



Te Kaunihera-ā-Rohe o Ngāmotu

**New Plymouth
District Council**

STRATEGY AND OPERATIONS COMMITTEE MEETING AGENDA

**Tuesday 1 April 2025
at 1pm**

**Council Chamber
Liardet Street, New Plymouth**

Chairperson:	Cr Bali	Haque
Members:	Cr Tony	Bedford (Deputy)
	Cr Sam	Bennett
	Cr Max	Brough
	Cr Gordon	Brown
	Cr David	Bublitz
	Cr Murray	Chong
	Cr Amanda	Clinton-Gohdes
	Cr Harry	Duynhoven
	Cr Te Waka	McLeod
	Cr Anneka Carlson	Matthews
	Cr Dinnie	Moeahu
	Cr Marie	Pearce
	Cr Bryan	Vickery
	Mayor Neil	Holdom
	Iwi Co Chair of	Te Huinga Taumatua (with voting rights)

COMMITTEE PURPOSE

Purpose of Local Government

The reports contained in this agenda address the requirements of the Local Government Act 2002 in relation to decision making. Unless otherwise stated, the recommended option outlined in each report meets the purpose of local government and:

- Promote the social, economic, environmental, and cultural well-being of communities in the present and for the future.
 - Would not alter significantly the intended level of service provision for any significant activity undertaken by or on behalf of Council, or transfer the ownership or control of a strategic asset to or from Council.
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OPENING KARAKIA

Tutawa Mai

Tūtawa mai i runga	I summon from above
Tūtawa mai i raro	I summon from below
Tūtawa mai i roto	I summon from within
Tūtawa mai i waho	I summon from the outside
Kia tau ai	environment
Te mauri tū	to calm and settle
Te mauri ora	the vital inner essence
Ki te katoa	the wellbeing of everyone
Haumi e, hui e, tāiki e!	Be joined,
	together united!



Health and Safety Message / Te Whaiora me te Marutau

In the event of an emergency, please follow the instructions of Council staff.

Please exit through the main entrance.

Once you reach the footpath please turn right and walk towards Pukekura Park, congregating outside the Spark building. Please do not block the footpath for other users.

Staff will guide you to an alternative route if necessary.

If there is an earthquake – drop, cover and hold where possible. Please be mindful of the glass overhead.

Please remain where you are until further instruction is given.

APOLOGIES / NGĀ MATANGARO

None advised

CONFLICTS OF INTEREST / NGĀ ARA KŌNATUNATU

1. People who fill positions of authority must undertake their duties free from real or perceived bias. Elected members must maintain a clear separation between their personal interests and their duties as an elected member. Failure to do so could invalidate a Council decision and leave the elected member open to prosecution and ouster from office.
2. An elected member is entitled to interact with the Council as a private citizen. However, they cannot use their position as an elected member to gain an advantage not available to the general public.
3. Elected and appointed members will:
 - Declare any interest whether pecuniary or non-pecuniary at a meeting where the interest is relevant to an item on that agenda.
 - Exclude themselves from any informal discussions with elected members relating to a matter they have an interest in.
 - Seek guidance from the Chief Executive if they are unclear of the extent of any interest.
 - Seek guidance or exemption from the Office of the Auditor General if necessary.

ADDRESSING THE MEETING

Requests for public forum and deputations need to be made at least one day prior to the meeting. The Chairperson has authority to approve or decline public comments and deputations in line with the standing order requirements.

PUBLIC FORUM / ĀTEA Ā-WĀNANGA

Public Forums enable members of the public to bring matters to the attention of the committee which are not contained on the meeting agenda. The matters must relate to the meeting's terms of reference. Speakers can speak for up to 5 minutes, with no more than two speakers on behalf of one organisation.

- Dr Dave Carter and Dr Catherine Hoad (Massey University, School of Music and Creative Media Production) - research on the economic and wellbeing value of live performance in Aotearoa

DEPUTATIONS / MANUHIRI

Deputations enable a person, group or organisation to speak to the meeting on matters contained on the agenda. An individual speaker can speak for up to 10 minutes. Where there are multiple speakers for one organisation, a total time limit of 15 minutes, for the entire deputation, applies.

- None advised

PREVIOUS COMMITTEE MINUTES / NGĀ MENETI O MUA

Recommendation

That the minutes of the Strategy and Operations Committee 18 February 2025 (ECM9457393), and the proceedings of the said meeting, as previously circulated, be taken as read and confirmed as a true and correct record.

REPORTS

ITEMS FOR DECISION BY COMMITTEE

- 1 New Plymouth District Planning, Growth and Development Update
- 2 Transport Safety and Access Improvements – Changes to Traffic Flow Parking Controls

ITEMS FOR RECOMMENDATION BY COMMITTEE

- 3 Consideration of Volumetric Water Billing Options for Consultation
- 4 Grant of a Lease to Waitara Golf Club Inc Over Land at Mouatt Street and James Nuku Reserve, Waitara – Acting as the Administering Body
- 5 Approval to Grant a Right of Way Easement in Favour of New Plymouth District Council Acting as Administering Body Under the Reserves Act 1977 – Over Part Local Purpose Reserve (Community Facilities) – 130 Parklands Avenue, Bell Block
- 6 Land Purchase to Enable Abbeyfield Community Housing Development
- 7 Community Funding Investment Policy Review 2025
- 8 Animals Bylaw 2020 – Initiation of Review
- 9 Fire and Smoke Nuisance Bylaw 2020 – Initiation of Review
- 10 Triennial Election Update and Candidate Order

NEW PLYMOUTH DISTRICT PLANNING, GROWTH AND DEVELOPMENT UPDATE

PURPOSE/ TE WHĀINGA

1. The purpose of this report is to provide an update on resource management planning, growth and development within the district.

RECOMMENDATION / NGĀ WHAIKUPU

That, having considered all matters raised in the report, the report be noted.

SIGNIFICANCE AND ENGAGEMENT / TOHUTOHU KAI WHAKAHAERE

2. This report is provided for information purposes only and has been assessed as being of some importance.

BACKGROUND / WHAKAPAPA

3. Growth and development within the District are a key component of supporting all of Council's Sustainable Lifestyle Capital vision and goals (community outcomes); trusted, thriving communities and culture, environmental excellence and prosperity.
 4. For increased transparency, Officers regularly report to update on resource management planning, growth and development, to provide good information to elected members and the community using this public process. This gives Elected Members, planning officers and the development community opportunities to identify and raise issues early.
 5. This report covers a range of topic areas that are relevant to growth and development to provide an oversight of how work programmes are progressing. The update subject to this report considers the following matters:
 - a) Ngāmotu District Growth Advisory Panel (NDGAP)
 - b) Proposed District Plan (PDP) Appeals
 - c) Upcoming Plan Changes to the PDP
 - d) Resource Management Reform update
 - e) Resource Consents
 - f) Longer-term Land Supply
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- g) Resource Management Act (RMA) Monitoring and Enforcement
 - h) Key Development Areas of Interest
 - i) Growth Planning Documents
 - j) Spatial Plan progress (Waitara and Bell Block)

Ngāmotu District Growth Advisory Panel (NDGAP)

- 6. The NDGAP has had two meetings since the last New Plymouth District Planning, Growth and Development Update (Meeting five - 18 November 2024; Meeting six - 18 December 2025).
- 7. The key matters discussed at these NDGAP meetings related to Development Contributions, District Plan changes, the Waitara Spatial Plan, and consenting under the PDP. The minutes from these meetings are appended to this report.
- 8. Staff are working with the chair of NDGAP to set upcoming meeting dates and agenda items. A focus of working with the group this year will likely be refinement of Councils growth modelling inputs, input on District Plan changes, and implementation of the Future Development Strategy.

Proposed District Plan Appeals

- 9. The Council notified its decisions on the Proposed New Plymouth District Plan on 13 May 2023. Twenty-three appeals were lodged with the Environment Court regarding the decisions and the Council is the 'Respondent' to the appeals.
 - 10. Work continues steadily to progress resolution of appeals. Court assisted mediation occurred within a timetable set by the Environment Court, starting in February 2024, with some topics carrying over to 2025. The remaining outstanding matters are site-specific, although they may implicate more general provisions.
 - 11. As outlined in previous reports, as appeals are resolved we move through a process of parts of the PDP becoming 'treated as operative' and more of the Operative District Plan no longer 'treated as operative', with the end goal of a new fully operative plan replacing the 2005 District Plan.
 - 12. Previous reports have sought Council approval of draft consent orders, prior to them being lodged with the Environment Court. Many consent orders have now been issued by the Court. As Council receives them, the PDP gets amended in accordance with the terms of the consent order, and the red border annotating parts of the plan under appeal is removed from appealed provisions that are no longer subject to appeal.
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13. Now that only a small number of appeal matters remain unresolved (mostly site-specific), it is considered an appropriate time to make the PDP 'part-operative'.
 14. A separate report is being presented by the District Planning Team to the Full Council (ECM 9460189) on 13 May 2025 which recommends that on 23 May 2025 the PDP become the "Part-Operative District Plan" (PODP). This process would see the Council affixing the seal of the local authority to make operative those provisions which have been settled by the Environment Court.
 15. While it would be more efficient to make the entire PDP operative after all appeals have been resolved, some of the appeals are likely to take several more months to resolve, and some may be directed to an Environment Court hearing for resolution. This would delay becoming fully operative until at least the end of 2025, if not beyond.
 16. A further reason to make the PDP part operative is that central government has signalled upcoming changes to 21 national direction instruments (National Policy Statements and National Environmental Standards). Once those instruments are in place, the Council will only be able to make the PDP operative once it can demonstrate that it has given effect to the amended national instruments. Implementing even a single national instrument can take some time which would further delay making the plan operative.
 17. Finally, making the plan 'part-operative' is preferable prior to the notification of plan changes anticipated this year. Making the plan 'part-operative' will make the plan changes easier as well as provide a significant increase in efficiency and effectiveness in resource consenting processing.

Upcoming Plan Changes

18. In response to concerns raised that the PDP impedes development, through the Long-Term Plan, elected members directed that staff fast track changes to the PDP to improve plan efficiency and facilitate housing and development.
 19. The District Planning Team have been collating a list of issues with the PDP since decisions were released in May 2023. There is a working document containing all issues raised internally and externally with the new plan. Numerous members of the development community have forwarded matters for consideration, and discussions have taken place at the NDGAP to understand how to prioritise plan change work to ensure meaningful changes can progress as quickly as possible.
 20. Project planning is underway to initiate Council led plan changes. This includes engaging with stakeholders and scoping and packaging issues to ensure a workable future work programme that addresses the most pressing matters quickly.
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21. In November 2024 all known local development contacts, iwi authorities and members of Ngā Kaitiaki were emailed and invited to tell the District Planning Team what they think about the PDP. Two drop-in sessions were held in December 2024 and many customers provided feedback over the phone and by email.
 22. In February 2025 a session was held with Ngā Kaitiaki where the District Plan Team outlined to Ngā Kaitiaki the feedback received to date. Feedback was also sought from Ngā Kaitiaki from their operational point of view as users of the District Plan. By way of background, Ngā Kaitiaki was formed in 2016 to provide feedback to the Council as part of the District Plan review, with the group originally established to support the Council meeting its statutory consultation obligations under RMA Schedule 1. While the role of Ngā Kaitiaki has broadened beyond district planning to other Council business areas, the group continues to provide invaluable input to District Plan development. Engagement will continue with Ngā Kaitiaki and iwi authorities as the plan change work progresses; feedback will be sought from iwi and hapū on officer recommendations prior to notification of any plan changes.
 23. The feedback received has confirmed what the District Planning Team has come to understand as the key priorities to address. It is considered that overall, the objective and policy framework is sound (although some duplication can be addressed), but certain rule settings and effects standards contained in the residential zones and earthworks chapters are triggering more consents than what may be considered reasonable.
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24. While the PDP includes a directive objective and policy framework to support urban intensification, it also includes more controls than the Operative District Plan to ensure a level of amenity for residents as our urban areas intensify. The table below compares the bulk and location standards that would apply to a residential building proposed within a residential zone under the Operative District Plan versus the Proposed District Plan:

ODP bulk and location rules	PDP effects standards	Comment
Daylighting (side and road boundaries)	Height in relation to boundaries (side only)	<i>PDP has removed need to consider shading over the road boundary – PDP is more permissive</i>
Maximum building height	Maximum structure height	<i>Similar, but additional height allowed in PDP medium density zone</i>
Maximum building coverage	Maximum building coverage	<i>Similar, except a new definition for 'building' means building eaves are not excluded – ODP was more permissive</i>
Maximum building coverage in the front yard		<i>PDP does not permit buildings in the front yard – ODP was more permissive</i>
Minimum building setbacks (side boundaries)	Minimum building setbacks (road and side boundaries)	
Maximum building length within 10m of side boundary		<i>PDP is more permissive</i>
	Outdoor living space	<i>New in the PDP</i>
	Minimum outlook space	<i>New in the PDP</i>
	Minimum landscaped permeable surface area	<i>New in the PDP</i>

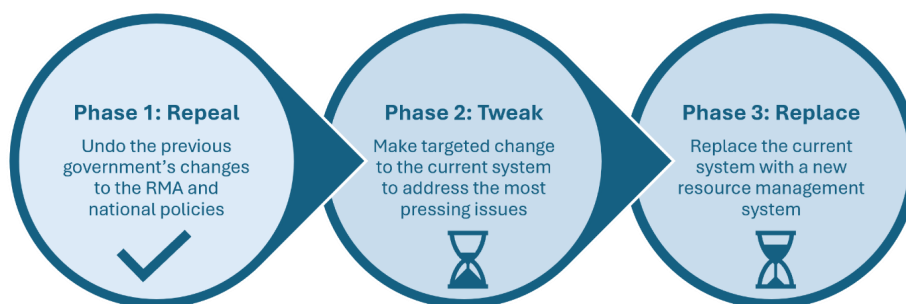
Feedback received from the local development community acknowledges that the new PDP effects standards seek to achieve positive amenity outcomes, but identifies that there may be too many standards. Looking at other plans around the country, the suite of controls in the PDP does not appear relatively onerous. Furthermore, it is noted that many consents have been issued under the PDP for multi-unit development; positive feedback has been received in terms of the PDP's enabling provisions. Notwithstanding the positive feedback, the new effects standards have been repeatedly raised, and officers therefore consider it appropriate to prioritise a review of them. It appears that infill is particularly difficult, when a site contains existing built form and additional dwellings are proposed; in particular outlook space can be difficult to achieve so a resource consent is required (and typically granted).

25. Another key theme arising in the feedback relates to the depth of earthworks permitted under the PDP. Most building projects involve some earthworks and the trigger for cut depth/fill height is requiring many resource consents that were not needed under the ODP. Officers consider this is a high priority to review, noting earthworks are a key interest area for iwi and hapū.

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26. While a wide range of issues with the PDP have been raised and recorded, the most common type of building project is residential, and it is considered the 'best bang for buck' plan change would focus on this.
 27. Therefore, it is intended that the first plan change of the PDP is publicly notified in mid-2025, and that it focusses on the delivery of urban housing. The purpose of the Urban Housing Plan Change is to:
 - a) deliver housing and development in a more efficient manner;
 - b) make the district plan less complex so consenting is easier and cheaper; and
 - c) fine-tune and remove duplication;
 - d) while ensuring the district plan conforms with national policy direction to provide well-functioning urban environments.
 28. A planning forum is being held on 3 April 2025 where local stakeholders including iwi authorities and local development professionals will have the opportunity to help shape the rules and effects standards that regulate urban housing. From there officers will draft a plan change report under RMA Section 32.
 29. It is anticipated that Council approval to publicly notify a plan change will be sought in Meeting Round 3 or 4.
 30. The formal statutory process under Schedule 1 of the RMA commences when the plan change is publicly notified, immediately after the Council approves the notification. However, legislated consultation with MfE, agencies of the Crown and iwi authorities must have taken place prior to notification. Statutory consultation is underway with these parties. Through this consultation officers will seek to understand from MfE whether RMA reforms will impact the areas of the PDP subject to review.

Changes to the resource management system

31. The last New Plymouth District Planning, Growth and Development Update outlined the government's intentions and work program for wide-scale reform of the resource management system. The diagram below indicates the three-phase approach.
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32. Phase 1, to repeal the Natural and Built Environment Act and Spatial Planning Act, was completed in December 2023. At that time, the resource management system reverted to the settings under the old RMA.
33. The current phase is Phase 2 and encapsulates a range of enabling changes around Government's priorities that can be grouped into four focus areas: infrastructure and energy, housing, farming and primary sector, and emergency and natural hazards.
34. The Council, under delegation of Mayor Holdom and Councillor Haque, lodged a submission on 10 February 2025 on the Resource Management (Consenting and Other System Changes) Amendment Bill. This is attached as Appendix 3.
35. Officers anticipate a significant part of Phase 2 will be the release of the National Direction package. Government is proposing amendments to 14 current national direction instruments (National Policy Statements and National Environmental Standards), as well as seven new national direction instruments. They have stated they will consult on these in early 2025, with the intention that these will also become operative by mid-2025. However, at the time of writing, no update is available on this.

Fast Track Approvals Act

36. The Fast-track Approvals Act received royal assent on 23 December 2024. The act created a permanent fast-track regime which is intended to facilitate the delivery of infrastructure and development projects with significant regional or national benefits.
37. The act provides a "one stop shop" for developments to combine the multiple resource consents, notices of requirement, and certificates of compliance and approvals from the RMA, and several other acts (including the Crown Minerals Act, Conservation Act, and Fisheries Act).
38. Fast Track Approval applications are a two-stage process, which includes referral to be included within the act (noting several projects were included in the act at ascent), along with a substantive application process.

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39. NPDC currently has two proposals within the district listed in the Act:
- a) Huirangi Solar Farm - Construction and operation of a solar farm of approximately 165,000 solar panels and connect and supply electricity to the national grid.
 - b) Maia Properties – Mangorei Road Development – Development of approximately 119 allotments for residential use, including stormwater infrastructure (N.B this site already has an approved subdivision consent from Council).
40. To progress, these proposals will now need to make a substantive application to the Environmental Protection Agency.
41. Councils have no decision-making role under the Act but must be consulted during both the referral and substantive application processes.
42. At referral stage, applicants must consult with local authorities. In considering an application for referral, the Minister must invite comments from local authorities (20 working days). The Minister then makes a decision to accept a referral based on criteria specified in the Act.
43. Substantive applications are managed and decided by an expert panel. It is noted that expert panels *must* include 1 person nominated by the relevant local authorities. A nominee can be an elected member.
44. There are no pre-application consultation requirements when making a substantive application. However, in considering a substantive application, panels *must* invite comments from local authorities (20 working days) and *may* request further information from local authorities. Comments must also be sought from local authorities on draft conditions of consent.
45. The expert panel decides whether to grant or decline an approval. In considering applications, Panels have certain mandatory considerations (such as relevant sections of the RMA). However, they must place the greatest weight on the purpose of the Fast Track Approvals Act which is to facilitate the delivery of infrastructure and development projects with significant regional or national benefits. There is a high threshold for declining applications under the Act, whereby adverse impacts need to be “sufficiently significant to be out of proportion to the project’s regional or national benefits”.
46. The Fast Track process is fully cost recoverable and requires relatively high fees and levies, as follows:
- a) Referral application - \$13,000 (excluding gst)
 - b) Substantive application - \$250,000 deposit + \$130,000 levy (both excluding gst)
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47. In addition to these charges, local authorities (and other parties) can recover costs for their input.
 48. In terms of the nature of the input provided by Council, this will relate to matters within our purview as a local authority, such as development engineering comment on services and transport related matters, along with technical planning comment.
 49. Given our regulatory functions already undertaken, Council has robust processes in place to make these assessments. However, the likely complexity of applications will make responding in the tight timeframes specified within the Act challenging.
 50. Officers are developing an internal process to respond if applications are made under the Fast-track Approvals Act in the district. This process will identify officers responsible to coordinate and provide technical comments, delegations, cost-recovery, and a process to involve and inform elected members.

Phase 3: Replace

51. The Government has tasked an Expert Advisory Group with providing a blueprint for replacing the RMA to the Minister for RMA Reforms. Legislation is expected to be introduced to Parliament in 2025 and to be passed into law by mid-2026, before the next general election. It is anticipated that the National Direction package (as part of Phase 2) will feed into the RMA replacement framework, so what we see early 2025 will indicate the approach for the more fulsome RMA replacement.

Resource Consents

52. In the quarter 1 October 2024 to 31 December 2024, 153 Resource Consents were lodged with Council and 129 Consents were issued. This was 82 subdivision applications lodged, and 54 subdivisions approved, and 71 land use applications lodged, and 75 land use consents approved.
 53. Council officers consider that the number of resource consent applications and related processes is within normal levels for the district.
 54. In the last District Planning, Growth and Development Update it was reported that since the PDP was publicly notified in 2019 the Consents team has been experiencing high workloads and consents were not being processed within legislated timeframes.
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55. To address the backlog, the regulatory team engaged a bulk consultant resource to process the majority of the 'aged' applications to enable consents landing with the team moving forward, to be processed in accordance with the timeframes set by legislation. This approach has now improved the timeframes for allocation and decision making on resource consents.
56. With the release of decisions on the Proposed District Plan there is a continuing trend for multi-unit residential developments with increased uptake of urban intensification opportunities provided by the new plan. This is considered an excellent planning outcome in terms of an efficient use of land and infrastructure and providing a variety of housing types, sizes and tenures, including papakāinga.
57. A recent notable example of this is the resource consent granted for a multi-unit apartment to replace the aged Clarendon apartments on St Aubyn St. This provides for 37 residential units varying from one to three bedrooms. This intensification is provided for in the PDP's Mixed Use Zone – Mixed Use Living Precinct, enabling higher housing densities around the Centre City Zone.
58. There is also a recent example of a papakāinga development being approved on the corner of Young and Weymouth Streets, where Te Atiawa have been granted consent for 18 apartments.

Longer-term Land Supply

59. The total number of subdivision applications and estimated new lots created over the past five years is shown in Figure 1 below. This shows a relatively steady number of applications lodged, with fluctuation in the number of lots enabled from these. There is a clear peak in estimated new lots within 2024, with application made for 634 residential lots.

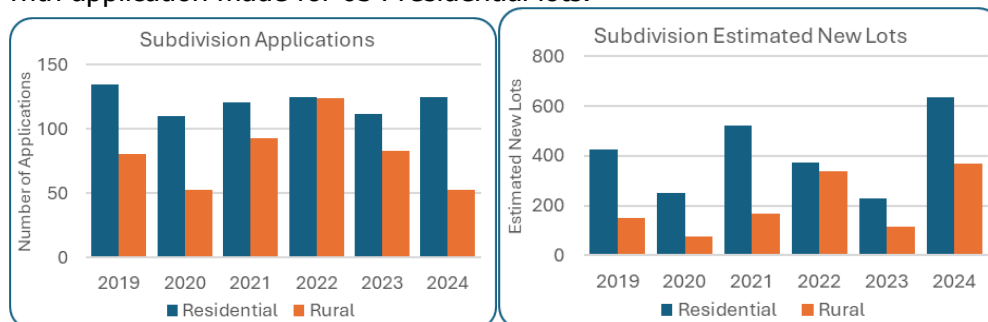


Figure 1: Number of Residential and Rural Subdivision applications and new lots

60. A specific breakdown of this same data for the 2024 calendar year is shown in Figure 2.

	2024	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Number of Applications	Res	6	13	7	6	16	52	2	8	4	4	4	3	125
	Rural	2	4	3	5	5	17	3	6	0	3	1	4	53
Estimated New Lots	Res	8	60	25	9	126	313	2	59	5	5	3	19	634
	Rural	0	1	10	7	81	246	11	4	0	3	1	6	370

Figure 2: Number of Residential and Rural Subdivision applications and new lots – 2024

61. A useful metric to consider in terms of land supply is the issuance of 224 certification under the RMA. This is the point at which a developer has complied with all conditions of a subdivision consent (e.g. built roads, formed vehicle crossings etc). At this stage they can apply to Land Information New Zealand (LINZ) to have records of title issued. As displayed in Figure 3 below, 224 certification was issued for 505 allotments across both rural and residential sites in 2024.

	2024	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Number of Applications	Res	8	7	4	5	16	2	14	11	12	15	6	10	110
	Rural	5	4	7	2	9		13	2	7	4	9	2	64
Estimated New Lots	Res	14	8	127	100	18	0	65	30	10	15	9	12	408
	Rural	8	8	7	2	28	0	23	2	4	5	7	3	97

Figure 3: Number of 223/224 Subdivision Applications Issued 2024

62. Once 224 certification is achieved, developers have two years in which to apply for new records of title with LINZ.
63. The 223/224 certifications issued, exceed the estimated annual average demand calculated at 368 dwellings, as specified in the Housing and Business Capacity Assessment. Note also that the number of lots available for development is lower than the number of residential units that follow, given the growing trend of multi-unit development.
64. The data used to inform the above may contain errors and should only be used as a guide.

RMA Monitoring and Enforcement

Monitoring - Resource Consents

65. In the period 1 October 2024 to 28 February 2025, 225 Resource Consents were monitored for compliance with conditions of a granted resource consent. There have been no instances of non-compliance requiring enforcement action.

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66. An ongoing significant monitoring commitment is the Te Ara o Te Ata – Mt Messenger Bypass, and summer is the key time to make progress on this project. Preparatory work for the main bridge over the Mimi wetland is planned for the coming months. On 7 February, work on the tunnel section of the project began, marked by a dawn opening ceremony. Tunnelling is a 24/7 operation, with expected progress to be 3m per day meaning excavation of the 235 metre long tunnel will be completed by the end of 2025.
67. Recent statistics tracking the ecological offset and mitigation elements of the project shows that since construction commenced in May 2022:
- a) 25 kiwi chicks have been released into the Parininihi Reserve from the project area.
 - b) A total of 74,000 plants have been planted in riparian margins, with 58,000 plants being in the last year.

Monitoring - Non-Complying Activities

68. In the period 1 October 2024 to 28 February 2025 there were 67 requests to Council relating to alleged non-compliance with the District Plan or a Resource Consent.
69. Three abatement notices have been issued under the Resource Management Act over this period. Reasons for these instances of enforcement action are:
- a) conducting an organised New Years Eve music event in the Rural Production Area without the required resource consent in place for temporary events;
 - b) undertaking earthworks within a Site and Area of Significance to Māori, without first undergoing a resource consent process and engaging cultural monitors to observe the works;
 - c) establishing a second residential unit on a rural property, when the zone rules only allow this for sites over 20 hectares.
70. In each case the abatement notice has required the recipient to take an action to address the non-compliance, and the notice has been issued after being unable to obtain voluntary compliance through education and advice.
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Monitoring – Enforcement outcome

71. Positive developments have been made to remediate a 672m² section of Significant Natural Area (SNA) which was removed from three adjoining sections in suburban New Plymouth in late 2019 during a site development. Council's response to the unauthorised removal of the SNA was to issue an abatement notice. The persons responsible were directed by the notice to engage an ecologist to prepare a plan detailing how the loss of indigenous biodiversity and vegetation caused by removal of the SNA could be addressed.
72. After a period of negotiation with the persons responsible, including selection of a suitable site for offset planting facilitated by the NPDC Parks Team, the following restoration and offset work was undertaken in May-July 2024:
 - a) Approximately half (333m²) of the suburban SNA area has been replanted in a selection of locally sourced indigenous species. This section of SNA sits on private property.
 - b) For the remaining area of SNA which presented challenges for replanting due to further site development, offset planting was undertaken on a section of the Cook Street Reserve, which is located between Banks and Cook streets. The area is adjacent to a freshwater wetland and although part of the reserve remains used for grazing, the section where offset planting has occurred is now fenced and accessible to the public.
73. The abatement notice requires the persons responsible to monitor and maintain the planting for a further five-year period, and report on progress to Council annually.

Proposed RMA monitoring and enforcement policy

74. Officers in the Regulatory and Consents Team are developing a RMA monitoring and enforcement policy. According to the Ministry for the Environment, having such a policy in place is best practice to support regulatory work under the RMA. It has been identified that for staff and the public, having a clear framework around enforcement options would better support managing non-compliance.
 75. There are a range of tools and options available to the Council to ensure compliance with the RMA and District Plan. Typically, Council's approach is to work on public education before considering more legally serious options such as abatement notices, infringement fines, and prosecution. The education approach works in the majority of situations but sometimes is ineffective and escalation into more formal processes is required. For people finding themselves subject to enforcement action this can be a stressful time, and a policy would assist managing expectations and process.
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- 76. The content of the policy would be based on processes and functions set out in the RMA. Therefore, it is not a policy that is considered appropriate for community consultation. As an internal policy, officers would seek approval from Te Ranga Urungi. For transparency it would be provided to the public via the Council website and to hand out when having face to face monitoring and enforcement conversations.
 - 77. A number of other Councils have such a policy to support the work of their enforcement teams. Standardising the process means Council would be more consistent in its enforcement decisions and provide clarity to the public on how we carry out compliance within the RMA.
 - 78. Ensuring our monitoring and enforcement policy lines up with our fees and charges for 2025/2026 will allow us to recover further costs from consent holders. This will be achieved by officers having direction from the policy on what actions are appropriate to recover costs from.

Key Development Areas of Interest

- 79. Officers continue to collaborate with applicants, Puketapu Hapū and Taranaki Regional Council in relation to six active applications within the Puketapu Structure Plan Development Area, adjoining the Waitaha Stream.
 - 80. It is noted that combined these subdivisions will create over 250 new lots and it is important to take a cohesive approach. It is considered taking a holistic approach will assist developers, hapū and the Council to progress processing these applications as efficiently as possible, providing consistency and certainty for future development.
 - 81. Large scale residential subdivision applications have also been lodged within Patterson and Carrington Structure Plan Development Areas.
 - 82. Some interesting engineering has been occurring in a subdivision at Cunningham Lane, Ōākura. The images in Figure 5 below show a box culvert 4m by 2m, which was installed in 2024 to manage a stream in relation to a new road. Whilst this might look like a bridge, it is a culvert which provides for fish passage. It has been maintained over the last year since it's been in place and has fared well in rain events. There are benefits in using a culvert instead of a bridge in terms of upfront and future maintenance costs.
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Figure 5: 4m x 2m box culvert



Figure 5: 4m x 2m box culvert

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83. Two larger scale subdivisions are near completion at Frankley Road, New Plymouth (SUB21/47810 - 19 lots) and Towai St, Inglewood (SUB19/47447 – 31 lots). Note that there are some other larger developments generally completed with developers refraining from progressing to title at this time. Figure 6 below shows a new residential street at Frankley Road.



Figure 6: Frankley Road subdivision works progress

Growth Planning Documents

Quarterly Reporting Under the NPS-UD

84. As a 'tier 2' Council under the National Policy Statement on Urban Development 2020, New Plymouth District Council must monitor housing indicators quarterly and publish the results of this monitoring at least annually.
85. The annual report (Quarterly Report 2025 No.9) is currently being prepared to the year ending 31 December 2024 and will be uploaded to the Council website within the next few months.
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Future Development Strategy

86. As a 'tier 2' Council under the National Policy Statement on Urban Development 2020, New Plymouth District Council must also complete:
- a) a Future Development Strategy (FDS) every six years;
 - b) a review of the FDS every three years; and
 - c) a review of the FDS Implementation Plan every year.
87. Officers have had meetings with landowners and developers regarding the potential for bringing forward Council led plan changes to change "future urban zone" land to residential zoning. This would enable residential development to occur more quickly in certain locations than the times indicated in the FDS Implementation Plan.
88. Officers are of the view that the work programme set out in the implementation plan is already fully subscribed. When requests are received from developers to bring rezoning forward, staff are being responsive and working with these landowners, while being realistic about what is achievable. Conversations have included various options that applicants have, including self-funding private plan changes (with cost recovery and the use of external consultants) and the new opportunity to utilise the new Fast Track process.

Spatial Plan Progress (Waitara and Bell Block)

89. The Waitara Spatial Plan project has been underway since August 2024 in partnership with Manukorihi and Otaraua Hapū. The project team has undergone significant information gathering exercises to form a robust baseline analysis of the key issues, constraints and opportunities. This has assisted in the development of a draft preferred growth scenario for the Waitara area as well as key moves and outcomes. The key moves will inform where, how and when investment should be focused over the next 30-50 years.
90. It should be noted that the actions that will arise out of the plan are to be implemented by the wider community as it has been shaped based on information gathered from the people of Waitara. It is expected that this document will assist in guiding future investment in the community through a range of funding avenues such as central government, regional council and community organisations.
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91. In drafting the Waitara Spatial Plan, significant pre-engagement with internal and external stakeholders has been carried out to ensure all are informed about the project and its purpose. Community engagement has also been completed with key community stakeholders, information stalls at the Waitara Market in November 2024 and February 2025. A community survey has also been circulated in Waitara including at the Waitara Library, Medical Centre, Community Centre and schools.
 92. The Waitara Spatial Plan document has been developed over the December 2024 – February 2025 period. The Waitara Spatial Plan is almost ready for officers to seek Council endorsement for formal community consultation. This will be subject to a separate Council report.
 93. Initiation of the Bell Block Spatial Plan has commenced. Council officers have met with Puketapu-Bell Block Community Board to outline the purpose of the spatial plan, establishment of a governance board, procurement of a consultant and potential timeframes for project completion.
 94. A draft procurement plan and Request for Proposal (RFP) documents are ready to be issued to the governance board for review and input. Once ready the RFP will be issued for tender.

CLIMATE CHANGE IMPACT AND CONSIDERATIONS / HURINGA ĀHUARANGI

95. There are a range of climate change considerations that will influence and inform the work programme for growth and development.
 96. The NPS-UD sets direction for New Zealand's urban environments to support reductions in greenhouse gas emissions and be resilient to the effects of climate change. Land use planning documents such as the District Plan and the FDS, and other planning documents such as Council's Climate action framework (2019); Emissions Reduction Plan (2023); Adaptation Plan (drafting underway); and the 10-Year Plan for "Planting our Place" have a key role in supporting a reduction in greenhouse gas emissions and ensuring that communities can adapt to the effects of climate change. The PDP contains provisions that relate to:
 - a) compact urban form that reduces the need for private motor vehicles and considers energy efficiency;
 - b) transportation planning that allows for electric vehicles and a reduced need for private vehicles;
 - c) managing growth and development carefully in respect of known risks from natural hazards, including the effects of climate change;
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- d) adaptive management to support communities impacted by natural hazards, including the effects of climate change;
 - e) protection of significant natural areas (SNAs) and promoting restoration of water bodies and indigenous biodiversity; and
 - f) recognising emerging technologies that offer potential for a transition to a low-emission economy.
97. Council's growth and development planning takes a long-term view of what our community will need to live, work and travel in a low-emissions future. The Council can continue to encourage a compact urban form and focus on building communities with infrastructure that enables increased public transport use and active travel, such as walking and cycling. Planting our green spaces to offset emissions, following legislation to consent homes and buildings that are warmer, more energy efficient, and outside hazard prone areas, also support a low-emissions future.

NEXT STEPS / HĪKOI I MURI MAI

98. Officers will be reporting back regularly. Officers welcome feedback from elected members as to whether the matters outlined in this report are appropriate or whether there is additional or alternative information that would be of interest.

FINANCIAL AND RESOURCING IMPLICATIONS / NGĀ HĪRAUNGA Ā-PŪTEA, Ā-RAUEMI

99. The budget that supports the growth and development work is provided within existing operational budgets for strategic planning and regulatory and consents services as well as specific project related budgets provided through the Long-Term Plan such as the Waitara and Bell Block spatial plans.
100. This report highlights that the District Planning and Growth Team could progress structure planning to unlock additional areas for growth, as desired by some of the district's landowners, but this is beyond the current team resourcing.

IMPLICATIONS ASSESSMENT / HĪRANGA AROMATAWAI

101. This report confirms that the matter concerned has no implications and has been dealt with in accordance with the Local Government Act 2002. Specifically:
- Council staff have delegated authority for any decisions made;
 - Council staff have identified and assessed all reasonably practicable options for addressing the matter and considered the views and preferences of any interested or affected persons (including Māori), in proportion to the significance of the matter;
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- Council staff have considered how the matter will promote the social, economic, environmental, and cultural well-being of communities in the present and the future.
 - Unless stated above, any decisions made can be addressed through current funding under the Long-Term Plan and Annual Plan;
 - Any decisions made are consistent with the Council's plans and policies; and
 - No decisions have been made that would alter significantly the intended level of service provision for any significant activity undertaken by or on behalf of the Council or would transfer the ownership or control of a strategic asset to or from the Council.

APPENDICES / NGĀ ĀPITI HANGA

Appendix 1 NDGAP Meeting Minutes – 18 November 2024 (ECM 9423468)

Appendix 2 NDGAP Meeting Minutes – 18 December 2024 (ECM 9423470)

Appendix 3 NPDC submission on Resource Management (Consenting and Other System Changes) Amendment Bill (ECM 9441788)

Report Details

Prepared By:	Rachelle McBeth (District Planning and Growth Lead) / Zane Wood (Planning and Development Lead)
Team:	Strategic Planning / Consents and Regulatory
Approved By:	Renee Davies (Manager Strategic Planning) / Helena Williams (Group Manager Strategy and Planning)
Ward/Community:	District Wide
Date:	11 March 2025
File Reference:	ECM 9437065

-----End of Report -----

APPENDIX: 1

Ngamotu Growth Advisory Panel Meeting - Minutes

18 November 2024 – 2.30 - 4.30pm

Pymouth Room, New Plymouth District Council

IN ATENDANCE

Regular NPDC	Panel Members & Chair	Guests/Subject Matter Experts
Cr David Bublitz	Ralph Broad	
Cr Max Brough	Kathryn Hooper	Mike Miners (TSB Bank – Senior Property Finance Manager)
Gareth Green (CEO)	Sean Zieltjes	
Helena Williams (Group Manager Strategy and Planning)	Ben Hawke	
Renee Davies (Manager Strategic Planning)	Scott Hale	
Rachelle McBeth (District Planning & Growth Lead)	Ben Ingram	
Jacob Stenner (Growth and Services Supervisor)	Finbar Kittle	
Liezl Ebersohn (Strategic Planning Coordinator)	Joshua Hitchcock	
	Glenn Brebner	
	Stefan Kiss	
	Mark Bland	
	Sean Husband	

Agenda Item:		Actions:
Administrative:		
1	Opening Karakia	
2	Apologies Apologies notes from the following: •	
3	Health and Safety	
4	Approval of minutes	
5	Development Contributions Discussion: Discussion of the outcome of Strategy and Operations Committee meeting, which was that Options 2 and 3 were recommended: - Cr Max outlined there is a clear appetite among elected members to not cost shift to general rates. - Elected members hoped to see a solution presented from NDGAP, some disappointment that was not a clear recommendation. - G Brebner – Asked for it to be put to elected members that there is no magic bullet. - Pinch points were Waitara and Inglewood where the DCs were highest and concerns about what that would do for any development in those towns.	- Officers to draft a supplementary report for consideration of full Council on 17 December, when the final decision will be made on whether the Development and Financial Contributions Policy be amended before the next LTP (2027).

Agenda Item:	Actions:
Administrative:	
• Cr Bublitz outlined that there is an appetite amongst elected members for some smoothing, but not supportive of a rates shock. • Cr Max – DIA model states it does not cause a big shock to the marketplace. Risk of judicial review if we set something up in contravention of the DIA model. Jacob/Helena outlined that SOC recommendation was that officers would draft a new policy based on options 2 and 3. A supplementary report will be provided for Councillors, detailing what the recommendation will mean, for final decision at the 17 December meeting of full Council: • Under Option 3, DCs would be flat across the district at approx. \$31K • NDGAP concerns around medium density impact. • Discussion around whether there was a rebate opportunity. • Role of developer agreements as a method to keep development costs lower. • Currently, no sign that the infill rate will go down (its looking like it's going up). • Infill rate could apply district wide under a district wide policy. • Principles – who generates the need, who benefits? • Equity and fairness issues for places where infrastructure is less available/cheap. • Fundamental question – what's the benefit of the flat rate vs the current policy? Waitara and Inglewood people more likely to develop. • If we go for a flat rate that makes it cheaper for Waitara and Inglewood (incentivise), would that encourage more development in those areas or just discounting? Probably because of cheaper land prices. Proportionality. No comparative sales at the moment. Demand in Inglewood/Waitara because of price differential. Some might take their demand to Stratford. • Discussion on affordability – greenfield v infill. Number of consents already in train. • Need a range of options in supplementary report. Opportunity for views from NDGAP to be put back into the supplementary report. • Carve outs within a district wide approach. • Renee clarified Annual Plan/LTP amendments/lawful process – to be outlined within the supplementary paper. Including reopening the conversation about mana whenua. Following the decision of Council on 17 December a policy still needs to be developed, notified, submissions, everyone in community can participate in development of this policy. Line by line review/apportionment of projects to DCs would be appropriate for the next LTP which can look at project allocation of particular areas.	

Agenda Item:		Actions:
Administrative:		
	Joshua – suggested there would be tangata whenua concerns around district wide model. Te Atiawa are doing lots of infill development. Option 3 asks infill developers to subsidise greenfield development occurring out of town. Another eg of local/central govt taking from Maori to grow this town. Some discussion around exemptions for non-profit developments, and that the current policy does not define what might be eligible for DC exemptions.	
6	Proposed District Plan Rachelle outlined the tight timeframe/timetable to deliver a plan change to the Proposed District Plan next year. The District Planning Team are in an information gathering stage looking to understand: - rules that trigger consents which seem pointless or which could be dealt with by permitted activity standards - policies, objectives, rules that are ambiguous or do not meet intended outcomes and create consenting headaches - any ideas for other things that the PDP could do or say process-wise to improve plan efficiency and effectiveness - pain points, particularly around subdivision and housing development Once we have a full idea of what the pain points are, NPDC in conjunction with NDGAP will prioritise a first tranche of urgent / important issues for 2025 plan change. A broad range of issues have already been raised. To deliver a plan change within one year we won't be able to explore/address all matters raised at once. Matters not addressed in the first tranche could form part of a longer-term work programme. Officers current thinking is to prioritise housing development (residential and other zones where living activities are supported by the PDP), earthworks, and 'easy wins'. Feedback from the group: - Mark suggested exploring what doesn't make it to a consent – ie., plans get shelved because of uncertainty within the PDP or the need for a consent which puts people off progressing. - Greater use of conditions as permitted standards within rules to direct good outcomes but avoid as many resource consent triggers. - By the end of 2025 doesn't seem soon enough for some of the issues raised. Can a practice note provide more certainty in the meantime? Rachelle outlined that the team are currently developing a scoping and packaging plan, and an engagement plan. The current phase being pre-engagement. Discussed the approach to engagement with the wider development community. Email to go out to planning/development contacts in	Panel to provide officers any points for consideration through the omnibus plan change. These can be emailed to the district plan district.plan@npdc.govt.nz which will then be collated into the master list. Officers to come back before Christmas to NDGAP to test current thinking on highest priorities.

Agenda Item:		Actions:
Administrative:		
	December encouraging them to let us know about any issues they are having with the plan.	
7	Spatial Plans Liezl presented to the group, introducing the Waitara Spatial Plan. Liezl outlined: • That the plan and the process are co-designed by Te Kowhatu Tu Moana • NPDC are working with Manukorihi Hapū, Otaraua Hapū and Barker and Associates • That the spatial plan will: • set out a holistic and long-term plan for land use, infrastructure and the environment • Accurately reflect and celebrate the cultural history of Waitara • Inform decision-making and investment • Illustrate the future location, form and mix of residential, rural and business areas, along with critical transport and infrastructure required to service those areas and any environmental constraints • Identify key projects required to deliver the vision for Waitara • be proactive and flexible to respond to current and future challenges Liezl presented a timeline which seeks to see the spatial plan out for public consultation next year, and the plan adopted by Council by the end of September 2024. The current phase is pre-engagement and includes 3 stakeholder workshop sessions focused on information gathering from people in the Waitara community on a daily basis. As the project progresses there will be opportunities for technical professionals to contribute. While it was mentioned at the NDGAP meeting an invitation would be extended to this group, due in part to numbers, it has been suggested that instead we bring the work back to the group (in December) for further discussion.	• Officers to provide opportunities for NDGAP to input into Waitara Spatial Plan, and in particular the growth scenario workstream, in December 2024 and ongoing.
	Closing Karakia The meeting closed at 4.15pm	

APPENDIX: 2

Ngamotu Growth Advisory Panel Meeting - Minutes

18 December 2024 – 3.00 - 4.30pm

Plymouth Room, New Plymouth District Council

IN ATTENDANCE

NPDC	Panel Members & Chair	Guests/Subject Matter Experts
Cr David Bublitz	Ralph Broad	
Cr Max Brough	Kathryn Hooper	
Gareth Green (CEO)	Sean Zieltjes	
Renee Davies (Manager Strategic Planning)	Ben Hawke	
Rachelle (Ra) McBeth (District Planning & Growth Lead)	Scott Hale	
Jacob Stenner (Growth and Services Supervisor)	Ben Ingram	
Liezl Ebersohn (Strategic Planning Coordinator)	Sean Husband	
Denise Young (Senior Policy Advisor)	Joshua Hitchcock	
	Mark Bland	
	Stefan Kiss	

Agenda Item:		Actions:
Administrative:		
1	Opening Karakia	
2	<u>Apologies</u> Helena Williams (Group Manager Strategy and Planning) Finbar Kittle (TRC) Glenn Brebner	
3	Health and Safety	
4	Approval of minutes	
5	Review of the Development and Financial Contributions Policy. <u>Background</u> Officers presented a report to full Council on 16-17 December 2024, supplementary to the original report dated 22 October 2024, on the review of the Development and Financial Contributions Policy. The original and supplementary reports can be read at page 868 and following of the Council Agenda – click here . The supplementary report provided Elected Members with responses and feedback to the original report on the review of the Development and Financial Contributions Policy following its presentation to the Strategy and Operations Committee on 12 November 2024, and then to all community boards and Te Huinga Taumatua. The supplementary report also provided Elected Members with further detail on timeline and risks implications associated with the options. <u>Outcome</u>	Officers to revise the current Development and Financial Contributions Policy to remove charges associated with bedroom additions for existing dwellings, for Council to approve for consultation alongside the Annual Plan 2025/2026. Officers continue to work with NDGAP over the next few years leading up to the next policy review (2027)

Agenda Item:	Actions:
Administrative:	
The resolution carried at the Council meeting held on 16-17 December 2024 was: That having considered all matters raised in the report, Council: - Approves Options 1 and 3 from the original report and Direct officers to prepare a revised development contribution policy with no charge applied for bedroom additions to existing dwellings and approves for consultation alongside the Annual Plan 2025/2026. - Note that a revised Draft DC Policy will be reported back to Council to approve for consultation alongside the Annual Plan 2025/2026. - Note that in preparation for the next policy review, that Council officers will consider further the district and network growth projects lists and the associated apportionment to growth. - Note that in preparation for the next policy review, that Council officers will consider yield within growth areas based on future benefits gained in long term growth areas (Future Urban Zones). Therefore, the outcome of the review was that <i>the Development and Financial Contributions Policy adopted alongside the Annual Plan in June 2024 be retained, except that the policy would be amended so there would be no charges applied for bedroom additions to existing dwellings.</i> <u>Discussion</u> Jacob and Renee outlined the decision of the Council to NDGAP (above), explaining that officers would amend the policy within its imminent work program, so that the change to the policy can be consulted on alongside the Annual Plan early next year. NDGAP were advised that in discussions around the Council table, Elected Members recognised NDGAP as useful, and that they hoped NDGAP continue to input to planning processes in this meaningful way. Cr Bublitz noted that he was the one who moved the motion which was adopted. Elected Members acknowledged the difficulty in the DC issue (no magic bullet) and that ultimately the development community needed a decision so there was less uncertainty. Jacob and Gareth noted there's some work for officers to do in terms of those that have been charged or have a current charge for a bedroom extension, as there may be rebates, but Council has internal processes to work through to ensure manageable administration. <u>Next steps</u> Following the decision of Council on 17 December the policy still needs to be developed, notified, and be subject to submissions before the bedroom addition aspect is removed.	

Agenda Item:		Actions:
Administrative:		
6	Proposed District Plan Ra M outlined the pre-engagement and information gathering work undertaken by officers to understand the pain points of the PDP / how the PDP might be making development difficult: • Compiling list of issues since decisions were released May 2023 • Consents team regularly feeding issues through • NDGAP discussions • November 2024 emailed all known contacts in the local development community (planners, surveyors, architects, designers, building companies, property developers), Nga Kaitiaki members and lwi chairs (approx. 250 direct emails sent inviting feedback) • Two drop in sessions • Analysis of consents granted 13 May 23 - 21 August 24 Discussion around: • the intention of the plan changes, which includes making the rules less complex, so that resource consent applications are easier and cheaper to prepare and process. • once plan changes are notified, what weight Council would give to these new/amended provisions. • whether practice notes can be used so that the intent of the plan changes can be put into place before plan changes are operative. • Uncertainty around RM reforms and timing • Uncertainty around timing of appeals being signed off by the Environment Court Ra M shared the analysis of Council policy planners and current thinking on plan change priorities, based on commonly identified pain points with the PDP . The issues spreadsheet has some colour coding to show current thinking, as follows: • Green ○ high priority ○ remove duplication ○ easy wins ○ urban housing delivery • Yellow ○ Medium priority ○ Important but needs research ○ Raised numerous times but not related to urban housing • Red ○ Lower priority ○ Doesn't trigger many consents ○ Big policy shifts ○ Contentious or sensitive – not easy wins ○ Needing a lot of research or collaboration • Blue	Panel to continue feeding through any points for consideration through the omnibus plan change. These can be emailed to the district plan district.plan@npdc.govt.nz which will then be collated into the master list. Panel encouraged to review the issues spreadsheet and give feedback on prioritisation. Planning team to develop a clear outline, including timeline and comms plan for the plan changes. Planning team to schedule workshop with local community in March 2025 to progress first plan changes. Future NDGAP meetings should include invites to planning regulatory to respond to consenting issues raised (Damien, Zane, Richard).

Agenda Item:	Actions:
Administrative:	
○ Could be a minor amendment, not plan change ○ Implementation, not a policy issue ○ Better dealt with under other legislation or process ○ Change signalled from central govt – wait for now Officers current thinking is to prioritise plan changes in 2025 related to: • urban housing development • earthworks • easy wins. Also in 2025 a plan change is anticipated for Puketapu Structure Plan Development Area, and another to update some SASM mapping/scheduling. Feedback from the group was that the officer prioritisation seems sensible. Some discussion around what aspects have what priority – ie confirmed for Mark Bland that at this stage the subdivision chapter would get looked in terms of how earthworks and transport land use rules get triggered in most urban subdivisions (marked in green in the spreadsheet). Discussion around packaging to ensure that anything contentious does not slow down progress of non-contentious changes. Council intention is that the draft provisions would be tested with NPGAP and that the more contentious changes would be identified early. Quick wins/ non-contentious matters would then be packaged into one plan change. Also possible to notify multiple plan changes on the same day. Ra M identified ways that NDGAP and the wider development community can be involved: • Door remains open for pre-engagement feedback • Opportunities to input to drafting early next year – wider planning forum • Strategy and Operations Committee endorsement • Legislated consultation requirements (MfE, Iwi entities, stakeholders) • Importance of making a submission <u>Consenting issues raised</u> Concerns raised that consent processing is not consistent, and discussion around the use of practice notes. Gareth noted that resolving the consent processing backlog is progressing well. Developers encouraged to make a fresh start next year, to work collaboratively with planners towards good planning outcomes, acknowledging the backlog has been difficult and matters have not always been raised early.	

Agenda Item:		Actions:
Administrative:		
	Discussion around preapplication meetings – concerns that these are limited to large applications. Josh Hitchcock encourages applicants to consult with iwi/hapu early in the application process then things are generally easier. Perhaps this could also be included in any implementation guidance. Officers identified that Damien/Zane/Richard should always be invited to NDGAP.	
7	Waitara Spatial Plan <u>Presentation</u> At the last NDGAP meeting, Liezl presented the Waitara Spatial Plan and how this 30+ year strategic document will shape the future of Waitara. Initial work focused on constraints in the area was discussed, highlighting that there's a lot at play in Waitara. At this meeting findings were presented including key constraints and draft outcomes. Seven growth scenarios were shared with the group including a discussion about the preferred growth scenario that will be further developed. Once the preferred growth scenario has been further updated based on feedback to date, this version will be brought back to NDGAP to keep everyone updated. <u>Discussion</u> Cr Bublitz asked how the projected 30 year population and number of dwellings needed was calculated. Census data used as a basis, with a Waitara lense applied, noting that the district wide growth was also considered. Stefan noted there are a number of positive factors which could support growth in Waitara including: • Extension of coastal walkway • Investment in Marine Park Otupaiia • Ability to freehold leasehold sections Discussion around flooding risks. Ralph queried the significance of the flood hazards, and Ben Ingram highlighted that there is a 1 percent chance of a major flood event occurring every year. Officers noted the Waitara Catchment Management Plan has already identified dwellings that are at a higher risk of flooding and this has been considered in looking at the growth scenarios. Areas to the west have minimal flooding and are at higher ground, hence the preferred growth scenario landing on the west side. A likely action as an outcome of the spatial plan will be Adaptation Planning as there is a high number of natural hazards and infrastructure issues relating to water in Waitara. Cr Bublitz queried wastewater infrastructure capacity and whether it gets pumped to New Plymouth.	Officers upload powerpoint presentation to NDGAP – click here. NPGAP encouraged to provide feedback on growth scenarios. Please email any feedback to Liezl.Ebersohn@npdc.govt.nz

Agenda Item:	Actions:
Administrative:	
Liezl advised that: • based on the projected growth wastewater is at capacity. • the wastewater pipe currently being used would require upgrades to cope with increased volume of wastewater being pumped back to New Plymouth. • infrastructure issues were identified in the 2 workshops as one of the main things the community would like to see fixed as part of the spatial plan process. The community board has consistently highlighted this as a key issue for the Waitara community. • the project team has prepared a memo on capacity of 3 water infrastructure to meet current and future growth in Waitara. This outlines the current state of play and what is required to bring the network up to a point that it can cope with increased growth. Knowing where the growth will be will assist in making better financial decisions as to where the investment should go to support growth. <u>Feedback on preferred spatial option</u> • Presentation uploaded to the NPGAP Sharepoint - NPGAP members encouraged to provide feedback. • Questioned whether landowners on the western side have been consulted. Liezl advised they will be consulted in the new year. Some have been included in comms to date but have not taken part in workshops. • Paying for new infrastructure to service growth - need to ensure that development contributions are kept affordable. • Cr Brough questioned how the preferred spatial option for growth compares with where growth is already consented (Is there any more development which has been consented, but not yet built?) Liezl advised this has been considered. There is a lot of interest in infill in Waitara. There is also significant interest in greenfield sites. These have taken time to progress or are still awaiting decision due to the infrastructure challenges. • Stefan supported preferred growth option for the following factors: ○ Flat land (contours look good) ○ Good connection to the coastal walkway ○ Would be an attractive area to live ○ The structure planning of the Ranfurly Park FUZ is a key piece of work needed to advance this option. • Ben Ingram posed the question of how much do we want to invest in new infrastructure given the high natural hazard risk? The Waitara Spatial plan is an interesting balancing act between what the community wants and not putting people at risk from natural hazards. Need to look at the ability for landowners to get insurance and the lessons learnt from Cyclone Garbielle. Liezl responded that this is where the spatial plan considers the western area of Waitara being an appropriate place for growth as it has higher ground.	

Agenda Item:		Actions:
Administrative:		
	Closing Karakia The meeting closed at 4.30pm	



When replying please quote: ECM 9441788

10 February 2025

Committee Secretariat
Environment Committee
Parliament Buildings
Wellington

Dear Chairperson of the Environment Committee

Submission on Resource Management (Consenting and Other System Changes) Amendment Bill

1. The New Plymouth District Council (“the Council”) welcomes the opportunity to submit on the Resource Management (Consenting and Other System Changes) Amendment Bill (“the Bill”). Overall, the Bill will provide a number of tangible improvements to the resource management regime, and this is to be commended. As detailed below, there are some minor aspects of the Bill that could be improved.

Resource consents and designations

2. Regarding the changes to the resource consent and designation processes, the Council supports the following proposals:
 - the requirement that the applicant provide information at a level of detail proportional to the nature and significance of the activity;
 - the inclusion of new tests that must be met before further information requests can be made;
 - the ability to return applications where an applicant fails to respond or takes too long to provide requested information;
 - increasing the lapse dates for resource consents for renewable energy activities and designations from five to ten years;
 - the ability to decline a resource consent application due to significant natural risk hazards and enable natural hazards rules in proposed plans to have immediate legal effect; and
 - the ability for the applicant to request to see draft consent conditions.
3. Council supports the concerns raised by the Taranaki Regional Council, South Taranaki District Council and Stratford District Council that further consideration is needed as to how the proposal to amend section 100 of the RMA (restricting the ability to hold a hearing on an application for resource consent if the Council has sufficient information to make a decision) will be implemented. While Council supports restricting the current ability of frivolous submitters to force a hearing, we consider more work is needed to ensure public participation rights are not unduly restricted.

Compliance and enforcement

4. The Council is supportive of the amendments to the monitoring and compliance provisions. However, we question the degree to which District Councils can consider past non-compliance where often the person/company who applies for consent may not be the same person/company who carries out the development.

Emergency works and regulations

5. Regarding the changes relating to emergency works, the Council supports the following proposals:
- ability for local authority staff to enter a place if the occupier is not at that place;
 - extending the timeframe for the lodgement of resource consents for emergency works from 20 to 30 working days after the notification that the activity has taken place; and
 - ability to develop emergency response regulations.

Power of the Minister for the Environment to direct a local authority to prepare a plan change or variation

6. Clause 7 of the Bill states that the Minister for the Environment may direct a local authority to prepare or modify a plan to be consistent with national direction. We express concern about what this means for Council processes, including unbudgeted expenditure, and the impact that this change could impose on our ratepayers.

The Council wishes to be heard in support of this submission.

Yours faithfully



Neil Holdom
Mayor New Plymouth District



Bali Haque
Chair Strategy & Operations Committee

TRANSPORT SAFETY AND ACCESS IMPROVEMENTS – CHANGES TO TRAFFIC FLOW PARKING CONTROLS

MATTER / TE WHĀINGA

1. The matter for consideration by the Council is changes to traffic flow and parking controls at various locations across New Plymouth.

RECOMMENDATION FOR CONSIDERATION / NGĀ WHAIKUPU

That having considered all matters raised in the report and pursuant to the New Plymouth District Council Consolidated Bylaws 2008 Part 13: Traffic, the following changes are made:

Item 1 – One-way traffic on Flyger Lane, New Plymouth.

- **Prohibit the driving of vehicles on Flyger Lane in a westerly direction, limiting traffic to one-way flow in an easterly direction.**

Note: This item constitutes a resolution made by the Council under clause 7.1(a) of the New Plymouth District Council Consolidated Bylaws 2008 Part 13: Traffic. The remaining items are resolved under clause 10.1 of the same bylaw.

Item 2 – Create a section of no-stopping on King Street, New Plymouth.

- **Create a section of no-stopping on the south side of King Street from 89.5m to 94.5m (5.0m) measured in an easterly direction from the prolongation of the east kerb of Dawson Street.**
- **Create a section of no-stopping on the south side of King Street from 107.0m to 111.8m (4.8m) measured in an easterly direction from the prolongation of the east kerb of Dawson Street.**

Item 3 - Create a section of no-stopping at the intersection of Norwich Avenue and Ngāmotu Road, New Plymouth.

- **Create a section of no-stopping on the south side of Ngāmotu Road from 0.0m to 22.6m (22.6m) measured in a westerly direction from the prolongation of the west kerb of Norwich Avenue.**

Item 4 - Create a section of no-stopping on Taunton Place, New Plymouth.

- **Create a section of no-stopping on the north side of Taunton Place from 0.0m to 94.9m (94.9m) measured in a westerly direction from the prolongation of the west kerb of Lorna Street.**
-

Item 5 - Create a section of no-stopping at the intersection of Wrantage Street and Tukapa Street, New Plymouth.

- **Create a section of no-stopping on the north side of Wrantage Street from 11.0m to 20.0m (9.0m) measured in a easterly direction from the prolongation of the east kerb of Tukapa Street.**

COMPLIANCE / TŪTOHU	
Significance	This matter is assessed as being of some importance.
Options	This report identifies and assesses the following reasonably practicable options for addressing the matter: 1. Endorse the recommendations. 2. Endorse some of the recommendations, item by item. 3. Do nothing.
Affected persons	The persons who are affected by or interested in this matter are the residents/property owners and users of the transportation network in the relevant locations. The views of these persons are discussed in this report.
Recommendation	This report recommends Option 1 for addressing the matter.
Long-Term Plan / Annual Plan Implications	There are no implications for the Long-Term or Annual Plan.
Significant Policy and Plan Inconsistencies	There are no significant implications for Council Policies or Plans.

EXECUTIVE SUMMARY / HE WHAKARĀPOPOTOTANGA

2. This report recommends that Council passes a resolution under clause 7.1 of the New Plymouth District Council Consolidated Bylaws 2008 Part 13: Traffic (the Traffic Bylaw) to establish one-way traffic flow on Flyger Lane and a series of resolutions under clause 10.1 of the same bylaw to change parking prohibitions and restrictions within the district.
 3. Making these changes is expected to improve access to adjacent properties and the safety of the community as they travel through the transportation network.
 4. Opportunity was provided for the public to have their say on the proposed items.
 5. The risks associated with these changes are minimal and the costs of this work can be covered within existing budgets. Should Council endorse the changes, it is expected that council contractors will complete this work in the following weeks.
-

BACKGROUND AND DISCUSSION / PAPAMURI ME TE KORERORERO

6. Requests for changes to the transportation network normally come via the community or from Council Officers in association with transportation projects or noted issues.
7. Under the current the Traffic Bylaw, Council Officers do not have the delegated authority to make changes to parking controls nor establish one-way roads. This can only be done by resolution.
8. Public notification has been made in accordance with 5.1 of the Traffic Bylaw.
9. This report recommends that Council endorses the proposed changes at the following five sites:

Item 1 – One-way traffic on Flyger Lane, New Plymouth.

10. Concern was raised by an adjacent business owner who noted that as vehicles exit the western end of Flyger Lane there is a wall that blocks visibility to pedestrians approaching from the west.
11. Flyger Lane, unlike other service lanes within the CBD, is unique in that the visibility while exiting seems good, which causes some vehicles to exit onto the footpath with less caution, but some fail to appreciate the wall that obstructs visibility to approaching pedestrians on the footpath. Officers have spoken with the building owner and offered to reduce the height of the wall, but they did not agree to this.
12. The next reasonable option, which is recommended, is to prohibit vehicles from exiting at this location by introducing a one-way system requiring vehicles to exit at the northern end where visibility is better.



Figure 1. Plan of proposed changes to Flyger Lane.

13. This item was publicly notified in the Taranaki Daily News on 15 February 2025. An opportunity to provide feedback was then open for two weeks. Letters were also delivered to adjacent businesses on 12 February 2025.
14. At the time of writing this report, six responses have been received regarding this proposal. Three in support and three against. It should be noted that the three responses against the proposal were from employees within the same business. All the responses received are attached as Appendix 1.

Item 2 – Create a section of no-stopping on King Street, New Plymouth.

15. The proposal to remove two parking spaces and provide no-stopping at all times on King Street was made by WR Phillips who identified that the on-street parking spaces near their access limited visibility and access.
16. A technical assessment has confirmed that the two remaining spaces are also below the recommended length of 5.5m meaning that most vehicles will overhang into another space or obstruct access.

17. Removing these two spaces, which is the recommended option, would improve access while removing the undersized spaces.

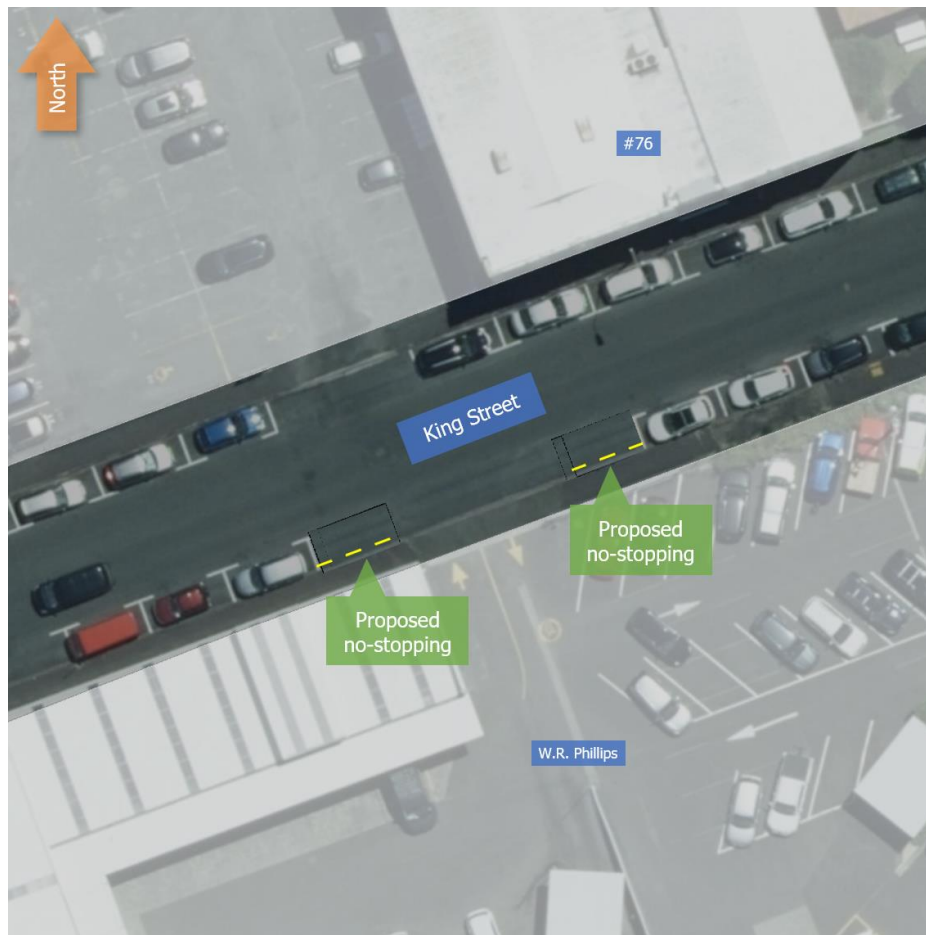


Figure 2. Plan of proposed changes to King Street.

18. This item was publicly notified in the Taranaki Daily News on 15 February 2025. An opportunity to provide feedback was then open for two weeks. Letters were also delivered to adjacent businesses on 12 February 2025.
19. At the time of writing this report, no responses have been received regarding this proposal.

Item 3 - Create a section of no-stopping at the intersection of Norwich Avenue and Ngamotu Road, New Plymouth.

20. A section of no-stopping at all times is proposed at the intersection of Norwich Avenue and Ngāmotu Road. This request was made by a local resident who noted that when vehicles park outside #2 Norwich Avenue (on the Ngāmotu Road side) they block visibility to eastbound traffic on Ngāmotu Road.

21. A technical assessment has identified that providing no-stopping at all times, which is the recommended option, would ensure that the minimum visibility between vehicles exiting Norwich Avenue and those heading east on Ngāmotu Road is maintained.

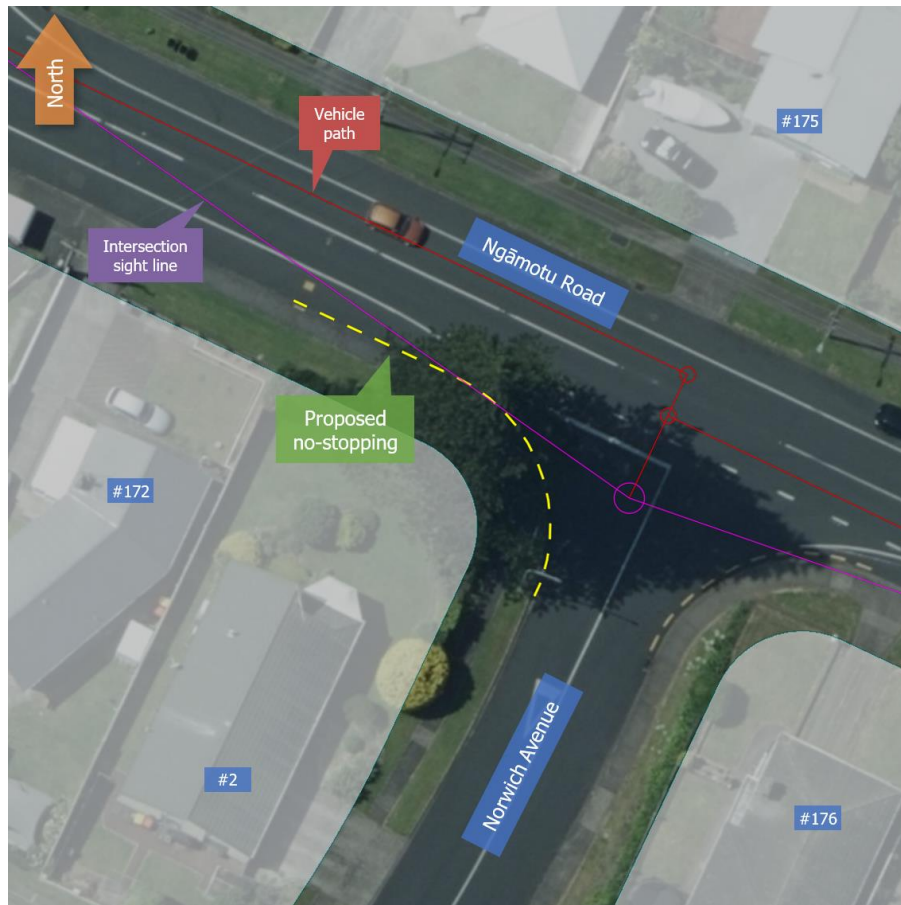


Figure 3. Plan of proposed changes at the intersection of Norwich Avenue and Ngāmotu Road.

22. This item was publicly notified in the Taranaki Daily News on 15 February 2025. An opportunity to provide feedback was then open for two weeks. Letters were also delivered to adjacent businesses on 12 February 2025.
23. At the time of writing this report, one response has been received that rejects the proposal. This response is attached as Appendix 1.

Item 4 - Create a section of no-stopping on Taunton Place, New Plymouth.

24. A section of no-stopping at all times is proposed along the northern side of Taunton Place. This request was made by the NPDC Refuse Collection contractor who noted that their trucks were unable to fit along Taunton Place to collect the bins due to number of vehicles (associated with Base Hospital) parked on both sides of the street.

25. A technical assessment has confirmed that, due to the width of the existing kerb and channel, when vehicles park opposite each other on Taunton Place larger vehicles, such as refuse collection and emergency service vehicles (which are a similar size), would not have enough room to pass through.
26. The north side of Taunton Place is preferred over the south as it has less of an impact on the amount of on-street parking.
27. Given the time it takes to get a resolution of Council to install the no-stopping and the impact this parking was having on refuse collection and emergency vehicle access; it was agreed to install the no-stopping ahead of seeking a resolution of Council. This item now recommends a formal resolution be made to legalise this work and allow for enforcement as needed.



Figure 4. Plan of proposed changes to Taunton Place.

28. This item was publicly notified in the Taranaki Daily News on 15 February 2025. An opportunity to provide feedback was then open for two weeks. Letters were also delivered to adjacent businesses on 12 February 2025.
29. At the time of writing this report, one response has been received supporting the proposal. This response is attached as Appendix 1.

Item 5 - Create a section of no-stopping at the intersection of Wrantage Street and Tukapa Street, New Plymouth.

30. A section of no-stopping at all times is proposed at this intersection Wrantage Street and Tukapa Street. This request was made by a local resident who noted that when vehicles park outside #135 Wrantage Street (on the Wrantage Streetside) they block visibility to traffic turning in from Tukapa Street.
31. A technical assessment has identified that providing no-stopping at all times, which is the recommended option, would ensure that the minimum visibility between vehicles entering Wrantage Avenue from Tukapa Street and those heading west on Wrantage Avenue is maintained.



Figure 5. Plan of proposed changes at the intersection of Wrantage Street and Tukapa Street.

32. This item was publicly notified in the Taranaki Daily News on 15 February 2025. An opportunity to provide feedback was then open for two weeks. Letters were also delivered to adjacent businesses on 12 February 2025.
 33. At the time of writing this report, one response has been received supporting the proposal. This response is attached as Appendix 1.
-

CLIMATE CHANGE / HURINGA ĀHUARANGI

34. Should the Council endorse the proposed changes, as a whole or in part, there will be the need to manufacture and install new traffic signs and change pavement markings, this work will generate CO₂. Also, the proposed changes are unlikely to influence public behaviour to such a degree that it causes a mode-shift to alternate forms of travel away from private motor vehicles.
35. It is likely that there will be a very minor increase in the amount of CO₂ generated by the transportation sector should Council endorse Option 1.

NEXT STEPS / HĪKOI I MURI MAI

36. Should the Council endorse the proposed changes, as a whole or in part, Council Officers will instruct our contractors to manufacture any required signage and install any required markings to finalise the changes.
37. It is expected that the installation of the signs and markings will be completed within the following weeks.

SIGNIFICANCE AND ENGAGEMENT / KAUPAPA WHAKAHIRAHIRA

38. In accordance with the New Plymouth District Council's [Significance and Engagement Policy](#), this matter has been assessed as being of moderate importance.
 39. There are interested and affected parties regarding the matters raised in this report. Consultation has already been undertaken with these parties to obtain their views and preferences on the matters proposed in this report. Their views are covered attached as Appendix 1.
 40. Under the Traffic Bylaw, Council must give the community two weeks' notice in advance of making a resolution concerning changes to parking controls. For the proposed changes, this advanced notice has been given.
 41. In addition, when making a decision a local authority must consider the views and preferences of people likely to be affected by or have an interest in the matter. In seeking these views, the principles of consultation outlined in Section 82 of the Local Government Act are observed by Council Officers.
 42. Councils' ability to create and change traffic controls are constrained by the technical requirements of the Land Transport Rule; Traffic Control Devices Rule (2004) and the New Zealand Transport Agency Traffic Control Devices Manual. The proposed changes comply with those requirements.
-

OPTIONS / KŌWHIRINGA

43. There are three options available to the Council:

- Option 1 Endorse all the proposed changes.
- Option 2 Endorse some of the proposed changes, item by item.
- Option 2 Do nothing.

44. The three options have been assessed together below:

Financial and Resourcing Implications / Ngā Hiraunga ā-pūtea, ā-rauemi

45. The costs for changing parking controls discussed within Items 1 through 5 include changes to road-marking, signage, and associated administration costs. These costs are relatively low and can be covered within existing operational budgets.
46. There is no short term associated costs should the Council choose not to change parking controls at this time.

Risk Analysis / Tātaritanga o Ngā Mōrearea

47. The risks associated with changing parking controls are minimal. The proposed changes have come through via various requests from our community and council staff, because of known access concerns, or to improve network functionality.
48. Not making reasonable changes to parking controls following requests from the community may be perceived negatively and affect the Council's reputation.

Promotion or Achievement of Community Outcomes / Te Tutuki o Ngā Whāinga ā-hāpori

49. The proposed changes support the vision of a Sustainable Lifestyle Capital by improving community connectivity and supporting the prosperity of the local economy.
-

Statutory Responsibilities / Ngā Haepapa ā-ture

50. The proposed changes enable the Council to meet its statutory responsibility to provide efficient, effective, and appropriate infrastructure to meet the needs of the community. The necessary pavement markings and signs needed to make the proposed changes must comply with:
- Land Transport Rule; Traffic Control Devices Rule 2004.
 - New Zealand Transport Agency; Traffic Control Devices Manual, Part 13 - Parking Control.
 - New Plymouth District Council Consolidated Bylaws 2008, Part 13; Traffic.

Consistency with Policies and Plans / Te Paria i ngā Kaupapa Here me ngā Mahere

51. The proposed changes are consistent with the current New Plymouth District Council Parking Strategy (September 2013) in particular the goals of optimising use of available parking, providing for business needs, and providing parking that matches the needs of users.

Participation by Māori / Te Urunga o Ngā Māori

52. As the matter for consideration by the Council is limited to changes to traffic flow and parking controls, which primarily involve changes to signs and markings and does not relate to ancestral land, water, waahi tapu, valued flora, fauna, and/or other taonga, Council Officers have determined that there are no specific issues that relate to Māori with any of the proposed options.
53. As a result, Council Officers have not consulted with iwi on the matter.

Community Views and Preferences / Ngā tirohanga me Ngā Mariu ā-hāpori

54. All adjacent residents and businesses were directly consulted regarding the proposed changes via letter drop. In addition to this there has been a general notification in the local newspaper as a way of informing the wider community.
55. The community views and preferences are attached as Appendix 1.
-

Advantages and Disadvantages / Nga Painga me nga Kino

56. Changes to traffic flow and parking controls as proposed will improve safety, access, and/or convenience. Making the proposed changes in line with Option 1 would contribute towards reducing harm on the transportation network and would meet the expectations of the community.

SUMMARY / WHAKARĀPOPOTOTANGA	Opt. 1	Opt. 2	Opt. 3
Financial and Resourcing Implications	✓✓	✓	-
Risk Analysis	✓	✓	n/a
Promotion or Achievement of Community Outcomes	✓	✓	n/a
Statutory Responsibilities	✓	✓	n/a
Consistency with Policies and Plans	✓	✓	X
Participation by Māori	n/a	n/a	n/a
Community Views and Preferences	✓✓	✓	✓
Advantages and Disadvantages	✓✓	✓	-

KEY: X Negative effect, ✓ Positive effect, - Neutral

RECOMMENDED OPTION / KŌWHIRINGA TŪTOHUTIA

This report recommends **Option 1** which endorses the changes to parking controls.

APPENDICES / NGĀ ĀPITI HANGA

Appendix 1 Feedback received on proposed changes.
ECM 9460601

Report Details

Prepared By: David Brown (Transport and Safety Engineer)
Team: Infrastructure
Approved By: Sarah Downs (General Manager Operational Excellence)
Ward/Community: New Plymouth
Date: 11 March 2025
File Reference: ECM 9460602

-----End of Report -----

TRANSPORT SAFETY AND ACCESS IMPROVEMENTS – CHANGES TO TRAFFIC FLOW PARKING CONTROLS

APPENDIX 1 – FEEDBACK RECEIVED ON PROPOSED CHANGES

1. The following was received in response to the proposed changes to traffic flow and parking controls detailed in the main report.
-

Item 1 – One-way traffic on Flyger Lane, New Plymouth.

We strongly support the proposal to restrict Flyger Lane to One Way in an Easterly direction.

Not only is there a safety risk as identified in the NPDC written communication to us as the Occupier of 2 business premises that back onto Flyger lane, it will also improve traffic flow in what can be at times a busy laneway.

There is significant heavy traffic using the lane with regular deliveries to the various business that front both Devon St East and Gill Street.

Everyday there is truck traffic from Mainfreight, PBT, NZ Couriers, ALSCO linen and others, often leading to 2 trucks facing each other in the lane way, creating congestion and the requirement for vehicles to reverse to allow the traffic to move.

I would like to make two suggestions regarding the notice of the proposal and its implementation.

- *The NPDC staff member hand delivering the latter dated 12 February, mentioned that prior notice was provided in Newspaper advertising. May I suggest that NPDC update the way in which notice is given as any of the media companies will tell you, readership of Newspapers has collapsed in recent years, so very few people would have access to the notice. Perhaps a targeted approach via the recently introduced app used by NPDC – "Antenno" may be an additional appropriate and targeted avenue.*
- *Send communication to the freight companies, Mainfreight, PBT, NZ Couriers and ALSCO so that their drivers can be given pre notice of the Restriction.*
- *There is another issue with safety and access in the Lane that is that users of the car-park at Corey's Electrical at the eastern end of Flyger Lane often overhang significantly into the traffic way, narrowing the lane way significantly at the eastern end. Perhaps an approach from Council to the property owner to install barriers to prevent the overhang may be appropriate.*

The Floatation Sanctuary Limited

Hi David

*Thank you for your letter in regards to the one-way restriction on Flyger Lane.
I am very much opposed to this.
This came about due to a cyclist riding east on the footpath at speed and hitting a car.
This is an illegal act.
If this incident hadn't happened this would not have come up as an issue.
We have unloading trucks blocking the lane at times and restricting it to one lane would mean we have no exit available to us to get out from our office in our cars.
We are often working to a time schedule and trucks blocking the lane, at times for long periods, would be a huge hindrance to us trying to do our work and could prove costly.*

I would like to repeat that I am very much opposed to this one-way restriction.

*Thanks
Kind regards
Ray White New Plymouth*

David,

*I am highly opposed to this proposed one way restriction attached.
There are a number of delivery and Waste Management trucks that service and park in the lane unloading products to neighbouring businesses.
There have been many times where I have been coming and/or leaving and have had to turn around and enter from the other end of the lane.
We come and go regularly from the office and our car park on a daily basis. Waiting for long periods for these trucks to unload/load would be a huge hindrance to us trying to do our work and could prove costly.
I recommend the wall at the entrance of Flyger Lane be partly removed for safety visuals for pedestrians and traffic. Being the height and solid structure that it is, it makes it difficult for pedestrians and vehicle drivers to see each other.
I hope you consider this objection.*

*Regards,
Ray White New Plymouth*

Good afternoon

I am a building owner on Gill Street with rear access to Flyger Lane.

I am also in the coffee cart facing the exit by Totally Foods - I have watched several incidents at the piece of the footpath and have held my breath as I am too far away to do anything about it.

I watched a lady pushing a Pram on the footpath as a vehicle came out of that driveway – very close Incident – both parties got a fright.

It was just a matter of time before something happened, so I advised the council about this quite some time ago – but nothing was done. Now an accident has happened. I hope this is enough to finally change things for the better.

*Kind regards
Total Paints*

Dear David

Feedback on Proposed One-Way Restriction on Flyger Lane

I write on behalf of Safe Business Solutions Limited (SBS) to provide feedback regarding New Plymouth District Council's (NPDC) proposal to make Flyger Lane a one-way street, with traffic entering from the west end and prohibiting west-bound traffic. I confirm our team fully supports this proposal and endorses its introduction with immediate effect.

Our support stems primarily from the safety concerns that have long been held by our team. In particular, the proposal directly addresses issues raised in my previous correspondence with NPDC, specifically my letter dated 13 August 2021 and my most recent letter dated 12 February 2025 following a serious accident involving a vehicle and a cyclist at the entrance to the Flyger Lane/Gill Street intersection. SBS believes that this change will significantly improve safety for both pedestrians and motorists, reducing the potential for accidents and creating a safer environment overall.

While we acknowledge that the installation of speed humps since 2021 has helped address some of our concerns, this proposal represents an important next step in creating safer traffic flow on Flyger Lane. We are confident that the one-way street flow will be an effective measure in curbing the risks associated with the current traffic patterns. We look forward to seeing this proposal implemented. I would also like to address a secondary concern regarding safety at the intersection of Flyger Lane and Gill Street. A recurring issue for businesses in the vicinity is the traffic movements associated with large trucks delivering goods to Total Foods. Yellow lines are marked on the road in front of Total Foods' entrance, however the presence of large trucks and forklifts operating in the area - both on Gill Street and on the footpath at the entrance - creates frequent congestion. This results in limited visibility and restricted egress for both pedestrians and vehicles, particularly for inbound traffic. While outbound traffic may no longer be a concern should the proposal be implemented, visibility remains an issue. This is further exacerbated by the high brick wall that separates Flyger Lane from Total Foods, obstructing a clear view for both vehicles and pedestrians.



Trucks and forklifts frequently operate at the Totally Foods premise on Gill Street from the road and across the footpath. Vehicle and pedestrian visibility is limited.



Thank you for your attention to these matters. Should you require further information, please do not hesitate to contact me.

*Yours faithfully
Safe Business Solutions*

Dear Mr Brown

Re: PROPOSED ONE WAY RESTRICTION ON FLYGER LANE

I understand you are considering restricting two way access through Flyger Lane due to requests from the community that the western exit has poor visibility.

You state the risk is to pedestrians. Is there a history of pedestrians being struck by vehicles at this exit?

I am not aware of any pedestrians that have been harmed on this footpath, however I am aware of a cyclist that was recently struck by a car. The car was driving out the western exit when the cyclist pedaling up the footpath, supposedly at reasonable speed, collided with the vehicle.

There has been some talk of the high wall on the boundary of Total Food and Active Electrical impeding visibility, but in my experience delivery trucks cause just as much harm to the visibility resulting in anyone using this exit to demonstrate caution and common sense at all times.

To be fair, in my opinion most of the users of Flyger Lane are regular motorists who know the lane well. They exercise caution and it is incident free.

This proposal has come about due to the cavalier nature of an adult cyclist who was not only pedaling on the footpath, but also going in the opposite direction to the traffic.

To restrict traffic to one way only could cause major upheaval to vehicles being impeded by commercial trucks who block the lane during deliveries.

At present if delivery trucks are unloading we have a choice of entering or exiting the western and eastern ends.

Thank you for your time in considering my objection to a one way restriction.

*Warmest regards
Ray White New Plymouth*

Item 3 - Create a section of no-stopping at the intersection of Norwich Avenue and Ngamotu Road, New Plymouth.

This is just stupid. I have lived at 170 ngamotu rd for the past 10 years and there has not been one incident to date. Are you going to do this to all roads when you get a request. People just need to look longer to see if traffic is coming and be patient. Some speed humps would be better to slow down the speedsters using this road.

*Regards.
170 Ngamotu Raod*

Item 4 - Create a section of no-stopping on Taunton Place, New Plymouth.

Hi there

I am writing in regards to the proposed no-stopping along Taunton Place. We live at number 9 on Taunton Place.

Firstly it has made it so much better during the week for access to our property. But I have some views on it.

The cul-de-sac part needs yellow lines, on both sides. See attached images. The screenshot from google actually has a truck or something parked there and it blocks the driveways at the end. On your photo on the back of the letter I have drawn some yellow lines, there needs to be yellow lines from house number 7 up until where the foot path starts in front of house number 5.

Since the yellow lines were done on the other side of the road, cars now park on that inside corner and we struggle to back trailers and big vehicles onto our property, (We have a boat we cant use if a car is parked there). I have also watched some big trucks still struggle turning because there is a car there.

Secondly it would be better if it was just Monday-Friday 8.30-5 business hours parking restrictions on the one side of the road (excluding end of cul-de-sac). We never had a problem on the weekends with just the neighbours vehicles in the street, it is only a problem during the week with the workers from the hospital parking there.

I believe the yellow lines should have been put on the other side of the road (excluding the end of the cul-de-sac, that should be both sides). I personally hate driving into the outgoing traffic lane when I am turning onto Taunton Place coming from Devon Street. You cannot see well coming around that corner so you are just

about turning blindly into the traffic. Thankfully my neighbours drive slowly out of Taunton Place, but visitors are not so familiar with the street. I've also watched a couple of rubbish trucks still appear to struggle to turn around in the street because they have come in on the wrong side of the road due to the yellow lines being on that side of the road, I would say they wouldn't have struggled as much if the yellow lines were on the other side of the road so they could come in on the correct side of the road?

Prior to the yellow lines being put in, the neighbours that used our street for parking were ones that lived on the side of the road that now has the yellow lines, I had tried to say that in the many phone calls I had when I was contacting the council about the issues the street were having with parking.

Thanks for reading our feedback

9 Taunton Place

Item 5 - Create a section of no-stopping at the intersection of Wrantage Street and Tukapa Street, New Plymouth.

Hi,

I have received the letter regarding feedback and wish to give my support to the proposal.

I have only lived here a short time and a relative has observed an accident with a parked car due to the lack of space on the roadway.

If you require any further feedback, please do not hesitate to contact me.

Kind regards

1 Wrantage Street,

CONSIDERATION OF VOLUMETRIC WATER BILLING OPTIONS FOR CONSULTATION

MATTER / TE WHĀINGA

1. The matter for consideration by Council is the approval of consultation on various volumetric water billing options. The report sets out key topics for consultation including the tariff structure, shared meters, support for vulnerable users and addressing water leakages.
2. The report also advises of a proposed 12-month mock billing process to give residents an opportunity to fix leaks, install water-saving tools and appliances, and change their water use habits.

RECOMMENDATION FOR CONSIDERATION / NGĀ WHAIKUPU

That having considered all matters raised in the report Council:

- a) **Note that to enable mock billing for water and potentially wastewater to occur, consultation is proposed on options for tariff structures including properties with shared meters.**
 - b) **Note that to inform potential policy amendments in the future, consultation is proposed on:**
 - i) **A Leakage Remission Policy**
 - ii) **Amendments to the Rates Remission and Postponement Policies**
-

- c) **Undertake public consultation (from 2 – 20 June 2025) on the following issues and options regarding water billing to enable mock billing and inform future policy amendments**

i) **Tariff Structures**

Consultation issue	Options to consult on
Volumetric charging tariff structure	• Combination of fixed serviceability charge (with no volume included) and volumetric charge for each cubic meter of water used • Combination of fixed serviceability charge (that includes a fixed volume) and volumetric charge for each cubic meter of water used above fixed volume <i>(Council's preferred option)</i> • Volumetric charge only • Should wastewater also shift to a volumetric charge or continue have a uniform annual wastewater charge?
Charging options for properties with shared meters	• Shared meter reading split equally between connected properties <i>(Council's preferred option)</i> • All properties connected to a shared meter continue to be charged by a uniform annual water charge (UAWC) indefinitely • Shared meter reading split equally but with the introduction of a new shared meter remissions policy • Property owners with a shared meter can apply to be charged by UAWC

ii) Potential policy amendments in the future

Consultation issue	Options to consult on
Vulnerable households	• Continue with the current Rates Remission and Postponement Policy • Continue with the current Rates Remission and Postponement Policy and introduce a new Water Rate Remission for Vulnerable Households relating to high water usage (with or without the option for tenants to apply) <i>(Council's preferred option)</i>
Potential amendment to Leakage Remission Policy (Policy 10)	• 50 per cent remission policy • 50 per cent leak remission policy and exclude commercial customers • 100 per cent leak remission policy • 100 per cent leak remission policy and exclude commercial customers • 100 per cent leak remission policy and retain 50 per cent for commercial customers <i>(Council's preferred option)</i> All options are contingent on timely leakage repairs being undertaken

Consultation issue	Options to consult on
For Non-residential / commercial customers	• Introduce a rates remission policy for commercial customers who experience an increase in water billing costs due to the introduction of residential water billing • Introduce a rates postponement policy for commercial customers who experience an increase in water billing costs due to the introduction of residential water billing to smooth the impact of this over a few years
Potential amendments to the Revenue and Financing Policy	• Should a minimum charge be applied to very low users? • Should a part charge continue to be applied to properties within 100 metres of a serviceable pipeline that are not connected?
Fees and charges	• Should Council continue to pay for water meter installations at existing properties with shared meters? (Noting that Property owners would meet the costs of infrastructure within their boundaries)

- d) Determine the tariff structure to be implemented for mock billing at their meeting on 12 August 2025, following the hearing of submissions (if required) in July/August.
- e) Note that submissions on policy change matters will inform future decisions prior to the implementation of actual charging from 1 July 2027.

f) Note that final tariff structures will be subject to:

- i) the Long-Term Plan 2027-37**
- ii) applicable policy changes**
- iii) outcomes of Local Waters Done Well / establishment of a new water service delivery entity.**

COMPLIANCE / TŪTOHU	
Significance	This matter is assessed as being of some importance.
Options	This report identifies and assesses the following reasonably practicable options for addressing the matter: 1. Consult on water billing issues and options as recommended 2. Consult on different water billing issues and/or options 3. Do not consult on water billing issues or options
Affected persons	The persons who are affected by or interested in this matter are the residents and businesses of the district connected to or close by reticulated water infrastructure.
Recommendation	This report recommends option one for addressing the matter.
Long-Term Plan / Annual Plan Implications	No
Significant Policy and Plan Inconsistencies	No – not until after public consultation

EXECUTIVE SUMMARY / WHAKARĀPOPOTOTANGA MATUA

3. This report considers various volumetric water billing options and seeks Council's approval for public consultation. The report outlines key topics for consultation, including tariff structures, shared meters, support for vulnerable users, and addressing water leakages. A proposed mock billing process aims to help residents adjust their water usage habits before actual billing begins.
4. In December 2020, Council resolved to install water meters and shift to volumetric charging. This decision was driven by environmental concerns, population growth, the need to demonstrate efficient water use for consent renewal. The installation of water meters is nearly complete, with significant water savings already achieved.

-
5. The proposed consultation process (scheduled from 2 June to 20 June 2025) will gather public input on the specifics of water billing and support for vulnerable community members. The proposed mock billing process will allow residents to see the impact of their water usage and make necessary adjustments before actual billing begins on 1 July 2027. This approach aims to dispel myths and concerns regarding volumetric water billing.
 6. Key recommendations for consultation include exploring different tariff structures, such as a combination of fixed serviceability charges and volumetric charges, or a purely volumetric charge. Council will also consider whether wastewater charges should shift to a volumetric basis or remain as a uniform annual charge. These options aim to balance cost recovery with encouraging water conservation.
 7. The report recommends that, for properties with shared meters, Council consult on options including splitting meter readings equally among connected properties, continuing with uniform annual charges, or introducing a shared meter remissions policy. This aims to address equity concerns and ensure fair billing practices for all residents.
 8. Support for vulnerable households is a critical aspect of the consultation. The report proposes introducing a new Water Rate Remission for high water usage to assist those in financial hardship. This policy would complement the existing Rates Remission and Postponement Policy, ensuring that vulnerable community members are not disproportionately affected by the shift to volumetric billing.
 9. The Leakage Remission Policy is another key area for consultation. The report recommends consultation be undertaken on 50 per cent and 100 per cent options and whether the policy should include or exclude commercial customers. This policy aims to incentivise prompt leak repairs and reduce water wastage across the district.
 10. The report notes that non-residential/commercial customers, may face increased costs due to the introduction of residential water billing. To understand how best to mitigate this impact, Council Officers recommend consulting on remission or postponement policies. These measures aim to smooth the transition and support the financial stability of local businesses.
 11. In conclusion, Council aims to implement a fair and efficient water billing system that encourages water conservation, supports vulnerable households, and ensures financial sustainability. Public consultation is crucial to gather community feedback and make informed decisions that reflect the needs and preferences of all residents.
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BACKGROUND / WHAKAPAPA

12. On 22 December 2020, as part of Long-Term Plan 2021-31 (LTP 2021) the Council resolved to fund the installation of water meters and to shift to volumetric charging.
 13. This decision recognised that:
 - a) The National Policy Statement for Freshwater strengthened statutory requirements regarding the efficient use of freshwater;
 - b) There was an increased risk of summer drought;
 - c) New Plymouth District residents consume up to 60 per cent more water than comparable communities; and
 - d) Population growth will require upgrades to our treatment plants, reticulation networks and a new water source.
 14. A business case water conservation plan outlined the following key problems which the project aimed to address:
 - a) Effects on the environment
Impacts of population growth and low river flow coinciding with peak demand
 - b) Difficulty obtaining consents
Requirements to show water is being used efficiently and that average daily water consumption from our water supplies were 1.5-2 times higher than comparable communities
 - c) Inefficient use of ratepayers' money
Over \$120 million capital expenditure plus associated operational expenditure will be required to meet demand over the next 30 years if consumption continued at current rates
 - d) Lack of data
Insufficient accurate and reliable data to enable Council and residents to be efficient with their water and find leaks.
 15. In the LTP 2021, Council planned to spend \$14.3 million over the first three years to install water meters, with volumetric charging starting in year four (2024). However, central government mandates to reform the management of three waters assets delayed the development of the tariff structure for volumetric charging. Council resumed this development as part of the Long-Term Plan 2024-34 (LTP 2024), with volumetric charging now set to begin in the Long-Term Plan 2027-37 (LTP 2027).
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16. Council amended the Water Bylaw alongside the LTP 2021. These included removing the restriction of only installing water meters on existing domestic connections if it was requested or if water use was excessive.
 17. In the LTP 2024, Council allocated an additional \$6.5 million to complete the installation of water meters in the first year (2024/25). Council also prioritised installation of water meters in Okato due to summer usage issues affecting residents. By the end of 2023, Council had substantially completed these installations. As an example, two property owners repaired leaks identified following installation of their water meters saving over 62,000 litres of water per day.
 18. Council Officers proposed providing mock billing for 12-months. This will give residents an opportunity to fix leaks, install water-saving tools and appliances, and change their water use habits. Residents will be able to see how these changes affect their usage and compare costs to the current fixed charge, including for those with shared water meters. Council now need to make key decisions to enable mock billing to commence on 1 July 2026.

Consultation enables the public to provide input on the specifics of billing and/or supporting our more vulnerable community members

19. Many people in the community mistakenly believe that volumetric charging will make most households pay more for water. Council has a significant amount of data to demonstrate this is not true. Council Officers expect that the information provided through the consultation and the mock billing process will also demonstrate this.
 20. Not all households will see a decrease in charges. But the households seeing an increase are the minority. Factors increasing the likelihood of an increase are those households using a lot of outside water, such as filling swimming pools or regularly watering a large garden or lawn with irrigation/sprinklers.
 21. Overall the water meters and volumetric charging will save tens of millions of dollars by greatly delaying the need for an additional water treatment, upsizing pipelines, water storage and a new water source. As the water service is unable to provide a profit, Council must pass these savings on to consumers.
 22. Council and community efforts to reduce consumption will help Council retain or receive necessary consents to provide a water supply.
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Water meter installation

23. Council will fully install water meters in the district by December 2025. As of 28 February 2025, Council has installed 22,351 water meters (78 per cent) and identified over 2,125 leaks, with the largest 153 repaired. This has saved 1.62 million litres of water per day, or 4 per cent of average use. Due to internal resourcing constraints, Council has been unable to notify property owners likely to have smaller leaks. Council Officers will continue to notify as many property owners as possible, prioritising the largest leaks for greater impact.
24. There is a risk that most property owners with leaks will discover them following receipt of their first mock bill. Council Officers acknowledge that Council may not have the resources to respond to queries promptly, and availability of local plumbers may be stretched due to demand in the short term (between the first mock bill until real billing begins). Council Officers will ensure factsheets and FAQs will be available on the NPDC website.
25. Council have budgeted for resources to respond to queries from 1 July 2027. This is the commencement date of actual billing.

Local Waters Done Well

26. The Local Water Done Well (LWDW) programme and legislation requires all New Zealand Councils to create Water Service Delivery Plans (WSDPs) outlining how they will provide and pay for water services. All Councils must submit their plans to the Secretary for Local Government by 3 September 2025 and demonstrate financial stability by 1 July 2028. Council's plans must comply with government requirements and demonstrate how we will keep our water clean and healthy while achieving financial sustainability.
 27. In Taranaki, the district councils are working together to find the best way to deliver water services via the Water Services Delivery for Taranaki Project. All three councils confirmed, by resolution, their proposed delivery models for consultation in early 2025.
 28. New Plymouth District Council's consultation materials will include an analysis of three delivery model options:
 - i) Enhanced Status Quo,
 - ii) NPDC Water Services Council Controlled Organisation (WSCCO), and
 - iii) Joint Taranaki WSCCO.
 29. Council Officers will present a draft consultation document at the 16 April 2025 Council Meeting. The consultation will run from 30 April to 30 May 2025.
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30. The proposed model of an asset-owning Joint Taranaki WSCCO with South Taranaki and Stratford District Councils for Water and Wastewater may impact water billing, as the new entity would likely be responsible for water services delivery and charging. Council Officers anticipate that this entity would continue to charge based on decisions made by the Joint Committee consisting of the Shareholders (Councils), ensuring consistency and transparency in the billing process.

Previous Consultation

31. Council resolved to install water meters during the LTP 2021 after receiving 3,256 submissions and conducting an independent community survey on the proposed water conservation initiatives. Consultation focused on four options from do nothing through to a significant water saving plan.
32. The final decision of council was a middle of the range water saving plan, including water meters. They also resolved "to develop a representative group of vulnerable households to develop the tariff structure, and to develop a financial hardship scheme for vulnerable households."
33. LTP consultation showed varied views on the proposals.

Key Themes	
Submissions in support of meters included:	Submissions in opposition to meters included:
• reflects 'user pays' principle • the need to also invest in bulk or household storage • the environmental benefits • possibilities for household rainwater storage or greywater systems	• factors relating to affordability, particularly for certain segments of society • the need for more water storage reflecting how wet New Plymouth District is

34. Some submitters questioned whether residential properties were the issue, or whether the problems are farms, commercial properties or leaks.
35. Some social media feedback suggested that people might stop recycling plastics and glass because they need to rinse them before kerbside collection. Council Officers estimate that a medium-large household rinsing their recycling directly from the tap (not using a dishwasher or water already used for washing dishes) would spend less than \$5 per annum rinsing their recyclables through volumetric charging.

Future Consultation

36. This report outlines the key issues and options Council needs to address before commencing mock water billing and subsequently moving to actual water billing. Council has not yet sought community views on these issues, and it is important to gather this feedback before progressing to mock billing.
 37. The Council resolution of 19 May 2021 requires Officers to involve representatives of low-income, fixed income, and vulnerable households in the tariff development process. This includes consideration of a hardship fund within the water tariff structure to help vulnerable households in the district by reducing their annual water charges to the average or, in some cases, below average cost.
 38. Council Officers recommend:
 - a) public consultation occurs to meet the requirements of the May 2021 resolution.
 - b) Consultation take place after the consultation on the Local Waters Done Well water service delivery options. This will avoid confusing the community on the two separate issues.
 - c) Consultation on water billing runs from 2 - 20 June.
 - d) Council make a final decision on the tariff structure at the Council Meeting on 12 August 2025.
 39. Depending on the issues raised in consultation, a workshop may be held prior to the Council meeting.
 40. Council Officers recommend the consultation be focussed on the following issues with options covered under each heading elsewhere in the report:
 - a) Tariff structure/s for water billing
 - b) Wastewater charging
 - c) Properties with shared meters
 - d) Vulnerable households
 - e) Leakage remission policy
 - f) Non-residential/commercial customers
 - g) Water part charge for not connected but within 100 metres of a pipeline.
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41. Council may decide to go out for consultation with a preferred option – as with the Long-Term Plan consultation. Unlike the LTP consultation document, there is no legal requirement to consult on a preferred option. There is a risk of selecting preferred options prior to consultation that it could be incorrectly viewed as a predetermined outcome and that decisions have been made already. The advantage is that the community is able to be more focused in their feedback and have more of an understanding of the issues.
 42. Officers have identified preferred options for each issue for Council to consider if they chose to consult with preferred options identified.

CONSIDERATIONS AND OPTIONS

43. Some of the issues Council needs to consider are complicated. Each option has its own advantages and disadvantages, and no two homes or businesses are the same.
44. For all options, Council will finalise tariff charging settings during development of LTP 2027 or following Local Water Done Well water service delivery outcomes with applicable policy changes.
45. Council Officers analysis is based on current 2024/25 charges and provides an indication for consultation and decision making. These will be updated for indicative pricing to be included in mock bills.
46. All options are also based on a cost recovery model. As per the Local Government Act 2002 requirements, no option will provide a profit. While Council may have a surplus or deficit each year because charges are set at the beginning of the charging period and final usage not known until later. Any surplus or deficit would be ring-fenced within the water activity and addressed over the short term.

Tariff structure for volumetric charging

47. Council needs to develop and implement a new volumetric charging system to support the introduction of volumetric charging for residential water users. When deciding on a method of charging, Council should consider:
 - a) The ease and cost of administration and charging
 - b) How easy the charging system is to understand
 - c) How well the charging system achieves the project's outcomes
 - d) How the charging system impacts the wellbeing of the community and the best ways to mitigate negative implications
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48. Different systems will impact the community's wellbeing in various ways, including financial, physical, and mental aspects. For example, a household with one or two vulnerable elderly people on fixed incomes is likely to be low water users (unless they irrigate a large garden or lawn). A full volumetric charging system will improve their financial wellbeing, as their annual cost will be significantly lower than what they currently pay as an annual fixed charge (in the absence of leaks).
49. However, the same person or couple's physical or mental wellbeing may be negatively impacted by a volumetric system if they become anxious about water usage. They might reduce how or how often they bathe or wash their clothing, stop going outside to water plants in pots, or avoid allowing visitors to stay.
50. Public consultation will help inform Council of the potential impact of the options on the wellbeing of vulnerable users in the community, so that this can be taken into consideration. By better understanding these impacts, Council can also consider ways to mitigate any potential negative implications.
51. Council Officers discuss various models to support those who need it elsewhere in this report.
52. Council's current water charging system for each residential property includes:

	Current charge
A fixed uniform annual water charge (UAWC)	\$547
On demand water supply by meter for customers with a metered water account	• A fixed charge of \$55.20 plus • A volumetric charge of \$2.18 per m³ for up to 50,000 m³ per annum plus • \$2.20 per m³ above that
Restricted flow targeted rate for customers on rural water supply schemes who are not metered	A charge of \$342 per water unit per annum
For properties within 100 metres of a serviceable pipeline (but not connected to a water supply)	\$273

53. Council Officers have prepared a detailed report on volumetric charging options (Appendix One). The report examines the eight options for a tariff structure:

- Option 1 A combination of a fixed serviceability charge (excluding a fixed volume) and a volumetric charge for each cubic meter of water used

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Option 2	A combination of a fixed serviceability charge (including a fixed volume) and volumetric charge for each cubic meter of water used above the fixed volume (recommended as preferred option)
Option 3	A volumetric charge only
Option 4	A UAWC for fixed value of water and volumetric charge for water exceeding the fixed value
Option 5	A UAWC only
Option 6	A stepped volumetric charge (with increasing or decreasing block rates)
Option 7	A charge based on property type
Option 8	A seasonal volumetric charge

54. Council Officers do not recommend options four through eight for consultation because:
- a) they are complex to understand and calculate,
 - b) they fail to encourage behaviour change to reduce consumption, and
 - c) they do not benefit low water users.
55. The following tables summarise the eight options. Council Officers recommend that options 1 -3 are included in consultation with our community to gather feedback on the preferred tariff structure. These options are explained further below. For detailed information on options 4-8, please see Appendix One.
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Option	1 (Recommended for consultation)	2 (Recommended for consultation and as preferred option)	3 (Recommended for consultation)	4 (not recommended)
	Combination of fixed serviceability charge (with no volume included) and volumetric charge for each cubic metre of water used	Combination of fixed serviceability charge (including a fixed volume) and volumetric charge for each cubic metre of water used above volume	Volumetric charge only	UAWC for fixed value of water and volumetric charge for water over the fixed value
Simple to apply and understand?	High Same as current NPDC On Demand Supply of Water by Meter	High Similar to current NPDC On Demand Supply of Water by Meter	High One charge per cubic metre for everyone	Low Difficult to explain or justify, and deal with excess charges
Encourages behaviour change to reduce consumption.	High Majority of charges are volumetric if kept at current proportion	High Majority of charges are volumetric if kept at current proportion	High Entire charge is volumetric	Medium Dependent on fixed value selected
Benefits low users.	High Customers pay by volume for majority of charges if kept at current level so low users pay less than high users	High Customers pay by volume for majority of charges if kept at current level so low users pay less than high users	High Entire charge is volumetric, so low users pay less than high users	Low Dependent on fixed value selected, customers could still be charged for water not consumed

Option	1 (Recommended for consultation)	2 (Recommended for consultation and as preferred option)	3 (Recommended for consultation)	4 (not recommended)
	Combination of fixed serviceability charge (with no volume included) and volumetric charge for each cubic metre of water used	Combination of fixed serviceability charge (including a fixed volume) and volumetric charge for each cubic metre of water used above volume	Volumetric charge only	UAWC for fixed value of water and volumetric charge for water over the fixed value
Steady revenue cost recovery stream regardless of consumption?	High Fixed component recovered regardless of usage	High Fixed component recovered regardless of usage	High No fixed component recovered but current fixed charge would be more than recovered based on it being small proportion	High High fixed component
Low complexity?	Medium The fixed charge component would still need to be recalculated and applied each year	Medium The fixed charge component would still need to be recalculated and applied each year	High Straight forward calculation	Medium The fixed charge component would still need to be recalculated and applied each year

Option	5 (not recommended)	6 (not recommended)	7 (not recommended)	8 (not recommended)
	UAWC only	Stepped volumetric charge	Charge based on property type	Seasonal volumetric charge
Simple to apply and understand?	High Same as current NPDC UAWC	Low Complex to calculate and apply and difficult for community to understand	Low Complex to calculate and apply and difficult for community to understand	Low Complex to calculate and apply and difficult for community to understand
Encourages behaviour change to reduce consumption.	Low No variable component	High Entire charge is volumetric	Low Charge related to property type rather than consumption	High Entire charge is volumetric
Benefits low users.	Low No variable component, low users effectively subsidise high users.	High Entire charge is volumetric, so low users pay less than high users	Low No variable component, low users effectively subsidise high users.	High Entire charge is volumetric, so low users pay less than high users
Steady revenue cost recovery stream regardless of consumption?	High Fully fixed component	High No fixed component recovered but current fixed charge would be more than recovered based on it being small proportion	High All fixed component	High No fixed component recovered but current fixed charge would be more than recovered based on it being small proportion

Option	5 (not recommended)	6 (not recommended)	7 (not recommended)	8 (not recommended)
	UAWC only	Stepped volumetric charge	Charge based on property type	Seasonal volumetric charge
Low complexity?	High Fully fixed component not complex	Low This would be very complex to calculate and take time to develop	Medium Based on property type so quite straight forward. Would need equitable application.	Low This would be very complex to calculate and take time to develop

*Tariff structure option 1 (recommended for consultation)**Combination of fixed serviceability charge (with no volume included) and volumetric charge for each cubic meter of water used*

- 56. This is the existing structure for users on an on-demand supply by meter. It is the most common option among the Councils surveyed and is similar to the charging methods used by gas and electricity utilities, which include both fixed and variable components.
- 57. Tariff structure option 1 strikes a balance between recovering some fixed costs and encouraging users to save money by reducing water usage and installing infrastructure such as rain harvesting tanks.
- 58. This option would have a small, fixed annual serviceability charge based on elements such as the administration of water billing and the operation, maintenance, and renewal of water meters and manifolds. If chosen, this charge could be similar to the fixed component of the 2025/26 UAWC supply charge for mock billing starting from 1 July 2026 i.e \$73 per annum.

*Tariff structure option 2 (recommended for consultation and recommended preferred option)**Combination of fixed serviceability charge (that includes a fixed volume) and volumetric charge for each cubic meter of water used above volume*

- 59. Tariff structure option 2 is similar to option 1, but the fixed charge would be expressed as an equivalent volume of water. Users would be charged volumetrically for each cubic meter of water used above this volume.
 - 60. If the fixed fee remains the same as in option 1 (\$73 per annum in 2025/26), this will equate to 77 litres per connection each day. The current average consumption is 690 litres per connection per day based on an average occupancy rate of 2.3 people per day per property.
 - 61. Meter reading data to date indicates that less than 5 per cent of connections use less than 77 litres per day. This option could be considered to best align with section 25 (1) of the Water Services Act 2021, which requires a drinking water supplier to ensure that a sufficient quantity of drinking water is provided to each point of supply.
 - 62. This option balances recouping some fixed costs regardless of consumption level while also providing ample scope to encourage and enable customers to save money by reducing water usage.
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Tariff structure option 3 (recommended for consultation)
Volumetric charge only

- 63. This structure relies solely on revenue from water consumed, with no fixed charge component, and is used by Watercare for the Auckland region. Volumetric charging only is simple to apply and has the advantage of motivating the most behaviour change to reduce consumption.
- 64. This option can seem inequitable in some cases, as connections that consume zero or very little water would not pay the fixed charge (covering such things as administration and the considerable fixed financing and maintenance costs associated with the pipe network) component, effectively shifting that cost to other users. Council may decide to attach a nominal serviceability charge for connections that use below a certain threshold consumption. This charge could also apply to properties currently subject to any water half charge.

Wastewater charging

- 65. NPDC currently charges \$743 per year for wastewater. However, with the installation of water meters and volumetric charging, it is possible to change how wastewater is charged.
 - 66. Many believe the Auckland Watercare system is best practice, as it has been in place for some time and has the largest number of customers in the country. Watercare charges wastewater at 78.5 per cent of a property's water usage. This assumes that 78.5 per cent of the water entering a home goes down the drain via showers, baths, washing machines, dishwashers, toilets and/or sinks.
 - 67. The 21.5 per cent of the water entering the property that does not have wastewater charges applied is believed to comfortably allow for allow for other uses such as drinking water and moderate outdoor use i.e. smaller gardens, washing a car or water blasting a house.
 - 68. The key benefit of volumetric charging for wastewater is that it further promotes water savings as people are more able to realise the benefits of reducing their water usage through a reduction in wastewater charges as well as water. Properties using high amounts of water may also see an increase in their annual wastewater costs.
 - 69. NPDC cannot currently volumetrically charge for wastewater. The Local Government (Water Services) Bill three could allow for this with the clarification that charging is allowed for wastewater. Auckland Council and Watercare can do this through special legislation that was passed as part of the Supercity arrangements to establish Auckland Council and its various Council Controlled Organisations. If legislation allowed and Council determined that wastewater should shift to a volumetric charge, this will require changes to the Revenue and Financing Policy, with associated consultation.
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70. Council Officers recommend that Council consult on the following options in preparation for any legislative changes:
- a) Retaining the existing universal annual wastewater charge
 - b) Moving to a volumetric charge for wastewater at a rate of 78.5 per cent of water usage

Landlords and tenants

- 71. Non metered water charges are currently charged to property owners, including landlords. According to the Tenancy Services [website](#), tenants are responsible for paying water charges if there is volumetric charging. This also applies if wastewater is charged based on water usage.
 - 72. For all tariff options with a volumetric component, the tenant becomes responsible for the variable costs and the landlord for any fixed component. The property owner is responsible for all rates payments but the tenant must reimburse the landlord.
 - 73. If a full volumetric option was decided, this would result in \$547 (based on 2024/25 UAWC) less annual fixed costs for the landlord. This saving should be reflected in rents charged, all other things remaining equal, or the landlord may choose to pay the volumetric water charges. If wastewater also moved to full volumetric charging, this may result in an additional \$743 being removed annually from the landlord's fixed costs.
 - 74. A landlord may decrease the rent charged (at any time) or delay or reduce a rent increase if it is close to 12 months since the last rent review. If a landlord chose not to pass on the saving but the market overall reflects a decrease, the tenant has the right to apply to the Tenancy Tribunal for a review. The tenant would have to provide evidence that they are being charged more than is being charged for similar properties in the area.
 - 75. It is recommended that the consultation on the rates remission policy include an option for tenants to apply for relief from volumetric water charges based on hardship and/or the need for high-water usage. Tenants may also be able to apply under a leakage policy, however, leakages are the responsibility of the landlord, not the tenant and if landlords did not repair leaks, the remission would not be available. This issue will be considered as part of any final policy decisions and changes.
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Properties not connected to the water supply network or very low users

76. Properties within 100 metres of a serviceable pipeline but not connected to the water supply network currently pay a half charge (of the UAWC). For 2025/26 this would be \$334.50. This recognises the significant level of investment required to provide the infrastructure and the value attached to being able to access this if property owners, or future owners, choose to.
77. There are also properties which are connected but have very low usage, generally due to the property not being habited. If full volumetric charging was implemented, these properties would contribute nothing or very little to the network costs unless a minimum charge was implemented.
78. Council Officers recommend Council consider this based on the other decisions made about water billing and consult on whether to continue the principle of part charging and to add a minimum charge for very low users.

Non-residential/commercial customers

79. Water meters were previously installed for the non-residential/commercial properties, and they currently have both fixed and volumetric charges. As water usage decreases due to volumetric charging and leak repairs, the average cost per litre of water will rise to cover the full cost of water supply. This will result in most residential customers receiving a lower bill compared to the current UAWC, but it may have a larger impact on the existing water-by-meter customers.
 80. The impact of the various volumetric charging options on non-residential/commercial customers will vary based on their usage. Approximately 95 per cent of non-residential customers (around 2,500) currently use less than 3,500m³ per year. Very low users, may see a cost reduction under fully volumetric charging or an increase under any option that increases the fixed component.
 81. For a non-residential customer using 3,500m³ per year, the impact of the options may vary between a decrease of \$455 (5 per cent) and an increase of \$304 (3.4 per cent) per annum compared to the status quo.
 82. For those using over 3,500m³ per year, the impact will increase with higher water consumption. Among the top ten largest users, nine use between 20,000m³ and 75,000m³ annually. The largest customer uses over 700,000m³ per year. The impact of options on these top ten varies from a 5.1 per cent reduction in charges, to a 3.5 per cent increase. Historic changes have ranged from -2 per cent to 25 per cent most recently.
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83. It is recommended that Council consult on the options to offer a rates remission to lessen a potential sudden impact of an increase or a rates postponement to smooth the increase over multiple years. Final details and any subsequent policy changes will be determined before the end of mock billing.

Shared water meter properties

84. As of February 17, 2025, approximately 8.3 percent of properties connected to the water supply share a meter with at least one other property. This equates to around 1,000 meters and 2,500 properties out of a total of 30,000 properties.
85. This estimate excludes properties where an estate manager is responsible for water charges, such as in retirement villages and body corporates. Council must decide how to bill these properties and whether to continue funding additional water meters for them.
86. Council Officers have identified the following five options for water billing of shared meters (refer Appendix Two).
- Option 1 Split the shared meter reading split equally between connected properties
 - Option 2 Continue charging all properties connected to a shared meter by UAWC indefinitely
 - Option 3 Implement Option one with the introduction of a new shared meter remissions policy
 - Option 4 Allow property owners with a shared meter to apply to be charged by UAWC
 - Option 5 Offer the installation of check meters.
87. The earlier business case recommended option one to split the bill equally for meters shared by multiple properties. This recommendation was based on analysis showing that installing a 1:1 meter would, in some situations, be either cost prohibitive or physically impossible. This is the recommended preferred option.
88. There are a variety of situations where water meters are shared between multiple residential houses, flats or units. Most of these are owner-occupied houses and owner-occupied flats (as outlined in Appendix Two).
89. Members of the community have expressed concern about equity when a neighbour on a shared connection uses more water than others, leading to the perception or reality of subsidising someone else's water usage. This concern extends to unresolved leaks on a neighbour's property affecting others on the same meter.
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90. Based on the data from installed meters, Council Officers anticipate that 60 per cent of these properties will have a reduced charge if moved to a volumetric charge from the existing UAWC. This is because these properties are typically smaller cross-lease properties or flats with lower occupancy, smaller or no gardens or lawns to water, and are less likely to have swimming pools. Mock billing comparisons will highlight these reductions and are expected to alleviate most inequity concerns, as has been experienced by other Councils.
 91. Inequity issues may arise with the remaining ten per cent (or 253) of the forecast property owners with a shared meter. Council Officers expect that half of these cases will be resolved if the owner applies for a 1:1 meter, with Council covering the capital cost of the connection works in the road reserve and the property owner paying for the works on their property. This would leave approximately 120 connections still requiring a new policy on how to manage this issue.
 92. Option 3 introduces a shared meter remissions policy whereby those who feel they are disadvantaged by a split bill can apply for a remission. This option is not recommended for consultation due to the costs of administering such a policy and issues around determining fairness.
 93. Allowing property owners with shared meters to choose between a fixed charge or volumetric charging is possible and provides an alternative to option 3. However, this would be challenging from a systems perspective and would require an increased operational budget. An increased operational budget would need to be recovered across the network or through those on a fixed charge. Officers do not recommend this approach as it would also reduce the positive impact of the water metering. If this were to occur, it would be necessary to retain the current option to charge high users more if they do not change their usage to prevent behaviours such as not fixing leaks or running a hose to neighbouring properties.
 94. Another option is for Council to install check meters (also known as submeters) within private property to allow for 1:1 metering in some situations. Council Officers do not recommend this option for consultation as these result in public infrastructure in private property creating additional costs, administrative and legal complexity and future access difficulties. This option was discounted in the original business case for these reasons.
 95. Council may decide to continue to fund water meters for existing properties to remove the need for a shared meter. This will apply where owners have chosen to install an extra water pipe from the boundary to their home at their cost. Since 1 July 2021, new homes have been required to install their own meters, and this policy will continue.
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96. For existing homes, the cost of installing another pipe can vary greatly, depending on factors like the distance between the home and the boundary, and the ease of undergrounding and connecting. Property owners may find it worthwhile to cover these costs to reduce potential usage differences with others on the same meter (and any related issues) and to gain any perceived or real increase in property or rental value.
 97. It is recommended that Council continue to fund the supply and installation of water meters and manifolds for existing properties to reduce issues related to shared meters and for equity with those who have not had to pay for this. The cost to Council will in most cases be less than \$2,000 per property. If Council decided to continue to fund additional meters, the associated budget would need to be included in the Annual Plan 2026/27, including the revenue which would continue to be spread across all water customers.

Low income, fixed income and vulnerable households

98. Community members have raised concerns about how the volumetric water charging could negatively impact the most vulnerable in the district. As such, it is important that the consultation provides the groups of people most likely to be considered vulnerable with an opportunity to have their say, including renters.
 99. Based on the experiences of other communities and the data collected from the water meter installation so far, Officers anticipate that the consultation and 12-month mock billing period will alleviate most of these concerns.
 100. It is important to recognise, however, that the system may be inequitable or cause hardship for some households that need to use a larger amount of water. Council can manage this in various ways, similar to how general rates are currently handled.
 101. Water utilities commonly address this issue, and the Local Government (Rating) Act 2002 allows for this through the option of a Rates Remission Policy (sections 85 and 109).
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102. Consideration of rates remissions does not include the rates rebate scheme run by the Department of Internal Affairs and administered by NPDC. This rebate provides up to \$790 per year (for 2024/25) depending on:

- a) the total rates paid,
- b) number of dependents living at the same address,
- c) total household income,
- d) ownership of property and living situation.

This rebate must be applied for each year.

103. The Ministry of Social Development also offers assistance to help with water bills if the resident does not have another way to pay, whether or not the person receives a benefit [Power, gas, water bills or heating - Work and Income](#).

104. The main two options are to:

- a) Continue with the current Rates Remission and Postponement Policy
- b) Continue with the current Rates Remission and Postponement Policy and introduce a new Water Rate Remission for Vulnerable Households relating to high water usage (with or without the ability for tenants to apply directly to Council)

105. The current Rates Remission and Postponement policy provides the ability to:

- a) Postpone or remit rates for extreme financial hardship for residential rating units
- b) Provide a rates remission for financial hardship as a result of changes to the rating system, recognising that changes can cause hardship
- c) Provide a rates remission for significant water leaks – providing an incentive for ratepayers to fix water leaks through providing a partial remission of volumetric charges once the leak has been fixed in a timely manner.

106. Rates remissions are funded through general rates with a \$1 million budget. It is expected that it may need to increase when volumetric water billing begins. There are approximately five properties that have current rates postponements in place due to hardship.

107. Council decisions in August 2025 will provide for the mock billing and draft policies to be prepared for final approval prior to 1 July 2027. Any policy changes required would likely require consultation. This can be done through the LTP 2027 or via the LWDW water services entity once the full scale of the situation is understood with all meters installed and mock billing started.
108. A Water Rate Remission for Vulnerable Households with high water usage would recognise that some households in hardship may be charged more for water consumption than the existing UAWC charge. This option would require developing a process for ratepayers to verify any qualifying criteria that are set and determining if tenants can apply directly or only through the landlord/property owner.
109. Kāpiti Coast District Council introduced this in 2012 when they began volumetric charging. In the 2014/15 year \$585 was rebated to ten large family households. The policy is based on the following four eligibility criteria:
- The applicant is the owner
 - The applicant resides at the property at the time of the application
 - The owner is receiving a working for families tax credit
 - Water charges from 1 July – 30 June have exceeded 5/6th of twice the fixed charge (\$260 for 2024/25)
110. The Kāpiti Coast example means that the total water charge would need to be over \$433 during the specified period. Council Officers recommend that Council set a cap on the total remission value to ensure that leakages are dealt with responsibly. Special circumstances, such as for dialysis patients, can also be applied.
111. Appendix Three provides an overview of how a selection of other Councils support property owners experiencing hardship. These include:

Council	Support
Auckland Council and Watercare	Watercare set up the Water Utility Consumer Assistance Trust in 2011. The Trust manages debt remissions and customer write-offs and has a fulltime administrator. More information can be found here Financial hardship
Waipā District Council	Remission and Postponement of Rates and Water Charges Policy which has a general hardship provision that covers all rates and no specific support relating to high water consumption or leakage repairs.

Kāpiti Coast District Council	Rates Remission and Postponement Policy with a general provision for hardship situations and covers all rates charges. The policy also includes a water rate remission for vulnerable households relating to high water usage (as described above).
Christchurch City Council	Both have a Rates Remission Policy and Rates Postponement Policy. The Remissions Policies have no specific support relating to high water consumption or leakage repairs. The Postponement Policies have a general hardship provision that covers all rates charges
Tauranga City Council	

Leakage Remission Policy

112. The existing NPDC Rates Remission and Postponement Policy includes the ability for Council to remit a portion of the rates bill based on what is in the NPDC Water Wastewater and Stormwater Services Bylaw. The bylaw currently offers a 50 per cent remission of volumetric rates based on the differences between the estimated consumption with the leak and the actual consumption. This policy incentivises the fixing of water supply leaks in a timely manner.
113. Auckland Council, Waipā and Kāpiti Coast District Councils and Christchurch and Tauranga City Councils all have water leak remission policies for domestic customers. All except Auckland Council also cover non-domestic customers.
114. Auckland Council, through Watercare, offers a partial leak allowance to encourage people to repair leaks within 21 days of receiving a notice about a higher-than-normal bill. The amount of the partial leak allowance is discretionary depending on individual circumstances.
115. Appendix Four provides full details of some other councils' water leak remission policies. Council Officers recommend that Council consult on the following five options. All these options are contingent on leakages being fixed in a timely manner:
 - a) Change existing 50 per cent remission policy to include residential users (as well as current commercial users)
 - b) 50 per cent leak remission policy for residential users and exclude commercial users
 - c) 100 per cent leak remission policy for all users
 - d) 100 per cent leak remission policy and exclude business users
 - e) 100 per cent leak remission policy for residential users and retain 50 per cent for commercial users (recommended preferred option)

-
116. Excluding business customers from any option would encourage this sector to repair leaks faster as they would have to pay for all the wasted water. This option may be selected if it is thought they have an ability to meet the costs of repairing a leak more than a residential customer.

CLIMATE CHANGE IMPACT AND CONSIDERATIONS / HURINGA ĀHUARANGI

117. Water meters and volumetric billing significantly reduce treated water consumption. This reduction lowers climate change impact by using fewer chemicals and less electricity, and delays the need for major infrastructure projects, thereby reducing carbon emissions. Additionally, the decrease in water use helps adapt to climate change by minimising the effects of expected increased droughts.

NEXT STEPS / HĪKOI I MURI MAI

118. Council will undertake consultation for three weeks from 2 June until 20 June (or any other dates chosen by Council). Council will consider the results of the consultation on 12 August.
119. Council will begin mock billing on 1 July 2026, at the latest, with actual billing beginning on 1 July 2027. These dates are subject to Council approving final charges and policy or bylaw changes through the Long-Term Plan 2027-37 process. These decision gates are subject to the outcomes of the Local Water Done Well water services entity process and legislation.
120. During the 12-months of mock billing, homeowners will have time to fix any identified leaks, change their behaviours and/or appliances to reduce usage, install garden water tanks or other infrastructure and observe the impacts of these measures.
121. The mock billing process will also help those on shared meters choose their preferred system prior to actual billing commencing (if Council resolves to provide options). They can also have an additional water connection installed, at their own cost for works on their property, if they wish.

SIGNIFICANCE AND ENGAGEMENT / KAUPAPA WHAKAHIRAHIRA

122. In accordance with the Council's Significance and Engagement Policy, this matter has been assessed as being of moderate importance because although it relates to a strategic asset, it is the next step following Council decisions to invest in water meters and introduce volumetric water charging, made previously through two Long-Term Plans, including with consultation. The decisions relating to this matter are to gather public feedback on various options to feed into decisions that will be made by Council in August.
-

123. The introduction of volumetric charging promotes community outcomes, impacts on Council's statutory purpose including to provide water with associated consents, impacts on most of the district (both positively and negatively) and has high public interest. As such, consultation is recommended to garner community views and preferences.

OPTIONS / KŌWHIRINGA

124. There are three reasonably practicable options

Option 1 Consult on water billing issues and options as recommended

Option 2 Consult on different water billing issues and/or options

Option 3 Do not consult on water billing issues or options

125. Options 1 and 2 have been considered together below. The assessment of Option 3 follows later in the report.

Financial and Resourcing Implications / Ngā Hīraunga ā-pūtea, ā-rauemi

126. The costs associated with consulting on water billing and volumetric charging will be met within existing budgets. Consultation costs will include advertising, postage and internal resources.

Risk Analysis / Tātaritanga o Ngā Mōrearea

127. There is no risk associated with options one or two – consulting to understand the views of the community on the options for water billing, volumetric charging and other associated issues or considerations.

Promotion or Achievement of Community Outcomes / Hāpaitia / Te Tutuki o Ngā Whāinga ā-hāpori

128. Consultation contributes to the Trusted and Thriving Communities and Culture community outcomes. Effective water billing and volumetric charging will contribute to all the community outcomes.

Statutory Responsibilities / Ngā Haepapa ā-ture

129. These options are consistent with the decision-making requirements in the Local Government Act 2002 and the Local Government (Water Services) Bill.

Consistency with Policies and Plans / Te Paria i ngā Kaupapa Here me ngā Mahere

130. The decision to undertake consultation on water billing options and issues is consistent with the Long-Term Plan 2021-31, Long-Term Plan 2024-34 and previous Council decisions. There may be changes to the Rates Remission and Postponement Policy and the Revenue and Financing Policy depending on decisions made in August by Council.

Participation by Māori / Te Urunga o Ngāi Māori

131. The decision to undertake consultation on volumetric water billing and associated issues is not significant for Māori. The final decisions will, however, be of interest to Māori as residents, ratepayers, commercial water users and given the impact on water usage recognising the relationships of Māori with water and the taiao.
132. As such, the options for consultation will be considered by Te Huinga Taumatua. The consultation undertaken will include opportunities for Māori to contribute.

Community Views and Preferences / Ngā tirohanga me Ngā Mariu ā-hāpori

133. These options will provide for consultation to determine community views and preferences. Previous decisions of Council included requirements to do this, in particular with regard the more vulnerable members of our community.

Advantages and Disadvantages / Ngā Huanga me Ngā Taumahatanga.

134. The advantages of these options are that they provide the community with an opportunity to have their say on volumetric water billing and associated issues. They also meet previous decisions of Council and will help dispel myths and concerns in the community regarding volumetric water billing.
135. The disadvantage of these options is that there are costs associated with undertaking public consultation.

Option 3 Do not consult on water billing issues or options*Financial and Resourcing Implications / Ngā Hiraunga ā-pūtea, ā-rauemi*

136. This option will remove the costs associated with undertaking consultation.

Risk Analysis / Tātaritanga o Ngā Mōrearea

137. There is a high risk that the public will be dissatisfied if consultation on volumetric water billing isn't undertaken. This is particularly given the previous decision to "Look to involve representatives of low income, fixed income and vulnerable households in the process of tariff development."
-

Promotion or Achievement of Community Outcomes / Hāpaitia / Te Tutuki o Ngā Whāinga ā-hāpori

138. This option will not contribute to Community Outcomes and will likely diminish Trusted and Thriving Communities and Culture by not providing the public an ability to have their say and going against a previous decision.

Statutory Responsibilities / Ngā Haepapa ā-ture

139. This option could be deemed to not meet statutory responsibilities for decision making in the Local Government Act 2002 by not providing the community the option to have their say on issues such as volumetric water billing.

Consistency with Policies and Plans / Te Paria i ngā Kaupapa Here me ngā Mahere

140. This option will be contrary to previous Council decisions to provide the community an opportunity to have their say on volumetric water billing and associated issues.

Participation by Māori / Te Urunga o Ngāi Māori

141. This option would not provide Māori an opportunity to have their say on these issues. It does not recognise the relationship that Māori have with water and the taiao or the ability for Māori to have their say in Council matters.

Community Views and Preferences / Ngā tirohanga me Ngā Mariu ā-hāpori

142. This option would not provide an opportunity for Council to hear the views and preferences of the community.

Advantages and Disadvantages / Ngā Huanga me Ngā Taumahatanga.

143. The advantage of this option is the cost savings by not consulting. The disadvantage is that the public does not have an opportunity to have their say on this important subject, potentially not meeting statutory requirements for decision making. It would also be contrary to previous decisions of Council.
-

Recommended Option

This report recommends option one Consult on water billing issues and options as recommended for addressing the matter.

APPENDICES / NGĀ ĀPITI HANGA

Appendix 1 Tariff for volumetric charging (ECM9460917)

Appendix 2 Shared meter properties – Policy for volumetric charging (ECM9460918)

Appendix 3 Low income, fixed income, vulnerable households and volumetric charging (ECM9460914)

Appendix 4 Leakage Remission Policy (ECM946097)

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Date:	11 March 2025
File Reference:	ECM9461097

-----End of Report -----



WA2019 – Universal Water Metering

Options Analysis

Tariff for Volumetric Charging

March 2025

Glossary

Term	Meaning
SUIP	Separately Used or Inhabited Part of a rating unit. It includes: - any part of a rating unit that is used or occupied by any person, other than the ratepayer, having a right to use or inhabit that part by virtue of a tenancy, lease, licence, or other agreement; or - any part or parts of a rating unit that are used or occupied by the ratepayer for more than one single use
SWMP	Shared Water Meter Property SUIP that shares a single water supply connection and water meter with other SUIPs
UAWC	Uniform Annual Water Charge
UWM	Universal Water Metering
LTP	Long-Term Plan

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1. Executive Summary

To support the introduction of volumetric charging for the domestic sector, a new volumetric charging system needs to be developed and implemented. This document considers the available options for volumetric charging.

The [Consultation Document - Saving Water and Water Meters](#) was considered by Council on 19 May 2021 and a resolution was carried to install water meters and commence volumetric charging for all properties by 1 July 2024.

The approved [Outline Business Case Water Conservation](#) included for the UWM project to review the existing tariff for volumetric charging arrangements and develop a new tariff for volumetric charging arrangements to cover all properties.

Due to central government mandates to reform the way three waters assets are managed, the development of the tariff structure for volumetric charging was delayed, but this has now recommenced as set out in the adopted LTP 2024-2034, whereby we will consider charging by volume in the LTP 2027-2037.

To clarify, the new volumetric charging tariff for ordinary and residential supplies will replace the existing UAWC, not be added to it.

Of the eight tariff structure options considered, the suggested options for consultation are:

Option 1 – Combination of fixed serviceability¹ charge (with no water volume included) and volumetric charge for each cubic meter of water used. The value of the fixed charge would need to be determined.

Option 2 – Combination of fixed serviceability charge (that includes a fixed volume of water) and volumetric charge for each cubic meter of water used above the fixed volume of water provided under the fixed charge. The volumetric allowance in the fixed charge, and the value of the fixed charge and volumetric charge, would need to be determined.

Option 3 – Volumetric charge only.

For options 1 and 2, the proportion of the fixed charge would need to be determined. NPDC's 2025/26 fixed charge component of water charges represent approximately 10% of the total UAWC charge. If the fixed charge selected is close to this, the majority of a water bill will be volumetric which will provide the most encouragement to customers to save money by reducing water consumption and incentivise the private installation of rain harvesting tanks.

¹ "Serviceability charges" are explicitly allowed for under clause 62 of the Local Government (Water Services) Bill

2. NPDC Existing Water Charges

Water charges are calculated each year as part of the LTP or Annual Plan and are published in financial statements (refer to Appendix A for extract from 2024 LTP). The current charges take the form of a targeted rate as follows (all values include GST):

- **Uniform Annual Water Charge (UAWC)** for customers without a metered water account – currently **\$547.00** per SUIP.
- **On Demand Supply of Water by Meter** for customers with a metered water account that includes a volumetric charging component – currently a fixed charge of **\$55.20** and a volumetric charge of **\$2.18/m³** for up to 50,000 m³/annum and **\$2.20/m³** for additional quantities above this.
- **Restricted Flow Targeted Rate** for customers on rural water supply schemes who are not metered. They receive a fixed volume of water over 24 hours (m³/day – called a unit which is one m³/day for one year) – currently the charge per unit is **\$342.00** per year.
- **Water Half Charge** for properties within 100m of a serviceable pipeline but not connected to the water supply network – currently **\$273.50** per SUIP.

The annual charges are currently calculated based on the number of connections, SUIPS, the type of supply and an estimate of the water to be consumed for the year.

Extraordinary (commercial and industrial) connections are currently charged on a fixed charge plus volumetric basis and the volume consumed is based on water meter readings. Ordinary (residential) connections are charged on a UAWC basis. The UAWC is determined based on a fixed charge and an assumed annual consumption. Restricted flow connections are charged based on the number of units a customer receives. The number of restricted flow connections and the allocated units are known.

The total value of the fixed charge is known from the number of SUIPS. The charge for restricted flow connections is known from the allocated units. The volumetric charges (cost/ m³) are calculated from the anticipated consumption to generate the required targeted rate to cover the cost of the water service (for 2024/25 this value is \$20.5m – see Appendix A).

The UAWC charge is made up of the fixed charge component of \$55.20 and a consumption charge component of \$491.80 totalling \$547.00. This consumption charge of \$491.80 is equivalent to 226m³/annum/SUIP at the volumetric charge rate of \$2.18/m³. At an average occupancy rate of 2.3 people/SUIP this represents 269 litres/capita/day consumption.

The proportion of total targeted rates recovered from different customer categories is shown in the table below.

Charge type	%
UAWC (of which approx. 10% is fixed charge component)	66.5%
On demand supply of water by meter (fixed and volumetric charges)	28.6%
Restricted Flow Customers	4.9%
Water Half Charge (not yet applied)	0.0%

Below is an extract from the proposed Annual Plan 2025/26 that was considered at the Council Extraordinary Meeting on 18 February 2025. This shows the existing 2024/25 charges and the proposed 2025/26 charges. Note: the values in this table exclude GST.

Rates and Charges	LTP 2024/25 (\$)	A/Plan 2025/26 (\$)
<i>Water charges</i>		
Uniform annual water charge:	475.65	581.74
On demand supplies by water by meter (WBM):		
- Supply charge (for all metered customers)	48.00	63.48
- Standard rate for consumption up to 50,000m ³ (per cubic metre)	1,894	2,293
- Industrial rate for consumption in excess of 50,000m ³ per annum (per cubic metre)	1,914	2,313
Waitara industrial - untreated supply (per cubic metre)	1,140	1,964
Restricted flow connections (per water unit as defined by Water Supply Bylaw (Part 15))	297.39	360.00
Water half charge	237.83	290.86

3. Other Councils' Existing Water Charges

A cross-section of councils where universal water metering is operational was selected for comparison of current 2024/25 water charges. All values include GST.

Watercare (Auckland Council)

Use volumetric charging only of \$2.142 per m³. [Watercare Residential Charges 2024-25](#).

Waipā District Council

Fixed annual charge per SUIP of \$150.65 and volumetric charge of \$1.8141 per m³. The fixed charge represents 25-30% of the total annual charge depending on consumption. [Waipā District Council Rates 2024-25](#).

Kāpiti Coast District Council

Fixed annual charge per SUIP of \$260.00 and volumetric charge of \$1.39 per m³. [Kapiti Coast District Council Rates 2024-25](#). This was the result of research and analysis undertaken by Kāpiti Coast District Council's Charging Regime Advisory Group (CRAG) in 2012 [CRAG Report - full document](#) to determine their volumetric charges. This was reviewed by CRAG in 2016 [CRAG 2016 review Report](#). The result of this was their 50/50 fixed charge/volumetric charge regime.

Christchurch City Council

Targeted rate of 0.067753 cents/\$ of capital value. [Christchurch City Council Rates 2024-25](#). This includes an annual allowance of 900 litres/day/household. A volumetric rate of \$1.41 per m³ is charged for consumption over this allowance. Between October 2022 and January 2023, of the approximately 160,000 properties connected to the water supply network, approximately 23,000 (14%) were liable for paying the excess volumetric charge. Note this approach will not be allowed under the proposed Local Government (Water Services) Bill clause 60.6.b which states "A charge... must not be based on, or take into consideration, any property valuations, including a property's annual value, land value or capital value."

Tauranga City Council

A fixed annual charge of \$38.48 for a 20mm nominal size water meter connection and a volumetric charge of \$3.54 per cubic meter of water supplied. [Tauranga City Council Rates 2024-25](#). The fixed charge represents 5-10% of the total annual charge depending on consumption. A different fixed charge is applied depending on the nominal size of meter installed. This methodology represents a differential between the amount of 'network capacity' required to service different sizes of supply. This methodology is also used by South Taranaki District Council.

4. Options Analysis

Background

New Zealand councils that have invested in universal water metering have applied volumetric charges to varying degrees. It is now proven that volumetric charging by water meter provides significant motivation for customers to fix private leaks and reduce consumption. This is supported by a recent New Zealand Infrastructure commission / Te Waihanga report that highlighted the significant reductions in consumption that have been achieved through water meters and volumetric charging.²

Long List of Options

Option 1 – Combination of fixed serviceability charge (with no volume included) and volumetric charge for each cubic meter of water used

This is the existing NPDC arrangement for customers on an on-demand supply by meter. This the most common option of the councils surveyed and is applied by Waipā District Council, Kāpiti Coast District Council and Tauranga District Council. The Christchurch City Council charge may cover an element of fixed charge but is based on capital value of the property, where the ratio between the fixed component and the volumetric component varies, meaning that the motivations to change behaviour and reduce consumption will vary. This arrangement is also used by gas and electricity utilities where fixed and variable components of charging apply.

This option provides a balance between recouping some fixed costs regardless of consumption level and provides ample scope to encourage and enable customers to save money by reducing water usage and potentially incentivising private installation of rain harvesting tanks. The fixed fee components could comprise the administration of water accounts/billing and water meter/manifold operation/maintenance/renewal.

For simplicity and keeping change to a minimum, the existing fixed fee (Supply Charge) component in the water rates and charges, and how it is calculated, could still apply. In 2025/26 the Supply Charge will be \$73.00 incl. GST.

Option 2 - Combination of fixed serviceability charge (that includes a fixed volume) and volumetric charge for each cubic meter of water used above fixed volume

Option 2 is similar to option 1, but the fixed charge component would include a set volume of water, and the customer charged volumetrically for each cubic meter of water used above the set volume.

When selecting a set volume of water to be included in the fixed charge, the underlying principle of keeping this proportion relatively low compared to the total charge is important to motivate the behaviour change to reduce consumption and potentially incentivise installation of private rain harvesting tanks. The 2025/26 Supply Charge of \$73.00 represents 77 litres/day/SUIP or 11% of the total UAWC.

² [introducing-water-meters-lessons-and-perspectives.pdf](#)

Option 2 could be seen to align with section 25(1) of the Water Services Act 2021 that requires a drinking water supplier (other than a water carrier) to ensure that a sufficient quantity of drinking water is provided to each point of supply to which that supplier supplies drinking water, i.e. customers are charged for the availability of a fixed “sufficient quantity” volume, regardless of whether this is used or not. A volume of 77 litres/day/SUIP is considered a “sufficient quantity” for this purpose.

This option may prompt some customers to claim that a remission should be available should they consume less than the volume included in the fixed charge. However, our data shows that less than 5% of residential customers would use less than this consumption. Furthermore, the fixed charge would also need to cover other fixed elements including the administration of water accounts/billing and water meter/manifold operation/maintenance/renewal.

Note the example above based upon the existing fixed fee is illustrative only. The actual cost and the set water amount included would need to be determined to ensure full cost recovery of the service.

Option 3 – Volumetric charge only

This is used by Watercare for Auckland. It is very simple to apply and has the advantage of motivating the most behaviour change to reduce consumption and potentially incentivise private installation of rain harvesting tanks. Cost recovery is purely dependent on water consumed with no fixed component. These arrangements have been in place for several years now and appear to work well for Watercare.

While there is no fixed component that would guarantee a set level of cost recovery from all customers regardless of consumption, our data shows that less than 5% of residential customers use less than the equivalent consumption the 2025/26 Supply Charge of \$73.00 represents (77 litres/day/SUIP). Therefore, removal of the fixed charge component would present negligible risk to the recovery of the aggregate value currently recovered by the fixed charge component.

However, if the fixed fee is removed the volumetric rate must be increased to ensure that the total cost is recovered. This would have the greatest adverse effect on customers who are currently paying on a water by meter basis.

This may raise an equity question about why a connection that uses zero or very low consumption would have a zero or very low charge even though they are connected to the water supply network and must be supplied with a sufficient quantity of water as per section 25(1) of the Water Services Act 2021. This could potentially be resolved by applying a nominal serviceability charge for connections that consume below a certain threshold.

Option 4 – UAWC for fixed value of water and volumetric charge for water over the fixed value

This arrangement is used by Christchurch City Council. It is a fixed annual charge for water use with an incentive to keep within this allowance by charging for use in excess of this allowance. It is simple to apply, with most properties not using more than the volume included in the fixed value. However, it has the disadvantage that households using significantly less than the volume included in the fixed value (e.g. elderly single person living alone in an average house) will not be encouraged to save water nor will they save money by using less water.

Option 5 – UAWC only

This is currently in use by NPDC for non-volumetrically charged customers and is used by other councils where universal water metering is not used. There is no motivation for behaviour change to reduce consumption, low users effectively cross-subsidise higher users, and this does not align with the objectives of the UWM project. In addition, the fixed UAWC charge represents a higher proportion of a low-income families' income compared to a higher-income family, and the low-income family has no way of reducing this charge by lowering water use.

Option 6 – Stepped volumetric charge (increasing or decreasing block rate)

Stepped volumetric charges can be applied as increasing or decreasing block rates. Consumption volume is divided into blocks, with an initial price for the first block. As consumption increases and reaches the next block or band, then a different unit rate applies. The unit rate may increase or decrease. A change in unit rate occurs at each subsequent block. It can be supplemented by a fixed charge and designed to provide for seasonal or peak demands. This is generally used for bulk water users.

Stepped charging is like tax band systems. It can be complex to apply and may need to be applied retrospectively when annual consumption is known. An increasing stepped volumetric charge is consistent with the objectives of the UWM project as it encourages behaviour change to reduce consumption. A reducing stepped volumetric charge is less consistent as the incentive to conserve water reduces as consumption increases.

Option 7 – Charge based on property type

A charge based on property type could in theory be representative of the expected water consumption at each type of property. However, it is likely this would result in cross-subsidies or inequities, e.g. large house with high occupancy vs large house with single elderly occupant. Additionally, there is no motivation for behaviour change to reduce consumption and this does not align with the objectives of the UWM project. This option would align with current rating policy for commercial properties to have higher rates than domestic properties.

Option 8 – Seasonal volumetric charge

Seasonal rates establish a higher price for water consumed during the peak demand season. Seasonal rates aim to match price and cost recovery with demand patterns, as well as provide a pricing signal to reduce consumption during peak use periods. The seasonal rate attempts to pass on costs to those that are creating the higher demand. This would be difficult and complex to apply and may discourage water conservation during winter periods.

Options Impact Analysis

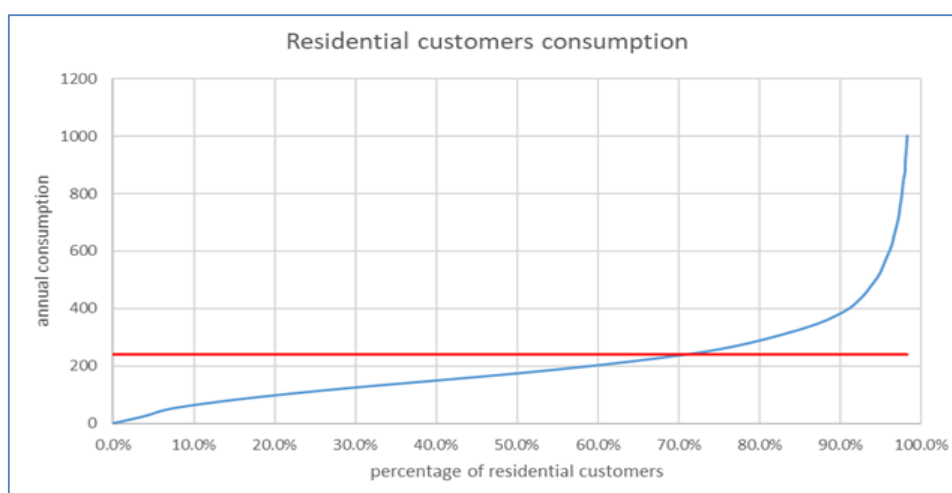
	Option 1	Option 2	Option 3	Option 4	Option 5	Option 6	Option 7	Option 8
Assessment criteria	Combination of fixed serviceability charge (with no volume included) and volumetric charge for each cubic meter of water used	Combination of fixed serviceability charge (that includes a fixed volume) and volumetric charge for each cubic meter of water used above fixed volume	Volumetric charge only	UAWC for fixed value of water and volumetric charge for water over the fixed value	UAWC only	Stepped volumetric charge	Charge based on property type	Seasonal volumetric charge
Simple to apply and understand?	High Same as current NPDC On Demand Supply of Water by Meter	High Similar to current NPDC On Demand Supply of Water by Meter	High One charge per cubic meter for everyone	Low Difficult to explain or justify, and deal with excess charges	High Same as current NPDC UAWC	Low Complex to calculate and apply and difficult for community to understand	Low Complex to calculate and apply and difficult for community to understand	Low Complex to calculate and apply and difficult for community to understand
Encourages behaviour change to reduce water consumption?	High Majority of charges are volumetric if kept at current proportion	High Majority of charges are volumetric if kept at current proportion	High Entire charge is volumetric	Medium Dependent on fixed value selected	Low No variable component	High Entire charge is volumetric	Low Charge related to property type rather than consumption	High Entire charge is volumetric
Benefits low users?	High Customers pay by volume for majority of charges if kept at current level so low users pay less than high users	High Customers pay by volume for majority of charges if kept at current level so low users pay less than high users	High Entire charge is volumetric, so low users pay less than high users	Low Dependent on fixed value selected, customers could still be charged for water not consumed	Low No variable component, low users effectively subsidise high users.	High Entire charge is volumetric, so low users pay less than high users	Low No variable component, low users effectively subsidise high users.	High Entire charge is volumetric, so low users pay less than high users
Steady cost recovery stream regardless of consumption?	High Fixed component recovered regardless of usage	High Fixed component recovered regardless of usage	High No fixed component recovered but current fixed charge would be more than recovered based on it being small proportion	High High fixed component	High Fully fixed component	High No fixed component recovered but current fixed charge would be more than recovered based on it being small proportion	High All fixed component	High No fixed component recovered but current fixed charge would be more than recovered based on it being small proportion
Low complexity solution?	Medium The fixed charge component would still need to be recalculated and applied each year	Medium The fixed charge component would still need to be recalculated and applied each year	High Straight forward calculation	Medium The fixed charge component would still need to be recalculated and applied each year	High Fully fixed component not complex	Low This would be very complex to calculate and take time to develop	Medium Based on property type so quite straight forward. Would need equitable application (insofar as possible under this approach).	Low This would be very complex to calculate and take time to develop

Short List of Options - Analysis

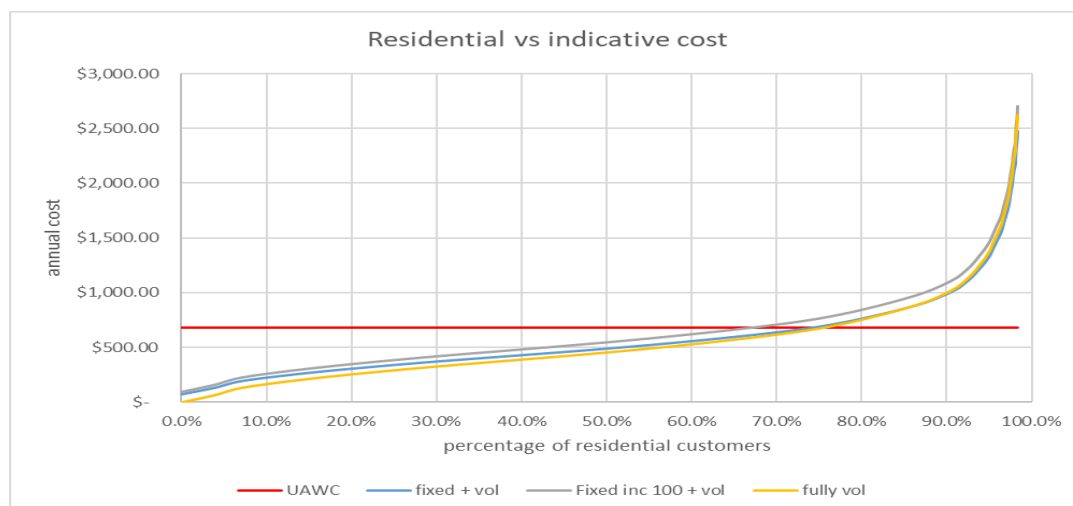
Based on the options analysis above, options 1, 2 and 3 provide the most positive impact against the assessment criteria. Therefore, options 4-8 are discounted as not being feasible to take forward for further consideration or consultation.

To assist in understanding and demonstrating the effectiveness of these three options across the existing customer base, the following analysis has been produced.

The blue line on the graph below shows the distribution of residential customers against annual consumption. The red line is the average consumption. This shows that 70% of customers use less than the average consumption.



The graph below shows the indicative annual costs of the three preferred options compared to the existing UAWC across the residential customer distribution. For option 2, a value of 100 litres/day/SUIP has been selected as an example for comparison purposes.



This graph above shows that between 65% and 75% of customers would pay less than the current UAWC depending on the option chosen.

Options 1 and 2 ensure that a fixed charge is recovered from all customers regardless of consumption level.

For option 3, less than 5% of customers have consumption lower than that included in the fixed charge component of option 1 (\$73.00) and option 2 (\$96.36 based on 100 litres/day/SUIP being included). Hence the charge for these customers would vary between zero and the fixed charge component value.

Non-residential customers

When the non-residential sector is considered (currently charged by fixed charge and volumetric charge), for the 95% of commercial customers (approximately 2,500) that use less than 3,500m³/year the impact would vary depending on consumption and the option selected. For a very low user, the impact might be a cost reduction under fully volumetric or an increase under any option which increases the fixed component. For a consumer using 3500m³, the impact may vary between a decrease of \$455 (5%), or an increase of \$304 (3.4%).

For the 5% of non-residential customers (approximately 100) using greater than 3,500 m³/year, the impact increases as the volume of water consumed increases. Out of the top 10 largest users, nine use between 20,000m³/year and 75,000m³/year. The largest consumer uses over 700,000m³/year. These top 10 account for more than one third of all water currently supplied by meter, while the single largest user accounts for 60% of the total volume used by the top 10 and more than 20% of all water currently supplied on a by-meter basis. The impact on these users varies between a 5.1% reduction in charges up to a 3.1% increase.

The UWM project was approved as part of a water conservation strategy. The cost of abstracting, treating and distributing water to consumers is largely independent of the volume of water. The costs incurred relate to the provision of infrastructure to transport the water. As demand increases, the assets become large and more expensive. Reducing water consumption defers upgrade by keeping demand within the capacity of the existing assets. The evidence strongly supports a reduction in water consumption when payment based on water meters is introduced. As consumption reduces, the unit rate for water must increase to ensure the full cost is recovered. For the residential customer, the majority will continue to see a lower bill as compared to what would have been if the UAWC had continued. However, there will be a larger impact on the existing water by meter customers.

Restricted flow customers

NPDC's 2025/26 charge of \$414.00 per water unit is calculated by taking the standard rate for consumption up to 50,000m³ of \$2.64 and multiplying this by 365 days and a factor of 43% to represent the reduced level of service provided. This sets the restricted flow unit rate, and the unit rate charge applies regardless of the customers actual water consumption. There is however a limit to the total amount of water that can be supplied via the network and hence a limit on the amount of water a rural property can get.

While these connections will be metered to detect leaks and check supply, it is proposed this method of charging be continued as there is a limit to what each property can get, and each property must invest in its own infrastructure (e.g. tanks and pumps).

Water half charge customers

NPDC's 2025/26 charge of \$334.50 is calculated by simply dividing the UAWC of \$669.00 in half. This methodology could continue to be applied by halving the calculated average charge.

An alternative would be to apply the fixed charge component if either option 1 or 2 is selected. This would be \$73.00 for option 1 and a value corresponding the volume included in the fixed charge for option 2 e.g. if 100 litres/day/SUIP is selected, the charge would be \$96.36. A fixed charge would not apply if option 3 is selected so an alternative method would need to be developed.

Suggested Options for Consultation

Based on the options impact analysis and the analysis of the short list, options 1, 2 and 3 align with the UWM project objectives to encourage customers to reduce consumption, but all three affect various customer types differently compared to current the UAWC charge. All three options are suggested for consultation.

Option 1 – Combination of fixed serviceability charge (with no volume included) and volumetric charge for each cubic meter of water used. The proportion of the fixed charge would need to be determined.

Option 2 - Combination of fixed serviceability charge (that includes a fixed volume) and volumetric charge for each cubic meter of water used above fixed volume. The volumetric allowance in the fixed charge would need to be determined.

Option 3 – Volumetric charge only.

Other Considerations

Cost recovery

If consumption drops more than expected, the cost/m³ will need to increase to ensure the actual cost of water service delivery is fully recovered. Some savings will be made due to reduction in the volume of water needing to be produced at the water treatment plants. However, while the current CAPEX programme already considers a reduction in consumption from UWM, any further cost savings related to the anticipated avoidance or deferral of capital investment to increase capacity (e.g. recent \$4m saving identified for Tikorangi pump station and trunk main due to leakage reduction) will need to be modelled to identify and understand any significant impacts before any cost reduction can be applied to the cost/m³ rate.

This risk to cost recovery can be addressed in two ways, either increase the rate when the new charging method is introduced (meaning a step up in rates similar to the percentage drop in water use, e.g. if water use drops 20% then the rate may need to increase by around 20%) or increase at a slower rate over several years which means acceptance that a deficit may occur and a plan to pay this back over several years.

Commercial properties

The biggest potential impacts are on those existing commercial users who already have meters and efficient water processes. If the rate was increased by around 20% this would be a significant impact on their costs. This impact would be greater under option 3 (volumetric charge only) as the variable volumetric charge needs to be higher to recover all water service costs.

Billing frequency

The NPDC water billing period for most existing metered customers is quarterly with some very large commercial users billed monthly. All the other council examples selected for analysis bill all customers at quarterly intervals. It would be consistent to bill all NPDC residential customers at quarterly intervals and continue to bill the large commercial users monthly.

Landlords and renters

Non-metered water charges are currently charged to property owners (including landlords). The extract below from the MBIE Tenancy Services³ website indicates that tenants pay metered water charges. Watercare hold property owners responsible for paying water accounts but make provision for tenants to be given authority access to pay metered water accounts owing to common arrangements between tenants and landlords regarding water charges. This would need to be scoped to offer a similar provision within NPDC's systems and processes.

Who pays for metered water charges

A metered water supply allows a water supplier to charge for the amount of water used.

The tenant pays for any water charges if:

- > the property has a separate water meter
- > the water supplier calculates water charges based on metered use
- > the charges can be exclusively attributed to the tenant's use of the property.

Otherwise the landlord pays for the water charges.

Some suppliers calculate wastewater based on how much metered water they supply to the property. The landlord can ask the tenant to pay for the wastewater they produce in this situation as the charge is attributed to the tenant's use.

Consumer Tools

An information system for customers to estimate their typical expected consumption would likely assist customers to reduce consumption. On the Watercare website at [Higher bill than usual?](#), a link is provided to [Water Calculator: What's your water footprint?](#) for this purpose. A similar tool that customers could be referred to would likely reduce demand for the call centre.

³ [Water and wastewater charges » Tenancy Services](#)

5. Appendices

Appendix A – NPDC Current Water Charges

8. Water supply

Uniform annual water charge

A fixed charge is a targeted rate being a fixed amount per SUIP which is connected to a water supply by an annual water charge or on demand supply of water by meter. The amount per SUIP is \$475.65 for 2024/25.

On demand supplies of water by meter

- a) A fixed charge of \$48.00 per SUIP of a rating unit.
- b) A consumption charge per cubic metre of water supplied to each connection which is metered and connected to an urban or rural water supply. A scale of charges is applied as follows:
 - i) Standard rate for consumption up to or equal to 50,000m³ per annum \$1.894 (per cubic metre) for 2024/25.
 - ii) Rate for consumption in excess of 50,000m³ per annum \$1.914 (per cubic metre) for 2024/25.
 - iii) Waitara industrial - untreated supply \$1.140 (per cubic metre) for 2024/25.

Restricted flow targeted rate is a fixed charge rate determined by the (user nominated) volume of water able to be supplied within a fixed time period to a SUIP for properties that are not metered and are connected to a rural water supply (in accordance with NPDC's Bylaw Part 14 - Water, Wastewater and Stormwater Services). The amount per cubic metre is \$297.39 for 2024/25.

Water half charge is a targeted rate being a fixed amount per SUIP applied to all properties that are within 100 metres of a serviceable pipeline and are not included in assessments above and are not connected to a Council supply, are assessed at \$237.83 per SUIP for 2024/25.

Note. For properties that are not connected to a water supply and are further than 100 metres from a water pipe, a targeted rate is not assessed.

Appendix B – Water Supply Funding Impact Statement from 2024 LTP

New Plymouth District Council: Funding Impact Statement for 1 July 2024 to 30 June 2034 for Water Supply											
	A/Plan 2023/24 (\$m)	Budget 2024/25 (\$m)	Budget 2025/26 (\$m)	Budget 2026/27 (\$m)	Budget 2027/28 (\$m)	Budget 2028/29 (\$m)	Budget 2029/30 (\$m)	Budget 2030/31 (\$m)	Budget 2031/32 (\$m)	Budget 2032/33 (\$m)	Budget 2033/34 (\$m)
Sources of operating funding											
General rates, uniform annual charges, rates penalties	-	0.76	0.91	0.97	1.05	0.99	1.02	1.02	1.05	1.11	1.15
Targeted rates	16.23	20.50	25.10	29.41	31.82	30.49	31.53	32.08	33.15	35.04	36.41
Subsidies and grants for operating purposes	-	-	-	-	-	-	-	-	-	-	-
Fees and charges	0.23	0.23	0.23	0.23	0.23	0.23	0.23	0.23	0.23	0.23	0.23
Internal charges and overheads recovered	-	-	-	-	-	-	-	-	-	-	-
Local authorities fuel tax, fines, infringement fees and other receipts	-	-	-	-	-	-	-	-	-	-	-
Total operating funding (A)	16.46	21.49	26.23	30.61	33.10	31.70	32.78	33.33	34.43	36.38	37.79
Applications of operating funding											
Payments to staff and suppliers	5.07	6.72	8.32	9.40	10.59	8.60	8.81	9.14	9.25	9.84	10.26
Finance costs	2.61	3.60	3.69	3.88	4.11	4.46	4.84	5.20	5.59	5.72	5.75
Internal charges and overheads applied	5.04	4.96	5.43	5.33	5.51	5.62	5.71	5.70	5.75	5.79	5.89
Other operating funding applications	-	-	-	-	-	-	-	-	-	-	-
Total applications of operating funding (B)	12.72	15.28	17.44	18.61	20.21	18.68	19.36	20.04	20.59	21.35	21.90
Surplus/(deficit) of operating funding (A-B)	3.74	6.21	8.79	12.00	12.89	13.02	13.42	13.29	13.84	15.03	15.89
Sources of capital funding											
Subsidies and grants for capital expenditure	0.07	0.14	-	-	-	-	-	-	-	-	-
Development and financial contributions	0.50	1.37	1.81	2.20	2.58	3.47	3.88	4.17	4.25	4.21	4.24
Increase/(decrease) in debt	6.12	6.76	7.50	6.28	5.93	4.77	1.72	1.10	1.20	(1.41)	0.12
Gross proceeds from sale of assets	-	-	-	-	-	-	-	-	-	-	-
Lump sum contributions	-	-	-	-	-	-	-	-	-	-	-
Other dedicated capital funding	-	-	-	-	-	-	-	-	-	-	-
Total sources of capital funding (C)	6.69	8.27	9.30	8.48	8.51	8.24	5.60	5.27	5.46	2.80	4.36
Applications of capital funding											
Capital expenditure:											
- to meet additional demand	5.17	5.76	4.45	5.20	5.27	3.24	0.46	0.64	2.51	4.33	5.23
- to improve the level of service	2.14	3.76	5.46	4.92	5.12	7.44	7.83	7.59	6.16	1.96	2.82
- to replace existing assets	5.64	6.91	8.93	10.61	8.43	6.65	7.00	6.94	11.20	11.81	11.80
Increase (decrease) in reserves	(2.52)	(1.95)	(0.75)	(0.25)	2.58	3.93	3.73	3.39	(0.57)	(0.27)	0.40
Increase (decrease) of investments	-	-	-	-	-	-	-	-	-	-	-
Total applications of capital funding (D)	10.43	14.48	18.09	20.48	21.40	21.26	19.02	18.56	19.30	17.83	20.25
Surplus/(deficit) of capital funding (C-D)	(3.74)	(6.21)	(8.79)	(12.00)	(12.89)	(13.02)	(13.42)	(13.29)	(13.84)	(15.03)	(15.89)
FUNDING BALANCE (A-B) + (C-D)	-	-	-	-	-	-	-	-	-	-	-



WA2019 – Universal Water Metering

Options Analysis

Shared Water Meter Properties - Policy for Volumetric Charging

March 2025

Glossary

Term	Meaning
SUIP	Separately Used or Inhabited Part of a rating unit. It includes: - any part of a rating unit that is used or occupied by any person, other than the ratepayer, having a right to use or inhabit that part by virtue of a tenancy, lease, licence, or other agreement; or - any part or parts of a rating unit that are used or occupied by the ratepayer for more than one single use
SWMP	Shared Water Meter Property SUIP that shares a single water supply connection and water meter with other SUIPs
UAWC	Uniform Annual Water Charge
UWM	Universal Water Metering
LTP	Long-Term Plan

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1. Executive Summary

When volumetric charging is introduced, a significant number of properties will share a common water connection and meter. These properties are known as Shared Water Meter Properties (SWMPs). The purpose of this report is to explore the available options for volumetric charging at SWMPs and to recommend options for consultation.

It is estimated that approximately 1,000 shared meters will be installed in the district, supplying approximately 2,500 of the 30,000 SUIPs connected to the water supply network (8.3%). It is further estimated that approximately 10% of these properties (250 no.) may have a proven inequity concern that needs attention following mock billing, and that approximately 50% of these (125 no.) may be resolved easily by the installation of a Council-funded 1:1 connection and water meter in the public domain, with the customer paying for their private pipework modifications. This would leave only 125 or so properties (0.4%) that may require an alternative policy solution.

The [Consultation Document - Saving Water and Water Meters](#) was considered by Council on 19 May 2021 and a resolution was carried to install water meters and commence volumetric charging for all properties by 1 July 2024.

The approved [Outline Business Case Water Conservation](#) methodology is to install meters on all existing points of supply and charge volumetrically. While straightforward where one meter serves one SUIP, for grouped SUIPs the situation is more complex.

Due to central government mandates to reform the way three waters assets are managed, the development of the tariff structure for volumetric charging was delayed, but this has now recommenced as set out in the adopted LTP 2024-2034, whereby we will consider charging by volume in the LTP 2027-2037.

Five options were considered:

Option 1 – Shared meter readings split equally between connected SUIPs.

Option 2 – All SUIPs connected to a shared meter continue to be charged by UAWC indefinitely.

Option 3 – Same as option 1 but with introduction of new shared meter remissions policy.

Option 4 – Option for SWMP owners to apply to stay on UAWC.

Option 5 – Offer installation of check meters.

Of the five options considered, the recommended options for consultation are:

Option 1 - Shared meter readings split equally between connected SUIPs

All SUIPs sharing a meter to be charged equal amounts based on the volumetric meter reading. Other councils have adopted this approach, including Watercare for Auckland Council¹ and Kāpiti Coast District Council² and

¹ [Watercare: Types of meters](#)

² [Water Meter FAQs - Kāpiti Coast District Council](#)

Waipā District Council³. This option is consistent with the approved business case methodology and objectives. It is anticipated that the number of SWMP inequity situations will be low and that half of these could be easily resolved by installing a Council-funded 1:1 meter connection and water meter in the public domain (available over a fixed period to be determined, where the connection fee is waived) with the customer paying for their private pipework modifications. This would leave a small number of properties (estimated at 125 or 0.4%) that may need some additional treatment or an alternative policy solution.

Option 2 – All SUIPs connected to a shared meter continue to be charged by UAWC indefinitely

All SUIPs sharing a meter will continue to be charged indefinitely by UAWC. The value of the UAWC for this option would need to be determined by a new Volumetric Charging Policy as it may differ to the current UAWC that covers significantly more properties. This is only partially consistent with the approved business case methodology and objectives, and our bylaw is aimed at preventing people from wasting excessive water. A separate rating policy and process would be needed.

Option 4 – Offer the option for SWMP owners to apply to stay on UAWC

In combination with option 1, a new policy could be introduced to deal with the anticipated low number of SWMP inequity cases. This option would give SWMP owners the opportunity to apply to stay on UAWC at the volumetric charging implementation date, with the option to review every 12 months and potentially change to volumetric charging. Owners would need to demonstrate why they wish to stay on UAWC, and that leakage was not contributing to the reason for their application. Where SWMP owners opt to be charged volumetrically, this would be a one-off change with no option to revert to UAWC charging. This option is not fully consistent with the approved business case methodology and objectives, but the bylaw is aimed at preventing excessive water wastage. This option may introduce a small volume of additional demands on organisational resources due to system and process complications.

³ [Water meters - Waipā District Council](#)

2. Shared Water Meter Properties

Approved Business Case

The approved [Outline Business Case Water Conservation](#) contained the following benefit statement that supports how volumetric charging will reduce water consumption.

“The aim of this project is to reduce water consumption. A literature review on the impact of the introduction of a water conservation program including universal water metering and volumetric charging (Reed and Hermens, 2013)⁴ showed a 25% reduction in average day demand for Tauranga and 30% reduction in peak day demand, a 25% reduction in average day demand for Kāpiti, a peak day demand reduction of 37% for Nelson, a 20% reduction in average day demand for Wide Bay Water Corp in Australia, a 22% reduction in average day demand for Southern Water in the UK. A study of the effect of water meters on household demands by Southampton University showed a 16.5% reduction in household demand in the Southern Water area following the installation of water meters.”

Some customers must share a water meter due to the characteristics of the existing water supply connection pipework. As volumetric charging for all customers is essential to encourage the behaviour change required to reduce consumption, the business case also contained the following preferred option for Complicated properties (now known as SWMPs):

“Complicated properties: Option 2b. Install meters on all existing points of supply. Bill volumetrically where one lateral serves one SUIP. Grouped SUIP's split their shared usage equally.”

This option was based on an analysis that indicated it would either be cost prohibitive or not physically possible to install a 1:1 meter in some situations.

Analysis included in the business case indicated an estimated 1,803 shared meters would be required to supply 4,587 properties i.e. an average of 2.54 properties per shared meter. The total number of residential properties at the time of the business case was 28,942⁵ i.e. 15.8% of properties on shared meters.

The options impact analysis included in the business case indicated a medium impact for any possible legal issues related to splitting consumption equally between SUIPs on a shared meter. The risk of this is extremely low given the precedence that has been set by other councils that have adopted this methodology.

[Bylaw Part 14 Water Wastewater and Stormwater Services](#) clause 9.7 covers the installation of water meters at rating units.

⁴ Reed J and Hermens K (2013) A review of water metering practice in New Zealand and Overseas. Water New Zealand Conference 2013

⁵ Refer to Benchloss report submitted to Water New Zealand in August 2021.

Forecast Number of SWMPs

As of 17 February 2025, the total number of shared meters recorded as being installed at residential properties by the UWM project is 719 supplying 1,848 residential properties, i.e. an average of 2.57 properties per shared meter.

Water meter installations are 76% complete, so an extrapolated forecast for the final total number of shared meters is 946 supplying 2,532 residential properties. Note this number does not include any SUIPs that share meters at retirement villages where the estate manager is charged for water (see Types of Shared Meter Situation below).

The total number of residential properties connected to the water supply network is 29,820⁶, i.e. the latest forecast is 8.4% of properties are on shared meters.

The reduced number of shared meters installed by the UWM project compared to the business case analysis has resulted from closer assessment of actual site circumstances and opportunities, e.g. private rights-of-way with shared rider mains and individual connection points.

Types of Shared Meter Situations

There are a variety of situations where water meters are shared between the occupiers of multiple residential houses, flats or units. The majority of SWMPs are type owner-occupied houses and owner-occupied flats.

Owner-Occupied Houses

Multiple owner-occupied properties on a single plot with separate cross-lease titles supplied from an existing single water supply connection. An example of this is shown below at 45A and 45B Barrett Street. This is typically where an existing water connection has been repurposed to supply more than one SUIP during subdivision. These situations occurred prior to the current resource consent requirement for sub-divided properties to have individual water connections. Each SUIP is rated separately and currently charged for their water supply by UAWC.



⁶ Refer to Benchloss report submitted to Water New Zealand in August 2024

Owner-Occupied House with additional SUIP(s)

Owner-occupied single plot with more than one SUIP supplied from a single water supply connection. An example of this is shown below at 279 Tukapa Street. This is typically a house with a separate added accommodation unit such as a granny flat. The owner is charged multiple UAWC charges corresponding to the number of SUIPs on the section.

**Owner-Occupied Flats**

Multiple owner-occupied properties supplied from an existing single water supply connection. An example of this is shown below for the apartment block at 10 Buller Street. Each SUIP is currently charged for their water supply through their rates by UAWC. A body corporate also exists in this example for managing the shared amenities. The body corporate is billed for the existing water meter, but it is not known if or how the body corporate includes water charges in their fees.



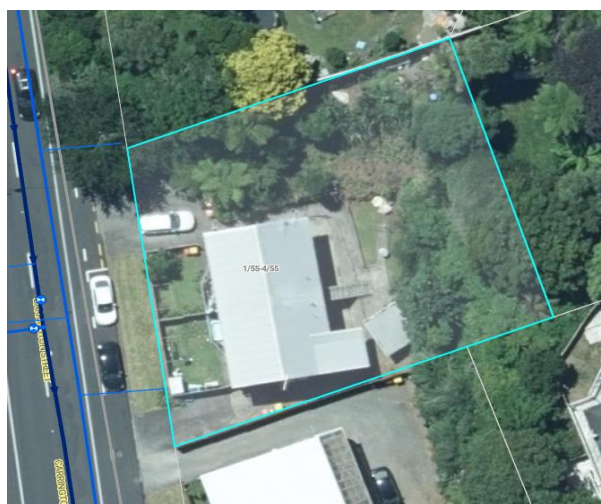
Owner-Occupied Units – Estate Manager Charged for Water Supply

Multiple owner-occupied units supplied from an existing single water supply connection. An example of this is shown below at Jean Sandal Retirement Village at 71 Barratt Road. The estate manager is charged for the water supply under the current volumetric charging arrangements at a single boundary water meter. The individual owner-occupiers of the SUIPs are responsible for paying rates but are not charged the UAWC component. The estate manager is responsible for arrangements to recover the cost of the water supply from owner-occupiers. These SUIPs are not included in the current forecast SWMP numbers shown above.



Tenant-Occupied Flats

Multiple tenant-occupied flats owned by landlord. An example of this is at 1/55 – 4/55 Carrington Street. The landlord is responsible for paying rates and is currently charged rates for all SUIPs including a UAWC component for each SUIP. The landlord is responsible for arrangements to recover the cost of the water supply from the tenants.



3. Options Analysis

Background

Some customers who will share a meter have already expressed concern about equity. They are predominantly concerned about neighbours on a shared connection using more water than them and hence feel they would be subsidising their neighbour's water usage. Such concerns may be perceived or real. For example, a single occupant in one property is likely to have significantly different water consumption to a large family in another property, especially if the latter has a swimming pool. There has also been concern expressed about any unresolved leakage occurring on a neighbour's pipework that would be subsidised by other connected neighbours.

A mock billing period is planned for all properties during the 12-month period prior to volumetric charging commencing. This will allow all SWMPs to compare volumetric charges against current UAWC charges.

Based on water consumption data obtained to date from meters that have already been installed, it is anticipated that 2,279 (90% of the forecast 2,532) SWMPs will have a reduced charge when moving to the volumetric charge from the existing UAWC. This is due to SWMPs typically being dwellings with lower water use due to them being smaller cross-lease properties or flats that have lower occupancy, smaller or no garden or lawn areas to water and are less likely to have swimming pools. The mock-billing comparisons will highlight these reductions and are expected to allay most inequity concerns.

Inequity issues may be raised by the remaining 253 (10% of the forecast 2,532) SWMPs. Half of these cases (120 properties at 50 connections) are expected to be resolved by an owner applying for a 1:1 meter if Council resolves to pay for the new connection works to existing properties in the road reserve with the property owner paying for the works on their property. A significant inequity would need to be proven for this to be considered and a process for working with the owner to investigate and resolve any leakages followed.

During the delivery of the UWM project, some owners have already opted to make this change and have funded their own private pipework changes. The installation of these 1:1 connections will resolve 50% of the inequity issues, leaving only approximately 120 or so properties at 50 or so shared meters to develop and apply a new policy to. This could take the form of offering the option for SWMP owners to apply to remain on a UAWC charge that would be calculated based on the district average consumption.

It is also expected that leakage on customer owned water supply pipes at SWMPs will come into play, and resolution of leakage will also resolve some of the inequity issues. The existing water leakage remissions policy (aimed at the non-domestic sector that is currently volumetrically charged) is also being reviewed. A separate options report has been prepared to consider revisions to reflect the different drivers to resolve leakage in the domestic sector.

Shared Meter Treatment at Other Councils

Auckland Council – Watercare

Customers sharing the same water meter pay equal parts of the volumetric charge determined by the shared meter. There is no remissions policy for charging customers differently should inequity concerns arise. Customers can apply for a 1:1 meter if they wish to move off a shared meter and the customer pays for all the

works required (Watercare and private works). In some cases, Watercare own and operate historical subsidiary meters that are downstream of the primary (shared) meter, and these are used to determine individual volumetric charges using the primary meter to make any adjustments to aggregate differences.

Waipā District Council

Customers sharing the same water meter pay equal parts of the volumetric charge determined by the shared meter. Waipā District Council found that 86% of the 1,100 properties connected to shared meters paid less when volumetrically charged when compared to the previous UAWC.⁷ The remaining 14% were financially disadvantaged by the split bill and a Water Remission for Complex Properties Policy was introduced⁸ (included in Appendix A).

Kāpiti Coast District Council

Customers sharing the same water meter pay equal parts of the volumetric charge determined by the shared meter. There is no remissions policy for charging customers differently should inequity concerns arise. A scheme to install Council-owned check meters is in place at cross-lease properties⁹ should a customer wish to consider this. This meter is owned by Council, i.e. public infrastructure is located on private property. This has resulted in access issues. Information from KCDC has indicated that completion of meter readings in these situations has been low.

Christchurch City Council

All customers pay a fixed charge and an excess volumetric charge for any consumption over the allowance included in the fixed charge. There is no remissions policy for charging customers differently should inequity concerns arise. Between October 2022 and January 2023, of the approximately 160,000 properties connected to the water supply network, approximately 23,000 (14%) were eligible for paying the excess volumetric charge of which only 194 (1%) were properties with shared meters. All 194 properties were contacted and asked to look for leaks¹⁰. It is planned over time that shared meters will be replaced by individual meters with the priority being set by water use.

Tauranga City Council

Information on the Tauranga City Council website states: *“If you share a driveway or live in a block of flats, there will likely be a primary water meter at the roadside boundary (measuring all the water entering the property) and then additional meters for each dwelling. Council is responsible for all of the meters, but property owners are responsible for the pipes that connect these meters. If a leak is discovered, it is up to the property owners to resolve it and pay for repairs to these private pipes.”* Hence no split bills or remissions policy is required for shared meters. Similar to Kāpiti Coast, this arrangement requires public infrastructure to be located on private property. This introduces legal issues around access and places an encumbrance on the property.

⁷ [Council may cap some cross-lease water bills - Waipa District Council](#)

⁸ [Waipa-District-Council Water-Remissions-consultation.pdf](#)

⁹ [Cross-lease - Kāpiti Coast District Council](#)

¹⁰ [Water charges: Christchurch City Council](#)

The table below summarises the SWMP features at these selected Councils.

Criteria:	Auckland Council	Waipā District Council	Kāpiti Coast District Council	Christchurch City Council	Tauranga City Council
SWMPs?	Y	Y	Y	Y	Y
Equally Split Bill?	Y	Y	Y	N	Y
Check Meters (Council Owned)?	Y (historical)	N	Y	N	Y
Volumetric Charging for SWMPs?	Y	Y	Y	Y	Y
SWMP Remission Policy?	N	Y	N	N	N

Options

Option 1 - Shared meter readings split equally between connected SUIPs

All SUIPs sharing a meter to be charged equal amounts based on the volumetric meter reading. Other councils have adopted this approach including Watercare for Auckland¹¹, Kāpiti Coast District Council¹² and Waipa District Council¹³. This is consistent with the approved business case methodology and objectives.

Option 2 - SUIPs connected to shared meter continue to be charged by UAWC indefinitely

All SUIPs sharing a meter will continue to be charged indefinitely by UAWC. The value of the UAWC for this option would need to be determined by a new Volumetric Charging Policy as it may differ to the current UAWC that covers significantly more properties. This is only partially consistent with the approved business case methodology and objectives, and our bylaw is aimed at preventing people from wasting excessive water. A separate rating policy and process would be needed.

Option 3 - Same as option 1 but with introduction of new shared meter remissions policy

All SUIPs sharing a meter to be charged equal amounts based on the volumetric meter reading (as per option 1), but with the addition of a new shared meter remissions policy where assistance will be given for any property owners who are financially disadvantaged by a split bill. This could be based on the policy already introduced by Waipā District Council for this purpose¹⁴ which specifies that, if a customer's consumption is over a defined Threshold Daily Usage and below a ceiling value (to eliminate leakage etc.), then a remission is given for the difference. This approach is consistent with the approved business case

¹¹ [Watercare: Types of meters](#)

¹² [Water Meter FAQs - Kāpiti Coast District Council](#)

¹³ [Water meters - Waipa District Council](#)

¹⁴ [Water remissions - Waipa District Council](#)

methodology and objectives, and low numbers of cases are anticipated following the mock billing period. However, this option would introduce demands on organisational resources due to system and process complications and would need additional administration.

Option 4 - Option for SWMP owners to apply to stay on UAWC

SWMP customers would be given a one-off opportunity to apply to remain on UAWC at the volumetric charging implementation date of 1 July 2027. Customers would need to demonstrate why they wish to stay on UAWC, and that leakage was not contributing to the reason for their application. Once an application has been approved, the customer would have the option to review and apply to convert to volumetric charging at the start of each subsequent billing year (commencing 1 July). Once a customer has moved from UAWC to volumetric charging, the option to apply to revert to UAWC would be removed. Customers remaining on UAWC is not consistent with the approved business case methodology and objectives as the motivation to change behaviour and reduce consumption is reduced. However, the bylaw deals with preventing excessive water wastage. This option introduces additional demands on organisational resources and would need to be accommodated in billing systems and processes.

Option 5 – Offer installation of check meters

A Council-owned check meter could be installed on the private pipework to allow 1:1 metering in some situations. This is an option offered by Kāpiti Coast District Council¹⁵ where it is practical and feasible. Any required agreements for Council to own, operate and access assets in private property would need to be put in place. This would incur additional cost and potential future access difficulties. This option was considered in the approved business case but was discounted due to the additional cost and complexity. This option would also introduce public infrastructure on private property which would be an encumbrance on that property (a disadvantage to the property owner).

¹⁵ [Water Meter FAQs - Kāpiti Coast District Council](#)

Options Impact Analysis

	Option 1	Option 2	Option 3	Option 4	Option 5
Assessment criteria:	Shared meter readings split equally between connected SUIPs	SUIPs connected to shared meter continue to be charged by UAWC indefinitely	Same as option 1 but with introduction of new shared meter remissions policy	Option for SWMP owners to apply to stay on UAWC	Offer installation of check meters
Achieves objectives of approved business case?	High Volumetric charging encourages behaviour change to reduce consumption	Medium Volumetric charging to forecast 2,532 properties (8.4%) on shared meters not achieved. Bylaw aimed at preventing excess wastage of water	High Volumetric charging encourages behaviour change to reduce consumption	Medium Volumetric charging for up to forecast 2,532 properties (8.4%) on shared meters not achieved. Bylaw aimed at preventing excess wastage of water	Low Discounted option in approved business case
Allows any cases of real or perceived inequity to be resolved?	Low Split bills introduced without any means to dispute or challenge	High No change to the forecast 2,532 properties (8.4%)	High Process for customers to follow if shared consumption higher than reasonably expected	High Outcome for customer is fair, and issues resolved	High Customers would be on 1:1 meter
No additional administrative workload?	High No additional work required	High Billing system to account for UAWC continuing for some customers – this may be required anyway	Medium New policy to be developed and introduced then administered but low numbers anticipated	High Change to some customers' charging method in the system required but with minimal effort	Low Would need permission agreements etc
No additional cost?	High No additional work required	Medium System and process to be adapted to accommodate this	Medium System and process to be adapted to accommodate this	High System and process to be adapted to accommodate this but with minimal effort	Low Extra cost for installation work and agreements
Consistent with other council approaches?	High Consistent with Watercare	Low Not consistent with objectives but Christchurch uses this	Medium Consistent with Waipā	Low Not an option offered elsewhere	Medium In place at some councils

Preferred Options for Consultation

Option 1 - Shared meter readings split equally between connected SUIPs

All SUIPs sharing a meter to be charged equal amounts based on the volumetric meter reading. Other councils have adopted this approach including Watercare for Auckland¹⁶, Kāpiti Coast District Council¹⁷ and Waipā District Council¹⁸. This is consistent with the approved business case methodology and objectives. It is anticipated that the number of SWMPs in an inequity situation will be low and that half of these can be easily resolved by installing a Council-funded 1:1 meter connection and water meter in the public domain with the customer paying for their private pipework modifications. This would leave a small number of properties (estimated at 125 or 0.4%) that may need some additional treatment or alternative policy solution.

Option 2 - SUIPs connected to shared meter continue to be charged by UAWC indefinitely

All SUIPs sharing a meter will continue to be charged indefinitely by UAWC. The value of the UAWC for this option would need to be determined by a new Volumetric Charging Policy as it may differ to the current UAWC that covers significantly more properties. This is only partially consistent with the approved business case methodology and objectives, and our bylaw is aimed at preventing people from wasting excessive water. A separate rating policy and process would be needed.

Option 4 - Option for SWMP owners to apply to stay on UAWC

In combination with Option 1, a new policy to give SWMP owners the opportunity to apply to stay on UAWC at the volumetric charging implementation date, with the option to review every 12 months and change to volumetric charging. Owners would need to demonstrate why they wish to stay on UAWC, and that leakage was not contributing to the reason for their application. This would be a one-off change with no option to revert to UAWC charging once a customer has opted to be charged volumetrically. This is not consistent with the approved business case methodology and objectives, but the bylaw deals with preventing excessive water usage. It may introduce a small volume of additional demands on organisational resources due to system and process complications.

Note there would be no change for existing body corporates already being charged volumetrically. Where SUIPs are currently being charged UAWC, are supplied via a single shared meter, and are also serviced by a body corporate, e.g. apartment block, the SUIP owners would receive a split bill and have the option to apply to remain on UAWC.

¹⁶ [Watercare: Types of meters](#)

¹⁷ [Water Meter FAQs - Kāpiti Coast District Council](#)

¹⁸ [Water meters - Waipā District Council](#)

4. Appendices

Appendix A – Waipā District Council Water Remission for Complex Properties

5.2 WATER REMISSION FOR COMPLEX PROPERTIES

5.2.1 *Objective*

The objective of this part of the policy is to provide a mechanism for adjusting the impact of metered water rates on complex water metered properties¹.

5.2.2 *Conditions and criteria*

Definition: Threshold Daily Usage means the use of 0.488 cubic metres per day.

¹ Complex properties are properties where there is no single Council water supply point per property. Instead, like other parts of the property (shared driveways etc), the water supply is shared with neighbouring properties. They are also properties where Council does not own, or have legal access to, the connecting pipe from the Council water supply point to each property.



REMISSION OF WATER CHARGES

1. Any ratepayer of a residential rating unit connected to a complex water meter may apply for a remission, except where the ratepayer owns all the rating units connected to a complex meter.
2. When a ratepayer applies for a remission, the average daily usage for their rating unit (as recorded on their water invoice) is compared to the Threshold Daily Usage.
3. If the daily usage invoiced is greater than 0.877 cubic metres, the resident or ratepayer must provide evidence that there are no leaks or extraordinary use, such as where there is a swimming pool, fixed garden irrigation or any type of commercial undertaking within the rating unit prior to the remission being processed.
4. A ratepayer will be eligible for a remission where the invoiced daily usage for the rating unit is higher than the Threshold Daily Usage and the ratepayer is eligible to have their remission processed under 3. above.
5. A remission will be granted for the difference between invoiced daily usage and the Threshold Daily Usage.
6. At Council's absolute discretion, and on a case-by-case basis, Council staff can work with owners of complex properties with a water meter to get an equitable distribution of costs. This could include making reasonable inquiries about water usage as a basis for adjusting the allocations that would otherwise result from the application of this policy.

If a remission is given to one of the rating units on the complex meter, Council is unable to increase the amount invoiced to the other ratepayers on the same meter to recover the reduced revenue received.

Applicants may apply for this remission from 1 July 2018 and the remission will be effective from that date or the first day of the billing quarter in which application is made, whichever is later. The remission will be calculated as part of the normal water billing cycle.

All remissions will be processed via the metered water account.



WA2019 – Universal Water Metering

Options Analysis

Low Income, Fixed Income and Vulnerable Households & Volumetric Charging

March 2025

Glossary

Term	Meaning
SUIP	Separately Used or Inhabited Part of a rating unit. It includes: - any part of a rating unit that is used or occupied by any person, other than the ratepayer, having a right to use or inhabit that part by virtue of a tenancy, lease, licence, or other agreement; or - any part or parts of a rating unit that are used or occupied by the ratepayer for more than one single use
SWMP	Shared Water Meter Property SUIP that shares a single water supply connection and water meter with other SUIPs.
UAWC	Uniform Annual Water Charge
UWM	Universal Water Metering
LTP	Long-Term Plan
DIA	Department of Internal Affairs
LWDW	Local Water Done Well which is the Government's plan to address New Zealand's long-standing water infrastructure challenges.

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1. Executive Summary

When volumetric charging is introduced, it will change the way domestic ratepayers pay for their water. The current system of UAWC will change to the new volumetric tariff (see separate document *Options Analysis – Volumetric Charging*). This document considers how this change may affect low income, fixed income and vulnerable households¹, provides an options analysis and suggests options for consultation.

The [Consultation Document - Saving Water and Water Meters](#) was considered by Council on 19 May 2021 and a resolution was carried to install water meters and commence volumetric charging for all properties by 01 July 2024.

The approved [Outline Business Case Water Conservation](#) included for the UWM project to review the existing tariff for volumetric charging arrangements and develop a new tariff for volumetric charging arrangements to cover all properties.

Due to central government mandates to reform the way three waters assets are managed, the development of the tariff structure for volumetric charging was delayed, but this has now recommenced as set out in the adopted LTP 2024-2034, whereby we will consider charging by volume in the LTP 2027-2037.

Two options have been considered, and it is suggested that both options are used in consultation:

Option 1 – Continue with the current Rates Remissions and Postponement Policy

Option 2 – Continue with the current Rates Remissions and Postponement Policy and introduce new Water Rates Remission for Vulnerable Households Relating to High Water Usage

¹ [Vulnerable children and families: Some findings from the New Zealand General Social Survey | Stats NZ](#)

2. NPDC Existing Arrangements

The Department of Internal Affairs (DIA) runs a rates rebate scheme that in some cases allows for a partial discount on rates bills. The scheme is administered by NPDC and generally applies to those on benefits or on very low incomes. Details of the scheme and how it operates are at [NPDC rates rebates information](#) and [Get a rates rebate | New Zealand Government](#).

A rates rebate is a partial discount on rates bill and people may be eligible if they own their own home and are on low income. A maximum rebate of \$790 per year is available dependent on the total amount of rates paid, number of dependents living at the same address, total household income, ownership of property and living situation. It must be applied for each year.

International guidelines highlight that water utilities need to strike a balance between recovering debt, in the interest of all customers, and dealing sensitively with those customers who find themselves in financial difficulty. To achieve these aims, many water utilities provide financial assistance to customers in financial difficulty.

As provided for by section 85 of the Local Government (Rating) Act 2002, NPDC has [Information on NPDC Rates Remission and Postponement Policies](#). The policy is at [NPDC Rates Remission and Postponement Policies](#).

The policy includes **Rates Policy 3: Postponement or remission of rates for financial hardship**. The objective of the policy is to assist ratepayers experiencing extreme financial hardship which affects their ability to pay rates. It covers postponement for the owner/ratepayer and remission for near ownership situations. NPDC Rates Policy 3 is included in Appendix A for reference.

Applications for remissions received and granted will receive remissions from the date of application and can be backdated to the start of the rates year (but not previous rate years). Remissions apply for near ownership situations for residential property held in trust where the applicant resides at the property and can prove financial hardship.

Applications for postponement received and granted will receive postponement from the beginning of the year in which the application is received. In some circumstances postponement may cover previous years. It is available in cases of extreme financial hardship and any postponed rates will be registered on the property title and must be paid at the end of the granted postponement term or when the property is sold.

Under Section 25(1) of the Water Services Act 2021², a drinking water supplier (other than a water carrier) must ensure that a sufficient quantity of drinking water is provided to each point of supply to which that supplier supplies drinking water. The extract from section 25(7) below covers situations where accounts are unpaid.

- (7) To avoid doubt, a drinking water supplier—
- (a) may restrict supply to a point of supply if the relevant customer has unpaid accounts for any previous supply of drinking water or has failed to remedy water leaks that the customer is obliged to remedy; but
 - (b) must, despite any non-payment or failure referred to in paragraph (a), continue to provide a sufficient quantity of drinking water in accordance with subsection (1).

² [Water Services Act 2021 No 36 \(as at 03 September 2024\), Public Act 25 Duty to provide sufficient quantity of drinking water – New Zealand Legislation](#)

3. Other Councils' Existing Arrangements

A cross section of councils where universal water metering is operational were selected for comparison of their existing arrangements.

Auckland Council and Watercare

To assist domestic customers who could not afford to pay their bills, Watercare set up the Water Utility Consumer Assistance Trust in October 2011. The Trust is charitable and has five trustees. Watercare can appoint two of the trustees, and the other three trustees represent community organisations. The Trust is an independent charitable trust entirely funded by Watercare. The Trust's major budget items are the amount of debt remissions or customer write-offs approved by the Trust and the costs of a full-time administrator.

Watercare provides details on their website about the support available for financial hardship at [Watercare Financial hardship Guidance](#). This includes information on contacting the Ministry of Social Development and Auckland City Council Rates Rebate Scheme. It also provides details about the [Water Utility Consumer Assistance Trust \(WUCAT\)](#) and how the trust provides financial support to residential customers who are struggling to manage their water and wastewater costs (Watercare bills only). The Trust can also provide information on leak testing and ways to save water.

Auckland Council administers the DIA rates rebate system and provides guidance at [Auckland City Council Help for low income households and community groups](#). It also has an [Auckland City Council Rates Remission and Postponement Policy](#). This policy includes a scheme to address any inequity that results from ratepayers being unable to include water and wastewater charges when applying for central government's rates rebate scheme due to the Watercare and Veolia arrangements.

Waipā District Council

Administers the DIA rates rebate system and provides guidance at [Rates rebates - Waipa District Council](#). It also has a [Waipa District Council Remission and Postponement of Rates and Water Charges Policy](#). The remissions policy has no specific water remissions for hardship situations in relation to high water consumption or leakage repairs. The postponement policy contains a general hardship provision that covers all rates charges.

Kāpiti Coast District Council

Administers the DIA rates rebate system and provides guidance at [Help with your rates - Kāpiti Coast District Council](#). It also has a rates remission and postponement policy [Kapiti District Council Rates Remission and Postponement Policy](#). The rates postponement policy includes a general provision for hardship situations and covers all rates charges.

The Rates Remission Policy includes a Water Rates Remission for Vulnerable Households Relating to High Water Usage. This is included in Appendix B for reference. The below extract from [Help with your rates - Kāpiti Coast District Council](#) explains how this provision works.

Water rate remission for vulnerable households relating to high water use

We know paying rates can be tough for some members of our community. Each year we offer a water rates remission to provide support to larger families who have high water costs. This rates assistance is available to tenants or homeowners, and water rates remissions can be up to \$120 per household.

You could qualify if you get the tax credit **and** all of the following apply:

- you pay water rates as a property owner or tenant
- you have two or more dependants (18 years or younger) living at your property
- you're receiving a Working for Families Tax Credit
- you have total water charges from 1 July 2024 to 30 April 2025 of more than \$433.

Applications are open **1 May to 30 June** each year, and you can apply once a year. If your application is successful, the remission will be paid as a credit to your (or if you're a tenant to the house owner's) water rates account.

You can find the full criteria for this assistance on page 15 of the [Rates Remission Policy](#).

Over the 2014/15 year \$585 was rebated to 10 large family households under this Policy³.

Christchurch City Council

Administers the DIA rates rebate system and provides guidance at [Christchurch City Council : Apply for a rates rebate: low income earners](#). It also has a [Christchurch City Council Rates Remission Policy](#) and [Christchurch City Council Rates Postponement Policy](#). The remissions policy has no specific water remissions for hardship situations in relation to high water consumption or leakage repairs. The postponement policy contains a general hardship provision that covers all rates charges.

Tauranga City Council

Administers the DIA rates rebate system with guidance at [Rates rebate for low income - Tauranga City Council](#). It also has a [Tauranga City Council Rates Remission Policy](#) and [Tauranga City Council Rates Postponement Policy](#). The remissions policy has no specific water remissions for hardship situations in relation to high water consumption or leakage repairs. The postponement policy contains a general hardship provision that covers all rates charges.

Comparison of Selected Councils

- All the councils selected for the analysis operate the DIA Rates Rebate Scheme and have Rates Remission and Postponement Policies.
- All council Rates Postponement Policies include postponement for hardship circumstances.
- Three councils (Waipā District Council, Christchurch City Council and Tauranga City Council) do not operate a specific water charges remission policy for hardship.
- Kāpiti Coast District Council operates a specific Water Remissions Policy for hardship relating to high usage.
- Auckland Council has a Remission of Rates to top up any rebates not available to residents through the DIA Rates Rebate Scheme for Watercare charges. This is most likely due to Watercare charging not being able to be classed as a rate by the DIA. The Water Utility Consumer Assistance Trust is set up in Auckland to assist with hardship in relation to paying Watercare charges.

³ [CRAG 2016 review Report](#)

A comparison of councils is shown in the table below.

Criteria:	Auckland Council (Watercare)	Waipā District Council	Kāpiti Coast District Council	Christchurch City Council	Tauranga City Council
Volumetric Charges	Y	Y	Y	Y	Y
DIA Rates Rebate Scheme	Y	Y	Y	Y	Y
General Rates Remissions for Financial Hardship	N	N	Y	N	N
General Rates Postponement for Financial Hardship	Y	Y	Y	Y	Y
High Usage Water Remissions for Financial Hardship	N But top up if no rebate on Watercare charges available	N	Y Based on meeting hardship criteria and annual charge above \$433	N	N
Tenants able to directly apply for remission	N	N	Y If two or more dependants	N	N

4. Options Analysis

Based on the analysis of how other councils apply their Rates Rebate Scheme and Rates Remissions and Postponement Policies, the following options are available to consider.

Option 1 – Continue with the current Rates Remissions and Postponement Policy

The current Rates Rebate Scheme and Rates Remissions and Postponement Policy contain general provisions to deal with hardship that cover water charges.

Option 2 – Continue with the current Rates Remissions and Postponement Policy and introduce new Water Rate Remission for Vulnerable Households Relating to High Water Usage

The current Rates Rebate Scheme and Rates Remissions and Postponement Policy contains general provisions to deal with hardship that cover water charges. The introduction of volumetric charging means that some households in a hardship situation may be charged more for water consumption than the existing UAWC charge e.g. high occupancy households. This option would provide additional assistance to the general hardship provisions. A process would need to be developed by which the ratepayer could verify qualifying criteria. Provision would need to be estimated and included in annual budgets for the extra costs associated with this option (hardship fund). The value of the remission available and the reduced charge to be applied would also need be established. The reduced charge could be the district average charge i.e. same as the existing UAWC. Kāpiti Coast District Council introduced such a remission in 2012 when they commenced volumetric charging. The details of this are included in Appendix B.

Consideration could be given to also including a cap on total remission value to ensure that leakage is dealt with responsibly. Special circumstances could also be applied e.g. dialysis patients.

Options Impact Analysis

Assessment criteria:	Option 1	Option 2
Easy to develop?	High No change to existing policy.	High Existing policy would need to be changed, and new additional provision developed.
Easy to administer?	High No change to existing policy.	Medium Additional administration may be required to assess applications.
No additional cost to Council?	High No change to existing policy.	Medium Some additional provision would be needed to fund this.
Additional water remission for high consumption in qualifying hardship situations?	Low No change to existing policy.	High Yes – a new provision would be developed and included in policy.
Seen to be fair by the community?	Low Change to volumetric charging causing higher water charges in some circumstances may be seen to disadvantage some of the district's most vulnerable households.	High Support to be made available to compensate for change to volumetric charging causing higher water consumption charges to some of the district's most vulnerable households.

Suggested Options for Consultation

Both options considered are suggested for consultation. Option 1 is no change from the existing arrangements where both central government and Council provisions exist to assist hardship situations, and these arrangements include water charges. Option 2 continues the current arrangements and, given the potential impacts of changing to volumetric charging, adds a new remission policy for high water usage by households in hardship circumstances.

Other Considerations

As noted above, Auckland Council has a rates remission policy to top up any rebates not available to residents through the DIA Rates Rebate Scheme for Watercare charges. This is due to Watercare's charges not being classed as a rate by the DIA and hence not qualifying for the Rebate Scheme.

Recent advice obtained from the DIA is that the current Local Government (Water Services) Bill includes an amendment to the Rates Rebate Act 1973 to expand the definition of rates to include water services charges ([Local Government \(Water Services\) Bill 108-1 \(2024\), Government Bill Schedule 12 Consequential amendments – New Zealand Legislation](#)).

DIA has also proactively released advice to the Minister on the rates rebate scheme, para 108-114 page 44-45 [Paper-3-Local-Water-Done-Well-stage-3-further-decisions-redacted.pdf](#).

The Bill is currently at the Select Committee stage.

5. Appendices

Appendix A – Extract from NPDC Rates and Remissions Policy

7. The Council may add a postponement fee to the postponed rates for the period between the due date and the date they are paid. This fee will not exceed an amount which covers the Council's administration and financial costs of the postponement.
8. The postponement will continue to apply until:
 - a) the ratepayer ceases to be the owner or occupier of the rating unit;
 - b) the ratepayer ceases to use the property as their residence;
 - c) the ratepayer notifies the Council of a change in circumstance that means the ratepayer is no longer eligible;
 - d) a date specified by the Council;
 whichever is the sooner.
9. A rating charge will be registered on the certificate of title. The postponed rates will remain as a charge against the property and must be paid either at the end of the postponement term or when the property is sold. Postponed rates may include rate arrears owing from a previous financial year.

B. Remission - near ownership situations

Conditions and criteria

1. Property Held in Trust
 - a) The amount of the remission will be equal to the Council's Uniform Annual General Charge.
 - b) The applicant may have savings up to a maximum of \$10,000 for the purpose of funeral expenses.
 - c) The applicant's sole income is from a Central Government benefit (including New Zealand superannuation) and earnings on interest from savings for funeral expenses.
 - d) The applicant must be the ratepayer and supply proof from the Trust Deed.
 - e) The applicant must not be a financial beneficiary of the Trust.
 - f) The applicant must not be eligible for a rates rebate.
 - g) The applicant must provide an explanation and proof of hardship.
 - h) The Rating Unit must be rated as Residential.
 - i) The applicant must reside at the property.
2. Habitat for Humanity
 - a) The amount of the remission will be equal to the Council's Uniform Annual General Charge.
 - b) The applicant must provide proof of the long term sale and purchase agreement for the property with Habitat for Humanity.
 - c) The applicant's sole income is from a Central Government benefit or their income is at or below the Central Government equivalent benefit and proof of income is supplied.
 - d) The property must not be eligible for a rates rebate.
 - e) The applicant must provide an explanation and proof of hardship.
 - f) The Rating Unit must be rated as Residential.
 - g) The applicant must reside at the property.

Appendix B – Kāpiti Coast District Council Rates Remission Policy Extract

3. Water rate remission for vulnerable households relating to high water use

Policy objectives

To enable the Council to provide relief for vulnerable households who have incurred high water rates charges.

Policy conditions and criteria

Applications are open from 1 May each year until 30 June or available funding under the Rates Assistance remission policy is fully subscribed, whichever occurs first.

Applications will be assessed against the following criteria:

A. Ratepayer: owner of property – water variable charge paid by property owners

A property owner with two or more dependents living at the property may apply for a water rate remission provided that:

- the applicant owns the property;
- the applicant resides at the property at the time of application;
- the property owner is receiving a working for family's tax credit; and
- total water rate charges from 1 July to 30 April have exceeded the amount which is 5/6ths of the current Districtwide water supply fixed rate (FC) multiplied by 2 (FC x 2 x 5/6).

B. Landlord and tenant: water variable charge – paid by landlord and on- charged to tenant.

A tenant with two or more dependents living at the property may apply for a water rate remission provided that:

- the tenant has a rental agreement for no less than six months and a copy of the rental agreement is provided;
- the tenant resides at the property at the time of application and the property is also classified as residential;
- the tenant is receiving a working for family's tax credit;
- total water rate charges from 1 July to 30 April have exceeded the amount which is 5/6ths of the current Districtwide water supply fixed rate (FC) multiplied by 2 (FC x 2 x 5/6); and
- their landlord is informed and agrees to adjust any on-charged variable water charge to their tenant by the amount remitted by the Council.

Should the landlord receive the remission and then not continue to pass on the remission to the tenant, the amount of the remission will be subsequently charged to the relevant rateable property.

General conditions

- no rates remission will be provided for any variable charge for water use where that water use is for other than internal or essential household use.

Assessment

All rates remission applications will be treated on a case-by-case basis and will be approved/declined by the Group Manager Corporate Services (with sub-delegation to the Chief Financial Officer). Other information or evidence may also be requested in certain circumstances (for example, information supporting what change of circumstance may have occurred to cause temporary financial difficulty).



WA2019 – Universal Water Metering

Options Analysis

Leakage Remission Policy

March 2025

Glossary

Term	Meaning
SUIP	Separately Used or Inhabited Part of a rating unit. It includes: - any part of a rating unit that is used or occupied by any person, other than the ratepayer, having a right to use or inhabit that part by virtue of a tenancy, lease, licence, or other agreement; or - any part or parts of a rating unit that are used or occupied by the ratepayer for more than one single use
SWMP	Shared Water Meter Property SUIP that shares a single water supply connection and water meter with other SUIPs
UAWC	Uniform Annual Water Charge
UWM	Universal Water Metering
LTP	Long-Term Plan

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1. Executive Summary

The introduction of water meters for volumetric charging of domestic customers will enable leakage on domestic customer-owned water supply pipework to be identified and quantified. This report assesses the existing arrangements in place for rates remissions for significant water leaks, considers options to revise these existing arrangements due to the introduction of volumetric charging in the domestic sector, and suggests preferred options for consultation.

The [Consultation Document - Saving Water and Water Meters](#) was considered by Council on 19 May 2021 and a resolution was carried to install water meters and commence volumetric charging for all properties by 1 July 2024.

The approved [Outline Business Case Water Conservation](#) included for the UWM project to review the existing tariff for volumetric charging arrangements and develop a new tariff for volumetric charging arrangements to cover all properties.

Due to central government mandates to reform the way three waters assets are managed, the development of the tariff structure for volumetric charging was delayed, but this has now recommenced as set out in the adopted LTP 2024-2034, whereby we will consider charging by volume in the LTP 2027-2037.

The existing NPDC policy included a 50% remission of volumetric water rates based on the difference between the estimated consumption without the leak to the actual consumption.

Five options are suggested for consultation:

Option 1 – Change existing 50% leak remission policy to include residential customers

Option 2 – Change leak remission policy to 50% for residential, and exclude commercial customers

Option 3 – Change leak remission policy to 100% for all customers

Option 4 - Change leak remission policy to 100% for residential, and exclude commercial customers

Option 5 - Change leak remission policy to 100% for residential, and 50% for commercial customers

All five options are suggested for consultation. The exclusion of business customers would encourage faster leak fixing in this sector as they would have to pay for 100% of the leaked water. Some domestic customers may have less ability to meet the cost for paying for leaking water and hence changing to 100% leakage remission may assist this sector more.

For all options, the development and introduction of some additional criteria, including time to fix from leak identification and time to claim remission, could be considered to encourage timely fixing of leaks.

2. NPDC Existing Arrangements

The Department of Internal Affairs (DIA) runs a rates rebate scheme that in some cases allows for a partial discount on rates bills. The scheme is administered by NPDC and generally applies to those on benefits or on very low incomes. Details of the scheme and how it operates are at [NPDC rates rebates information](#) and [Get a rates rebate | New Zealand Government](#).

NPDC also has Rates Remission and Postponement Policies at [Rates Remission and Postponement Policies](#). The policy is at [ECM 9255410 v2 Rates Remission and Postponement Policies](#). The policy includes the following sections that are relevant to the water charge (and all other) components of rates.

Rates Policy 10: Rates remission for significant water leaks

Section 85 of the Local Government (Rating) Act 2002.

Objectives of the policy

The objective of this policy is to provide an incentive for ratepayers to fix water supply leaks through providing a partial remission of volumetric charges upon a leak being fixed in a timely and diligent manner.

Conditions and criteria

1. The Council may remit a portion of the water volumetric charge rate in accordance with the provisions of the New Plymouth District Council Bylaw 2008: Part 14: Water, Wastewater and Stormwater Services clause 9.7.11, or any such provision in a bylaw that replaces that clause.

Section 9.7.11 of [NPDC Water Wastewater and Stormwater Services Bylaw](#) is extracted below. This is aimed at dealing with remissions where a customer is currently paying volumetric charges in the non-domestic sector. Cases are assessed individually and where a remission is eligible, the customer receives a credit on their next water bill. The remission amount is half the value attributable to the leak.

9.7.11 Where a leak is identified at a customer's property, and the customer undertakes a diligent and timely approach to fixing the leak, the Council will remit half of the rates attributable to the leak. A customer is eligible for only one such remission in any 24 month period. The Council shall estimate the consumption that would have otherwise occurred without the leak to determine the rates attributable to the leak. The Council shall estimate the consumption that would have occurred for the period since the previous reading of such meter (based on the average of the previous four billing periods charged to the customer). Provided that when, by reason of a large variation of consumption due to seasonal or other causes, the average of the previous four billing periods would be an unreasonable estimate of the consumption, the Council may take into consideration other evidence for the purpose of arriving at a reasonable estimate. The Council will only apply this remission if there is an applicable rates remission policy under section 102(3)(a) of the Local Government Act 2002.	Remission of volumetric water rates due to leakage

The Ministry of Social Development (MSD) Work and Income system offers assistance for home repairs and maintenance for people on a benefit¹. This covers essential services including water supply.

3. Other Councils' Existing Arrangements

A cross-section of councils where universal water metering is operational was selected for comparison of their existing arrangements.

Auckland Council – Watercare

Watercare offers a partial leak allowance to encourage everyone to repair leaks as soon as possible². To be eligible the leak needs to be fixed within 21 days of receiving a letter or email alerting the customer of a higher-than-normal bill, or the leak was fixed by the customer before receiving a letter about a higher-than-normal bill. There is no indication on the Watercare website that defines or quantifies “partial leak allowance”, so this will be discretionary and depend on individual circumstances. This only applies to domestic customers, with non-domestic customers not qualifying for a water leak allowance.

Waipā District Council

A rates remission policy is in place to assist people in situations where water usage is high and attributed to a water leak. This is shown in the extract below and more details are at [Water remissions - Waipā District Council](#) and the application form is at [Application for Water Leak Remission](#). The remission is available to all domestic and non-domestic customers, and the amount is the value calculated above the customer's average consumption.

PART 5 - REMISSION OF WATER CHARGES

5.1 WATER CHARGES REMISSION

5.1.1 Objective

The objective of this part of the policy is to assist people in situations where water usage is high and attributed to a water leak.

5.1.2 Conditions and criteria

The ratepayer (or authorised agent) must make an application to Council for consideration.

Council is satisfied a leak on the property has caused excessive consumption and is recorded on the water meter. The leak has been repaired within one month of being identified (unless evidence is provided that the services of an appropriate repairer could not be obtained within this period). Proof of the leak being repaired has been provided to Council promptly after repair of the leak.

The amount of the remission will be the difference between the average consumption of the property prior to the leak, as deemed reasonable by Council, and the consumption over and above that average.

Remission for any particular property will generally be granted only once every year. Where a remission for a water leak has been granted to a property within the last year, the remission is to be made by the Finance Manager.

¹ [Home repairs and maintenance - Work and Income](#)

² [Apply for a leak allowance](#)

Kāpiti Coast District Council

A rates remission policy is in place to provide relief for ratepayers who have incurred excess volumetric water rates due to a leak on their private water supply pipes. This is shown in the extract below and more details are at [Kapiti District Council Rates Remission Policy](#) and the application form is at [Water Leak Rates Remission Application](#). The remission is available to all domestic and non-domestic customers and the amount is the value calculated above the customer's average consumption.

Part 10 - Water Leak Rates remission

Policy Objectives

To enable the Council to provide relief for ratepayers who have incurred excess volumetric water rates charges due to a leak on their private water supply pipes.

Policy conditions and criteria

The Council may remit water consumption rates (districtwide water supply volumetric rates) where all the following apply:

- a remission application has been received;
- the leak was on a private water supply pipe. Private Water supply pipe is the section of pipe between the point of supply and the ratepayers' premises through which water is conveyed to the premises. The private water supply pipe will not include any check meter installed on the pipe;
- the leak has been repaired upon discovery or within 21 days from the date of notification from the Council;
- proof of the leak being repaired has been provided; and
- application is made within three months of the date the leak was repaired.

It does not include:

- reasonably discernible water loss from leaking taps, shower heads, toilet cisterns or other water appliances;

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- water loss from property sprinkler or other irrigation system, pools, ponds, or similar systems; or
- Leaking hot water systems or plumbing relating to a faulty hot water system.

The amount of the remission will be determined by the difference between the average of the four previous quarterly volumetric water rates charges prior to the leak as deemed reasonable by the Council and the consumption as recorded by the water meter over and above that average.

In the absence of four previous quarterly readings, normal water consumption estimates may be assessed using the mean water use for an equivalent sized household using the invoice usage comparison chart; plus, any other identified water use.

Remissions for a Private Water Leak will be considered on a case-by-case basis limited to the period between:

- the date of leak identification and the date of repair; where repairs are carried out upon discovery; or
- the date of leak notification by the Council to the ratepayer and the date of repair, where repairs are carried out within 21 days of notification.

Remission for any particular property will generally be granted only once every year, unless there are extenuating circumstances.

Any remission will only be applied to the Districtwide Water supply volumetric rates and the Districtwide water supply fixed rate will still apply.

All rates remission applications will be treated on a case-by-case basis and will be approved/declined by the Group Manager Corporate Services (with sub-delegation to the Chief Financial Officer). Other information or evidence may also be requested in certain circumstances to enable an application to be considered.

Christchurch City Council

A rates remission policy is in place to waive the payment of excess water supply rates where it is fair and equitable to do so. This is shown in the extract below and more details are at [Christchurch City Council Rates Remission Policy](#) and the application form is at [Remission form for excess water charges](#). The remission is available to all domestic and non-domestic customers and the amount is the value calculated by the difference between normal consumption and actual consumption.

Remission 7: Excess Water Rates

Objective

The Council expects that, in general, excess water rates must be paid in full by the ratepayer. However, the Council recognises that in some limited instances it is unreasonable to collect the full amount of excess water rates payable by a ratepayer.

The objective of this remission is to waive the payment of excess water supply rates where it is fair and equitable to do so.

Conditions and criteria

Council may consider remitting up to 100% of excess water rates when:

- A ratepayer could not reasonably have been expected to know that a leak within their boundary has resulted in unusually high water consumption, and can provide evidence the leak has been repaired.
- A residential ratepayer provides evidence that water is used for personal medical purposes, and that has contributed to the high water use.
- A residential ratepayer provides evidence that the high water use is the result of a large number of family members (greater than 8) living in the residence.

Remission applies to:

All ratepayers liable for excess water rates.

Tauranga City Council

A rates remission policy is in place to provide relief to people in situations where water usage is high due to a water leak. This is shown in the extract below and more details are at [Rates rebates and remissions](#) and the application form is at [Water Rates Remission Form](#). The remission is available to all domestic and non-domestic customers and the amount is the value calculated by the difference between the average consumption prior to the leak and the consumption over and above that average.

5.6 Water Rates Attributable to Water Leaks

5.6.1 In order to provide relief to people in situations where water usage is high due to a water leak, Council may remit water consumption rates where all of the following apply:

- a remission application has been received; and
- council is satisfied a leak on the property has caused excessive consumption and is recorded on the water meter; and
- the leak has been repaired within 14 days of being identified (an extension of 14 days may be granted if written evidence is provided that the services of an appropriate repairer could not be obtained within this period); and
- proof of the leak being repaired has been provided to Council within 14 days after repair of the leak.

5.6.2 The amount of the remission will be the difference between the average consumption of the property prior to the leak, as deemed reasonable by council, and the consumption over and above that average.

5.6.3 Remission is limited to the period where the leak was identified and fixed and the last invoice. Remission for any particular property will generally be granted only once every year. Where a remission for a water leak has been granted to a property under this policy within the last year, the remission decision is to be made by the Manager: Transactional Services.

Comparison Summary

Comparison Metric	Auckland Council - Watercare	Waipā District Council	Kāpiti Coast District Council	Christchurch City Council	Tauranga City Council
Water Leak Remission Policy	Y	Y	Y	Y	Y
Domestic Customers Covered	Y	Y	Y	Y	Y
Non-Domestic Customers Covered	N	Y	Y	Y	Y
Value Calculation Stated	N	Y Amount above the customer's average consumption	Y Amount above the customer's average consumption	Y Difference between normal consumption and actual consumption	Y Difference between the average consumption prior to the leak and the consumption over and above that average
Online Application Form Available	Y	Y	Y	Y	Y

4. Options Analysis

Background

The existing NPDC water leak remission policy and bylaw are designed to apply to existing volumetrically billed customers in the non-domestic sector. The introduction of water meters and volumetric charging for domestic customers will give the ability for leakage on domestic customer owned water supply pipework to be identified and quantified. The following options are available to revise the existing water leak remission policy.

Option 1 – Change existing 50% remission to include residential customers

This option provides for up to 50% of the value of the leak to be remitted. This currently applies to the existing billed by meter customers in the non-domestic sector. It incentivises fixing leaks quickly as the remission applies to 50% of the volume lost through leakage i.e. the longer the leak exists, the more it will need to be paid for. Businesses arguably have more capability to fund 50% of the cost of the leak. Residential customers may have less ability to meet the cost for paying for leaking water, potentially creating financial hardship.

Option 2 – Change to 50% remission for residential, and exclude commercial customers

This option also provides for up to 50% of the value of the leak to be remitted but excludes commercial customers, similar to existing Watercare arrangements. This would be on the basis that businesses arguably have a greater capacity to fund the cost of leakage, and it would be classed as a business expense. It incentivises fixing leaks quickly for domestic customers, as the remission applies to 50% of the volume lost through leakage i.e. the longer the leak exists, the more it will need to be paid for. Domestic customers may have less ability to meet the cost for paying for leaking water potentially creating financial hardship. As business customers would have to pay for the full leakage volume it would encourage them to fix leaks as quickly as possible.

Option 3 – Change to 100% remission for all customers

In this option the full value of the leaking water would be remitted. This means that there would be reduced incentive to fix a leak quickly as the full cost of the leak can be recovered. This option would, however, provide a higher remittance value that could benefit the domestic sector.

Option 4 - Change to 100% remission, and exclude commercial customers

This is the same as option 3 but excludes business customers on the basis that businesses arguably have a greater capacity to fund leak repairs and costs are all classed as business expenses. As business customers would have to pay for the full leakage volume it would encourage them to fix leaks as quickly as possible.

Option 5 - Change to 100% remission for residential, and 50% for commercial customers

In this option the full value of the leaking water would be remitted for residential customers who may have less ability to meet the cost for paying for leaking water, while remitting half to commercial customers on the basis that businesses arguably have a greater capacity to fund the cost of leakage. Business customers are able to class leakage costs as a business expense and their having to pay half of the leakage volume would encourage them to fix leaks as quickly as possible.

All options are contingent on timely repair.

For all options, the development and introduction of some additional criteria, including time to fix from leak identification and time to claim remission, could be considered to encourage timely fixing of leaks.

Options Impact Analysis

Assessment criteria:	Option 1	Option 2	Option 3	Option 4	Option 5
	No change - 50% remission	Retain 50% remission and exclude business users	Change to 100% remission	Change to 100% remission and exclude business customers	Change to 100% remission with existing 50% remission for commercial
Encourages domestic customers to fix leaks?	High 50% remission encourages leaks to be fixed promptly as customers pay half the value of the leaking water	High 50% remission encourages leaks to be fixed promptly as customers pay half the value of the leaking water	Medium 100% remission does not encourage prompt fixing of leaks as customers do not pay for any of the value of the leaking water	Medium 100% remission does not encourage prompt fixing of leaks as customers do not pay for any of the value of the leaking water	Medium 100% remission does not encourage prompt fixing of leaks as customers do not pay for any of the value of the leaking water
Encourages non-domestic customers to fix leaks?	High 50% remission encourages leaks to be fixed promptly as customers pay half the value of the leaking water	High 0% remission encourages leaks to be fixed very promptly as customers pay the full value leaking water	Medium 100% remission does not encourage leaks to be fixed as promptly as customers do not pay for any of the leaking water	High 0% remission encourages leaks to be fixed very promptly as customers pay the full value leaking water	High 50% remission encourages leaks to be fixed promptly as customers pay half the value of the leaking water
Non-domestic customers do not feel disadvantaged?	High Non-domestic customers included	Low No domestic customers excluded i.e. changed to 0% remission	High Non-domestic customers included	Low No domestic customers excluded i.e. changed to 0% remission	High Non-domestic customers included
Consistency with other councils' policies?	Medium Most other councils have 100% remission	Low Only one other council excludes non-domestic customers	High Most other councils have 100% remission	Low Only one other council excludes non-domestic customers	Medium Most other councils have 100% remission

Preferred options suggested for consultation

Based on the options analysis, all five options are suggested for consultation. For all options, the development and introduction of some additional criteria including time to fix from leak identification and time to claim remission could be considered to encourage prompt fixing of leaks.

Considerations

Ease of applying and administering water leak remission applications

All the councils selected for comparison have online leak remission application forms. NPDC does not have this facility available for customers and this should be considered to complement the preferred change option. This would also make the administration of an expected significant increase in applications easier. NPDC currently receives approximately 40 leak remission applications per year from the approximately 10% of customers

charged volumetrically. This could increase to 400 per year when volumetric charging is introduced to the domestic sector.

Notifying customers of leaks

The new Automated Meter Reading water meters have a built-in algorithm that gives a leak alert based on set criteria. The UWM project and the NPDC Three Waters team have been targeting fixing high identified leaks by notifying customers where an alert has been received. A new policy could be considered whereby all leaks are notified to customers as soon as a leak alert is received from a meter.

Council assistance for the cost of repairing leaks

NPDC does not offer any assistance to customers in hardship for meeting the cost of repairing a leak on private water supply pipework. The MSD Work and Income system offers assistance for home repairs and maintenance for people on a benefit, and this may be deemed to be a sufficient system. However, NPDC could consider developing and introducing a system to also assist in these circumstances. It is noted that when Kapiti District Council introduced volumetric charges in 2012, they also introduced a rates rebate of up to \$300 under their Financial Hardship Policy to repair leaks on underground customer-owned supply pipes. In the 2014/15 year \$6,000 was rebated to 37 households under this Policy³. This rebate was subsequently withdrawn as leaks were repaired and applications dwindled.

³ [CRAG 2016 review Report](#)

GRANT OF A LEASE TO WAITARA GOLF CLUB INCORPORATED OVER LEASEHOLD LAND AT MOUATT STREET AND JAMES NUKU RESERVE, WAITARA – ACTING AS THE ADMINISTERING BODY

MATTER / TE WHĀINGA

1. The matter for consideration by the Council is granting a new lease to Waitara Golf Club (The Club) over Waitara leasehold land including James Nuku Reserve at Mouatt Street, Waitara. The Club's previous lease expired on 31 July 2024, and they are seeking a new lease to allow them to continue to operate as a Golf Club.
2. The land over which the Club is seeking a lease is subject to the New Plymouth District Council (Waitara Lands) Act 2018. The majority of the land has no reserve status, although there is a small area which includes part of James Nuku Reserve. Because of that, the decision is to be made in two parts:
 - a) A decision by the Council acting in its capacity as the administering body under Section 54 of the Reserves Act 1977 to grant a lease over part of Recreation Reserve (Blocks X & XI Town of Waitara East) Waitara and:
 - b) A subsequent decision by the Council to approve the lease, acting under the authority that has been delegated to the Council pursuant to "Instrument of Delegation for Territorial Authorities signed by the then Minister, Hon Dr Nick Smith MP on 12 June 2013". This decision is the subject of a separate report.

RECOMMENDATION FOR CONSIDERATION / NGĀ WHAIKUPU

That having considered all matters raised in the report, the Council:

- a) **Notes Waitara Golf Club Inc has previously held a lease over 20.5 hectares, (more or less) being Lot 2 DP 455390, Blocks VI, XII, XVIII, X and XI, Town of Waitara East (the land) at an annual rental of \$9,750 + GST.**
- b) **Notes the land is included in Schedule 1 of the New Plymouth District Council (Waitara Lands) Act 2018 and lease rental generated from the land is distributed under the Act.**
- c) **Notes that Waitara Golf Club Inc has requested a new lease over the 20.5 hectares (more or less) for a term of 15 years.**
- d) **Notes that the Property Team has engaged with Te Kōwhatu Tu Moana (our partner and a recipient of rental distributed under the New Plymouth District Council (Waitara Lands) Act 2018), and the Trust supports granting a new Lease.**

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- e) **Notes that Te Kōwhatu Tu Moana, has requested that the Council set the rental in accordance with the Community Funding Investment Policy (Community Concessional Lease) currently set at \$1 + GST per annum (if demanded) instead of the previous rental set at market value. This is consistent with other leases to Golf Clubs.**
 - f) **Notes that the Property Team has engaged with the other recipients of the rental distribution under the New Plymouth District Council (Waitara Lands) Act 2018 and that the Te Tai Pari Board supports a \$1 per annum concessional lease.**
 - g) **Notes that the Taranaki Regional Council (TRC) has advised it cannot make a decision on whether to forgo a market rental. The recipient of the funds under the New Plymouth District Council (Waitara Lands) Act 2018 will be the Waitara River Committee, a sub-committee of the TRC that is yet to be formed.**
 - h) **Notes that Waitara Golf Club Inc owns freehold 1.3 hectares (more or less) of land on which their clubrooms are situated, being Section 81A Waitara East District.**
 - i) **Approves, granting a new lease to Waitara Golf Club of Lot 2 DP 455390 and BLKS VI XII & XVIII TN OF WAITARA EAST.**
 - j) **Approves, acting in its capacity as the administering body under Section 54 of the Reserves Act 1977 the grant of new lease over part of James Nuku Reserve (BLKS X & XI TN OF WAITARA EAST) subject to approval by the Council acting under delegation of the Minister of Conservation.**
 - k) **Delegates authority to negotiate and confirm the final lease terms and conditions to the Property Manager using the following terms as a starting point;**
 - i) **The lease shall commence from 1 August 2024 for a term of 15 years**
 - ii) **The ground lease rental shall be \$1 + GST per annum (if demanded) in accordance with the charge set in the annual plan.**
 - iii) **Waitara Golf Club Inc shall be responsible for paying for the preparation of the new lease and for insuring its improvements and paying all outgoings (eg. rates including water and TRC rates) in relation to the maintenance, operation and management of the land.**
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COMPLIANCE / TŪTOHU	
Significance	This matter is assessed as being some importance
Options	This report identifies and assesses the following reasonably practicable options for addressing the matter: 1. Approves granting a new lease to Waitara Golf Club 2. Declines granting a new lease to Waitara Golf Club
Affected persons	The persons who are affected by or interested in this matter are Waitara Golf Club, Waitara residents including iwi and hapū, the wider New Plymouth District community and visitors who play golf at the Club and recipients of funds from the Waitara Lands Act (Te Kōwhatu Tū Moana Trust, Te Tai Pari Board and the Taranaki Regional Council).
Recommendation	This report recommends option one for addressing the matter.
Long-Term Plan / Annual Plan Implications	No
Significant Policy and Plan Inconsistencies	No

EXECUTIVE SUMMARY / WHAKARĀPOPOTOTANGA MATUA

3. It is recommended that the Council approves granting a lease to Waitara Golf Club Inc following expiry of the previous lease of Waitara leasehold land and part of James Nuku Reserve at Mouatt Street, Waitara.
4. The majority of the land was Waitara Harbour Board Endowment land and along with James Nuku Reserve, is subject to the New Plymouth District Council (Waitara Lands Act) 2018. Under the Act, New Plymouth District Council (NPDC) has been appointed to control and manage the leasehold land. It also manages James Nuku Reserve as administering body under the Reserves Act.

BACKGROUND / WHAKAPAPA

Waitara Golf Club

5. Waitara Golf Club Inc. was formed in 1951. The Club has, and continues to be, involved with recreational and sporting activity within the Waitara District. Recently it has focused on providing golfing opportunities to rangatahi and the Waitara Community. The Club operates an 18 hole golf course adjacent to the Waitara Coast. As well as operating as an incorporated society, the Club is registered as a Charity on the Charities Register.



Figure 1: Images of Waitara Golf Course photo credit "thekiwicaddy.com".

6. The objects of the club set out in its constitution are:
 - a) *To promote the health of individuals in the Waitara community by providing and maintaining a golf course, greens and club house and all such things as may be incidental to the playing of golf.*
 - b) *To provide golf coaching and facilities in the Waitara community to promote the health of members*
7. The Club's 18 hole course is one of three golf courses situated on Council land. The others are located at Fitzroy (18 holes) and Urenui (9 holes).

Request for a new lease

8. The Waitara Golf Club has most recently held a lease from New Plymouth District Council of approximately 20.5 hectares. The lease commenced on 1 August 2003 for a 21 year term and expired on 31 July 2024 with no right of renewal.
9. Since expiry, the lease has been holding over on the same terms and conditions (meaning the Golf Club has been invoiced and has been paying \$2,437.50 + GST per quarter, \$9,750 + GST per annum).
10. The Golf Club has requested a new lease for a term of 15 years from the expiry of the previous lease ie. to commence from 1 August 2024.
11. The proposed lease area covers three land parcels shown highlighted orange, red and green on Figure 2 below. The land areas highlighted in orange and red have no reserve status, whilst the area highlighted in green is recreation reserve (James Nuku Reserve). NPDC can lease the recreation reserve under section 54 of the Reserves Act.

12. Between the land parcels are unformed legal roads. The Council cannot grant a lease over those roads as members of the public have a right to pass across them at any time. Granting a lease would give the Golf Club exclusive use of the roads and exclude members of the public passing over therefore the roads were not included in the previous lease.



Figure 2: Land to be leased

Land Description	Outlined on Plan	Ownership
Leasehold Land (Lot 2 DP 455390)	Orange	NPDC (Subject to Waitara Lands Act – Part 3 Council purchase property)
21 Gold St (BLKS VI XII & XVIII TN OF WAITARA EAST)	Red	NPDC (Subject to Waitara Lands Act – Part 3 Council purchase property)
James Nuku Reserve (BLKS X & XI TN OF WAITARA EAST)	Green	NPDC - (Subject to Waitara Lands Act – Part 5 Crown purchase property)
64 Mouatt St (Section 81A Waitara East District)	Blue	Waitara Golf Club
Road Reserve	NA	Administered by NPDC

History of the Land - New Plymouth District Council (Waitara Lands) Act 2018

13. The New Plymouth District Council (Waitara Lands) Act 2018 came into force on 17 March 2019. The legislation was viewed as necessary to address matters relating to confiscated land in Waitara. The preamble of the Act sets out matters relating to the history of the land;
 - (1) *Rangatira of Otaraua and Manukorihi hapū (the **Waitara hapū**) signed te [Tiriti o Waitangi](#), with others, in 1840 and in doing so preserved rangatiratanga for their descendants.*
 - (2) *The rangatira Whiti Te Rangitaake refuted individual title of land and therefore the right of sale of the Waitara land. He claimed in 1859 that "the land belongs to us all; to the orphan and to the widow belongs that piece of land". Despite that advice, land sales did proceed.*
 - (3) *The Waitara hapū consider that the lands and waterways of Waitara have not been recognised by the Crown as taonga tuku iho. The retention and use of those lands for the benefit of the original owners, their hapū, and their whānau, have not been promoted, nor their wāhi tapu protected. The protection of rangatiratanga embodied in te [Tiriti o Waitangi](#) has not been manifested in Waitara.*
 - (4) *The Waitara hapū, as tangata whenua, hold mana whenua over the lands and waterways of Waitara, although they have long been unable to exercise their kaitiakitanga over these lands and waterways.*
 - (5) *The New Zealand land wars began at Waitara in 1860 when disputes regarding the Crown's purchasing methods escalated. In 1865, all land owned by the Waitara hapū at Waitara was confiscated and today only 3 hectares remain in the ownership of the Otaraua hapū, while Manukorihi hapū owns no land.*
 - (6) *Since the 1860s, there have been a number of investigations, commissions, and reports that have inquired into the confiscation of the Waitara lands. All recognised that the confiscations at Waitara, the first wide-scale confiscations in Aotearoa New Zealand, were unjust. The Waitangi Tribunal has characterised them as a breach of te [Tiriti o Waitangi](#).*
 - (7) *The Crown acknowledged the dispossession and the impacts of landlessness to Te Atiawa in 2014, with the settling of Te Atiawa's historical Treaty claims. In the deed of settlement, the Crown apologised to Te Atiawa tūpuna, hapū, and whānau. That settlement was not supported by the Waitara hapū.*

Purposes of the Act

14. Some of the confiscated land is vested in New Plymouth District Council (the Council) as successor to a number of former local government entities (including the Waitara Harbour Board) on which the land was endowed. There are restrictions on the purposes for which the Council may apply the proceeds from the use of the land (for example, rental income) or the disposal of the land.
15. Under the New Plymouth District Council (Waitara Lands) Act 2018 (Waitara Lands Act), 770 leasehold sections were made available to be purchased by occupiers, with the revenue from sales to be used to:
 - a) establish a Hapū Land Fund, with decisions on its use made by Te Kōwhatu Tū Moana Trust, which will manage and administer the interests of Manukorihi and Otaraua hapū;
 - b) establish a Waitara Perpetual Community Fund to help support community projects in Waitara, with NPDC and the Te Kōwhatu Tū Moana Trust each appointing three board members to establish the Te Tai Pari Board (formerly the Waitara Perpetual Community Fund Board); and
 - c) support Waitara River and environmental projects, to be managed by iwi and hapū with interests in the river, and the Taranaki Regional Council.

Status of the Land under the Waitara Lands Act*Schedule 3, Part 3 – Council purchase properties*

16. Two of the land parcels, Lot 2 DP 455390 and Blocks VI XII & XVIII Town Of Waitara East are listed in the Schedule of the Waitara Lands Act as Council purchase properties. This means that Te Kōwhatu Tū Moana has the option to purchase those properties at any time, the purchase price being based on a fair market valuation. Any interest in the land, for example a lease to Waitara Golf Club, would transfer to Te Kōwhatu Tū Moana at the time of the transfer.

Schedule 3, Part 5 - Crown purchase properties

17. James Nuku Reserve (Blocks X & XI Town Of Waitara East) is listed in the Schedule of the Waitara Lands Act as a Crown Purchase Property. This means that at any time, Te Kōwhatu Tū Moana may give notice to the Minister of Conservation that they wish to purchase the property, again, the purchase price will be set by fair market valuation and would be subject to any interest in the land also transferring.
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18. The Waitara Lands Act allows for the Reserve Status of a reserve to be lifted immediately prior to transfer and then reinstated immediately following the transfer. Following transfer, the reserve land is to be treated for all purposes (unless otherwise provided in this Act) as if it were vested in the Council under the [Reserves Act 1977](#); and had not vested in, or transferred to, Te Kōwhatu Tū Moana under [section 8\(2\)](#), [12](#), or [16](#).
 19. To date no Crown or Council purchase properties have transferred to Te Kōwhatu Tū Moana.

Setting of rental for a new lease

20. The rental of the previous lease was last reviewed in May 2013 and was set at \$9,750 per annum plus GST. The Waitara Golf Club has continued to pay that lease rental while the lease has been holding over since 1 August 2024.
 21. Because the land was originally Waitara Harbour Board endowment land, set aside to generate income for the endowment purpose, Officers had initially proposed to set the new rental at market valuation, assessed at \$11,790 + GST.
 22. Under the Waitara Lands Act, the lease income is allocated to the following three entities by way of quarterly distributions –
 - a) Te Kōwhatu Tū Moana (25 per cent)
 - b) Te Tai Pari Board (25 per cent) and
 - c) Taranaki Regional Council (50 per cent)
 23. During engagement with Te Kōwhatu Tū Moana, the question was raised as to whether the Council could grant a concessional ground lease, set in accordance with the Community Funding Investment Policy, and currently established as \$1 per annum plus GST (if demanded).
 24. Legal advice confirmed there is no specific prohibition within the Waitara Lands Act on agreeing to a nominal rental. However, it noted that the Council is subject to its Local Government Act 2002 obligations when administering and managing the Waitara Endowment Land and recommended that the Council proceed with caution and ideally obtain the approval of potential interested and affected parties before agreeing to a concessional rent.
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25. This Council's obligations under the Local Government Act 2002 of particular concern are to ensure that the Council:
 - a) "has acted in a manner that ensures prudent stewardship and the efficient effective use of its resources in the interests of the district, is financially prudent and in accordance with sound business practices" and
 - b) "has taken into account the views and preferences of interested and affected persons".
 26. Accordingly, Officers wrote to Te Kōwhatu Tū Moana, Te Tai Pari Board and the Taranaki Regional Council (TRC) seeking their approval for NPDC to grant a concessional lease in accordance with our Community Funding Investment Policy.
 27. Te Kōwhatu Tū Moana and Te Tai Pari Board both confirmed in writing that they agree to the Council granting a concessional lease.
 28. The Waitara Lands Act requires that the "TRC must establish a standing committee of TRC called the Waitara River Committee" to determine how funds received under the Waitara Lands Act should be distributed.
 29. The functions of the Waitara River Committee are —
 - (a) *"to determine the amounts and purposes of distributions of 70% of the TRC income toward the restoration, protection, and enhancement of the environmental, cultural, and spiritual health and well-being of the Waitara River and the Waitara River catchment:*
 - (b) *to determine the amounts and purposes of distributions of 30% of the TRC income toward any matter in Waitara or in the lower catchment of the Waitara River"*
 30. Until such time as the Waitara River Committee is established, Taranaki Regional Council Officers have advised that they consider they are acting as a Trustee for any distributions and as such, it would be inappropriate for the TRC to make a decision impacting on the Committee's distributions.
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31. Council Officers consider that there are two options available to Elected Members in regards to setting the lease rental:
- a) Elected Members could resolve to grant a \$1 per annum plus GST (if demanded) lease under the Community Funding Investment Policy. Elected Members should consider the feedback from TRC regarding their responsibility to the Waitara River Committee. Making the decision to reduce the rent to \$1 + GST would affect distributions to all parties, when only two of the three have agreed to the rent reduction. This would create a risk to the Council should the Waitara River Committee, once formed, dispute the reduced rent.
 - b) Elected members could resolve to set the rental at \$5,895 + GST, being 50 per cent of the market valuation. This would allow the TRC to continue to receive 50 per cent of the rent it would be due under the Waitara Lands Act with no distribution to Te Kōwhatu Tū Moana or Te Tai Pari Board. Elected Members should note that charging \$5,895 + GST would be a reduction of \$3,855 + GST from the current rental. Once the Waitara River Committee is formed, they could be asked to consider a rent review to align with the Community Funding Investment Policy.

CLIMATE CHANGE IMPACT AND CONSIDERATIONS / HURINGA ĀHUARANGI

32. No climate change implications have been identified with this recommendation to grant a new lease to the Waitara Golf Club. It is noted that the Proposed District Plan – Appeals version shows that the majority of the land is within both a Coastal Flooding Hazard Area and Coastal Erosion Hazard Zone.

NEXT STEPS / HĪKOI I MURI MAI

33. Following final approval from the Council, the Property Team will instruct lawyers to commence preparation of a new lease to be signed by the Waitara Golf Club Inc.

SIGNIFICANCE AND ENGAGEMENT / KAUPAPA WHAKAHIRAHIRA

34. In accordance with the Council's Significance and Engagement Policy, this matter has been assessed as being of some importance because granting a new lease is a continuation of an existing activity with no impact on the Council's long term plan.
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OPTIONS / KŌWHIRINGA

Option 1 Grant a new lease to Waitara Golf Club Inc

Financial and Resourcing Implications / Ngā Hiraunga ā-pūtea, ā-rauemi

35. There are minimal financial implications for the Council in relation to the lease. All costs associated with the lease preparation, maintenance of the grounds and improvements, insurance and rates will sit with Waitara Golf Club.
36. However, as discussed, Te Kōwhatu Tū Moana and Te Tai Pari Board have both agreed to a \$1 per annum plus GST (if demanded) concessional lease whilst the Taranaki Regional Council has not provided formal feedback. The Council must decide whether it should grant a concessional lease, or some other amount (suggested 50 per cent) as per paragraph 31 (b).

Risk Analysis / Tātaritanga o Ngā Mōrearea

37. There is minimal risk to the Council in granting a new lease considering the longstanding activity on the land and the support for a new lease from Te Kōwhatu Tū Moana who has the right to purchase the land under the Waitara Lands Act.
38. There is a risk identified around the Council's decision on setting the rental amount, and whether to follow the wishes of Te Kōwhatu Tū Moana and Te Tai Pari Board to grant a concessional lease without the support of the TRC who has advised they cannot not make a decision on behalf of the (unformed) Waitara River Committee.

Promotion or Achievement of Community Outcomes / Hāpaitia / Te Tutuki o Ngā Whāinga ā-hāpori

39. Waitara Golf Club promotes itself as a community club, offering opportunities for all members of the community to "have a go" and participate in golfing. Te Kōwhatu Tū Moana and Te Tai Pari Board support the Club's activities that benefit the Waitara Community.

Statutory Responsibilities / Ngā Haepapa ā-ture

40. NPDC has authority under both the New Plymouth District Council (Waitara Lands Act) 2018 and the Reserves Act Council to lease the land to the Waitara Golf Club. Part of Blocks X & XI Town Of Waitara East highlighted in Blue (Recreation reserve) can be leased under section 54 of The Reserves Act 1977. This allows for the issue of a lease subject to approval by the Council through the 'Instrument of Delegation for Territorial Authorities' dated 12 June 2013 signed by the Minister of Conservation.

Consistency with Policies and Plans / Te Paria i ngā Kaupapa Here me ngā Mahere

41. This option is consistent with Council plans and policies. The Council's Open Space, Sport and Recreation Strategy identifies a vision of 'Great spaces and places for an active and healthy community'. This includes goals focused on open spaces contributing to community identity, socialising, activity and participation; and protecting and valuing our biodiversity and cultural heritage.

Participation by Māori / Te Urunga o Ngāi Māori

42. The Proposed District Plan – Appeals version shows that within the Golf Club land there is a Site of Significance to Maori (SASM site ID: 2665). It's a silent file but the SASM is described as a Pā / Urupā.
43. As previously discussed, NPDC has engaged with Te Kōwhatu Tū Moana in regards to granting a new lease. Te Kōwhatu Tū Moana represents both Manukorihi and Otaraua Hapū and council has entered into an agreement with both hapū, known as the "Agreement relating to matters concerning the New Plymouth District Council (Waitara Lands) Act 2018" or "side agreement".
44. Within the side agreement, Section 5.2 records that:

"The Council will, in good faith, engage with and strongly consider the views of Te Kōwhatu Tū Moana with respect to any proposed activity that has significant implications for Reserve Land vested under the Act, including (but not limited to) the grant of any rights or powers related to the following matters, in advance of, and in addition to, any public notification and consultation requirements specified in the Reserves Act 1977 or otherwise: Grant of leases or licences".

Community Views and Preferences / Ngā tirohanga me Ngā Mariu ā-hāpori

45. Waitara Golf Club provides both formal and informal opportunities for sport and recreation to members of the Waitara Community, the wider New Plymouth District, Taranaki Region and visitors. No wider consultation has been undertaken due to the fact that the Club has previously held a lease. Te Kōwhatu Tū Moana and Te Tai Pari Board support grant of a new lease.

Advantages and Disadvantages / Ngā Huanga me Ngā Taumahatanga.

46. Advantages of this option are that it will allow the Waitara Golf Club to continue to operate and provide another option for sport and recreation within the Waitara Community.
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Option 2 Decline to Grant a new lease to Waitara Golf Club

Financial and Resourcing Implications / Ngā Hīraunga ā-pūtea, ā-rauemi

47. The majority of the land is subject to the Waitara Lands Act therefore approving this option would have no financial income implication for the Council, but the cost to maintain the land will fall to both the Council and Waitara Lands Act fund if unoccupied.

Risk Analysis / Tātaritanga o Ngā Mōrearea

48. Declining a lease would mean the Club could no longer operate and generate risk of negative publicity to the Council for not supporting the Waitara Golf Club.

Promotion or Achievement of Community Outcomes / Hāpaitia / Te Tutuki o Ngā Whāinga ā-hāpori

49. This option would not promote community outcomes.

Statutory Responsibilities / Ngā Haepapa ā-ture

50. There are no statutory responsibilities associated with this option, but New Plymouth District Council has an obligation to consult with Te Kōwhatu Tū Moana under the Waitara Lands Act "side agreement" who support a new lease.

Consistency with Policies and Plans / Te Paria i ngā Kaupapa Here me ngā Mahere

51. This option is inconsistent with the Council's Open Space, Sport and Recreation Strategy.

Participation by Māori / Te Urunga o Ngāi Māori

52. Te Kōwhatu Tū Moana support the grant of a new lease. This option would be inconsistent with their wishes.

Community Views and Preferences / Ngā tirohanga me Ngā Mariu ā-hāpori

53. This option is unlikely to be supported by the community due to the recreational opportunities the Club provides.

Advantages and Disadvantages / Ngā Huanga me Ngā Taumahatanga.

54. No advantages have been identified with this option. The disadvantages are that it will not promote the continued operation of the Waitara Golf Club and would end its operation in Waitara.

Recommended Option

This report recommends option one, grant a new lease to Waitara Golf Club for addressing the matter.

Report Details

Prepared By:	Charlotte Dunning (Property Management Lead)
Team:	Property
Approved By:	Catherine Croot (Property Manager)
Ward/Community:	Waitara Community
Date:	11 March 2024
File Reference:	ECM 9460849
	PID: 2350, 2307, 110644

-----End of Report -----

APPROVAL TO GRANT A RIGHT OF WAY EASEMENT IN FAVOUR OF NEW PLYMOUTH DISTRICT COUNCIL ACTING AS ADMINISTERING BODY UNDER THE RESERVES ACT 1977 – OVER PART LOCAL PURPOSE RESERVE (COMMUNITY FACILITIES) – 130 PARKLANDS AVENUE, BELL BLOCK

MATTER / TE WHĀINGA

1. The matter for consideration by the Council is granting a right of way easement over Fred Tucker Hall Local Purpose Reserve (Community facilities), 130 Parklands Avenue, Bell Block. The decision is to be made in two parts:
 - a) A decision by the Council acting in its capacity as the administering body under Section 48 of the Reserves Act 1977 to grant a registered easement in favour of adjoining land over a parcel of Local Purpose Reserve (Community facilities) – Fred Tucker Hall site 130 Parklands Road, Bell Block.
 - b) A subsequent decision by the Council to approve the grant of the easement, acting under the authority that has been delegated to the Council pursuant to “Instrument of Delegation for Territorial Authorities signed by the then Minister, Hon Dr Nick Smith MP on 12 June 2013”. This decision is the subject of a separate report on this agenda.

RECOMMENDATION FOR CONSIDERATION / NGĀ WHAIKUPU

That having considered all matters raised in the report, the Council:

- a) **Notes that the Reserves Act 1977 is a two-step statutory process and provides that the administering body of a reserve may grant easements in the case of reserves vested in the administering body with the consent of the Minister of Conservation on such terms as the Minister thinks fit. The Minister has delegated decision-making powers to territorial authorities and that delegation cannot be sub-delegated.**
 - b) **Notes that the affected reserve land comprising 4827 square metres more or less, being Lot 28 Deposited Plan 14642 is originally land purchased for its current use, and vested by NPDC as Local Purpose Reserve in 1985.**
 - c) **Notes the easement is required to provide egress to service the planned new Wynyard Street elderly housing units.**
 - d) **Notes that Council are currently investigating options for housing for the elderly housing on the reserve and it will be subject to a separate report.**
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- e) **Approves, acting in its capacity as the administering body under Section 48 of the Reserves Act 1977 the grant of a registered right of way easement in favour of adjoining land (Lot 29 DP 14642) over the affected part of the reserve being granted in perpetuity.**
- f) **Delegates to the Property Manager approval of the final terms and conditions of the easement instrument.**

COMPLIANCE / TŪTOHU	
Significance	This matter is assessed as being of some importance
Options	This report identifies and assesses the following reasonably practicable options for addressing the matter: 1. The Council acting in its capacity as the administering body approves the grant of a registered right of way easement in favour of New Plymouth District Council under the Reserves Act 1977 over part of Local Purpose Reserve (Community facilities), 130 Parklands Avenue, Bell Block for the purpose of an internal road in favour of the adjoining council owned property at 52 Wynyard Street, Bell Block. 2. The Council acting in its capacity as the administering body declines the grant of an easement under the Reserves Act 1977 over part of Local Purpose Reserve (Community facilities), 130 Parklands Avenue, Bell Block
Affected persons	The persons who are affected by or interested in this matter are the Council, Puketapu Bell Block Community board, Fred Tucker Hall Users, Plunket Society, Bell Block Daycare, local hapū, neighbours, Bell Block community and any casual users of this open area of lawn, and tenants.
Recommendation	This report recommends Option 1 for addressing the matter.
Long-Term Plan / Annual Plan Implications	No
Significant Policy and Plan Inconsistencies	No

EXECUTIVE SUMMARY / WHAKARĀPOPOTOTANGA MATUA

2. Through the 2024 – 2034 Long Term Plan (LTP) an additional budget of \$12 million (the Housing Fund) over the first three years provided capital to deliver new units in response to help address the shortage of affordable elderly housing.
3. The proposed redevelopment of 52 Wynyard Street, funded through the Housing Fund, will add 12 new units to the existing nine unit property. Designers have determined the most efficient way to achieve this is by allowing a one-lane, one-way road with entry into 52 Wynyard and exit via right of way easement through the adjoining Fred Tucker reserve land.



Figure 1: 52 Wynyard Street Masterplan. Existing units shown in blue. New Units shown in yellow. Right of Way Circled red

4. We recommend that the council approve a right of way easement through the southwest portion of Fred Tucker Hall Reserve. This is necessary to enable the most efficient use of the adjoining 52 Wynyard Street site to proceed as currently master-planned.
5. A resource consent condition requires that a right of way easement through the reserve be obtained to envelope the development of a road and associated car parking.
6. Declining the application for a right of way easement will result in a reduction in units delivered and the project being delayed while plans are reworked and redesigned

BACKGROUND / WHAKAPAPA



Fred Tucker Community Centre site -
Parklands Avenue frontage



Fred Tucker Community centre

7. The Council owns two adjoining blocks of land in Bell Block, totalling 8,412 square metres. One block (highlighted in green below) is 52 Wynyard Street comprising nine Housing for the Elderly units including surplus land.
8. The other site (highlighted in red below) comprises the Fred Tucker Community Centre and Reserve, Plunket building, and associated parking and grounds.



Council owned land highlighted red (reserve)
and green (residential units)



Rear of Reserve where ROW would be constructed

The affected reserve

9. The Fred Tucker Hall Reserve is a mainly level rectangular site, situated with main frontage to 130 Parklands Avenue, Bell Block and a southwest frontage to the end of a Cul de sac of Wynyard Street, Bell Block. The southwest frontage adjoins the northern boundary of the council owned 52 Wynyard Street property.
10. The Parklands Avenue frontage is developed with 25 sealed carparks that service the Fred Tucker Memorial community centre and the small Plunket building of approximately 30 m², that occupies a long term ground lease under its footprint. The remaining approximately 25% of the site forms the rear grassed open space lawn area, this location being the subject of this report
11. An appointed Custodian looks after the Hall for bookings to community groups and part of the hall is rented by the Bell Block playgroup on a licence to occupy basis.



Plunket building



Bell Block playgroup

12. The land is legally described as Lot 28 Deposited Plan 14642, Record of Title TNG3/475, being fee simple land of 4,827 m². The land is classified under the Reserves Act 1977 as "local purpose reserve (community facilities)".
13. Land sales history shows that the land was originally purchased 1925 and after changing ownership a second time, it was then sold to the Roman Catholic Archbishop of Archdiocese of Wellington in 1954. The land was then purchased from the Catholic Church in 1985 in response from a request from the District Residents Society to build a community centre. The 565m² Fred Tucker Memorial Centre opened on 8 October 1988.
14. The site is zoned Medium Density Zone under the Proposed District Plan – Decisions version. This is a new zone that replaced the previous District Plan Residential B areas and some fringe business areas around the city centre. This zone specifically relates to residential development where increased densities are appropriate.

15. Although the current use is Reserve for community facilities, this site was determined to be suitable to be zoned as Medium Density Residential Zone due to its size and location.

Main Project site and proposed development

16. As part of the 2024-2034 LTP Council approved the Housing Fund comprising \$12 million in capital to help address the dire shortage of affordable housing by build units on existing NPDC owned land.
17. 52 Wynyard Street was purchased from the Catholic Church in 2023, at the time the surplus land was identified as suitable for redevelopment and is the first site identified for the delivery of new units through the Housing Fund.
18. 52 Wynyard Street adjoins the Fred Tucker reserve along its northern boundary. The site comprises nine units constructed in the 1980s built in three blocks. The 3,585 square metre site comprises unutilised land allowing for further development.



52 Wynyard St frontage



Wynyard St elevation – North to south

19. Work has progressed on **52 Wynyard Street** with the lead architects and planner for the project producing a masterplan for the proposed development showing:
 - a) 12 additional units.
 - b) Associated site development.
 - c) And further, after consultation with council officers, a proposed change to a one lane through road with entry into 52 Wynyard street, parking spaces and a proposed exit through the northern boundary, via a **right of way easement** over and out through the adjoining Fred Tucker reserve.

- d) Parking would be developed on the reserve as shown in Figure 2, for exclusive use of residents only. The approval of this right of way over the reserve is subject of this report.
- e) Construction material for the right of way road would be two coat chip seal at a road width of approximately 3 metres.
- f) Carparks would dimension the normal 5.4 m x2.4m standard.
- g) The use of the right of way allows a one way, one lane road, with an entry into 52 Wynyard and exit through the reserve. The one way road allows a narrower road/driveway network and results in not needing a manoeuvring area for trucks (emergency vehicles and rubbish collection) within the carparking area.
- h) Paved Pedestrian walks between blocks provide a mixture of formal and communal gardens spaces, providing a sense of whānau and ownership.
- i) All existing trees where possible will be either kept or transplanted onsite.
- j) The access arrangement over the reserve maximises housing yield and enables a greater overall design outcome for housing, parking, traffic management and landscaping.



Figure 2: Proposed Master plan showing proposed right of way through adjoining reserve ref: Architect People drawing AO-O2 for resource consent. Easement outlined in red.

CLIMATE CHANGE IMPACT AND CONSIDERATIONS / HURINGA ĀHUARANGI

20. The proposal has little or no net effect on climate change. The land area associated with the road will be incorporated into the overall project in terms of ameliorating any effects of climate change

NEXT STEPS / HĪKOI I MURI MAI

21. Following final approval from the Council, the Project team will be advised, easement terms finalised, works planned and undertaken followed by survey of the final easement area for Land Transfer Easement Plan, the easement will be finalised and registered.
22. The council, as applicant, is publicly engaging under Section 48 of the Reserves Act 1977 during March 2025. Any submissions received will be summarised and presented to the Council during the meeting round.

SIGNIFICANCE AND ENGAGEMENT / KAUPAPA WHAKAHIRAHIRA

23. In accordance with the Council's Significance and Engagement Policy, this matter has been assessed as being of some importance because there will be a positive impact for the community if more units are built.
24. The proposal if approved will have a positive effect on NPDC's statutory purpose or obligations and will build on levels of service.
25. The Hall Custodian has noted that the rear part of the reserve is not utilised by regular hall users, meaning they would not be impacted. Initial discussions have occurred with the Hall Custodian, Plunket, several hall users, and a neighbour who have been supportive during the early discussions.
26. The council has engaged with Puketapu Hapū who are supportive and have no objection to the proposal.

OPTIONS / KŌWHIRINGA

- Option 1 Recommended: The Council acting in its capacity as the administering body grant right of way easement for the purpose of a road in favour of New Plymouth District Council under the Reserves Act 1977 over part of Local Purpose Reserve, 130 Parklands Avenue, Bell Block.**

Financial and Resourcing Implications / Ngā Hiraunga ā-pūtea, ā-rauemi

27. The LTP project will cover all costs associated with the creation, surveying, registration of the Easement including the Land Transfer Survey Plan.

Risk Analysis / Tātaritanga o Ngā Mōrearea

28. By ensuring that the council follows the correct statutory processes for approving right-of-way easements including engaging with the public, we minimise the risk to the council. This approach helps maintain transparency, legality, and public trust as all have a chance to feedback.
29. The formed right of way easement could also allow illegal public vehicle access to the rear of the hall. There is potential for future aggravation with the housing for elderly tenants so appropriate signage will have to be put in place to cover this potential issue.

Promotion or Achievement of Community Outcomes / Hāpaitia / Te Tutuki o Ngā Whāinga ā-hāpori

30. This option will allow the community outcomes to be achieved quicker and more efficiently and cost effectively, supporting the achievement of increased affordable housing for the elderly to the district.

Statutory Responsibilities / Ngā Haepapa ā-ture

31. Section 48 of the Reserves Act 1977 and ministerial delegations provide the statutory means for Council to exercise powers to grant easements through reserves for infrastructure such as permanent rights of ways.
32. Section 48(2) of the Act requires Council to give public notice in accordance with sections 119 and 120. There are exemptions in s48(3) which state that public consultation is **not required** where:

- (a) the reserve is vested in an administering body and is not likely to be materially altered or permanently damaged; and
- (b) the rights of the public in respect of the reserve are not likely to be permanently affected—by the establishment and lawful exercise of the right of way or other easement.

Although the development of the right of way and parking does physically and permanently alter the reserve, there will still be public pedestrian access to the land, but no public vehicle access. This has been noted as a risk and public engagement will be undertaken and reported back.

Consistency with Policies and Plans / Te Paria i ngā Kaupapa Here me ngā Mahere

33. The General Policies for Council Administered Reserves adopted 2006, sets the conditions for granting of easements through such reserves which have been considered in the preparation of this report.
 34. There is no Parks Management Plan for the reserve so no impediment for the grant of a right of way easement.
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- 35. The Puketapu-Bell Block Spatial Plan is set to commence in April 2025.
 - 36. Approving the easement supports the feedback received during the community consultation about NPDC's Housing for the Elderly scheme as part of engagement on the LTP. The LTP committed \$12million over three years to help address the dire shortage of affordable housing.

Participation by Māori / Te Urunga o Ngāi Māori

- 37. The Project Manager for 52 Wynyard Street has engaged with Puketapu Hapū who confirmed in a meeting on 1 February 2025 that they are supportive of the whole project proposal including the proposed right of way.
- 38. There are no known wāhi tapu sites in the area.

Community Views and Preferences / Ngā tirohanga me Ngā Mariu ā-hāpori

- 39. The community will be consulted on this matter for a period of 2 weeks during March 2025.

Advantages and Disadvantages / Ngā Huanga me Ngā Taumahatanga.

Advantages

Benefit to 52 Wynyard site

- 40. The proposed right of way road allows a narrower road /driveway network through 52 Wynyard site, providing the space needed to support safer access for vehicles visiting (eg Ambulances) and servicing (Rubbish trucks), making it safer for all users.
 - 41. The proposed right of way over the reserve will not only maximise housing yield on 52 Wynyard Street, but also enables a greater overall design outcome for housing, parking, traffic management and landscaping.
 - 42. Maximising unit yields per square metre of land will not only assist with economies of scale in terms of overall costs for this project, but also carry through to future projects including land costs.
 - 43. The Proposed District Plan - Decision Version has removed all parking requirements as a result of National Policy Statement direction from central government. There are no longer parking requirements for any zone for any activity, however it is the policy of the project to provide at least one parking space per unit.
 - 44. Granting the easement assists in realising the potential and return on investment on the councils' \$1,950,000 purchase price of the 52 Wynyard Street property.
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Resultant Effect on Fred Tucker Reserve

45. The re-purposing of part of the reserve for a right of way allows better employ of underutilised land, for a higher and better use.
46. The land area of the 4,827 m² reserve that is affected is estimated at around 520 square metres or around one tenth of the site, it is least used, and its loss would have little to no effect on the current use of the whole site.
47. Council owns 314 hectares of land in the Bell Block wider locality, of which 226 hectares is Parks Land. Re-purposing this 0.0520 hectares of land will have little effect on the loss of any reserve use.
48. The Fred Tucker Hall Building has a gross floor area of 565m². There is ample room outside the proposed right of way area, to be added on to if the need arose in the future.

Disadvantages

49. The granting of the right of way easement may possibly restrict any future development or use of this Reserve Land over this easement area or if the land was disposed of if not required for use as local purpose reserve. Given the Reserve's status and use of the Hall, and the easement's size and location, no future disposal or major redevelopment of the land is envisaged.

Option 2 Not Recommended: The Council acting in its capacity as the administering body declines the grant of an easement in favour of NPDC over part of Fred Tucker Hall Local Purpose Reserve, Parklands Avenue, Bell Block.

Financial and Resourcing Implications / Ngā Hīraunga ā-pūtea, ā-rauemi

50. Declining the granting of the easement would:
 - a) Hinder the progress of an important project that is nearing ready to commence .
 - b) Undermine the expected return on investment from the \$1,950,000 spent on acquiring the 52 Wynyard Street site.

Risk Analysis / Tātaritanga o Ngā Mōrearea

51. Declining the easement poses a reputational risk as it could be perceived as rejecting a logical, safe, cost-effective and necessary solution to the significant issue of the shortage of affordable housing.
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Promotion or Achievement of Community Outcomes / Hāpaitia / Te Tutuki o Ngā Whāinga ā-hāpori

- 52. Without approval, the achievement of community outcomes will be delayed, leading to several adverse effects.
- 53. The development project will likely become less cost-effective due to the need for re-evaluation and potential redesign. This situation will necessitate scaling down the project, which could result in a reduced scope and impact.
- 54. Consequently, the overall efficiency of resource allocation could be compromised.
- 55. In the long run, this delay could hinder the timely provision of essential services and amenities, thereby affecting the quality of life for the elderly community members on the waiting list.

Statutory Responsibilities / Ngā Haepapa ā-ture

- 56. While there is no statutory requirement to grant an easement through a council-administered reserve, the council is obligated to meet the current and future needs of the community.
- 57. This obligation extends to the performance of regulatory functions in the most cost-effective manner. By declining the easement, the council might not be addressing community needs efficiently and effectively, ensuring that resources are allocated in a manner that maximises benefit to the community.

Consistency with Policies and Plans / Te Paria i ngā Kaupapa Here me ngā Mahere

- 58. Declining the easement goes against the current general policy of cost savings.

Participation by Māori / Te Urunga o Ngāi Māori

- 59. Declining the grant of the easement would go against the support from hapū.

Community Views and Preferences / Ngā tirohanga me Ngā Mariu ā-hāpori

- 60. Early indications from community feedback appear to favour the easement but full consultation will be undertaken in March and reported as part of the presentation of this report.

Advantages and Disadvantages / Ngā Huanga me Ngā Taumahatanga.

- 61. This option will prevent the development from proceeding according to the proposed masterplan. Additionally, it does not support the development of housing.
-

APPENDICES / NGĀ ĀPITI HANGA

Appendix 1 Frequently Asked Questions. (ECM9462669)

Recommended Option
This report recommends option 1 - Grant right of way easement for addressing the matter.

Report Details
Prepared By: Jeremy Wichman, Property Asset Advisor
Team: Property
Approved By: Cath Croot, Property Manager
Ward/Community: Puketapu -Bell Block community board
Date: 6 March 2025
File Reference: ECM 9460834

-----End of Report -----

FRED TUCKER RESERVE ROW EASEMENT

FAQs

Previous draft masterplans have shown development to this rear reserve area to also accommodate 5 Housing for the Elderly units as part of the master plan?

Classification of the reserve must be revoked for all or part of the site before housing can be built. While this is possible, it may take some time. Given our time constraints, we are seeking approval to expedite the right-of-way process only, allowing construction to commence promptly afterward.

What is Councils legal obligations to our housing for the elderly tenants in terms of carparking ?

Tenants occupy the units under the residential tenancies act, where Councils responsibilities are to provide and maintain the premises in good condition, allow the tenant to have quiet enjoyment of the premises, comply with all building, health and safety standards. There is no specific clause relating to supply of a carpark but it is the Council preference to do so where possible. This means that even though the tenancy agreement doesn't explicitly guarantee a carpark, the Council aims, if possible, to provide one per new unit.

Please also note that there is room for visitor parking along the road frontage

If the right of way easement is not approved, what financial impact will this have in terms of reduced number of units built, and the additional land required for roading, turnarounds, and parking?

We need to quickly go back to the consultants to rework and redesign the masterplan to solely focus on the 52 Wynyard site. This cost can be offset by not having to build the right-of-way easement road and car parking. However, the financial impact of losing 2-3 potential units due to requiring more land for road and parking is estimated to be around \$200,000. When compared to the loss in value of the reserve land (approximately 520m²), it shows that using the right of way is cost-effective.

Other factors to consider include the lack of economies of scale with the entire development cost, as well as the potential to reduce the waiting list more quickly.

How do we stop hall users driving up the one-way access and parking in tenants spaces ,particularly when there is a large function on at the hall ?

The transport division report that increase the visibility and clarity of signage indicating **"One Way"** and **"No Parking"** areas. Temporary barriers like cones or portable signs can be used during large functions to block off tenants' spaces.

Emphasis will put on this issue at the public engagement during March 2025

LAND PURCHASE TO ENABLE ABBEYFIELD COMMUNITY HOUSING DEVELOPMENT

MATTER / TE WHĀINGA

- 1. The matter for consideration by the Council is supporting an alternative approach to providing community housing for elderly people. This approach requires approval for the strategic purchase of a yet to be identified property to enable a future Abbeyfield house development.

RECOMMENDATION FOR CONSIDERATION / NGĀ WHAIKUPU
That having considered all matters raised in the report the Council:

- a) **Authorises Council officers to work with Abbeyfield New Zealand (Abbeyfield) to identify properties suitable for an Abbeyfield house development.**
- b) **Approves in principle debt funding of up to \$1,500,000 for the purchase of a suitable property from the Housing Fund from years 1 to 3 of the 2024-2034 Long Term Plan(LTP).**
- c) **Notes future funding to be considered at 2027 Long Term Plan (LTP).**
- d) **Notes following the purchase the matter of a lease to Abbeyfield will be reported to Council for decision.**
- e) **Authorises the preparation of a sale and purchase agreement subject to final approval by Council.**

COMPLIANCE / TŪTOHU	
Significance	This matter is assessed as being of moderate importance.
Options	This report identifies and assesses the following reasonably practicable options for addressing the matter: 1. Approve Council officers taking an alternative approach to increasing the district’s housing for the elderly by working with Abbeyfield to identify and prepare a sale and purchase agreement of a property suitable for an Abbeyfield community housing development. The purchase being subject to final approval by Council. 2. Do not approve the request to take an alternative approach to increasing housing options for the elderly and retain the status quo (Council developing housing stock independently).

COMPLIANCE / TŪTOHU	
Affected persons	The persons who are affected by or interested in this matter are Abbeyfield and the community who will benefit from increased affordable housing options.
Recommendation	This report recommends option 1 for addressing the matter.
Long-Term Plan / Annual Plan Implications	Yes, the purchase and holding costs of the land can be funded from existing budgets identified within years 1 to 3 the Long-Term Plan but is unfunded from year 4.
Significant Policy and Plan Inconsistencies	No, the proposal is consistent with the LTP decision to establish the Housing Funding to pursue alternative delivery options to increase delivery of accommodation.

EXECUTIVE SUMMARY / WHAKARĀPOPOTOTANGA MATUA

2. It is recommended that Council approves officers working with representatives of Abbeyfield New Zealand Incorporated (ANZI) and Abbeyfield Taranaki (Abbeyfield) to identify a suitable property and report back to Council for approval to purchase and the matter of the lease to Abbeyfield. Abbeyfield would build a house to provide affordable shared rental accommodation for up to 14 tenants aged over 65.
3. Abbeyfield is a registered charity and Community Housing Provider (CHP) registered with the Community Housing Regulatory Authority. It is a member of Community Housing Aotearoa.
4. Council officers have been exploring alternative options for delivery and increasing availability of housing for the elderly. Partnering with Abbeyfield by purchasing and leasing land to support development of an Abbeyfield home has been identified as a suitable option to help increase availability, with Abbeyfield undertaking the delivery.
5. This approach is considered a cost effective and low risk way of increasing affordable housing for elderly people in New Plymouth District. It would provide a home for up to 14 people and would complement Council's current offering of 145 affordable one-bedroom and studio rental units.
6. To proceed with this work, approval is sought to work with Abbeyfield to identify a suitable property and prepare a sale and purchase agreement subject to Council approval. Approval to purchase the land will be subject of to a further report.

BACKGROUND / WHAKAPAPA

7. Council provides a Housing for the elderly scheme. Council's Housing for the Elderly Policy states: "The Council recognises that the number of elderly in the district is increasing and is committed to continuing to provide affordable housing for elderly who meet eligibility requirements".
8. The 2024 – 2034 LTP recognises increasing demand for Council's Housing for the Elderly. It notes that Council will continue to work on improving and growing the service and identify strategic opportunities to provide the best outcomes for the community, including collaboration with central government and non-governmental organisations.
9. The 2024 – 2034 LTP additional budget of \$12 million over the first three years provides seed capital to help finance building improvements and increased development of Housing for the Elderly housing stock.
10. Year 1 funding is providing for the construction of 12 additional Housing for the Elderly units, currently investigations are underway to identify the location of new units for year 2 funding.
11. Representatives of older people's membership organisations and the Abbeyfield Taranaki committee have made both in-person deputations and written submissions to the Long-Term Plan consultation, Council and Committee meetings, advocating about the housing needs of older people in the community now and for the future.
12. Abbeyfield representatives have requested support from Council to establish an Abbeyfield home in the district and identified the cost and acquisition of land as the biggest barrier to success. Partnering with Abbeyfield to enable them to develop a new community home would provide an affordable housing option for elderly people with limited assets and income.
13. ANZI is a registered Community Housing Provider. An Abbeyfield Taranaki committee has been formed in New Plymouth. This will soon become an Incorporated Society or Charitable Trust to fundraise for, develop and operate a house here. Development of the house will be overseen by Abbeyfield Property Limited, using local suppliers much as possible.
14. The Abbeyfield operating model is self-sustaining and a proven success, with 14 Abbeyfield houses currently providing a home to 161 residents around New Zealand. It is shared housing designed for people 65 and over who have modest assets and want to retain their independence but also enjoy the company of others. Each Abbeyfield house provides 11-14 older people with individual studio rooms.

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15. The Abbeyfield Taranaki organisation aims to build a house for up to 14 people. The house will contain up to 14 studios, each with its own ensuite and patio, and common areas such as kitchen, lounge and dining, and laundry for the use of all residents. The land around the house will be developed with gardens and parking areas.
 16. Rent at Abbeyfield homes is set at an affordable level and includes the cost of meals and a housekeeper, who takes care of preparing most meals and looks after the common living areas. When a vacancy arises in an Abbeyfield house, a prospective resident visits for a trial period to ensure the lifestyle suits and to ensure a positive fit within the Abbeyfield community.
 17. Partnering with Abbeyfield would involve NPDC purchasing a property suitable for development of an Abbeyfield community house. NPDC would rent the property to Abbeyfield at a "peppercorn" rate. Abbeyfield would construct and maintain the house and manage tenancies.
 18. This approach is considered a cost effective and low risk way of helping increase supply of affordable rental housing for elderly people in New Plymouth District. This is because NPDC will only be responsible for purchasing the land and Abbeyfield will be responsible for the construction and ongoing maintenance of the housing unit, and management of tenancies. It would complement Council's current offering of affordable one-bedroom and studio rental units for elderly people.
 19. To meet Abbeyfield requirements, a property will need to be around 1800-2000m², and flat. The ideal location is within one kilometre of community facilities and not far from public transport. The proposed Abbeyfield house itself would be approximately 500-750m².
 20. The purchase of a suitable property is expected to cost in the range of up to \$1.5 million.
 21. Abbeyfield Taranaki is confident of raising enough funds for development of the home from other sources. They have a business plan and aim to have the home built and ready for occupancy in 2029. However, should the proposed development not eventuate by an agreed date, the lease conditions will ensure the property returns back for use by NPDC.
 22. Abbeyfield Properties Limited (APL) is a 100% subsidiary of Abbeyfield New Zealand Incorporated (ANZI) and is the development and property holding arm of ANZI. It holds the titles of 11 out of 15 Abbeyfield houses. APL works closely with steering committees and local societies wishing to establish a house in their region, providing expertise and support, and is the main entity dealing with national level funding and contracts (mainly government).
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23. Each local Society is an affiliate with ANZI, and those operating an APL owned Abbeyfield House enter in to a Deed of Management to manage the house as an agent of APL. This ensures that although ultimately APL holds the title to the property, it is essentially an asset for the local community.
 24. ANZI finds the strength of APL's consolidated balance sheet gives funders security. APL operates with significant national support and provides a single entity to negotiate central funding streams. Other centralised functions which support and strengthen the local operations include:
 - a) Oversight of compliance: ANZI is a registered Community Housing Provider regulated by the Community Housing Regulatory Authority and submits regular reports
 - b) Best practice design and construction
 - c) A shared sinking fund for long term maintenance and refurbishment.

CLIMATE CHANGE IMPACT AND CONSIDERATIONS / HURINGA ĀHUARANGI

25. The acquisition of any property to enable this development will not result in any further climate change impacts.

NEXT STEPS / HĪKOI I MURI MAI

26. If Council approves the proposed approach, Council officers will work with Abbeyfield to identify a suitable property and negotiate a sale and purchase agreement with the property owner.
27. Engagement will take place with affected parties as required.
28. A subsequent report will be presented to Council seeking approval for the land purchase and subsequent lease to Abbeyfield.

SIGNIFICANCE AND ENGAGEMENT / KAUPAPA WHAKAHIRAHIRA

29. In accordance with NPDC's Significance and Engagement Policy, this matter has been assessed as being of moderate importance because it involves potentially purchasing land to lease to Abbeyfield, a Community Housing Provider.
 30. The purchase is to be funded from the Housing Funding allocated in years 1 to 3 of the LTP, as an alternate delivery option to provide housing for elderly.
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31. During the LTP process community feedback was sought regarding delivery of housing for the elderly and it was clear that there was community support for the Council to pursue alternative delivery options. Therefore, engagement with the wider public on this matter is not required and acquisition of a suitable property to enable an increase in housing for elderly can be considered "business as usual".
32. Hapū will be engaged with directly once a suitable site has been identified and negotiations with the owner have progressed.

OPTIONS / KŌWHIRINGA

33. There are two reasonably practicable options:

- Option 1 Approve Council Officers taking an alternative approach to increasing the district's Housing for the Elderly housing stock by working to identify and negotiate a suitable property for NPDC to potentially purchase and lease to Abbeyfield for a community house development.
- Option 2 Do not approve the request to take an alternative approach to increasing Housing for the Elderly housing stock and retain the status quo (NPDC developing housing stock independently).

Option 1 Approve Council Officers taking an alternative approach to increasing the district's Housing for the Elderly housing stock by working to identify and purchase a suitable property for NPDC to lease to Abbeyfield for a community house development, subject to final approval by Council

Financial and Resourcing Implications / Ngā Hīraunga ā-pūtea, ā-rauemi

34. A suitable property that meets Abbeyfield requirements for the proposed community housing development is expected to cost up to \$1.5 million. This would be dept funded initially from the Housing Funding established through the 2024-2034 LTP.
35. Abbeyfield will be primarily responsible for identifying a suitable property with support from the NPDC Property team, which has resource to purchase a property once identified. Abbeyfield will manage construction of the housing unit.
36. The property will be purchased at open market value or at a value determined by registered valuers.

Risk Analysis / Tātaritanga o Ngā Mōrearea

37. Council Officers consider this option to be low risk as officers will be working with Abbeyfield and the sale and purchase agreement will be subject to final Council approval. Council will own the land and if, after an agreed period of time, Abbeyfield is unable to fulfil its plan to develop the site, the funds can be recovered if the property is sold.
38. The property will only be leased to Abbeyfield when it has funding in place to commitment to a long term lease, the lease will be subject to Council approval.

Promotion or Achievement of Community Outcomes / Hāpaitia / Te Tutuki o Ngā Whāinga ā-hāpori

39. This option promotes the Outcomes of Trusted, Prosperity, and Communities and Culture. This option will contribute to addressing the shortage of affordable housing identified in the LTP.

Statutory Responsibilities / Ngā Haepapa ā-ture

40. Investigating the purchase of a property will meet Council's statutory responsibility to ensure prudent expenditure and that the value of the land proposed for purchase will be consistent with market values and requirements of relevant legislation.

Consistency with Policies and Plans / Te Paria i ngā Kaupapa Here me ngā Mahere

41. This option is consistent with the Long-Term Plan as it advances a strategic opportunity to provide favourable outcomes for the community, through partnering with a non-governmental organisation.

Participation by Māori / Te Urunga o Ngāi Māori

42. Engagement with Māori on this matter has not yet occurred because a specific site has not been identified. Once a suitable site has been identified, engagement with Māori will take place and a subsequent report will be presented to Council seeking approval to purchase the property.

Community Views and Preferences / Ngā tirohanga me Ngā Mariu ā-hāpori

43. There was clear community support during the LTP consultation for Council to continue to pursue alternative delivery options for funding and delivery of housing for the elderly.

Advantages and Disadvantages / Ngā Huanga me Ngā Taumahatanga.

- 44. The advantage of this option is that it helps Council achieve its objective of continuing to provide affordable housing to the elderly and does so with a proven approach that lowers risk and overall cost.
- 45. The disadvantage of this option is that it will make less funding available for the building of Council's Housing for the Elderly stock.

Option 2 Do not approve the request to take an alternative approach to increasing Housing for the Elderly housing stock and retain the status quo (NPDC developing housing stock independently).

Financial and Resourcing Implications / Ngā Hīraunga ā-pūtea, ā-rauemi

- 46. This option would have no immediate financial and resourcing implications for NPDC.

Risk Analysis / Tātaritanga o Ngā Mōrearea

- 47. Not proceeding would have an opportunity cost. The suggested approach would be a low-cost way of helping to provide a home for up to 14 people. Providing up to 14 individual units of housing would cost significantly more.

Promotion or Achievement of Community Outcomes / Hāpaitia / Te Tutuki o Ngā Whāinga ā-hāpori

- 48. This option is considered less likely to achieve Community Outcomes of Trusted, Prosperity, and Communities and Culture. If this option is chosen, NPDC will continue to provide Housing for the Elderly. However, doing so independently will carry more risk and overall cost.

Statutory Responsibilities / Ngā Haepapa ā-ture

- 49. This option complies with all statutory responsibilities.

Consistency with Policies and Plans / Te Paria i ngā Kaupapa Here me ngā Mahere

- 50. While this option is not recommended, if land is not purchased for lease to Abbeyfield, the funding still remains available for other use.

Participation by Māori / Te Urunga o Ngāi Māori

- 51. If this option is chosen, there is no need to consult Māori as the status quo will be retained and no new property will be purchased.
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Community Views and Preferences / Ngā tirohanga me Ngā Mariu ā-hāpori

52. The wider community has previously been consulted about Council’s role in providing housing. There was clear community support during the LTP consultation for Council to continue to pursue alternative delivery options for funding and delivery of housing for the elderly.

Advantages and Disadvantages / Ngā Huanga me Ngā Taumahatanga.

53. Not proceeding would have an opportunity cost. The suggested approach would be a low-cost way of helping to provide a home for up to 14 people. Providing up to 14 individual units of housing would cost significantly more.

Recommended Option

This report recommends Option 1 - Approve NPDC officers taking an alternative approach to increasing the district’s Housing for the Elderly housing stock by working with Abbeyfield to identify a suitable property (subject to Council approval) for NPDC to potentially purchase and lease to Abbeyfield for a community house development.

Report Detail

Prepared By:	Matt Ogier (Strategic Property Advisor), Rachel Lishman (Strategic Housing Specialist)
Team:	Property and Community and Economic Development
Approved By:	Catherine Croot (Property Manager), Damien Clark (Manager Community and Economic Development)
Community:	New Plymouth District
Date:	11 March 2025
File Reference:	ECM 9460976

-----End of Report -----

COMMUNITY FUNDING INVESTMENT POLICY REVIEW 2025

MATTER / TE WHĀINGA

1. The matter for consideration by the Council is whether to adopt the new Community Funding Investment Policy and Policy Schedules.

RECOMMENDATION FOR CONSIDERATION / NGĀ WHAIKUPU

That having considered all matters raised in the report Council:

- a) **Adopt the draft Community Funding Investment Policy (ECM_9461206) and associated Policy Schedules (ECM_9461199);**
- b) **Revoke Community Funding Investment Policy P22-022**
- c) **Adopts the tiered accountability framework for community funding as proposed in this report**
- d) **Adopts Taranaki Arts Festival Trust and The Taranaki Gardens Festival Charitable Trust as a Strategic Council Partnership**
- e) **Notes the current Strategic Council Partnerships**
- f) **Revoke current delegations and delegate authority for decisions as follows (noting that Council will review committee establishment and delegations following the 2025 triennial election):**

Grant Scheme	Delegation
Community Programmes and Services Grant (under \$5k outside of Community Development Committee)	Officer Delegation [Currently Community Development Committee]

COMPLIANCE / TŪTOHU	
Significance	This matter is assessed as being of some importance.
Options	This report identifies and assesses the following reasonably practicable options for addressing the matter: 1. Adopt the changes to policy and policy schedules. 2. Do not adopt changes to the policy and policy schedules
Affected persons	The persons who are affected by or interested in this matter are the wider community, including businesses, community groups, not-for-profits, Iwi and Hapū, and any other groups or individuals eligible to apply for grants under this policy.
Recommendation	This report recommends option 1 for addressing the matter.

COMPLIANCE / TŪTOHU	
Long-Term Plan / Annual Plan Implications	No
Significant Policy and Plan Inconsistencies	No

EXECUTIVE SUMMARY / WHAKARĀPOPOTOTANGA MATUA

2. It is recommended that Council approves the changes to the Community Funding Investment Policy in order to address unintended consequences of the previous policy (ECM 9461551), respond to Long Term Plan (LTP) 2024-2034, improve accessibility to underutilised funds, and improve the effectiveness of funds.
3. Approving the revisions to this policy will improve efficiencies, create greater transparency, and deliver greater impact across the district, while signalling to the community that Council considers feedback and adjusts accordingly.
4. Some of the feedback received fell outside of the scope of this review. Feedback specific to process will be considered on an ongoing basis.
5. If the Community Funding Investment Policy and Policy Schedules are adopted, Council officers will share this with interested parties, and the next Community Funding Round will be administered under the guidance of the revised Policy.
6. The Community Funding Investment Policy will be reviewed again in 2028.

BACKGROUND / WHAKAPAPA

7. On 26 July 2022, the Council adopted a new Community Funding Investment (CFI) Policy following public consultation. This policy included extensive improvements, additions, and changes to address several longstanding challenges.
8. NPDC administer 22 different community funds. Each fund has independently established policy settings.
9. The CFI policy was scheduled for review in 2023. However, due to the concurrent Community Partnerships Review, which included aspects of the funding policy, Council officers postponed the review until 2024.
10. This review has been completed to take on community feedback following the full review conducted in 2022 and was not intended to be a full-scale review. Feedback has outlined that in many aspects the policy is fit for purpose, however some minor administrative and technical changes are required.

11. This report is broken into three different sections; Elected Member Decisions Contestable Funding, Delegated Authority Contestable Funding and Strategic Council Partnership.

ELECTED MEMBER DECISIONS | CONTESTABLE FUNDING

12. All Council funding is contestable, but some funds are administered by council officers under delegated authority. The following proposed changes directly impact those decisions made by Elected Members and are commonly referred to as Council's "Community Funding". These include:
- a) Community Programmes and Services Grant
 - b) Community Events Grant
 - c) Strategic Community Partnerships Grant
 - d) Whanake Grant.
13. Currently all recipients of these grants must complete a standardised report, irrespective of the funding received. It is proposed that a tiered approach to accountability is introduced as per the table below:

Granted Amount	Reporting Expectation
Less than \$5,000	Short Accountability Report. - Evidence of expenditure of grant, - Short explanation of outputs delivered.
\$5,000 - \$15,000	Accountability Report - Evidence of expenditure of grant, - Explanation of outputs delivered, - Description of the change in community (outcome) and how this was measured (indicators)
\$15,000 - \$30,000	Accountability Report - Evidence of expenditure of grant, - Explanation of outputs delivered, - Outcomes & indicators x2
More than \$30,000	Accountability Report + Deputation to Elected Members - Evidence of expenditure of grant, - Explanation of outputs delivered, - Outcomes & indicators x3

Engagement with community:

14. Council officers have built on the findings from the 2023 Community Partnerships Review by continuing to engage with external stakeholders to address specific challenges that exist within the policy because of some unintended consequences, namely:
 - a) An increase in applications creating a large oversubscription to the Whanake grant
 - b) A broad definition of Sports Activity resulting in some unintended organisations being excluded from applying
 - c) Improved accessibility has increased applications and in turn the administrative workload for decision making
 - d) Standardised reporting has created a burden for many organisations who have received a small amount of funding.
 15. Engagement with Iwi and Hapū partners including Te Kotahitanga o Te Atiawa, Ngāti Mutunga, Ngāti Maru, Ngāti Tama, Ngāti Te Whiti, Puketapu and Ngā Mahanga highlighted that Council Funding needed:
 - a) A relational approach to support accessibility
 - b) To focus on grass roots initiatives or in sectors of the community not currently served by other funders
 - c) To be flexible to effectively support grass roots initiatives
 - d) Appropriate levels of reporting for the funding awarded.
 16. New Plymouth is fortunate to have several local and national funders in the district. Council Officers engaged with Taranaki Electricity Trust (TET), Toi Foundation, Sport Taranaki, Department of Internal Affairs (DIA) and NZ Community Trust (NZCT) to identify key learnings. Some of their observations and recommendations included:
 - a) Small organisations and sports clubs are financially struggling, short of volunteers, and are time poor
 - b) The importance of continued collaboration between funders
 - c) Consider the administrative burden on organisations in relation to the granted amount
 - d) Stay focused on equity and what the community needs, as opposed to what is wanted
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- e) Maintain a focus on funding outcomes (the change in community because of the funding) as opposed to outputs (the direct action of the funding)
 - f) Ensure there is effective support to guide people through the funding application process
 - g) Avoid duplication of purpose between and across funders
17. In February 2025, Council officers conducted a survey with over 70 past applicants for funding. Feedback was sought on key areas including:
- a) Policy - Delegated Authority
 - b) Policy - Minimum level of funding
 - c) Schedules - the exclusion of sporting activities
 - d) Process – Levels of Reporting
 - e) General Feedback
18. A total of 29 responses were received (see Appendix 5) with:
- a) 55% Strongly agreeing and 28% agreeing that it would be best for community organisations if funding applications under \$5,000 were granted under Delegated Authority
 - b) A very split view on whether a minimum level of funding to be awarded was a good idea,
 - c) 55% Strongly agreeing and 28% agreeing that sporting activities should be excluded from councils' community granting,
 - d) 38% Strongly agreeing and 31% agreeing that reporting requirements should match the level of funding received.

Strategic Community Partnership Grant

19. As well as Strategic Council Partnership decisions made by Council, funding is also allocated to Strategic Community Partnership Grants. These decisions are made by the Community Development Committee and are multi-year agreements from the contestable community fund.
20. There is a significant difference between the two, however due to the similarities in name, there is confusion for all parties/stakeholders. It is proposed that there are the following name changes:
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- a) Strategic Community Partnership Grant to "Community Partnership Grant"
 - b) Strategic Council Partnership Grant to "Strategic Council Partner".
- 21. Organisations who have applied for a Strategic Community Partnerships Grant and were declined have historically not been considered for the Community Programmes and Services grants. In 2025/26 Officers are utilising an Expression of Interest (EOI) process to ensure those not considered for a Strategic Community Partnership grant can still apply for a Community Programme and Services grant.
 - 22. It is proposed in the policy changes that organisations who are declined for a Strategic Community Partnership Grant are then automatically considered for the Community Programme and Services grant, removing the need for an EOI process.

Community Programmes and Services Grant

- 23. Community Organisations can apply for grants up to \$30,000 from the Community Programmes and Services (CPS) Grant. All applicants must complete an online application and are invited to make a deputation to the Community Development Committee.
- 24. It is proposed that Officers would be given delegated authority to make decisions on applications under \$5,000. This would replicate a similar model already operating for Community Event Grants empower small grass root initiatives and create greater consistency of officer delegation across the policy.
- 25. In the 2024/25 funding round there were two applications received under the \$5,000 threshold. 14 further applicants received less than \$5,000 based on their application, therefore it is anticipated that this could increase as more applications are made to Council but the available funds remain unchanged.

Whanake Grant

- 26. The Whanake Grant was implemented in 2019 as no Māori organisations were applying for grants. The total available is \$20,000 and in 2024/25 it was oversubscribed by 500%.
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27. In late 2024, Council officers engaged with previous recipients of the Whanake Grant, Iwi and hapū and a workshop with Te Huinga Taumatua to seek feedback on:
 - a) Combining the Whanake and Community Services and Programmes Grants which would require moving the decision making to the Community Development Committee
 - b) Increasing the funding available in the Whanake Grant and maintaining decision making through Te Huinga Taumatua Committee
 - c) Whether applying for the Whanake Grant should exclude organisations from applying to other Council grant schemes.
 28. Following the feedback, Council Officers propose that the Whanake Grant stay with Te Huinga Taumatua, the fund be increased from \$20,000 to \$50,000 from existing community funding budgets, and that applying to the Whanake Grant would not exclude organisations from applying to other Council grant schemes covered in this policy.

Definition: Sport Activity

29. Both the Community Programmes and Services and Whanake Funds exclude "Sports Activity". This has resulted in recreational activity also being excluded, creating funding 'dead zones' in the community.
30. The proposed change is to update the exclusion and definition as "Competitive Sports Activity" to better differentiate away from recreational activity.

DELEGATED AUTHORITY CONTESTABLE FUNDING

31. Several funds in the Community Funding Investment Policy have been designed for specific purposes, with tight criteria and a narrow focus, enabling officer delegation to make decisions on the applications. The list of the funds where changes are proposed include:
 - a) The Built, Natural and Cultural Heritage Funds
 - b) Te Korowai o Tane - Planting our Place
 - c) Manaaki Urupā and Marae Development Fund
 - d) Main Street Building Fund
 - e) Mayoral Relief Fund.
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32. Several minor and administrative changes are proposed to improve the overall effectiveness of each fund. These changes are outlined in appendix 4 and align with the feedback received from the engagement work on the policy as a whole. However, given these changes are minor in nature Council Officers have not sought feedback from stakeholders on the proposed amendments except for the Manaaki Urupā fund.

Built, Natural and Cultural Heritage Funds

33. During the last policy review the Built, Natural and Cultural Heritage Funds were separated out to become independent of each other with their own criteria. Some criteria are not fit for purpose and are proposed to be addressed during this policy review. These changes can be grouped into three themes:
- a) Improving accessibility to underutilised funds
 - b) Administrative changes to improve the effectiveness of granting
 - c) Increasing decision making transparency to ensure applicants know how grants will be prioritised and what will be taken into account.
34. The changes proposed for the Built Heritage Protection Fund and the Natural Heritage Protection Fund assist with clarification, consistency and help to avoid duplication of funding.
35. The Cultural Heritage Protection Fund is currently underutilised. The proposed changes intend to increase the number of recipients. Once there is a significant pool of applicants, Council Officers will be in a better position to obtain feedback in order to improve the fund further.

Te Korowai o Tāne - Planting our Place

36. The purpose of the Te Korowai o Tāne grant is to assist not for profit community groups in purchasing native tree and shrub species to plant on their relevant properties. Administrative changes are proposed to deliver better outcomes for community groups and improve the overall impact to the environment.

Manaaki Urupā and Marae Development Fund

37. The purpose of the Manaaki Urupā fund is to assist urupā owners and trustees with on-going care and maintenance costs for their urupā.
38. A key challenge facing this fund is that some urupā are reaching capacity and establishing a new urupā is financially challenging. Another challenge is that growing uptake of the grant and renewed promotion of the grant is anticipated to put further pressure on the fund.
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39. To address these challenges, proposed changes include:
- a) remove the exclusion of establishing a new urupā
 - b) include a prioritisation list for decision making on grants selection
40. Council Officers prioritised engaging with those who drafted an application but did not submit it as well as past applicants. In general, respondents pointed to difficulties with the process rather than the policy criteria.
41. Urupā and Marae have limited funds available for emergency repairs, often exhausting all available resources. This policy review proposes the inclusion of retrospective funding for Manaaki Urupā and Marae Development grants where there are barriers in accessing grants for unforeseen and urgent works.

Main Street Building Fund

42. The purpose of the Main Street Building fund is to enhance the vibrancy and character of CBD areas of the New Plymouth District. The fund helps commercial property owners, or their tenants, improve the frontage of their building, creating a more appealing CBD environment. Proposed changes include:
- a) Changing the frequency of determination from twice a year to once a year
 - b) Removing the inclusion of "repair work" to establish greater scrutiny on general maintenance repairs that do not contribute to enhancement or vibrancy.

Mayor Relief Fund

43. The purpose of the Mayoral Relief fund is to provide assistance to families and individuals who are undergoing extreme financial hardship. The Mayor has sole discretion over this fund. Proposed changes include extending funding to organisations where the organisation can demonstrate provision of support for families or individuals within the community

New grant type: Community Climate Action Fund

44. During LTP2024-2034 Council resolved to establish a community fund to help the community to reduce emissions totalling \$100,000 per annum. This fund is due to begin in Year 2 of the LTP at a temporarily reduced total of \$75,000, providing an opportunity to prove demand exists for the full \$100,000.

45. The funds' purpose is to foster community action and transition to a sustainable, net zero emissions, climate resilient future focusing on:
- a) Greenhouse gas reduction
 - b) Climate-related education
 - c) Climate adaptation and resilience
 - d) Research and investigations

STRATEGIC COUNCIL PARTNERSHIPS

46. Strategic Council Partnerships are funding agreements, separate from contestable funding, decided by Council during the LTP or Annual Plan process. The following table details the current Strategic Council Partnerships:

Strategic Partner	Amount PA	Original Council Resolution	Subsequent Council Resolution
Art in Public Places	\$50,000	08/06/2009	LTP 2018 - 2027 Reinstated from Year 3 onwards
Bell Block Aquatic Centre	\$185,000	Prior to 2012	LTP 2024-2027 Yr 1 \$75k Yr 2-10 \$40K
Creative Taranaki	\$84,000	22/12/2020	LTP 2021-2024 Years 2-10 \$84k
New Plymouth Community Stadium Trust	\$75,000	19/12/2017	2018-2027 LTP Reviewed every LTP Cycle thereafter
New Plymouth Mountain Bikers Club	\$20,000	27/28 May 2024	Yr 1-10 \$20k
North Taranaki Sport and Recreation	\$38,500 plus inflation	19/12/2017	2018-2027 LTP Reviewed every LTP Cycle thereafter
Surf Lifesaving New Zealand	\$130,000 (incl. of increase)	Prior to 2012	LTP 2024-2027 increase Yr 1 \$25k Yr 2 \$27k Yr 3-10 \$31k
Sport Taranaki	\$81,000 plus inflation	06/06/2018	LTP 2018-2027 Yr 1-10 \$81k

-
47. Strategic Council Partnerships have not been included in the Policy or Policy Schedules in the past causing inconsistency in reporting expectations and limited visibility for Elected Members, therefore, it is proposed that a Strategic Council Partnership is added to the Schedules, outlining reporting requirements, standardising the outcomes format and providing Elected Members the opportunity to review them during each LTP.
 48. During the previous policy review in 2021 the major events fund was added as an exclusion in the interest of fairness for most cases. However, it noted that it would significantly affect current recipients of multi-year funding once their agreement concluded. This is the case for:
 - a) Taranaki Arts Festival Trust (TAFT) - Previously a multi-year recipient of \$105,000 per annum
 - b) The Taranaki Gardens Festival Charitable Trust - Previously a multi-year recipient of \$35,000 per annum
 49. In this review it is recommended the major events exclusion remains as part of the policy as it still promotes fairness for the majority of cases. However, during LTP 2024-2034 budget was set aside to continue the funding support for both groups through the Taranaki Arts Festival Trust with the matter of TAFT being adopted as a Strategic Council Partner to be addressed during the scheduled policy review in 2024/2025.
 50. It is proposed that the appropriate funding mechanism for both the Taranaki Arts Festival Trust and The Taranaki Garden Festival Charitable Trust is via a Strategic Council Partnership directly with TAFT totalling \$140,000 per annum to address the known consequence of the previous policy review.

CLIMATE CHANGE IMPACT AND CONSIDERATIONS / HURINGA ĀHUARANGI

51. While the new Climate Resilience Fund will impact Climate Change in the community, there are no other direct climate change impact or considerations associated with this matter.

NEXT STEPS / HĪKOI I MURI MAI

52. If the Community Funding Investment Policy and Policy Schedules are adopted, Council officers will then share the adopted policy with interested parties, and the next Community Funding Round will be administered under the guidance of this Policy.
 53. Council officers will continue to support any organisations who wish to obtain funding for their work that supports Council outcomes.
-

SIGNIFICANCE AND ENGAGEMENT / KAUPAPA WHAKAHIRAHIRA

54. In accordance with the Council's Significance and Engagement Policy, this matter has been assessed as being of some importance because people are moderately impacted in a positive way.

OPTIONS / KŌWHIRINGA

Statutory Responsibilities / Ngā Haepapa ā-ture

55. Under S10 1a) of the Local Government Act 2022, the Council has a statutory responsibility to promote the social, economic, environmental and cultural well-being of communities in the present and for the future.

Participation by Māori / Te Urunga o Ngāi Māori

56. Council Officers have completed significant engagement with Iwi and Hapū on this matter as outlined earlier in the report.
57. A number of grants in the policy support community groups and organisations who deliver activities, programmes or services that contribute to identified outcomes and aspirations valued by whānau, hapū and Iwi.

Community Views and Preferences / Ngā tirohanga me Ngā Mariu ā-hāpori

58. Community engagement in this matter can be defined as people or organisations who have received funding from NPDC in the past.
59. Many of the changes made in this Policy are in direct alignment with feedback we have received from the community.

Option 1 Adopt the new Policy and Policy Schedules.

Financial and Resourcing Implications / Ngā Hiraunga ā-pūtea, ā-rauemi

60. There are no immediate financial or resourcing implications, however should there be an increase in the funds in the future, there will be a significant increase in the internal resources required if we don't make changes to the administration.

Risk Analysis / Tātaritanga o Ngā Mōrearea

61. These changes may lead to an increase in the number of applications and the amount of funding requested, which the Council will be unable to accommodate. This could negatively impact the Council's reputation within the community.

Promotion or Achievement of Community Outcomes / Hāpaitia / Te Tutuki o Ngā Whāinga ā-hāpori

62. Adoption of this policy will mean that the New Plymouth District Council will continue to meet the current and future needs of community groups and organisations.

Consistency with Policies and Plans / Te Paria i ngā Kaupapa Here me ngā Mahere

63. This option is consistent with the Long-Term Plan and District Plans.

Advantages and Disadvantages / Ngā Huanga me Ngā Taumahatanga.

64. The advantages of this option are that some of the unintended consequences from the original policy review will be remediated; there will be an increase in accessibility, ie: more organisations/groups will be able to apply; and there will be an improvement in the transparency of most decision making.
65. The disadvantage of Officer Delegation to applications under \$5,000 is the loss in transparency of the decision making.
66. The disadvantage of this option is that there is no change in funding available, therefore funding that is already significantly oversubscribed could increase in oversubscription rates.

Option 2 Do not adopt the Policy and Policy Schedules.

Financial and Resourcing Implications / Ngā Hiraunga ā-pūtea, ā-rauemi

67. There are no financial or resourcing implications.

Risk Analysis / Tātaritanga o Ngā Mōrearea

68. The risk is that if the Policy is not adopted it will not best reflect the outcomes Council is wishing to achieve, nor will it reflect the current funding environment and the needs of our community groups and organisations.

Promotion or Achievement of Community Outcomes / Hāpaitia / Te Tutuki o Ngā Whāinga ā-hāpori

69. Although the current Policy works to achieve the Community Outcomes it has been identified that it is not sufficiently meeting the mark.

Consistency with Policies and Plans / Te Paria i ngā Kaupapa Here me ngā Mahere

70. This option is inconsistent with the Policy review period and will leave the current Policy unchanged since 2022.
-

Advantages and Disadvantages / Ngā Huanga me Ngā Taumahatanga.

71. This disadvantages of this option are that the Policy will remain as is, without reflecting the current funding environment and community needs, and that community and Mana Whenua voice won't have been taken forward.

Recommended Option

This report recommends option 1, adopt the Community Funding Investment Policy and Policy Schedules, for addressing the matter.

APPENDICES / NGĀ ĀPITIHINGA

- Appendix 1 Draft Community Funding Investment Policy with tracked changes (ECM 9461204)
- Appendix 2 Community Funding Investment Policy Schedules (ECM 9461199)
- Appendix 3 Draft Community Funding Investment Policy Schedules with tracked changes (ECM 9461187)
- Appendix 4 NPDC Community Funding Investment Policy Review Survey Scale Results (ECM 9461209)

Report Details

Prepared By:	Riley McGregor (Community Development Advisor)
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Approved By:	Damien Clark (Community and Economic Development Manager)
Ward/Community:	District Wide
Date:	11 March 2025
File Reference:	ECM 9461181

-----End of Report -----

P22-002: COMMUNITY FUNDING INVESTMENT POLICY

Approved by the Council on 26 July 2022

Preamble

New Plymouth District Council has a responsibility to promote the Social, Economic, Cultural and Environmental wellbeing within the district. One way to achieve this is to provide financial support and investment for community organisations operating within and benefiting the people and district of New Plymouth.

Purpose

The purpose of the Community Funding Investment Policy is to set out the parameters by which New Plymouth District Council may offer funding, subsidies or in-kind services to communities, groups, individuals and organisations within the district.

Definitions

CBD areas – these include the City Centre Zone in New Plymouth, the Town Centre Zones of Waitara and Inglewood and other Local Centre Zones as defined in the Proposed or Operative District Plan

Community – a social group sharing common characteristics, locality, heritage or interests, and perceived as distinct within the larger society within which it operates.

Community concessional lease – a subsidised rental lease for occupation of Council administered land and/or buildings.

Competitive sporting activities – general sports activities of sports clubs (for example, grounds maintenance, coaching, uniforms, tournament fees, venue hire costs for regular training and games, subsidies for registrations).

Council – New Plymouth District Council.

Enhancing the social fabric – provides for more and better interactions between members of the community, allowing them to be more involved, happy, willing to support and engage with one another and be encouraged to make the district a more positive and pleasant place to live.

Financial year – being 1 July to 30 June.

Grant – a financial contribution to a group, organisation or sector of the community.

Marae – a meeting place registered as a reserve under the Te Ture Whenua Māori Act 1993 (The Māori Land Act).

Not-for-profit – a group with a primary purpose of delivering non-statutory services and activities, and does not seek to generate profit, revenue or financial surpluses for commercial or individual interests.

Political activities – the promotion of a political stance, ideology or party.

Rates remission – a reduction, postponement or removal of rates.

Re-gifting – an organisation seeks funding so they can administer these funds to individuals or organisations through their own funding scheme.

Religious activities – any activity that promotes or supports a particular religious deity or ultimate reality (for example, but not limited to, worship ceremonies, religious studies, or active promotion and advertising).

Retrospective costs – where a project, service or event has commenced prior to the funding committee meeting.

Social Enterprise – a revenue-generating organisation, with a primary purpose of achieving social, cultural or environmental goals, and reinvests financial surpluses in the pursuit of the social, cultural and environmental outcomes of the organisation.

Statutory function – a function conferred or imposed by a statutory instrument (law), and is delivered in part through government funding which is provided to the organisation for the purpose of providing the service.

Urupā – Māori burial ground.

Purpose of Community Funding Investment

Community funding investment and community concessional leases may be granted by the Council for the following purposes:

1. Where the functions of the group or organisation, or the funding sought, contributes towards the social, economic, environmental or cultural wellbeing of the district.
2. Supporting the viability of community services that may not be provided by other sectors or organisations.
3. Building and strengthening the capacity of community groups and organisations to become financially sustainable where possible.
4. To be a catalyst for change for the benefit of the community.
5. Enhancing the social fabric of the community.
6. Managing, maintaining, preserving and enhancing the district's built, cultural and natural heritage.
7. Building community cohesion and resilience.

Any specific and/or additional purposes of the different fund streams and community concessional leases can be found in the schedules, supplementary to the policy.

Considerations when awarding community funding

The award of community funding by Council will be guided by the following value considerations:

1. The extent to which the support sought will fund purposeful activity and demonstrable outcomes that benefit the community.
2. The extent to which the support will fund activities that align with Council's strategic vision, mission and goals.
3. The extent of public good that is promoted.
4. The degree to which the support will lead to capacity building and sustainability.
5. The extent to which an unmet need of the community is being met.

Policy schedules

The following funding and concessional lease schemes shall operate under the general terms of the Community Funding Investment Policy.

- Built Heritage Protection Fund
- Community Climate Initiatives Fund
- Community Concessional Leases
- ~~Strategic~~ Community Partnerships Grant
- Community Services and Programmes Grant
- Cultural Heritage Protection Fund
- Charitable Sponsorship
- Community Events Grant
- Main Street Building Fund
- Manaaki Urupā Grant
- Marae Development Grant
- Marae Insurance
- Mayoral Relief Fund
- Planting Our Place Fund - Te Korowai o Tāne
- Resource Management Support for Iwi and Hapū
- Rural Halls Development Grant
- Rural Hall Insurance
- Natural Heritage Protection Fund
- Social Enterprise Grant
- Strategic Council Partner
- Whanake Grant
- Zero Waste Fund ~~Waste Fund Levy~~

The following policy and contestable fund shall operate alongside the Community Funding Investment Policy:

- Rates Remission Policy
- Reduced Service Rates

Excluded schemes

The following funding schemes are excluded from the scope of this policy:

- Agility Fund
- Art in Public Places
- Catalyst Fund
- Cemeteries Board Support Grants
- Creative Communities Scheme (funding and criteria care of Creative New Zealand and administered through the Creative Communities Advisory Committee)
- Major Events Fund (administered by the Regional Economic Development Agency)
- Property Insurance for Rural Halls and Marae
- Rural Domains Scheme

Eligibility

Please refer to relevant policy schedule for full eligibility criteria

The general eligibility for all grant types is as follows^{1 2}:

1. Be ~~located and~~ **located and** operating within the New Plymouth District Boundaries.
2. Be a not-for-profit community group or organisation and be able to demonstrate that the purposes of the activity contribute to the social, economic, cultural or environmental wellbeing/interests of the district.

Exclusions

Funding will not be made available for the purposes of ^{1 2}:

1. Religious activities (for example, services or projects seeking to promote religious objectives and/or the teaching or preaching of faith).
2. Political activities (for example, services or projects seeking to promote political objectives).
3. Statutory functions, activities and services (for example, primary and secondary education providers, policing or health care funded through central government organisations at a national, regional or local level).
4. Re-gifting (for example, where an organisation seeks funding so they can administer these funds to individuals or organisations through their own funding scheme).
5. Activities that contravene any policy or strategic objective of the Council.
6. Previous grant applicants who failed to fulfil the obligations and terms of the previous funding agreement.
7. Commercial or private organisations whose purpose is profit generation for shareholders, directors or owners.

Funding will not be provided when:

8. Services, programmes or projects have received funding from the Council via another funding mechanism, including the Annual Plan, Long-Term Plan, and Major Events Fund.
9. Funding support for the service, programme or project has already been given from the Council within the same financial year.
10. The funding is for a specific individual.
11. The application is for retrospective costs.

Applications

All applications for funding must be made online via the Council's grant management system, within the advertised timeframes.

Applications must be accompanied by the relevant documentation required, which is specified in each of the attached policy schedules.

Level of community funding

¹ Unless otherwise stated in a specific policy schedule

² This does not apply to applications for the purpose of ongoing operational costs of organisations.

The Council shall determine the level of funds that will be available for community funding purposes during its Long-Term Plan or Annual Plan process.

Each policy schedule will have a specific amount allocated for distribution.

Concessional lease rental will be determined through the Long-Term Plan or Annual Plan process and set out in the Schedule of Fees and Charges.

Policy Contact

The policy holder is the Community and Economic Team within the Strategy and Planning Group.

Policy Review

This policy shall next be reviewed in February 2023~~7~~ and then every three years.

This policy revokes the following existing policies:

- P13-002 Community Funding Investment Policy (2013)
- P16-001 Community Funding Investment Policy (2016)
- P22-001 Community Funding Investment Policy (2022)

This policy establishes the following funds:

- Community Climate Initiatives Fund

This policy incorporates the following policies and/or funding programmes:

- Strategic Council Partners

Policy Schedules

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Grant and Sponsorship General Information

Grants requiring Council approval or by committee (where a committee has been established)

Grant Scheme	Maximum Funding Available	Frequency of Determinations
Community Services and Programmes Grant	\$30,000	Annually
Whanake Grant	Case-by-case basis	Annually
Social Enterprise Grant	Case-by-case basis	Annually
Community Partnership Grant	\$50,000	Annually
Creative Communities Scheme ¹	\$5,000	Twice yearly

Grants approval delegated to officers, except where applications exceed the delegated authority

Grant Scheme	Maximum Funding Available	Frequency of Determinations
Built Heritage Protection Fund	One third of total project cost	Annually (for applications up to \$10,000)
Community Events Grant	Case-by-case basis	Annually (for applications over \$5,000) As required (for applications under \$5,000)
Cultural Heritage Protection Fund	Case-by-case basis	Annually (for applications up to \$10,000)
Charitable Sponsorship	\$500 per applicant	As required
Main Street Building Fund	One third of total project cost	Annually
Manaaki Urupā Grant	Case-by-case basis	Annually (for applications over \$10,000) As required (for applications under \$10,000)
Marae Development Grant	Case-by-case basis	Annually (for applications over \$10,000) As required (for applications under \$10,000)
Natural Heritage Protection Fund	One third of total project cost	As required (for applications up to \$10,000)
Planting Our Place Fund	\$5,000 excl gst	As required
Resource Management Support for Iwi and Hapū	Case-by-case basis	As required

¹ Funding is determined by the Creative Communities Advisory Committee in accordance with Creative New Zealand criteria and assessment guidelines.

Grant Scheme	Maximum Funding Available	Frequency of Determinations
Rural Hall Development Grants	Case-by-case basis	Annually ²
Zero Waste Fund	Case-by-case basis	Twice yearly

Foregone revenue and venue concessions

Financial Support	Maximum Funding Available	Frequency of Determination	Approval
Community Concessional Lease	Case-by-case basis	As required	Council committee
Rates Remission	Case-by-case basis	As required	Delegated authority as per the Rates Remission Policy
Reduced Service Rates	Determined by Schedule of Fees and Charges	As Required	Delegated authority

Funding partnerships determined through the Long-Term Plan or Annual Plan Process

Financial Support	Maximum Funding Available	Frequency of Determination	Approval
Strategic Council Partner	Case-by-case basis	Once every three years	Full Council

Funding allocated at the discretion of the Mayor

Grant Scheme	Maximum Funding Available	Frequency of Determinations
Mayoral Relief Fund	Case-by-case basis	As required

² If budget is not fully expended, rural hall societies are able to apply after the fact for projects under \$10,000

Community Services and Programmes Grant

Purpose

The Community Services and Programmes Grant aims to support projects and programmes that seek to strengthen the community and make long-lasting change.

The grant can be up to a maximum of \$30,000 per year and can be applied for as a multi-year grant of up to three years.

The grant specifically aims to:

- Support activities, programmes or services that directly benefit the wider community of the New Plymouth district.
- Foster and support services, programmes and activities which address unmet needs in the community.
- Create opportunities which develop knowledge, awareness and understanding of the community.
- Support groups and organisations whose activities are contributing to a growth in community wellbeing and community cohesion.
- Support activities that contribute to the social and cultural vibrancy and vitality of the New Plymouth district.
- Provide investment in new services and programmes as the move towards a path of sustainability.

Eligibility

Only not-for-profit or charitable organisations or groups, who may or may not be a Registered Charity, are able to apply for this funding.

Exclusions

In addition to the general policy exclusions, the following purposes are not considered:

- Competitive sporting activities
- Events (see the Community Events Fund)
- Fundraising activities (for supporting an event to raise funds)
- Projects, programmes or operational costs that have previously received Catalyst funding.

Application requirements

In addition to the general application requirements the group or organisation must supply:

- A copy of the most recent annual accounts³
- Quotes for capital projects
- Strategic documents such as plans or strategies

³ Accounts must be compliant with the relevant legislation by which the organisation is established under, such as the Charities Act, Trusts Act or Incorporated Societies Act.

Creative Communities Scheme

Purpose

The Creative Communities Scheme supports and encourages local communities to create and present diverse opportunities for accessing and participating in arts activities. Under the scheme, “the arts” are broadly defined as *‘all forms of creative and interpretive expression’*.

This includes opportunities for creative participation in theatre, music, visual arts, digital art, applied arts, arts education, Toi Māori, literary workshops, digital storytelling, and many other activities.

On behalf of Creative New Zealand

The Council administers the Creative Communities Scheme on behalf of Creative New Zealand. All eligibility criteria and exclusions are directed by Creative New Zealand and can be found on the Creative New Zealand website www.creativenz.govt.nz.

7.2

Whanake Grant

Purpose

The Whanake Grant aims to support community groups and organisations who deliver activities, programmes or services that contribute to identified outcomes and aspirations valued by whānau, hapū and iwi.

The grant can be applied for as either an annual grant or a multi-year grant of up to three years.

Eligibility

- Only not-for-profit or charitable organisations or groups, who may or may not be a Registered Charity, are able to apply for this funding
- Applicants who have applied or received funding from other Council funding schemes are eligible to apply to the Whanake Grant

Exclusions

In addition to the general exclusions, the following purposes are not considered:

- Competitive sporting activities
- Events (see the Community Events Fund)
- Fundraising activities (for supporting an event to raise funds)
- Projects, programmes or operational costs that have previously received Catalyst funding

Application requirements

In addition to the general application requirements the group or organisation must:

- Explain how the activity, programme or service contributes to identified outcomes and aspirations valued by whānau, hapū and iwi
- Provide a copy of the most recent annual accounts⁴
- Provide quotes for capital projects
- Provide strategic documents such as plans or strategies

⁴ Accounts must be compliant with the relevant legislation by which the organisation is established under, such as the Charities Act, Trusts Act or Incorporated Societies Act.

Social Enterprise Grant

Purpose

The aim of the Social Enterprise Grant is to provide seed funding to an organisation that seeks to earn an income for the sole purpose of reinvesting that income into the community to achieve wellbeing. There are many different forms of Social Enterprise. For the purposes of this policy, eligible organisations are defined as follows:

A Social Enterprise is a revenue generating organisation with a primary purpose of achieving social, environmental and/or cultural objectives where profit is principally re-invested for that purpose of community good, rather than being driven by the need to maximise profit for shareholders, directors or owners.

Eligibility

Funding may only be sought by investment-ready enterprises.

The funding will be targeted at social enterprises that are either in a start-up phase or growth stage.

Application requirements

In addition to the general eligibility criteria, applications will be considered and assessed in relation to the following:

- Whether the enterprise involves trade to achieve a social mission
- Demonstration of the extent to which there is a market for the enterprise and the potential for the business to be self-sustaining following the end of the grant period
- Whether the business plan is realistic and practical, and includes financial projections and accounts
- The extent to which the enterprise will deliver a social return on the investment
- The extent to which the enterprise may deliver an economic return on the investment through the employment of people, volunteers, and/or trading activities
- The extent to which the enterprise has governance, management and business capacity and capability in place to run the enterprise
- The total impact (social, economic, environmental and/or cultural) expected to be yielded

The group or organisation must provide a copy of:

- The business plan, and any relevant documents such as feasibility studies or economic reports
- The most recent audited financial accounts⁵

General conditions

If the organisation receives a Social Enterprise Grant, this precludes the organisation from receiving any financial support through contestable funding from the Council in the future. This fund is to get social enterprises up and running to a self-sustainable model.

⁵ While there is a preference for accounts that have been audited, if they are not available please discuss this with a Community Development Adviser.

Strategic Council Partnership

Purpose

The purpose of a Strategic Council Partnership is to recognise those community and not- for-profit organisations that deliver the strategic objectives of the Council, and with whom the Council is comfortable to engage in a long-term partnership (financial and/or otherwise).

The relationship

The relationship between the organisation and Council will be one where there is both financial contribution and two-way collaboration. Organisations and Council will engage formally with each other in a symbiotic relationship to achieve key outcomes.

The organisation and council officers will work closely together to achieve strategic outcomes, as identified through the Council's Vision, Mission and Goals and provide milestone reporting to Council annually.

Eligibility and application

Strategic Council Partnerships are identified by Council and made by full Council resolution usually during adoption of a Long-Term Plan or Annual Plan. The general policy eligibility and exclusions apply, however, Council has the discretion to make decisions on Strategic Council Partnerships outside of these exclusions.

General conditions

Organisations that have entered into a strategic partnership with the Council will not be eligible to apply for other contestable funding or grants within the Community Funding Investment Policy⁶.

⁶ With the exception of Foregone Revenue and Venue Concessions and the Zero Waste Fund

Community Partnership Grant

Purpose

The purpose of a Community Partnership Grant is to recognise those community and not-for-profit organisations that are closely aligned to the strategic objectives of the Council, and with whom the Council is comfortable to engage in a medium-term partnership (financial and/or otherwise) relationship.

The relationship

The relationship between the organisation and Council will be one where there is both financial and capacity support. Organisations will be willing to engage formally with Council in a symbiotic relationship to achieve key outcomes.

The organisation and council officers will work closely together to achieve strategic outcomes, as identified through the Council's Vision, Mission and Goals.

A Community Partnership is a mutually beneficial relationship between a community organisation and Council, working to achieve strategic Council outcomes and add value to the wider community.

Eligibility and application requirements

In addition to the general policy eligibility, organisations need to meet all of the following criteria:

- Has an acknowledged strategic leadership and brokerage role within their sector
- Deliver work programmes and outcomes that have clear alignment to the Council strategic outcomes and priorities
- Has robust and strategic business plans in place
- Has a strong track record of achievement within the community
- Provides a direct benefit to the wider community
- Has a strong and supportive board of trustees or governance type model
- Outline how a collaborative and comprehensive partnership with Council will be achieved
- Is up to date with financial requirements e.g. annual return

Organisations must provide evidence of how they meet the above criteria.

Exclusions

- Competitive sporting activities

Application process

Organisations are able to express their interest in becoming a Community Partner by contacting the Community and Economic Development Team. Applicants who demonstrate they meet the above criteria will be invited to meet with the team to discuss the partnership approach prior to applying.

Applications declined for a Community Partnership Grant are automatically considered for Community Services and Programmes Grants in the same round.

General conditions

Organisations that have entered into a strategic partnership with the Council will not be eligible to apply for other contestable funding or grants within the Community Funding Investment policy⁶.

⁶ With the exception of Foregone Revenue and Venue Concessions and the Zero Waste Fund

Built Heritage Protection Fund

Purpose

The purpose of the Built Heritage Protection Fund is to assist private landowners manage, maintain, preserve and enhance the heritage values of heritage buildings or items on their properties. It provides a partial contribution towards the cost of a specific heritage project or work.

Activities that will be considered for a grant include, but are not limited to:

- Earthquake strengthening
- Repair or replacement of verandas, rooves, etc.
- Repiling
- Exterior cleaning and painting
- Specialist building work (e.g. stonework)

Eligibility

This policy schedule allows applicants who are individuals, for-profit enterprises, mana whenua, not-for-profit organisations and registered charities.

To be eligible for a grant from the Built Heritage Protection Fund a heritage building or item must:

- Be identified as a heritage building or item in SCHED1 (Schedule of Heritage Buildings and Items) of the Proposed or Operative District Plan
- Meet the minimum points required under the assessment criteria attached as **per the table below**
- Have any legal requirements necessary for the works approved by statutory bodies or organisations (e.g. building and/or resource consents from Council and archaeological authorities from Heritage New Zealand Pouhere Taonga)

Exclusions

Heritage buildings and items are not eligible for funding if they are on land owned by:

- Central or Local Government
- State Owned Enterprises
- Council Controlled Organisations

Funding may not be used for the purposes of:

- Professional advice (e.g. architect or engineer fees)
- Conservation or management plans
- Internal work that does not help ensure the future physical integrity of a heritage building or item (e.g. reconfiguration of spaces, updated or new kitchens and bathrooms, painting and wallpapering)
- Purchasing of a heritage building or item
- Religious activities except where religious buildings and items are identified in SCHED1 (Schedule of Heritage Buildings and Items) of the Proposed District Plan

Application requirements

In addition to the general eligibility criteria, applicants must provide two quotes for the work being undertaken (except where it includes earthquake strengthening) and a proposed colour scheme in heritage colours for any external painting. For work that includes earthquake strengthening, applicants must provide information about the total cost of the work, including contractor and cost breakdowns for various aspects of the work.

Conditions

Only one application per heritage building or item will be accepted every three years.

Recurring applications for the same type of work on a heritage building or item may not be accepted if previously funded work does not meet its expected lifespan.

Applications for heritage buildings identified in SCHED1 (Schedule of Heritage Buildings and Items) of the Proposed or Operative District Plan and located within the CBD that could be eligible for funding from the Main Street Building Fund must seek funding from the Built Heritage Protection Fund first.

Assessment Criteria

See **table below**

Built Heritage Protection Fund Assessment Criteria

QUANTITATIVE MEASURES	POINTS
1. Degree to which the proposed work is necessary to ensure the maintenance or preservation of the heritage building or item	Essential work – 20 points <i>Generally allocated when work is required to ensure the future integrity of a heritage building or item, e.g. earthquake strengthening, repiling, roof replacement, etc.</i>
	Desirable work – 10 points <i>Generally allocated when work is required as part of regular/ongoing maintenance to keep a heritage building or item in good order, e.g. external painting, chimney repairs, replacing rotten weatherboards, etc.</i>
2. Degree of public access or use	High degree of public access or use – 20 points <i>Generally allocated when a heritage building or item is accessed or used by many in the community, e.g. retail stores, banks, school halls, etc.</i>
	Medium degree of public access or use – 10 points <i>Generally allocated when a heritage building or item is accessed or used by some in the community, e.g. professional offices, residential apartments, churches in rural areas, etc.</i>
	Low degree of public access or use – 5 points <i>Generally allocated when a heritage building or item is accessed or used by few in the community, e.g. residential houses, unoccupied industrial buildings, etc.</i>
	<i>Note: An item will be assessed for its future use once works are carried out, e.g. an empty building that will be earthquake strengthened and leased out as retail will be assessed as 20 points instead of 0 points.</i>
34. Level of prominence	Located in a commercial centre – 20 points <i>Generally allocated when a heritage building or item is located within the City Centre Zone (New Plymouth central area), Town Centre Zone (Inglewood, Waitara and Fitzroy) or Local Centre Zone (all other district centres) identified in the Proposed or Operative District Plan.</i>
	Located on a high volume traffic road – 10 points <i>Generally allocated when a heritage building or item is located on a state highway, arterial road or collector road identified in the Proposed or Operative District Plan.</i>
	Located on a low volume traffic road – 5 points <i>Generally allocated when a heritage building or item is located on a local road identified in the Proposed or Operative District Plan.</i>
Maximum total points	60 points
Minimum points required to be eligible to apply for funding	30 points

If an application meets the minimum points required, the following matters are taken into account:

- The degree to which the work is necessary to ensure the sustainable management, maintenance or preservation of the heritage building or item.
- Whether funding from other agencies is being sought for the heritage building or item (Note: Council is generally supportive of applicants applying to more than one funding source).
- The degree to which the work is in accordance with the principles of the ICOMOS New Zealand Charter for the Conservation of Places of Cultural Heritage Value.
- The amount of money in the fund and the need for equitable distribution.
- Whether the heritage building or item has received funding previously or not.
- The degree to which the work aligns with Council strategies, policies and plans.

Community Events Grant

Purpose

The purpose of the Community Events Grant is to acknowledge grassroots community events and support the vibrancy of the district. The grant is also to support the establishment of future annual events with the aim of becoming a major attraction of the district.

Specifically, the grant will help with the following:

- Venue hire costs
- Promotion
- Hire of equipment such as sound, lighting, and toilet facilities
- Entertainers' fees
- Road closure costs

Eligibility and exclusions

In addition to the general eligibility criteria, the specific eligibility criteria is as follows:

- This grant is only available to grassroots community events within the New Plymouth district

This grant will not fund:

- Competitive sporting activities
- Events that are exclusive to particular groups/members (e.g. school reunions/anniversaries, prize-giving events, end of year dinners for clubs).
- Events that have a focus on fundraising for a charity or not-for-profit.
- Events that qualify for Major Events Funding through Venture Taranaki.
- Event manager fees.
- Costs to hire Council owned/managed venues.

Application requirements

In addition to the general application requirements applicants are expected to provide the following supporting documents:

- Event plan, including health and safety plan
- Any sponsorship agreements
- Quotes for hire of venues or equipment

Conditions

Events must be either free or low-cost admission (\$5 or less) to the public and have a focus on encouraging participation across New Plymouth's diverse communities, as well as engaging local communities and neighbourhoods.

Cultural Heritage Protection Fund

Purpose

The Cultural Heritage Protection Fund assists landowners and mana whenua manage, maintain, preserve and enhance the cultural heritage values of archaeological sites or sites and areas of significance to Māori on their properties. It provides a partial contribution towards the costs of a specific project or work required to protect cultural heritage.

The fund contributes to achievement of the Kaupapa Māori Framework values of Rangatiratanga, Kaitiakitanga, Ūkaipōtanga and Kotahitanga developed for the Proposed District Plan by supporting mana whenua and landowners to protect cultural heritage.

Activities that will be considered for a grant include, but are not limited to:

- Priority works to clear overgrown and unusable sites
- Water connection assistance to urupā
- Fencing (e.g. around a pā site to prevent stock damage)
- Retaining walls or earthworks to prevent or remedy erosion
- Specialist underground geotechnical investigations to locate urupā for protection
- Structural repairs, cleaning and/or painting of stonework, monuments, memorials or headstones associated with a pā sites or other archaeological sites or sites of significance to Māori
- Development of agreements (legal or otherwise) between landowners and mana whenua to transfer ownership of the site or provide access to sites on private land
- Installation of interpretive signage for the site

Eligibility

This policy schedule allows applicants who are individuals, for-profit enterprises, mana whenua, not-for-profit organisations and registered charities.

To be eligible for a grant from the Cultural Heritage Protection Fund an archaeological site or site or area of significance to Māori must:

- Be identified in SCHED3 (Schedule of Archaeological Sites or Sites and Areas of Significance to Māori) of the Proposed or Operative District Plan; or a site or area marking cultural heritage values on land zoned as Māori Purpose Zone within the Proposed or Operative District Plan or on Māori land identified under the Te Ture Whenua Māori Act 1993;
- Meet the minimum points required under the assessment criteria attached as **per the table below**
- Have any legal requirements necessary for the works to be carried out approved by statutory bodies or organisations, prior to applying (e.g. building and/or resource consents from Council, and archaeological authorities from Heritage New Zealand Pouhere Taonga)

Exclusions

Archaeological sites or sites and areas of significance to Māori are not eligible for funding if they are on land owned by:

- Central or Local Government
- State -Owned Enterprises
- Council Controlled Organisations

Funding may not be used for the purposes of:

- Professional advice (e.g. archaeologist fees)
- Conservation or management plans
- Work that does not help ensure the future physical integrity of an archaeological site or site or area of significance to Māori
- Purchasing of a property with an archaeological site or site or area of significance to Māori on it

Application requirements

- In addition to the general eligibility criteria, applications must be from the landowner and/or mana whenua. Applicants must also provide two quotes for the work being undertaken.
- Where a site is not identified in SCHED3 (Schedule of Archaeological Sites or Sites and Areas of Significance to Māori) of the district plan, two pieces of evidence about the site are required. Applicants require approval of the Iwi Relationships Team.

Conditions

Only one application per archaeological site or site or area of significance to Māori will be accepted every three years.

Applications in relation to ongoing maintenance of an urupā must seek funding for a Manaaki Urupā Grant first.

Assessment Criteria

See **table below**

Cultural Heritage Protection Fund Assessment Criteria

QUANTITATIVE MEASURES	POINTS
1. Requirement for physical protection	Essential work— 20 points <i>Generally allocated for erosion, new fencing for stock exclusion or memorial structures that need urgent protection or remediation to ensure the future physical integrity of the site.</i>
	Desirable work 10 points <i>Generally allocated for maintenance of existing fencing, or structural repairs, maintenance, cleaning and/or painting of memorial structures to keep the site in good order.</i>
2. Education and interpretative value	High potential to enhance community understanding of past – 20 points
	Moderate potential to enhance community understanding of the past – 10 points
	Low potential to enhance community understanding of the past – 5 points
3. Access to site for mana whenua	There is access to the site for mana whenua— 20 points
	Access to site for mana whenua must be negotiated – 10 points
	Access to the site for mana whenua is not available –5 points
Maximum total points	60 points
Minimum points required to be eligible to apply for funding	30 points

If an application meets the minimum points required, the following matters are taken into account:

- The significance of the item from a heritage point of view
- The degree to which the work is necessary to ensure the sustainable management, maintenance or preservation of the archaeological site or site or area of significance to Māori
- Whether funding from other agencies is being sought for the archaeological site or site or area of significance to Māori (Note: Council is generally supportive of applicants applying to more than one funding source)
- The degree to which the work is in accordance with the principles of the ICOMOS New Zealand Charter for the Conservation of Places of Cultural Heritage Value
- The amount of money in the fund and the need for equitable distribution
- Whether the archaeological site or site or area of significance to Māori has received funding previously or not
- The degree to which the work aligns with Council strategies, policies and plans

Charitable Sponsorship

Purpose

From time to time the Council is approached by charitable organisations who are seeking funding by way of sponsorship.

Eligibility

Registered Charities may seek support from the Council to be a “sponsor” for their event.

The award of sponsorship monies will be granted to charities that have alignment to the core values and strategic vision of the Council.

Conditions

The award of sponsorship monies is at the discretion of the Chief Executive or their nominee.

The monies available for charitable sponsorship shall be limited to \$500 per application. The amount of funding will depend on the availability of funds.

Application Requirements

Applicants may only seek this funding once per financial year. Enquiries should be made to the Community and Economic Development Team.

Main Street Building Fund

Purpose

The purpose of the Main Street Building Fund is to enhance the vibrancy and character of buildings in the CBD areas of New Plymouth District. The fund helps commercial property owners or their tenants improve the frontage of their buildings, making them more attractive to potential customers and tenants and creating a more appealing CBD environment.

Grants can be used for:

- Street art and murals
- Façade painting, including signage
- Installation of decorative lighting, verandas and appropriate architectural features
- Repair work that enhances the vibrancy and character of the building
- Removal of unsightly features that do not fit the style of the building

Eligibility

Buildings must be located within the CBD areas of New Plymouth District.

Exclusions

- Work on a heritage listed building that has received funding from the Built Heritage Protection Fund is not eligible for this fund.
- Routine maintenance i.e. functional repair work, cleaning, safety upgrades, structural repairs
- Council-owned buildings and/or infrastructure are an exclusion

Conditions

- Applications for work on any heritage listed building must be made to the Built Heritage Protection Fund first.
- Only one application per building every two years.
- Applicants are not to cover any of the improvements with advertising material, such as posters or billboards.
- Colours and signage should be in keeping with the building's era and design and may be subject to approval in accordance with the District Plan.

Application

In addition to the general application requirements applicants are required to provide:

- Street art and murals
 - A description or mock-up or proposed artwork
- Façade painting:
 - Proposed colour scheme
 - Two quotes for the work
- Explanation of how the works will comply with health and safety requirements
- If the applicant is a tenant, written approval from building owner

Manaaki Urupā Grant

Purpose

The purpose of the Manaaki Urupā Grant is to partially cover the annual costs incurred by urupā owners/trustees in the on-going care of their urupā as well as the establishment of new urupā.

The grant can go towards activities directly related to the care of the urupā, including but not limited to the following (in order of priority):

1. Maintenance, repair and cleaning of headstones
2. Installation, repair and maintenance of gateways and fences
3. Replacement of equipment (e.g. lawn mowers, gardening tools)
4. Establishing new urupā (survey and new fencing costs)
5. Mowing
6. Maintenance of hedges and trees

Retrospective costs of urgent work to remain operational.

Eligibility

To be eligible for a Manaaki Urupā grant the urupā must be:

- Within the New Plymouth district; and
- Located on:
 - Land designated a Māori reservation under section 338 of the Te Ture Whenua Māori Act 1993 for the purposes of an urupā; or
 - Māori freehold land; or
 - General land in Māori ownership.

Council may also consider urgent protection-related work on a case-by-case basis, including, but not limited to:

- Erosion-related mitigation
- New car-parking, vehicle and pedestrian access ways
- Flood mitigation

Exclusions

The Manaaki Urupā grant may not be used for:

- Multiple-year projects
- Payment of salaries, wages, commissions, fees etc.
- Power and water rates, legal fees or leases

Application

When applying for a Manaaki Urupā Grant, applicants will need to provide evidence that the urupā meets the criteria. The evidence requirements are attached as **per the table below**.

Conditions

- Only one application per urupā will be accepted per financial year
- Requests for retrospective costs if urgent work is required must be agreed to prior to applying by the Iwi Relationships Team
- Projects must be completed no later than October 31 of the year following the grant

Assessment Criteria

See **table below**

Manaaki Urupā Grant Evidence Requirements

APPLICATION CRITERIA	EVIDENCE REQUIRED
Eligibility	The Urupā meets the criteria by providing: • A copy of the <i>Certificate of Title</i> • Screenshot from the Māori Land Court's <i>Māori Land Online</i> website; or • Copy of the notice in the <i>New Zealand Gazette</i> establishing a Māori reservation for the purpose of an Urupā
Estimated costs of activities	The costs of the activities are verified by a third-party quote
Letter of support	A letter of support from an appropriate sponsor must be provided. The letter should: • Verify that the urupā interests an applicant represents are genuine; and • Support the proposed activities A sponsor may include, but is not limited to: • Chair of a relevant urupā trust; or • One or more urupā owners • CEO of an appropriate Iwi rūnanga • Chair of a relevant hapū entity If Council receives more than one application on behalf of an urupā in the same year, the matter will be referred back to the submitters for resolution.
Confirmation of works completed	The following evidence proving the completion of works (to be submitted by October 31 of the following year of the grant) include: • Dated before and after photographs • Before and after visits by Council Officers; or • Receipts, invoices or bills marked as paid.

Marae Development Grant

Purpose

The purpose of the Marae Development Grant is to support funding for the maintenance and development of the District's Marae.

Grants may be sought for the following purposes:

- External works (protection of the fabric of the building ensuring it is structurally sound and watertight)
- Health and safety (work that ensures the building is safe and secure for all using it and includes areas such as electrical work, faulty floorboards, plumbing and heating/lighting).
- Accessibility (work that improves the accessibility of the buildings and facilities for people with accessible needs, in particular, Kaumātua)
- Hygiene (matters relating primarily to drainage, kitchens, bathrooms, drinking water and toilet areas)
- Interior structure (walls, ceilings, and the internal structures not already covered by the above)
- Aesthetic and capital projects (allowing for new projects to achieve the future aspirations of the Iwi/Hapū)
- Creating or updating Marae Development Plans
- Retrospective costs if urgent work is required (must be agreed to prior to applying by the Iwi Relationships Team)

Eligibility

To be eligible the Marae must be an incorporated society or trust.

Application

Applicants must supply the following:

- Quotes (minimum of two quotes for non-urgent works)
- Resolution from the Marae trustees to apply for funding

Marae Insurance

Insurance funding for Marae is excluded from the Marae Development Grant. Insurance funding is separately available for Marae. Marae Committees are advised to contact Council Officers. Insurance funding will only cover the costs of:

- Material Damage, including insurance of whakairo, tukutuku and kōwhaiwhai
- Business liability
- Contract works for development/renovations

Natural Heritage Protection Fund

Purpose

The purpose of the Natural Heritage Protection Fund is to help private landowners manage, maintain, preserve and enhance the natural heritage values of natural areas on their properties. The work must be necessary to ensure the conservation and preservation of the natural area.

The Natural Heritage Protection Fund covers fencing to protect the natural area from stock damage.

Eligibility

This policy schedule allows applicants who are individuals, for-profit enterprises, mana whenua, not-for-profit organisations and registered charities.

To be eligible for a grant from the Natural Heritage Protection Fund a natural area can:

- Be protected by being identified in SCHED6 (Schedule of Rural Significant Natural Areas) of the Proposed or Operative District Plan, or by way of a protective covenant, or by other legal mechanisms providing similar protection to a protective covenant
- Where the property is protected by way of a protective covenant or by other legal mechanisms providing similar protection to a protective covenant:
 - The protective covenant or other legal mechanism must meet the requirements of the Proposed or Operative District Plan for legal protection of the special ecological features to achieve the protective outcome
 - The protected natural area meets the significance criteria for being protected in the Proposed or Operative District Plan
 - The area of land containing the protected natural features must be readily identified and able to be measured distinctly from the total area of the property
- Meet the eligibility criteria required under the assessment criteria attached as **per table below**
- Have any legal requirements necessary for the works to be carried out approved by statutory bodies or organisations prior to applying for release of funding (e.g. QEII covenant pre-approval, resource consent for earthworks)

Exclusions

Natural areas are not eligible for funding if they are on land owned by:

- Central or Local Government
- State Owned Enterprises
- Council Controlled Organisations

Funding may not be used for the purposes of:

- Professional advice (e.g. ecologist fees)
- Conservation or management plans
- Work that does not help ensure the future physical integrity of a natural area (e.g. new carparking next to a natural area, interpretation signage, etc.)
- Purchasing of land
- Complying with conditions or terms of a resource consent, or other statutory permission or obligation.

Conditions

Only one application per natural area will be considered, unless it is rational to stage fencing and protection, in which case one application will be considered every two or more years.

Where the natural area is not identified in SCHED6 (Schedule of Rural Significant Natural Areas) of the Proposed or Operative District Plan, Council Officers must be satisfied that the landowner is committed to entering into a conservation covenant with a covenanting agency.

Application requirements

In addition to the general eligibility criteria evidence of the legal protection mechanism and a plan to sustainably manage the ecological values of the protected natural features must be provided.

Assessment Criteria

See **table below**

Natural Heritage Protection Fund Assessment Criteria

QUESTION	QUANTITATIVE MEASURES	ELIGIBILITY
One	Is the natural area a significant natural area under SCHED6 (Schedule of Rural Significant Natural Areas) of the Proposed or Operative District Plan?	Yes – consider question two then go to question three No – next question
Two	Does the natural area meet the criteria for a significant natural area and will the natural area have a land covenant registered on a Record of Title to protect an area for indigenous biodiversity under the Queen Elizabeth II National Trust Act 1977, the Reserves Act 1977 or the Conservation Act 1987, or a Ngā Whenua Rāhui Kawenata, or other legal mechanism providing equivalent or similar protection?	Yes – next question No – not eligible (unless a significant natural area under SCHED6, next question)
Three	Has other matching funding been sought or has other contributory funding from the applicant been made apparent?	Yes – next question No – not eligible
Four	Does the natural area function as a wildlife corridor or contribute to connectivity in the landscape?	Yes – next question No – not eligible
Five	To what extent is the natural area under threat from grazing and pest animals?	High – eligible for one third of total project cost Medium – eligible for one quarter of total project cost Low – eligible for one fifth of total project cost

The following matters are taken into account when assessing applications:

- The significance of the-natural area from a natural heritage point of view
- The degree to which the work is necessary to ensure the sustainable management, maintenance or preservation of the natural area
- Percentage of current peripheral fencing and proposed new fencing
- Whether funding from other agencies is being sought for the natural area Note: Council is generally supportive of applicants applying to more than one funding source)
- Whether the applicant is prepared to legally protect the feature/item e.g. QEII Covenant, Reserves Act covenant, Ngā Whenua Rāhui Kawenata
- The amount of money in the fund and the need for equitable distribution
- Whether the natural area has received funding previously or not
- The responsibilities of other statutory bodies or organisations in protecting or maintaining the natural area
- The prominence of the natural area, i.e. its location, proximity to other natural features, any public access connectivity, any landscape amenity attributes
- The degree to which the work aligns with Council strategies, policies and plans

Planting Our Place - Te Korowai o Tāne

Purpose

The purpose of the Te Korowai o Tāne grant is to assist not for profit community groups in purchasing native tree and shrub species to plant on their relevant properties. This grant will provide 'wrap around' support for New Plymouth's community to engage in positive action for climate change and the environment, and will augment the work occurring through the planting of public land through Planting our Place to facilitate and expedite achievement of the 10% urban vegetation cover target.

Eligibility

To be eligible for the Planting Our Place grant the applicant must be a community group or not for profit organisation, which includes (but is not limited to):

- Schools
- Sports clubs
- Kōhanga reo, kindergartens, early childhood centres and play centres
- Marae

The space to be planted is to be located within the urban environment and ideally would contribute to priority planting areas (for example, a biodiversity corridor, stream, wetland or native forest or coastal margin).

Applicants who have applied or received funding from other Council funding schemes are eligible to apply to the Planting Our Place – Te Korowai o Tāne.

Exclusions

The grant cannot be provided for:

- Individuals or private residential/commercial property
- Planting exotic trees or fruit trees
- Establishing a nursery

Funding may not be used for the purposes of:

- Labour to prepare the planting site
- Maintenance of the planting site
- Planting the plants

Application requirements

- In order to apply for funding the applicant must provide a quote for the plants from a supplier approved by Council.
- The application must include a simple planting and maintenance plan that:
 - identifies the planting area location and size (m²)
 - lists species selections appropriate to the local ecosystem type and plant numbers
 - sets out plant spacing, timing and sequence of works
 - provides a maintenance plan to ensure planting establishment

Conditions

- Before and after photos must be provided to confirm the planting has been undertaken
- Funding must be used for Indigenous plants only and at least 20% of mix to be large trees (canopy species >5m at maturity) for carbon sequestration
- Planting should be carried out between April and August
- Planting must be intended to be in perpetuity
- Council reserves the right to account for any greenhouse gas emission reductions as part of its emissions accounting
- Only one application will be accepted per property every three years
- Maximum of \$5000 per group or entity

7.2

Resource Management Support Grant for Iwi and Hapū

Purpose

The purpose of this fund is to enable Iwi and Hapū to purchase a range of professional services to facilitate their participation in resource consent processes so as to incorporate Māori values in resource management decision making.

Eligibility

This grant is only available to Iwi and Hapū.

To be eligible, services must relate to resource consent processes or applications, or private plan change processes where the Council is the consenting authority.

Services that are eligible are for professional services and reports including, but not limited to:

- Planning
- Legal
- Specific technical assessments (e.g. hydrology engineering, ecological landscape, noise)
- Cultural services and advice
- Valuation services
- Monitoring
- Scientific services
- Contribution towards master planning and feasibility studies

Exclusions

The grant is not to be used for any of the following services:

- Purchase of equipment or machinery
- Enforcement or compliance matters
- Costs incurred in preparation of a resource consent application or private plan change
- Debt services

Application

In order to apply for this grant, applicants should discuss with the Planning Team or Manager Iwi Liaison, who will then provide the application form link.

Rural Halls Development Grant

Purpose

The purpose of the Rural Halls Development Grant is to support funding for the maintenance and development of the district's rural halls.

Grants may be sought for the following purposes:

- External works (protection of the fabric of the building ensuring it is structurally sound and watertight).
- Health and safety (work that ensures the building is safe and secure for all using it and includes areas such as electrical work, faulty floorboards, plumbing and heating/lighting).
- Accessibility (work that improves the accessibility of the buildings and facilities.)
- Hygiene (matters relating primarily to drainage, kitchens, bathrooms and toilet areas).
- Interior structure (walls, ceilings, and the internal structures not already covered by the above).
- Aesthetic and capital projects (allowing for new projects).

Eligibility

Applications will be considered from hall societies for capital improvements and preventative maintenance works on a priority needs basis. Priority needs are:

- Halls with more than 30 hours per month demonstrated average use (excluding school holiday weeks).
- Where the lack of maintenance would constitute a health, safety or fire risk, or compromise weather tightness.
- Halls that have less than 30 hours per month use, but who can demonstrate that the work being undertaken will increase hall hire.

Halls that meet both criteria one and two have first priority.

Exclusions

A rural hall that in the opinion of Council Officers is in a significant state of disrepair and inappropriate for community hire will not be eligible for a grant.

Application requirements

In addition to the general application requirements applicants must provide:

- A copy of the most recent financial accounts; and
- Two quotes for the proposed works.

Rural Hall Insurance

All Hall Committees/Societies are encouraged to insure the halls with a material damage policy.

Insurance funding is excluded from the Rural Halls Grants. Insurance funding is separately available for Rural Halls. Rural Hall Committees are advised to contact Council Officers.

Zero Waste Fund

Purpose

The purpose of the Zero Waste Fund is to boost the district's performance in waste minimisation. Projects should benefit New Plymouth district and lead to measurable reductions in waste to landfill, or other waste improvements.

Only waste minimisation projects are eligible for funding. Projects must promote or achieve waste reduction through initiatives that avoid, reuse, recycle or recover waste, or make use of resources diverted from landfill.

Projects can include, but are not limited to:

- Education or behaviour change, to promote waste minimisation activity to the public or a particular target audience.
- Infrastructure that helps divert resources from landfill.
- Understanding existing waste quantities and composition, behaviour or economic incentives, as a precursor to effectively reducing waste and/or increasing reuse.
- Design of product stewardship schemes or other solutions that promote and achieve waste minimisation
- Other initiatives that contribute to the actions and strategic priorities of the Council and the NPDC *Waste Management and Minimisation Plan*.

Eligibility

Applicants can be individuals, businesses or groups based within the New Plymouth district.

Projects must be new or expanded activities and should be for a specified timeframe, with achieved results within one year, however multi-year projects can be considered.

Applications will be considered against the assessment criteria based on the Council *Waste Management and Minimisation Plan*⁷.

Exclusions

Funding will not be awarded for existing activities or the running costs of existing activities of organisations, individuals or groups.

Application

In addition to the general application requirements applicants must provide the following:

- Evidence of funding from other sources (including in-kind funding)
- Any other information required during the zero waste funding process

Conditions

The maximum amount of funding available to individuals applicants is \$15,000.

The level of reporting required will depend on the amount of funding granted. For projects/activities greater than \$5,000 reporting will be required at key milestones, as well as a final outcomes report. For projects seeking less than \$5,000 a final one-off report will be required.

⁷ Criteria will be made available on the Council website and determined by Council Officers.

Community Climate Action Fund

Purpose

The purpose of the Community Climate Action Fund is to foster community action and transition to a sustainable, net zero emissions, climate resilient future.

Activities that will be considered for a grant include:

- Greenhouse emissions reduction initiatives, including:
 - Renewable energy, micro-grids, electrification and energy efficiency
 - Sustainable transport and travel, including electric vehicles, e-bikes and active transport
 - Low energy, sustainable homes
- Climate adaptation and resilience initiatives, including:
 - Community resilience and emergency preparedness
 - Resilient local food systems and climate-resilient agriculture
 - Water resilience
 - Natural ecosystem resilience
- Climate-related education initiatives, including behaviour change, upskilling and awareness
- Research and investigations into emissions reduction or adaptation and resilience related to New Plymouth District, including:
 - Feasibility studies or emissions reduction plans for significant emissions reduction
 - Climate change risk assessments
 - Citizen science projects for emissions reduction, climate adaptation or resilience

Projects will receive priority if they:

- Support mana whenua priorities relating to climate change
- Support rangatahi/youth priorities relating to climate change
- Support communities and demographic groups vulnerable to climate change impacts
- Provide for long-term benefits that accrue beyond the terms of the funding (for instance, catalysts for larger change, proof of concept, or permanently removes emission sources)
- Provide benefits to both reducing greenhouse gas emissions and climate adaptation and resilience
- Provide for benefits that accrue to the community rather than an organisation's internal operations

Council may also set annual priorities where, in the view of Council, greater focus is required to ensure a transition to a sustainable, net zero emission, climate resilient future.

Eligibility and exclusions

Applicants can be community groups, mana whenua trusts or schools based within the New Plymouth District, as well as research institutes.

The grant will not fund:

- Projects that fit within related community funding schemes operated by Council (Planting our Place – Te Korowai o Tāne, Natural Heritage Protection Fund Scheme and the Zero Waste Fund)
- Projects that duplicate existing Council services or programmes

- Projects that undermine other funding criteria (for instance, a climate adaptation and resilience project must not result in increasing greenhouse gas emissions)
- School building work
- Emergency preparedness initiatives for emergency centres that do not have a memorandum of understanding with Council's Emergency Management Team.

Conditions

- Eligible projects costs for the replacement of fossil fuel uses (e.g. replacing gas boilers with heat pumps or petrol/diesel cars with electric cars) are calculated as the cost difference between the preferred low/no carbon product and the equivalent fossil fuel product, as well as any supporting infrastructure changes (such as electricity supply).
- Council reserves the right to require co-funding or in-kind support for substantive projects where benefits accrue to community organisation's internal operations rather than the wider community.
- Council reserves the right to account for any greenhouse gas emission reductions as part of its emissions accounting.

Application

In addition to the general application requirements:

- the group or organisation must provide quotes where it is relevant to the project applied for.
- Where an application is seeking to replace a fossil fuel use with a low/no carbon product, a quote must be provided for the low/no carbon product and either a quote for the fossil fuel product or publicly available pricing information on a fossil fuel product. Council reserves the right to seek a comparison to an alternative fossil fuel product if, in the opinion of Council, the product is not an appropriate equivalent product.
- Applicants should, where relevant, provide a business plan for how a project will continue to provide benefits after the funding ends.
- Projects that reduce greenhouse gas emissions may, but are not required to, provide an estimate of emissions reductions.

Community Concessional Lease

Purpose

The purpose of the Community Concessional Lease is to recognise the value of a not-for-profit group or organisation occupying Council owned land and/or property, through the award of a reduced lease fee.

Eligibility

When considering approval of a new community concessional lease or the renewal of an existing lease, the Council will consider a number of factors including:

- Type of use or activity and its consistency with the purpose of the reserve and its location
- The contribution the proposed activity will make towards Council's strategic vision and key community outcomes
- Whether the organisation has demonstrated history of having stable membership and being a trustworthy leaseholder
- The amount of financial investment the lessee intends to make into the leased area or associated structures
- Feasibility of any development and the ability to fund ongoing operating costs, including funding of capital replacement
- The time commitment the lessee is willing and interested in negotiating

In addition, all proposals must be consistent with the policies and requirements set out in legislation and other council policies, including the Council's General Policies for Council Administered Reserves 2006, Reserve Management Plans and the Reserves Act 1977.

Application

Applications for a community concessional lease must contain:

- Description of activity/use
- Relevant information about the group/organisation applying for the lease including:
 - membership information
 - financial statements
 - strategic plan/business plan
- Length of term the lease is sought for and reasons for this (noting maximum that can be granted under the Reserves Act 1977 is 33 years).

For applications involving new activities/use or change of an existing use:

- Assessment of potential effects of the activity/use and any proposed steps to avoid, remedy or mitigate any adverse effects.
- Information about alternative locations considered and reasons why these have been discounted.
- Assessment of the proposed activity/use against relevant legislation, regulations, codes and bylaws.
- Feasibility study and business plan for any new activities that are expected to cost over \$100,000 or result in debt levels of \$10,000 or greater. The contents of the feasibility study is to be discussed with Council Officers on a case-by-case basis.

Community Concessional Leases cont.

Lease rental

Land only leases

This type of lease would apply to organisations that own their own building and improvements and lease only the land occupied by those buildings and/or improvements.

The land rental will be a flat-rate as set by the Council in the Long-Term Plan or Annual Plan.

Land and building leases

This type of lease would apply to organisations that lease council owned buildings as well as any land occupied.

The land component of the rental will be a flat-rate as set by the Council in the Long-Term Plan or Annual Plan.

An additional building rental will be set at a rate of 0.1% plus GST per annum of the current fair asset value of the building occupied, with a minimum rental level set by the Council in the Long-Term Plan or Annual Plan.

Note: All rentals will be reviewed in accordance with the terms and conditions of the individual leases, which is generally every three years to the Consumer Price Index (CPI).

Mayoral Relief Fund

Purpose

The Mayoral Relief Fund exists to provide assistance to families and individuals who are undergoing extreme financial hardship.

The fund may be used to support organisations supporting families and individuals.

Other forms of assistance ~~will~~ may be made available from the fund at the discretion of the District Mayor.

a) Families and Individuals

i. Eligibility

- Every applicant's circumstances are unique
- The requirement for support must be one of proven financial hardship. The applicant must have exhausted general sources of assistance such as the Ministry of Social Development, or local food banks, as well as their immediate family (if applicable).

ii. Application Requirements

- Applications will be made directly through the Mayor's office
- The Mayor's office will investigate the request before making a decision. Investigation is likely to involve a discussion with third parties, and applicants may be required to give consent to obtain information from relevant sources such as the Ministry of Social Development, Kāinga Ora, local food bank or New Zealand Police.

b) Organisation

i. Eligibility

- Each organisation's circumstances are unique.
- Any funding requested must relate directly to providing support for families or individuals within the community.
- The organisation will have exhausted all general avenues of assistance, both locally and nationally.

ii. Application Requirements

- Applications will be made directly through the Mayor's office
- Evidence is to be provided that no other sources of funding are available to the organisation at the time of application.

Decision making

The Mayor has sole delegated authority to approve or decline requests and/or provide funding.

Policy Schedules

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Grant and Sponsorship General Information

Grants requiring Council approval or by committee (where a committee has been established)

Grant Scheme	Maximum Funding Available	Frequency of Determinations
Community Services and Programmes Grant	\$30,000	Annually
Whanake <u>Grant</u>	Case-by-case basis	Annually
Social Enterprise Grant	Case-by-case basis	Annually
Strategic Community Partnership Grant	\$50,000	Annually
Creative Communities Scheme ¹	\$5,000	Twice yearly

Grants approval delegated to officers, except where applications exceed the delegated authority

Grant Scheme	Maximum Funding Available	Frequency of Determinations
Built Heritage Protection Fund	One third of total project cost	Annually (<u>for applications up to \$10,000</u>)
Community Events Grant	Case-by-case basis	Annually (for applications over \$5,000) As required (for applications under \$5,000)
Cultural Heritage Protection Fund	Case-by-case basis	Annually (<u>for applications up to \$10,000</u>)
Charitable Sponsorship	\$500 per applicant	As required
Main Street Building Fund	One third of total project cost	~~Twice yearly~~ Annually
Manaaki Urupā Grant	Case-by-case basis	~~Annually~~ Annually (for applications over \$10,000) As required (for applications under \$10,000)
Marae Development Grant	Case-by-case basis	Annually (for applications over \$10,000) As required (for applications under \$10,000)
Natural Heritage Protection Fund	One third of total project cost	As required (<u>for applications up to \$10,000</u>)
Planting Our Place Fund	~~Case by case basis~~ \$5,000 excl gst	~~Twice yearly~~ As required
Resource Management Support for Iwi and Hapū	Case-by-case basis	As required

¹ Funding is determined by the Creative Communities Advisory Committee in accordance with Creative New Zealand criteria and assessment guidelines.

Grant Scheme	Maximum Funding Available	Frequency of Determinations
Rural Hall Development Grants	Case-by-case basis	Annually ²
Zero Waste Levy Fund	Case-by-case basis	Twice yearly

Foregone revenue and venue concessions

Financial Support	Maximum Funding Available	Frequency of Determination	Approval
Community Concessional Lease	Case-by-case basis	As required	Council committee
Rates Remission	Case-by-case basis	As required	Delegated authority as per the Rates Remission Policy
Reduced Service Rates	Determined by Schedule of Fees and Charges	As Required	Delegated authority

Funding partnerships determined through the Long-Term Plan or Annual Plan Process

Financial Support	Maximum Funding Available	Frequency of Determination	Approval
Strategic Council Partnership	Case-by-case basis	Once every three years	Full Council

Funding allocated at the discretion of the Mayor

Grant Scheme	Maximum Funding Available	Frequency of Determinations
Mayoral Relief Fund	Case-by-case basis	As required

² If budget is not fully expended, rural hall societies are able to apply after the fact for projects under \$10,000

Community Services and Programmes Grant

Purpose

The Community Services and Programmes Grant aims to support projects and programmes that seek to strengthen the community and make long-lasting change.

The grant can be up to a maximum of \$30,000 per year ~~to an applicant~~ and can be applied for as a multi-year grant of up to three years.

The grant specifically aims to:

- Support activities, programmes or services that directly benefit the wider community of the New Plymouth district.
- Foster and support services, programmes and activities which address unmet needs in the community.
- Create opportunities which develop knowledge, awareness and understanding of the community.
- Support groups and organisations whose activities are contributing to a growth in community wellbeing and community cohesion.
- Support activities that contribute to the social and cultural vibrancy and vitality of the New Plymouth district.
- Provide investment in new services and programmes as the move towards a path of sustainability.

Eligibility

Only not-for-profit or charitable organisations or groups, who may or may not be a Registered Charity, are able to apply for this funding.

Exclusions

In addition to the general policy exclusions, the following purposes are not considered:

- Competitive ~~S~~sporting activities.
- Events (see the Community Events Fund).
- Fundraising activities (for supporting an event to raise funds).
- Projects, programmes or operational costs that have previously received Catalyst funding.

Application requirements

In addition to the general application requirements the group or organisation must supply:

- A copy of the most recent annual accounts³.
- Quotes for capital projects.
- Strategic documents such as plans or strategies.

³ Accounts must be compliant with the relevant legislation by which the organisation is established under, such as the Charities Act, Trusts Act or Incorporated Societies Act.

Creative Communities Scheme

Purpose

The Creative Communities Scheme supports and encourages local communities to create and present diverse opportunities for accessing and participating in arts activities. Under the scheme, “the arts” are broadly defined as *‘all forms of creative and interpretive expression’*.

This includes opportunities for creative participation in theatre, music, visual arts, digital art, applied arts, arts education, Toi Māori, literary workshops, digital storytelling, and many other activities.

On behalf of Creative New Zealand

The Council administers the Creative Communities Scheme on behalf of Creative New Zealand. All eligibility criteria and exclusions are directed by Creative New Zealand and can be found on the Creative New Zealand website www.creativenz.govt.nz.

7.3

Whanake Grant

Purpose

The Whanake Grant aims to support community groups and organisations who deliver activities, programmes or services that contribute to identified outcomes and aspirations valued by whānau, hapū and iwi.

The grant can be applied for as either an annual grant or a multi-year grant of up to three years.

Eligibility

- Only not-for-profit or charitable organisations or groups, who may or may not be a Registered Charity, are able to apply for this funding.
- Applicants who have applied or received funding from other Council funding schemes are eligible to apply to the Whanake Grant.

Exclusions

In addition to the general exclusions, the following purposes are not considered:

- ~~Competitive~~ Sporting activities.
- Events (see the Community Events Fund).
- Fundraising activities (for supporting an event to raise funds).
- Projects, programmes or operational costs that have previously received Catalyst funding.

Application requirements

In addition to the general application requirements the group or organisation must:

- Explain how the activity, programme or service contributes to identified outcomes and aspirations valued by whānau, hapū and iwi.
- Provide a copy of the most recent annual accounts⁴.
- Provide quotes for capital projects.
- Provide strategic documents such as plans or strategies.

⁴ Accounts must be compliant with the relevant legislation by which the organisation is established under, such as the Charities Act, Trusts Act or Incorporated Societies Act.

Social Enterprise Grant

Purpose

The aim of the Social Enterprise Grant is to provide seed funding to an organisation ~~who~~ ~~that~~ seeks to earn an income for the sole purpose of reinvesting that income into the community to achieve wellbeing. There are many different forms of Social Enterprise. For the purposes of this policy, eligible organisations are defined as follows:

A Social Enterprise is a revenue generating organisation with a primary purpose of achieving social, environmental and/or cultural objectives where profit is principally re-invested for that purpose of community good, rather than being driven by the need to maximise profit for shareholders, directors or owners.

Eligibility

Funding may only be sought by investment-ready enterprises.

The funding will be targeted at social enterprises that are either in a start-up phase or growth stage.

Application requirements

In addition to the general eligibility criteria, applications will be considered and assessed in relation to the following:

- Whether the enterprise involves trade to achieve a social mission.
- Demonstration of the extent to which there is a market for the enterprise and the potential for the business to be self-sustaining following ~~after~~ the end of the grant period.
- Whether the business plan is realistic and practical, and includes financial projections and accounts. ~~The extent to which the enterprise will deliver a social return on the investment.~~
- The extent to which the enterprise will deliver a social return on the investment.
- The extent to which the enterprise may deliver an economic return on the investment through the employment of people, volunteers, and/or trading activities.
- The extent to which the enterprise has governance, management and business capacity and capability in place to run the enterprise.
- The total impact (social, economic, environmental and/or cultural) expected to be yielded.

The group or organisation must provide a copy of:

- The business plan, and any relevant documents such ~~a~~ feasibility studies or economic reports.
- The most recent audited financial accounts⁵.

General conditions

If the organisation receives a Social Enterprise Grant, this precludes the organisation from receiving any financial support through contestable funding from the Council in the future. This fund is to get social enterprises up and running to a self-sustainable model.

⁵ While there is a preference for accounts that have been audited, if they are not available please discuss this with a Community ~~Partnerships~~ Development Adviser.

Strategic Council Partnership

Purpose

The purpose of a Strategic Council Partnership is to recognise those community and not- for-profit organisations that deliver the strategic objectives of the Council, and with whom the Council is comfortable to engage in a long-term partnership (financial and/or otherwise).

-

The relationship

The relationship between the organisation and Council will be one where there is both financial contribution and two-way collaboration. Organisations and Council will engage formally with each other in a symbiotic relationship to achieve key outcomes.

The organisation and council officers will work closely together to achieve strategic outcomes, as identified through the Council's Vision, Mission and Goals and provide milestone reporting to Council annually.

-

Eligibility and application

Strategic Council Partnerships are identified by Council and made by full Council resolution usually during adoption of a Long-Term Plan or Annual Plan. The general policy eligibility and exclusions apply, however, Council has the discretion to make decisions on Strategic Council Partnerships outside of these exclusions.

-

General conditions

Organisations that have entered into a strategic partnership with the Council will not be eligible to apply for other contestable funding or grants within the Community Funding Investment Policy⁶.

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⁶ With the exception of Foregone Revenue and Venue Concessions and the Zero Waste Fund

Strategic Community Partnership Grant

Purpose

The purpose of a Strategic Community Partnership Grant is to recognise those community and not-for-profit organisations that are closely aligned to the strategic objectives of the Council, and with whom the Council is comfortable to engage in a medium-term partnership (financial and/or otherwise) relationship.

The relationship

The relationship between the organisation and Council will be one where there is both financial and capacity support. Organisations will be willing to engage formally with Council in a symbiotic relationship to achieve key outcomes.

The organisation and council officers will work closely together to achieve strategic outcomes, as identified through the Council's Vision, Mission and Goals.

A Strategic Community Partnership is a mutually beneficial relationship between a community organisation and Council, working to achieve strategic Council outcomes and add value to the wider community.

Eligibility and application requirements

In addition to the general policy eligibility, organisations need to meet all of the following criteria:

- Has an acknowledged strategic leadership and brokerage role within their sector
- Deliver work programmes and outcomes that have clear alignment to the Council strategic outcomes and priorities
- Has robust and strategic business plans in place
- Has a strong track record of achievement within the community
- Provides a direct benefit to the wider community
- Has a strong and supportive board of trustees or governance type model
- Outline how a collaborative and comprehensive partnership with Council will be achieved.
~~Willing to engage and collaborate through a comprehensive partnership~~
- Is up to date with financial requirements e.g. annual return

Organisations must provide evidence of how they meet the above criteria.

Exclusions

- Competitive sporting activities

Application process

Organisations are able to express their interest in becoming a Strategic Community Partner by contacting the Community and Economic Development Partnerships Team. Applicants who demonstrate they meet the above criteria will be invited to meet with the team to discuss the partnership approach prior to applying.

Applications declined for a Community Partnership Grant are automatically considered for Community Services and Programmes Grants in the same round.

General conditions

Organisations that have entered into a strategic partnership with the Council will not be eligible to apply for other contestable funding or grants within the Community Funding Investment policy⁶.

⁶ With the exception of Foregone Revenue and Venue Concessions and the Zero Waste Levy Fund

Built Heritage Protection Fund

Purpose

The purpose of the Built Heritage Protection Fund is to assist private landowners manage, maintain, ~~and preserve~~ and enhance the heritage values of heritage buildings or items on their properties. It provides a partial contribution towards the cost of a specific heritage project or work.

Activities that will be considered for a grant include, but are not limited to:

- Earthquake strengthening
- Repair or replacement of verandas, rooves, etc.
- Repiling
- Exterior cleaning and painting
- Specialist building work (e.g. stonework)

Eligibility

~~A~~This policy schedule allows applicants who are individuals, for-profit enterprises, ~~twi, hapū mana~~ whenua, not-for-profit organisations and registered charities ~~are eligible to apply for this grant.~~

To be eligible for a grant from the Built Heritage Protection Fund a heritage building or item must:

- Be identified as a ~~Category A, B or C~~ heritage building or item ~~in the Operative District Plan and/or~~ in SCHED1 (Schedule of Heritage Buildings and Items) of the Proposed or Operative District Plan
- Meet the minimum points required under the assessment criteria attached as ~~appendix one~~ **per the table below**
- Have any legal requirements ~~for~~ necessary for the works approved by statutory bodies or organisations (e.g. building and/or resource consents from Council, and archaeological authorities from Heritage New Zealand Pouhere Taonga ~~etc.~~)

Exclusions

Heritage buildings and items are not eligible for funding if they are on land owned by:

- Central or Local Government
- State Owned Enterprises
- Council Controlled Organisations

Funding may not be used for the purposes of:

- Professional advice (e.g. architect or engineer fees)
- Conservation or management plans
- Internal work that does not help ensure the future physical integrity of a ~~an~~ heritage building or item (e.g. reconfiguration of spaces, updated or new kitchens and bathrooms, painting and wallpapering ~~etc.~~)
- Purchasing of a heritage building or item
- Religious activities except where religious buildings and items are identified in SCHED1 (Schedule of Heritage Buildings and Items) of the Proposed District Plan.

Application requirements

In addition to the general eligibility criteria, applicants must provide two quotes ~~(excluding earthquake strengthening)~~ for the work being undertaken (except where it includes earthquake strengthening) and a proposed colour scheme in heritage colours for any external painting. For work that includes earthquake strengthening, applicants must provide information about the total cost of the work, including contractor and cost breakdowns for various aspects of the work.

Conditions

Only one application per heritage building or item will be accepted every three years.

Recurring applications for the same type of work on a heritage building or item may not be accepted if previously funded work does not meet its expected lifespan.

Applications for heritage buildings identified in SCHED1 (Schedule of Heritage Buildings and Items) of the Proposed or Operative District Plan and located within the CBD that could be eligible for funding from the Main Street Building Fund must seek funding from the Built Heritage Protection Fund first.

Assessment Criteria

See ~~appendix one~~ table below.

Appendix One – Built Heritage Protection Fund Assessment Criteria

QUANTITATIVE MEASURES	POINTS
1. ~~Significance of item from a heritage point of view~~	Category A – 20 points Category B – 10 points Category C – 5 points <i>Note: Category B or C items with no category under the Operative District Plan that have been included in SCHED1 (Schedule of Heritage Buildings and Items) in the Proposed District Plan will be treated as Category A</i>
1.2. Degree to which the proposed work is necessary to ensure the maintenance or preservation of the <u>heritage building</u> or item	Essential work – 20 points <i>(i.e. unless the work is carried out the future integrity of the item is in doubt e.g. leaking roof, repiling, replacing rotten timbers, etc).</i> <i>Generally allocated when work is required to ensure the future integrity of a heritage building or item, e.g. earthquake strengthening, repiling, roof replacement, etc.</i> Desirable work – 10 points <i>(regular/ongoing maintenance required to keep in good order e.g. painting).</i> <i>Generally allocated when work is required as part of regular/ongoing maintenance to keep a heritage building or item in good order, e.g. external painting, chimney repairs, replacing rotten weatherboards, etc.</i>
23. Degree of public access or use	High degree of public access or use – 20 points <i>Generally allocated when a heritage building or item is accessed or used by many in the community, e.g. retail stores, banks, school halls, etc.</i> Medium degree of public access or use – 10 points <i>Generally allocated when a heritage building or item is accessed or used by some in the community, e.g. professional offices, residential apartments, churches in rural areas, etc.</i> Low degree of public access or use – 5 points <i>Generally allocated when a heritage building or item is accessed or used by few in the community, e.g. residential houses, unoccupied industrial buildings, etc.</i> No public access – 0 points <i>Note: An item will be assessed for its future use once works are carried out, e.g. an empty building that will be earthquake strengthened and leased out as retail will be assessed as 20 points instead of 0 points.</i>
34. Level of prominence	Located in a <u>city centre</u> / commercial centre – 20 points <i>Generally allocated when a heritage building or item is located within the City Centre Zone (New Plymouth central area), Town Centre Zone (Inglewood, Waitara and Fitzroy) or Local Centre Zone (all other district centres) identified in the Proposed or Operative District Plan.</i> Located on a <u>high volume</u> traffic road – 10 points <i>Generally allocated when a heritage building or item is located on a state highway, arterial road or collector road identified in the Proposed or Operative District Plan.</i> Located on a <u>low volume</u> traffic road – 5 points <i>Generally allocated when a heritage building or item is located on a local road identified in the Proposed or Operative District Plan.</i>
Maximum total points	~~80~~ 60 points
Minimum points required to be eligible to apply for funding	~~50~~ 30 points

If an application meets the minimum points required, the following matters are taken into account:

- ~~The significance of the work from a heritage point of view~~
- The degree to which the work is necessary to ensure the sustainable management, maintenance or preservation of the heritage building or item.
- Whether funding from other agencies is being sought for the heritage building or item (Note: Council is generally supportive of applicants applying to more than one funding source).
- The degree to which the work is in accordance with the principles of the ICOMOS New Zealand Charter for the Conservation of Places of Cultural Heritage Value.
- The amount of money in the fund and the need for equitable distribution.
- Whether the heritage building or item has received funding previously or not.
- ~~The responsibilities of other statutory bodies or organisations in protecting or maintaining the item~~
- ~~The prominence of the item, i.e. its location and the number of viewers~~
- The degree to which the work aligns with Council strategies, policies and plans.

Community Events Grant

Purpose

The purpose of the Community Events Grant is to acknowledge grassroots community events and support the vibrancy of the district. The grant is also to support the establishment of future annual events with the aim of becoming a major attraction of the district.

Specifically, the grant will help with the following:

- Venue hire costs
- Promotion
- Hire of equipment such as sound, lighting, and toilet facilities
- Entertainers' fees
- Road closure costs

Eligibility and exclusions

In addition to the general eligibility criteria, the specific eligibility criteria is as follows:

- This grant is only available to grassroots community events within the New Plymouth district

This grant will not fund:

- Competitive sporting activities
- Events that are exclusive to particular groups/members (e.g. school reunions/anniversaries, prize-giving events, end of year dinners for clubs).
- Events that have a focus on fundraising for a charity or not-for-profit.
- Events that qualify for Major Events Funding through Venture Taranaki.
- Event manager fees.
- Costs to hire Council owned/managed venues.

Application requirements

In addition to the general application requirements applicants are expected to provide the following supporting documents:

- Event plan, including health and safety plan
- Any sponsorship agreements
- Quotes for hire of venues or equipment

Conditions

Events must be either free or low-cost admission (\$5 or less) to the public and have a focus on encouraging participation across New Plymouth's diverse communities, as well as engaging local communities and neighbourhoods.

Cultural Heritage Protection Fund

Purpose

The Cultural Heritage Protection Fund assists landowners and mana whenua manage, maintain, and preserve and enhance the cultural heritage values of ~~items~~ archaeological sites or sites and areas of significance to Māori on their properties. It provides a partial contribution towards the costs of a specific project or work required to protect cultural heritage.

The fund contributes to achievement of the Kaupapa Māori Framework values of Rangatiratanga, Kaitiakitanga, Ūkaipōtanga and Kotahitanga developed for the Proposed District Plan by supporting mana whenua and landowners to protect cultural heritage.

Activities that will be considered for a grant include, but are not limited to:

- Priority works to clear overgrown and unusable sites
- Water connection assistance to urupā
- Fencing (e.g. around a pā site to prevent stock damage)
- Retaining walls or earthworks to prevent or remedy erosion
- Specialist underground geotechnical investigations to locate urupā for protection
- Structural repairs, cleaning and/or painting of stonework, monuments, memorials or headstones associated with a pā sites or other archaeological sites or sites of significance to Māori
- Development of agreements (legal or otherwise) between landowners and mana whenua to transfer ownership of the site or provide access to sites on private land
- Installation of interpretive signage for the site

Eligibility

This policy schedule allows applicants who are individuals, for-profit enterprises, mana whenua, ~~iwi~~, ~~Hapū~~, not-for-profit organisations and registered charities.

To be eligible for a grant from the Cultural Heritage Protection Fund an ~~item~~ archaeological site or site or area of significance to Māori must:

- Be identified in SCHED3 (Schedule of Archaeological Sites or Sites and Areas of Significance to Māori) of the Proposed or Operative District Plan; or a site or area marking cultural heritage values on land zoned as Māori Purpose Zone within the Proposed or Operative District Plan within the New Plymouth district or on Māori land identified under the Te Ture Whenua Māori Act 1993;
- Meet the minimum points required under the assessment criteria attached as per the table below ~~appendix two~~;
- Have ~~completed~~ any legal requirements necessary for the works to be carried out approved by statutory bodies or organisations; prior to applying (e.g. building and/or resource consents from Council, ~~and/or~~ and/or archaeological authorities from Heritage New Zealand Pouhere Taonga).

Exclusions

~~Items~~ Archaeological sites or sites and areas of significance to Māori are not eligible for funding if they are on land owned by:

- Central or Local Government.
- State -Owned Enterprises.
- Council Controlled Organisations.

Funding may not be used for the purposes of:

- Professional advice (e.g. ~~architect or engineer~~ archaeologist fees)
- Conservation or management plans
- Work that does not help ensure the future physical integrity of an ~~item~~ archaeological site or site or area of significance to Māori. ~~(e.g. new carparking next to a pa site, interpretation signage, and protecting an item that is physically inaccessible etc.)~~
- Purchasing of a ~~heritage item~~, or property with an archaeological site or site or area of significance to Māori on it

Application requirements

- In addition to the general eligibility criteria, applications must be from the landowner and/or mana whenua relevant iwi/hapū. Applicants must also provide two quotes for the work being undertaken.
- Where a site is not identified in SCHED3 (Schedule of Archaeological Sites or Sites and Areas of Significance to Māori) of the district plan, two pieces of evidence about the site are required. Applicants require approval of the Iwi Relationships Team.

Conditions

Only one application per ~~item~~ archaeological site or site or area of significance to Māori will be accepted every three years.

Applications in relation to ongoing maintenance of an ~~for~~ urupā must seek funding for a Manaaki Urupā Grant first.

Assessment Criteria

See table below ~~appendix two~~.

Appendix Two – Cultural Heritage Protection Fund Assessment Criteria

QUANTITATIVE MEASURES	POINTS
1. Requirement for physical protection	Essential work ~~i.e. fencing~~ – 20 points <i>Generally allocated for erosion, new fencing for stock exclusion or memorial structures that need urgent protection or remediation to ensure the future physical integrity of the site.</i> ~~Not under direct threat – 10 points~~ ~~Site is inaccessible for protection – not eligible~~ Desirable work 10 points <i>Generally allocated for maintenance of existing fencing, or structural repairs, maintenance, cleaning and/or painting of memorial structures to keep the site in good order.</i>
2. ~~Intactness of archaeological site or site or area of significance to Māori~~	~~Largely intact – 20 points~~ ~~Partially intact – 10 points~~
3. ~~Setting of archaeological site or site or area of significance to Māori~~	~~High level of historical or cultural integrity – 20 points~~ ~~Medium level of historical or cultural integrity – 10 points~~ ~~Low level of historical or cultural integrity – 5 points~~
4. Education and interpretative value	High potential to enhance community understanding of past – 20 points ~~Moderate~~ ~~medium~~ potential to enhance community understanding of the past – 10 points Low potential to enhance community understanding of the past – 5 points
5. ~~Visual contribution to the landscape~~	~~High visual impact to the wider landscape – 20 points~~ ~~Medium level of historical or cultural integrity – 10 points~~ ~~Low level of historical or cultural integrity – 5 points~~
6. Access to site for mana whenua	~~Yes~~ There is access <u>to the site</u> for mana whenua – 20 points ~~Access to site for mana whenua must be negotiated for~~ ~~mana whenua open to negotiation~~ – 10 points ~~Access to the site for mana whenua is not available – No access granted for mana whenua to visit site~~ – 5 points
Maximum total points	60 ~~100~~ points
Minimum points required to be eligible to apply for funding	30 ~~70~~ points

If an application meets the minimum points required, the following matters are taken into account:

- The significance of the item from a heritage point of view
- The degree to which the work is necessary to ensure the sustainable management, maintenance or preservation of the archaeological site or site or area of significance to Māori item.
- Whether funding from other agencies is being sought for the archaeological site or site or area of significance to Māori item (Note: Council is generally supportive of applicants applying to more than one funding source).
- The degree to which the work is in accordance with the principles of the ICOMOS New Zealand Charter for the Conservation of Places of Cultural Heritage Value.
- The amount of money in the fund and the need for equitable distribution.
- Whether the archaeological site or site or area of significance to Māori item has received funding previously or not.

- The responsibilities of other statutory bodies or organisations in protection or maintaining the item
- The prominence of the item, i.e. its location and the number of viewers.
- The degree to which the work aligns with Council strategies, policies and plans.

Charitable Sponsorship

Purpose

From time to time the Council is approached by charitable organisations who are seeking funding by way of sponsorship.

Eligibility

Registered Charities may seek support from the Council to be a “sponsor” for their event.

The award of sponsorship monies will be granted to charities that have alignment to the core values and strategic vision of the Council.

Conditions

The award of sponsorship monies is at the discretion of the Chief Executive or their nominee.

The monies available for charitable sponsorship shall be limited to \$500 per application. The amount of funding will depend on the availability of funds.

Application Requirements

Applicants may only seek this funding once per financial year. Enquiries should be made to the ~~Mayor’s Office~~ Community and Economic Development Team.

Main Street Building Fund

Purpose

The purpose of the Main Street Building Fund is to ~~help commercial property owners or their tenants~~ enhance the vibrancy and character of buildings in the CBD areas of New Plymouth District ~~to improve the frontage and/or signage of their building.~~ The fund helps commercial property owners or their tenants improve the frontage of their buildings, making them more attractive to potential customers and tenants and creating a more appealing CBD environment. ~~It is designed to enhance the vibrancy and character of the CBD areas so they are more attractive to shoppers and potential tenants.~~

~~Grants are available for well designed improvements that can help maintain a building. The gGrants can help pay~~ Grants are available for well designed improvements that can help maintain a building. The grants can help pay be used for:

- ~~Painting~~
 - ~~Colours must be in keeping with the era of the building~~
 - ~~Street art~~
 - ~~Signage must be in keeping with the building design~~
- Street art and murals
- Façade painting, including signage
- Installation of decorative lighting, verandas and appropriate architectural features
- ~~Repair~~
 - ~~Architectural details and masonry work~~
 - ~~Fire escapes, awning/canopies and shutters~~
 - ~~Verandas, outside stairs, cleaning of external walls and rooves~~
- Repair work that enhances the vibrancy and character of the building
- Removal of unsightly features that do not fit the style of the building
- Installation of decorative lighting, verandas and appropriate architectural featuring

Eligibility

~~Applicants can be from landlords of the building~~ Buildings must be located within the CBD areas of New Plymouth District.

Exclusions

- Work on a heritage listed building that has received funding from the Built Heritage Protection Fund is not eligible for this fund.
- Routine maintenance i.e. functional repair work, cleaning, safety upgrades, structural repairs
- Council-owned buildings and/or infrastructure are an exclusion

Conditions

~~The following conditions apply:~~

- Applications for work on any heritage listed building must be made to the Built Heritage Protection Fund first.
- Only one application per building every two years.
- Applicants are not to cover any of the improvements with advertising material, such as posters or billboards.
- Colours and signage should be in keeping with the building's era and design, and may be subject to approval in accordance with the District Plan.

Application

In addition to the general application requirements applicants are required to provide:

- ~~Two quotes for the work~~
- ~~Proposed colour scheme for any painting~~
- ~~Mock up design of street art if applicable~~
- ~~Explanation of how the works will comply with health and safety requirements²~~
- ~~Written approval from building owner (if the application is from a tenant)~~

- Street art and murals
 - A description or mock-up or proposed artwork

- Façade painting:
 - Proposed colour scheme
 - Two quotes for the work

- Explanation of how the works will comply with health and safety requirements

- If the applicant is a tenant, written approval from building owner

Manaaki Urupā Grant

Purpose

The purpose of the Manaaki Urupā Grant is to partially cover the annual costs incurred by urupā owners/trustees in the on-going care of their urupā as well as the establishment of new urupā.

The grant can go towards activities directly related to the care of the urupā, including but not limited to the following (in order of priority):

- ~~Repair and maintenance of gateways, fences, footpaths~~
- ~~Maintenance, cleaning, repair and restoration of headstones~~
- ~~Installation of berms~~
- ~~Maintenance, repair or replacement of existing ground maintenance equipment (e.g. lawnmowers, line trimmers)~~
- ~~Maintenance, repair or improvements to pedestrian and vehicle access and parking~~
- ~~Maintenance of urupā lawns, hedges, trees including removal of greenwaste~~

1. Maintenance, repair and cleaning of headstones
2. Installation, repair and maintenance of gateways and fences
3. Replacement of equipment (e.g. lawn mowers, gardening tools)
4. Establishing new urupā (survey and new fencing costs)
5. Mowing
6. Maintenance of hedges and trees
7. Retrospective costs for urgent work to remain operational

Eligibility

To be eligible for a Manaaki Urupā grant the urupā must be:

- Within the New Plymouth district; and
- Located on:
 - Land designated a Māori reservation under section 338 of the Te Ture Whenua Māori Act 1993 for the purposes of an urupā; or
 - Māori freehold land; or
 - General land in Māori ownership.

Council may also consider urgent protection-related work on a case-by-case basis, including, but not limited to:

- Erosion-related mitigation
- New car-parking, vehicle and pedestrian access ways
- Flood mitigation

Exclusions

The Manaaki Urupā grant may not be used for:

- ~~Establishing a new urupā~~
- Multiple-year projects
- Payment of salaries, wages, commissions, fees etc.
- Power and water rates, legal fees or leases

Application

When applying for a Manaaki Urupā Grant, applicants will need to provide evidence that the urupā meets the criteria. The evidence requirements are attached as ~~appendix three~~ per the table below.

Conditions

- Only one application per urupā will be accepted per financial year.
- Requests for retrospective costs if urgent work is required must be agreed to prior to applying by the Iwi Relationships Team.
- Projects must be completed no later than October 31 of the year following the grant.

Assessment Criteria

See ~~appendix three~~ table below.

Appendix Three— Manaaki Urupā Grant Evidence Requirements

APPLICATION CRITERIA	EVIDENCE REQUIRED
Eligibility	The Urupā meets the criteria by providing: • A copy of the <i>Certificate of Title</i> • Screenshot from the Māori Land Court's <i>Māori Land Online</i> website; or • Copy of the notice in the <i>New Zealand Gazette</i> establishing a Māori reservation for the purpose of an Urupā
Estimated costs of activities	The costs of the activities are verified by a third-party quote
Letter of support	A letter of support from an appropriate sponsor must be provided. The letter should: • Verify that the urupā interests an applicant represents are genuine; and • Support the proposed activities A sponsor may include, but is not limited to: • <u>Chair of a relevant urupā trust; or</u> • <u>One or more urupā owners</u> • CEO of an appropriate Iwi rūnanga; • Chair of a relevant hapū entity; • ~~Chair of a relevant urupā trust; or~~ • ~~Majority of the urupā owners (where majority means over 75% of the total number of owners);~~ If Council receives more than one application on behalf of an urupā in the same year, the matter will be referred back to the submitters for resolution.
Confirmation of works completed	The following evidence proving the completion of works (to be submitted by October 31 of the following year of the grant) include: • Dated before and after photographs • Before and after visits by Council Officers; or • Receipts, invoices or bills marked as paid.

7.3

Marae Development Grant

Purpose

The purpose of the Marae Development Grant is to support funding for the maintenance and development of the District's Marae.

Grants may be sought for the following purposes:

- External works (protection of the fabric of the building ensuring it is structurally sound and watertight).
- Health and safety (work that ensures the building is safe and secure for all using it and includes areas such as electrical work, faulty floorboards, plumbing and heating/lighting).
- Accessibility (work that improves the accessibility of the buildings and facilities for people with accessible needs, in particular, Kaumātua).
- Hygiene (matters relating primarily to drainage, kitchens, bathrooms, drinking water and toilet areas).
- Interior structure (walls, ceilings, and the internal structures not already covered by the above).
- Aesthetic and capital projects (allowing for new projects to achieve the future aspirations of the Iwi/Hapū).
- Creating or updating Marae Development Plans.
- Retrospective costs if urgent work is required (must be agreed to prior to applying by the Iwi Relationships Team).

Eligibility

To be eligible the Marae must be an incorporated society or trust.

Application

Applicants must supply the following:

- Quotes (minimum of two quotes for non-urgent works)
- Resolution from the Marae trustees to apply for funding

Marae Insurance

Insurance funding for Marae is excluded from the Marae Development Grant. Insurance funding is separately available for Marae. Marae Committees are advised to contact Council Officers. Insurance funding will only cover the costs of:

- Material Damage, including insurance of whakairo, tukutuku and kōwhaiwhai
- Business liability
- Contract works for development/renovations

Natural Heritage Protection Fund

Purpose

The purpose of the Natural Heritage Protection Fund is to help private landowners manage, maintain, ~~and~~ preserve and enhance the natural heritage values of natural areas on their properties. The work must be necessary to ensure the conservation and preservation of the natural area.

The Natural Heritage Protection Fund covers fencing to protect the natural area from stock damage.

Eligibility

This policy schedule allows applicants who are individuals, for-profit enterprises, ~~twi, hapū~~ mana whenua, not-for-profit organisations and registered charities.

To be eligible for a grant from the Natural Heritage Protection Fund ~~an item~~ a natural area can:

- Be protected ~~either by having a significant natural area being identified in SCHED6 (Schedule of Rural Significant Natural Areas) of the Proposed or Operative District Plan, or by way of a protective covenant, or by other legal mechanisms providing similar protection to a protective covenant.~~
- ~~Be land within a Ngā Whenua Rāhui kawenata~~
- Where the property is protected by way of a protective covenant or by other legal mechanisms providing similar protection to a protective covenant:
 - The protective covenant or other legal mechanism must meet the requirements of the Proposed or Operative District Plan for legal protection of the special ecological features to achieve the protective outcome.
 - The protected natural area meets the significance criteria for being protected in the Proposed or Operative District Plan.
 - The area of land containing the protected natural features must be readily identified and able to be measured distinctly from the total area of the property.
- Meet the eligibility criteria required under the assessment criteria attached as **per table below ~~appendix four~~**;
- Have any legal requirements necessary for the works to be carried out approved by statutory bodies or organisations prior to applying for release of funding (e.g. QEII covenant pre-approval, resource consent for earthworks).

Exclusions

~~Heritage items~~ Natural areas are not eligible for funding if they are on land owned by:

- Central or Local Government
- State Owned Enterprises
- Council Controlled Organisations

Funding may not be used for the purposes of:

- Professional advice (e.g. ~~architect or engineering~~ ecologist fees)
- Conservation or management plans
- Work that does not help ensure the future physical integrity of ~~an item~~ a natural area (e.g. new carparking next to a ~~Significant Natural Area~~, interpretation signage, etc.)
- Purchasing of ~~a Significant Natural Area~~ land
- Complying with conditions or terms of a resource consent, or other statutory permission or obligation.

Conditions

Only one application per ~~property~~ natural area will be considered ~~each year~~, unless it is rational to stage fencing and protection, in which case one application will be considered every two or more years.

Where the natural area is not identified in SCHED6 (Schedule of Rural Significant Natural Areas)- of the Proposed or Operative District ~~Plan, Council~~ Plan, Council officers must be satisfied that the landowner is committed to entering into a conservation covenant with a covenanting agency.

Application requirements

In addition to the general eligibility criteria evidence of the legal protection mechanism and a plan to sustainably manage the ecological values of the protected natural features must be provided.

Assessment Criteria

See table below ~~appendix four.~~

Appendix Four – Natural Heritage Protection Fund Assessment Criteria

QUESTION	QUANTITATIVE MEASURES	ELIGIBILITY
One	Is the <u>natural area</u> a significant natural area under the District Plan SCHED6 (Schedule of Rural Significant Natural Areas) of the Proposed or Operative District Plan?, ~~protected as a QEII~~ <u>protective covenant or protected by a legal mechanism providing similar protection to a protective covenant?</u>	Yes – <u>consider question two then go to question three</u> No – next question
Two	~~Will the area have a QEII covenant?~~ Does the natural area meet the criteria for a significant natural area and will the natural area have a land covenant registered on a <u>Record of Title</u> to protect an area for indigenous biodiversity under the Queen Elizabeth II National Trust Act 1977, the Reserves Act 1977 or the Conservation Act 1987, or a Ngā Whenua Rāhui Kawenata, or other legal mechanism providing equivalent or similar protection?	Yes – next question No – not eligible (<u>unless a significant natural area under SCHED6, next question</u>)
Three	Has other matching funding been sought or has other contributory funding from the applicant been made apparent?	Yes – next question No – not eligible
Four	Does the natural area function as a wildlife corridor or contribute to connectivity in the landscape?	Yes – next question No – not eligible
Five	To what extent is the <u>natural area</u> under threat from <u>grazing and pest</u> animals?	High – eligible for one third of total project cost Medium – eligible for one quarter of total project cost Low – eligible for one fifth of total project cost

The following matters are taken into account when assessing applications:

- The significance of the ~~item~~ natural area from a natural heritage point of view.
- The degree to which the work is necessary to ensure the sustainable management, maintenance or preservation of the ~~item~~ natural area.
- Percentage of current peripheral fencing and proposed new fencing.
- Whether funding from other agencies is being sought for the ~~item~~ natural area
Note: Council is generally supportive of applicants applying to more than one funding source).
- Whether the applicant is prepared to legally protect the feature/item e.g. QEII Covenant, Reserves Act covenant, Ngā Whenua Rāhui Kawenata.
- ~~The degree to which the work is in accordance with the principles of the ICOMOS New Zealand Charter for the Conservation of Places of Cultural Heritage Value~~
- The amount of money in the fund and the need for equitable distribution.
- Whether the natural area has received funding previously or not.
- The responsibilities of other statutory bodies or organisations in protecting or maintaining the ~~item~~ natural area.
- The prominence of the natural area ~~item~~, i.e. its location, proximity to other natural features.

any public access connectivity, any and the number of viewers landscape amenity attributes.

- The degree to which the work aligns with Council strategies, policies and plans.
-

Planting Our Place - Te Korowai o Tāne

Purpose

The purpose of the Te Korowai o Tāne grant is to assist not for profit community groups in purchasing native tree and shrub species to plant on their relevant properties. This grant will provide 'wrap around' support for New Plymouth's community to engage in positive action for climate change and the environment, and will augment the work occurring through the planting of public land through Planting our Place to facilitate and expedite achievement of the 10% urban vegetation cover target.

Eligibility

To be eligible for the Planting Our Place grant the applicant must be a community group or not for profit organisation, which includes (but is not limited to):

- Schools
- Sports clubs
- Kōhanga reo, kindergartens, early childhood centres and play centres
- Marae

The space to be planted ~~is to be~~ must also be located within the urban environment and ideally would contribute to priority planting areas (for example, a biodiversity corridor, stream, wetland or native forest or coastal margin) ~~identified by Council Officers~~.

Applicants who have applied or received funding from other Council funding schemes are eligible to apply to the Planting Our Place – Te Korowai o Tāne.

Exclusions

The grant cannot be provided for:

- Individuals or private residential/commercial property
- Planting exotic trees or fruit trees
- Establishing a nursery

Funding may not be used for the purposes of:

- Labour to prepare the planting site
- Maintenance of the planting site
- Planting the plants

Application requirements

- In order to apply for funding the applicant must provide a quote for the plants from a supplier approved by Council.
- The application must include a simple planting and maintenance plan that: identifies the planting area location and size (m²);
 - lists species selections appropriate to the local ecosystem type and plant numbers;
 - sets out plant spacing, timing and sequence of works; and
 - provides a maintenance plan to ensure planting establishment.

Conditions

- Before and after photos must be provided to confirm the planting has been undertaken.
- Funding must be used for Indigenous plants only and at least 20-70% of mix to be large trees (canopy species >5m at maturity) for carbon sequestration.
- Planting should be carried out between April and August.
- Planting must be intended to be in perpetuity.
- ~~The carbon credits for the plants will be held by the Council~~
- Council reserves the right to account for any greenhouse gas emission reductions as part of its emissions accounting
- Only one application will be accepted per property every three years.
- Maximum of \$5000 per group or entity.

7.3

Resource Management Support Grant for Iwi and Hapū

Purpose

The purpose of this fund is to enable Iwi and Hapū to purchase a range of professional services to facilitate their participation in resource consent processes so as to incorporate Māori values in resource management decision making.

Eligibility

This grant is only available to Iwi and Hapū.

To be eligible, services must relate to resource consent processes or applications, or private plan change processes where the Council is the consenting authority.

Services that are eligible are for professional services and reports including, but not limited to:

- Planning
- Legal
- Specific technical assessments (e.g. hydrology engineering, ecological landscape, noise)
- Cultural services and advice
- Valuation services
- Monitoring
- Scientific services
- Contribution towards master planning and feasibility studies

Exclusions

The grant is not to be used for any of the following services:

- Purchase of equipment or machinery
- Enforcement or compliance matters
- Costs incurred in preparation of a resource consent application or private plan change
- Debt services

Application

In order to apply for this grant, applicants should discuss with the Planning Team or Manager Iwi Liaison, who will then provide the application form link.

Rural Halls Development Grant

Purpose

The purpose of the Rural Halls Development Grant is to support funding for the maintenance and development of the district's rural halls.

Grants may be sought for the following purposes:

- External works (protection of the fabric of the building ensuring it is structurally sound and watertight).
- Health and safety (work that ensures the building is safe and secure for all using it and includes areas such as electrical work, faulty floorboards, plumbing and heating/lighting).
- Accessibility (work that improves the accessibility of the buildings and facilities.)
- Hygiene (matters relating primarily to drainage, kitchens, bathrooms and toilet areas).
- Interior structure (walls, ceilings, and the internal structures not already covered by the above).
- Aesthetic and capital projects (allowing for new projects).

Eligibility

Applications will be considered from hall societies for capital improvements and preventative maintenance works on a priority needs basis. Priority needs are:

- Halls with more than 30 hours per month demonstrated average use (excluding school holiday weeks).
- Where the lack of maintenance would constitute a health, safety or fire risk, or compromise weather tightness.
- Halls that have less than 30 hours per month use, but who can demonstrate that the work being undertaken will increase hall hire.

Halls that meet both criteria one and two have first priority.

Exclusions

A rural hall that in the opinion of Council Officers is in a significant state of disrepair and inappropriate for community hire will not be eligible for a grant.

Application requirements

In addition to the general application requirements applicants must provide:

- A copy of the most recent financial accounts; and
- Two quotes for the proposed works.

Rural Hall Insurance

All Hall Committees/Societies are encouraged to insure the halls with a material damage policy.

Insurance funding is excluded from the Rural Halls Grants. Insurance funding is separately available for Rural Halls. Rural Hall Committees are advised to contact Council Officers.

~~Waste Levy Fund~~ Zero Waste Fund

Purpose

The purpose of the Zero Waste Levy Fund is to boost the district's performance in waste minimisation. Projects should benefit New Plymouth district and lead to measurable reductions in waste to landfill, or other waste improvements.

Only waste minimisation projects are eligible for funding. Projects must promote or achieve waste reduction through initiatives that avoid, reuse, recycle or recover waste, or make use of resources diverted from landfill.

Projects can include, but are not limited to:

- Education or behaviour change, to promote waste minimisation activity to the public or a particular target audience.
- Infrastructure that helps divert resources from landfill.
- Understanding existing waste quantities and composition, behaviour or economic incentives, as a precursor to effectively reducing waste and/or increasing reuse.
- Design of product stewardship schemes or other solutions that promote and achieve waste minimisation
- Other initiatives that contribute to the actions and strategic priorities of the Council and the NPDC *Waste Management and Minimisation Plan*.

Eligibility

Applicants can be individuals, businesses or groups based within the New Plymouth district.

Projects must be new or expanded activities and should be for a specified timeframe, with achieved results within one year, however multi-year projects can be considered.

Applications will be considered against the assessment criteria based on the Council *Waste Management and Minimisation Plan*⁷.

Exclusions

Funding will not be awarded for existing activities or the running costs of existing activities of organisations, individuals or groups.

Application

In addition to the general application requirements applicants must provide the following:

- Evidence of funding from other sources (including in-kind funding)
- Any other information required during the zero waste levy funding process

Conditions

The maximum amount of funding available to individuals applicants is \$15,000.

The level of reporting required will depend on the amount of funding granted. For projects/activities greater than \$5,000 reporting will be required at key milestones, as well as a final outcomes report. For projects seeking less than ~~\$3,000~~ \$5,000 a final one-off report will be required.

⁷ Criteria will be made available on the Council website and determined by ~~the Resource Recovery team~~ Council Officers.

Community Climate Action Fund

Purpose

The purpose of the Community Climate Action Fund is to foster community action and transition to a sustainable, net zero emissions, climate resilient future.

Activities that will be considered for a grant include:

- Greenhouse emissions reduction initiatives, including:
 - Renewable energy, micro-grids, electrification and energy efficiency
 - Sustainable transport and travel, including electric vehicles, e-bikes and active transport
 - Low energy, sustainable homes
- Climate adaptation and resilience initiatives, including:
 - Community resilience and emergency preparedness
 - Resilient local food systems and climate-resilient agriculture
 - Water resilience
 - Natural ecosystem resilience
- Climate-related education initiatives, including behaviour change, upskilling and awareness
- Research and investigations into emissions reduction or adaptation and resilience related to New Plymouth District, including:
 - Feasibility studies or emissions reduction plans for significant emissions reduction
 - Climate change risk assessments
 - Citizen science projects for emissions reduction, climate adaptation or resilience

Projects will receive priority if they:

- Support mana whenua priorities relating to climate change
- Support rangatahi/youth priorities relating to climate change
- Support communities and demographic groups vulnerable to climate change impacts
- Provide for long-term benefits that accrue beyond the terms of the funding (for instance, catalysts for larger change, proof of concept, or permanently removes emission sources)
- Provide benefits to both reducing greenhouse gas emissions and climate adaptation and resilience
- Provide for benefits that accrue to the community rather than an organisation's internal operations

Council may also set annual priorities where, in the view of Council, greater focus is required to ensure a transition to a sustainable, net zero emission, climate resilient future.

-

Eligibility and exclusions

Applicants can be community groups, mana whenua trusts or schools based within the New Plymouth District, as well as research institutes.

The grant will not fund:

- Projects that fit within related community funding schemes operated by Council (Planting our Place – Te Korowai o Tāne, Natural Heritage Protection Fund Scheme and the Zero Waste Fund)
- Projects that duplicate existing Council services or programmes

- Projects that undermine other funding criteria (for instance, a climate adaptation and resilience project must not result in increasing greenhouse gas emissions)
- School building work
- Emergency preparedness initiatives for emergency centres that do not have a memorandum of understanding with Council's Emergency Management Team.

-
Conditions

- Eligible projects costs for the replacement of fossil fuel uses (e.g. replacing gas boilers with heat pumps or petrol/diesel cars with electric cars) are calculated as the cost difference between the preferred low/no carbon product and the equivalent fossil fuel product, as well as any supporting infrastructure changes (such as electricity supply).
- Council reserves the right to require co-funding or in-kind support for substantive projects where benefits accrue to community organisation's internal operations rather than the wider community.
- Council reserves the right to account for any greenhouse gas emission reductions as part of its emissions accounting.

-
Application

In addition to the general application requirements:

- the group or organisation must provide quotes where it is relevant to the project applied for.
- Where an application is seeking to replace a fossil fuel use with a low/no carbon product, a quote must be provided for the low/no carbon product and either a quote for the fossil fuel product or publicly available pricing information on a fossil fuel product. Council reserves the right to seek a comparison to an alternative fossil fuel product if, in the opinion of Council, the product is not an appropriate equivalent product.
- Applicants should, where relevant, provide a business plan for how a project will continue to provide benefits after the funding ends.
- Projects that reduce greenhouse gas emissions may, but are not required to, provide an estimate of emissions reductions.

Community Concessional Lease

Purpose

The purpose of the Community Concessional Lease is to recognise the value of a not-for-profit group or organisation occupying Council owned land and/or property, through the award of a reduced lease fee.

Eligibility

When considering approval of a new community concessional lease or the renewal of an existing lease, the Council will consider a number of factors including:

- Type of use or activity and its consistency with the purpose of the reserve and its location.
- The contribution the proposed activity will make towards Council's strategic vision and key community outcomes.
- Whether the organisation has demonstrated history of having stable membership and being a trustworthy leaseholder.
- The amount of financial investment the lessee intends to make into the leased area or associated structures.
- Feasibility of any development and the ability to fund ongoing operating costs, including funding of capital replacement.
- The time commitment the lessee is willing and interested in negotiating.

In addition, all proposals must be consistent with the policies and requirements set out in legislation and other council policies, including the Council's General Policies for Council Administered Reserves 2006, Reserve Management Plans and the Reserves Act 1977.

Application

Applications for a community concessional lease must contain:

- Description of activity/use.
- Relevant information about the group/organisation applying for the lease including: membership information; financial statements; and strategic plan/business plan.
- Length of term the lease is sought for and reasons for this (noting maximum that can be granted under the Reserves Act 1977 is 33 years).

For applications involving new activities/use or change of an existing use:

- Assessment of potential effects of the activity/use and any proposed steps to avoid, remedy or mitigate any adverse effects.
- Information about alternative locations considered and reasons why these have been discounted.
- Assessment of the proposed activity/use against relevant legislation, regulations, codes and bylaws.
- Feasibility study and business plan for any new activities that are expected to cost over \$100,000 or result in debt levels of \$10,000 or greater. The contents of the feasibility study is to be discussed with Council Officers on a case-by-case basis.

Community Concessional Leases cont.

Lease rental

Land only leases

This type of lease would apply to organisations that own their own building and improvements and lease only the land occupied by those buildings and/or improvements.

The land rental will be a flat-rate as set by the Council in the Long-Term Plan or Annual Plan.

Land and building leases

This type of lease would apply to organisations that lease council owned buildings as well as any land occupied.

The land component of the rental will be a flat-rate as set by the Council in the Long-Term Plan or Annual Plan.

An additional building rental will be set at a rate of 0.1% plus GST per annum of the current fair asset value of the building occupied, with a minimum rental level set by the Council in the Long-Term Plan or Annual Plan.

Note: All rentals will be reviewed in accordance with the terms and conditions of the individual leases, which is generally every three years to the Consumer Price Index (CPI).

Mayoral Relief Fund

Purpose

The Mayoral Relief Fund exists to provide assistance to families and individuals who are undergoing extreme financial hardship.

The fund may be used to support organisations supporting families and individuals.

~~Grants or other~~ Other forms of assistance will may be made available from the fund at the discretion of the District Mayor.

Eligibility

a) Families and Individuals

i. Eligibility

- Every applicant's circumstances are unique

~~Every applicant's circumstances are unique.~~

- The requirement for support must be one of proven financial hardship. The applicant must have exhausted general sources of assistance such as the Ministry of Social Development, or local food banks, as well as their immediate family (if applicable).

ii. Application Requirements

- Applications will be made directly through the Mayor's office.
- The Mayor's office will investigate the request before making a decision.
Investigation is likely to involve a discussion with third parties, and applicants may be required to give consent to obtain information from relevant sources such as the Ministry of Social Development, Kāinga Ora, local food bank or New Zealand Police.

b) Organisation

i. Eligibility

- Each organisation's circumstances are unique.
- Any funding requested must relate directly to providing support for families or individuals within the community.
- The organisation will have exhausted all general avenues of assistance, both locally and nationally.

ii. Application Requirements

- Applications will be made directly through the Mayor's office
- Evidence is to be provided that no other sources of funding are available to the organisation at the time of application.

Application requirements

~~Applications will be made directly through the Mayor's office.~~

~~The Mayor's office will investigate the request before making a decision. Investigation is likely to involve a discussion with third parties, and applicants may be required to give consent to obtain information from relevant sources such as the Ministry of Social Development, local churches, food banks or New Zealand Police.~~

Decision making

The Mayor has sole delegated authority to approve or decline requests and/or provide funding.

7.3

Have Your Say

Report Type: Form Results Summary

Date Range: 21-02-2025 - 10-03-2025

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Community Funding Investment Policy Survey

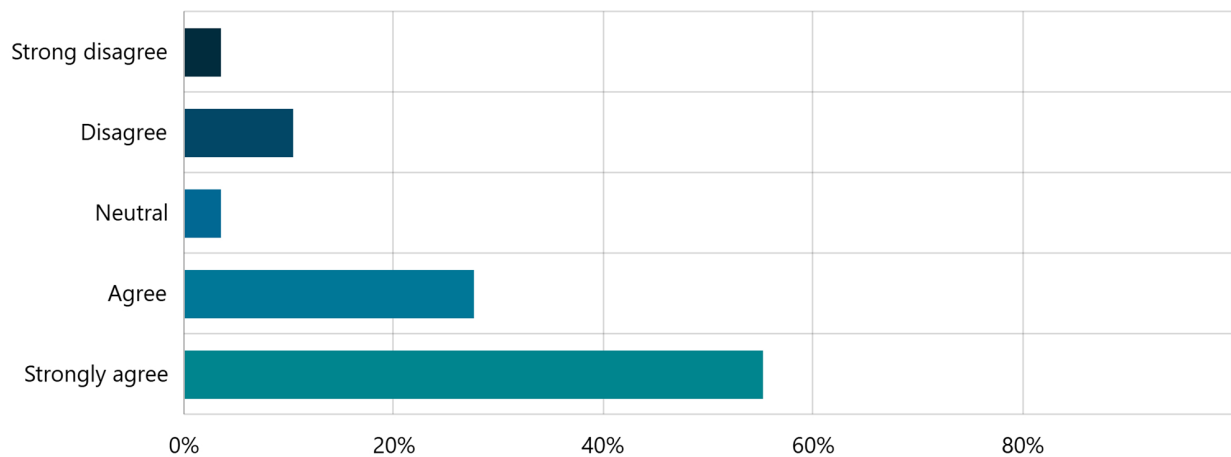
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Contributions

7.4

Contribution Summary

1. Community organisations would benefit more if applications for less than \$5,000 could be awarded by the Community and Economic Development Manager under delegated authority. Required

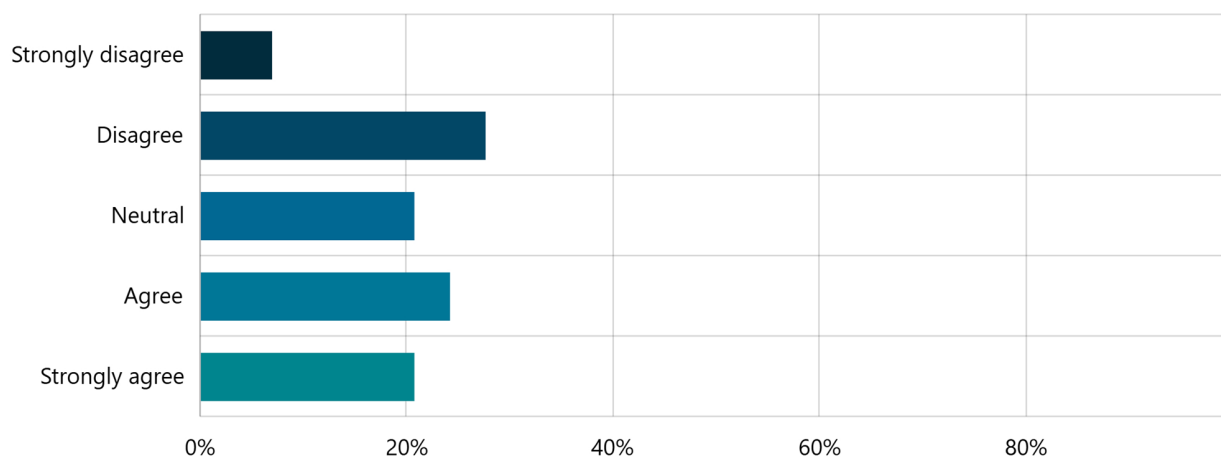
Select Box | Skipped: 0 | Answered: 29 (100%)



Answer choices	Percent	Count
Strongly disagree	3.45%	1
Disagree	10.34%	3
Neutral	3.45%	1
Agree	27.59%	8
Strongly agree	55.17%	16
Total	100.00%	29

2. Community organisations would benefit more if the minimum level of funding that could be awarded was 50% of the applied amount. Required

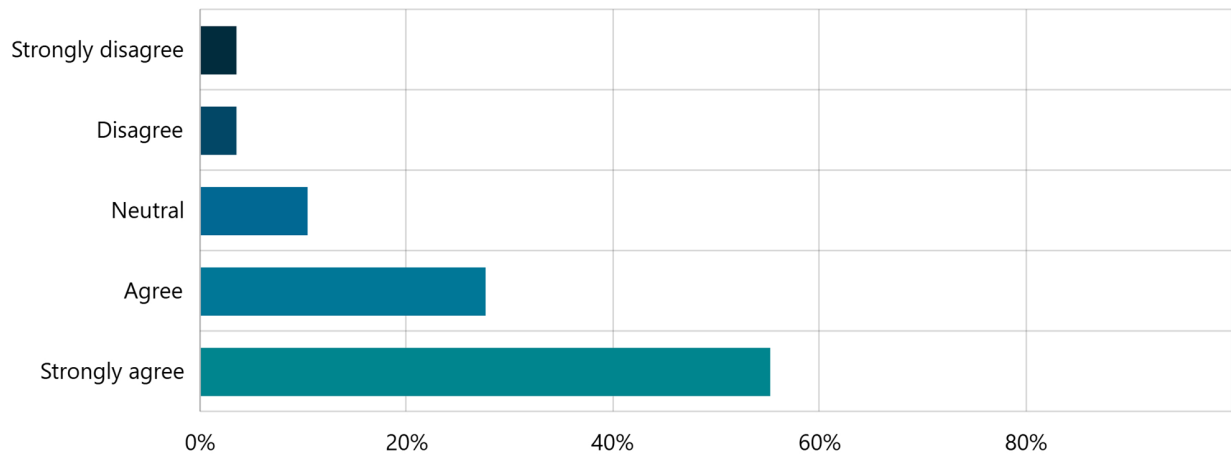
Select Box | Skipped: 0 | Answered: 29 (100%)



Answer choices	Percent	Count
Strongly disagree	6.90%	2
Disagree	27.59%	8
Neutral	20.69%	6
Agree	24.14%	7
Strongly agree	20.69%	6
Total	100.00%	29

3. NPDC should continue to exclude sporting activities from their community granting. Required

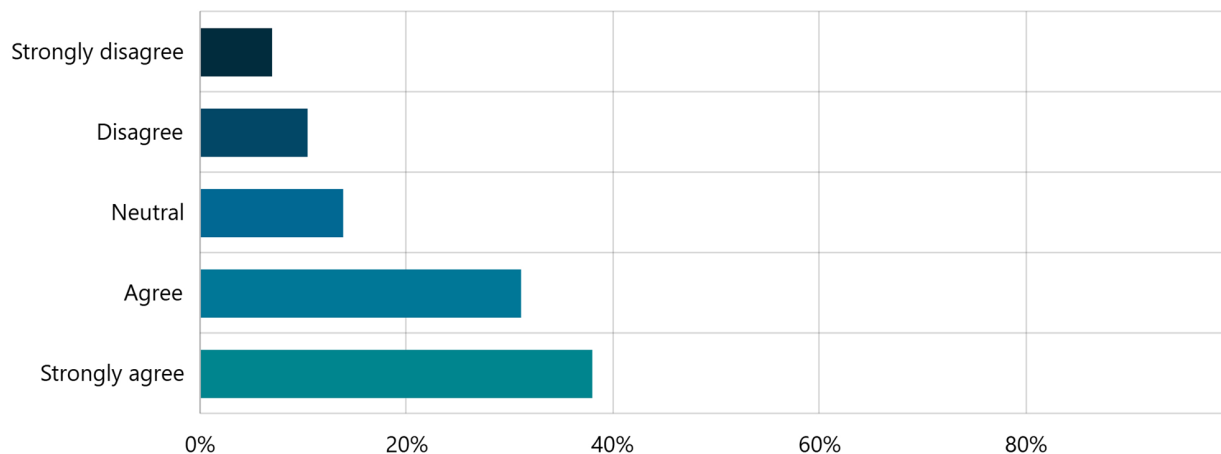
Select Box | Skipped: 0 | Answered: 29 (100%)



Answer choices	Percent	Count
Strongly disagree	3.45%	1
Disagree	3.45%	1
Neutral	10.34%	3
Agree	27.59%	8
Strongly agree	55.17%	16
Total	100.00%	29

4. Community organisations would benefit more if the levels of reporting matched the amount of money granted. Required

Select Box | Skipped: 0 | Answered: 29 (100%)



Answer choices	Percent	Count
Strongly disagree	6.90%	2
Disagree	10.34%	3
Neutral	13.79%	4
Agree	31.03%	9
Strongly agree	37.93%	11
Total	100.00%	29

5. Comment Short Text Skipped: 16 Answered: 13 (44.8%)
Sentiment No sentiment data
Tags No tag data
Featured Contributions No featured contributions

7.4

ANIMALS BYLAW 2020 – INITIATION OF REVIEW

MATTER / TE WHĀINGA

1. The matter for consideration by the Council is whether or not to approve the initiation of a review of the Animals Bylaw 2020, and to determine that a bylaw is the most appropriate way of addressing the nuisance or problem relevant to the Animals Bylaw as per the Local Government Act 2002. For clarity, this bylaw does not include dogs which are covered by the Dog Control Policy and Bylaw as required by legislation. Following completion of the review, a draft bylaw will be brought back to Council to approve for public consultation for the consideration of submissions to help inform the adoption of a final bylaw.

RECOMMENDATION FOR CONSIDERATION / NGĀ WHAIKUPU

That having considered all matters raised in the report Council:

- a) **Determines that a bylaw continues to be the most appropriate way of addressing the perceived problems that arise in relation to animals in accordance with section 155(1) of the Local Government Act 2002.**
- b) **Approves the initiation of a review of the New Plymouth District Bylaw Animals Bylaw 2020, in accordance with section 158 of the Local Government Act 2002.**

COMPLIANCE / TŪTOHU	
Significance	This matter is assessed as being of some importance.
Options	This report identifies and assesses the following reasonably practicable options for addressing the matter: 1. Determine that a bylaw is the most appropriate way of addressing the perceived problems relevant to the Animals Bylaw and approve the review of the Bylaw. 2. Determine that a bylaw relating to animals is not required to address the problems raised in this report and determine not to review the Bylaw.
Affected persons	The persons who are affected by or interested in this matter are: • The New Plymouth District community. • Cattery owners and cat breeders. • Pig and poultry farmers. • Bee keepers and bee keeping organisations. • Owners of other livestock.

COMPLIANCE / TŪTOHU	
Recommendation	This report recommends option one Determine that a bylaw is the most appropriate way of addressing the perceived problems relevant to the Animals Bylaw and approve the review of the Bylaw for addressing the matter.
Long-Term Plan / Annual Plan Implications	No
Significant Policy and Plan Inconsistencies	No

EXECUTIVE SUMMARY / WHAKARĀPOPOTOTANGA MATUA

2. We recommend that Council determines that a bylaw continues to be the most appropriate way of addressing the perceived problems that arise in relation to responding to nuisance from the keeping of animals in order to maintain public health and safety. We also recommend that Council approve the initiation of a review of the New Plymouth District Council Animals Bylaw 2020, in accordance with section 158 of the Local Government Act 2002 (LGA).
3. Taking this approach will allow for the regulation of animals through the Bylaw to be reviewed to ensure that it continues to be fit for purpose moving forward. There are no risks associated with initiating the review of the Animals Bylaw 2020.
4. The next steps are to undertake the review and report back the outcomes of the review to the Council, including any proposals to be adopted for consultation.

BACKGROUND / WHAKAPAPA

Bylaws

5. Bylaws are a useful way to deal with local problems or 'nuisances,' as they only focus on those issues which the Council and community deem necessary for local regulation. A bylaw allows the Council to respond to such nuisances or problems in ways that are appropriate and practical for the local community. A bylaw is often made in response to a regulatory gap, or when there is empowering legislation specific to the subject matter of the bylaw.
6. The Council has general bylaw making powers prescribed under sections 145 and 146 of the LGA and the authority and requirement to review a bylaw no later than five years after it was made and 10 years after its last subsequent review (see sections 158 and 159 of the LGA).

7. Bylaws do not have the authority to override primary legislation. They seek to supplement and support national rules with local rules. All bylaws must be reasonable. Bylaws must focus on providing a remedy to the identified problem. Amongst other things, the requirement to be reasonable relates to the bylaw not unnecessarily impacting upon a person's freedom. A bylaw must not be inconsistent with the New Zealand Bill of Rights Act 1990.
8. In reviewing and developing bylaws the Council is required to follow both the decision-making and consultation requirements set out in the LGA. Each bylaw must be assessed in terms of its costs and benefits to the community, as well as an assessment of the other options available to the council to regulate or remedy the problem. Under section 160 of the LGA, if, after the review, the Council considers that the Bylaw should be amended, revoked, or revoked and replaced, it must use a special consultative procedure to effect these changes. If the Council considers that the Bylaw should continue without amendment, it must also use the special consultative procedure before the review is complete.

Initiation of review required to meet legislative timeframes

9. The Animals Bylaw 2020 is due for review by 2 June 2025, without a review it will be revoked under section 160A of the LGA on 2 June 2027.
10. The existing Animals Bylaw 2020 proposed to be reviewed is attached as Appendix 1.

Determinations

11. To aid the Council in determining to review the Bylaw, or let it lapse, a regulatory impact assessment (RIA) has been undertaken and is attached as Appendix 2. The assessment sets out the authority to make a bylaw, the perceived problems or nuisance the bylaw addresses, and the options available to the Council to deal with these problems.
12. The RIA shows that there is an ongoing problem with animal noise, animal roaming and general nuisance caused by animals. This is highlighted by the 93 service requests received by the Council in 2024. This indicates that the Bylaw still has an important regulatory role to play in our community.
13. This report recommends that Council determine under section 155 of the LGA that a bylaw continues to be the most appropriate way of addressing the perceived problems that arise in relation to the keeping of animals and initiate a review of the Bylaw.

CLIMATE CHANGE IMPACT AND CONSIDERATIONS / HURINGA ĀHUARANGI

14. There are no specific climate change impacts or considerations relating to the determination to initiate a review of the Animals Bylaw 2020.

NEXT STEPS / HĪKOI I MURI MAI

15. Determinations are the first step of a bylaw review. Once determinations are made by the Council through this report, the review will commence, and the Council will receive a draft reviewed bylaw for approval before it is released for public consultation through the special consultative procedure. If required, hearings will be held followed by council deliberations regarding adoption of a final bylaw.

SIGNIFICANCE AND ENGAGEMENT / KAUPAPA WHAKAHIRAHIRA

16. In accordance with the Council's Significance and Engagement Policy, this matter has been assessed as being of some importance because:
 - a) Without reviewing the Animals Bylaw, it will be revoked under section 160A of the LGA on 2 June 2027.
 - b) The Animals Bylaw provides a tool for the Council to respond to nuisance from keeping and slaughtering animals, and to maintain public health and safety.
 - c) Not having an up to date bylaw on this matter will be contrary to the historical Council position to have a bylaw on this matter.
17. Community consultation as required by the LGA, will be undertaken as part of the Bylaw review process. Pre-engagement with key stakeholders will be undertaken to inform the review of the Bylaw.

OPTIONS / KŌWHIRINGA

Option 1 Determine that a bylaw is the most appropriate way of addressing the perceived problems relevant to the Animals Bylaw and approve the review of the Bylaw

Financial and Resourcing Implications / Ngā Hīraunga ā-pūtea, ā-rauemi

18. A review of the Bylaw must be completed before 2 June 2027, or it will be revoked under section 160A of the LGA. The costs for undertaking the review are provided for within existing operational budgets.

Risk Analysis / Tātaritanga o Ngā Mōrearea

19. There is little risk involved in commencing a review of the Animals Bylaw 2020.

Promotion or Achievement of Community Outcomes / Hāpaitia / Te Tutuki o Ngā Whāinga ā-hāpori

20. Having a bylaw on the keeping of animals promotes the Environmental Excellence and Thriving Communities and Culture community outcomes.

Statutory Responsibilities / Ngā Haepapa ā-ture

21. This option is consistent with the LGA requirements to review bylaws. Under the LGA, a local authority must, before commencing the process for making or reviewing a bylaw, determine whether a bylaw is the most appropriate way of addressing the perceived problem. This option meets this requirement.

Consistency with Policies and Plans / Te Paria i ngā Kaupapa Here me ngā Mahere

22. A decision to review this bylaw is consistent with the Council's policies and plans.

Participation by Māori / Te Urunga o Ngāi Māori

23. The review of the Animals Bylaw 2020 will include opportunities for consultation with Māori and consideration of their views.

Community Views and Preferences / Ngā tirohanga me Ngā Mariu ā-hāpori

24. Community consultation is required under the LGA as part of the review of the Bylaw. Pre-consultation with key stakeholders will be undertaken to inform the review of the Bylaw prior to public consultation on any proposal as a result of the Bylaw review.

Advantages and Disadvantages / Ngā Huanga me Ngā Taumahatanga.

25. The advantage of this option is that the Bylaw will not be revoked under section 160A of the LGA without review. Additionally, community views and preferences will be collected through public consultation regarding the matters covered in the Bylaw.
26. There are no known disadvantages with commencing the review of the Animals Bylaw 2020.

Option 2 Determine that a bylaw relating to animals is not required to address the problems raised in this report and determine not to review the Bylaw.

Financial and Resourcing Implications / Ngā Hiraunga ā-pūtea, ā-rauemi

27. Without the regulatory regime provided by the Animals Bylaw, there is a risk that there may be additional financial and resourcing implications to manage the matters covered in the Bylaw. If Council chose this option it would need to determine whether to do nothing (with the Bylaw revoking on 2 June 2027 under the LGA) or whether to instruct officers to prepare a Statement of Proposal to consult on revoking the Bylaw.

Risk Analysis / Tātaritanga o Ngā Mōrearea

28. The Council exposes itself to risk if it does not have rules which enables Council to control the keeping of animals (including pigs, poultry, bees, livestock and cats) within the district to ensure they do not create a nuisance or endanger health; and regulate the slaughtering of animals.

Promotion or Achievement of Community Outcomes / Hāpaitia / Te Tutuki o Ngā Whāinga ā-hāpori

29. Not having a bylaw on the control of animals does not actively promote the Environmental Excellence and Thriving Communities and Culture community outcomes.

Statutory Responsibilities / Ngā Haepapa ā-ture

30. This option is not consistent with the statutory requirement under the LGA to review bylaws. If the Bylaw is not reviewed by 2 June 2027 it will be subject to revocation under s160A of the LGA.

Consistency with Policies and Plans / Te Paria i ngā Kaupapa Here me ngā Mahere

31. This option is less consistent with Council policies and plans than option one.

Participation by Māori / Te Urunga o Ngāi Māori

32. This option would not provide opportunities for participation by Māori unless in choosing this option Council instructed officers to prepare a Statement of Proposal to consult on revoking the Bylaw.

Community Views and Preferences / Ngā tirohanga me Ngā Mariu ā-hāpori

33. This option would not provide for the consideration of community views and preferences unless in choosing this option Council instructed officers to prepare a Statement of Proposal to consult on revoking the Bylaw.

Advantages and Disadvantages / Ngā Huanga me Ngā Taumahatanga.

34. A disadvantage is that the community may perceive that the Council is being less responsive to issues relating to animal nuisance and public health and safety.
35. Another disadvantage is that community views and preferences on the matters covered in the Bylaw may not be known unless Council instructed officers to prepare a Statement of Proposal to consult on revoking the Bylaw.

Recommended Option

This report recommends option one Determine that a bylaw is the most appropriate way of addressing the perceived problems relevant to the Animals Bylaw and approve the review of the Bylaw for addressing the matter.

APPENDICES / NGĀ ĀPITI HANGA

Appendix 1 Animals Bylaw 2020 (ECM 9460715)

Appendix 2 Regulatory Impact Assessment (ECM 9460687)

Report Details

Prepared By:	Richard Mowforth (Senior Policy Adviser)
Team:	Corporate Planning and Policy
Reviewed By:	Mitchell Dyer (Corporate Planning and Policy Lead)
Approved By:	Renee Davies (Manager Strategic Planning)
Ward/Community:	District wide
Date:	26 February 2025
File Reference:	ECM9460686

-----End of Report -----

ANIMALS BYLAW 2020 – INITIATION OF REVIEW

MATTER / TE WHĀINGA

1. The matter for consideration by the Council is whether or not to approve the initiation of a review of the Animals Bylaw 2020, and to determine that a bylaw is the most appropriate way of addressing the nuisance or problem relevant to the Animals Bylaw as per the Local Government Act 2002. For clarity, this bylaw does not include dogs which are covered by the Dog Control Policy and Bylaw as required by legislation. Following completion of the review, a draft bylaw will be brought back to Council to approve for public consultation for the consideration of submissions to help inform the adoption of a final bylaw.

RECOMMENDATION FOR CONSIDERATION / NGĀ WHAIKUPU

That having considered all matters raised in the report Council:

- a) **Determines that a bylaw continues to be the most appropriate way of addressing the perceived problems that arise in relation to animals in accordance with section 155(1) of the Local Government Act 2002.**
- b) **Approves the initiation of a review of the New Plymouth District Bylaw Animals Bylaw 2020, in accordance with section 158 of the Local Government Act 2002.**

COMPLIANCE / TŪTOHU	
Significance	This matter is assessed as being of some importance.
Options	This report identifies and assesses the following reasonably practicable options for addressing the matter: 1. Determine that a bylaw is the most appropriate way of addressing the perceived problems relevant to the Animals Bylaw and approve the review of the Bylaw. 2. Determine that a bylaw relating to animals is not required to address the problems raised in this report and determine not to review the Bylaw.
Affected persons	The persons who are affected by or interested in this matter are: • The New Plymouth District community. • Cattery owners and cat breeders. • Pig and poultry farmers. • Bee keepers and bee keeping organisations. • Owners of other livestock.

COMPLIANCE / TŪTOHU	
Recommendation	This report recommends option one Determine that a bylaw is the most appropriate way of addressing the perceived problems relevant to the Animals Bylaw and approve the review of the Bylaw for addressing the matter.
Long-Term Plan / Annual Plan Implications	No
Significant Policy and Plan Inconsistencies	No

EXECUTIVE SUMMARY / WHAKARĀPOPOTOTANGA MATUA

2. We recommend that Council determines that a bylaw continues to be the most appropriate way of addressing the perceived problems that arise in relation to responding to nuisance from the keeping of animals in order to maintain public health and safety. We also recommend that Council approve the initiation of a review of the New Plymouth District Council Animals Bylaw 2020, in accordance with section 158 of the Local Government Act 2002 (LGA).
3. Taking this approach will allow for the regulation of animals through the Bylaw to be reviewed to ensure that it continues to be fit for purpose moving forward. There are no risks associated with initiating the review of the Animals Bylaw 2020.
4. The next steps are to undertake the review and report back the outcomes of the review to the Council, including any proposals to be adopted for consultation.

BACKGROUND / WHAKAPAPA

Bylaws

5. Bylaws are a useful way to deal with local problems or 'nuisances,' as they only focus on those issues which the Council and community deem necessary for local regulation. A bylaw allows the Council to respond to such nuisances or problems in ways that are appropriate and practical for the local community. A bylaw is often made in response to a regulatory gap, or when there is empowering legislation specific to the subject matter of the bylaw.
6. The Council has general bylaw making powers prescribed under sections 145 and 146 of the LGA and the authority and requirement to review a bylaw no later than five years after it was made and 10 years after its last subsequent review (see sections 158 and 159 of the LGA).

7. Bylaws do not have the authority to override primary legislation. They seek to supplement and support national rules with local rules. All bylaws must be reasonable. Bylaws must focus on providing a remedy to the identified problem. Amongst other things, the requirement to be reasonable relates to the bylaw not unnecessarily impacting upon a person's freedom. A bylaw must not be inconsistent with the New Zealand Bill of Rights Act 1990.
8. In reviewing and developing bylaws the Council is required to follow both the decision-making and consultation requirements set out in the LGA. Each bylaw must be assessed in terms of its costs and benefits to the community, as well as an assessment of the other options available to the council to regulate or remedy the problem. Under section 160 of the LGA, if, after the review, the Council considers that the Bylaw should be amended, revoked, or revoked and replaced, it must use a special consultative procedure to effect these changes. If the Council considers that the Bylaw should continue without amendment, it must also use the special consultative procedure before the review is complete.

Initiation of review required to meet legislative timeframes

9. The Animals Bylaw 2020 is due for review by 2 June 2025, without a review it will be revoked under section 160A of the LGA on 2 June 2027.
10. The existing Animals Bylaw 2020 proposed to be reviewed is attached as Appendix 1.

Determinations

11. To aid the Council in determining to review the Bylaw, or let it lapse, a regulatory impact assessment (RIA) has been undertaken and is attached as Appendix 2. The assessment sets out the authority to make a bylaw, the perceived problems or nuisance the bylaw addresses, and the options available to the Council to deal with these problems.
12. The RIA shows that there is an ongoing problem with animal noise, animal roaming and general nuisance caused by animals. This is highlighted by the 93 service requests received by the Council in 2024. This indicates that the Bylaw still has an important regulatory role to play in our community.
13. This report recommends that Council determine under section 155 of the LGA that a bylaw continues to be the most appropriate way of addressing the perceived problems that arise in relation to the keeping of animals and initiate a review of the Bylaw.

CLIMATE CHANGE IMPACT AND CONSIDERATIONS / HURINGA ĀHUARANGI

14. There are no specific climate change impacts or considerations relating to the determination to initiate a review of the Animals Bylaw 2020.

NEXT STEPS / HĪKOI I MURI MAI

15. Determinations are the first step of a bylaw review. Once determinations are made by the Council through this report, the review will commence, and the Council will receive a draft reviewed bylaw for approval before it is released for public consultation through the special consultative procedure. If required, hearings will be held followed by council deliberations regarding adoption of a final bylaw.

SIGNIFICANCE AND ENGAGEMENT / KAUPAPA WHAKAHIRAHIRA

16. In accordance with the Council's Significance and Engagement Policy, this matter has been assessed as being of some importance because:
 - a) Without reviewing the Animals Bylaw, it will be revoked under section 160A of the LGA on 2 June 2027.
 - b) The Animals Bylaw provides a tool for the Council to respond to nuisance from keeping and slaughtering animals, and to maintain public health and safety.
 - c) Not having an up to date bylaw on this matter will be contrary to the historical Council position to have a bylaw on this matter.
17. Community consultation as required by the LGA, will be undertaken as part of the Bylaw review process. Pre-engagement with key stakeholders will be undertaken to inform the review of the Bylaw.

OPTIONS / KŌWHIRINGA

Option 1 Determine that a bylaw is the most appropriate way of addressing the perceived problems relevant to the Animals Bylaw and approve the review of the Bylaw

Financial and Resourcing Implications / Ngā Hīraunga ā-pūtea, ā-rauemi

18. A review of the Bylaw must be completed before 2 June 2027, or it will be revoked under section 160A of the LGA. The costs for undertaking the review are provided for within existing operational budgets.

Risk Analysis / Tātaritanga o Ngā Mōrearea

19. There is little risk involved in commencing a review of the Animals Bylaw 2020.

Promotion or Achievement of Community Outcomes / Hāpaitia / Te Tutuki o Ngā Whāinga ā-hāpori

20. Having a bylaw on the keeping of animals promotes the Environmental Excellence and Thriving Communities and Culture community outcomes.

Statutory Responsibilities / Ngā Haepapa ā-ture

21. This option is consistent with the LGA requirements to review bylaws. Under the LGA, a local authority must, before commencing the process for making or reviewing a bylaw, determine whether a bylaw is the most appropriate way of addressing the perceived problem. This option meets this requirement.

Consistency with Policies and Plans / Te Paria i ngā Kaupapa Here me ngā Mahere

22. A decision to review this bylaw is consistent with the Council's policies and plans.

Participation by Māori / Te Urunga o Ngāi Māori

23. The review of the Animals Bylaw 2020 will include opportunities for consultation with Māori and consideration of their views.

Community Views and Preferences / Ngā tirohanga me Ngā Mariu ā-hāpori

24. Community consultation is required under the LGA as part of the review of the Bylaw. Pre-consultation with key stakeholders will be undertaken to inform the review of the Bylaw prior to public consultation on any proposal as a result of the Bylaw review.

Advantages and Disadvantages / Ngā Huanga me Ngā Taumahatanga.

25. The advantage of this option is that the Bylaw will not be revoked under section 160A of the LGA without review. Additionally, community views and preferences will be collected through public consultation regarding the matters covered in the Bylaw.
26. There are no known disadvantages with commencing the review of the Animals Bylaw 2020.

Option 2 Determine that a bylaw relating to animals is not required to address the problems raised in this report and determine not to review the Bylaw.

Financial and Resourcing Implications / Ngā Hiraunga ā-pūtea, ā-rauemi

27. Without the regulatory regime provided by the Animals Bylaw, there is a risk that there may be additional financial and resourcing implications to manage the matters covered in the Bylaw. If Council chose this option it would need to determine whether to do nothing (with the Bylaw revoking on 2 June 2027 under the LGA) or whether to instruct officers to prepare a Statement of Proposal to consult on revoking the Bylaw.

Risk Analysis / Tātaritanga o Ngā Mōrearea

28. The Council exposes itself to risk if it does not have rules which enables Council to control the keeping of animals (including pigs, poultry, bees, livestock and cats) within the district to ensure they do not create a nuisance or endanger health; and regulate the slaughtering of animals.

Promotion or Achievement of Community Outcomes / Hāpaitia / Te Tutuki o Ngā Whāinga ā-hāpori

29. Not having a bylaw on the control of animals does not actively promote the Environmental Excellence and Thriving Communities and Culture community outcomes.

Statutory Responsibilities / Ngā Haepapa ā-ture

30. This option is not consistent with the statutory requirement under the LGA to review bylaws. If the Bylaw is not reviewed by 2 June 2027 it will be subject to revocation under s160A of the LGA.

Consistency with Policies and Plans / Te Paria i ngā Kaupapa Here me ngā Mahere

31. This option is less consistent with Council policies and plans than option one.

Participation by Māori / Te Urunga o Ngāi Māori

32. This option would not provide opportunities for participation by Māori unless in choosing this option Council instructed officers to prepare a Statement of Proposal to consult on revoking the Bylaw.

Community Views and Preferences / Ngā tirohanga me Ngā Mariu ā-hāpori

33. This option would not provide for the consideration of community views and preferences unless in choosing this option Council instructed officers to prepare a Statement of Proposal to consult on revoking the Bylaw.

Advantages and Disadvantages / Ngā Huanga me Ngā Taumahatanga.

34. A disadvantage is that the community may perceive that the Council is being less responsive to issues relating to animal nuisance and public health and safety.
35. Another disadvantage is that community views and preferences on the matters covered in the Bylaw may not be known unless Council instructed officers to prepare a Statement of Proposal to consult on revoking the Bylaw.

Recommended Option

This report recommends option one Determine that a bylaw is the most appropriate way of addressing the perceived problems relevant to the Animals Bylaw and approve the review of the Bylaw for addressing the matter.

APPENDICES / NGĀ ĀPITI HANGA

Appendix 1 Animals Bylaw 2020 (ECM 9460715)

Appendix 2 Regulatory Impact Assessment (ECM 9460687)

Report Details

Prepared By:	Richard Mowforth (Senior Policy Adviser)
Team:	Corporate Planning and Policy
Reviewed By:	Mitchell Dyer (Corporate Planning and Policy Lead)
Approved By:	Renee Davies (Manager Strategic Planning)
Ward/Community:	District wide
Date:	26 February 2025
File Reference:	ECM9460686

-----End of Report -----

APPENDIX TWO: REGULATORY IMPACT ASSESSMENT FOR THE ANIMALS BYLAW 2020

The purpose of a Regulatory Impact Assessment is to provide an overview of the matters that the Council must consider before determining whether a bylaw is the most appropriate way to address problems related to keeping and slaughtering animals, and to maintain public health and safety.

This Regulatory Impact Assessment addresses the following matters:

1. Legislative authority to deal with the perceived problem.
2. Determinations.
3. Current status of the Bylaw.
4. Rationale for review of the Bylaw.
5. Problem identification and assessment for the Bylaw.
6. Evidence of problems occurring for the Bylaw.
7. Options for the Bylaw.

1. Legislative authority to deal with the perceived problem

Sections 145 and 146 of the Local Government Act 2002 (LGA) allows the Council to make a bylaw relating to Animals.

Section 145 General bylaw-making power for territorial authorities

A territorial authority may make bylaws for its district for 1 or more of the following purposes:

- a) protecting the public from nuisance:*
- b) protecting, promoting, and maintaining public health and safety:*
- c) minimising the potential for offensive behaviour in public places.*

Section 146 Specific bylaw-making powers of territorial authorities

Without limiting section 145, a territorial authority may make bylaws for its district for the purposes—

- a) of regulating 1 or more of the following:...*
 - (v) keeping of animals, bees, and poultry:*

Section 64 of the Health Act 1956 also allows the Council to make a bylaw relating to the following matters, specific to this bylaw:

64 Bylaws

(1) Every local authority may, for the purposes of this Act, make bylaws for all or any of the following matters, namely:

- (a) *improving, promoting, or protecting public health, and preventing or abating nuisances:...*
 - (i) *regulating the situation of stables, cow sheds, and piggeries:...*
 - (m) *regulating, licensing, or prohibiting the keeping of any animals in the district or in any part thereof:...*
 - (u) *for preventing the outbreak or spread of disease by the agency of flies, mosquitoes, or other insects, or of rats, mice, or other vermin:*

New Zealand Bill of Rights Act 1990 (NZBORA)

Under section 155 of the LGA, Council must consider whether or not the bylaw gives rise to any implications to rights in the NZBORA. These matters were determined for the Bylaw. Before any amendments or a new draft bylaw is adopted for consultation, Council will need to assess the Bylaw to ensure there are no unjustified implications under NZBORA. This assessment would be repeated prior to Council adopting a final bylaw to ensure no additional limitations arise.

2. Determinations

Sections 159 and 160 of the LGA provide that a local authority must review a bylaw no later than 5 years after it was made. The Bylaw was adopted on 2 June 2020. As a result, Council is undertaking a review of the existing bylaw. The review of the Bylaw is undertaken by making the three determinations required by section 155 of the LGA.

Under section 155 of the LGA, Council is required to determine whether a bylaw is the most appropriate way of addressing the perceived problem, determine whether the proposed bylaw is the most appropriate form of bylaw, and determine that the proposed bylaw is not inconsistent with the New Zealand Bill of Rights Act 1990. This assessment undertakes to answer the first part of this determinations, and defines the problem and whether a bylaw is the most appropriate way of dealing with this problem. The other determinations were made in relation to the Bylaw and will be made again by Council throughout the review process.

3. Current status

In 2020, Council adopted the Animals Bylaw (the Bylaw). Its purpose is to control the keeping of animals (including pigs, poultry, bees, livestock and cats) within the district to ensure they do not create a nuisance or endanger health to neighbours and other members of the public; and to regulate the slaughtering of animals to avoid causing nuisance or offence.

While the Bylaw was informed by a review of an existing part of the consolidated bylaw (New Plymouth District Bylaw 2008 Part 2 Animals), the result was the creation of a stand alone new bylaw. The Bylaw was developed, consulted upon and made in accordance with the provisions of the LGA. Under this Act, the Bylaw must be reviewed no later than five years after the Bylaw was made, and then no later than 10 years after it was reviewed, as required by section 158 of the LGA.

Under section 160A of the LGA, a bylaw that is not reviewed as required is revoked two years after the due date for review. As such, if Council determines to review the Bylaw, the review must be completed by 2 June 2027 to stop the Bylaw from being revoked.

The LGA draws a distinction between the process involved in reviewing a bylaw and the subsequent process of continuing, amending, replacing or revoking the Bylaw. The review happens first. Section 160 provides that the review process involves making the three determinations listed in section 155 (see above). Under section 160, Council can:

1. Continue the Bylaw without amendment;
2. Amend the Bylaw;
3. Revoke the Bylaw; or
4. Revoke and replace the Bylaw.

4. Rationale for review of the Bylaw

Council's obligation to undertake the review is contained in section 158 of the LGA.

If Council does not complete the review of the Bylaw, it will be automatically revoked on 2 June 2027. This will result in the revocation of the Bylaw, without any consideration by Council, or consultation with key stakeholders and the wider community.

5. Problem identification and assessment

The problem or matter the Bylaw seeks to address is the nuisance from keeping and slaughtering animals, and to maintain public health and safety. To do this, the Bylaw provides controls for the keeping of animals (including pigs, poultry, bees, livestock and cats) within the district to ensure they do not create a nuisance or endanger health; and regulate the slaughtering of animals within view of people nearby as many people can find this offensive.

6. Evidence of problems occurring

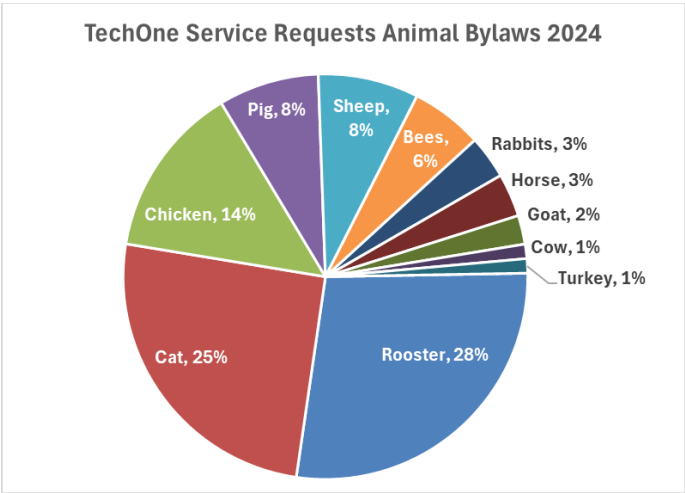
Council receives a steady number of service request relating to the Animal Bylaw. The Animal Bylaw is the main tool utilised by staff to respond to these service requests. The table below shows the numbers of service requests received by the Council over the last seven years. The trend in the numbers shows a slow decline from 2018 to 2022, with a drop in 2022. However, there is an increase in 2023 followed by a decrease in 2024.

Year	Number of animal bylaw service requests
2018	112
2019	108
2020	103
2021	99
2022	73
2023	101
2024	93

The graph below breaks down the 93 service requests received by Council relating to the Animal Bylaw in the 2024 calendar year. Predominately, the service requests relate to noise and roaming nuisance from roosters (28%), nuisance caused by cats, mainly related to neighbours having too many cats (25%), and nuisance caused by roaming chickens (14%). The data here indicates the Bylaw is an important regulatory tool to respond to nuisances in New Plymouth District.

With analysis of the data, around 17% of the all the requests can be identified as complaints, the next 42% is a mixture of complaints/requests, the remaining 41% are just Council requests or enquiries.

2024 Breakdown by Animal Type



Type of Requests by Animal for 2024

- **Rooster:** Noise complaints about roosters crowing early in the morning and throughout the day.
- **Cat:** Problems with feral cats, stray cats, and neighbours having too many cats causing disturbances.
- **Chickens:** Chickens roaming freely, causing damage to gardens and entering houses.
- **Pigs:** Issues with pigs causing bad smells and disturbances in residential areas.
- **Sheep:** Noise complaints about lambs causing disturbances in residential areas.
- **Bees:** Issues with bee hives causing nuisance, such as bee droppings on property and cars.
- **Rabbits:** Problems with rabbits roaming freely and causing damage to gardens.
- **Horse:** Problems related to horse manure on beaches and public areas.
- **Goat:** Issues with goats causing noise and disturbances in residential areas.
- **Turkey:** Issues with turkeys causing disturbances and mess in residential areas.

7. Options

There are three options available in relation to the Bylaw, as outlined below:

1. Do nothing with the Bylaw revoking on 2 June 2027 under section 160A of the LGA.
2. Consult on revoking the Bylaw.
3. Initiate the review the Bylaw (recommended option).

Under option 3 the Council also has the ability to continue the Bylaw without amendments or propose amendments.

Option one – Do nothing with the Bylaw revoking on 2 June 2027 under section 160A of the LGA

Under this option Council would not take any further action and no new bylaw would be made. The review date for the Bylaw is 2 June 2025 and the existing Animals Bylaw 2020 would be automatically revoked on 2 June 2027. Council would then need to rely on alternative regulation as well as non-regulatory mechanisms to encourage voluntary compliance.

Advantages	Disadvantages
No further Council staff time and resources will be required to review bylaw.	- Council will no longer have clear mechanisms in place for managing problems related to the keeping of animals, making it challenging for Council staff, stakeholders and the public to know what Council’s position is. - Council will not be able to respond to issues raised by the public in an administratively easy way, which could have a negative effect on Council’s reputation. - Council would have to rely on education and voluntary compliance, making administration of this issue difficult. - Not consistent with Council’s current position in relation to the keeping of animals. - The community will not have the opportunity to express their views or preferences in relation to the review of the Animals Bylaw.

Option two – Consult on revoking the Bylaw

This option is similar to option one above, however community views and preferences would be sought in relation to Council revoking the Bylaw. No new bylaw would be made. Council would then need to rely on alternative regulation as well as non-regulatory mechanisms to encourage voluntary compliance.

Advantages	Disadvantages
Provides the opportunity for the community including iwi/hapū and other key stakeholders and the wider community to express their views and preferences on the proposed bylaw revocation.	As per option one above, plus: - Time and resource required to carry out the consultation process. - Should Council determine to not revoke, then Council would then have to initiate the review of the Bylaw.

Option three – Initiate review of the Bylaw

This option would involve the Council determining that a bylaw continues to be the most appropriate way of dealing with the perceived problems associated with the keeping of animals and initiating a review of the Bylaw. If required there is opportunity to propose amendments to the Bylaw to address current issues and industry best practice. Community consultation by way of a special consultative procedure and in line with the LGA, would be a part of this review.

This approach is the recommended option.

Advantages	Disadvantages
- Allows for the Bylaw to be updated in relation to best practice and ensures it is relevant to the current operating environment. - Allows current issues arising in the district in relation to the keeping of animals to be addressed. - Provides the opportunity for the community, iwi/hapū, other key stakeholders to express their views and preferences on the Bylaw during the consultation period. This ensures the Bylaw addresses any perceived community concerns regarding	Time and resource required to review the Bylaw.

Advantages	Disadvantages
the keeping of animals in the district. • Provides Council with a tool to regulate issues relating to the keeping of animals in the district. • This approach is consistent with Council's previous approach in having a bylaw on this matter. • A proactive approach to regulation of the keeping of animals.	

FIRE AND SMOKE NUISANCE BYLAW 2020 - INITIATION OF REVIEW

MATTER / TE WHĀINGA

1. The matter for consideration by the Council is whether or not to approve the initiation of a review of the Fire and Smoke Nuisance Bylaw, and to determine that a bylaw is the most appropriate way of addressing the nuisance or problem relevant to the Fire and Smoke Nuisance Bylaw as per the Local Government Act 2002.

RECOMMENDATION FOR CONSIDERATION / NGĀ WHAIKUPU That having considered all matters raised in the report Council:

- a) **Determines that a bylaw continues to be the most appropriate way of addressing the perceived problems that arise in relation to fire and smoke nuisance in accordance with section 155(1) of the Local Government Act 2002.**
- b) **Approves the initiation of a review of the Fire and Smoke Nuisance Bylaw, in accordance with section 158 of the Local Government Act 2002.**

COMPLIANCE / TŪTOHU	
Significance	This matter is assessed as being of some importance
Options	This report identifies and assesses the following reasonably practicable options for addressing the matter: 1. Determine that a bylaw is the most appropriate way of addressing the perceived problems relevant to the Fire and Smoke Nuisance Bylaw and approve the review of the Bylaw. 2. Determine that a bylaw relating to fire and smoke nuisance is not required to address the problems raised in this report and determine not to review the bylaw.
Affected persons	The persons who are affected by or interested in this matter are the New Plymouth District community, Fire and Emergency New Zealand and the Taranaki Regional Council.
Recommendation	This report recommends option one for addressing the matter.

COMPLIANCE / TŪTOHU	
Long-Term Plan / Annual Plan Implications	No
Significant Policy and Plan Inconsistencies	No

EXECUTIVE SUMMARY / WHAKARĀPOPOTOTANGA MATUA

2. We recommend that the Council determine that a bylaw continues to be the most appropriate way of addressing the perceived problems that arise in relation to responding to nuisance from fire and smoke. The report also recommends approval of the initiation of a review of the Fire and Smoke Bylaw 2020, in accordance with section 158 of the Local Government Act 2002 (LGA).
3. Taking this approach will allow for the regulation of fire and smoke nuisance to be reviewed to ensure that it continues to be fit for purpose, moving forward. There are no risks in initiating this review.
4. The next steps are to undertake the review and report back the outcomes of the review to the Council, including any proposals to be adopted for consultation.

BACKGROUND / WHAKAPAPA

Bylaws

5. Bylaws are a useful way to deal with local problems or 'nuisances', as they only focus on those issues which the Council and community deem necessary for local regulation. A bylaw allows the Council to respond to such nuisances or problems in ways that are appropriate and practical for the local community. A bylaw is often made in response to a regulatory gap, or when there is empowering legislation specific to the subject matter of the bylaw.
6. The Council has general bylaw making powers prescribed under sections 145 and 146 of the LGA and the authority and requirement to review a bylaw no later than five years after it was made and 10 years after its last subsequent review (see sections 158 and 159 of the LGA).
7. Bylaws do not have the authority to override primary legislation; they seek to supplement and support national rules with local rules. All bylaws must be reasonable. Bylaws must focus on providing a remedy to the identified problem. Amongst other things, the requirement to be reasonable relates to the bylaw not unnecessarily impacting upon a person's freedom. A bylaw must not be inconsistent with the New Zealand Bill of Rights Act 1990.

8. In reviewing and developing bylaws the Council is required to follow both the decision making and consultation requirements set out in the LGA. Each bylaw must be assessed in terms of its costs and benefits to the community, as well as an assessment of the other options available to the council to regulate or remedy the problem. Under section 160 of the LGA, if, after the review, the Council considers that the bylaw should be amended, revoked, or revoked and replaced, it must use a special consultative procedure to effect these changes. If the Council considers that the bylaw should continue without amendment, it must also use the special consultative procedure before the review is complete.

Fire and Smoke Nuisance Bylaw due for review

9. The Fire and Smoke Nuisance Bylaw is due for review by 2 June 2025 and without a review it will be revoked under section 160A of the LGA on 2 June 2027. The existing Fire and Smoke Nuisance Bylaw is attached as Appendix 1.

Determinations

10. To aid the Council in determining to review the bylaw, or let it lapse, a regulatory impact assessment (RIA) has been undertaken and is attached as Appendix 2. The assessment sets out the authority to make a bylaw, the perceived problems or nuisance the bylaw addresses, and the options available to the Council to deal with these problems.
11. The RIA shows that there is an ongoing problem with fire and smoke nuisance. This is highlighted by the 159 service requests received by the Council in 2024. This indicates that the bylaw still has an important regulatory role to play in our community.
12. This report recommends that Council determine under section 155 of the LGA that a bylaw continues to be the most appropriate way of addressing the perceived problem of fire and smoke nuisance and initiate a review of the Bylaw.

CLIMATE CHANGE IMPACT AND CONSIDERATIONS / HURINGA ĀHUARANGI

13. There are no specific climate change impacts or considerations relating to the determination to initiate a review of the Fire and Smoke Nuisance Bylaw 2020.

NEXT STEPS / HĪKOI I MURI MAI

14. Determinations is the first step of a bylaw review. Once determinations are made by the Council through this report, the review will commence, and the Council will receive a draft reviewed bylaw for approval before it is released for public consultation through the special consultation procedure. If required, hearings will be held followed by council deliberations regarding adoption of a final bylaw.

SIGNIFICANCE AND ENGAGEMENT / KAUPAPA WHAKAHIRAHIRA

15. In accordance with the Council's Significance and Engagement Policy, this matter has been assessed as being of some importance because.
 - a) Without reviewing the Fire and Smoke Nuisance Bylaw, it will be revoked under section 160A of the LGA on 2 June 2027.
 - b) The Fire and Smoke Nuisance Bylaw provides a tool for the Council to respond to nuisance from fire and smoke.
 - c) Not having an up to date bylaw on this matter will be contrary to the historical Council position to have a bylaw on this matter.

OPTIONS / KŌWHIRINGA

Option 1 Determine that a bylaw is the most appropriate way of addressing the perceived problems relevant to the Fire and Smoke Nuisance Bylaw and approve the review of the Bylaw

Financial and Resourcing Implications / Ngā Hīraunga ā-pūtea, ā-rauemi

16. A review of the Bylaw must be completed before 2 June 2027, or it will be revoked under section 160A of the LGA. The costs for undertaking the review are provided for within existing operational budgets.

Risk Analysis / Tātaritanga o Ngā Mōrearea

17. There is little risk involved in undertaking the Bylaw review.

Promotion or Achievement of Community Outcomes / Hāpaitia / Te Tutuki o Ngā Whāinga ā-hāpori

18. The Bylaw primarily helps to promote and achieve the Thriving Communities and Culture through providing for a safe community, and Environmental Excellence by mitigating further environmental impacts.

Statutory Responsibilities / Ngā Haepapa ā-ture

19. This option is consistent with the LGA requirements to review bylaws. Under the LGA, a local authority must, before commencing the process for making or reviewing a bylaw, determine whether a bylaw is the most appropriate way of addressing the perceived problem. This option meets this requirement.

Consistency with Policies and Plans / Te Paria i ngā Kaupapa Here me ngā Mahere

20. A decision to review this bylaw is consistent with the Council's policies and plans.

Participation by Māori / Te Urunga o Ngāi Māori

21. A review of this bylaw will include opportunities for participation by Māori.

Community Views and Preferences / Ngā tirohanga me Ngā Mariu ā-hāpori

22. Community consultation via a special consultative procedure is required under this option to review the bylaw. Pre-consultation may also be undertaken, particularly with FENZ and TRC. The review may identify additional stakeholder groups, and there would also be an opportunity to include these groups in pre-consultation where appropriate.

Advantages and Disadvantages / Ngā Huanga me Ngā Taumahatanga.

23. The advantage of this option is that the Bylaw will not be revoked under section 160A of the LGA without review. Additionally, community views and preferences will be collected regarding the bylaw. There are no disadvantages to this option.

Option 2 Determine that a bylaw relating to fire and smoke nuisance is not required to address the problems raised in this report and determine not to review the bylaw.

Financial and Resourcing Implications / Ngā Hiraunga ā-pūtea, ā-rauemi

24. Without the regulatory regime provided by the Fire and Smoke Nuisance Bylaw, there is a risk that there may be additional financial and resourcing implications to manage the matters covered in the Bylaw. If Council chose this option it would need to determine whether to do nothing (with the bylaw revoking on 2 June 2027 under the LGA or whether to instruct officers to prepare a Statement of Proposal to consult on revoking the Bylaw.

Risk Analysis / Tātaritanga o Ngā Mōrearea

25. The Council exposes itself to risk if it does not have rules which enables Council to manage fire and smoke nuisance.
-

Promotion or Achievement of Community Outcomes / Hāpaitia / Te Tutuki o Ngā Whāinga ā-hāpori

26. The Council would still have the tools to promote community outcomes of Thriving Communities and Culture through providing for a safe community, and Environmental Excellence by mitigating further environmental impacts. However, this option does not actively promote these Community Outcomes.

Statutory Responsibilities / Ngā Haepapa ā-ture

27. This option is not consistent with the statutory requirement under the LGA to review bylaws. If the bylaw is not reviewed by 2 June 2027 it will be subject to revocation under s160A of the LGA.

Consistency with Policies and Plans / Te Paria i ngā Kaupapa Here me ngā Mahere

28. This option is less consistent with the Council's policies and plans than option one.

Participation by Māori / Te Urunga o Ngāi Māori

29. This option would not provide opportunities for participation by Māori unless in choosing this option Council instructed officers to prepare a Statement of Proposal to consult on revoking the Bylaw.

Community Views and Preferences / Ngā tirohanga me Ngā Mariu ā-hāpori

30. This option would not provide for the consideration of community views and preferences unless in choosing this option Council instructed officers to prepare a Statement of Proposal to consult on revoking the Bylaw.

Advantages and Disadvantages / Ngā Huanga me Ngā Taumahatanga.

31. A disadvantage is that the community may perceive that the Council is being less responsive to issues relating to fire and smoke nuisance and public health and safety.
32. Another disadvantage is that community views and preferences on the matters covered in the bylaw may not be known unless Council instructed officers to prepare a Statement of Proposal to consult on revoking the Bylaw.

Recommended Option

This report recommends option one Determine that a bylaw is the most appropriate way of addressing the perceived problems relevant to the Fire and Smoke Nuisance Bylaw and approve the review of the Bylaw for addressing the matter.

APPENDICES / NGĀ ĀPITI HANGA

Appendix 1 Fire and Smoke Nuisance Bylaw 2020 (ECM 9460931)

Appendix 2 Regulatory Impact Assessment (ECM 9460932)

Report Details

Prepared By:	Richard Mowforth (Senior Policy Adviser)
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Reviewed By:	Mitchell Dyer (Corporate Planning and Policy Lead)
Approved By:	Renee Davies (Manager Strategic Planning)
Ward/Community:	District wide
Date:	26 February 2025
File Reference:	ECM9460930

-----End of Report -----

New Plymouth District Council

Fire and Smoke Nuisance Bylaw 2020

9.1



Te Kaunihera-ā-Rohe o Ngāmotu

**New Plymouth
District Council**

DOCUMENT HISTORY

Meeting	Date	Decision	Next Review
Council	2 June 2020	Adopt Bylaw	

Fire and Smoke Nuisance Bylaw 2020

New Plymouth District Council

The purpose of this bylaw is to protect the public from nuisance caused by smoke from fires and to maintain public health and safety (other than in relation to fire safety, which is governed by the Fire and Emergency New Zealand Act 2017).

1 Title and commencement

- 1.1 This bylaw is the New Plymouth District Council Fire and Smoke Nuisance Bylaw 2020.
- 1.2 This bylaw comes into force on 22 June 2020.

2 Authority

- 2.1 This bylaw is made under:
 - a) Section 145(a) and (b) of the Local Government Act 2002; and
 - b) Section 64(1)(a) of the Health Act 1956.

3 Purpose

- 3.1 The purpose of this bylaw is to:
 - a) Protect against nuisance caused by smoke from fires; and
 - b) Maintain public health and safety.

4 Relationship to other laws

- 4.1 Nothing in this bylaw derogates from the Fire and Emergency New Zealand Act 2017 or any regulations made under that Act.

5 Interpretation

Definitions

- 5.1 In this bylaw unless the context otherwise requires:

Barbeque means any fixed or portable gas or solid fuel burning equipment or device designed or intended for the cooking of food in the open air.

Brazier means any open topped device for burning wood and designed for outdoor heating.
Note: to minimise the potential for smoke nuisance it is recommended that in your brazier you only burn clean, dry, untreated wood or charcoal, and add small amounts at a time. Don't move the brazier (includes a fire pit or a bowl) while you're using it.

Bylaw means the New Plymouth District Council Fire and Smoke Nuisance Bylaw 2020.

Chiminea means a free-standing fireplace that typically has a bulbous body and chimney and is designed for outdoor cooking or heating.

9.1

Fire means the burning of any material (including waste material), including:

- a) in any fireplace inside any building or structure; or
- b) in the open air, either on the ground or in any form of fireplace or incinerator; or
- c) in any structure used for cooking in the open air, including a barbeque or traditional cooking fire; or
- d) in any structure used for heating in the open air, including a brazier or chiminea.

Nuisance means any unreasonable interference with the peace, comfort, or convenience of another person and includes a statutory nuisance as defined in section 29 of the Health Act 1956.

Occupier means the inhabitant of any property, and in any case where any property is unoccupied includes the owner of that property.

Owner means any person who would be entitled to receive the rack rent of the property if the property were let, and where any such person is absent from New Zealand includes that person's authorised lawyer or agent or any other person acting on their behalf.

Person means an individual, a corporation sole, a body corporate, or an unincorporated body.

Property means any parcel of land and/or building capable of being transferred, sold, rented, leased, or otherwise disposed of separately from any other parcel of land and/or building(s), whether or not the land and/or building is occupied.

Smoke includes any fumes, gases, dust, soot, grit or other matters produced in the process of combustion.

Traditional cooking fire means any hangi, umu or similar cooking fire located outside and used for the preparation of food by traditional cooking methods.

Waste has the same meaning as set out in section 5 of the Waste Minimisation Act 2008.

References to repealed enactments

- 5.2 A reference in this bylaw to a repealed enactment, standard or document is a reference to an enactment, standard or document that, with or without modification, replaces, or that corresponds to, the repealed enactment, standard or document.

6 Nuisance or health and safety risk from smoke

Smoke nuisance or health and safety risk

- 6.1 No occupier of any property may permit smoke from a fire on such property to cause or create:
 - a) a nuisance to persons in the vicinity, including on a neighbouring property; or
 - b) a safety risk to vehicles by limiting visibility on any road or airport runway.
- 6.2 In the event of smoke causing or creating a nuisance or safety risk contrary to clause 6.1, the occupier of the property, or any other person in charge of the fire, must immediately extinguish the fire.

Directions from the Council

- 6.3 If, in the opinion of the Council, a fire on any property is causing, or is likely to cause, a nuisance or a public health and safety risk (other than a fire safety risk), the Council may give directions to the occupier of the property concerned, or any other person appearing to be in charge of the fire, for the abatement of any such nuisance or risk.
- 6.4 Any person given a direction by the Council under clause 6.3 must comply with that direction without undue delay.

No authorisation of fires

- 6.5 Nothing in clause 6 authorises, or may be taken to authorise, any person to light any fire.

7 Offences and penalties

Responsibilities of the occupier of residential premises

- 7.1 Any person who fails to comply with the requirements of this bylaw commits an offence, and may be liable to a penalty under the Local Government Act 2002 or the Health Act 1956, as the case may be.

8 Revocation

- 8.1 All bylaws previously made by the Council which relate to fires or smoke nuisance or any matter dealt with in this bylaw, or which are inconsistent with this bylaw, are hereby revoked.

Appendix 2

Regulatory Impact Assessment – Fire and Smoke Nuisance Bylaw

The purpose of a Regulatory Impact Assessment (RIA) is to provide an overview of the matters that the Council must consider before determining whether a bylaw is the most appropriate way of addressing the problems relating to the regulation of fire and smoke nuisance in New Plymouth District. It is noted that the Council has an existing Fire and Smoke Bylaw 2020 (the Bylaw).

This RIA addresses the following matters:

1. Legislative authority to deal with the perceived problem.
2. Determinations.
3. Current status of the Bylaw.
4. Rationale for review of the Bylaw.
5. Problem identification and assessment for the Bylaw.
6. Evidence of problems occurring for the Bylaw.
7. Options for the Bylaw.

1. Legislative authority to deal with the perceived problem

Council has bylaw making powers under the Local Government Act 2002 (LGA).

Section 145 of LGA allows the Council to make bylaws for the following matters relating to fire and smoke:

Section 145 General bylaw-making power for territorial authorities

A territorial authority may make bylaws for its district for 1 or more of the following purposes:

- (a) protecting the public from nuisance;*
- (b) protecting, promoting, and maintaining public health and safety;*

Fire and Emergency New Zealand Act 2017 (FENZ)

The Fire and Emergency New Zealand Act 2017 (the FENZ Act) and Fire and Emergency New Zealand (Fire Permits) Regulations 2017 were passed in May 2017.

The FENZ Act created a new agency, Fire and Emergency New Zealand (FENZ), which is responsible for fire safety, setting fire seasons and issuing fire permits. The change has brought together urban and rural fire services into the new agency, representing a historic restructure of these fire services. The Fire Service Act 1975 and the Forest and Rural Fires Act 1977 were both repealed.

The FENZ Act also amended the Local Government Act 2002 to remove powers and responsibilities about fire safety and related fire bylaws which were previously held by local authorities. These powers and responsibilities are now held by FENZ.

9.2

Additions were made to the LGA (section 152(b)) to note that a bylaw will have no effect in the extent of any inconsistency with the FENZ Act and FENZ powers, and require local authorities to revoke or amend their relevant fire bylaws to address any inconsistency.

In addition, section 152(b) of the FENZ Act states a territorial authority must not make a bylaw that is inconsistent with the Fire and Emergency New Zealand Act 2017 or any regulations or notice under that Act.

The Bylaw outlines the relationship to the FENZ Act in its purpose and in clause 4 stating:

Purpose

The purpose of this bylaw is to protect the public from nuisance caused by smoke from fires and to maintain public health and safety (other than in relation to fire safety, which is governed by the Fire and Emergency New Zealand Act 2017).

4 Relationship to other laws

Nothing in this bylaw derogates from the Fire and Emergency New Zealand Act 2017 or any regulations made under that Act.

New Zealand Bill of Rights Act 1990 (NZBORA)

Under section 155 of the LGA, Council must consider whether or not the bylaw gives rise to any implications to rights in the NZBORA. These matters were determined for the Bylaw. Before any amendments or a new draft bylaw is adopted for consultation, Council will need to assess the bylaw to ensure there are no unjustified implications under NZBORA. This assessment would be repeated prior to Council adopting a final bylaw to ensure no additional limitations arise.

Regional Air Quality Plan for Taranaki

The Regional Air Quality Plan for Taranaki sets out policies and rules to keep the air quality of a high natural standard.

In 2011 Taranaki Regional Council and New Plymouth District Council formed a Transfer Agreement (the Agreement) to transfer the power to administer and enforce Rule 34 of the Taranaki Regional Air Quality Plan to New Plymouth District Council.

Rule 34: Residential Waste Disposal by Combustion

Discharges of contaminants to air from the combustion of domestic waste products and green waste, outdoors within a defined urban area (as defined in appendix II of the Plan), where; the allotment is less than 0.5 hectares in size, and is used primarily for residential purposes, and is serviced by a weekly municipal refuse collection service – Prohibited.

While not part of the Bylaw per se, this information is available for on the Council website in association with the Bylaw.

2. Determinations

Sections 159 and 160 of the LGA provide that a local authority must review a bylaw no later than 5 years after it was made. The Bylaw was adopted on 2 June 2020. As a result, Council is undertaking a review of the existing bylaw. The review of the Bylaw is undertaken by making the three determinations required by section 155 of the LGA.

Under section 155 of the LGA, Council is required to determine whether a bylaw is the most appropriate way of addressing the perceived problem, determine whether the proposed bylaw is the most appropriate form of bylaw, and determine that the proposed bylaw is not inconsistent with the NZBORA. This assessment undertakes to answer the first part of these determinations and defines the problem and whether a bylaw is the most appropriate way of dealing with this problem. The other determinations were made in relation to the Bylaw and will be made again by Council throughout the review process.

9.2

3. Current status of the Bylaw

In 2020 the Council adopted the Fire and Smoke Nuisance Bylaw (the Bylaw). The purpose of this bylaw is to protect the public from nuisance caused by smoke from fires and to maintain public health and safety (other than in relation to fire safety, which is governed by the Fire and Emergency New Zealand Act 2017).

While the Bylaw was informed by a review of an existing part of the consolidated bylaw (New Plymouth District Bylaw 2008 Part 4 Prevention of nuisance from fires and smoke, and maintenance of public health and safety), the result was the creation of a stand alone new bylaw. The Bylaw was developed, consulted upon and made in accordance with the provisions of the LGA. Under this Act, the bylaw must be reviewed no later than five years after the bylaw was made, as required by section 158 of the LGA.

Under section 160A of the LGA, a bylaw that is not reviewed as required is revoked two years after the due date for review. As such, if Council determines to review the Bylaw, the review must be completed by 2 June 2027 to stop the Bylaw from being revoked.

The LGA draws a distinction between the process involved in reviewing a bylaw and the subsequent process of continuing, amending, replacing or revoking the bylaw. The review happens first. Section 160 provides that the review process involves making the three determinations listed in section 155 (see above). Under section 160, Council can:

1. continue the Bylaw without amendment;
2. amend the Bylaw;
3. revoke the Bylaw; or
4. revoke and replace the Bylaw.

The existing Fire and Smoke Bylaw serves to protect the public from nuisance caused by smoke from fires and to maintain public health and safety (other than in relation to fire safety, which is governed by the Fire and Emergency New Zealand Act 2017).

4. Rationale for review of the Bylaw

Council’s obligation to undertake the review is contained in section 158 of the LGA.

If Council does not complete the review of the Bylaw, it will be automatically revoked on 2 June 2027. This will result in the revocation of the Bylaw, without any consideration by Council, or consultation with key stakeholders and the wider community.

5. Problem identification and assessment for the Bylaw

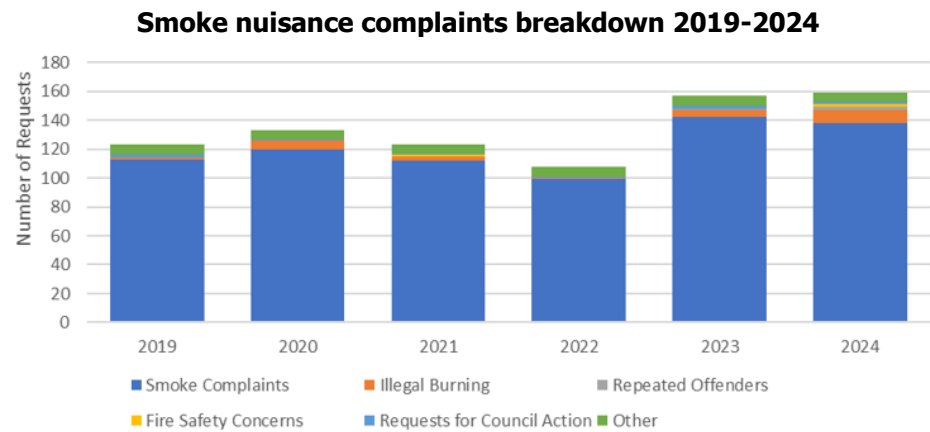
The problem or matter in this instance is protect the public from nuisance caused by smoke from fires and to maintain public health and safety (other than in relation to fire safety, which is governed by the Fire and Emergency New Zealand Act 2017).

Council also responds to service requests relating to nuisance from fires and smoke, and has authority to enforce Rule 34 of the Regional Air Quality Plan as per the Transfer Agreement with Taranaki Regional Council.

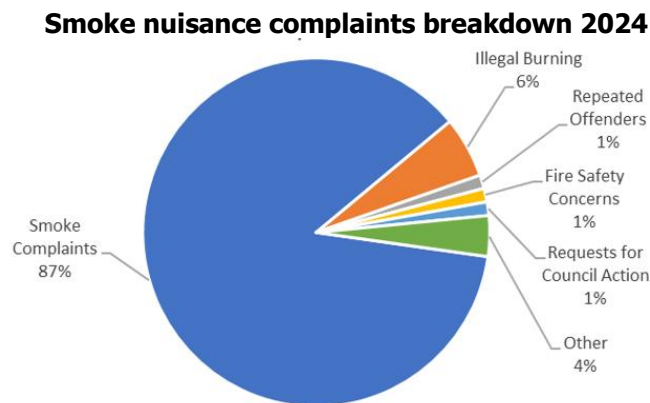
Evidence of problems occurring for the bylaw.

The Council almost exclusively receives complaints related to smoke nuisance, as the public contact the fire service directly for fires which appear to threaten life or property. Between 1 January 2018 and 31 December 2024, the Council received the following requests:

	2019	2020	2021	2022	2023	2024
Requests	123	133	123	108	157	159



If we look more closely at the last calendar year 1 January 2024 to 31 December 2024, we received 159 service requests in relation to fire and smoke nuisance, with 138 of them relating to smoke nuisance and smell.



9.2

Over the 2024 year, the following main themes were raised in these service requests:

1. Smoke Complaints:

Numerous reports of smoke nuisances from backyard fires, often causing discomfort and health concerns for neighbours.

Complaints about smoke entering homes, affecting the ability to open windows, hang out washing, or enjoy outdoor spaces.

Reports of smoke causing respiratory issues, particularly for individuals with asthma or other health conditions.

2. Illegal Burning:

Several instances of illegal burning, including burning rubbish, plastic, and other prohibited materials.

Reports of fires being lit in areas with fire bans or restrictions.

Concerns about the environmental impact and potential health hazards of burning toxic materials.

3. Repeated Offenders:

Multiple complaints about the same properties or individuals repeatedly causing smoke nuisances.

Requests for follow-up actions and investigations to address ongoing issues with specific neighbours.

4. Fire Safety Concerns:

Reports of unattended fires, fires near flammable materials, and fires causing significant smoke.

Concerns about the potential for fires to spread and cause more significant damage.

5. Requests for Council Action:

Requests for the council to investigate and take action against those causing smoke nuisances.

Calls for enforcement of bylaws related to smoke and fire nuisances.

Suggestions for the Council to educate residents about the regulations and health impacts of burning certain materials.

These themes highlight the community's concerns about air quality, health, and safety related to smoke and fire activities.

The management of fire and smoke nuisance is therefore considered to be an important process for the district to continue to manage.

6. Options for the Bylaw

There are three options available in relation to the Bylaw, as outlined below:

- 1. Do nothing with the Bylaw revoking on 2 June 2027 under section 160A of the LGA.
- 2. Consult on revoking the Bylaw.
- 3. Initiate the review the Bylaw (recommended option).

Under option 3 the Council also has the ability to continue the Bylaw without amendments or propose amendments.

Option one – Do nothing with the Bylaw revoking on 2 June 2027 under section 160A of the LGA

Under this option Council would not take any further action and no new bylaw would be made. The review date for the Bylaw is 2 June 2025 and the existing Fire and Smoke Bylaw 2020 would be automatically revoked on 2 June 2027. Council would then need to rely on alternative regulation as well as non-regulatory mechanisms to encourage voluntary compliance.

Advantages	Disadvantages
No further Council staff time and resources will be required to review the bylaw.	- Council will no longer have clear mechanisms in place for managing problems related to fire and smoke nuisance, making it challenging for Council staff, stakeholders and the public to know what Council’s position is. - Council will not be able to respond to issues raised by the public in an administratively easy way, which could have a negative effect on Council’s reputation. - Council would have to rely on education and voluntary compliance, making administration of this issue difficult. - Not consistent with Council’s current position in relation to problems from fire and smoke nuisance. - The community will not have the opportunity to express their views or preferences in relation to the review of the Fire and Smoke Nuisance Bylaw.

Option two – Consult on revoking the Bylaw

This option is similar to option one above, however community views and preferences would be sought in relation to Council revoking the Bylaw. No new bylaw would be made. Council would then need to rely on alternative regulation as well as non-regulatory mechanisms to encourage voluntary compliance.

Advantages	Disadvantages
Provides the opportunity for the community including iwi/hapū and other key stakeholders (FENZ, Taranaki Regional Council, health) and the wider community to express their views and preferences on the proposed bylaw revocation.	As per option one above, plus: - Time and resource required to carry out the consultation process. - Should Council determine to not revoke, then Council would then have to initiate the review of the Bylaw .

Option three – Initiate review of the bylaw

This option would involve the Council determining that a bylaw continues to be the most appropriate way of dealing with the perceived problems of fire and smoke nuisance and initiating a review of the Bylaw. If required there is opportunity to propose amendments to the Bylaw to address current issues and industry best practice. Community consultation by way of special consultative procedure and in line with the LGA, would be a part of this review.

This approach is the recommended option.

Advantages	Disadvantages
- Allows for the bylaw to be updated in relation to best practice in the industry and ensures it is relevant to the current operating environment. - Allows current issues arising in the district in relation to fire and smoke nuisance to be addressed. - Provides the opportunity for the community, iwi/hapū, other key stakeholders (FENZ, Taranaki Regional Council and health) to express their views and preferences on the bylaw during the consultation period. This ensures the bylaw addresses any perceived community concerns regarding fire and smoke nuisance in the district. - Provides Council with a tool to regulate issues relating to fire and smoke nuisance in the district. - This approach is consistent with Council's previous approach in having a bylaw on this matter. - A proactive approach to regulation of fire and smoke nuisance.	Time and resource required to review the Bylaw.

TRIENNIAL ELECTION UPDATE AND CANDIDATE ORDER

MATTER / TE WHĀINGA

1. The matter for consideration by the Council is the order of candidate names on voting documents for the 2025 triennial election. The report also provides updates on general election matters.

RECOMMENDATION FOR CONSIDERATION / NGĀ WHAIKUPU

That having considered all matters raised in the report the names of candidates for the 2025 triennial election be arranged on the voting documents in alphabetical order by surname.

COMPLIANCE / TŪTOHU	
Significance	This matter is assessed as being administrative.
Options	This report identifies and assesses the following reasonably practicable options for listing candidate names on voting documents: 1. Alphabetically by surname 2. Pseudo-randomly 3. Randomly
Affected persons	The persons who are affected by or interested in this matter are voters and election candidates of the New Plymouth District.
Recommendation	This report recommends option 1 (listing candidates alphabetically) for addressing the matter.
Long-Term Plan / Annual Plan Implications	No
Significant Policy and Plan Inconsistencies	No

EXECUTIVE SUMMARY / WHAKARĀPOPOTOTANGA MATUA

2. This report recommends that candidates for the New Plymouth District Council 2025 triennial election be listed in alphabetical order by surname.
3. Candidates includes individuals standing for the mayoralty, as a councillor and/or as a community board member.

4. Council has the option to list candidates on the voting document in one of the following ways:
 - a) Alphabetical
 - b) Pseudo-randomly
 - c) Randomly.

The cost for each of the listing methods is the same.

5. The limited New Zealand research available shows a small bias for candidates with surnames in the first half of the alphabet, regardless of the order in which candidates are listed on voting documents. This bias is therefore likely caused by matters outside Council's influence.
6. Council Officer's recommendation for candidates to be listed in alphabetical order is based on:
 - a) Alignment with the order of listing in the candidate information booklet included with voting documents.
 - b) Alignment with Taranaki Regional Council candidates who will be listed in alphabetical order on the voting document.
 - c) The bias for candidates with surnames in the first half of the alphabet being present for all three options for candidate order on voting documents.
 - d) Minimising confusion for electors by retaining the current system.
7. The Electoral Officer's report on various electoral matters is also attached. Some matters raised in that report (such as signage and process regarding the Māori Ward Poll) are discussed further in this report.

BACKGROUND / WHAKAPAPA

8. The Local Electoral Act 2001 (LEA) governs the conduct of Council elections and polls.
9. New Plymouth District Council's 2025 triennial election will be held on Saturday 11 October 2025. A full list of issues appearing on voting documents is attached as Appendix 2.

Role of the Electoral Officer

10. Public confidence in, and understanding of, local electoral processes is fundamental to a healthy local democracy.
11. All four Taranaki Councils have appointed the same Electoral Officer (Dale Ofoske). Mr Ofoske has the responsibility, supported by designated Electoral Officials, to conduct elections and polls across the region.
12. The appointment of an external Electoral Officer reflects in the principles of the LEA, particularly the provision¹ for elections to be managed independently from the elected body. Electoral officers, deputy electoral officers, or other electoral officials are not subject to the directions of Council or community boards in the exercise of powers or duties under the LEA.

Election outcome not determined by candidate order on the voting document

13. Voting documents for all Council elections include a postal ballot paper with an accompanying candidate information booklet. Voters complete the ballot paper – selecting their preferred candidate(s) for mayor, ward, community board and/or a regional council constituency.
14. There are a number of variables in how electors exercise their votes. These include the number of candidates, the profile/degree of name recognition, the candidate information available and/or dual candidacies.
15. There is no definitive New Zealand evidence that candidate order on the voting paper is the primary determiner of candidate success.
16. Research undertaken for [Auckland Council](#) (following the 2019 election) and the [Local Government Commission](#) (following the 2007 election) indicates a small bias towards candidates with surnames early in the alphabet. However this bias appeared across all three options for candidates order on the voting documents.
17. While the bias may be attributed to candidates being listed alphabetically in the candidate information booklet, the Electoral Officer has advised we are unable to reorder the booklets.

¹ s4(1)(c)(ii)

18. The studies noted that bias may also be attributable to other factors, such as the majority of surnames (particularly those of British origin) tending to begin with letters from the first half of the alphabet. The table below shows the surname occurrence for New Plymouth District Council’s mayoral, councillor and community board candidates over the previous three elections.

	Surname occurrence across all issues	
	A-M	N-Z
2022 election	39	18
2019 election	38	12
2016 election	27	13

19. New Plymouth District Council has historically chosen to list candidates in alphabetical order by surname. Other options are:
- a) Pseudo-random order
The same random order appears on each voting document.
 - b) Random order
A different random order appears on each voting document.
20. If Council makes no resolution on the matter of candidate order voting documents will list candidate names in alphabetical order.
21. Anecdotally, more councils are choosing to move to pseudo-random or random order – possibly to remove a perception that alphabetical order provides a bias toward candidates with surnames at the start of the alphabet.
22. Given the historical decline in voter turnout, and in the absence of data showing order of candidate order as the primary determiner of election, Council Officers recommend candidates be listed alphabetically to facilitate ease of completing the voting document for electors.

Māori Ward Poll will be conducted using First Past the Post

23. The Electoral Officer has advised that the wording of the question on the Māori Ward Poll will be that determined by Taituarā’s Elections Reference Group. The Electoral Officer has authority to make that determination. The wording will be:
- I vote to keep the Māori Ward
- I vote to remove the Māori Ward
24. The Electoral Officer will also determine the content of the (limited) supporting material contained with the voting documents. The information will be provided in English and Te Reo Māori.

25. At all times, the Council and Council Officers must maintain, and be seen to maintain, a neutral political position in relation to the poll question. This does not preclude current or previous elected members and election candidates expressing their personal views in the lead up to the poll.
26. The Chief Executive has a statutory role² to facilitate and foster representative and substantial elector participation in polls. In maintaining a neutral position, this activity will not identify a “preferred option” for the outcome of the poll.
27. Council Officers across the region are currently working on drafting information in preparation for the election and poll. This includes information on the similarities and differences between General and Māori wards.

Changes to election signage rules

28. The New Plymouth District Plan rules relating to signage have changed.
29. Election candidates for the 2025 election may not erect their signage more than nine (9) weeks before the election (ie after Saturday 9 August 2025).
30. The District Plan also places limitations on the erection and placement of election signage including:
 - a) Prohibition of signage in or above public areas (including reserves, roads, footpaths, berms and state highways).
 - b) Prohibition on fixing election signage to utility poles or other structures on public land, including vehicles and trailers.
 - c) Requirements for placement and lettering sizes (with variations depending on the zone where signage is placed).
 - d) Limitations on the distance between signs (speed zone dependent).
 - e) Restrictions on lighting / moving parts.
31. Candidates must ensure their signage is removed no later than Sunday 12 October 2025 (the day after the election).
32. Full details of the Council’s signage rules can be found on the [Council website](#) (on the elections page).

² S42(2)(da) LEA

Guidance for candidates and staff is being prepared

33. Council Officers are currently preparing guidance for candidates and staff. This material will be based on best practice guidance from Taituarā and previous guidance from the Office of the Auditor-General.

Electoral Officer's report

34. As with previous elections, the Electoral Officer has provided an update on preliminary matters relating to the 2025 election (Appendix 1).

CLIMATE CHANGE IMPACT AND CONSIDERATIONS / HURINGA ĀHUARANGI

35. This is an administrative matter that has no climate change impacts.

NEXT STEPS / HĪKOI I MURI MAI

36. The Council's Electoral Officer will implement the Council's decision on candidate order and will issue the necessary public notification as soon as possible after the close of nominations on Friday 1 August 2025.

SIGNIFICANCE AND ENGAGEMENT / KAUPAPA WHAKAHIRAHIRA

37. In accordance with the Council's Significance and Engagement Policy, this matter has been assessed as being administrative. There are no impacts on levels of service or costs to the community or the Council.

OPTIONS / KŌWHIRINGA

38. Council has the option to choose from one of three options for the listing of candidates on the voting documents. There are three options available. Candidates may be listed:

- i) Alphabetically by surname;
- ii) Pseudo-randomly; or
- iii) Randomly.

The three options have been assessed together below.

Financial and Resourcing Implications / Ngā Hīraunga ā-pūtea, ā-rauemi

39. The Electoral Officer has confirmed that the printing costs are the same for all three candidate order options.

40. Although not related to the order of candidates on voting documents, the 2025 election is likely to be the last election held by postal voting. The Local Government Sector is currently investigating other options (primarily online voting and booth voting).
41. Council Officers will provide further information prior to the 2028 election, but both online voting and booth voting are predicted to see large increases in the costs associated with holding elections.

Risk Analysis / Tātaritanga o Ngā Mōrearea

42. New Plymouth District Council has previously listed candidates alphabetically on voting documents. There is a risk that changing the candidate order to random or pseudo-random will confuse some voters particularly when:
 - a) Candidates for Taranaki Regional Council constituencies will be listed in alphabetical order.
 - b) The candidate information booklet will list candidates in alphabetical order.

Promotion or Achievement of Community Outcomes / Hāpaitia / Te Tutuki o Ngā Whāinga ā-hāpori

43. Ensuring the voting process is as accessible as possible to electors will maximise voter turnout and enable diversity. This will contribute to the Trusted Community Outcome

Statutory Responsibilities / Ngā Haepapa ā-ture

44. The LEA sets out the principles for the conduct of local elections and polls. These include all qualified persons having a reasonable and equal opportunity to cast an informed vote. The Council therefore has a statutory obligation to ensure it makes the voting process as easy as possible to the electors.
45. The Local Electoral Regulations 2001³ set out the options for candidate names on voting documents.
46. If the Council does not choose an option the Electoral Officer will list candidate names in alphabetical order.

Consistency with Policies and Plans / Te Paria i ngā Kaupapa Here me ngā Mahere

47. There are no Council policies or plans relating to this matter.

³ s31 Local Electoral Regulations 2001

Participation by Māori / Te Urunga o Ngāi Māori

48. Council Officers have not consulted with Māori in relation to preferred candidate order. There is no data to suggest that candidate order influences participation by Māori in Council elections.

Community Views and Preferences / Ngā tirohanga me Ngā Mariu ā-hāpori

49. New Plymouth District Council has historically chosen to list candidates in alphabetical order. Council officers are unaware of any significant public interest in changing the order of candidates on voting documents.

Advantages and Disadvantages / Ngā Huanga me Ngā Taumahatanga.

Candidate listing	Advantages	Disadvantages
Alphabetical	Familiarity from previous elections. Consistent with the TRC candidate listing. Matches the order of the candidate information booklet	Perceived unfairness for candidates with surnames later in the alphabet.
Pseudo-random	Perceived fairness with candidates listed non-alphabetically.	A change from previous elections may confuse some electors. Layout different from the TRC candidates. Does not align with the candidate information booklet.
Random	Perceived fairness with candidates listed non-alphabetically. All candidates have an equal opportunity to be listed at the top of the list for each election issue.	A change from previous elections may confuse some electors. Layout different from the TRC candidates. May cause confusion when voting documents compared. Does not align with the candidate information booklet.

Recommended Option

This report recommends option 1 (listing candidates alphabetically by surname) addressing the matter.

APPENDICES / NGĀ ĀPITI HANGA

Appendix 1 Electoral Officers report on 2025 Triennial Elections (February 2025) (ECM9458204)

Appendix 2 Full list of positions appearing on voting documents (ECM9459282)

Report Details

Prepared By:	Julie Straka (Manager Governance)
Team:	Governance
Approved By:	Bernie O'Donnell (General Manager Te Tiriti Partnerships)
Ward/Community:	District Wide
Date:	12 March 2025
File Reference:	ECM 9452033

-----End of Report -----

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10.1

Report to the
New Plymouth District Council
regarding the

2025 Triennial Elections

From the
Electoral Officer

28 February 2025



Te Kaunihera-ā-Rohe o Ngāmotu
**New Plymouth
District Council**

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Outline

The 2025 triennial local government elections will occur on Saturday 11 October 2025. An update on preliminary matters relating to the election is provided to Council, including consideration of the order of candidate names to appear on the voting documents.

Background

The 2025 triennial elections for local authorities are due to occur on Saturday 11 October 2025 and are required to be undertaken according to the Local Electoral Act 2001, the Local Electoral Regulations 2001 and, to a limited extent, the Local Government Act 2002.

Certain pre-election information and tasks are outlined in this report for Council's information and attention.

The Local Electoral Regulations 2001 provides for Council to resolve the order of candidate names to appear on the voting documents (alphabetical, pseudo-random or random order). If no decision is made, the order of names defaults to alphabetical.

Narrative

Māori Wards and Māori Constituencies Polls Where a local authority has established Māori wards or Māori constituencies since 2020 without undertaking a poll, legislation now requires a poll to be undertaken in conjunction with the 2025 local elections (Local Government (Electoral Legislation and Māori Wards and Māori Constituencies) Amendment Act 2024).

Separate polls will therefore be required for the Council and for the Taranaki Regional Council.

The outcome of the polls will be binding for two triennial elections (2028 and 2031).

The question will be simple and easy to understand:

‘I vote to keep the Māori ward/constituency’ or

‘I vote to remove the Māori ward/constituency’.

2025 Elections

Elections will be required for the following positions:

- Mayor (elected ‘at large’)
- Councillors (14)
 - ‘At large’ (5)
 - Kaitake-Ngāmotu General Ward (6)
 - Kōhanga Moa General Ward (1)
 - North General Ward (1)
 - Te Purutanga Mauri Pūmanawa Māori Ward (1)
- Community board members (20)
 - Clifton Community Board (4)

	• Inglewood Community Board (4) • Kaitake Community Board (4) • Puketapu-Bell Block Community Board (4) • Waitara Community Board (4) • New Plymouth District Council Māori Ward Poll • Taranaki Regional Council Members (either 5 members from the New Plymouth General Constituency or 2 members from the North Taranaki General Constituency or 1 member from the Taranaki Māori Constituency) • Taranaki Regional Council Māori Constituencies Poll
Electoral System	Council resolved on 12 August 2023 to retain the STV (single transferable voting) electoral system for the 2025 local elections.
Legislative Changes	The Local Electoral Regulations 2001 were amended on 30 July 2024 to allow a greater period for the delivery of post (from six days to 14 days) and a longer voting period (from 22.5 days to 32.5 days). Although election day remains the second Saturday in October every three-years (11 October 2025), the commencement of the electoral process now starts earlier with nominations opening on Friday 4 July 2025.
2025 Election Timetable	With an election date of Saturday 11 October 2025, the following key functions and dates will apply: Nominations open/roll open Friday 4 July 2025 Nominations close/roll closes Noon Friday 1 August 2025 Delivery of voting mailers Tuesday 9 to Monday 22 September 2025 Close of voting Noon Saturday 11 October 2025 A more detailed timetable is attached as Appendix 1.
2025 Election Fact Sheet	A 2025 Election Fact Sheet summarising the key functions of the election (Appendix 2) is also attached.

Compilation of non-resident Ratepayer Roll

The compilation of the 2025 non-resident Ratepayer Roll is required to commence in early-mid 2025. This will include:

- an insert detailing the qualifications and procedures for enrolment as a non-resident ratepayer elector to be included with a 2025 rates instalment notice by the end of August 2025 ([Appendix 3](#));
- a confirmation letter issued to all current non-resident ratepayer electors in March/April 2025;
- a national advertising campaign on the qualifications and procedures for enrolment as a non-resident ratepayer elector during May 2025.

Council can undertake additional promotion of the ratepayer roll if it wishes - such as contacting (letter/email etc) all current or potential non-resident ratepayer electors encouraging their enrolment and participation in the electoral process.

Order of Candidate Names

Regulation 31 of the Local Electoral Regulations 2001 provides the opportunity for Council to choose the order of candidate names appearing on the voting documents from three options - alphabetical, pseudo-random (names drawn randomly with all voting documents printed in this order) or random order (names randomly drawn by computer with each voting document different).

Council may determine which order the names of candidates are to appear on the voting documents, but if no decision is made, the order of names defaults to alphabetical.

Council resolved to adopt the alphabetical order for the 2022 triennial elections.

For the Council's information, research undertaken by Auckland Council showed no observable effect of candidate order on actual election outcomes.

Alphabetical Order

Alphabetical order is simply listing candidate surnames alphabetically and is the order traditionally used in local and Parliamentary elections.

Comments regarding alphabetical order are:

- voters are easily able to find names of candidates for whom they wish to vote. Some candidates and voters over the years have argued that alphabetical order may tend to favour candidates with names in the first part of the alphabet, but in practice this is generally not the case - most voters tend to look for name recognition,

regardless of where in the alphabet the surname lies;

- the order of candidate names on the voting document matches the order listed in the candidate directory (candidate profile statements).

Pseudo-Random Order

Pseudo-random order is where candidate surnames are randomly selected, and the same order is used on all voting documents for that position. The names are randomly selected by a method such as drawing names out of a container.

Comments regarding pseudo-random order are:

- the candidate names appear in mixed order (not alphabetical) on the voting document;
- possible voter criticism/confusion as specific candidate names are not easily found, particularly where there may be many candidates;
- the order of candidate names on the voting document does not match the order listed in the candidate directory (candidate profile statements).

Random Order

Random order is where all candidate surnames are randomly selected and are listed in a different order on every voting document. The names are randomly selected by computer so that the order is different.

Random order enables names to be listed in a completely unique order on each voting document.

Comments regarding random order are:

- the candidate names appear in mixed order (not alphabetical) on the voting document;
- possible voter criticism/confusion as specific candidate names are not easily found, particularly where there are many candidates;
- the order of candidate names on the voting document does not match the order listed in the candidate directory (candidate profile statements).

There is no price differential in printing costs between the three orders of candidate names.

Number of Electors

The number of electors for the 2025 triennial elections is expected to be approximately 65,000 (as at 31 January 2025 there were 63,029 electors). This compares to 61,278 electors for the 2022 triennial election and reflects a + 6.1% growth.

Pre-Election Report

Section 99A of the Local Government Act 2002 requires each local authority to prepare a pre-election report, whose purpose is to provide information to promote public discussion about the issues facing the local authority. The pre-election report is prepared by the Chief Executive, must contain financial and major project information, and should be completed by the end of June 2025 (prior to the opening of nominations).

Pre-Election Period

The period three-months before election day, known as the pre-election period, is a time where Council must be mindful not to make any significant decisions.

Business as usual must be able to continue, but best practise is that any decisions of significance should not be made in this period (11 July 2025 to 11 October 2025).

In addition, local authorities cannot promote, or be perceived to promote, the prospects of any candidate, especially a current member. This includes restrictions on elected member official communications by Council.

Any use of Council resources (websites, social media, vehicles, phones, staff etc) by elected members during the pre-election period for re-election purposes is unacceptable and possibly unlawful. This prevents a perception of an "unfair advantage" to current elected members over other candidates.

10.1

Recommendation

It is recommended that:

Council resolves for the 2025 triennial election, to adopt *either*:

- (i) the alphabetical order of candidate names; *or*
- (ii) the pseudo-random order of candidate names; *or*
- (iii) the random order of candidate names

as permitted under regulation 31 of the Local Electoral Regulations 2001.

Author:




Dale Ofoske
Electoral Officer // New Plymouth District Council
Election Services

APPENDIX ONE



TE KAUNIHERA-A-ROHE O NGĀMOTU
NEW PLYMOUTH DISTRICT COUNCIL



TIMETABLE | WĀTAKA

2025 LOCAL GOVERNMENT ELECTIONS
11 OCTOBER 2025



10.1

May 2025	National ratepayer roll qualifications and procedures campaign [Sec 39, LEA]
Monday 9 June 2025	Electoral Commission's enrolment update campaign commences
Wednesday 2 July 2025	Public notice of election, calling for nominations, roll open for inspection [Sec 42, 52, 53, LEA]
Friday 4 July 2025	Nominations open / roll open for inspection
Friday 1 August 2025	Nominations close (12 noon) / roll closes [Sec 5, 42, 55 LEA, Reg 21, LER]
Wednesday 6 August 2025	Public notice of day of election, candidates' names [Sec 65, LEA]
Friday 5 September 2025	Electoral officer certifies final electoral roll [Sec 51, LEA, Reg 22, LER]
Tuesday 9 September – Monday 22 September 2025	Delivery of voting documents [Reg 51, LER]
Tuesday 9 September – Saturday 11 October 2025	Progressive roll scrutiny [Sec 83, LEA] Special voting period (12 noon) [Sec 5 LEA, Reg 35, LER] Early processing period (12 noon) [Sec 80, LEA]
by Friday 10 October 2025	Appointment of scrutineers (12 noon) [Sec 68, LEA]
Saturday 11 October 2025	Election day [Sec 10, LEA] Close of voting (12 noon) [Sec 84, LEA] Progress and preliminary results available as soon as practicable after close of voting [Sec 85, LEA]
Monday 14 October – Friday 17 October 2025	Official count [Sec 84, LEA]
Friday 17 October – Saturday 18 October 2025	Declaration of result/public notice of declaration [Sec 86, LEA]
mid/late December 2025	Return of electoral donations & expenses form [Sec 112A, LEA]

LEA = Local Electoral Act 2001 LER = Local Electoral Regulations 2001 (incorporating 30 July 2024 changes)

APPENDIX TWO



NEW PLYMOUTH DISTRICT COUNCIL



FACT SHEET | WHĀRANGI MEKA

2025 LOCAL GOVERNMENT ELECTIONS
11 OCTOBER 2025

10.1

➔ WHAT DOES COUNCIL DO?

The New Plymouth District Council meets regularly to make many decisions that impact the day-to-day lives of people in the New Plymouth District. The Council governs a wide range of local services including roads, water systems, rubbish collection, libraries, parks, community centres, dog registration, community and economic development and district planning.

➔ BACKGROUND

Triennial elections for elected members of most local authorities throughout New Zealand are to be conducted by postal vote, on Saturday 11 October 2025.

The elections will be conducted under the provisions of the Local Electoral Act 2001 and the Local Electoral Regulations 2001 and will be undertaken by Election Services, under contract to New Plymouth District Council.

➔ 2025 KEY DATES

Nominations open	Friday 4 July
Nominations close	noon, Friday 1 August
Delivery of voting packs	from Tuesday 9 September
Close of voting	noon, Saturday 11 October
Official results announced	Friday 17 October

➔ ELECTORAL SYSTEM

The single transferable voting (STV) electoral system will be used for the New Plymouth District Council elections and the first past the post (FPP) electoral system will be used for the Taranaki Regional Council elections.

➔ WHO IS BEING ELECTED?

The 2025 elections are for the following positions:

- ➔ Mayor (elected 'at large')
- ➔ Councillors (14)
 - at-large (5)
 - Kaitake-Ngāmotu General Ward (6)
 - Kōhanga Moa General Ward (1)
 - North General Ward (1)
 - Te Purutanga Mauri Pūmanawa Māori Ward (1)

- ➔ Community Board Members (20)
 - Clifton Community Board (4)
 - Inglewood Community Board (4)
 - Kaitake Community Board (4)
 - Puketapu-Bell Block Community Board (4)
 - Waitara Community Board (4)
- ➔ Taranaki Regional Council Members - either:
 - New Plymouth General Constituency (5); or
 - North Taranaki General Constituency (2); or
 - Taranaki Māori Constituency (1)

In addition, electors will be able to vote on two polls — whether to retain or disestablish the Māori ward for the New Plymouth District Council, and whether to retain or disestablish the Māori constituency for the Taranaki Regional Council. The outcome of these binding polls will apply to the 2028 and 2031 triennial elections.

➔ HOW CAN I BE NOMINATED?

Nominations for these positions open on Friday 4 July 2025 and close at noon on Friday 1 August 2025.

For online nominations go to: www.esp.electionservices.co.nz

Printed nomination papers will also be available during this period from:

- ➔ New Plymouth District Council's Civic Centre, 84 Liardet Street, New Plymouth;
- ➔ Bell Block Library and Service Centre, 188 Parklands Avenue Shopping Centre, Bell Block;
- ➔ Inglewood Library and Service Centre, 46 Rata Street, Inglewood;
- ➔ Waitara Library and Service Centre, 15A Queen Street, Waitara;
- ➔ or download and print at: www.npdc.govt.nz.

To be eligible to stand for election, a candidate **must** be:

- ➔ a New Zealand citizen (by birth or naturalisation ceremony); **and**
- ➔ enrolled as a Parliamentary elector (anywhere in New Zealand); **and**
- ➔ nominated by two electors whose names appear on the electoral roll within the respective area that a candidate is standing for.

A candidate information handbook will be available in May 2025.

➔ WHO CAN VOTE?

Those eligible to vote are all resident electors and non-resident ratepayer electors whose names appear on the electoral roll when it closes on Friday 1 August 2025. The Preliminary Electoral Roll will be available for public inspection from Friday 4 July 2025 to Friday 1 August 2025 at the locations overpage.

Resident Roll: All parliamentary electors, including those on the Māori Electoral Roll, are automatically enrolled on the Resident Roll, at the address where they live.

Any alterations to the Resident Roll (e.g. change of address details, including new postal addresses) should be made by:

→ phoning 0800 36 76 56;

→ accessing the Electoral Commission website:
www.vote.nz

Ratepayer Roll: If a person is on the parliamentary roll in one area and pays rates on a property in another area, this person may be eligible to be enrolled on the non-resident Ratepayer Roll. A firm, company, corporation or society paying rates on a property may nominate one of its members or officers as a ratepayer elector (provided the nominated person resides outside the area).

To check if you may be eligible, or to obtain an enrolment form, go to www.ratepayer.co.nz or www.npdc.govt.nz.

All electors will be able to vote for the mayor and respective community board members. Those electors on the general electoral roll will be able to vote for respective general ward councillors and those electors on the Māori electoral roll will be able to vote for the Māori ward councillor.

➔ HOW TO VOTE

Voting packs will be posted to all those who have enrolled from, from Tuesday 9 September 2025.

The voting period is just over four weeks (Tuesday 9 September 2025 to noon Saturday 11 October 2025).

Electors may drop off their completed voting documents to a vote box at a number of specified locations throughout the district or mail them back to the electoral officer using the orange ReplyPaid envelope sent with their voting documents.

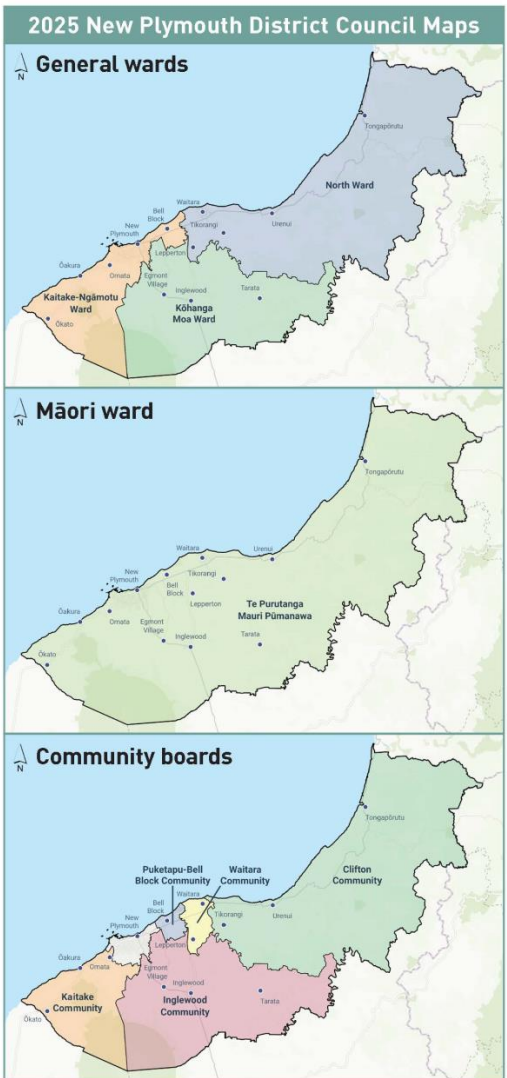
The issuing of special voting documents and receiving of completed voting documents will be available from Tuesday 9 September 2025 to noon Saturday 11 October 2025 at the Civic Centre, New Plymouth District Council, 84 Liardet Street, New Plymouth. For up-to-date information on voting locations, check www.npdc.govt.nz

To be counted, all completed voting documents must be in the hands of the electoral officer or an electoral official by noon Saturday 11 October 2025.

➔ RESULTS

Progress results will be known early afternoon on election day, and preliminary results will be known on Sunday 12 October 2025.

Final results will be announced by Friday 17 October 2025, and all results will be accessible on Council's website: www.npdc.govt.nz.



Dale Ofosoke | Electoral Officer
Independent Election Services Ltd
Level 2, 198 Federal Street, Auckland
PO Box 5135 Victoria Street West, Auckland 1142
Email: info@electionservices.co.nz
Phone: 0800 922 822

Helen Begg | Policy Coordinator & Executive Support
New Plymouth District Council
84 Liardet Street, New Plymouth
Private Bag 2025, New Plymouth 4340
Email: helen.begg@npdc.govt.nz
Phone: (06) 759 6060

APPENDIX THREE



WHEREVER
YOU PAY
RATES
YOU CAN
VOTE.

Do you live in one area and pay rates on a property in another area?

You may qualify to vote in both areas at the local authority elections in October 2025

You may like to vote in this election. Voting is a way to have your say on what happens in your local community. This information is designed to help you. It notes who you can contact to enrol, and ways you might qualify to vote.

There are two types of electors...

Residential Electors – If you are registered to vote on the electoral roll, you are automatically enrolled to vote in local authority elections. You will receive a voting document so that you can vote by post.

Ratepayer Electors – You may also be eligible to enrol as a non-resident ratepayer elector in a council district if both of these apply:

- you are on the district valuation roll and pay rates in the council district
- the address where you are registered as a Parliamentary elector is outside that council district.

Your eligibility to enrol or be nominated as a ratepayer elector may also depend on your individual circumstances as determined by criteria in the Local Electoral Act 2001 and its regulations.

Enrol now – the Ratepayer Electoral Roll closes on 1 August 2025

An organisation can nominate one of its members or officers to vote on its behalf

If a firm, company, trust, corporation, society partners, joint tenants and tenants in common collectively pay rates on a property in a council district, one of the group may be nominated to be the ratepayer elector. The person nominating and the nominated person must be registered as Parliamentary electors at addresses outside the council district where the property is located.

You can only enrol once

You can only enrol, or be nominated to enrol, once in a council district, no matter how many properties you own in that council district. Council district includes: a city, district and regional council area; a community board area if established; the area of Auckland Council and the local boards.

New Ratepayer Electors

If you think you may be eligible to enrol or to nominate someone as a ratepayer elector, get an Enrolment Form for Ratepayer Electors from the local council where you pay your rates. The Electoral Officer will be able to help you with your application.

If you want further information, please scan the QR code below.



votelocal.co.nz/information-for-voters/ratepayer-roll/



WHEREVER
YOU PAY
RATES
YOU CAN
VOTE.

Enrol now – the Ratepayer Electoral Roll closes on 1 August 2025

10.1

Positions appearing on voting documentation

1. The 2025 voting documentation will include elections for the following positions. All electors will be able to vote for:
 - a) A New Plymouth District Mayor
 - b) The at-large councillors
 - c) The New Plymouth District Māori Ward Poll
 - d) The Taranaki Regional Council Māori Constituencies Poll.
2. The ability to vote for other positions (New Plymouth District Ward councillors and community board members and Taranaki Regional Council constituency councillors) will depend on the area in which an elector is registered on the electoral roll.

10.2

Full list of voting issues

- a) New Plymouth District Mayor (elected at large)
- b) New Plymouth District Councillors (14) with
 - i) Five being elected at large
 - ii) Six being elected by the Kaitake-Ngāmotu General Ward
 - iii) One being elected by the Kōhanga Moa General Ward
 - iv) One being elected by the North Ward
 - v) One being elected by the Te Purutanga Mauri Pūmanawa Māori Ward
- c) Community Board members (20) with
 - i) Four being elected by the Clifton Community
 - ii) Four being elected by the Inglewood Community
 - iii) Four being elected by the Kaitake Community
 - iv) Four being elected by the Puketapu-Bell Block Community
 - v) Four being elected by the Waitara Community.

- d) New Plymouth District Council Māori Ward Poll
- e) Taranaki Regional Council Members with:
 - i) Five elected from the New Plymouth General Constituency
 - ii) Two being elected from the North Taranaki Constituency
 - iii) One being elected from the Taranaki Māori Constituency.
- f) Taranaki Regional Council Māori Constituencies Poll

CLOSING KARAKIA

TE WHAKAEATANGA

Te whakaeatanga e,
Tēnei te kaupapa ka ea,
Tēnei te wānanga ka ea,
Te mauri o te kaupapa ka whakamoea,
Te mauri o te wānanga ka whakamoea,
Koa ki runga,
Koa ki raro,
Haumi e, hui e, tāiki e.

It is completed, it is done,
We have achieved our purpose,
Completed our forum,
Let the purpose of our gathering rest for now,
Let the vitality of our discussions replenish,
We depart with fulfilled hearts and minds,
Bonded in our common goal and unity.

This karakia is recited to close a hui or event. It takes us from a place of focus and releases us to be clear of all the issues or tensions that may have arisen during the hui. We are now free to get on with other things.
