AGENDA/KAUPAPA

Te Kaunihera o Te Tairāwhiti
GISBORNE
DISTRICT COUNCIL

P O Box 747, Gisborne, Ph 06 867 2049 Fax 06 867 8076
Email service@gdc.govt.nz Web www.gdc.govt.nz

MEMBERSHIP: Her Worship the Mayor Rehette Stoltz, Deputy Mayor Aubrey Ria, Colin Alder, Alexandra Boros, Larry Foster, Samuel Gibson, Debbie Gregory, Anne Huriwai, Jeremy Muir, Rawinia Parata, Rob Telfer, Teddy Thompson, Rhonda Tibble and Nick Tupara

COUNCIL/TE KAUNIHERA

DATE: Wednesday 12 November 2025

TIME: 9:00AM

AT: Te Ruma Kaunihera (Council Meeting Room), Awarua, Fitzherbert Street, Gisborne

AGENDA – OPEN SECTION

1. Apologies....4
2. Declarations of Interest....4
3. Confirmation of non-confidential Minutes....5
   3.0. Confirmation of non-confidential Minutes....5
   3.1. Confirmation of non-confidential Inaugural Minutes 30 October 2025....5
   3.2. Governance Work Plan....8
4. Leave of Absence....9
5. Acknowledgements and Tributes....9
6. Public Input and Petitions....9
7. Extraordinary Business....9
8. Notices of Motion....9
9. Adjourned Business....9

10. Reports of the Chief Executive and Staff for DECISION 10

10.1. **25-272** Grey Street Scheme Review 10

10.2. **25-277** Ngati Oneone Ranfurly Street Sales and Purchase Agreement 37

10.3. **25-190** Adoption of Standing Orders.....49

10.4. **25-191** Code of Conduct 181

10.5. **25-270** Committee Structures and Appointments 234

10.6. **25-192** Meeting Schedule 2025.....258

10.7. **25-250** Local Government Funding Agency - Annual Meeting.....260

11. Reports of the Chief Executive and Staff for INFORMATION 352

11.1. **25-227** Chief Executive Activity Report - November 2025 352

Council

Chairperson: Mayor Rehette Stoltz

Deputy Chairperson: Deputy Mayor Aubrey Ria

Membership: Mayor and all Councillors

Quorum: Half of the members when the number is even and a majority when the number is uneven

Meeting Frequency: Six weekly (or as required)

Terms of Reference:

The Council's terms of reference include the following powers which have not been delegated to committees, subcommittees, officers or any other subordinate decision-making body, and any other powers that are not legally able to be delegated:

1. The power to make a rate.
2. The power to make a bylaw.
3. The power to borrow money, or purchase or dispose of assets, other than in accordance with the Long Term Plan.
4. The power to adopt a Long Term Plan, Annual Plan, or Annual Report.
5. The power to appoint a Chief Executive.
6. The power to adopt policies required to be adopted and consulted on under the Local Government Act 2002 in association with the Long Term Plan or developed for the purpose of the Local Governance Statement.
7. The power to adopt a remuneration and employment policy.
8. Committee Terms of Reference and Delegations for the 2019–2022 Triennium.
9. The power to approve or amend the Council's Standing Orders.
10. The power to approve or amend the Code of Conduct for elected members.
11. The power to appoint and discharge members of Committees.
12. The power to establish a joint committee with another local authority or other public body.
13. The power to make the final decision on a recommendation from the Ombudsman where it is proposed that Council not accept the recommendation.

14. The power to make any resolutions that must be made by a local authority under the Local Electoral Act 2001, including the appointment of an electoral officer.

15. Consider any matters referred to it from any of the Committees.

16. Authorise all expenditure not delegated to staff or other Committees.

Council's terms of reference also includes oversight of the organisation's compliance with health and safety obligations under the Health and Safety at Work Act 2015.

Note: For 1-7 see clause 32(1) Schedule 7 Local Government Act 2002 and for 8-13 see clauses 15, 27, 30 Schedule 7 of Local Government Act 2002

3.1. Confirmation of non-confidential Inaugural Minutes 30 October 2025

MINUTES

Draft & Unconfirmed

Te Kaunihera o Te Tairāwhiti
GISBORNE
DISTRICT COUNCIL

P O Box 747, Gisborne, Ph 867 2049 Fax 867 8076
Email service@gdc.govt.nz Web www.gdc.govt.nz

MEMBERSHIP: Her Worship the Mayor Rehette Stoltz, Colin Alder, Alexandra Boros, Larry Foster, Samuel Gibson, Debbie Gregory, Anne Huriwai, Jeremy Muir, Rawinia Parata, Aubrey Ria, Rob Telfer, Teddy Thompson, Rhonda Tibble and Nick Tupara

MINUTES of the GISBORNE DISTRICT COUNCIL/TE KAUNIHERA

Held in Te Ruma Kaunihera (Council Meeting Room), Awarua, Rose Room, Lawson Field Theatre, 7 Fitzherbert Street, Gisborne on Thursday 30 October 2025 at 2:00 PM.

PRESENT:

Her Worship the Mayor Rehette Stoltz, Colin Alder, Alexandra Boros, Larry Foster, Samuel Gibson, Debbie Gregory, Jeremy Muir, Rawinia Parata, Aubrey Ria, Rob Telfer, Teddy Thompson, Rhonda Tibble and Nick Tupara

IN ATTENDANCE:

Chief Executive Nedine Thatcher Swann, Director Lifelines Tim Barry, Director Internal Partnerships & Protection James Baty, Director Liveable Communities Michele Frey, Director Engagement & Maori Partnerships Anita Reedy-Holthausen, Chief Financial Officer Pauline Foreman, Director Sustainable Futures Jocelyne Allen, Senior Maori Engagement Officer Walton Walker, Democracy & Support Services Manager Julian Rangihuna-Tuumuli and Committee Secretary Sally Ryan.

1. Opening Prayer

2. Apologies

MOVED by Cr Stoltz, seconded by Cr Foster

That the apology from Cr Huriwai be sustained. **CARRIED**

3. Declarations of Electoral Results

4. Legislative Advice for the Incoming Council

4.1 25-197 Legislative Advice for the Incoming Council

Secretarial Note: The discussion on this report was held prior to the Councillors elect being sworn in, therefore there was no mover or seconder.

5. Declarations by Mayor and Councillors

6. Mayor's Acceptance Speech

It is an honour and privilege to be able to welcome you here on this very special day, which will be fondly remembered by all Councillors and their whanau. Rehette welcomed and acknowledged kaumatua, special guests, community leaders, family, and friends. Thank you to Chief Executive Nedine Thatcher Swann, Directors and Council staff, with special mention for those who put together today's event.

Rehette expressed how proud she is of how far this community has come after a difficult 3 years and acknowledged there is still a lot to do, which is only possible working together.

I do want to acknowledge my sister Helene, who is here today, and my parents who are watching via livestream from South Africa. It is a privilege to have my sister here today. To my friends and whanau, for the advice and carrying me through the tough times and the support you give. Rehette thanked her husband for his ongoing support, especially when calendars are full, and to our boys, Alex and Luke, who are studying for their exams at Otago University, thank you for your support and for carrying me when the load gets heavy.

It is exciting times here for us today, if we look at who has left this table Andy Cranston, Tony Robinson, Ani Pahuru-Huriwai and my dear friend Josh Wharehinga. We have been through a lot together and supported each other, and I want to acknowledge each of them here today. They brought their community passion and hard work to the table, and I wish them the very best for their journeys ahead. I also want to acknowledge ex-Councillor Bill Burdett, who passed away last year. Rest in peace Papa Bill, you will be missed. Bill made a great contribution to this Council.

To the Councillors who have been here before, Colin, Larry, Debbie, Rawinia, Aubrey, Rob, Teddy, Rhonda and Nick what a great team. We were sworn in and 3 months later we faced Cyclone Hale, Cyclone Gabrielle and seven extreme weather events in that year. Thank you for hanging on during a difficult term, I hope this term can be easier so we can work with our community to bring their dreams and aspirations to the front rather than just being reactive. I also want to acknowledge Alex, Sam, Jeremy and Anne who is not with us today and we wish her all the very best. Thank you for joining our team. Throughout the campaign we have listened to what you want for our community. This is what excites me, when people bring their real passion, what they can contribute and how they want to do it to the table we can only win. We are blessed to have a future-focused Council and are looking at how we can hopefully, together make our community proud. It is not always easy with the challenges we face, such as the cost of living and ongoing recovery challenges but I am positive we can do it together.

Last but not least, Nedine, thank you for working hard with your lovely team of Directors, for our community and always wanting the best. As Councillors, we are proud to be part of the Gisborne District Council Team. Your success is our success, and as I said earlier, we can only do this if we do it together.

7. Resolution of Thanks to Previous Councillors

8. Matters to be Addressed at the First Meeting of the Local Authority for DECISION

8.1 25-193 Fixing of Date and Time of the First Ordinary Meeting of the Council

MOVED by Cr Foster, seconded by Cr Gibson

That the Council/Te Kaunihera:

1. Holds the first ordinary meeting of Gisborne District Council on 12 November 2025 commencing at 9am at Te Ruma Kaunihera (Council Chambers), Awarua, Fitzherbert Street, Gisborne.

CARRIED

9. Matters to be Addressed at the First Meeting of the Local Authority for INFORMATION

9.1 25-194 Appointment of Deputy Mayor

Aubrey Ria acknowledged Josh Wharehinga, who left huge shoes to fill as the first Māori to ever sit in the Deputy Mayor position. A huge mihi to Josh for all the work he did over his two triennia as Deputy Mayor.

Thanks to everyone who has been so supportive. I want to acknowledge how special this occasion is, not just personally, but for our rohe, our community really got in and showed how important Māori Wards are for our community. For a Māori ward candidate to now be sitting as a Deputy Mayor shows great partnership and kotahitanga for our region Te Tairāwhiti.

I want to thank the Mayor for having the trust in me to have your back and support you over the next 3 years. Thank you to all my friends and whanau who have constantly without wavering; gone up mountains, over rivers and through deep oceans, to support me. I love you all, thank you so much.

MOVED by Cr Stoltz, seconded by Cr Parata

That the Council/Te Kaunihera:

1. Notes the contents of this report.

CARRIED

10. Close of Meeting

There being no further business, the meeting concluded at 11:56 am with a karakia.

Rehette Stoltz
MAYOR

3.2. Governance Work Plan

2025 COUNCIL						Meeting Dates										
HUB	**Activity**	**Name of agenda item**	**Purpose**	**Report type**	**Owner**	**30-Jan**	**27-Mar**	**9-Apr**	**21-May**	**18-Jun**	**26-Jun**	**21-Aug**	**2-Oct**	**30-Oct**	**12-Nov**	**11-Dec**
Finance & Affordability	Risk & Performance	Chief Executive Activity Report	Provide elected members with an update on Council activities for the covered period.	Information (I)	Amy Shanks											
Finance & Affordability	Financial Services	Local Government Funding Agency AGM		Decision (D)	Lucy Gibson											
Liveable Communities	Solid Waste	25-274 Waste Management and Minimisation Plan (WMMP) Draft	WMMP	Decision (D)	Phil Nickerson											
Engagement & Māori Partnerships	Democracy & Support Services	Adoption of Standing Orders	Adopt the current Standing Orders until a thorough review is carried completed	Decision (D)	Julian Rangihuna-Tuumuli											
Engagement & Māori Partnerships	Democracy & Support Services	Code of Conduct	Adopt the current Code of Conduct until a thorough review is carried completed	Decision (D)	Julian Rangihuna-Tuumuli											

2025 COUNCIL						Meeting Dates										
HUB	**Activity**	**Name of agenda item**	**Purpose**	**Report type**	**Owner**	**30-Jan**	**27-Mar**	**9-Apr**	**21-May**	**18-Jun**	**26-Jun**	**21-Aug**	**2-Oct**	**30-Oct**	**12-Nov**	**11-Dec**
Engagement & Māori Partnerships	Democracy & Support Services	Committee Structures and Appointments	Establish Committees and appoint Chairperson and members to each Committee	Decision (D)	Julian Rangihuna-Tuumuli											
Engagement & Māori Partnerships	Democracy & Support Services	Meeting Schedule 2025	Adopt a meeting schedule for the balance of the 2025 year.	Decision (D)	Julian Rangihuna-Tuumuli											
Community Lifelines	Roading	Streets for People – Grey Street		Decision (D)	Dave Hadfield											
Chief Executive		Ngati Oneone Ranfurly Street Sales and Purchase Agreement	Consider an options analysis for the land in determining best future use	Decision (D)	Ranell Nikora											

10. Reports of the Chief Executive and Staff for DECISION

Te Kaunihera o Te Tairāwhiti
GISBORNE
DISTRICT COUNCIL

25-272

Title: **Grey Street Scheme Review**

Section: Journeys Infrastructure

Prepared by: Dave Hadfield - Journeys Infrastructure Manager

Meeting Date: Wednesday 12 November 2025

Legal: Yes	Financial: Yes	Significance: High

Report to COUNCIL/TE KAUNIHERA for decision

PURPOSE - TE TAKE

The purpose of this report is to present options for the future configuration of Grey Street trial and to seek direction on a preferred option

SUMMARY - HE WHAKARĀPOPOTOTANGA

The Grey Street "Streets for People" trial was implemented in partnership with the NZ Transport Agency and Tairāwhiti Adventure Trust to support safer, more accessible streets. Urban Connections Ltd conducted an independent review. In summary, the project cannot be considered a full success—it achieved only some of its intended outcomes, while several key objectives fell short.

The trial slowed traffic and saw no serious accidents. Of 1176 public submissions (Jul–Oct 2025), 71% were negative, 6% positive. Businesses continue to support active transport initiatives but want carparks reinstated. Four options are provided for Council to consider:

Option 1	Option 2	Option 3	Option 4
Do nothing	Full reversal	Pedestrian-Priority (cycle facilities removed)	Pedestrian & Cyclist Shared Path.
$63,000	$110,000	$77,000	$215,000

The decisions or matters in this report are considered to be of **High** significance in accordance with the Council's Significance and Engagement Policy

RECOMMENDATIONS - NGĀ TŪTOHUNGA

That the Council/Te Kaunihera:

1. **Notes the attached Grey Street Scheme Reversal – Summary Report (November 2025).**
2. **Notes that four configuration options have been identified (Do Nothing; Full Reversal; Pedestrian-Priority; Pedestrian and Cyclist Shared Path).**
3. **Provides direction on a preferred option or hybrid (mix of all the options) and if further analysis/engagement is required.**

Authorised by:

Tim Barry - Director Lifelines

Keywords: grey street, scheme reversal, options analysis, streets for people

BACKGROUND - HE WHAKAMĀRAMA

1. The Streets for People (S4P) trial reallocated street space, including bi-directional cycleway, crossings, traffic-calming, amenity features, signage/markings, and a modal filter/turn bans at Kahutia (later removed). Evaluation was to consider safety, traffic flow, accessibility and community satisfaction.

2. The total project costs for Grey Street and Uawa s project was $1,035,033, with 90% funded by the NZ Transport Agency and 10% by rates. The Grey Street Project costed $756,256, an additional $35k was used to return the Grey and Kahutia intersection back to its former function. Bringing the total project costs to $791,256.

3. Over the consultation period (August 2024 to October 2025), the online feedback form received 1,116 responses. For the closed question asking whether the trial had achieved its objectives, about 89% of respondents answered 'No', with only modest numbers indicating that the objectives had been met in full or in part (around 7% 'Yes' and 4% 'Somewhat'). This is discussed further in the Community Engagement section below.

4. The measure of success for the Streets for People trial is to make Grey Street from Childers Road roundabout to just past the skate park more vibrant, fun and improve safety for all road users on different modes of transport.

5. Urban Connections Limited were engaged to undertake a review comprising community sentiment, site observations, technical review, and optioneering.

DISCUSSION and OPTIONS - WHAKAWHITINGA KŌRERO me ngā KŌWHIRINGA

6. Urban Connections Limited review is **attached** to this report and provides their findings. They have deliberately omitted costings as they believed Council would be able to use existing contract rates to give funding ranges for this report.

Traffic Counts

7. Cameras were installed for a week by the skateboard park with the average daily totals below:

Bicycles/Scooters	Buses/small commercial trucks	Motorcycles	Large trucks	Cars
54	152	42	741	7656

8. The numbers of bicycles/scooters were similar before the trial started the evidence shows they migrated from the road to the footpath.

Traffic Accidents

9. There were no recorded deaths or serious injuries during the project term, there was camera evidence of road users circumnavigating the Kahutia/Grey Street block. This was rectified by returning the intersection back to its former function.

Technical Review Findings

10. Low operating speeds were achieved, good yielding of vehicles at raised/zebra crossings (e.g., Childers Road raised crossing; mid-block zebra on Grey Street). The infrastructure served its purpose in that it slowed 8,500 vehicles speed down along this route.

11. Accessibility and maintenance: Tactile aids for the visually impaired were never installed consistently across the project and maintenance issues like debris in drainage channels, deteriorating surface artwork, and inconsistent markings have become apparent.

12. Cycling behaviour and continuity: Many riders preferred using the east – side footpath by Findlay's Bakery due to its width and evenness, the contra-flow cycleway was difficult to use.

Parking: There was high occupancy with little spare capacity.

13. Urban Connections have identified in the Summary Report –potential options.

- **Option 1 – Do Nothing:** Retain layout; low upfront cost; ongoing maintenance burden; does not address cycling/accessibility gaps.

  There would be ongoing maintenance costs of $18k per year and road marking capital costs of $45k if we continued with the bespoke painting elements. Council receives a financial assistance rate from the NZ Transport Agency at 68c for every $1.00 spent.

  Total costs $63,000 – NZTA funded $42,840 and rates funded $20,200.

- **Option 2 – Full Reversal:** Re-establish pre-trial layout and angle parking; simplifies maintenance; removes speed-calming/accessibility benefits.

  The most effective treatment option is a reseal where a new chip seal is placed over the existing roadmaking.

  Using our existing contract sealing rates for the total area from Childers Road roundabout to the Waikanae Stream bridge is $65,000 including roadmaking. To remove and repurpose the planters, traffic calming measures, and streetlights is around $45,000.

  Total costs $110,000 – NZTA funded $74,800 and rates $35,200.

- **Option 3 – Pedestrian-Priority:** Remove cycle facilities; retain calming and crossings; tidy, low-maintenance layout; cycling mixes with traffic.

  Using our existing contract sealing rate for the total area from Childers Road roundabout to the Waikanae Stream bridge is $65,000 including roadmaking. Other indicative treatments would be around $12,000.

  Total costs $77,000 – NZTA funded $52,360 and rates $24,600.

- **Option 4 – Pedestrian and Cyclist Shared Path:** Restore parking; convert east footpath to a continuous shared path; retain calming/raised crossings; moderate upfront works; reduced ongoing maintenance; best overall functional performance in the report's comparative summary.

  Option 3 costs of $77,000 are used and converting the footpath as a purpose-built shared footpath can range from $90-120,000. The upper range covers any underground services that may need replacing. A 15% contingency is added to cover any investigation and detailed design costs, and refined engineers estimate.

  Total costs are $215,000 – NZTA funded $146,200 and rates $68,800.

  If this option is chosen it still does not resolve the unconnected link from the skateboard park to the beach.

Implementation

14. If resealing is a preferred treatment the Project Team would recommend that this is carried out after the Christmas break. The capital roading programme for resurfacing and road reconstruction of roads has stared on our rural freight routes but we have commissioned our roading contractors to complete preparatory works along Ormond and Childers Road for their resurfacing treatment.

15. The risk is we are likely to start the works potentially two weeks before the Christmas break and may not be able to mitigate remedial issues like migrating chip over the holiday period break. The additional time will allow the Project Team to plan and execute the chosen option effectively.

ASSESSMENT of SIGNIFICANCE - AROTAKENGA o NGĀ HIRANGA

16. The decisions or matters in this report are considered to be of **High** significance in accordance with Council's Significance and Engagement Policy.

17. This assessment has been primarily based on the level of public sentiment that has been experienced to date in response to this trial since its implementation. It also considers the effects any changes could have, perceived or otherwise, on individuals and the Grey Street business community.

TREATY COMPASS ANALYSIS

Kāwanatanga

18. Transparent process, evidence-based options, and proportionate engagement to support good local governance and safe, accessible movement for all users.

Rangatiratanga

19. Provide early invitation to mana whenua to shape detailed design elements (wayfinding, materials, planting) and to identify any cultural narratives/functional needs in the corridor.

Oritetanga

20. Option 4 improves equitable access by retaining accessible crossings and a continuous off-carriageway facility, benefiting tamariki, kaumatua, mobility-impaired users, and people cycling. However, it doesn't resolve the link from the skateboard park to the beach.

Whakapono

21. Commit to open communication on changes, construction staging, and measures to mitigate disruption to local businesses and communities.

TANGATA WHENUA/MĀORI ENGAGEMENT - TŪTAKITANGA TANGATA WHENUA

22. There has led by Tairāwhiti Adventure Trust who were able to gain cultural elements into the project plan.

COMMUNITY ENGAGEMENT - TŪTAKITANGA HAPORI

23. Online engagement with the Grey Street trial was relatively strong. The project page recorded around 7,000 visitors, generating 1,116 feedback form responses from 986 individual contributors. In response to the closed question asking whether the trial had achieved its objectives, around 89% of respondents selected 'No', about 4% selected 'Somewhat', and around 7% selected 'Yes'.

24. Analysis of the 1,103 "Tell us why" comments shows that around 58% of submissions raise concerns about parking loss and impacts on local businesses (640 mentions), around 67% refer to confusing or unclear layout, markings or signage (735), and about 48% mention emergency-vehicle or large-vehicle access issues (525). Approximately 27% of submissions refer to interactions between drivers and people cycling (295), and a similar proportion (27%) comment on appearance and maintenance such as planters, artwork and debris (300). Around 21% of submissions (225) explicitly note benefits such as lower vehicle speeds or safer crossings, although these are often weighed against the practical difficulties associated with the current design. Percentages sum to more than 100% because many submitters commented on multiple issues.

25. The fact that the proportion of 'No' responses is higher than the proportion of comments coded as negative reflects the way the questions operate. The tick-box question requires a clear judgement about success or failure, so many people chose 'No' even where they could see some benefits (for example, slower speeds or easier crossing). In their comments, those same respondents often acknowledged positives before describing concerns about parking, access, layout or maintenance. When coded, these kinds of comments sit in the 'mixed' category rather than being treated as wholly negative.

26. Immediate businesses were approached who generally understood the positives in what was intended but had the following concerns about their street.

    - We have had many comments from customers finding it a struggle to find a park or our forecourt and commercial clients leaving our commercial bay which has impacted business for us significantly.
    - Some clients went elsewhere or decided against visiting because of the difficulty of finding a park.
    - We've also noticed that workers from surrounding businesses, who previously used the free parking further down the street, now park outside our premises for long periods. This makes it even harder for clients to find short-term parking.
    - Upkeep of the project has been poor and have noticed the road drainage does not get cleaned as much as it had been due to the sweeper truck not being able to reach the gutter.
    - Road markings are not very visible in the centre causing a lot of confusion and people driving on the wrong side of the road especially when wet.

27. Tairāwhiti Adventure Trust led a lot of the consultation process with the focus of planning more events around the skateboard park to support measures to make the area more vibrant. The challenging environment created by ongoing negative feedback discouraged the Trust from delivering the broader social benefits.

CLIMATE CHANGE – Impacts / Implications - NGĀ REREKĒTANGA ĀHUARANGI – ngā whakaaweawe / ngā ritenga

28. Option 4 maintains a low-speed environment and provides a continuous shared path, which may support short active trips and reduce some car circulation for parking. Construction emissions are moderate and largely tied to resurfacing/remarking already anticipated in renewals cycles.

CONSIDERATIONS - HEI WHAKAARO

Financial/Budget

29. The Summary Report states that all options require confirmation through detailed design and cost estimation; relative (indicative) costs are compared at a high level only.

30. Staff have asked for additional support to fund for full or partial reversal costs at the original financial assistance rate from NZTA at 90%. The rationale being as major investors and stakeholders to the project they should be accountable for reversal costs. This report is also a condition of the original funding agreement.

31. The NZTA has replied that there is no funding available due to a changing direction of the Government Policy Statement for Land Transport. This resulted in a reprioritisation of funding from walking and cycling and safety projects (like road to zero) projects into resilience projects.

32. Therefore, if Council choose Option 4, it will have to fully fund the footpath cost of $138,000.

Legal

33. Works are within the road reserve and subject to bylaw/Traffic Control Device compliance.

34. Accessibility features should align with RTS-14 and relevant NZTA guidance; final traffic resolutions may be required for controls/markings. No statutory impediments identified at this stage.

POLICY and PLANNING IMPLICATIONS - KAUPAPA HERE me ngā RITENGA WHAKAMAHERE

35. Supports safer, lower-speed town-centre movement intent and aligns with NZTA Cycling Network Guidance and Pedestrian Network Guidance principles around network continuity, legibility, and accessible crossings (subject to final design).

36. Consistent with giving effect to community outcomes around vibrant centres and accessible streets.

37. Council historically receives requests for pedestrian crossings along Ormond and Childers Road. This would be a missed opportunity to remove a safe crossing point along this road. There were concerns of near misses as vehicles approached the crossing point, but this has dropped off as road users have become used to this infrastructure.

RISKS - NGĀ TŪRARU

38. Typical risks include:

- Reputation and public trust: risk that Council's reputation and public trust may be affected if the final proposal is perceived as not responding to the key themes raised through community feedback.
- Funding of new elements: risk that additional funding will be required for new or upgraded elements, which may place pressure on existing budgets or require reprioritisation of other projects.
- Project delivery: risk of delays or disruption to delivery arising from design refinement, procurement, construction staging, or contractor availability, which may extend the programme and impact local businesses and residents.
- Operational/maintenance risks (surface artwork deterioration; debris; inconsistent markings).
- Accessibility risks (missing/absent tactiles; uneven surfaces).
- Cycling network/connectivity risks (informal movements; contra-flow within marked lane; lack of clear entry points).
- Parking pressure (high occupancy).

NEXT STEPS - NGĀ MAHI E WHAI AKE

Date	Action/Milestone	Comments
12 Nov 2025	Confirm preferred option.	
12 Nov 2025	Inform the community of outcomes.	

ATTACHMENTS - NGĀ TĀPIRITANGA

1. Attachment 1 - Grey Street Scheme Reversal - Summary Report [**25-272.1** - 19 pages]

URBAN CONNECTION
local and connected

Grey Street Scheme Reversal

Summary Report

Prepared for
Gisborne District Council

November 2025

Contents

1. EXECUTIVE SUMMARY 3

2. BACKGROUND 5

3. SENTIMENT REVIEW 7

3.1. COMMUNITY FEEDBACK 7
3.2. SUMMARY 8

4. TECHNICAL REVIEW 9

4.1. KEY FINDINGS 9
4.2. OTHER OBSERVATIONS 10
4.3. CONCLUSION 11

5. OPTIONEERING 12

5.1. OPTION 1 – DO NOTHING 12
5.2. OPTION 2 – FULL REVERSAL 13
5.3. OPTION 3 – PEDESTRIAN-PRIORITY (CYCLE FACILITIES REMOVED) 14
5.4. OPTION 4 – PEDESTRIAN & CYCLIST SHARED PATH 14
5.5. OVERALL SUMMARY 15

6. CONCLUSIONS 17

7. DISCLAIMER 18

1. Executive Summary

Gisborne District Council implemented the Grey Street Streets for People trial between August 2024 and July 2025 as part of a national programme to create safer and more accessible urban streets. The trial introduced changes to walking, cycling, parking, and crossing facilities to support a lower-speed environment.

Following completion of the trial, Council determined that the current layout has not achieved its intended outcomes. Ongoing engagement with the community during the trial indicated limited support for the scheme, with feedback highlighting concerns around parking, legibility, and day-to-day usability. In response, Council commissioned Urban Connection Limited (UCL) to undertake an independent review of the scheme's performance and to identify options for its future configuration.

Key Findings

Community Sentiment:

Between August 2024 and October 2025, Council received 1,116 submissions on the Grey Street "Streets for People" trial. Responses to the structured question on whether the trial had achieved its aims indicate that around 89% of respondents consider that it has not, with about 7% answering "Yes" and 4% "Somewhat". Sentiment analysis of the accompanying free-text comments (i.e., Tell us why) shows that approximately 71% of comments are negative in tone, 19% are mixed, 6% are positive and 4% neutral. Many submitters acknowledge benefits such as lower traffic speeds and safer crossings, while expressing strong concerns about day-to-day usability, parking, heavy-vehicle access and the clarity of the layout.

Technical Performance:

The review confirmed that the trial achieved lower vehicle speeds and improved pedestrian crossing safety. It also identified issues with accessibility, maintenance, and cycling usability and continuity. Surface deterioration, missing tactile guidance, and inconsistent markings were observed, affecting the clarity and function of the corridor.

Options Assessment:

Four high-level configurations were developed to assist the Council in considering potential future arrangements:

- Option 1 – Do Nothing: Retains the existing layout and operating conditions.
- Option 2 – Full Reversal: Restores the pre-trial layout, including angle parking and original road markings.
- Option 3 – Pedestrian-Priority: Retains pedestrian facilities and speed-management features but removes the cycleway.
- Option 4 – Pedestrian and Cyclist Shared Path: Retains pedestrian and safety features, reinstates parking, and provides a shared facility for pedestrians and cyclists.

All options were assessed at a high level for safety, accessibility, parking provision, cost, and maintenance implications. Option 4 achieved the highest overall functional performance across these criteria, though all options would require confirmation through detailed design and cost estimation.

Overall Summary

The review found that the trial met its objective of reducing vehicle speeds but presented limitations related to maintenance, accessibility, and legibility. The analysis provides Council with a technical and evidence-based basis for considering alternative configurations that balance safety, accessibility, parking supply, and long-term maintenance requirements.

2. Background

Council implemented the Grey Street trial from August 2024 to July 2025, funded 90% by Waka Kotahi and 10% by Council. The trial aimed to reallocate street space, calm traffic, and encourage walking and cycling while improving safety and amenity.

Key interventions included:

- A bi-directional cycleway linking the Alfred Cox Park shared path to Grey Street.
- Pedestrian crossings (i.e., raised, zebra, and courtesy crossings).
- Modal filters and turn bans at Kahutia Street (left-turn only), subsequently removed by Council due to community feedback.
- Traffic-calming and amenity features: speed humps, planter boxes, surface art, and a pick-up/drop-off space near the skate park.
- Associated signage and road markings.

Council intended to evaluate safety, traffic flow, accessibility, and community satisfaction before deciding whether any changes should become permanent.

The site's location and aerial overviews are shown in Figures 2-1 to 2-3.

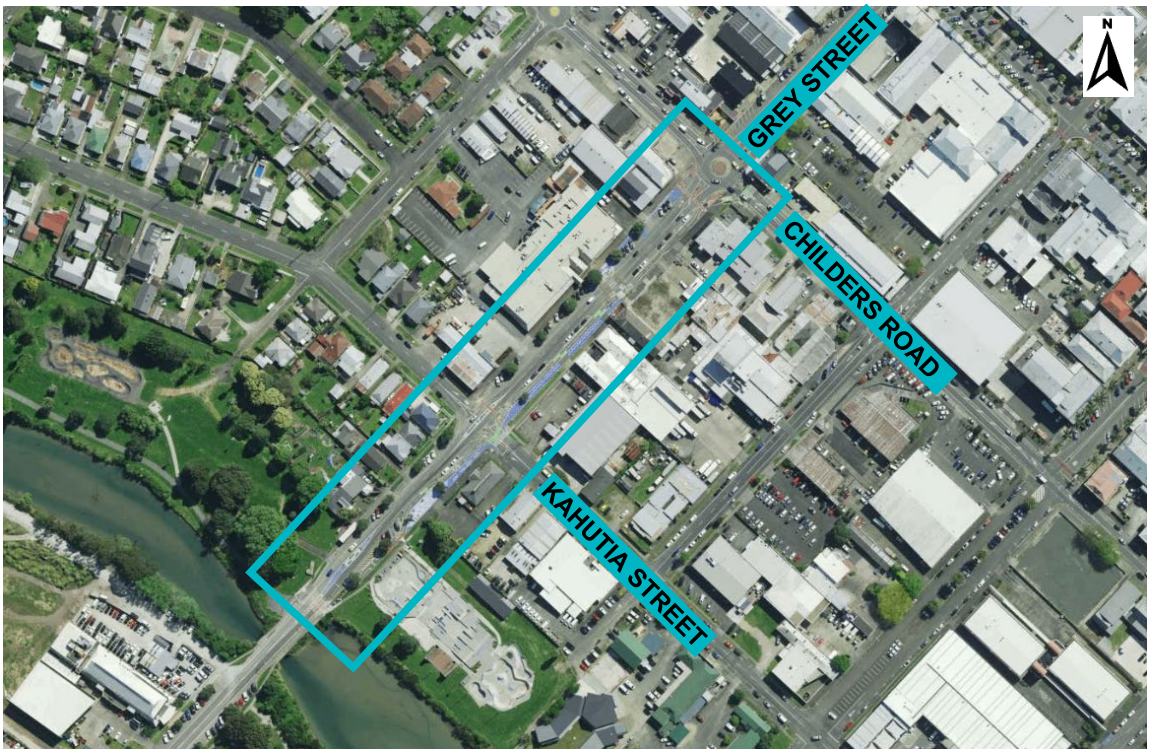


Figure 2-1: Site Location

Figure 2-2: Aerial Overview – Childers Road to Kahutia Street

Figure 2-3: Aerial Overview – Kahutia Street to Alfred Cox Park

3. Sentiment Review

3.1. Community Feedback

Between August 2024 and October 2025, Council received 1,116 individual submissions on the Grey Street "Streets for People" trial via the online feedback form, from around 7,000 visitors to the project page (roughly one in seven visitors chose to provide feedback). This section summarises the responses to the structured questions and the free-text "Tell us why" comments. Names and email addresses were redacted for privacy, and individual identities were not referenced. The aggregated results show:

Overall sentiment (free-text comments):

- Negative – approximately 71% of comments
- Mixed – approximately 19%
- Positive – approximately 6%
- Neutral / not clearly for or against – approximately 4%

Overall verdict on whether the trial achieved its aims:

- No – 88.6% (989 responses)
- Somewhat – 4.4% (49 responses)
- Yes – 7.0% (78 responses)

The difference between the high proportion of respondents stating that the trial has not achieved its aims (around 89%) and the lower proportion of comments coded as negative (around 71%) reflects the nature of the questions. The "achieved" question requires a clear verdict, and many respondents selected "No" even where they acknowledged positive aspects of the scheme. In contrast, the free-text sentiment analysis reflects the tone of comments, so submissions that expressed support for benefits such as lower speeds or improved crossings but strong concerns about layout, parking or access were coded as "mixed" rather than wholly negative. A small proportion of comments are neutral or largely descriptive.

Key concern themes (recurring patterns across submissions):

- Parking loss and business impact: frequent references to reduced customer access and delivery difficulties.
- Confusing or unsafe layout: repeated comments about unclear priority at crossings, complicated signage, distracting layout and unexpected traffic movements.
- Cycleway conflicts: drivers and riders both noting difficulty understanding how to share or cross the bi-directional facility safely.
- Emergency-vehicle and large-vehicle access: worries about restricted turning space and response times.
- Aesthetics and maintenance – planter boxes, surface art, and general streetscape viewed by many as untidy or poorly maintained.

Positive or mixed feedback:

- Some respondents appreciated slower traffic speeds, safer mid-block crossings, and the project's good intention, particularly for children and elderly pedestrians.

Of the key concerns identified, the table below show the approximate share of submissions mentioning each theme, illustrating the most common patterns rather than mutually exclusive categories.

In summary, the content analysis of 1,103 free-text responses indicates that most concerns relate less to the overall intent of improving safety and amenity and more to the practical execution of the trial – particularly day-to-day usability, parking and access for larger vehicles, and the clarity of markings and priority. Many respondents recognise benefits such as lower speeds and safer crossings but do not consider that these outweigh the operational issues in the current layout.

Table 3-1: Feedback Statistics

Theme	Approx. % of submissions*	Approx. number of mentions
Confusing or unsafe layout / unclear signage & priority	67%	735
Parking loss / business-access concerns	58%	640
Emergency-vehicle & large-vehicle access issues	48%	525
Aesthetics & maintenance (planters, surface art, upkeep)	27%	300
Cycleway conflicts (drivers & riders)	27%	295
Positive comments on slower traffic & safer crossings	21%	225

*Percentages exceed 100 % because many submissions raised multiple concerns.

3.2. Summary

Community feedback focused mainly on the clarity and usability of the layout, the loss of convenient parking for businesses and visitors, and ongoing maintenance requirements. A smaller number of submissions expressed support for the trial's objectives but raised concerns about how these were implemented. The feedback provides a clear indication of recurring operational issues that should be considered in assessing future layout options.

4. Technical Review

A site visit was undertaken on 2 October 2025 to review the most up-to-date configuration of the Grey Street Streets for People scheme, observe user behaviour, and assess the general condition of the corridor.

Since the original trial layout, the modal filter and associated turn bans on Kahutia Street were permanently removed by Council, and the informal (e.g., courtesy) crossing on the northern side of Kahutia Street was also removed.

The visit therefore provided an opportunity to understand how the street is currently functioning following these changes.

This review considered principles of the NZTA's Cycling Network Guidance (CNG) and Pedestrian Network Guidance (PNG) for network continuity, facility selection, and legibility; and RTS 14: Guidelines for facilities for blind and vision-impaired pedestrians for tactile layouts and accessible crossings.

4.1. Key Findings

During the site visit, a number of key operational and behavioural observations were recorded to assess how the Grey Street corridor currently functions.

These observations focus on user behaviour, physical condition, accessibility, and overall street performance. They reflect the corridor's present state after recent changes and provide an evidence base for evaluating potential future configurations.

The main observations and their outcomes are summarised below.

Table 4-1: Key Observations and Outcomes

Observation	Outcome / Consequence
Vehicle speeds remain low due to existing horizontal and vertical deflection (speed humps, planters, and narrowing).	The corridor operates in a low-speed environment, reducing crash-severity potential for vulnerable users.
Parking occupancy is high with little spare capacity.	High utilisation shows strong demand for kerbside spaces and reliance by nearby businesses; any reallocation of space must account for this dependency.
Most cyclists use the east-side footpath rather than the existing on-road cycleway.	Indicates the current facility is under-utilised and that riders prefer the smoother, flatter footpath environment for safety and comfort.
Southbound cyclists often travel within the northbound cycleway lane due to flatter crossfall and smoother surface.	Results in bidirectional movements within a single lane, creating potential cyclist–cyclist and cyclist–pedestrian conflicts. Reinforces users' preference of the adjacent footpath due to steep shoulder crossfall particularly closer to the road kerb.
Cyclists connecting from side roads lack a safe crossing or clear entry point onto the corridor.	Leads to unpredictable rider behaviour and informal crossings, increasing interaction risk with through-traffic.
Pavement artwork is deteriorating and maintenance-intensive.	Reduces visual quality and adds ongoing maintenance cost.
Maintenance issues were observed, including debris in drainage channels and missing warning tactiles.	Compromises drainage performance and accessibility, increasing slip and trip risk for pedestrians.

Observation	Outcome / Consequence
Directional tactiles are absent throughout the corridor.	Reduces accessibility for visually-impaired users by providing no guidance toward crossings or desire lines.
The site lacks continuous cycling connections to the north and south.	Creates a disconnected active-mode network, limiting the corridor's effectiveness as part of the wider cycle system.
Planters provide narrowing and contribute to speed management but introduce fixed obstacles within the carriageway.	Retains effective speed control yet presents potential collision points and complicates maintenance operations.
The raised dual crossing on Childers Road (east) performs well.	Provides safe crossing opportunities with high driver yielding and effective vertical deflection; demonstrates desirable design practice.
The mid-block zebra crossing on Grey Street shows good pedestrian demand and driver compliance.	Indicates high usage and effective pedestrian priority within the corridor.

Summary of Key Findings

The corridor continues to perform well from a speed-management perspective, with both the mid-block and raised crossings supporting safe, predictable interactions between pedestrians and vehicles. However, cycling behaviour diverges from the intended design, with many riders using footpaths or travelling opposite to the marked direction, highlighting network discontinuity and comfort issues. Accessibility and maintenance shortcomings, particularly tactile gaps, surface deterioration, and debris accumulation, further reduce usability.

Collectively, these observations point to a need for a simpler, better-connected layout that preserves low-speed benefits while improving comfort and accessibility for all users.

4.2. Other Observations

In addition to the key operational and behavioural findings summarised above, several general condition and operational observations were made during the site visit.

While these issues are secondary to the core layout and user-behaviour matters, they provide important context regarding the corridor's overall functionality, presentation, and maintenance needs. These are outlined below.

Table 4-2: Other General Observations and Outcomes

Observation	Outcome / Consequence
Road markings, including zebra crossings, are faded and inconsistent.	Reduces legibility of priority areas and driver awareness, increasing potential for hesitation or unpredictable yielding behaviour.
Uneven footpath surfaces at driveway crossings, particularly on the east side of the road.	Creates localised trip hazards and discomfort for mobility-impaired users, prams, and cyclists transitioning between surfaces.
Pavement surface condition is variable, with localised areas of wear and patching.	Diminishes ride quality for cyclists and vehicles, reduces drainage effectiveness, and affects overall visual quality.

Observation	Outcome / Consequence
Vehicles parked close to intersections (e.g., Childers Road roundabout) and driveways restrict sight lines.	Limits inter-visibility between pedestrians and drivers, elevating the risk of crossing conflicts.
Occasional obstruction of footpaths by vehicles near business entrances (e.g., tyre store).	Reduces available path width for pedestrians and reduce accessibility for prams and wheelchairs.
Sign clutter remains at some locations (e.g., raised crossing on Childers Road).	Creates visual overload and reduces the effectiveness of essential regulatory and warning signs.
Vegetation growth and planter placement reduce available clearance in some areas.	Narrows the effective width of travel lanes and paths, limiting manoeuvring space for cyclists and affecting sight lines.

Summary of Other General Observations

While general traffic speeds remain low, the corridor exhibits maintenance, visibility, and surface-condition issues that reduce clarity and comfort for all users.

Minor obstructions, inconsistent markings, and variable pavement quality collectively detract from the street's overall legibility and accessibility.

Addressing these baseline conditions will be important for any future configuration to operate effectively and support equitable use across all modes.

4.3. Conclusion

The findings presented in this section are primarily based on site observations and community feedback, which together form the scope of this assessment.

Several of the observed conditions are also broadly consistent with findings reported in previous assessments, including the Post-Construction Safe System Audit[1] and the AI-based Traffic Survey[2].

Overall, the current layout appears effective in maintaining low operating speeds but continues to show issues related to legibility, accessibility, maintenance, and cycling usability and continuity.

These findings provide a factual basis for consideration of alternative layout options in the following section, where potential configurations are explored to address identified issues while retaining the positive aspects of the existing environment.

[1] Post-Construction Safe System Audit, dated October 2024, prepared by Urban Connection Limited for Gisborne District Council.
[2] Artificial Intelligence Road Surveys (AIRS) Report, dated 2024, prepared by Bicycle Network for Gisborne District Council.

5. Optioneering

Following the findings of the technical review, several potential configurations have been developed to address the identified issues while retaining the positive outcomes already achieved, such as low operating speeds and safe pedestrian environments.

The options are intended to illustrate a range of interventions, from retaining the existing layout to fully reverting the street to its pre-trial form.

Four representative options have been identified:

- Option 1 – Do Nothing: Maintain current layout with minimal works.
- Option 2 – Full Reversal: Return the street to its pre-trial configuration.
- Option 3 – Pedestrian-Priority (Cycle Facilities Removed): Retain speed-management and pedestrian facilities but remove all dedicated cycling infrastructure.
- Option 4 – Pedestrian & Cyclist Shared-Path: Re-establish angle parking, convert the eastern footpath to a shared path, and retain effective traffic-calming features.

Each option has been evaluated against performance, level-of-service, and cost metrics, using YES / NO for outcomes and Low / Moderate / High for indicative cost levels. This enables Council to easily compare how each configuration performs in relation to the project objectives and evidence collected to date.

The options were developed based on findings from site observations, community feedback, and alignment with the Safe System approach, focusing on balancing safety, accessibility, parking supply, and maintenance practicality.

All interventions are high-level only and would require confirmation through detailed design and cost estimation.

5.1. Option 1 – Do Nothing

Description

- Maintain the existing Streets for People layout with no major geometric or layout changes.
- Undertake routine maintenance and minor renewals only.

Indicative Interventions

- Refresh worn line markings and zebra crossings.
- Reinstate missing or damaged tactile pavers.
- Regular drainage and planter cleaning.
- Localised surface repairs and artwork patching.

Table 5-1: Option 1 – Status Quo – Performance Metrics

Metric	Achieved?	Relative Cost
Maintains low operating speeds	YES	LOW
Supports accessible crossings	PARTIAL	LOW
Provides clear cyclist connections	NO	LOW
Provides sufficient parking supply	PARTIAL	LOW
Minimises ongoing maintenance burden	NO	HIGH (ONGOING)
Improves overall legibility	NO	–

Summary

Retains low speeds at low upfront cost but continues to incur high maintenance demands and does not address cycling or accessibility shortcomings.

5.2. Option 2 – Full Reversal

Description

- Remove all *Streets for People* elements and reinstate the pre-trial street with standard carriageway width, markings, and angle parking.

Indicative Interventions

- Remove planters, humps and separators.
- Full carriageway reseal to remove surface artwork.
- Reinstate former parking and kerb markings.
- Replace signage and lighting where required.

Table 5-2: Option 2 – Full Reversal – Performance Metrics

Metric	Achieved?	Relative Cost
Maintains low operating speeds	NO	MODERATE
Supports accessible crossings	NO	MODERATE
Provides clear cyclist connections	NO	MODERATE
Provides sufficient parking supply	YES	HIGH
Minimises ongoing maintenance burden	YES	LOW
Improves overall legibility	PARTIAL	MODERATE

Summary

Simplifies maintenance and restores business access but removes all safety and accessibility improvements achieved by the trial.

5.3. Option 3 – Pedestrian-Priority (Cycle Facilities Removed)

Description

- Remove the on-road bi-directional cycleway but retain pedestrian facilities and speed-management elements such as raised crossings, speed humps, and planters.
- Cyclists would share the carriageway with general traffic, with no dedicated facilities.

Indicative Interventions

- Remove cycleway markings, separators, and signage.
- Full reseal of carriageway to remove surface artwork.
- Reinstate former parking and kerb markings.
- Retain and refresh zebra and raised crossings and upgrade tactile surfaces.
- Renew markings and signage to reflect standard road layout.

Table 5-3: Option 3 – Pedestrian-Priority – Performance Metrics

Metric	Achieved?	Relative Cost
Maintains low operating speeds	YES	LOW
Supports accessible crossings	YES	LOW
Provides clear cyclist connections	NO	MODERATE
Provides sufficient parking supply	YES	HIGH
Minimises ongoing maintenance burden	YES	LOW
Improves overall legibility	YES	MODERATE

Summary

Provides a tidy, low-maintenance layout that maintains pedestrian safety and traffic-calming benefits but offers no dedicated cycling provision. May be viewed as a transitional or minimal-intervention approach.

5.4. Option 4 – Pedestrian & Cyclist Shared Path

Description

- Remove the existing on-road cycleway and re-establish angle parking on both sides.
- Convert the eastern footpath into a consistent shared-use path for pedestrians and cyclists, retaining speed-management devices and raised crossings.
- Replace artwork with standard pavement surfacing and achieve full RTS-14 accessibility compliance.

Indicative Interventions

- Full reseal of carriageway to remove surface artwork.
- Localised widening of eastern footpath for shared-path continuity.

- Install new tactile surfaces, signage, and wayfinding.
- Retain and refresh zebra and raised crossings and upgrade tactile surfaces.
- Retain and refurbish planters and humps for speed control.

Table 5-4: Option 4 – Pedestrian & Cyclist Shared Path – Performance Metrics

Metric	Achieved?	Relative Cost
Maintains low operating speeds	YES	LOW
Supports accessible crossings	YES	LOW
Provides clear cyclist connections	YES	MODERATE
Provides sufficient parking supply	YES	HIGH
Minimises ongoing maintenance burden	YES	LOW
Improves overall legibility	YES	MODERATE

Summary

Balances safety, accessibility, and parking provision. Although requiring moderate upfront works (reseal and footpath widening), it is expected to deliver strong long-term outcomes and reduced maintenance needs.

5.5. Overall Summary

All four options have been compared below against the key performance, cost, and maintenance criteria to illustrate their relative strengths, weaknesses, and overall suitability for implementation. The purpose of this comparison is not to select a design but to highlight the trade-offs between safety, accessibility, and cost across a representative range of interventions.

Table 5-5: Performance Metrics – Comparative Summary Table

Criterion	Opt 1 Do Nothing	Opt 2 Full Reversal	Opt 3 Pedestrian-Priority	Opt 4 Pedestrian & Cyclist Shared-Path
Maintains low speeds	☑	✗	☑	☑
Accessibility & crossings	⚠	✗	☑	☑
Cyclist connectivity	✗	✗	✗	☑
Parking supply	⚠	☑	☑	☑
Ongoing maintenance demand	High	Low	Low	Low
Upfront cost (overall)	Low	Moderate to High	Moderate to High	Moderate to High
Legibility & user experience	✗	⚠	⚠	☑
Key:	☑ Achieved, ⚠ Partially Achieved, ✗ Not achieved			

Overall Commentary

The comparative assessment shows clear differences in how each option supports safety, accessibility, and user comfort.

- Option 1 (Do Nothing) maintains low operating speeds, which helps limit crash severity, but ongoing maintenance issues and inconsistent markings reduce visibility and predictability for all users. The lack of compliant tactiles and cycling continuity also compromises accessibility and safety for vulnerable users. This option does not have a positive sentiment from the community.
- Option 2 (Full Reversal) would simplify operations and reduce long-term maintenance costs, yet removing the raised crossings, planters, and vertical deflection would likely result in higher vehicle speeds and a corresponding increase in crash risk and injury severity. It would also remove existing pedestrian priority features that currently provide safer crossing opportunities. These elements have received positive sentiment from the community.
- Option 3 (Pedestrian-Priority) preserves the calming measures that keep speeds low and the raised crossings that protect pedestrians, representing a generally safe environment for foot traffic. However, with no cycling provision, riders would mix with general traffic, increasing the likelihood of conflicts and reducing perceived safety for this group.
- Option 4 (Pedestrian & Cyclist Shared-Path) retains the proven safety benefits of low-speed design and raised crossings, while restoring parking and creating a consistent, separated route for cyclists and pedestrians. It provides the most balanced outcome, offering low-speed protection for all users, eliminating unnecessary maintenance hazards, and supporting accessibility in line with best-practice standards.

Although Options 2–4 entail higher upfront cost due to resurfacing and marking works, Option 4 is more consistent with long-term safety, accessibility, and functional outcomes, aligning with community expectations and Safe System principles while maintaining a practical maintenance profile.

6. Conclusions

This independent review has examined the Grey Street Streets for People trial through three complementary lenses: community sentiment, technical performance, and future options.

The community sentiment analysis revealed a predominantly negative perception of the Grey Street trial. Around 89% of respondents indicated that they do not consider the trial to have achieved its aims, with only about 11% answering “Yes” or “Somewhat”. Sentiment coding of the free-text comments shows that approximately 71% of comments are negative in tone, 19% mixed, 6% positive and 4% neutral. While many submitters acknowledge positives such as lower traffic speeds, safer crossings and a more people-focused intent, these are often expressed alongside strong concerns about parking loss, heavy-vehicle access, layout clarity and ongoing maintenance, leading most respondents to oppose retaining the layout in its current form.

The technical review confirmed that the existing layout achieves low operating speeds and provides a generally safe environment for pedestrians. However, it also identified shortcomings in accessibility, maintenance, and cycling usability and continuity. Surface deterioration, missing tactile guidance, and inconsistent markings have collectively reduced the clarity and functionality of the corridor.

The optioneering assessment developed four potential configurations, from retaining the current layout to a full reversal, alongside intermediate options balancing safety, accessibility, and cost. Of these, the Pedestrian & Cyclist Shared-Path option best aligns with the project’s safety and accessibility objectives. It preserves the benefits of the low-speed environment and pedestrian priority established under the trial, while restoring business access, reinstating parking, and providing a consistent shared facility for active modes.

While final decisions will rest with Gisborne District Council, this report provides an objective, evidence-based comparison to support consideration of the available options. UCL does not advocate a specific outcome, but has independently assessed each configuration to identify its respective benefits, limitations, and cost implications. Council should prioritise an option that retains raised crossings and speed calming (proven safety benefits) while restoring parking and improving cycling connectivity. Option 4 (Shared Path) is the most balanced solution, but all options require detailed design to confirm feasibility and cost.

7. Disclaimer

This report has been prepared by Urban Connection Limited for Gisborne District Council and may only be used and relied on by Gisborne District Council for the purpose agreed between Urban Connection Limited and Gisborne District Council as set out in this report. By default, this means that Gisborne District Council can use and rely on this report for the purposes of supporting the consent application.

Urban Connection Limited otherwise disclaims responsibility to any person other than Gisborne District Council arising in connection with this report. Urban Connection Limited also excludes implied warranties and conditions, to the extent legally permissible. The services undertaken by Urban Connection Limited in connection with preparing this report were limited to those specifically detailed in the report and are subject to the scope limitations set out in the report.

The opinions, conclusions and any recommendations in this report are based on conditions encountered and information reviewed at the date of preparation of the report. Urban Connection Limited has no responsibility or obligation to update this report to account for events or changes occurring after the date that the report was prepared.

While every effort has been made to ensure accuracy and objectivity, the review is based on information available at the time of assessment and does not include detailed design validation or cost-estimation work. The conclusions and options presented are therefore intended as evidence-based guidance to inform Council decision-making, subject to confirmation through subsequent detailed design and cost review.

© Urban Connection Limited 2025
This document is and shall remain the property of Urban Connection Limited. The document may only be used for the purpose for which it was commissioned and in accordance with the Terms of Engagement for the commission. The unauthorised use of this document in any form whatsoever is prohibited.

HB0047_Grey Street Scheme Reversal-Rev1.docx
Document Status: Final

Rev	Date of Issue	Author	Reviewer		Approved	
			Name	Signature	Name	Signature
0 - Draft	4 November 2025	Matheus Boaretto	Aaron Campion		Aaron Campion	
1 - Final	5 November 2025	Matheus Boaretto	Aaron Campion		Aaron Campion	

Te Kaunihera o Te Tairāwhiti
GISBORNE
DISTRICT COUNCIL

25-277

Title: **25-277 Ngati Oneone Ranfurly Street Sales and Purchase Agreement**

Section: Chief Executive's Office

Prepared by: Gene Takurua - Chief Advisor - Māori

Meeting Date: Wednesday 12 November 2025

Legal: Yes	Financial: Yes	Significance: **Low**

Report to COUNCIL/TE KAUNIHERA for decision

PURPOSE - TE TAKE

The purpose of this report is to consider and assess options for the future of Lots 2, 3, and 4 DP448152 (Record of Title 769504) Ranfurly Street, Gisborne ("the Land"). It seeks Council approval for the sale of Land to an entity nominated by Ngāti Oneone in the context of Council's Statement of Intent (SOI) with Ngāti Oneone.

The Land is held by Council under the Public Works Act '**for the operation of local services**'.

Council staff undertook an investigation into potential future use has concluded that the Land is not currently being used by Council for the purposes in which it is held and nor is there a reasonably foreseeable future plan to use it for that purpose.

There are no intentions or plans of Council to develop the Land for 'the operation of local services' such as water, drainage or roading infrastructure.

Council has completed an options analysis for the best use of this Land, including consideration of the proposal to transfer the land to Poho o Rawiri Marae Committee, Ngāti Oneone's designated entity for land holdings, pursuant to fulfilling Council disposal policy requirements. Ngāti Oneone has indicated that they are prepared to purchase the land at market value.

On 24 October 2025, Council signed a lease for the Land to allow Ngāti Oneone to fulfil their short-term aspirations and reconnect to their whenua while Council undertake the longer process to dispose the Land into their possession.

Council has completed an options analysis for the best use of this Land and consider the proposal to transfer the land to Poho o Rawiri Marae Committee, Ngāti Oneone's designated entity for land holdings, pursuant to fulfilling Council's Disposal Policy requirements as the best future use for the Land. Ngāti Oneone has indicated that they are prepared to purchase the land at market value.

SUMMARY - HE WHAKARĀPOPOTOTANGA

The decisions or matters in this report are considered to be of **Low** significance in accordance with the Council's Significance and Engagement Policy.

RECOMMENDATIONS - NGĀ TŪTOHUNGA

That the Council/Te Kaunihera:

1. **Approves the sale of Lots 2, 3, and 4 DP448152 Ranfurly Street to Poho-o-Rawiri Marae Committee at market value via private treaty for the following reasons:**
    - **The options analysis has detailed this option, and its future use provides best benefit to the community.**
    - **The Heritage Reserve zoning and its limitations renders the Land unsuitable for commercial development.**
    - **Honours the Statement of Intent with Ngati Oneone and Council's commitment to explore pathways such as transfer, vesting, lease or co-governance where appropriate in a manner of good faith, transparency, timeliness and mana-enhancing.**
    - **Achieves best value (balanced on future use benefit and achieving market value) for ratepayers as per the Property Sales and Acquisition Policy.**

Authorised by:

Nedine Thatcher Swann - Chief Executive

Keywords: ngati oneone, ranfurly street, statement of intent, SOI, poho o Rawiri marae, lease

BACKGROUND - HE WHAKAMĀRAMA

1. On 21 August Council unanimously adopted the Statement of Intent (SOI) which agreed to:
   - Investigate identified land parcels in partnership with Ngāti Oneone;
   - Explore pathways such as transfer, vesting, lease, or co-governance where appropriate;
   - Ensure wider tangata whenua interests are recognised and engaged; and
   - Align engagement approaches and outcomes with Councils statutory obligations and community outcomes.
2. Through the development of the SOI Ngāti Oneone and Council staff prioritised eight parcels of land for immediate investigation.
   - 8 Titirangi Drive Lot 2 DP 304727 – acquired through the FOSAL Category 3 buy-out process.
   - 89 Kaiti Beach Road, Lot 26 DP 7819 – (partly leased by Gisborne Yacht Club).
   - Cambridge Terrace - Lot 29 DP 5094, Lot 30 DP 5094, Lot 31 DP 5094.
   - Ranfurly Road - Lot 2 DP 448152, Lot 3 DP 448152, Lot 4 DP 448152.
3. The investigation includes clarifying legal status, ownership processes, and any obligations that may trigger public consultation.
4. In a noting report to Council 2 October 2025 [**Report 25-246**] staff and Ngāti Oneone provided a joint update regarding the progress of the investigation and wider engagement with other interested mana whenua groups and outline the land status and various options pathways for each parcel of land.
5. As part of the next steps for the Ranfurly Street parcels, Council committed to completing the investigation process, which includes developing an options assessment as part of its Property Sales and Acquisitions Policy, including consideration of community views and preferences, Maori cultural considerations, and engagement as required under the Significance and Engagement Policy.
6. As per those next steps, a lease was also issued to Ngāti Oneone on 24 October 2024 as an interim step while the longer process of transfer investigation continued.
7. On 25 October 2025, Ngāti Oneone disestablished from the activations site at Hirini Street.
8. Council has acknowledged the shared interests of Ngāi Tāwhiri, through their mandated legal entity of the Rongowhakaata Iwi Trust and Te Whānau ā Iwi through Te Aitanga a Mahaki Trust. Council staff are committed to working with these entities to ensure statutory obligations are met and wider rights are recognised.
9. Ngāti Oneone have been actively engaging with Rongowhakaata Iwi Trust, Ngai Tāwhiri and Te Whānau ā Iwi in an effort to progress the transfer of whenua where all rights and interests are acknowledged and included in the discussion.

DISCUSSION and OPTIONS - WHAKAWHITINGA KŌRERO me ngā KŌWHIRINGA

Decision-Making in Determining Best Future Use

10. Decision-making under the Local Government Act requires Council to first identify the objective(s) of its decision. These objectives then inform the engagement and options analysis processes.

11. The Land is **Lots 2,3, and 4 DP 448152,** Ranfurly Drive.

12. Council acquired the Land from Eastland Port Limited in 2016 as part of a package of complex transactions associated with the Port redevelopments at that time.

13. The Land is held by Council under the Public Works Act *'for the operation of local services'*. There is nothing on record or file that indicates that Council had any particular purpose or intention for the Land when it was purchased in 2016.

14. The Land is zoned Heritage Reserve which includes commonly identified land of cultural and/or spiritual significance to tangata whenua and sites of historical/archaeological importance. With the current zoning, the land is not suitable for commercial development.

15. It is in close proximity to Te Poho o Rawiri Marae and has from time to time been used for overflow carparking when large community events have been hosted by the marae.

16. There are no intentions or plans of Council to develop the Land for 'the operation of local services' such as water, drainage or roading infrastructure. Roading have identified that there is one stormwater asset in the very top corner of the Land, which will be surveyed and for an easement prior to transfer of land ownership.

17. The recipients are a mandated representative for the requesting hapū.

18. The Land is not considered in itself to be a significant part of Council's Reserve Network and, Council officers have determined it is not considered a Strategic Asset against Council's Significance and Engagement Policy.

Ngāti Oneone Aspirations for the Land

19. Ngāti Oneone through Poho-o-Rawiri Marae Committee have held long term aspirations for the Land to support the wider Kaiti community and education initiatives. Te Kura Kaupapa o Horouta Wānanga (the kura) was originally established at Te Poho o Rawiri Marae in Ranfurly Street to address the demand for kura Kaupapa for the Kaiti area, as all the kura Kaupapa were located on the other side of town at the time. The kura was extremely popular and quickly outgrew the marae facilities.

20. In 2014 Te Poho o Rawiri Marae underwent a major upgrade project to the facilities, and Horouta Wananga was relocated to the old Gisborne rectory that was once boarding facilities for Gisborne Boys High School where the role continued to grow. The move was intended as a temporary measure, with the long-term vision for the kura to return to Te Poho o Rawiri Marae where it began. To that effect, work has been underway with the Ministry of Education to build new facilities for the kura on land blocks on Ranfurly Street adjacent to Te Poho o Rawiri Marae.

21. The marae has a kohanga reo on the marae grounds, Te Tihi o Tītīrangi Kohanga Reo, which is a feeder kohanga to the kura. The kura is projecting a further roll increase, and Ngāti Oneone are keen to secure the Land to facilitate its long-term growth and support the community's desire to have a kura kaupapa education option for their tamariki.

22. The Ministry of Education have now commenced the building project, and as such Ngati Oneone via Poho o Rawiri Committee have signaled their willingness to pay market value for the Land to achieve the above benefits for the community.

23. In the short term Ngāti Oneone have many cultural and community focused projects and initiatives that will now be realized as per the executed lease.

Options Analysis

24. The purpose of the options analysis is to identify all reasonably practicable options for the achievement of the objectives and assess their advantages and disadvantages.

25. Council has identified the following reasonably practicable options for the achievement of the objectives set out above:

Option	Advantages	Disadvantages
1. Do nothing (Status Quo - land remains held by Council)	• Land stays in public ownership • Lease stays in place with Poho o Rawiri Marae Committee, allowing some benefit to Ngāti Oneone.	• Not good utilisation of land because Council has no current or future related need for the land. • Does not fulfil Ngāti Oneone's desire for return of land or the purposes for which they desire it. • Without clear rationale may not be consistent with the Statement of Intent commitment.
2. Land is retained in Council ownership but used for a different purpose.	• Allows land to be use for a different public purpose in future.	• Council do not have a stated purpose, and as such would be likely to remain held as it is currently (for no particular purpose). • Significant resources would be required to carry out planning and consider options for another use. • Does not fulfil Ngāti Oneone's desire for return of land. • May not be a better purpose or provide better benefit to the community than Ngati Oneone's stated purpose. • Without clear rationale may not be consistent with the Statement of Intent commitment.
3. Land is considered for sale on the open market	• Could demonstrate value for ratepayers.	• Does not fulfil Ngāti Oneone's desire for return of land. • The heritage zoning may restrict activities that would attract a buyer on the open market (Land is not suitable for commercial development). • No guarantee that the offer would be better than market value. • May not provide overall benefit back to the community.
4. Land is sold to Ngāti Oneone and jointly managed by Council and Ngāti Oneone (e.g. pursuant to a Mana Whakahono ā Rohe agreement under the RMA)	• Public and Ngāti Oneone have the benefit of Council's statutory powers to manage land under the Reserves Act or Bylaws. • Partnership approach. • Potential sharing of costs.	• Ratepayers carry some ongoing risk and cost of land they don't own. • May not be a practical solution for these parcels given that Council does not have an intended future use. • May not be a practical solution for these parcels given Ngāti Oneone aspirations.

Option	Advantages	Disadvantages
5. Land is considered for direct sale to Ngati Oneone at market value	• Good utilisation of land because Council has no current or future need for the land. • Ngāti Oneone obtain tino rangatiratanga over their whenua and greater ability to exercise kaitiakitanga • Council honours the SOI and strengthens its relationship with Ngāti Oneone • Fulfils Ngāti Oneone's desire for return of land • Consistent with the SOI • Purchase price paid by Ngāti Oneone provides contribution back to Council • Partnership approach • Potentially sharing of costs • Community will benefit from Ngati Oneone's intended use to support Te Kura Kaupapa o Horouta Wananga	• Difficult to ensure best valjue obtained when selling by private treaty (however valuation for market value mitigates this risk) • Potential that there is still a member of the community that feels their view has not been adequately taken into account

26. In considering the options available and in light of the investigation process, option 5 represents the best future use of Lots 2, 3 and 4 DP448152 Ranfurly St, Kaiti.

Land Transfer to Tangata Whenua

27. Council acknowledges that the decision to dispose of this Land is fact and context specific. These conditions are regarded as a particular set of circumstances that are unique to the Land, its use and the scope of the SOI.

28. In coming to the recommendation to dispose, Council has ensured that all options have been considered prior to a decision for a particular outcome (i.e. to keep the Land for the same purpose, to keep the Land for another purpose, to dispose of the Land on the open market, to dispose of the Land at the request of tangata whenua).

Land Disposal as per the Council's Property Sales and Acquisition Policy

29. The purpose of Council's Property Sales and Acquisition Policy is to assist staff with negotiations associated with the purchase and disposal of land to achieve best value for ratepayers. The Policy is intended as a guide for decisions of property sales and acquisitions and has various objectives with that outcome in mind.

30. These objectives include making decisions that will make land available for development or to create a community resource, to balance commercial gain with community benefits and also provide written justification when a sale is to proceed other than by public tender.

31. The Property Sales and Acquisitions Policy also considers community views and preferences, Maori cultural considerations, and engagement as required under the Significance and Engagement Policy.

32. The policy stipulates that Council will tender the property for sale unless there are clear reasons for doing otherwise and provide those reasons in its resolution. Council does however reserve the right to sell property directly where it is appropriate to the circumstances.

33. Through the investigation and options analysis, Council are not using the Land for its intended purposes and are not intending to do so in the future. Ngāti Oneone have an intended purpose that will serve the community and provide additional cultural benefit.

34. Due to the limitations that are imposed by the Heritage Reserve zoning, the land is not suitable for commercial development.

35. In selling the Land directly to Ngāti Oneone via Poho o Rawiri Marae Committee for market value, Council still ensures that they are achieving best value for ratepayers as per the policy.

36. Selling the land directly to Ngāti Oneone also meets Council's commitment to the Statement of Intent as a natural outcome of the investigation into these matters in a fair and transparent manner and in good faith.

ASSESSMENT of SIGNIFICANCE - AROTAKENGA o NGĀ HIRANGA

Consideration of consistency with and impact on the Regional Land Transport Plan and its implementation
Overall Process: **Low** Significance
This Report: **Low** Significance

Impacts on Council's delivery of its Financial Strategy and Long Term Plan
Overall Process: **Medium** Significance
This Report: **Medium** Significance

Inconsistency with Council's current strategy and policy
Overall Process: **Low** Significance
This Report: **Low** Significance

The effects on all or a large part of the Gisborne district
Overall Process: **Low** Significance
This Report: **Low** Significance

The effects on individuals or specific communities
Overall Process: **Low** Significance
This Report: **Low** Significance

The level or history of public interest in the matter or issue
Overall Process: **Medium** Significance
This Report: **Low** Significance

37. The decisions or matters in this report are considered to be of **Low** significance in accordance with Council's Significance and Engagement Policy.

TREATY COMPASS ANALYSIS

Kāwanatanga

38. Council has provided for kāwanatanga by establishing a structured, lawful, and transparent pathway through the adopted Statement of Intent (SOI) and worked in partnership with Ngāti Oneone to achieve that. The SOI set clear parameters for the investigation into the Ranfurly parcels, due diligence (including Reserves Act, Public Works Act, and strategic asset considerations), without pre-determining an outcome. Engagement letters were issued to Rongowhakaata Iwi Trust and Te Whānau a Iwi, with governance meetings also held to ensure transparency of process.

Rangatiratanga

39. The SOI recognises Ngāti Oneone as the petitioning mana whenua group and provides for their rangatiratanga by prioritising parcels they identified, inviting a Mana Whakahono ā Rohe to co-design planning interfaces that allow immediate, tikanga-consistent use without prejudicing final decisions. Council's approach also respects the rangatiratanga of other mana whenua with whakapapa connections Rongowhakaata Iwi Trust, Ngāi Tāwhiri and Te Whānau a Iwi by acknowledging overlapping interests and engaging mandated representatives. Representation decisions rest with iwi/hapū; Council does not determine mandate and will align its engagement to the entities confirmed by mana whenua.

Oritetanga

40. Ōritetanga is advanced through an equitable, transparent process that treats all affected mana whenua fairly while recognising the specific context that led to the SOI (petition and occupation). Practical measures include: consistent information-sharing and access to legal/process advice; interim use arrangements that can be tailored, time-bound, and revocable to avoid conferring advantage or foreclosing outcomes; consultation where required (e.g., strategic asset disposal) to protect wider public interests; and a clear pathway for other hapū/iwi with interests to be heard and for their views to influence options and timing. The aim is parity of opportunity and treatment, not identical treatment recognising distinct histories, roles, and mandates.

Whakapono

41. Whakapono is upheld through good-faith conduct, clarity of intent, and dependable follow-through. Council has publicly recorded the SOI, written to other mana whenua acknowledging overlaps, and set short term milestones (including interim arrangements) that tangibly demonstrate commitment while investigations proceed.

42. In undertaking the options analysis to complete the investigation process, Council has upheld the promise to act in good faith under the SOI.

TANGATA WHENUA/MĀORI ENGAGEMENT - TŪTAKITANGA TANGATA WHENUA

43. Following the Council resolution of 21 August 2025, formal letters were sent to both Rongowhakaata Iwi Trust (RIT) and Te Whānau ā Iwi via Te Aitanga ā Māhaki Trust outlining the outcome of Council's decision, acknowledging shared rights, and confirming our intent to engage with them as this kaupapa advances.

44. In relation to Rongowhakaata Iwi Trust, Council has made it clear that the intention is to work with the mandated iwi authority and their nominated Ngāi Tāwhiri representatives.

45. Following the update paper provided to Council on 2 October 2025, further letters were sent to keep them informed of the progress against the Statement of Intent work and to ensure that Council remains committed to open communication and providing avenues for open discussion. New letters have been sent to provide a further update in regard to the lease for Ranfurly St, and the intention to sell at market value with the completion of the investigation and options analysis.

46. Te Poho o Rawiri Marae is set aside for the benefit of Ngāti Oneone, Ngāti Porou, Rongowhakaata, Aitanga a Mahaki (sic) and Ngai Tamanuhiri as per Part 4 of The Maori Purposes Act 1970. The Act allows land to be vested to the marae committee.

47. Hapū led discussions are ongoing to confirm a new constitution that will solidify representation from the beneficiary iwi and ensure the marae committee remains inclusive of all interested parties with whakapapa ties to the parcels of land pursued under the SOI.

48. Consistent with our Treaty commitments, we will remain available to engage in these conversations where appropriate, while being mindful that any outcomes reached at hapū level may shape the role and support Council is asked to provide. By maintaining this open and inclusive approach, Council ensures that shared interests, ahi kaa and mana whenua are not overlooked and that any eventual pathway for the whenua is durable, equitable, and grounded in partnership.

49. Council recognises that shared interests can sometimes lead to differing views about representation or future arrangements. While our intent is to support mana whenua to resolve these matters directly, there may be occasions where Council is called upon to provide a facilitative or mediating role to ensure progress continues. Any such involvement would be guided by our statutory obligations and Treaty commitments, and would focus on maintaining transparency, fairness, and the integrity of relationships between all parties.

50. The Rongowhakaata Deed of Settlement provides a basis in which these discussions can be considered. The deed outlines Ngati Oneone as mana whenua and acknowledges the interests of Ngai Tawhiri and Te Whānau a Iwi respectively.

51. While final decisions on the disposal or future use of Council-owned land rest with Council, the question of mandate and representation sits with iwi and hapū themselves. Where shared interests give rise to differing views, it is for hapū to work through those matters directly. Council may be asked to provide a facilitative or mediation role to support dialogue but cannot determine mandate. Any outcomes will therefore balance Council's statutory obligations, community responsibilities, and our commitment under Te Tiriti o Waitangi to act in good faith and in a transparent, mana-enhancing way.

COMMUNITY ENGAGEMENT - TŪTAKITANGA HAPORI

52. Council have taken steps to ensure that engagement with affected parties has taken place.

53. The affected parties identified were the Marae, Eastland Port Limited and other mana whenua groups who hold whakapapa connections and interests in the Land.

54. Other mana whenua groups who hold whakapapa connections and interests in the Land are being consulted and this is progressing in a fair and principled way.

55. Prior to and throughout the SOI process Ngati Oneone have stayed in communication with Port Eastland and conveyed their desires to have the land returned to their ownership. Port Eastland have remained largely supportive of Ngati Oneone's aspirations for the Land.

56. An informal lease was in place with a horse owner who used the Land for grazing. As Ngāti Oneone now have a formalised lease, the informal lease was terminated with a contact within Poho o Rawiri Marae Committee set up as a liaison for any future grazing opportunities. Initial conversations have been progressed with the owner of the horses.

CLIMATE CHANGE – Impacts / Implications - NGĀ REREKĒTANGA ĀHUARANGI – ngā whakaaweawe / ngā ritenga

57. There are no direct impacts or implications affecting climate change posed in the matters of this report.

CONSIDERATIONS - HEI WHAKAARO

Financial/Budget

58. Council will engage an independent valuer to undertake the valuation of the Land prior to sale.

59. The work to undertake the investigations and provide options analyses are currently unbudgeted and unprogrammed.

Legal

60. By entering the Statement of Intent, Council is not committing to undertake any specific actions – such as the transfer of any parcel of land prior to following a detailed investigation process as noted in this report. Each parcel of land is subject to its own assessment to determine whether it is suitable for transfer. Entering a Statement of Intent does not predetermine any outcome outlined in this report.

POLICY and PLANNING IMPLICATIONS - KAUPAPA HERE me ngā RITENGA WHAKAMAHERE

61. All relevant policy implications have been considered as part of the investigation process.

62. For the purposes of disposal, Council have considered the land transfer under the Property Sales and Acquisition Policy.

63. Some future uses may trigger the requirement for a resource consent, and the owner will need to comply with the consent application process.

RISKS - NGĀ TŪRARU

64. There is a risk that Council do not achieve market value for the sale of the Land. The Property Sales and Acquisition Policy states that Council must seek an independent valuation to ensure best value for ratepayers.

65. Ngai Tawhiri and their mandated entity Rongowhakaata Iwi Trust have been duly informed of every step as the SOI mahi has progressed. Even so, there is still a risk that members of Ngai Tawhiri could still approach Council in regard to any land transfers within the Kaiti block. Council will continue to send regular updates and keep lines of communications open to allow Ngai Tawhiri to engage via their mandated entity at a time and in a method of their choosing.

NEXT STEPS - NGĀ MAHI E WHAI AKE

Date	Action/Milestone	Comments
13 November 2025	Draft the Sales and Purchase Agreement for negotiation with Poho o Rawiri Marae Committee Incorporated.	

Te Kaunihera o Te Tairāwhiti
GISBORNE
DISTRICT COUNCIL

25-190

Title: **25-190 Adoption of Standing Orders**

Section: Democracy & Support Services

Prepared by: Julian Rangihuna-Tuumuli - Democracy & Support Services Manager

Meeting Date: Wednesday 12 November 2025

Legal: Yes	Financial: No	Significance: **Low**

Report to COUNCIL/TE KAUNIHERA for decision

PURPOSE - TE TAKE

The purpose of this report is to adopt the current Standing Orders (**Attachment 1**) until a thorough review is completed in 2026. Council will look to review its Standing Orders in accordance with the Local Government New Zealand Guidance released in 2025 (**Attachment 2**).

SUMMARY - HE WHAKARĀPOPOTOTANGA

Council is obliged under Clause 27, Schedule 7 of the Local Government Act 2002, to adopt a set of Standing Orders.

The 2023 Standing Orders are based on the Local Government New Zealand template which encapsulates the mandatory rules set out in the Local Government Act 2002 and the Local Government Official Information and Meetings Act 1987. Council may adopt additional rules or extend existing rules for clarification or local emphasis within the scope of the Acts.

The passing of Standing Orders and any amendments require a 75% majority.

The decisions or matters in this report are considered to be of **Low** significance in accordance with the Council's Significance and Engagement Policy.

RECOMMENDATIONS - NGĀ TŪTOHUNGA

That the Council/Te Kaunihera:

1. **Adopts the 2023 Gisborne District Council Standing Orders until a review has been completed in 2026.**

Authorised by:

Anita Reedy-Holthausen - Director Engagement & Maori Partnerships

Keywords: standing orders, adoption of standing orders, LGNZ template, general business of Council, system of voting

ATTACHMENTS - NGĀ TĀPIRITANGA

1. Attachment 1 - Standing Orders November 2023 [**25-190.1** - 71 pages]
2. Attachment 2 - Guide to 2025 LGNZ Standing Orders Template 2025 [**25-190.2** - 60 pages]

Standing Orders

15 November 2023

A3092194

Preface

Standing orders contain rules for the conduct of the proceedings of local authorities, committees, subcommittees and subordinate decision-making bodies, and local and community boards. Their purpose is to enable local authorities to exercise their decision-making responsibilities in a transparent, inclusive and lawful manner.

In doing so the application of standing orders contributes to greater public confidence in the quality of local governance and democracy in general.

These standing orders have been designed specifically for local authorities, their committees, subcommittees and subordinate decision-making bodies, and local and community boards. They fulfil the requirements of the Local Government Act 2002 and the Local Government Official Information and Meetings Act 1987 with regard to the conduct of meetings.

It is mandatory that councils adopt standing orders for the conduct of their meetings and the meetings of any subordinate bodies, such as committees and subcommittees (see clause 27 Schedule 7 of the Local Government Act 2002).

For clarity's sake whenever a question about the interpretation or application of these standing orders is raised, particularly where a matter might not be directly provided for, it is the responsibility of the chairperson of each meeting to make a ruling.

All members of a local authority must abide by standing orders.

[Local Government New Zealand has made every reasonable effort to provide accurate information in this document, however it is not advice and we do not accept any responsibility for actions taken that may be based on reading it].

Contents

1. Introduction 10

Principles 10

Statutory references 11

Acronyms and Abbreviations 11

Application 11

2. Definitions 11

Part 1 - General Matters 16

3. Standing Orders 16

3.1 Obligation to adopt standing orders 16

3.2 Process for adoption and alteration of standing orders 16

3.3 Members must obey standing orders 16

3.4 Application of standing orders 16

3.5 Temporary suspension of standing orders 16

3.6 Quasi-judicial proceedings 16

3.7 Physical address of members 17

4. Meetings 17

4.1 Legal requirement to hold meetings 17

4.2 Meeting duration 17

4.3 Language 17

4.4 Webcasting meetings 17

4.5 First meeting (inaugural) 18

4.6 Requirements for the first meeting 18

5. Appointments and Elections 18

5.1 Mayoral appointment of deputy mayor, committee chairs and members 18

5.2 Council discharge of a mayoral appointment 19

5.3 Establishment of committees by the mayor 19

5.4 Elections of deputy mayors and deputy chairpersons 19

5.5 Removal of a deputy mayor 19

5.6 Voting system for deputy mayors, committee chairs and deputy chairs 19

6. Delegations 20

6.1 Limits on delegations 20

6.2 Committees may delegate 20

6.3 Use of delegated powers 20

6.4 Decisions made under delegated authority cannot be rescinded or amended 21

6.5 Committees and subcommittees subject to the direction of the local authority 21

7. Committees 21
7.1 Appointment of committees and subcommittees 21
7.2 Discharge or reconstitution of committees and subcommittees 21
7.3 Appointment or discharge of committee members and subcommittee members 21
7.4 Elected members on committees and subcommittees 22
7.5 Local authority may replace members if committee not discharged 22
7.6 Membership of mayor 22
7.7 Decision not invalid despite irregularity in membership 22
7.8 Appointment of joint committees 22
7.9 Status of joint committees 23
7.10 Power to appoint or discharge individual members of a joint committee 23
Part 2 - Pre-meeting Procedures 24
8. Giving Notice 24
8.1 Public notice – ordinary meetings 24
8.2 Notice to members - ordinary meetings 24
8.3 Extraordinary meeting may be called 24
8.4 Notice to members – extraordinary meetings 24
8.5 Emergency meetings may be called 24
8.6 Process for calling an emergency meeting 25
8.7 Public notice – emergency and extraordinary meetings 25
8.8 Meetings not invalid 25
8.9 Resolutions passed at an extraordinary meeting 25
8.10 Meeting schedules 26
8.11 Non-receipt of notice to members 26
8.12 Meeting cancellations 26
9. Meeting Agenda 26
9.1 Preparation of the agenda 26
9.2 Process for raising matters for a decision 26
9.3 Chief executive may delay or refuse request 26
9.4 Order of business 27
9.5 Chairperson's recommendation 27
9.6 Chairperson's report 27
9.7 Public availability of the agenda 27
9.8 Public inspection of agenda 27
9.9 Withdrawal of agenda items 27
9.10 Distribution of the agenda 28
9.11 Status of agenda 28
9.12 Items of business not on the agenda which cannot be delayed 28
9.13 Discussion of minor matters not on the agenda 28
9.14 Public excluded business on the agenda 28
9.15 Qualified privilege relating to agenda and minutes 28

Part 3 - Meeting Procedures 29
10. Opening and Closing 29
11. Quorum 29
11.1 Council meetings 29
11.2 Committees and subcommittee meetings 29
11.3 Joint committees 29
11.4 Requirement for a quorum 29
11.5 Meeting lapses where no quorum 30
11.6 Business from lapsed meetings 30
12. Public Access and Recording 30
12.1 Meetings open to the public 30
12.2 Grounds for removing the public 30
12.3 Local authority may record meetings 30
12.4 Public may record meetings 30
13. Attendance 30
13.1 Members right to attend meetings 30
13.2 Attendance when a committee is performing judicial or quasi-judicial functions 31
13.3 Leave of absence 31
13.4 Apologies 31
13.5 Recording apologies 31
13.6 Absent without leave 31
13.7 Right to attend by audio or audio-visual link 32
13.8 Member's status: quorum 32
13.9 Member's status: voting 32
13.10 Chairperson's duties 32
13.11 Conditions for attending by audio or audio-visual link 32
13.12 Request to attend by audio or audio-visual link 32
13.13 Chairperson may terminate link 33
13.14 Giving or showing a document 33
13.15 Link failure 33
13.16 Confidentiality 33
14. Chairperson's role in meetings 33
14.1 Council meetings 33
14.2 Other meetings 34
14.3 Addressing the chairperson 34
14.4 Chairperson's rulings 34
14.5 Chairperson standing 34
14.6 Member's right to speak 34
14.7 Chairperson may prioritise speakers 34

15. Public Forums....34
15.1 Time limits....35
15.2 Restrictions....35
15.3 Questions at public forums....35
15.4 No resolutions....35
16. Deputations....35
16.1 Time limits....35
16.2 Restrictions....36
16.3 Questions of a deputation....36
16.4 Resolutions....36
17. Petitions....36
17.1 Form of petitions....36
17.2 Petition presented by petitioner....36
17.3 Petition presented by member....37
18. Exclusion of public....37
18.1 Motions and resolutions to exclude the public....37
18.2 Specified people may remain....37
18.3 Public excluded items....37
18.4 Non-disclosure of information....37
18.5 Release of information from public excluded session....38
19. Voting....38
19.1 Decisions by majority vote....38
19.2 Open voting....38
19.3 Chairperson has a casting vote....38
19.4 Method of voting....38
19.5 Calling for a division....38
19.6 Request to have votes recorded....39
19.7 Members may abstain....39
20. Conduct....39
20.1 Calling to order....39
20.2 Behaviour consistent with Code of Conduct....39
20.3 Retractions and apologies....39
20.4 Disorderly conduct....39
20.5 Contempt....39
20.6 Removal from meeting....39
20.7 Financial conflicts of interests....40
20.8 Non-financial conflicts of interests....40
20.9 Qualified privilege for meeting proceedings....40
20.10 Qualified privilege additional to any other provisions....40
20.11 Electronic devices at meetings....40

21. General Rules of Debate 41
21.1 Chairperson may exercise discretion 41
21.2 Time limits on speakers 41
21.3 Questions to staff 41
21.4 Questions of clarification 41
21.5 Members may speak only once 41
21.6 Limits on number of speakers 41
21.7 Seconder may reserve speech 41
21.8 Speaking only to relevant matters 41
21.9 Restating motions 42
21.10 Criticism of resolutions 42
21.11 Objecting to words 42
21.12 Right of reply 42
21.13 No other member may speak 42
21.14 Adjournment motions 42
21.15 Chairperson's acceptance of closure motions 42
22. General Procedures for Speaking and Moving Motions 43
22.1 Options for speaking and moving 43
22.2 Option A 43
22.3 Option B 43
22.4 Option C 44
22.5 Procedure if no resolution reached 44
23. Motions and amendments 44
23.1 Proposing and seconding motions 44
23.2 Motions in writing 44
23.3 Motions expressed in parts 44
23.4 Substituted motion 44
23.5 Amendments to be relevant and not direct negatives 44
23.6 Chairperson may recommend amendment 45
23.7 Foreshadowed amendments 45
23.8 Lost amendments 45
23.9 Carried amendments 45
23.10 Where a motion is lost 45
23.11 Withdrawal of motions and amendments 45
23.12 No speakers after reply or motion has been put 45
24. Revocation or alteration of resolutions 45
24.1 Member may move revocation of a decision 45
24.2 Revocation must be made by the body responsible for the decision 46
24.3 Requirement to give notice 46
24.4 Restrictions on actions under the affected resolution 46
24.5 Revocation or alteration by resolution at same meeting 46
24.6 Revocation or alteration by recommendation in report 47

25. Procedural Motions 47
25.1 Procedural motions must be taken immediately 47
25.2 Procedural motions to close or adjourn a debate 47
25.3 Voting on procedural motions 47
25.4 Debate on adjourned items 47
25.5 Remaining business at adjourned meetings 47
25.6 Business referred to the council or committee 48
25.7 Other types of procedural motions 48
26. Points of order 48
26.1 Members may raise points of order 48
26.2 Subjects for points of order 48
26.3 Contradictions 48
26.4 Point of order during division 48
26.5 Chairperson's decision on points of order 48
27. Notices of Motion 49
27.1 Notice of intended motion to be in writing 49
27.2 Refusal of notice of motion 49
27.3 Mover of notice of motion 49
27.4 Alteration of notice of motion 49
27.5 When notices of motion lapse 49
27.6 Referral of notices of motion 49
27.7 Repeat notices of motion 50
28. Minutes 50
28.1 Minutes to be evidence of proceedings 50
28.2 Matters recorded in minutes 50
28.3 No discussion on minutes 51
28.4 Minutes of last meeting before election 51
29. Keeping a Record 51
29.1 Maintaining accurate records 51
29.2 Method for maintaining records 51
29.3 Inspection 51
29.4 Inspection of public excluded matters 51

30. Referenced Documents.....52

Appendix 1: Additional Provisions for Tāngata Whenua.....53
Appendix 2: Grounds to Exclude the Public.....54
Appendix 3: Sample Resolution to Exclude the Public.....56
Appendix 4: Motions and Amendments (Option A).....58
Appendix 5: Motions and Amendments (Option B).....59
Appendix 6: Motions and Amendments (Option C).....60
Appendix 7: Table of Procedural Motions.....61
Appendix 8: Webcasting Protocols.....63
Appendix 9: Powers of a Chairperson.....64
Appendix 10: Mayor's Powers to Appoint Under s 41A.....67
Appendix 11: Process for Removing a Chairperson or Deputy Mayor from Office.....68
Appendix 12: Workshops.....69
Appendix 13: Sample order of business.....70
Appendix 14: Process for raising matters for a decision.....71

1. Introduction

These standing orders have been prepared to enable the orderly conduct of local authority meetings. They incorporate the legislative provisions relating to meetings, decision-making and transparency. They also include practical guidance on how meetings should operate so that statutory provisions are complied with and the spirit of the legislation fulfilled.

To assist elected members and officials the document is structured in three parts:

- Part 1 deals with general matters
- Part 2 deals with pre-meeting procedures
- Part 3 deals with meeting procedures

The **Appendices**, which follows Part 3, provides templates and additional guidance for implementing provisions within the standing orders. Please note, the Appendix is an attachment to the standing orders and not part of the standing orders themselves, consequently amendments to the Appendix do not require the agreement of 75 per cent of those present. In addition the 'Guide to Standing Orders' provides additional advice on the application of the standing orders and are also not part of the standing orders.

Principles

Standing orders are part of the framework of processes and procedures designed to ensure that our system of local democracy and in particular decision-making within local government is transparent and accountable. They are designed to give effect to the principles of good governance, which include that a local authority should:

- Conduct its business in an open, transparent and democratically accountable manner;
- Give effect to its identified priorities and desired outcomes in an efficient and effective manner;
- Make itself aware of, and have regard to, the views of all of its communities;
- Take account, when making decisions, of the diversity of the community, its interests and the interests of future communities as well;
- Ensure that any decisions made under these standing orders comply with the decision-making provisions of Part 6 LGA 2002; and
- Ensure that decision-making procedures and practices meet the standards of natural justice.

These principles are reinforced by the requirement that all local authorities act so that "governance structures and processes are effective, open, and transparent" (s 39 LGA 2002).

Statutory references

The standing orders consist of statutory provisions about meetings along with guidance on how those provisions should be applied in practice. Where a statutory provision has been augmented with advice on how it might be implemented, the advice (so as not to confuse it with the statutory obligation) is placed below the relevant legislative reference. In some cases the language in the statutory provision has been modernised for ease of interpretation or amended to ensure consistency with more recently enacted statutes.

It is important to note that statutory references in the standing orders apply throughout the period of a meeting, regardless of whether or not parts or all of the standing orders have been suspended. These provisions must also be carried through into any amendment of the standing orders that might be made. Please note, where it is employed the word 'must', unless otherwise stated, identifies a mandatory legislative requirement.

Acronyms and Abbreviations

LGA 2002	Local Government Act 2002
LGOIMA	Local Government Official Information and Meetings Act 1987
LAMIA	Local Authorities (Members' Interests) Act 1968
sch	schedule
s	section
ss	sections
cl	clause
cls	clauses

Application

For the removal of any doubt these standing orders do not apply to workshops or meetings of working parties and advisory groups unless specifically included in their terms of reference.

2. Definitions

Adjournment means a break in the proceedings of a meeting. A meeting, or discussion on a particular business item, may be adjourned for a brief period, or to another date and time.

Advisory group means a group of people convened by a local authority for the purpose of providing advice or information that is not a committee or subcommittee. These standing orders do not apply to such groups. This definition also applies to workshops, working parties, working groups, panels, forums, portfolio groups, briefings and other similar bodies.

Agenda means the list of items for consideration at a meeting together with reports and other attachments relating to those items in the order in which they will be considered. It is also referred to as an 'order paper'.

Amendment means any change or proposed change to the original or substantive motion.

Audio link means facilities that enable audio communication between participants at a meeting when one or more of the participants is not physically present at the place of the meeting.

Audio visual link means facilities that enable audiovisual communication between participants at a meeting when one or more of them is not physically present at the place of the meeting.

Chairperson means the person presiding at a meeting – the presiding member.

Chief executive means the chief executive of a territorial authority appointed under s 42 LGA 2002, and includes, for the purposes of these standing orders, any other officer authorised by the chief executive.

Clear working days means the number of working days (business hours) prescribed in these standing orders for giving notice and excludes the date of the meeting and date on which the notice is served.

Committee includes, in relation to a local authority:

(a) A committee comprising all the members of that authority;

(b) A standing committee or special committee appointed by that authority;

(c) A joint committee appointed under cl 30A sch 7 LGA 2002; and

(d) Any subcommittee of a committee described in (a), (b) and (c) of this definition.

Community board means a community board established under s 49 LGA 2002.

Contempt means being disobedient to, or disrespectful of, the chair of a meeting, or disrespectful to any members, officers or the public.

Council means, in the context of these standing orders, the governing body of a local authority.

Deputation means a request from any person or group to make a presentation to the local authority which is approved by the chairperson and which may be made in English, te reo Maori or New Zealand Sign Language.

Electronic link means both an audio and audio visual link.

Emergency meeting has the same meaning as defined in cl 22A sch 7 LGA 2002.

Extraordinary meeting has the same meaning as defined in cl 22 sch 7 LGA 2002.

Foreshadowed motion means a motion that a member indicates their intention to move once the debate on a current motion or amendment is concluded.

Internet site means, in relation to a local authority or other person or entity, an Internet site that is maintained by, or on behalf of, the local authority, person, or entity and to which the public has free access.

Joint committee means a committee in which the members are appointed by more than one local authority in accordance with cl 30A sch 7 LGA 2002.

Karakia timatanga means an opening prayer.

Karakia whakamutunga means a closing prayer.

Lawfully excluded means a member of a local authority who has been removed from a meeting due to behaviour that a chairperson has ruled to be contempt.

Leave of absence means a pre-approved absence for a specified period of time consistent with the council policy should one be in place.

Local authority means in the context of these standing orders a territorial authority, as defined in s 5 LGA 2002, which is named in these standing orders, and any subordinate decision-making bodies established by the local authority.

Mayor means the Mayor of a territorial authority elected under the Local Electoral Act 2001.

Meeting means any first, inaugural, ordinary, or extraordinary meeting of a local authority, subordinate decision-making bodies of the local authority convened under the provisions of LGOIMA.

Member means any person elected or appointed to the local authority.

Mihi whakatau means a brief welcome typically delivered by one person without any further formalities.

Minutes means the record of the proceedings of any meeting of the local authority.

Motion means a formal proposal to a meeting.

Mover means the member who initiates a motion.

Newspaper means a periodical publication published (whether in New Zealand or elsewhere) at intervals not exceeding 40 days, or any copy of, or part of any copy of, any such publications; and this includes every publication that at any time accompanies and is distributed along with any newspaper.

Notice of motion means a motion given in writing by a member in advance of a meeting in accordance with, and as provided for, in these standing orders.

Open voting means voting that is conducted openly and in a transparent manner (i.e. enables an observer to identify how a member has voted on an issue) and may be conducted by electronic means. The result of the vote must be announced immediately it has concluded. Secret ballots are specifically excluded.

Order paper means the list of items for consideration at a meeting together with reports and other attachments relating to those items set out in the order in which they will be considered. An order paper is also referred to as an agenda.

Ordinary meeting means any meeting, other than the first meeting, of a local authority publicly notified in accordance with ss 46(1) and (2) LGOIMA.

Petition means a request to a local authority which contains at least 20 signatures.

Powhiri means a formal welcome involving a karanga from the tangata whenua (the home people) followed by formal speech making. A powhiri is generally used for formal occasions of the highest significance.

Present at the meeting to constitute quorum means the member is to be physically present in the room.

Presiding member means the person chairing a meeting.

Procedural motion means a motion that is used to control the way in which a motion or the meeting is managed as specified in Standing Orders 24.1–24.7.

Public excluded information refers to information which is currently before a public excluded session, is proposed to be considered at a public excluded session, or had previously been considered at a public excluded session and has not yet been released as publicly available information. It includes:

- Any minutes (or portions of minutes) of public excluded sessions which have not been subsequently released by the local authority; and
- Any other information which has not been released by the local authority as publicly available information.

Public excluded session, also referred to as confidential or in-committee session, refers to those meetings or parts of meetings from which the public is excluded by the local authority as provided for in LGOIMA.

Public forum refers to a period set aside usually at the start of a meeting for the purpose of public input.

Public notice in relation to a notice given by a local authority, means one that is made publicly available, until any opportunity for review or appeal in relation to the matter notified has lapsed, on the local authority's Internet site. And in addition, is published in at least one daily newspaper circulating in the region or district of the local authority, or one or more other newspapers that have a combined circulation in that region or district which is at least equivalent to that of a daily newspaper circulating in that region or district.

Publicly notified means notified to members of the public by a notice contained in a newspaper circulating in the district of the local authority, or where there is no such newspaper, by notice displayed in a public place. The notice may also be replicated on a council's website.

Qualified privilege means the privilege conferred on members by ss 52 and 53 LGOIMA.

Quasi-judicial means a meeting involving the consideration of issues requiring the evaluation of evidence, the assessment of legal argument and/or the application of legal principles.

Quorum means the minimum number of members required to be present in order to constitute a valid meeting.

Resolution means a motion that has been adopted by the meeting.

Right of reply means the right of the mover of a motion to reply to those who have spoken to the motion. (The right does not apply to an amendment).

Seconder means the member who seconds a motion.

Sub judice means under judicial consideration and therefore prohibited from public discussion elsewhere.

Subordinate decision-making body means committees, subcommittees, and any other bodies established by a local authority that have decision-making authority, but not local or community boards or joint committees.

Substantive motion means the original motion. In the case of a motion that is subject to an amendment, the substantive motion is the original motion incorporating any amendments adopted by the meeting.

Substantive resolution means the substantive motion that has been adopted by the meeting or a restatement of a resolution that has been voted on in parts.

Subcommittee means a subordinate decision-making body established by a council, or a committee of a council. See definition of "Committee".

Working day means a day of the week other than:

(a) Saturday, Sunday, Good Friday, Easter Monday, Anzac Day, Labour Day, the Sovereign's birthday, and Waitangi Day. If Waitangi Day or Anzac Day falls on a Saturday or a Sunday, then the following Monday;

(b) The day observed in the appropriate area as the anniversary of the province of which the area forms a part; and

(c) A day in the period commencing with 20 December in any year and ending with 10 January in the following year.

Should a local authority wish to meet between 20 December and 10 January of the following year any meeting must be notified as an extraordinary meeting, unless there is sufficient time to notify an ordinary meeting before the commencement of the period.

Working party means a group set up by a local authority to achieve a specific objective that is not a committee or subcommittee and to which these standing orders do not apply.

Workshop means in the context of these standing orders, a gathering of elected members for the purpose of considering matters of importance to the local authority at which no decisions are made and to which these standing orders do not apply. Workshops may include non-elected members. See definition of "advisory group". Workshops are also described as briefings.

Part 1 - General Matters

3. Standing Orders

3.1 Obligation to adopt standing orders

A council is required to operate in accordance with standing orders for the conduct of its meetings and the meetings of its committees and subcommittees. Standing orders must not contravene any Act. *cls 27(1) & (2) sch 7 LGA 2002*

3.2 Process for adoption and alteration of standing orders

The adoption of standing orders and any amendment to standing orders must be made by the Council and by a vote of not less than 75 per cent of the members present.

cl 27(3) sch 7 LGA 2002

3.3 Members must obey standing orders

All members of the local authority, including members of committees and subcommittees, must obey these standing orders. *cl 16(1) sch 7 LGA 2002*

3.4 Application of standing orders

These standing orders apply to all meetings of the local authority, its committees, subcommittees and subordinate decision-making bodies. This includes meetings and parts of meetings that the public are excluded from.

3.5 Temporary suspension of standing orders

Any member of a council, committee, subcommittee and subordinate body may move a motion to suspend specified standing orders at a meeting of which they are a member. Any such motion must also include the reason for the suspension. If seconded, the chairperson must put the motion without debate and at least 75 per cent of the members present and voting must support the motion for it to be carried. *cl 27(4) sch 7 LGA 2002*

A motion to suspend standing orders may also identify the specific standing orders to be suspended. In the event of suspension those standing orders prescribed in statute will continue to apply, such as the quorum requirements.

3.6 Quasi-judicial proceedings

For quasi-judicial proceedings the local authority may amend meeting procedures. For example, committees hearing applications under the RMA have additional powers under the Commissions of Inquiry Act 1908.

3.7 Physical address of members

Every member of a local authority must give to the chief executive a physical residential or business address within the district or region of the local authority and, if desired, an electronic or other address, to which notices and material relating to meetings and local authority business may be sent or delivered. Members are to provide their address within five working days of the publication of the declaration of the election results.

4. Meetings

4.1 Legal requirement to hold meetings

The local authority must hold meetings for the good government of its city, district or region. Meetings must be called and conducted in accordance with:

a) Schedule 7 of the LGA 2002;

b) Part 7 of the LGOIMA; and

c) These standing orders.

A meeting can be adjourned to a specified time and day if required by resolution of the meeting.

4.2 Meeting duration

A meeting cannot continue more than six hours from when it starts (including any adjournments) or after 10.30pm, unless the meeting resolves to continue. If there is no such resolution any business on the agenda that has not been dealt with must be adjourned, transferred to the next meeting or transferred to an extraordinary meeting.

No meeting can sit for more than two hours continuously without a break of at least ten minutes unless the meeting resolves to extend the time before a break.

4.3 Language

A member may address a meeting in English, te reo Maori or New Zealand Sign Language. A chairperson may require that a speech is translated and printed in English or te reo Maori.

If a member intends to address the meeting in New Zealand Sign Language, or in te reo Maori when the normal business of the meeting is conducted in English, they must give prior notice to the chairperson not less than two working days before the meeting.

Where the normal business of the meeting is conducted in te reo Maori then prior notice of the intention to address the meeting in English must also be given to the Chairperson not less than two working days before the meeting.

4.4 Webcasting meetings

Webcast meetings should be provided in accordance with the protocols contained in *Appendix 8*.

4.5 First meeting (inaugural)

The first meeting of a local authority following a local authority triennial general election must be called by the chief executive as soon as practicable after the results of the election are known. The chief executive must give elected members not less than seven days' notice of the meeting. However in the event of an emergency the chief executive may give notice of the meeting as soon as practicable. *cls 21(1)–(4) sch 7 LGA 2002*

4.6 Requirements for the first meeting

The chief executive (or, in the absence of the chief executive, their nominee) must chair the first meeting until the chairperson has made an oral declaration and attested the declaration. *cl 21(4) sch 7 LGA 2002*

The business to be conducted at the first meeting following a general election must include the following:

a) The making and attesting of the declarations required of the mayor (if any) and members under cl 14 sch 7 LGA 2002;

b) The election of the chairperson (if any) and the making and attesting of the declaration required of the chairperson under cl 14 sch 7 LGA 2002;

c) A general explanation, given or arranged by the chief executive, of:

   i. LGOIMA; and

   ii. Other laws affecting members, including the appropriate provisions of the Local Authorities (Members' Interests) Act 1968; and ss 99, 105, and 105A of the Crimes Act 1961; and the Secret Commissions Act 1910; and the Financial Markets Conduct Act 2013.

d) The fixing of the date and time of the first meeting of the local authority, or the adoption of a schedule of meetings; and

e) The election of the deputy mayor or deputy chairperson in accordance with cl 17 sch 7 LGA 2002.

cl 21(5) sch 7 LGA 2002

It is common for councils to adopt standing orders at the first meeting. However, this is not always necessary as, if not amended, standing orders will remain in force after each triennial election.

Please note that the election of a deputy mayor is not required if the mayor has already made the appointment under s 41A (3)(a) LGA 2002 prior to the meeting. Nothing limits a territorial authority from removing a deputy mayor from office in accordance with cl 18 sch 7 LGA 2002.

5. Appointments and Elections

5.1 Mayoral appointment of deputy mayor, committee chairs and members

A mayor may appoint the deputy mayor, the chairperson and the members of each committee of the territorial authority. The names of any appointments made by the mayor must be tabled at the first meeting of the council after the appointments are made. The mayor may also appoint him or herself. *s 41A (3) LGA 2002*

5.2 Council discharge of a mayoral appointment

Nothing, however, limits or prevents a territorial authority from discharging a deputy mayor, a chairperson or a member of a committee appointed by the mayor. Any decision by the territorial authority to discharge a deputy mayor shall follow the procedure in standing order 5.5.

If the mayor declines to appoint a deputy mayor or committee chairpersons in accordance with s 41A LGA 2002, the council (or a committee, if so directed by the council) must elect those positions in accordance with standing order 5.4. *cl 31 sch 7 LGA 2002*

5.3 Establishment of committees by the mayor

The mayor may establish committees of the territorial authority. Where a mayor exercises this right a list of the committees and their terms of reference must be tabled at the next following meeting of the council. Should the mayor decline to establish committees under s 41A then any decision to establish committees must follow the processes set out in these standing orders.

Nothing, however, limits or prevents a territorial authority from discharging or reconstituting, in accordance with cl 30 sch 7 LGA 2002, a committee established by the mayor or appointing, more committees in addition to any established by the mayor.

Please note that a mayor is a member of every committee unless specific legislation provides otherwise, for example a committee established under s 189 of the Sale and Supply of Alcohol Act 2012. *ss 41A (3) and (4) LGA 2002*

5.4 Elections of deputy mayors and deputy chairpersons

The council (or a committee responsible for making the appointment) must decide by resolution to use one of two voting systems (see Standing Order 5.6) when electing people to the following positions:

- deputy mayor;
- chairperson and deputy chairperson of a committee; and
- a representative of a local authority.

Please note, this provision does not apply in situations where a mayor has used their appointment powers under s 41A to appoint a deputy mayor or committee chairs. See *Appendix 9*. *cl 25 sch 7 LGA 2002*

5.5 Removal of a deputy mayor

A deputy mayor, whether appointed by the mayor under Standing Order 5.1 or elected by the council, can only be removed in accordance with cl 18 sch 7 LGA 2002. See *Appendix 10*. *cl 18 sch 7 LGA 2002*

5.6 Voting system for deputy mayors, committee chairs and deputy chairs

When electing a deputy mayor, a committee chair or a deputy chair, the local authority must resolve to use one of the following two voting systems.

System A: The candidate will be elected or appointed if he or she receives the votes of a majority of the members of the local authority or committee who are present and voting. This system has the following characteristics:

(a) There is a first round of voting for all candidates;

(b) If no candidate is successful in the first round, there is a second round of voting from which the candidate with the fewest votes in the first round is excluded; and

(c) If no candidate is successful in the second round, there is a third round and, if necessary, subsequent rounds of voting from which, each time, the candidate with the fewest votes in the previous round is excluded.

In any round of voting, if two or more candidates tie for the lowest number of votes, the person to be excluded from the next round is resolved by lot.

6. Delegations

6.1 Limits on delegations

Unless clearly stated in the LGA or any other Act, a council may, for the purposes of efficiency and effectiveness, delegate to a committee, subcommittee, subordinate decision-making body, member, or officer of the local authority, any of its responsibilities, duties, or powers except:

a) The power to make a rate;

b) The power to make a bylaw;

c) The power to borrow money, or purchase or dispose of assets, other than in accordance with the long-term plan;

d) The power to adopt a long-term plan, annual plan, or annual report;

e) The power to appoint a chief executive;

f) The power to adopt policies required to be adopted and consulted on under the LGA in association with the long-term plan or developed for the purpose of the local governance statement;

g) Repealed; and

h) The power to adopt a remuneration and employment policy.

cl 32 (1) sch 7 LGA 2002

6.2 Committees may delegate

A committee, subcommittee, subordinate decision-making body, member, or officer of the local authority, may delegate any of its responsibilities, duties, or powers to a subcommittee or person, subject to any conditions, limitations, or prohibitions imposed by the body that made the original delegation. *cls (2) & (3) sch 7 LGA 2002*

6.3 Use of delegated powers

The committee, subcommittee, other subordinate decision-making body, or member or officer of the local authority to which or to whom any responsibilities, powers, duties are delegated may, without confirmation by the council, committee or body or person that made the delegation, exercise or perform them in the like manner and with the same effect as the local authority could itself have exercised or performed them.

cls 32(2) & (3)(4) sch 7 LGA 2002

6.4 Decisions made under delegated authority cannot be rescinded or amended

Nothing in these standing orders allows a council, committee and subcommittee to rescind or amend a lawfully made decision of a subordinate decision-making body carried out under a delegation authorising the making of that decision. *cl 30 (6) sch 7 LGA 2002*

6.5 Committees and subcommittees subject to the direction of the local authority

A committee, subcommittee or other subordinate decision-making body is subject in all things to the control of the local authority, and must carry out all general and special directions of the local authority given to them. *cls 30 (3) & (4) sch 7 LGA 2002*

Please note: A council is advised to delegate a range of decision-making responsibilities to its chief executive to cover the period from the day following the Electoral Office's declaration until the new council is sworn in. See the 2019 Guide to Standing Orders for further information.

7. Committees

7.1 Appointment of committees and subcommittees

A council may appoint the committees, subcommittees, and other subordinate decision-making bodies that it considers appropriate. A committee may appoint the subcommittees that it considers appropriate, unless it is prohibited from doing so by the council.

cls 30(1) & (2) sch 7 LGA 2002

7.2 Discharge or reconstitution of committees and subcommittees

Unless expressly provided otherwise in legislation or regulation:

a) A local authority may discharge or reconstitute a committee or subcommittee, or other subordinate decision-making body; and

b) A committee may discharge or reconstitute a subcommittee.

A committee, subcommittee, or other subordinate decision-making body is, unless a council resolves otherwise, discharged when members elected at a subsequent triennial general election come into office. *cls 30 (5) & (7) sch 7 LGA 2002*

Please note: Section 12 (2) of the Civil Defence Emergency Management Act 2002 states that a Civil Defence Emergency Management Group is not deemed to be discharged following a triennial election. This may also apply to District Licensing Committees (see Guide to Standing Orders).

7.3 Appointment or discharge of committee members and subcommittee members

A council may appoint or discharge any member of a committee and, if established by the council, a subcommittee. A committee may appoint or discharge any member of a subcommittee appointed by the committee unless directed otherwise by the council.

cls 31 (1) & (2) sch 7 LGA 2002

7.4 Elected members on committees and subcommittees

The members of a committee or subcommittee may be, but are not required to be, elected members of a local authority. A council or committee may appoint a person who is not a member of the local authority to a committee or subcommittee if, in the opinion of the council or committee, the person has the skills, attributes or knowledge to assist the committee or subcommittee.

At least one member of a committee must be an elected member of the council. A staff member of the local authority, in the course of their employment, can be a member of a subcommittee but not a committee. *cl 31(4) sch 7 LGA 2002*

7.5 Local authority may replace members if committee not discharged

If a local authority resolves that a committee, subcommittee or other subordinate decision-making body is not to be discharged under cl 30 (7) sch 7 LGA 2002, the local authority may replace the members of that committee, subcommittee or subordinate decision-making body after the next triennial general election of members. *cl 31(5) sch 7 LGA 2002*

7.6 Membership of mayor

The mayor is a member of every committee of the local authority unless specific legislation provides otherwise, such as a committee established under s 189 of the Sale and Supply of Alcohol Act 2012. *s 41A (5) LGA 2002*

7.7 Decision not invalid despite irregularity in membership

For the purpose of these standing orders a decision of a local authority committee is not invalidated if:

a) There is a vacancy in the membership of the local authority committee at the time of the decision; or

b) Following the decision some defect in the election or appointment process is discovered and/or that the membership of a person on the committee at the time is found to have been ineligible.

cl 29 sch 7 LGA 2002

7.8 Appointment of joint committees

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. The agreement must specify:

a) The number of members each party may appoint;
b) How the chairperson and deputy chairperson are to be appointed;
c) The terms of reference of the committee;
d) What responsibilities, if any, are to be delegated to the committee by each party; and
e) 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.

cls 30A (1) & (2) Sch 7 LGA 2002

7.9 Status of joint committees

A joint committee is deemed to be both a committee of a council and a committee of each other participating local authority or public body.

cl 30A (5) sch 7 LGA 2002

7.10 Power to appoint or discharge individual members of a joint committee

The power to discharge any individual member of a joint committee and appoint another member in their stead must be exercised by the council or public body that made the appointment.

cl 30A (6)(a) sch 7 LGA 2002

Part 2 - Pre-meeting Procedures

8. Giving Notice

8.1 Public notice – ordinary meetings

All meetings scheduled for the following month must be publicly notified not more than 14 days and not less than five days before the end of the current month, together with the dates, the times and places on and at which those meetings are to be held. In the case of meetings held on or after the 21st day of the month public notification may be given not more than ten nor less than five working days before the day on which the meeting is to be held. (See Guide to Standing Orders for more information). *s 46 LGOIMA*

8.2 Notice to members - ordinary meetings

The chief executive must give notice in writing to each member of the local authority of the date, time and place of any meeting. Notice must be given at least 14 days before the meeting unless the council has adopted a schedule of meetings, in which case notice must be given at least 14 days before the first meeting on the schedule. *cl 19 (5) sch 7 LGA 2002*

8.3 Extraordinary meeting may be called

An extraordinary council meeting may be called by:

a) Resolution of the council, or

b) A requisition in writing delivered to the chief executive which is signed by:

   i. The mayor; or

   ii. Not less than one-third of the total membership of the council (including vacancies).

cl 22 (1) sch 7 LGA 2002

8.4 Notice to members – extraordinary meetings

The chief executive must give notice, in writing, of the time and place of an extraordinary meeting called under Standing Order 8.3, as well as the general nature of business to be considered to each member of the council at least three working days before the day appointed for the meeting. If the meeting is called by a resolution then notice must be provided within such lesser period as is specified in the resolution, as long as it is not less than 24 hours.

cl 22 (3) sch 7 LGA 2002

8.5 Emergency meetings may be called

If the business a council needs to deal with requires a meeting to be held at a time earlier than is allowed by the notice requirements for holding an extraordinary meeting and it is not practicable to call the meeting by resolution, an emergency meeting may be called by:

a) The mayor; or

b) If the mayor is unavailable, the chief executive.

cl 22A(1) sch 7 LGA 2002

8.6 Process for calling an emergency meeting

The notice of the time and place of an emergency meeting, and of the matters in respect of which the emergency meeting is being called, must be given by the person calling the meeting or by another person on that person's behalf.

The notice must be given, by whatever means is reasonable in the circumstances, to each member of the local authority, and to the chief executive, at least 24 hours before the time appointed for the meeting. *cl 22A (2) sch 7 LGA 2002*

8.7 Public notice – emergency and extraordinary meetings

Where an emergency or extraordinary meeting of a local authority is called but the notice of the meeting is inconsistent with these standing orders, due to the manner in which it was called, the local authority must cause that meeting and the general nature of business to be transacted at that meeting:

a) To be publicly notified as soon as practicable before the meeting is to be held; or

b) If it is not practicable to publish a notice in newspapers before the meeting, to be notified as soon as practicable on the local authority's Internet site and in any other manner that is reasonable in the circumstances.

s 46 (3) LGOIMA

8.8 Meetings not invalid

The failure to notify a public meeting under these standing orders does not of itself make that meeting invalid. However, where a local authority becomes aware that a meeting has been incorrectly notified it must, as soon as practicable, give public notice stating:

- That the meeting occurred without proper notification;
- The general nature of the business transacted; and
- The reasons why the meeting was not properly notified.

s 46 (6) LGOIMA

8.9 Resolutions passed at an extraordinary meeting

A local authority must, as soon as practicable, publicly notify any resolution passed at an extraordinary meeting of the local authority unless:

a) The resolution was passed at a meeting or part of a meeting from which the public was excluded; or

b) The extraordinary meeting was publicly notified at least five working days before the day on which the meeting was held.

s 51A LGOIMA

8.10 Meeting schedules

Where the local authority adopts a meeting schedule it may cover any period that the council considers appropriate and may be amended. Notification of the schedule, or an amendment, will constitute notification to members of every meeting on the schedule or the amendment. This does not replace the requirements under LGOIMA to also publicly notify each meeting.

cl 19 (6) sch 7 LGA 2002

8.11 Non-receipt of notice to members

A meeting of a local authority is not invalid if notice of that meeting was not received, or not received in due time, by a member of the local authority or board unless:

a) It is proved that the person responsible for giving notice of the meeting acted in bad faith or without reasonable care; and

b) The member concerned did not attend the meeting.

A member of a local authority may waive the need to be given notice of a meeting.

cls 20 (1) & (2) sch 7 LGA 2002

8.12 Meeting cancellations

The chairperson of a scheduled meeting may cancel the meeting if, in consultation with the chief executive, they consider this is necessary for reasons that include lack of business, lack of quorum or clash with another event.

The chief executive must make a reasonable effort to notify members and the public as soon as practicable of the cancellation and the reasons behind it.

9. Meeting Agenda

9.1 Preparation of the agenda

It is the chief executive's responsibility to prepare an agenda for each meeting listing and attaching information on the items of business to be brought before the meeting so far as is known, including the names of the relevant members.

When preparing business items for an agenda the chief executive should consult the chairperson.

9.2 Process for raising matters for a decision

Requests for reports may be made by a resolution of the council, committee, subcommittee, or subordinate decision-making body, and, in the case of all decision-making bodies other than the council, must also fall within the scope of their specific delegations. A process for requesting reports is described in *Appendix 14*.

9.3 Chief executive may delay or refuse request

The chief executive may delay commissioning any reports that involve significant cost or are beyond the scope of the committee that made the request. In such cases the chief executive will discuss options for meeting the request with the respective chairperson and report back to a subsequent meeting with an estimate of the cost involved and seek direction on whether the report should still be prepared.

If a member makes a direct request to a chief executive asking that a report is prepared the chief executive may refuse. In such cases an explanation should be provided to the member.

9.4 Order of business

At the meeting the business is to be dealt with in the order in which it stands on the agenda unless the chairperson, or the meeting, decides otherwise. An example of a default order of business is set out in *Appendix 13*.

The order of business for an extraordinary meeting must be limited to items that are relevant to the purpose for which the meeting has been called.

9.5 Chairperson's recommendation

A chairperson, either prior to the start of the meeting and/or at the meeting itself, may include a recommendation regarding any item on the agenda brought before the meeting. Where a chairperson's recommendation varies significantly from an officer's recommendation the reason for the variation must be explained.

9.6 Chairperson's report

The chairperson of a meeting has the right, through a report, to direct the attention of a meeting to any matter which is on the agenda or which falls within the responsibilities of that meeting, as described in its terms of reference.

9.7 Public availability of the agenda

All information provided to members at a local authority meeting must be publicly available except where an item included in the agenda refers to a matter reasonably expected to be discussed with the public excluded.

ss 5 & 46A LGOIMA

9.8 Public inspection of agenda

Any member of the public may, without payment of a fee, inspect, during normal office hours and within a period of at least two working days before a meeting, all agendas and associated reports circulated to members of the local authority relating to that meeting. The agenda:

a) Must be available for inspection at the public offices of the local authority (including service centres), at public libraries under the authority's control and on the council's website, and:

b) Must be accompanied by either:

   i. The associated reports; or

   ii. A notice specifying the places at which the associated reports may be inspected.

s 46A (1) LGOIMA

9.9 Withdrawal of agenda items

If justified by circumstances an agenda item may be withdrawn by the chief executive. In the event of an item being withdrawn the chief executive should inform the chairperson.

9.10 Distribution of the agenda

The chief executive must send the agenda to every member of a meeting at least two clear working days before the day of the meeting, except in the case of an extraordinary meeting or an emergency meeting (see Standing Orders 8.4 and 8.5).

The chief executive may send the agenda, and other materials relating to the meeting or other council business, to members by electronic means.

9.11 Status of agenda

No matter on a meeting agenda, including recommendations, may be considered final until determined by formal resolution of that meeting.

9.12 Items of business not on the agenda which cannot be delayed

A meeting may deal with an item of business that is not on the agenda where the meeting resolves to deal with that item and the chairperson provides the following information during the public part of the meeting:

a) The reason the item is not on the agenda; and

b) The reason why the discussion of the item cannot be delayed until a subsequent meeting.

s 46A (7) LGOIMA

Items not on the agenda may be brought before the meeting through a report from either the chief executive or the chairperson.

Please note: Nothing in this standing order removes the requirement to meet the provisions of Part 6 LGA 2002 with regard to consultation and decision-making.

9.13 Discussion of minor matters not on the agenda

A meeting may discuss an item that is not on the agenda only if it is a minor matter relating to the general business of the meeting and the chairperson explains at the beginning of the public part of the meeting that the item will be discussed. However, the meeting may not make a resolution, decision or recommendation about the item, except to refer it to a subsequent meeting for further discussion. *s 46A (7A) LGOIMA*

9.14 Public excluded business on the agenda

Items that are likely to be discussed under public excluded must be indicated on each agenda and state the general subject of the item. However, the chief executive may exclude public access to any reports, or parts of reports, which are reasonably expected to be discussed with the public excluded. *s 46A (9) LGOIMA*

9.15 Qualified privilege relating to agenda and minutes

Where any meeting is open to the public and a member of the public is supplied with a copy of the agenda, or the minutes of that meeting, the publication of any defamatory matter included in the agenda or in the minutes is privileged. This does not apply if the publication is proved to have been made with ill will or improper advantage has been taken of the publication. *s 52 LGOIMA*

Part 3 - Meeting Procedures

10. Opening and Closing

Local authorities may, at the start of a meeting, choose to recognise the civic importance of the occasion through some form of reflection. This could be an expression of community values, a reminder of the contribution of members who have gone before or a formal welcome, such as a mihi whakatau.

Options for opening a meeting could include a karakia timitanga, mihi whakatau, or powhiri as well as a karakia whakamutunga to close a meeting where appropriate.

11. Quorum

11.1 Council meetings

The quorum for a meeting of the council is:

a) Half of the members present, where the number of members (including vacancies) is even; and

b) A majority of the members present, where the number of members (including vacancies) is odd.

cl 23 (3)(a) sch 7 LGA 2002

11.2 Committees and subcommittee meetings

A council sets the quorum for its committees and subcommittees, either by resolution or by stating the quorum in the terms of reference. Committees may set the quorums for their subcommittees by resolution provided that it is not less than two members. (See also Standing Order 7.4).

In the case of subcommittees the quorum will be two members unless otherwise stated. In the case of committees at least one member of the quorum must be a member of the council. the relevant board.

cl 23 (3)(b) sch 7 LGA 2002

11.3 Joint committees

The quorum at a meeting of a joint committee must be consistent with standing order 11.1. Local authorities participating in the joint committee may decide, by agreement, whether or not the quorum includes one or more members appointed by each local authority or any party.

cl 30A (6)(c) sch 7 LGA 2002

11.4 Requirement for a quorum

A meeting is constituted where a quorum of members is present, whether or not they are all voting or entitled to vote. In order to conduct any business at a meeting, a quorum of members must be present for the whole time that the business is being considered.

cls 23(1) & (2) sch 7 LGA 2002

11.5 Meeting lapses where no quorum

A meeting must lapse, and the chairperson vacate the chair, if a quorum is not present within 30 minutes of the advertised start of the meeting. Where members are known to be travelling to the meeting, but are delayed due to extraordinary circumstance, the chairperson has discretion to wait for a longer period.

No business may be conducted while waiting for the quorum to be reached. Minutes will record when a meeting lapses due to a lack of a quorum, along with the names of the members who attended.

Should a quorum be lost the meeting will lapse if the quorum is not present within 15 minutes.

11.6 Business from lapsed meetings

Where meetings lapse the remaining business will be adjourned and be placed at the beginning of the agenda of the next ordinary meeting, unless the chairperson sets an earlier meeting and this is notified by the chief executive.

12. Public Access and Recording

12.1 Meetings open to the public

Except as otherwise provided by Part 7 of LGOIMA, every meeting of the local authority, its committees and subcommittees must be open to the public. *ss 47 & 49(a) LGOIMA*

12.2 Grounds for removing the public

The chairperson may require any member of the public whose conduct is disorderly, or who is creating a disturbance, to be removed from the meeting.

12.3 Local authority may record meetings

Meeting venues should contain clear signage indicating and informing members, officers and the public that proceedings may be recorded by the local authority and may be subject to direction by the chairperson.

12.4 Public may record meetings

Members of the public may make electronic or digital recordings of meetings which are open to the public. Any recording of meetings must be notified to the chairperson at the commencement of the meeting to ensure that the recording does not distract the meeting from fulfilling its business.

Where circumstances require, the chairperson may stop the recording for a period of time.

13. Attendance

13.1 Members right to attend meetings

A member of a local authority, or of a committee of a local authority, has, unless lawfully excluded, the right to attend any meeting of the local authority or committee.

cl 19(2 sch 7 LGA 2002

If the member of the local authority is not an appointed member of the meeting at which they are in attendance they may not vote on any matter at that meeting. However, they may, with the leave of the chair, take part in the meeting's discussions.

A member attending a meeting of which they are not an appointed member is not a member of the public for the purpose of s.48 LGOIMA. Consequently, if the meeting resolves to exclude the public, any members of the local authority who are present may remain unless they are lawfully excluded.

Please note: This section does not confer any rights to non-elected members appointed to committees of a local authority.

13.2 Attendance when a committee is performing judicial or quasi-judicial functions

When a committee is performing judicial or quasi-judicial functions members of the local authority who are not members of that committee are not entitled to take part in the proceedings.

13.3 Leave of absence

A council may grant a member leave of absence following an application from that member. The council may delegate the power to grant a leave of absence to the Mayor in order to protect a members' privacy.

The mayor may approve a member's application, and the Council may approve an application from the mayor. The mayor will advise all members of the council whenever a member has been granted leave of absence under delegated authority. Meeting minutes will record that a member has leave of absence as an apology for that meeting.

13.4 Apologies

A member who does not have leave of absence may tender an apology should they be absent from all or part of a meeting. The mayor (or acting chair) must invite apologies at the beginning of each meeting, including apologies for lateness and early departure. The meeting may accept or decline any apologies. Members may be recorded as absent on council business where their absence is a result of a commitment made on behalf of the council.

For clarification, the acceptance of a member's apology constitutes a grant of 'leave of absence' for that meeting.

13.5 Recording apologies

The minutes will record any apologies tendered before or during the meeting, including whether they were accepted or declined, and the time of arrival and departure of all members.

13.6 Absent without leave

Where a member is absent from four consecutive meetings of the council without leave of absence or an apology being accepted (not including extraordinary or emergency meetings), the office held by the member will become vacant. A vacancy created in this way is treated as an extraordinary vacancy.

cl 5 (d) sch 7 LGA 2002

13.7 Right to attend by audio or audio-visual link

Provided the conditions in Standing Orders 13.11 and 13.12 are met members of the local authority and its committees (and members of the public for the purpose of a deputation approved by the chairperson), have the right to attend meetings by means of an electronic link, unless they have been lawfully excluded.

13.8 Member's status: quorum

Members who attend meetings by electronic link will be counted as present for the purposes of a quorum.

cl 25A (4) sch 7 LGA 2002

13.9 Member's status: voting

Where a meeting has a quorum, determined by the number present including attendance by audio visual link, the members attending by electronic link can vote on any matters raised at the meeting.

13.10 Chairperson's duties

Where the technology is available and a member is attending a meeting by audio or audio-visual link, the chairperson must ensure that:

a) The technology for the link is available and of suitable quality; and

b) Procedures for using the technology in the meeting will ensure that:

   i. Everyone participating in the meeting can hear each other;

   ii. The member's attendance by audio or audio-visual link does not reduce their accountability or accessibility of that person in relation to the meeting;

   iii. The requirements of Part 7 of the LGOIMA are met; and

   iv. The requirements in these standing orders are met.

cl 25A (3) sch 7 LGA 2002

13.11 Conditions for attending by audio or audio-visual link

Noting Standing Order 13.7, the chairperson may give approval for a member to attend meetings by electronic link, either generally or for a specific meeting. Examples of situations where approval can be given include:

a) Where the member is at a place that makes their physical presence at the meeting impracticable or impossible;

b) Where a member is unwell; and

c) Where a member is unable to attend due to an emergency.

13.12 Request to attend by audio or audio-visual link

Where possible, a member will give the chairperson and the chief executive at least two working days' notice when they want to attend a meeting by audio or audio-visual link. Should, due to illness or emergency, this is not possible the member may give less notice.

Where such a request is made and the technology is available, the chief executive must take reasonable steps to enable the member to attend by audio or audio-visual link. However, the council has no obligation to make the technology for an audio or audio-visual link available.

If the member's request cannot be accommodated, or there is a technological issue with the link, this will not invalidate any acts or proceedings of the local authority or its committees.

13.13 Chairperson may terminate link

The chairperson may direct that an electronic link should be terminated where:

a) Use of the link is increasing, or may unreasonably increase, the length of the meeting;

b) The behaviour of the members using the link warrants termination, including the style, degree and extent of interaction between members;

c) It is distracting to the members who are physically present at the meeting; and

d) The quality of the link is no longer suitable.

13.14 Giving or showing a document

A person attending a meeting by audio or audio visual link may give or show a document by:

a) Transmitting it electronically;

b) Using the audio-visual link; or

c) Any other manner that the chairperson thinks fit.

cl 25(A) (6) sch 7 LGA 2002

13.15 Link failure

Where an audio or audio visual link fails, or there are other technological issues that prevent a member who is attending by link from participating in a meeting, that member must be deemed to be no longer attending the meeting.

13.16 Confidentiality

A member who is attending a meeting by audio or audio visual link must ensure that the meeting's proceedings remain confidential during any times that the public are excluded. At such times, the chairperson may require the member to confirm that no unauthorised people are able to view or hear the proceedings.

14. Chairperson's role in meetings

14.1 Council meetings

The mayor must preside at meetings of the council unless they vacate the chair for a part or all of a meeting. If the mayor is absent from a meeting or vacates the chair, the deputy Mayor must act as chairperson. If the deputy mayor is also absent the local authority members who are present must elect a member to be the chairperson at that meeting. This person may exercise the meeting responsibilities, duties and powers of the mayor for that meeting.

cls 26(1), (5) & (6) sch 7 LGA 2002

14.2 Other meetings

In the case of committees, subcommittees and subordinate decision-making bodies, the appointed chairperson must preside at each meeting unless they vacate the chair for all or part of a meeting. If the chairperson is absent from a meeting or vacates the chair, the deputy chairperson (if any) will act as chairperson. If the deputy chairperson is also absent, or has not been appointed, the committee members who are present must elect a member to act as chairperson. This person may exercise the meeting responsibilities, duties and powers of the chairperson.

cls 26(2), (5) & (6) sch 7 LGA 2002

14.3 Addressing the chairperson

Members will address the chairperson in a manner that the chairperson has determined.

14.4 Chairperson's rulings

The chairperson will decide all procedural questions where insufficient provision is made by these standing orders and with regard to all points of order. Any refusal to obey a chairperson's ruling or direction constitutes contempt.

14.5 Chairperson standing

Whenever the chairperson stands during a debate members are required to sit down (if required to stand to address the meeting) and be silent so that they can hear the chairperson without interruption.

14.6 Member's right to speak

Members are entitled to speak in accordance with these standing orders. Members should address the chairperson when speaking. They may not leave their place while speaking unless they have the leave of the chairperson.

14.7 Chairperson may prioritise speakers

When two or more members want to speak the chairperson will name the member who may speak first. Other members who wish to speak have precedence where they intend to:

a) Raise a point of order, including a request to obtain a time extension for the previous speaker; and/or

b) Move a motion to terminate or adjourn the debate; and/or

c) Make a point of explanation; and/or

d) Request the chairperson to permit the member a special request.

15. Public Forums

Public forums are a defined period of time, usually at the start of an ordinary meeting, which, at the discretion of a meeting, is put aside for the purpose of public input. Public forums are designed to enable members of the public to bring matters, not necessarily on the meeting's agenda, to the attention of the local authority.

In the case of a committee or subcommittee, any issue, idea or matter raised in a public forum must fall within the terms of reference of that body.

15.1 Time limits

A period of up to 30 minutes, or such longer time as the meeting may determine, will be available for the public forum at each scheduled local authority meeting. Requests must be made to the chief executive (or their delegate) at least one clear day before the meeting; however this requirement may be waived by the chairperson. Requests should also outline the matters that will be addressed by the speaker(s).

Speakers can speak for up to 5 minutes. No more than two speakers can speak on behalf of an organisation during a public forum. Where the number of speakers presenting in the public forum exceeds six in total, the chairperson has discretion to restrict the speaking time permitted for all presenters.

15.2 Restrictions

The Chairperson has the discretion to decline to hear a speaker or to terminate a presentation at any time where:

a) A speaker is repeating views presented by an earlier speaker at the same public forum;
b) The speaker is criticising elected members and/or staff;
c) The speaker is being repetitious, disrespectful or offensive;
d) The speaker has previously spoken on the same issue;
e) The matter is subject to legal proceedings; and
f) The matter is subject to a hearing, including the hearing of submissions where the local authority or committee sits in a quasi-judicial capacity.

15.3 Questions at public forums

At the conclusion of the presentation, with the permission of the chairperson, elected members may ask questions of speakers. Questions are to be confined to obtaining information or clarification on matters raised by a speaker.

15.4 No resolutions

Following the public forum no debate or decisions will be made at the meeting on issues raised during the forum unless related to items already on the agenda. (See the 2019 Guide to Standing Orders for suggestions of good practice in dealing with issues raised during a forum).

16. Deputations

The purpose of a deputation is to enable a person, group or organisation to make a presentation to a meeting on a matter or matters covered by that meeting's terms of reference. Deputations should be approved by the chairperson, or an official with delegated authority, five working days before the meeting. Deputations may be heard at the commencement of the meeting or at the time that the relevant agenda item is being considered.

16.1 Time limits

Speakers can speak for up to 5 minutes, or longer at the discretion of the chairperson. No more than two speakers can speak on behalf of an organisation's deputation.

16.2 Restrictions

The chairperson has the discretion to decline to hear or terminate a deputation at any time where:

a) A speaker is repeating views presented by an earlier speaker at the meeting;
b) The speaker is criticising elected members and/or staff;
c) The speaker is being repetitious, disrespectful or offensive;
d) The speaker has previously spoken on the same issue;
e) The matter is subject to legal proceedings; and
f) The matter is subject to a hearing, including the hearing of submissions where the local authority or committee sits in a quasi-judicial capacity.

16.3 Questions of a deputation

At the conclusion of the deputation members may, with the permission of the chairperson, ask questions of any speakers. Questions are to be confined to obtaining information or clarification on matters raised by the deputation.

16.4 Resolutions

Any debate on a matter raised in a deputation must occur at the time at which the matter is scheduled to be discussed on the meeting agenda and once a motion has been moved and seconded.

17. Petitions

17.1 Form of petitions

Petitions may be presented to the local authority or any of its committees, as long as the subject matter falls within the terms of reference of the intended meeting.

Petitions must contain at least 20 signatures and consist of fewer than 150 words (not including signatories). They must be received by the chief executive at least five working days before the date of the meeting at which they will be presented.

Petitions must not be disrespectful, use offensive language or include malicious statements (see Standing Order 20.9 on qualified privilege). They may be written in English or te reo Maori. Petitioners planning to present their petition in te reo or sign language should advise the chief executive in time to allow translation services to be arranged.

17.2 Petition presented by petitioner

A petitioner who presents a petition to the local authority or any of its committees and subcommittees may speak for 5 minutes (excluding questions) about the petition, unless the meeting resolves otherwise. The chairperson must terminate the presentation of the petition if he or she believes the petitioner is being disrespectful, offensive or making malicious statements.

Where a petition is presented as part of a deputation or public forum the speaking time limits relating to deputations or public forums shall apply. The petition must be received by the chief executive at least five working days before the date of the meeting concerned.

17.3 Petition presented by member

Members may present petitions on behalf of petitioners. In doing so, members must confine themselves to presenting:

a) The petition;

b) The petitioners' statement; and

c) The number of signatures.

18. Exclusion of public

18.1 Motions and resolutions to exclude the public

Members of a meeting may resolve to exclude the public from a meeting. The grounds for exclusion are those specified in s 48 LGOIMA (see *Appendix 2*).

Every motion to exclude the public must be put while the meeting is open to the public, and copies of the motion must be available to any member of the public who is present. If the motion is passed the resolution to exclude the public must be in the form set out in sch 2A LGOIMA (see *Appendix 3*). The resolution must state:

a) The general subject of each matter to be excluded;

b) The reason for passing the resolution in relation to that matter; and

c) The grounds on which the resolution is based.

The resolution will form part of the meeting's minutes. *s 48 LGOIMA*

18.2 Specified people may remain

Where a meeting resolves to exclude the public, the resolution may provide for specified persons to remain if, in the opinion of the meeting, they will assist the meeting to achieve its purpose. Any such resolution must state, in relation to the matter to be discussed, how the knowledge held by the specified people is relevant and be of assistance.

No such resolution is needed for people who are entitled to be at the meeting, such as relevant staff and officials contracted to the council for advice on the matter under consideration.

s 48 (6) LGOIMA

18.3 Public excluded items

The chief executive must place in the public excluded section of the agenda any items that he or she reasonably expects the meeting to consider with the public excluded. The public excluded section of the agenda must indicate the subject matter of the item and the reason the public are excluded. *S 46A (8) LGOIMA*

18.4 Non-disclosure of information

No member or officer may disclose to any person, other than another member, officer or person authorised by the chief executive, any information that has been, or will be, presented to any meeting from which the public is excluded, or proposed to be excluded.

This restriction does not apply where a meeting has resolved to make the information publicly available or where the chief executive has advised, in writing, that one or both of the following apply:

a) There are no grounds under LGOIMA for withholding the information; and

b) The information is no longer confidential.

18.5 Release of information from public excluded session

A local authority may provide for the release to the public of information which has been considered during the public excluded part of a meeting.

Each public excluded meeting must consider and agree by resolution what, if any, information will be released to the public. In addition, the chief executive may release information which has been considered at a meeting from which the public has been excluded where it is determined the grounds to withhold the information no longer exist. The chief executive will inform the subsequent meeting of the nature of the information released.

19. Voting

19.1 Decisions by majority vote

Unless otherwise provided for in the LGA 2002, other legislation or standing orders, the acts of and questions before a local authority must be decided at a meeting through a vote exercised by the majority of the members of that meeting voting. *cl 24 (1) sch 7 LGA 2002*

19.2 Open voting

An act or question coming before the local authority must be done or decided by open voting. *cl 24 (3) sch 7 LGA 2002*

19.3 Chairperson has a casting vote

The mayor, chairperson or any other person presiding at a meeting has a deliberative vote and, in the case of an equality of votes, has a casting vote. *cl 24 (2) sch 7 LGA 2002*

19.4 Method of voting

The method of voting must be as follows:

a) The chairperson in putting the motion must call for an expression of opinion on the voices or take a show of hands, the result of either of which, as announced by the chairperson, must be conclusive unless such announcement is questioned immediately by any member, in which event the chairperson will call a division;

b) The chairperson or any member may call for a division instead of or after voting on the voices and/or taking a show of hands; and

c) Where a suitable electronic voting system is available that system may be used instead of a show of hands, vote by voices, or division, and the result publicly displayed and notified to the chairperson who must declare the result.

19.5 Calling for a division

When a division is called, the chief executive must record the names of the members voting for and against the motion and abstentions and provide the names to the chairperson to declare the result. The result of the division must be entered into the minutes and include members' names and the way in which they voted.

The chairperson may call a second division where there is confusion or error in the original division.

19.6 Request to have votes recorded

If requested by a member immediately after a vote the minutes must record the member's vote or abstention. Recording any other matters, e.g. reason for the vote or abstention is not permitted.

19.7 Members may abstain

Any member may abstain from voting.

20. Conduct

20.1 Calling to order

When the chairperson calls members to order they must be seated and stop speaking. If the members fail to do so, the chairperson may direct that they should leave the meeting immediately for a specified time.

20.2 Behaviour consistent with Code of Conduct

No member, at any meeting, may act inconsistently with the Code of Conduct or speak or act in a manner which is disrespectful of other members, staff or the public.

20.3 Retractions and apologies

In the event of a member or speaker who has been disrespectful of another member or contravened the Council's Code of Conduct, the chairperson may call upon that member or speaker to withdraw the offending comments, and may require them to apologise. If the member refuses to do so the chairperson may direct that they should leave the meeting immediately for a specified time and/or make a complaint under the Code of Conduct.

20.4 Disorderly conduct

Where the conduct of a member is disorderly or is creating a disturbance the chairperson may require that member to leave the meeting immediately for a specified time.

If the disorder continues the chairperson may adjourn the meeting for a specified time. At the end of this time the meeting must resume and decide, without debate, whether the meeting should proceed or be adjourned.

The chairperson may also adjourn the meeting if other people cause disorder or in the event of an emergency.

20.5 Contempt

Where a member is subject to repeated cautions by the chairperson for disorderly conduct the meeting may, should it so decide, resolve that the member is in contempt. Any such resolution must be recorded in the meeting minutes.

20.6 Removal from meeting

A member of the police or authorised security personnel may, at the chairperson's request, remove or exclude a member from a meeting.

This standing order will apply where the chairperson has ruled that the member should leave the meeting and the member has refused or failed to do so; or has left the meeting and attempted to re-enter it without the chairperson's permission.

20.7 Financial conflicts of interests

Every member present at a meeting must declare any direct or indirect financial interest that they hold in any matter being discussed at the meeting, other than an interest that they hold in common with the public.

No member may vote on, or take part in, a discussion about any matter in which they have a direct or indirect financial interest unless an exception set out in s 6 LAMIA applies to them, or the Auditor-General has granted them an exemption or declaration under s 6.

Members with a financial interest should physically withdraw themselves from the table unless the meeting is in public excluded in which case they should leave the room.

Neither the chairperson nor the meeting may rule on whether a member has a financial interest in the matter being discussed. The minutes must record any declarations of financial interests and the member's abstention from any discussion and voting on the matter.

ss 6 & 7 LAMIA

20.8 Non-financial conflicts of interests

Non-financial interests always involve questions of judgement and degree about whether the responsibility of a member of a local authority could be affected by some other separate interest or duty of that member in relation to a particular matter. If a member considers that they have a non-financial conflict of interest in a matter they must not take part in the discussions about that matter or any subsequent vote.

The member must leave the table when the matter is considered, but does not need to leave the room. The minutes must record the declaration and member's subsequent abstention from discussion and voting.

Neither the chairperson nor the meeting may rule on whether a member has a non-financial interest in the matter being discussed.

20.9 Qualified privilege for meeting proceedings

Any oral statement made at any meeting of the local authority in accordance with the rules adopted by the local authority for guiding its proceedings is privileged, unless the statement is proved to have been made with ill will or took improper advantage of the occasion of publication. *s 53 LGOIMA*

20.10 Qualified privilege additional to any other provisions

The privilege referred to above is in addition to any other privilege, whether absolute or qualified, that applies as a result of any other enactment or rule of law applying to any meeting of the local authority. *s 53 LGOIMA*

20.11 Electronic devices at meetings

Electronic devices and phones can only be used to advance the business of a meeting.

Personal use may only occur at the discretion of the chairperson. A chairperson may require that an electronic device is switched off if its use is likely to distract a meeting from achieving its business or a member is found to be receiving information or advice from sources not present at the meeting which may affect the integrity of the proceedings.

21. General Rules of Debate

21.1 Chairperson may exercise discretion

The application of any procedural matters in this section of the standing orders, such as the number of times a member may speak or when a chairperson can accept a procedural motion to close or adjourn a debate, is subject to the discretion of the chairperson.

21.2 Time limits on speakers

The following time limits apply to members speaking at meetings:

a) Movers of motions when speaking to the motion – not more than 5 minutes;

b) Movers of motions when exercising their right of reply – not more than 5 minutes; and

c) Other members – not more than 5 minutes.

Time limits can be extended if a motion to that effect is moved, seconded and supported by a majority of members present.

21.3 Questions to staff

During a debate members can ask staff questions about the matters being discussed. Questions must be asked through the chairperson and how the question should be dealt with is at the chairperson's discretion.

21.4 Questions of clarification

At any point of a debate a member may ask the chairperson for clarification about the nature and content of the motion which is the subject of the debate and the particular stage the debate has reached.

21.5 Members may speak only once

A member may not speak more than once to a motion at a meeting of the council, except with permission of the chairperson. Members can speak more than once to a motion at a committee or subcommittee meeting with the chairperson's permission.

21.6 Limits on number of speakers

If three speakers have spoken consecutively in support of, or in opposition to, a motion, the chairperson may call for a speaker to the contrary. If there is no speaker to the contrary, the chairperson must put the motion after the mover's right of reply.

Members speaking must, if requested by the chairperson, announce whether they are speaking in support of, or opposition to, a motion.

21.7 Seconder may reserve speech

A member may second a motion or amendment without speaking to it reserving the right to speak later in the debate.

21.8 Speaking only to relevant matters

Members may speak to any matter before the meeting; a motion or amendment which they propose; and to raise a point of order arising out of debate, but not otherwise. Members must confine their remarks strictly to the motion or amendment they are speaking to.

The chairperson's rulings on any matters arising under this standing order are final and not open to challenge.

21.9 Restating motions

At any time during a debate a member may ask, for their information, that the chairperson restate a motion and any amendments but not in a manner that interrupts a speaker.

21.10 Criticism of resolutions

A member speaking in a debate may not unduly criticise the validity of any resolution except by a notice of motion to amend or revoke the resolution.

21.11 Objecting to words

When a member objects to any words used by another member in a speech and wants the minutes to record their objection, they must object at the time when the words are used and before any other member has spoken. The chairperson must order the minutes to record the objection.

21.12 Right of reply

The mover of an original motion has a right of reply. A mover of an amendment to the original motion does not. In their reply, the mover must confine themselves to answering previous speakers and not introduce any new matters.

A mover's right of reply can only be used once. It can be exercised either at the end of the debate on the original, substantive or substituted motion or at the end of the debate on a proposed amendment.

However, the original mover may reserve their right of reply and speak once to the principal motion and once to each amendment without losing that right of reply. If a closure motion is carried the mover of the motion has the right of reply before the motion or amendment is put to the vote.

21.13 No other member may speak

In exercising a right of reply, no other member may speak:

a) After the mover has started their reply;

b) After the mover has indicated that they want to forego this right; and

c) Where the mover has spoken to an amendment to the original motion and the chairperson has indicated that he or she intends to put the motion.

21.14 Adjournment motions

The carrying of any motion to adjourn a meeting must supersede other business still remaining to be disposed of. Any such business must be considered at the next meeting. Business referred to, or referred back to, a specified committee, is to be considered at the next ordinary meeting of that committee or board, unless otherwise specified.

21.15 Chairperson's acceptance of closure motions

The chairperson may only accept a closure motion where there have been at least two speakers for and two speakers against the motion that is proposed to be closed, or the chairperson considers it reasonable to do so.

However, the chairperson must put a closure motion if there are no further speakers in the debate. When the meeting is debating an amendment, the closure motion relates to the amendment. If a closure motion is carried, the mover of the motion under debate has the right of reply after which the chairperson puts the motion or amendment to the vote.

22. General Procedures for Speaking and Moving Motions

22.1 Options for speaking and moving

This subsection provides three options for speaking and moving motions and amendments at a meeting of a local authority, its committees and subcommittees.

Option A applies unless, on the recommendation of the chairperson at the beginning of a meeting, the meeting resolves [by simple majority] to adopt either Option B or Option C for the meeting generally, or for any specified items on the agenda.

22.2 Option A

a) The mover and seconder of a motion cannot move or second an amendment. (This does not apply when the mover or seconder of a motion to adopt a report of a committee wants to amend an item in the report. In this case the original mover or seconder may also propose or second the suggested amendment).

b) Only members who have not spoken to the original or substituted motion may move or second an amendment to it.

c) The mover or seconder of an amendment whether it is carried or lost cannot move or second a subsequent amendment.

d) Members can speak to any amendment and, provided they have not spoken to the motion or moved or seconded an amendment, they can move or second further amendments.

e) The meeting by agreement of the majority of members present may amend a motion with the agreement of the mover and seconder.

22.3 Option B

a) The mover and seconder of a motion cannot move or second an amendment. (This does not apply when the mover or seconder of a motion to adopt a report of a committee wants to amend an item in the report. In this case the original mover or seconder may also propose or second the suggested amendment).

b) Any members, regardless of whether they have spoken to the original or substituted motion, may move or second an amendment to it.

c) The mover or seconder of an amendment that is carried can move or second a subsequent amendment. A mover or seconder of an amendment which is lost cannot move or second a subsequent amendment.

d) Members can speak to any amendment.

e) The meeting by agreement of the majority of members present may amend a motion with the agreement of the mover and seconder.

22.4 Option C

a) The mover and seconder of a motion can move or second an amendment.

b) Any members, regardless of whether they have spoken to the original or substituted motion, may move or second an amendment to it.

c) The mover or seconder of an amendment whether it is carried or lost can move or second further amendments.

d) Members can speak to any amendment.

e) The meeting by agreement of the majority of members present may amend a motion with the agreement of the mover and seconder.

22.5 Procedure if no resolution reached

If no resolution is reached the chairperson may accept a new motion to progress the matter under discussion.

23. Motions and amendments

23.1 Proposing and seconding motions

All motions and amendments moved during a debate must be seconded (including notices of motion). The chairperson may then state the motion and propose it for discussion.

Amendments and motions that are not seconded are not valid and are not entered in the minutes.

23.2 Motions in writing

The chairperson may require movers of motions and amendments to provide them in writing, signed by the mover.

23.3 Motions expressed in parts

The chairperson, or any member, can require a motion that has been expressed in parts to be decided part by part.

23.4 Substituted motion

Where a motion is subject to an amendment the meeting may substitute the motion with the amendment, provided the mover and seconder of the original motion agree to its withdrawal. All members may speak to the substituted motion.

23.5 Amendments to be relevant and not direct negatives

Every proposed amendment must be relevant to the motion under discussion. Proposed amendments cannot be similar to an amendment that has already been lost. An amendment cannot be a direct negative to the motion or the amended motion.

Please note that amendments that are significantly different must comply with the decision-making provisions of the Part 6 LGA 2002.

23.6 Chairperson may recommend amendment

A chairperson, when moving the adoption of a recommendation from a committee or sub-committee to the council, can include in the motion an amendment to the committee or sub-committee's recommendation.

23.7 Foreshadowed amendments

The meeting must dispose of an existing amendment before a new amendment can be foreshadowed. However, members may notify the chairperson that they intend to move further amendments as well as the nature of the content of those amendments.

23.8 Lost amendments

Where an amendment is lost, the meeting will resume the debate on the original or substituted motion. Any member who has not spoken to that motion may speak to it, and may move or second a further amendment.

23.9 Carried amendments

Where an amendment is carried the meeting will resume the debate on the original motion as amended. This will now be referred to as the substantive motion. Members who have not spoken to the original motion may speak to the substantive motion, and may move or second a further amendment to it.

23.10 Where a motion is lost

In a situation where a motion that recommends a course of action is lost, a new motion, with the consent of the chairperson, may be proposed to provide direction.

23.11 Withdrawal of motions and amendments

Once a motion or amendment which has been seconded has been put to the meeting by the chairperson the mover cannot withdraw it without the consent of the majority of the members who are present and voting.

The mover of an original motion, which has been subject to an amendment that has been moved and seconded, cannot withdraw the original motion until the amendment has either been lost or withdrawn by agreement, as above.

23.12 No speakers after reply or motion has been put

A member may not speak to any motion once:

a) The mover has started their right of reply in relation to the motion; and

b) The chairperson has started putting the motion.

24. Revocation or alteration of resolutions

24.1 Member may move revocation of a decision

A member may give the chief executive a notice of motion for the revocation or alteration of all or part of a previous resolution of the council and subordinate body. The notice must set out:

a) The resolution or part of the resolution which the member proposes to revoke or alter;

b) The meeting date when the resolution was passed;

c) The motion, if any, which the member proposes to replace it with; and

d) Sufficient information to satisfy the decision-making provisions of ss 77–82 LGA 2002.

If the mover of the notice of motion is unable to provide this information, or the decision is likely to be deemed a significant decision, the notice of motion should provide that the proposal is referred to the chief executive for consideration and report.

24.2 Revocation must be made by the body responsible for the decision

If a resolution is made under delegated authority by a committee, subcommittee or subordinate decision-making body only that body may revoke or amend the resolution, assuming the resolution is legally made.

This provision does not prevent the body that made the delegation from removing or amending a delegation given to a subordinate body.

cl 30 (6) sch 7 LGA 2002

24.3 Requirement to give notice

A member must give notice to the chief executive at least five working days before the meeting at which it is proposed to consider the motion. The notice is to be signed by not less than one-third of the members of the local authority, including vacancies. Notice can be sent via email and include the scanned electronic signatures of members. If the notice of motion is lost, no similar notice of motion which is substantially the same in purpose and effect may be accepted within the next 12 months.

24.4 Restrictions on actions under the affected resolution

Once a notice of motion to revoke or alter a previous resolution has been received no irreversible action may be taken under the resolution in question until the proposed notice of motion has been dealt with.

Exceptions apply where, in the opinion of the chairperson:

a) The practical effect of delaying actions under the resolution would be the same as if the resolution had been revoked;

b) By reason of repetitive notices, the effect of the notice is an attempt by a minority to frustrate the will of the local authority or the committee that made the previous resolution.

In either of these situations, action may be taken under the resolution as though no notice of motion had been given to the chief executive.

24.5 Revocation or alteration by resolution at same meeting

A meeting may revoke or alter a previous resolution made at the same meeting where, during the course of the meeting, it receives fresh facts or information concerning the resolution. In this situation 75 per cent of the members present and voting must agree to the revocation or alteration.

24.6 Revocation or alteration by recommendation in report

The local authority, on a recommendation in a report by the chairperson, chief executive, or any committee or subcommittee, may revoke or alter all or part of a resolution passed by a previous meeting. The chief executive must give at least two clear working days' notice of any meeting that will consider a revocation or alteration recommendation.

cl 30 (6) sch 7 LGA 2002

25. Procedural Motions

25.1 Procedural motions must be taken immediately

A procedural motion to close or adjourn a debate will take precedence over other business, except points of order and rights of reply. If the procedural motion is seconded the chairperson must put it to the vote immediately, without discussion or debate. A procedural motion to close or adjourn debate can be taken after two speakers have spoken for the motion and two against or, in the chairperson's opinion, it is reasonable to accept the closure motion.

25.2 Procedural motions to close or adjourn a debate

Any member who has not spoken on the matter under debate may move any one of the following procedural motions to close or adjourn a debate:

a) That the meeting be adjourned to the next ordinary meeting (unless the member states an alternative time and place);

b) that the motion under debate should now be put (a closure motion);

c) That the item being discussed should be adjourned to a specified time and place and not be further discussed at the meeting;

d) That the item of business being discussed should lie on the table and not be further discussed at this meeting; (items lying on the table at the end of the triennium will be deemed to have expired); and

e) That the item being discussed should be referred (or referred back) to the relevant committee.

A member seeking to move a procedural motion must not interrupt another member who is already speaking.

25.3 Voting on procedural motions

Procedural motions to close or adjourn a debate must be decided by a majority of all members who are present and voting. If the motion is lost no member may move a further procedural motion to close or adjourn the debate within the next 15 minutes.

25.4 Debate on adjourned items

When debate resumes on items of business that have been previously adjourned all members are entitled to speak on the items.

25.5 Remaining business at adjourned meetings

Where a resolution is made to adjourn a meeting, the remaining business will be considered at the next meeting.

25.6 Business referred to the council or committee

Where an item of business is referred (or referred back) to council or a committee, the council or committee will consider the item at its next meeting unless the meeting resolves otherwise.

25.7 Other types of procedural motions

The chairperson has discretion about whether to allow any other procedural motion that is not contained in these standing orders.

26. Points of order

26.1 Members may raise points of order

Any member may raise a point of order when they believe these standing orders have been breached. When a point of order is raised, the member who was previously speaking must stop speaking and sit down (if standing).

26.2 Subjects for points of order

A member who is raising a point of order must state precisely what its subject is. Points of order may be raised for the following subjects:

a) Disorder – to bring disorder to the attention of the chairperson;

b) Language – to highlight use of disrespectful, offensive or malicious language;

c) Irrelevance – to inform the chair that the topic being discussed is not the matter currently before the meeting;

d) Misrepresentation – to alert the chair of a misrepresentation in a statement made by a member, an officer or a council employee;

e) Breach of standing order – to highlight a possible breach of a standing order while also specifying which standing order is subject to the breach; and

f) Recording of words – to request that the minutes record any words that have been the subject of an objection.

26.3 Contradictions

Expressing a difference of opinion or contradicting a statement by a previous speaker does not constitute a point of order.

26.4 Point of order during division

A member may not raise a point of order during a division, except with the permission of the chairperson.

26.5 Chairperson's decision on points of order

The chairperson may decide a point of order immediately after it has been raised, or may choose to hear further argument about the point before deciding. The chairperson's ruling on any point of order, and any explanation of that ruling, is not open to any discussion and is final.

27. Notices of Motion

27.1 Notice of intended motion to be in writing

Notice of intended motions must be in writing signed by the mover, stating the meeting at which it is proposed that the intended motion be considered, and must be delivered to the chief executive at least five clear working days before such meeting. [Notice of an intended motion can be sent via email and include the scanned electronic signature of the mover].

Once the motion is received the chief executive must give members notice in writing of the intended motion at least two clear working days' notice of the date of the meeting at which it will be considered.

27.2 Refusal of notice of motion

The chairperson may direct the chief executive to refuse to accept any notice of motion which:

a) Is disrespectful or which contains offensive language or statements made with malice; or

b) Is not related to the role or functions of the local authority or meeting concerned; or

c) Contains an ambiguity or a statement of fact or opinion which cannot properly form part of an effective resolution, and where the mover has declined to comply with such requirements as the chief executive may make; or

d) Is concerned with matters which are already the subject of reports or recommendations from a committee to the meeting concerned; or

e) Fails to include sufficient information as to satisfy the decision-making provisions of ss 77–82 LGA 2002; or

f) Concerns a matter where decision-making authority has been delegated to a subordinate body.

Reasons for refusing a notice of motion should be provided to the mover. Where the refusal is due to (f) the notice of motion may be referred to the appropriate committee.

27.3 Mover of notice of motion

Notices of motion may not proceed in the absence of the mover unless moved by another member authorised to do so, in writing, by the mover.

27.4 Alteration of notice of motion

Only the mover, at the time the notice of motion is moved and with the agreement of a majority of those present at the meeting, may alter a proposed notice of motion. Once moved and seconded no amendments may be made to a notice of motion.

27.5 When notices of motion lapse

Notices of motion that are not moved when called for by the chairperson must lapse.

27.6 Referral of notices of motion

Any notice of motion received that refers to a matter ordinarily dealt with by a committee of the local authority must be referred to that committee by the chief executive.

Where notices are referred the proposer of the intended motion, if not a member of that committee, must have the right to move that motion and have the right of reply, as if a committee member.

27.7 Repeat notices of motion

When a motion has been considered and rejected by the local authority or a committee, no similar notice of motion which, in the opinion of the chairperson, may be accepted within the next 12 months, unless signed by not less than one-third of all members, including vacancies.

Where a notice of motion has been adopted by the local authority no other notice of motion which, in the opinion of the chairperson has the same effect, may be put while the original motion stands.

28. Minutes

28.1 Minutes to be evidence of proceedings

The local authority, its committees and subcommittees, must keep minutes of their proceedings. These minutes must be kept in hard or electronic copy, authorised by a chairperson's manual or electronic signature once confirmed by resolution at a subsequent meeting. Once authorised the minutes are the *prima facie* evidence of the proceedings they relate to. *cl 28 sch 7 LGA 2002*

28.2 Matters recorded in minutes

The chief executive must keep the minutes of meetings. The minutes must record:

a) The date, time and venue of the meeting;
b) The names of the members present;
c) The chairperson;
d) Any apologies or leaves of absences;
e) The arrival and departure times of members;
f) Any failure of a quorum;
g) A list of any external speakers and the topics they addressed;
h) A list of the items considered;
i) The resolutions and amendments related to those items including those that were lost, provided they had been moved and seconded in accordance with these standing orders;
j) The names of all movers, and seconders;
k) Any objections made to words used;
l) All divisions taken and, if taken, a record of each members' vote;
m) The names of any members requesting that their vote or abstention be recorded;
n) Any declarations of financial or non-financial conflicts of interest;
o) The contempt, censure and removal of any members;
p) Any resolutions to exclude members of the public;
q) The time at which the meeting concludes or adjourns; and
r) The names of people permitted to stay in public excluded.

Please note: Hearings under the RMA, Dog Control Act 1996 and Sale and Supply of Alcohol Act 2012 may have special requirements for minute taking.

28.3 No discussion on minutes

The only topic that may be discussed at a subsequent meeting, with respect to the minutes, is their correctness.

28.4 Minutes of last meeting before election

The chief executive and the relevant chairpersons must sign, or agree to have their digital signature inserted, the minutes of the last meeting of the local authority before the next election of members.

29. Keeping a Record

29.1 Maintaining accurate records

A local authority must create and maintain full and accurate records of its affairs, in accordance with normal, prudent business practice, including the records of any matter that is contracted out to an independent contractor.

All public records that are in its control must be maintained in an accessible form so as to be able to be used for subsequent reference. *s 17 Public Records Act 2005*

29.2 Method for maintaining records

Records of minutes may be kept in hard copy (Minute Books) and/or in electronic form. If minutes are stored electronically the repository in which they are kept must meet the following requirements:

a) The provision of a reliable means of assuring the integrity of the information is maintained; and

b) The information is readily accessible so as to be usable for subsequent reference.

s 229(1) Contract and Commercial Law Act 2017

29.3 Inspection

Whether held in hard copy or in electronic form minutes must be available for inspection by the public. *s 51 LGOIMA*

29.4 Inspection of public excluded matters

The chief executive must consider any request for the minutes of a meeting, or part of a meeting, from which the public was excluded as if it is a request for official information in terms of the Local Government Official Information and Meetings Act 1987.

30. Referenced Documents

- Civil Defence Emergency Management Act 2002
- Commissions of Inquiry Act 1908
- Crimes Act 1961
- Contract and Commercial Law Act 2017
- Dog Control Act 1996
- Financial Markets Conduct Act 2013
- Local Authorities (Members' Interests) Act 1968 (LAMIA)
- Local Electoral Act 2001 (LEA)
- Local Government Act 1974 and 2002 (LGA)
- Local Government Official Information and Meetings Act 1987 (LGOIMA)
- Marine Farming Act 1971
- Official Information Act 1982
- Public Records Act 2005
- Resource Management Act 1991 (RMA)
- Sale and Supply of Alcohol Act 2012
- Secret Commissions Act 1910
- Securities Act 1978
- Standing Orders Guidelines 2019

Appendix 1: Additional Provisions for Tāngata Whenua

1. Tāngata Whenua representation at meetings

Where representatives of the Tāngata Whenua identify any item on the agenda for a meeting of a local authority, committee or subcommittee which the Tāngata Whenua wish to discuss, they may attend the meeting for that purpose. These provisions do not apply to any meeting of a local authority committee or subcommittee which is sitting in a quasi-judicial capacity in respect of any matter to be heard.

2. Speaking rights in addition to public forum

The right to speak at meetings of the local authority conferred by these provisions are in addition to and separate from those rights of a public forum as outlined in cl 15.

3. Tāngata Whenua representation at committees and subcommittees

Where representatives of the Tāngata Whenua have, in accordance with cl 15.1, identified items they wish to discuss at a meeting, they may be represented by such number of representatives as is equal to the number of permanent members of that committee or subcommittee who are present at that meeting.

4. Tāngata Whenua speaking time

Representatives of the Tāngata Whenua shall have the right to address any meeting of the local authority, committee or subcommittee for a period of 15 minutes in total on any item or issue which has been identified or initiated by the Tāngata Whenua and listed for consideration at a meeting.

5. Questions of speakers during Tāngata Whenua participation

With the permission of the chairperson, members may ask questions of representatives of the Tāngata Whenua. If permitted by the chairperson, questions by members are to be confined to obtaining information or clarification on matters raised by the speaker.

NOTE: The term "Tāngata Whenua" is not mentioned in the Local Government Act 2002. The Act refers to "Maori".

Appendix 2: Grounds to Exclude the Public

A local authority may, by resolution, exclude the public from the whole or any part of the proceedings of any meeting only on one or more of the following grounds:

A1 That good reason exists for excluding the public from the whole or any part of the proceedings of any meeting as the public disclosure of information would be likely:

a) To prejudice the maintenance of the law, including the prevention, investigation, and detection of offences, and the right to a fair trial; or

b) To endanger the safety of any person.

A2 That the public conduct of the whole or the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information where the withholding of the information is necessary to:

a) Protect the privacy of natural persons, including that of deceased natural persons; or

b) Protect information where the making available of the information would:

i. disclose a trade secret; or

ii. be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information.

ba) In the case only of an application for a resource consent, or water conservation order, or a requirement for a designation or heritage order, under the Resource Management Act 1991, to avoid serious offence to tikanga Maori, or to avoid the disclosure of the location of waahi tapu; or

c) Protect information which is subject to an obligation of confidence or which any person has been or could be compelled to provide under the authority of any enactment, where the making available of the information would:

i. be likely to prejudice the supply of similar information, or information from the same source, and it is in the public interest that such information should continue to be supplied; or

ii. be likely otherwise to damage the public interest.

d) Avoid prejudice to measures protecting the health or safety of members of the public; or

e) Avoid prejudice to measures that prevent or mitigate material loss to members of the public; or

f) Maintain the effective conduct of public affairs through— the protection of such members, officers, employees, and persons from improper pressure or harassment; or

g) Maintain legal professional privilege; or

h) Enable any council holding the information to carry out, without prejudice or disadvantage, commercial activities; or

i) Enable any council holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations); or

j) Prevent the disclosure or use of official information for improper gain or improper advantage.

See s 7 LGOIMA 1987

Where A2 of this appendix applies the public may be excluded unless, in the circumstances of a particular case, the exclusion of the public is outweighed by other considerations which render it desirable and in the public interest that the public not be excluded.

A3 That the public conduct of the whole or the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information, the public disclosure of which would:

a) Be contrary to the provisions of a specified enactment; or

b) Constitute contempt of Court or of the House of Representatives.

A4 That the purpose of the whole or the relevant part of the proceedings of the meeting is to consider a recommendation made to that council by an Ombudsman under s 30(1) or s 38(3) of this Act (in the case of a council named or specified in sch 1 to this Act).

A5 That the exclusion of the public from the whole or the relevant part of the proceedings of the meeting is necessary to enable the council to deliberate in private on its decision or recommendation in:

a) Any proceedings before a Council where:

i. A right of appeal lies to any Court or tribunal against the final decision of the Council in those proceedings;

ii. The Council is required, by any enactment, to make a recommendation in respect of the matter that is the subject of those proceedings; and

iii. Proceedings of a local authority exist in relation to any application or objection under the Marine Farming Act 1971.

s 48 LGOIMA

Appendix 3: Sample Resolution to Exclude the Public

In accordance with s 48(1) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by s 6 or s 7 of that Act (or ss 6, 7 or 9 of the Official Information Act 1982, as the case may be), it is **moved:**

1. That the public is excluded from:

- The whole of the proceedings of this meeting; *(delete if not applicable)*
- The following parts of the proceedings of this meeting, namely: (*delete if not applicable*)

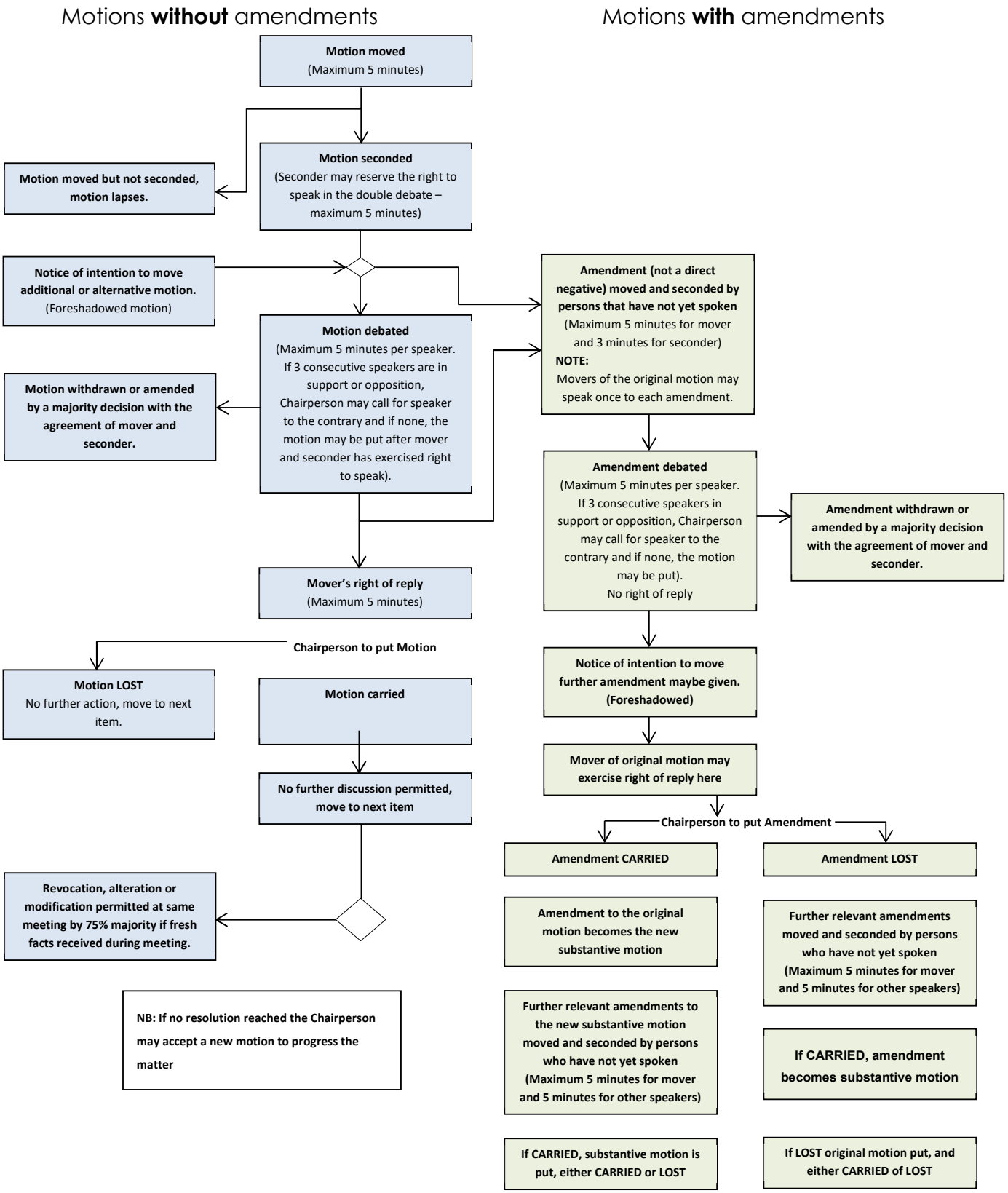
The general subject of the matters to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds for excluding the public, as specified by s 48(1) of the Local Government Official Information and Meetings Act 1987, are set out below:

Meeting Item No. and subject	Reason for excluding the public	Grounds for excluding the public
		To prevent the disclosure of information which would— i. be contrary to the provisions of a specified enactment; or ii. constitute contempt of court or of the House of Representatives (s 48(1)(b)).
		To consider a recommendation made by an Ombudsman (s 48(1)(c)).
		To deliberate on matters relating to proceedings where: i. a right of appeal lies to a court or tribunal against the final decision of the councils in those proceedings; or ii. the council is required, by an enactment, to make a recommendation in respect of the matter that is the subject of those proceedings (s 48(1)(d)).
		To deliberate on proceedings in relation to an application or objection under the Marine Farming Act 1971 (s 48(1)(d)).
		To carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations) (s 7(2)(i)).
		To protect the privacy of natural persons, including that of deceased natural persons (s 7(2)(a)).
		To maintain legal professional privilege (s 7(2)(g)).

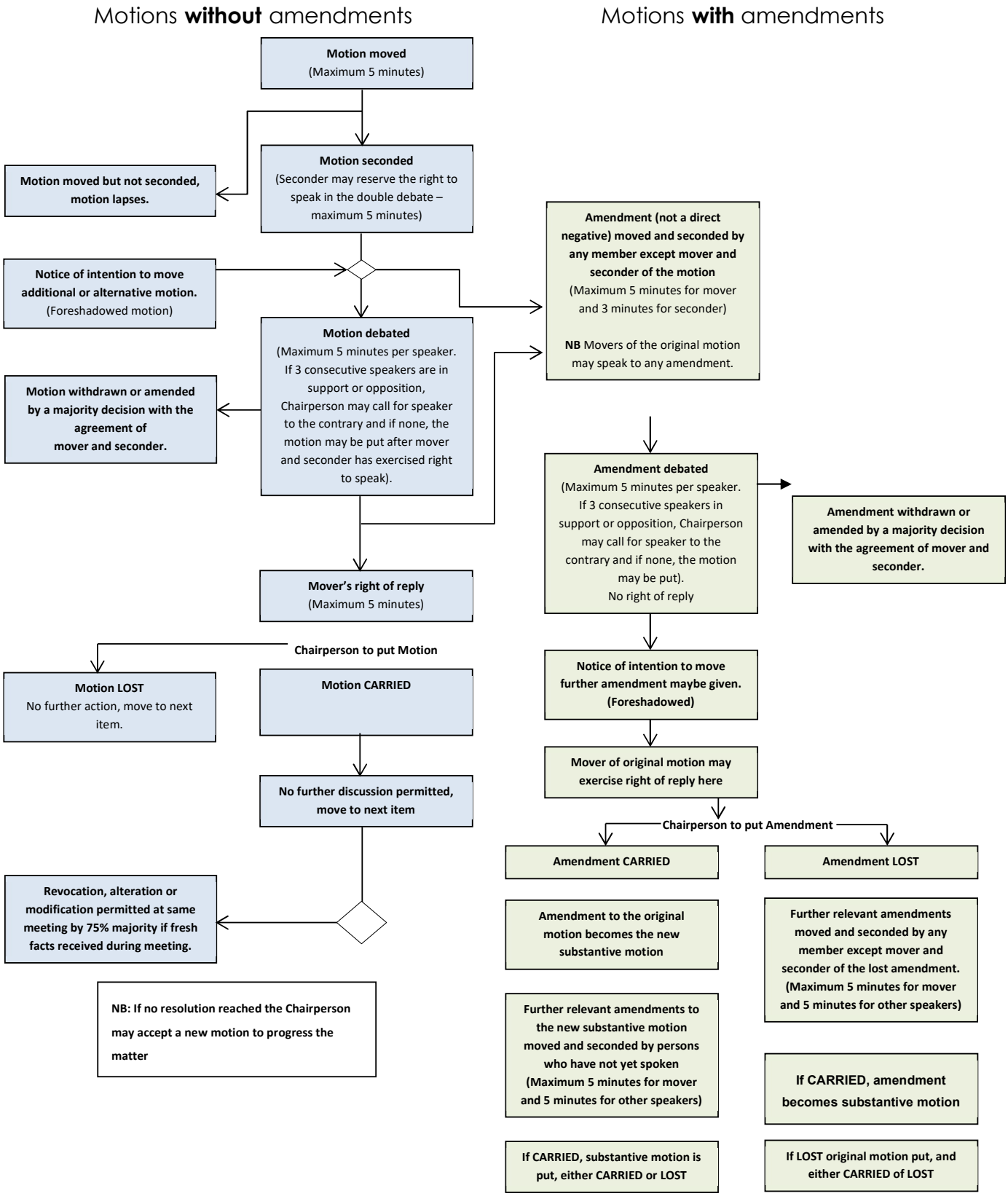
Meeting Item No. and subject	Reason for excluding the public	Grounds for excluding the public
		To prevent the disclosure or use of official information for improper gain or advantage (s 7(2)(j)).
		To protect information which if public would; i. disclose a trade secret; or ii. unreasonably prejudice the commercial position of the person who supplied or who is the subject of the information (s 7(2)(b)).
		To avoid serious offence to Tikanga Maori, or the disclosure of the location of waahi tapu in relation to an application under the RMA 1991 for: • a resource consent, or • a water conservation order, or • a requirement for a designation or b • an heritage order (s 7(2)(ba)).
		To protect information which is subject to an obligation of confidence where the making available of the information would be likely to: i. prejudice the supply of similar information, or information from the same source, where it is in the public interest that such information should continue to be supplied; or ii. would be likely otherwise to damage the public interest (s 7(2)(c)).
		To avoid prejudice to measures protecting the health or safety of members of the public (s 7(2)(d)).
		To avoid prejudice to measures that prevent or mitigate material loss to members of the public (s 7(2)(e)).
		To maintain the effective conduct of public affairs by protecting members or employees of the Council in the course of their duty, from improper pressure or harassment (s 7(2)(f)(ii)).
		To enable the Council to carry out, without prejudice or disadvantage, commercial activities (s 7(2)(h)).

2. That *(name of person(s))* is permitted to remain at this meeting after the public has been excluded because of their knowledge of *(specify topic under discussion)*. This knowledge, which will be of assistance in relation to the matter to be discussed, is relevant to that matter because *(specify)*. *(Delete if inapplicable.)*

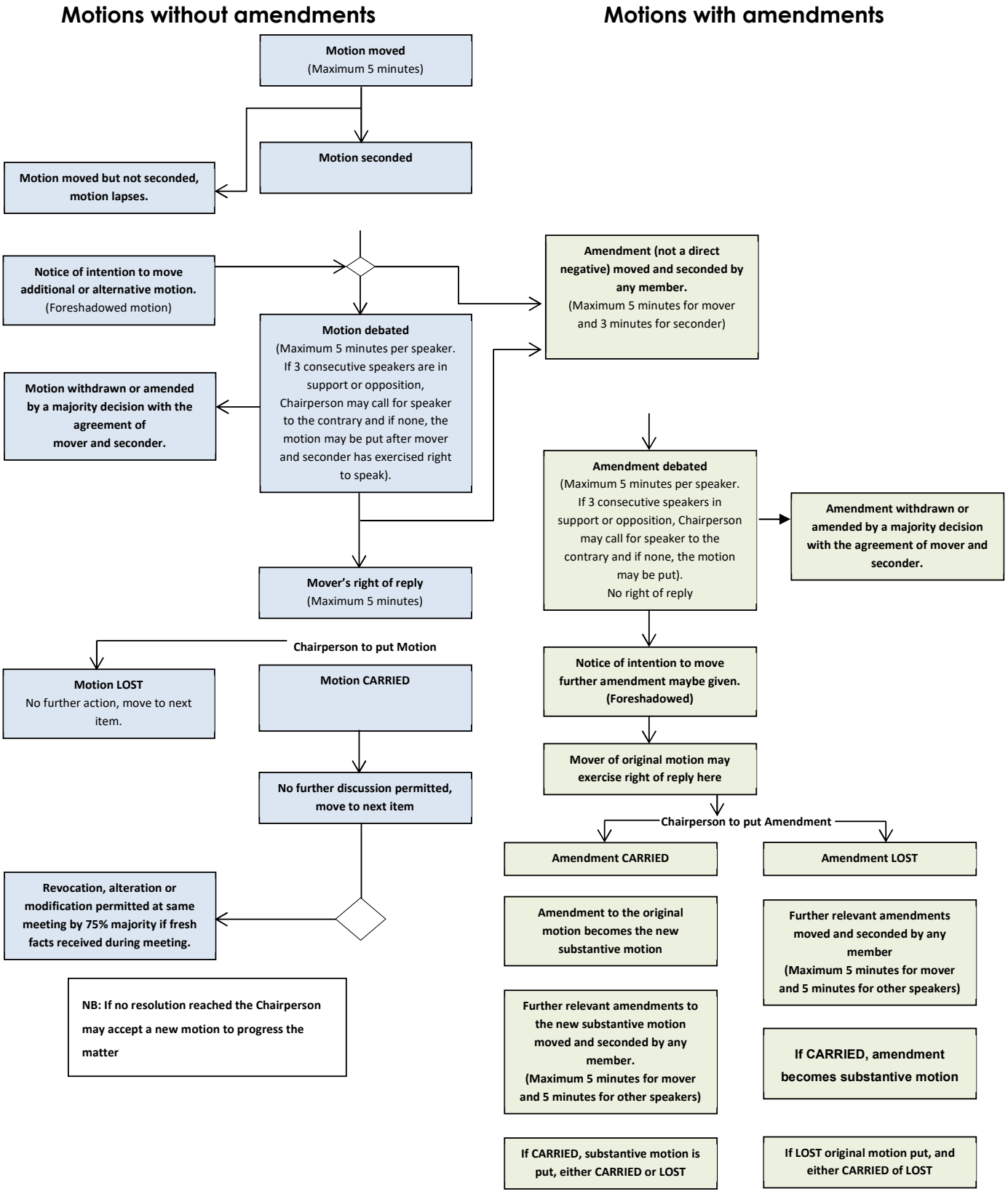
Appendix 4: Motions and Amendments (Option A)



Appendix 5: Motions and Amendments (Option B)



Appendix 6: Motions and Amendments (Option C)



Appendix 7: Table of Procedural Motions

Motion	Has the Chair discretion to refuse this Motion?	Is seconder required?	Is discussion in order?	Are amendments in order?	Is mover of procedural motion entitled to reply?	Are previous participants in debate entitled to move this motion?	Can a speaker be interrupted by the mover of this motion?	If lost, can motion be moved after an interval?	Position if an amendment is already before the Chair	Position if a procedural motion is already before the Chair	Remarks
(a) "That the meeting be adjourned to the next ordinary meeting, or to a stated time and place"	No	Yes	No	As to time and date only	No	No	No	Yes – 15 minutes	If carried, debate on the original motion and amendment is adjourned	If carried, debate on the original motion and procedural motion is adjourned	On resumption of debate, the mover of the adjournment speaks first. Members who have spoken in the debate may not speak again.
(b) "That the motion under debate be now put (closure motion)"	No	Yes	No	No	No	No	No	Yes – 15 Minutes	If carried, only the amendment is put	If carried, only the procedural motion is put	The mover of the motion under debate is entitled to exercise a right of reply before the motion or amendment under debate is put.
(c) "That the item of business being discussed be adjourned to a stated time and place"	No	Yes	No	As to time and date only	No	No	NO	Yes – 15 minutes	If carried, debate on the original motion and amendment is adjourned	If carried, debate on the original motion and procedural motion is adjourned	

Motion	Has the Chair discretion to refuse this Motion?	Is seconder required?	Is discussion in order?	Are amendments in order?	Is mover of procedural motion entitled to reply?	Are previous participants in debate entitled to move this motion?	Can a speaker be interrupted by the mover of this motion?	If lost, can motion be moved after an interval?	Position if an amendment is already before the Chair	Position if a procedural motion is already before the Chair	Remarks
(d) "That the item of business being discussed does lie on the table and not be discussed at this meeting"	No	Yes	No	No	No	No	No	Yes – 15 minutes	If carried, the original motion and amendment are both laid on the table	Motion not in order	
(e) "That the item of business being discussed be referred (or referred back) to the local authority or to the relevant committee"	No	Yes	No	As to committee, time for reporting back etc only	No	No	No	Yes – 15 minutes	If carried, the original motion and all amendments are referred to the committee	If carried, the procedural motion is deemed disposed of	
(f) "Points of order"	No – but may rule against	No	Yes – at discretion of chairperson	No	No	Yes	Yes	No	Point of order takes precedence	Point of order takes precedence	See standing order 3.14

Appendix 8: Webcasting Protocols

The provisions are intended as a good practice guide to local authorities that are webcasting meetings or planning to do so.

1. The default shot will be on the chairperson or a wide-angle shot of the meeting room.
2. Cameras will cover a member who is addressing the meeting. Cameras will also cover other key participants in a meeting, including staff when giving advice and members of the public when addressing the meeting during the public input time.
3. Generally interjections from other members or the public are not covered. However, if the chairperson engages with the interjector, the interjector's reaction can be filmed.
4. PowerPoint presentations, recording of votes by division and other matters displayed by overhead projector may be shown.
5. Shots unrelated to the proceedings, or not in the public interest, are not permitted.
6. If there is general disorder or a disturbance from the public gallery, coverage will revert to the chairperson.
7. Appropriate signage will be displayed both in and outside the meeting room alerting people that the proceedings are being webcast.

Appendix 9: Powers of a Chairperson

This appendix sets out the specific powers given to the chairperson contained in various parts of these standing orders.

Chairperson to decide all questions: The chairperson is to decide all questions where these standing orders make no provision or insufficient provision. The chairperson's ruling is final and not open to debate.

Chairperson to decide points of order: The chairperson is to decide any point of order and may do so immediately after it has been raised or may first hear further argument before deciding. The ruling of the chairperson upon any point of order is not open to any discussion and is final. No point of order may be raised during a division except by permission of the chairperson.

Items not on the agenda: Major items not on the agenda may be dealt with at that meeting if so resolved by the local authority and the chairperson explains at the meeting at a time when it is open to the public the reason why the item was not listed on the agenda and the reason why discussion of the item cannot be delayed until a subsequent meeting.

Minor matters not on the agenda relating to the general business of the local authority may be discussed if the chairperson explains at the beginning of the meeting, at a time when it is open to the public, that the item will be discussed at that meeting, but no resolution, decision or recommendation may be made in respect of that item except to refer it to a subsequent meeting.

Chairperson's report: The chairperson, by report, has the right to direct the attention of the local authority to any matter or subject within the role or function of the local authority.

Chairperson's recommendation: The chairperson of any meeting may include on the agenda for that meeting a chairperson's recommendation regarding any item brought before the meeting. The purpose of such a recommendation is to focus debate on a suggested motion.

Chairperson's voting: The chairperson at any meeting has a deliberative vote and, in the case of equality of votes, has a casting vote where standing orders make such provision.

Motion in writing: The chairperson may require the mover of any motion or amendment to submit it in writing signed by the mover.

Motion in parts: The chairperson may require any motion expressed in parts to be decided part by part.

Notice of motion: The chairperson may direct the chief executive to refuse to accept any notice of motion which:

a) Is disrespectful or which contains offensive language or statements made with malice; or

b) Is not within the scope of the role or functions of the local authority; or

c) Contains an ambiguity or statement of fact or opinion which cannot properly form part of an effective resolution, and the mover has declined to comply with such requirements as the chief executive may have made; or

d) Is concerned with matters which are already the subject of reports or recommendations from a committee to the meeting concerned.

Reasons for refusing a notice of motion should be provided to the proposer: Where a notice of motion has been considered and agreed by the local authority, no notice of any other motion which is, in the opinion of the chairperson, to the same effect may be put again whilst such original motion stands.

Action on previous resolutions: If, in the opinion of the chairperson the practical effect of a delay in taking action on a resolution which is subject to a notice of motion, would be equivalent to revocation of the resolution; or if repetitive notices of motion are considered by the chairperson to be an attempt by a minority to frustrate the will of the meeting, action may be taken as though no such notice of motion had been given.

Repeat notice of motion: If in the opinion of the chairperson, a notice of motion is substantially the same in purport and effect to any previous notice of motion which has been considered and rejected by the local authority, no such notice of motion may be accepted within six months of consideration of the first notice of motion unless signed by not less than one-third of the members of the local authority, including vacancies.

Revocation or alteration of previous resolution: A chairperson may recommend in a report to the local authority the revocation or alteration of all or part of any resolution previously passed, and the local authority meeting may act on such a recommendation in accordance with the provisions in these standing orders.

Chairperson may call a meeting: The chairperson:

a) May call a meeting to dispose of the business to be transacted following the lapsing of a meeting due to failure of a quorum if such business cannot be delayed until the next meeting; and

b) May requisition an extra meeting to be held at a specified time and place in order to conduct specified business.

Irrelevant matter and needless repetition: The chairperson's ruling preventing members when speaking to any motion or amendment from introducing irrelevant matters or indulging in needless repetition is final and not open to challenge.

Taking down words: The chairperson may order words used and objected to by any member to be recorded in the minutes, provided such objection is made at the time the words are used and not after any other members have spoken.

Explanations: The chairperson may permit members to make a personal explanation in addition to speaking to a motion, and members who have already spoken, to explain some material part of a previous speech in the same debate.

Chairperson rising: Whenever the chairperson rises during a debate any member then speaking or offering to speak is to be seated and members are to be silent so that the Chairperson may be heard without interruption.

Members may leave places: The chairperson may permit members to leave their place while speaking.

Priority of speakers: The chairperson must determine the order in which members may speak when two or more members indicate their wish to speak.

Minutes: The chairperson is to sign the minutes and proceedings of every meeting once confirmed. The chairperson and chief executive are responsible for confirming the correctness of the minutes of the last meeting of a local authority prior to the next election of members.

Questions of speakers: The chairperson may permit members to ask questions of speakers under public forum or deputations/presentations by appointment for the purpose of obtaining information or clarification on matters raised by the speaker.

Withdrawal of offensive or malicious expressions: The chairperson may call upon any member to withdraw any offensive or malicious expression and may require the member to apologise for the expression.

Any member who refuses to withdraw the expression or apologise, if required by the chairperson, can be directed to withdraw from the meeting for a time specified by the chairperson.

Chairperson's rulings: Any member who refuses to accept a ruling of the chairperson may be required by the chairperson to withdraw from the meeting for a specified time.

Disorderly behaviour: The chairperson may:

a) Require any member or member of the public whose conduct is disorderly or who is creating a disturbance to withdraw immediately from the meeting for a time specified by the chairperson.

b) Ask the meeting to hold in contempt any member whose conduct is grossly disorderly and where the meeting resolves to find the member in contempt that resolution must be recorded in the minutes.

Failure to leave meeting: If a member or member of the public who is required, in accordance with a chairperson's ruling to leave the meeting, refuses or fails to do so, or having left the meeting, attempts to re-enter without the permission of the chairperson, any member of the police or officer or employee of the local authority may, at the chairperson's request, remove or exclude that person from the meeting.

Audio or audio visual attendance: Where the technology is available and a member is attending a meeting by audio or audio-visual link, the chairperson must ensure that:

a) The technology for the link is available and of suitable quality; and

b) Procedures for using the technology in the meeting will ensure that:

   i. Everyone participating in the meeting can hear each other;

   ii. The member's attendance by audio or audio-visual link does not reduce their accountability or accessibility in relation to the meeting;

   iii. The requirements of Part 7 of LGOIMA are met; and

   iv. The requirements in these standing orders are met.

Appendix 10: Mayor's Powers to Appoint Under s 41A

The role of a mayor is:

a) To provide leadership to councillors and the people of the city or district.

b) To lead development of the council's plans (including the long-term and annual plans), policies and budgets for consideration by councillors.

The mayor has authority to:

a) Appoint the deputy mayor.

b) Establish council committees, their terms of reference, appoint the chairperson of each of those committees and the members.

c) Appoint themselves as the chairperson of a committee.

d) Decline to exercise the powers under clause a) and b) above but may not delegate those powers to another person.

The Council retains the ability to:

a) Remove a deputy mayor appointed by the mayor.

b) Discharge of reconstitute a committee established by the mayor.

c) Discharge a committee chairperson who has been appointed by the mayor.

The mayor is a member of each committee of the Council.

Appendix 11: Process for Removing a Chairperson or Deputy Mayor from Office

1. At a meeting that is in accordance with this clause, a territorial authority or regional council may remove its chairperson, deputy chairperson, or deputy mayor from office.
2. If a chairperson, deputy chairperson, or deputy mayor is removed from office at that meeting, the territorial authority or regional council may elect a new chairperson, deputy chairperson, or deputy mayor at that meeting.
3. A meeting to remove a chairperson, deputy chairperson, or deputy mayor may be called by:
   a) A resolution of the territorial authority or regional council; or
   b) A requisition in writing signed by the majority of the total membership of the territorial authority or regional council (excluding vacancies).
4. A resolution or requisition must:
   a) Specify the day, time and place at which the meeting is to be held and the business to be considered at the meeting; and
   b) Indicate whether or not, if the chairperson, deputy chairperson, or deputy mayor is removed from office, a new chairperson, deputy chairperson, or deputy mayor is to be elected at the meeting if a majority of the total membership of the territorial authority or regional council (excluding vacancies) so resolves.
5. A resolution may not be made and a requisition may not be delivered less than 21 days before the day specified in the resolution or requisition for the meeting.
6. The chief executive must give each member notice in writing of the day, time, place and business of any meeting called under this clause not less than 14 days before the day specified in the resolution or requisition for the meeting.
7. A resolution removing a chairperson, deputy chairperson, or deputy mayor carries if a majority of the total membership of the territorial authority or regional council (excluding vacancies) votes in favour of the resolution.

cl 18 sch 7 LGA 2002

Appendix 12: Workshops

1. Definition of workshop

Workshops, however described, provide opportunities for members to discuss particular matters, receive briefings and provide guidance for officials. Workshops are not meetings and cannot be used to either make decisions or come to agreements that are then confirmed without the opportunity for meaningful debate at a formal meeting.

2. Application of standing orders to workshops

Standing orders do not apply to workshops and briefings. The chairperson or workshop organisers will decide how the workshop, briefing or working party should be conducted.

3. Calling a workshop

Workshops, briefings and working parties may be called by:

a) a resolution of the local authority or its committees
b) the mayor
c) a committee chairperson; or
d) the chief executive.

4. Process for calling workshops

The chief executive will give at least 24 hours' notice of the time and place of the workshop and the matters to be discussed at it. Notice may be given by whatever means are reasonable in the circumstances. Any notice given must expressly:

a) state that the meeting is a workshop
b) advise the date, time and place; and
c) confirm that the meeting is primarily for the provision of information and discussion, and will not make any decisions or pass any resolutions.

Public notice of a workshop is not required and workshops can be either open to the public or public excluded.

5. Record of workshop

A written record of the workshop should be kept and include:

a) time, date, location and duration of workshop
b) persons present; and
c) general subject matters covered.

Appendix 13: Sample order of business

Open section

1. Apologies
2. Declarations of interest
3. Confirmation of non-confidential minutes
4. Leave of absence
5. Acknowledgements and tributes
6. Public input and petitions
7. Extraordinary business
8. Notices of motion
9. Adjourned business
10. Reports of the chief executive and staff for decision
11. Reports of the chief executive and staff for information
12. Mayor, deputy mayor and elected members' reports (information)
13. Public excluded business

Public excluded section

1. Apologies
2. Declarations of interest
3. Conformation of confidential minutes
13. Public excluded business

Appendix 14: Process for raising matters for a decision

Matters requiring a decision may be placed on an agenda of a meeting by a:

- Report of chief executive
- Report of a chairperson
- Report of a committee; or
- Notice of motion from a member.

Where a matter is urgent and has not been placed on an agenda, it may be brought before a meeting as extraordinary business by a:

- Report of chief executive; or
- Report of chairperson.

Although out of time for a notice of motion, a member may bring an urgent matter to the attention of the meeting through the meeting chairperson.

GUIDE TO THE 2025 LGNZ STANDING ORDERS TEMPLATES

HE ARATOHU I TE ANGA TIKANGA WHAKAHAERE HUI A LGNZ

// UPDATED MARCH 2025

Contents

Contents 2
Introduction 5
Options for adopting the templates 6
Should members have a right to attend by audio or audio-visual link? 6
Should Mayors/Chairs have a casting vote? 6
Options for speaking and moving amendments 6
Proposed resolution for adopting your standing orders 7
Providing sufficient time to prepare advice 7
Deciding when to adopt and review your standing orders 7
The principles 8
Alternatives to formal (deliberative) meetings 9
Workshops 9
When not to use workshops 10
Briefings 11
Calling a workshop or briefing 12
Having a workshop or briefing open to the public 12
Publicising upcoming workshops and briefings 12
Making a record 13
Publishing the record 13
Relationships with Iwi/Māori 13
Acknowledging Iwi/hapu as mana whenua (Article 2) 13
Facilitating the participation of Māori as citizens (Article 3) 14
Member declarations 15
Declarations by appointed community board members 16
Protocols for live streaming council meetings 17
Draft protocol 17
Protocols for members participating in meetings by audio-visual means 19
Draft protocol 19
Process for removing a chairperson or deputy Mayor from office 20
Setting the agenda and raising matters for a decision 21
Pre-agenda meetings 21
Mayors' powers (s.41A) 22
Mayor is a full member of committees (but not DLCs) 23

District Licensing Committees **23**
Process recommended for establishing committees. **25**

Delegations 26

Reasons for delegating **27**
Delegating to staff **27**
Delegating to community and local boards **27**
Can the council change a decision made by a committee using its delegated authority? **28**

Preparing for the next triennial election 30

Governance handovers **30**
Reviewing decision-making structures **30**
Committees that are not discharged **31**
When to schedule the last ordinary meeting **31**
What about issues emerging in the interregnum? **31**

Guidance on individual clauses 32

Part 1: General matters 32

SO 5.1: Mayoral appointments **32**
SO 5.5: Removing a Chair, deputy Chair or deputy Mayor **32**
SO 6.1: Only the holder of a delegated authority can rescind or amend a previous decision **33**
SO 7: Committees – appointment of staff to sub-committees **33**
SO 7.10: Power to appoint or discharge individual members of a joint committee – committees that are not discharged **33**
SO 8.4/6: Regarding extraordinary and emergency meetings **34**
SO 8.9: Urgent meetings **35**
SO 9.5: Chair's recommendation – ensuring the decision-making requirements of Part 6 are met **35**
SO 13.3: Leave of absence **36**
SO 13.4: Apologies **37**
SO 13.6: Absent without leave **37**

Part 2: Pre-meeting arrangements 38

Setting meeting times **38**
SO 8: Giving notice **38**
SO 8.1 and 8.2: Public notice and notice to members – definitions **38**
SO 8.15: Meeting schedules – relocating meetings at the last minute **39**
SO 9.1: Preparation of the agenda – good practice **39**
SO 9.8: Managing confidential information **41**

Part 3 – Meeting procedures 41

SO 4.5: Timing of the inaugural meeting **41**
SO 10: Opening and closing your meeting **42**
SO 11.4: Requirement for a quorum – what happens when a member is 'not at the table'? **42**
SO 13.1: Members' right to attend all meetings **42**
Do members have to be present at hearings to vote? **43**
SO 13.7: Right to attend by audio or audio visual link **43**
SO 13.16: Protecting confidentiality at virtual meetings **43**
SO 14.1: Governing body meetings – must the Mayor or Chair preside? **43**
SO 14.2 Other meetings **44**

SO 15: Public forums **45**
SO 16: Deputations **46**
SO 18.1: Resolutions to exclude the public **46**
SO 18.5: Release of information from public excluded session **47**
SO 19.3: Chair's casting vote **48**
SO 19.4: Method of voting **48**
SO 19.5: Calling for a division **48**
SO 20: Members' conduct **49**
SO 20.7: Financial conflicts of interest **49**
SO 20.8: Non-financial conflicts of interest: **49**
SO 22.1: Options for speaking and moving motions **50**
SO 23.10: Where a motion is lost **50**
SO 24.2: Revoking a decision **51**
SO 25.2: Procedural motions to close or adjourn a debate – what happens to items left on the table **51**

Part 4: Keeping records 51

SO 28: Keeping minutes **51**
SO 28.2: Matters recorded in minutes **52**
Recording reasons for decisions **52**
Hard copy or digital **53**
Regarding non-LGA 2002 hearings **54**
Affixing the council seal **55**

Appendix 1: Sample order of business 56

Appendix 2: Childcare allowance policy – guidance & template 57

Background and objectives **57**
Childcare allowance template: **58**

Appendix 3: Parental leave of absence policy: notes and guidance 59

Parental leave of absence policy template **59**

Introduction
Kupu whakataki

Good local governance requires us to ensure that the way in which we undertake public decision-making is open, transparent, fair and accountable.

Local authorities, local boards and community boards must adopt standing orders for the orderly conduct of their meetings. In the world of local government, the word 'meeting' has a specific meaning that refers to gatherings that conform to rules and regulations laid down in the Local Government Act 2002 (LGA 2002) and Local Government Official Information and Meetings Act 1987 (LGOIMA).

The LGNZ standing orders templates (SO) have been designed to help councils achieve just this. Standing orders are a critical element of good governance and great local democracy, because well-run meetings and hui should increase community awareness and understanding of our decision-making processes and build trust in our local political institutions. LGNZ has published three standing orders templates: one for city and district councils, one for regional councils, and one for community boards.

This Guide has been developed to assist with councils applying their standing orders in practice and provide examples of good practice. It has been updated to provide guidance on changes made to the 2025 standing orders templates, such as:

- Additions to the "principles";
- Changes that allow people joining by non-audio-visual means to be counted as part of a quorum;
- The addition of "urgent meetings" in the event of delays caused by an equality of votes following an election; and
- Advice on how to operate committees with co-chairs (SO. 5) within the existing framework of rules.

The LGNZ standing orders templates[1] draw heavily on the 2003 model standing orders published by Te Mana Tautikanga o Aotearoa Standards New Zealand, and the Department of Internal Affairs' Guidance for Local Authority Meetings published in 1993. The template is updated every three years to ensure it incorporates new legislation and evolving standards of good practice.

We would like to thank the members of Taituarā's Democracy and Participation Working Party for their assistance with publication of the 2025 standing orders templates, which have been updated and refreshed through the increased use of plain English and the introduction of a more user-friendly format.

[1] All standing order references refer to the territorial authority standing orders template. Numbers may vary slightly in the regional council and community boards templates.

LGNZ is continually looking at ways to make the standing orders templates more accessible to members and flexible enough to allow councils to adjust them to local circumstances. We're always keen to hear your feedback.

Options for adopting the templates

Ngā kōwhiringa mō te whakamahi i ngā anga

The LGNZ standing order templates contain options that enable councils to adapt standing orders to meet their own styles and preferences. It is essential that councils consider these options before adopting the standing orders.

A new council may wish to delay adopting the new standing orders until after it has had an opportunity to discuss, and agree on, a future governance style, a discussion that would normally occur at a post-election induction workshop (see below for more information). Staff might also like to encourage members to set time aside, at least once a year, to review how the standing orders are working and whether their decision-making structures are effective.

To ensure that standing orders assist the governing body to meet its objectives in an open and transparent manner, while also enabling the full participation of members, governing bodies and local or community boards intending to adopt an LGNZ template need to decide which of the following options they wish to include in their standing orders.

Should members have a right to attend by audio or audio-visual link?

The LGA 2002 allows members to participate in meetings if they are not physically present, via audio or audio-visual means, if that participation is enabled by the council's standing orders.

Should a governing body, local, or community board decide they do not wish to allow members to do this, then standing order SO 13.7 ("Right to attend by audio or audio-visual link") must be deleted from the template before it is adopted. (see Part 3: Meeting Procedures for more information).

Since 1 October 2024, members who join meetings by audio/audio-visual means will be counted as part of the quorum. This only applies where a council has adopted SO 13.7 or an equivalent provision allowing members to attend meetings by audio visual means.

Should Mayors/Chairs have a casting vote?

The LGA 2002 allows a chairperson (chair) to use a casting vote if this is specified in standing orders. The vote can be used when there is a 50/50 split in voting. The LGNZ standing orders template includes the casting vote option. Should a governing body, local or community board decide that it does not wish for its chairs to have a casting vote, then SO 19.3, "Chairperson has a casting vote," will need to be deleted before the template is adopted.

Some councils have opted for an intermediate position, in which a casting vote can only be used for prescribed types of decisions, such as when there is an equality of votes for the adoption of a statutory plan (see Part 3: Meeting Procedures for more information).

Options for speaking and moving amendments

The LGNZ template offers councils a choice of three frameworks for speaking to and moving motions

and amendments, see the discussion on SO 22.1 for more information.

- Option A (SO 22.2) is the most formal of the three and limits the number of times members can speak and move amendments. For example, members who have moved and seconded a motion cannot then move and second an amendment to the same motion, and only members who have not spoken to the motion, or a substituted motion, may move or second an amendment to it. This is the framework used in the 2003 Standards New Zealand Model Standing Orders.
- Option B (SO 22.3) is less formal. While limiting the ability of movers and seconders of motions to move amendments, this option allows other members, regardless of whether they have spoken to the motion or a substituted motion, to move or second an amendment.
- Option C (SO 22.4) is the least formal of the three options. It gives members more flexibility by removing the limitations in options one and two that prevent movers and seconders speaking.

The council might also consider whether the option selected for the governing body should also apply to committees. Given that committees are designed to encourage more informal debate, and promote dialogue with communities, the informal option, Option C, might be the most appropriate.

Providing sufficient time to prepare advice

Standing orders provide for members of the community to engage directly with councils, standing committees and local or community boards, often by deputation (SO.16). When deputations are made it is common for officials (staff) to be asked to prepare advice on the items to be discussed.

The most common examples are SO.16 Deputations and SO.17 Petitions. In both cases the default standing orders give officials five days in which to prepare any necessary advice. Whether five days is sufficient time for staff to prepare advice will depend upon the size of a council and the way it works.

Before adopting the LGNZ template, the council should ensure that the five-day default is appropriate and practicable, and if not, amend the number of days.

Deciding when to adopt and review your standing orders

There is a tendency for new council to adopt the standing orders, the code of conduct and the governance arrangements of the former council soon after they are formed. This is not recommended.

Proposed resolution for adopting your standing orders

Once a decision has been reached on which discretionary clauses to incorporate, then a resolution to adopt the original or amended standing orders can be tabled. Such a resolution could, for example, take the following shape:

That the council (council name) adopt the standing orders with the following amendments:

1. *That the standing orders enable members to join hui by audio visual link - yes/no.*
2. *That the chair be given the option of a casting vote – yes/no.*
3. *That Option X be adopted as the default option for speaking and moving motions.*
4. *That SOs 16 and 17 require that requests for deputations or petitions are made at least XX days any presentation is made to the council.*

LGNZ recommends that local and community boards, and joint committees (if not set out in their terms of reference), undertake the same considerations before adopting their standing orders.

These matters should be discussed in detail at the initial members' induction hui or at a specially designed workshop or meeting held within a few months after the local body elections. The reason for this suggestion is to allow time for new members to fully understand how local government works, complete any induction training, and form a view on whether the existing standing orders and governance structures are working or not.

It is important that elected members fully understand the policies and frameworks that will influence and guide their decision-making over the three years of their term, and the implications of each. This applies not only to your choice of standing orders but also to your code of conduct and your governance structure, such as whether to have committees or not and the delegations, if any, to be given to those committees.

Please note that the approval of at least 75 per cent of members present at a meeting is required to adopt (and amend) standing orders. In addition, it's good practice for members to reassess their governance arrangements, including standing orders, halfway through the second year of their term to ensure they remain inclusive and effective, given potential changes in community make-up, values and expectations.

The principles
Ngā mātāpono

The 2025 edition of the LGNZ standing order templates include an enhanced principles section which has been placed before the contents section to reinforce its importance.

The role of the principles is to highlight the overall purpose of standing orders and to assist chairs and their advisers when required to both interpret specific clauses or make rulings on matters that may be ambiguous. The principles state that members will:

1. Conduct their business in a transparent manner through public notice of meetings, provision of access to information, publicly open discussions, and meetings that are open to the public.
2. Respect confidentiality, in accordance with relevant legislation, when making decisions that contain sensitive information.
3. Represent their community when making decisions by taking account of the diversity of its communities, their views and interests, and the interests of communities in the future.
4. Acknowledge, and, as appropriate, make provision for Te Ao Māori and local tikanga in meeting processes.
5. Ensure that decision-making procedures and practices meet the standards of natural justice, in particular, that decision-makers are seen to have open minds.
6. Have a high standard of behaviour which fosters the participation of all members, including the expression of their views and opinions, without intimidation, bullying, or personal criticism.
7. Act with professionalism by ensuring their conduct is consistent with the principles of good governance and the behaviours outlined in the Council's Code of Conduct.

In addition to the principles, meetings should comply, as appropriate, with the decision-making provisions of Part 6, LGA 2002 and be consistent with section 39, LGA 2002, which states that "governance structures and processes are effective, open, and transparent" (LGA 2002, s 39).

The principles have been brought to the front of the document to make it clear they are the foundation upon which the standing orders are based. The 2025 standing orders templates include additional principles to highlight the potential value of incorporating te ao Māori and local tikanga in meeting processes, recognise the importance of fostering participation and the expression of members' views, and reinforce the importance of acting professionally in line with the values set out in your council's code of conduct.

The new principles focus on processes and behaviours to enhance community trust in councils as democratic institutions. Poor behaviour can lead to unsafe outcomes for both staff and elected members and bring councils into disrepute. We hope that the new principles will help Mayors and Chairs who can face challenges in some of these areas.

Alternatives to formal (deliberative) meetings
He ara anō mō te hui ōkawa (whakatau)

While the purpose of the Guide is to assist members and their officers to interpret and implement the LGNZ standing orders templates, there are times when it's useful for members to come together in less formal settings that enable wide ranging discussions, or briefings, in which standing orders may not apply. Such settings can be described as workshops or briefings. This chapter summarises recent advice published by the Ombudsman about the use of workshops and briefings.

Workshops

Workshops are best described as sessions where elected members get the chance to discuss issues outside the formalities of a council meeting. Informal hui can provide for freer discussions than formal meetings, where standards of discussion and debate apply, such as speaking time limits. There are no legislative rules for the conduct of workshops, and no legal requirement to allow the public or media access, although it is unlawful to make decisions at workshops or briefings where the LGA and LGOIMA requirements have not been satisfied.

Workshops can be a contentious issue in local government because they may be with the public excluded and lack minutes, which can be perceived as undermining principles of transparency and accountability. The Ombudsman's 2023 report into local council meetings and workshops, Open for business, makes several recommendations designed to address these concerns, reflected in this Guide. The effect of these recommendations (which are not, of themselves, legal requirements) is to encourage accountability processes around informal workshops and briefings etc, which are more in line with those applying to formal meetings. It will be for a council to determine whether to adopt these recommendations, or some other approach to address any accountability or transparency concerns, which may involve the preparation and release of post-workshop reports.

Workshops and briefings can provide an effective way to have 'blue skies' discussions, seek information and clarification from officers, and give feedback to officials on early policy work before

an issue is advanced. This can involve identifying a range of options that would be comfortable to elected members, before officials then proceed to assess those options. In effect, workshops and briefings are a part of the educative and deliberative phases of council decision-making, but typically one step removed from the substantive, formal phase.

Workshops can have multiple functions. In their guide to hui structures, Steve McDowell and Vern Walsh, from Meetings and Governance Solutions, describe workshops as a:

"forum held to provide detailed or complicated information to councillors which if undertaken at a council or committee hui could take a significant amount of time and therefore restrict other business from being transacted. Workshops provide an opportunity for councillors to give guidance to staff on next steps (direction setting)." [2]

They note that workshops provide an opportunity to:

- receive detailed technical information, including information that would be time-consuming to work through in another forum
- discuss an approach or issues around a topic without time restrictions or speaking restrictions
- enable members to question and probe a wide range of options, and gain an understanding of proposals
- enable staff to provide more detailed answers to questions and explore options that might otherwise be considered not politically viable.

Workshops or informal meetings cannot be used to make an actual or effective decision. It is also potentially unlawful to make a 'de facto' decision at a workshop, that is, to agree a course of action and then vote it into effect at a following formal council meeting without genuine debate. It is good practice to advise participants in workshops to avoid discussion and deliberation on matters which could carry elected members too far down a path toward a substantive decision. This is a matter of degree, but if a range of options is narrowed down significantly, this could give the impression of a decision being "all but" made at the workshop. We note that in the *Open for Business* report, the Ombudsman makes it clear that their jurisdiction extends to complaints about behaviour at workshops.

When not to use workshops

Some councils have taken to holding regular workshops that alternate with meetings of their governing bodies. The rationale is that the workshops enable members to be fully briefed on the upcoming governing body agenda and to seek additional information at an early stage, rather than having to do so in a way that might complicate formal meetings.

[2] See https://www.meetinggovernance.co.nz/copy-of-learning-and-development

Such practices are regarded with some concern by both the Ombudsman and the Auditor General, as they are seen as inconsistent with transparency and openness. If councils find this a useful approach, then the pre-governing body workshop could be open to the public to avoid the suspicion that "de-facto" decisions are being made.

Briefings

One of the unique features of local government is that all councillors, sitting as the council, have 'equal carriage' of the issues to be considered. This means, for example, that when the budget is under consideration there is no minister for finance or treasurer to assume executive authority or to guide the decision-making process – all councillors have equal accountability.

Accordingly, all councillors are required to satisfy themselves about the integrity, validity and accuracy of the issues before them.

Councillors have many complex issues about which to make decisions and rely on the advice they receive from the administration. Complex issues often require more extensive advice processes which culminate in the council report.

Briefings are a key feature of these processes. These are sessions during which councillors are provided with detailed oral and written material, and which provide councillors with the opportunity to discuss the issues between themselves and with senior staff. They often involve robust discussion and the frank airing of controversial or tentative views. Councillors who are well briefed are more likely to be able to debate the matter under discussion and ask relevant questions which will illuminate the issues more effectively. Councillors should be careful to not commit to formal decisions at these sessions.

Features of council briefings:

- They should be used when complex and controversial issues are under consideration
- They should involve all councillors and relevant senior staff
- All councillors should be offered the opportunity to attend and relevant senior staff should be involved
- Written briefing material should be prepared and distributed prior to the hui in order that the same information and opportunity to prepare is given to all councillors and officers
- They need to be chaired in such a way that open and honest communication takes place and all issues can be explored. Because time and availability are often limited, the chair must ensure that discussions are kept on track and moving towards a conclusion
- For more complex strategic issues, multiple briefings are usually necessary.

Traditionally, the content and form of briefings has meant they are not held in the public arena. This is to give councillors the opportunity to work through issues in a way that was not considered possible in an open council meeting. However, the Ombudsman's good practice guidelines for workshops (in *Open for business*, October 2023), which includes the principle of "open by default", apply equally to briefings. This is discussed further below.

To ensure transparency and accountability, it is important that the administration is made accountable for the formal advice it provides to the council meeting which subsequently takes place.

This advice may or may not be entirely consistent with the discussions which took place at the briefing.

Calling a workshop or briefing

Workshops, briefings and working parties may be called by:

- a resolution of the local authority or its committees
- a committee chair; or
- the chief executive.

The chief executive must give at least 24 hours' notice of the time, place and matters to be discussed. Notice may be given by whatever means are reasonable in the circumstances. Any notice given must expressly:

a. state that the session is not a meeting but a workshop,
b. advise the date, time and place, and
c. confirm that the hui is primarily for the provision of information and discussion and will not make any decisions or pass any resolutions.

Having a workshop or briefing open to the public

To build trust in council decision-making, councils should, unless dealing with confidential matters, consider whether workshops should be open to the public. The Ombudsman's view is that while it may be reasonable to close a workshop in a particular case, a general policy of having all workshops closed to the public is likely to be unreasonable.

Whether it is reasonable to close a workshop will depend on the individual case. Situations where it may be reasonable to hold a workshop in a public-excluded/private forum will include those where, if the workshop were a meeting, the public could be excluded under LGOIMA. However, the circumstances are not necessarily limited to those grounds in LGOIMA.

As mentioned above, the Ombudsman's view is that the same "open by default" approach should apply to briefings (and to forums, hui etc irrespective of the name given). Therefore, when deciding to hold either a workshop or a briefing, the first question to be considered is whether there is a convincing reason for excluding the public, or whether there is any reason why the briefing should not be open. Given the Ombudsman's report and recommendations, continuing with a practice of conducting all briefings outside the public arena runs the risk of drawing adverse comment from the Ombudsman.

That said, given the different function and nature of a briefing, as compared to a workshop (as explained above), it may be that the circumstances in which it is reasonable for a briefing to be closed to the public arise more readily than for a workshop.

Publicising upcoming workshops and briefings

Further to the above, details of *open* workshops and briefings should be publicised in advance so that members of the public can attend if they wish. These details should include the time, date, venue, and subject matter of the workshop or briefing.

For transparency reasons, it is also desirable for councils to publicise information about closed workshops and their subject matter, together with the rationale for closing them. This allows members of the public to make relevant information requests under LGOIMA if desired.

Making a record

The Ombudsman recommends that a written record of the workshop or briefing should be kept, to ensure that a clear, concise, and complete audit trail exists. Whether this is achievable or not will depend on the resource capacity of each council, but it would be good practice to attempt to create a record of what was discussed.

The record need not be as detailed as for formal meeting records and minutes, but should include:

- time, date, location, and duration of workshop,
- people present,
- general subject matter covered,
- information presented to elected members, if applicable, and
- relevant details of the topic, matter or information discussed.

Publishing the record

Councils should aim to publish records of workshops, briefings, and other informal meetings on their website as soon as practicable after the event.

Relationships with Iwi/Māori
Ngā hononga ki ngā Iwi/Māori

Since local governments receive their powers and authority from Parliament, they have a variety of duties that flow from the Crown's Te Tiriti obligations along with the discretion to involve and build relationships with mana whenua organisations, as they have with other organisations. Such relationships, with both hapū/Iwi and Māori as citizens, can be enhanced by the way in which councils conduct their meetings and arrange their decision-making processes.

The Local Government Act 2002 (LGA), and other acts of parliament, sets out a range of duties and responsibilities to Iwi/Māori that derive directly from the Crown's Te Tiriti obligations, some of which are directly relevant to the application of standing orders, namely:

1. Acknowledging, often through charters or memoranda of understanding, the historic mandate of mana whenua organisations as the traditional governors of Aotearoa New Zealand and your council's jurisdiction (relevant to Article 2 of Te Tiriti).
2. Enabling opportunities for the participation of Māori as citizens in council decision-making processes (relevant to Article 3 Te Tiriti).

Acknowledging Iwi/hapu as mana whenua (Article 2)

Iwi and hapū have a status that comes from their role as the indigenous governors of Aotearoa prior to Te Tiriti o Waitangi, and which is recognised in the United Nations Declaration on the Rights of

Indigenous Peoples, to which NZ is a signatory. This status is different from the 'stakeholder' status given to many local organisations that councils usually work with. It is a status that is also acknowledged by many councils through ongoing relationship building initiatives.

In building relationships, it's important for councils to work with relevant iwi and hapū to determine how best to recognise their status. A common approach involves the development of a joint memorandum or charter of understanding to provide clarity around expectations, including how current and future engagement should occur. Such agreements could include:

- Processes for ensuring relevant mana whenua concerns are incorporated in governing body and committee hui agendas,
- Mechanisms for ensuring that papers and advice, as appropriate, incorporate the views and aspirations of mana whenua. Such mechanisms might include the co-design and co-production of policy papers and allowing mana whenua themselves to submit papers,
- A role for kaumatua in formal council processes, such as:
    - having a local kaumatua or mana whenua representative chair the inaugural council hui and swearing in of members, and/or
    - enabling kaumatua or other mana whenua representatives to sit at the governing body table as advisors.
- Placing information about significant aspects of your area's history as a regular item on the governing body's agenda,
- Holding hui on marae and other places of significance to Māori,
- Providing presentations at governing body meetings highlighting the history of the local area; and
- Inviting mana whenua organisations to appoint representatives on council committees and working parties.

Facilitating the participation of Māori as citizens (Article 3)

Standing orders are a mechanism for enabling members to work collectively to advance the public interests of their community – they are also a tool for promoting active citizenship. In recognition of the Crown's obligations under Article 3 of Te Tiriti and its responsibility to take account of Te Tiriti principles, parliament has placed principles and requirements in the LGA to facilitate the participation of Māori in council decision-making processes. These can be found in s.4 and parts 2 and 6 of the LGA.

Given that local government decisions are made in meetings governed by standing orders, councils should consider how their standing orders can facilitate such participation, such as by proactively taking steps to make it easy for Māori citizens to become involved in decision-making processes. The LGA 2002 provides some help, namely that local authorities must:

- Establish and maintain processes to provide opportunities for Māori to contribute to the decision-making processes of the local authority, (LGA, section 14(1)(d)),
- Consider ways in which it may foster the development of Māori capacity to contribute to the decision-making processes of the local authority, and
- Provide relevant information to Māori for the purposes of contributing to, and building 'capacity' to contribute to, the local authority's decision-making processes.

In relation to the LGA 2002, 'capacity' can be understood as the ability of a person (or group) to participate knowledgeably, given their resources and their understanding of the requisite skills, tools, and systems. Ways to build capacity include:

- Providing training and guidance on how council meeting and decision-making processes work,
- Holding meetings and workshops on marae and other community settings to help demystify local government processes, and
- Providing information about meetings in te reo Māori, including agendas and papers.

Councils should also consider the degree to which their facilities are culturally welcoming by incorporating Māori tikanga values and customs, such as protocols and mātauranga Māori (Māori knowledge). Examples include:

- Appropriate use of local protocol at the beginning and end of formal occasions, including pōwhiri and mihi whakatau,
- Using karakia timatanga for starting meetings and hui,
- Closing meetings and hui with karakia whakamutunga,
- Re-designing order papers and report formats to include te reo Māori, including headings,
- Reviewing council processes and cultural responses through a Te Tiriti o Waitangi lens, and
- Offering members the option of making the declaration in te reo Māori.

Member declarations

Ngā whakapuakitanga a ngā mema

Before elected members can act as members of their council or local/community board, they must make a declaration. The declaration requires members, when making decisions, to put aside any partisan interests they may have to their ward or constituency, or sub-division, and exercise their skill and judgement in the best interests of their jurisdiction, whether a region, district/city, or community/local board area.

The declaration is designed for members of governing bodies, local, and community boards. It can be made in both te reo and English, or signed.

Declaration

"I, [*full name of Mayor, councillor or board member*], declare that I will faithfully and impartially, and according to the best of my skill and judgment, execute and perform, in the best interests of [name of region, district, city, local or community board], the powers, authorities, and duties vested in or imposed upon me as a member of the [*name of local authority*] by virtue of the LGA 2002, the Local Government Official Information and Meetings Act 1987 (LGOIMA), or any other Act."

Te reo declaration

Member declaration

Ko ahau, ko ……., e oati ana ka whai ahau i te pono me te tōkeke, i runga hoki i te mutunga kē mai nei o āku pūkenga, o āku whakatau hoki kia whakatutuki, kia mahi anō hoki i te mana whakahaere, te mana whakatau me ngā momo mahi kua uhia ki runga i a au kia whiwhi painga mō te takiwā o Te ……. hei kaicouncil o te Council-a-rohe o Te ……., e ai hoki ki te Ture Kāwanatanga-ā-Taiao 2002, ki te Ture Kāwanatanga-ā-Taiao Whakapae me te Hui 1987, me ētahi Ture anō rānei.

Waitohu: ……..

Waitohu mai ki mua i a: ……

Declarations by appointed community board members

A question often asked is whether members appointed to community boards need, in addition to their council declaration, to make a community board declaration.

Noting that councils have taken different approaches to this question in the past, we sought advice from our legal advisors, Simpson Grierson. In their view, the LGA 2002 is unambiguously clear: appointed members to community boards should make both declarations. The advice states that:

> While it is at least good practice to make the second declaration, clause 14 of Schedule 7 makes it a legal requirement that must be met before a member can fulfil their role. The main reason for this view is that the role of an elected member is statutory in origin, with clause 14 of Schedule 7 stating that a person "may not act as a member of a local authority until… that person has… made an oral declaration".
>
> The term "member" is defined to include members appointed or elected to community boards or local boards, as well as those members that are elected to a local authority. Because of the way in which "member" is defined, there is no distinction between appointed and elected community board members in terms of the requirements of clause 14.
>
> It should also be noted that the clause 14 declaration is not framed to only apply to local authorities (i.e. council as a whole), as it captures "elements" that will need to be modified dependent on the body/role that a member is to fulfil (e.g. to reflect that the role of a community board is to represent and advocate for the interests of their community, within the district). This further supports the view that this 'second' declaration must be made (as appropriate), before the office of a community board member can be fulfilled and a person can "act" as a member in a substantive manner (that is, they can make decisions).

It is also important to note section 54(2) of the LGA, which states "Part 1 of Schedule 7 (excluding clauses 15 and 33 to 36) applies to community boards, with all necessary modifications, as if they were local authorities". Between this provision (which does not exclude clause 14), and the discussion above regarding the 'elements' of the declaration, there is little room for question about the applicability of the declaration to community board members.

It is the combination of both declarations, where a person is both a councillor and a community board member, that enables that person to fulfil their roles.

The risks arising from having appointed members on community boards who have not made the community board declaration are primarily administrative. That is, a member who voted for or against a motion considered by a community board could conceivably expose that decision, or any non-decision, to judicial review.

Protocols for live streaming council meetings
Ngā tikanga mō te pāho mataora i ngā hui kaunihera

An increasing number of councils are livestreaming meetings, raising questions about what constitutes good practice. This section offers guidelines based on the practice of several councils for consideration.

Draft protocol

1. The default shot will be on the chairperson or a wide-angle shot of the meeting room.
2. Cameras will cover a member who is addressing the meeting. Cameras will also cover other key participants in a meeting, including staff when giving advice and members of the public when addressing the meeting during the public input time.
3. Members joining by virtual means will be incorporated in the webcast alongside those attending in person.
4. In the event of any interjections from elected members, any general disorder, or a disturbance from the public gallery, recording will continue unless the majority of members in attendance agree to stop the recording.
5. PowerPoint presentations, recording of votes by division and other matters displayed by overhead projector may be shown.
6. Shots unrelated to the proceedings or not in the public interest, are not permitted.
7. If there is general disorder or disturbance from the public gallery, coverage will revert to the chairperson.

8. Appropriate signage will be displayed both in and outside the meeting room alerting people to the fact that the proceedings are being livestreamed.

9. Council meetings shall be livestreamed in real time.

10. PowerPoint presentations and any other matters displayed by overhead projector shall be the focus of the recording.

11. Recordings shall be made available to the public through a link located on the council's website.

Some councils publish a disclaimer to acknowledge factors that might be beyond the council's ability to control, such as a loss of connection or, given that they are broadcast in real time and un-mediated, potentially offensive comments made by a participant at the meeting. For example, Waitomo District makes the following disclaimer:

Disclaimer – Webcasting of public council meetings

All public meetings of the council and its committees shall be webcast in real time, recorded and made available to the public after the meeting via a link on this website.

Webcasting in real time allows you to watch and listen to the meeting in real time, giving you greater access to Council debate and decision making and encouraging openness and transparency.

Every care is taken to maintain individuals' privacy and attendees are advised they may be recorded.

There may be situations where, due to technical difficulties, a webcast in real time may not be available. Technical issues may include, but are not limited to:

- the availability of the internet connection
- device failure or malfunction
- unavailability of social media platforms or power outages.

While every effort will be made to ensure the webcast and website are available, the council takes no responsibility for, and cannot be held liable for, the webcast should the council's website be temporarily unavailable due to technical issues.

Opinions expressed, or statements made by individual persons, during a meeting are not the opinions or statements of the …… Council. The council accepts no liability for any opinions or statements made during a meeting.

Access to webcasts and recordings of Council meetings is provided for personal and non-commercial use. Video, images and audio must not be altered, reproduced or republished without the permission of Council.

Protocols for members participating in meetings by audio-visual means
Ngā tikanga mō ngā mema e whai wāhi ana ki ngā hui mā te ataata-rongo

Given the increasing use of meetings held by virtual means, whether by Zoom, Microsoft Teams, or another provider, members need to agree to a new behavioural etiquette to ensure that business is conducted transparently and efficiently, and that members can participate freely and safely.

Draft protocol

The following protocol is suggested as a guide for governing members' behaviour in virtual meetings:

12. Members attending a meeting by audiovisual link must have their camera turned on unless having the camera off has been approved by the chair prior to the meeting.
13. Members must ensure that cell phones are silent and with no vibration during council, committee and advisory group meetings.
14. Before the meeting members should make sure they have the right equipment, including a reliable internet connection, a microphone, speaker, and camera. Members should test equipment and troubleshoot any issues.
15. Microphones must be muted when members are not speaking or after the welcome procedure.
16. Members should focus on the meeting, not on other matters.
17. Members wishing to contribute to the debate should speak in a normal tone.
18. When asking questions, allow time for delayed responses.
19. Direct questions to the chairperson.
20. Avoid interrupting others while they are speaking.
21. Establish how and when participants can interrupt. For example, should participants raise their actual or virtual hands to signal they want to speak.
22. Post questions via chat.
23. Call out participants who are not following meeting etiquette.
24. Wear appropriate clothing and avoid stripes and small patterns as they can become distorted in the camera.
25. Members should position the camera so that it shows their full face.
26. Ensure that the lighting in the room is optimal. If possible, adjust your primary lighting source to be in front of you, and consider a ring light to improve lighting even more.

In addition, there are specific matters that councils need to agree to, such as:

- How members should interrupt a speaker to raise a Point of Order
- How Notices of Motion will be submitted
- How voting will be carried out, and if challenged, how votes will be verified.

Approaches to these questions and others may vary depending upon the meeting software being used. Most councils are likely to make use of the chat and hand-raising functions.

Process for removing a chairperson or deputy Mayor from office
Te tukanga mō te whakakore i te tūranga o te upoko, te kahika tuarua rānei

1. At a meeting that is in accordance with this clause, a territorial authority or regional council may remove its chairperson, deputy chairperson, or deputy Mayor from office.

2. If a chairperson, deputy chairperson, or deputy Mayor is removed from office at that meeting, the territorial authority or regional council may elect a new chairperson, deputy chairperson, or deputy Mayor at that meeting.

3. A meeting to remove a chairperson, deputy chairperson, or deputy Mayor may be called by:

   (a) A resolution of the territorial authority or regional council; or

   (b) A requisition in writing signed by the majority of the total membership of the territorial authority or regional council (excluding vacancies).

4. A resolution or requisition must:

   (a) Specify the day, time, and place at which the meeting is to be held and the business to be considered at the meeting; and

   (b) Indicate whether or not, if the chairperson, deputy chairperson, or deputy Mayor is removed from office, a new chairperson, deputy chairperson, or deputy Mayor is to be elected at the meeting if a majority of the total membership of the territorial authority or regional council (excluding vacancies) so resolves.

5. A resolution may not be made, and a requisition may not be delivered, less than 21 days before the day specified in the resolution or requisition for the meeting.

6. The chief executive must give each member notice in writing of the day, time, place, and business of any meeting called under this clause not less than 14 days before the day specified in the resolution or requisition for the meeting.

7. A resolution removing a chairperson, deputy chairperson, or deputy Mayor carries if a majority of the total membership of the territorial authority or regional council (excluding vacancies) votes in favour of the resolution.

Please note that these provisions also apply to community boards.

LGA 2002, sch. 7, cl. 18.

Setting the agenda and raising matters for a decision
Te whakarite rārangi take me te whakaara take kia whakatauhia ai

One of the most common questions raised by elected members, especially new members, concerns the process for placing an item on a council or committee agenda. The process as set out in the standing orders states that matters requiring a decision at a meeting, may be placed on the meeting's agenda by a:

- Report of the chief executive;
- Report of the chairperson;
- Report of a committee;
- Report of a community or local board; or
- Notice of Motion from a member.

Where a matter is urgent and has not been placed on an agenda, it may be brought before a meeting as extraordinary business by a:

- Report of the chief executive
- Report of the chairperson.

When out of time for a Notice of Motion, a member may bring an urgent matter to the attention of the meeting through the chairperson.

Standing Order 9.12 describes the requirements that apply when a meeting resolves to consider a matter not on the agenda, requiring that the chairperson provide the following information during the public part of the meeting:

- The reason the item is not on the agenda; and
- The reason why discussion of the item cannot be delayed until a subsequent meeting.

Please note nothing in this standing order removes the requirement to meet the provisions of Part 6 of the LGA 2002.

Standing order 9.13 enables a meeting to discuss minor items which are not on an agenda only if the matter relates to council business and at the start of the public part of the meeting, the chairperson explains that the matter will be discussed.

Please note that while a meeting cannot make a resolution, decision, or recommendation on any minor matter that was not on the agenda for that meeting, it can refer the matter to a subsequent meeting for further discussion.

Pre-agenda meetings

Setting agendas involves finding a balance between being seen to be responsive to a topical or urgent issue, and the need for council officials to prepare advice members need to make an

informed and legal decision. In addition, members, whether of the governing body or committees, are likely to have matters that they want considered – but not all matters can be discussed at any single meeting, so councils need a process to prioritise agenda items.

One approach is to employ pre-agenda meetings.

Whakatāne District Council holds pre-agenda meetings when setting council, committee and community board agendas. Pre-agenda meetings for community boards involve:

- Face-to-face meetings approximately two weeks before each board meeting
- Meetings are ideally scheduled at a time which suits working community board members, but can be flexible. Meetings seldom if ever exceed one hour
- The community board chair requests any agenda items from board members prior to the pre-agenda meeting (excluding requests for service items)
- Pre-agenda meetings consist of a governance representative and a staff liaison person (but not limited to this), the community board chair and deputy chair
- The first items for consideration are those recommended by staff as 'must-haves'. Occasionally, some minor items can be resolved without going on the agenda, simply by having the staff representative follow-up with appropriate council teams. If there are too many items, the group prioritises and refers some to future meetings
- Pre-agenda meetings are more than simply agenda-setting meetings – they are another structured slot in the calendar to connect, build relationships with staff and smooth out little issues without bringing them to a meeting.

Mayors' powers (s.41A)

Ngā mana a te kahika (s.41A)

S. 41A (LGA 2002) describes the role of a Mayor as being to:

- Provide leadership to councillors and the people of the city or district
- Lead development of the council's plans (including the long-term and annual plans), policies and budgets for consideration by councillors.

The Mayor's powers	The governing body's powers
(a) to appoint the deputy Mayor.	Remove a deputy Mayor appointed by the Mayor.
(b) to establish council committees, their terms of reference, appoint the chair of each of those committees and the members.	Discharge or reconstitute a committee established by the Mayor

(c) to appoint themselves as the chair of a committee.	Discharge a committee chair who has been appointed by the Mayor
To decline to exercise the powers under clauses (a) and(b) above. The Mayor may not delegate those powers to another person.	

Mayor is a full member of committees (but not DLCs)

Under s.41A(5), a Mayor is a full member of each committee (though not community or local boards). This replaces the previous reference to Mayors being *ex officio* members of committees.

As a result, Mayors are counted for the purpose of determining a quorum, except in the case of a joint committee, where a Mayor whose membership is solely due to s.41A is not counted for the purpose of the quorum. However, if a Mayor has been appointed to a joint committee due to their role or experience (that is, named as a council representative on the joint committee) then they will count as part of the quorum (see Cl. 6A, Schedule 7 LGA 2002).

Clause 6A:

For the purposes of subclause (6)(b), a Mayor who is a member of the committee solely by operation of section 41A(5) is not counted as a member of the committee for the purposes of determining:

The number of members required to constitute a quorum, or whether a quorum exists at a meeting.

District Licensing Committees

A number of councils have asked whether s.41A(5), which states that Mayors are members of all committees, applies to District Licensing Committees. The short answer is no, DLCs are sufficiently different to typical standing orders, that S41A does not apply. The reasons, provided by our legal advisers at Simpson Grierson, are:

- Section 186 of the Sale and Supply of Alcohol Act (SSAA) requires the Council to appoint 1 or more DLCs as, in its opinion, are required to deal with licensing matters for its district. This is important, as it highlights the specific statutory role of the DLC.
- The functions of the DLCs include determining applications and renewals for licences and manager's certificates (section 187, SSAA).
- Section 189 requires the Council to “appoint” members to each DLC. The Chair is a specific appointment, and can be an elected member or a commissioner, and the other two members need to be appointed from the councils list held under section 192, SSAA. What this means is that a formal resolution needs to be made to determine the statutory appointees to the DLC, which for the Chair can be an elected member (including the Mayor) or commissioners.
- There is no strict requirement that an elected member who chairs the DLCs must have experience relevant to alcohol licensing matters. However, because being a chair of a DLC could involve a significant time commitment each week, there is generally consideration of

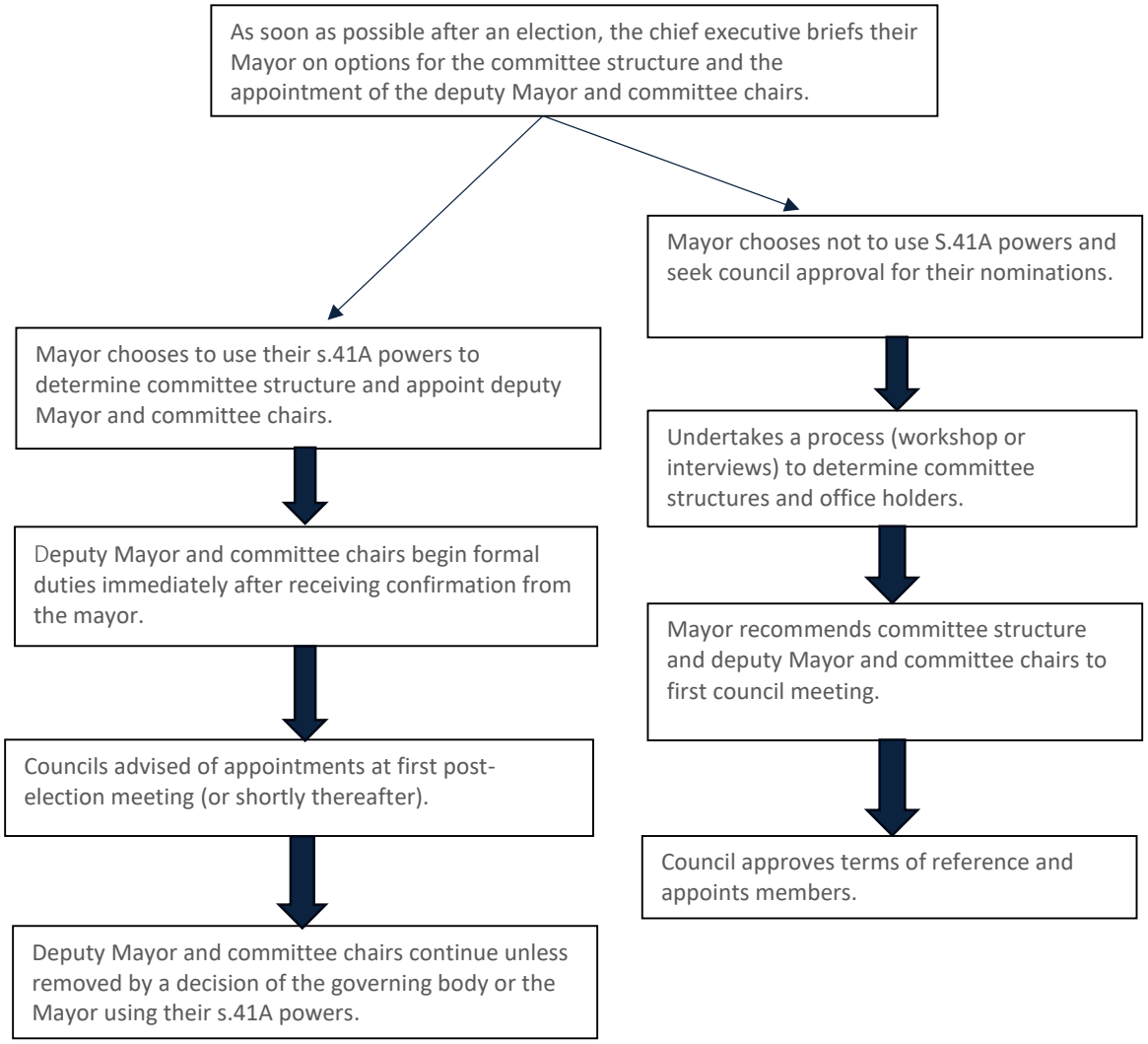
whether it would be appropriate for a Council to recommend the appointment of commissioners to be the DLC chair (instead of elected members).

- We tend to see that commissioners are appointed as the DLC Chair, given the quasi-judicial function of the DLC, and the significant time commitment involved. There is also often a need for specific training and experience to allow the Chair to properly fulfil the role.
- Sections 189(6) and 192(2 - 3) require a council to maintain a list of persons that can be appointed to the DLC, with those persons needing to have "experience relevant to alcohol licensing matters". Such experience may include knowledge of the legal and regulatory aspects of alcohol licencing and knowledge of the SSAA, and this would apply to the Chair as well.

The collective effect of these provisions is to set up a framework (and requirements) for the appointment of DLC members, although as noted above there are no strict requirements applying to the appointment of an elected member as the Chair. In practice, the council – through its officers – should assist with the appointment process and highlight the issues and constraints that will need to be considered when making appointments.

To the extent that section 200 says that LGOIMA applies to a DLC, other than Part 7, this highlights that while the DLC is a council committee, it is tasked with a specific set of function and is required to comply with the specific meeting provisions in the SSAA, rather than complying with the obligations in Part 7 of LGOIMA. This provision does not, in our view, relate to the Mayor's role but supports the interpretation that the DLC is different in substance from other council committees.

Process recommended for establishing committees.



Delegations
Ngā tukunga mana

Delegations are one of the most important instruments councils have for achieving their objectives, as governing is a complex endeavour and a governing body by itself cannot hope to hold all the information required. Councils make lots of decisions. For example, a parking warden makes decisions about whether to write a parking ticket, the parks department makes decisions about whether trees need to be pruned or not and governing bodies make decisions about the level of rates.

Ensuring that decisions are made at the appropriate level is vital to ensure the efficient and effective operation of your local authority.

Local authorities have broad powers of delegation, which are described in cl.32 of Schedule 7 of the LGA 2002. Other Acts also contain powers of delegation, although these are specific to the powers in those Acts, such as the Building Act 2004. **Certain decisions, however, must be exercised by the full council and cannot be delegated.** These include:

- The power to make a rate
- The power to make a bylaw (although local boards have the right to recommend these for their local areas)
- The power to borrow money, or purchase or dispose of assets, other than in accordance with the long-term council community plan
- The power to adopt a long-term plan, annual plan, or annual report
- The power to appoint a chief executive.

Most other decisions can be delegated to committees, local or community boards and in some cases, the chief executive. Bodies with delegated decision-making powers, such as a committee, have the full authority of the council for the decision-making powers delegated. The council cannot usually rescind or amend a decision made by a committee to which the council has delegated the decision-making power (see the Guide to the LGNZ Standing Orders). Councils can change or revoke delegations at any time.

Role of committees

Unlike the governing body of a council, committees can work in a less formal manner, which allows in-depth discussion and debate about issues. This allows elected members to ask questions directly of staff involved in the preparation of advice and engage with stakeholder organisations and citizens themselves. It is an approach that ensures policy decisions are based on not only good information but also consider the views of interested parties from within your communities.

While committees focus on more detailed matters than the governing body, they need to avoid the temptation to get involved in operational activities, or duplicate the work of staff.

Similarly, it is not best practice if committees are simply a first-order rubber stamping process for issues, or resolutions, on the route to final approval by the full council.

Reasons for delegating

The LGA 2002 describes the purpose of delegations as being to promote efficiency and effectiveness in the conduct of a local authority's business. Although delegations allow a local authority to devolve certain decision-making, it will ultimately retain legal responsibility for exercising any powers it has delegated. The potential reasons for delegating include:

- Freeing up councillors so they can focus on strategic issues for the benefit of the entire district, city or region rather than be distracted by minor issues
- Meeting legislative requirements (for example, there are certain activities a council cannot delegate)
- Allowing complex and time-consuming issues to be effectively addressed, such as reviewing district plans, matters that are impractical for the governing body to handle
- Enabling decision-makers to build up additional knowledge and skill on important issues, such as a committee overseeing the council's infrastructure performance, or an Audit and Risk Committee
- Providing opportunities for elected members to debate and discuss issues in an informal setting, unlike the formal arrangements that apply to governing bodies
- Finding a mechanism that will allow the direct involvement of staff, such as a subcommittee
- Being able to appoint external experts to a council decision-making body, such as committee or sub-committee.

Ultimately, delegation is a tool for putting decision-making closer to communities and people affected by the matters under consideration while also allowing for the direct participation of those affected parties, such as Iwi/hapū.

Delegating to staff

Delegating specific powers, duties or functions to staff members can speed up council decisions and ensure that council meetings are not tied down by procedural and everyday administrative decisions. It also enables councils to use the technical knowledge, training, and experience of staff members to support its decisions.

Decisions to delegate specific powers to staff (and special committees) are made at a formal council meeting and specify what the delegate is empowered to do. They are usually required to observe the strategies, policies and guidelines adopted by the council and may be required to report periodically to the council on decisions made. Through the chief executive and senior managers, the council can monitor the actions of staff to ensure that they exercise their delegated authority correctly. In this way the council retains control over decision-making.

Delegating to community and local boards

A territorial authority must consider whether to delegate to a community board if the delegation would enable the community board to best fulfil its role. The advantage of delegating decisions that apply specifically to areas for which the community has responsibility is to use a community board's local knowledge, its networks and its ability to form partnerships with local agencies and communities themselves.

Different rules apply to councils with local boards. Where a unitary council has local boards (only unitary councils can have local boards) decision-making is shared between the governing body and the local boards. The LGA 2002 requires that, with the exception of regulatory activities, the governing body must allocate responsibility for decisions to either itself or the local board for the area. Allocation must be made in accordance with principles set out in section 48L(2). The principles require that local boards should be given delegated authority for decisions unless the following applies:

- The impact of the decision will extend beyond a single board area
- Effective decision-making will need to be aligned or integrated with other decisions that are the responsibility of the decision-making body
- The benefits of a consistent or coordinated approach outweigh the benefits of reflecting the diverse needs and preferences of the communities within local board areas.

Local boards also have their own plan and agreement with the governing body which includes a description of their roles and the budget necessary for them to carry out their responsibilities.

Can the council change a decision made by a committee using its delegated authority?

The answer is generally no, but exceptions can exist. As a rule, a council is ultimately responsible for the decisions made by a committee using its delegated authority. While it cannot reverse the decision, it can, however, withdraw the delegation and remake the decision as long as the decision has not been implemented. Councils can also apply conditions to a delegation, for example, specifying that the delegated authority only applies in a defined number of circumstances, and that beyond those circumstances the decision will revert back to the governing body.

Section 6 of the 2025 standing orders has been amended to provide additional clarity on the practice of making delegations, such as guidance on what should happen when a body with a delegation is unable to undertake that delegation due, for example, to having been disbanded.

The following scenarios have been prepared to help answer some of the common questions concerning delegations.

Delegation scenario 1

Following the 2019 election, the Mayor established a Parking Committee to which the council delegated authority to determine parking prohibitions. In 2020, the Committee resolved to create time restricted parking (P120s) on the north side of Clawton Street.

Following the 2022 election, the Parking Committee was not re-established which meant that the delegated authority to determine parking prohibitions passed back to the council as a whole.

In 2023, the Operations Committee began a review of the CBD upgrade and concluded that the time-restricted parking should be removed – can the Operations Committee revoke the 2020 resolution of the Parking Committee?

***Answer**: No, responsibility for determining parking prohibitions sits with the governing body. For the Operations Committee to remove the restrictions, it needs to ask the governing body to give it the necessary delegatory powers.*

Delegation scenario 2

Following the 2019 election, the Mayor established a Parking Committee and council delegated authority to the Committee to determine parking prohibitions. In 2020, the Committee resolved to create time-restricted parking to P120 on the north side of Main Street (the main thoroughfare in the CBD). The Committee was re-established, with the same powers, after the 2022 elections.

In 2023, the council undertook a review of the CBD and recommended the removal of the time restricted carparks approved by the Parking Committee in 2020. The proposed removal of the carparks has been advertised and there are 34 submissions objecting to the proposed removal and 40 in support.

Given the level of public interest in this matter can full council make the decision, rather than putting the onus on the CBD Parking Committee?

Answer: *The governing body can make the decision to remove the time-restricted car parks only if it resolves to remove the delegated power from the Parking Committee, or if the Committee itself resolves to refer the decision to the governing body. The governing body could possibly intervene if it had included a condition in the original delegation that allowed it to make the decision if, for example, public interest went beyond a specified threshold, as measured, perhaps, by the number of submissions.*

Delegation scenario 3

Following the 2019 election the then Mayor established a Parking Committee and council delegated authority to the Committee to determine parking prohibitions. In 2020, the Committee resolved to create time restricted parking to P120 on the north side of Main Street (the main thoroughfare in the CBD).

After the 2022 election the new Mayor established a Finance, Audit and Risk Committee and a Committee of the Whole to deal with all other business. Following a request from business owners the council is proposing to change the P120 car parks on main street to P60 carparks.

Now that the Parking Committee no longer exists, can the committee of the whole amend the Parking Committee's 2020 decision and change the parks to P60s?

Answer: *as the Parking Committee no longer exists, its powers (delegations) have passed back to the governing body. For the Committee of the Whole to change the parks to P60 the delegations need to be included in its terms of reference.*

Delegation scenario 4

Following the 2022 election, the Mayor established a Parking Committee and council delegated authority to the Committee to determine parking prohibitions. The Committee has three members with a quorum of two members.

An urgent resolution is required to create a section of no-stopping outside the primary school on Clawton Street. One of the Committee members is overseas and has a leave of absence. One of the other Committee members is the principal of the Clawton Road Primary School and has declared a conflict of interest.

Can the Mayor exercise their authority under s41A to change the membership of the Committee (for a short period of time) to ensure there is a quorum?

Answer: *Both the Mayor, using their s.41A powers, and the governing body, can make appointments to committees or sub-committees that they have established.*

If the Mayor chooses to use their s.41A powers he/she will need to inform the governing body in advance. As the LGA 2002 gives the governing body the right to "overturn" a Mayor's decision there is an implied obligation that they will be informed of the Mayor's decision before it is enacted.

Preparing for the next triennial election

Te whakarite mō te pōtitanga ā-toru tau e whai ake ana

The end of a triennium provides an opportunity to reflect on the efficacy of the policies, processes, and structures that collectively constitute a council's governance approach. Understanding what worked well and what didn't, can provide valuable lessons that the incoming council may wish to consider when deciding on their own governance approach. There is no point in replicating processes or structures that everyone agrees were sub-optimal. Possible initiatives include:

Governance handovers

To assist new councils in coming up to speed, councils, i.e. the governing bodies, may like to "prepare a letter to themselves" or a briefing for the incoming council.

The purpose of such a letter or report is to provide the new members of a council with an insight into what the outgoing council saw as the major challenges and what they learned during their term in office that they might have done differently. In other words, a chance to help the new council avoid the mistakes they may have made.

Whether or not to prepare advice for an incoming council and if so, what advice, is ideally a discussion that a Mayor/regional council Chair should have with their respective governing body before the last scheduled council meeting. It may be an ideal topic for a facilitated workshop.

Reviewing decision-making structures

One of the first decisions that new councils must make concerns their decision-making structure. Unfortunately, in most cases, new councils end up adopting the decision-making body of their predecessors.

We spend too little time looking at whether our councils have the right decision-making structure, as there is a wide menu of options, from governing bodies that choose to make all decisions, committees that are Committees of the Whole, committees with external appointments and portfolio models. We need to work with governing bodies to help them identify the right approach for their communities.

One way of doing this is to survey your elected members towards the end of the triennium to identify what worked well about their decision-making structure and what could be improved. Based on surveys and interviews the incoming councils should be presented with a menu of decision-making options with the strengths and weaknesses of each set out clearly.

Committees that are not discharged

Depending on the nature of their responsibilities, a council or group of councils in the case of a joint committee, can resolve that a committee continues beyond a triennial election. Typically, such a committee would be responsible for providing oversight of some form of project that has a long-term focus and may also contain appointed members.

Whether or not the committee is to be discharged at an election should be set out in its original terms of reference, adopted by resolution. Following an election the council, or councils by agreement in the event of a joint committee, can discharge and appoint new members to that committee.

When to schedule the last ordinary meeting

When putting together the schedule of meetings for the last year of a triennium, how close to polling day should the last meeting occur? Councils take different approaches and their practice may be affected by the nature of business that a council is facing prior to the coming elections.

Given that the election campaign properly starts four weeks before polling day, common practice would be to schedule the last ordinary council hui in the week before the campaign period begins.

This allows retiring members to make valedictory speeches away from the political atmosphere of the election.

Council business continues in the four weeks before polling day so expect some committees and sub-committees to still be meeting to deal with ongoing work, whether it is preparation of a submission or oversight of a local project. Urgent matters can still be addressed through an extraordinary or emergency meeting.

What about issues emerging in the interregnum?

Between polling day and the first meeting of the new council, at which members are sworn in, issues can arise that require an urgent council decision, so who should make such decisions?

This is a frequently asked question and there's only one practical answer, and that is your council's chief executive. Before the elections (and preferably at the first or second council meeting where delegations are agreed), a time-limited delegation should be adopted giving the chief executive broad discretion to act on behalf of the local authority. For example:

> *That from the day following the Electoral Officer's declaration, until the new council is sworn in, the Chief Executive is authorised to make decisions in respect of urgent matters, in consultation with the Mayor elect. All decisions made under this delegation will be reported to the first ordinary meeting of the new council.*

Guidance on individual clauses

This section of the Guide provides advice and guidance on specific clauses of the 2025 LGNZ standing orders and how they should be interpreted.

Part 1: General matters

Ngā take whānui

This section of the Guide deals with those matters that apply to the overall context in which standing orders operate including the role of Mayors and Chairs and the nature of decision-making bodies. It covers the following:

- Mayoral appointments,
- Meeting the decision-making requirements of Part 6, LGA 2002,
- Appointment of staff to sub-committees,
- Approving leave for members of the governing body,
- The relative roles of extraordinary and emergency hui, and
- Good practice for setting agendas.

SO 5.1: Mayoral appointments

It is critical that the chief executive advises their Mayor about their powers under section 41A Role and powers of Mayors, LGA 2022 as soon as possible after election results have been confirmed. This is to ascertain whether the Mayor wishes to make use of those powers.

Included in the standing orders are provisions regarding the ability of Mayors to establish committees and appoint deputy Mayors, committee chairs and committee members.

Where a Mayor chooses to use these powers, a council must ensure the results are communicated as soon as practicable to members of the governing body. We recommend that the information is provided by the Mayor or chief executive in the Mayor's report, for the first meeting of the governing body that follow the Mayor's appointments.

SO 5.5: Removing a Chair, deputy Chair or deputy Mayor

Clause 18, Schedule 7 of the LGA 2002 sets out the process for removing a Chair, deputy Chair or deputy Mayor. It is a detailed process that requires firstly, a resolution by the relevant meeting to replace the Chair or deputy, and secondly, a follow-up meeting, to be held no less than 21 days after the resolution, at which the change occurs.

A common question is whether the individual facing a challenge to their position should be able to speak and vote – the answer is yes. Both natural justice and the nature of the question to be resolved allows those directly involved to be able to speak and lobby on their own behalf.

SO 6.1: Only the holder of a delegated authority can rescind or amend a previous decision

It is common to get questions about the status of a delegation, especially when the body given the delegation, such as a committee, has been disbanded. A number of points should be noted:

- While only the holder of a delegated authority can rescind or amend a previous decision, this is qualified by whether the previous decision has been executed or not, and whether the "holder" still exists. (Please note, that this is subject to clause 30(7), Sch 7 of the LGA 2002, if the body in question is not discharged).
- Where a delegation no longer exists, either because the body, member, officer or appointment has been disestablished or the delegation has been revoked, any purported decisions made by that decision-maker without a valid delegation will be unauthorised".
- Where a decision is made under a delegation that has already been revoked (or in law is deemed to be revoked), the decision will lack the requisite delegated authority.
- If the decision has been made and relied upon, the issue of ostensible authority arises. If it has not been acted upon, the more appropriate approach is to note that the decision was made without authority, which means there is no 'decision' to revoke or amend. The council or delegating body is then free to decide on the matter.

See Appendix 4 for more information.

SO 7: Committees – appointment of staff to sub-committees

While non-elected members such as community experts, academics, or business representatives, may be appointed to committees and sub-committees, please note that council staff (staff) can only be appointed to a sub-committee. When appointing a sub-committee, a council or committee should ensure the terms of reference provide clarity of the skills and competencies required. This may involve:

- Requesting that the chief executive, or their nominee, determine which member of staff is appropriate to be a member of the sub-committee, or
- Identifying a specific position, such as the chief executive, city planner or economist, to be a member of the sub-committee.

SO 7.10: Power to appoint or discharge individual members of a joint committee – committees that are not discharged

A council, or a group of council in the case of a joint committee, can resolve that a committee continues beyond a triennial election, although for this to be the case all participating councils would need to resolve. In the case of joint committees, the appointment of new members and discharge of existing members sits with the council that they are members of.

A related and often asked question is whether appointments to District Licensing Committees (DLCs), unlike other committees, can be made for longer than a term. This is possible as DLCs are statutory committees that are not automatically discharged at the end of a term.

SO 8.4/6: Regarding extraordinary and emergency meetings

Extraordinary meetings are designed to consider specific matters that cannot, due to urgency, be considered at an ordinary meeting. For this reason, extraordinary meetings can be held with less public notification than ordinary ones.

Standing orders recommend that extraordinary meetings should only deal with the business and grounds for which they are called and should not be concerned with additional matters that could be considered at an ordinary meeting. Public forums should not be held prior to an extraordinary hui.

If councils need to hold meetings that are additional to those specified in their schedule, then they should amend their schedule to include additional ordinary meetings, rather than call them extraordinary meetings, to address what might be the general business of the council.

The LGA was amended in 2019 to provide for 'emergency' meetings (in addition to extraordinary and ordinary meetings). The key differences between extraordinary and emergency meetings are outlined below.

Table 1 Comparison of extraordinary and emergency meeting provisions

	Extraordinary meeting	Emergency meeting
Called by	A resolution of the local authority or requisition in writing delivered to the chief executive and signed by: • the Mayor or Chair, or • not less than one-third of the total membership of the local authority (including vacancies).	The Mayor or Chair; or if they are unavailable, the chief executive
Process	Notice in writing of the time and place and general business given by the chief executive.	By whatever means is reasonable by the person calling the meeting or someone on their behalf.
Period	At least three days before the meeting unless by resolution and not less than 24 hours before the meeting.	Not less than 24 hours before the meeting.
Notification of resolutions	With two exceptions, a local authority must as soon as practicable publicly notify any resolution passed at an extraordinary meeting.[3]	No similar provision exists for emergency meetings however good practice would suggest adoption of the same process that applies to extraordinary meetings.

[3] The exceptions apply to decisions made during a public excluded session or if the meeting was advertised at least five working days before the day on which it was held.

SO 8.9: Urgent meetings

In August 2023, Parliament amended the LGA 2002 to enable a chief executive to call an urgent meeting of a council if, in the chief executive's opinion, the council needs to deal with a matter urgently before the first meeting of the council has been called, and members sworn in.

An urgent meeting can only be called if an application for a recount has been made, and can be called even if the results of that recount are yet to be known.

The only business able to be conducted at that meeting is set out in LGA 2002, Sch. 7 Cl21B. It includes member declarations, an explanation of critical legislation, the election of a member to preside if needed and the matter under consideration.

SO 9.5: Chair's recommendation – ensuring the decision-making requirements of Part 6 are met

Part 6 is shorthand for sections 77-82 of the LGA 2002, which impose specific duties on councils when they are making decisions. The duties apply to all decisions, but the nature of compliance depends on the materiality of the decision.

The most important provisions are found in s. 77 (bullets a-c) below) and s. 78 (bullet d) below), which require that local authorities must, while making decisions:

a. seek to identify all reasonably practicable options for the achievement of the objective of a decision,
b. assess the options in terms of their advantages and disadvantages,
c. if any of the options identified under paragraph a) involves a significant decision in relation to land or a body of water, consider the relationship of Māori and their culture and traditions with their ancestral land, water, sites, waahi tapu, valued flora and fauna, and other taonga, and
d. consider the views and preferences of persons likely to be affected by, or to have an interest in, the matter.

The level of compliance needs to be considered in light of the council's Significance and Engagement Policy. It is also important to be aware that these obligations apply to the following:

- Recommendations made as part of a chair's report, and
- Recommendations made by way of a Notice of Motion (NOM).

Chair's report

It is common for a chair to use their report to raise a new matter for council deliberation. If that matter is more than minor it should be accompanied by an officer's report setting out options, their relative strengths and weaknesses and include evidence that any citizen affected by the recommendation has had a chance to have their views considered. The same applies to a notice of motion that seeks members' agreement.

What to do if a chair's recommendation or a Notice of Motion are inconsistent with Part 6?

A chair should refuse to accept a NOM that addresses possibly significant matters, unless it is accompanied by an officials' report assessing the level of significance and the applicability of Part 6. The same also applies to a recommendation made in a chair's report.

Where a matter triggers the requirements of Part 6, the chair or mover of the NOM, should:

- Ask the chair or mover of the NOM to amend their motion so that it asks for a staff report on the matter, or
- Require members submit a draft NOM to staff in advance to determine whether it is likely to trigger the need to comply with Part 6.

This guidance also applies to Standing Order 27.2 Refusal of notice of motion and allows a chair to refuse to accept a NOM that fails to include sufficient information to satisfy the requirements of sections 77-82 of the LGA.

To reduce the risks of this happening, some councils:

- Require the mover of a notice of motion to provide written evidence to show that their motion complies with Part 6, or
- Ask members to submit a proposed NOM to staff before a meeting so that an accompanying report can be prepared.

SO 13.3: Leave of absence

The standing orders provide for a council to delegate the authority to grant a leave of absence to a Mayor or regional council Chair. When deciding whether to grant a leave of absence consideration should be given to the impact of the requested leave on the capacity of the council to conduct its business.

Requests should be made in advance of a meeting and, where a member intends to be away for more than a single meeting, include all affected meetings.

Extended leave of absence

Council will need to establish their own policy as to whether a person who has a leave of absence for a length of time will continue to receive remuneration as an elected member. A policy could, for example, provide for remuneration to continue to be paid for the first three months of a leave of absence.

Most elected members will take leave from time to time; however, elected members, unlike paid employees, do not have entitlements to prescribed holiday or sick leave. An extended leave of absence without pay could be for personal reasons such as family/parental leave, prolonged holiday, illness or in some cases, when standing for another public office.

The Remuneration Authority advises that:

- Leave of absence without pay can and may be granted for a period by formal resolution of the council.
- The period of leave must involve total absence. The member cannot undertake any duties either formal or informal, including council meetings, meetings with external parties and constituent work. Nor can a member speak publicly on behalf of the council or represent it on any issues.

While on a formal extended leave of absence without pay, the payment of remuneration, allowances and the reimbursement of expenses to an elected member (including Mayor or regional council Chair) must cease during the whole period for which formal leave of absence is granted. All other

benefits (including the use of a council provided vehicle for the Mayor or regional council Chair) will also be unavailable to the member during the whole of period for which formal leave of absence is granted.

Acting Mayor or chairperson

An important role of the deputy Mayor or deputy regional council Chair is to cover short absences by the Mayor or regional Chair. In these cases, the deputy is not eligible to receive the remuneration, allowances and benefits usually payable to the Mayor or regional council Chair.

However, if an elected member is acting as the Mayor or regional council Chair because the position is vacant, or the incumbent is on a formal extended period of leave of absence without pay (as described above), the acting member is eligible to receive the remuneration, allowances, fees and benefits usually payable to the Mayor or regional council Chair, instead of the acting member's usual entitlements listed in the current Local Government Members Determination and the council's members expenses and reimbursement policy. The acting member is also entitled to the use of the motor vehicle if one is provided to the Mayor or regional council Chair.

For more information go to https://www.remauthority.govt.nz/local-government-members/leave-of-absence#cessation-of-remuneration,-allowances-and-expenses-1

SO 13.4: Apologies

Apologies are usually given when a member cannot attend a forthcoming meeting or inadvertently missed one, in which cases the apologies are made retrospectively.

SO 13.6: Absent without leave

If a member is absent from four consecutive meetings without their leave or apologies having been approved, an extraordinary vacancy is created. This occurs at the end of a meeting at which a fourth apology has been declined, or a member has failed to appear without a leave of absence.

Please note that this rule only applies to meetings of the governing body (and community boards and local boards). It does not apply to committees of the whole.

Section 117(1) of the Local Electoral Act 2001 begins: 'If a vacancy occurs in the office of a member of a local authority or in the office of an elected member of a local board or community board...'. Therefore, the standing order applies to local boards and community boards in addition to the council, but will not apply to committees of the whole.

Part 2: Pre-meeting arrangements
Ngā whakaritenga i mua i te hui

The pre-meeting section of the Standing Orders covers the various processes and steps that need to be completed ahead of a meeting, including the preparation of an agenda. This section of the Guide includes:

- Setting and advertising meetings
- Relocating meetings at the last minute
- Putting matters on the agenda.

Setting meeting times

Consideration should be given to choosing a meeting time that is convenient for members and will enable public participation. One approach could be to use the council induction training, or workshop, to seek agreement from members on the times that will best suit them, their council, and their community.

SO 8: Giving notice

Section 46(1) and (2) of the LGOIMA prescribes timeframes for publicly advertising meetings. This is so the community has sufficient notice of when meetings are due to take place. However, the wording of these subsections can cause some confusion:

- Section 46(1) suggests providing a monthly schedule, published 5-14 days before the end of the month.
- Section 46(2) suggests that meetings in the latter half of the month may not be confirmed sufficiently in advance to form part of a monthly schedule published before the start of the month.

Therefore, Section 46(2) provides a separate option for advertising meetings held after the 21st of the month. These can be advertised 5-10 working days prior to the meeting taking place.

Basically, councils must utilise the monthly schedule in section 46(1) for hui held between the 1st and 21st of the month; however, both methods for advertising meetings can be used for meetings held after the 21st. This requirement does not, however, apply to extraordinary or emergency meetings.

SO 8.1 and 8.2: Public notice and notice to members – definitions

Prior to the last election, the standing orders were updated to include new definitions of what constitutes a 'public notice' and how 'working days' are defined. The full provisions are:

Public notice, in relation to a notice given by a local authority, means that:

(a) It is made publicly available, until any opportunity for review or appeal in relation to the matter notified has lapsed, on the local authority's Internet site; and
(b) It is published in at least:
  (i) One daily newspaper circulating in the region or district of the local authority; or

(ii) One or more other newspapers that have a combined circulation in that region or district at least equivalent to that of a daily newspaper circulating in that region or district.

Internet site, in relation to a local authority, other person or entity, means an internet site that is maintained by, or on behalf of, the local authority, person, or entity and to which the public has free access.

Working day means a day of the week other than:

(a) Saturday, Sunday, Good Friday, Easter Monday, Anzac Day, Labour Day, the Sovereign's birthday, Matariki, and Waitangi Day;
(b) If Waitangi Day or Anzac Day falls on a Saturday or a Sunday, the following Monday;
(c) The day observed in the appropriate area as the anniversary of the province of which the area forms a part; and
(d) A day in the period commencing with 20 December in any year and ending with 10 January in the following year.

SO 8.15: Meeting schedules – relocating meetings at the last minute

Local authorities must hold meetings at the times and places as advertised, so if an appointed meeting room becomes unavailable at the last minute (i.e. after the agenda has been published), and an alternative room in the same venue or complex cannot be used, the meeting can be relocated but will become an 'extraordinary' meeting and the requirements set out in Standing Orders 8.4 and 8.9 will need to be met.

If a meeting is relocated, we recommend informing the public of the change in as many ways as possible, for example:

- Alerting customer services,
- Changing meeting invitations to elected members,
- Updating notices visible outside both old and new venues,
- A sign on the original meeting room door, and
- Updates on the council website and social media pages.

SO 9.1: Preparation of the agenda – good practice

Deciding what to put on an agenda and the process used to make that decision is an important consideration. An agenda is ultimately the responsibility of the chair of the meeting and the chief executive, with the collation of the agenda and its contents sitting with the chief executive's control. The process varies between councils and is heavily influenced by size. Some principles of good practice include:

- Start the process with a hui of the council committee chairs to identify upcoming issues and determine which committee will address them first
- To strengthen relationships, mana whenua organisations could be invited on a regular basis to contribute items for an agenda or share their priorities, for consideration by a future meeting

- Seek regular public input into forthcoming agendas by engaging with a representative panel of community members
- Ensure elected members themselves can identify matters for upcoming hui agendas.

If a member wants a new matter discussed at a meeting, they should give the chair early notice, as the matter may require the chief executive to prepare an accompanying report.

Matters may be placed on the agenda by the following means:

1. By a direct request to the chair of the meeting, chief executive, or an officer with the relevant delegated responsibility.
2. By asking the chair to include the item in their report, noting that the matter might require a staff report if it involves a decision.
3. By the report of a committee. Committees are a mechanism for citizens, or elected members, to raise issues for council consideration. A committee can make recommendations to the governing body.
4. Through a local or community board report. Community boards can raise matters relevant to their specific community for consideration by the governing body. A councillor could approach a community board to get their support on a local issue.
5. Through a Notice of Motion. See Standing Order 27.1 for more detail. A NOM must still comply with the decision-making provisions of Part 6 LGA 2002 before it can be considered. Generally, a NOM should seek a meeting's agreement that the chief executive prepare a report on the issue of concern to the mover.

Where a matter is urgent, but has not been placed on an agenda, it may be brought before a meeting as 'extraordinary business' via a report by the chief executive or the chair. This process gives effect to section 46A (7) and (7A) of the Local Government Official Information and Meetings Act (LGOIMA) 1987. (Also see Setting the Agenda and Raising Matters for a Decision for more information.)

The topic of any request must fall within the terms of reference, or the scope of delegations, given to the meeting or relevant committee, board or subsidiary body. For example, business referred to a community board should concern a matter that falls within the decision-making authority of the board.

SO 9.7: Making agendas available

Underpinning open, transparent and accountable decision-making involves providing an opportunity for members of your community to know in advance what matters will be debated at which meeting. Making governing body, committee and community board agendas publicly available, whether in hard copy or digitally, is critical.

Section 46A of the LGOIMA requires agendas and reports to be made publicly available at least two working days before a meeting. This is a minimum requirement – agendas and papers should be posted on the council website with as much notice as possible before the meeting date.

Different communities will have different challenges and preferences when it comes to how they access information. Not all communities have reliable access to the internet, and you will need to

consider the abilities of young, old and visually or hearing impaired when determining how to provide access to information. Distributing information using a range of digital and traditional channels with consideration for accessibility needs will be a step toward strengthening trust in local democracy and narrowing the gap between council and their communities.

SO 9.8: Managing confidential information

Occasionally, councils must address the issue of how confidential agenda items should be handled, such as if there is a possibility that the information in the agenda could benefit a member or individual, should it become public. Some councils address this risk by delaying the distribution of confidential papers until two days before a meeting, providing them in hard copy, and individualising them, so that the specific copy each member receives is identified.

Part 3 – Meeting procedures
Ngā tukanga hui

Procedures for making decisions are at the heart of council standing orders. This section includes:

- Opening and closing your meeting with a karakia timatanga or reflection
- Voting systems
- Chair's obligation to preside and chair's casting vote
- Joining by audio-visual means
- Member conduct
- Quorums
- Revoking decisions
- Members attending meetings that they are not members of
- Moving and debating motions
- Discharging committees.

SO 4.5: Timing of the inaugural meeting

In 2023 the LGA 2002 was amended to increase the time between the declaration of results and the first meeting (swearing in) of a council. The new wording of Clause 21 Schedule 7 (LGA 2002) states:

1. *The first meeting of a local authority following a triennial general election must be called by the chief executive as soon as practicable after the date by which a candidate may apply for a recount has passed and*
    a. *the results of the election are known; or*
    b. *if an application for a recount is filed by a candidate or the electoral officer, the recount has been completed and the candidates to be declared elected are known.*

The implication of this change, brought in to deal with potential tied votes, is that notice of the first meeting cannot be given by the CE until three days after the declaration of results (or earlier if a recount is completed within the three days).

SO 10: Opening and closing your meeting

Local authorities have no obligation to start their meeting with any reflection or ceremony, however, it has become increasingly popular as a way of signalling the kaupapa of a council meeting and acknowledging its ceremonial importance. An example of a reflection used at the start of a meeting is the following karakia. This approach allows for tangata whenua processes to be embraced.[4]

Opening formalities – Karakia timatanga	
Whakataka te hau ki te uru	Cease the winds from the west
Whakataka te hau ki te tonga	Cease the winds from the south
Kia mākinakina ki uta	Let the breeze blow over the land
Kia mātaratara ki tai	Let the breeze blow over the ocean
E hī ake ana te atakura	Let the red-tipped dawn come with a sharpened air
He tio, he huka, he hau hū	A touch of frost, a promise of a glorious day.
Tīhei mauri ora.	

When a meeting opens with a karakia it should close with a karakia (unless there's multiple meetings/workshops in a day – in which case the closing karakia comes at the end of the day). Examples of karakia can be found from multiple sources, including from Te Puni Kōkiri.

SO 11.4: Requirement for a quorum – what happens when a member is 'not at the table'?

If a council has made provision in its standing orders for meetings to be held by audio visual means, then all members who join, whether virtually or physically, are counted as part of the quorum. This reflects a change to the LGA 2002 that took effect in September 2024.

SO 13.1: Members' right to attend all meetings

The legislation (cl. 19(2) Schedule 7, LGA 2002) and these standing orders are clear that members can attend any meeting unless they are 'lawfully excluded' (see the LGNZ standing order template for a definition of lawfully excluded). If attending, elected members have the same rights as the public. They may be granted additional speaking rights if permitted by the chair.

Many councils require non-members to sit away from the meeting table or in the public gallery to make it clear they are not committee members.

[4] Examples of karakia, and general advice on the use of tikanga Māori, can be found via an app, titled Koru, developed by MBIE and available from most app stores.

Whether a member can claim allowances for attending the meeting of a committee that they are not a member of is a question that should be addressed in the relevant council's allowances and expenses policy.

SO 13.7: Right to attend by audio or audio visual link

Local authorities can allow members to participate in meetings online or via phone. This can reduce travel requirements for councillors in large jurisdictions and facilitates participation for councillors when travelling.

If a council wishes to allow members to join remotely, then provision must be made for this in the standing orders. The LGNZ template contains the relevant provisions. If not, then standing orders 13.7-13.16 should be removed before the template is adopted.

Please note: Since October 2024, in situations where a council's standing orders make provisions for members to join meetings by audio/audio-visual means all members who join such a meeting by audio/audio-visual means are now counted as part of that meeting's quorum.

SO 13.16: Protecting confidentiality at virtual meetings

Some members have raised concerns that meetings held by audio-visual means may create confidentiality risks, such as the risk that a member may not be alone while a confidential matter is being discussed.

Do members have to be present at hearings to vote?

The rules vary according to the legislation under which the hearing or submission process is occurring.

Hearings under the LGA 2002, such as Annual Plan or Long-Term Plan hearings, do not require all elected members to have participated in the submission process to vote on the outcomes of that process. Elected members who cannot participate at all, or who miss part of a hearing, should review all submissions, any AV recordings, and the analysis provided by officials before taking part in any debate and voting on the item under consideration.

It is good practice to make it clear in the minutes that the members who were absent had been provided with records of all submissions oral and written, prior to deliberations.

The Auditor General recommends that members should be present for the whole of a hearing "to show a willingness to consider all points of view" (OAG, Conflicts of Interest, August 2004 p. 43). The guidance suggests that lengthy periods of non-attendance at a hearing could suggest an element of pre-determination.

Councils should avoid, if possible, dealing with public-excluded items in a meeting that allows people to join virtually. While this may not be possible in extraordinary circumstances, we have strengthened the ability of a chair to terminate a link if they believe a matter, which should be confidential, may be at risk of being publicly released, see SO 13.13.

SO 14.1: Governing body meetings – must the Mayor or Chair preside?

Schedule 7, Clause 26(1) of the LGA 2002 provides that the Mayor (or Chair of a regional council) must preside over each council meeting they are present at. This reflects the Mayor's leadership role set out in section 41A. However, the requirement is subject to the exception "unless the Mayor or Chair vacates the chair for a particular meeting". This exception would usually be invoked if there is

a situation in which they should not lead for some legal reason, such as where they have a conflict of interest or are prohibited from voting and discussing, such as by virtue of section 6 of the Local Authorities (Members' Interests) Act 1968, where the member has a pecuniary interest in the matter being discussed.

It is implicit in clause 26(1), that the Mayor or Chair will still be present in the meeting, and except in situations where the law prevents them from discussing and voting on a particular matter, they can continue to take part as a member. The clause only relates to vacating the chair, not leaving the meeting.

SO 14.2 Other meetings

The co-chairs option

The question, whether councils can appoint co-chairs to committees, or not, has been raised by several councils over the last few years. Indeed, the question was the subject of a remit at the 2013 LGNZ Annual General Meeting, with most member councils agreeing that LGNZ should take steps to enable this, such as changing legislation or regulation. It turns out that some councils already have co-chairs. The following text, kindly provided by Tauranga City Council, sets out a process for establishing co-chairs under the LGA 2002.

The provisions of the LGA 2002 relating to the appointment of a chairperson of a committee refer to the appointment of a singular person as the chairperson. This does not allow for the appointment of a co-chair. Consequently, the positions of chairperson and deputy chairperson are appointed and remain separate.

However, the chairperson can vacate the chair for all or part of a meeting and thus enable their deputy chairperson to chair the meeting (Clause 26(2) Schedule 7, LGA 2002). Consequently, the chairperson is able to be present and participate in the meeting, including the right to vote, while not chairing the meeting (unless they vacated the chair due to a conflict of interest). This would enable the two roles to effectively act as co-chairs.

This arrangement pre-supposes that the chairperson agrees to vacate the chair to enable the deputy chairperson to chair the meeting at pre-agreed times. The committee's terms of reference would need to state that it is the intention that this occurs, however, there is no ability to enforce this practice should the chairperson decides not to vacate the chair or a particular meeting.[5]

Only one person can chair a meeting at any one time. The person chairing the meeting has the powers of the chairperson as set out in standing orders. They would also have the option to use the casting vote (under Standing Order 19.3) in the case of an equality of votes. It is recommended that this be explicitly stated in the terms of reference for clarification.

[5] Options include alternating meetings or agreeing to chair for a specific time e.g. for the year. The chairperson will need to formally vacate the chair at the start of each meeting where it is pre-agreed the deputy chair will chair, and this needs to be recorded in the minutes of that meeting.

Can a chair stand down and stay in the meeting?

A common question raised with LGNZ is whether a chairperson can step down from their role as chair for all or part of the meeting to give another member chairing experience for example and stay in the room. The answer is yes. Simpson Grierson have provided the following advice:

> Our view is that it is acceptable for a person to vacate their position as chair and remain at the meeting, whether that is to allow another person to have training or otherwise.
>
> Clauses 26(1) and (2) of Schedule 7 state: 'The Mayor or chairperson of the local authority [or a chairperson of a committee] must preside at each meeting of the [local authority/ committee] at which he or she is present unless the Mayor or chairperson vacates the chair for a particular meeting.'
>
> Clause 26 does not state when a Mayor or chair may or must vacate the chair, or otherwise clarify the circumstances when a chair might decide to vacate. In many cases it may be because they have a conflict of interest, or another interest which means they consider it is appropriate that they do not remain the chair (for all or part of a meeting). For example, they may have an exemption or declaration from the Auditor-General under the LAMIA, but decide that it is better that they not chair the meeting for the particular agenda item concerned, or the entire meeting.
>
> In a conflict of interest situation the person should stand aside from the part of the meeting that engages with the conflict situation, but in other situations it appears they can still participate in the meeting. Clause 26 does not stipulate that the person vacating the chair must also leave the meeting.
>
> There are no other provisions in the LGA 2002 or the LGOIMA, or statements in relevant case law, that suggest that when a person vacates the chair for the meeting, they must also 'vacate' the meeting.

It is important to note that the language used in clause 26 anticipates that the chair can still be present, even if they have vacated the chair role for a particular meeting. If the chair was required to leave a meeting, there may be problems achieving a quorum, and it is clear in clause 23 that a meeting is constituted if a quorum is present 'whether or not all of the members are voting or entitled to vote.'

SO 15: Public forums

The standing orders provide for a period of up to 30 minutes, or longer if agreed by the chair, for members of the public to address the meeting.

The template allows this to be for up to five minutes each on items that fall within the delegations of the meeting, unless it is the governing body and provided matters raised are not subject to legal proceedings or related to the hearing of submissions. Speakers may be questioned by members through the chair, but questions must be confined to obtaining information or clarification on matters the speaker raised. The chair has discretion to extend a speaker's time.

While the forum is not part of the formal business of the meeting, it is recommended that a brief record is kept. The record should be an attachment to the minutes and include matters that have been referred to another person, as requested by the meeting.

SO 16: Deputations

In contrast to public forums, deputations allow individuals or groups to make a formal presentation to a meeting, as an item on the agenda. Given the additional notice required for a deputation, staff may be asked to prepare advice on the topic, and members may move and adopt motions in response to a deputation, when the matter is debated in the meeting.

SO 18.1: Resolutions to exclude the public

A resolution to exclude the public should clearly identify the specific exclusion ground and also explain in plain English how the council has applied that ground to the meeting content under consideration.

It is not good practice to simply cite the section number of LGOIMA as the "grounds" on which the resolution is based and quote the text of the section as the "reason" for passing the resolution. Rather, the "reason" should set out in plain English and in reasonable detail (where appropriate) the reason for public exclusion i.e., how the LGOIMA ground applies to the information and weighing that against any countervailing public interest arguments for non-exclusion. The extent to which this level of detail can be given may depend on the information concerned, and the ground(s) relied on. For example, the reason should not be described in a way which jeopardises the reason for public exclusion itself. With that in mind, a short description of the topic or matter being considered, alongside the withholding ground, may be all that can be safely disclosed in certain cases.

Excluding the public: good practice

In his report, Open for Business, the Ombudsman made observations on the processes that councils should follow when deciding to exclude the public from a meeting. Key points made in the report include:

A primary requirement is that public exclusion may only be made by way of formal resolution of elected members at the meeting itself. It is important that elected members take this responsibility seriously and carefully consider the advice of council officials. The resolution must:

- Be at a time when the meeting is open to the public, with the text of the resolution being available to anyone present.
- Be in the form set out in Schedule 2A of the LGOIMA.
- Only exclude on one of the grounds set out in section 48(1).
- State reasons for the resolution, including the interests it is protecting in the case of section 6 or 7 withholding grounds.
- Where exceptions to the exclusion are made for particular individuals, the resolution must detail their relevant expertise to the topic for discussion.

In his report the Ombudsman observed that some councils cited grounds for exclusion that were ultra vires, such as, for the expression of free and frank advice, which is not an eligible ground. A further issue raised by the Ombudsman was that many councils were not reporting the reasons

for excluding the public as clearly as they should be, and he has recommended that meeting minutes need to document public exclusion resolutions in a clear manner. He also favoured the use of "plain English" descriptions of the reasons for exclusion, rather than just, "clipping the wording from the legislation" (Open for Business, page 31).

SO 18.5: Release of information from public excluded session

Councils have different processes for releasing reports, minutes and decisions arising from public-excluded meetings, which can comprise material considered confidential under section 6 or section 7 of the LGOIMA. Documents may be released in part, with only some parts withheld.

The reasons for withholding information from the public do not necessarily endure in perpetuity – for example, information that was confidential due to negotiations may not need to remain confidential when the negotiations have concluded.

When a report is deemed to be 'in confidence', information can be provided on whether it will be publicly released and when. Regarding any items under negotiation, there is often an end point when confidentiality is no longer necessary.

If no release clause is provided, a further report may be needed to release the information creating more work. The following clause can be included in report templates (if in confidence) to address this issue:

> *"That the report/recommendation be transferred into the open section of the meeting on [state when the report and/or recommendation can be released as an item of open business and include this clause in the recommendation]."*

The above comments apply to release of information in the immediate context of a publicly excluded meeting. Councils are also encouraged to formalise the process for reconsidering the release of publicly excluded content at a time when the basis for withholding it may no longer apply.

In addition to the above, the public can of course make a LGOIMA request at any time for information heard or considered in the public excluded part of a meeting. Such a request must be considered on its merits and based on the circumstances at the time of the request. It cannot be refused simply because the information was earlier heard at a public excluded meeting.

Public excluded business – returning to an open session

Councils take different approaches to the way in which a meeting moves from public excluded to open status. There are two approaches:

1. By a resolution of the meeting, whereby the chair, or a member, moves that since the grounds for going into public excluded no longer exist, the public excluded status is hereby lifted.
2. At the end of the public excluded item, where public excluded status is 'tagged' to only those items that meet the criteria in the sample resolution set out in Appendix Two of the Standing Orders. Status is automatically lifted once discussion on that item is concluded.

Generally, option two should be followed. However, option one might apply where, during a substantive item, it is necessary to go into public excluded for a section of that item. In this case, the chair or a member should signal through a point of order that the grounds for excluding the public no longer apply. It is only a question of style as to whether a motion to return to open meeting is required.

In the event that a meeting moves into a public excluded forum, there is a requirement that the council make a resolution to that effect. Schedule 2A of the LGOIMA sets out a template resolution for that purpose, which should be adopted (with potential modifications to align with the style or preference of a particular council).

SO 19.3: Chair's casting vote

Standing Order 19.3 allows the chair to exercise a casting vote where there is a 50-50 split. Including this in standing orders is optional under Schedule 7, cl. 24 (2), LGA 2002. The casting vote option has been included in the template to avoid the risk that a vote might be tied and lead to a significant statutory timeframe being exceeded.

There are three options:

1. The casting vote provisions are left as they are in the default standing orders
2. The casting vote provision, Standing Order 19.3, is removed from the draft standing orders before the standing orders are adopted
3. The standing orders are amended to provide for a 'limited casting vote' that would be limited to a prescribed set of decisions only such as statutory decisions, for example: *where the meeting is required to make a statuary decision e.g., adopt a Long-Term Plan, the chair has a casting vote where there is an equality of votes.*

SO 19.4: Method of voting

One of the issues that arose during preparation of the new standing orders concerned the performance of some electronic voting systems and whether the way in which they operate is consistent with what we understand as 'open voting'.

LGNZ has taken the view that open voting means members should be able to see how each other votes 'as they vote', as opposed to a system in which votes are tallied and then a result released in a manner that does not show how individuals voted.

It is also important to note, when using electronic voting systems, that the LGNZ standing orders templates supports the right of members to abstain from voting, see standing order 19.7.

SO 19.5: Calling for a division

Understanding order 19.5, a member can call for a 'division' for any reason. If one is called, the standing orders require the chief executive to record the names of the members voting for and against the motion, as well as abstentions, and provide the names to the chair to declare the result. This must also be recorded in the minutes.

There are options for gathering this information. For example:

- When asking individual members how they voted, vary the order in which elected members are asked e.g., alternate between clockwise and anti-clockwise,
- To get a clear picture, ask members who voted for or against a motion or amendment to stand to reflect how they voted i.e., "all those in favour please stand" with votes and names, recorded, followed by "all those against please stand" etc.

SO 20: Members' conduct

Section 20 of the standing orders deals with elected member conduct at meetings. One feature of the LGNZ standing orders is the cross reference made to a council's Code of Conduct, which sets standards by which members agree to abide in relation to each other. The Code of Conduct template, and the draft policy for dealing with breaches, can be found at https://www.lgnz.co.nz/learning-support/governance-guides/.

At the start of a triennium, councils, committees and local and community boards, should agree on protocols for how meetings will work, including whether members are expected to stand when speaking and if there are specific dress requirements.

SO 20.7: Financial conflicts of interest

While the rules are clear that a member of a local authority may not participate in discussion or voting on any matter before an authority in which they have a financial or non-financial conflict of interest, determining whether one exists can be more challenging.

It is an offence under the Local Authorities Members' Interests Act 1968 to participate in any matter in which a member has a financial interest. Financial interest is defined by the Auditor General as:

> *"whether, if the matter were dealt with in a particular way, discussing or voting on that matter could reasonably give rise to an expectation of a gain or loss of money for the member involved"* (p. 25 Conflicts of Interest OAG 2004).

The rule makes it an offence for an elected member with a financial conflict of interest discussing and voting on a matter, for example, where an interest is in common with the public.

The Auditor General can grant exemptions from this rule, allowing a member to participate. Members should seek approval from the Auditor General if there is a possibility that their case would qualify for an exemption or declaration where it involves matters under s.6(4) LAMIA. For matters involving s3(a) and 3(aa) the council makes the application (see OAG's guide on Conflicts of Interest published in 2004).

SO 20.8: Non-financial conflicts of interest:

The Auditor General defines a non-financial conflict of interest or 'bias' as:

> *"is there, to a reasonable, fair minded and informed observer, a real danger of bias on the part of a member of the decision-making body, in the sense that he or she might unfairly regard (with favour or disfavour) the case of a party to the issue under consideration."*

The Auditor General cannot provide an exemption or declaration for non-financial conflicts of interest.

Bias, both actual and perceived, is a form of non-financial conflict of interest. A claim of bias can be made on the grounds of predetermination. A member who believes they may have a non-financial conflict of interest, or be perceived as having a bias, should:

- Declare they have a conflict of interest when the matter comes up at a meeting,
- Ensure that their declaration is recorded in the minutes, and
- Refrain from discussing or voting on the matter.

In such cases the member should leave the table and not take part in any discussion or voting on the matter. In determining the level of conflict, members should discuss the matter with the meeting chair, chief executive, or their nominee. However, the decision whether to participate or not must be made by the members themselves.

SO 22.1: Options for speaking and moving motions

One of the new features in these standing orders is the ability to use different rules for speaking to, and moving, motions to give greater flexibility when dealing with different situations.

Standing Orders 22.1-22.5 provide three options. Option A repeats the provisions in the Standards New Zealand Model Standing Orders, which limit the ability of members to move amendments if they have previously spoken. Option B provides more flexibility by allowing any member, regardless of whether they have spoken before, to move or second an amendment, while Option C allows still further flexibility.

When a council, committee, or community board, comes to adopt their standing orders, it needs to decide which of the three options will be the default option; this does not prevent a meeting from choosing one of the other two options, but it would need to be agreed by a majority of members at the start of that specific meeting.

The formal option A tends to be used when a body is dealing with a complex or controversial issue and the chair needs to be able to limit the numbers of speakers and the time taken to come to a decision. In contrast, options B and C enable more inclusive discussion about issues, however some chairs may find it more difficult to bring conversations to a conclusion.

For joint committees the decision could be simplified by agreeing to adopt the settings used by whichever member council is providing the administrative services.

SO 23.10: Where a motion is lost

This standing order was added in 2019 to make it clear that when a motion is lost, it is possible to move an additional motion if it is necessary to provide guidance or direction. For example, if a motion “that the council’s social housing stock be sold” was defeated, the organisation might be left without direction regarding the question of how the stock should be managed in the future.

Standing Order 23.10 enables a meeting to submit a new motion if required to provide direction to management.

SO 24.2: Revoking a decision

A council cannot directly revoke a decision made and implemented by a subordinate decision-making body which has the delegation to make the decision, provided its decision-making powers were exercised in a lawful manner.

Where a decision has been made under delegated authority but has not been implemented, a council can remove the specific delegation from that body and resolve to implement an alternative course of action.

SO 25.2: Procedural motions to close or adjourn a debate – what happens to items left on the table

Standing Order 25.2 provides five procedural motions to close or adjourn a debate.

When an item is left to lie on the table, it is good practice wherever possible to state what action is required to finalise it and when it will be reconsidered.

Item (d) states: "That the item of business being discussed should lie on the table and not be further discussed at this meeting; (items lying on the table at the end of the triennium will be deemed to have expired)".

We recommend that at the end of the triennium, any such matters should cease to lie on the table and are withdrawn.

Part 4: Keeping records
E whakarite mauhanga

SO 28: Keeping minutes

What to record?

The purpose of taking minutes is to keep a record of the proceedings of a council meeting and the actions a meeting has agreed to take or not. The minutes create an audit trail of public decision-making and provide an impartial record of what has been agreed. Good minutes strengthen accountability and help build confidence in our local democracy.

Good practice

- Minutes should provide a clear audit trail of the decision-making path.
- They should be succinct, but without sacrificing necessary content.
- Someone not in attendance should be able to understand what was decided.
- Anyone reading the minutes in 20 years' time will understand them.

In the recent *Open for Business* report, dated October 2023, the Ombudsman recommends that minutes should contain a clear audit trail of the full decision-making process, including any relevant debate and consideration of options (as well as the decision itself). It will be for each council to determine how this is best achieved in the particular circumstances. For example, it is common for reports to decision-makers to contain an options analysis and where this

is the case (and those options are endorsed) it would seem unnecessary to duplicate that in the minutes.

The level of detail recorded in minutes will vary according to preferences; however, the style adopted should be discussed with, and agreed to, by the bodies whose discussions and decisions are to be minuted. One way of doing this is to include, as part of the resolution adopting the minutes, either a stand-alone motion stating the level of detail that will be recorded or including this within the standing orders themselves.

SO 28.2: Matters recorded in minutes

SO 28.2 sets out what the minutes must record. In addition, it is recommended a record is made of the reasons given for a meeting not having accepted an officer's recommendations in a report; this might be important for future audit purposes.

While it is not a legal requirement, the Ombudsman has recommended that it is good practice for minutes to record how individual elected members voted. Whether to adopt this practice in general, or exercise discretion on when to record voting, may depend on the significance and nature of the decisions involved. When divisions are called, it is necessary to record voting. Where meetings have been live-streamed or recorded, a reference could be made in the minutes with the relevant link so readers can access more information if they choose.

When recording Māori place names, or discussion in Te Reo Māori, please make sure to use correct and local spelling.

Recording reasons for decisions

Recent decisions of the courts have highlighted the importance of recording decisions in a manner that clearly and adequately explains what was decided and why. Keeping good meeting records also:

- Helps ensure transparency of decision-making by providing a complete and clear record of reasoning
- Provides a reference in the event of issues arising around decision-making processes
- Provides an opportunity to create a depository of knowledge about how council make decisions and so develop a consistent approach.

In these decisions, the Courts have acknowledged that the provision of reasons is one of the fundamentals of good administration, by acting as a check on arbitrary or erroneous decision-making. Doing so assures affected parties that their evidence and arguments have been assessed in accordance with the law, and it provides a basis for scrutiny by an appellate court. Where this is not done, there is a danger that a person adversely affected might conclude they have been treated unfairly by the decision-maker and there may be a basis for a successful challenge in the courts (Catey Boyce, Simpson Grierson 2017).

While each situation is different, the extent and depth of the reasoning recorded should consider:

- The function and role of the decision maker, and nature of the decision being made
- The significance of the decision in terms of its effect on persons
- The rights of appeal available
- The context and time available to make a decision.

In short, the level of detail provided should be adequate to provide a 'reasonably informed' reader of the minutes an ability to identify and understand the reasons for the recommendations/decision made. In reaching a view on the appropriate level of reasoning that should be provided, the Significance and Engagement Policy of a council may be useful to guide the types of decision that warrant more detail.

Hard copy or digital

Te Rua Mahara o te Kāwanatanga Archives New Zealand has released guidance on the storage of records by digital means. General approval has been given to public offices to retain electronic records in electronic form only, after these have been digitised, subject to the exclusions listed below.

The following categories of public records are excluded from the general approval given:

- Unique or rare information, information of importance to national or cultural identity or information of historical significance;
- Unique or rare information of cultural value to Māori (land and people) and their identity; and
- All information created prior to 1946.

For more detail on each of these categories, refer to the guide 'Destruction of source information after digitisation 17/G133'. Te Rua Mahara o te Kāwanatanga Archives New Zealand will consider applications to retain public records from these categories in electronic form only on a case-by-case basis.

The Authority to retain public records in electronic form only is issued by the Chief Archivist under Section 229(2) of the Contract and Commercial Law Act 2017 (CCLA).

Compliance with Section 229(1) of the CCLA

A public office can retain public records in electronic form, and destroy the source information, only if the public record is covered by an approval given in this Authority (or specific authorisation has otherwise been given by the Chief Archivist), and the conditions of Section 229(1) of the CCLA are met. The two conditions of Section 229(1) are:

1. The electronic form provides a reliable means of assuring that the integrity of the information is maintained, and
2. The information is readily accessible to be usable for subsequent reference.

Note: Public offices should be aware that Section 229 of the CCLA does not apply to those enactments and provisions of enactments listed in Schedule 5 to the CCLA (Enactments and

provisions excluded from subpart 3 of Part 4). For further clarification, the Authority should be read in conjunction with the guide –Destruction of source information after digitisation 17/G13[6].

Information tabled at meetings

Any extra information tabled after the reports and agendas have been distributed should be specified and noted in the minutes, with copies made available in all places that the original material was distributed to. A copy must also be filed with the agenda papers for archival purposes.

Chair's signature

Where councils capture and store minutes digitally the traditional practice for authorising minutes of the chair's signature is not at all practical. For the digital environment, one approach would be to include, with the motion to adopt the minutes, a sub-motion to the effect that the chair's electronic signature be attached/inserted.

Regarding non-LGA 2002 hearings

The LGNZ standing orders are designed to comply with the LGA 2002 and LGOIMA 1987. Other statutes under which council may have meetings and hearings can have different requirements. For example:

Minutes of hearings under the Resource Management Act, Dog Control Act 1996 and Sale and Supply of Alcohol Act 2012 include additional items, namely:

- Record of any oral evidence,
- Questions put by panel members and the speaker's response,
- Reference to tabled written evidence, and
- Right of reply.

Information required in minutes of hearings of submissions under a special consultative procedure, such as Long-Term Plan hearings, include:

- Records of oral submission,
- Questions put by elected members and the speaker's response to them, and
- Reference to tabled written submissions.

In cases where a council chooses a course of action in response to submissions which is contrary to advice provided by officials, the reasons why it chose not to follow official advice should be recorded.

In summary:

- For procedural matters a pre-formatted list of statements can be useful for slotting in the minutes as you go

[6] See Authority to retain public records in electronic form only – Archives New Zealand

- Avoid attributing statements to specific politicians as it creates opportunity for debate during the confirmation of minutes
- Do attribute statements when given as expert advice
- Be flexible. Minutes are live recordings of real events – the rules will not always help you.

Affixing the council seal

The requirement to have a common seal was removed by the LGA 2002. However, there is an implied requirement for a council to continue to hold a common seal as there are some statutes that refer to it. A council may decide to require or authorise the use of its common seal in certain instances.

For example:

- Section 174(1) of the LGA 2002, states that if an officer of a local authority or other person is authorised by the LGA 2002 or another enactment to enter private land on behalf of the local authority, the local authority must provide a written warrant under the seal of the local authority as evidence that the person is so authorised.
- Section 345(1)(a) of the LGA 1974, which provides for the council conveying or transferring or leasing land, which is no longer required as a road, under common seal.
- Section 80 of the Local Government (Rating) Act 2002, which provides that the council must, in the case of sale or lease of abandoned land, execute under seal a memorandum of transfer (or lease) on behalf of the ratepayer whose interest has been sold or leased.
- Clause 17 of Schedule 1 of the Resource Management Act 1991 (RMA), which provides that approvals of proposed policy statements or plans must be affected by affixing the seal of the local authority to the proposed policy statement or plan.

However, given that there are no requirements in these provisions as to how the common seal may be affixed, it is therefore up to each local authority itself to decide.

Where such requirements continue to exist, the legal advice (sourced from Simpson Grierson) recommends that council have any deeds signed by two elected members. While the common seal could be affixed in addition to this, it is not legally required.

If a council continues to hold a common seal, then it is up to the council to decide which types of documents it wishes to use it for, and which officers or elected members have authority to use it. The process for determining this should be laid out in a delegation's manual or separate policy.

Appendix 1: Sample order of business
Āpitihanga 1: He tauira rārangi take

There is no single correct way of structuring the order of business to be considered at a meeting. Determining the appropriate order of agenda items will be influenced by the type of council, its size, the decision-making structures and the governance culture, as well as the preferences of the chair. A commonly used order of business is set out below:

Open section

(a) Apologies
(b) Declarations of interest
(c) Confirmation of minutes
(d) Leave of absence
(e) Acknowledgements and tributes
(f) Petitions
(g) Public input
(h) Local and/or community board input
(i) Extraordinary business
(j) Notices of motion
(k) Reports of committees
(l) Reports of local and/or community boards
(m) Reports of the chief executive and staff
(n) Mayor, deputy Mayor and elected members' reports (information)

Public excluded section

(o) Reports of committees*
(p) Reports of the chief executive and staff*
(q) Mayor, deputy Mayor and elected members' reports (information)*

*Only those aspects of these reports that are confidential should be considered in public excluded.

Appendix 2: Childcare allowance policy – guidance & template
Āpitihanga 2: Kaupapahere mō te utu tiaki tamariki – aratohu me te anga

LGNZ has developed the following template policies on child-care allowances to reflect our commitment to diversity and inclusivity. These are for councils to consider and adopt if they see fit.

- The draft "childcare allowance clauses" could be included in a council's "Elected Member Expenses, Allowances and Reimbursements Policy" (Expenses Policy). Councils can also adopt them as a separate policy if they wish
- Before any council decides to adopt any clauses/new policy, it will need to comply with its usual decision-making requirements in the Local Government Act 2002.

Both policies have been developed by LGNZ's legal advisers and both have been reviewed by the Remuneration Authority.[7]

Background and objectives

In 2017/18, the Remuneration Authority carried out a comprehensive review of its approach to determining remuneration and allowances for local government elected members. In this review they noted that caring for dependents was one of the barriers to participation as an elected member, particularly for younger women. As a result, in 2019 provision was made for councils to adopt an elected member childcare allowance.

The consultation document that led to the introduction of the childcare allowance raised questions, and included proposals, about leave of absence for other personal reasons. However, the Remuneration Authority did not make any specific determinations about leave of absence, other than a determination which requires an acting Mayor/Chair to be paid the remuneration and allowances that are normally payable to the Mayor/Chair when they are fulfilling that role (in an acting capacity).

The Remuneration Authority currently provides discretion for local authorities to make childcare allowances: see clause 14, Local Government Members (2022/23) Determination 2022.

LGNZ encourages all councils to provide for this allowance in their policies, for both councillors and community/local board members. While it is for eligible elected members to decide whether they will claim the allowance, ensuring all discretionary allowances are made available to elected members helps to minimise financial barriers for those who wish to hold office.

The Remuneration Authority reviews allowance limits annually, so before any childcare allowance is paid in any year, the current determination (and possibly the council policy) should be reviewed:

- Existing Expenses Policies will specify when allowance claims are to be made and paid

[7] Please note that any reference to 'parental leave' in these draft policy clauses does not mean 'parental leave' as that term is used in the Parental Leave and Employment Protection Act 1987.

- Councils should consider whether amendments are required to these clauses in conjunction with adopting these template clauses
- The placeholder text in [brackets] is for each council to choose/insert for consistency with other council documents, as part of their decision-making process.

The council will review this policy at least every three years, immediately following the local government election.

Please note: The council can only include additional 'rules' relating to an elected member claiming this allowance if the Remuneration Authority approves these in accordance with clause 6(3)(e), Schedule 7 of the Local Government Act 2002. However, instead of seeking approval from the Remuneration Authority, a council may decide to add 'notes', or parameters, that align with any preferences it has in relation to an elected member claiming the allowance. For example, by requiring that specific childcare centres be used, see below:

> *The council encourages elected members to use [XYC childcare centre] which is [owned and operated by the [council/council's CCO]] OR [which receives grant funding from the Council each year]*

Childcare allowance template:

The placeholder text in [brackets] is for each council to choose/insert for consistency with other Council documents and policies. Childcare allowance policy: draft clauses:

1. From the day the official result of the [*2022*] election is declared, eligible [*Members*] may claim a childcare allowance of up to *[$6,000*] per annum only, per child, to contribute towards expenses incurred by the [*Member*] for childcare provided while they are engaged on local authority business.[8]
2. In accordance with the Local Government Members Determination issued by the Remuneration Authority, a [*Member*] is eligible for the childcare allowance only if:
    a. the member is a parent or guardian of the child, or is a person who usually has responsibility for the day-to-day care of the child (other than on a temporary basis); and
    b. the child is under 14 years of age; and
    c. the childcare is provided by a person who—
        i. is not a parent of the child or a spouse, civil union partner, or de facto partner of the member; and
        ii. does not ordinarily reside with the member; and
3. the member provides satisfactory evidence to the Council of the amount paid for childcare.

[8] To find out whether your council provides a childcare allowance and, if so, the amount of that allowance, go to the council's Governance Statement, which can be found on its website. Alternatively, approach the council's administration officer.

Appendix 3: Parental leave of absence policy: notes and guidance
Āpitihanga 3: Kaupapahere tamōtanga mātua: he kupu ārahi me te aratohu

A good democracy needs to be inclusive and reflect as far as practicable the diversity of our communities. This applies not only to what councils do but also to the way in which decisions are made, including the membership of governing bodies and community and local boards. It is important that all eligible citizens not only feel able to stand for election and but also to participate fully if elected.

As the law stands, elected members are not entitled to statutory 'parental leave,' as they are not subject to the Parental Leave and Employment Protection Act 1987. Consequently, any decision to approve parental leave for an elected member is a council decision. The draft policy clauses below are intended to assist councils with their decision-making if an elected member seeks a leave of absence for parental leave.

LGNZ has developed the following template on parental leave to reflect our commitment to diversity and inclusivity. These are for councils to consider and adopt if they see fit. We recommend that the draft "parental leave" clauses are adopted as a standalone policy, given that they concern the matter of leave, rather than the payment of a specified allowance.

- Councils should ensure that any parental leave of absence policy clauses are consistent with existing standing orders, insofar as they relate to the approval of a leave of absence. A council may need to amend their standing orders to reflect:
    - That where a leave of absence is approved on the basis that an elected member will not perform any services (e.g., a total leave of absence), remuneration (and allowances) will not be payable for the period.
- The Parental Leave of Absence policy clauses assume that a parental leave of absence will be a total leave of absence, where no usual duties or functions are performed.

The placeholder text in [brackets] is for each council to choose/insert for consistency with other council documents and policies.

Parental leave of absence policy template

1. When a [*Member*] gives birth or adopts a baby under [*XX* age] old, the council may approve a leave of absence under [*standing order #*] (parental leave of absence).
2. A parental leave of absence may be approved for up to [*X]* months on request.
3. Approval of parental leave of absence will mean that the [*Member*] must not carry out any duties, either formal or informal. This will mean that the [*Member*] will not attend any council, community board, local board, or committee meetings, meetings with external parties or constituent work. The [*Member*] is also not able to speak publicly on behalf of the council or represent the council on any issue.
4. A [*Member*] will not be paid any remuneration or allowances while on an approved parental leave of absence.
5. If a member continues in their role in a more limited (partial) capacity, such as attending to constituent enquiries (e.g., phone calls and engagements where possible), and reading etc,

but not attending council meetings or workshops, their remuneration should revert to the remuneration received by a councillor with minimum allowable remuneration for their council, as set out in its determination.

6. The council will offer members returning from full parental leave a programme to assist them to transition back into their former role, this may involve a briefing from the chief executive officer on matters of importance that occurred during the member's absence.

Te Kaunihera o Te Tairāwhiti
GISBORNE
DISTRICT COUNCIL

Title: **25-191 Code of Conduct**

Section: Democracy & Support Services

Prepared by: Julian Rangihuna-Tuumuli - Democracy & Support Services Manager

Meeting Date: Wednesday 12 November 2025

Legal: Yes	Financial: Yes	Significance: **Low**

Report to COUNCIL/TE KAUNIHERA for decision

PURPOSE - TE TAKE

The purpose of this report is to adopt a Ngā Tikanga Arataki – Ethics and Values for Elected Members - Code of Conduct (**Attachment 1**). The Local Government Commission is conducting a review to standardise the Code of Conduct and released a draft version for feedback (**Attachment 2**). Council intends to update the Code of Conduct once the review is finalised.

SUMMARY - HE WHAKARĀPOPOTOTANGA

The Local Government Act 2002 requires a Local Authority to adopt a Code of Conduct for elected members. The purpose of the Code of Conduct is to provide guidance on the standards of behaviour expected from the Mayor and Elected Members of the Gisborne District Council.

This Code of Conduct applies to:

- All elected members of Council.
- All persons (including non-elected members) appointed to a committee or subcommittee of Council.

The Code of Conduct is a legislative requirement under the Local Government Act 2002 (Clause 15, Schedule 7). The Act requires that where an amendment to the Code of Conduct has occurred (by means of a review or otherwise), a vote in support of the amendment should not be less than 75% of the members present.

The Nga Tikanga Arataki – Ethics and Values for Elected Members (Code of Conduct) was broadly based on Local Government New Zealand (LGNZ) template initially developed in 2015 and fine-tuned for subsequent triennium.

Changes adopted by Council included the addition of a value recognising the need for elected members to acknowledge and learn from Tikanga Maori. In addition, there was also the introduction of a new section on the personal use of social media.

In February 2025, the Minister of Local Government tasked the Commission with developing a standardised Code of Conduct for local authorities. The Commission sought feedback on the draft standardised code, with submissions closing on 26 September 2025. Council also consulted with elected members for their input to inform the ongoing review. This work builds on the work the Commission undertook in 2021. The Commission must report back to the Minister by 20 December 2025. There is currently no set completion date for this review.

The decisions or matters in this report are considered to be of **Low** significance in accordance with the Council's Significance and Engagement Policy.

RECOMMENDATIONS - NGĀ TŪTOHUNGA

That the Council/Te Kaunihera:

1. **Adopts the Code of Conduct until the Local Government Commission completes its full review of the standardised code.**

Authorised by:

Anita Reedy-Holthausen - Director Engagement & Maori Partnerships

---

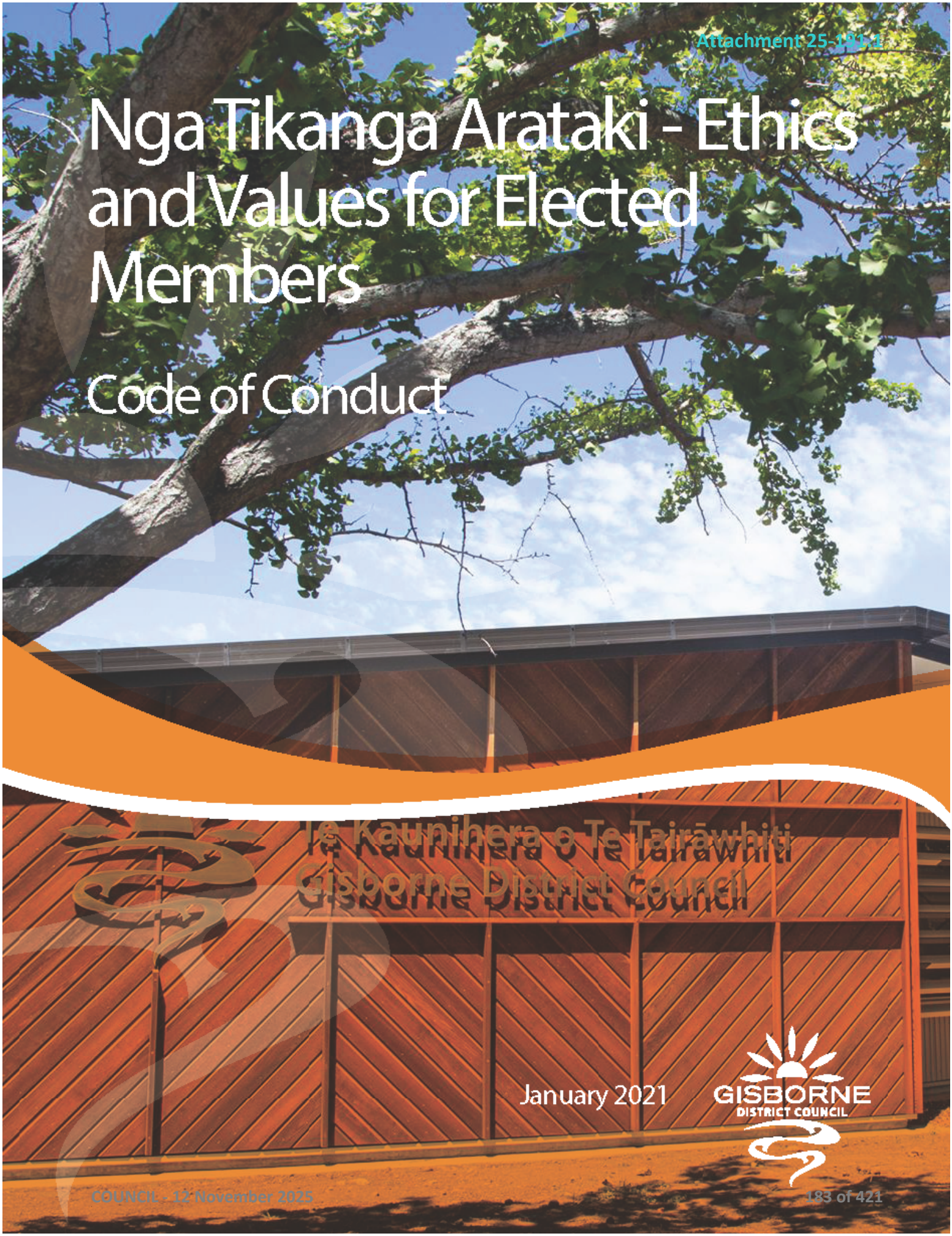
Keywords: **Keywords**: code of conduct, declaration, amendments, adoption of a code of conduct, Local Government Act

ATTACHMENTS - NGĀ TĀPIRITANGA

1. Attachment 1 - Gisborne District Council Nga Tikanga Arataki Ethics and Values for Elected Members [**25-191.1** - 37 pages]
2. Attachment 2 - Draft-standard-code-of-conduct- Revision-21- August [**25-191.2** - 14 pages]

Nga Tikanga Arataki - Ethics and Values for Elected Members

Code of Conduct



January 2021

GISBORNE DISTRICT COUNCIL

Contents

1. INTRODUCTION / WHAKATAKINGA 1

2. SCOPE / TE HŌKAITANGA 1

3. VALUES / NGĀ UARA 2

4. ROLE AND RESPONSIBILITIES / TE MAHI ME NGĀ TAKOHANGA 4

4.1 Elected Members 4
4.2 Chief Executive 4

5. RELATIONSHIPS / WHAKAWHANAUNGATANGA 5

5.1 Relationships between elected members 5
5.2 Relationships with staff 5
5.3 Relationship with members of the public 6

6. CONTACT WITH THE MEDIA / TE WHAKAPĀ ATU KI TE HUNGA PĀPĀHO 7

6.1 Media contact on behalf of the Council 7
6.2 Media comment on an elected member's own behalf 7
6.3 Personal Use of Social Media 8

7. INFORMATION / HE WHAKAMĀRAMA 9

7.1 Confidential information 9
7.2 Information received in capacity as an elected member 9

8. CONFLICTS OF INTEREST / HE RARUNGA TIROHANGA 10

9. REGISTER OF INTERESTS / HE RĒHITA ĀHUATANGA 11

10. ETHICAL BEHAVIOUR / NGĀ ĀHUATANGA MATATIKA 12

10.1 Undischarged bankrupt 12
10.2 Disqualification from office 12

11. CREATING A SUPPORTIVE AND INCLUSIVE ENVIRONMENT / TE HANGA I TE TAIAO TAUTOKO ME TE WHAKAKOTAHI HOKI 13

12. BREACHES OF THE CODE / NGĀ TAKAHANGA TIKANGA 14

12.1 Principles: 14
12.2 Complaints 14
12.3 Investigation, advice and decision 14
12.4 Materiality 15

13. PENALTIES AND ACTIONS / NGĀ HĀMENE ME NGĀ TŪTAKINGA 16

13.1 Material breaches 16
13.2 Statutory breaches 17
13.3 Non-material breaches 17

14. REVIEW / AROTAKENGA....18

APPENDIX A: LEGISLATION BEARING ON THE ROLE AND CONDUCT OF ELECTED MEMBERS / ĀPITIHANGA A: NGĀ TURE E PĀ ANA KI TE TŪRANGA ME NGĀ WHAKAHAERE O NGĀ MEMA PŌTITIA....19

THE LOCAL AUTHORITIES (MEMBERS' INTERESTS) ACT 1968....19
DETERMINING WHETHER A PECUNIARY INTEREST EXISTS....19
LAMIA – SECTION 6....20
THE CONTRACTING RULE....21
NON-PECUNIARY CONFLICTS OF INTEREST....21
LOCAL GOVERNMENT OFFICIAL INFORMATION AND MEETINGS ACT 1987....22
SECRET COMMISSIONS ACT 1910....22
CRIMES ACT 1961....22
FINANCIAL MARKETS CONDUCT ACT 2013....22
THE LOCAL GOVERNMENT ACT 2002....22
PERSONAL LIABILITY OF ELECTED MEMBERS....23

APPENDIX B: PROCESS FOR DETERMINATION AND INVESTIGATION OF COMPLAINTS / ĀPITIHANGA B: NGĀ TUKANGA HEI ĀTA TIROHIA ME TE KETUKETUTANGA O NGĀ AMUAMU....24

STEP 1: CHIEF EXECUTIVE RECEIVES COMPLAINT....24
STEP 2: CHIEF EXECUTIVE AND MAYOR UNDERTAKES PRELIMINARY ASSESSMENT....24
STEP 3: NON-MATERIAL BREACH....24
STEP 4: COMPLAINT IS REDIRECTED....25
STEP 5: MATERIAL ALLEGATION/COMPLAINT: CODE OF CONDUCT COMMITTEE OVERSEES INVESTIGATION....25
STEP 6: ACTIONS WHERE A BREACH IS FOUND TO BE MATERIAL....26

APPENDIX C: GUIDELINES ON THE PERSONAL USE OF SOCIAL MEDIA /....27

ĀPITIHANGA C: NGĀ ARATOHU WHAKAHAERE PAE PĀPĀHO PĀPORI MATAWHAIARO....27

APPENDIX D: DECLARATIONS BY MAYOR AND COUNCILLORS /....28

ĀPITIHANGA D: TE WHAKAPUAKITANGA O TE KOROMATUA RAUA KO TE WHAKAPUAKITANGA....28

1. Introduction / Whakatakinga

The Code of Conduct (the Code) sets out the standards of behavior expected from elected members in the exercise of their duties. Its purpose is to:

- Enhance the effectiveness of the local authority and the provision of good local government of the community and district;
- Promote effective decision-making and community engagement;
- Enhance the credibility and accountability of the local authority to its communities; and
- Develop a culture of mutual trust, respect and tolerance between the members of the local authority and between the members and management.

This purpose is given effect through the values, roles, responsibilities and specific behaviors agreed in the code.

2. Scope / Te Hōkaitanga

The Code has been adopted in accordance with clause 15(1) of Schedule 7 of the Local Government Act 2002 (LGA 2002) and applies to all members, including the members of any local boards as well as the members of any community boards that have agreed to adopt it. The Code is designed to deal with the behaviour of members towards:

- each other;
- the Chief Executive and staff;
- the media; and
- the general public.

It is also concerned with the disclosure of information that members receive in their capacity as elected members and information which impacts on the ability of the local authority to give effect to its statutory responsibilities.

The Code can only be amended (or substituted by a replacement Code) by a vote of at least 75 per cent of members present at a meeting when amendment to the Code is being considered. The Code should be read in conjunction with the Council's Standing Orders.

3. Values / Ngā Uara

The Code is designed to give effect to the following values:

1. An elected member will act in the public interest: elected members will serve the best interests of the people within their community, district or region and discharge their duties conscientiously, to the best of their ability.
2. An elected member will build public trust: elected members, in order to foster community confidence and trust in their Council, will work together constructively and uphold the values of honesty, integrity, accountability and transparency.
3. An elected member will behave ethically: elected members will not place themselves in situations where their honesty and integrity may be questioned, will not behave improperly and will avoid the appearance of such behavior.
4. An elected member will consider matters objectively: elected members will make decisions on merit; including appointments, awarding contracts, and recommending individuals for rewards or benefits.
5. An elected member will show respect for others: will treat people, including other elected members, with respect and courtesy, regardless of their race, age, religion, gender, sexual orientation, or disability. This also includes sexual, racial or other harassment; or bullying, intimidation or unwelcome behavior towards employees, customers or members of the community.
6. Elected members will respect the impartiality and integrity of Gisborne District council staff.
7. An elected member will make equitable contribution: elected members will take all reasonable steps to ensure they fulfil the duties and responsibilities of office, including attending meetings and workshops, preparing for meetings, attending civic events, and participating in relevant training seminars.
8. An elected member will demonstrate leadership: elected members will actively promote and support these values and ensure they are reflected in the way in which the Council operates, including a regular review and assessment of the Council's collective performance.

9. An elected member will acknowledge and learn from Tikanga Maori: elected members will ensure Tikanga Maori is reflected in their roles. Tikanga derives from the word 'tika' meaning 'right' or 'correct'. Tikanga Maori describes the way things are done in a Maori context and provides behavioural guidelines for living and interacting with others. It embraces the acknowledgement and recognition of all, if not some, of the following principles:

    - Culture, Custom and Lore
    - Ethics and Etiquette
    - Formality, Protocol and Manner
    - Meaning
    - Mechanism
    - Method and Style

These values complement, and work in conjunction with, the principles of s14 of the LGA 2002 and the governance principles of s39 of the LGA 2002.

4. Role and responsibilities / Te Mahi me ngā Takohanga

Good governance requires clarity of roles and respect between those charged with responsibility for leadership of the Council and those responsible for advice and the implementation of Council decisions. The key roles are:

4.1 Elected Members

The role of the governing body includes:

- representing the interests of the people of the district;
- developing and adopting plans, policies and budgets;
- monitoring the performance of the Council against stated goals and objectives set out in its long term plan;
- providing prudent stewardship of the Council's resources;
- employing and monitoring the performance of the Chief Executive;
- ensuring the Council fulfils its responsibilities to be a 'good employer' and meets the requirements of the Health and Safety at Work Act 2015: and
- ensuring that the Principles, Values and Behaviours described in this Code are embodied in all interactions.

4.2 Chief Executive

The role of the Chief Executive includes:

- providing policy advice to the Council and implementing the decisions of the Council;
- ensuring that all responsibilities delegated to the Chief Executive are properly performed or exercised;
- ensuring the effective and efficient management of the activities of the local authority;
- maintaining systems to enable effective planning and accurate reporting of the financial and service performance of the local authority;
- providing leadership for the staff of the Council; and
- employing staff on behalf of the Council (including negotiation of the terms of employment for those staff).

Under s.42 of the LGA 2002 the Chief Executive is the only person directly employed by the Council itself. All concerns about the performance of an individual member of staff must, in the first instance, be referred to the Chief Executive.

5. Relationships / Whakawhanaungatanga

This section of the Code sets out agreed standards of behaviour between elected members; elected members and staff; and elected members and the public.

5.1 Relationships between elected members

Given the importance of relationships to the effective performance of the Council, elected members will conduct their dealings with each other in a manner that:

- maintains public confidence;
- is open, honest and courteous;
- is focused on issues rather than personalities;
- avoids abuse of meeting procedures, such as a pattern of unnecessary notices of motion and/or repetitious points of order; and
- avoids aggressive, offensive or abusive conduct, including the use of disrespectful or malicious language; and
- avoid any form of bullying or sexual harassment.

Any failure by elected members to act in the manner described above represents a breach of this Code.

Please note, nothing in this section of the Code is intended to limit robust debate within the Council as long as it is conducted in a respectful and insightful manner.

5.2 Relationships with staff

An important element of good governance involves the relationship between a Council and its Chief Executive. Elected members will respect arrangements put in place to facilitate this relationship, and:

- raise any concerns about employees, officers or contracted officials with the Chief Executive;
- raise any concerns about the performance or behaviour of the Chief Executive with the Mayor or the chairperson of the Chief Executive performance review committee (however described);
- make themselves aware of the obligations that the Council and the Chief Executive have as employers and observe these requirements at all times, such as the duty to be a good employer;
- treat all employees with courtesy and respect and avoid publicly criticising any employee;
- avoid any form of bullying or sexual harassment;
- observe any protocols put in place by the Chief Executive concerning contact between elected members and employees; and
- avoid doing anything which might compromise, or could be seen as compromising the impartiality of an employee.

Any failure by elected members to act in the manner described above represents a breach of this Code.

Please note: Elected members should be aware that failure to observe this portion of the Code may compromise the Council's obligations to be a good employer and consequently expose the Council to civil litigation or affect the risk assessment of Council's management and governance control processes undertaken as part of the Council's annual audit.

5.3 Relationship with members of the public

Given that the performance of the Council requires the vital respect and trust of individual citizens elected members will:

- interact with members of the public in a fair, respectful, equitable and honest manner;
- be available to listen and respond openly and honestly to citizens' concerns;
- consider all points of view or interests of members of the public when participating in debate and making decisions;
- treat members of the public in a courteous manner; and
- act in a way that upholds the reputation of the local community.

Any failure by elected members to act in the manner described above represents a breach of this Code.

6. Contact with the media / Te Whakapā atu ki te Hunga Pāpāho

The media play an important part in the operation and efficacy of local democracy. In order to fulfil this role the media needs access to accurate and timely information about the affairs of Council.

From time to time individual elected members will be approached to comment on a particular issue either on behalf of the Council, or as an elected member in their own right. When responding to the media elected members must be mindful that operational questions should be referred to the Chief Executive and policy related questions referred to the Mayor or the member with the appropriate delegated authority ie. portfolio holder or chair of Standing Committee.

When speaking to the media more generally elected members will abide by following provisions:

6.1 Media contact on behalf of the Council

- the Mayor is the first point of contact for an official view on any issue, unless delegations state otherwise. Where the Mayor is absent requests for comment will be referred to the Deputy Mayor or relevant standing committee chairperson or portfolio holder;
- the Mayor may refer any matter to the relevant committee chairperson, portfolio holder, community board chairperson or to the Chief executive for their comment; and
- no other elected member may comment on behalf of the Council without having first obtained the approval of the Mayor, or his/her delegate.

6.2 Media comment on an elected member's own behalf

Elected members are free to express a personal view in the media, at any time, provided the following rules are observed:

- media comments must not state or imply that they represent the view of the Council;
- media comments which are contrary to a Council decision or policy must clearly state that they do not represent the view of the majority of elected members;
- media comments must observe the other requirements of the Code, for example, comments should not disclose confidential information, criticise or compromise the impartiality of staff; and
- media comments must not be misleading and should be accurate within the bounds of reasonableness.

6.3 Personal Use of Social Media

Elected members are responsible for their actions, therefore sound judgement and common sense must be exercised when participating in social media. The following principles are designed to help when engaging in personal or unofficial online communications that may also refer to Gisborne District Council:

1. **Adhere to the Code of Conduct and other applicable polices.**
2. **You are responsible for your actions.**
3. **Let the subject matter experts respond to negative posts.**
4. **Take care mixing your political (Council) and personal lives.**
5. **Never post sensitive and confidential information.**
6. **Elected Members' social media pages should be open and transparent.**

Any failure by elected members to meet the standards set out above represents a breach of this Code.

7. Information / He Whakamārama

Access to information is critical to the effective performance of a local authority and the level of public trust felt by the public.

7.1 Confidential information

In the course of their duties elected members will occasionally receive information that is confidential. This will generally be information that is either commercially sensitive or is personal to a particular individual or organisation. Accordingly, elected members agree not to use or disclose confidential information for any purpose other than the purpose for which the information was supplied to the member.

Elected members should be aware that failure to observe these provisions could impede the performance of the Council by inhibiting information flows and undermining public confidence in the Council. Failure to observe these provisions may also expose the Council to prosecution under the Privacy Act or civil litigation.

7.2 Information received in capacity as an elected member

Elected members will disclose to other elected members and, where appropriate the Chief Executive, any information received in their capacity as an elected member that concerns the Council's ability to give effect to its responsibilities.

Elected members who are offered information on the condition that it remains confidential will inform the provider of the information that it is their duty to disclose the information and will decline the offer if that duty is likely to be compromised.

Any failure by elected members to act in the manner described above represents a breach of this Code.

Please note: Failure to observe these provisions may impede the performance of the Council by inhibiting information flows and undermining public confidence. It may also expose the Council to prosecution under the Privacy Act and/or civil litigation.

8. Conflicts of Interest / He Rarunga Tirohanga

Elected members will maintain a clear separation between their personal interests and their duties as elected members in order to ensure that they are free from bias (whether real or perceived). Elected members therefore must familiarise themselves with the provisions of the Local Authorities (Members' Interests) Act 1968 (LAMIA).

Elected members will not participate in any Council discussion or vote on any matter in which they have a pecuniary interest, other than an interest in common with the general public. This rule also applies where the member's spouse/partner contracts with the authority or has a pecuniary interest. Elected members shall make a declaration of interest as soon as practicable after becoming aware of any such interests.

If a member is in any doubt as to whether or not a particular course of action (including a decision to take no action) raises a conflict of interest, then the member should seek guidance from the Chief Executive immediately. Elected members may also contact the Office of the Auditor General for guidance as to whether they have a pecuniary interest, and if so, may seek an exemption to allow that member to participate or vote on a particular issue in which they may have a pecuniary interest. The latter must be done before the discussion or vote.

Please note: Failure to observe the requirements of the LAMIA could potentially invalidate the decision made, or the action taken, by the Council. Failure to observe these requirements could also leave the elected member open to prosecution **(see Appendix A)**. In the event of a conviction, elected members can be ousted from office.

If elected members have a non-pecuniary interest in a matter for decision and for which a member of the public may perceive bias this should be carefully considered by the member as to whether it should also be declared. **(See Appendix A for a further explanation)**.

9. Register of Interests / He Rēhita Āhuatanga

Elected members will be requested to make a bi-annual declaration of interest at the ordinary Council meeting held in June and December each year. These declarations are recorded in a Register of Interests maintained by the Council and listed on the Council website. The declaration must include information on the nature and extent of any interest, including:

a) any employment, trade or profession carried on by the elected member or the members' spouse/partner for profit or gain;

b) any company, trust, partnership etc for which the member or their spouse/partner is a director, partner or trustee;

c) the address of any land in which the member has a beneficial interest within the jurisdiction of the local authority; and

d) the address of any land owned by the local authority in which the member or their spouse/partner is:

- a tenant; or
- the land is tenanted by a firm in which the member or spouse/partner is a partner, a company of which the member or spouse/partner is a director, or a trust of which the member or spouse/partner is a trustee:

e) any other matters which the public might reasonably regard as likely to influence the member's actions during the course of their duties as a member (if the member is in any doubt on this, the member should seek guidance from the Chief Executive)

Please note: Where a member's circumstances change they must ensure that the Register of Interests is updated as soon as practicable by notifying the Governance Manager.

10. Ethical behaviour / Ngā Āhuatanga Matatika

Elected Members will seek to promote the highest standards of ethical and respectful conduct. Accordingly elected members will:

- claim only for legitimate expenses as determined by the Remuneration Authority and any lawful policy of the Council developed in accordance with that determination;
- not influence, or attempt to influence, any Council employee, officer or member in order to benefit their own, or families personal or business interests;
- only use the Council resources (such as facilities, staff, equipment and supplies) in the course of their duties and not in connection with any election campaign or personal interests; and not solicit, demand, or request any gift, reward or benefit by virtue of their position and notify the Chief Executive if any such gifts are accepted. Where a gift to the value of $100 or more is accepted by a member, that member must immediately disclose this to the Chief Executive for inclusion in the publicly available register of interests.

Any failure by elected members to comply with the provisions set out in this section represents a breach of this Code.

10.1 Undischarged bankrupt

In accordance with clause 15(5) of Schedule 7 (LGA 2002) any member who is an "undischarged bankrupt" will notify the Chief Executive prior to the inaugural meeting or as soon as practicable after being declared bankrupt. The member will also provide the Chief Executive with a brief explanatory statement of the circumstances surrounding the member's adjudication and the likely outcome of the bankruptcy. This Council believes that bankruptcy does raise questions about the soundness of a person's financial management skills and their judgement in general.

10.2 Disqualification from office

Elected members are automatically disqualified from office if they are convicted of a criminal offence punishable by two or more year's imprisonment, or if they cease to be or lose their status as an elector or of certain breaches of the Local Authorities (Members' Interests) Act 1968.

11. Creating a supportive and inclusive environment / Te hanga i te taiao tautoko me te whakakotahi hoki

In accordance with the purpose of the Code, elected members agree to take all reasonable steps in order to participate in activities scheduled to promote a culture of mutual trust, respect and tolerance. These include:

- Attending post-election induction programmes organised by the Council for the purpose of facilitating agreement on the Council's vision, goals and objectives and the manner and operating style by which elected members will work.
- Taking part in any assessment of the Council's overall performance and operating style during the triennium.
- Taking all reasonable steps to ensure they possess the skills and knowledge to effectively fulfill their Declaration of Office and contribute to the good governance of the district or region.

12. Breaches of the Code / Ngā Takahanga Tikanga

Elected members must comply with the provisions of this Code (LGA 2002, schedule 5, s. 14(4)).

Any member, or the Chief Executive, who believes that the Code has been breached by the behaviour of an elected member, may make a complaint to that effect. All complaints will be considered in a manner that is consistent with the following principles.

12.1 Principles:

The following principles will guide any processes for investigating and determining whether or not a breach under this Code has occurred:

- that the approach for investigating and assessing a complaint will be proportionate to the apparent seriousness of the breach complained about;
- that the roles of complaint, investigation, advice and decision-making will be kept separate as appropriate to the nature and complexity of the alleged breach; and
- that the concepts of natural justice and fairness will apply in the determination of any complaints made under this Code. This requires, conditional on the nature of an alleged breach, that affected parties:
    - have a right to know that an investigation process is underway;
    - are given due notice and are provided with an opportunity to be heard;
    - have a right to seek appropriate advice and be represented; and
    - have their privacy respected.

12.2 Complaints

All complaints made under this Code must be made in writing, making specific reference to any allegation of breach and forwarded to the Chief Executive. On receipt of a complaint from an elected member, member of the public or a staff member, the Chief Executive will consult with the Mayor (or if the complaint is against the Mayor, the Chief Executive will consult with the Deputy Mayor) and undertake a preliminary assessment to determine, prima facie, the level of seriousness, as outlined in this Code of Conduct.

12.3 Investigation, advice and decision

The Code of Conduct Committee, established at the start of each triennium, is responsible for overseeing alleged complaints that are considered material, as outlined in clause 12.4.

The Committee may seek advice from the Chief Executive, Mayor, or whomever it considers would assist it in its decision making.

The process, following receipt of a complaint, is outlined in **Appendix B**.

12.4 Materiality

An alleged breach under this Code is material if, in the opinion of the Chief Executive and/or Mayor, it would, if proven, bring a member or the Council into disrepute or, if not addressed, reflect adversely on another member of the Council.

An alleged breach under this Code is non-material if, in the opinion of the Chief Executive and/or Mayor, that it does not warrant an investigation then clause 13.3 applies.

A breach can be assessed as non-material upon initial assessment.

13. Penalties and actions / Ngā Hāmene me ngā Tūtakinga

Where a complaint is determined to be material and referred to the Council, the nature of any penalty or action will depend on the seriousness of the breach.

13.1 Material breaches

In the case of material breaches of this Code, the Code of Conduct Committee which holds delegated authority to investigate a material breach, may recommend to the Council one of the following:

1. a letter of censure to the member;
2. a request (made either privately or publicly) for an apology;
3. a vote of no confidence in the member;
4. removal of certain Council-funded privileges (such as attendance at conferences);
5. restricted entry to Council offices, such as no access to staff areas (where restrictions may not previously have existed);
6. limitation on any dealings with Council staff so that they are confined to the Chief Executive only;
7. suspension from committees or other bodies; or
8. an invitation for the member to consider resigning from the Council.

The Council, or Code of Conduct Committee, may decide that a penalty will not be imposed where a respondent agrees to one or more of the following:

- attend a relevant training course; and/or
- work with a mentor for a period of time; and/or
- participate in voluntary mediation (if the complaint involves a conflict between two elected members); and/or
- tender an apology.

The process is based on the presumption that the outcome of a complaints process will be made public unless there are grounds, such as those set out in the Local Government Official Information and Meetings Act 1987 (LGOIMA), for not doing so.

13.2 Statutory breaches

In cases where a breach of the Code is found to involve regulatory or legislative requirements, the complaint will be referred to the relevant agency. For example:

- breaches relating to elected members' interests (where elected members may be liable for prosecution by the Auditor-General under the LAMIA);
- breaches which result in the Council suffering financial loss or damage (where the Auditor-General may make a report on the loss or damage under s.30 of the LGA 2002 which may result in the member having to make good the loss or damage); or
- breaches relating to the commission of a criminal offence which will be referred to the Police (which may leave the elected member liable for criminal prosecution).

13.3 Non-material breaches

Either following the Chief Executive and Mayoral assessment or initial feedback from an independent investigator the breach may be considered non-material. In that event, low level resolution of the matter may be pursued including a meeting of the parties, an apology or other courses of action considered appropriate by the Mayor.

14. Review / Arotakenga

Once adopted, a Code of Conduct continues in force until amended by the Council. The Code can be amended at any time but cannot be revoked unless the Council replaces it with another Code (LGA 2002 Schedule 7 s.15). Once adopted, amendments to the Code require a resolution supported by 75 per cent of the elected members of the Council present at a Council meeting where the amendment is considered.

Council may formally review the Code as soon as practicable after the beginning of each triennium. The results of that review will be considered by the Council in regard to potential changes for improving the Code.

APPENDIX A: Legislation bearing on the role and conduct of elected members / Āpitihanga A: Ngā ture e pā ana ki te tūranga me ngā whakahaere o ngā mema pōtitia

This is a summary of the legislative requirements that have some bearing on the duties and conduct of elected members. The full statutes can be found at www.legislation.govt.nz.

The Local Authorities (Members' Interests) Act 1968

The Local Authorities (Members' Interests) Act 1968 (LAMIA) provides rules about elected members discussing and voting on matters in which they have a pecuniary interest and about contracts between elected members and the Council.

A pecuniary interest is likely to exist if a matter under consideration could reasonably give rise to an expectation of a gain or loss of money for a member personally (or for their spouse/partner or a company in which they have an interest). In relation to pecuniary interests the LAMIA applies to both contracting and participating in decision-making processes.

With regard to pecuniary or financial interests a person is deemed to be "concerned or interested" in a contract or interested "directly or indirectly" in a decision when:

- a person, or spouse or partner, is "concerned or interested" in the contract or where they have a pecuniary interest in the decision; or
- a person, or their spouse or partner, is involved in a company that is "concerned or interested" in the contract or where the company has a pecuniary interest in the decision.

There can also be additional situations where a person is potentially "concerned or interested" in a contract or have a pecuniary interest in a decision, such as where a contract is between an elected members' family trust and the Council.

Determining whether a pecuniary interest exists

Elected members are often faced with the question of whether or not they have a pecuniary interest in a decision and if so whether they should participate in discussion on that decision and vote. When determining if this is the case or not the following test is applied:

> "…whether, if the matter were dealt with in a particular way, discussing or voting on that matter could reasonably give rise to an expectation of a gain or loss of money for the member concerned." (OAG, 2001)

LAMIA – Section 6

"Member of local authority or committee not to discuss or vote on question in which he/she has pecuniary interest;

(1) A member of a local authority or of a committee thereof shall not vote on or take part in the discussion of any matter before the governing body of that local authority or before that committee in which he has, directly or indirectly, any pecuniary interest, other than an interest in common with the public.

(2) For the purposes of subsection (1), where an incorporated company has, directly or indirectly, a pecuniary interest in a matter before the governing body of a local authority or before a committee thereof, a member of the local authority or, as the case may be, of the committee shall be deemed to have a pecuniary interest in the matter, if—

(a) the member or his spouse or partner singly or between them own, whether directly or through a nominee, 10% or more of the issued capital of the company or of any other company controlling that company;

In deciding whether you have a pecuniary interest, elected members should consider the following factors.

- What is the nature of the decision being made?
- Do I have a financial interest in that decision - do I have a reasonable expectation of gain or loss of money by making that decision?
- Is my financial interest one that is in common with the public?
- Do any of the exceptions in the LAMIA apply to me?
- Could I apply to the Auditor-General for approval to participate?

Elected members may seek assistance from the Mayor or other person such as the Chief Executive to determine if they should discuss or vote on an issue but ultimately it is their own judgment as to whether or not they have pecuniary interest in the decision. Any member who is uncertain as to whether they have a pecuniary interest is advised to seek legal advice. Where uncertainty exists elected members may adopt a least-risk approach which is to not participate in discussions or vote on any decisions.

Elected members who do have a pecuniary interest will declare the pecuniary interest to the meeting and not participate in the discussion or voting. The declaration and abstention needs to be recorded in the meeting minutes. (Further requirements are set out in the Council's Standing Orders.)

The contracting rule

A member is disqualified from office if he or she is "concerned or interested" in contracts with their Council if the total payments made, or to be made, by or on behalf of the Council exceed $25,000 in any financial year. The $25,000 limit includes GST. The limit relates to the value of all payments made for all contracts in which you are interested during the financial year. It does not apply separately to each contract, nor is it just the amount of the profit the contractor expects to make or the portion of the payments to be personally received by you.

The Auditor-General can give prior approval, and in limited cases, retrospective approval for contracts that would otherwise disqualify you under the Act. It is an offence under the Act for a person to act as a member of the Council (or committee of the Council) while disqualified.

Non-pecuniary conflicts of interest

In addition to the issue of pecuniary interests, rules and common law govern conflicts of interest more generally. These rules apply to non-pecuniary conflicts of interest, including common law rules about bias. In order to determine if bias exists or not elected members need to ask:

> **"Is there a real danger of bias on the part of the member of the decision-making body, in the sense that he or she might unfairly regard with favour (or disfavour) the case of a party to the issue under consideration?"**

The question is not limited to actual bias, but relates to the appearance or possibility of bias reflecting the principle that justice should not only be done, but should be seen to be done. Whether or not elected members believe they are not biased is irrelevant.

Elected members should focus be on the nature of the conflicting interest or relationship and the risk it could pose for the decision-making process. The most common risks of non-pecuniary bias are where:

- elected members' statements or conduct indicate that they have predetermined the decision before hearing all relevant information (that is, elected members have a "closed mind"); and
- elected members have a close relationship or involvement with an individual or organisation affected by the decision.

In determining whether or not they might be perceived as biased, elected members must also take into account the context and circumstance of the issue or question under consideration. For example, if a member has stood on a platform and been voted into office on the promise of implementing that platform then voters would have every expectation that the member would give effect to that promise, however he/she must still be seen to be open to considering new information (this may not apply to decisions made in quasi-judicial settings, such as an RMA hearing).

Local Government Official Information and Meetings Act 1987

The Local Government Official Information and Meetings Act 1987 sets out a list of meetings procedures and requirements that apply to local authorities and community boards. Of particular importance for the roles and conduct of elected members is the fact that the chairperson has the responsibility to maintain order at meetings, but all elected members should accept a personal responsibility to maintain acceptable standards of address and debate. No elected member should:

- create a disturbance or a distraction while another Councillor is speaking;
- be disrespectful when they refer to each other or other people; or
- use offensive language about the Council, other elected members (including community board members), any employee of the Council or any member of the public.

See Standing Orders for more detail.

Secret Commissions Act 1910

Under this Act it is unlawful for an elected member (or officer) to advise anyone to enter into a contract with a third person and receive a gift or reward from that third person as a result, or to present false receipts to Council.

If convicted of any offence under this Act a person can be imprisoned for up to two years, and/or fines up to $1,000. A conviction would therefore trigger the ouster provisions of the LGA 2002 and result in the removal of the member from office.

Crimes Act 1961

Under this Act it is unlawful for an elected member (or officer) to:

- accept or solicit for themselves (or anyone else) any gift or reward for acting or not acting in relation to the business of Council; and
- use information gained in the course of their duties for their, or another persons', monetary gain or advantage.

These offences are punishable by a term of imprisonment of seven years or more. Elected members convicted of these offences will automatically cease to be elected members.

Financial Markets Conduct Act 2013

Financial Markets Conduct Act 2013 (previously the Securities Act 1978) essentially places elected members in the same position as company directors whenever Council offers stock to the public. Elected members may be personally liable if investment documents such as a prospectus contain untrue statements and may be liable for criminal prosecution if the requirements of the Act are not met.

The Local Government Act 2002

The Local Government Act 2002 (LGA 2002) sets out the general powers of local government, its purpose and operating principles. Provisions directly relevant to this Code include:

Personal liability of elected members

Although having qualified privilege, elected members can be held personally accountable for losses incurred by a local authority where, following a report from the Auditor General under s.44 LGA 2002, it is found that one of the following applies:

a) money belonging to, or administered by, a local authority has been unlawfully expended; or

b) an asset has been unlawfully sold or otherwise disposed of by the local authority; or

c) a liability has been unlawfully incurred by the local authority; or

d) a local authority has intentionally or negligently failed to enforce the collection of money it is lawfully entitled to receive.

Elected members will not be personally liable where they can prove that the act or failure to act resulting in the loss occurred as a result of one of the following:

a) without the member's knowledge;

b) with the member's knowledge but against the member's protest made at or before the time when the loss occurred;

c) contrary to the manner in which the member voted on the issue; and

d) in circumstances where, although being a party to the act or failure to act, the member acted in good faith and relied on reports, statements, financial data, or other information from professional or expert advisers, namely staff or external experts on the matters.

In certain situation elected members will also be responsible for paying the costs of proceedings (s.47 LGA 2002).

APPENDIX B: Process for determination and investigation of complaints / Āpitihanga B: Ngā tukanga hei āta tirohia me te ketuketutanga o ngā amuamu

Step 1: Chief Executive receives complaint

On receipt of a complaint under this Code of Conduct the Chief Executive will:

- acknowledge receipt of a complaint under the Code, and advise steps that will be taken;
- inform the Mayor (or Deputy Mayor if the complaint is against the Mayor);
- inform the respondent that a complaint has been made against them.

Step 2: Chief Executive and Mayor undertakes preliminary assessment

On receipt of a complaint the Chief Executive, in conjunction with the Mayor (or Deputy Mayor if the complaint is against the Mayor), will undertake a preliminary assessment to assess, prima facie, whether:

1. the complaint is frivolous or without substance and should be dismissed;
2. the complaint is outside the scope of the Code and should be redirected to another agency or process;
3. the complaint is non-material; or
4. the complaint is material and a full investigation is required.

The Chief Executive and Mayor can also request from the complainant further information/evidence in support of the complaint and, and if considered appropriate, may also request a preliminary statement in response from the elected member against whom the complaint is lodged.

Step 3: Non-material breach

Where it is determined the matter to be a non-material (low level) breach, frivolous or without substance the Mayor will inform the complainant and respondent directly; neither of which persons are open to challenge the decision of the Mayor. The Mayor may inform other elected members (if there are no grounds for confidentiality) of the decision.

The Mayor may determine a low level resolution be pursued including a meeting of the parties, an apology or other courses of action considered appropriate by the Mayor (ie attendance at courses or programmes to increase their knowledge and understanding of the matters leading to the complaint). Any recommendations made in response to a non-material breach are non- binding on the respondent and the Council.

Step 4: Complaint is redirected

Where it is determined the complaint is considered outside the scope of the Code and should be redirected to another agency or process or a full investigation is required then the matter will be referred to an independent investigator [1] selected from a panel agreed at the start of the triennium.

The Chief Executive will:

- Inform the complainant that the complaint has been referred to the independent investigator, the name of the investigator, and refer them to the process for dealing with complaints as set out in the Code; and
- Inform the respondent that the complaint made against them has been referred to an independent investigator, the name of the investigator and refer them to the process for dealing with complaints as set out in the Code.

Step 5: Material Allegation/Complaint: Code of Conduct Committee Oversees Investigation

If a material allegation/complaint is received the Code of Conduct Committee will receive a report from the Chief Executive and/or Mayor with recommendations as to the approach the Committee may wish to consider.

The Committee will determine the scope and terms of reference of any further enquiry or investigation required.

On completing an investigation of the allegation/complaint, the investigator will furnish the Code of Conduct Committee the full written report of the investigation including conclusions and any recommendations.

On receiving the investigator's assessment, the Code of Conduct Committee will:

1. In cases where an investigator determines that an allegation/complaint is frivolous or without substance, inform the Mayor, complainant and respondent directly and inform other elected members (if there are no grounds for confidentiality) of the investigator's decision; (Refer to Step 3).
2. In cases where the investigator finds that the allegation/complaint involves a potential legislative breach and outside the scope of the Code, forward the complaint to the relevant agency and inform both the complainant and respondent of the action.

[1] On behalf of the Council the Chief Executive will, shortly after the start of a triennium, prepare, in consultation with the Mayor, a list of investigators for this purpose of undertaking an investigation and assessment. The Chief Executive may prepare a list specifically for his/her Council, prepare a list jointly with neighbouring councils or contract with an agency capable of providing appropriate investigators, such as EquiP.

Step 6: Actions where a breach is found to be material

The findings and conclusions of the investigator's report will be reported to the Code of Conduct Committee, and the complainant and respondent will be informed. The Committee will then determine what action should be taken and make a recommendation to the Council.

The Code of Conduct Committee will consider the Chief Executive's report and/or investigator's report in open meeting, except where the alleged breach concerns matters that justify the exclusion of the public, such as the misuse of confidential information or a matter that would otherwise be exempt from public disclosure under s.48 of the LGOIMA, in which case it will be a closed meeting.

Before making any decision in respect of the investigator's report the Code of Conduct Committee, and as necessary, the Council will give the member against whom the complaint has been made an opportunity to appear and speak in their own defence.

Elected members with a direct interest in the proceedings, including the complainant and the respondent, may not take part in the deliberation sections of the proceedings.

The form of penalty that might be applied will depend on the nature of the breach and may include actions set out in section 13.1 of this Code.

The Council notes the Code of Conduct Committee determined at the beginning of the 2019-2022… triennium consists of the following panel:

Her Worship the Mayor Rehette Stoltz, Deputy Mayor Josh Wharehinga and Cr Sandra Faulkner

Appendix C: Guidelines on the personal use of social media / Āpitihanga C: Ngā aratohu whakahaere pae pāpāho pāpori matawhaiaro

There's a big difference in speaking "on behalf of Council" and speaking "about" the Council. While your rights to free speech are respected, please remember that citizens and colleagues have access to what you post. The following principles are designed to help you when engaging in **personal or unofficial online** communications that may also refer to your Council.

1. **Adhere to the Code of Conduct and other applicable policies.** Council policies and legislation, such as LGOIMA and the Privacy Act 1993, apply in any public setting where you may be making reference to the Council or its activities, including the disclosure of any information online.
2. **You are responsible for your actions.** Anything you post that can potentially damage the Council's image will ultimately be your responsibility. You are encouraged to participate in the social media but in so doing you must exercise sound judgment and common sense.
3. **Be an "advocate" for compliments and criticism.** Even if you are not an official online spokesperson for the Council, you are one of its most important advocates for monitoring the social media landscape. If you come across positive or negative remarks about the Council or its activities online that you believe are important you are encouraged to share them with the governing body.
4. **Let the subject matter experts respond to negative posts.** Should you come across negative or critical posts about the Council or its activities you should consider referring the posts to the Council's authorised spokesperson, unless that is a role you hold, in which case consider liaising with your communications staff before responding.
5. **Take care mixing your political (Council) and personal lives.** Elected members need to take extra care when participating in social media. The public may find it difficult to separate personal and Council personas. Commenting online in any forum, particularly if your opinion is at odds with what Council is doing, can bring you into conflict with the Code should it not be clear that they are your personal views.
6. **Never post sensitive and confidential information** provided by the Council, such as confidential items, public excluded reports and/or commercially sensitive information. Such disclosure will contravene the requirements of the Code.
7. **Elected Members' social media pages should be open and transparent.** When commenting on matters related to the local authority no members should represent themselves falsely via aliases or differing account names or block. Neither should they block any post on any form of social media that they have control over unless there is clear evidence that the posts are actively abusive. Blocking constructive debate or feedback can be seen as bringing the whole Council into disrepute.

Appendix D: Declarations by Mayor and Councillors / Āpitihanga D: Te Whakapuakitanga o Te Koromatua raua ko Te Whakapuakitanga

Declaration by Mayor

I, ..., declare that I will faithfully and impartially, and according to the best of my skill and judgment, execute and perform, in the best interests of the Gisborne district, the powers, authorities, and duties vested in, or imposed upon, me as Mayor of the Gisborne District Council by virtue of the Local Government Act 2002, the Local Government Official Information and Meetings Act 1987, or any other Act.

Dated at **GISBORNE** this ..... day of ....

Signature: _____

Signed in the presence of }

Nedine Thatcher Swann }

Chief Executive } *Signature:*_____

Gisborne District Council }

Te Whakapuakitanga o Te Koromatua

Ko ahau, ko ……, e oati ana ka pono ka matatika ahau, ā, i runga anō hoki i te mutunga kē mai o ōku pūkenga, o ōku whakatau hoki, kia whakatutuki, kia mahi anō hoki ahau i ngā mahi mo te painga o te rohe o Te Tairāwhiti, ma te mana whakahaere, te mana whakatau me ngā momo mahi kua uhia ki runga i a au hei Koromatua o te Kaunihera-a-rohe o Te Tairāwhiti, e ai hoki ki te Ture Kāwanatanga-ā-Kāinga 2002, ki te Ture Kāwanatanga-ā-Kāinga Whakapae me ngā Huihuinga 1987, me ētahi atu Ture anō hoki.

He mea whakaū i Tūranga i tēnei rā ……. o …… …….

Waitohu: _____

He mea waitohua i mua i a

Nedine Thatcher Swann

Te Manahautū

Te Kaunihera o Te Tairawhiti

Waitohu: _____

Declaration by Councillor

I, ……, declare that I will faithfully and impartially, and according to the best of my skill and judgment, execute and perform, in the best interests of the Gisborne district, the powers, authorities, and duties vested in, or imposed upon, me as a Councillor of the Gisborne District Council by virtue of the Local Government Act 2002, the Local Government Official Information and Meetings Act 1987, or any other Act.

Dated at **GISBORNE** this ..... day of ....

Signature: _____

Signed in the presence of }

Nedine Thatcher Swann }

Chief Executive } *Signature:*_____

Gisborne District Council }

Te Whakapuakitanga

Ko ahau, ko ……., e oati ana ka pono ka matatika ahau, ā, i runga anō hoki i te mutunga kē mai o ōku pūkenga, o ōku whakatau hoki, kia whakatutuki, kia mahi anō hoki ahau i ngā mahi mo te painga o te rohe o Te Tairāwhiti, ma te mana whakahaere, te mana whakatau me ngā momo mahi kua uhia ki runga i a au hei Kaikaunihera o te Kaunihera-a-rohe o Te Tairāwhiti, e ai hoki ki te Ture Kāwanatanga-ā-Kāinga 2002, ki te Ture Kāwanatanga-ā-Kāinga Whakapae me ngā Huihuinga 1987, me ētahi atu Ture anō hoki.

He mea whakaū i Tūranga i tēnei rā ……. o …… …….

Waitohu: _____

He mea waitohua i mua i a

Nedine Thatcher Swann

Te Manahautū

Waitohu: _____

Te Kaunihera o Te Tairāwhiti

DRAFT STANDARD CODE OF CONDUCT

PART 1

PRELIMINARY

Introduction

1. Clause 15, Schedule 7 of the Local Government Act 2002 provides that the Secretary for Local Government may approve and issue a Code of conduct to apply to members of local authorities, local boards and community boards. Clause 15(4) provides that's members must comply with the Code of conduct.[1]
2. The Code of conduct must set out:

(a) understandings and expectations adopted by the local authority about the manner in which members may conduct themselves while acting in their capacity as members, including—

(i) behaviour toward one another, staff, and the public; and

(ii) disclosure of information, including (but not limited to) the provision of any document, to elected members that—

(A) is received by, or is in the possession of, an elected member in his or her capacity as an elected member; and

(B) relates to the ability of the local authority to give effect to any provision of this Act; and

(b) a general explanation of—

(i) the Local Government Official Information and Meetings Act 1987; and

(ii) any other enactment or rule of law applicable to members.

3. This document sets out the Code of conduct provided for in Clause 15, Schedule 7 of the Act.

[1] This paragraph and paragraph 2 reflect the wording of clause 15 as proposed to be amended by the Local Government (System Improvements) Amendment Bill. It is possible that this wording may alter as a result of Parliament's consideration of the Bill.

Application

4. This Code applies to:

   - Members of the governing body of a local authority
   - Members of a local board
   - Members of a community board
   - Members of a committee or sub-committee appointed under clause 31(3), Schedule 7 of the Local Government Act 2002 or pursuant to another Act,

   while acting in their capacity as a member of a local authority, local board, community board, committee or sub-committee.

Interpretation

5. In this Code:

   Complainant means a person who has made a complaint

   Council group means a local authority and its related local boards, community board, committees and sub-committees

   Investigator means a person appointed to investigate and determine a complaint appointed from outside the membership and employees of a local authority.

   Member means a member of a local authority, local board, committee or sub-committee, and includes a Mayor or a Chairperson.

   Respondent means a member who is the subject of a complaint

PART 2

EXPECTATIONS AND BEHAVIOURS OF MEMBERS

General expectations of members

6. The Mayor or the Chairperson of a local authority is expected to take a lead in developing and maintaining a constructive culture amongst the members of that council.
7. Members are expected to:

   - contribute to developing and maintaining a constructive culture amongst the members of the local authority, board, committee or sub-committee of which they are a member
   - use their best endeavours to resolve issues outside of the Code of conduct complaints process
   - attend any induction programmes organised by the local authority for the purpose of facilitating agreement on Council's vision, goals and objectives and the manner and operating style by which members will work

- take part in any assessment or evaluation of Council's performance and operating style
- take all reasonable steps to acquire and maintain the required skills and knowledge to effectively fulfil their declaration of office and contribute to the good governance of the [Region/City/District/Local Board Area/Community].

Te Tiriti o Waitangi

8. Members are expected to operate and make decisions in manner that recognises and respects the significance of Te Tiriti o Waitangi taking into account the following principles[2]:

    - Tino Rangatiratanga: The principle of self-determination provides for Māori self-determination and mana motuhake. This requires local authorities to be open to working with mana whenua partners in the design and delivery of their work programmes,
    - Partnership: The principle of partnership implies that local authorities will seek to establish a strong and enduring relationship with iwi and Māori, within the context of iwi and Māori expectations. Kaunihera should identify opportunities, and develop and maintain ways for Māori to contribute to kaunihera decisions, and consider ways kaunihera can help build Māori capacity to contribute to council decision-making,
    - Equity: The principle of equity requires local authorities to commit to achieving the equitable delivery of local public services,
    - Active protection: The principle of active protection requires local authorities to be well informed on the wellbeing of iwi, hapū and whanau within their respective rohe,
    - Options: The principle of options requires local authorities to ensure that its services are provided in a culturally appropriate way that recognises and supports the expression of te ao Māori.

Behaviours

9. Clauses 10 to 12 of the Code sets out understanding and expectations about the manner in which members should conduct themselves while acting in their capacity as members.

Trust

10. Members will:
    - make decisions on their merits, in the interests of the public and unaffected by illegitimate considerations such as personal interest or other duties or relationships
    - disclose personal and outside interests, relationships and duties

[2] Sourced from the LGNZ Code of Conduct template 2022.

- declare a conflict of interest and step aside from a decision where they are unable to approach a decision on its merits or it might appear that they will not approach a decision on its merits, in the interests of the public and unaffected by a personal or outside interest, relationship or duty
- when making decisions, have an open mind to the views of others and to alternatives, and be prepared, despite any predisposition they may have, to change their mind
- ensure that they are not under an obligation to those who might inappropriately try to influence them in the performance of their duties
- be accountable for the decisions they make and enable appropriate public scrutiny
- make an equitable contribution, including attending meetings and workshops, preparing for meetings, attending civic events, and participating in relevant training seminars
- act and make decisions openly and transparently
- be truthful and demonstrate honesty and integrity
- use council resources prudently and lawfully and not for their own purposes
- uphold the law, and promote and support high standards of conduct by leadership and example
- comply with the policies and protocols adopted with the Code.

Respect

11. Members will:
    - respect the people they work with
    - interact with other elected members, staff and the public in a way that:
        - encourages mutual respect and maintains the dignity of each individual
        - recognises others' roles and responsibilities
        - is inclusive
        - enables the co-existence of individual and collective responsibility
        - allows for robust discussion and debate focusing on issues rather than personalities
        - is not derogatory
        - encourages thoughtful analysis
        - maintains public confidence in the office to which they have been elected
        - is open and honest
        - maintains the confidentiality of confidential information provided to them.

Policies

12. Members are expected to be aware of and comply with the policies of the local authority listed below:

    A local authority may include here a policy or similar document dealing with any of the following matters:

    - *Conflicts of interest*

DRAFT

- *Confidential information*
- *Working with staff*
- *Election year policy*
- *Communications policy*
- *Media protocols*
- *Social media guidelines*
- *Governance role and responsibilities*
- *Expenses policy*

PART 3

BREACHES AND COMPLAINTS

Breaches of the Code

13. A breach of this Code occurs if:
    - One or more of the principles listed in paragraphs 10 to 11 are breached
    - A policy listed in paragraph 12 is breached.

COMPLAINTS

Who may make a complaint?

14. Complaints about an alleged breach of the Code by a member may be made by:
    - Members of a local authority, local board, community board, committee or sub-committee
    - An employee of a local authority
    - A member of the public

Making a complaint

15. Where a person listed in paragraph 14 believes that a member has breached the Code that person may make a complaint.
16. A complaint must be made in writing and lodged with the Chief Executive, and:
    - Describe the breach
    - Reference the part of the Code which is alleged to have been breached
    - Provide evidence of the alleged breach; and
    - Provide evidence of any attempts to resolve the breach prior to the complaint having been lodged.

Member's capacity

17. A complaint must relate to the conduct of a member while acting in their capacity as a member.

DRAFT

18. For the avoidance of doubt, this Code applies to any interaction between a member and an employee of a local authority where:
    - The member is acting in a personal capacity; and
    - The employee is employed by the local authority forming part of the council grouping the member relates to.

PRINCIPLES AND MATERIALITY

Principles for dealing with complaints

19. Complaints will be considered and dealt with in accordance with the following principles:
    - The approach for investigating and assessing a complaint will be proportionate to the apparent seriousness, nature and complexity of the alleged breach.
    - The concepts of natural justice, fairness and reasonableness will apply in the determination of any complaints made under this Code.

Information privacy principles

20. When receiving or collecting information about a complaint or when providing information about a complaint the Chief Executive and the investigator shall apply the information privacy principles set out in section 22 of the Privacy Act 2020.

Materiality

21. An alleged breach under this Code is material if, in the opinion of an investigator, it would if proven, bring a member or the local authority into disrepute or, if not addressed, reflect adversely on another member of the local authority.
22. The following may be taken into account when assessing materiality:
    - The conduct was not stopped on request
    - The conduct appeared to be intentional, malicious or motivated by ill-will
    - The conduct caused serious harm, such as reputational harm for an individual or organisation, bringing the local authority into disrepute
    - There has been an ongoing pattern of breaches
    - Even though the conduct complained of occurs on only one or two occasions it represents a major departure from expected standards.
23. The following types of conduct shall be dealt with by an investigator as if they were material:
    - participating in a decision where the member has been formally advised through the 'conflict of interest' provisions Part 4 of this Code that a conflict of interest exists
    - bullying, aggressive or offensive behaviour
    - discrimination
    - undermining the role of other elected members

- misrepresentation of the statements or actions of others
- disclosure of confidential information
- misuse of council resources
- harassment, including
    - violent threats or language directed against another person
    - discriminatory jokes and language
    - posting sexually explicit or violent material
    - posting (or threatening to post) other people's personally identifying information
    - personal insults
    - unwelcome sexual attention
    - advocating for, or encouraging, any of the above behaviour

• publicly criticising staff or calling into question their professionalism or integrity.

PROCESS FOR DEALING WITH COMPLAINTS

Chief Executive receives complaint

24. On receipt of a complaint under this Code the Chief Executive will refer the complaint to an investigator. The Chief Executive will also:
    - inform the complainant that the complaint has been referred to the investigator and the name of the investigator, and refer them to the process for dealing with complaints as set out in the Code
    - inform the respondent that a complaint has been made against them, the name of the investigator and remind them of the process for dealing with complaints as set out in the Code.

Investigator makes preliminary assessment

25. On receipt of a complaint the investigator will undertake a preliminary assessment to determine the relative merit and seriousness of the alleged breach and the nature of the subsequent process that will be followed. The investigator will consider whether:
    - the complaint is trivial, vexatious, frivolous, not made in good faith or politically motivated and should be dismissed
    - the complaint is without substance, or does not appear to be a breach of the Code and should be dismissed
    - the complaint is relatively minor and no further action is necessary
    - the complaint is outside the scope of the Code and should be re-directed to another agency or process
    - The complaint is not material and should be referred to the Mayor or Chairperson to be dealt with under paragraph 33
    - The complaint should in the first instance be dealt with by mediation
    - the complaint is material and a full investigation is required.

26. Factors that can be considered when determining if a complaint is trivial, frivolous, vexatious, not made in good faith, or without substance include whether complaints are intended to:
    - intimidate or harass another member or employee
    - damage another member's reputation
    - obtain a political advantage
    - influence the council in the exercise of its functions or to prevent or disrupt the exercise of those functions
    - avoid disciplinary action under this Code
    - prevent or disrupt the effective administration of this Code.
27. In making the assessment the investigator may make whatever initial inquiry is necessary to determine their recommendations, including interviewing relevant parties.
28. Subject to clause 29, a full copy of the complaint will be provided to the respondent which will include the name of the complainant.
29. Where appropriate and having considered relevant matters such as natural justice obligations, legal issues, privacy issues and potential prejudice to the future supply of complaint information the investigator may:
    - Decline to provide a copy of the complaint to the respondent; or
    - Provide a redacted copy of the complaint to the respondent.

Outcomes of preliminary assessment

30. Where an investigator determines that a complaint is trivial, vexatious, frivolous, or politically motivated, the complaint may be dismissed. The Chief Executive will advise both the complainant and the respondent of the investigator's decision.
31. Where the investigator finds that the complaint involves a potential legislative breach and/or is outside the scope of the Code, they may recommend that it should be re-directed by the Chief Executive to another agency or process. The Chief Executive will advise both the complainant and the respondent of the investigator's decision.
32. If the complaint is not dismissed or redirected, the investigator may initiate any of the following processes:
    - referral to the Mayor or Chairperson
    - mediation
    - a full investigation

Referral to Mayor or Chairperson

DRAFT

33. If the subject of a complaint is found to be non-material (not serious) and not amenable to mediation, the investigator will inform the Chief Executive and suggest that the respondent is referred to the Mayor or Chairperson for advice and guidance. A meeting or meetings with the Mayor or Chairperson will be regarded as sufficient to resolve the complaint. The investigator may also recommend a course of action appropriate to the breach for the Mayor or Chairperson 's consideration, such as:
    - that the respondent attend appropriate courses or programmes to increase their knowledge and understanding of the matters resulting in the complaint
    - that the respondent work with a mentor for a period
    - that the respondent tenders an apology to the complainant.
34. The Chief Executive will advise both the complainant and the respondent of the investigator's decision and any recommendations, neither of which are open to challenge.
35. The outcomes of any referral to the Mayor or Chairperson will be confidential and, other than reporting that a complaint has been resolved through referral to the Mayor or Chairperson for guidance, there will be no additional report to council.

Mediation

36. If the complaint concerns a dispute between two members, or between a member and another party, the investigator may recommend mediation.
37. The investigator will contact the parties and seek their agreement to independently facilitated mediation.
38. If the parties agree and the issue is resolved by mediation the matter will be closed and no further action is required. The outcomes of any mediation will be confidential and, other than reporting that a complaint has been resolved through mediation, there will be no additional report to council unless the complaint is referred for further investigation due to a failure of the mediation process.
39. The investigator will use their best endeavours to resolve a complaint through mediation before determining that a complaint is to be resolved through an investigation.

Referral for full investigation by investigator

40. If the subject of a complaint is found by the investigator to be material or if no resolution can be reached through mediation and/or mediation is refused by the complainant or the respondent, the investigator will inform the Chief Executive that the matter should proceed to full investigation and the Chief Executive will inform the complainant and respondent.

Investigator to undertake full investigation

41. Where a complaint proceeds to full investigation the investigator will undertake an investigation appropriate to the scale of the seriousness of the alleged breach and in doing that may:

- consult with the complainant, respondent, and any directly affected parties
- undertake a hearing with relevant parties
- refer to any relevant documents or information.

42. Following an investigation the investigator may uphold the complaint in whole or in part, or dismiss the complaint.
43. Where a complaint is upheld, the investigator will also determine whether to impose any of the following sanctions[3] on the member:
    - a requirement to apologise and, if applicable, withdraw remarks
    - a requirement to make a public statement correcting or clarifying previous remarks
    - a requirement to undertake specified training or personal development
    - suspending the elected member from committees or other representative bodies
    - requiring the member to seek guidance from the chairperson or a mentor
    - for a nominated period, restrict the member's access to council staff (other than the Chief Executive or their specific nominees) and/or to council offices or parts of council offices.
44. In deciding whether to impose a sanction, and what the sanction should be the investigator must take into account the materiality of the breach.
45. Following the investigation, the investigator will provide the Chief Executive with a report on the findings of the investigation and any sanctions that are imposed on the respondent.
46. The Chief Executive will within 2 weeks of having received it provide the report to the complainant, respondent, and the relevant local board or governing body for information purposes only.
47. There is no right of appeal of any decision made by the investigator.

Public disclosure of complaints and outcomes

48. The public interest in the accountability of elected members needs to be balanced against the requirements of natural justice and privacy. The outcomes of complaints relating to non-material breaches will not be publicly reported by the council, except in an anonymised form for the purpose of sharing good practice.
49. Where the complaint relates to a material breach of the Code, the investigator will determine whether the outcome of the investigation, or the report, should be publicly reported (having regard to Local Government Official Information and Meetings Act 1987). If such information is publicly reported, compliance with any sanctions imposed by the investigator will also be publicly reported.

[3] The terms of reference given by the Minister of Local Government exclude from the Commission's consideration (1) disqualification from office as a potential penalty; (2) creation of offences. These issues, along with the wider issue of sanctions, are being considered by the Department of Internal Affairs and the Department's work may result in proposals to amend the legislation in relation to disqualification and offences. This part of the draft Code may require change after the outcome of the Department's work is known.

After a complaint has been dealt with

50. After a complaint has been dealt with:
    - Members should reflect on how to rebuild any relationships impacted by the cause of a complaint
    - The Chief Executive shall consider whether there are administrative actions that can be taken to help ensure that the causes of a complaint are less likely to occur in the future or that the negative impacts of those causes can be better mitigated.

PART 4

CONFLICTS OF INTEREST

51. Members are expected to:
    - Maintain a clear separation between their personal interests and their duties as members in order to ensure they are free from bias or predetermination (either real or perceived) when making decisions
    - Familiarise themselves with the provisions of the Local Authorities (Members' Interests) Act 1968 in relation to pecuniary interests
    - Familiarise themselves with the policies and protocols of the local authority relating to conflicts of interest
    - Identify actual or perceived conflicts of interest existing in relation to a matter they may make decisions on, and taking appropriate action to ensure they do not compromise the decisions of the local authority, board or committee they are a member of
    - Seek advice from the Chief Executive or other appropriate officer of the council about conflict of interest issues.
52. Where an alleged breach of the Code relates to a conflict of interest, the Chief Executive will inform the respondent of the complaint and arrange for the member to receive advice from the Chief Executive on the conflict of interest.
53. The Chief Executive will inform the complainant that advice on the matter has been sought. The complainant will not have any further involvement in the complaint following this.
54. The advice is provided to the member and to the governing body (in relation to a complaint against a governing body member), or the local board or community board (in relation to a complaint against a member of a local board) or community board.
55. If the advice is that it would be reasonable to conclude that the member has a conflict of interest, they are required to declare the conflict and recuse themselves from any future decision on that matter to which the conflict of interest relates and while the interest continues to exist. If the elected member does not take that action, the matter will be referred to an Investigator who will consider whether it should be investigated as a material breach of the Code.

PART 5

RIGHTS AND OBLIGATIONS OF MEMBERS

56. This Part of the Code provides an outline:
    - of members' rights and obligations
    - the ability of members to access information as part of their role.

Obligations of members

57. The obligations of members include:
    - Taking responsibility for ensuring they understand their roles and responsibilities and this Code, and attending any appropriate training opportunities provided by the local authority
    - Attending all meetings (including external organisations to which they are appointed), workshops and working groups
    - Coming to meetings prepared, including having read relevant material
    - Seeking personal and skill development opportunities to effectively fulfil their statutory declaration of office and contributing to the good governance of the local authority
    - Ensuring that pecuniary interest returns are provided in an accurate and timely manner.

Rights of members

58. The rights of members include:
    - subject to any conflicts of interest identified:
        - the right to attend and participate in any meeting of the local authority, local board, community board, committee or sub-committee they are a member of
        - the right to vote on decisions to be made by the local authority, local board, community board, committee or sub-committee
    - the same rights as members of the public to request information under the Local Government Official Information and Meetings Act 1987.
    - the right, under section 26A of the Local Government Act 2002 to access information held by the local authority.[4]

Access to information

59. Section 26A of the Local Government Act 2002 sets out the entitlement of members access to documents held by local authority. These are that:

    (1) A member of a local authority is entitled to have access to documents held by the local authority that are reasonably necessary to enable the member to effectively perform their duties as a member of the local authority.

    (2) A member of a local authority may request access to the documents specified in subclause (1) from the Chief Executive of the local authority.

[4] The ability for members to access information under section 26A is proposed to be included in the Local Government Act 2002 by the Local Government (System Improvements) Amendment Bill.

PART 6

FREEDOM OF EXPRESSION

60. This Part of the Code provides an explanation of how freedom of expression as guaranteed by the New Zealand Bill of Rights Act 1990 applies, including the limits placed on this right by other statutes such as the incitement provisions of the Human Rights Act 1993.

61. Section 14 of the New Zealand Bill of Rights Act 1990 provides that:

Everyone has the right to freedom of expression, including the freedom to seek, receive, and impart information and opinions of any kind in any form.

62. The Code of conduct is not a means of preventing members from expressing their personal views provided they are clearly signalled as personal views. Rather the Code is designed to permit robust debate and the expression of a variety of points of view by providing a framework to ensure that debate is conducted in a civil and respectful way.

63. The right to freedom of expression should be used responsibly and not be used to breach the Code in a manner that is, for example, disruptive or derogatory.

64. Somes Acts contain specific limitations to the freedom of expression. These include limitations relating to:

- Discrimination causing racial disharmony, section 61, Human Rights Act 1993
- Communication constituting sexual harassment, section 62. Human Rights Act 1993
- Communication constituting racial harassment, section 63, Human Rights Act 1993
- Communication Inciting racial disharmony, section 131, Human Rights Act 1993
- Offensive behaviour or language, section 4, Summary Offences Act 1981
- Posting a digital communication with the intention it causes harm to a victim, section 22, Harmful Digital Communications Act 2015
- Privacy breaches under the Privacy Act 2020, including those causing interference with the privacy of an individual, as described in section 69 or breaches that either have caused or are likely to cause anyone serious harm as described in section 112
- In relation to offers of stocks or bonds, disclosure of information that breaches the Financial Markets Conduct Act 2013, in particular Part 2 relating to fair dealing, Subpart 2 of Part 5 relating to insider trading, and Subpart 3 of Part 5 relating to market manipulation
- The Defamation Act 1992, which gives individuals the right to seek remedy against false statements that could harm reputation.

DRAFT

PART 7

GENERAL EXPLANATION OF ENACTMENTS

Explanations similar to those set out in the LGNZ Code of Conduct template 2022 for:

- *Local Government Act 2002*
- *Local Government Official Information and Meetings Act 1987*
- *Local Authorities (Members' Interests) Act 1968*
- *Protected Disclosures (Protection of Whistleblowers) Act 2022*
- *Serious Fraud Act 1990*
- *Local Government (Pecuniary Interests Register) Act 2022*
- *Health and Safety at Work Act 2015*
- *Harmful Digital Communications Act 2015*

DRAFT

Te Kaunihera o Te Tairāwhiti
GISBORNE
DISTRICT COUNCIL

25-270

Title: **25-270 Committee Structures and Appointments**

Section: District Mayor

Prepared by: Julian Rangihuna-Tuumuli - Democracy & Support Services Manager

Meeting Date: Wednesday 12 November 2025

Legal: Yes	Financial: No	Significance: **Low**

Report to COUNCIL/TE KAUNIHERA for decision

PURPOSE - TE TAKE

The purpose of this report is to establish committees of the territorial authority and to appoint the chairperson and members of each committee under Section 41A(3) of the Local Government Act 2002 (LGA) and Standing Order 5.1.

Additionally, this report also addresses appointments of councillors to other organisations.

SUMMARY - HE WHAKARĀPOPOTOTANGA

The decisions or matters in this report are considered to be of **Low** significance in accordance with the Council's Significance and Engagement Policy.

RECOMMENDATIONS - NGĀ TŪTOHUNGA

That the Council/Te Kaunihera:

1. **Confirms the establishment of committees of the territorial authority set out in Attachment 1.**
2. **Confirms the appointments of members and chairs to the committees of the territorial authority as set out in Attachment 2 (to be tabled at the meeting).**
3. **Appoints Councillors to the various roles outside of Council as set out in Attachment 3 (to be tabled at the meeting).**
4. **Confirms the appointment of Bruce Robertson as the Independent Chair of the Audit & Risk Committee.**
5. **Confirms the appointment of an Independent Chair for the Interim Water Committee and approves that the Mayor and Chief Executive oversee the recruitment process.**
6. **Reaffirms the membership of the Waiapu Catchment Hearings Committee as per the Joint Management Agreement between Gisborne District Council and Te Runanganui o Ngāti Porou.**

7. **Confirms that the trustees for the Gisborne District Disaster Relief Trust will be the Mayor, and Councillor X with the Chief Executive and Civil Defence and Emergency Manager being administrative trustees.**
8. **Requests that the Delegation Manual be updated with changes in membership numbers and any changes to the structure that have been agreed to and reported back for adoption prior to the end of the calendar year.**
9. **Agrees to make the delegations and revocations specified in the Instrument of Delegation in Attachment 4 of this report.**
10. **Agrees the Mayor can sign the Instrument of Delegation in Attachment 4 of this report to confirm the delegations have been made.**

Authorised by:

Rehette Stoltz - Mayor

Keywords: committees, structure, terms of reference, of the whole, delegations

BACKGROUND - HE WHAKAMĀRAMA

1. Under Section 41A(3) a mayor has the following powers:
    a. to establish committees of the territorial authority.
    b. to appoint the chairperson of each committee (which may be him or herself).
2. Furthermore, Schedule 7 clause 30(7) of the LGA provides that "A committee, subcommittee, or other subordinate decision-making body is, unless the local authority resolves otherwise, deemed to be discharged on the coming into office of the members of the local authority elected or appointed at, or following, the triennial general election ..."
3. The Council's governance structure, including the functions and structure of committees has been reviewed several times particularly following triennial elections. Given that the 2025 elections have concluded it is timely that a review is undertaken of Council committees that reflects the key principles and directions of the LGA in particular:
    a. Governance structures should enable the Council to conduct its business in an open and transparent manner.
    b. Governance structures should ensure full coverage of core services, financial prudence and environmental stewardship.
    c. Regulatory activities should be separated from operational activities.
    d. Opportunities for Maori to participate in decision-making processes should be provided.
    e. Opportunities to seek special interest communities' views into decision-making should be provided.
    f. Staff, elected members and the community should understand the governance structure and the respective roles each other has to play.
    g. Governance structures should allow for an all of wellbeing understanding to the decision-making processes.
    h. Governance structures should be efficient and effective.

DISCUSSION and OPTIONS - WHAKAWHITINGA KŌRERO me ngā KŌWHIRINGA

4. The ability of a council to achieve its objectives and work constructively together through a triennium depends to a very large degree on the way in which it designs its decision-making structures. In New Zealand, unlike most other countries, local authorities have a very high degree of discretion when designing these structures.
5. It is the decision-making structure which, in many ways, determines whether a council is responsive to community concerns, is innovative, focused, open and inclusive and most importantly that the models shape the interaction between elected members, officials and communities.
6. There is no agreed national template for decision-making structures, however, options tend to be either centralised or decentralised.

7. Centralised models tend to be those which retain all decision-making with the governing body except for committees or subcommittees required by statute or good practice.

8. Decentralised models give committees the authority to provide advice to the governing body on specific matters covered by their respective terms of reference but not to make decisions **(without delegations)**, or decision-making is transferred through giving committees full authority of the governing body **(with delegations)**.

9. There are a number of key questions, but the fundamental one is whether all decisions should be made by the governing body (except statutory and administrative matters) or should the governing body delegate a range of decision-making responsibilities to subsidiary bodies such as Committees of the Whole (committees containing all elected members).

10. Councils have broad powers of delegation, however, there are some decisions that can only be exercised by the full governing body and cannot be delegated. These are set out in **Attachment 1**, apart from these decisions and some duties set out in other statutes, most other decisions can be delegated to committees and in some cases, the Chief Executive.

11. A delegation means that the body with the delegated power has the full authority of the governing body in respect of the decision-making powers defined in the delegation. The governing body, while retaining legal responsibility for the exercise of any powers it has delegated, cannot overturn or amend a decision made by a body which is exercising a delegation, although it can always revoke the delegation at some later point.

12. Once approved, the delegations made by the governing body can be found in the council's governance statement and/or terms of reference.

13. The new committee structures (outlined in **Attachment 1**) decentralises decision-making to Committees of the Whole **(with delegations)**. Our proposed structure has been given careful consideration in terms of the statutory and functional requirements of the Council. It enables Council (the Governing Body) to limit its decision-making to strategic and district-wide issues as prescribed in the LGA. In doing so it also allows for more efficient and effective decision-making at the Committee level and an inclusive approach to learning and shared decision-making with all elected members engaged under a Committee of the Whole structure.

14. The Committee functions further reinforce Council's unique status as a Unitary Authority where it can integrate its strategic direction, plans and policies, services and operations to fully understand the sum of its parts. Meeting timings are essentially the same as the previous term of Council – but decisions are more efficient and effective as Committees of the Whole have delegations to decide and not just recommend.

15. Committees of the Whole with better defined functions avoid the issues in the recent past where the same papers had to go to two committees because of overlapping interests and committee members with interests on different committees. Similarly, there is less relitigation of decisions and overturning at Council and unnecessary time delays are avoided.

16. Furthermore, for a Unitary Authority of this size the number of committees is appropriate on balance to comparable and larger councils.

17. The Bylaw Submissions Hearing Panel considers and hears submissions on Council bylaws in addition the panel will also consider any other matters required for determination by Council under legislation such as the Dog Control Act 1996.

Council Regulatory Separation

18. The committee structure has been reviewed by our internal legal counsel and compared with other Unitary models.

19. Section 39 of the LGA requires that a local authority separates regulatory responsibilities so far is practical. Section 42(3) echoes that but also acknowledges that ultimately Council will have to resolve conflicting objectives and look at the big picture, working around conflicts. The Chief Executive is also required to give effect to this through the management structure.

20. The key matter is to separate environmental management from asset management and service delivery functions to avoid those conflicts where the regulator is the regulated.

21. The committee structure provides for this through ensuring that:

    a. Direction and rules are set through **Sustainable Tairāwhiti/Toitū Tairāwhiti Committee** (Committee of the Whole). This is where all strategy, plans, policies and bylaws are delivered through one committee. Strategy, plan, policy and bylaw making are separated from operational decision-making. Monitoring of the state of the environment happens in this Committee to feed into regulatory plans, policies and associated bylaws.

    b. Last triennium the Council appointed a **Regulatory Hearing Panel** – Resource Management Act 1991 as a council committee, and the terms of reference recorded a delegation of all necessary delegated authority to this committee. However, in practice, the appointment of RMA decision-makers is made by the Chief Executive or relevant Directors on a case-by-case basis. A council-appointed committee is therefore not necessary and will **not** be re-established.

    c. Resource Management Act decision-makers will continue to be appointed by the Chief Executive and Directors with relevant delegation on a case-by-case basis. The delegation to RMA decision-makers can be made by way of an update to the relevant Council Instrument of Delegation that record delegations under the Resource Management Act (**Attachment 4**)

    d. The delivery of Council's strategic direction and regulatory framework is now achieved through the activities and services that report to the newly established committees. These changes disestablish the former **Operations – Environment and Communities** and **Operations Infrastructure** reflecting a more integrated and functionally aligned approach to the operational governance.

       The structure is guided by two key principles:

       - Operational committees focus on today's delivery, while strategic committees focus on tomorrow.
       - Integration across committees avoids silos and ensures transparency, accountability, and effective engagement with communities and professional advisors.

Under the structure:

i. The **Environment and Communities Committee** (committee of the whole) provides oversight of environmental protection, land and catchment management, biodiversity, flood resilience, and community wellbeing. It focuses on effective delivery of operational programmes that support environmental outcomes and community resilience, while maintaining a clear separation from compliance, enforcement, and other regulatory decision-making functions.

ii. The **Local Transport Committee** (**LTC**) comprising of up to 7 or 8 members oversees the delivery, performance, and continuous improvement of local transport services, including roading, walking and cycling infrastructure, and public transport. It maintains close alignment with the **Regional Transport Committee** to ensure coordination of planning, funding, and delivery across the local and regional transport system. The former Traffic and Parking subcommittee will be disestablished, with its functions incorporated into the LTC, which may convene as needed.

iii. The **Interim Water Management Committee (IWC)** comprising of up to 5 elected members (including the Mayor), 4 iwi members and independents and Chaired by one Independent Director, provides transitional oversight of Council's three waters services – drinking water, wastewater, and stormwater – ensuring regulatory compliance, infrastructure renewal, and environmental outcomes are monitored in a cohesive manner. The IWC will operate alongside the existing **Wastewater Management Committee (WMC)** until a permanent Water Management Committee is established, noting the WMC is a requirement of the conditions of the resource consents for the upgrade and discharge of Gisborne's municipal wastewater.

e. The **Tairāwhiti Resource Management Plan Review Committee (TRMP Committee)** will be disestablished, with its functions incorporated into Sustainable Tairāwhiti/Toitū Tairāwhiti and the Environment and Communities Committees.

f. The delivery is then monitored through the **Finance & Performance Committee** (Committee of the Whole) to ensure we are performing. The Committee will also receive enforcement and compliance performance activity reporting to ensure financial and non-financial performance oversight of its regulatory functions.

g. The **Audit & Risk Committee** assists and advises Council in meeting its responsibility and ownership of governance, risk management, and internal control.

h. Where there is a decision or report that might conflict with any of the panels, ultimately **Council** is the arbitrator.

Gisborne District Disaster Relief Trust

22. The Gisborne District Disaster Relief Trust (the Trust) was established as a charitable trust in 2008 by Council to provide a means of receiving donations following a disaster and dispersing funds for welfare purposes where no other agency or fund is available. The purpose of the Trust is to provide financial and any other relief or assistance to meet the welfare and other needs of people who have suffered damage or loss following a natural or man-made disaster in the Gisborne region or elsewhere in New Zealand.

23. The Trust deed includes the following provisions around membership.

    a. The Trust shall consist of between two and nine Trustees.

    b. There shall be at least two Administrative Trustees who are Council employees – currently these are Chief Executive, Nedine Thatcher-Swann and Civil Defence and Emergency Manager, Ben Green.

    c. There shall be up to five Elected Trustees. One must be the Mayor.

    d. Council can choose to have up to two Citizen Trustees who are not elected officials but residents in the Gisborne region.

    e. All Trustees must sign a deed of accession binding that person to the terms of the Trust Deed.

24. Recommendations for membership:

    a. A smaller group of Trustees is recommended to enable the Trust to be responsive to community needs arising out of an emergency situation.

    b. Staff recommend that there are no Citizen Trustees and that the Trustees are as follows:

        i. The two Administrative Trustees (staff members).

        ii. The Mayor and one other elected member.

ASSESSMENT of SIGNIFICANCE - AROTAKENGA o NGĀ HIRANGA

Consideration of consistency with and impact on the Regional Land Transport Plan and its implementation
Overall Process: **Low** Significance
This Report: **Low** Significance

Impacts on Council's delivery of its Financial Strategy and Long Term Plan
Overall Process: **Low** Significance
This Report: **Low** Significance

Inconsistency with Council's current strategy and policy
Overall Process: **Low** Significance
This Report: **Low** Significance

The effects on all or a large part of the Gisborne district
Overall Process: **Low** Significance
This Report: **Low** Significance

The effects on individuals or specific communities
Overall Process: **Low** Significance
This Report: **Low** Significance

The level or history of public interest in the matter or issue
Overall Process: **Low** Significance
This Report: **Low** Significance

25. The decisions or matters in this report are considered to be of **Low** significance in accordance with Council's Significance and Engagement Policy.

CONSIDERATIONS - HEI WHAKAARO

Financial/Budget

26. There are no anticipated financial implications arising from this report. The suggested structure has no financial or budgetary implications other than already budgeted for. If any remuneration is affected as a result of final decisions, Council may need to make an application to the Remuneration Authority.

Legal

27. The Council may appoint the committees, subcommittees, joint committees or other subordinate decision-making bodies it considers appropriate under clause 30, Schedule 7 of the LGA.
28. The Mayor may establish the Committees of Council under section 41A(3) of the LGA.
29. The minimum number of members on a committee is three and the minimum number for a subcommittee is two. Clause 31(3) of Schedule 7 of the LGA also provides for Council to appoint people who are not elected members of the Council to committees and subcommittees who have the skills, attributes and knowledge that can assist in the work of committees. However, at least one member of a committee must be an elected member. Staff acting in the course of their employment can only be members of subcommittees.

POLICY and PLANNING IMPLICATIONS - KAUPAPA HERE me ngā RITENGA WHAKAMAHERE

30. There are no significant changes required to the current year of the LTP.
31. Our Significance and Engagement Policy has been considered when assessing the appropriate level of engagement required for the proposed changes.
32. The proposals in the draft resolution meet Council's obligations under the LGA.

RISKS - NGĀ TŪRARU

33. There are no major risks associated with the decision.

NEXT STEPS - NGĀ MAHI E WHAI AKE

Date	Action/Milestone	Comments
December	Terms of Reference	

ATTACHMENTS - NGĀ TĀPIRITANGA

1. Attachment 1 - Committee Structures and Appointments [**25-270.1** - 2 pages]
2. Attachment 2 - Council and Committee and Other Appointments [**25-270.2** - 1 page]
3. Attachment 3 - Appointment Roles Outside of Council [**25-270.3** - 1 page]
4. Attachment 4 - Instrument of Statutory Delegation [**25-270.4** - 11 pages]

Purpose of Council and Committees

COUNCIL

The Council is responsible for strategic leadership, through the creation of policies based on the legislative mandate.

- The power to make a rate.
- The power to make a bylaw.
- The power to borrow money, or purchase or dispose of assets, other than in accordance with the Long Term Plan.
- The power to adopt a Long Term Plan, Annual Plan, or Annual Report.
- The power to appoint a Chief Executive.
- The power to adopt policies required to be adopted and consulted on under the (Local Government Act 2002) in association with the Long Term Plan or developed for the purpose of the Local Governance Statement.
- The power to adopt a remuneration and employment policy.
- Terms of Reference and Delegations for the 2016-2019 Triennium.
- The power to approve or change a plan (RMA).
- The power to approve or amend the Council's Standing Orders.
- The power to approve or amend the Code of Conduct for elected members.
- The power to appoint and discharge members of committees.
- The power to establish a joint committee with another local authority or other public body.
- The power to make the final decision on a recommendation from the Ombudsman where it is proposed that Council not accept the recommendation.
- Make those decisions which are required by legislation to be made by resolution of the local authority that are not listed above.
- Consider any matters referred to it from any of the Committees.
- Authorise all expenditure not delegated to staff or other Committees.

COMMITTEES OF THE WHOLE

FINANCE & PERFORMANCE

- Oversee financial and non- financial performance, including the delivery of the Council's Capital Programme and oversight of the Council-Controlled Trading Organisation.
- To monitor Council activities and services performance against budget, Annual Plans, the Long Term Plan, Annual Reports and corporate and financial policies.
- The Finance and Performance Committee also receives enforcement and compliance performance activity reporting to ensure financial and non-financial performance oversight of its regulatory functions.

SUSTAINABLE TAIRĀWHITI / TOITŪ TAIRĀWHITI

- To develop, approve, review and recommend to Council (where applicable) statutory and non-statutory policy, plans, bylaws and strategies to:
- Develop a vision and a pathway for the future of the district.
- Sustainably manage resources in the region.
- Identify and promote community aspirations.
- Define and deliver on Council's roles.
- Integrate an all of wellbeing approach to strategy, plan and policy development.
- Have effective statutory plans and bylaws to protect community and environmental needs.

ENVIRONMENT AND COMMUNITIES

- To provide integrated governance oversight of operational programmes and services encompassing Environmental Protection, Land and Catchment Management, Biodiversity and Flood resilience as well as Community Development, including Libraries, Parks and Cultural Assets
- Ensures the effective delivery of RMA implementation, regulatory compliance, and supports community wellbeing through the services Council delivers across both rural and urban Tairāwhiti

APPOINTMENTS

Oversees and manages recruitment and selection process of Council appointments to Council organisations.

STATUTORY COMMITTEES

REGIONAL TRANSPORT

Up to 7 or 8 members and one NZTA member

- To prepare a regional land transport plan, or any variation to the plan, for the approval of the Council.
- To provide the Council with any advice and assistance the Council may request in relation to its transport responsibilities.
- (Section 106 Land Transport Management Act 2003).

CIVIL DEFENCE AND EMERGENCY MANAGEMENT

Up to 7 or 8 members

- To ensure that appropriate emergency management as detailed in the Civil Defence Emergency Management Act is carried out within the district.
- Provides governance and oversight of the activities required to be undertaken on its behalf under the Act.

DISTRICT LICENSING

Minimum of three members independent or elected.

- To consider and determine all relevant applications under the Sale and Supply of Alcohol Act 2012.

Te Kaunihera o Te Tairāwhiti
GISBORNE
DISTRICT COUNCIL

STANDING COMMITTEES

AUDIT & RISK

Independent Chair, Mayor and up to 7 elected members.

To assist the Council to exercise due care, diligence and skill in relation to the oversight of:

- The robustness of internal control framework.
- The integrity and appropriateness of external reporting, and accountability arrangements within the organization for these functions.
- The robustness of risk management systems, process and practices.
- Internal and external audit.
- Accounting practice and where relevant accounting policy.
- Compliance with applicable laws, regulations, standards and best practice guidelines for public entities; and
- The establishment and maintenance of controls to safeguard the Council's financial and non-financial assets.

LOCAL TRANSPORT

Up to 7 or 8 members

- To oversee the delivery, performance, and continuous improvement of all local transport operations and services including:
  - Roading
  - Walking and cycling infrastructure
  - Public transport and travel demand.
  - Local safety and transport innovation
- This committee will align closely and in cycle with the Regional Transport Committee to maintain regular oversight and decisions on delivery, maintenance, and funding of the local transport system.

INTERIM WATER

Independent Chair, and up to 7 or 8 members

- To provide strategic and operational oversight of Council's Three Waters services – drinking water, wastewater and stormwater.
- Ensure regulatory compliance (DWSNZ resource consents).
- Oversee infrastructure planning and renewal.
- Review performance and environmental outcomes.
- This committee will operate alongside the Wastewater Management Committee.

WASTEWATER

4 elected and 4 iwi members

- The establishment of this Committee is a requirement of the conditions of the resource consents for the upgrade and discharge of Gisborne's municipal wastewater.
- Ensure implementation, commissioning and monitoring of the wastewater treatment plant is carried out in accordance with the consent conditions.
- Monitor compliance with consent conditions and industry standards.
- Explore options for alternative wastewater use of disposal.
- Support research, monitoring, and projects to improve the mauri and water quality.
- Provide an annual report to the Chief Executive.

CHIEF EXECUTIVE PERFORMANCE

Mayor and Deputy Mayor and up to 3 elected members.

Oversees the performance of the Chief Executive in line with the performance agreement and his/ her ongoing relationship with the Council, and report regularly to the Council on his or her performance.

EMERGENCY

Mayor and Deputy Mayor

The Committee Chair whose portfolio aligns to the matter of urgency in the first instance or in the second instance is available.

In the event that the Committee Chair whose portfolio aligns to the matter of urgency is unavailable, any one (1) of the Core Committee Chairs will serve as the Alternate.

To determine matters within the authority of Council, or emergency legislation is enacted

BYLAWS SUBMISSION HEARINGS PANEL

6 elected members

- Conduct hearings under delegated authority applications relating to the matters required for determination by Council under legislation.
- To consider and hear submissions on Council bylaws.
- Meets as required.

CONDUCT REVIEW

Independent as required.

Conducts investigations and makes recommendations regarding Code of Conduct complaints.

JOINT COMMITTEES

LOCAL LEADERSHIP BODY (LLB)

Mayor, five Elected Members and six Iwi Representatives.

Its purpose is to:

(a) contribute to the sustainable management of the natural and physical resources in the LLB area for the use and enjoyment of present and future generations, while recognising and providing for the traditional relationship of Ngai Tāmanuhiri, Rongowhakaata, and Te Aitanga a Māhaki and Affiliates with their ancestral lands, water, sites, wāhi tapu, and other taonga; and

(b) to enable individuals and communities within the LLB area, as resources allow,—

(i) to provide for their social, economic, and cultural well-being; and

(ii) to achieve improved outcomes in respect of the environment; and

(c) to ensure that the Council is appropriately informed of its statutory obligations within the LLB area, including obligations in respect of Te Tiriti o Waitangi arising under the Local Government Act 2002 and the Resource Management Act 1991 and any other relevant enactment.

Established under the Ngai Tamanuhiri Settlement Act

JOINT MANAGEMENT AGREEMENT (JMA)

One member appointed by Council, one member appointed by Te Rūnanganui o Ngāti Porou and one Chairperson is agreed upon by both parties (or appointed by Council if no agreement is reached).

The Joint Management Agreement over the Waiapu Catchment, enables Council and Te Runanganui o Ngati Porou to jointly carry out the functions and duties under S36B of the Resource Management Act (RMA) and other legislation relating to all land and water resources within or affecting the Waiapu Catchment.

It builds on the work of the existing Waiapu Kōkā Hūhua partnership between the Council, Te Runanganui o Ngati Porou and the Ministry of Primary Industries to restore the Waiapu Catchment.

Council and Te Runanganui will make the following decisions jointly in accordance with this JMA:

- decisions on notified resource consent applications under section 104 of the RMA within the Waiapu catchment
- decisions on RMA planning documents under clause 10(1) of Schedule 1 of the RMA that affect the Waiapu catchment, including the Waiapu Catchment Plan
- decisions on private plan changes within or affecting the Waiapu Catchment

	Alder	Boros	Foster	Gibson	Gregory	Huriwai	Muir	Parata	Ria	Telfer	Thompson	Tibble	Tupara	Stoltz
Council	•	•	•	•	•	•	•	•	•	•	•	•	•	•
Sustainable Tairāwhiti / Toitu Tairāwhiti	•	•	•	•	•	•	•	•	•	•	•	•	•	•
Finance & Performance / Whakahaere Pūtea me Ona Hua	•	•	•	•	•	•	•	•	•	•	•	•	•	•
Environment & Communities / Ngā Whakamahi-Te Taiao me Ngā Hapori	•	•	•	•	•	•	•	•	•	•	•	•	•	•
Audit & Risk / Ārai Tūraru me te Tātari Kaute – (Independent Chair)														
Regional Transport / Waka Whenua/Moana/Rangi ā Rohe														
Local Transport														
Interim Water Management Committee (Independent Chair)														
Wastewater Management / Whakahaere Waikino														
Civil Defence & Emergency Management Group / Kaiwhakahaere Ohotata Whakamaru Tūmatanui														
Bylaw Hearings														
Appointments / Whakarite Taunga Mahi	•	•	•	•	•	•	•	•	•	•	•	•	•	•
Chief Executive Performance Review / Arotakenga Mahi o te Tumu Whakarae														
Conduct Review / Arotakenga Whanonga														
District Licensing / Raihana a Rohe														
Emergency Committee														
Joint Management Agreement														
Local Leadership Body / Te Rāngai Rangatiri ā Rohe														

DRAFT - To be replaced 12 November 2025

Organisation / Committee	Status	Membership	Crs
Trust Tairāwhiti	Mayor as per the Trust Deed.	Mayor	
Citizens Civic Awards	Council Policy that membership be the Mayor plus three elected members.	Mayor plus three Crs	
Creative Communities	One councillor to be appointed to the funding allocation panel.	One Cr	
Maraetaha Joint Steering Group	Two elected members to be appointed.	Two Crs	
LGNZ Regional Sector	Membership is the Mayor but there is discretion to appoint a Councillor to attend quarterly meetings.	Mayor	
LGNZ Rural and Provincial Sector	Membership is the Mayor but there is discretion to appoint a Councillor to attend quarterly meetings.	Mayor	
LGNZ Zone 3	Membership is the Mayor, can nominate an elected member to attend if unable to.	Mayor	
Sister Cities	The Memorandum of Understanding states under Council responsibilities: Delegate two elected members with portfolio responsibility for Sister Cities.	Two Crs	
Tairāwhiti Positive Ageing Trust	One elected member.	One Cr	
***Tairāwhiti Youth Council – (To be established)**	Elected members who have a focus on youth and the environment as mentors. ***To be established**		
Walter McLean Trust	Administered by the Public Trust Office. The Deed provides for the Mayor to be the representative, is likely to commence again in 2023.	Mayor	
Disaster Relief Trust	Mayor and one elected member to be the representatives with two staff members.	Mayor and one Cr	
Waste Minimisation Steering Group	Two elected member. Meets month for 1.5 hours	Two Crs	
Indoor Stadium Development Governance Group	One elected member	One Cr	
Regional Destination Management Plan Governance Advisory Group	One elected member. Ongoing convened by Trust Tairawhiti	One Cr	
****Eastwood Hill**	**Mayor to meet with the Eastwood Hill Group in 2026 to establish a Councillor on this board	TBC – 2026	
****YMCA**	**Mayor to meet with the YMCA in 2026 to establish a Councillor on this board	TBC – 2026	
Taruheru Pathway Steering Group	Tapuwae Trails Trust/ GDC partnership in the development of the Taruheru Walkway/ Cycleway	One Cr	
Whitirora	Ōne elected member	One Cr	
Tairāwhiti Adventure Trust	One elected member	One Cr	

DRAFT - To be replaced 12 November 2025

Te Kaunihera o Te Tairāwhiti
GISBORNE
DISTRICT COUNCIL

Instrument of Statutory Delegation

General Delegation to Chief Executive, and Delegations under Resource Management Act 1991 and Local Government (Rating) Act 2002

By resolution at a meeting on **30 October 2025** the Gisborne District Council:

1. Delegated to its Chief Executive all responsibilities, functions and powers to act on any matter, excluding those matters in respect of which delegation is prohibited by legislation; and

2. Delegated specific powers and functions under the Resource Management Act 1991 (RMA), and the Local Government (Rating) Act 2002 (LGRA), to the officers specified alongside those powers and functions in Schedules 1 and 2 of this Instrument; and

3. Determined not to impose any conditions, limitations, restrictions or prohibitions in the delegations; and

4. Revoked all previous statutory delegations to the Chief Executive, and all delegations to other officers under the RMA and LGRA.

These delegations are made under clauses 32 and 32A of Schedule 7 of the Local Government Act 2002.

For the avoidance of doubt, the delegation to the Chief Executive includes the ability to issue warrants to enforcement officers and to affix the seal.

The General Principles of Delegation set out below apply to these delegations.

General Principles of Delegation

Acting

Functions or powers delegated to holders of an office may be exercised by a person who has been appointed to act in the office.

Changes to team or office name

A specified office or class of office includes an office that carries the same, or substantially the same responsibility as the specified office and is intended to replace, or substantially replace the specified office.

Other parties able to act

The delegation of authority does not prevent another authorised party from exercising the function, power or duty. For example, the Chief Executive may refer a matter to the Council or a Committee for decision.

Non-discretionary duties

The Schedules list only those functions, powers and duties or which involve discretionary decision-making. All staff have authority to perform non-discretionary duties (those not listed) on behalf of the Council, within the general scope of their role.

Expectations

In exercising the delegated authority, the delegates are expected to:

1. act in accordance with their Financial Delegations and within budgetary constraints.
2. comply with Council policies and procedures relating to the exercise of the functions and powers.

For the avoidance of doubt, these expectations are not intended as legal conditions or limitations in the scope of the powers delegated.

Council resolution confirmed by:

_____

Rehette Stoltz

Mayor

Date: October 2025

Schedule 1

Delegations under the Resource Management Act 1991

Key

BSM	Building Services Manager
BTL	Biosecurity Team Leader
CAM	Cultural Activities Manager
CARM	Community Assets and Resources Manager
CCTL	Consents Coordination Team Leader
RCM	Resource Consents Manager
RMCM	Resource Management Compliance Manager
DEMP	Director Engagement and Māori Partnerships
DIPP	Director Internal Partnerships and Protection
DLC	Director Liveable Communities
DLL	Director Lifelines
DP	Duty Planner
DSF	Director Sustainable Futures
EHTL	Environmental Health Team Leader
EMSM	Environmental Monitoring and Science Manager
FWIM	Four Waters Infrastructure Manager
ICM	Integrated Catchments Manager
IRCP	Intermediate Resource Consents Planner
JIM	Journeys Infrastructure Manager
JOM	Journeys Operations Manager
LSM	Liveable Spaces Manager
MCTL	Monitoring and Compliance Team Leader
PA	Principal Advisor, Environmental Services and Protection
PP	Principal Planner
SPM	Strategic Planning Manager
SCP	Senior Consents Planner
TLRC	Team Leader Resource Consents
WM	Water Manager

Delegation to Hearings Panels or Commissioners

From time to time, the Chief Executive or Directors holding the relevant delegation may appoint, on a case-by-case basis:

- a Hearings Panel comprising a chairperson and/or independent commissioners; or
- an independent commissioner to determine the matter alone.

The Council delegates to any such Hearings Panel or decision-maker all functions and powers necessary or desirable to carry out the role and purpose for which they are appointed.

Delegations to officers

Note that the Council has delegated all of the powers and functions listed below to the Chief Executive, in addition to the listed officers.

Section	Summary of function or power	Delegates
s 10(2)	Decision on application for extension of existing use rights	DSF, RCM, RMCM, BSM, PP, TLRC

s 34A(1)	Appointment of Hearing Commissioners (not power of delegation)	DSF, (Expectation of consultation with CE)
s 36(5) to (7) and 36AA	Power to set additional charges, provide estimates, and make decisions on non-performance pending payment of charge.	DSF, DIPP, SPM, RCM, RMCM, PA, BSM, TLRC
s 36AAB	Powers to remit the whole or part of any charge, and to not commence or continue processing resource consent applications or private plan change applications if insufficient money has been paid as required by Council's schedule of charges	DSF, DIPP, DCL, SPM, RCM, RMCM, RCTL. TLRC
s 37	Waive requirements or extend time limits.	DSF, SPM, RCM, RMCM, BSM, PP, SCP, IRCP, TLRC
s 38	Authorisation and warranting of enforcement officers (including ability to affix seal)	DIPP
s 41B	Directions to provide evidence within time limits	DSF, SPM, RCM, PP, TLRC
s 41C	Directions and requests before hearing	DSF, SPM, RCM, PP, TLRC
s 41D	Strike out a submission	DSF, SPM, RCM, PA, PP, TLRC
s 42	Order to protect sensitive information	DSF, DIPP, RCM, RMCM, BSM, SPM, PP, TLRC
s 42A	Require or commission a report	DSF, DIPP, RCM, RMCM, SPM, BSM, TLRC
s 42A(5)	Waive requirement to send officer report	DSF, RCM, BSM, SPM, PP, TLRC
s 44A	Local Authority recognition of national environmental standards	DSF, SPM, PP, TLRC
s 58	If so directed by a national planning standard, power to amend any planning document.	DSF
s 80A	Powers and functions relating to the Freshwater Planning Process	DSF, SPM
s 86D(2)	Make application to Environment Court for a rule to have legal effect	DSF, SPM
s 87BA	Power to decide and give notice on boundary activities	DSF, DIPP, RCM, RMCM, CSS, SPM, PP, TLRC
s 87BB	Power to decide and give notice on deemed marginal or temporary permitted activities	DSF, RCM, SPM, PP, BSM, TLRC
s 87E	Decision to return, decline or grant a request to transfer an application for resource consent or application for a change or cancellation of consent condition to the Environment Court	DSF
s 87F	Prepare a report and suggest conditions to the Environment Court.	DSF, RCM, SPM, PP, TLRC
s 88	Determine that an application for resource consent is incomplete and provide reasons	DSF, RCM, BSM, SPM, PP, SCP, IRCP, DP, CCTL, TLRC
S 88BA	Extend time limit for a wood processing activity or specified energy activity	DSF, RCM
S 88H	Power to exclude time periods relating to non-payment of administrative charges	DSF, DIPP, RCM, RMCM, SPM, PP, BSM, TLRC
s 91	Deferral of application pending additional applications	DSF, RCM, BSM, SPM, PP, TLRC

s 91F	Return or continue to process a suspended application	DSF, RCM, BSM, SPM, PP, SCP, IRCP, DP, CCTL, TLRC
s 92(1)	Requirement for further information from applicant	DSF, RCM, BSM, SPM, PP, SCP, TLRC
s 92(2)	Commission a report in relation to an application	DSF, P, RCM, BSM, SPM, PP, TLRC
s 92A	Set time limit for applicants to provide information.	DSF, RCM, BSM, PP, TLRC
S 92AA	Return application as incomplete following failure to respond	DSF, RCM, PP, SCP, IRCP, TLRC
s 92B	Decide to consider an application under s 104 where applicant has not agreed to commissioning of report	DSF, RCM, SPM, PP, BSM, SCP, TLRC
s 95, ss 95A to 95G	Powers to make all relevant determinations	DSF, RCM, SPM, PP, BSM, TLRC
s 97(4)	Adopt an earlier closing date	DSF, RCM, BSM, SPM, PP, TLRC
s 99(1) to (3)	Arrange pre-hearing meetings for the purpose of clarifying, mediating or facilitating resolution of any matter or issue.	DSF, RCM, RMCM, BSM, SPM, PP, TLRC
s 99(4)	The authority to decide if staff who have the power to make a decision on an application may attend and participate in a pre-hearing meeting.	DSF, RCM, SPM, TLRC
s 99(8)	Decline to process an application or consider a submission.	DSF, RCM, SPM, PP, TLRC
s 99A	Powers relating to mediation	DSF, RCM, SPM, TLRC
s 100	Determination whether hearing necessary	DSF, RCM, SPM, BSM, TLRC
s 101	Fix hearing date, time and place	DSF, RCM, SPM, PP, BSM, TLRC
s 102(1)	Determination for a joint hearing	DSF
s 103	Determination not to hold a combined hearing	DSF
ss 104, 104A to 104D, 105 to 108, 405A, 406, 407, 409	Decisions on applications for resource consents that are not notified, or for which no hearing is to be held.	DSF, RCM, SPM, PP, BSM, SCP, TLRC
s 109	Make decisions in relation to bonds or covenants	DSF, DIPP, RCM, RMCM, BSM, SPM, TLRC
s 110	Power to authorise refund of money when activity does not proceed	DSF, DIPP, RCM, RMCM, SPM, TLRC
s 114	Decisions relating to notification of decision	DSF, RCM, BSM, SPM, PP, TLRC
S 123B	Determine duration of consent for renewable energy and long-lived infrastructure (for non-notified consents	DSF, RCM, SPM, PP, BSM, SCP, TLRC
s 124	Decision as to whether operations can continue under original resource consent pending determination of replacement consent	DSF, DIPP, RCM, RMCM, BSM, SPM, PP, TLRC
s 125	Decision whether to extend period before a resource consent lapses	DSF, RCM, SPM, TLRC
s 126	Cancellation of consents unexercised for more than five years	DSF, DIPP, RCM, RMCM, SPM, TLRC

s 127 & 149Z	Decision on an application to change or cancel a resource consent condition	DSF, RCM, SPM, PP, BSM, TLRC
s 128 to 132	Initiate, approve and determine review of consent conditions	DSF, RCM, SPM, PP, BSM, TLRC
s 132(3) & (4)	Determine resource consent should be cancelled.	DSF, DIPP
s 133A	Correct minor mistakes or defects in a resource consent	DSF, DIPP, RCM, RMCM, BSM, SPM, PP, TLRC
s 136	Authority to approve transfer of water permits	DSF, RCM, SPM, PP, BSM, TLRC
s 137	Authority to approve transfer of discharge permits	DSF, RCM, SPM, PP, BSM, TLRC
s 138	Decision to accept or refuse part or full surrender of a resource consent	DSF, DIPP, RCM, RMCM, SPM, PP, TLRC
s 138A	Consider special provisions relating to coastal permits for dumping and incineration	DSF, RCM, SPM, PP, TLRC
s 139	Issue of certificate of compliance	DSF, RCM, SPM, PP, BSM, TLRC
s 139A	Issue existing use certificate	DSF, RCM, SPM, PP, BSM, TLRC
s 142 to 149ZD	All powers and function of the Council in Part 6AA Proposals of National Significance Request Minister call in a matter lodged with the Council	DSF
s 149G	Prepare a report on the key planning issues on a resource consent application that has been called in	DSF, RCM, BSM, CSS, SPM, PP, TLRC
s 165D	Refuse to receive an application for a coastal permit	DSF, RCM, SPM, PP, TLRC
s 165E(2)	Determination of an application for a coastal permit	DSF
s 165L	Request Minister to approve allocations of authorisations for space	DSF
s 165O	Request Minister to revoke or amend an approval to use a public tender	DSF
ss 165X to 165ZFE	Powers relating to authorisations and applications for coastal permits	No delegation to officers
S 165ZZB to 165ZZK	Powers relating to the review of coastal permits	DSF, RCM, SPM, PP, BSM, SCP, TLRC
ss 168A & 149Z	Determine whether to notify notice of requirement for designation	DSF, RCM, BSM, SPM, PP, TLRC
s 169	Process Notice of Requirement to Council.	DSF, RCM, BSM, SPM, PP, TLRC
s 171	Recommendation on Notice of Requirement to Council when:	DSF, RCM, SPM, PP, BSM, TLRC
	• No submissions have been received, or	
	• No request is made for a hearing, or	
	• The need for a hearing has been averted by all submitters giving written agreement with conditions of consent proposed, and therefore they no longer want to be heard	

s 174	Appeal decisions on Notices of Requirement (not Councils)	DSF, RCM, SPM, TLRC
s 176A	Powers in relation to Outline Plan	DSF, RCM, BSM, SPM, PP. TLRC
ss 181& 149Z	Alteration of designation	DSF, RCM, BSM, SPM, PP, TLRC
s 182(5)	Decline to remove part of a designation	DSF, RCM, BSM, PP, SPM, TLRC
s 184	Determination that lapsing time for designation can be extended beyond five years	DSF, RCM, BSM, PP, CSS, SPM, TLRC
s 184a	Determination that lapsing time for Council's own designation can be extended beyond five years	DSF, RCM, BSM, PP, SPM, TLRC
s 186(4)	Consent for setting apart of Council held land for work of a network utility operator – (asset management)	DSF
ss 189A, 190, 191, 149Z	Powers relating to notice of requirement for a heritage order.	DSF, RCM, PP, BSM, TLRC
s 193	Consent to do anything that would wholly or partly nullify the effect of a heritage order (where Council is the relevant heritage protection authority)	No delegation to officers
s 195A & 149Z	Alter heritage order (applies to both applications to and those by Council)	DSF, RCM, BSM, PP, SPM, TLRC
s 198C	Determine request	DSF, RCM, BSM, PP, SPM, TLRC
s 198D	Prepare and serve report on requirement	DSF, SPM, CM
s 198E(4)	File s 274 notice in respect of a notice of motion lodged with the Environment Court	DSF, SPM, CM
s 198H	Decision to refer a requirement to the Environment Court for decision	DSF, SPM, CM
s 198J & 198M	Determine requirement; Prepare report and suggested conditions; and Serve submitters	DSF, SPM, CM
s 198K	Lodge and serve notice of motion and supporting affidavit with the Environment Court	DSF, SPM, CM
s 205	Authority to make submissions on a proposed water conservation order	DSF
s 209	Authority to make submissions to the Environment Court on a proposed water conservation order	DSF
S 217K	Appoint a certifier or auditor	DIPP, CMEM
S 217I(2)	Functions relating to Freshwater Farm Plans (including power to require information from approved industry organisation)	DIPP, DSF, CMEM, Enforcement Officers
s 221	Issue, vary or cancel consent notice	DSF, RCM, BSM, PP, TLRC
s 222	Allowing a bond binding the owner to complete work or make a financial contribution as required by condition of subdivision consent	DSF, RCM, BSM, PP, TLRC
s 223	Approval or declining of survey plan and issue a certificate that a survey plan has been approved	DSF, RCM, BSM, PP, TLRC, SCP
s 224(c)	Issue a completion certificate that all conditions of a subdivision consent are complied with	DSF, RCM, BSM, PP, TLRC, SCP

s 224(f)	Sign certificate for purpose of s 224(f)	DSF, RCM, BSM, PP, TLRC, SCP
s 226(1)(e)	Issue a certificate confirming allotments are in accordance with provisions of district plans and statutory documents	DSF, RCM, BSM, PP, TLRC
s 234	Vary or cancel instrument creating esplanade strip	DSF, RCM, BSM, SPM, PP, TLRC
s 235	Creation of esplanade strip by agreement	DSF, RCM, BSM, SPM, PP, TLRC
s 237	Approval of survey plans where esplanade reserves or esplanade strips required	DSF, RCM, BSM, PP, TLRC
s 237B	Agreement to acquire easement for access strip	DSF, RCM, BSM, PP, TLRC
s 237C	Closure of strips to public	DSF, DIPP, RCM, RMCM, BSM, PP, TLRC
s 237D	Transfer of esplanade reserve to the Crown	CE only
s 237H(2)	Acceptance or objection to registered valuer's determination of compensation	DSF
s 240, 241, 243	Powers relating to conditions as to amalgamation of land and easements	DSF, RCM, BSM, PP, TLRC
s 245	Approve survey plans for reclamation	DSF, RCM, RMCM, BSM, PP, TLRC
s 274	Give notice of intention to become party to proceedings	DSF, DIPP (Expectation of consultation with CE)
s 294	Application to Environment Court to order a rehearing of proceedings by the Court	DSF, DIPP (Expectation of consultation with CE)
s 299, 300	Initiate and file notice of appeal to High Court	DSF, DIPP (Expectation of consultation with CE)
s 308G	Commence proceedings for declaration person/persons in contravention of Part 11A	DSF, DIPP (Expectation of consultation with CE)
s 308I	Commence proceedings for damages in the High Court	DSF, DIPP (Expectation of consultation with CE)
s 311	Application to Environment Court for declaration	DSF, DIPP
s 316	Application to Environment Court for enforcement order	DIPP, CMEM
s 320	Application to Environment Court for interim enforcement order	DIPP, CMEM
s 325A	Cancellation or change of Abatement Notice	DIPP, RMCM, MCTL
s 329	Issue of water shortage directions	DSF, DIPP, RCM, CMEM
s 330	Authority to take preventative or remedial action where adverse environmental effects, or a sudden event likely to cause loss of life, injury or serious damage to property, threatens any public work for which Council has financial responsibility, or any natural or physical resource or areas	DSF, DIPP, RCM, RMCM, BSM, SPM, DLC, DCL, ICM, FWIM, WM, JIM, JOM, CARM, LSM, CAM, MCTL, SCP, TLRC
s 331	Seek an enforcement order from Environment Court to recover costs	DIPP
s 332	Authorise entry by enforcement officer	DSF, DIPP, RCM, RMCM, CMTL, BSM, TLRC

s 334	Application for warrant for entry for search	DSF, DIPP, RCM, RMCM, BSM, CMTL, Enforcement Officers
s 336(2)	Determination on return of property seized under ss 323 and 328	DSF, DIPP, RCM, RMCM, MCTL, EHTL
s 338	Decide whether to commence a prosecution for an offence	DIPP, CMEM (Expectation of consultation with CE)
s 343C	Decide whether or not to commence proceedings for an infringement offence	DIPP, CMEM
s 353	Extension of period fixed	DSF, RCM, RMCM, BSM, SPM, TLRC
s 355	Application for vesting of reclaimed land in Council	DSF
s 357 & 357D	Authority to consider any objection to an officer's decision when the objection can be wholly upheld or agreement is reached with applicant on partial upholding of the objection.	DSF, RCM, RMCM, BSM, TLRC
s 388	Request for information regarding exercise of resource consent	DSF, DIPP, RCM, RMCM, BSM, SPM, PP, TLRC
1st sch cl 3	Determining who to consult	DSF, SPM
1st sch cl 4	Respond as to whether the Council requires the designation to be included in that district's proposed plan, with or without modification.	DSF, SPM
1st sch cl 4a	Power to provide copies of planning documents to iwi and determine time for advice	DSF, SPM
1st sch cl 6	Make a submission	DSF, SPM
1st sch cl 5, 5A and 11	Determining which persons are directly affected and so need to be notified	DSF, SPM
1st sch cl 7	Power to summarise submissions made in respect of a policy statement or plan or a change or variation thereto.	DSF, SPM
1st sch cl 8	Make a further submission	DSF, SPM
1st sch cl 8AA	Resolution of disputes	DSF, SPM
1st sch cl 10	Power to publicly notify decisions on provisions and matters raised in submissions	DSF, SPM
1st sch cl 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)	DSF, SPM
1st sch cl 11	Power to decide which landowners or occupiers are directly affected by the Council's decisions under Clause 9(2).	DSF, SPM
1st sch cl 16	Minor amendment of proposed policy statement or plan	DSF, SPM
1st sch cl 20A	Minor correction of operative policy statement or plan	DSF, SPM
1st sch cl 23	Requirement to provide further information and commissioning of reports (private plan changes)	DSF, SPM
1st sch cl 24	Modify request for plan change	DSF, SPM
1st sch cl 32	Power to certify as correct material incorporated by reference into plan following decision	DSF, SPM

1st sch cl 37	Submit freshwater planning documents and give nominations	DSF
1st sch cl 52(5)	Power to publicly notify decisions on recommendations from the freshwater hearings panel	DSF
1st sch cl 54	Notify the Chief Freshwater Commissioner of variations to freshwater planning instruments	DSF
1st sch cl 88 and 90	Power to publicly notify Minister's decisions under the streamlined planning process	DSF, SPM
Tairāwhiti Resource Management Plan	Powers and functions relating to Farm Environment Plans	DSF, DIPP, RCM, EMSM
Tairāwhiti Resource Management Plan	Powers and functions relating to Wetland Management Plans	DSF, DIPP, RCM, EMSM
Severe Weather Emergency Legislation Act 2023 (SWERLA)	Powers and functions relating to Resource Management Act 1991 under SWERLA	DSF, DIPP, DLC, DLL, DEMP, RCM, RMCM, MCTL, TLRC

Schedule 2

Delegation to Officers under the Local Government (Rating) Act 2002

Key

CFO	Chief Financial Officer
FM	Finance Manager
RTL	Revenue Team Leader
RA	Revenue Accountant

Note that the Council has delegated all of the powers and functions listed below to the Chief Executive, in addition to the listed officers.

Section	Summary of function or power	Delegates
s 28(3)	Determine a fee for being supplied a copy of Rating Information Database data.	CFO, FM, RTL
s 63	Power to commence court proceedings for the recovery of rates that are in default	CE only
s 67	Power to commence rating sale or lease provisions	CE only
s 72	Consent to sell or lease by private treaty.	CE only
ss 77 to 83	Powers relating to the sale of abandoned land	CE only
s 85	Remit rates	CFO, FM, RTL, RA
s 87	Postpone requirement to pay rates	CFO, FM, RTL, RA
s 90(1) and (4)	Register a notice of charge or notice of release of charge on a rating unit if requirement to pay rates has been postponed under s 87(1)	CE only
ss 99 and 108	Apply to the Maori Land Court to obtain a charging order to administer the land for the purpose of recovering the rates. Conditional on consultation with the Chief Executive.	CE only
s 114	Remit rates on Maori freehold land	CFO, FM, RTL, RA
S 114A	Remit rates on Māori freehold land under development	CFO, FM, RTL
s 115	Postpone requirement to pay rates on Maori freehold land	CFO, FM, RTL, RA
s 117N(2)	Power to cancel election for lump sum contribution payment or recover amount owing in a situation of late or non-payment	CFO, FM, RTL
s 135	Power to sign documents as correct copies for legal proceedings.	CFO, FM, RTL

Te Kaunihera o Te Tairāwhiti
GISBORNE
DISTRICT COUNCIL

25-192

Title:	**25-192 Meeting Schedule 2025**
Section:	Democracy & Support Services
Prepared by:	Julian Rangihuna-Tuumuli - Democracy & Support Services Manager
Meeting Date:	Wednesday 12 November 2025

Legal: Yes	Financial: No	Significance: **Low**

Report to COUNCIL/TE KAUNIHERA for decision

PURPOSE - TE TAKE

The purpose of this report is to present to Council a meeting schedule (**Attachment 1**) for the balance of the 2025 year for adoption.

SUMMARY - HE WHAKARĀPOPOTOTANGA

Council is required to adopt a Schedule of Meetings for the calendar year.

This report seeks to adopt the meeting schedule for the balance of the 2025 year. The meeting schedule for 2026 will be presented at the 11 December 2025 Council Meeting.

The decisions or matters in this report are considered to be of **Low** significance in accordance with the Council's Significance and Engagement Policy.

RECOMMENDATIONS - NGĀ TŪTOHUNGA

That the Council/Te Kaunihera:

1. **Adopts the meeting schedule appended as Attachment 1 for the remainder of the 2025 year.**

Authorised by:

Anita Reedy-Holthausen - Director Engagement & Maori Partnerships

Keywords: meeting schedule, 2025 meeting year, committees of council, 2025, council

ATTACHMENTS - NGĀ TĀPIRITANGA

1. Attachment 1 - 2025 Councillors Meeting Calendar (7) [**25-192.1** - 1 page]

.

2025 COMMITTEE MEETINGS

NOVEMBER

SAT 1	
SUN 2	
MON 3	
TUES 4	
WED 5	
THUR 6	
FRI 7	
SAT 8	
SUN 9	
MON 10	
TUES 11	
WED 12	**COUNCIL**
THURS 13	
FRI 14	
SAT 15	
SUN 16	
MON 17	
TUES 18	**ENVIRONMENT & COMMUNITIES**
WED 19	**FINANCE & PERFORMANCE**
THURS 20	
FRI 21	
SAT 22	
SUN 23	
MON 24	
TUES 25	
WED 26	**LOCAL TRANSPORT – REGIONAL TRANSPORT**
THURS 27	**CIVIL DEFENCE EMERGENCY MANAGEMENT**
FRI 28	
SAT 29	
SUN 30	

DECEMBER

MON 1	
TUES 2	
WED 3	**AUDIT & RISK**
THURS 4	**WASTEWATER MANAGEMENT – INTERIM WATER MANAGEMENT**
FRI 5	
SAT 6	
SUN 7	
MON 8	
TUES 9	
WED 10	
THURS 11	**COUNCIL**
FRI 12	
SAT 13	
SUN 14	
MON 15	
TUES 16	
WED 17	
THURS 18	
FRI 19	
SAT 20	
SUN 21	
MON 22	
TUES 23	
WED 24	
THURS 25	CHRISTMAS DAY
FRI 26	BOXING DAY
SAT 27	
SUN 28	
MON 29	
TUES 30	
WED 31	

Te Kaunihera o Te Tairāwhiti
GISBORNE
DISTRICT COUNCIL

25-250

Title:	**25-250 Local Government Funding Agency - Annual Meeting**
Section:	Principal Financial Advisor
Prepared by:	Lucy Gibson - Principal Financial Advisor
Meeting Date:	Wednesday 12 November 2025

Legal: No	Financial: Yes	Significance: **Low**

Report to COUNCIL/TE KAUNIHERA for decision

PURPOSE - TE TAKE

The purpose of this report is to inform the Council of the 2025 New Zealand Local Government Funding Agency Annual Meeting and appoint a proxy and alternate to vote at the Annual Meeting.

SUMMARY - HE WHAKARĀPOPOTOTANGA

The New Zealand Local Government Funding Agency Limited ("Company" or "LGFA") has given notice that the 2025 Annual Meeting of shareholders will be held at the Bolton Hotel, 11 Bolton Street, Wellington on 18 November 2025 commencing at 3:00pm.

Council as a shareholder is entitled to attend and vote at the Annual Meeting and entitled to appoint a proxy to attend and vote instead. Shareholders will be voting on:

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.

ELECTION OF COMPANY DIRECTORS

In accordance with the Shareholders Agreement ("SHA"), Helen Robinson retires by rotation and being eligible, offers herself for re-election as an Independent Director.

In addition, Paul Anderson has been nominated by Bay of Plenty Regional Council to the Independent Director position made available by the retirement of Linda Robertson.

ELECTION OF NOMINATING LOCAL AUTHORITIES TO THE SHAREHOLDERS' COUNCIL

In accordance with the SHA, Christchurch City Council and Tasman District Council retire by rotation. Following the retirement of Christchurch City Council and Tasman District Council there are currently two positions available.

Christchurch City Council and Tasman District Council being eligible, offer themselves for re-election.

The decisions or matters in this report are considered to be of **Low** significance in accordance with the Council's Significance and Engagement Policy.

RECOMMENDATIONS - NGĀ TŪTOHUNGA

That the Council/Te Kaunihera:

1. **Agrees that the proxy vote in favour of the following proposals which require Ordinary Shareholders Resolution:**
    a. **To re-elect Helen Robinson as an Independent Director.**
    b. **To elect Paul Anderson as an Independent Director.**
    c. **To re-elect Christchurch City Council as a Nominating Local Authority to the Shareholders' Council.**
    d. **To re-elect Tasman District Council as a Nominating Local Authority to the Shareholders' Council.**

Authorised by:

Nedine Thatcher Swann - Chief Executive
Pauline Foreman - Chief Financial Officer

Keywords: 2025 new zealand local government funding agency, annual meeting, LGFA

BACKGROUND - HE WHAKAMĀRAMA

1. The Local Government Funding Agency (LGFA) is a registered financial institution regulated by the Reserve Bank. It was established to provide Councils with an improved approach to cost-effective long-term debt. Gisborne District Council is a member of the LGFA as a shareholder and guarantor and sources majority of its borrowing through LGFA.

2. The Local Government Funding Agency (LGFA) is a Council-Controlled Organisation (CCO). It is owned 20% by the New Zealand Government and 80% collectively by 30 local authorities. Gisborne District Council holds 200 shares or 0.4% of the 45 million ordinary shares on issue and joined the scheme in November 2012.

3. The LGFA has given notice that the 2025 annual meeting (AM) of shareholders of LGFA will be held in Wellington on 18 November 2025 at 3:00pm **Attachment 1 – Notice of LGFA Annual Meeting.**

4. The Shareholders' Council has considered the annual meeting (AM) material and has made recommendations to help with decision-making prior the meeting **Attachment 2 – 2025 LGFA Shareholders' Recommendations Letter to Shareholders for 2025 AGM.**

5. The role of the Shareholders' Council as per the Shareholders' Agreement (SHA) includes requirements to:

   - Make recommendations to Shareholders about the appointment, removal, re-election, replacement and remuneration of Directors.
   - Make recommendations to Shareholders about any matters which require the approval of Shareholders.

DISCUSSION and OPTIONS - WHAKAWHITINGA KŌRERO me ngā KŌWHIRINGA

Financial Statements and Auditors Report for the year ended 30 June 2025

6. The financial statements and Auditors report for LGFA for the year ended 30 June 2025 are attached in **Attachment 4 - LGFA Annual Report for the year ended 30 June 2025** along with a cover letter to Shareholders in **Attachment 3 – Annual Report 2024-25 Cover Letter to Shareholders**.

7. The Shareholders Council notes the strong financial performance of LGFA which achieved:

   - A net profit of $19m was achieved compared to $10.05m for the previous year. Total operating income was higher, and operating expenses reported as $16.7m were lower than the Statement of Intent (SOI) forecast.
   - Achievement of 17 out of 21 SOI performance objectives.

- Sector borrowing fell short of forecasts, missing SOI targets for total loans, market share, and sustainable loan growth.
    a. Long-term lending: Councils borrowed $4.16 billion during the year, mainly refinancing 2025 loans and funding infrastructure. This made up about 75% of all council long-term borrowing.
    b. Short-term lending: Demand remained strong, with $1.05 billion outstanding to 44 members on 30 June 2025. This was up 77% from $597 million to 37 members the previous year.
- In addition, LGFA broadened its funding base with the establishment of a European Medium-Term Notes programme, negotiated a refreshed Crown Liquidity Facility, improved its credit profile under S&P methodology, and enabled lending to new water Council-Controlled Organisations.
- The Shareholders' Council recommends adoption of the Financial Statements and Auditor's Report.

Election of Company Directors

8. 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:
    - 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)
    - Elena Trout (Independent Director)
9. Linda Robertson and Helen Robinson are retiring at this meeting and Helen Robinson being eligible, offers herself for re-election. In addition, Paul Anderson offers himself for election.
10. The Shareholders can appoint at least one Independent Director and up to two Directors in total to the Board. Biographies have been provided by candidates and are attached in **Attachment 1 – Notice of LGFA Annual Meeting November 2025.**
11. The Shareholders' Council has considered the nominations for election of company directors in the light of the skills required for the LGFA Board. These considerations are attached in **Attachment 2 - 2025 LGFA Shareholders' Recommendations Letter to Shareholders for 2025 AGM**. The Shareholders' Council has made the following recommendations:
    - Helen Robinson is re-elected as an Independent Director for a further term.
    - Paul Anderson is elected as an Independent Director for a three-year term.

Election of Nominating Local Authorities to the Shareholders Council

12. In accordance with clause 4.6 of the Shareholders' Agreement (SHA), two Nominating Local Authorities retire from office at each Annual Meeting by rotation. At the 2025 AM, Christchurch City Council and Tasman District Council shall retire by rotation.

13. Christchurch City Council offers itself for re-election, with its primary representative Steven Ballard – Group Treasurer.

14. Tasman District Council offers itself for re-election, with its primary representative Leonie Rae – Chief Executive.

15. There have been no other nominations to the Shareholders' Council. The Shareholders' Council recommends:

    - The re-election of Christchurch City Council; and
    - The re-election of Tasman District Council.

ASSESSMENT of SIGNIFICANCE - AROTAKENGA o NGĀ HIRANGA

Consideration of consistency with and impact on the Regional Land Transport Plan and its implementation
Overall Process: **Low** Significance
This Report: **Low** Significance

Impacts on Council's delivery of its Financial Strategy and Long Term Plan
Overall Process: **Low** Significance
This Report: **Low** Significance

Inconsistency with Council's current strategy and policy
Overall Process: **Low** Significance
This Report: **Low** Significance

The effects on all or a large part of the Gisborne district
Overall Process: **Low** Significance
This Report: **Low** Significance

The effects on individuals or specific communities
Overall Process: **Low** Significance
This Report: **Low** Significance

The level or history of public interest in the matter or issue
Overall Process: **Low** Significance
This Report: **Low** Significance

16. The decisions or matters in this report are considered to be of **Low** significance in accordance with Council's Significance and Engagement Policy.

TANGATA WHENUA/MĀORI ENGAGEMENT - TŪTAKITANGA TANGATA WHENUA

17. There is no tangata whenua/māori engagement required specifically relating to the matters arising from this report.

COMMUNITY ENGAGEMENT - TŪTAKITANGA HAPORI

18. The matters arising in this report do not require community engagement.

CLIMATE CHANGE – Impacts / Implications - NGĀ REREKĒTANGA ĀHUARANGI – ngā whakaaweawe / ngā ritenga

19. The matters arising in this report do not have any impact on climate change.

CONSIDERATIONS - HEI WHAKAARO

Financial/Budget

20. There are no financial implications relating to this matter

Legal

21. There are no legal implications relating to this matter.

POLICY and PLANNING IMPLICATIONS - KAUPAPA HERE me ngā RITENGA WHAKAMAHERE

22. The matters in this report do not have any impact on Council's policies or plans.

RISKS - NGĀ TŪRARU

23. The key risks identified for LGFA relate to funding and refinancing, interest rate exposure, lending to councils and council-controlled organisations, foreign currency exposure, and liquidity management. These are actively monitored and mitigated through the LGFA's Foundation Policies, Treasury Risk Management Framework, and ongoing oversight by the Board and the Audit and Risk Committee.

24. There are no new risks associated with the matters in this report.

NEXT STEPS - NGĀ MAHI E WHAI AKE

Date	Action/Milestone	Comments
18 November 2025	LGFA Annual Meeting	Shareholders vote on the election of Directors and Local Authorities to the Shareholders Council

ATTACHMENTS - NGĀ TĀPIRITANGA

1. Attachment 1 - Notice of LGFA Annual Meeting November 2025 [**25-250.1** - 5 pages]
2. Attachment 2 - 2025 LGFA Shareholders Recommendations letter to shareholders for 2025 AGM [**25-250.2** - 3 pages]
3. Attachment 3 - Annual Report 2024-25 Cover Letter to Shareholders [**25-250.3** - 1 page]
4. Attachment 4 - LGFA Annual Report for the year ended 30 June 2025 [**25-250.4** - 77 pages]

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

15 September 2025

The Shareholders
NZ Local Government Funding Agency Limited

Dear Shareholder.

The LGFA will hold its Annual Meeting (AM) on 18 November 2025. The Shareholders' Council has considered the material for the Annual Meeting and wishes to make recommendations to help with your decision making prior to the AM.

Our role (as per the Shareholders' Agreement) includes requirements to:

• Make recommendations to Shareholders about the appointment, removal, re-election, replacement and remuneration of Directors.

• Make recommendations to Shareholders about any matters which require the approval of Shareholders.

Our recommendations on the AM resolutions are as follows:

Resolutions 2 (a) and (b) – 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.

The biographies of Helen Robinson and Paul Anderson are attached as Appendix one to the Notice of Annual Meeting.

Regarding Director appointments, the Shareholders' Council considers there are core competencies that every Director should have, related to Governance, financial and commercial experience. There are a range of other skills and experience required that are achieved through the mix on the Board. Diversity in thinking and experience can be achieved by having a Board with a wide range of backgrounds and the Shareholders Council considers the skills matrix of the

Board in selecting preferred nominees.

Reappointment of Helen Robinson as an Independent Director
The Shareholder's Council supports the re-appointment of Helen Robinson for a second term. Helen has broad experience as a business leader with strong skills in technology and sustainability.

Appointment of Paul Anderson as an Independent Director
Paul Anderson was identified as the preferred candidate for nomination through a robust recruitment process conducted by a Nomination Panel made up of representatives from the LGFA Board and the LGFA Shareholders' Council.

The Panel concluded that Paul Anderson provided a valuable mix of core commercial and financial experience through his current role as CEO of NZSKI and previous corporate business finance roles as well as experience within the local and central government sectors. Paul is a Chartered Accountant and a Chartered Member of the Institute of Directors.

Paul's range of skills and experience will complement the existing skills of the Board and ensure ongoing strength across core financial and commercial areas of LGFA governance as some of our long-standing board members retire over the next few years.

Paul has strong stakeholder relationship capabilities and has good foundations for relationship building with central government as well as Local Government.

The Shareholders' Council recommends Helen Robinson is re-elected for a further term and Paul Anderson is elected as an independent director for a three-year term.

Resolutions 3 (a) and (b) – Appointment of Nominating Local Authorities to the Shareholders Council
Clause 4.6 of the SHA provides that the shareholders shall ensure that two Nominating local Authorities retire from office at the Annual Meeting each year. This year Christchurch City Council and Tasman District Council shall retire by rotation at this meeting.

Christchurch City Council offer themselves for re-election, with Primary representative Steven Ballard – Group Treasurer.

Tasman District Council offer themselves for re-election, with primary representative Leonie Rae – Chief Executive.

The Shareholders' Council recommends the re-election of Christchurch City Council and the re-election of Tasman District Council.

I trust you find this information helpful. Please contact me or one of the Shareholders' Council members below should you wish to discuss any matter relating to this letter or any other aspects of LGFA operations.

Contact details for the Shareholders Council representatives are as follows:

Chair: Kathryn Sharplin – Tauranga City Council - kathryn.sharplin@tauranga.govt.nz

Deputy Chair: Sarah Houston-Eastergaard – Wellington City Council - sarah.houston- eastergaard@wcc.govt.nz

Other Local Authority Members:

- Kumaren Perumal – Bay of Plenty Regional Council - kumaren.perumal@boprc.govt.nz
- Mike Drummond – Tasman District Council - mike.drummond@tasman.govt.nz
- Gary Connolly – Hamilton City Council – Gary.Connolly@hcc.govt.nz
- Andrew John – Auckland City Council - andrew.john@aucklandcouncil.govt.nz
- Steven Ballard – Christchurch City Council - steve.ballard@ccc.govt.nz
- Adele Henderson – Western Bay of Plenty District Council- adele.henderson@westernbay.govt.nz
- Jacqueline Baker – New Plymouth District Council- jacqueline.baker@NPDC.govt.nz

Yours sincerely

Kathryn Sharplin
Chair, LGFA Shareholders' Council

cc. Mark Butcher, Chief Executive LGFA

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
PO Box 5704, Lambton Quay, Wellington 6145 | Phone +64 4 974 6530
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

Contents
Ngā Ihirangi

Message from the Chair and Chief Executive 3
He karere nā te Heamana me te Tumu Whakarae

5-year summary 5
He whakarāpopoto 5-tau

Our history 6
Rārangi wā

Funding and markets 8
Te pūtea me ngā mākete

Lending to the local government sector 11
Te hoatu taurewa ki te rāngai kāwanatanga ā-rohe

Industry leadership and engagement 14
Te ārahitanga me te tūhononga i te ahumahi

Sustainable funding and lending 16
Te pūtea me te hoatu taurewa toitū

Governance 22
Te mana urungi

People and culture 33
Ngā tāngata me te ahurea

Managing risk 35
Te whakahaere tūraru

Performance against objectives 38
Te whakatutukinga ki ngā whāinga

Financial statements 44
Ngā Tauākī Ahumoni

Statement of comprehensive income 44
Statement of changes in equity 45
Statement of financial position 46
Statement of cash flows 47
Notes to the financial statements 48

Other disclosures 75
He whākitanga anō

Directory 76
Rārangi tauwaea

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

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

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+

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

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

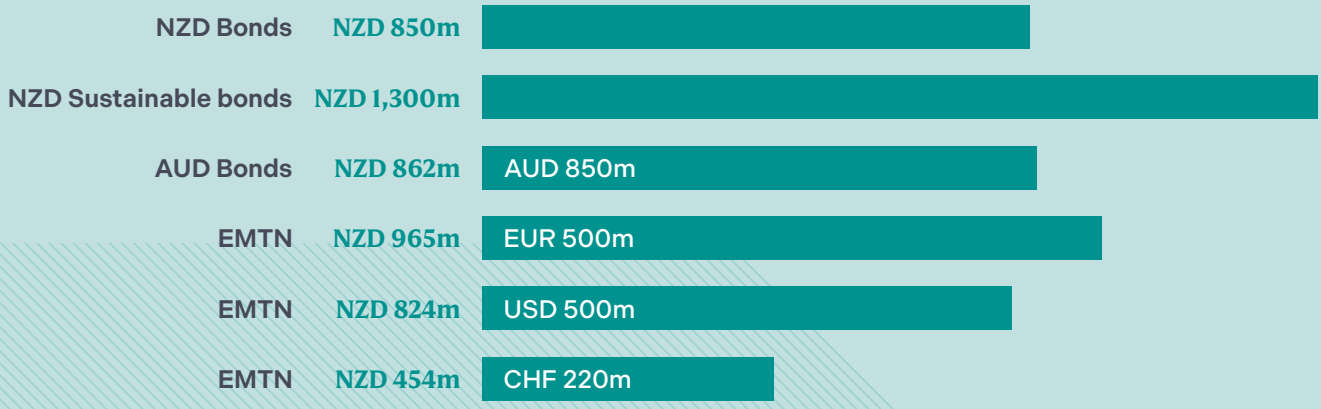
2025

- 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.

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.

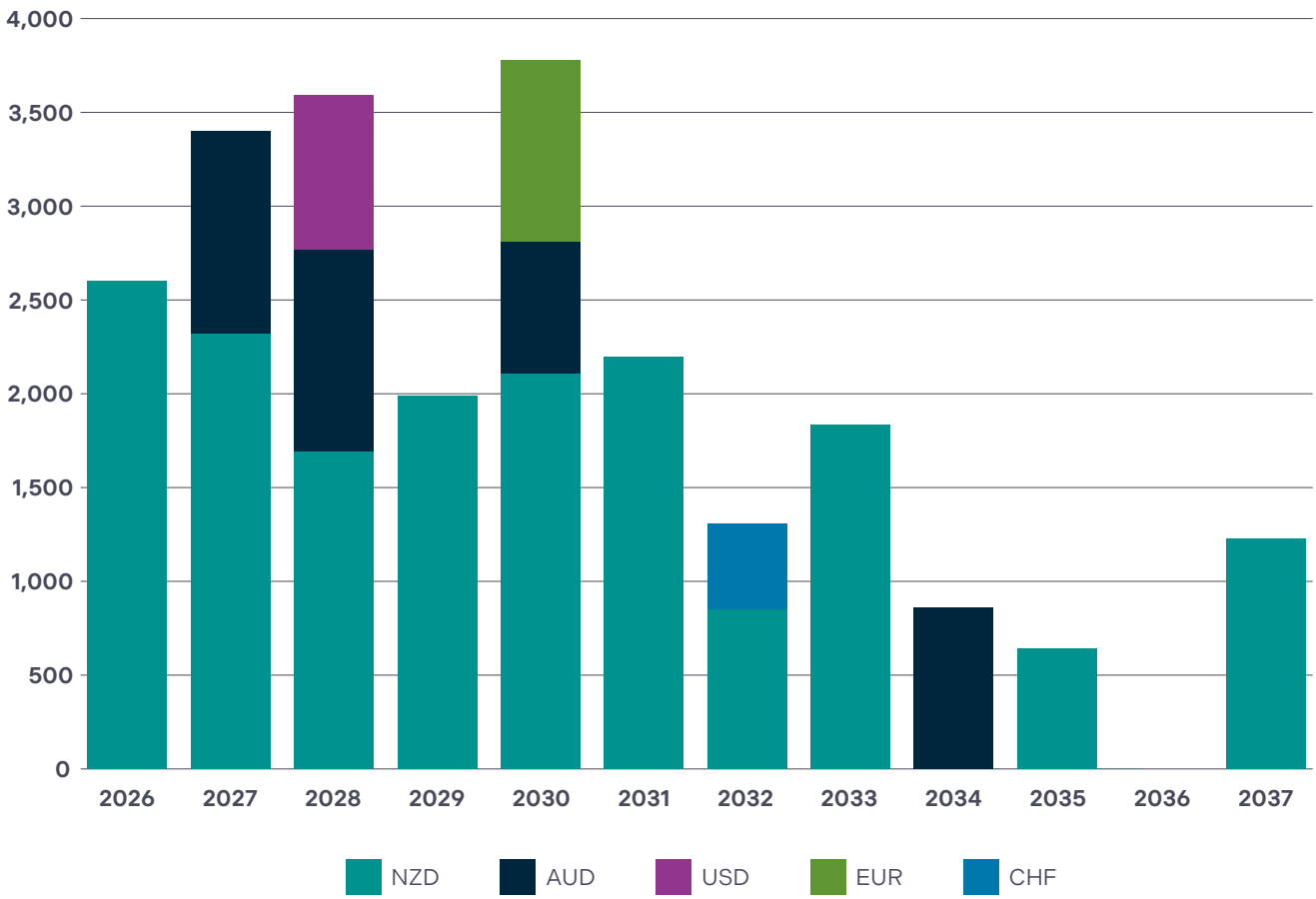
Short-term funding from LGFA bills and ECP totalled NZD $1.6 billion as at 30 June 2025.

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**

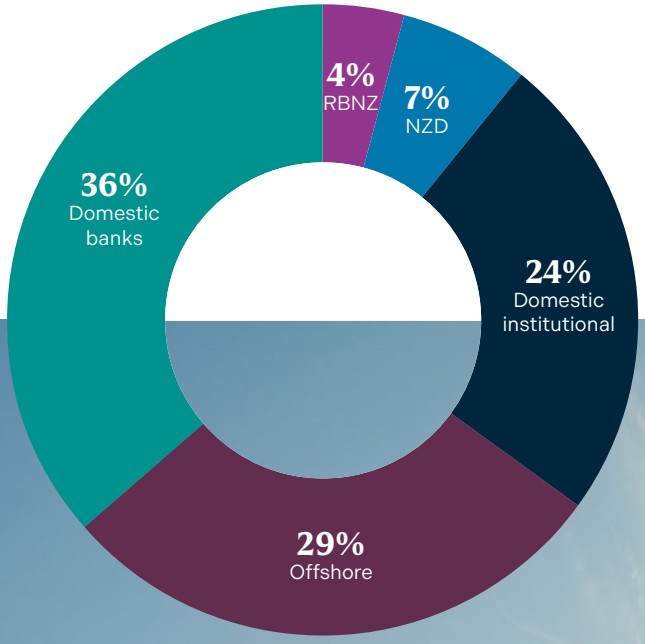
LGFA bonds on issue

NZD millions as at 30 June 2025, excluding treasury stock



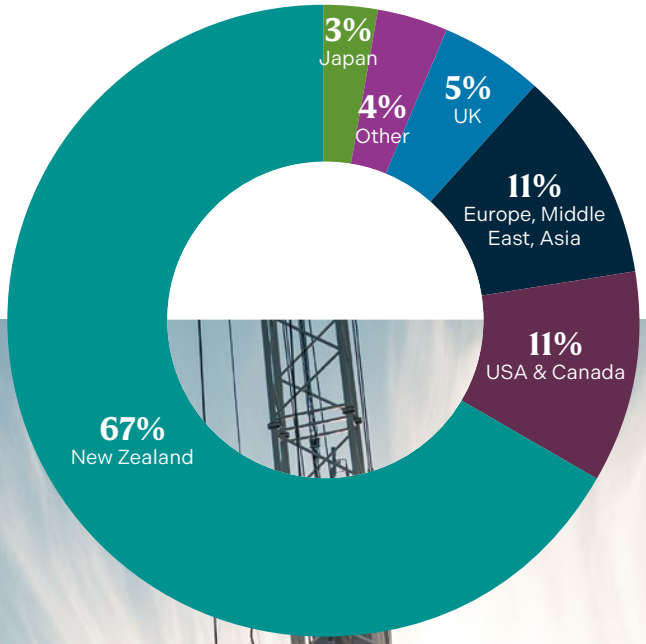
LGFA bond holders by investor group as at 30 June 2025

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**

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**

As at 30 June 2025

77
Member councils eligible to borrow

30
Member councils are shareholders

72
Member councils were guarantors

8
CCO members

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

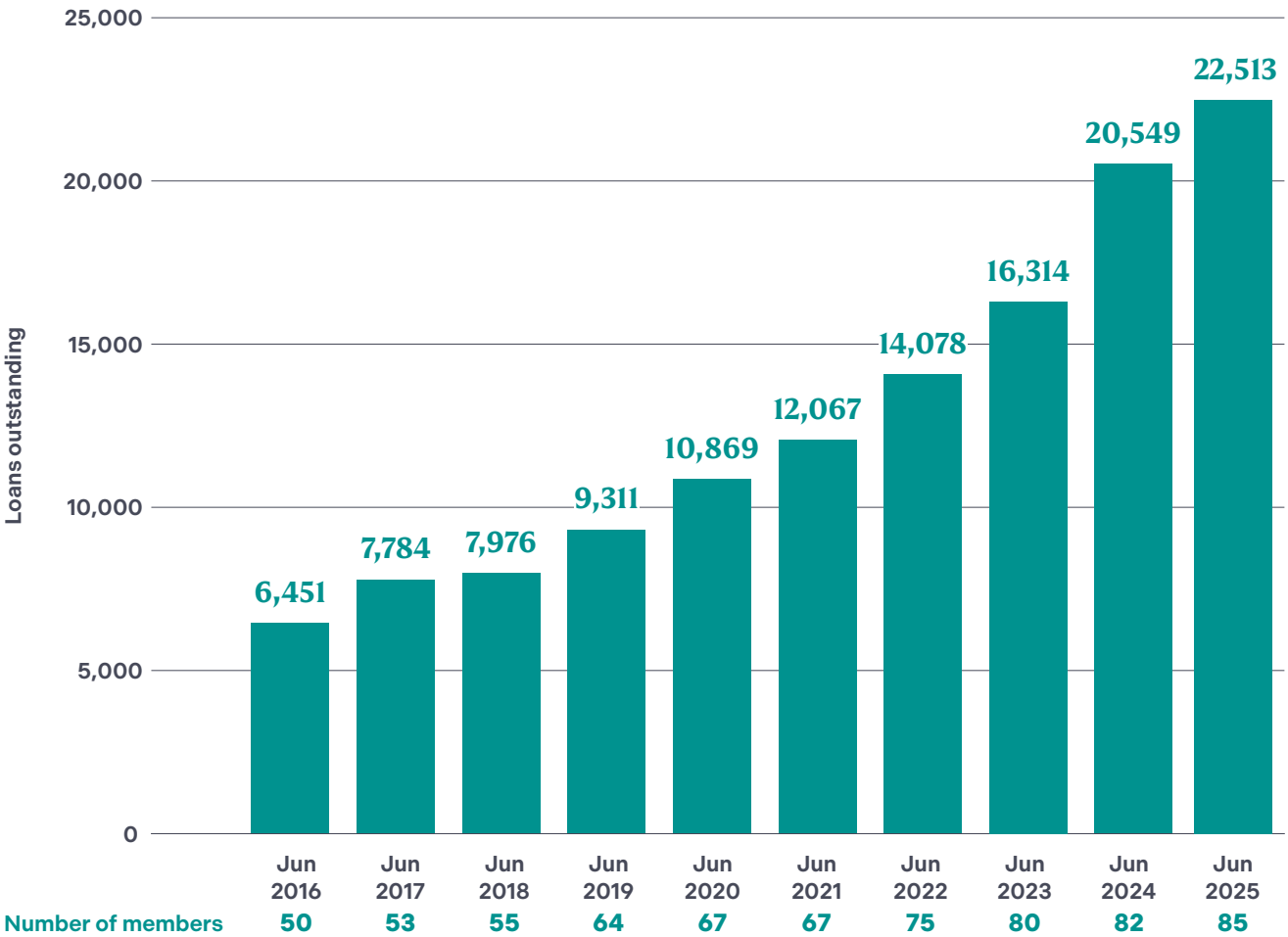
$1,052 million of short term loans were outstanding to **36** members

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



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.

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.

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.

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.

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**

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.

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.

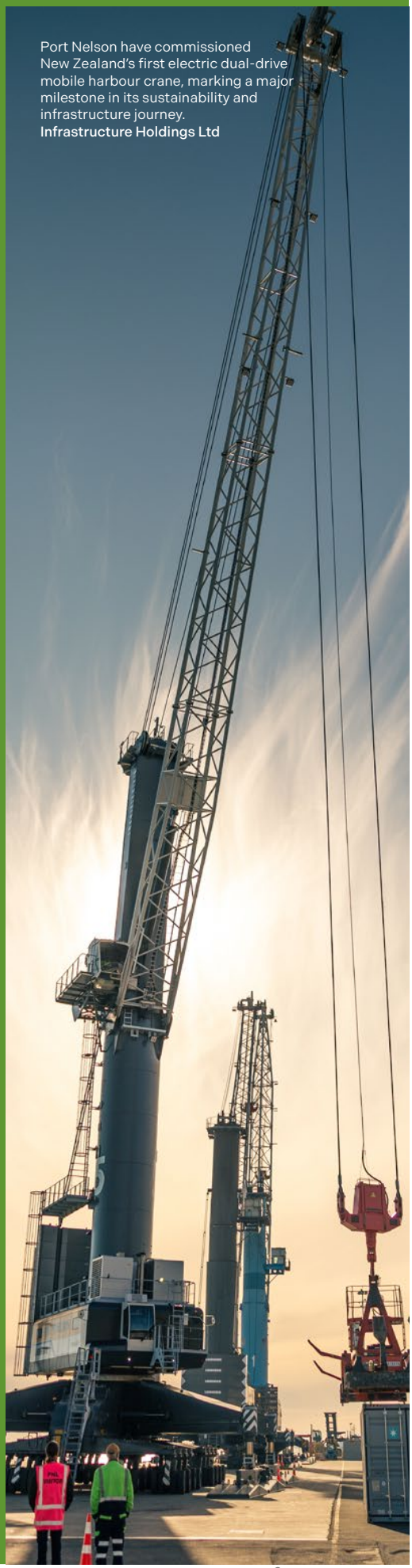
CALs are target-based lending structures designed to incentivise councils and CCOs to act on climate change and reduce greenhouse gas (GHG) emissions.

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.

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
- **Aug 2024** — 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

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**

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.	→	

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.

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.

Hurunui District Water Safety Project, Hurunui District Council

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

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

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

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

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

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

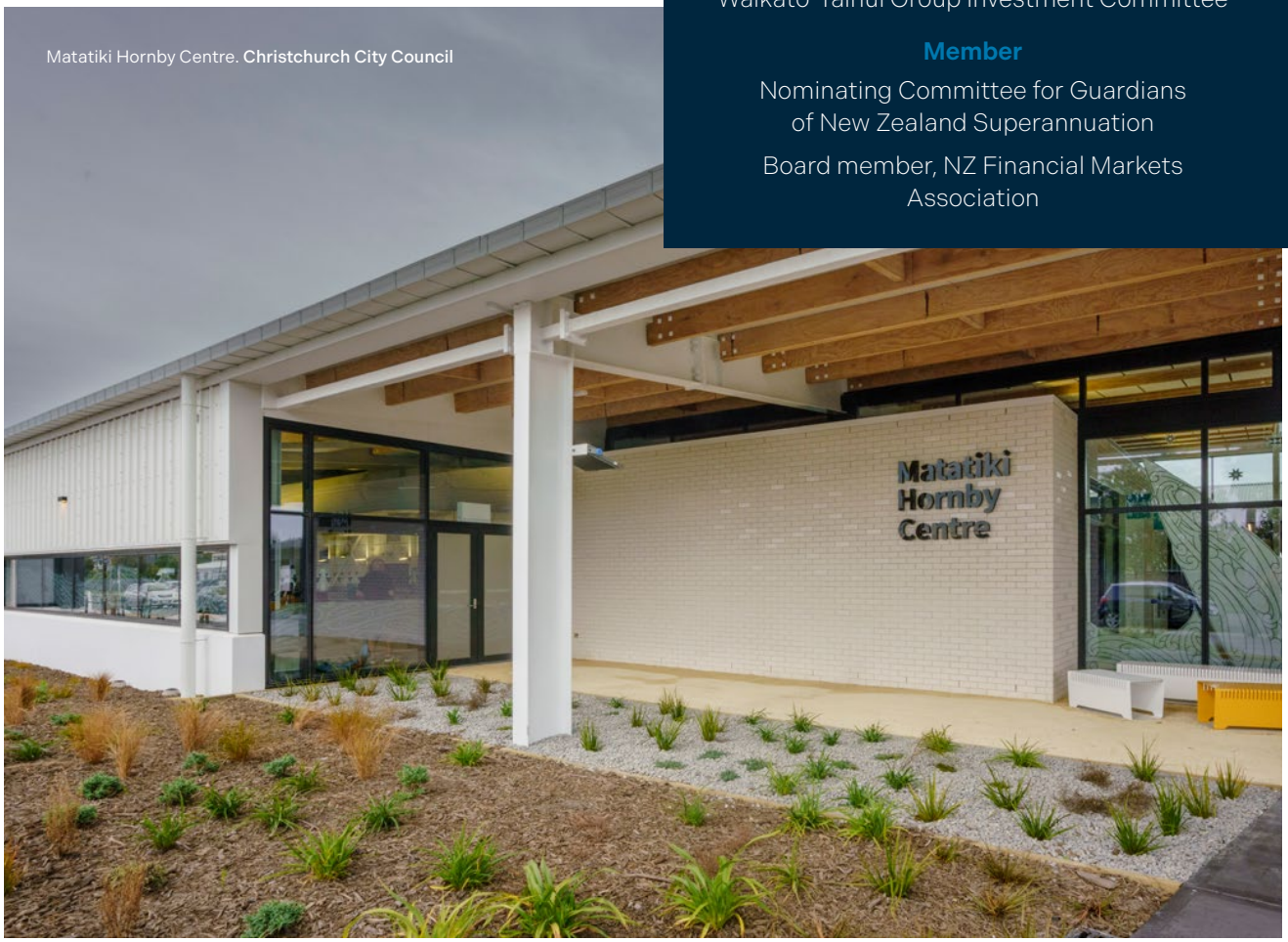
Chair

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**

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."

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**

Council 12 November 2025

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.

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**

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.

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.

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.

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.

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**

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.

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.

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.

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 Tauākī Ahumoni

Income statement	44
Statement of comprehensive income	44
Statement of changes in equity	45
Statement of financial position	46
Statement of cash flows	47
Notes to the financial statements	48

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

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.

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.

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.

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**

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.

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.

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**

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.

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)

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

$'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)

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**

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

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

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**

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**

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**

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)**

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.

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.

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**

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%**

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.

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.

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.

- 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

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

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

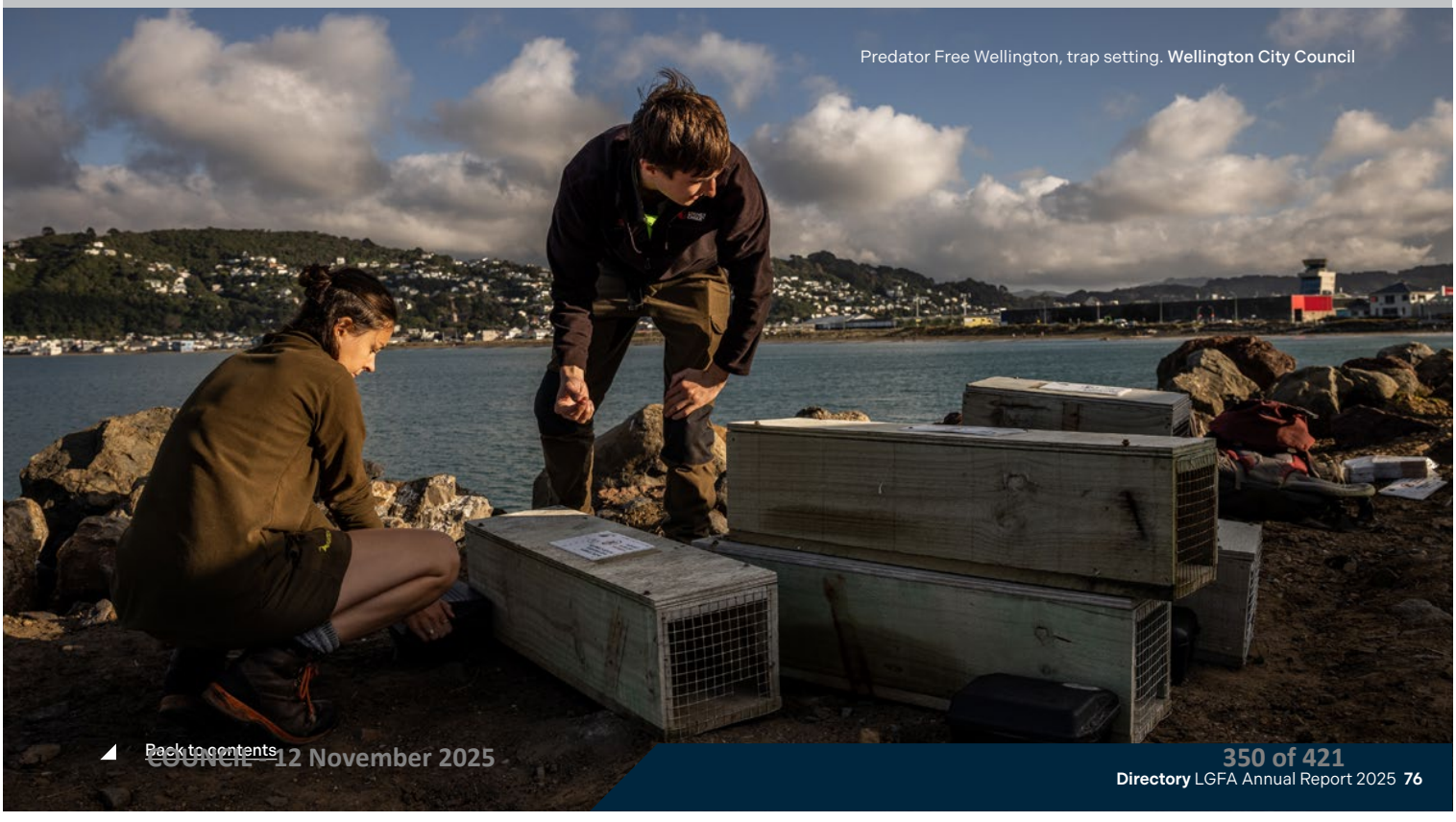
Wellington

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**

LGFA New Zealand Local Government Funding Agency
Te Pūtea Kāwanatanga ā-rohe

11. Reports of the Chief Executive and Staff for INFORMATION

Te Kaunihera o Te Tairāwhiti GISBORNE DISTRICT COUNCIL

25-227

Title:	**25-227 Chief Executive Activity Report - November 2025**
Section:	Chief Executive's Office
Prepared by:	Torepe Taumaunu - Planning and Performance Advisor
Meeting Date:	Wednesday, 12 November

Legal: No	Financial: No	Significance: **Low**

Report to COUNCIL-TE KAUNIHERA for information

PURPOSE - TE TAKE

The purpose of this report is to provide elected members with an update on Gisborne District Council activities from 1 June – 31 October 2025 (**attachment 1**), including an update on the Tairāwhiti Recovery Programme (**attachment 2**).

SUMMARY - HE WHAKARĀPOPOTOTANGA

The decisions or matters in this report are considered to be of **Low** significance in accordance with the Council's Significance and Engagement Policy.

RECOMMENDATIONS - NGĀ TŪTOHUNGA

That the Council/Te Kaunihera:

1. **Notes the contents of this report.**

Authorised by:

Nedine Thatcher Swann - Chief Executive

Keywords: list of keywords, chief executive activity report, central government updates, council plans and policy updates, emergency management updates.

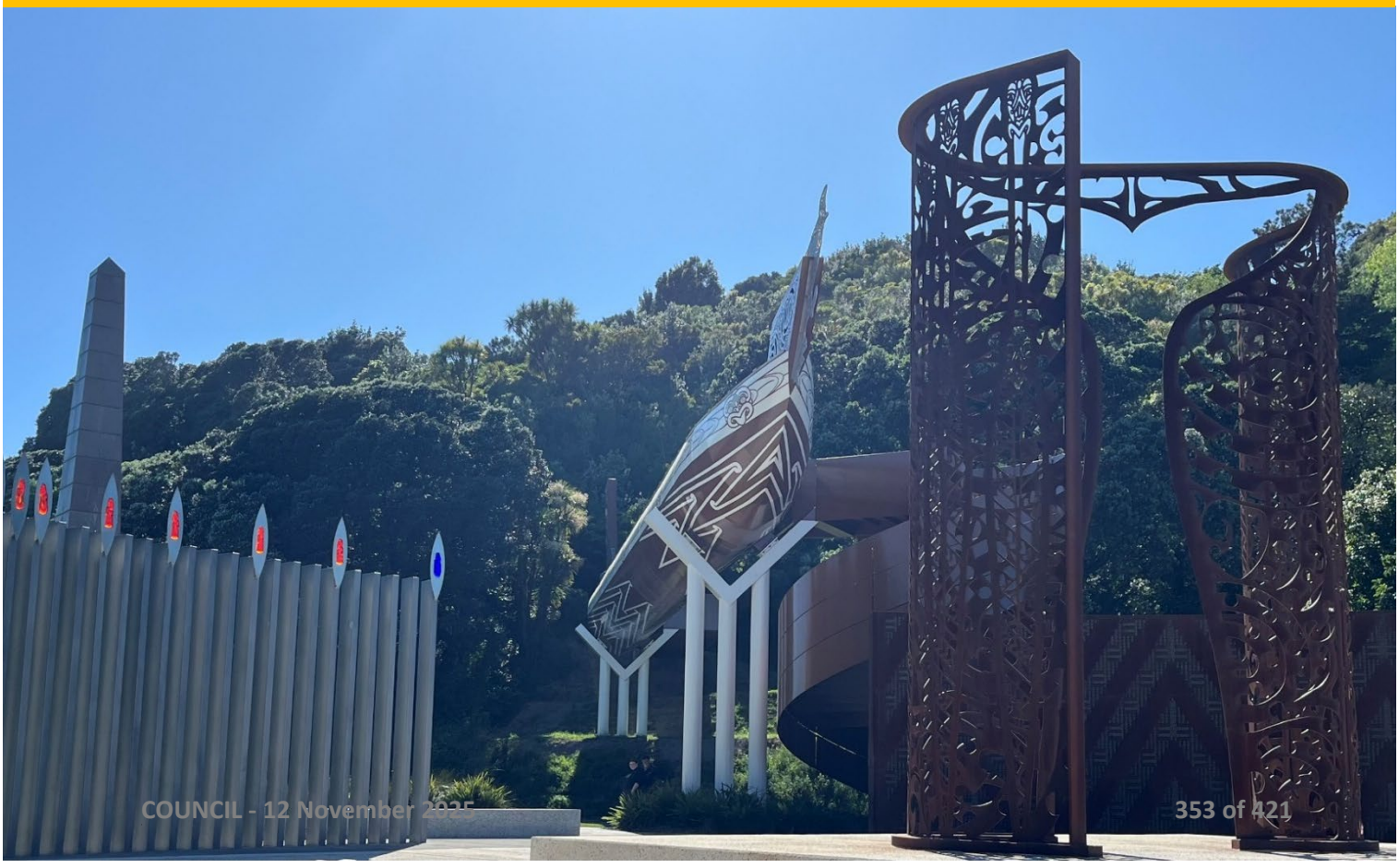
ATTACHMENTS - NGĀ TĀPIRITANGA

1. Attachment 1 - Chief Executive Report, November (1 June - 31 October 2025) [**25-227.1** - 45 pages]
2. Attachment 2 - Tairāwhiti Recovery Programme (September) [**25-227.2** - 24 pages]

Te Kaunihera o Te Tairāwhiti
GISBORNE
DISTRICT COUNCIL

Te Rīpoata a te Tumu Whakarae
Chief Executive's Report

12 November 2025



Ngā Kaupapa

Contents

He Kupu Whakataki nā te Tumu Whakarae

Introduction from the Chief Executive **3**

Ngā Rangitaki Kāwanatanga ā Rohe

Central Government Updates **4**

Local Water Done Well Programme (LWDW) 4

Emergency Management Improvement Programme 5

Resource Management Reform 5

Review of National Direction 7

Ngā Mahere Kaunihera me ngā Kaupapa Rangitaki

Council Plans and Policy Updates **10**

Climate Change 10

Regional Speed Management Plan 10

Ngā Pūrongo Whakamaru Tūmatanui

Emergency Management Updates **11**

Whakawhānaungatanga

Relationships **12**

Co-Governance with tangata whenua 12

Waiapu Joint Management Agreement/ Waiapu Kōkā Hūhua/Restoring The Waiapu Catchment 15

Te Kāhui Patu Kaikiri | Anti-Racism Working Group 16

Ngā Whakahaere Mahi

General Management **17**

People and Capability 17

Health And Safety 17

Financial Reporting 19

Ngā Kaupapa

Contents

Ngā Mahi Arotahinga

Focus Projects **21**

Resource Recovery Centre 21
Community Facilities 21
Rural Township Upgrades 22
Tairāwhiti Resource Management Plan (TRMP) 25
Environmental Science Update 28
Deliberative Democracy Project 29

Te Rerenga Rauropi

Biodiversity **32**

Waingake Transformation Programme 32
Haumanu Tū Ora (Tūranganui Estuary Restoration Project) 34
Protection Management Areas (PMAs) 35
Integrated Catchment Management (LCM) 35

Ngā Pūtea Tauawhi

Grant Funding **37**

Council-Administered Grants 37
External Funding For Activities Delivered During 2024/25 39
External Funding Applications 39

Ngā Mahinga Rori Ā-Rohe

Regional Roading Activities **43**

Strategic Network Resilience Programme Business Case - Lite 43

He Kupu Whakataki nā te Tumu Whakarae

Introduction from the Chief Executive

Tēnā koutou katoa,

Greetings and congratulations to the Mayor, returning Councillors and newly elected members. I am proud to present to you my cyclical Chief Executive activity report which summarises key milestones and initiatives each quarter. This report provides an overview of Council activity from 1 June to 31 October 2025.

The local elections reflected strong community participation and a clear sense of direction for Te Tairāwhiti. Voter turnout was 48.1%, well above the national average, showing how much our community cares about the future of our rohe. The referendum result also provided clear guidance on our community's preferred path for representation. Together, these outcomes reaffirm confidence in open, locally led decision-making as we begin this new triennium.

We continue to move forward on essential policy initiatives and local priorities. The Government's Local Water Done Well initiative is progressing, with the Local Government (Water Services) Bill currently under review. Council has confirmed an in-house business unit for water delivery, ensuring accountability and ownership remain here in Te Tairāwhiti. Our Water Services Delivery Plan was submitted on 3 September 2025 and formally accepted by the Secretary for Local Government. Work is now underway on a Water Services Strategy aligned with the 2027 to 2037 Long Term Plan.

Emergency management remains a priority to our regional and national planning. We are currently finalising a new Civil Defence Emergency Management Group Plan alongside national reforms to improve coordination and readiness. This work will strengthen how we respond, when our region faces future challenges.

Tangata whenua remain integral to our journey, shaping the way we work, connect, and grow together. From freshwater planning and environmental restoration to policy design and decision making. Our partnerships with Ngāti Oneone, Ngāti Porou, Te Aitanga-ā-Māhaki, Ngāi Tāmanuhiri, and Rongowhakaata are central to how we serve and support Te Tairāwhiti.

Work also continues to progress our anti-racism commitment, with tangible actions now underway. Following the Tatai Aho Rau, Core Education Anti-Racism Policy Audit, key recommendations have been adopted and integrated into our policy framework. To date, three policies have been updated, Health & Safety, Procurement, and Tairāwhiti Piritahi. Building on our August engagement with Te Kāhui Patu Kaikiri, we are confirming a two-phase workstream that will deepen our commitment to anti-racism through targeted action and collaboration led by mana whenua.

As we near the end of the year, I want to acknowledge my team who have continued to support and advance the kaupapa of this region.

Ngā mihi nui,

Nedine Thatcher Swann

Ngā Rangitaki Kāwanatanga ā Rohe

Central Government Updates

LOCAL WATER DONE WELL PROGRAMME (LWDW)

Local Water Done Well (LWDW) replaced the Three Waters reforms, returning ownership of water services to councils while establishing ongoing regulatory and economic oversight led by Taumata Arowai and the Commerce Commission. Councils were required to submit a Water Services Delivery Plan (WSDP) by 3 September 2025, outlining their preferred service delivery model, infrastructure condition, investment needs, and regulatory compliance. The programme also set a requirement to separate water service revenue and costs from other council activities by 1 July 2027. Its overall aim was to ensure water services, including drinking water, stormwater, and wastewater, are safe, sustainable, and meet government standards. The LWDW programme involved three key bills reforming water services across New Zealand:

Water Services Acts Repeal Act (14 February 2024)

This Act reinstated earlier legislation related to the provision of water services (including local government legislation). This restored continued council ownership and control of water services and responsibility for service delivery.

Local Government (Water Services Preliminary Arrangements) Act (September 2024)

This Act sets out the framework for the new three waters management system and includes a requirement for councils to prepare a Water Services Delivery Plan (WSDP) by September 2025, that outlines their future service delivery arrangements. It enables borrowing through the New Zealand Local Government Funding Agency (LGFA).

The Local Government (Water Services) Bill

This Bill establishes the enduring settings for the new water services system and ensures water services are safe, reliable, environmentally resilient, customer-responsive and delivered at the least cost to consumers and businesses.

✦ Updates:

The Local Government (Waters Services) Bill is currently undergoing the legislative process. Public submissions on the Bill closed on February 23, 2025, and it is now under consideration by the Finance and Expenditure Committee.

- Guided by community feedback, we chose to retain ownership and delivery of our water services, supported by a new Water Services Delivery Plan (WSDP).
- Council submitted its Water Services Delivery Plan (WSDP) on 3 September 2025, and it was formally accepted by the Secretary for Local Government. A Water Services Strategy is now in development and will align with the 2027–37 Long Term Plan.

The plan outlines $213m in planned investment over the next 10 years. This investment supports:

- Renewal of ageing assets, particularly in water and stormwater networks.
- Compliance with environmental and drinking water standards.
- Resilience improvements, including system redundancy and emergency response capacity.
- Infrastructure upgrades to support projected urban growth.

EMERGENCY MANAGEMENT IMPROVEMENT PROGRAMME

The Government is progressing an update of Aotearoa's emergency management system. This work aims to strengthen how we prepare for, respond to and recover from disasters, incorporating lessons from recent severe weather events and inquiries such as the North Island Severe Weather Events (NISWE) Inquiry. This programme sits under the Government's five-year strategy, Strengthening Disaster Resilience and Emergency Management, released in October 2024. The strategy outlines five key priorities:

Empowering a whole society approach.
Supporting consistent and effective local delivery.
Professionalising the emergency management workforce.
Enhancing national coordination.
Driving strategic investment and long-term system improvement.

Emergency Management Bill

As part of this national improvement programme, the Government is introducing a new Emergency Management Bill, which will replace the Civil Defence Emergency Management Act 2002. It proposes a more modern, integrated approach to emergency management, with a stronger focus on local leadership, iwi partnerships and community resilience. Key proposed changes include:

- Clearer roles and responsibilities across agencies.
- Consistent minimum national standards.
- Enhanced powers to support essential services in emergencies.

Council will continue to monitor the Bill's progression and ensure alignment with national expectations as more detail becomes available. While local arrangements (such as statutory delegations under the current Act) have been reviewed, no publicly released Council specific update has yet been issued in relation to the draft Bill's final form.

RESOURCE MANAGEMENT REFORM

PHASE ONE of resource management reform has been completed with the repeal of the Natural and Built Environment Act (NBEA) and Spatial Planning Act (SPA).

PHASE TWO - Targeted RMA amendments and RMA national direction instruments

Phase two includes fast-track approvals and targeted RMA amendments to make it easier to approve new infrastructure and renewable energy projects, build more houses and reduce the regulatory burden on key

sectors including farming, mining and other primary industries. The first set of RMA amendments, the Resource Management (Freshwater and Other Matters) Amendment Act took effect on 25 October 2024.

PHASE THREE - Developing legislation to replace the current RMA

Phase three of the work programme is to introduce new resource management legislation to replace the current RMA. Key principles being considered include:

- How resource management laws can more clearly separate urban and spatial planning from environmental protection (this may result in separate spatial/urban planning and environment legislation).
- How the enjoyment of property rights can be reflected as a guiding principle of the system.
- The role of a legislative framework for spatial planning to enable longer term, integrated planning.
- The plan-making and consenting system to speed up processes and reduce the need for consents.

The new resource management system will be rules-based and embed respect for property rights and the rule of law. The new system will have three core tasks:

- Unlocking development capacity for housing and business growth.
- Enabling delivery of high-quality infrastructure for the future, including doubling renewable energy.
- Enabling primary sector growth and development (including aquaculture, forestry, pastoral, horticulture and mining).

The new system must achieve these objectives while also:

- Safeguarding the environment and human health.
- Adapting to the effects of climate change and reducing risks from natural hazards.
- Improving regulatory quality in the resource management system.
- Upholding Treaty of Waitangi settlements and other related arrangements.

✦ Update:

The Expert Advisory Group blueprint for reform was released and related Cabinet decisions announced in March 2025. Two new bills are being drafted based on those decisions - the Natural Environment Bill and the Planning Bill. Final policy decisions on many of the details are yet to be made or announced. The bills are planned for introduction before the end of the year.

Fast-track Approvals Act 2024

This is a stand-alone Act with its own purpose. It prioritises locally, regionally and nationally significant infrastructure and development projects. The Act sets out a 'one-stop shop' process for approvals under a range of legislation, including the RMA.

✦ Update:

The Fast-track Approvals Act took effect in December 2024. So far, the only Tairāwhiti-based project included is the Tokomaru Bay Legacy Landfill Contaminated Land Remediation. The application process for fast-track approvals began on 7 February 2025.

Resource Management Act Amendment #2

This Bill focuses on changes that contribute to the Coalition Government's priority programmes: Electrify NZ, Infrastructure for the Future, Going for Housing Growth and the Primary Sector Growth Plan. Key changes proposed include:

- Extending the duration of port occupation permits.
- Requiring renewable energy generation and wood-processing facility consents to be decided within one year of application.
- Enabling Councils to recover costs for review consent conditions when the review is a result of a national direction.
- A default 35-year consent durations for renewable energy and long-lived infrastructure.
- Allowing the minister to approve industry body organisations to deliver farm plan certification and audit services.
- Allowing the decline of land-use consents or attachment conditions, where there are significant risks of natural hazards.
- Increasing penalties for non-compliance to deter offences.

✦ Update:

The Resource Management (Consenting and Other System Changes) Amendment Bill gained royal assent on 20 August 2025. Section 342A will take effect in August 2022. This section is about insurance against fines being unlawful. This means people will not be able to use insurance to pay fines.

REVIEW OF NATIONAL DIRECTION

Other changes to national direction are shown in the table below as provided in the previous Chief Executive report:

NATIONAL DIRECTION INSTRUMENT	CHANGES SIGNALLED
New National Policy Statement for Infrastructure	New national direction to provide consistent consenting pathways that enable the development, operation, maintenance and upgrade of infrastructure while managing its effects on the natural environment.
National Policy Statement for Renewable Electricity Generation	New content to be added to create more directive and enabling national direction.
National Policy Statement for Electricity Transmission	Proposed amendments to the NPSET will expand its scope to include electricity distribution.

NATIONAL DIRECTION INSTRUMENT	CHANGES SIGNALLED
National Environmental Standards for Electricity Transmission Activities	Amend to provide more enabling standards and extend its application to include electricity distribution and EV charging infrastructure.
National Environmental Standard Telco Facilities	Amendments to align with NPS-UD growth objectives and support infrastructure resilience and the rollout of 5G technology.
NZ Coastal Policy Statement	Targeted amendments to better enable development of priority activities, provide for aquaculture activities and give more recognition to the cultural and environmental benefits of aquaculture.
National Policy Statement for Highly Productive Land	Amendments to free up land for urban development and remove unnecessary planning barriers.
National Policy Statement for Urban Development	Amendments to include setting requirements for housing growth targets and aligning Future Development Strategy requirements with housing growth objectives.
Other housing and development national direction	New national directions for granny flats, papakainga and heritage buildings.
National Policy Statement for Freshwater Management National Environmental Standards for Fresh Water	Scope of amendments to be confirmed. Expect targeted amendments to be completed through this combined national direction package and further work may follow.
National Environmental Standard for Drinking Water	New direction for mapping source water risk management areas (SWRMAs) and targeted activity controls.

NATIONAL DIRECTION INSTRUMENT	CHANGES SIGNALLED
National Policy Statement on Indigenous Biodiversity	Recent changes under the Resource Management (Freshwater and Other Matters) Amendment Act 2024 suspend councils' requirement to identify and notify new Significant Natural Areas (SNAs) until October 2027. Further national direction changes to the NPS-IB are proposed to align the terminology and gateway tests for quarrying and mining in the NPSIB.
Stock exclusion regulations	Amendments to tie rules to local conditions.
National Environmental Standards for Commercial Forestry	Review of slash settings. Amend regulations to be more specific about the criteria for how councils can impose stricter rules than the NES-CF. Remove councils' discretion to have more stringent rules to control afforestation. Remove the requirement for afforestation and replanting plans.
National Environmental Standards for Marine Aquaculture	Amendment to increase flexibility to innovate and improve management of existing marine farms.
New Natural Hazards National Direction	Develop new direction for natural hazards that applies to all natural hazards, to reduce risk to people, property and infrastructure. Direction on identifying hazards and assessing and responding to risks in a consistent way.

Ngā Mahere Kaunihera me ngā Kaupapa Rangitaki

Council Plans and Policy Updates

CLIMATE CHANGE

Greenhouse gas (GHG) emissions from human activities continue to cause warmer temperatures and change weather patterns globally. Tairāwhiti has experienced adverse natural events, including floods and landslides, which may now occur more frequently due to climate change. Our response team is working on a holistic workplan covering all aspects of climate change and its impacts.

✦ **Updates:**

- The Wainui Climate Adaptation Plan (CAP) is at the optioneering phase which involves the development of Adaptation options and their prioritization by the community. A Cultural Values Assessment (CVA) is also under development by a local consultancy working alongside our Māori Partners, Ngāti Oneone, to come up with prioritised list interventions and considerations of highest value to our Treaty partners.
- The Climate Change Scenarios policy position project is still underway; the team contracted Marsh to finalise these scenarios for use by all GDC departments by end of July.
- Development of the Climate Change Mainstreaming Guidelines is underway. These practical tools are being designed to make it easier for all Council departments to integrate climate considerations into their everyday work. They will provide clear, step-by-step guidance on how to reflect climate impacts and opportunities within procurement, project management, and other business-as-usual processes. Once completed, the guidelines will support teams to make informed, consistent decisions that align with Council's broader sustainability goals — without adding unnecessary complexity.
- Procurement for the Tairāwhiti Climate Change Risk and Vulnerability Assessment (CCRVA) is progressing. The assessment is expected to begin at the end of October 2025 and will run over an 18-month period.
- Planning for the regional or community Emissions Reduction Plan (ERP) is now underway, following the update of regional greenhouse gas data and emission reduction pathways on the Kinesis portal.
- The update of GDC's Greenhouse Gas (GHG) Inventory was completed in September and the results are now being used to develop the corporate Emissions Reduction Plan (ERP).
- Development of Council's Emissions Reduction Plan (ERP) is also progressing and scheduled to be finished by end of November.
- The analysis of Community Led Recovery Plans has now been completed and a technical position paper has been developed that outlines how the climate change response team intends to convert Community recovery plans into Community adaptation plans.

REGIONAL SPEED MANAGEMENT PLAN

Last financial year, council completed installations of new speed limit signs across the region following the 2022 amendment to the 2013 Speed Limit Bylaw which was approved and certified by NZ Transport Agency

Waka Kotahi (NZTA) into the National Speed Limits Register as the new legal instrument for setting speeds under the 2022 Speed Setting Rule. These speed limits can be viewed by the public here:

- NZTA Speed limits Register
- Te Tairāwhiti Council Website

A new Speed Setting Rule was released in September 2024, with mandates for councils as road controlling authorities (RCAs) to reverse speed limit reductions on some road classifications dating back to 2020 and implementing variable speed limits (VSLs) around all primary and secondary schools. Dates for mandates are:

- Speeds outside schools must be variable by 1 July 2026.
- Speeds which require reversal must be identified and registered with new speeds by 1 May 2025 and in force by 1 July 2025.

✦ **Update:**

- Council is working with NZTA to submit the final tranche of school speed signs at 15 schools around the district, we intend to submit our application by the end of October 2025.

Ngā Pūrongo Whakamaru Tūmatanui
Emergency Management Updates

Tairāwhiti Civil Defence Emergency Management (CDEM) Group Plan Review

Development of the Civil Defence Emergency Management (CDEM) Group Plan is progressing, with a hazard and risk workshop having been completed in September to review and assess regional hazards and risks. A draft Group Plan is expected to be ready for review by the CDEM Group in the second half of 2025, after which public consultation will be sought in 2026. Pending changes to the Emergency Management Bill, currently under review, will be incorporated into the regional Group Plan as appropriate.

Emergency Management Bill

Government is progressing a new Emergency Management Bill in 2025 to replace the Civil Defence Emergency Management Act 2002. This Bill aims to strengthen the national emergency management system by clarifying roles and responsibilities across central, regional and local levels and by enhancing community and iwi Māori involvement. Key objectives include improving the resilience and accountability of critical infrastructure, minimising disruption to essential services and ensuring agencies have the necessary powers to act effectively during emergencies. Public consultation was held from 15 April to 20 May 2025 and feedback is currently under review before being presented to the Minister.

Enhancing Regional Capability

The Tairāwhiti Civil Defence Emergency Management (CDEM) Group approved the establishment of a dedicated Regional Response Team. The team will be made up of highly trained volunteers who operate under the direction of the CDEM Group and will provide a regional capability that can be deployed to

support communities or other emergency services. Once established, the team will enhance our regional emergency response capability and be accredited to undertake flood response, operating disaster ready water treatment units and assisting with the setup of welfare coordination centres. The recruitment for the team will be commencing, and the accreditation process is expected to take 18 months.

Whakawhānaungatanga

Relationships

CO-GOVERNANCE WITH TANGATA WHENUA

In-line with Council's commitment to fostering tangata whenua participation in decision-making processes, this section provides updates on current co-governance arrangements we're working through with tāngata whenua, including Post Settlement Governance Entities (PSGE). The current government has shifted the focal point of relationships with iwi, placing a stronger focus on regional relationships and mechanisms to continue advancing partnership priorities.

The Local Leadership Body (LLB)

Progress toward establishing the Local Leadership Body continues, with members reconvening for a further preparatory workshop on 8 September 2025. The workshop reaffirmed the group's shared principles and included focused discussion on potential priority areas for the committee's initial three-year work programme.

Members collectively agreed that further preparatory hui are required before convening the inaugural meeting, now anticipated for 2026. The co-chairs remain in place, with discussions ongoing around the committee priorities, the future make-up and function of secretariat support an area council emphasised must be developed in true partnership.

Rongowhakaata Iwi Trust (RIT)

Engagement with Rongowhakaata Iwi Trust has experienced a pause this quarter as both organisations work to realign expectations and resourcing. The Trust ceased operational engagement with Council in May 2025, and discussions between the respective Chief Executives are underway to reset the relationship and confirm a shared foundation for staff-level collaboration.

A recent meeting between the Mayor and the RIT Chair provided an opportunity to acknowledge the challenges experienced and reaffirm a commitment to partnership. While operational work programmes are currently on hold, there remains intent at the governance level to re-establish an agreed pathway forward.

Te Rūnanganui o Ngāti Porou (TRoNP)

Council's relationship with Te Rūnanganui o Ngāti Porou remains strong at an operational level, with collaboration continuing across freshwater and regional planning activities particularly in the Waiapu and

Northern Catchments. These partnerships are creating valuable entry points for engagement with hapū and landowners, strengthening relationships.

Council's roading recovery lead has met with the TRoNP Board to discuss roading priorities across the Ngāti Porou area of interest, led by Whiti Timutimu in coordinating these efforts. Key sites include Waipiro Road, Beach Road Tokomaru, and Tapuaeroa Road, alongside a major drainage maintenance programme.

At an operational level, discussions on the Waiapu Kōkā Hūhua Joint Management Agreement continue, with further work required to secure alignment and direction from both parties. The recent resignation of Chief Executive George Reedy and appointment of interim CE Henare Walker has created a transitional period for TRoNP.

Ngā Rohe Moana o Ngā Hapū o Ngāti Porou (NRMoNHNP)

While closely connected to Te Rūnanganui o Ngāti Porou through shared whakapapa and overlapping areas of interest, Ngā Rohe Moana o Ngā Hapū o Ngāti Porou holds distinct statutory authority through its Deed of Settlement and associated legislation. Council's relationship with Ngā Rohe Moana continues to develop positively, grounded in active partnership and mutual respect for this unique mandate.

Recent engagement has focused on supporting Ngā Rohe Moana to contribute their perspectives to the Tairāwhiti Resource Management Plan (TRMP) review, with Council working alongside the group to ensure they are equipped to do so. The draft Memorandum of Understanding between Council and Ngā Rohe Moana remains under consideration by the group, with focus temporarily shifting to the TRMP process.

Discussions around an environmental covenant with the Ministry for the Environment have paused for the time being. Council remains an active partner alongside Ngā Rohe Moana and is taking guidance from their approach as the relationship continues to strengthen.

Takutai Moana / Marine and Coastal Area (Te Takutai Moana) Act 2011

The Takutai Moana framework recognises the customary interests of iwi, hapū, and whānau in Aotearoa's common marine and coastal area. It provides legal recognition for mana whenua through Customary Marine Title and Protected Customary Rights. This enables enduring participation in managing and protecting coastal resources.

In Te Tairāwhiti, the process for Ngāti Porou hapū is distinct and is led by Ngā Rohe Moana o Ngā Hapū o Ngāti Porou, an arrangement formalised through the unique Ngā Rohe Moana o Ngā Hapū o Ngāti Porou Act 2019. This Act gives effect to a specific Deed of Agreement between Ngā Hapū o Ngāti Porou and the Crown, which was signed in 2010 and later amended (it is separate from the general Ngāti Porou historical Treaty settlement legislation passed in 2012). Council works in partnership with the representative hapū entities to give practical effect to these rights in regional planning and policy, including the Tairāwhiti Resource Management Plan (TRMP) review and coastal planning initiatives.

Te Aitanga-ā-Māhaki (TaM)

Council's relationship with Te Aitanga-ā-Māhaki continues to strengthen through operational collaboration, particularly in the areas of freshwater management and flood-resilience initiatives in Te Karaka. These projects have demonstrated the value of working in partnership and provide a strong foundation for future joint mahi once the formal relationship framework is in place.

Progress on a formal relationship agreement is well advanced, with Te Aitanga-ā-Māhaki's independent legal feedback currently under review by Council's legal team. The agreement is expected to be finalised by the end of October, providing the platform for a wider programme of collaborative projects.

Work to initiate a Mana Whakahono ā Rohe remains in the exploratory phase, pending the guidance of Te Aitanga-ā-Māhaki's nominated technical expert. Once established, this statutory arrangement will help clarify shared priorities, expectations, and decision-making pathways.

Ngāi Tāmanuhiri (NT)

Council's relationship with Ngāi Tāmanuhiri remains steady at an operational level. Currently Ngāi Tāmanuhiri have an Interim Chief Executive, Beth Tupara-Katene.

Capacity constraints have delayed formal discussions on a Mana Whakahono ā Rohe, though informal conversations continue. Engagement remains active across freshwater, with new collaboration emerging around emergency management and infrastructure priorities.

Ngāi Tāmanuhiri's position on Local Water Done Well is well understood by Council, and regular updates will continue to ensure visibility and connection to forthcoming decisions. While governance-level engagement has been limited during this transitional period, the operational relationship provides a strong platform for deepening partnership in the year ahead.

Te Awapuni Moana Trust (TAMT)

Council's relationship with Te Awapuni Moana Trust is guided by the Trust's priorities. While progress on finalising the relationship agreement and associated access arrangement for the Council-established research bore is on hold, both parties continue to engage with patience and goodwill.

Recent focus has shifted toward a collaborative initiative with Trust Tairāwhiti to explore tourism opportunities in the Awapuni area. This emerging work may reshape the scope of the original relationship agreement to better reflect future aspirations and partnership opportunities.

The Trust's membership remains stable under the leadership of Chair Sam Lewis, providing a consistent platform for ongoing dialogue and planning. Council remains committed to supporting the Trust's direction as new opportunities are explored.

Paokahu Trust (PT)

Engagement with the Paokahu Trust remains limited this quarter, with correspondence focused on providing updates regarding the aftercare plan outlined in the Paokahu 50-year roadmap. The Trust has yet to confirm availability to progress next steps.

The aftercare plan remains the core focus of the relationship. While the site sits within Rongowhakaata Iwi Trust's wider area of interest, Paokahu Trust has requested to lead any discussions around involving RIT directly. Council has respected that approach and will continue to engage at the Trust's pace.

Council will continue to maintain open communication and provide support as the Trust determines how it wishes to advance the aftercare work programme.

Maraetaha Joint Steering Group (JSG)

Closely connected to Ngāi Tāmanuhiri through shared whakapapa and settlement arrangements, the Maraetaha Joint Steering Group holds a distinct mandate and plays a critical role in overseeing joint commitments between Maraetaha and Council. The relationship continues to strengthen, demonstrating how recognising and addressing historical injustices can contribute to positive regional outcomes.

The JSG met in October, with discussion focused on responding to challenges raised in a recent report by Jane Luiten on the historical acquisition of Maraetaha lands. The group has since adopted its work programme, prioritising the establishment of a part-time role to help advance agreed actions. While progress has been steady, limited capacity has affected the collective ability to move at pace.
Work on the Patemaru Station access agreement is ongoing, with a follow-up meeting scheduled in October to revisit the initial draft. Current priorities remain focused on finalising the access and easement arrangements and securing support to drive implementation.

WAIAPU JOINT MANAGEMENT AGREEMENT \ WAIAPU KŌKĀ HŪHUA/RESTORING THE WAIAPU CATCHMENT

The Waiapu Kōkā Hūhua is a 100-year restoration programme, established via a Memorandum of Understanding between Te Rūnanganui o Ngāti Porou (TRONPnui), Gisborne District Council and the Crown (Ministry for Primary Industries).

- This long-term partnership was born from the Waiapu Accord in 2014 and aims to address impacts of erosion and restore the health of the Waiapu Catchment. It recognises a deep connection between healthy land, healthy rivers and healthy people: Ko te mana ko te hauora o te whenua; ko te hauora o ngā awa; ko te hauora o te iwi.
- The Waiapu Joint Management Agreement (JMA) sits alongside this to support shared resource management decision-making within the catchment. While the Waiapu Kōkā Hūhua programme provides overarching restoration vision and intent, the JMA guides how work will be implemented - particularly in relation to development and delivery of the Waiapu Catchment Plan.

- This Catchment Plan will provide a long-term vision for managing freshwater and natural resources in the Waiapu, integrating both mātauranga-a-Porou and western science to support holistic and effective resource management.

✦ **Update:**

Following a period of disruption due to cyclones and region-wide recovery efforts, momentum is building once again. A joint commitment to the Waiapu Catchment Plan has been reconfirmed. Representatives from Ngāti Porou and Council have established a core project team to coordinate remaining technical work, engagement and policy development required to complete the plan. A supporting technical rōpū, made up of local expertise from across the Waiapu, was also formed. This group will work alongside the core team in a series of technical hui – contributing to the development of ecological and cultural value assessments to underpin the plan. The rōpū held its inaugural hui in April 2025.

The Terms of Reference for the Waiapu Kōkā Hūhua Joint Governance Group (JGG) are currently under review by all parties - Gisborne District Council, Te Rūnanganui o Ngāti Porou, and the Ministry for Primary Industries (MPI).

◉ **Next Steps:**

- Field trip planned for 11-12 November 2025.
- The technical rōpū will continue work on a Catchment Plan through to the end of the year, with a draft expected by late 2025.
- Council staff are reviewing previous governance arrangements to support refreshed joint oversight between TRONPnui and Council.
- Planning is underway to bring together past and present contributors to Waiapu Kōkā Hūhua, to reaffirm the vision and purpose of the 100-year programme in light of evolving climate and land-use challenges.

TE KĀHUI PATU KAIKIRI | ANTI-RACISM WORKING GROUP

Significant progress continues on our anti-racism commitment. Following the Tatai Aho Rau – Core Education Anti Racism Policy Audit, key recommendations are being embedded into our framework & policies, with updates completed for Health & Safety, Procurement, and Tairāwhiti Piritahi policies. With the audit now complete and a plan in place for ongoing review, responsibility for the work streams is shifting to business-as-usual ownership. A mechanism for ongoing monitoring and reporting has been proposed to maintain accountability and momentum.

Ngā Whakahaere Mahi

General Management

PEOPLE AND CAPABILITY

Our ongoing focus remains on strengthening recruitment and retention, prioritising staff wellbeing and continuously refining our strategies and processes to support a high performing, future ready workforce.

✦ Updates:

- Organisational Development Strategy: Rollout is now underway, beginning with the implementation of a new engagement tool.
- Cadetship Programme: The second collaborative programme with MSD has been successfully completed, continuing our commitment to supporting local people into local jobs.
- Manager Capability Workshops: Delivering an inhouse suite of workshops designed to strengthen management skills, build positive team culture, and support leadership development across council.
- Emerging Leaders: Cohort will participate in a simulated management challenge in November, providing a safe environment to practice and test new skills through real life scenarios.
- Collective Bargaining: Bargaining with unions has been completed, ensuring continued positive and constructive employment relationships.

◉ Next Steps:

- Continue the rollout and support of our new organisational development and engagement tools.
- Launch the 'Summer Student Programme', providing students with practical work experience, exposure to Council's operations, and opportunities to contribute to projects, helping to build a pipeline of future local talent.
- Deliver the second 'Day in the Life' programme, offering rangatahi hands on experience across Council departments to inspire future career pathways.

HEALTH, SAFETY & WELLBEING

Our Health and Safety team has set strong best-practice standards to ensure compliance with the Health and Safety at Work Act (HSWA). But our focus goes beyond meeting legal requirements — it's about building a culture where everyone goes home safe and well every day. You can view our current Health and Safety Policy on Council's website. We continue to support our staff through several important health and safety matters:

- Following WorkSafe's investigation into the Waimata fatality in July 2024, Council has been advised that no further action will be taken against GDC. Charges have been laid against the contractor that employed the victim, as the responsible Person Conducting a Business or Undertaking (PCBU).
- Council has also received the findings of an independent health and safety audit. A review meeting has been completed, and the final report is now in hand. Work is underway to develop an

implementation plan for the recommendations, which will be incorporated into the new three-year Health, Safety and Wellbeing Plan.

Focus areas

- **Recovery Workstreams** - Progress continues across all recovery workstreams, including Large Woody Debris (LWD), FOSAL (Future of Severely Affected Land, demolitions, etc.), and roading and culvert repairs. With spring and summer bringing improved working conditions, activity within the LWD programme is expected to ramp up, supported by the release of a second Expression of Interest tender. Council continues to provide active support to Logic Forest Solutions through ongoing health and safety audits, assurance processes, and verification activities to ensure risks are effectively managed.
- **Staff Wellbeing -** The Wellbeing Team continues to meet regularly, developing and delivering initiatives to support staff across the organisation. Individual Hubs focus on monthly wellbeing opportunities, and recent on-site health checks saw a strong level of staff participation.
- **Health, Safety, and Security -** Incidents of abuse and inappropriate behaviour towards staff persist across several workstreams, particularly within the library and cemetery teams. Contractors have also been affected, with two serious assaults on contractor personnel reported in August. Council is responding through regular check-ins, targeted training, meetings with Police, and access to wellbeing resources to ensure staff feel supported and safe.
- **Injury Summary -** Over the past 12 months, four lost-time injuries have been recorded, all minor strains. Two additional concussion incidents occurred — one involving a summer student who struck their head while conducting environmental fieldwork, and another resulting from a serious road traffic accident involving an Animal Control Officer.

INCIDENT TYPE	INCIDENT DESCRIPTION	OCTOBER EVENTS*	ROLLING 12 MONTHS
Near miss	An event or incident that someone has been exposed to that could have caused injury.	Nil	65
Injury	Someone has been physically hurt and reported.	1 x minor	85
Incident	An event or incident that has caused damage to equipment, property, or environment and	2 x moderate 1 x minor	240

INCIDENT TYPE	INCIDENT DESCRIPTION	OCTOBER EVENTS*	ROLLING 12 MONTHS
	includes threats and abuse to staff members.		
Notifiable event	Any of the following events that arise from work: death, notifiable illness or injury, or notifiable incident that triggers requirements to preserve the site and notify WorkSafe NZ.	Nil	0
Illness	Someone has seen or been involved in an event or exposed to a situation that has resulted in individual becoming ill or unwell, e.g. lung disease, asbestosis, legionnaires disease. This is from workplace exposure and does not include common illness such as personal illness, cold and flu.	Nil	4

FINANCIAL REPORTING

The report presents Council's financial performance through 31 August 2025, comparing year-to-date results against Annual Plan's Statement of Comprehensive Revenue and Expenses.

Overall, the first two months of the financial year show expenditure and revenue tracking as expected. Key financial indicators for the August year-to-date period include:

- **Revenue:** Total revenue of $42.3m, is $1.9m below the Annual Plan, primarily reflecting delayed receipt of operational grants.

- **Expenditure:** Total expenditure of $29.2m is $1.5m under budget, consistent with the timing lag in operational grants and subsidies as noted above.

- **Capital Expenditure:** Spending has reached 104% of the planned amount, with $11m spent against a budgeted $10.6m. Most expenditure relates to recovery works, particularly roading reinstatement and flood resilience projects.

Statement of Comprehensive Revenue and Expenses
For the period ended August 2025

	YTD Actual $000s	YTD Budget $000s	YTD Variance $000s	Full Year Budget $000s
REVENUE FROM NON-EXCHANGE TRANSACTIONS				
Grants and Subsidies - Operational	6,439	8,567	(2,127)	33,115
Grants, Donations, Subsidies and Contributions - Capital	9,000	8,028	972	115,341
Other Non-Exchange Revenue	117	331	(214)	1,983
General Rates and Uniform Annual General Charge	9,113	8,899	214	35,596
Targeted Rates	14,448	14,448	0	57,791
REVENUE FROM EXCHANGE TRANSACTIONS			0	
Development and Financial Contributions	55	313	(258)	1,878
Other Revenue	2,648	2,893	(245)	14,935
Targeted Water Rates	422	594	(173)	3,565
Dividends	0	0	0	0
Interest Received	75	0	75	0
Other Gains/(Losses) - Profit on Sale of Assets	0	142	(142)	850
Total Revenue	**42,317**	**44,213**	**(1,896)**	**265,054**
EXPENSES				
Employee Benefit Expenses	6,745	6,467	(277)	38,370
Expenditure on Operating Activities	15,039	17,538	2,499	90,873
Depreciation on Operating Activities	5,437	5,476	39	32,857
Financing Costs	2,032	1,346	(686)	8,078
Internal Transfers	6	0	(6)	0
Total Expenses	**29,258**	**30,828**	**1,569**	**170,178**
Net/Surplus/(Deficit) before Taxation	**13,059**	**13,386**	**(327)**	**94,876**
Subvention Payment from GHL	0	0	0	350
Income Tax Expense	0	0	0	0
Net/Surplus/(Deficit) after Taxation	**13,059**	**13,386**	**(327)**	**95,226**
Gains/(Losses) on Property Revaluation	0	0	0	68,751
TOTAL COMPREHENSIVE REVENUE AND EXPENSES	**13,059**	**13,386**	**(327)**	**163,977**
CAPITAL EXPENDITURE	**11,039**	**10,626**	**(413)**	**163,167**
			104%	

Ngā Mahi Arotahinga

Focus Projects

RESOURCE RECOVERY CENTRE

A feasibility study has been completed as part of Council's investigation into a potential Community Resource Recovery Centre for Te Tairāwhiti. These centres operate successfully in other parts of the country and offer a range of benefits, including:

- Extending the life of local landfills.
- Reducing the volume and cost of transporting waste out of the region.
- Creating opportunities for education, training and employment.

Findings of the study were presented to Council and a decision made to progress to the next phase - with a key focus on exploring potential funding options, which is essential to the viability of the project.

✦ **Update:**

A Project Manager has been appointed to support the resource recovery centre and transfer station project through to a concept design and master plan for a facility, that is fit for purpose and meets the needs of our community and our waste operators.

COMMUNITY FACILITIES

Indoor Multipurpose Centre (IMC)

Tairāwhiti faces a critical shortage of indoor court facilities - the lowest public availability per capita in New Zealand, as confirmed by the Sport New Zealand National Facilities Strategy. To address this, a business case was developed and received unanimous endorsement from Council at an Extraordinary Meeting on 9 April 2025, enabling the project to progress to its next phase.

✦ **Updates:**

- Continued due diligence is underway to finalise site option viability.
- Preliminary site investigation work is planned for the preferred site at Kiwa Pools.
- Discussions have been initiated with potential partners with a view to collaborate to deliver a best for region solution for indoor court provision.
- Affordability and understanding whole-of-life cost remain at the forefront of project approach.
- The Steering Group will be reactivated post-elections following a membership review and development of updated Terms of Reference to reflect the phasing and required focus on capital fundraising.

Council has committed $2.5 million to the project and endorsed community consultation on a proposed additional $6 million contribution through the upcoming Long Term Plan (LTP). A significant level of work is required to raise capital funds needed to build the Indoor Multipurpose Centre.

◉ Next Steps:

- Scope the programme of work for next phase to enable project to progress.
- Confirm key investment and partners.
- Review Steering Group membership and Terms of Reference and reactivate post-Election.
- Explore funding, ownership, governance, partnerships and management avenues.
- Proceed to design and consent.
- Start fundraising.

City Centre Revitalisation Project

The City Centre Revitalisation Programme is a partnership between Council, Rongowhakaata Iwi Trust (RIT), Trust Tairāwhiti and local stakeholders to refresh Gisborne's CBD. It takes a coordinated approach to improving the city centre's look, safety and vibrancy through investment in public spaces, infrastructure, streetscapes and heritage features. Some early wins already underway include:

- Art in the City (art in empty shopfronts).
- CBD Custodian improving cleaning and maintenance.
- Heritage Building Façade Fund trial (first application received).
- Summer series of activations/events.

We are in the early staging of procuring expertise to support the development of an Action and Investment Plan to guide delivery. This significant project focuses on providing for growth (including residential living), improving lighting, access and upgrading key public spaces to ensure a city centre that reflects our community and culture.

RURAL TOWNSHIP UPGRADES

We continue to work in partnership with our whānau, hapū, and communities through a Community Development-Led model. This approach helps us understand local aspirations and prioritise projects that can be delivered within available budgets through genuine, community-led engagement. The Township Upgrades programme is supported by an annual budget of $700,000, typically used to complete two rural upgrades each year - one north of Gisborne and one either south or west. However, following the impacts of Cyclone Gabrielle, work has been delayed significantly.

This financial year, upgrades are underway in four rural townships: Tolaga Bay, Matawai, Te Karaka and Patutahi. There are 13 rural townships on the upgrade rotation, and we are nearing the end of the first rotation of township upgrades since 2020.

The Rural Liaison Manager that oversees this programme of works has built and maintained relationships with key funders that are willing to support the upgrade of rural townships on the provision that a community entity applies for the funds. It is important to note that external funding does not apply to infrastructure that falls under the Council's responsibility, including footpaths, pedestrian crossings, drainage systems, culverts, and roadworks.

Rural Township Upgrade Schedule

RURAL TOWNSHIP	FUNDS AVAILABLE	FINANCIAL YEAR UPGRADE TO BE COMPLETED	FORECASTED COMPLETION DATE	REASON FOR VARIANCE IN COMPLETION
Matawai	$350,000	June 2025	December 2025	Weather/ground conditions and unavailability of contractors.
Te Karaka	$350,000	June 2025	June 2026	Liveable Communities undertaking a review of all playgrounds and equipment.
Tolaga Bay	$350,000	June 2025	April 2026	Awaiting funding confirmation that will fund a full-sized basketball court.
Manutuke	$350,000	June 2026	Delay likely	Engagement rahui by Iwi.
Patutahi	$350,000	June 2025	June 2025	A safer crossing to be installed before Christmas 2025. Additional funding is being sought by the community to achieve their aspirations for their new playground as the Council budget does not cover all community aspirations within the playground.
Tokomaru Bay	$350,000	June 2026	TBC	Engagement occurring in November 2025.
Muriwai	$350,000	June 2027	N/A	Engagement of community to commence January 2026, to be completed by April 2026.

RURAL TOWNSHIP	FUNDS AVAILABLE	FINANCIAL YEAR UPGRADE TO BE COMPLETED	FORECASTED COMPLETION DATE	REASON FOR VARIANCE IN COMPLETION
Wharekahika	$350,000	June 2027	N/A	Engagement of community to commence January 2026 and be completed by April 2026.
Te Araroa	$350,000	June 2028	N/A	Engagement of community to commence January 2027 and be completed by April 2027.
Waerenga o Kuri / Tiniroto	$350,000	June 2029	N/A	Focus is Waerenga o Kuri, Tiniroto upgrades completed 2022. Engagement of community to commence January 2028 and be completed by April 2028.
Tikitiki/ Rangitukia	$350,000	June 2029	N/A	Engagement of community to commence February 2028 and be completed by April 2028.
Ruatōrea	$350,000	June 2030	N/A	Engagement of community to commence February 2029 and completed by April 2029.

Current Upgrades Updates

Matawai

- Equipment installed in June 2024; remaining work delayed due to weather. Final touches include:
- Waharoa designed and painted by Matawai School.
- 1.8m footpath and waharoa installation.
- Vehicle access gate and extended fencing at Raumati Street.
- Timber and wire fencing.
- Hydroseeding around play areas.
- Footpaths connecting to tennis courts and picnic area.

Tolaga Bay

New playground equipment and soft fall installed in April 2025.

Basketball NZ has applied for additional funding to build a full court on the playground. The team will have a funding response by November 2025 pending external support.

Patutahi

A safer crossing will be installed on Atkins Street before Christmas 2025. Although there is Council funding available, the cost to achieve the installation of the new playground, requires additional funding. The Patutahi community group has applied to 2 x philanthropic funders to contribute towards achieving their dream of having a functional playground that meets the needs of all age ranges and abilities.

Better Off Funding Projects (BOF) – Rural Township Upgrades

Where possible, the Rural Township Manager works with Council's Funding Advisors to apply for external funds to meet some community's medium- and long-term aspirations.

We are now in the final year of completing Better Off Funding projects. These projects focus on medium and long-term goals, such as improving road treatments to keep pedestrians safe, especially children walking to and from school. They also aim to enhance accessibility to playground equipment and furniture for people with disabilities. To date we have completed:

- 2024 - Installed a new footpath in Muriwai from the corner of Waieri and Muriwai Roads to link up with the SHW2 footpath.
- 2025 Completed a renewal of Cliff Road, Te Karaka footpath.
- Installation of a new footpath in Te Puawaitanga Park, Ruatōrea.
- installation of a new footpath in Te Papa Takaro ki Wharekahika.

By March 2026 we aim to have completed the procurement process and appointed a contractor/s to install:

- A footpath and safer crossing from Hicks Bay Store to Te Kura Kaupapa Māori o Kawakawa mai Tawhiti in Wharekahika.
- A safer crossing on Moana Parade, Te Araroa from the playground to the skate rink.
- A safer crossing in Tikitiki.
- Complete the footpath by the papakainga in Rangitukia and install a safer crossing to the school.
- Install a safer crossing and footpath from the corner of Harrison Road and Waiomatatini Road South to link up with the footpath closer to town.
- We have also planned to install a footpath on from Matawai Marae on Motu Road to the Motu Road bridge however we are informed by the Journey team that we cannot build the footpath unless we also build a foot bridge. We know that we do not have funding to do both therefore, we will be escalating this to Te Rangawhakahau to make the decision.

TAIRĀWHITI RESOURCE MANAGEMENT PLAN (TRMP)

Council is reviewing the Tairāwhiti Resource Management Plan (TRMP) because it no longer fits current needs. As a combined 'unitary' plan under section 80 of the Resource Management Act 1991 (RMA). It guides how we use land, support development, and protect environmental wellbeing across Tairāwhiti. It covers both regional and district functions.

The review, initiated in 2020, has been delayed by COVID-19, resourcing constraints and severe weather events, and now sits within an evolving legislative environment. The Government's Plan Stop legislation (took effect 21 August 2025) prevents councils from notifying new plan changes or reviews until 31 December 2027, unless granted an exemption. The legislation also removes the requirement to complete 10-year reviews.

However, Council has progressed Phase 1 of the TRMP review (2022 – 2025) by focusing on the Regional Policy Statement (RPS), freshwater and catchment planning, and land-use related to forestry and urban growth. This phase culminated in the Tairāwhiti Future Development Strategy, which guides urban growth over the next 30 years by identifying where homes and business can go, and the infrastructure needed to support them.

Recognising Tairāwhiti's specific needs, Council will seek two exemptions so critical work can continue: Urban Plan Change 6 (updating Gisborne City District Plan rules to enable housing growth in safe, well-serviced areas) and our work on transitioning land use (Sustainable Land Use plan change (transitioning vulnerable land to more resilient uses). While decisions on the exemptions are pending, Council staff will progress "no-regrets" tasks to keep both workstreams restart-ready.

Regional Policy Statement

Work on the Regional Policy Statement (RPS) remains paused following the Plan Stop legislation (21 August 2025), alongside signals from central government that a standalone RPS may not feature in the future system. The RPS work completed to date provides clear, high-level direction for managing Tairāwhiti's key resource issues, which can be carried forward under any future planning framework.

During the pause, the workstream is building the technical evidence library, and documenting the Section 32 Evaluation Reports. These reports are required by the RMA and is an assessment to determine if objectives are appropriate and provisions are the most appropriate. This assessment includes an analysis of:

- alternatives;
- efficiency and effectiveness;
- costs and benefits; and
- risks of acting or not acting.

Alongside this workstream is continuing kōrero with tangata whenua and partners on issues of significance, prioritising evidence gaps for commissioning, and preparing scope to enable a rapid restart when the new resource management framework is confirmed.

This approach reduces duplication and cost, sustains relationships, and positions Council to pivot efficiently as national settings are clarified; Council staff will monitor developments and return with options once the future settings are known.

Regional Freshwater Plan and Catchment Planning

The regional freshwater planning package sets the region-wide direction for activities in river and lake beds, riparian margins and wetlands, water quality and discharges (to land and water), and water quantity and

allocation. It provides the policy, rules and methods that guide decisions and updates the framework to meet the National Policy Statement for Freshwater Management 2020 (NPS-FM). Alongside the region-wide freshwater plan, Council staff are developing seven catchment plans that localise this framework.
Advisory Group engagements are complete for the Waipaoa, Ūawa, Waimatā-Pakarae and Mōtū catchments, which have moved into policy development. The remaining engagements - Southern Tairāwhiti, Northern and Waiapu, will be completed by early 2026.

Under the Plan Stop, Council cannot notify new freshwater plan changes under NPS-FM until new national direction is in place, or 31 December 2027, unless a Minister grants an exemption. In this context, Council staff continue engagement and complete the evidence base while avoiding drafting provisions likely to change, which preserves value and reduces rework.

Over the next period, the team will close technical gaps needed to complete the regional and catchment work (gravel management, water-quantity assessments, and wetland mapping and verification methodology), and wrapping up engagement - while avoiding drafting likely to be overtaken by new national direction. Council staff will keep a close eye on national reforms and re-sequence tasks and dependencies once direction firms up.

Urban Growth Development

The Urban Growth and Development workstream is reviewing the urban-related chapters, part of the district provisions of the TRMP, confined to the Gisborne urban area. The team has progressed Plan Change 6 (PC6) to support more homes in the right places and to revitalise the city centre, consistent with the Council-approved 2024 – 2054 Future Development Strategy.

It introduces a Medium Density Residential zone (enabling duplexes, terraced housing, and apartment blocks), a Mixed-Use zone (enabling homes with shops/office uses), a City Centre zone (supporting revitalisation), and introduces a Future Urban zone in the Back Ormond Road area to signal future expansion. It also updates relevant TRMP provisions, is supported by new spatial planning maps, and will be accompanied by a Tairāwhiti Urban Design Guide for Residential Development. Masterplans for Kaiti, the City Centre, Awapuni and Elgin are nearing completion and will guide local delivery.

Following the Plan Stop announcement, Council staff submitted a Ministerial exemption application on 12 September 2025. PC6 is a strong candidate for exemption because it directly advances the Government's "Going for Housing Growth" priority to increase housing supply and free up land, and exemptions may be granted for proposals that align with national priorities like housing and urban development. While the decision is pending, Council staff are preparing engagement materials and the notification package and checking alignment with emerging national direction to avoid rework.

If an exemption is declined, the team will keep PC6 ready to progress once national settings allow and will keep partners and stakeholders informed about what is paused versus proceeding, moving to notification at first viable opportunity.

Forestry / Sustainable Land Use

In April 2025, Council combined two related workstreams – forestry harvesting and earthworks, and erosion-prone land overlays – into a single Sustainable Land Use (SLU) Plan Change. The SLU Plan Change focuses

on identifying the worst eroding land for transition to permanent vegetation, better management of forestry activities on high-risk land and the farm/forest plans to support a shift to sustainable land use practices. It responds to community calls after Cyclones Hale and Gabrielle (including the 2023 "Stop the environmental disaster" petition), the 2023 Ministerial Inquiry into Land Use (MILU), Council's Tairāwhiti 2050 vision for permanent cover on highly erodible land, and longstanding overlay policy settings dating back to post-Cyclone Bola.

To date, the workstream has drafted new harvesting and earthworks provisions, is finalising mapped high-risk 3B land, and has contributed to Transition Advisory Group guidance and the Transition Business Case to shape non-regulatory support. Forestry provisions will be finalised once Government changes to the National Environmental Standards for Commercial Forestry (NES-CF) are confirmed - late 2025. To stay aligned with community and internal expectations, the team plans public engagement in Q1 2026.

Plan Stop legislation (21 Aug 2025) means Council cannot notify without a Ministerial exemption. An exemption requires an agreed scope and consultation-ready provisions. Council will be asked to make the application (or delegate the task) in December this year, in preparation for consultation.

Phase 2

The next phase of the review (planned 2025 - 2028) was initially scoped to address the remaining TRMP provisions – including other land provisions, regional-levels provisions that manage natural resources, the Regional Coastal Plan, and the Discharges to Air Plan. However, with legislative uncertainty and national reforms underway, Phase 2 is being reset in response, positioning Council for the next stage of the review.

ENVIRONMENTAL SCIENCE UPDATE

The Environmental Science and Monitoring team continue to progress the science programme, with a focus on freshwater and the coastal environment and providing evidence for the Tairāwhiti Resource Management Plan (TRMP) review. The team also monitors the environment as required by Government regulations and for Council and civil defence business needs.

Flood Intelligence: New flood forecasting model

A time extension to 31st December 2025 was approved by National Infrastructure Finance and Funding (NIFF) to enable completion of additional project items. A large underspend ($500k) in this project has enabled the addition of new communications redundancy, new hardware, improved flood warning site resilience works, additional flood model software enhancements, and additional training. The following items have been completed up to the 31st of October:

- Relocation of the Kanakanaia Bridge (Waipaoa River) and Goodwins Bridge (Waimatā River) flood warning sites (safer distance from the river).
- New digital radio network for improved communications right across our network (for our flood warning sites and telemetered weather stations). This is in addition to the existing analogue system.

- Installation of a back-up communications repeater at Te Rata (to supplement the Arowhana repeater on the Raukumara Ranges).
- Installation of a new generator at the Waingake communications repeater for additional power security during extreme weather.
- Six flood forecasting models have been built (and now undergoing testing) for the following rivers: Waipaoa, Te Arai, Taruheru, Waimatā, Hikuwai and Waiapu Rivers.

Items that are still underway for completion by the end of October are:

- A new microwave link at the Wheatstone Rd communications repeater (linking to GDC link at Awarua);
- Removal of the Raukumara repeater (fully weather dependent due to location atop the Raukumara Ranges).

Additional flood forecasting model items are also underway (flood modelling data archiving, automated reports, model validation (parameterisation) & training, and flood extent maps). These will be completed by 31st November.

Groundwater Monitoring Bore Drilling: Urban Resilience Bores

Five groundwater monitoring bores have need installed throughout the urban area to improve our understanding of groundwater contributions to urban flooding. The new sites to our existing groundwater monitoring network are at Rutene Rd, Rutene Rd-Craig Rd, Ida Rd, Beacon St-Awapuni Rd and Mangapapa Reserve.

MONITORING

Estuaries

The draft report of the ecological monitoring of three Tairāwhiti estuaries (Te Wherowhero Lagoon, Tūranganui, and Kaitawa estuary) has been completed and is undergoing peer review.

TRMP RESEARCH

Freshwater management

The following projects have been completed to support freshwater management:

- Assessment of water temperature on ecosystem health.
- Inanga monitoring at Pakowhai Steam, Karaua Stream, Te Arai River and Whatatuna Stream.
- Bed level setting for the Waiapu River (required for gravel management planning)

.

DELIBERATIVE DEMOCRACY PROJECT

Deliberative democracy brings everyday people into the decision-making process - offering space for informed discussion on complex and often challenging issues. A Citizens' Assembly, made up of a demographically representative group, is supported with expert advice, evidence, and time to weigh up different perspectives and trade-offs. In 2023, Council commissioned Te Weu Trust to explore this approach through the Tairāwhiti Deliberative Democracy project, with a focus on climate change adaptation. To

support this mahi, Koi Tū: The Centre for Informed Futures (now known as the Complex Conversations Unit at the University of Auckland) facilitated a workshop on 14 June 2024 to co-design the Citizens' Assembly. This session brought together local catchment and community leads, Council staff and Trust Tairāwhiti to shape a process grounded in local context. It was agreed that the remit of the Citizens' Assembly would align with and complement Council's Forestry Plan Change and related engagement processes. The Assembly was tasked with exploring a single overarching question:

"What is a fair way to manage the proposed land use transitions in Tairāwhiti?"

Forming the Citizens' Assembly

Letters (2,500) and emails (3,828) were sent to residents across region inviting residents to take part in the Citizens' Assembly. The opportunity was also promoted through social media, the Gisborne Herald and national media. Nearly 250 people expressed interest. From there, an independent, statistically valid selection process - known as sortition - was used to form a group that reflects the region's diversity across age, gender, ethnicity, qualifications and geographical location. A total of 40 members were selected to participate.

The Assembly Process

The Citizens' Assembly process was delivered across three full-day hui, supported by additional webinars, facilitated discussions, and ongoing technical and logistical support from Koi Tū – Centre for Informed Futures, local Te Weu facilitators and Council staff.

Assembly One – 2 November 2024

The focus was on deepening understanding of the region's land use challenges and exploring what a 'fair' and 'just' land use transition could look like in Tairāwhiti. Presentations/ speakers included:

- Principles of fairness and distributive justice, Professor Jonathan Boston - Victoria University Wellington.
- The Economics of Transition in Tairāwhiti , Kent Duston Economic - Habilis Consulting.
- Changing Land use to fit a Changing Landscape, Nora Lanari - Office of the Parliamentary Commissioner for the Environment.
- Responses to the Ministerial Inquiry into Land Use in Tairāwhiti (MILU), John Hutchings - Hutch Consulting and Transition Advisory Group (TAG Convenor).
- Towards a Māori Wellbeing Economy, Shawn Awatere - Manaaki Whenua Landcare Research.
- Tairāwhiti Land Transition: History and context, Kerry Hudson - Te Tairāwhiti Council.

Assembly Two – 1 February 2025, Tautua Village

The second assembly hui was held on 1 February 2025 at Tautua Village, with a focus on engaging directly with stakeholders, advocates, and community entrepreneurs. It opened with a kōrero from Dr Naomi Simmonds, who spoke about how the assembly process can reflect Te Tiriti o Waitangi and why this is critical in shaping land use decisions for the future. Assembly members then heard from a series of guest speakers

who shared their experiences and perspectives. In breakout groups, members had the opportunity to engage in more in-depth discussions with each presenter. Presenters included:

- Bridget Parker – Horticulture and cropping farmer.
- Kerry Worsnop – Sheep and beef farmer.
- Graeme Atkins – Conservation advocate.
- Julian Kohn – Forestry.
- Manu Caddie – Indigenous bioeconomy and environmental advocate.

Assembly members also had webinar presentations from:

- David Hall, Toha (Funding and Financing Nature Based Solutions) - 28 January.
- Pure Advantage (Financing and Supporting Nature Based Solutions at the catchment level) - 11 February.

Assembly Three – 22 March 2025

The final hui focused on developing the Assembly's 'Calls to Action' – The Calls to Action were prepared as a declaration of the Citizens' Assembly's collective position and is seen as:

- A way to inspire individual and institutional action.
- A public reference for planning.
- A public reference for follow-up and accountability.

The Citizens' Assembly 'Calls to Action' document was formally handed over to the Mayor and Chief Executive at a morning tea on 22 May. A joint media statement was released on 26 May.

✦ **Updates:**

- A report on the Calls to Action was considered by the Sustainable Development Committee on 31 July.
- The Calls to Action were incorporated into the Sustainable Land-use Business Case presented to Council on 2 October.
- On 1 October the Citizens' Assembly were contacted by Michele Frey (details attached).
- The Calls to Action are available here: https://teweu.zephyrwind.co.nz/
- A Citizens Assembly Lessons Learnt Report has been drafting for final sign-off by Council staff and Te Weu Representatives. An article on the process will be appearing in an upcoming Policy Quarterly publication.

Te Rerenga Rauropi

Biodiversity

The Regional Biodiversity Transformation team leads the delivery of Council's strategic direction for biodiversity across its land portfolio. The team supports community aspirations through education, advocacy, and partnerships, and delivers Council's major biodiversity programmes - Haumanu Tū Ora and the Waingake Transformation Programme.

✦ **Updates:**

- Assessment of applications for the 2026 Natural Heritage Fund. A total of 31 applications were received with a total funding request value of just over $300,000. A decision report for allocation of the funding will be presented to Council on 18th November 2025.
- Data collation and drafting of Biodiversity components for the State of the Environment report.
- Focus on education and advocacy with Conservation Week, the Matuku Muster and the A&P show. A highlight of Conservation Week was the collaboration with our Enviroschools team to take a roadshow to local primary schools.
- Supporting desktop wetland delineation for the Waimata-Pakarae catchment and developing a wetland management plan certification process.
- Participation in the Transition Advisory Group and support for the development of the Business Case, particularly the pest plant considerations.
- Input of Waingake 20x20m vegetation plot survey data to the National Vegetation Survey databank.

◉ **Next Steps:**

- Continue ground-truthing of urban indigenous vegetation, with support from our summer student.
- Awarding of 2026 Natural Heritage Fund to successful applicants and completion of contracts.
- Complete review of Protection Management Area (PMA) monitoring programme and provide recommendations to Council on next steps.
- Set up database of oblique aerial imagery of PMAs. Undertake monitoring surveys of PMAs, trialling additional monitoring components such as acoustic monitoring for bats.

WAINGAKE TRANSFORMATION PROGRAMME

The Waingake Transformation Programme aims to create a vital native forest, transitioning 1,400ha of pine plantation to an indigenous forest at Waingake and Pamoa. There's a Memorandum of Understanding (MoU) and Joint Steering Group (JSG) between Council and mana whenua, Maraetaha Incorporation supported by Ngāi Tāmanuhiri.

✦ **Updates:**

- The Waingake-Pamoa Joint Steering Group is progressing several workstreams within the annual workplan. Foremost are actions relating to an access agreement for Patemaru Station and creation of a part-time role to support the delivery of the workplan and JSG.
- The Ngahere Ora Team focus has been predominantly on predator control and monitoring within the Waterworks (QEII) Bush. Quarterly tracking tunnel monitoring has been completed along with annual five-minute bird counts. Established trapline servicing is scaled back over winter but is now being increased with the arrival of spring and an increase in pest animal movements.
- In addition to the team's efforts over winter, Council's Biosecurity team members have assisted with coordinated control work to support removal of browsing animals within our core and buffer areas. This has resulted in 72 goats, 349 possums, 22 hares and 19 rabbits being dispatched over a 3-day period. This again reinforces the need to keep on top of pest animal densities to support both natural regeneration and our planted areas.
- Two team members attended the annual Ngutukākā/Kākābeak Recovery Group hui at Waipapa-a-Iwi Marae in Mohaka. They made valuable connections and secured an opportunity to gain Ngutukākā cuttings from the Rangiwaho takiwā. The team is raising these cuttings to a size suitable for reintroduction to Waingake. Two secure enclosures have been completed onsite for this specific purpose.

Ngutukākā enclosure under construction.

- The team recently hosted Council staff over a two-day period to celebrate Te Wiki Tiaki Ao Tūroa - Conservation Week. All that attended gained a huge amount of mātauranga that was generously shared by the team and came away with a greater understanding of our ngahere and all the hard mahi that goes with caring for this precious taonga for the people of Te Tairāwhiti.
- The 2025 planting season is now complete with approximately 33,000 mānuka planted as a nursery crop. A further 10,000 enrichment species were planted in areas where previously planted mānuka is becoming well established. These enrichment species provide important diversity and support the trajectory of successional forest to a self-sustaining, long-lived forest ecosystem.

- Wilding pine control efforts have been increased as we see growing infestations of young pines now coming away in more recently harvested compartments of the project area. Ongoing monitoring across the landscape is critical to managing the risk of wilding pines outcompeting planting and natural regeneration.

◉ Next Steps:

- Spring and summer releasing of planted areas
- Quarterly ungulate control rounds.
- Ongoing wilding pine control and monitoring.
- Pest plant surveillance and control (pampas, buddleia, Old Man's Beard).
- Roading/track inspections and maintenance.

HAUMANU TŪ ORA (TŪRANGANUI ESTUARY RESTORATION PROJECT)

This is a four-year project aiming to restore the mauri and ora of the Tūranganui Estuary, including the Taruheru, Waikanae and Waimatā waterways. The programme is delivered in partnership with Rongowhakaata Iwi Trust, Ngāti Oneone and Te Whanau a Kai.

Part funded by the Ministry for the Environment through to June 2026, the programme delivers riparian and wetland restoration, fish passage remediation, pest animal and plant control (including a community trapping programme), education and community engagement, and ongoing monitoring.

✦ Updates:

We are working with our partners to further engage them in the delivery of planting and associated activities through the 2026 planting season. This includes development of a Statement of Works for each partner, capturing the required services, resourcing, and timeframes. Additional work underway:

- 2026 planting plans are being finalised, and plant orders have been placed.
- Site visits for the nine awa covered by the River Restoration Plan were completed in August and Wildlands are preparing the plans for review. These will describe short term actions to be prioritised for delivery in the final year of the programme, and long-term actions to be included future plans for biodiversity and freshwater improvement.
- The Spartina removal from the Taruheru River is scheduled to take place in November. The work is strictly controlled by conditions set in the authorisation from the Environmental Protection Authority. This includes conditions relating to public notification, spraying near kura and during school holiday periods. Timing of the removal must align these conditions with the correct tidal cycle and weather conditions, and as a result two previous planned attempts had to be cancelled. Alternative dates through to April 2026 have been identified should the November operation need to be postponed.
- We are launching a new initiative to support community-led riparian restoration along the Wainui Stream. Residents with riparian boundaries will be able to sign up to receive planting advice and a tailored plant pack. We will couple this with advice and support for landowners to undertake backyard trapping, with the goal of creating a connected, protected riparian corridor.

- Plant and animal pest control and monitoring continue. An additional 50 traps are being built by the Tairāwhiti Men's Shed for distribution through the Tu Taiao Tairāwhiti urban community trapping scheme. The Tairāwhiti Environment Centre distributes traps and provides support to landowners to get started with trapping in their own backyard.

◉ Next Steps:

- Ongoing weed control and releasing for planted sites.
- Finalise planting plans and schedule site preparation for 2026 planting sites.
- Identification of additional sites for fish passage remediation, and Inanga spawning enhancement. Implementation of remediation measures throughout summer.
- Manu surveys and reporting continue, building up a story of improvements.
- Maintain predator traps, and collating data for pests caught.

PROTECTION MANAGEMENT AREAS (PMAS)

Only 23% of original native vegetation remains in the Tairāwhiti region. Some of the best-preserved and most ecologically diverse examples of this indigenous vegetation are located on privately owned land and are mapped as Potentially Significant Natural Areas (PMA). PMAs are identified in the Tairāwhiti Resource Management Plan (TRMP) as areas of high priority for native vegetation protection.

These areas were originally identified through ecological surveys conducted by the Department of Conservation (DOC) in the 1980s and early 1990s as part of the Protected Natural Area (PNA) Programme. While the TRMP includes rules to help protect PMAs from vegetation clearance, it does not include regulatory requirements for pest control or fencing.

✦ Update:

Staff have engaged with Tauwhareparae Farms Limited (TFL) to collate information about PMA health and condition within the five PMAs on TFL land. Opportunities for improving PMA health and condition on TFL are also being explored with Gisborne Holdings Limited.

Spatial information about PMAs in the seven catchments has been collated and analysed for the upcoming State of Environment (SOE) report. The exercise has created foundational information and data about PMAs in the seven catchments.

Logic Forests has engaged with the biodiversity team about a specific set of PMAs as part of their Forest Steward Council (FSC) stakeholder engagement process. Through this process we helped them to determine if any PMAs within their forests could be considered High Conservation sites under the FSC framework.

INTEGRATED CATCHMENT MANAGEMENT (ICM)

The Integrated Catchments team delivers implementation, education and advocacy for biosecurity and land

management. This work supports Council's statutory responsibilities under the Biosecurity Act 1993 and the Resource Management Act 1991.

Sustainable Hill Country Project (SHCP)

Tairāwhiti faces some of the most severe erosion challenges in Aotearoa, with 26% of the region's land highly susceptible compared to just 8% nationally. The Sustainable Hill Country Project supports the region by building Council's land management expertise and laying the groundwork for future erosion control treatments.

✦ Update:

There has been ongoing limited progress has been made on areas of multiple owned Māori land due to ongoing tenure issues where land titles with no governance structure cannot be physically fenced from adjoining land. There are ongoing changes to governance or agreement between adjoining governance entities cannot be obtained. Emphasis shifted from progressing the SHCP to Freshwater Farm Planning, however this is currently on hold due national policy direction.

Council is in discussions with MPI around the existing SHCP agreements and are trying to make a plan to implement these. Progress may occur with a move towards developing the Transition Business Case and Delivery Plan.

Our land management staff continue to support landowners by developing Land Use Capability assessments and Erosion Control Plans, providing guidance on long-term sustainable land use options.

Land Management Expansion

Council has expanded the Land Management section over the past year to meet growing national demands, particularly the implementation of Freshwater Farm Plans (FWFPs) and other freshwater reform requirements. This initiative has been disrupted by the Freshwater Farm Plan review at a national level.

✦ Update:

Two central government funding streams currently support the Land Management Team: The Ministry for Primary Industries (MPI) and the Ministry for the Environment (MfE). MPI funding, which supports two roles, continues until June 2027. MfE funding, which supports four roles, ends in February 2026 with an extension obtained using an alternative funding stream.

Council is exploring options to extend funding for the MfE-supported roles to align with the MPI funding timeline. We are also developing a business case to present to central government to expand the team further.

The current work programme is providing a good avenue for relationship building and education with our rural communities.

Transition Advisory Group (TAG)

The Land Management team initiated the Transition Advisory Group, which has now completed nine hui. TAG consists of local participants with expertise across all land uses, environmental interests, tangata whenua and supported by Council and MPI.

The group developed a Transition Guide to assist in the transition from existing unsustainable activities to the establishment of permanent vegetation cover across all land uses.

This work is being followed by a Business Case and Delivery Plan, providing a regional grouping of participants with a structured approach to present to the government.

Waiapu Catchment

The Whakaoratia Trust has continued to operate over recent years despite the challenges posed by cyclones, persistent wet weather, and limited site access. Ground and access conditions improved significantly over the recent summer.

✦ **Update:**

The Trust has progressed repairs and extensions to existing damaged dams and continues to install structures at new sites and monitor others.

Ngā Pūtea Tauawhi

Grant Funding

COUNCIL-ADMINISTERED GRANTS

We receive and distribute funds on behalf of the following funding schemes:

Creative Communities Fund

The Creative Communities Fund provides funding for local community projects that encourage arts participation. Under the scheme, 'arts' includes all forms of creative and interpretative expression. The annual distribution is received in two lots of $22,840.50 for each funding round and any unused funds or returned funding is carried over.

✦ **Updates:**

- Another new member has joined the committee, Ayson Lewis, a well-known local Toi Māori artist who has a strong connection to the coast which will benefit the committee and applicants.
- All six committee members met on 11 September to hear presentations from nine applicants. A total of 17 applications were received, seeking approximately $92,000 in funding. The committee had $24,040.60 available and fully allocated this amount.
- One application was declined due to concerns regarding participant safety and wellbeing. The applicant has been encouraged to reapply in a future round.

Sport NZ Rural Transport Fund

The Sports NZ Rural Transport Fund is designed to subsidise rural travel for junior teams (between five and 19-years-old), also helping school and club sports teams take part in local competitions. There are two funding rounds each year, one for winter and another for summer sports codes. The fund has been reduced to a four-year contract of $10,700 annually plus anything carried over from the previous round.

✦ **Updates:**

- The Winter funding round closed on 30 April, four applications were received requesting $24,000, available funding totalled $14,191 which was fully distributed.
- The applicants all received funding apportioned according to travel and distance for the school or club.
- The next round is for Summer sports and closes 14 November at 5pm.

Natural Heritage Fund (NHF)

The Natural Heritage Fund (NHF) helps private landowners protect or enhance indigenous biodiversity on their land. Projects funded in the 2025 round of the fund are now underway with six out of 16 projects already completed and paid out. Applications for the 2026 funding round were opened from 1 July to 20th August 2025.

✦ **Updates:**

- All 2024 projects were completed and invoiced by the end of the 2024-25 financial year.
- 10 of 16 projects from the 2025 funding round are now complete.
- 31 applications were received for the 2026 funding round. Staff are currently working through the assessment and scoring process.
- Attempts to develop a co-funding agreement for the NHF with an external funding provider who approached us last year have now ended.

◉ **Next Steps:**

- A recommendation for the allocation of the 2026 round of the fund will be presented to the Operations committee at the 18 November meeting.

Waste Minimisation Fund

The Waste Minimisation Fund supports local initiatives that reduce waste, prevent environmental harm, and improve resource efficiency. Up to $20,000 is available in the 2026 funding round to boost locally-led projects. Funding can be awarded to a single applicant or shared among multiple recipients.

- up to $5,000 to support school/ECE based waste solutions and or community education,
- up to $5,000 to expand existing projects with new waste minimisation activities, and
- up to $10,000 for trailing and supporting first time applicants to engage in waste minimisation innovation projects.

✦ **Update:**

- Applications open on 1 November 2025 and close on 28 February 2026.

EXTERNAL FUNDING FOR ACTIVITIES DELIVERED DURING 2024/25

Table 1 below provides an overview of funding applications awaiting a decision:

ACTIVITY/PROJECT	DECISION	FUNDER	TOTAL AMOUNT
It's a Gizzy Christmas Event and Christmas Parade	October 2025	Clarus Community Partnership Fund	$25,000

Table 2 below provides an overview of income from external funds granted for activities that are in progress in the 2024/25 financial year:

ACTIVITY/PROJECT	GRANTED	FUNDER	TOTAL AMOUNT AWARDED
It's a Gizzy Christmas Event and Christmas Parade	October 2025	Trust Tairāwhiti – Regional Event Fund	$15,000
New Years Fire in the Sky Event	September 2025	The Lion Foundation	$5,000
New Years Fire in the Sky Event	August 2025	Trust Tairāwhiti – Regional Event Fund	$15,000
Tairāwhiti Woody Debris Treatment Fund	August 2025	Ministry For Primary Industries	$26,750,000
➢ Tairāwhiti Community Emergency Resilience Programme Urban Emergency Water Filtration System ➢ Tsunami Evacuation Pou for Tairāwhiti kura and ECE	April 2025	Lotteries Community Recovery Funding	$255,000

ACTIVITY/PROJECT	GRANTED	FUNDER	TOTAL AMOUNT AWARDED
➢ Tairāwhiti Disaster App ➢ Resourcing Urban Emergency Hubs			
Additional Capability to support Tairāwhiti Recovery Programme	August 2024	Cyclone Recovery Capability Grant Department of the Prime Minister and Cabinet (DPMC)	$485,840
Tairāwhiti Tourism Enhancement and Resilience Programme Tītīrangi Tracks Restoration Project	October 2024	Ministry for Business and Innovation (MBIE) – Tourism Infrastructure Fund	$66,498
Additional Capability to support Tairāwhiti Recovery Programme	August 2024	Cyclone Recovery Capability Grant Department of the Prime Minister and Cabinet (DPMC)	$4,755,200
Post Cyclone Resource Support – Ministerial Inquiry into Land Use (MILU)	August 2024	Ministry for te Environment (MfE)	$500,000
Tūranganui Estuary Pest Eradication Programme	May 2024	Lottery Environment Heritage Fund (LEHF)	$50,000

ACTIVITY/PROJECT	GRANTED	FUNDER	TOTAL AMOUNT AWARDED
Tairāwhiti Tourism Enhancement and Resilience Programme Waihīrere Domain Redevelopment Project	August 2023	Ministry for Business and Innovation (MBIE) – Tourism Infrastructure Fund	$42,000
Tokomaru Bay Legacy Landfill Contaminated Site Remediation	February 2024	Ministry for the Environment (MfE) - Contaminated Site Remediation Fund	$4,985,891
Kopuawhakapata Awa Beautification and Restoration	February 2024	Trust Tairāwhiti	$28,000
Cyclone Support Package Future of Severely Affected Land (FOSAL) Flood Risk Mitigation Category 3 Property Buyout Local Road and Bridge Repairs	November 2023	Crown Infrastructure Partners (CIP) Department of the Prime Minister and Cabinet (DPMC)	$64,000,000 $15,000,000 $125,000,000
Local Government Flood Resilience Fund Enhanced Flood Intelligence and Resilience Resilient Homes – Elevating Tairāwhiti	September 2023	Cyclone Recovery Unit (CRU) Department of the Prime Minister and Cabinet (DPMC)	$16,200,000

ACTIVITY/PROJECT	GRANTED	FUNDER	TOTAL AMOUNT AWARDED
Local Water Done Well Support Package	September 2023	Department of Internal Affairs (DIA)	$183,000
Hill Country Erosion Project	July 2023	MPI Hill Country Erosion Fund (HCEF)	$903,283
Post Cyclone Resource Support – Ministerial Inquiry into Land Use (MILU)	June 2023	Ministry for te Environment (MfE)	$180,000
Nature Based Solutions – Feasibility Study Waimata Awa – Maunga to Motu	July 2023	Ministry for te Environment (MfE)	$350,000
Extreme Weather Event Recovery – Sediment and Debris	February 2024 May 2023	Department of Internal Affairs (DIA)	$23,600,000 $38,800,000

Table 3 below provides an overview of external funding that has been completed in the 2024/25 financial year.

ACTIVITY/PROJECT	DECISION	FUNDER	TOTAL AMOUNT
North Island Weather Event – Recovery Structure Support	June 2023	Department of the Prime Minister and Cabinet (DPMC)	$3,760,000
Tairāwhiti Fire in the Sky Event	December 2024	Trust Tairāwhiti	$15,000

Supporting Regional Events

Community events continue to play an important role in connecting people and celebrating Tairāwhiti's culture and identity. Council supports two key free public events, Fire in the Sky and It's a Gizzy Christmas (including the Christmas Parade), which remain highlights of the regional calendar.

✦ **Update:**

- Fire in the Sky has run for more than 20 years in partnership with Walter Findlay Ltd, whose sponsorship ensures the event remains free for the community. The New Year's Day celebration continues to attract large crowds to the inner harbour.
- It's a Gizzy Christmas and the Gisborne Christmas Parade return in December 2025 after a five-year break, following the success of the 2024 community event at Marina and Kelvin Parks.
- Council provides coordination and logistical support, including funding, planning, safety, and traffic management.
- External funding support includes: Trust Tairāwhiti ($15,000 each for Fire in the Sky and It's a Gizzy Christmas & Parade), Lion Foundation ($5,000 for Fire in the Sky), and Clarus Community Partnership Fund (application pending for $25,000 to support It's a Gizzy Christmas & Parade).

Ngā Mahinga Rori Ā-Rohe

Regional Roading Activities

LOCAL ROAD NETWORK RESILIENCE STRATEGY

A Local Road Network Resilience Strategy guides investment to deliver a more resilient transport network for Tairāwhiti. While recovery is the immediate investment priority for our roads, future resilience of our transport network requires collaborative work to understand and develop a strategy for effective options within the constraints of:

- Technical feasibility
- Environmental impact
- Cultural sensitivity
- Financial reality

We're developing this strategy to ensure a credible, financially sustainable long-term plan to improve the resilience of our roading network – and avoid repeating the challenges we currently face. This strategy involves deep engagement with all partners working together. Everyone has a part to play and challenging conversations with our communities are needed.

Council adopted the strategy on 21 August 2025 which was submitted to the New Zealand Transport Agency for approval. The council anticipates that this will be presented to the NZTA board in December.
The strategy is due for completion later this year to feed into the development of the 2027-2037 Long Term Plan which will help secure future investment.

Te Kaunihera o Te Tairāwhiti
GISBORNE
DISTRICT COUNCIL

WHAKAPĀ MAI
CONTACT US

PO Box 747
Gisborne 4040 NZ

15 Fitzherbert Street Gisborne
Waiapu Road, Te Puia Springs

06 867 2049
0800 653 800

service@gdc.govt.nz
www.gdc.govt.nz
@Gisborne DC

Our customer service is available to help with any enquiry. Our business hours are Monday to Friday 9am – 5pm.

The Mayor - mayor@gdc.govt.nz

The Chief Executive - ceo@gdc.govt.nz

Media Contacts - comms@gdc.govt.nz

HB Williams Memorial Library - www.gpl.govt.nz

Tō Tātau Huarahi Whakarauora Recovery

GISBORNE DISTRICT COUNCIL

PROGRAMME DASHBOARD **TAIRĀWHITI RECOVERY PROGRAMME** **FINANCIALS TO 30 SEPTEMBER 2025**

Overall	Finance
🟢	🟢

Total Budget

$357.2m

Funding split

NIFF $215.1m
NZTA $119.4m
GDC $22.6m

Spend to date

$111.0m

% of budget

31%

🟢	Healthy
🟠	Improvement plan implemented
🔴	Critical - intervention required

Status	Project	Finance	Budget	Spend to Date	% of Budget	PHASE
🟢	Regional Transport	🟢	$241.4m	$57.5m	24%	Delivery
🟠	Building Capacity & Capability	🟠	$3.0m	$1.5m	51%	Delivery
🟢	Category 3 Buyout	🟢	$30.0m	$28.5m	95%	Delivery
🟠	Category 2P Mitigation - Raising Tairāwhiti	🟢	$10.2m	$5.6m	55%	Delivery
🟠	Flood Resilence	🟠	$71.1m	$16.7m	23%	Delivery
🟢	Enhanced Flood Intelligence & Resilience	🟢	$1.45m	$1.24m	86%	Delivery

Regional Transport

REGIONAL TRANSPORT PROGRAMME

PROGRAMME DASHBOARD

REPORT DATE 21 OCT 2025 | FINANCIALS TO 1 OCT 2025

Status

Finance status

Total Budget
$241.45m

Spend last month
$5.36m

Spend to date
$57.5m

% of budget
24%

Contracts awarded
$68.9m

Funding split
$122m NIFF
$119.5m NZTA

Programme update

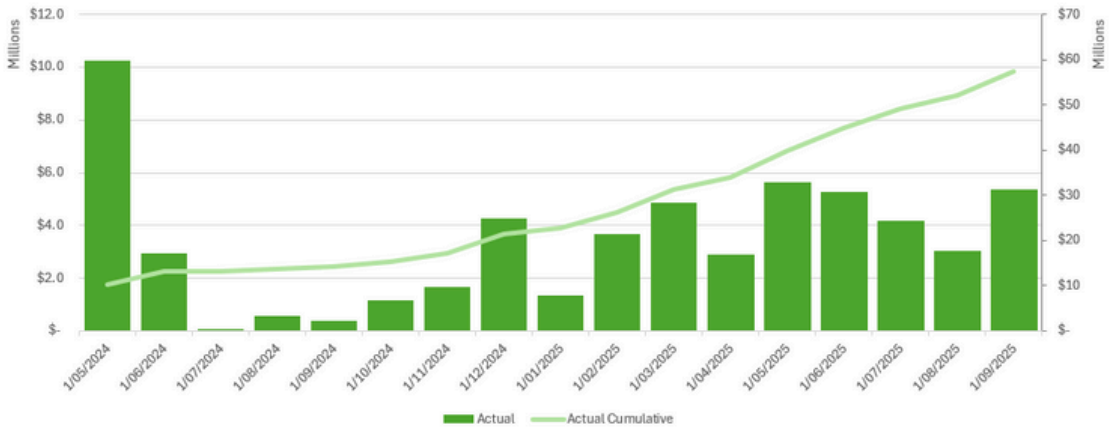
Planning and procurement is well underway for the 25/26 construction season, with designs and packages well advanced. The procurement for Tiniroto Bypass and the Huiarua Bridge are now underway with resource consents also lodged for both of these significant projects. The team have started physical works and there has been a large number of sites mobilised over September/October.

STATUS	PROJECT	FINANCE	BUDGET	SPEND TO DATE	PHASE
	Slips and dropouts		$52,500,000	$17,313,303	Delivery
	Roadside Drainage Supporting Iwi Communities		$36,876,400	$7,004,304	Delivery
	Tiniroto Road		$45,000,000	$4,634,598	Procurement
	Bridge programme		$107,073,059	$28,561,345	Delivery

Financial update

With physical works now back underway, spend will now start to track up as projects pick up speed.

We have included a forecast costs to completion within this report and we are refining the inputs and numbers into the forecasting, but this shows how it is starting to develop the programme spend.



INFRASTRUCTURE PROGRAMME SUMMARY

Programme	Project	Budget	Spend	Cost to complete	Forecast final cost	Variance	Design	Award	Build	Completion
BRIDGE PROGRAMME	Red Orange Bridges	$22,824,644	$15,406,393	$6,897,069	$22,303,462	-$521,182	100%	95%	95%	Q3 2026
	Green Bridges	$1,000,000	$694,153	$305,847	$1,000,000	$0	100%	100%	70%	Q2 2026
	Resilience	$9,870,905	$50,264	$9,729,200	$9,779,464	-$91,441	10%			Q4 2027
	St Leger	$19,553,464	$3,312,143	$13,902,369	$17,214,512	-$2,338,952	100%	100%	5%	Q4 2026
	Mata	$16,590,931	$952,761	$15,551,975	$16,504,736	-$86,195	90%			Q1 2027
	Grays	$8,800,507	$924,169	$7,867,907	$8,792,076	-$8,431	85%			Q2 2027
	Pauariki	$14,584,959	$895,340	$13,673,517	$14,568,857	-$16,102	50%			Q2 2027
	Burgess	$6,347,811	$570,405	$5,758,626	$6,329,031	-$18,780	10%			Q2 2027
	Mangatai Access	$6,451,306	$1,485,005	$162,522	$1,647,527	-$4,803,779	100%	100%	100%	Q4 2024
	Hangaroa	$139,619	$140,065	$0	$140,065	+$446	100%	100%	100%	Q4 2024
	Hollywood	$3,292,509	$3,308,947	$0	$3,308,947	+$16,438	100%	100%	100%	Q4 2024
DROPOUTS	Non-complex (251 sites)	$24,073,798	$13,619,530	$555,789	$14,175,319	-$9,898,479	100%	100%	100%	Q2 2025
	Complex (97 sites)	$27,742,117	$4,234,173	$31,121,252	$35,355,425	+$7,613,308	80%			Q1 2026
TINIROTO	Dropouts 1, 2 & 3	$4,035,881	$911,268	$2,522,156	$3,433,424	-$602,457	100%	100%	50%	Q1 2026
	Bypass	$45,000,000	$4,634,598	$42,480,986	$47,115,584	+$2,115,584	90%			Q3 2027
ROADSIDE DRAINAGE SUPPORTING IWI COMMUNITIES	Tranche 1 non-complex (121 sites)	$7,358,104	$6,449,364	$550,000	$6,999,364	-$358,740	100%	100%	100%	Q2 2025
	Tranche 2 non-complex (220 sites)	$5,581,075	$554,941	$3,900,000	$4,454,941	-$1,126,134	100%	100%	3%	Q2 2026
	Coates Corner	$2,161,282		$3,800,000	$3,800,000	+$1,638,718	30%			Q3 2026
	Tokomaru Bay seawall	$6,393,294		$6,000,000	$6,000,000	-$393,294	30%			Q4 2027
	Tapuaearoa	$1,779,370		$3,500,000	$3,500,000	+$1,720,630	30%			Q3 2026
	Anaura Bay	$3,633,294		$2,100,000	$2,100,000	-$1,533,294	30%			Q3 2026
	Total	**$240,296,164**	**$58,143,519**	**$170,379,215**	**$228,522,734**	**-$11,104,822**				

Total funding **$241.4m**

Spend to date **$57.5m**

Sites complete **446**

PROJECT: SLIPS AND DROPOUTS

STATUS UPDATE

Status

Total Budget

$52.5m

Funding split

$11.3m NIFF
$41.2m NZTA

Spend last month

$1.25m

Spend to date

$17.3m

Project description

Repairs to the region's most critical slip and dropout sites, of which 95 are complex and require engineering design.

Project update

TThe tender for the first package of complex dropouts ($800k) that includes sites on Mangatu Road and Kanakania Road has now closed. Two other large work packages focussing on Tiniroto Road and Waimata Valley Road are currently in the tender phase and are expected to begin construction late November.
Prior to Christmas this year, 28 sites will be awarded to contractors with a further 28 prior to mid-2026. The remaining 38 sites will be completed over the 2026/27 construction season starting late September 2026.
Progress continues on finalising designs for the rest of the complex programme, with 40 designs completed and the remainder in various stages of design.

Upcoming milestones

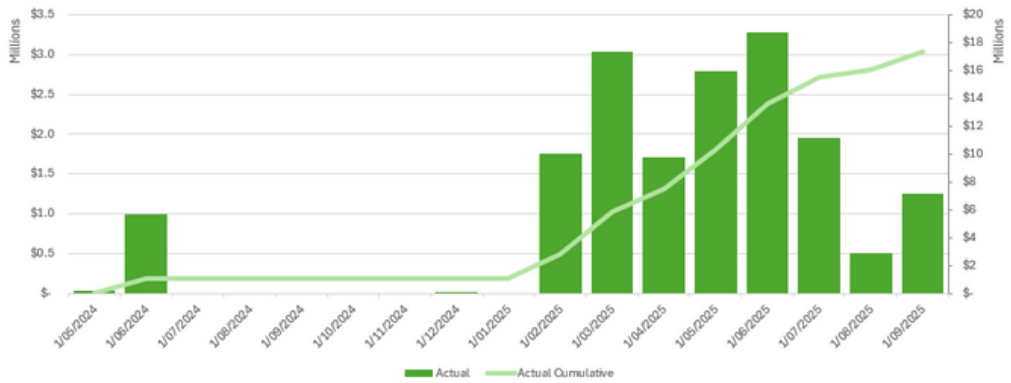
November

- Construction on complex sites begins.

FIRST COMPLEX SITES PACKAGE FOR CONSTRUCTION (currently out to tender)

November construction start			
Road	**No. sites**	**Locations (km mark)**	**Estimate**
Kanakanaia	1	7.9	$150k
Mangatu	2	3.5, 3.6	$700k
Tiniroto	6	24.1, 24.5, 29.2, 41.7, 55.5, 56.3	$2.5m
Ruakaka	1	4.5	$200k
December construction start			
Waimata Valley	4	12.1, 13.03, 13.04, 13.3	$2.5m
Matokitoki Valley	1	2.9	$350k
Pehiri	2	14.8, 23.6	$300k
Wairere (Mangatu)	2	3.5, 3.6	$200k
Shelton	1	1.8	$100k
Waihuka (Te Puia)	1	1.3	$50k
Total	**21**		**$7,050,000**

ACTUAL & CUMULATIVE FINANCIALS



COMPLEX PROGRAMME TIMELINE

	2025		2026				2027	
	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2
Designs								
Procurement								
Construction								

PROJECT: ROADSIDE DRAINAGE SUPPORTING IWI COMMUNITIES

PROJECT STATUS UPDATE

Status

Total Budget
$36.87m

Funding split
NIFF

Spend last month
$564k

Spend to date
$7m

Project description

Drainage and resilience improvements on alternative emergency evacuation routes as identified by Iwi.

Project update

Repairs and on Waipiro Road are now complete, with final quality check pending.

Tranche 2 non-complex drainage works are now underway across the region on multiple rural roads. This work will continue throughout summer.

Further hui with hapū continues in preparation for resource consent for the major Tokomaru Bay seawall rebuild, due to start after winter next year.

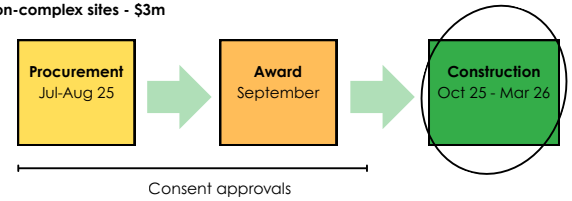
Investigations continue across other complex sites such as Tapuaearoa Road and Anaura Bay.

Upcoming milestones

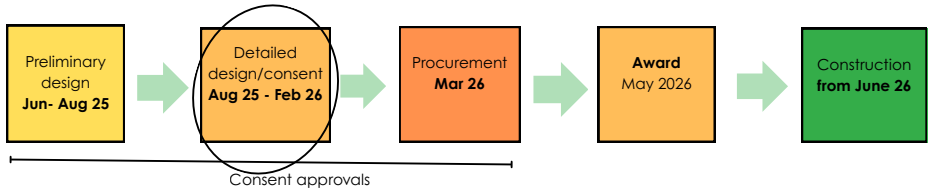
- October - Waipiro Road works complete
- October - Tranche 2 drainage programme starts

Tranche 2 delivery timeline

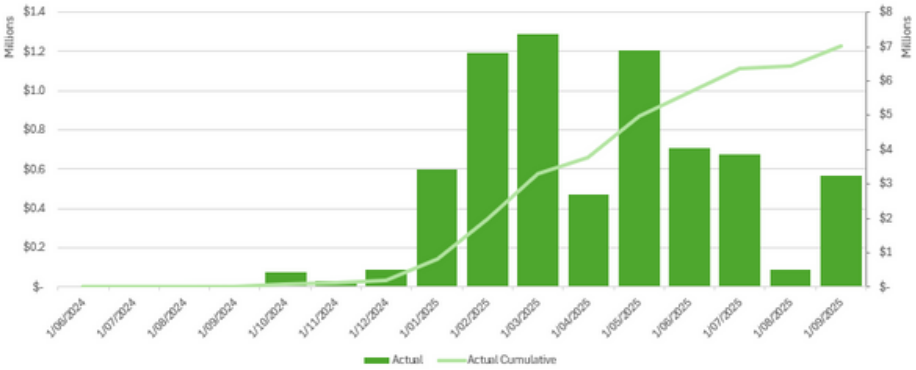
Non-complex sites - $3m



Complex sites - $27m



ACTUAL, & CUMULATIVE FINANCIALS



COMPLEX SITE INFORMATION

Road	Site	Description	Estimated cost	Current stage	Construction start
Whatatutu	Coates Corner	Road raising with significant drainage works to manage flood waters	$3.5m	Design	Feb 26
Beach	Tokomaru Bay sea wall	Rebuild of 2km of sea wall to protect road from rising sea levels	$6.4m	Investigation	Oct 26
Tapuaeroa	15km mark	Road raising to protect road from overtopping during rain events	$3.8m	Investigation	Oct 26
Anaura	Anaura Bay township	Complex drainage solutions, planting to protect road from flooding	$2.1m	Investigation	May 26
Hiruharama	1km mark	Road raising to protect road from overtopping during rain events	TBC	Investigation	Oct 26
Waingake	Various	Road raising to protect road from overtopping during rain events	TBC	Investigation	Oct 26

Status

Financial

Total Budget

$45m

Funding source

NIFF

Spend last month

$1.4m

Spend to date

$4.63m

Project description

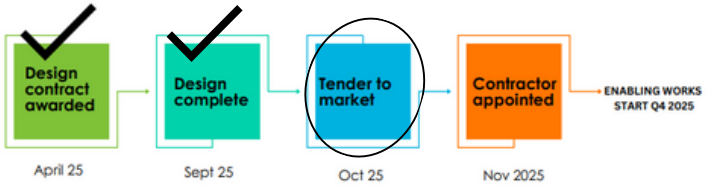
Assessment of various options to secure the route (SH2 alternative) and propose remedial measures.

Project update

The bypass RFT (Request for Tender) documents were released to the construction market on 8 of October with a period of 8.5 weeks for contractors to submit their tender for the project.

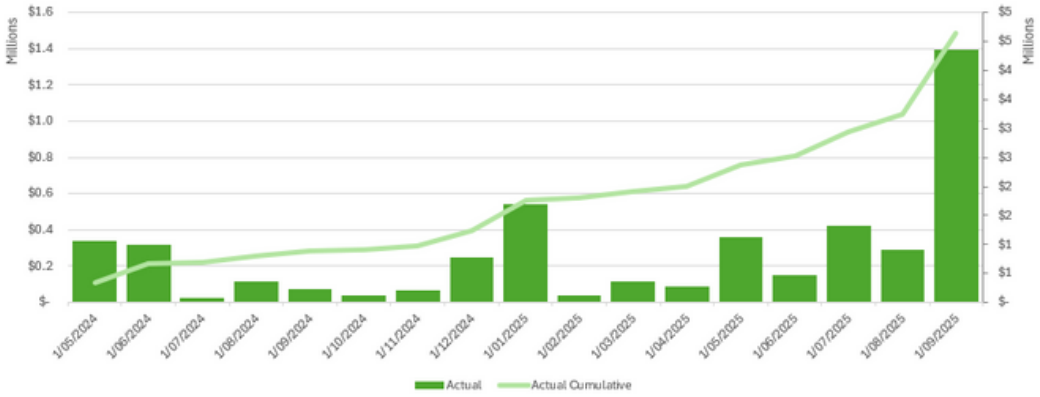
Resource consent application to the GDC's planning team submitted 6 October.

PROJECT TIMELIINE AND PRE-CONSTRUCTION MILESTONES



TINIROTO BYPASS PRE-CONSTRUCTION			
Survey & Investigations	Topo Survey	100%	
	Geotech Investigations	100%	
Prelim design	Initial Geometric Design	100%	
	Stormwater Design	100%	
	Structures	100%	
	Geotech Design	100%	
	Hydraulic Modelling	100%	
Detailed Design	Consent Issue Design	100%	
	Tender Issue Design [IFT]	100%	
	Construction Issue Design [IFC]	60%	14-Nov

ACTUAL & CUMULATIVE FINANCIALS



Upcoming milestones

- December
  - Karakia and sod turning
  - Enabling works begin
  - Contract awarded
- February 2026
  - Major construction works begin

Media activity (links)

Tiniroto bypass designs released (NZ Herald)

PROJECT: BRIDGE PROGRAMME

Status

Project description

Rebuilding and repairing more than 100 damaged bridges.

Total Budget

$107m

Spend last month

$2.15m

Spend to date

$28.56m

Bridge rebuilds (Black Bridges)

Construction at St Leger is underway with all of the enabling works completed and piling equipment mobilised. Large earthworks has commenced on the western approach.

Huiarua (Mata) rebuild procurement closing Friday 17th October. Resource Consent approved in principle expecting written confirmation next week. Enabling works procured with works starting mid November.

Grays Bridge, resource consent application still in progress Procurement planned for mid November.

Pauariki bridge still awaiting design confirmation.

Burgess Bridge progressing well last month with specialist testing ongoing.

Bridge repairs (Red, Orange and Green)

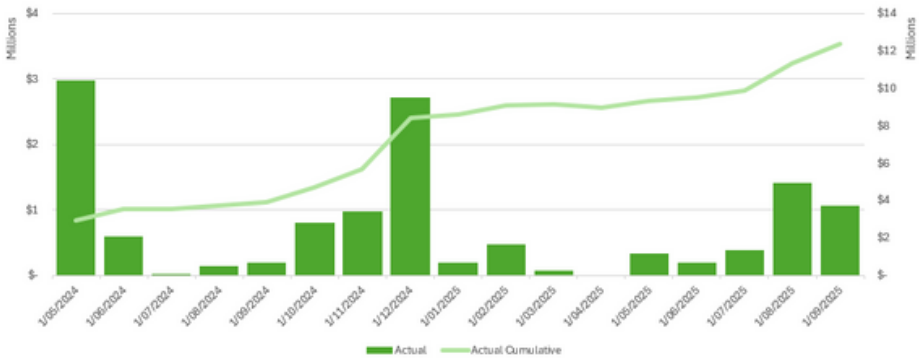
For the major repair (Red Orange) programme, of the 65 bridges requiring repairs, 47 are complete and 18 are in construction. Procurement is progressing well with 62/65 bridges procured.

Major repair sites Mangatokerau, Mangaheia #1 & #3 & Littleworths are all under construction.

The minor repair (Green) programme has progressed to 23 of 35 bridges complete, 5 of the remaining bridges reliant on R/O works to be completed first.

Resilience Bridge works progressing.

ACTUAL & CUMULATIVE FINANCIALS



Media activity

St Leger sod turning (NZ Herald)

Upcoming milestones

November
- Mata Bridge rebuild contract awarded

February 2026
- Construction on Mata Bridge starts

BRIDGE REBUILD DELIVERY TIMELINE

	Q1 2024	Q2 2024	Q3 2024	Q4 2024	Q1 2025	Q2 2025	Q3 2025	Q4 2025	Q1 2026	Q2 2026	Q3 2026	Q4 2026	Q1 2027	Q2 2027
St Leger	Investigations & Funding		Design & Consenting			Procurement	Construction							
Huiarua (Mata)	Investigations & Funding		Procurement	Design & Consenting			Procurement		Construction					
Grays	Investigations & Funding		Procurement	Design & Consenting				Procurement	Construction					
Pauariki	Investigations & Funding		Procurement	Design & Consenting					Procurement	Construction				
Burgess Access	Investigations & Funding								Procurement	Design, Consenting & Construction				

Bridge repair images:

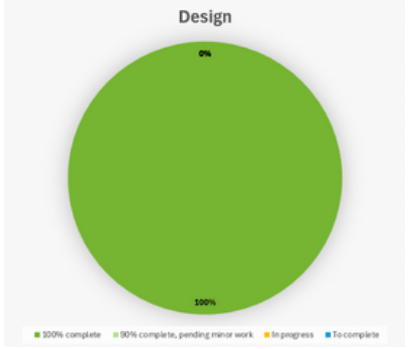
Te Pahi: 100%

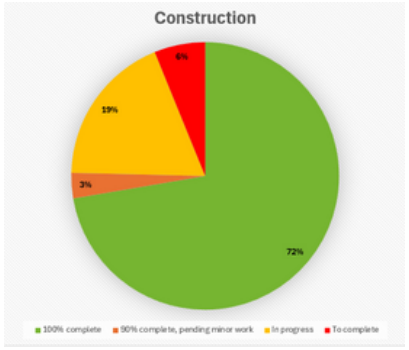
Littleworths: 45%

Mangaheia 3: 95%

Mangatokerau: 60%

Bridge Name	Contractor	Design	Tender	Construction	Expected Completion Date	Completion Date
ARAKIHI	Downer	100%	100%	100%	7/09/2023	7/09/2023
AWATERE	Downer	100%	100%	100%	13/02/2024	13/02/2024
CULVERT 89	Siteworx Civil	100%	100%	10%	30/11/2025	
DAVIES (WHAREKOPAE)	Fulton Hogan	100%	100%	100%	30/04/2024	30/04/2024
DAVIS	Fulton Hogan	100%	100%	100%	27/03/2025	21/04/2025
ELLMER	Fulton Hogan	100%	100%	100%	1/05/2025	15/05/2025
HOROEKA	Fulton Hogan	100%	100%	100%	1/05/2025	15/05/2025
LAVENHAM	Currie Construction	100%	100%	100%	9/06/2025	
LITTLEWORTHS	Siteworx Civil	100%	100%	45%	30/10/2025	
MAKARIKA NO 2	Currie Construction	100%	100%	90%	18/08/2025	10/11/2025
MANGAHEIA NO 1	Currie Construction	100%	100%	20%	Late - Dec 25	
MANGAHEIA NO 2	Siteworx Civil	100%	100%	100%	22/01/2025	14/01/2025
MANGAHEIA NO 3	Currie Construction	100%	100%	95%	Late - Dec 25	
MANGAHEIA NO 4	TBC	100%	100%	0%	Late - March 26	
MANGARUA	Siteworx Civil	100%	100%	100%	17/12/2024	3/12/2024
MANGATOKERAU	Currie Construction	100%	100%	60%	7/10/2025	
MARINA	Currie Construction	100%	100%	100%	24/10/2025	24/10/2025
MARTINS	Fulton Hogan	100%	100%	100%	30/03/2024	30/03/2024
MATA NO 1	Ritchie Civil	100%	100%	10%	27/10/2025	
MATAI	Siteworx Civil	100%	100%	100%	22/01/2025	14/01/2025
MCCREADIES	Fulton Hogan	100%	100%	100%	30/03/2024	30/03/2024
MCDONALDS	Downer	100%	100%	20%	22/08/2025	
MOATS	Siteworx Civil	100%	100%	100%	22/01/2025	14/01/2025
MOHAU	TBC	100%	100%	100%	18/07/2025	18/07/2025
MONCK	Siteworx Civil	100%	100%	100%	17/12/2024	3/12/2024
MOSSMAN NO 4	TBC	100%	0%	0%	March 26	
OLLIVER	Fulton Hogan	100%	100%	100%	10/01/2024	10/01/2024
RERE FALLS	Siteworx Civil	100%	100%	10%	30/10/2025	
ROBERTS	TBC	100%	100%	100%	Late - Dec 25	3/07/2025
RUAKAKA	Ritchie Civil	100%	100%	100%	3/03/2024	3/03/2024
SCOTTS	Downer	100%	100%	10%	22/08/2025	
STEELES	TBC	100%	0%	0%	Late - Dec 25	
TE PAHI	Downer	100%	100%	100%	22/08/2025	
TE PURU	Currie Construction	100%	100%	100%	30/06/2024	30/06/2024
TUPAROA TWIN CULVT	Blackbee	100%	100%	85%	12/11/2025	
VEITCHES	Fulton Hogan	100%	100%	100%	27/03/2025	21/04/2025
WAIKERERU	Fulton Hogan	100%	100%	100%	29/11/2024	6/12/2024
WAITANGI ACCESS	CR Taylor	100%	100%	45%	29/08/2025	
WATSON	Fulton Hogan	100%	100%	100%	1/05/2025	15/05/2025
WHAKAURANGA STREAM BRIDGE	Currie Construction	100%	100%	100%	5/07/2024	5/07/2024
WHAKOAU	Currie Construction	100%	100%	85%	12/11/2025	
WHAREKAHA	Kuru Contracting	100%	100%	100%	30/10/2025	31/07/2025
WHAREKAHIKA	Downer	100%	100%	70%	3/07/2025	
WIGAN	Kuru Contracting	100%	100%	100%	13/06/2025	31/07/2025





Category 3 Buyout

PROJECT STATUS UPDATE PROJECT: CATEGORY 3 BUYOUT

Overall	Finance
●	●

Total Budget
$30.0m

Funding Source
$15.0m NIFF
$15.0m GDC

Spend Last Month
$1.7m

Spend to date
$28.5m

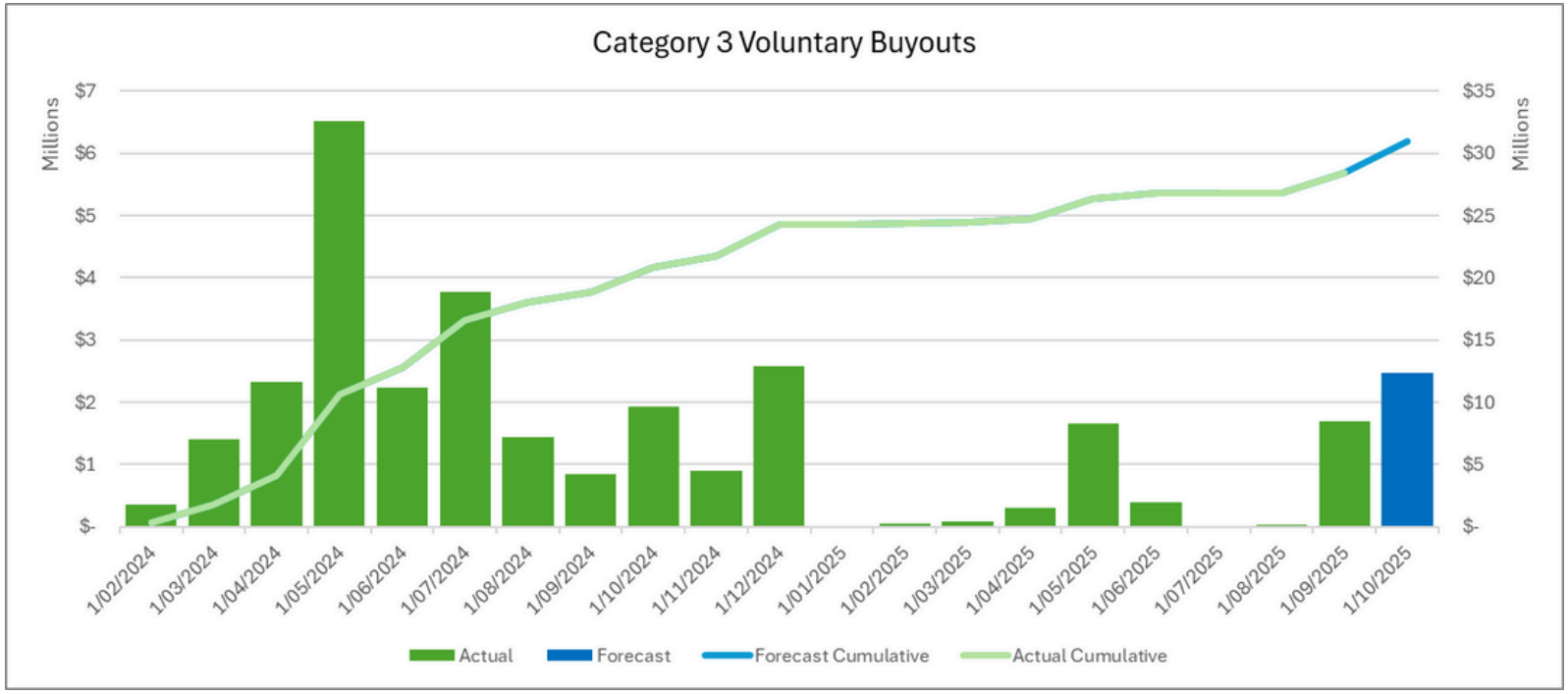
% of budget
95%

Project Description
Areas unsafe for living due to unacceptable risk of severe weather events, such as flooding or landslides, posing significant threat to life.

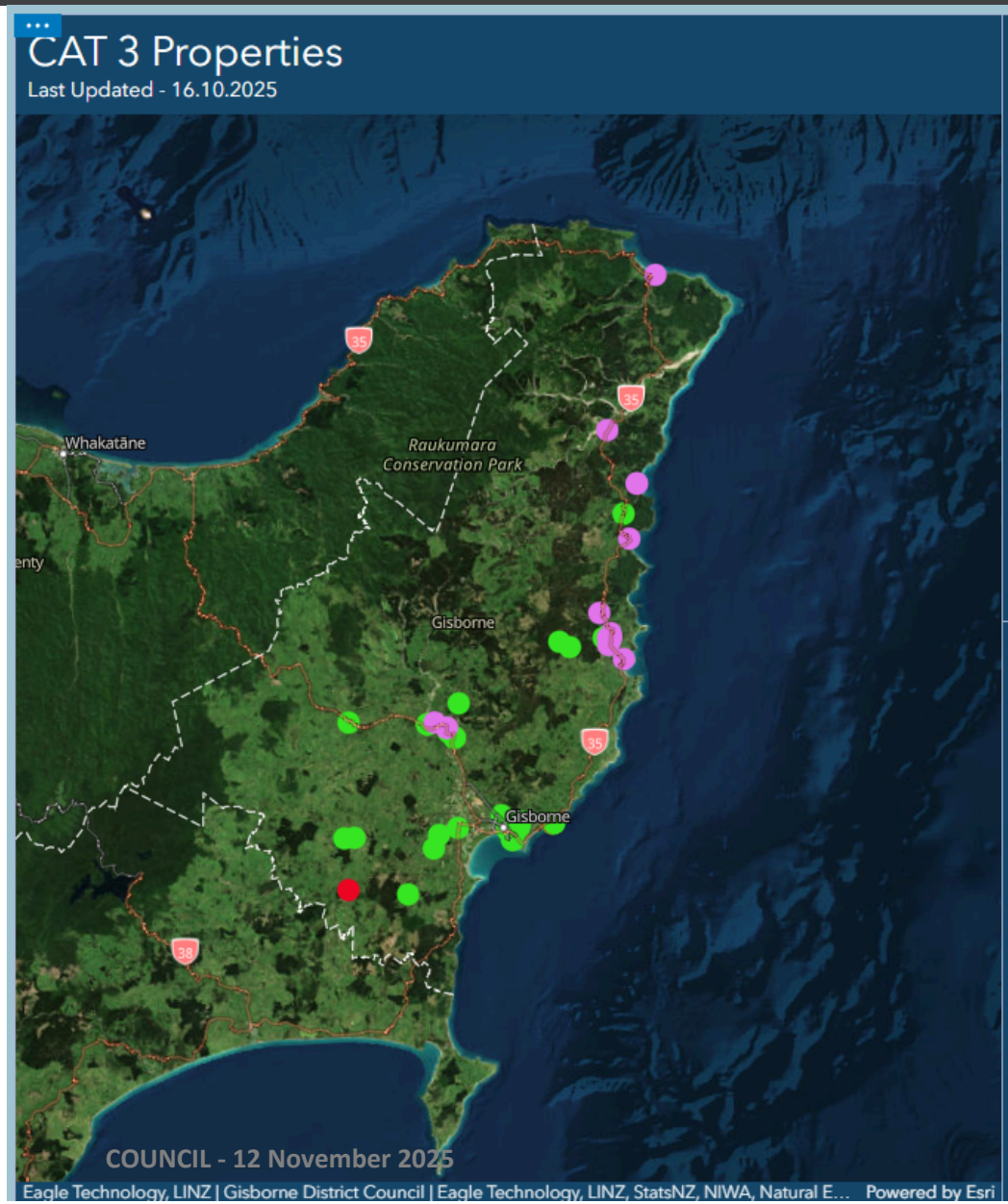
Start	Complete
Nov-23	Nov-25

Project Update

ACTUAL, FORECAST AND CUMULATIVE FINANCIALS



PROJECT: CATEGORY 3 BUYOUT



CAT 3 - Buyout Satisfaction Survey

Surveys Sent - 50
Responses Received - 16
Survey Response Rate - 32%

Overall Satisfaction – 81%
(very satisfied or somewhat satisfied)

CAT 3 - Total Buyout Properties

74

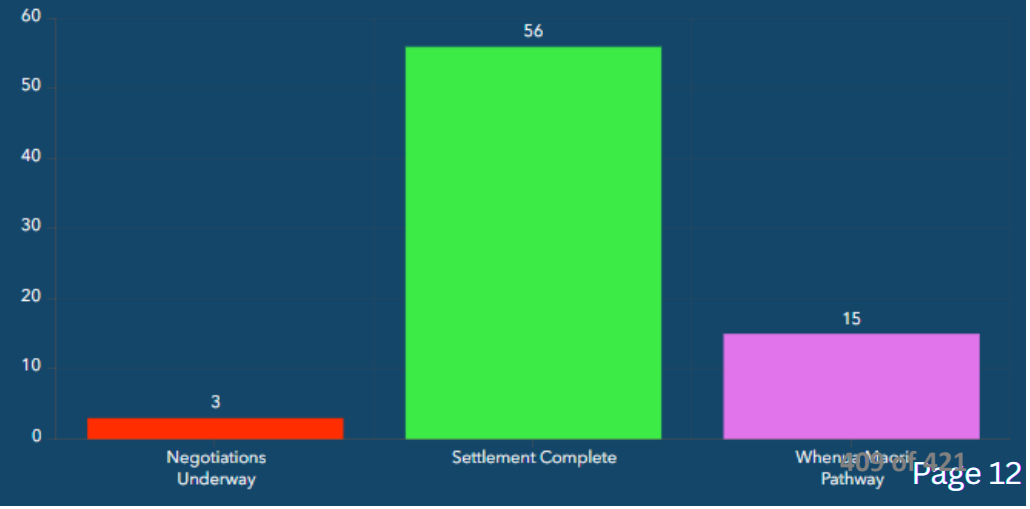
CAT 3 - Total Buyout Properties
Excluding Properties on Whenua

59

CAT 3 - % of Buyout Properties Completed
Excluding Properties on Whenua Maori Pathway

94.9%

CAT 3 - Buyout Progress Graph
Select column below to show addresses



Category 2P Mitigation

PROJECT STATUS UPDATE PROJECT: CATEGORY 2P MITIGATION

Overall	Finance

Total Budget

$10.2m

Funding Source

$9.9m NIFF
$260k GDC

Spend Last Month

$292k

Spend to date

$5.6m

% of budget

55%

Project Description

Mitigation Works where the property owner/s has elected to engage their own suppliers to deliver the mitigation works and related services.

Start	Complete
Dec-23	Dec-25

Project update

Background

- The current end date for the Category 2P: Mitigating Tairāwhiti project is 30 December 2025.
- This date represents the point by which all mitigation works are expected to be completed, and a Code of Compliance Certificate (CCC) issued where required.
- Due to complexity of some mitigation works some properties will not reach completion by project end date.

PROJECT STATUS UPDATE PROJECT: CATEGORY 2P MITIGATION

Project update

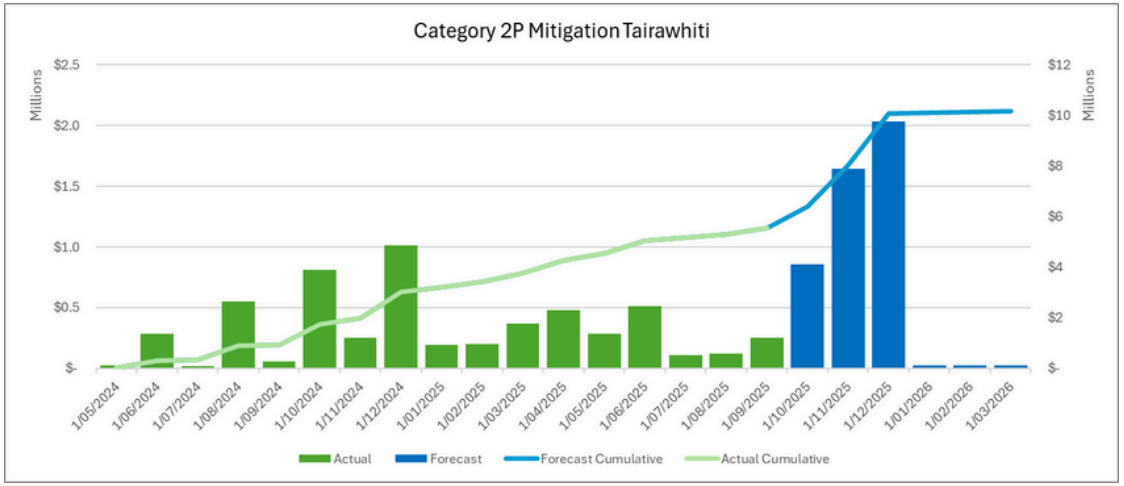
Currently there are 157 category 2P properties

- 112 properties with GDC
- 45 properties with Toitu Tairawhiti Built Smart Ltd

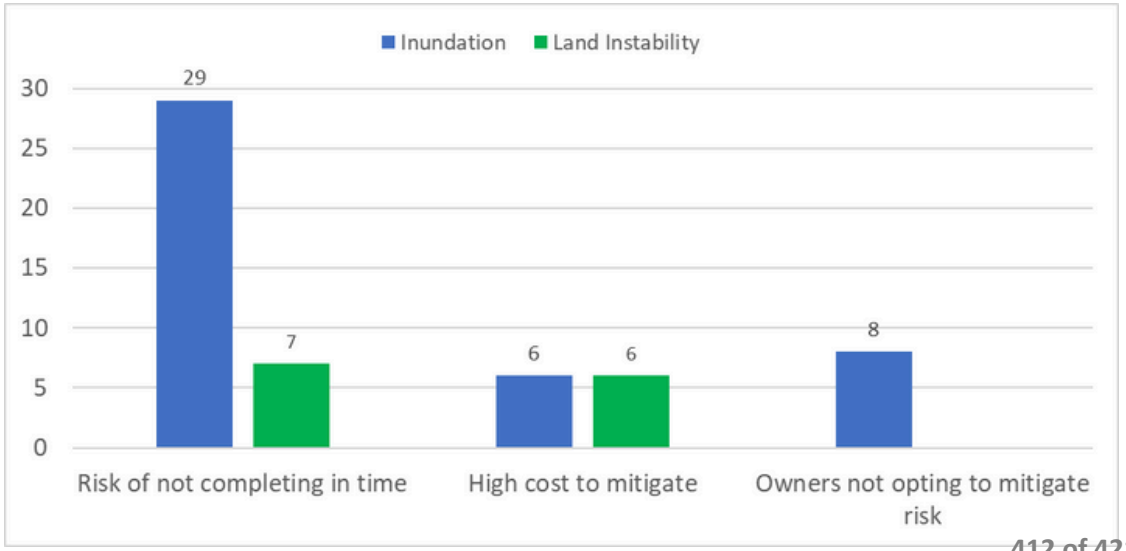
Status of the 112 properties with GDC

- 28 properties have completed mitigation works and have been removed from the 2P category
- 28 properties on track to be mitigated and removed from 2P by 31st December 2025
- 56 properties at risk of not completing mitigation works by 31 December 2025

ACTUAL, FORECAST AND CUMULATIVE FINANCIALS



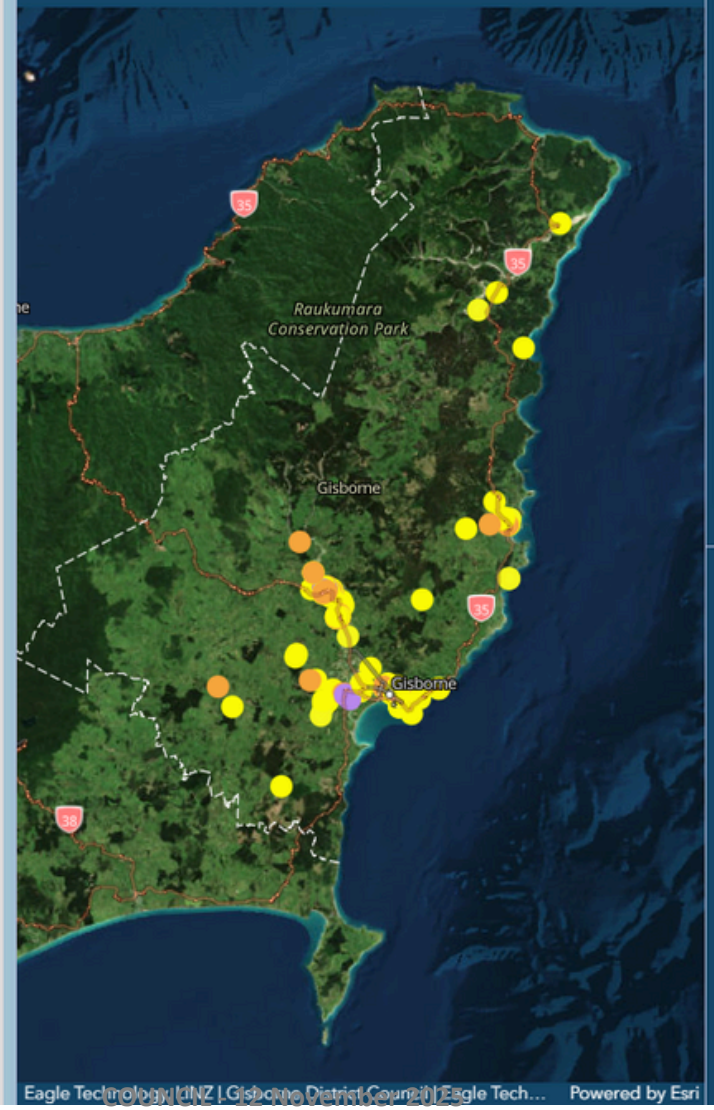
At risk properties by property type



PROJECT: CATEGORY 2P MITIGATION

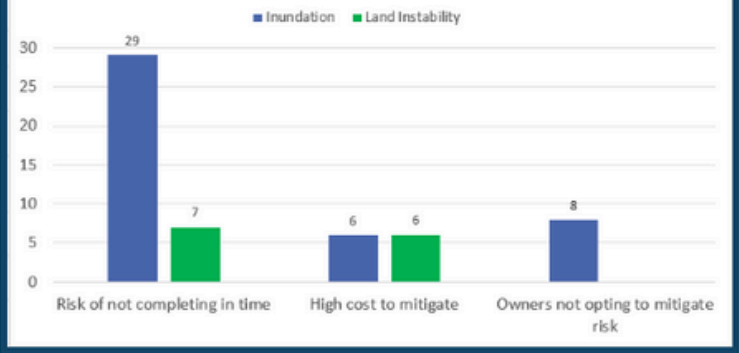
CAT 2P Properties

Last Updated - 14.10.2025



Properties at risk of not completing mitigations works by 30th December 2025

Risk	Inundation	Land Instability	Grand Total
Risk of not completing in time	29	7	36
High cost to mitigate	6	6	12
Owners not opting to mitigate risk	8		8
Grand Total	**43**	**13**	**56**



Total CAT 2P Properties by types:

Land Instability / Inundation and non-habitable ground floor

Total

157

Mitigated - 28 (18%)

Land Instability

22

Mitigated - 5 (23%)

Inundation

129

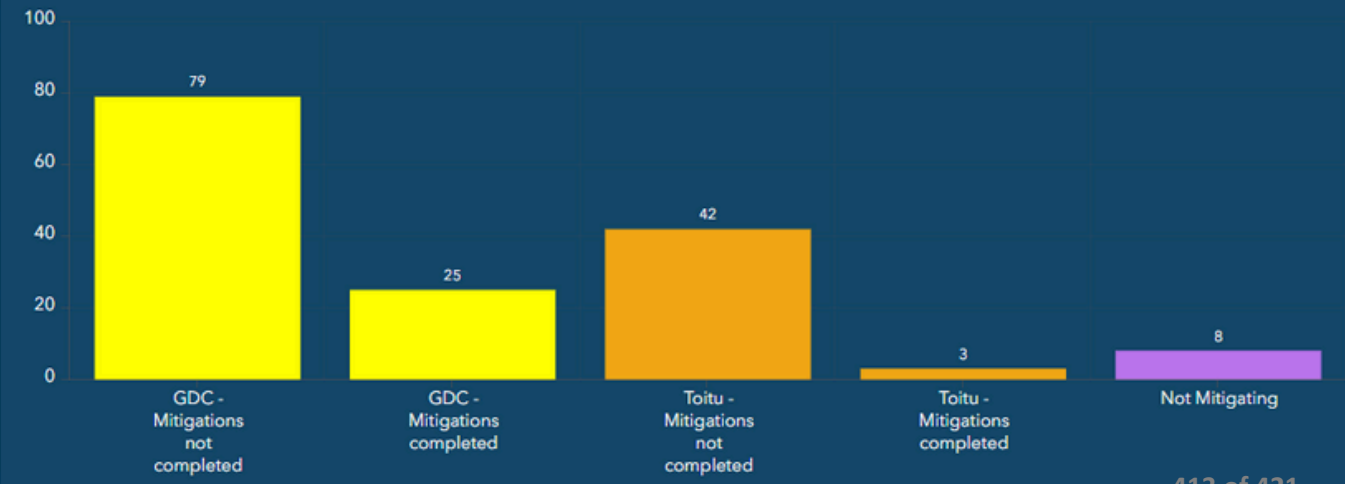
Mitigated - 19 (15%)

non-habitable on ground floor

6

Mitigated - 4 (67%)

Mitigation Progress



Flood Resilience

PROJECT STATUS UPDATE: FLOOD RESILIENCE / INFRASTRUCTURE

Overall	Finance

Total Budget
$71.1m

Funding source
$64.0m NIFF
$7.1m GDC

Spend Last Month
$1.7m

Spend to Date
$16.7m

% of Budget
23%

Overall Programme Update

The Flood Resilience Programme made significant progress throughout September, with key construction and planning milestones achieved:

- Stopbank Upgrade – Kaitaratahi Bridge Area - Construction equipment was established in late September upstream of Kaitaratahi Bridge for 6 km of stopbank upgrade and pipe renewal works between 1053 Lavenham Road and 1913 Matawai Road. Construction is scheduled for the 2025/26 summer season (weather permitting), with completion targeted for June 2026 — a major milestone for the programme.
- Stopbank and Pipe Works – Lavenham Road & Whakaahu. Equipment was also established near 678 Lavenham Road for additional stopbank works. A significant 2.3 m diameter pipe renewal project in the Whakaahu catchment is being established by 3 October, with both projects expected to be completed by December 2025.
- Whatatuna Floodgate Upgrade – Manutuke. 'Sheet piling' works are now underway to upgrade the floodgate to a higher design standard. Completion is expected by December 2025.
- Hydraulic Modelling and Community Engagement. Extensive hydraulic modelling is in progress across all focused flood resilience areas — from Te Arai to Tikitiki. 'Shortlist' mitigation options have been developed, and community engagement is ongoing. Small catchment and working groups are helping refine these into a set of preferred options, which will be assessed using calibrated models from October.
- Te Karaka Flood Mitigation – Preferred Option Endorsed. A Preferred Options Report for Te Karaka was approved by Full Council on 21 August, enabling the project to progress to concept-level design and resource consenting. Design work is now underway. A funding shortfall is inevitable and will need to be addressed.

Status	Project	Finance	Budget	Spend to Date	% of Budget	Phase
	Waipaoa River Flood Resilience Improvements		$20.5m	$14.0m	68%	Delivery
	Te Karaka Flood Resilience Improvements		$13.2m	$0.5m	4%	Plan
	Flood Resilience Investigations - (Te Arai, Taruheru, Mangapapa, Whataupoko, Uawa, Tokomaru, Makarika, Tikitiki)		$37.4m	$2.2m	6%	Plan

PROJECT: WAIPAOA RIVER FLOOD RESILIENCE IMPROVEMENTS

Overall	Finance
●	●

Total Budget
$20.5m

Funding Source
$18.4m NIFF
$2.0m GDC

Spend Last Month
$1.6m

Spend to Date
$14.0m

% of Budget
68%

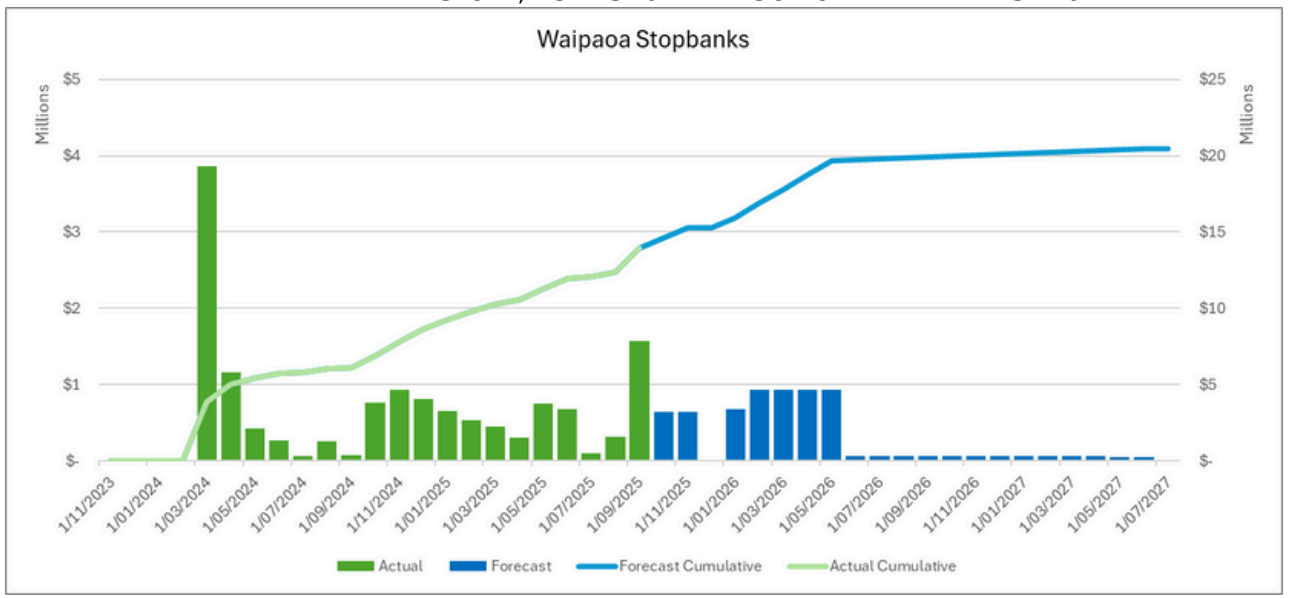
Project Description
Stopbank upgrades along the Waipaoa River including land purchases, rock arnouring, road raising and new floodgates and spillway.

Start	Complete
Jul-24	Jun-27

Project update

- Since construction began in February 2019, a total of 53.7 km of stopbanks have been successfully upgraded across the region.
- Waipaoa Stopbank Improvements (2-Year Contract). A major 2.3 m diameter culvert renewal near the Whakaahu Stream (north of Patutahi Township and Lavenham Road) was paused over winter. Only the two large concrete wingwalls were installed during autumn. Construction recommenced early October, with full pipe installation expected to be completed by Christmas 2025.
- Lavenham to Matawai Road Stopbank Upgrade. awarded in August, covers 6 km of stopbank and pipe renewal works between 1053 Lavenham Road and 1913 Matawai Road. Valued at $4.3 million (vs. a $7.1 million Engineer's estimate), construction is scheduled for the 2025/26 summer season, from 1 October to 30 June 2026, weather permitting.

ACTUAL, FORECAST AND CUMULATIVE FINANCIALS



2025				2026				2027			
Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
Final Design + Construction										Closure	

- The Whatatuna Floodgate upgrade near Manutuke, is now underway. The $280,000 contract (excluding contingencies) was awarded to Currie Construction Ltd and includes sheet piling and concrete works. Construction began this week and is scheduled for completion by 20 December 2025.

PROJECT: TE KARAKA FLOOD RESILIENCE IMPROVEMENTS

Overall	Finance
●	●

Project Description: Modelling, optioneering, design, consenting and delivery of stopbank upgrades and flood mitigations around Te Karaka Township

Start	Complete
Jan-25	June-29

Total Budget
$13.2m

Funding Source
$11.9m NIFF
$1.3m GDC

Spend Last Month
$42k

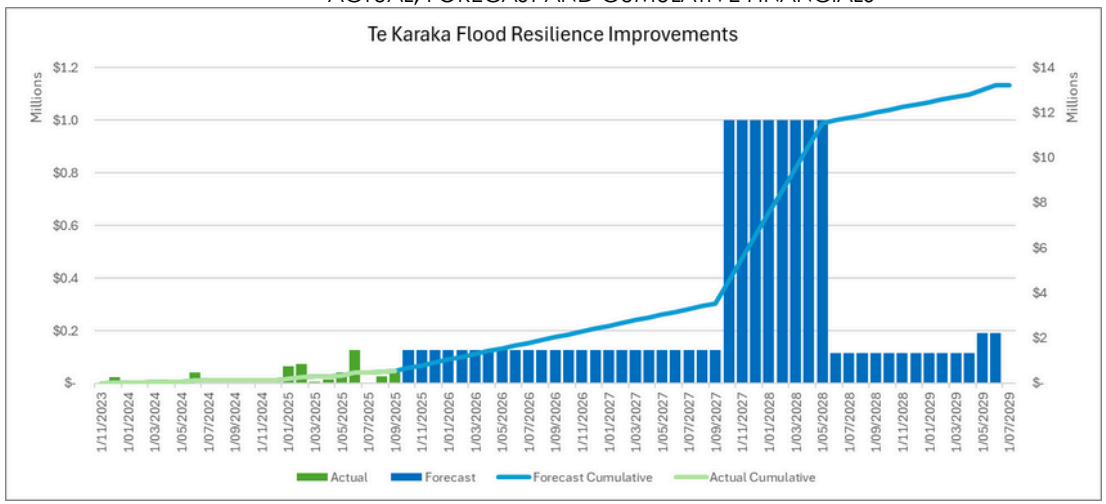
Spend to Date
$0.5m

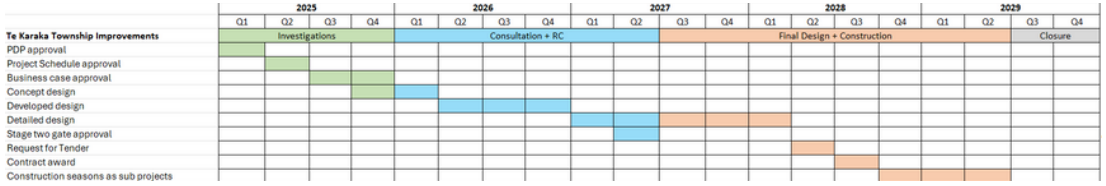
% of Budget
4%

Project update

- On 21 August, Full Council approved progressing the preferred flood resilience alignment to concept-level design and resource consenting.
- The preferred option includes a 300 m stopbank retreat on the northern side and a smaller retreat on the eastern side, allowing more room for the river to flow around Te Karaka rather than through it. This approach lowers flood levels and reduces the need for extensive stopbank raising.
- High-level cost estimates for this option are now exceeding the current n budget. This is not considered a budget overrun but a change in scope, as the original budget was based on upgrading the existing alignment with minimal property compensation costs. The funding shortfall will need to be addressed.
- RMA framework under the 'more than minor' criteria is also being developed to address increased flood risk for seven buildings in the upstream backwater area near Kanakanaia Bridge.

ACTUAL, FORECAST AND CUMULATIVE FINANCIALS





PROJECT: FLOOD RESILIENCE INVESTIGATIONS

Overall	Finance
●	●

Project Description: Programme of flood resilience investigations incl. Rural (Te Arai) / City (Taruheru, Whataupoko, Mangapapa) / Coast (Uawa, Tokomaru, Makarika, Tikitiki).

Start	Complete
Jun-22	Jun-27

Total Budget
$37.4m

Funding Source
$33.7m NIFF
$3.7m GDC

Spend Last Month
$132k

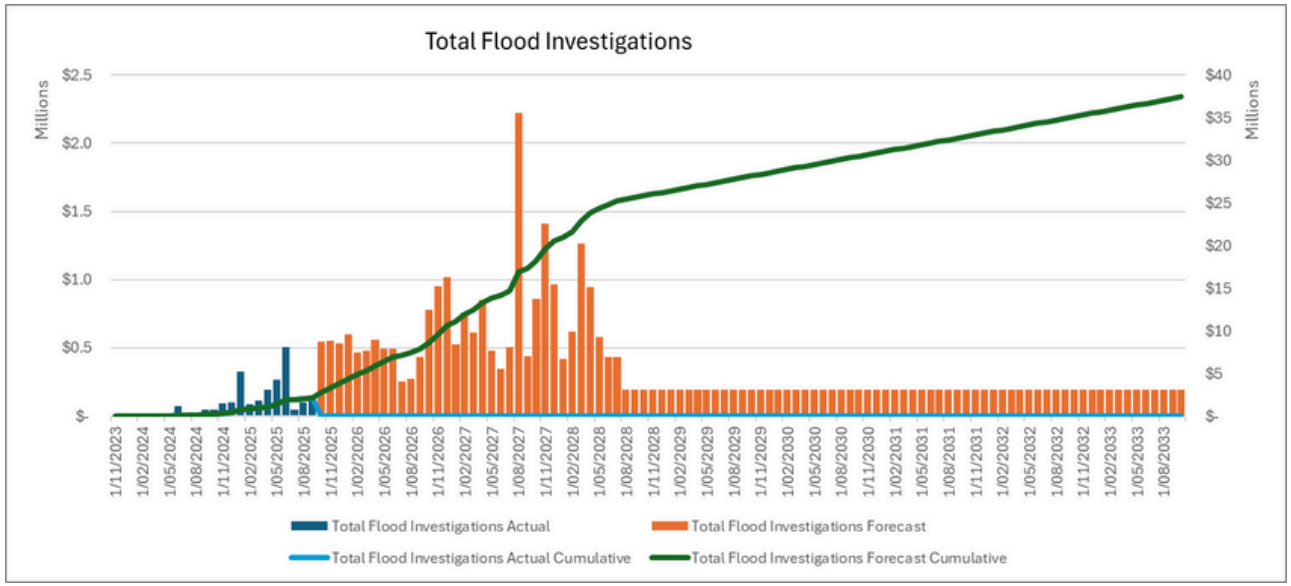
Spend to Date
$2.2m

% of Budget
6%

Project update

- Flood resilience investigations are underway across the region — from Te Arai in the south to Tikitiki in the north — including Gisborne City (Whataupoko, Mangapapa) and the upper Taruheru catchment near the cemetery. This work involves building hydraulic models, engaging with communities, reviewing data, and finalising shortlisted flood resilience options and recommendations.
- Engagement with catchment working groups is ongoing to understand local flood resilience priorities. These priorities will be tested through hydraulic modelling later this year to assess their effectiveness in mitigating the 1% AEP design flood event, accounting for climate change to 2130.
- Geomorphology assessments are nearing completion across all flood resilience areas. These reports will help forecast future river conditions and inform sustainable, long-term design.

ACTUAL, FORECAST AND CUMULATIVE FINANCIALS



- The Taruheru model is being modified to simulate the 10% AEP event, improving its suitability for smaller-scale flood events and detailed river cross-section design.
- Modelling for Whataupoko and Mangapapa is ahead of schedule, with a toolbox of flood resilience options currently being assessed. The total cost of all options significantly exceeds the available budget (around $100 million), so prioritisation and cost-benefit analysis will be required to identify preferred solutions.
- Working group meetings are being rolled out through October and November to review the shortlisted options for each catchment and collectively select preferred options for assessment in the calibrated models, due for completion in September/October.

PROJECT: FLOOD RESILIENCE INVESTIGATIONS

	Status	Update	2025 Q1	2025 Q2	2025 Q3	2025 Q4	2026 Q1	2026 Q2	2026 Q3	2026 Q4	2027 Q1	2027 Q2	2027 Q3	2027 Q4	2028 Q1	2028 Q2	2028 Q3	2028 Q4	2029 Q1	2029 Q2	2029 Q3	2029 Q4
Te Arai		Model build reaching completion. Long-list to short-list MCA workshops completed. In-channel vegetation management and management of the overland flowpaths are the front runner flood resilience options promoted in the workshops and to the community during presentations. The Te Arai Catchment Group have been engaged and is continuing. Geomorph report is currently being reviewed and expected to be finalised by mid-Oct. This report will inform the modelling.	Investigations				Consultation + RC				Final Design + Construction						Closure					
Gisborne North		WSP have updated and reviewed our historic hydraulic models including climate change assumptions for the Whataupoko & Mangapapa catchments. A range of high level flood resilience improvement options are being assessed and considered for these two catchments in the models. Are undertaking further investigations on the impact of blockages at culverts and bridges and investigating floor heights relative to ground levels in at-risk areas. Calibrated models have been received and are being reviewed. WSP undertaking further modelling refinement and analysis to explore intermediate climate scenarios and adaptive staging as only extreme climate change has been assessed. Peer reviewer engaged to review model assumptions and the report.	Investigations					Consultation + RC				Final Design + Construction					Closure					
Turanganui Waimata Taruheru(Urban)		The hydraulic model has been calibrated for the Waimata and Taruheru Rivers. The initial model run accounting for the 1% flood event, Sea Level Rise and the highest CC assumption has shown a Taruheru flood level *10m higher* than Gabreille. Around 1m of the Taruheru River flood height is a result of debris blockages on the Gladstone Road Bridge. Discussions have been had with Waka Kotahi to bring them up to speed with risks and implications. The assessment of flood benefits of both the Gladstone and William-Petty Bridges being 'clear-spanned' has been assessed. The assessment estimated around ±110 house floor levels not flooded along the Taruheru if Gladstone Bridge was clear spanned, and around ±50 house floor levels not flooded up the Waimata if the William-Petty Bridge is clear-spanned. Discussions with Waka Kotahi are ongoing on this issue.	Investigations					Consultation + RC				Final Design + Construction						Closure					
Taruheru (Upstream)		Detailed design is progressing to undertake capacity improvements approx. between Taruheru Cemetery and Harper Road to convey a 10yr rain event. Work on the resource consent application is underway with 50% draft completed in late June. Construction work anticipated to commence in late 20267(subj to consenting approvals and project prioritisation). An independent hydraulic modeller reviewer has been brought in to modify the model to cater for a smaller flood event to progress the design.	Investigations		Consultation + RC				Final Design + Construction				Closure										
Makarika		Flood modelling and geomorphic assessments are in progress, with rapid riverbed aggradation identified as the primary concern. The Makarika River is now perched above the surrounding floodplain, making future avulsion highly likely. A draft shortlist of flood mitigation options is being developed, with long-term sustainability a key consideration. Community engagement remains sensitive, and a date for the next hui with the flood group is currently being arranged.	Investigations				Consultation + RC				Final Design + Construction					Closure						
Tokomaru Bay (Mangahauini)		A shortlist of flood mitigation options was presented to representatives of the Tokomaru Bay community on 13 September. The group agreed to broaden the engagement, inviting the wider community to consider the options and provide feedback by 15 October.	Investigations				Consultation + RC				Final Design + Construction						Closure					
Tokomaru Bay (Waiotu)		A shortlist of flood mitigation options was presented to representatives of the Tokomaru Bay community on 13 September. The group agreed to broaden the engagement, inviting the wider community to consider the options and provide feedback by 15 October.	Investigations				Consultation + RC				Final Design + Construction				Closure							
Tauwhareparae Uawa / Tolaga Bay		A shortlist of flood mitigation options was recently presented to the Uawa community. The community is currently considering the options and providing feedback. At the same time, extensive hydraulic modelling is underway to support decision-making around measures to enhance flood protection for the township. The next community meeting — to help determine the preferred option — will be held following the completion and review of the modelling outcomes.	Investigations					Consultation + RC				Final Design + Construction										Closure
Tikitiki Township		A shortlist of flood mitigation options was recently presented to the community. The preferred approach is expected to include a combination of stopbank raising and retreat measures to enhance flood protection for the township. The next community meeting to help determine the preferred option is scheduled to be held on 12th October in Tikitiki School.	Investigations					Consultation + RC				Final Design + Construction									Closure	

Enhanced Flood Intelligence & Resilience

PROJECT STATUS UPDATE

PROJECT: ENHANCED FLOOD INTELLIGENCE & RESILIENCE

Overall	Finance
●	●

Project Description

Improvement of monitoring technology and enhancement of flood forecasting.

Start	Complete
Dec-23	Dec-25

Total Budget

$1.45m

Funding Source

$1.20m NIFF

$0.25m GDC

Spend Last Month

$87k

Spend to Date

$1.24m

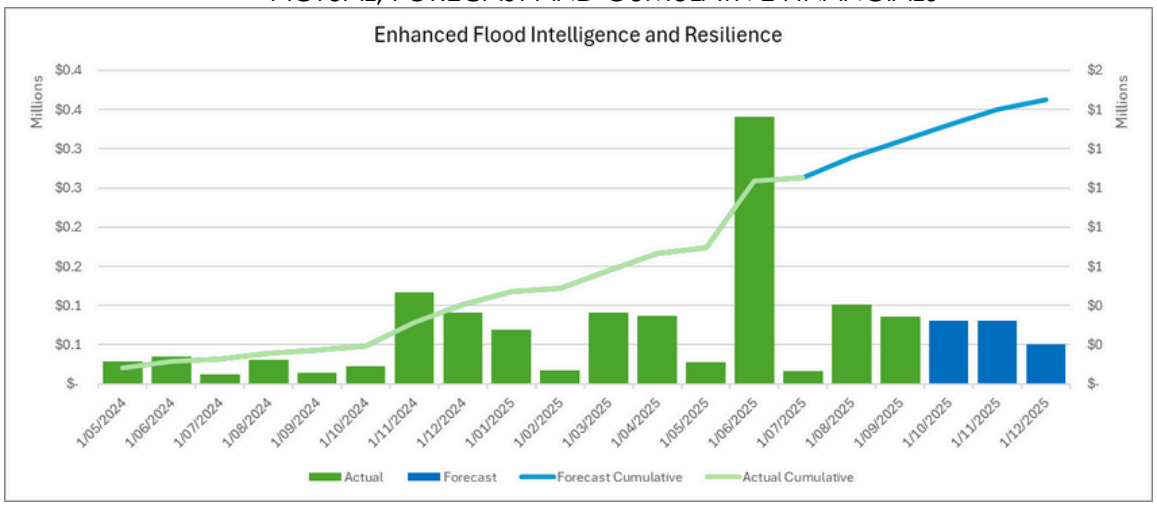
% of Budget

86%

Project update

- Microwave link to be installed in the next two weeks. Supplier waiting for a weather window (no strong winds or rain) for the install.
- Work started on Data Archiving and Automated Reports for the new flood forecasting system.
- Drafting letter on behalf of regional sector to Bureau of Meteorology.

ACTUAL, FORECAST AND CUMULATIVE FINANCIALS



Next Steps

- Data Archiving and Reporting to be finished by the end of October
- Confirm details of parametrisation work on the model, and start work ASAP
- Have a meeting with the Bureau of Meteorology to discuss their input to help with the transformation of the flood forecasting sector in Aotearoa NZ

Risks and Issues

- None identified at this stage. Aiming to finish all work by the end of November