budgetary Implications / Ngā Ritenga ā-Pūtea

10.1 With several committed projects from the 2024/2025 financial year already underway, the carry-over of funding is necessary to prevent an impact on the current year's budgets and a reduction in the current work programmes.

10.2 The impact of the operational surplus is already reflected in the reported external debt. Using the activity balances surpluses, other than for internal transfers or reduction of internal loans, will increase external debt.

10.3 Reductions in internal loans and deficit balances will reduce funding requirements for the activity going forward. The opposite is also true.

10.4 Holding reasonable surpluses within an activity provides for financial resilience and potential smoothing of future rates increases. These surpluses were used extensively for this purpose in the LTP 2024-2034.

11. Risks / Ngā Tūraru

11.1 There is a reputational risk should the Council not be seen to balance responding to the overall deficit and those activities with surpluses in line with the principles for financial prudence. There is a strong emphasis in the Financial Strategy to reducing outstanding debt and where practical offset rate increases.

12. Alignment with Policy and Strategic Plans / Te Hangai ki ngā aupapa Here me ngā Mahere Rautaki Tūraru

12.1 There are no policy matters that require further consideration.

12.2 Surpluses in activities funded by targeted rates can only be used for the purpose the targeted rate was raised. Surpluses in activities funded by general rates can be used for any appropriate Council purpose.

12.3 The recommendations align with the Council's Financial Strategy.

13. Conclusion / Kupu Whakatepe

13.1 Activity balances have been reviewed and considered based on prudent management of the surplus/deficit position in each activity.

14. Next Steps and Timeline / Ngā Mahi Whai Ake

14.1 The recommendations will be given effect.

15. Attachments / Tuhinga tāpiri

1.⇩ Detailed Operating Carry Overs to 2025-26 489

Operating Carry Overs 2024/2025

Description	Actual Expenditure $	Approved Budget (incl. previous carryovers) $	Carry over to the 2024/25 Budget $	Reason for Carry Over	Expected Completion Date
Community Infrastructure					
Non-subsidised Roading Pest control	71,664	154,350	25,000	Work for last year done late	Sep-26
Total Community Infrastructure	**71,664**	**154,350**	**25,000**		
Service & Strategy					
Natural Hazards, exempt TRMP work	38174	171871	100,000	Part of ongoing project to address natural hazards in TRMP.	Jun-25
Total Service & Strategy	**38,174**	**171,871**	**100,000**		
Environmental Science					
Separation Point Granite geological mapping	342	18,000	10,000	Specific budget for mapping of widespread Seperation Point granite tosuppport TRMP natural hazards, forestry and freshwater updates.	Jun-26
Motueka River Integrated Catchment Management Framework	19,638	238,388	218,750	This budget is related to a 3-year project (ending June 2027) to engage with iwi around catchment management issues in the Motueka River, and is secured by a funding deed with MBIE/Kanoa. The budget was diverted from the first stage of Motueka Stopbank refurbishment works.	Jun-27
Implement River Stopbank Recompense Policy	-	25,800	25,800	Follows Policy work now completed. Payments not made during year due to resourcing, budget needs to be carried over so they can be made.	Dec-25
Tide gauge sea-level rise analysis	8,000	28,000	20,000	Tide gauge sea-level rise analysis that was delayed as staff responded to priorities in other areas.	Jun-26
Tasman Native Habitats Survey	65,141	106,502	41,000	Lack of ecologist availabilty has delayed this work which is part of the biostrategy to progress native habitat protection and restoration	Jun-26
Didymo Awareness project	9,131	20,000	10,000	MPI funded Didymo awareness project delayed by advocate availability	Jun-26
Regional Councils (Te Uru Kahika) shared projects expected 2024/25 happening 2025/26	91,303	120,000	15,000	Shared work programme items done collaboratively to save duplication of costs. Work expected to be billed for 2024-25 occuring 2025-26	Jun-26
Freshwater Farm Plan GIS viewer	-	15,000	15,000	Work started 2024/25 completing 2025/26.	Jun-26
Hop waste reduction via composting project	-	36,015	20,000	Hop waste reduction via composting project - lab testing. Contributes to hop waste hazard reduction - similar to forestry slash.	Jun-26
Stream Habitat assessment Digital layers	9,801	180,076	100,000	Work to complete this work was displaced by policy work, now able to complete these digital models.	Dec-25
Water Allocation Modelling - Waimea	37,000	65,000	20,000	Work to complete this work was displaced by policy work, now able to complete these digital models.	Jun-26
Water Allocation Modelling - Buller	-	15,000	15,000	Work to complete this work was displaced by policy work, now able to complete these digital models.	Jun-26
Total Environmental Science	**212,376**	**557,593**	**510,550**		
Council Operations					
Council - Iwi Capability	93,823	263,887	70,000	Previously funded ring-fenced expenditure for engagement with Iwi that is required under many laws. The mechanisms to undertake that engagement have been in development, with parties waiting to there is agreement.	Jun-26
Total Council Operations	**93,823**	**263,887**	**70,000**		
Natural Hazards, exempt TRMP work	38,174	171,871	100,000	Part of ongoing project to address natural hazards in TRMP.	Jun-26
Digital Innovation Programme Data & Insights and FMIS components	639,440	1,078,690	226,353	Carry over amounts for Digital Innovation Programme - multi year project	Jun-26
Loan Funded Operating Expenditure Requests	**677,614**	**1,250,561**	**326,353**		
Grand Total	**1,093,651**	**2,398,262**	**1,031,903**		

7.10 2025 CARRY OVER REPORT

Decision Required

Report To:	Tasman District Council
Meeting Date:	25 September 2025
Report Author:	Paul Egan, Management Accounting Manager
Report Authorisers:	Mike Drummond, Chief Financial Officer
Report Number:	RCN25-09-34

1. Purpose of the Report / Te Take mō te Pūrongo

1.1 This report requests the Council's approval of revised timing for capital projects and their related funding.

2. Summary / Te Tuhinga Whakarāpoto

2.1 The process of carrying forward capital budgets is the mechanism used by the Council to transfer funding authorisation across financial years. Staff continue to assess the impact of the proposed carry-overs on a revised 2025/2026 capital budget. Where indicated, capital projects and their related budgets have been moved to subsequent years to best position the 2025/2026 work programme for delivery by the organisation.

2.2 The Council's approval is sought to:

2.2.1 carryover capital project budgets from 2024/2025 into the 2025/2026 financial year to the value of $17.7 million;

2.2.2 carry out budget from 2025/2026 to 2026/2027 and future years of $2.1 million;

2.2.3 carry over $326,000 of loan funded operating expenditure from 2024/2025 to 2025/2026 for Digital Innovation Programme and the Tasman Resource Management Plan (TRMP).

2.3 As of 30 June 2025, the Council's total net debt was $271.2 million against an Annual Plan 2024/2025 budget of $279.7 million. The budgeted net debt for the end of 2025/2026 in the Annual Plan is $304.6 million. A reforecast of the 2025/2026 financial year is being undertaken to ensure the Net Debt cap is not breached.

2.4 The impact of the extreme weather event is not included in the capital budgets and will be considered separately when more information is available.

2.5 The impact of the decisions contained within this report will see (all other things being equal) a net increase in the capital expenditure programme for 2025/2026 of $15.6 million. That is only if the programme is delivered in full and/or there is unbudgeted capital expenditure. This could put pressure on the Net Debt limit.

Table 1 – Historic Capital Spend

Financial Year	Capital Spend $m Community Infrastructure	Enterprise Portfolio	Other	Total
Actual 2020/21	44.8	0.7	4.8	50.4
Actual 2021/22	55.2	2.5	3.4	61.1
Actual 2022/23	43.9	2.4	1.2	47.6
Actual 2023/24	86.5	13.4	4.4	104.4
Actual 2024/25	61.4	5.9	4.6	71.9
5 Year Average	58.4	5.0	3.7	67.1
Proposed 2025/26	100.2	2.4	3.7	104.3
Joint Ventures (JVs)	7.9	-	-	7.9
Proposed (excl JVs) 2025/26	92.3	2.4	3.7	96.4

2.6 Staff acknowledge that delivering the full programme of $96.4 million of capital work is likely outside the current resources of the Council. The carry-overs to the higher amount are required to maintain continuity of funding for multi-year projects, and alignment of funding sources back to the respective activities.

3. Recommendation/s / Ngā Tūtohunga

That the Tasman District Council

1. receives the 2025 Carry Over Report RCN25-09-33; and

2. approves the proposed capital budget carry-overs totalling $17.7 million into the 2025/2026 financial year as set out in Attachment 1 to the agenda report; and,

3. approves the proposed carry outs of $2.1 million from the 2025/2026 financial year as set out in Attachment 1 to the agenda report; and,

4. approves the proposed loan funded operating carry-overs of $326,000 from the 2024/2025 financial year as set out in Attachment 2 to the agenda report.

4. Background / Horopaki

4.1 Each year, as part of the Annual Plan (AP) or Long Term Plan (LTP) process, the Council approves funding for maintenance and operations along with capital projects. Funding of capital projects is provided from a mixture of loans, external sources (e.g. the New Zealand Transport Agency (NZTA)), development contributions and reserve financial contributions.

4.2 The approval for the expenditure of the capital works programme is required prior to Council staff committing to a project and entering into legal and contractual arrangements.

4.3 This annual capital carry-over report is the mechanism that is used to recognise that some payments will occur in the new budget year but will not yet have been included in that year's approved budget. There will be projects approved in the current year's capital works budget where the financial cost will also fall into the next financial year. For this reason, there is always a need for a budget movement across financial years.

4.4 In addition to projects that have legal and contractual commitments at financial year-end, there are several projects that were not started and are proposed to be carried over into the

current financial year. The approval for these carry forwards is also sought through this report. The key question around these projects is whether they can be completed within the current year in addition to the Annual Plan 2025/2026 capital works programme.

4.5 Staff address this issue through the carry out process, whereby budgets are moved from the current year 2025/2026 to future years. This will reflect reprioritisation and facilitate a more achievable capital works programme for 2025/2026. It should be noted that the Council will still use the published Annual Plan 2025/2026 numbers when reporting against budget in the Annual Report 2026.

4.6 As is normal, several capital projects were unable to be completed, and work billed by 30 June 2025. This was mostly due to contractor availability, and processes around land and consenting issues. This has had no effect on immediate levels of service, but some work that was not done still needs to be completed and work already committed needs to be completed. Conversely, the Motueka West Stormwater Discharge project progressed ahead of budget due to availability of additional contractor resources.

4.7 While the physical works and construction have continued, approval of budget carry-overs is required to ensure funding arrangements are in place for these projects that have crossed over from the 2024/2025 financial year.

4.8 **Attachment 1** provides a detailed list of projects proposed to be carried over totalling $17.7 million, along with the reason the carry-over is required. The projects are listed and subtotalled by activity area.

4.9 Staff also advise the Council that they are moving $2.1 million of funding out to future years. Doing this will ensure that staff have a more deliverable capital work programme in 2025/2026.

4.10 A further carry-over approval of $326,000 for one-off operating expenditure associated with the TRMP and the Digital Innovation Project (DIP), that are funded from loans, is also being carried forward in this report.

5. Analysis and Advice / Tātaritanga me ngā tohutohu

5.1 Staff recommend the approval of the budget carry forwards, carry outs and re-allocations. This is a business-as-usual decision that enables our capital works programme to be delivered.

6. Financial or Budgetary Implications / Ngā Ritenga ā-Pūtea

6.1 With committed projects from the 2024/2025 year underway, the carry-over of funding is necessary to prevent an impact on budgets for the current year and a reduction in the current work programmes. It also ensures that funding is used for its original intent as in many cases these are discrete projects that have no ongoing funding.

6.2 The proposed net carry-over from the 2024/2025 approved budget is $15.6 million. All the carry-overs are either funded by loans, development contributions, reserve financial contributions and/or operating income including NZTA funding.

6.3 The total capital budget for the 2025/2026 year, once the draft resolution is approved, will be $96.4 million excluding joint ventures.

6.4 The budgeted amounts being carried over and carried out have been advised to the finance team. In some instances, the carry-over budget is a consolidation of smaller capital projects into one larger amount or one larger project into several smaller to better manage the work.

6.5 The approval of the capital/operating carryovers and carry outs would increase the projected external debt position to $316.9 million as at 30 June 2026, however, a reforecast is occurring to ensure the Council stays within the budget new debt position.

7. Options / Kōwhiringa

7.1 The options are outlined in the following table:

Option		Advantage	Disadvantage
1.	Approve the carry-overs and carry outs. This is the recommended option.	The carry-over of capital budgets to complete committed works has been a common practice of the Council over many years. It will allow works to continue and for present budgets to be retained. The carry outs from the 2025/2026 year will put in place an achievable capital works programme for the 2025/2026 year. This is the recommended option.	
2.	Do not approve the carry-over and carry outs.		Committed project works would need to be stopped. This could expose the Council to penalties being owed to the contractors for stopping the work. Works presently being undertaken would still need to be made safe. If the carry-over budgets are not approved, the work undertaken since 1 July 2025 would still need to be funded from the 2025/2026 budgets.

Option		Advantage	Disadvantage
3.	Partially approve the carry-overs and carry outs.		The specific impact of approving only some carry-overs and not others will need to be discussed at the meeting. Some committed project works may need to be stopped. This could expose the Council to penalties being owed to the contractors for stopping the work. Works presently being undertaken would still need to be made safe. For carry-over budgets that are not approved, the work undertaken since 1 July 2025 would still need to be funded from the 2025/2026 budgets. Staff would action the approved recommendations and provide the Council with the associated impact of not carrying over specific capital works at a future Council meeting.

7.2 Option 1 is recommended.

8. Legal / Ngā ture

8.1 There are no policy or legal matters that require further consideration.

9. Iwi Engagement / Whakawhitiwhiti ā-Hapori Māori

9.1 Staff consider this is a routine process, not requiring separate engagement.

10. Significance and Engagement / Hiranga me te Whakawhitiwhiti ā-Hapori Whānui

10.1 Staff consider that the overall level of significance of these decisions is low and that the Council does not need to consult prior to making the decisions.

	Issue	Level of Significance	Explanation of Assessment
1.	Is there a high level of public interest, or is decision likely to be controversial?	Low/Medium	This is a routine annual decision. This decision relates to the timing and prioritisation of capital works projects only. It seeks to maintain current planned whole of project budget across

	Issue	Level of Significance	Explanation of Assessment
			accounting years. The decisions on the Council's debt level and capital programme are of low public interest in general but are of moderate interest to those more directly impacted by the capital works programme changes. The capital programme has been discussed though the LTP process.
2.	Are there impacts on the social, economic, environmental or cultural aspects of well-being of the community in the present or future?	Low	
3.	Is there a significant impact arising from duration of the effects from the decision?	Low	The Council adopts an Annual Plan or LTP each year. Budgets proposed to be carried over or carried out have all previously been approved as part of an Annual Plan or LTP.
4.	Does the decision relate to a strategic asset? (refer Significance and Engagement Policy for list of strategic assets)	Low	There are no decisions contained in this report to sell or transfer control of any strategic assets.
5.	Does the decision create a substantial change in the level of service provided by Council?	Low	The decision does not reduce any levels of service. In a few cases, improvements to levels of service may be delayed as capital projects are delayed.
6.	Does the proposal, activity or decision substantially affect debt, rates or Council finances in any one year or more of the LTP?	Low	Capital expenditure is planned to be higher than the 2025/2026 Annual Plan due to carry-overs. A reforecast process will ensure the net debt cap is not breached.
7.	Does the decision involve the sale of a substantial proportion or controlling interest in a CCO or CCTO?	N/A	No changes are proposed to CCO's or CCTO's.
8.	Does the proposal or decision involve entry into a private sector partnership or contract to carry out the deliver on any Council group of activities?	N/A	

	Issue	Level of Significance	Explanation of Assessment
9.	Does the proposal or decision involve Council exiting from or entering into a group of activities?	N/A	
10.	Does the proposal require particular consideration of the obligations of Te Mana O Te Wai (TMOTW) relating to freshwater or particular consideration of current legislation relating to water supply, wastewater and stormwater infrastructure and services?	Low	

11. Communication / Whakawhitiwhiti Kōrero

11.1 This is a regular routine task covered by existing briefing processes to the Council and staff. No communication outside of the Council is planned.

12. Risks / Ngā Tūraru

12.1 Some of the funding proposed for carry-over is part-funding for multi-year projects. If the funding is not carried over, there will be insufficient funding to complete these projects.

12.2 There is a financial and reputational risk should the agreed capital works programme, that has been commenced, be curtailed unexpectedly.

12.3 Much of the work being carried over is an implicit part of the overall infrastructure strategy and other Council strategies. A failure to provide appropriate support for the capital programme may compromise those strategies.

13. Climate Change Considerations / Whakaaro Whakaaweawe Āhuarangi

13.1 No relevant climate change considerations.

14. Alignment with Policy and Strategic Plans / Te Hangai ki ngā aupapa Here me ngā Mahere Rautaki Tūraru

14.1 In some instances, the Council has engaged contractors to undertake the project construction works. Funding for these projects was approved in the Long-Term Plans and 2024-2034. The intention of the carry-over funding is to allow works to continue and for the Council to meet its legal obligations under various physical works contracts.

14.2 There are no policy or legal matters that require further consideration.

15. Conclusion / Kupu Whakatepe

15.1 The budget capital carry-overs and carry outs are routine, but important decisions that are needed to continue to keep assets and services at the current levels.

15.2 The revised capital works programme is considered deliverable by the organisation considering internal resourcing and other external factors.

16. Next Steps and Timeline / Ngā Mahi Whai Ake

16.1 Approved capital carry-overs and carry out items will be loaded into the Council's financial system with budget managers accountable for and reporting against this revised budget.

17. Attachments / Tuhinga tāpiri

1. Capital Carry Overs 2025 498
2. Loan Funded Operating Carry Overs 2025 503

Tasman District Council Capital Carry Overs 2024/2025 to 2025/2026 - as at 25 September 2025

Description	Actual Expenditure 2024/25 $	Approved budget 2024/25 (incl. previous carryovers) $	Carry over to 2025/26 Budget $	Carry out to future years	Annual Plan 2025/26	Indicative 2025/26 Budget	Reason for Carry Over/ Carry Out
Roading - Non Subsidised							
Carparks	11,256	14,523	-	-	64,679	64,679	
Footpath Maintenance	509,248	574,235	81,861	-	276,655	358,516	Moutere Path
Lighting	8,927	8,921	-	-	9,117	9,117	
Kerb & Channel	160	693	-	-	-	-	
Street Furniture	14,542	14,517	-	-	14,836	14,836	
Cycleways Non Subs	859,759	1,201,282	-	-	141,989	141,989	
Tasman Loop Cycleway	87,742	62,714	-	-	736,862	736,862	
Road Construction Capital	112,242	208,669	18,479	-	359,442	377,921	Best Island Land
Streetscape	589	-	-	-	-	-	
Total Roading - Non Subsidised	**1,604,464**	**2,085,554**	**100,340**	**-**	**1,603,580**	**1,703,920**	
Roading - Subsidised							
Subsidised Roading - General	12,034,249	10,914,817	-	-	10,751,753	10,751,753	
Structures Component	270	233	-	-	-	-	Dart River Bridge
Cycleway Maintenance	-	18,085	-	-	13,560	13,560	
Traffic Services	769,369	755,108	-	-	921,244	921,244	
Minor Safety Projects	1,613,952	2,373,246	783,119	-	403,978	1,187,097	Whakarewa St & Mannoy St Motueka, bus stops, other various
Total Roading - Subsidised	**14,417,839**	**14,061,489**	**783,119**	**-**	**12,090,535**	**12,873,654**	
Rivers							
River Works-General	316,876	630,875	-	-	644,754	644,754	
Lower Motueka River	2,438,130	2,819,575	225,374	-	6,646,654	6,872,028	Motueka stopbanks
Total Rivers	**2,755,006**	**3,450,450**	**225,374**	**-**	**7,291,408**	**7,516,782**	
Stormwater							
Richmond	71,546	72,229	-	-	-	-	
Motueka	682,061	916,939	293,333	-	-	293,333	Motueka West Discharge System
Stormwater Richmond	192,337	545,485	353,670	1,000,000	1,578,990	932,660	Richmond South Section H - Bateup Drain Upgrd. $1m pushed out with modelling delays. Various Stormwater Quality Improvements
Pohara UDA	8,883	11,161	-	-	-	-	
District Stormwater	8,795,715	7,906,539	1,659,085	-	12,301,712	13,960,797	Various mainly Richmond South
Total Stormwater	**9,750,572**	**9,452,353**	**2,306,088**	**1,000,000**	**13,880,702**	**15,186,790**	

Description	Actual Expenditure 2024/25 $	Approved budget 2024/25 (incl. previous carryovers) $	Carry over to 2025/26 Budget $	Carry out to future years	Annual Plan 2025/26	Indicative 2025/26 Budget	Reason for Carry Over/ Carry Out
Waste Management & Minimisation							
Waste Minimisation Activities	37,793	104,652	66,639	-	1,129,310	1,195,949	MRF expansion
Kerbside Recyclables	6,330	1,236,000	74,670	-	168,630	243,300	MRF upgrade
Resource Recovery Centres	802,822	1,571,244	768,831	-	820,748	1,589,579	RRC upgrades
Closed Landfill Management	31,351	212,436	181,085	-	-	181,085	Closed landfill improvements potential MfE funding
Solid Waste Joint Venture	1,865,284	3,272,387	-	-	3,391,790	3,391,790	NTRLBU
Total Waste Management & Minimisation	**2,743,579**	**6,396,719**	**1,091,225**	**-**	**5,510,478**	**6,601,703**	
Wastewater							
Combined Account	951,796	836,360	43,336	-	461,147	504,483	
Motueka	12,146	271,994	259,848	200,000	244,217	304,065	Early work WWTP
Richmond	87,902	103,969	16,067	-	-	16,067	Telemetry upgrades no AP budget
District Wastewater	2,287,633	4,156,039	1,999,515	-	11,236,000	13,235,515	Renewals, sensors, sludge removal, treatment plant compliance
Pohara/Tata Beach	21,633	-	-	-	-	-	
NRSBU	4,786,460	5,446,461	-	-	4,480,500	4,480,500	
Total Wastewater	**8,148,450**	**10,814,823**	**2,318,766**	**200,000**	**16,421,864**	**18,540,630**	
Water Supply							
Urban Water Supply	3,339,896	3,333,567	51,427	-	5,032,773	5,084,200	Mostly Richmond South resovoir timing
Motueka Water Supply	-	-	-	-	-	-	
88 Valley	1,353,925	400,962	8,741	-	1,382,138	1,390,879	Mostley 88 Valley project timing adjustment
Dovedale	320,174	1,048,410	577,819	-	510,369	1,088,188	Water source, reticulation ertc
Redwood Valley	242,351	1,081,206	876,656	-	3,385,361	4,262,017	Water Supply Upgrade
Hamama Water	5,602	20,000	14,398	-	-	14,398	Pipe renewal
Wai-iti Irrigation	14,707	1,352,607	309,724	-	996,450	1,306,174	Awaiting landowner approvals
Coastal Villages	100,285	103,000	2,715	-	-	2,715	
Brightwater	2,047,906	3,187,354	-	-	51,100	51,100	
Murchison	28,161	298,700	270,539	-	51,100	321,639	Treatment plant renewals
Tapawera	135,807	215,000	79,193	-	51,100	130,293	
Urban Water Supply	4,154,789	4,388,635	862,230	-	5,296,139	6,158,369	Various inlucding Cropp Place Richmond and Kateriteri
Motueka Water Supply	46,421	241,951	199,954	-	76,306	276,260	Parker Street resovoir etc
Waimea Water Limited	4,882,147	-	-	-	-	-	

Description	Actual Expenditure 2024/25 $	Approved budget 2024/25 (incl. previous carryovers) $	Carry over to 2025/26 Budget $	Carry out to future years	Annual Plan 2025/26	Indicative 2025/26 Budget	Reason for Carry Over/ Carry Out
Total Water Supply	**16,672,172**	**15,671,392**	**3,253,396**	**-**	**16,832,836**	**20,086,232**	
Coastal Assets							
Ports & Wharves	1,067	-	-	-	-	-	
District Wharves & Boat Ramp	-	4,635	-	-	15,264	15,264	
Total Coastal Assets	**1,067**	**4,635**	**-**	**-**	**15,264**	**15,264**	
Community Facilities							
CFR- Motueka Pool	-	168,318	168,318	646,318	1,000,000	522,000	Capital works awaiting finding confirmation
CFR- Saxton Field	139,356	189,500	-	-	317,584	317,584	
CFR- Murchison Sports Ground	-	15,476	15,476	-	-	15,476	
CFR- U/Moutere Sportsground	177,124	124,371	-	183,500	511,000	327,500	
Waimea South Facility	45,738	-	-	78,300	1,686,300	1,608,000	
Aquatic Centre	373,579	499,744	126,164	-	75,341	201,505	Disabled facilities and tile renewal
GB Community Facility	39,409	51,559	12,150	-	-	12,150	
CFR- Mot Rec Centre	6,000	89,271	34,925	-	-	34,925	
Total Community Facilities	**781,206**	**1,138,239**	**357,033**	**908,118**	**3,590,225**	**3,039,140**	
Community Housing							
Takaka 2000	-	-	-	-	5,110	5,110	
Murchison	-	10,300	-	-	5,110	5,110	
Hollis Hill	6,736	25,750	-	-	15,330	15,330	
Pearless	30,186	22,660	-	-	-	-	
Vosper Street	5,888	3,605	-	-	56,317	56,317	
Mearshaven	52,588	30,900	-	-	71,540	71,540	
Aotea	2,136	28,353	-	-	40,880	40,880	
Maling	32,529	20,600	-	-	25,550	25,550	
Total Community Housing	**130,062**	**142,168**	**-**	**-**	**219,837**	**219,837**	
Parks & Reserves							
Rural Rec & Espl Reserves	14,623	44,532	29,909	-	12,446	42,355	
Cemeteries	20,558	36,988	16,430	-	3,142,540	3,158,970	
Public Conveniences	-	87,008	87,008	-	-	87,008	
Urban Open Space	165,904	382,224	180,266	-	221,059	401,325	
Sportsgrounds	36,054	-	-	-	-	-	
Rabbit Island	19,416	38,932	19,516	-	-	19,516	

Description	Actual Expenditure 2024/25 $	Approved budget 2024/25 (incl. previous carryovers) $	Carry over to 2025/26 Budget $	Carry out to future years	Annual Plan 2025/26	Indicative 2025/26 Budget	Reason for Carry Over/ Carry Out
Walkways	-	14,412	14,412	-	13,685	28,097	
Formal Gardens	-	34,486	34,486	-	-	34,486	
Special Interest Sites	-	22,517	22,517	-	8,421	30,938	
Total Parks & Reserves	**256,555**	**661,099**	**404,544**	**-**	**3,398,151**	**3,802,695**	
Reserve Financial Contributions							
Dils Golden Bay Ward	49,507	111,703	62,196	-	130,777	192,973	
FC- Waimea Moutere	1,144,702	2,946,210	1,857,711	-	1,022,299	2,880,010	Land purchases, cemeteries, toilets, sportsfields
FC- Motueka	614,788	951,470	336,681	-	347,729	684,410	Playgrounds, cemeteries, toilets, sportsfields
FC- Richmond	4,195,350	3,532,159	1,475,035	-	2,373,737	3,848,772	Playgrounds, cemeteries, toilets, sportsfields, walkways, Kingsland
Total Reserve Financial Contributions	**6,004,347**	**7,541,542**	**3,731,623**	**-**	**3,874,542**	**7,606,165**	
Special Purpose Committees							
Special Purpose Committee	106,783	139,104	32,321	-	136,902	169,223	
Total Special Purpose Committees	**106,783**	**139,104**	**32,321**	**-**	**136,902**	**169,223**	
Libraries							
District Library	274,111	349,170	-	-	345,272	345,272	
Total Libraries	**274,111**	**349,170**	**-**	**-**	**345,272**	**345,272**	
Environmental Information							
Flood Management	44,200	95,490	51,290	-	78,694	129,984	Modelling
Pollution Investigation	-	80,000	-	-	-	-	
Environmental Monitoring - Rivers & Lakes	-	167,890	-	-	27,993	27,993	
Environmental Monitoring - Water	127,999	551,840	236,602	-	455,945	692,547	Monitoring equipment and modelling
Environmental Monitoring - Air	-	79,175	-	-	-	-	
Challies Wetland	-	50,000	-	-	-	-	
Total Environmental Information	**172,198**	**1,024,395**	**287,892**	**-**	**562,632**	**850,524**	
Enterprise							
Motueka Aerodrome	1,024,003	1,104,050	124,626	-	263,165	387,791	Reseals
Takaka Aerodrome	114,676	237,640	110,604	3,073	36,843	144,374	Reseals
Riverview Camping Ground	181,433	154,500	15,732	-	126,319	142,051	
Fearons Bush Camping Ground	49,015	90,030	41,015	-	126,319	167,334	
Pohara Camping Ground	47,648	50,000	50,000	-	42,106	92,106	

Description	Actual Expenditure 2024/25 $	Approved budget 2024/25 (incl. previous carryovers) $	Carry over to 2025/26 Budget $	Carry out to future years	Annual Plan 2025/26	Indicative 2025/26 Budget	Reason for Carry Over/ Carry Out
Collingwood Camping Ground	68,241	260,825	196,373	-	421,064	617,437	Buildings
Mapua	19,606	206,000	186,546	-	210,532	397,078	
Motueka Harbour & Coastal Works Account	-	103,000	103,000	-	105,266	208,266	
183 Queen Street Property	1,523	51,500	49,977	-	52,633	102,610	
Forestry	-	1,614,525	-	-	-	-	
Tarakohe	4,413,682	4,154,254	44,406	-	-	44,406	
Murchison Contractors Yard	292,009	392,185	100,176	-	-	100,176	
Total Enterprise	**6,211,836**	**8,418,509**	**1,022,455**	**3,073**	**1,384,247**	**2,403,629**	
Council Property							
Operational Prop-Main Office	173,510	891,104	392,789	-	715,107	1,107,896	Fleet renewal, post condition assessment works
Operational Prop-Golden Bay	28,929	32,960	4,031	-	-	4,031	
Operational Prop-Motueka SC	-	284,932	284,932	-	-	284,932	Dependent on Council decision on SC
Operational Prop Murchison SC	-	4,537	4,537	-	-	4,537	
Operational Prop-District Libr	530,268	1,321,483	856,866	-	280,624	1,137,490	Completing Richmond Libray seismic upgrades
Operational Prop Takaka Librar	7,767	-	-	-	-	-	
Total Council Property	**740,474**	**2,535,016**	**1,543,155**	**-**	**995,731**	**2,538,886**	
Other							
Assurance and Improvement	7,952	10,300	-	-	10,527	10,527	
Chief Operating Officer	8,750	-	-	-	-	-	
Compliance Monitoring	-	7,307	-	-	7,468	7,468	
Environmental Assurance HPC	140,110	174,577	-	-	2,044	2,044	
Maritime Responsiblities	232,311	233,380	-	-	36,843	36,843	
Harbourmaster HPC	3,420	-	-	-	-	-	
Dog Control	29,100	3,090	-	-	20,440	20,440	
Regulatory Services HPC	96,487	-	-	-	-	-	
Executive	67,021	67,021	-	-	-	-	
Information Services	426,063	917,141	250,000	-	455,800	705,800	IT and AV upgrades
District Museums	123,448	-	-	-	30,000	30,000	
Total Other	**1,134,661**	**1,412,816**	**250,000**	**-**	**563,122**	**813,122**	
CAPITAL CARRYOVERS TOTAL	**71,905,382**	**85,299,473**	**17,707,331**	**2,111,191**	**88,717,328**	**104,313,468**	

Loan Funded Operating Expenditure

Description	Actual Expenditure $	Approved Budget (incl. previous carryovers) $	Carry over to the 2024/25 Budget $
Natural Hazards, exempt TRMP work	38,174	171,871	100,000
Digital Innovation Programme Data & Insights and FMIS components	639,440	1,078,690	226,353
Loan Funded Operating Expenditure Carry Over Requests	**677,614**	**1,250,561**	**326,353**

Reason for Carry Over	Expected Completion Date
Part of ongoing project to address natural hazards in TRMP.	Jun-26
Carry over amounts for Digital Innovation Programme - multi year project	Jun-26

7.11 LOCAL GOVERNMENT FUNDING AGENCY - ANNUAL REPORT AND ANNUAL GENERAL MEETING

Decision Required

Report To:	Tasman District Council
Meeting Date:	25 September 2025
Report Author:	Mike Drummond, Chief Financial Officer
Report Authorisers:	Steve Manners, Acting Chief Executive
Report Number:	RCN25-09-35

1. Purpose of the Report / Te Take mō te Pūrongo

1.1 To receive the Local Government Funding Agency (LGFA) Annual Report to 30 June 2025.

1.2 To establish the Council's voting position on the matters being put forward for consideration at the LGFA's Annual General Meeting (AGM) on 18 November 2025.

2. Summary / Te Tuhinga Whakarāpoto

Annual Report

2.1 The Local Government Funding Agency (LGFA) has released its annual report for the 12-month period to 30 June 2025. The covering letter (**Attachment 1**) and annual report (**Attachment 2**) were received by the Council on 28 August 2025. The LGFA annual report is available to the public on their website, and a link is provided on the Council website to LGFA report.

2.2 The Chief Executive, Mark Butcher, provided highlights to shareholders, supplementary to the report.

2.3 The Annual General Meeting (AGM) will be held on Tuesday 18 November 2025 in Wellington (with a virtual attendance option). The Notice of AGM was received on 15 September 2025. The Chief Financial Officer (CFO) normally attends the AGM as it always coincides with a LGFA Shareholders Council meeting. Travel costs are met by the LGFA.

2.4 The Council holds 1,865,979 LGFA shares eligible for the dividend. The Council received on 1 September 2025, $125,058 in LGFA dividends (payment rate of 6.70 cents per share). These dividends are used to offset the Council's external borrowing costs within the treasury activity.

Annual General Meeting

2.5 The Tasman District Council has been a member of the LGFA Shareholders' Council since the formation of the Local Government Funding Agency Ltd (LGFA) in 2011. There are no elected member appointees to the Shareholders' Council. The Council is a Nominating Local Authority to the Shareholders Council. The Council is currently represented on the Shareholders' Council by the CFO. That role will be taken up by Chief Executive Officer, Leonie Rae post the AGM in November 2025.

2.6 The notice of the AGM (**Attachment 3**), Agenda (**Attachment 4**) from the LGFA has been received by the Council.

2.7 The Council has received the LGFA Shareholders' Council recommendations letter (**Attachment 5**). As the Council's CFO, I have been involved in determining the recommendations from the Shareholders Council and fully support these recommendations.

2.8 The Council votes by proxy at the Annual General Meeting and has also received the proxy voting form (**Attachment 6**).

3. Recommendation/s / Ngā Tūtohunga

That the Tasman District Council

1. receives the Local Government Funding Agency - Annual Report and Annual General Meeting report, RCN25-09-34; and

2. receives the letter from Mark Butcher, Chief Executive Officer, Local Government Funding Agency, dated 28 August 2025 (Attachment 1 to the agenda report); and

3. receives the Local Government Funding Agency's Annual Report to 30 June 2025 (Attachment 2 to the agenda report); and

4. notes the Local Government Funding Agency has advised that its Annual Meeting will be held on 18 November 2025 in Wellington; and

5. appoints Craig Stobo, Local Government Funding Agency Chair (or in his absence the meeting Chair), as Council's proxy for the meeting; and

6. agrees that the Council's proxy or alternate votes in favour of the following proposals, which require ordinary shareholder resolutions:

6.1 to re-elect Helen Robinson as a non-Independent Director

6.2 to elect Paul Anderson as an Independent Director

6.3 to re-elect Christchurch City Council as a Nominating Local Authority to the Shareholders' Council

6.4 to re-elect Tasman District Council as a Nominating Local Authority to the Shareholders' Council; and

4. Background / Horopaki

Annual Report

4.1 The LGFA Annual Report for the 12-month period to 30 June 2025 has been released and is available on its website, with a link to LGFA on the Council's website.

4.2 In a letter to shareholders, dated 28 August 2025 (**Attachment 1**), Chief Executive Mark Butcher noted the following highlights:

"*Financial performance was strong with Net Operating Profit of $19.0 million compared to $10.05 million for the prior year. Our total operating income was higher, and our operating expenses were lower than the Statement of Intent (SOI) forecasts.*

We achieved 17 out of 21 SOI performance objectives. Sector borrowing was less than our forecast and we missed the SOI targets for loans made to the sector, market share and the

number of new sustainable loans. We had one minor breach of the Foundation Policies which was regrettable but was rectified immediately without any financial loss.

We undertook several initiatives which will underpin the success of the business well into the future.

We broadened our funding base with the establishment of a European Medium-Term Notes (EMTN) Programme. This reduces our financing and liquidity risk and delivered a cost of borrowing (on a fully hedged basis) over the past financial year below that of our comparable domestic borrowing levels.

We negotiated a refreshed Crown Liquidity Facility that is upsized and extended in tenor.

Our Stand Alone Credit Profile increased two notches under the revised credit ratings methodology adopted by S&P Global Ratings.

We introduced more flexible financing for high growth councils and enabled lending to new water Council controlled Organisations."

4.3 The Council holds 1,865,979 shares eligible for the dividend. The Council received on 1 September 2025, $125,058 in LGFA dividends (payment rate of 6.70 cents per share). These dividends are used to offset the Council's borrowing costs within the treasury activity.

Annual General Meeting

4.4 The LGFA is a Council Controlled Organisation (CCO), owned 80% by 30 local authorities and 20% by the Government. It was established to provide councils with improved access to cost-effective long-term debt. It is a registered financial institution regulated by the Reserve Bank.

4.5 Seventy-seven (77) members were eligible to borrow from the LGFA.

4.6 Thirty (30) member councils are also shareholders.

4.7 Seventy-two (72) member councils were guarantors of the LGFA.

4.8 There are eight (8) member CCOs including Infrastructure Holdings Ltd.

4.9 The LGFA is the main funder for Tasman District Council's borrowings. The Council has both long term and short-term borrowings from the LGFA. These are reported regularly to the Council through the Quarterly Treasury Report.

4.10 The 2025 Annual General Meeting (AGM) of LGFA is scheduled for 18 November 2025 in Wellington.

4.11 The CFO represents the Council on the LGFA Shareholders' Council. The Shareholders' Council has considered the matters being brought to the Annual General Meeting and their recommendations align with the staff recommendations in this report.

4.12 The proxy voting form (**Attachment 6**) lists the items for voting:

4.12.1 To re-elect Helen Robinson as a non-Independent Director

4.12.2 To elect Paul Anderson as an Independent Director

4.12.3 To re-elect Christchurch City Council as a Nominating Local Authority to the Shareholders' Council

4.12.4 To re-elect Tasman District Council as a Nominating Local Authority to the Shareholders' Council

4.13 This paper seeks the Council's endorsement for voting Tasman District Council's LGFA shares in favour of the resolutions to be put at the LGFA Annual General Meeting on 18 November 2025, in Wellington, being:

4.13.1 **Resolution 2 (a) and (b) – Election of Company Directors** – Helen is re-elected for a further term and Paul Anderson is elected as an independent director for a three-year term.

4.13.2 **Resolutions 2(a) and (b) – Appointment of Nominating Local Authorities to the Shareholders Council** – re-election of Christchurch City Council and the re-election of Tasman District Council.

4.14 The Shareholders' Council and staff endorse these recommendations

5. Analysis and Advice / Tātaritanga me ngā tohutohu

5.1 The Shareholders' Agreement provides that the role of the Shareholders' Council is to advise shareholders on certain matters and that it shall:

- review and report to shareholders periodically on the performance of the Company and the Board;
- make recommendations on the appointment, removal, re-election, replacement, and remuneration of directors; and
- make recommendations to shareholders on, and endeavour to ensure that shareholders are fully informed on matters concerning the Company.

5.2 The Shareholders' Council has considered the matters listed above and has written to shareholders. The 2025 Shareholders' Recommendation letter is attached (**Attachment 5**).

5.3 It is recommended that the Council follows the recommendations of the Shareholders' Council on all matters.

6. Financial or Budgetary Implications / Ngā Ritenga ā-Pūtea

6.1 This decision has no direct financial or budgetary implications. Directors renumeration is met by the company and has no impact on Council borrowing or dividends.

6.2 The Chief Financial Officer (CFO) normally attends the AGM as it always coincides with a LGFA Shareholders Council meeting. Travel costs for members of the Shareholders Council are met by the LGFA.

7. Options / Kōwhiringa

7.1 The voting options with advantages and disadvantages are outlined in the following table:

Option		Advantage	Disadvantage
1.	To re-elect Helen Robinson as a non-Independent Director; and To elect Paul Anderson as an Independent Director.	Consistency with the recommendation of the Shareholders Council noting this Council is represented on the Shareholders Council so has had input into the recommendation.	Failure of shareholders to elect directors would leave the Board without the range of skills and experience required.
2.	To re-elect Christchurch City Council as a Nominating Local Authority to the Shareholders' Council; and To re-elect Tasman District Council as a Nominating Local Authority to the Shareholders' Council.	Consistency with the recommendation of the Shareholders Council noting this Council is represented on the Shareholders Council so has had input into the recommendation.	Failure of shareholders to re-elect nominating local authorities would leave the Shareholders Council without a diverse range of views and the necessary skills to support their work.

7.2 The recommendation is to vote Council's shares in accordance with the recommendations of the Shareholders Council.

8. Legal / Ngā ture

8.1 The Shareholders' Agreement (SHA) provides that the role of the Shareholders' Council is to advise shareholders on certain matters and that it shall:

8.1.1 review and report to shareholders periodically on the performance of the Company and the Board;

8.1.2 make recommendations on the appointment, removal, re-election, replacement, and remuneration of directors; and

8.1.3 make recommendations to shareholders on, and endeavour to ensure that shareholders are fully informed on matters concerning the Company.

8.2 It is recommended that the Council follows the recommendations of the Shareholders' Council on all matters.

8.3 Under Section 67 – Annual report - of the Local Government Act 2002:

"*(1) Within 3 months after the end of each financial year, the board of a council-controlled organisation must—*

(a) complete a report on the organisation's operations during that year; and

(b) deliver the report to its shareholders and, in the case of an organisation that is indirectly controlled by 1 or more local authorities (for example, a subsidiary of a holding company owned by a local authority), to each local authority that indirectly controls the organisation; and

(c) make the report available to the public.

(2) The report must include the information required to be included by—

(a) sections 68 and 69;

namely:

- *A comparison of the Company's performance with the Statement of Intent and an explanation of any material variations.*
- *State the dividend (if any) to be paid.*
- *Audited Financial Statements for the year prepared using generally accepted accounting practice (GAAP).*
- *An audit report on the financial statements and performance measures.*

and

(b) its statement of intent.

(3) If a council-controlled organisation has undertaken to obtain or has obtained compensation from its shareholders in respect of any activity, the undertaking or the amount of compensation obtained must be recorded in the annual report of the council-controlled organisation.

(4) Each local authority that receives an annual report under this section must publish the annual report on an Internet site maintained by or on behalf of the local authority within 1 month of receiving it, and must maintain the report on that site for a period of no less than 7 years."

8.4 The requirements of section 67 have been met.

9. Iwi Engagement / Whakawhitiwhiti ā-Hapori Māori

9.1 There has been no specific consultation with iwi on the policy or this report. The report is primarily of a routine nature.

10. Significance and Engagement / Hiranga me te Whakawhitiwhiti ā-Hapori Whānui

10.1 This is a routine decision of low significance and no engagement with the community is required.

	Issue	Level of Significance	Explanation of Assessment
1.	Is there a high level of public interest, or is decision likely to be controversial?	Low	Routine CCO matter

	Issue	Level of Significance	Explanation of Assessment
2.	Are there impacts on the social, economic, environmental or cultural aspects of well-being of the community in the present or future?	No	
3.	Is there a significant impact arising from duration of the effects from the decision?	No	
4.	Does the decision relate to a strategic asset? (refer Significance and Engagement Policy for list of strategic assets)	Yes – but is of a routine nature	
5.	Does the decision create a substantial change in the level of service provided by Council?	No	
6.	Does the proposal, activity or decision substantially affect debt, rates or Council finances in any one year or more of the LTP?	No	
7.	Does the decision involve the sale of a substantial proportion or controlling interest in a CCO or CCTO?	No	
8.	Does the proposal or decision involve entry into a private sector partnership or contract to carry out the deliver on any Council group of activities?	No	
9.	Does the proposal or decision involve Council exiting from or entering into a group of activities?	No	
10.	Does the proposal require particular consideration of the obligations of Te Mana O Te Wai (TMOTW) relating to freshwater or particular consideration of current legislation relating to water supply, wastewater and stormwater infrastructure and services?	No	

11. Communication / Whakawhitiwhiti Kōrero

11.1 The Council has received:

11.1.1 The letter to Shareholders (**Attachment 1**) and the LGFA's Annual Report (**Attachments 1 and 2**); and.

11.1.2 The Notice of meeting (**Attachment 3**) and;

11.1.3 AGM Agenda (**Attachment 4**) outlining the agenda items; and

11.1.4 the LGFA Shareholders Recommendations Letter 2025 (**Attachment 5**) outlining the draft resolutions and intent for the LGFA AGM on 18 November 2025

11.1.5 the proxy voting form (**Attachment 6**).

12. Risks / Ngā Tūraru

12.1 The key to maintaining the competitive position of the LGFA and minimising borrowing costs for the Council is ensuring that there is market support for the LGFA borrowing programme.

12.2 The recommendations from the LGFA Board and the Shareholders' Council have been arrived at through robust processes. A decision to take an alternative approach would carry some reputational risk. Maintaining a steady hand in these challenging economic and market times is preferred.

12.3 The Council's continued participation as a nominating local authority is important given our debt levels and our reliance on the LGFA for funding. Participation in the Shareholders' Council is not onerous and allows us to both engage at the national level and continue to participate in the regular decision-making processes.

13. Climate Change Considerations / Whakaaro Whakaaweawe Āhuarangi

13.1 Climate change considerations are not relevant to decisions arising from this report.

14. Alignment with Policy and Strategic Plans / Te Hangai ki ngā aupapa Here me ngā Mahere Rautaki Tūraru

14.1 The Mayor has delegated authority to vote the Council shares. This authority is only used when it is not practical to have matters considered by the Council due to time constraints.

14.2 The Shareholders' Council is charged with reviewing and considering the matters set out in this report. The Council then makes recommendations to shareholding councils. The Council is free to vote for or against any of the matters going to the AGM of the Company.

15. Conclusion / Kupu Whakatepe

15.1 This decision is a relatively routine matter. The Council can rely on the recommendations of the LGFA Board and the Shareholders' Council in deciding what position it will take when voting its shares at the AGM.

16. Next Steps and Timeline / Ngā Mahi Whai Ake

16.1 Prior to the Annual General Meeting, the Council, via the Mayor, will complete and deliver the appropriate proxy voting form.

16.2 The CFO will attend the LGFA AGM in an observer capacity as it coincides with a meeting of the LGFA Shareholders' Council on the same day.

17. Attachments / Tuhinga tāpiri

1.⇩	LGFA Annual Report 2024-25 Cover Letter to Shareholders	514
2.⇩	LGFA Annual Report 2025	515
3.⇩	Notice of the Annual General Meeting - Local Government Funding Agency	592
4.⇩	Annual Meeting Agenda - Local Government Funding Agency	597
5.⇩	2025 LGFA Shareholders Recommendations Letter	598

LGFA
New Zealand Local Government Funding Agency
Te Pūtea Kāwanatanga ā-rohe

28 August 2025

Dear Shareholder,

LGFA 2025 Annual Report

The LGFA Annual Report for the 12-month period to 30 June 2025 is now available from the LGFA website: **LGFA 2025 Annual Report**

We are pleased to highlight a strong year for LGFA that included a number of financial and non-financial achievements.

Financial performance was strong with Net Operating Profit of $19.0 million compared to $10.05 million for the prior year. Our total operating income was higher, and our operating expenses were lower than the Statement of Intent (SOI) forecasts.

We achieved 17 out of 21 SOI performance objectives. Sector borrowing was less than our forecast and we missed the SOI targets for loans made to the sector, market share and the number of new sustainable loans. We had one minor breach of the Foundation Policies which was regrettable but was rectified immediately without any financial loss.

We undertook several initiatives which will underpin the success of the business well into the future.

- We broadened our funding base with the establishment of a European Medium-Term Notes (EMTN) Programme. This reduces our financing and liquidity risk and delivered a cost of borrowing (on a fully hedged basis) over the past financial year below that of our comparable domestic borrowing levels.
- We negotiated a refreshed Crown Liquidity Facility that is upsized and extended in tenor.
- Our Stand Alone Credit Profile increased two notches under the revised credit ratings methodology adopted by S&P Global Ratings.
- We introduced more flexible financing for high growth councils and enabled lending to new water Council controlled Organisations.

Our Annual General Meeting (AGM) will be held on Tuesday 18 November 2025 in Wellington. We will send out a Notice of AGM by Tuesday 16 September 2025 and look forward to seeing you there.

Please do not hesitate to contact me if you have any comments or questions.

Kind regards

Mark Butcher
Chief Executive

New Zealand Local Government Funding Agency Limited
Auckland Level 7, The Shortland Centre, 55 Shortland Street
Wellington Level 11, City Chambers, 142 Featherston Street
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lgfa.co.nz

ANNUAL REPORT 30 JUNE 2025

Benefiting communities through delivering efficient financing for local government.

Ka whiwhi painga ngā hapori mā te whakarato pūtea tōtika ki ngā kaunihera.



LGFA New Zealand Local Government Funding Agency
Te Pūtea Kāwanatanga ā-rohe

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Cover photo: Te Ngaengae Pool + Fitness, New Zealand's first aquatic centre to achieve a 5 Green Star rating, setting a national benchmark for low-carbon infrastructure. **Hutt City Council**

Contents photo: The Waterfront Playground in Tauranga City Centre is a bold celebration of culture, creativity, and community. **Tauranga City Council**



Message from the Chair and Chief Executive
He karere nā te Heamana me te Tumu Whakarae

For the year ended 30 June 2025

The 2024-25 year was a period of strong financial and non-financial outcomes alongside the delivery of new initiatives to sustain the business.

LGFA delivered a record financial outcome for the year ending 30 June 2025. Whilst the year focused on meeting the needs of stakeholders, the organisation also delivered initiatives which will help underpin the success of the business well into the future. These include:

- Broadening LGFA's funding by establishing a European Medium Term Notes (EMTN) programme to join LGFA's existing AUD and NZD Bond programmes;
- Negotiating a refreshed Crown Liquidity Facility which will be upsized and extended in tenor;
- The improvement by two notches of LGFA's Stand Alone Credit Profile under the revised credit rating methodology of S&P Global Ratings; and
- Introducing more flexible financing for high growth councils, and enabling lending to new water Council-controlled organisations (CCOs).

We believe these important foundations position LGFA well to meet its purpose of delivering efficient financing for local government.

We established the EMTN programme in January 2025 and in March issued NZ$2.24 billion worth of CHF, EUR, and USD denominated bonds. This issuance, combined with the AUD issuance in August 2024 under our Australian Dollar programme, delivered 59% of our annual funding requirement at a cost of borrowing (when fully hedged back into NZD) lower than our NZ bonds.

Our LGFA NZD Bond Repurchase programme was established in May 2025 and we began conducting weekly repurchase tenders. This supports our liquidity management, reduces refinancing risk, and provides added support to the market for our bonds on issue.

In August 2024, as part of Central Government's Local Water Done Well programme, LGFA announced that financially supported water CCOs would be able to join LGFA and access competitive financing through our range of lending products. We have continued to work with the Minister of Local Government and officials, regulators, councils and their advisers to ensure a successful outcome for our council members as they implement water reform.

In November 2024, our shareholders resolved to allow the LGFA Board to grant bespoke financial covenants to assist high growth councils meet their infrastructure financing requirements.

Over the past several years we have looked for ways to deliver operational efficiency for our council borrowers. We are looking forward to councils adopting these changes in the coming financial year that will reduce administration requirements relating to the Section 118 and Global Security Stock Certificates.

Our strong ties to Central Government were affirmed with the Minister of Local Government announcing an extension and upsizing of the Crown Liquidity Facility provided to LGFA. This strengthened

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relationship to Central Government alongside the initiatives undertaken at the start of the financial year to improve our financial position and capital base ensured our credit rating remains the same as the New Zealand Government. Under the revised ratings methodology announced by S&P Global Ratings Limited (S&P), our Stand Alone Credit Profile improved by two notches to AA+. This is a strong outcome given that many councils' credit ratings were lowered by S&P due to a weakening credit outlook by S&P over the year.

2024-25 Financial and operational performance

Directors are pleased we have delivered a record financial and operational performance:

Total interest income for the financial year was NZ$1,267 million, a 4% increase over the prior year.

Total operating income of NZ$35.6 million was $4.4 million above the Statement of Intent (SOI) forecast primarily due to our offshore cost of borrowing being lower (after hedging costs) than borrowing in the domestic debt capital markets. Larger holdings of liquid assets also improved income.

Operating expenses, excluding Approved Issuer Levy (AIL), at NZ$11.2 million were $0.2 million under the SOI forecast. AIL expense for the year totalled $5.3 million, in line with our SOI forecast.

Net operating profit rose to NZ$19.0 million, up 89% from the previous year.

Lending activity

Long-term lending totalled NZ$4.15 billion during the year as members refinanced loans and increased borrowing to finance infrastructure projects. Sustainable lending under our Green, Social and Sustainability Loans and Climate Action Loans was 24% of total lending during the year. Our lending over the year represented an estimated 75% of all council long-term borrowing. Short-term lending at year end was $1.05 billion, a 77% increase over the prior year.

We welcomed three new CCO members during the year with Christchurch City Holdings Limited, Far North District Holdings Limited, and Timaru District Holdings Limited joining.

Over the year, LGFA operations processed over 16,000 transactions with total gross cash flows of $73 billion. This included 2,500 new trades, and all transactions were completed without settlement errors. Where possible, LGFA employ straight-through processing to minimise operational risk across our treasury operations.

Statement of Intent targets

We achieved 17 out of 21 performance targets outlined in our Statement of Intent for the year. Two unmet targets were due to lower-than-forecast lending requirements from members. Additionally, there was a breach of the Foundation Policy where the nominal amount of loans to a guarantor exceeded the $20 million limit by $186k. The breach occurred because of the refinancing of a long term loan with a short-term loan and the excess loan amount was repaid immediately and there was no financial loss to LGFA. Finally, while our market share remains high, it did dip below our 80% performance target over the year.

Stakeholder engagement

Over the year, LGFA held over 100 meetings with our council and CCO members, a higher than usual number driven by our support in assisting councils and their advisors develop water service delivery plans.

We continue to invest in sustainability initiatives and support the sector though increasing our engagement on sustainability. This included discussions with members on how LGFA can help councils with sustainability financing. In March 2025, we hosted the inaugural LGFA Sustainable Finance Series, featuring panel discussions and keynote presentations from council representatives, our Sustainability Committee, management team, and Hon. James Shaw, former NZ Climate Change Minister. The sessions attracted up to 180 attendees from 54 councils. We plan to continue this initiative in the future.

Acknowledgements

Over the past year, LGFA received the KangaNews Award for the New Zealand Dollar Rates Deal and the New Zealand Sustainability Deal of the year for the 2032 Sustainable Financing Bond. The Agency's work and success cannot be achieved without the support of our staff, fellow directors, Shareholders Council, The Treasury, Department of Internal Affairs and the Minister of Local Government and Minister of Finance, all whose efforts and support should be acknowledged.

We believe the Agency's future remains positive and look forward to working with all stakeholders in the year ahead.



Craig Stobo
Chair, LGFA Board



Mark Butcher
Chief Executive

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5-year summary
He whakarāpopoto 5-tau

	2025	2024	2023	2022	2021
Financial Statements	**$m**	**$m**	**$m**	**$m**	**$m**
Net interest income	34.7	19.5	10.3	17.5	19.5
Net operating profit	**18.9**	**10.1**	**2.5**	**10.7**	**12.0**
Total comprehensive income	10.4	9.1	2.5	10.7	12.0
Loans to local government sector	22,657	20,549	16,314	14,042	12,066
Other assets	3,810	2,959	1,861	2,208	2,419
Total assets	**26,467**	**23,508**	**18,175**	**16,250**	**14,485**
Bills / ECP on issue	1,605	920	792	563	610
Bonds on issue	22,653	21,306	15,943	14,016	13,218
Other liabilities	2,087	2,089	2,126	2,130	1,173
Total liabilities	**26,345**	**23,395**	**18,069**	**16,146**	**14,390**
Equity	**121**	**113**	**106**	**105**	**95**
Equity + borrower notes	790	606	466	388	319
Bonds issued over year (NZD equivalent)					
NZD	2,150	3,730	3,533	3,900	3,270
AUD	862	2,650	-	-	-
EMTN (EUR, CHF, USD)	2,243	-	-	-	-
Total bonds issued	**5,255**	**6,380**	**3,533**	**3,900**	**3,270**
LGFA Members					
Guarantors	72	72	70	68	63
Non-guarantors	5	5	7	7	9
CCO members	8	5	3	1	-
% of loans to guarantors	97%	99%	99%	99%	99%
Credit rating					
S&P Global Foreign / Domestic	AAA/AA+	AAA/AA+	AAA/AA+	AAA/AA+	AAA/AA+
Fitch Foreign / Domestic	AA+/AA+	AA+/AA+	AA+/AA+	AA+/AA+	AA+/AA+

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Our history
Rārangi wā

by financial year ended



2012 — **INCORPORATED ON 1 DEC 2011**

Commenced bond issuance February 2012

2013

KangaNews NZ Domestic Issuer of the Year 2012

INFINZ award for Best Bond issue of 2012

Inaugural LGFA Borrowers' Forum

2014

Inaugural dividend of $1.5m declared

2015

Bespoke lending introduced

Implemented Treasury Management System and transitioned outsourced services from NZDM

Total lending $5 billion

2016

LGFA Bonds listed on NZX November 2015

Commenced LGFA Bill issuance

Commenced short-term lending to councils

Transitioned to Financial Markets Conduct Act

2017

Bond lending facility established October 2016



2018

First LGFA bond not matched to a New Zealand Government bond maturity

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2019

- Inaugural syndication ($1b)

2020

- KangaNews. NZ Domestic Bond Deal of the Year
- Reserve Bank adds LGFA bonds to its Large Scale Asset Purchase programme. April 2020
- Total lending $10 billion

2021

- S&P AAA credit rating achieved

2022

- 10 year anniversary
- Commenced lending to Council-controlled Organisations
- Future Director programme launched
- Record $3.9 billion bonds issued in year

2023

- KangaNews New Zealand Issuer of the Year 2022
- Total lending $15 billion

2024

- KangaNews. Five awards at 2023 Awards
- Inaugural AUD bond issue
- Inaugural ECP issue
- INFINZ Excellence in Treasury Award
- Total lending $20 billion

2025

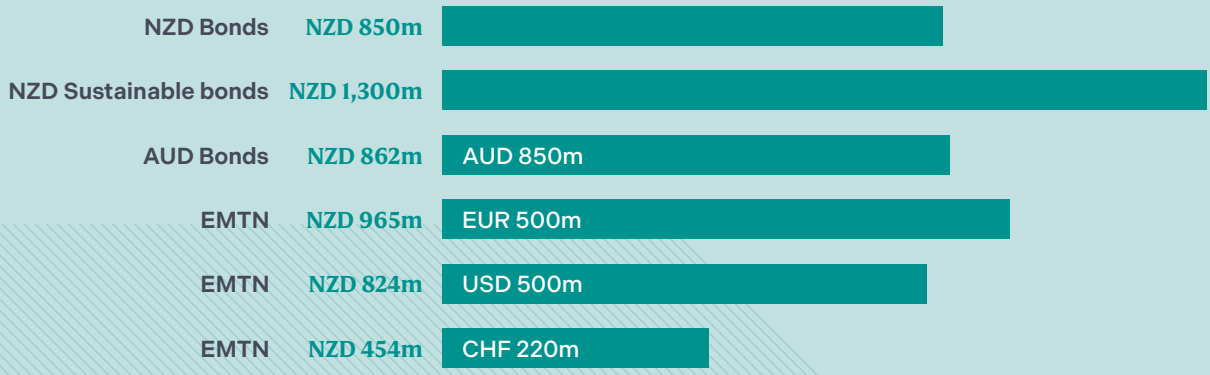
- LGFA announces intention to lend to water CCOs
- Shareholders approve increasing a financial covenant for high growth councils
- Ministerial announcement of upsize and extension to Crown Liquidity Facility Agreement
- First issuance under EMTN Programme
- NZD Bond Repurchase Programme commenced

Our sustainability timeline and achievements are shown separately on page 20.

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Funding and markets
Te pūtea me ngā mākete

2024-25 Long-term Issuance: NZD 5,255 million



LGFA funds itself to facilitate member lending and for the management of our liquid asset portfolio.

LGFA funding requirements are met through the following programmes:

- NZD Bond programme, including Sustainable Financing Bonds
- NZD Bills
- AUD 5 billion Debt Issuance Programme
- USD 10 billion Euro Medium Term Note (EMTN) Programme
- USD 2 billion Euro-Commercial Paper (ECP) programme

Year in review

The past year marked a significant development in our funding history with the establishment of the EMTN programme and inaugural issuance under the programme. This offshore borrowing has diversified our funding sources and investor base, reducing our refinancing risk:

Year ended	Funding currencies	Funding mix % of NZD bonds
June 2023	NZD	100% NZD
June 2024	NZD, AUD	57% NZD
June 2025	NZD, AUD, EUR, USD, CHF	41% NZD

The average term of our bond issuance during the year at 6.0 years was slightly longer than the prior year of 5.9 years. This remains shorter than preferred as a longer term of debt reduces our refinancing risk. However, our council and CCO members borrowed for an average term of 4.64 years over the year to June 2025, making it difficult for us to issue bonds with a significantly longer term.

The yield curve steepened and declined over the year as the RBNZ eased monetary policy by cutting the Official Cash Rate (OCR) from 5.50% to 3.25%. Long-dated bond yields did not fall as much as short-dated bond yields as ongoing supply of New Zealand Government Bonds (NZGB) impacted long-dated yields. The 2027 LGFA NZD bond yield declined 150 basis points (bps) over the year and the 2037 LGFA NZD bond yield declined 12 bps over the year.

Over the year, the spread at which LGFA bonds trade narrowed against NZGBs but widened over interest rate swaps. Our spreads to NZGB narrowed between 2 bps (2037 bond) and 24 bps (2026 bond) while spreads to swap moved between 2 bps (2026 bond) and by 26 bps (2037 bond). This change was similar to the spread movements on other high-grade NZD issuers where the additional supply of NZGBs has been the dominating influence on the domestic bond market.

During the year, we established the LGFA Bond Repurchase Programme and commenced weekly repurchase tenders of the LGFA 2026 bond on 14 May. The programme will assist with our liquidity management and reduce our refinancing risk while providing market support. As at 30 June 2025 we had repurchased $153 million of the LGFA 2026 LGFA bond.

Short-term funding from LGFA bills and ECP totalled NZD $1.6 billion as at 30 June 2025.

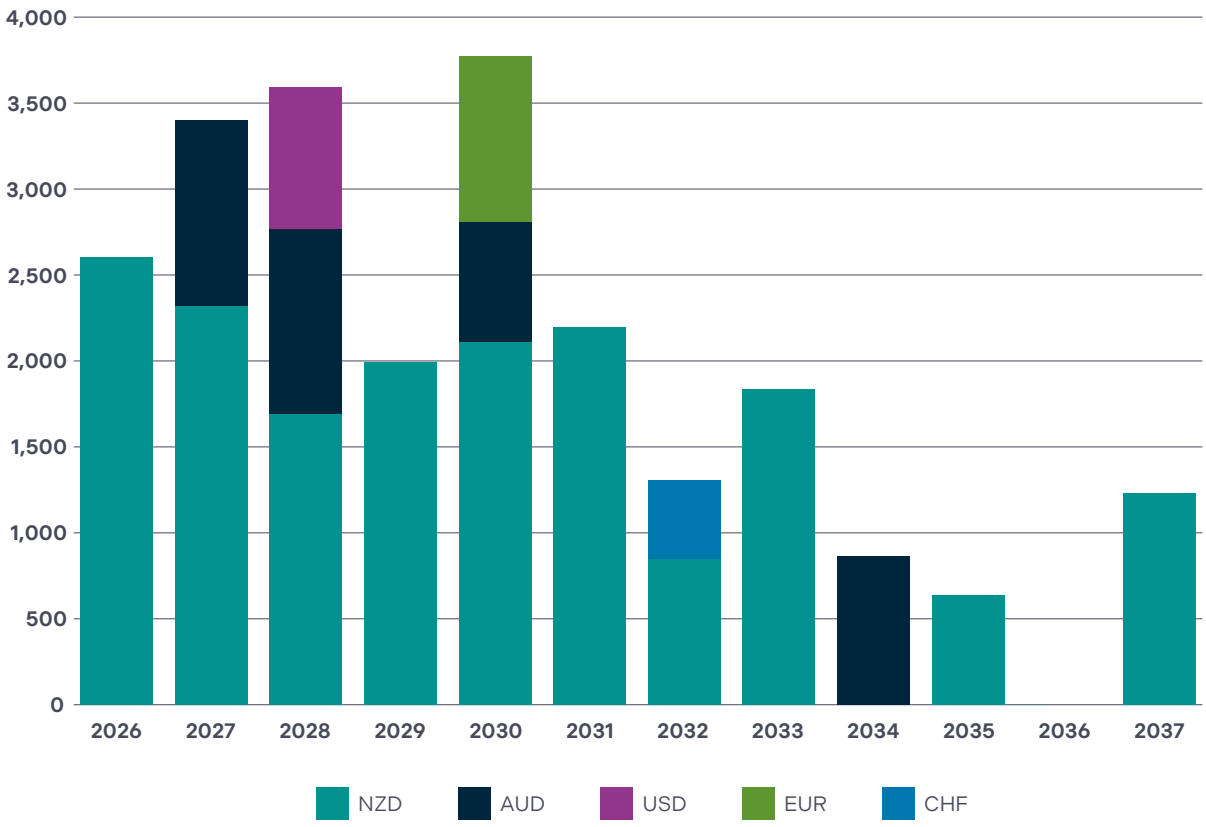
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Bonds and bills on issue as at 30 June 2025

FACE VALUE NZD MILLION	OUTSTANDING AT 30 JUNE 2025	2024-25 NET CHANGE
New Zealand dollar bonds		
NZD Bonds	14,508	(2,022)
NZD Sustainable Finance Bonds	2,960	1,300
Foreign currency bonds		
AUD issuance programme	3,716	820
Euro Medium Term Note programme	2,243	2,243
Bills and ECP		
NZD Bills	996	76
Euro-Commercial Paper programme	615	(221)
Total borrowings	**25,038**	**2,196**

LGFA bonds on issue

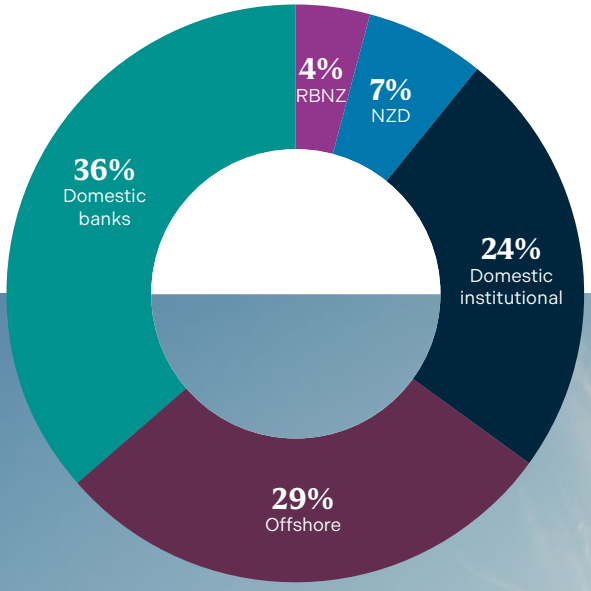
NZD millions as at 30 June 2025, excluding treasury stock



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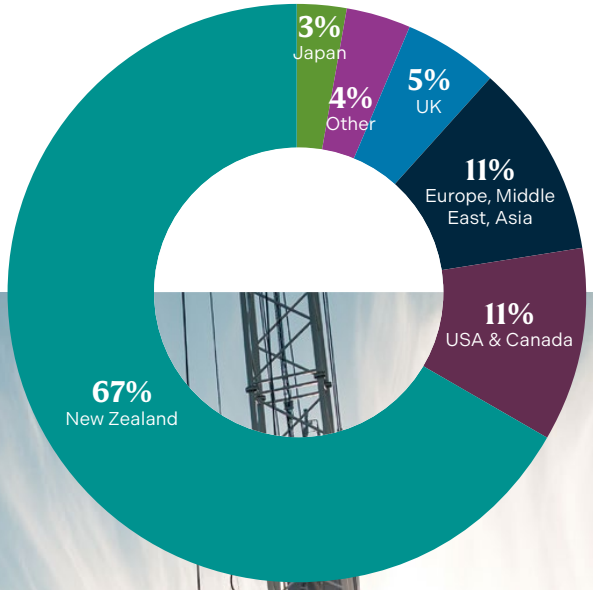
LGFA bond holders by investor group as at 30 June 2025

Source: LGFA analysis of Computershare Registry data



LGFA bond holders by country of residence as at 31 March 2025

Source: LGFA analysis of Merlin Consulting data



Port Nelson have commissioned New Zealand's first electric dual-drive mobile harbour crane, marking a major milestone in its sustainability and infrastructure journey. **Infrastructure Holdings Ltd**

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Lending to the local government sector
Te hoatu taurewa ki te rāngai kāwanatanga ā-rohe

LGFA operates with the primary objective to optimise the terms and conditions of the debt funding it provides to participating borrowers.

Among other things this includes:

- Providing savings in annual interest costs
- Offering flexible lending terms on short-term and long-term borrowings
- Enhancing the certainty of access to debt markets
- Being the lender of choice for the New Zealand local government sector

To become a LGFA member, a council or Council Controlled Organisation (CCO) is required to complete a formal application. Following an application for membership, LGFA completes a review of the prospective member's financial position and its ability to comply with LGFA's financial covenants, which is considered by the Board who approve all council memberships. All member councils are required to complete a compliance certificate each year which certifies that the council has complied with LGFA's financial covenants. In addition, LGFA monitors all councils and CCOs annual reports, annual plans and long-term plans on an ongoing basis to ensure that the financial forecasts are consistent with the LGFA financial covenants.

Participating councils and CCOs are collectively referred to as LGFA members.

Over the past year, we approved three new CCO members: Far North Holdings Limited, Timaru District Holdings Limited and Christchurch City Holdings Limited, bringing total CCO membership to eight. Our 77 council members represent all councils, except for Chatham Islands District Council.

Long-term lending over the year totalled NZ$4.155 billion as members refinanced their 2025 loans and increased borrowing to finance infrastructure projects. Our lending over the year represented an estimated 75% of all council long-term borrowing.

The average tenor of long-term borrowing by members of 4.6 years over the year was shorter than last year's 4.9 years.

Short-term lending for terms less than 12 months continues to be well supported by members. As at 30 June 2025, there was NZ$1.05 billion of short-term loans outstanding to 44 members, a 77% increase over the prior year of NZ$597 million to 37 members.

The Tom Parker Fountain was returned to active service as part of the Marine Parade Heritage Restoration Programme. **Gisborne District Council**



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Over the 12 months to 30 June 2025

$4,160 million of long-term loans were lent to **75** members across **366** individual term loans with an average term of **4.64** years

As at 30 June 2025

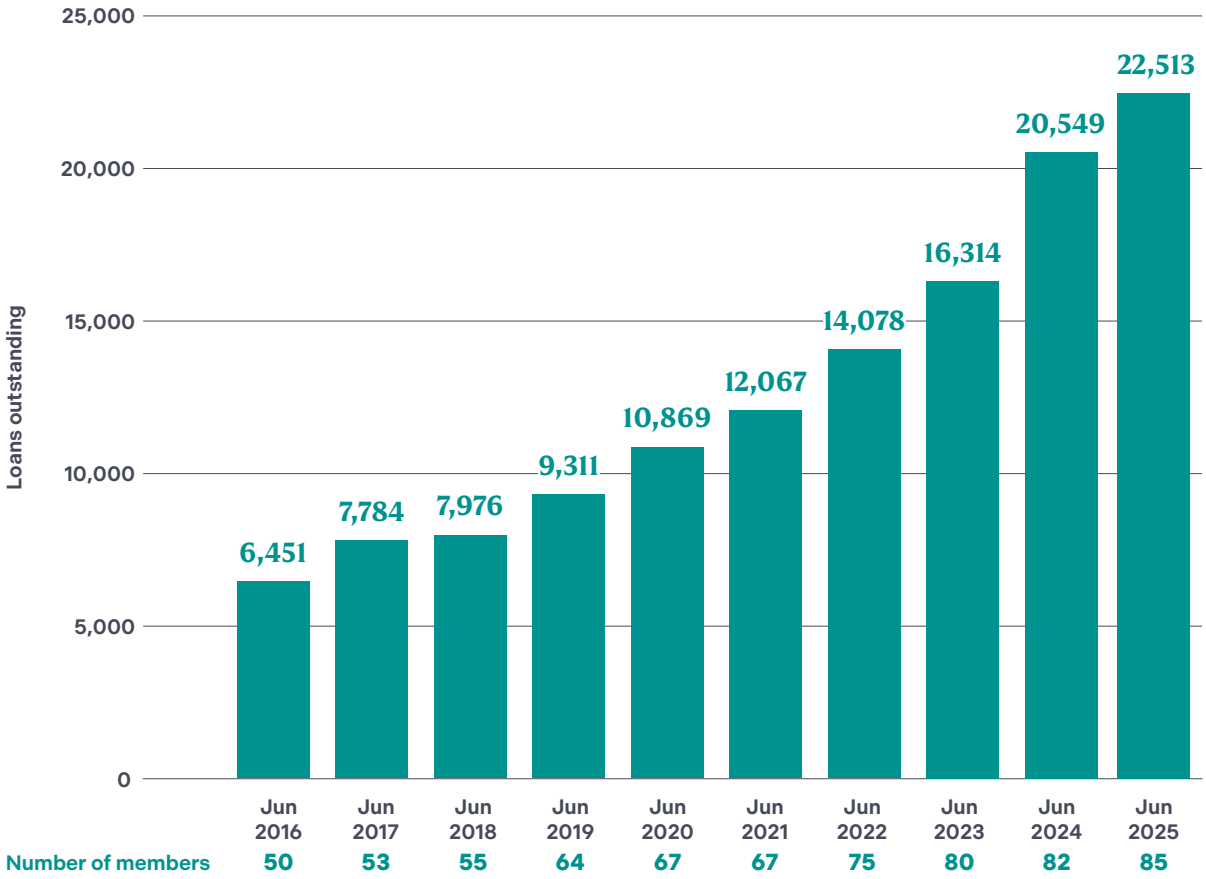
$1,052 million of short term loans were outstanding to **36** members

Member councils are required to comply with LGFA financial covenants at all times

75% LGFA's estimated market share of local government debt

LGFA members and nominal loans outstanding

NZD million, nominal



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Top 10 Member borrowers	Amount borrowed	% of total borrowings
NZD MILLION		
Auckland Council	3,160	13.9%
Christchurch City Council	2,749	12.1%
Wellington City Council	1,843	8.1%
Tauranga City Council	1,277	5.6%
Hamilton City Council	1,023	4.5%
Greater Wellington Regional Council	1,021	4.5%
Queenstown-Lakes District Council	707	3.1%
Hutt City Council	577	2.5%
Hastings District Council	475	2.1%
Rotorua District Council	472	2.1%
74 other member councils and CCOs	9,353	41.3%
	22,657	100%

Councils with an external rating of

AA– **or better comprise**

73%

of total loans

77

of New Zealand's 78 councils

are approved borrowers as at 30 June 2025

Taituarā LGFA Local Government Excellence Awards

This year we are delighted to announce that Wellington City Council's groundbreaking initiative, 'Predator Free Wellington', won the 2025 LGFA Supreme Award for Local Government Excellence, after winning the GHD Award for Excellence in Environmental Leadership.

Predator Free Wellington (www.pfw.org.nz) was selected from a field of 60 entries submitted by councils from across the sector, underscoring its exceptional impact and innovation.

The judging panel praised the initiative, stating "Predator Free Wellington is an exemplar of building social licence and deputising the community to assist with delivery. The clear and meticulous plan for rolling this programme out is both readily scalable and highly transferable to projects of any type. We were also highly appreciative of the clear and unambiguous evidence of the success of this project."

The aim is to make Wellington the world's first predator free capital city, a place where native species and communities can thrive.

This ambitious project involves thousands of households, community groups and organisations all working together to remove every single rat, possum, stoat and weasel from the Wellington area.

The project is special because it moves beyond typical conservation with fences and offshore islands. The work sees the precious native taonga living among a city where 212,000 people live, work and play, every day.

The project covers 30,000ha and around 70,000 households, stretching from Miramar Peninsula to the south-west corner of Mākara and along the SH1 motorway to the Porirua border.

Across this area there are 58 community trapping groups – that's one for every suburb in Wellington and most of the reserves in between. Some of these volunteer groups were active long before the project began. Wildlife is bouncing back thanks to the efforts of trappers and the spill-over from Zealandia Te Māra a Tāne.



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Industry leadership and engagement
Te ārahitanga me te tūhononga i te ahumahi

LGFA takes a proactive role to enhance the financial strength and depth of the local government debt market and works with key central government and local government stakeholders on sector issues.

Over the past year we have made significant progress in our commitment to enhancing the local government debt market and working with key stakeholders on sector issues. This section highlights key achievements and initiatives that reflect our leadership in leading and engaging across the sector.

Council engagement / visits

In the 12 months to June 2025, LGFA conducted 109 meetings, the majority of these in person, with our council and CCO members.

The number of meetings was higher than normal due to LGFA proactively assisting councils and their advisors on developing their water service delivery plans.

LGFA has also increased its engagement with councils on sustainability. In addition to discussing councils' financial strategy, LGFA scheduled additional meetings with councils' sustainability teams to discuss how we might help them with sustainability financing.

LGFA has actively engaged with councillors. In the past 12 months, LGFA attended eight council meetings. These meetings included presentations on LGFA's Statement of Intent, our annual report and sustainability strategy. LGFA also presented at several regional forums to provide councillors with background information on the water reforms.

Local Water Done Well

Central Government's Local Water Done Well Programme will have a significant impact on the local government sector.

The Local Government (Water Services) Bill establishes the enduring settings for the new water services system. The Bill was introduced to Parliament in December 2024 and reflects key policy decisions announced by the Government in August 2024. As part of the reforms, LGFA announced that water CCOs would be able to join LGFA and access competitive financing.

LGFA has actively engaged with its council members and their advisors over the past 12 months to provide information on how it will be able to assist councils with the financing of their water operations. LGFA has also been actively involved with organisations that are involved in the water reforms including the Department of Internal Affairs, Taituarā, Local Government New Zealand, Water New Zealand, the Commerce Commission, Taumata Arowai, National Infrastructure Funding and Financing and the New Zealand Infrastructure Commission.

LGFA also financially contributed towards the local government sector work on establishing sector-wide climate scenarios, which will be published on the LGFA website when complete.

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LGFA Sustainable Finance Series

In March 2025, LGFA organised a series of panel discussions and keynote presentations over four separate dates.

The objective of the series was to:

- Provide guidance to councils on accessing climate-related funding and green, social, and sustainable financing instruments.
- Assist in building capability to effectively source climate-related funding.
- Highlight useful data and tools (development, collection and communication of risk information).

Speakers included representatives from council members, LGFA's Sustainability Committee and our management team as well as:

- Hon. James Shaw, former NZ Climate Change Minister
- Mike Brown – Global Cities Lead, Climate Bond Initiative
- Rikki Stancich – Partner, Climate and Sustainability, Deloitte
- Lauren Boyd, Planetary Accounting Specialist, Planetary Accounting Network
- Gillian Blythe, Chief Executive, Water New Zealand

For each session, there were up to 180 attendees from 54 councils. LGFA will be looking at continuing this initiative.

2024 Shareholder / Borrower Day

LGFA held its annual Shareholder Borrower Day in Wellington in November. A highlight was a keynote address by the Minister of Local Government, Hon Simeon Brown.

In addition, there were presentations from:

- Dr Rod Carr (Climate Change Commission)
- Allan Pragell (Taumata Arowai)
- Nick Leggett (Infrastructure New Zealand)
- Michael Lovett and John Forster (Department of Internal Affairs)

Supporting the sector

LGFA has continued its long-standing relationship with Taituarā. Its key sponsorships are the Taituarā LGFA Local Government Excellence Awards, the Taituarā Strategic Finance Forum and the Taituarā Funding and Rating Forum.

LGFA is a member of Infrastructure NZ and INFINZ. LGFA also presents at several conferences and industry workshops including KangaNews, Water New Zealand, and Taituarā.

Ratepayers Assistance Scheme

LGFA continues to assist the local government sector-led initiative for developing a Ratepayer Assistance Scheme (RAS) with the objective of providing lower cost financing options to ratepayers.

Products that are being considered for inclusion into the RAS include development contributions, postponement of rates, and property improvement loans.

A business case for the RAS is being refreshed ahead of seeking Central Government endorsement to establish the scheme.

Quarterly Updates

LGFA provided quarterly business update webinars to councils and CCOs on operations and initiatives as well as hosted three economic and financial market updates for councils throughout the year.

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Sustainable funding and lending
Te pūtea me te hoatu taurewa toitū

As at June 2025

Sustainable Financing Bonds
$3.26 billion

Sustainable Finance Loan Asset Pool
$4.12 billion

Climate Action Loans
$3.67 billion

Green, Social and Sustainability Loans
$454 million

LGFA is committed to improving sustainability outcomes within the company, as well as assisting the local government sector achieve their sustainability and climate change objectives within their communities.

LGFA recognises the emerging risks for councils and CCOs from climate change and supports their commitment towards improving sustainable outcomes for local communities. As the primary lender to the local government sector, LGFA finances members' core investment into improving the resilience of New Zealand's infrastructure and services to residents and visitors. By extension, these members' investments form an important element of LGFA's sustainability context.

Climate-related disclosure framework

LGFA is a designated Climate Reporting Entity under the Financial Sector (Climate-related Disclosures and Other Matters) Amendment Act 2021 and is required to produce annual climate statements in accordance with disclosure standards in the Aotearoa New Zealand Climate Standards issued by the External Reporting Board.

Disclosures under the climate standards cover governance arrangements, risk management, strategies and metrics and targets for mitigating and adapting to climate change impacts.

LGFA's Climate-related disclosures (CRD) for the year ended 30 June 2025 are our second annual disclosures under the Climate Standards. Our CRD will be available on the following link from 30 September 2025.

LGFA Climate-related Disclosures for the year ended 30 June 2025

Sustainability Committee

The LGFA Sustainability Committee assists us to achieve our sustainability objectives.

The Committee is chaired by a representative of the Board and comprises three LGFA employees and four independent members.

The Committee's purpose is to advise the Chief Executive on sustainability issues and opportunities within LGFA, across its operating, borrowing and lending activities. Responsibilities of the Committee includes providing input into the governance and oversight process of the Green, Social and Sustainability Loans (GSS) lending programme, Climate Action Loans (CAL) lending programme and Sustainable Financing Bond issuance. GSS applications are reviewed by LGFA's Sustainability Committee prior to approval, with approved loans monitored for ongoing compliance.

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Independent members of the LGFA Sustainability Committee as at 30 June 2025

Alison Howard

Erica Miles

Chris Thurston

David Woods

LGFA Sustainable Financing Bond Framework

In March 2023, LGFA announced its Sustainable Financing Bond Framework.

The Framework outlines the process by which LGFA will issue and manage sustainable financing bonds that will be notionally allocated to a pool of Sustainable Loans that meet the eligibility criteria set out in the Framework.

The Framework enables LGFA to:

- demonstrate its commitment to support council and CCO borrowers to fund sustainable assets and activities, and incentivise GHG emissions reductions;
- issue bonds that are notionally allocated to the Sustainable Loans on LGFA's balance sheet; and
- advance the market for sustainable finance by providing an innovative opportunity for investors to support council and CCO borrowers to achieve their sustainability aspirations.

The Framework follows the proceeds-based pillars of the general market standards for sustainable finance, namely the International Capital Markets Association's Green Bond Principles (GBP), Social Bond Principles (SBP), and Sustainability Bond Guidelines (SBG). However, LGFA does not claim direct alignment of the Framework with these principles as the pool of Sustainable Loans comprises both GSS Loans and CALs together in the same asset pool.

The Framework is supported by a Second Party Opinion (SPO) provided by Sustainalytics.



Te Manawataki o Te Papa green building project. **Tauranga City Council**

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As at 30 June 2025, LGFA had two sustainable bonds, the total amount on issue being $3.26 billion:

May 2030	May 2032
4.5%	4.5%
NZD 2.26 billion	NZD 1.0 billion

Sustainable lending products

Offering members innovative sustainable lending products aligns to LGFA's commitment to demonstrate sector leadership on sustainable lending and incentivising member councils and CCOs to progress sustainability opportunities.

Our sustainable lending products comprise GSS lending and the CAL lending programme.

Green, social and sustainability lending

A commitment to assist our members to finance projects that promote environmental and social wellbeing in New Zealand.

LGFA acknowledges the importance of financing projects that promote environmental and social wellbeing in New Zealand, and which fund eligible green and/or social projects.

Our GSS lending programme, launched in 2021, provides funding for our members across the following nine green project categories and three social project categories:

Green Project Categories

- Energy Efficiency
- Green Buildings
- Clean Transportation
- Sustainable Water and Wastewater Management
- Renewable Energy
- Pollution Prevention and Control
- Environmentally Sustainable Management of Living Natural Resources and land use
- Climate Change Adaptation
- Terrestrial and Aquatic Biodiversity Restoration, Conservation and Enhancement

Social Project Categories

- Affordable Basic Infrastructure
- Access to Essential Services
- Affordable or Social Housing

Under the GSS programme, LGFA lends to councils and CCOs at a discounted margin to incentivise them to undertake projects that help drive forward climate, environmental and social projects across the New Zealand local government sector.

During the year ending 30 June 2025, $77 million was advanced under the GSS lending programme. As at 30 June 2025, LGFA had approved a total of seven GSS loans across three green project categories, and one social project category, totalling $675 million approved of which $454 million had been advanced.

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Te Manawataki o Te Papa
Tauranga City Council

Under the Green Buildings category, Tauranga City Council has commenced borrowing up to $103 million for the Te Manawataki o Te Papa green building project, incorporating a library and community hub, civic whare (public meeting house), museum, and exhibition gallery.

Developing the civic precinct will see the city's heart transformed into a vibrant community space over the coming years, breathing new life into what will become a key cultural, heritage and economic driver for the region.

Funding for Te Manawataki o Te Papa project was approved in March 2025 and it is the fourth green buildings project approved for GSS lending by LGFA since launching the programme at the end of 2021.



Te Manawataki o Te Papa green building project. **Tauranga City Council**

Climate Action Loans

A commitment to incentivise our members to act on climate change and reduce greenhouse gas emissions.

CALs are target-based lending structures designed to incentivise councils and CCOs to act on climate change and reduce greenhouse gas (GHG) emissions.

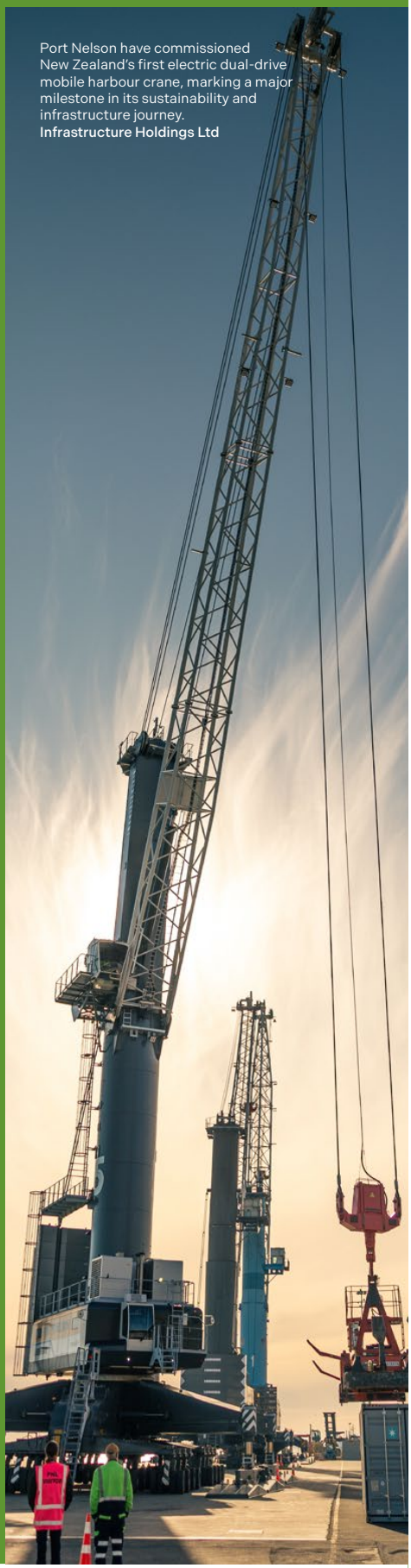
A CAL rewards a borrower through a lending margin discount if they have adopted an Emission Reduction Plan setting out specific Emissions Reduction Targets for their operational greenhouse gas emissions at member council or CCO level. CALs are available for all members, including those who may not have eligible projects to access GSS loans.

During the year ending 30 June 2025, $923 million was advanced under the CAL lending programme. As at 30th June 2025, LGFA had advanced CAL loans totalling $3.67 billion across seven member councils.

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Our Sustainability timeline

- **Apr 2021** — Head of Sustainability appointed
- **Jun 2021** — Toitū Envirocare net carbonzero certification
- **Sep 2021** — Sustainability Committee established
- **Oct 2021** — Green, Social And Sustainability Lending Programme launch
- **Dec 2021** — First GSS Loans approved
- **Dec 2022** — Climate Action Loans Lending Programme launch
- **Mar 2023** — Sustainable Financing Bond Framework established
- **Mar 2023** — First Climate Action Loans approved
- **Apr 2023** — $1.1 billion Inaugural 2030 Sustainable Financing Bond issued
- **Oct 2023** — Climate Action Loans surpass $1 billion
- **Apr 2024** — Environmental Finance. 2024 Sustainability bond of the year – supranational
- **Aug 2024** — Climate Action Loans surpass $3 billion; Inaugural Climate-related disclosures released
- **Oct 2024** — $800 million 2032 Sustainable Financing Bond issued
- **Nov 2024** — Senior Manager Sustainable Finance Appointed
- **Jan 2025** — Total Sustainable Financing Bond issuance reaches $3 billion
- **Mar 2025** — Sustainable Finance Workshop Series
- **Jun 2025** — Combined Sustainable Loan Asset Pool reaches $4.1 billion



Port Nelson have commissioned New Zealand's first electric dual-drive mobile harbour crane, marking a major milestone in its sustainability and infrastructure journey.
Infrastructure Holdings Ltd

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KangaNews Awards 2024

LGFA has been recognised with the following two KangaNews Awards for 2024:

- New Zealand Dollar Rates Bond Deal of the Year, for the NZ$800 million 4.50% May 2032 Sustainable Financing Bond
- New Zealand Sustainability Deal of the Year, for the NZ$800 million 4.50% May 2032 Sustainable Financing Bond





TOITŪ
NET CARBON ZERO
ISO 14064-1 ORGANISATION

Toitū Net Carbon Zero Certification

LGFA has maintained a Toitū net carbonzero certification since 2021. The Toitū certification recognises the processes LGFA has put in place to measure our greenhouse gas (GHG) emissions, as well as management plans to reduce our company's emissions. Where LGFA are unable to eliminate emissions, these are offset through the purchase of high-impact carbon credits from a Gold Standard-certified international project.

Work underway on Ranfurly Gully wasterwater upgrade. Photo credit CB Civil. **Hamilton City Council**



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Governance
Te mana urungi

The LGFA Board is responsible for the strategic direction and control of LGFA's activities.

The LGFA Board is committed to ensuring LGFA demonstrates ongoing commitment to strong and sound corporate governance, and that the conduct of both directors and staff always meets the high standards required to reflect the company's values and to protect its reputation.

LGFA governance policies and documents

Audit and Risk Committee Charter
Board Charter
Code of Ethics
Diversity Policy
Internal Audit Charter
LGFA Constitution
LGFA Foundation Policies
Remuneration Policy
Responsible Investment Policy
Risk Management Policy
Shareholders Agreement
Sustainability Policy
Treasury Policy

NZX Corporate Governance Code

LGFA is a listed issuer on the NZX Debt Market and complies with the eight core principles underpinning the NZX Corporate Governance Code (January 2025).

LGFA considers that its governance practices have not materially differed from the NZX Code for the year ended 30 June 2025. Areas where LGFA has implemented alternative measures to the Code are as follows:

An issuer should establish a nomination committee to recommend director appointments to the board. → **The process for the nomination and remuneration of directors is documented in the Constitution of New Zealand Local Government Funding Agency Limited and outlined on page 29.**

An issuer should have a remuneration committee which operates under a written charter. →

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Ethics and standards of conduct

LGFA's required standards for conduct are defined in our Code of Ethics and is reflected throughout the following key governance documents: The Constitution; Shareholders' Agreement; Board Charter; Audit and Risk Committee Charter; Internal Audit Charter; and the Diversity Policy.

Code of Ethics

LGFA has adopted a formal Code of Ethics, incorporating its Conflicts of Interest and Code of Conduct, which sets out the standards and values that directors and employees are expected to follow.

Impartiality and transparency in governance and administration are essential to maintaining the integrity of LGFA. Accordingly, our Conflicts of Interest Policy provides guidance to directors and employees in relation to actual and potential conflicts of interest, including specific guidance on managing potential conflicts that may arise for non-independent directors. Directors and employees are expected to avoid all actions, relationships and other circumstances that may adversely impact on their ability to exercise their professional duties.

Our Code of Conduct requires employees and directors to maintain high standards of integrity and conduct by clearly setting out expected standards for behaviour. In addition, the policy sets out our commitment to employees to act in a fair and reasonable manner, while providing a fair and safe working environment.

Protected Disclosures and Whistle Blowing

Our Protected Disclosures and Whistle Blowing Policy outlines procedure, support and protection to persons who disclose information which they reasonably believe to be about serious wrongdoing in or by LGFA.

Financial Products Trading Policy

Our Financial Products Trading Policy, which applies to directors, employees and contractors, details the policy and rules for dealing in listed debt securities issued by LGFA and any other LGFA-quoted financial products.

Transparency and disclosure

Transparency and disclosure are essential for shareholder, rating agencies and investor confidence and codified through:

- **Shareholders' agreement**
- **NZX listing rules**
- **Financial accounting standards**
- **Regulatory compliance**

LGFA is committed to ensuring the highest standards are maintained in financial reporting and disclosure of all relevant information.

Transparency in how we operate is core to achieving our shareholders' objectives as well as for our wider stakeholders including investors, banks and other financial intermediaries and the credit rating agencies. As such, transparency in how we operate is reflected in operating requirements outlined in our foundation documents, including the Constitution, Shareholders' Agreement and Board Charter, as well as Company policies on Continuous Disclosure, Financial Products Trading, and Protected Disclosures and Whistle Blowing.

LGFA demonstrates transparency through its annual Statement of Intent (SOI) and quarterly reporting to shareholders on its performance against the objectives set out in the SOI.

The Audit and Risk Committee has responsibility to provide assurance to the Board that due process has been followed in the preparation and audit of the financial statements and to ensure there are appropriate processes and activities to ensure compliance with relevant regulatory and statutory requirements.

LGFA has adopted a formal Continuous Disclosure Policy, the requirements of which ensure that we meet the continuous disclosure requirements of the NZX Listing Rules, including the disclosure for material environmental, social and governance (ESG) factors.

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Audit and Risk Committee

The Audit and Risk Committee is a committee of the Board.

The Audit and Risk Committee is governed by its own Charter which states that the purpose of the Committee is to provide advice, assurance and observations to the Board relating to the effectiveness and adequacy of internal control and risk management systems, processes and activities across LGFA. The Committee assists the Board to fulfil its duties by considering, reviewing and monitoring:

- Risk management framework and processes;
- Internal control environment and mechanisms;
- Operations and effectiveness of the internal audit function;
- Preparation and audit of financial statements;
- Integrity of performance information, including financial reporting;
- Governance framework and process;
- Processes to ensure compliance with legislation, policies and procedures; and
- Statutory/regulatory disclosure and reporting and performance against Statement of Intent targets.
- Audit and Risk Committee members are appointed by the Board. Membership comprises at least three directors, the majority of whom must be independent.

Internal audit

LGFA has an internal audit function to provide assurance that its risk management, governance and internal controls are operating effectively.

The Audit and Risk Committee has responsibility for oversight of the internal audit function, including:

- Reviewing the Internal Audit Charter, the operations of the internal audit and organisational structure of the internal audit function;
- Approving the annual audit plan;
- Reviewing the effectiveness of the internal audit function; and
- Meeting separately with the internal auditor to discuss any matters that the Audit and Risk Committee or Internal Audit considers should be discussed privately.

External audit

The external audit of LGFA is conducted in accordance with Section 14 of the Public Audit Act 2001, including the appointment of the external auditors of LGFA by the Auditor- General.

The Audit and Risk Committee has responsibility for all processes relating to the audit of financial statements, including the setting of audit fees and ensuring the independence and objectivity of the auditors.

The external audit of LGFA is conducted in accordance with a formal external audit plan which is reviewed and approved by the Audit and Risk Committee on an annual basis. The external auditor attends LGFA's Annual General Meeting.



Our Board

The LGFA Board Charter sets out the roles and responsibilities of the Board. The Charter states that the role of the Board is to ensure that LGFA achieves its goals. Having regard to its role, the Board will direct and supervise the management of the business and affairs of LGFA, including:

- ensuring that LGFA's goals are clearly established, and that strategies are in place for achieving them;
- establishing policies for strengthening LGFA's performance;
- ensuring strategies are in place for meeting expectations set out in the Statement of Intent and monitoring performance against those expectations, in particular LGFA's primary objective to optimise the debt funding terms and conditions for participating borrowers;
- monitoring the performance of management;
- appointing the CEO, setting the terms of the CEO's employment contract and, where necessary, terminating the CEO's employment;
- deciding on whatever steps are necessary to protect LGFA's financial position and the ability to meet its debts and other obligations when they fall due, and ensuring that such steps are taken;
- ensuring that LGFA's financial statements are true and fair and otherwise conform with law;
- ensuring that LGFA adheres to high standards of ethics and corporate behaviour;
- ensuring that LGFA has appropriate risk management/regulatory compliance policies in place. In the normal course of events, day-to-day operations of LGFA will be in the hands of management. The Board will satisfy itself that LGFA is achieving its goal and engaging and communicating with Shareholders Council; and
- engaging and communicating with shareholders.

Board composition

The Board comprises six independent directors and one non-independent director. An independent director is a director who, within five years prior to appointment, was not an employee of any shareholder, employee of a Council-controlled organisation owned by a shareholder, or a councillor of any local authority which is a shareholder.



Craig Stobo

Independent Chair

BA (Hons) Economics First Class, Otago; C.F.Inst.D

Advanced Management Programme, The Wharton School, Philadelphia

Associate Member CFA Society New Zealand

Craig has worked as a diplomat, economist, investment banker, Chief Investment Officer, and CEO. He has authored reports to the New Zealand Government on the Taxation of Investment Income (which led to the PIE regime), and the creation of New Zealand as a funds domicile. Craig is a Taumata of the University of Otago Business School.

Chair

Financial Markets Authority

Saturn Portfolio Management Limited Investment Committee

Sahara Ltd

Cancer Society Finance Risk and Audit Committee (Auckland and Northern)

Director

Stobo Group Limited

Appello Services Limited

Biomarine Group Limited

Legend Terrace Limited

New Zealand Windfarms Limited

Desert Holdings Ltd

Auckland Future Fund

Indi

Advisor

AMP Financial Services Investment Committee

Member of the Ministerial Advisory Group to the Minister of Education

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Alan Adcock

Non-Independent Director
Member Audit and Risk Committee

B.Com, MBA (with Distinction)

Alan has over 35 years' experience in the financial services and local government sectors at executive level, with over twenty years in banking, insurance and funds management followed by his current role as General Manager Corporate/CFO at Whangārei District Council.

His involvement with LGFA began in its initial planning stage, as a representative of the 'tight nine' councils that worked together to turn the concept into reality in 2011. He was an inaugural member of the Shareholders' Council, which he chaired from 2014 before joining the Board in 2021.

Chief Financial Officer
Whangarei District Council

Director
Whangarei Waste Ltd



Philip Cory-Wright

Independent Director
Member Audit and Risk Committee

LLB (Hons), BCA Business Management

INFINZ (Cert), C.F.Inst.D

Philip is a solicitor of the High Court of New Zealand and Victoria. He has worked as a corporate finance adviser in New Zealand to the corporate sector on debt and equity matters for more than 30 years. Philip is also a strategic adviser to clients in the energy and infrastructure sectors. He was a member of the Local Government Infrastructure Expert Advisory Group tasked with advising the Minister of Local Government on improvements in local government infrastructure efficiency.

Chair
Papa Rererangi i Puketapu (New Plymouth Airport)
South Port New Zealand Limited

Director
Matariki Forests
Powerco Limited
NZ Windfarms Limited
Te Rere Hau Holdings Limited
Te Rere Hau Limited

Advisory Board
United Civil Construction Ltd

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David Rae

Independent Director
Member Audit and Risk Committee

M.Sc (distinction) in Economics, London School of Economics, C.M.Inst.D

David is a co-owner of an investment consulting firm, Māpua Wealth Ltd, which provides portfolio advice and implementation for institutional investors including charitable trusts and iwi. His background is in economic policy and investing, having worked for the NZ Superannuation Fund and the OECD.

He has held current and past roles as an investment trustee and as a director of regulated utilities in the gas and transport sectors both in New Zealand and overseas.

David has an M.Sc in Economics from the London School of Economics, and a B.Soc. Sci (Hons) in Economics and Physics from the University of Waikato.

Director and Shareholder
Māpua Wealth Ltd

Director and Owner
David Rae Associates Ltd

Director
Galileo Green Energy GmbH

New Zealand Refining Nominees Ltd

General Disclosure
New Zealand Refining Company Pension Fund – Trustee

Te Pūia Tāpapa Ltd Partnership – Investment Committee Member

Public Infrastructure Partners Fund III – Advisory Committee Member



Linda Robertson

Independent Director
Chair Audit and Risk Committee

B.Com; Dip.Bank; C.F.InstD; CGP; D.F.INFINZ; GCB.D; GAICD

Linda is a professional company director with over 25 years governance experience, combined with 30 years senior financial management experience having worked in both the banking and energy sectors in New Zealand.

Linda has been a full-time company director since 2015. Linda's governance experience spans many industries such as banking, funds management, electricity generation, retail and distribution; broadcasting services, co-operatives, local authority owned and state-owned entities and charities. Linda has a Bachelor of Commerce Degree and a Diploma in Banking. She also holds a Sustainability and ESG Designation; a Climate and Biodiversity Certificate and is a member of Chapter Zero New Zealand. Linda is a Distinguished Fellow of the Institute of Finance Professionals New Zealand (INFINZ), a Graduate Member of the Australian Institute of Company Directors, a Charted Governance Professional and a Chartered Fellow of the Institute of Directors in New Zealand.

Chair
Central Lakes Trust
Crown Irrigation Investments Limited

Director and Shareholder
RML Consulting Limited

Director
Central Lakes Direct Limited
Horizon Energy Group Companies
Invercargill City Holdings Ltd
Kordia Group Ltd
SBS Bank (Southland Building Society)
Fraser Properties Limited

Member
Risk and Audit Committee, The Treasury
Capital Markets Advisory Committee, NZ Treasury
Audit and Risk Committee – OAG and Audit New Zealand

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Helen Robinson ONZM

Independent Director
Member Audit and Risk Committee

Helen is an experienced business leader locally and internationally mostly in the technology and sustainability sectors. Helen was Managing Director of Microsoft New Zealand, VP of Pivotal Corporation Asia Pacific and Managing Director, Markit Group (co-founding its Environmental Registry; now part of S&P Global).

Helen has decades of governance experience acting as Director or Chair for numerous public, private and public sector organisations.

She is a member of Global Women, INFINZ, a Chartered Member of the NZ Institute of Directors, and has been recognised in numerous awards for business and innovation including the NZ Women of Influence Supreme Award and as an Officer of Merit in the Queens Honours.

Chair
Kara Technologies Limited
Astrix Astronautics Limited
REANNZ (Research and Education Advanced Network New Zealand)
Group Shared Services, Auckland Council
JUNOFEM Limited
NZTE Beachhead Advisors
LGFA Sustainability Committee

Director and Shareholder
Organic Initiative Limited
Penguin Consulting Limited

Director
NZTech
Generate Kiwisaver and all related companies



Elena Trout

Independent Director

B Technology (Biotechnology) Massey

M Engineering (Civil) Canterbury CF Ins D, DistF Eng NZ and Past President Eng NZ

Elena is an experienced company director and a professional engineer who has held a number of leadership positions in the transport, infrastructure and energy sectors. She has over 30 years of experience in the management, planning and delivery of large projects and continues to provide advice on nationally significant infrastructure developments.

She is a well-seasoned professional director, has held a number of governance roles including chairing independent government inquiries and reviews by local authorities in accordance with Section 17 (a) of the Local Government Act. Her current directorships include Chair of Energy Efficiency Conservation Authority, Chair of Chartered Professional Engineers Council, Co Chair Waihanga Ara Rau Construction and Instructure Development Council, director of Contact Energy, City Care, Opuha Water Ltd, Worksafe and Callaghan Innovation.

Chair
Energy Efficiency Conservation Authority
Chartered Professional Engineers Council

Director
Ara Ake (Deputy Chair)
Contact Energy
Ngāpuhi Asset Holdings Ltd
Kaikohe Berry Fruit Ltd
Spenser Henshaw
CityCare
Callaghan Innovation (Chair from 5 July 2025)
Te Rāhui Herenga Waka Whakatāne
Opuha Water Ltd

Co-Chair
Waihanga Ara Rau

Member
Worksafe

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Director tenure and meetings of the Board

Elena Trout was appointed to the Board on 19 November 2024.

There were 7 scheduled Board meetings and 5 Audit and Risk Committee meetings over the year. The Board met for 5 additional meetings over the course of the year.

All directors are considered by the LGFA Board to be independent pursuant to the New Zealand Stock Exchange (NZX) Listing Rule 2.6. except for Alan Adcock who is the General Manager Corporate at Whangarei District Council.

Director	Date commenced in office	Scheduled Board meetings held/attended	Audit and Risk Committee held/attended
Craig Stobo (Chair)	1 December 2011	7/7	N/A
Alan Adcock	23 November 2021	6/7	5/5
Philip Cory-Wright	1 December 2011	7/7	4/5
David Rae	23 November 2023	6/7	4/5
Linda Robertson	24 November 2015	7/7	5/5
Helen Robinson	23 November 2022	5/7	4/5
Elena Trout	19 November 2024	2/3	N/A

Board performance review

The Board has an annual formal self-assessment to assess director, Board and committee performance.

In 2025, the Board commissioned an independent review of required skills and competencies for LGFA directors.

Nomination of Directors

Director nominations can only be made by a shareholder by written notice to LGFA and the Shareholders' Council, no more than three months, nor less than two months, before a meeting of shareholders. All valid nominations are required to be sent by LGFA to all persons entitled to attend the meeting.

Retirement and re-election of Directors

Directors are appointed to the Board by an Ordinary Resolution of shareholders. A Director must not hold office (without re-election) past the third annual meeting of the Company following the Director's appointment or three years, whichever is longer.

A retiring Director shall be eligible for re- election.

Indemnities and insurance

Under LGFA's constitution, LGFA indemnifies directors for potential liabilities and costs they may incur for acts of omission in their capacity as directors. LGFA has arranged directors' and officers' liability insurance covering directors and management acting on behalf of the company. Cover is for damages, judgements, fines, penalties, legal costs awarded and defence costs arising from wrongful acts committed while acting for LGFA. The types of acts that are not covered are dishonest, fraudulent, malicious acts, or omissions, wilful breach of statute or regulation, or duty to LGFA, improper use of information to the detriment of LGFA, or breach of professional duty.

Remuneration

The remuneration of the Board reflects LGFA's size and complexity and the responsibilities, skills, performance and experience of the directors. A specialist independent adviser is used periodically to ensure the remuneration is appropriate.

Board remuneration is determined by an Ordinary Resolution of shareholders. The current board remuneration was approved by shareholder resolution at the Annual General Meeting on 19 November 2024.

Director annual fee breakdown

Position. Fees per annum	2025	2024
Board Chair	$127,720	$124,000
Audit and Risk Committee Chair	$80,340	$78,000
Director/ARC Member	$75,190	$73,000
Director	$72,100	$70,000

Director	2025
Craig Stobo (Chair)	$127,720
Alan Adcock	$75,190
Philip Cory-Wright	$75,190
David Rae	$75,190
Linda Robertson	$80,340
Helen Robinson	$75,190
Elena Trout	$44,462

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Chief Executive remuneration

The remuneration of the CEO is determined by the Board and is reviewed annually taking into consideration the scope and complexity of the position with reference to the remuneration of CEOs of similar organisations. A specialist independent adviser is used periodically to ensure the remuneration is appropriate. The CEO remuneration package comprises a fixed cash component of $804,518 per annum as at 30 June 2025 ($804,518, 2024) and an at-risk short-term incentive of the fixed cash component. The short-term incentive payment is made annually at the Board's discretion subject to the CEO and LGFA meeting a range of specific performance objectives for the financial year.

Per annum	2025	2024
Salary	$804,518	$804,518
Taxable benefits	-	-
Subtotal	$804,518	$804,518
Pay for Performance STI	$172,971	$120,678
Kiwisaver Employer Contribution	$39,100	$37,008
Total remuneration	**$1,016,589**	**$962,204**

Staff remuneration

The following table shows the number of staff who received more than $100,000 in total remuneration, in $10,000 bands.

Total remuneration	2025
$160,000 to $170,000	1
$180,000 to $190,000	1
$240,000 to $250,000	1
$250,000 to $260,000	1
$260,000 to $270,000	1
$290,000 to $300,000	2
$350,000 to $360,000	1
$390,000 to $400,000	1
$410,000 to $420,000	1
$1,000,000 to $1,100,000	1

Staff interests

Mark Butcher

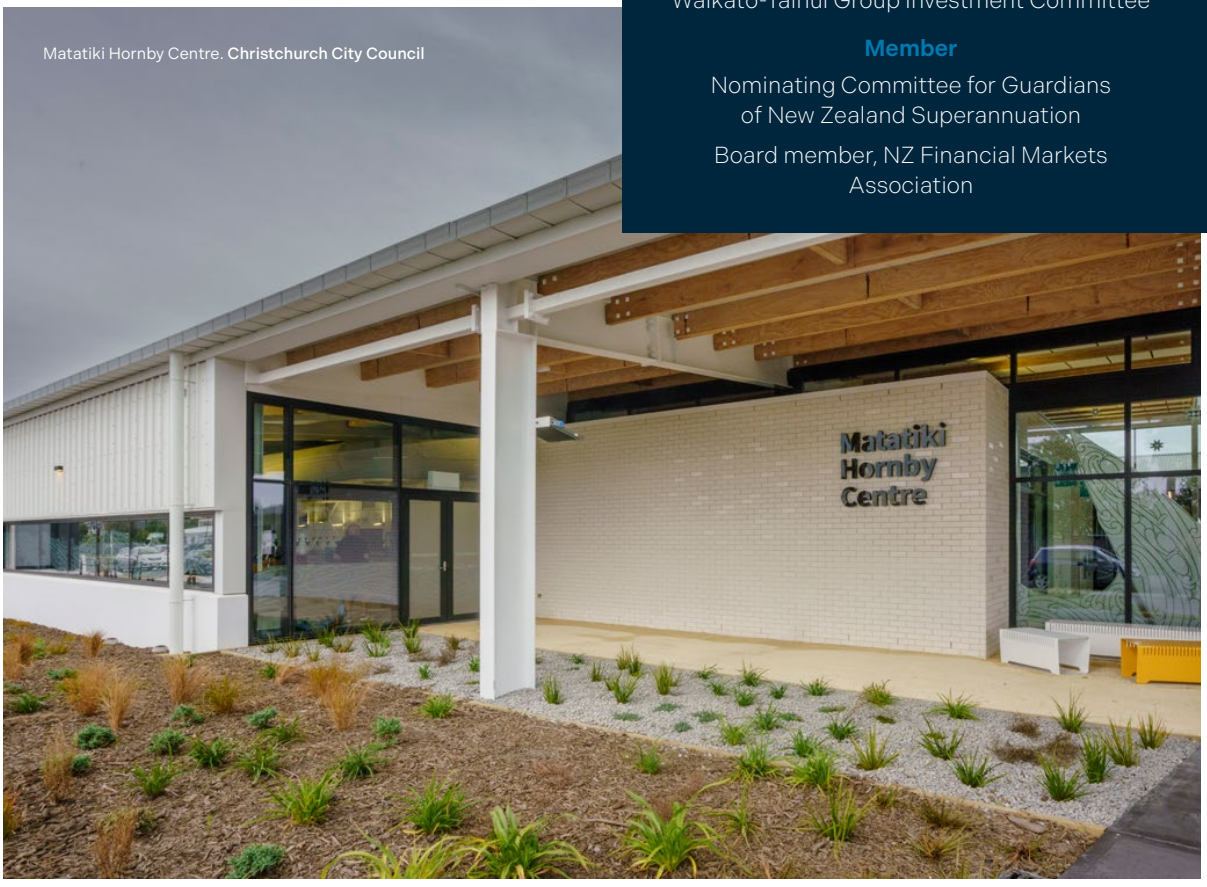
Chair

Waikato-Tainui Group Investment Committee

Member

Nominating Committee for Guardians of New Zealand Superannuation

Board member, NZ Financial Markets Association



Matatiki Hornby Centre. **Christchurch City Council**

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LGFA Future Director

In 2024, LGFA appointed Sarah Matthews as its Future Director under the LGFA Future Directors programme, effective from January 2024 for a period of 18 months.



The purpose of the Future Director programme is to give talented people working in the Local Government sector the opportunity to observe and participate in Board room discussions over an 18-month period. During this time, the Future Director actively participates in all Board meetings, although they do not possess voting rights and are not involved in decision-making.

Sarah is a Chartered Accountant with a professional career spanning business advisory, financial management, and corporate services. She is currently GM – Organisation Performance of Taupō District Council and has been in local government leadership roles since 2017, across three different Councils. She is a member of Taituara Financial Management Reference Group and is also a Chartered Member of the Institute of Directors and has held board positions with several community organisations.

Sarah reflects on her experience as LGFA's Future Director

"Serving as the Future Director of LGFA has been a fantastic experience. Over the past 18 months, I've had the privilege of observing and contributing to the governance of a high-performing, purpose-driven board that plays a pivotal role in the local government sector.

Going into the Future Director role, I had many years of positive experience with LGFA and their amazing team at Council-level. This gave me a good idea of the positive impact LGFA makes to the sector through its purpose of benefiting local communities through delivering efficient financing for local government. The past 18 months have built on my positive Council-level experience and given me perspective on how LGFA's purpose is led at governance level, being embedded in every strategic decision the Board makes.

The opportunity to engage with complex financial and policy challenges, particularly during a time of significant sector changes, has expanded my governance capability and deepened my understanding of the sector's evolving needs. The opportunity to work with Central Government throughout these changes has also been a positive and insightful experience.

As a Future Director, I brought sector insight to the Board during these major transitions, also serving on the Audit and Risk Committee throughout this time. I am proud that I was able to bring my experience to the table and grateful that the Board fostered a supportive culture which allowed me to voice my perspective. The Board's openness and commitment to excellence have made this a truly memorable experience.

I am leaving the role being proud to have played a small part in LGFA's journey and its achievements. I would like to formally thank LGFA Board and staff for this opportunity and experience. The Future Director programme is a testament to LGFA's leadership in fostering talent and strengthening governance across the local government sector."

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Shareholders

Foundation documents

The Constitution and the Shareholders Agreement are foundation documents.

The Constitution defines the rights and powers of shareholders, the acquisition and redemption of company shares, proceedings of shareholder meetings, voting at meetings and the right to demand polls, shareholder proposals and review of management.

The Shareholders Agreement is an agreement between LGFA and its shareholders which clearly defines LGFA's business, its objectives, the role of the Board, the establishment of the Shareholders Council and the approval rights of the shareholders.

Members of the Shareholders Council as at 30 June 2025

Kathryn Sharplin (Chair)
Tauranga City Council

Sarah Houston-Eastergaard (Deputy Chair)
Wellington City Council

Kumaren Perumal
Bay of Plenty Regional Council

Mike Drummond
Tasman District Council

Andrew John
Auckland Council

Gary Connelly
Hamilton City Council

Steve Ballard
Christchurch City Council

Adele Henderson
Western Bay of Plenty District Council

Jacqueline Baker
New Plymouth District Council

James Stratford
New Zealand Government – DIA

Nyika Gwanoya
New Zealand Government – The Treasury

Hurunui District Water Safety Project. **Hurunui District Council**

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People and culture
Ngā tāngata me te ahurea

Our purpose

Benefiting local communities through delivering efficient financing for local government.

Our values
Ō mātau uara



We act with integrity
E pono ana mātau

We are honest, transparent and are committed to doing what is best for our customers and our company.



We are customer focused
E arotahi ana mātau ki te kiritaki

Our customers are our council borrowers, investors, and all other organisations that we deal with. We listen to them and act in their best interests to deliver results that make a positive difference.



We strive for excellence
E whakapau kaha mātau kia hiranga te mahi

We strive to excel by delivering financial products and services that are highly valued at least cost while seeking continuous improvement in everything we do.



We are innovative
He auaha mātau

To meet our ever-changing customer requirements, we will encourage innovation and provide a diverse range of financial products and services.



We provide leadership
He kaiārahi mātau

We are here for our stakeholders in being strategically minded, providing resilience and executing our strategy. We embrace a high-performance culture and can be relied upon to deliver results.

Health, safety and wellbeing

LGFA is committed to providing a safe and healthy working environment for all employees and a flexible workplace environment that promotes increasing employee engagement, productivity and enhancing recruitment and retention.

LGFA maintains policies on health and safety, remote working, diversity and employment which outlines the company's commitment to health, safety and wellbeing.

Our Health and Safety Policy sets out the duty of directors and staff under the Health and Safety at Work Act 2015. A staff health and safety committee has been established with responsibility to continuously review health and safety issues and ongoing compliance with the Act, with reporting on health and safety issues at each Board meeting.

LGFA provides staff with access to professional support for general counselling services, individual case management and ongoing monitoring of an employee's progress to ensure they have access to assistance and treatment to meet their needs.

Capability and development

LGFA is committed to ongoing education and professional development for staff and directors by funding professional development courses, membership of professional bodies and attendances at industry conferences.

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The Future Director programme, launched in 2021 by the Board and Shareholder Council, aims to give talented people within the Local Government sector with an interest in corporate governance the opportunity to observe and participate in Boardroom discussions for an 18-month period. The Future Director actively participates at Board meetings, but they have no voting rights. Sarah Matthews was appointed as our second Future Director in January 2024 for an 18 month term.

Diversity and inclusion

LGFA is committed to promoting a culture that supports both workplace diversity and inclusion within the organisation.

Diversity at LGFA involves recognising and valuing the contribution that people can make because of their skills, experience, background and differing perspectives. LGFA values employees by encouraging participation and providing opportunities for its people to succeed.

LGFA has formally adopted a Diversity Policy which applies to both LGFA employees and directors.

Diversity and inclusiveness at LGFA involves recognising the value of individual differences and managing them in the workplace. Diversity in this context includes gender, age, ethnicity, cultural background, sexual orientation, religious belief, disability, education and family responsibilities.

Each year, we complete a diversity review which is reported through to the Board and, when undertaking recruitment, selection panels for interview are split by gender.

Appointments to the Board are made in accordance with our Constitution and the Shareholders Agreement.

	2025		2024	
	Female	Male	Female	Male
Board	3	4	2	4
Staff	4	7	3	7

	2025			2024		
	Under 30 years	30-50 years	Over 50 years	Under 30 years	30-50 years	Over 50 years
Board	-	-	100%	-	-	100%
Staff	-	33%	67%	-	30%	70%



The Old Municipal Building has undergone an extensive programme of strengthening and restoration work. **Christchurch City Council**

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Managing risk
Te whakahaere tūraru

An effective risk management framework is a critical component of LGFA's structure for managing the company's exposure to business and treasury risks arising from its operations of raising and on-lending funds to local councils and approved council-controlled organisations.

The objective of LGFA's risk management function is to ensure that frameworks and controls are implemented to manage risks effectively and in compliance with LGFA's governance and legislative requirements. The risk management function ensures that LGFA achieves its objectives, as set out in the Statement of Intent, within the risk appetite of the company's shareholders and Board.

The objective of LGFA's risk management framework is to ensure that the organisation operates within shareholder and Board approved risk limits. LGFA's approach to risk management is based on the following core elements:

- The Board oversees the risk appetite of the organisation and ensures that it is consistent with the constitution and shareholders agreement.
- Risk appetite is reflected in policies approved by the Board and Audit and Risk Committee.
- LGFA management implements policies and controls to ensure that all relevant risks are identified, measured, monitored, and managed effectively.
- The Risk and Compliance and Internal Audit (IA) functions provide assurance to both the Board and the Audit and Risk Committee on the performance of internal controls and risk management systems.

LGFA adopts the three lines of defence model to ensure that essential risk management functions adopt a systematic approach that reflects industry best practice:

- The first line of defence establishes risk ownership within the company and is represented by its operational risk and control processes. LGFA managers are responsible for identifying and maintaining effective controls and mitigating risks.
- The second line of defence relates to establishing risk control within the organisation and involves ensuring policies are in place and up to date, reviewing risk reports, checking compliance against the risk management framework and ensuring that risks are actively and appropriately managed.
- The third line of defence is the independent assurance provided by both the internal and external audit functions which review and highlight control weaknesses and inefficiencies to management and the Board.

LGFA risk register

The LGFA risk register is a key component of the company's risk management framework.

The key objective of the risk register is to ensure that the company assesses the risks faced by the business on an ongoing basis.

The risk register:

- Identifies the inherent risks that LGFA is exposed to when conducting its core business activities;
- Assesses the likelihood and potential impact of the inherent risks on the business;
- Describes the internal control framework and management processes for managing and mitigating the identified inherent risks;
- Provides commentary on internal audit coverage of the identified inherent risks; and
- Provides an overall residual risk assessment and compares these to approved risk appetite settings and risk tolerance ranges.

The risk register is reviewed monthly by management and at each meeting of the Audit and Risk Committee.

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Treasury risk management

LGFA funds itself through domestic and international wholesale and retail debt capital markets, with the funds raised on-lent to members. LGFA activities are governed by the Local Government Borrowing Act 2011, the Local Government Act 2002, and the Companies Act 1993. In addition, the company is required to comply with Foundation Policies outlined in the Shareholders Agreement. Any change to the Foundation Policies requires shareholder's consent.

LGFA's risk management uses an approved risk identification and assessment framework to actively monitor and manage all treasury and financial risk by applying best practice risk management principles and processes.

LGFA has treasury exposures arising from its normal business activities of raising and on-lending of funds. Specific treasury exposures relate to debt issuance and refinancing, liquidity, interest rate, foreign exchange, counterparty credit, operational and lending risks. LGFA manages treasury exposures under a Board-approved Treasury Policy, the objectives of which are to:

- Effectively manage treasury risks, within approved compliance limits, to protect LGFA's capital position and net interest margin over time.
- Fund members in the most cost-effective manner and in accordance with LGFA's operating principles, values and objectives.
- Protect LGFA's assets and prevent unauthorised transactions.
- Minimise operational risk by maintaining adequate internal controls, systems and staffing competencies.
- Provide timely reporting to the Board with meaningful and accurate measurement of risk exposures and policy compliance.

Key treasury risks

Counterparty credit risk	Counterparty credit risk is the risk of financial loss arising from a counterparty defaulting on an investment, security and/or financial instrument where LGFA is a holder or party.	**Counterparty credit risk** risk is managed through counterparty limits for investments. These limits are determined as a function of the term of investment, liquidity and credit quality of the counterparty (as measured by a recognised credit rating). All derivative contracts are subject to formal collateral arrangements to mitigate counterparty credit risk. Investment is restricted to approved financial instruments listed in the Treasury Policy.
Debt Funding and Refinancing Risk	Funding risk is the potential inability to access capital markets to fund on-lending requirements. Refinancing risk is the potential inability to issue new debt to meet maturing debt obligations.	**Funding and refinancing risk** is managed through diversifying the concentration of debt instruments and maturities, and through the establishment of diverse funding programmes; long-term and short-term, onshore and offshore. Other important aspects include ongoing engagement with the investor community and maintaining a strong credit rating.
Foreign currency risk	Foreign currency risk is the risk of an adverse change in the fair value of a financial instrument due to a change in foreign exchange rates.	Exposure to **foreign currency risk** arises when LGFA accesses foreign capital markets for funding purposes. Foreign exchange risk is managed by fully hedging all foreign currency cash flows back to the New Zealand dollar. Any residual foreign currency risk arising from a timing mismatch of foreign currency cash flow, or arises from operational expenditure, is not material and is managed within a Board approved risk limit.

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Interest rate risk	Interest rate risk is the risk that financial assets may re-price/ mature at a different time and/ or by a different amount than financial liabilities.	**Interest rate risk** is managed using Value at Risk (VaR) and Partial Differential Hedge (PDH) limits to mitigate the potential change in value of the balance sheet due to changes in interest rates. • VaR calculates the potential amount a portfolio could be expected to lose over a given time period. It is calculated using historical changes in underlying risk variables and applying those changes to the current portfolio. • VaR is measured over a daily time horizon with a 95% confidence interval. A daily 95% VaR exposure of $1 million means that there is a 5% chance that the portfolio could potentially lose more than $1 million over the next business day. • PDH measures the sensitivity of a portfolio to a one basis point change in underlying interest rates. For example, a PDH of NZD$100,000 means that the portfolio value will increase by NZD$100,000 for a one basis point fall in interest rates. In addition, LGFA also undertakes scenario analysis to model the potential effect of changing market environments on the balance sheet.
Lending risk	Lending risk is the risk of financial loss that could occur from lending funds to councils or council-controlled organisations.	LGFA is restricted through the Foundation Policies to lending only to councils and council-controlled organisations that are members of LGFA. The Foundation Policies lay out the conditions of borrowing with which members must comply. These include the provision of security, equity commitment liabilities and guarantee liabilities (if relevant), as well as complying with their own internal borrowing policies and complying with the financial covenants outlined in the Foundation Policies. **Lending risk** is further managed through regular engagement with borrowers and monitoring by LGFA of compliance with the lending covenants detailed in the Foundation Policies.
Liquidity risk	Liquidity risk is the potential inability to meet financial obligations when they become due, under normal or abnormal/ stressed operating conditions.	**Liquidity risk** is managed using a forecast cashflow approach measured over a 90-day period. LGFA is required to maintain sufficient liquidity, comprising holdings of cash and liquid investments, and a Crown liquidity facility, to support six months of funding commitments.
Operational risk	Operational risk, with respect to treasury management, is the risk of financial and/ or reputation loss arising from human error, fraud, negligent behaviour, system failures or inadequate procedures and controls.	**Operational risk** is managed using internal controls and procedures across operational functions. Segregation of duties between staff members who have the authority to enter transactions with external counterparties and the staff who control, check and confirm such transactions is a cornerstone internal control principle. Financial instruments are not entered into if the systems, operations and internal controls do not satisfactorily support the measurement, management and reporting of the risks associated with the instrument.

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Performance against objectives
Te whakatutukinga ki ngā whāinga

The statement of service performance provides a summary of LGFA's performance against the objectives and performance targets set out in the LGFA Statement of Intent 2024-27 (SOI).

2024-25 Objectives and performance targets

LGFA objectives and performance targets for 2024-25 fall within the following five strategic priorities which encompass our shareholders' foundation objectives and guide the LGFA Board and management in determining our strategy:

- Governance, capability and business practice
- Optimising financing services for local government
- Environmental and social responsibility
- Effective management of loans
- Industry leadership and engagement

Our quarterly reports to shareholders provide more detail on our performance against objectives and performance targets. The reports for the four quarters' ended June 2025 are available on the LGFA website.

Governance, capability and business practice

LGFA is committed to best practice corporate governance to ensure its long-term sustainability and success.

Objectives	Our performance to 30 June 2025
Demonstrate best practice corporate governance.	LGFA is committed to demonstrating best practice corporate governance and we report annually on our compliance with the eight core principles underpinning the NZX Corporate Governance Best Practice Code. This 2025 Annual Report is the most recent report with commentary on our compliance with the NZX Code.
Set and model high standards of ethical behaviour.	LGFA has adopted a formal Code of Ethics, incorporating its Conflicts of Interest and Code of Conduct policies, which sets out the standards and values that directors and employees are expected to follow.
Achieve the shareholder-agreed objectives and performance targets specified in the Statement of Intent.	Our performance against shareholder-agreed objectives and performance targets, as specified in the Statement of Intent, is reported quarterly to shareholders and annually in this section of our Annual Report.
Ensure products and services offered to participating borrowers are delivered in a cost-effective manner.	LGFA prepares annual operating budgets and monitors progress against these monthly. Our performance against our financial performance targets for the year-ended 30 June 2025 is summarised below under our performance targets.
Be a good employer by providing safe working conditions, training and development and equal opportunities for staff.	We have met this objective and comply. The 2025 Annual Report is our most recent report outlining our health and safety and wellbeing practices and policies, compliance with the Health and Safety at Work Act, diversity and inclusion and capability and development.

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Performance targets	2024-2025 target	Our performance to 30 June 2025
Comply with the Shareholder Foundation Polices and the Board-approved Treasury Policy at all times.	No breaches.	Not achieved. There was a breach of the Foundation Policy where the nominal amount of loans to a non-guarantor exceeded the $20 million limit by $186k.
Maintain LGFA's credit rating equal to the New Zealand Government sovereign rating where both entities are rated by the same Rating Agency.	LGFA credit ratings equivalent to NZ Sovereign.	Achieved. Our ratings remain equivalent to the New Zealand Government for both S&P Global Ratings and Fitch Ratings. Fitch Ratings affirmed LGFA Foreign Currency Rating at AA+ in December 2024. S&P Global Ratings affirmed our domestic currency credit rating at AAA in March 2025.
A succession plan be put in place for the Board and staff and be reviewed annually.		Achieved.
LGFA's total operating income for the year to 30 June 2025.	>$31.4 million.	Achieved. $36.3 million at June 2025, excluding unrealised gains/losses on hedged foreign currency issuance.
LGFA's total operating expenses for the year to 30 June 2025.	<$11.5 million.	Achieved. $11.2 million at June 2025, excluding AIL.



Predator Free Wellington. **Wellington City Council**

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Optimising financing services for local government

LGFA's primary objective is to optimise the terms and conditions of the debt funding it provides to participating borrowers. Amongst other things, LGFA will achieve this by delivering operational best practice and efficiency across our lending products and services.

Objectives	How we measure our performance
Provide interest cost savings relative to alternative sources of financing.	LGFA's borrowing margins compare favourably to other high-grade issuers in the New Zealand capital markets.

Comparison to other high-grade issuers - secondary market spread to swap (bps)

30 June 2025	2026	2027	2028	2029	2030	2031	2032	2033	2035	2037
LGFA (AAA)	13	29	44	54	61	71	78	85	91	105
Kainga Ora (AAA)	19	29	46		54				88	
Asian Development Bank (AAA)	11	24	30			49				
IADB (AAA)	17	23	35		46					
International Finance Corp (AAA)	15	21	33	39						
KBN (AAA)	14	23			53					
Nordic Investment Bank (AAA)				34	43					
Rentenbank (AAA)		21		39						
World Bank (AAA)	13	22	24		46					
ASB (AA-)	25	48								
ANZ (AA-)			60		85					
Kiwibank (AA-)	42	63	78	98						
BNZ (AA-)	26	47	61	84						
Westpac Bank (AA-)	41	47		88						
Supranational, Sub-Sovereign, Agency Average	14	22	31	37	47	49				
Bank Average	34	51	66	90	85					

Offer flexible short and long-term lending products that meet the borrowing requirements for borrowers.	LGFA provides members with short term loans (less than one year), long-term loans on either a floating or fixed rate basis (between one year and April 2037), Green Social and Sustainable Loans, Climate Access Loans and standby facilities. • Over the year-ended June 2025, our members borrowed $4.160 billion in 365 long-term loans with an average term of 2.9 years. • As at June 2025 there was $1.040 billion short-term loans outstanding to 44 members. • As at June 2025, standby facilities totalled $867 million across 17 members.
Deliver operational best practice and efficiency for lending services.	Over the year-ended 30 June 2025, LGFA operations staff successfully: • settled 2,488 new trades with a gross value of $39 billion; • processed 16,040 cash flows with a gross value of $73 billion; and • rate set 13,447 existing trades.
Ensure certainty of access to debt markets, subject always to operating in accordance with sound business practice.	There was significant activity in LGFA bonds in both the primary market (tender or syndicated issuance) and secondary market (between banks and investors). Over the year-ended 30 June 2025, we issued bonds in the following native currency values: NZD 2.150 billion, AUD 800 million, USD 500 million, EUR 500 million, and CHF 220 million. Secondary market turnover in our NZD bonds totalled NZD 16.8 billion.

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Performance targets	2024-2025 target	Our performance to June 2025
Share of aggregate long-term debt funding to the Local Government sector.	> 80%	Not achieved. 74.9% at June 2025.
Total lending to Participating Borrowers.	> $23,957 million.	Not achieved. $22,657 million as at June 2025.
Conduct an annual survey of Participating Borrowers who borrow from LGFA as to the value added by LGFA to the borrowing activities.	> 85% satisfaction score.	94% satisfaction score in August 2024 Stakeholder Survey.
Successfully refinance existing loans to councils and LGFA bond maturities as they fall due.	100%	Achieved.
Meet all lending requests from Participating Borrowers, where those requests meet LGFA operational and covenant requirements.	100%	Achieved.

Environmental and social responsibility

LGFA recognises the risks inherent in climate change for councils and supports New Zealand's shift to a low-carbon economy. LGFA will exhibit a sense of social and environmental responsibility by having regard to the interests of the community in which it operates and by endeavouring to accommodate or encourage these when able to do so.

Objectives	Our performance to June 2025
Assist the local government sector in achieving their sustainability and climate change objectives.	Over the year to June 2025, we: • approved one new GSS loan application to Tauranga City Council for the $103 million Te Manawataki o Te Papa green building project. As at June 2025, we have approved seven GSS loans with a combined approved value of $675.3 million of which $453.9 million has been advanced. • advanced a further $923 million under our CAL lending programme. As at June 2025, seven councils have been approved for CAL loans with combined qualifying loans totalling $3.7 billion. Our third Annual Impact Report, to be published on 30 September 2025, will provide information on the allocation of proceeds from LGFA's Sustainable Financing Bond issuance as at June 2025 In March 2025, the LGFA team organised a series of panel discussions and keynote presentations to provide guidance to councils on accessing climate-related financing instruments, as well as to highlight useful data and tools (for the development, collection and communication of risk information).
Improve sustainability outcomes within LGFA.	In 2021, LGFA directors committed to reducing our per employee emissions by 30% by 2030, compared with a 2018/19 base year. We continue to monitor our organisational emissions and remain within target. In addition, we have released our Climate-reporting Disclosures in compliance with XRB standards.

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Performance targets	2024-2025 target	Our performance to June 2025
Comply with the Health and Safety at Work Act 2015.	No breaches.	Achieved.
Maintain Toitū Net Carbon Zero certification.	Net Carbon Zero certification maintained.	Achieved.
Meet reduction targets outlined in our carbon reduction management plan.	Reduction targets met.	Achieved. GHG quantification is subject to inherent uncertainty because of incomplete scientific knowledge used to determine emission factors and the values needed to combine emissions from different gases. GHG emissions against targets are reported in the 2025 LGFA Climate-related Disclosures, which will available on the LGFA website from 30 September 2025.
Increase our GSS lending book and Climate Action Loans.	Two new GSS loans undertaken. Three new borrowers approved for CAL.	Not achieved. One new GSS loan approved, and no new CAL borrowers approved.
Meet all mandatory climate reporting standards.	100%	Achieved.

Effective management of loans

LGFA will ensure its loan book remains at a high standard by ensuring it understands each participating borrower's financial position. LGFA manages its assets within an appropriate risk management framework to ensure shareholder value is not compromised.

Objectives	Our performance to June 2025
Proactively monitor and review each Participating Borrower's financial position, including its financial headroom under LGFA policies. Analyse finances at the Council group level where appropriate and report to shareholders.	Over the twelve months, we reviewed council annual plans, agendas and management reports on an ongoing basis for all members on the LGFA borrower watchlist. We received compliance certificates in respect of the LGFA financial covenants from all of our members with debt outstanding at June 2024. No council has requested that they be measured on a group basis. A small number of certificates were provided based upon unaudited financial statements given a delay in providing final audit signoff. These have subsequently been verified following the eventual publication of the council's annual report.
Endeavour to meet each participating borrower annually, including meeting with elected officials as required, or if requested.	Achieved. LGFA conducted 109 meetings with council and CCO members in the twelve months ended June 2025.
Ensure a smooth transition of water-related loans if the Local Water Done Well Reforms progresses over forecast period.	LGFA has actively engaged with DIA and council members and their advisors to provide information on how it will be able to assist councils with the financing of their water operations.

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Performance targets	2024-2025 target	Our performance to June 2025
Review each Participating Borrower's financial position.	100%	Achieved.
Arrange to meet each Participating Borrower over a 15-month period, including meeting with elected officials as required, or if requested.	100%	Achieved.

Industry leadership and engagement

LGFA will take a proactive role to enhance the financial strength and depth of the local government debt market and will work with key central government and local government stakeholders on sector issues.

Objectives	Our performance to June 2025
Take a proactive role to enhance the financial strength and depth of the local government debt market and work with key central government and local government stakeholders on sector and individual council issues.	The Industry leadership and engagement section of this annual report discusses our performance in relation to these objectives.
Assist the local government sector with significant matters such as the Local Water Done Well Reforms and Future for Local Government.	
Maintain productive relationships with central government representatives.	
Support councils and CCOs in the development of reporting disclosures of the impacts of sector activity on climate change.	

Performance targets	2024-2025 target	Our performance to June 2025
Provide input into Local Water Done Well Legislation.	Provide feedback to DIA and Treasury during legislation drafting.	Achieved.
Provide quarterly updates to shareholders and borrowers on sector developments that are impacting LGFA.	Four quarterly updates to councils and CCOs.	Achieved.
Meet annually with Infrastructure Commission, Local Government New Zealand, Taituara, Water New Zealand, Infrastructure New Zealand, Crown Infrastructure Partners, Department of Internal Affairs, Treasury and Minister's office to discuss sector issues from an LGFA perspective.	Nine meetings across stakeholders.	Achieved.

Financial statements
Ngā Tauāki Ahumoni

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Income statement

For the year ended 30 June 2025 in $000s

	Note	2025	2024
Interest income		1,267,103	1,213,259
Interest expense		1,232,327	1,193,809
Net interest income	4	**34,776**	**19,450**
Other operating income	5	1,551	1,494
Gains / (losses) on financial instruments		(680)	859
Total operating income		**35,647**	**21,803**
Operating expenses	6	**16,653**	**11,753**
Net operating profit		**18,994**	**10,050**

Statement of comprehensive income

For the year ended 30 June 2025 in $000s

	Note	2025	2024
Net operating profit		**18,994**	**10,050**
Items that may be re-classified subsequently to the Income Statement			
Net change in cash flow hedge reserve	9	(6,477)	5,536
Cost of hedging	9	(2,079)	(6,531)
Total comprehensive income		**10,438**	**9,056**

These statements are to be read in conjunction with the notes to the financial statements.

The Board of Directors of the New Zealand Local Government Funding Agency Limited authorised these statements for issue on 28 August 2025.

Craig Stobo, Director
Board Chair

Linda Robertson, Director
Chair, Audit and Risk Committee

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Statement of changes in equity

For the year ended 30 June 2025 in $000s

	Note	Share capital	Cash flow hedge reserve	Cost of hedging reserve	Retained earnings	Total equity
Equity as at 1 July 2023		**25,000**	**-**	**-**	**80,847**	**105,847**
Net operating profit					10,050	10,050
Other comprehensive income/(expense)			5,536	(6,531)		(995)
Total comprehensive income for the year		**-**	**5,536**	**(6,531)**	**10,050**	**9,055**
Transactions with owners					-	-
Dividend paid on 1 September 2023					(1,713)	(1,713)
Equity as at 30 June 2024		**25,000**	**5,536**	**(6,531)**	**89,185**	**113,190**
Net operating profit					18,994	18,994
Other comprehensive income/(expense)			(6,477)	(2,079)		(8,556)
Total comprehensive income for the year		**-**	**(6,477)**	**(2,079)**	**18,994**	**10,438**
Transactions with owners						-
Dividend paid on 2 September 2024					(1,843)	(1,843)
Equity as at 30 June 2025	28	**25,000**	**(941)**	**(8,610)**	**106,336**	**121,785**

These statements are to be read in conjunction with the notes to the financial statements.

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Statement of financial position

As at 30 June 2025 in $000s

	Note	2025	2024
Assets			
Financial assets			
Receivables	11	2,973	378
Cash and cash equivalents		325,728	473,609
Cash pledged as collateral	10	187,836	251,605
Marketable securities		2,458,427	1,397,045
Deposits		578,878	718,493
Derivatives in gain	10	255,271	116,090
Loans to members	12	22,657,300	20,549,350
Non-financial assets			
Other assets	13	1,339	1,245
Total assets		**26,467,752**	**23,507,816**
Equity			
Share capital	28	25,000	25,000
Reserves	9	(9,551)	(995)
Retained earnings		106,336	89,185
Total equity		**121,785**	**113,190**
Liabilities			
Financial liabilities			
Payables and provisions	14	6,414	9,609
Bond repurchases	17	341,756	58,302
Derivatives in loss	10	1,067,121	1,526,526
Debt securities issued:			
At amortised cost	15	23,645,696	20,490,507
At fair value through income statement	16	613,077	815,175
Borrower notes	18	669,030	492,614
Non financial liabilities			
Other liabilities	19	2,873	1,891
Total liabilities		**26,345,967**	**23,394,625**
Total equity and liabilities		**26,467,752**	**23,507,816**

These statements are to be read in conjunction with the notes to the financial statements.

Statement of cash flows

For the year ended 30 June 2025 in $000s

	Note	2025	2024
Cash flows from operating activities			
Cash applied to loans	12	(2,119,168)	(4,174,912)
Interest paid on bonds issued		(737,888)	(596,886)
Interest paid on bills issued		(102,178)	(52,087)
Interest paid on borrower notes		(7,785)	(4,220)
Interest paid on bond repurchases		(9,682)	(10,436)
Interest received from loans		1,124,661	1,031,054
Interest received from cash & cash equivalents		27,512	24,285
Interest received from marketable securities		71,558	43,866
Interest received from deposits		56,100	47,860
Net interest on derivatives		(383,051)	(474,182)
Cash inflows from provision of standby facilities		1,551	1,496
Payments to suppliers and employees		(15,730)	(10,877)
Net cash flows from operating activities	32	**(2,094,100)**	**(4,175,038)**
Cash flows from investing activities			
Purchase of marketable securities		(1,008,422)	(233,720)
(Purchase)/maturity of deposits		200,470	(525,977)
Net cash flows from investing activities		**(807,952)**	**(759,698)**
Cash flows from financing activities			
Cash inflows from bonds issued	15, 16	5,014,063	3,958,755
Cash outflows from bond maturities	15, 16	(2,719,000)	-
Cash inflows (outflows) from bills issued	15, 16	(118,711)	623,761
Cash inflows (outflows) from bond repurchases		283,303	(71,584)
Cash inflows from borrower notes		158,273	114,288
Dividends paid		(1,843)	(1,713)
Cash applied to derivatives		138,086	558,616
Net cash flows from financing activities		**2,754,171**	**5,182,123**
Net increase / (decrease) in cash		**(147,881)**	**247,388**
Foreign exchange gains / (losses) on cash balances		1	-
Net cash flows from all activities		**(147,880)**	**247,388**
Cash, cash equivalents at beginning of year		473,609	226,222
Cash, cash equivalents at end of year		**325,728**	**473,609**

These statements are to be read in conjunction with the notes to the financial statements.

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Notes to the financial statements

1. Reporting entity

The New Zealand Local Government Funding Agency Limited (LGFA) is a company registered under the Companies Act 1993 and is subject to the requirements of the Local Government Act 2002.

LGFA is controlled by participating local authorities and is a council-controlled trading organisation as defined under section 6 of the Local Government Act 2002. LGFA is a limited liability company incorporated and domiciled in New Zealand.

The primary objective of LGFA is to optimise the debt funding terms and conditions for participating borrowers.

The registered address of LGFA is Level 11, City Chambers, 142 Featherston Street, Wellington Central, Wellington 6011.

The financial statements are as at and for the year ended 30 June 2025.

These financial statements were authorised for issue by the Directors on 28 August 2025.

2. Statement of compliance

LGFA is an FMC reporting entity under the Financial Markets Conduct Act 2013 (FMCA). These financial statements have been prepared in accordance with that Act and the Financial Reporting Act 2013. LGFA's bonds are quoted on the NZX Debt Market.

LGFA is a profit orientated entity as defined under the New Zealand Equivalents to International Financial Reporting Standards (NZ IFRS).

The financial statements have been prepared in accordance with New Zealand Generally Accepted Accounting Practice (NZ GAAP) and they comply with NZ IFRS and other applicable Financial Reporting Standard, as appropriate for Tier 1 for-profit entities. The financial statements also comply with International Financial Reporting Standards (IFRS).

3. Basis of preparation

MEASUREMENT BASE

The financial statements have been prepared on a historical cost basis modified by the revaluation of certain assets and liabilities.

The financial statements are prepared on an accrual basis.

FUNCTIONAL AND PRESENTATION CURRENCY

The financial statements are presented in New Zealand dollars rounded to the nearest thousand, unless separately identified. The functional currency of LGFA is New Zealand dollars.

FOREIGN CURRENCY CONVERSIONS

Transactions denominated in foreign currency are translated into New Zealand dollars using exchange rates applied on the trade date of the transaction.

CHANGES IN ACCOUNTING POLICIES

There have been no changes to accounting policies.

EARLY ADOPTION STANDARDS AND INTERPRETATIONS

LGFA has not early adopted any standards.

STANDARDS NOT YET ADOPTED

LGFA does not consider any standards or interpretations in issue but not yet effective to have a significant impact on its financial statements. This includes NZ IFRS 18 Presentation and Disclosure in Financial Statements.

FINANCIAL INSTRUMENTS

Financial assets

Financial assets, other than derivatives, are recognised initially at fair value plus transaction costs and subsequently measured at amortised cost using the effective interest rate method.

Cash and cash equivalents include cash on hand, bank accounts and deposits with an original maturity of no more than three months.

Cash provided by LGFA as security for financial arrangements remains a financial asset of LGFA and is recognised as cash pledged as collateral in the Statement of Financial Position, separate from cash and cash equivalents.

Purchases and sales of all financial assets are accounted for at trade date.

At each balance date, an expected credit loss assessment is performed for all financial assets and is calculated as either:

- Credit losses that may arise from default events that are possible within the next 12 months, where no significant increase in credit risk has arisen since acquisition of the asset, or
- Credit losses that may arise from default events that are possible over the expected life of the financial asset, where a significant increase in credit risk has arisen since acquisition of the asset.

Impairment losses on financial assets will ordinarily be recognised on initial recognition as a 12-month expected loss allowance and move to a lifetime expected loss allowance if there is a significant deterioration in credit risk since acquisition.

Financial liabilities

Financial liabilities, other than derivatives, are recognised initially at fair value less transaction costs and subsequently measured at either:

- Amortised cost and subsequently measured at amortised cost using the effective interest rate method; or
- Fair value through income statement (FVTIS).

Financial liabilities are classified as FVTIS if they are derivative financial liabilities or if LGFA chooses to classify financial liabilities as FVTIS if the use of the classification removes or significantly reduces an accounting mismatch. This classification includes debt issues that are designated at FVTIS where LGFA has economically hedged the foreign exchange and interest rate risk using derivatives, but hedge account is not applied. Any such classification is made on the date of initial recognition and is irrevocable.

Purchases and sales of all financial liabilities are accounted for at trade date.

OTHER ASSETS

Property, plant and equipment

Items of property, plant and equipment are initially recorded at cost.

Depreciation is charged on a straight-line basis at rates calculated to allocate the cost or valuation of an item of property, plant and equipment, less any estimated residual value, over its remaining useful life.

OTHER LIABILITIES

Employee entitlements

Employee entitlements to salaries and wages, annual leave and other similar benefits are recognised in the profit and loss when they accrue to employees.

REVENUE

Interest income

Interest income is accrued using the effective interest rate method.

The effective interest rate exactly discounts estimated future cash receipts through the expected life of the financial asset to that asset's net carrying amount. The method applies this rate to the principal outstanding to determine interest income each period.

EXPENSES

Expenses are recognised in the period to which they relate.

Interest expense

Interest expense is accrued using the effective interest rate method.

The effective interest rate exactly discounts estimated future cash payments through the expected life of the financial liability to that liability's net carrying amount. The method applies this rate to the principal outstanding to determine interest expense each period.

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Approved issuer levy
Approved Issuer Levy is a function of securities held by offshore holders of certain LGFA bond maturities.

Income tax
LGFA is exempt from income tax under Section 14 of the Local Government Borrowing Act 2011.

Goods and services tax

All items in the financial statements are presented exclusive of goods and service tax (GST), except for receivables and payables, which are presented on a GST-inclusive basis. Where GST is not recoverable as input tax, then it is recognised as part of the related asset or expense.

The net amount of GST recoverable from, or payable to, the IRD is included as part of receivables or payables in the statement of financial position.

The net GST paid to, or received from the IRD, including the GST relating to investing and financing activities, is classified as a net operating cash flow in the statement of cash flows.

Commitments and contingencies are disclosed exclusive of GST.

SEGMENT REPORTING

LGFA operates in one segment being funding of participating borrowers in New Zealand.

JUDGEMENTS AND ESTIMATIONS

The preparation of these financial statements requires judgements, estimates and assumptions that affect the application of policies and reported amounts. For example, the fair value of financial instruments depends critically on judgements regarding future cash flows, including inflation assumptions and the risk-free discount rate.

The estimates and associated assumptions are based on historical experience and various other factors that are believed to be reasonable under the circumstances. Actual results may differ from these estimates and these estimates and underlying assumptions are reviewed on an ongoing basis. Where these judgements significantly affect the amounts recognised in the financial statements they are described in the following notes.

Revenue and expenditure

4. Net interest income

For the year ended 30 June 2025 in $000s	2025	2024
Interest income		
Cash and cash equivalents	27,668	24,314
Cash pledged as collateral	6,171	9,189
Marketable securities	99,965	62,356
Deposits	47,014	41,124
Derivatives	-	-
Loans	1,086,285	1,076,276
Total interest income	**1,267,103**	**1,213,259**
Interest expense		
Bills	84,790	55,627
Bond repurchase transactions	9,832	10,279
Lease liability	-	17
Derivatives	249,784	445,499
Bonds	862,245	660,065
Borrower notes	25,676	22,323
Total interest expense	**1,232,327**	**1,193,809**
Net interest income	**34,776**	**19,450**

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5. Other operating income

As at 30 June 2025, LGFA had provided standby facilities totalling $867 million (2024: $747 million) to selected councils. As at balance date, there were no drawdowns outstanding under the facilities.

For the year ended 30 June 2025 in $000s	2025	2024
Standby facilities fee income	1,551	1,494
Total other operating income	**1,551**	**1,494**

6. Operating expenses

Issuance and on-lending expenses are those costs that are incurred as a necessary expense to facilitate the ongoing issuance of LGFA debt securities.

For the year ended 30 June 2025 in $000s	2025	2024
Issuance & onlending expenses		
Approved issuer levy [1]	5,392	1,982
Rating agency fees	811	697
NZDM facility fee	937	1,500
Legal fees – issuance	1,262	824
NZX	768	800
Trustee fees	119	116
Regulatory, registry, other fees	435	365
	9,724	**6,284**
Other operating expenses		
Information technology	922	739
Consultants	348	322
Directors fees	553	496
Insurance	107	103
Legal fees	242	108
Other expenses	662	496
Auditors' remuneration		
Statutory audit	180	131
Assurance services [2]	30	-
Personnel	3,885	3,074
	6,929	**5,469**
Total operating expenses	**16,653**	**11,753**

1. The amount of Approved Issuer Levy is a function of securities held by offshore holders of certain LGFA bond maturities.
2. KPMG was engaged to provide a comfort letter addressed to LGFA, the Arranger and the Dealers relating to the contents of the EMTN Programme Offering Circular.

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Financial instruments

7. Financial instruments accounting policy

Financial instruments recognised in the statement of financial position at amortised cost.

Fair values of financial instruments not recognised in the statement of financial position at fair value are determined for note disclosure as follows:

CASH AND BANK, TRADE AND OTHER RECEIVABLES, TRADE AND OTHER PAYABLES

The carrying value of cash and bank, trade and other receivables, trade and other payables approximate their fair value as they are short-term instruments.

CASH PLEDGED AS COLLATERAL

LGFA enters derivative financial instruments for hedging purpose which may require LGFA to post collateral as security with counterparties.

In line with standard industry practice, collateral is provided for derivative transactions in accordance with the terms set out in the relevant Credit Support Annex. LGFA's practice is to annex each CSA to the International Swaps and Derivatives Association (ISDA) Master Agreement it has with derivative counterparties.

LGFA is required to pledge cash deposits at call to meet its obligations under the CSAs for derivative positions. The pledged assets will be returned to LGFA when the underlying transaction is terminated, but in the event of default the counterparty is entitled to apply the collateral to settle the outstanding liability.

MARKETABLE SECURITIES AND BONDS

The fair value of bonds and marketable securities are determined using the quoted price for the instrument.

DEPOSITS

The fair value for deposits is determined using a discounted cash flow analysis. The interest rates used to discount the estimated cash flows are based on current market interest rates.

LOANS

The fair value of loans is determined using a discounted cash flow analysis. The interest rates used to discount the estimated cash flows are based on LGFA bond yields at the reporting date plus an appropriate credit spread to reflect the counterparty's credit risk.

LEASES

The lease liability is recognised at the present value of the remaining lease payments, discounted using LGFA's incremental borrowing rate, with the corresponding right-of-use asset recognised as an equal amount.

BORROWER NOTES

The fair value of borrower notes is determined using a discounted cash flow analysis. The interest rates used to discount the estimated cash flows are based on LGFA bond yields at the reporting date.

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FAIR VALUE OF FINANCIAL ASSETS AND FINANCIAL LIABILITIES

The following table shows the fair value of financial assets and financial liabilities, together with the carrying amounts shown in the statement of financial position.

As at 30 June 2025 in $000s	Financial liabilities at amortised cost	Financial liabilities at fair value through income statement	Financial assets at amortised cost	Financial assets measured at fair value in accordance with NZ IFRS 9	Fair value
Financial assets					
Receivables	-	-	2,973	-	2,973
Cash and bank balances	-	-	325,728	-	325,728
Cash pledged as collateral	-	-	187,836	-	187,836
Marketable securities	-	-	2,458,427	-	2,501,062
Deposits	-	-	578,878	-	579,011
Derivatives	-	-	-	255,271	255,271
Loans	-	-	22,657,300	-	23,227,171
	-	**-**	**26,211,142**	**255,271**	**27,079,052**
Financial liabilities					
Payables and provisions	6,414	-	-	-	6,414
Bond repurchases	341,756	-	-	-	341,756
Derivatives	-	-	-	1,067,121	1,067,121
Bills	992,159	-	-	-	992,340
ECP	-	613,077	-	-	613,077
Bonds	22,653,537	-	-	-	22,492,491
Borrower notes	669,030	-	-	-	662,582
	24,662,896	**613,077**	**-**	**1,067,121**	**26,175,781**

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As at 30 June 2024 in $000s	Financial liabilities at amortised cost	Financial liabilities at fair value through income statement	Financial assets at amortised cost	Financial assets measured at fair value in accordance with NZ IFRS 9	Fair value
Financial assets					
Receivables	-	-	378	-	378
Cash and bank balances	-	-	473,609	-	473,609
Cash pledged as collateral	-	-	251,605	-	251,605
Marketable securities	-	-	1,397,045	-	1,407,237
Deposits	-	-	718,493	-	719,223
Derivatives	-	-	-	116,090	116,090
Loans	-	-	20,549,350	-	20,915,910
	-	**-**	**23,390,480**	**116,090**	**23,884,052**
Financial liabilities					
Payables and provisions	9,609	-	-	-	9,609
Bond repurchases	58,302	-	-	-	58,302
Derivatives	-	-	-	1,526,526	1,526,526
Bills	911,386	-	-	-	911,396
ECP	-	815,175	-	-	815,175
Bonds	19,579,121	-	-	-	19,909,342
Borrower notes	492,614	-	-	-	480,434
	21,051,032	**815,175**	**-**	**1,526,526**	**23,710,784**

8. Derivative financial instruments

LGFA use three different types of derivatives financial instruments: interest rate swaps, cross currency interest rate swaps and foreign exchange transactions (spot and forward).

Derivative financial instruments are recognised in the statement of financial position at fair value. Derivatives are categorised as following:

- Derivatives designated into hedge accounting relationships to minimise profit or loss volatility by matching movements in underlying positions relating to hedges of the LGFA's exposures to interest rate risk and currency risk.
- Derivatives designated to manage risks that are not in a designated hedge accounting relationship.

Derivative financial instruments are valued under level 2 of the following hierarchy.

Level 1 Quoted market prices: Fair value based on quoted prices in active markets for identical assets or liabilities.

Level 2 Valuation techniques using observable market inputs: Fair value based on a valuation technique using other than quoted prices included within Level 1 that are observable for the asset or liability, either directly (as prices) or indirectly (derived from prices).

Level 3 Valuation techniques using significant non-observable market inputs: Fair value based on a valuation technique using inputs for the asset or liability that are not based on observable market data (unobservable inputs).

The fair value of derivative financial instruments is determined using a discounted cash flow analysis. Interest rates represent the most significant assumption used in valuing derivative financial instruments. The interest rates used to discount estimated cash flows are based on the New Zealand dollar swap curves at the reporting date.

Treatment of any fair value gains or losses depends on whether the derivative is designated as a hedging instrument. If the derivative is not designated as a hedging instrument, the remeasurement gain or loss is recognised immediately in the Consolidated income statement.

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9. Hedge accounting

LGFA uses derivatives to establish economic hedges to manage its interest rate and foreign exchange risk. LGFA's risk management strategy with respect to hedge accounting is to minimise income statement volatility.

Hedge accounting is implemented to manage the following risks:

- Interest rate risk due to a mismatch between fixed and floating interest rates on assets and liabilities; and
- Combined risk on assets or liabilities with interest rate risk that are denominated in currencies other than New Zealand dollars.

LGFA enters cross-currency interest rate swaps to hedge the foreign currency and foreign interest rate risks on issued foreign currency bonds. Using the cross-currency interest rate swaps, LGFA will pay New Zealand Dollar floating interest rates and receive foreign currency fixed interest with coupon payments matching the underlying notes.

LGFA designated the foreign currency bonds and cross-currency interest rate swaps into three-part hedging relationships for each issue:

- a fair value hedge of foreign currency benchmark interest rates,
- a cash flow hedge of margin, and
- a cash flow hedge of the principal exchange.

FAIR VALUE HEDGE

Under a fair value hedge, the hedged item is revalued at fair value in respect of the hedged risk. This revaluation is recognised in the Consolidated income statement to offset the mark-to-market revaluation of the hedging derivative, except for any adjustment on the hedging derivative relating to credit risk.

CASH FLOW HEDGE

Under a cash flow hedge, the effective portion of gains or losses from remeasuring the fair value of the hedging instrument is recognised in Other comprehensive income and accumulated in the cash flow hedge reserve. Accumulated gains or losses are subsequently transferred to the Consolidated income statement when the hedged item affects the Income statement, or when the hedged item is a forecast transaction that is no longer expected to occur.

Any future gains or losses will be processed through the hedge equity reserves as long as the existing cash flow hedge relationships remain effective.

A reconciliation of the cash flow reserve is shown in the following table:

	2025	2024
Opening balance at 1 July	5,535	-
Changes in cash flow hedges	(6,476)	5,536
Closing balance at 30 June	(941)	5,536

COST OF HEDGING

The cost of hedging reserve captures changes in the fair value of the cost to convert foreign currency to NZD of LGFA's cross currency interest rate swaps on the foreign currency bonds.

A reconciliation of movements in the cost of hedging reserve is shown in the table below:

	2025	2024
Opening balance at 1 July	(6,531)	-
Change in currency basis spreads	(2,079)	(6,531)
Closing balance at 30 June	(8,610)	(6,531)

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HEDGING INSTRUMENTS

$'000	Life to date values as at 30 June 2025 Carrying amount of the hedging instrument Nominal amount of hedging instrument	Asset / (liability)	Change in value for hedge ineffectiveness
Fair value hedges			
Interest rate swaps – NZD bonds hedge	14,618,000	(897,105)	417,919
Interest rate swaps – loans hedge	1,365,026	(12,096)	10,322
Interest rate swaps – marketable securities hedge	1,489,022	6,209	18,526
Fair value and cash flow hedges			
Fair value hedges – foreign currency	AUD 3,450,000 CHF 220,000 EUR 500,000 USD 500,000	87,924	(128,631)
Cash flow hedges – foreign currency	NZD 6,002,398		940

$'000	Life to date values as at 30 June 2024 Carrying amount of the hedging instrument Nominal amount of hedging instrument	Asset / (liability)	Change in value for hedge ineffectiveness
Fair value hedges			
Interest rate swaps – NZD bonds hedge	15,228,000	(1,007,019)	(1,007,019)
Interest rate swaps – loans hedge	700,200	25,510	25,510
Interest rate swaps – marketable securities hedge	611,480	5,917	5,917
Fair value and cash flow hedges			
Fair value hedges – foreign currency	AUD 2,650,000	(6,381)	(6,381)
Cash flow hedges – foreign currency	NZD 2,861,000	35,271	35,271

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$'000	Year to date values recognised during the year to 30 June 2025				
	Hedge effectiveness in reserves			Hedge effectiveness	Hedge effectiveness
	Cost of hedging reserve	Cash flow hedge (OCI)	Cash flow hedge reclassified to income statement	Fair value hedge recognised in Income statement	Recognised in Income Statement
Fair value hedges					
Interest rate swaps – NZD bonds hedge	-	-	-	1,424,938	-
Interest rate swaps – loans hedge	-	-	-	(15,188)	-
Interest rate swaps – marketable securities hedge	-	-	-	12,609	-
Fair value and cash flow hedges					
Fair value hedges – foreign currency	-	-	-	122,250	
Cash flow hedges – foreign currency	2,079	6,477	78,050	-	1,719

$'000	Year to date values recognised during the year ended 30 June 2024				
	Hedge effectiveness in reserves			Hedge effectiveness	Hedge effectiveness
	Cost of hedging reserve	Cash flow hedge (OCI)	Cash flow hedge reclassified to income statement	Fair value hedge recognised in Income statement	Recognised in Income Statement
Fair value hedges					
Interest rate swaps – NZD bonds hedge	-	-	-	333,352	-
Interest rate swaps – loans hedge	-	-	-	(12,340)	-
Interest rate swaps – marketable securities hedge	-	-	-	(16,956)	-
Fair value and cash flow hedges					
Fair value hedges – foreign currency	-	-	-	6,381	-
Cash flow hedges – foreign currency	6,531	(5,536)	(34,497)	-	(859)

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10. Offsetting

NZ IAS 32: Financial Instruments Presentation allows financial assets and liabilities to be offset only when there is a current legally enforceable right to set off the amounts and there is an intention either to settle on a net basis, or to realise the asset and settle the liability simultaneously.

LGFA does not offset any amounts.

The following table shows the amounts subject to an enforceable master netting arrangement or similar agreement that are not offset in the statement of financial position.

As at 30 June 2025 in $000s	Derivative assets	Derivative liabilities
Gross amounts	255,271	1,067,121
Amounts offset	-	-
Carrying amounts	255,271	(255,271)
Amounts that don't qualify for offsetting	-	-
Financial assets & liabilities	(255,271)	(255,271)
Collateral	-	(187,836)
Net amount	**-**	**624,014**

As at 30 June 2024 in $000s	Derivative assets	Derivative liabilities
Gross amounts	116,090	1,526,526
Amounts offset	-	-
Carrying amounts	116,090	(116,090)
Amounts that don't qualify for offsetting	-	-
Financial assets & liabilities	(116,090)	(116,090)
Collateral	-	(251,605)
Net amount	**-**	**1,158,831**

11. Receivables

As at 30 June 2025 in $000s	2025	2024
Bond repurchases to be received	-	-
Borrower notes to be received	-	-
Trade debtors	2,973	378
Total receivables	**2,973**	**378**

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12. Loans

As at 30 June 2025 in $000s	2025		2024	
	Short-term loans	Loans	Short-term loans	Loans
Ashburton District Council	20,044	124,440	12,062	119,743
Auckland Council	48,672	3,111,545	-	3,655,028
Bay of Plenty Regional Council	117,701	224,766	50,506	219,044
Buller District Council	9,909	10,018	-	20,037
Canterbury Regional Council	-	96,421	5,085	92,416
Carterton District Council	-	27,279	-	24,839
Central Hawkes Bay District Council	-	49,434	5,132	39,401
Central Otago District Council	5,038	45,618	5,019	30,450
Christchurch City Council	-	2,749,479	-	2,511,678
Clutha District Council	15,522	130,327	11,585	108,398
Dunedin City Treasury	-	443,747	-	293,104
Far North District Council	35,204	120,785	32,703	90,518
Far North Holdings Ltd	49,036	26,521	-	-
Gisborne District Council	9,920	185,413	-	174,991
Gore District Council	8,534	49,873	8,554	46,998
Greater Wellington Regional Council	-	1,021,955	-	941,217
Grey District Council	3,971	31,768	3,972	28,807
Hamilton City Council	101,343	922,069	-	950,852
Hastings District Council	18,974	456,568	-	397,160
Hauraki District Council	-	141,000	-	101,092
Hawkes Bay Regional Council	-	115,630	-	110,708
Horizons Regional Council	9,952	69,472	9,906	62,026
Horowhenua District Council	14,054	227,539	21,199	182,674
Hurunui District Council	14,079	73,632	10,067	57,666
Hutt City Council	-	577,424	-	515,520
Infrastructure Holdings Ltd	9,994	109,297	9,989	104,463
Invercargill City Council	28,187	126,432	47,502	104,262
Invercargill City Holdings Ltd	-	-	48,252	48,403
Kaikoura District Council	-	7,354	-	7,374
Kaipara District Council	-	44,314	-	54,639
Kapiti Coast District Council	-	367,751	-	323,722
Kawerau District Council	-	6,058	-	4,051
Mackenzie District Council	4,016	19,255	4,040	16,257
Manawatu District Council	11,594	93,445	13,014	83,139
Marlborough District Council	14,606	230,935	14,694	190,067
Masterton District Council	-	66,918	-	63,357
Matamata-Piako District Council	-	85,673	-	66,201

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As at 30 June 2025 in $000s	2025		2024	
	Short-term loans	Loans	Short-term loans	Loans
Napier City Council	-	65,572	-	20,191
Nelson City Council	-	266,619	-	262,320
New Plymouth District Council	-	357,122	10,117	293,577
Northland Regional Council	6,883	59,605	-	24,741
Opotiki District Council	4,102	10,588	-	12,595
Otago Regional Council	42,767	132,638	35,739	104,122
Otorohanga District Council	10,123	2,019	9,110	-
Palmerston North City Council	-	305,995	-	273,466
Porirua City Council	-	362,827	-	269,807
Queenstown Lakes District Council	88,141	619,296	76,334	575,080
Rangitikei District Council	10,037	44,385	-	44,358
Rotorua District Council	-	472,652	1,889	448,948
Ruapehu District Council	10,039	54,191	8,050	50,214
Selwyn District Council	40,375	256,744	20,035	166,778
South Taranaki District Council	-	137,017	-	140,634
South Waikato District Council	-	50,369	-	44,469
Southland District Council	-	92,384	-	36,153
Southland Regional Council	-	7,003	-	-
South Wairarapa District Council	17,125	11,565	8,190	27,166
Stratford District Council	-	38,927	-	36,908
Taranaki Regional Council	-	57,934	-	31,780
Tararua District Council	-	80,621	-	69,986
Tasman District Council	31,537	317,397	25,379	325,787
Taupo District Council	-	200,203	-	165,543
Tauranga City Council	4,840	1,272,492	-	1,050,800
Thames-Coromandel District Council	-	91,729	-	84,003
Timaru District Council	39,727	212,425	19,340	202,822
Timaru District Holdings Ltd	9,316	-	-	-
Upper Hutt City Council	-	216,098	-	180,900
Waikato District Council	14,621	221,629	-	207,254
Waikato Regional Council	10,042	39,323	-	32,384
Waimakariri District Council	-	221,613	-	202,169
Waimate District Council	-	5,035	-	3,541
Waipa District Council	63,492	341,285	15,009	313,011
Wairoa District Council	-	9,624	-	11,100
Waitaki District Council	1,997	71,474	7,483	64,158
Waitomo District Council	6,024	27,165	6,103	27,246
Wellington City Council	-	1,843,472	-	1,595,914

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As at 30 June 2025 in $000s	2025		2024	
	Short-term loans	Loans	Short-term loans	Loans
West Coast Regional Council	2,991	21,234	2,986	14,715
Western Bay Of Plenty District Council	15,109	161,226	10,009	106,249
Westland District Council	3,928	35,051	4,713	32,666
Westland Holdings Ltd	-	-	-	-
Whakatane District Council	-	178,821	6,011	149,114
Whanganui District Council	7,551	196,538	7,560	176,878
Whangarei District Council	48,915	246,882	9,922	257,756
Fair value hedge adjustment	-	10,322	-	(25,510)
	1,040,033	**21,617,267**	**597,260**	**19,952,095**

Short-terms loans are loans that have a term to maturity of less than 12 months at origination. Loans have a term to maturity of 12 months or greater at origination. As at 30 June 2025, all short term loans and $2,836 million of loans will mature within 12 months.

13. Other assets

As at 30 June 2025 in $000s	2025	2024
Prepayments	980	987
Furniture and Fixtures	105	-
Right-of-use lease asset	254	258
Total other assets	**1,339**	**1,245**

14. Payables and provisions

As at 30 June 2025 in $000s	2025	2024
Loans to be advanced	-	8,190
Trade creditors	5,909	1,038
Credit provision	301	249
Other provisions	204	132
Total payables	**6,414**	**9,609**

15. Debt securities issued at amortised cost

As at 30 June 2025 in $000s	Face Value	Unamortised premium	Accrued interest	Fair value hedge adjustment	Total
NZD Fixed interest bonds					
15 April 2026	2,602,097	(33,254)	8,212		2,577,055
15 April 2027	2,321,000	29,456	21,973		2,372,429
15 May 2028	1,693,000	(57,147)	4,865		1,640,718
20 April 2029	1,992,000	(90,984)	5,878		1,906,894
15 May 2030	2,110,000	(38,228)	12,127		2,083,899
15 May 2031	2,195,000	(206,372)	6,308		1,994,936
14 May 2032	850,000	(5,841)	4,989		849,148
14 April 2033	1,835,000	(26,924)	13,687		1,821,763
15 May 2035	640,000	(38,955)	2,452		603,497
15 April 2037	1,230,000	(155,661)	5,175		1,079,514
Fair value hedge adjustment				(418,101)	(418,101)
	17,468,097	**(623,910)**	**85,666**	**(418,101)**	**16,511,752**
Foreign Currency Fixed interest bonds & EMTN					
8 September 2027 (AUD)	1,077,202	(1,914)	14,812		1,090,100
20 March 2028 (USD)	823,927	(1,150)	9,513		832,290
1 August 2028 (AUD)	1,077,202	(1,874)	20,979		1,096,307
1 April 2030 (EUR)	965,354	(1,504)	6,919		970,769
28 November 2030 (AUD)	700,181	(2,034)	3,299		701,446
2 April 2032 (CHF)	453,667	(1,328)	873		453,212
8 March 2034 (AUD)	861,762	(6,197)	13,465		869,030
Fair value hedge adjustment				128,631	128,631
	5,959,295	**(16,001)**	**69,860**	**128,631**	**6,141,785**
Total Fixed interest bonds	**23,427,392**	**(639,911)**	**155,526**	**(289,470)**	**22,653,537**
NZD Bills					
16 July 2025	331,000	-	(459)		330,541
30 July 2025	250,000	-	(744)		249,256
6 August 2025	25,000	-	(84)		24,916
13 August 2025	30,000	-	(119)		29,881
20 August 2025	20,000	-	(91)		19,909
27 August 2025	105,000	-	(520)		104,480
3 September 2025	77,000	-	(459)		76,541
8 September 2025	25,000	-	(157)		24,843
18 September 2025	48,000	-	(349)		47,651
25 September 2025	40,000	-	(311)		39,689
5 November 2025	25,000	-	(282)		24,718
27 November 2025	15,000	-	(197)		14,803
3 December 2025	5,000	-	(69)		4,931
Total NZD Bills	**996,000**	**-**	**(3,841)**	**-**	**992,159**
Total debt securities issued at amortised cost	**24,423,392**	**(639,911)**	**151,685**	**(289,470)**	**23,645,696**

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Audited as at 30 June 2024 in $000s	Face Value	Unamortised premium	Accrued interest	Fair value hedge adjustment	Total
NZD Fixed interest bonds					
15 April 2025	2,719,000	(23,467)	15,731		2,711,264
15 April 2026	2,755,000	(73,596)	8,694		2,690,098
15 April 2027	2,261,000	46,176	21,405		2,328,581
15 May 2028	1,653,000	(72,604)	4,750		1,585,146
20 April 2029	1,932,000	(103,640)	5,701		1,834,061
15 May 2030	1,660,000	(45,881)	9,321		1,623,439
15 May 2031	2,095,000	(222,442)	6,020		1,878,578
14 April 2033	1,605,000	(6,347)	11,972		1,610,625
15 May 2035	550,000	(27,458)	2,107		524,649
15 April 2037	960,000	(84,540)	4,039		879,499
Fair value hedge adjustment				(1,007,019)	(1,007,019)
	18,190,000	**(613,800)**	**89,741**	**(1,007,019)**	**16,658,921**
AUD Fixed interest bonds					
8 September 2027	546,456	(1,140)	7,514		552,830
1 August 2028	1,092,912	(3,193)	21,309		1,111,028
28 November 2030	710,393	(1,560)	3,347		712,180
8 March 2034	546,456	(4,451)	8,538		550,543
Fair value hedge adjustment				(6,381)	(6,381)
	2,896,217	**(10,344)**	**40,708**	**(6,381)**	**2,920,200**
Total Fixed interest bonds	**21,086,217**	**(624,144)**	**130,449**	**(1,013,400)**	**19,579,121**
NZD Bills					
5 July 2024	25,000	-	(15)		24,985
12 July 2024	130,000	-	(171)		129,829
19 July 2024	190,000	-	(489)		189,511
1 August 2024	55,000	-	(252)		54,748
7 August 2024	40,000	-	(225)		39,775
16 August 2024	50,000	-	(338)		49,662
29 August 2024	20,000	-	(181)		19,819
6 September 2024	75,000	-	(749)		74,251
18 September 2024	55,000	-	(659)		54,341
26 September 2024	50,000	-	(666)		49,334
2 October 2024	25,000	-	(348)		24,652
7 October 2024	40,000	-	(587)		39,413
6 November 2024	25,000	-	(481)		24,519
4 December 2024	55,000	-	(1,292)		53,708
19 December 2024	85,000	-	(2,158)		82,842
Total NZD Bills	**920,000**	**-**	**(8,614)**		**911,386**
Total debt securities issued at amortised cost	**22,006,217**	**(624,144)**	**121,836**	**(1,013,400)**	**20,490,508**

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16. Debt securities issued at fair value through income statement

As at 30 June 2025 in $000s	Face Value	Unamortised premium	Accrued interest	Fair value adjustment	Total
Euro Commercial Paper	614,538		(1,693)	232	**613,077**

As at 30 June 2024 in $000s	Face Value	Unamortised premium	Accrued interest	Fair value adjustment	Total
Euro Commercial Paper	835,052	-	(14,303)	(5,574)	**815,175**

17. Treasury stock and bond repurchases

Periodically, LGFA subscribes for LGFA bonds as part of its tender process and holds these bonds as treasury stock. LGFA bonds held by LGFA as treasury stock are derecognised at the time of issue and no liability is recognised in the statement of financial position. As at 30 June 2025, $1,300 million of LFGA bonds had been subscribed as treasury stock (2024: $1,100 million).

LGFA makes treasury stock bonds available to banks authorised as its tender counterparties to borrow under short-term repurchase transactions. The objective of the bond lending facility is to assist with improving secondary market liquidity in LGFA bonds. Bonds lent to counterparties are disclosed as a separate stock lending liability on the face of the statement of financial position.

As at 30 June 2025 in $000s	2025	2024
15 April 2026	-	-
15 April 2027	-	-
15 May 2028	5,769	-
20 April 2029	-	-
15 May 2030	112,942	58,302
15 May 2031	-	-
14 May 2032	132,314	-
14 April 2033	25,928	-
15 May 2035	-	-
15 April 2037	64,803	-
	341,756	**58,302**

18. Borrower notes

Borrower notes are subordinated debt instruments which are required to be held by each local authority that borrows from LGFA in an amount equal to a fixed percentage of the aggregate borrowings by that local authority. The fixed percentage is 5% for loans issued from 1 July 2024. Prior to this date, the fixed percentage was 2.5% for loans issued from 1 July 2020, and 1.6% for loans issued prior to this date.

LGFA may convert borrower notes into redeemable shares if it has made calls for all unpaid capital to be paid in full and the LGFA Board determines it is still at risk of imminent default.

19. Other liabilities

As at 30 June 2025 in $000s	2025	2024
Lease liability	255	258
Accruals	2,618	1,633
Total other liabilities	**2,873**	**1,891**

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20. Operating leases

As at 30 June 2025 in $000s	2025	2024
Less than one year	8	127
Between one and five years	197	131
Greater than five years	50	-
Total non-cancellable operating leases	**255**	**258**

Risk management

21. Financial risk management

The Board of Directors has overall responsibility for carrying out the business of LGFA in accordance with risk management policies, including those relating to investing, lending, borrowing and treasury activities. The use of financial instruments exposes LGFA to financial risks, the most significant being market risk, credit risk, and liquidity risk. The exposure and management of these risks is outlined below.

22. Market risk

Market risk is the risk that changes in market prices will affect LGFA's income or value of financial instruments. The most significant market risk which LGFA is exposed to is interest rate risk. LGFA has no significant unhedged exposure to foreign exchange risk and a 10% increase or decrease in the exchange rate, with all other variables held constant, would have minimal impact on profit and equity reserves of LGFA.

23. Interest rate risk

Interest rate risk is the risk that future cash flows or the fair value of financial instruments will decrease because of a change in market interest rates. LGFA is exposed to interest rate risk through its interest-bearing financial assets and liabilities.

Interest rate risk is managed using Value at Risk (VaR) and Partial Differential Hedge (PDH) limits to mitigate the potential change in value of the balance sheet due to changes in interest rates. PDH risk measures the sensitivity of a portfolio to a one basis point change in underlying interest rates, whereas VaR measures the expected loss for a given period with a given confidence.

The following table indicates the earliest period in which the interest-bearing financial instruments reprice.

As at 30 June 2025 in $000s	Face value	Less than 6 months	6 months-1 year	1-2 years	2-5 years	Over 5 years
Financial assets						
Cash and bank Balances	325,728	325,728	-	-	-	-
Marketable securities	2,459,831	892,125	154,650	525,096	692,960	195,000
Deposits	764,493	714,493	50,000	-	-	-
Loans	22,508,207	17,282,842	805,385	822,837	2,722,274	874,869
Financial liabilities						
Bills	(996,000)	(996,000)	-	-	-	-
ECP	(614,538)	(614,538)	-	-	-	-
Bond repurchases	(341,553)	(341,553)	-	-	-	-
Derivatives	-	(17,790,649)	1,967,000	1,119,982	7,150,141	7,553,526
Bonds	(23,427,392)	-	(2,602,097)	(2,321,000)	(9,738,685)	(8,765,610)
Borrower notes	(611,420)	(466,374)	(11,308)	(20,523)	(82,577)	(30,638)
Total	**67,356**	**(993,927)**	**363,630**	**126,392**	**744,113**	**(172,853)**

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As at 30 June 2024 in $000s	Face value	Less than 6 months	6 months-1 year	1-2 years	2-5 years	Over 5 years
Financial assets						
Cash and bank Balances	473,609	473,609	-	-	-	-
Marketable securities	1,426,042	708,426	38,930	195,742	422,944	60,000
Deposits	718,493	618,493	100,000	-	-	-
Loans	20,380,577	16,130,830	395,029	512,967	2,318,894	1,022,858
Financial liabilities						
Bills	(920,000)	(920,000)	-	-	-	-
ECP	(835,052)	(835,052)				
Bond repurchases	(58,249)	(58,249)	-	-	-	-
Derivatives	-	(16,842,390)	2,361,000	2,103,500	5,454,770	6,923,120
Bonds	(20,840,000)	-	(2,719,000)	(2,755,000)	(7,346,000)	(8,020,000)
Borrower notes	(453,103)	(353,829)	(7,716)	(11,938)	(55,175)	(24,446)
Total	**(107,683)**	**(1,078,162)**	**168,243**	**45,271**	**795,433**	**(38,468)**

INTEREST RATE SENSITIVITY

Changes in interest rates impact the fair value of fixed rate assets and liabilities, cash flows on floating rate assets and liabilities, and the fair value and cash flows of interest rate swaps. A change of 100 basis points in interest rates at the reporting date would have increased/(decreased) profit or loss and equity by the amounts shown in the following table. This analysis assumes that all other variables remain constant.

For the year ended 30 June 2025 in $000s	2025		2024	
	P&L	Equity	P&L	Equity
Fair value sensitivity analysis				
100bps increase	1,184	4,287	376	(1,351)
100bps decrease	(1,203)	(4,520)	(372)	1,355

24. Credit risk

Credit risk is the risk of financial loss if a counterparty to a financial instrument fails to meet its contractual obligations. LGFA is exposed to credit risk through its lending and investing activities.

Credit risk associated with lending activities is managed by requiring local authorities that borrow from LGFA to meet specific credit lending criteria and to provide security against the borrowing. The LGFA's credit risk framework restricts credit exposures to specific counterparties.

Credit risk associated with investing activities, excluding on-lending, is managed by only investing with New Zealand Government Agencies or counterparties that meet a minimum credit rating of A (Standard & Poor's equivalent). The LGFA's credit risk framework limits concentrations of credit risk for any single counterparty.

Credit risk for derivatives is managed under International Swaps and Derivatives Association (ISDA) agreements, which include provisions such as netting and collateral arrangements to mitigate counterparty risk.

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EXPOSURE TO CREDIT RISK

LGFA monitors the concentration of credit risk by the type of counterparty. The following table shows the carrying value and maximum exposure to credit risk at the reporting date, before taking account of collateral or other credit enhancements, for significant counterparty types.

As at 30 June 2025 in $000s	NZ government agencies	NZ local authorities	NZ registered banks	Other counter-parties	FV hedge adjustment	Total carrying value
Financial assets						
Receivables	-	-	-	2,973	-	2,973
Cash and bank balances	325,098		630			325,728
Cash pledged as collateral	-	-	187,836	-	-	187,836
Marketable securities	730,484	68,470	1,139,772	501,175	18,526	2,458,427
Deposits			578,878	-		578,878
Derivatives	38,958	-	116,157	100,156	-	255,271
Loans	-	22,646,978	-	-	10,322	22,657,300
	1,094,540	**22,715,448**	**2,023,273**	**604,304**	**28,848**	**26,466,413**

As at 30 June 2024 in $000s	NZ government agencies	NZ local authorities	NZ registered banks	Other counter-parties	FV hedge adjustment	Total carrying value
Financial assets						
Receivables	-		-	378		378
Cash and bank balances	470,054	-	3,556	-		473,609
Cash pledged as collateral	-		251,605			251,605
Marketable securities	90,557	4,973	310,218	997,212	(5,917)	1,397,043
Deposits	-	-	701,894	16,599		718,493
Derivatives	(1,151,829)	-	(258,607)	-	-	(1,410,436)
Loans	-	20,574,861	-	-	(25,510)	20,549,350
	(591,218)	**20,579,834**	**1,008,666**	**1,014,189**	**(31,427)**	**21,980,043**

COLLATERAL AND CREDIT ENHANCEMENTS

LGFA holds collateral against borrowings from local authorities in the form of debenture securities and guarantees.

CREDIT QUALITY OF FINANCIAL ASSETS

All financial assets are neither past due nor impaired. The carrying value of the financial assets is expected to be recoverable.

25. Liquidity risk

Liquidity risk is the risk that LGFA will encounter difficulty in meeting the obligations of its financial liabilities. LGFA manages liquidity risk by holding cash and a portfolio of liquid assets to meet obligations when they fall due. LGFA is required by policy to maintain sufficient liquidity (comprising a committed liquidity facility and holdings of cash and liquid investments) to meet all operating and funding commitments over a rolling 12-month period.

The Treasury (New Zealand Debt Management) provides a committed liquidity facility that LGFA can draw upon to meet any exceptional and temporary liquidity shortfall. As at 30 June 2025, the undrawn committed liquidity facility was $750 million (2024: $1,500 million). The facility is due to expire in December 2031.

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26. Contractual cash flows of financial instruments.

The following table shows the contractual cash flows associated with financial assets and liabilities.

As at 30 June 2025 in $000s	On demand	Up to 3 months	3 months to 1 year	1 year to 5 years	More than 5 years	Total contractual cash flows	Total carrying value
Financial assets							
Receivables	2,973	-	-	-	-	2,973	2,973
Cash and bank balances	325,728	-	-	-	-	325,728	325,728
Cash pledged as collateral	187,836	-	-	-	-	187,836	187,836
Marketable securities	-	295,407	306,865	1,853,457	205,110	2,660,839	2,458,428
Deposits	-	350,473	233,622	-	-	584,095	578,878
Loans	-	962,672	3,802,395	16,703,202	4,422,368	25,890,637	22,657,300
Financial liabilities							
Payables and provisions	(6,414)	-	-	-	-	(6,414)	(6,414)
Bills	-	(951,000)	(45,000)	-	-	(996,000)	(992,159)
ECP	-	(565,103)	(49,436)	-	-	(614,538)	(613,083)
Bond repurchases	-	(341,765)	-	-	-	(341,765)	(341,756)
Bonds	-	(87,550)	(3,218,110)	(14,198,405)	(9,549,657)	(27,053,722)	(22,653,537)
Borrower notes	-	(5,564)	(74,284)	(505,669)	(174,754)	(760,271)	(669,030)
Derivatives	-	(93,481)	(42,760)	(397,974)	(265,205)	(799,420)	(811,850)
	510,123	**(435,909)**	**913,291**	**3,454,612**	**(5,362,138)**	**(920,021)**	**123,319**

As at 30 June 2024 in $000s	On demand	Up to 3 months	3 months to 1 year	1 year to 5 years	More than 5 years	Total contractual cash flows	Total carrying value
Financial assets							
Receivables	378	-	-	-	-	378	378
Cash and bank balances	473,609	-	-	-	-	473,609	473,609
Cash pledged as collateral	251,605	-	-	-	-	251,605	251,605
Marketable securities	-	240,165	291,490	955,751	61,800	1,549,207	1,397,045
Deposits	-	208,790	526,414	-	-	735,204	718,493
Loans	-	900,617	3,289,336	14,976,059	5,956,294	25,122,306	20,549,350
Financial liabilities							
Payables and provisions	(9,609)	-	-	-	-	(9,609)	(9,609)
Bills	-	(690,000)	(230,000)	-	-	(920,000)	(911,386)
ECP	-	(331,870)	(483,306)	-	-	(815,175)	(815,175)
Bond repurchases	-	(58,362)	-	-	-	(58,362)	(58,302)
Bonds	-	(36,694)	(3,361,528)	(11,966,381)	(8,848,775)	(24,213,378)	(19,579,121)
Borrower notes	-	(4,741)	(52,232)	(350,211)	(188,464)	(595,648)	(492,614)
Derivatives	-	(214,117)	(290,108)	(1,317,951)	(745,798)	(2,567,974)	(1,410,436)
	715,983	**13,788**	**(309,934)**	**2,297,268**	**(3,764,943)**	**(1,047,838)**	**113,837**

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Capital and dividends

27. Share capital

As at 30 June 2025, LGFA had 45 million ordinary shares on issue, 20 million of which remain uncalled.

All ordinary shares rank equally with one vote attached to each ordinary share. Ordinary shares have a face value of $1 per share.

28. Shareholder information

Registered holders of equity securities	As at 30 June 2025		As at 30 June 2024	
Minister of Finance and Minister for Local Government	5,000,000	11.1%	5,000,000	11.1%
Auckland Council	3,731,960	8.3%	3,731,960	8.3%
Christchurch City Council	3,731,960	8.3%	3,731,960	8.3%
Hamilton City Council	3,731,960	8.3%	3,731,960	8.3%
Bay of Plenty Regional Council	3,731,958	8.3%	3,731,958	8.3%
Greater Wellington Regional Council	3,731,958	8.3%	3,731,958	8.3%
Tasman District Council	3,731,958	8.3%	3,731,958	8.3%
Tauranga City Council	3,731,958	8.3%	3,731,958	8.3%
Wellington City Council	3,731,958	8.3%	3,731,958	8.3%
Western Bay of Plenty District Council	3,731,958	8.3%	3,731,958	8.3%
Whangarei District Council	1,492,784	3.3%	1,492,784	3.3%
Hastings District Council	746,392	1.7%	746,392	1.7%
Marlborough District Council	400,000	0.9%	400,000	0.9%
Selwyn District Council	373,196	0.8%	373,196	0.8%
Gisborne District Council	200,000	0.4%	200,000	0.4%
Hauraki District Council	200,000	0.4%	200,000	0.4%
Horowhenua District Council	200,000	0.4%	200,000	0.4%
Hutt City Council	200,000	0.4%	200,000	0.4%
Kapiti Coast District Council	200,000	0.4%	200,000	0.4%
Manawatu District Council	200,000	0.4%	200,000	0.4%
Masterton District Council	200,000	0.4%	200,000	0.4%
New Plymouth District Council	200,000	0.4%	200,000	0.4%
Otorohanga District Council	200,000	0.4%	200,000	0.4%
Palmerston North District Council	200,000	0.4%	200,000	0.4%
South Taranaki District Council	200,000	0.4%	200,000	0.4%
Taupo District Council	200,000	0.4%	200,000	0.4%
Thames - Coromandel District Council	200,000	0.4%	200,000	0.4%
Waimakariri District Council	200,000	0.4%	200,000	0.4%
Waipa District Council	200,000	0.4%	200,000	0.4%
Whakatane District Council	200,000	0.4%	200,000	0.4%
Whanganui District Council	200,000	0.4%	200,000	0.4%
	45,000,000	**100%**	**45,000,000**	**100%**

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29. Capital management

LGFA's capital is equity, which comprises share capital and retained earnings. The objective of managing LGFA's equity is to ensure LGFA achieves its goals and objectives for which it has been established, whilst remaining a going concern.

30. Dividend

LGFA paid a dividend of $1,842,500 on 2 September 2024, being $0.0737 per paid up share (2024: $1,712,500 on 1 September 2023 being $0.0685 per paid up share).

31. Capital commitments

As at 30 June 2025, there are no capital commitments.

Other notes

32. Reconciliation of net profit to net cash flow from operating activities

For the year ended 30 June 2025 in $000s	2025	2024
Net profit/(loss) for the period	18,994	10,050
Cash applied to loans	(2,119,168)	(4,174,912)
Non-cash adjustments		
Financial instrument amortisation	6,189	(11,053)
Working capital movements	(115)	876
Net Cash From Operating Activities	**(2,094,100)**	**(4,175,038)**

33. Contingencies

There are no contingent liabilities at balance date.

34. Related parties

IDENTITY OF RELATED PARTIES

LGFA is related to the local authorities set out in the Shareholder Information in Note 28.

LGFA operates under an annual Statement of Intent that sets out the intentions and expectations for LGFA's operations and lending to participating borrowers.

Shareholding local authorities, and non-shareholder local authorities who borrow more than $20 million, are required to enter a guarantee when they join or participate in LGFA. The guarantee is in respect of the payment obligations of other guaranteeing local authorities to the LGFA (cross guarantee) and of the LGFA itself.

RELATED PARTY TRANSACTIONS

LGFA was established for the purpose of raising funds from the market to lend to participating borrowers. The lending to individual councils is disclosed in Note 12, and interest income recognised on this lending is shown in the statement of comprehensive income.

The purchase of LGFA borrower notes by participating borrowers. Refer Note 18.

The Treasury (New Zealand Debt Management) provides LGFA with a committed credit facility and is a derivatives counterparty.

TRANSACTIONS WITH KEY MANAGEMENT PERSONNEL

Salaries (2) $1,413,300 (2024: $1,151,293)

Fees paid to directors are disclosed in operating expenses in Note 6.

35. Subsequent events

On 28 August 2025, the Directors of LGFA declared a dividend of $1,675,500 ($0.0670 per paid up share). Subsequent to balance date, LGFA has issued bonds of NZD 200 million.

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INDEPENDENT AUDITOR'S REPORT TO THE READERS OF NEW ZEALAND LOCAL GOVERNMENT FUNDING AGENCY LIMITED'S FINANCIAL STATEMENTS AND PERFORMANCE INFORMATION FOR THE YEAR ENDED 30 JUNE 2025

The Auditor-General is the auditor of New Zealand Local Government Funding Agency Limited (the Company). The Auditor-General has appointed me, David Gates, using the staff and resources of KPMG, to carry out the audit of the financial statements and the performance information of the Company on his behalf.

Opinion

We have audited the financial statements of the Company on pages 44 to 70, that comprise the statement of financial position as at 30 June 2025, the income statement, statement of comprehensive income, statement of changes in equity and statement of cash flows for the year ended on that date and the notes to the financial statements that include accounting policies and other explanatory information and the performance information of the Company for the year ended 30 June 2025 on pages 38 to 43.

In our opinion:

- the financial statements present fairly, in all material respects the financial position of the Company as at 30 June 2025 and its financial performance and its cash flows for the year then ended in accordance with generally accepted accounting practice in New Zealand in accordance with New Zealand Equivalents to International Financial Reporting Standards (NZ IFRS) and International Financial Reporting Standards (IFRS); and
- the performance information accurately reports, in all material respects, the Company's actual performance compared against the performance targets and other measures by which the Company's performance can be judged in relation to the Company's objectives in its statement of intent, and has been prepared, in all material respects, in accordance with section 68 of the Local Government Act 2002 (the Act).

Basis for our opinion

We conducted our audit in accordance with the Auditor-General's Auditing Standards, which incorporate the Professional and Ethical Standards and the International Standards on Auditing (New Zealand) issued by the New Zealand Auditing and Assurance Standards Board. Our responsibilities under those standards are further described in the *Auditor's responsibilities for the audit of the financial statements and the performance information* section of our report. We are independent of the Company in accordance with the Auditor-General's Auditing Standards, which incorporate the independence requirements of Professional and Ethical Standard 1: *International Code of Ethics for Assurance Practitioners (including International Independence Standards) (New Zealand)* issued by the New Zealand Auditing and Assurance Standards Board, as applicable to audits of public interest entities. We have also fulfilled our other ethical responsibilities in accordance with the Auditor-General's Auditing Standards. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

For the year ended 30 June 2025 and subsequently, the Chair of the Audit and Risk Committee of the Company is a member of the Auditor-General's Audit and Risk Committee. The Auditor-General's Audit and Risk Committee is regulated by a Charter that specifies that it should not assume any management functions. There are appropriate safeguards to reduce any threat to auditor independence, as a member of the Auditor-General's Audit and Risk Committee (when acting in this capacity) has no involvement in, or influence over, the audit of the Company.

In addition to the audit we have carried out engagements in the areas of limited assurance over greenhouse gas emissions and provided a comfort letter in relation to the Company's offshore funding programme, which are compatible with those independence requirements. Other than the audit and these engagements, and the relationship with the Auditor-General's Audit and Risk Committee, we have no relationship with or interests in the Company.

Emphasis of Matter – Inherent uncertainties in the measurement of greenhouse gas emissions

The Company has chosen to include a measure of its greenhouse gas (GHG) emissions in its performance information. Without modifying our opinion and considering the public interest in climate change related

information, we draw attention to page 42 of the annual report, which outlines the uncertainty in the reported GHG emissions. Quantifying GHG emissions is subject to inherent uncertainty because the scientific knowledge and methodologies to determine the emissions factors and processes to calculate or estimate quantities of GHG sources are still evolving, as are GHG reporting and assurance standards.

Key Audit Matters

Key audit matters are those matters that, in our professional judgement, were of most significance in our audit of the financial statements and the performance information of the current period. These matters were addressed in the context of our audit of the financial statements and the performance information as a whole, and in forming our opinion thereon, and we do not provide a separate opinion on these matters.

Description of key audit matter	How we addressed this matter
Existence and impairment of loans	
Refer to Note 12 to the Financial Statements. The loans LGFA has provided to local government make up over 82% of total assets. The loans are recognised at amortised cost and the nature of the counterparties is such that we do not consider these loans to be at high risk of significant misstatement. However, based on their materiality, and the judgement involved in assessing the credit worthiness of counterparties they are considered to be the area which had the greatest effect on our overall audit strategy and allocation of resources in planning and completing our audit.	Our audit procedures included: • performing a walkthrough to understand the processes and controls LGFA has in place to assess borrowers and to record loan transactions. • agreeing the 30 June 2025 loan balances to external confirmations received from NZ Clear. • assessing the borrowers' compliance with financial covenants. We did not identify material differences in relation to the existence or impairment of loans.
Application of hedge accounting	
Refer to Notes 8 and 9 of the Financial Statements. LGFA enters into derivatives (interest rate swaps and, beginning in FY24, cross currency interest rate swaps) to manage interest rate risk and foreign exchange risk related to issuing fixed rate borrowings (NZD and AUD), fixed rate loans and investing in fixed rate securities. Hedge accounting is applied where specific requirements are met around documentation of the hedge relationship and the relationship is demonstrated as being an effective hedge. Hedge accounting is complex, particularly in the area of whether the requirements (both initial and ongoing) for its application are met. Should the requirements for hedge accounting not be met, LGFA could experience significant volatility in the Statement of Comprehensive Income from changes in the fair value of the derivatives.	Our audit procedures included: • reviewing LGFA's accounting policies related to financial instruments. • agreeing the terms of the derivatives to the confirmation provided by the derivative counterparty. • ensuring the hedge documentation supporting the application of hedge accounting was in accordance with NZ IFRS 9. • using our treasury valuation specialists we: - independently recalculated the fair value of all of the derivatives recorded by LGFA; and - evaluated the hedge effectiveness of the derivatives including independently modelling the future changes in value of these instruments to assess whether the underlying derivatives were effective. - ensuring the disclosures made in the financial statements were appropriate. We did not identify material differences in relation to the application of hedge accounting.

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Other Information

The Board of Directors is responsible for the other information. The other information comprises all of the information included in the annual report other than the financial statements and the performance information, and our auditor's report thereon, which we obtained prior to the date of this auditor's report, and the 2025 LGFA Climate-Related Disclosures, which is expected to be made available to us after that date.

Our opinion on the financial statements and the performance information does not cover the other information and we do not express any form of audit opinion or assurance conclusion thereon.

In connection with our audit of the financial statements and the performance information, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements and the performance information or our knowledge obtained in the audit or otherwise appears to be materially misstated. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact. We have nothing to report in this regard.

When we read the 2025 LGFA Climate-Related Disclosures, if we conclude that there is a material misstatement therein, we are required to communicate the matter to the Directors.

Responsibilities of the Board of Directors for the financial statements and the performance information

The Board of Directors is responsible on behalf of the Company for the preparation and fair presentation of financial statements in accordance with generally accepted accounting practice in New Zealand in accordance with NZ IFRS and IFRS. The Board of Directors is also responsible for the preparation of the performance information in accordance with the Act. The Board of Directors is responsible for such internal control as it determines is necessary to enable the preparation of financial statements and performance information that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements and the performance information, the Board of Directors is responsible on behalf of the Company for assessing the Company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting, unless the Board of Directors intend to liquidate the Company or to cease operations, or has no realistic alternative but to do so.

The Board of Directors' responsibilities arise from the Local Government Act 2002 and the Financial Markets Conduct Act 2013.

Auditor's responsibilities for the audit of the financial statements and the performance information

Our objectives are to obtain reasonable assurance about whether the financial statements and the performance information, as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit carried out in accordance with the Auditor-General's Auditing Standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of readers, taken on the basis of these financial statements and the performance information.

As part of an audit in accordance with the Auditor-General's Auditing Standards, we exercise professional judgement and maintain professional scepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements and the performance information, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.

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- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Company's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the Board of Directors.
- Conclude on the appropriateness of the use of the going concern basis of accounting by the Board of Directors and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Company's ability to continue as a going concern. If we conclude that a material uncertainty exists we are required to draw attention in our auditor's report to the related disclosures in the financial statements and the performance information or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Company to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.
- Evaluate the overall presentation, structure and content of the performance information, including the disclosures, and assess whether the performance information achieves it's statutory purpose of enabling the Company's readers to judge the actual performance of the Company against its objectives in its statement of intent.

We communicate with the Board of Directors regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

We also provide the Board of Directors with a statement that we have complied with relevant ethical requirements regarding independence, and to communicate with them all relationships and other matters that may reasonably be thought to bear on our independence, and where applicable, actions taken to eliminate threats or safeguards applied.

From the matters communicated with the Board of Directors, we determine those matters that were of most significance in the audit of the financial statements and performance information of the current period and are therefore the key audit matters. We describe these matters in our auditor's report unless law or regulation precludes public disclosure about the matter or when, in extremely rare circumstances, we determine that a matter should not be communicated in our report because the adverse consequences of doing so would reasonably be expected to outweigh the public interest benefits of such communication.

Our responsibilities arise from the Public Audit Act 2001.



David Gates
KPMG
On behalf of the Auditor-General
Wellington, New Zealand
28 August 2025

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Other disclosures
He whākitanga anō

Donations
A donation of $4,000 was made to Kauri 2000 for the year ended 30 June 2025.

Net Tangible Assets
Net tangible assets per $1,000 of listed bonds as at 30 June 2025 is $5.20 (2024: $5.12).

Earnings per security
Earnings per $1,000 of bonds on issue as at 30 June 2025 is $0.81 (2024: $0.46).

Amount per security of final dividends
Not applicable

Spread of Quoted Security Holders NZD Bonds

Holding Range	Holder Count	Holder Count %	Holding Quantity NZD 000's	Holding Quantity %
10,000 to 49,999	394	49%	9,096	0.06
50,000 to 99,999	120	15%	7,568	0.07
100,000 to 499,999	156	19%	30,495	0.25
500,000 to 999,999	27	3%	18,178	0.11
1,000,000 or more	108	13%	18,702,760	99.51
Total	805	100%	18,768,097	100.00

Top 20 bondholders across all NZD bonds

As at 30 June 2025	Total NZD 000's
HSBC Nominees (New Zealand) Limited O/A Euroclear Bank	3,749,966
Bank of New Zealand	1,946,020
ANZ Bank New Zealand Limited	1,746,855
BNP Paribas Nominees (NZ) Limited	1,899,033
HSBC Nominees (New Zealand) Limited	1,269,941
Westpac New Zealand Limited	1,057,777
TEA Custodians Limited Client Property Trust Account	871,545
ASB Bank Limited	738,400
Reserve Bank of New Zealand	732,000
HSBC Nominees (New Zealand) Limited A/C State Street	361,620
Westpac Banking Corporate NZ Financial Markets Group	353,520
Citibank Nominees (New Zealand) Limited	309,786
ANZ Fixed Interest Fund	264,960
Kiwibank Limited	255,000
FNZ Custodians Limited	210,406
ANZ Custodial Services New Zealand Limited	204,951
Hong Kong and Shanghai Banking Corporation Limited	187,550
Custodial Services Limited	187,484
Forsyth Barr Custodians Limited	168,193
ANZ Wholesale NZ Fixed Interest Fund	108,030

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Directory
Rārangi tauwaea

Postal address
P.O. Box 5704, Lambton Quay
Wellington 6145

Office hours
Monday – Friday, 9am to 5pm
Except Public Holidays

Staff e-mail addresses
firstname.lastname@lgfa.co.nz

Phone
+64 4 974 6530

General enquiries
lgfa@lgfa.co.nz

Wellington

Registered office

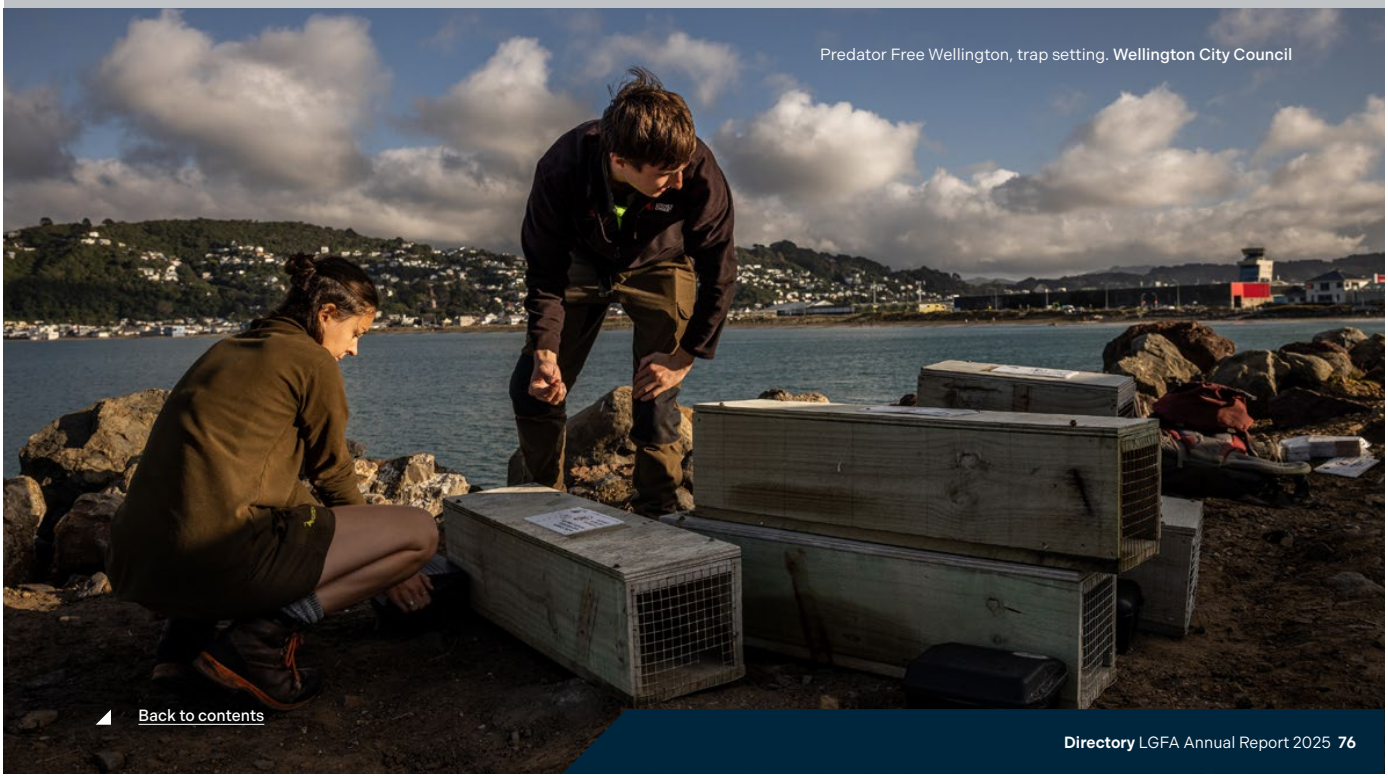
Level 11
City Chambers
142 Featherston Street
Wellington 6011
(entrance on Johnston Street)



Auckland

Level 7
The Shortland Centre
55 Shortland Street
Auckland 1010





Predator Free Wellington, trap setting. **Wellington City Council**

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LGFA New Zealand Local Government Funding Agency
Te Pūtea Kāwanatanga ā-rohe

NEW ZEALAND LOCAL GOVERNMENT FUNDING AGENCY LIMITED NOTICE OF ANNUAL MEETING

Notice is given that the 2025 annual meeting of shareholders of New Zealand Local Government Funding Agency Limited ("**Company**" or "**LGFA**") will be held at the **Bolton Hotel**, **11 Bolton Street, Wellington** on **18 November 2025** commencing at **3:00pm**.

For those shareholders unable to attend in person you can attend via Teams. **Jane Phelan will provide the Teams link upon request at jane.phelan@lgfa.co.nz.**

BUSINESS

1. **FINANCIAL STATEMENTS AND REPORTS**: To receive and consider the financial statements of the Company for the year ended 30 June 2025 together with the directors' and auditor's reports to shareholders.

2. **ELECTION OF COMPANY DIRECTORS**

   In accordance with clause 3.3 of the Shareholders Agreement (**"SHA"**), **Helen Robinson** retires by rotation and being eligible, offers herself for re-election as an Independent Director.

   In accordance with clause 3.5 of the SHA, **Paul Anderson** has been nominated by **Bay of Plenty Regional Council** to the Independent Director position made available by the retirement of Linda Robertson.

   Accordingly, to:

   (a) Re-elect **Helen Robinson** as an Independent Director of the Company, by way of Ordinary Resolution;

   (b) Elect **Paul Anderson** as an Independent Director of the Company, by way of Ordinary Resolution.

   (See Explanatory Note 2)

3. **ELECTION OF NOMINATING LOCAL AUTHORITIES TO THE SHAREHOLDERS' COUNCIL**

   In accordance with clause 4.6 of the SHA, **Christchurch City Council** and **Tasman District Council** retire by rotation. **Christchurch City Council** and **Tasman District Council** being eligible, offer themselves for re-election.

   Accordingly, to re-elect or elect (as appropriate) as a Nominating Local Authority, by way of Ordinary Resolution:

   (a) **Christchurch City Council** as a Nominating Local Authority;

   (b) **Tasman District Council** as a Nominating Local Authority

(See Explanatory Note 3)

4. **QUESTIONS AND COMMENTS FROM SHAREHOLDERS**

Opportunity for shareholders to comment or question directors, Shareholders' Council or management.

5. **GENERAL BUSINESS**

To consider such other business as may properly be raised at the meeting.

Please refer to the explanatory notes that accompany this notice of meeting.

By order of the board:



Craig Stobo, LGFA Board Chair
15 September 2025

***ORDINARY RESOLUTIONS**: Ordinary resolutions are resolutions approved by a simple majority of more than 50% of the votes of the shareholders entitled to vote and voting at the annual meeting.*

***SHAREHOLDERS ENTITLED TO ATTEND AND VOTE**: Pursuant to section 125 of the Companies Act 1993, for the purposes of voting at the annual meeting, those registered shareholders of the Company as at 9.00am on Monday 17 November 2025 shall be entitled to exercise the right to vote at the meeting.*

***CAPITALISED TERMS**: Unless otherwise defined in this notice, capitalised terms have the meanings given to them in the Shareholders' Agreement dated 7 December 2011 (as amended and restated on 23 November 2021).*

EXPLANATORY NOTES

EXPLANATORY NOTE 1 - PROXY VOTE

A shareholder entitled to attend and vote at the meeting is entitled to appoint a proxy to attend and vote instead of the shareholder. The proxy need not be a shareholder. To be effective, a copy of the proxy form must be received by the Company at **Level 11, City Chambers, 142 Featherston Street, Wellington 6145 or via email to jane.phelan@lgfa.co.nz** not later than 48 hours before the start of the meeting.

A corporation may appoint a person to attend the meeting as its representative in the same manner as that in which it could appoint a proxy.

EXPLANATORY NOTE 2 - ELECTION OF DIRECTORS

Clause 3.3 of the SHA was amended by shareholder resolution at the 2021 AGM to state that a Director must not hold office (without re-election) past the third annual meeting of the Company following the Director's appointment or three years, whichever is longer. A retiring Director shall be eligible for re-election.

In this case, **Helen Robinson** who was elected on 22 November 2022 shall retire at this annual meeting.

Helen Robinson being eligible, offers herself for re-election.

Paul Anderson offers himself for election.

In accordance with the Ordinary Resolution passed by Shareholders at the 2021 annual meeting of Shareholders, and clause 3.1 of the SHA, the size of the Board shall be between five and seven Directors, including no less than five Independent Directors. The Board currently consists of seven Directors (being Alan Adcock (non-Independent Director), Philip Cory-Wright (Independent Director), David Rae (Independent Director), Linda Robertson (Independent Director), Helen Robinson (Independent Director) Craig Stobo (Independent Director) and Elena Trout (Independent Director)). As Linda Robertson and Helen Robinson are retiring at this meeting, the Shareholders can appoint at least one Independent Director and up to two Directors in total to the Board.

The following biographies have been provided by the candidates and are attached at Appendix One to this notice of meeting:

- **Helen Robinson**
- **Paul Anderson**

EXPLANATORY NOTE 3 - ELECTION OF NOMINATING LOCAL AUTHORITIES TO THE SHAREHOLDERS' COUNCIL

Clause 4.3 of the SHA provides that a Principal Shareholder may be appointed or removed as a nominator to the Shareholders' Council ("**Nominating Local Authority**") at any time by an Ordinary Resolution, provided that no more than nine Nominating Local Authorities may be so appointed. Each Nominating Local Authority, and the New Zealand Government (for so long as it is a Shareholder), may appoint one member of the Shareholders' Council, and remove and replace any member so appointed, in accordance with clause 4.4 of the SHA.

Clause 4.6 of the SHA provides that, beginning at, and including, the annual meeting for 2013, the Shareholders shall ensure that two Nominating Local Authorities retire from office at the annual meeting of the Company in each year. The Nominating Local Authorities to retire shall be those who have been

longest in office since their last election, and if two or more of those Nominating Local Authorities were last elected on the same day, the Nominating Local Authority to retire shall (unless they otherwise agree among themselves) be determined by lot. A retiring Nominating Local Authority is eligible for re-election.

In this case, Christchurch City Council having been re-elected as a Nominating Local Authority on 23 November 2021 and Tasman District Council having been re-elected as a Nominating Local Authority on 19 November 2020 are the Nominating Local Authorities who have been longest in office since their last election (New Plymouth having been re-elected on 23 November 2021, Bay of Plenty Regional Council having been re-elected on 23 November 2022, Hamilton City Council having been re-elected on 23 November 2022, Tauranga City Council having been re-elected on 23 November 2023, Western Bay of Plenty District Council having been elected on 23 November 2023, Auckland Council having been re-elected on 21 November 2024 and Wellington City Council having been re-elected on 21 November 2024). Accordingly, being the longest in office since their last election, **Christchurch City Council** and **Tasman District Council** shall retire by rotation at this annual meeting.

The Shareholders' Council is comprised of between five and ten members. The New Zealand Government can appoint a member, and the remaining members are nominated by up to nine Nominating Local Authorities. Following the retirement of **Christchurch City Council** and **Tasman District Council** there are currently two positions available.

Christchurch City Council offers themselves for re-election as a Nominating Local Authority.

Tasman District Council offers themselves for re-election as a Nominating Local Authority.

APPENDIX ONE: HELEN ROBINSON AND PAUL ANDERSON BIOGRAPHIES

HELEN ROBINSON - BIOGRAPHY

Helen is an experienced business leader locally and internationally mostly in the technology and sustainability sectors. Helen was Managing Director of Microsoft New Zealand, VP of Pivotal Corporation Asia Pacific and Managing Director, Markit Group (co-founding its Environmental Registry; now part of S&P Global).

Helen has decades of governance experience acting as Director or Chair for numerous public, private and public sector organisations.

She is a member of Global Women, INFINZ, a Chartered Member of the NZ Institute of Directors, and has been recognised in numerous awards for business and innovation including the NZ Women of Influence Supreme Award and as an Officer of Merit in the Queens Honours.

PAUL ANDERSON – BIOGRAPHY

Paul Anderson is Chief Executive Officer of Queenstown-based NZSki Limited and Executive Director of its parent company, Trojan Holdings Limited. NZSki owns and operates Coronet Peak, The Remarkables and Mt Hutt ski areas, catering for more than 700,000 guests each year and employing more than 1,400 staff at the height of the season.

Paul's governance experience spans private sector and council-controlled trading organisations including the Establishment Board of the NZ Local Government Funding Agency, EcoCentral Limited and Port Hills Leisure Limited.

Paul previously held executive roles in the private, public and local government sectors. Prior to his current role he was General Manager Corporate Services for Christchurch City Council, and he held corporate and business finance roles at Telecom New Zealand and London-based Natwest Global Financial Markets. He started his career as a policy analyst at the New Zealand Treasury. Paul holds a Master of Commerce (First Class Honours) from the University of Canterbury, is a Chartered Accountant (CA) and a Chartered Member of the Institute of Directors.

LGFA
New Zealand Local Government Funding Agency
Te Pūtea Kāwanatanga ā-rohe

Agenda

Annual Meeting

18 November 2025

The Bolton Hotel, Wellington

3:00pm – 4:00pm

Microsoft Teams details upon request from jane.phelan@lgfa.co.nz

	Agenda Item	Leading Discussion
1	Afternoon Tea on arrival	All
2	Introduction from Chair	Craig Stobo
3	Quorum	Craig Stobo
4	Financial Statements and Reports	Mark Butcher
5	Election of Company Directors	Craig Stobo
6	Election of Nominating Local Authorities to Shareholders' Council	Craig Stobo
8	Questions and Comments from Shareholders	Craig Stobo
9	General Business	Craig Stobo

NEW ZEALAND LOCAL GOVERNMENT FUNDING AGENCY LIMITED

PROXY FORM

I/We _____

of _____

being a Shareholder of New Zealand Local Government Funding Agency Limited ("**Company**") appoint _____

of _____ or failing him/her _____

of _____ as my/our proxy to vote for me/us at the annual meeting of the Company to be held on 18 November 2025 and at any adjournment thereof.

If you wish to direct the proxy how to vote, please indicate with a ☒ in the appropriate box below. Unless otherwise instructed, the proxy will vote as he or she thinks fit.

		For	Against	Abstain
1 (a)	To re-elect **Helen Robinson** as a non-Independent Director	☐	☐	☐
1 (b)	To elect **Paul Anderson** as an Independent Director	☐	☐	☐

		For	Against	Abstain
2 (a)	To re-elect **Christchurch City Council** as a Nominating Local Authority to the Shareholders' Council	☐	☐	☐
2 (b)	To re-elect **Tasman District Council** as a Nominating Local Authority to the Shareholders' Council	☐	☐	☐

(Please refer to the notice of meeting for details of the resolutions)

_____

Signature of Shareholder

Dated: 2025

Notes:

1. If you wish you may appoint as your proxy the chairperson of the meeting.

2. If you are a body corporate, this proxy form must be signed on behalf of the body corporate by a person acting under the body corporate's express or implied authority.

3. For this proxy form to be valid, you must complete it and provide it to the Company at least 48 hours before the time for holding the meeting. You can provide it to the Company by delivering it to **Level 11, City Chambers, 142 Featherston Street, Wellington 6145 or via email to jane.phelan@lgfa.co.nz. It must be received at least 48 hours before the time for holding the meeting.**

4. If this proxy form has been signed under a power of attorney, a copy of the power of attorney (unless already deposited with the Company) and a signed certificate of non-revocation of the power of attorney must be provided to the Company with this proxy form.

5. If you return this form without directing the proxy how to vote on any particular resolution, the proxy can vote how he or she thinks fit if authorised by you in this proxy form by ticking the appropriate box. Otherwise, the proxy will be deemed to have abstained from voting on that matter.

6. Capitalised terms in this proxy form have the meanings given to them in the Shareholders' Agreement in respect of New Zealand Local Government Funding Agency Limited dated 7 December 2011, as amended and restated on 23 November 2021, between the Company and its Shareholders.

7.12 MAYOR'S UPDATE REPORT

Information Only - No Decision Required

Report To:	Tasman District Council
Meeting Date:	25 September 2025
Report Author:	Tim King, Mayor
Report Number:	RCN25-09-36

1. Summary / Te Tuhinga Whakarāpoto

1.1 This is my last update report for the 2022-2025 triennium.

1.2 We all know that the busyness of the Council has grown exponentially over this triennium. We can be pleased with what we have achieved.

- we delivered the largest capital programme ever in 2022;
- we opened the new Te Noninga Kumu Motueka Public Library – a much used and valued community space;
- we signed the Together Te Tauihu Partnership Agreement;
- we adopted the Tasman Biodiversity Strategy;
- the new e-Bus service was rolled out;
- the new pump track was opened in Murchison;
- the Waimea Dam began filling with water;
- we introduced a new construction and demolition waste diversion facility
- the new Harbourmaster Vessel, Pūkātea was launched;
- the Tasman-Nelson Regional Pest Management Plan was reviewed;
- Port Tarakohe was upgraded with a new wharf and ramp and administration building;
- the existing playgrounds at Decks Reserve and Faulkner Bush were redeveloped;
- tens of thousands of native trees were planted for riparian river maintenance;
- Reserve Management Plans were updated for the Richmond Ward Moutere-Waimea Ward, Lakes-Murchison Ward and Baigents Bush;
- The Māpua Masterplan was adopted;
- two lengths of stopbank along the Motueka River were strengthened.

1.3 During 2023 the Council was also confronted with new challenges as the coalition Government announced its decisions to replace the Resource Management Act and to repeal the previous Water Services Act – two pieces of legislation that are fundamental to local body operations.

1.4 This year the highlight was the commissioning of the Waimea Community Dam providing its first summer of benefits to Tasman water users.

1.5 The much-anticipated upgrade of Wensley Road has provided some resilience to one of Richmond's heaviest used arterial routes.

1.6 Several Plan Changes have been made to the Tasman Resource Management Plan (TRMP). We also made the TRMP more accessible as an online document.

1.7 The requirements for the Local Water Done Well programme have been onerous on the elected members and staff.

1.8 Finally, the two civil defence emergency events in June and July 2025 caused significant damage and cost to many people in our District. While they have tested our resilience, they have also reaffirmed the ability of Tasman residents to rally around those in need, time and time again.

2. Recommendation/s / Ngā Tūtohunga

That the Tasman District Council

1. receives the Mayor's Update Report RCN25-09-35.

3. Retiring Elected Members

3.1 We say farewell to several elected members at the conclusion of this triennium.

3.2 A huge thank you to the Councillors who are retiring from office:

3.2.1 Councillor Barry Dowler – Barry has served as a Motueka Ward Councillor from 2007-2016 and then again from 2020-2025. He was also a member of the Motueka Community Board from 2003-2007 and again from 2017-2019. Barry was the Deputy Chair of the former Engineering Services Committee and more recently the Chairperson of the Enterprise Committee. He also served on the Joint Shareholders Committee this term. Barry has been a huge stalwart for his Ward. Thanks Barry.

3.2.2 Councillor Chris Hill – Chris has represented the Golden Bay Ward since 2019 and chaired the Environment and Regulatory Committee for this triennium. She is also one of the four Councillors on the Joint Shareholders Committee.
I have appreciated your advice Chris, and you keeping me on my toes. And thank you for regularly travelling over the hill for Council meetings; early starts and late evenings for you.

3.2.3 Councillor Christeen Mackenzie – Christeen has represented the Moutere-Waimea Ward since 2019. She was Deputy Chair of Operations during 2019-2022 and then took over the Chair of that committee for this triennium. She is also a member of the Joint Shareholders Committee. Christeen is a passionate supporter of the proposed Wakefield Community facility. I've also appreciated the time that she has stood in for me on several occasions including officiating at citizenship ceremonies. Christeen, you have always asked the right questions. Your astute financial knowledge has been a bonus to the Council. Thank you.

3.2.4 Councillor Dan Shallcrass has been a great advocate and supporter for youth in our District over the past three years. I know that your time on the Council has

been a learning curve for you Dan, but it's been great to watch you grow in confidence. Thank you.

3.3 Thanks also to Abbie Langford who has served three trienniums on the Golden Bay Community Board, the last two as Chair.

3.4 We also farewell Robert Hewison from the Golden Bay Community Board, and Terina Graham and Nick Hughes from the Motueka Community Board.

3.5 Finally, I want to thank Stuart Bryant who retires after 26 years on the Council, the last six as my Deputy. Originally one of two elected members in the Lakes-Murchison Ward, a representation review saw the ward lose one of its elected representatives and Stuart became the sole Ward Councillor. Since then, he has had it easy – he has only had to campaign twice having been re-elected unopposed on six occasions.

3.6 While the election campaigns have been relatively easy, Stuart has nevertheless been extremely busy over the past twenty-six years. He has chaired several committees and has been a champion behind the establishment of community facilities in Murchison, Lake Rotoiti and Tapawera. He also supported Council facilities outside his ward, including the Richmond Aquatic Centre, the Motueka Grandstand and the Moutere Hills Community Centre.

3.7 During his tenure, Stuart has represented the Council at LGNZ Rural and Provincial Committee meetings. His background as a farmer in a rural electorate has enabled him to understand and contribute to better outcomes for our rural and provincial communities.

3.8 Stuart is universally regarded as a 'good guy' – while that might sound unremarkable, there is nothing unremarkable these days about that label. People know that Stuart will be honest, will listen, will advocate for and support them, he'll work hard, and he'll guide and advise them, having read and understood the breadth and depth of issues. Gaining and maintaining people's respect when you are an elected member is no small feat, but you have done it Stu. Thank you.

4. Mayoral Relief Fund

4.1 The Mayoral Relief Fund was opened following the declarations of emergency in June and July 2025. The fund total reached $476,792.32 which included $150,000 from the government and the balance from public donations. The fund operates under the Nelson Tasman Natural Disaster Relief Fund Policy.

4.2 The application period was extended to ensure that those most in need were given the opportunity to apply for a grant while attempting to recover from their personal disaster. The fund closed on 5 September 2025 with a total of 261 applications being received for more than $3.6 million. Approximately 26 of those reapplied to the Primary Industry Severe Weather Event Fund provided by the Ministry of Primary Industries, and a few could not be processed because of a lack of information supplied to support their request, despite requests and out reaching.

4.3 The Mayoral Relief Fund Panel consisted of Mayors King and Smith, Councillors Bryant, Walker and McKenzie, and our Kaihautu Renee Thomas. Jim Frater managed the fund. The panel met seven times between 30 July 2025 and 24 September 2025 and approved the allocation of funds which were then paid the week following.

5. Mayoral Activity

5.1 On 24 July 2025, Habitat for Humanity opened three new homes in Whitby Road, Wakefield.

5.2 The Mayoral Disaster Relief Fund Panel met on 30 July, 5 August, 13 August, 20 August, 26 August and 2 September 2025.

5.3 The CDEM Group and the Chief Executive Officer's Review Subcommittee meetings were held on 30 July 2025.

5.4 A meeting was held on 30 July 2025 with Nelson City Mayor, Nick Smith, the Chief Executives of Nelson and Tasman and support staff to discuss the current public bus services.

5.5 I spoke at the Apples and Pears conference dinner on 31 July 2025.

5.6 A meeting was held with Labour Members of Parliament, Damien O'Connor and Kieran McAnulty on 5 August 2025.

5.7 The Local Government Reference Group met on 8 August and 5 September 2025.

5.8 The Local Government New Zealand Transport Forum met on 11 August 2025.

5.9 The Kaiteriteri Recreation Reserve met on 12 August and 9 September 2025.

5.10 Two citizenship ceremonies were held on 13 and 26 August 2025.

5.11 A meeting was held with the Chair of Port Nelson on 15 August 2025.

5.12 The Local Government New Zealand regional sector meeting was held on 15 August 2025.

5.13 A meeting was held with South Island Minister, the Hon James Meager on 18 August 2025.

5.14 The Project Kokiri forum met on 19 August 2025.

5.15 I was delighted to watch the Tasman School pupils sing at the Nelson Centre of Musical Arts competition on 20 August 2025.

5.16 A meeting was held with members of the Motueka Swimming Pool Committee on 21 August 2025.

5.17 The two-monthly catch up with MP, Rachel Boyack was held on 25 August 2025.

5.18 The welcome for the Kiyosato delegation was held at the Motueka Top 10 Holiday Park on 25 August 2025.

5.19 A meeting was held with Hon Penny Simmonds on 26 August 2025.

5.20 The Rapid Response Team farmers event at Tapawera on 28 August 2025 was a huge success. It was very well organised with 150 farmers taking home 15,450 fencing posts, 34 tonnes of fencing wire as well as fencing staples and strainers. A great community event.

5.21 The annual St John Service Awards were held on 30 August 2025.

5.22 The Oracy Aotearoa Board meeting was held on 2 September 2025.

5.23 The Cawthron Institute Trust Board met on 8 September 2025.

5.24 Mayor Nick Smith and I met with New Zealand Cricket officials regarding upcoming matches at Saxton Oval.

5.25 I was invited to speak at the Westpac Smarts Seminar on 10 September 2025 regarding the recent severe weather events and our recovery efforts.

5.26 Minister, Louise Upston visited the District on 12 September 2025 where she announced new funding for Tasman's Great Taste Trail.



5.27 A meeting was held with local Hospitality New Zealand representatives on 12 September 2025.

5.28 Te Waka a Māui Iwi Chairs Forum was held on 17 September 2025.

5.29 I was invited to be a regional judge for this year's Kiwibank New Zealander of the Year Awards covering Tasman, Nelson and Marlborough for the Local Hero Award. It was a pleasure to read about local individuals who have made such a meaningful difference in the Top of the South. The awards will be announced on 19 March 2026.

6. Attachments / Tuhinga tāpiri

Nil

8 CONFIDENTIAL SESSION

8.1 Procedural motion to exclude the public

The following motion is submitted for consideration:

That the public be excluded from the following part(s) of the proceedings of this meeting. The general subject of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution follows.

This resolution is made in reliance on section 48(1)(a) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by section 6 or section 7 of that Act which would be prejudiced by the holding of the whole or relevant part of the proceedings of the meeting in public, as follows:

8.2 Recommendation from Saxton Field Committee - Main Road Stoke Property Purchase

Reason for passing this resolution in relation to each matter	Particular interest(s) protected (where applicable)	Ground(s) under section 48(1) for the passing of this resolution
The public conduct of the part of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists under section 7.	s7(2)(i) - The withholding of the information is necessary to enable the local authority to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations).	s48(1)(a) The public conduct of the part of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists under section 7.

8.3 Appointment and Reappointment of Directors - Waimea Water Limited

Reason for passing this resolution in relation to each matter	Particular interest(s) protected (where applicable)	Ground(s) under section 48(1) for the passing of this resolution
The public conduct of the part of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists under section 7.	s7(2)(a) - The withholding of the information is necessary to protect the privacy of natural persons, including that of a deceased person.	s48(1)(a) The public conduct of the part of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists under section 7.

8.4 Waimea Community Dam - Funding Negotiations

Reason for passing this resolution in relation to each matter	Particular interest(s) protected (where applicable)	Ground(s) under section 48(1) for the passing of this resolution
The public conduct of the part of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists under section 7.	s7(2)(i) - The withholding of the information is necessary to enable the local authority to carry on, without prejudice or disadvantage, negotiations (including	s48(1)(a) The public conduct of the part of the meeting would be likely to result in the disclosure of information for which good reason

	commercial and industrial negotiations).	for withholding exists under section 7.

8.5 Stormwater Upgrade, McGlashen Avenue, Richmond - Additional Funding

Reason for passing this resolution in relation to each matter	Particular interest(s) protected (where applicable)	Ground(s) under section 48(1) for the passing of this resolution
The public conduct of the part of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists under section 7.	s7(2)(b)(ii) - The withholding of the information is necessary to protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information. s7(2)(i) - The withholding of the information is necessary to enable the local authority to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations).	s48(1)(a) The public conduct of the part of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists under section 7.