HAURAKI
DISTRICT COUNCIL

AGENDA RĀRANGI TAKE

Policy, Planning and Emergency Management Committee

Hui a te Kaupapa here me
ngā kaupapa ohorere

Date: **Wednesday, 21 October 2026**
Time: **11.00am**
Venue: **Council Chambers, Hauraki House, 1 William Street, Paeroa**



Photo by Joanne Yeoman (c)

Membership

Committee Members

Mayor D A Adams (Deputy Chair)
Cr A Spicer (Chair)
Deputy Mayor, Cr P A Milner
Cr R Broad
Cr S Crooymans
Cr D Tyler
Cr A Rattray
Cr A Ryan
Cr C Bates

HDC Staff

D A Speirs
P A Thom
A de Laborde
N Ryburn
D Peddie
N Murphy
C Mischewski
M Clive
H Hodges
A Hennessy
L Robcke
C Moore
A Bubear
B Otto
J McIver

D A Speirs

Chief Executive | Tumuaki

Hauraki District Council, P O Box 17, William Street Paeroa, New Zealand
07 862 8609 or 0800 734 834 (within the district)
info@hauraki-dc.govt.nz
www.hauraki-dc.govt.nz

Delegations: Policy, Planning and Emergency Management Committee

Membership	Mayor Toby Adams (Deputy Chair) Cr. Anne Marie Spicer (Chair) Deputy Mayor Paul Milner Cr. Ray Broad Cr. Stephen Crooymans Cr. Des Tyler Cr. Austin Rattray Cr. Amanda Ryan Cr. Cynthia Bates
Meeting frequency	Bi-monthly meetings if required to be held on the third Wednesday of the month, starting in February 2026, commencing at 9:00am.
Quorum:	Five elected members present.
Purpose	The Committee's purpose is to provide governance input into, and oversight of: ▪ The review and development (not adoption) of Council strategies, policies, plans and bylaws made under various legislation. This includes district plan changes, private plan changes, spatial planning and adaptation planning. ▪ Allocation of funding for the Conservation and Heritage Fund. ▪ Emergency management planning, community readiness and coordination.
Delegation	The Council delegates to the Planning Committee the following powers, duties and responsibilities: ▪ The review and development (not adoption) of Council strategies, policies, plans and bylaws made under various legislation, except for the Long-Term Plan, Annual Plan and Annual Report and associated policies which must go to Council workshops. ▪ The power to hold hearings and consider submissions to Council strategies, policies, plans and bylaws and make recommendations to the Council. ▪ Receive updates on the implementation of adaptation plans. ▪ Governance oversight of regional and district growth and land-use planning strategies. ▪ To ensure all matters relating to Resource Management Policy through District Plan Changes, District Plan Variations, District Plan reviews and resource management policies are addressed appropriately including: o Section 86D (2): Make application to the Environment Court for a rule to have legal effect from a date other than the date on which the decision on submissions relating to the rule is made and publicly notified. ▪ The power to hold hearings and consider submissions to Resource Management Policy through District Plan Changes, District Plan Variations, District Plan reviews and resource management policies, and make recommendations to the Council. ▪ The approval of funding allocation for the Conservation and Heritage Fund. The funding must be applied for in writing and reported to the Policy, Planning and Emergency Management Committee for allocation and approval. Under the Local Government Act 2002 this Committee has the power to appoint a sub-committee. If a sub-committee is formed to hear RMA matters a majority of members must be trained in accordance with section 39B the Resource Management Act 1991.

	In relation to Emergency Management the Council delegates to the Committee the following powers, duties and responsibilities: ▪ Receive update reports from Waikato Emergency Management Group and the Joint Committee, including updates from National Emergency Management Agency. ▪ Recommend to Council the adoption of the Waikato Civil Defence Emergency Management Group Plan and monitor progress against this plan. ▪ Receive updates on Council's capability to respond to events. ▪ Support the public awareness of emergency management within the Hauraki District. ▪ Receive reports on Community Response and Recovery Plans. ▪ To seek assurance that Council has the relevant resources and arrangements in place to manage a response to an emergency event and make recommendations to Council if required. ▪

Ngà Karakia Timatanga (opening)

(1)

Kia tau te rangimarie
Kia whakapapa pounamu te moana
Hei huarahi ma tatou i te rangi nei
Aroha atu, aroha mai
Tatou i a tatou katoa
Hui e! Taiki e!

May peace be widespread
May the sea be like greenstone
A pathway for us all this day
Let us show respect for each other
For one another
Bind us all together!

(2)

Whakataka te hau ki te uru,
Whakataka te hau ki te tonga.
Kia mākinakina ki uta,
Kia mātaratara ki tai.
E hī ake ana te atākura he tio,
he huka, he hauhunga.
Haumi e! Hui e! Tāiki e!

Get ready for the westerly
and be prepared for the southerly.
It will be icy cold inland,
and icy cold on the shore.
May the dawn rise red-tipped on ice,
on snow, on frost.
Join! Gather! Intertwine!

Karakia Whakamutunga (closing)

Kia whakai-ria te tapu
Kia wātea ai te ara
Kia turuki whakataha ai
Haumi e. Hui e. Tāiki e!

Restrictions are moved aside
So the pathways is clear
To return to everyday activities
Join Gather Intertwine!

Policy, Planning and Emergency Management Committee Agenda

Wednesday, 21 October 2026 – 11.00am

Order of Business

Pages

Karakia timatanga *(open of meeting) Cr Milner*

Procedural

1. **Apologies | Te hunga kāore I tae**

   Chair will open the meeting and call for apologies.

2. **Declarations of Late Items| Whākī pānga**

   Items not on the agenda for the meeting require a resolution under section 46A of the Local Government Official Information and Meetings Act 1987 stating the reasons why the item was not on the agenda and why it cannot be dealt with at a subsequent meeting on the basis of a full agenda item.

3. **Confirmation of Minutes | Te Whakaū i ngā Meneti**

	Policy, Planning and Emergency Management Committee (unconfirmed) Minutes – 19-08-2026	7

4. **Reporting (for decision) | Pūrongo me whakatau**

4.1	Conservation and Heritage Fund Applications; Round 8	10

5. Reporting (for information) | Ngā Pūrongo Whakamārama

5.1	Planning Act and Natural Environment Act 2026 Updates	135
5.2	Emergency Management Manager Q1F27 Updateq	144
5.3	Emergency Management Officer Q1F27 Update	150

Karakia whakamutunga *(close of meeting)*

HAURAKI DISTRICT COUNCIL

POLICY, PLANNING AND EMERGENCY MANAGEMENT COMMITTEE

MINUTES OF A MEETING OF THE PLANNING COMMITTEE HELD IN THE COUNCIL CHAMBER, 1 WILLIAM STREET, PAEROA ON WEDNESDAY, 19 AUGUST 2026 COMMENCING AT 9.00 AM

PRESENT Cr. A Spicer (Chair), Mayor D A Adams (Deputy Chair) 9.00am-9.49am, Cr. P Milner Deputy Mayor, Cr. R Broad, Cr. D Tyler via zoom, Cr. A Rattray and Cr. A Ryan.

IN ATTENDANCE P A Thom (Group Manager – Community Development/Recovery Manager), C Moore (Emergency Management Local Controller), M Clive (Strategic Planner), A Bubear (Manager, Emergency Management), B Otto (Emergency Management Officer), J McIver (Response Manager), L Robcke (Senior Project Planner) and G Wharerau (Council Secretary)

unconfirmed

Meeting opening | Karakia timatanga

Councillor Spicer opened the meeting with a karakia.

APOLOGIES | Te hunga kāore I tae

RESOLVED

THAT the apology of Cr. Bates and Cr. Crooymans is received and sustained.

PPEMC26/28 Milner/Ryan **CARRIED**

LATE ITEMS | Whākī Pānga

There were no late items.

DECLARATIONS OF INTERESTS | Whakapuakitanga Whaipānga

There were no declarations.

Confirmation of Minutes | Te Whakaū i ngā Meneti

Policy, Planning and Emergency Management Committee Minutes – 17-06-2026 - 4110079

RESOLVED

THAT the minutes of the Policy, Planning and Emergency Management Committee held on Wednesday, 17 June 2026 are confirmed and are a true and correct record document number 4110079).

PPEMC26/29 Ryan/Rattray **CARRIED**

Reporting (for decision) | Pūrongo me whakatau

REVIEW OF DOG CONTROL POLICY AND BYLAW - 4136588

The Strategic Planner provided an update and sought direction from the Policy, Planning and Emergency Management Committee regarding the timing for review of the Dog Control Policy and Bylaw (document number 4136588).

RESOLVED

THAT the Committee receives the report titled Review of Dog Control Policy and Bylaw (document number 4136588).

PPEMC26/30 Broad/Adams **CARRIED**

RESOLVED

THAT the Committee approves **Option 1:** continue to defer the review of the Dog Control Policy and Bylaw.

PPEMC26/31 Adams/Milner **CARRIED**

Reporting (for information) | Pūrongo me whakatau

LOCAL CONTROLLER Q1F27 UPDATE – 4019840

The Local Controller provided the Committee with an overview of Civil Defence activities carried out by the Civil Defence Emergency Management Group and the Local Controller Team.

RESOLVED

THAT the Committee receives the report titled Local Controller Q1F27 Update (document number 4019840).

PPEMC26/32 Spicer/Broad **CARRIED**

EMERGENCY MANGEMENT MANAGER Q1F27 UPDATE - 4134108

The Emergency Management Manager provided the Committee with an update on the Emergency Management Bill (No 2), the National Assurance Project and summarised the regional implementation of the Waikato CDEM Group Strategic Plan 2025–2030.

RESOLVED

THAT the Committee receives the report titled Emergency Management Manager's Q1F27 Update (document number 4134108).

PPEMC26/33 Rattray/Ryan **CARRIED**

unconfirmed

EMERGENCY MANAGEMENT OFFICER Q1F27 UPDATE - 4131303

The Emergency Management Officer provided the Committee with an update on Civil Defence Community Response and weather-related activities carried out by the Emergency Management Officer (EMO) since the last Policy Planning and Emergency Management Committee meeting.

RESOLVED

THAT the Committee receives the report titled "Emergency Management Officer Q1F27 Update" (document number 4131303).

PPEMC26/34 Spicer/Adams **CARRIED**

The Emergency Management Manager presented slides entitled "Emergency Management, Tools for Governance, building our capability, version 1." During the presentation a number of amendments were suggested which were noted and the Emergency Management Manager would make the agreed changes.

The Committee discussed the roles of mayor and controller during emergency events, focusing on governance leadership versus operational command.

The Committee emphasised the importance of clear communication channels, with the mayor serving as a single point of contact for elected members and connecting them with the controller's team.

The discussion highlighted the need to clarify that governance activities occur before and after emergencies, but not during the response phase, which should remain purely operational with information sharing.

Action:

That the Emergency Management, 'Tools for Governance, Building our Capability, Version 1' slides be updated and sent through to the P P & E M Committee members to review and approve.

unconfirmed

Meeting closing | Karakia whakamutunga

Cr. Spicer closed the meeting at 11.43am.

CONFIRMED

Councillor A. Spicer
Chairperson

21 October 2026

MŌ TE WHAKATAUNGA
FOR DECISION

To	Policy, Planning and Emergency Management Committee
Author	Leigh Robcke Senior Project Planner
Meeting date	21 October 2026
File reference	Document: Report (4181875) Appendix A: Application 1; Corey Berger (4183135) Appendix B: Application 2; Hikutaia Sports Club (4182988) Appendix C: Application 3; Nehu Moana & Patricia Myra Williams Whanau Trust (4182954) Appendix D: Application 4; Anglican Parish St John Church (4182619) Appendix E: Application 5; Vanessa Good (4182698) Appendix F: Assessment of Applications 1-5 (4180501)
Subject	**Conservation and Heritage Fund Applications; Round 8**

1 TE WHAIKUPU | RECOMMENDATIONS

THAT the Committee

a) Receives the report titled Conservation and Heritage Fund Applications; Round 8, M4181875.

b) Approves Option 1: Retain status quo – don't make any grants this funding round,

OR

c) Approves Option 2: Distribute grants as recommended in the Attached Tables. This is the recommended option.

OR

d) Approves Option 3: Distribute grants differently among current applicants and/or as different amounts than recommended in the attached Tables.

2 TE ARONGA | PURPOSE

The purpose of this report is to provide the Committee with information on the 5 applications received for grants from Round 8 of the Conservation and Heritage Fund. Decision making under the Guidelines has been delegated to the Planning Committee.

The table below summarises the applications received and the amounts requested.

3 TE WHAKARĀPOPOTANGA | SUMMARY

Round 8 of the Conservation and Heritage Fund of Council was advertised in the Valley Profile and on Council's Facebook page and opened from 1 September to 30 September 2026. By the close of the application period five applications for funding had been received, as follows:

Applicant	**Address**	**Purpose**	**Amount Requested**
Corey Berger	258 Top Road, Patetonga	Heritage: repairs and repainting	$6,893.83
Hikutaia Sports Club	9 Alley Memorial Road, Hikutaia	Heritage: replace main gates and railings	$9,790.00
Nehu Moana & Patricia Myra Williams Whanau Trust	41 Rotokohu Road, Paeroa	Heritage: repairs and restoration work	$17,000.00
Vanessa Good	8 Featon Road, Waihi	Significant trees: pruning of 3 trees	$3,335.00
Anglican Parish St John Church	2 Gilmore Street, Waihi	Heritage: replace upper-level glass windows	$13,000
			$50,018.83

4 WHAKAPAPA | BACKGROUND

The Resource Management Act requires Council to recognise and provide for - as matters of national importance: the protection of outstanding natural features; areas of significant indigenous vegetation, and; significant habitats of indigenous fauna and historic heritage, via its District Plan.

The Council recognises that the retention and protection of such areas and features provides a public good, whilst placing a cost on owners.

The purpose of the Fund is to provide financial incentives to owners of land with those areas and features. This is to encourage and assist those owners to actively maintain and/or enhance these areas, features or trees and encourage their conservation. Funding can be requested for projects such as:

<u>Significant Natural Areas</u>
a. Perimeter fencing.
b. Animal pest control.
c. Invasive weed control.
d. Planting and management of indigenous vegetation.
e. Removal of exotic trees and vegetation.
f. Other works that will assist with the retention and/or enhancement of the Significant Natural Area.

<u>Heritage Features</u>
a. Preparation of Conservation Management Plans.
b. Implementation of Conservation Plans.
c. Ongoing maintenance, such as painting, repairs, restoration work.
d. Seismic assessments, related design plans, and work to the Heritage Feature needed to upgrade it in order to meet the earthquake-prone building standards.
e. Other physical works to the Heritage Feature which will assist its retention and/or enhancement.

<u>Outstanding Natural Features</u>
a. Clearing vegetation
b. Invasive weed control

Significant Trees
a. Trimming or pruning to enhance the health of trees

Note: the fund cannot be used for the following matters:
a. Work for financial gain (e.g. income or revenue) of the landowner/occupier.
b. Building consent fees or resource consent fees relating to the project, (resource consent fees relevant to the projects in these guidelines will be waived by the Council).
c. Costs for preparing and lodging the funding application.
d. Debt servicing.
e. Projects that require but have not been granted resource consent.

The assessment criteria to be used by Council to assess each application are as follows:

4.1 The degree to which the work improves, enhances, benefits, protects or reinstates the Significant Natural Area, the Heritage Feature, Outstanding Natural Feature or Significant Tree.
4.2 Evidence of the landowner's future commitment to the project, the long-term benefit, including the future management and protection of the site (site management plan detailing present and future aspirations).
4.3 Collaboration and partnership – whether the applicants have explored and developed any opportunities for collaboration and partnership with others resulting in contributory funding from other parties.
4.4 Viability – the likelihood of the project's success and the applicant's capability to deliver the outcomes of the project. Desirable attributes include a project plan, a project budget providing visibility of all funding sources for the project and a method for monitoring the success of the project and reporting back to the Council.

The Guidelines state: "In general the Committee will fund up to a maximum of $5,000 per project per funding round." and it is noted that the Committee may undertake site visits to assist their consideration of the proposals.

5 NGĀ TAKE | ISSUES

A total of $50,018.83 has been applied for by the 5 applicants. The Council has been setting aside $17,000 each year and has carried over any unspent money from one year to the next.

The fund currently has $27,550.95 available for distribution.

6 WHAIWHAKAARO RAUTAKI O NGĀ TAKE | STRATEGIC CONSIDERATIONS

6.1 Strategy, Planning, Policy and bylaw alignment

Strategy, Planning, Policy and bylaws applicable to the issue include:

- District Plan – This report gives effect to Objective 4 of Section 6.1 Historic Heritage and Objective 1 of Section 6.2 Indigenous Biodiversity and Significant Natural Areas.

Section 6.1 Historic Heritage

Objective 4: To promote greater public awareness of the value of and need to protect those features which are of heritage value to the District.

(a) Policies
Objective 4 will be achieved by the implementation of the following policies:

(i) Providing special incentives in the form of monetary assistance, advice, site identification and other appropriate means specified from time to time in the Council's Long-Term Plan.

(b) Reasons

(i) Statutory provisions alone cannot ensure protection of the District's heritage. Identification of significant heritage features on the planning maps and the Council Land Information Systems will enable Council staff to readily identify these items and if necessary warn developers of their existence. In addition it also helps to draw public attention to them. It is essential that the general public, and in particular the land owners concerned, participate in their protection.

(ii) Incentives help provide positive encouragement, rather than the negative response a regulatory approach can create.

Section 6.4 Recognition and Protection of Significant Trees

Objective 1: To maintain and improve the significant trees resource for the purpose of preserving their intrinsic, historical, cultural and amenity values for the benefit and enjoyment of future generations.

(a) Policies

Objective 1 will be achieved by implementation of the following policies:

(iii) Promote greater public awareness of and support for the protection of significant trees.

(b) Reasons

(i) To ensure adequate protection is afforded to those urban and rural trees identified as having significance, a combination of regulatory measures through the District Plan and voluntary techniques is considered by Council to offer the best solution. Statutory provisions alone cannot ensure the protection of trees. The co-operation of affected landowners and the general public is essential to achieving the preservation of individual trees and groups of trees.

- Conservation and Heritage Fund Guidelines - this report gives effect to these Guidelines – assessing the applications received under it.
- Long Term Plan – this report gives effect to the Long Term Plan by assessing applications for the funds included in the Plan.

As a matter of interest, since applications were first called for (in 2023) there have been 24 successful applications (and 11 unsuccessful applications) and approximately $77,087 has been paid for conservation and heritage related projects. Of this, around 15% of the funds allocated have been for SNA related works (fencing, pest control, planting, etc.) with around 85% for built heritage related works (e.g. repainting, re-roofing, fixing rotten timber, doors and windows, etc.). Of the heritage related works, there have been fewer but larger grants for incorporated societies and trusts (up to $10,000) with more but smaller grants to private landowners.

7 NGĀ KŌWHIRINGA A MĀTOU | OPTIONS AVAILABLE

The following options have been identified for consideration:

Option 1: Retain status quo – don't make any grants this funding round.

Option 2: Distribute grants as recommended in the attached Tables.

Option 3: Distribute grants differently among current applicants and/or as different amounts than recommended in the attached Tables.

7.1 Option 1

Option 1: Retain the status quo (don't make any grants this funding round)	
Provide a summary of option:	Do not make a grant to either of the applicants.
Advantages:	More money would be available to distribute in future funding rounds.
Disadvantages:	Would not achieve the purpose of the fund. Worthy projects have been applied for.
Risk mitigation:	Would not mitigate risk to Council's reputation – not implementing Objectives and Policies of the District Plan.
Financial costs:	No costs.
Rates Impact:	There is no expected change to forecast rates, as funding for this option is provided for in existing budgets.
Debt Impact:	There is no change to forecast debt, as funding for this option is provided for in existing budgets.

Option 1: Significance Assessment - Criteria	**Level of significance**
Does the recommendation involve a transfer of ownership or control, or abandonment of a strategic asset?	No
Is there a legal requirement to engage with the community?	No
What is the level of financial consequence?	Low
What is the proportion of the community affected?	Low
What is the impact on the current and future social, economic, environmental, or cultural well-being of the district?	Low
What is the level of community interest?	Expected to be low
Are the likely consequences controversial?	Expected to be low
What is the level of consequence in relation to land or a body of water?	Low significance
Does this recommendation trigger a break of one or more of Councils rates caps or debt caps?	No
What is the impact on the ability for Council to carry out any activity in the LTP?	Low
Extent of community views already known on this recommended approach.	Low

Option 1: Significance Assessment - Criteria	**Level of significance**
Option 1 is considered to be of overall **low** significance.	

7.2 Option 2

Option 2: Distribute grants as recommended in the attached Tables.	
Provide a summary of option:	Distribute grants to applicants shown, for sums shown, in attached tables.
Advantages:	Applicants receive some funding while providing for some funding to be carried over to future rounds.
Disadvantages:	None.
Risk mitigation:	Not applicable.
Financial costs:	$12,500 from existing budget (up to $27,550.95).
Rates Impact:	There is no expected change to forecast rates, as funding for this option is provided for in existing budgets.
Debt Impact:	There is no change to forecast debt, as funding for this option is provided for in existing budgets.

Option 2: Significance Assessment - Criteria	**Level of significance**
Does the recommendation involve a transfer of ownership or control, or abandonment of a strategic asset?	No
Is there a legal requirement to engage with the community?	No
What is the level of financial consequence?	Low
What is the proportion of the community affected?	Low
What is the impact on the current and future social, economic, environmental, or cultural well-being of the district?	Low
What is the level of community interest?	Expected to be low
Are the likely consequences controversial?	Expected to be low
What is the level of consequence in relation to land or a body of water?	Low significance
Does this recommendation trigger a break of one or more of Councils rates caps or debt caps?	No

Option 2: Significance Assessment - Criteria	**Level of significance**
What is the impact on the ability for Council to carry out any activity in the LTP?	Low
Extent of community views already known on this recommended approach.	Low
Option 2 is considered to be of overall **low** significance.	

7.3 Option 3

Option 3: Distribute grants differently among current applicants.	
Provide a summary of option:	Not all applicants may receive funding and/or different amounts.
Advantages:	Could result in a different combination of successful/unsuccessful applicants and/or grants made.
Disadvantages:	Could result in a different combination of successful/unsuccessful applicants and/or grants made.
Risk mitigation:	Not applicable.
Financial costs:	To be determined by the Committee – from existing budget (up to $27,550.95).
Rates Impact:	There is no expected change to forecast rates, as funding for this option is provided for in existing budgets.
Debt Impact:	There is no change to forecast debt, as funding for this option is provided for in existing budgets.

Option 3: Significance Assessment - Criteria	**Level of significance**
Does the recommendation involve a transfer of ownership or control, or abandonment of a strategic asset?	No (low)
Is there a legal requirement to engage with the community?	No (low)
What is the level of financial consequence?	Low
What is the proportion of the community affected?	Low
What is the impact on the current and future social, economic, environmental or cultural well-being of the district?	Low
What is the level of community interest?	Expected to be low
Are the likely consequences controversial?	Expected to be low
What is the level of consequence in relation to land or a body of water?	No significance

Option 3: Significance Assessment - Criteria	Level of significance
Does this recommendation trigger a break of one or more of Councils rates caps or debt caps?	No (low)
What is the impact on the ability for Council to carry out any activity in the LTP?	Low
Extent of community views already known on this recommended approach.	Low
Option 3 is considered to be of overall **low** significance.	

8 TE KOWHIRINGA MATUA | RECOMMENDED OPTION

Staff recommend proceeding with Option 2 – distribute the grants as recommended in the attached tables.

After the consideration of options, the recommendation is considered to be of overall low significance and as such the recommended form of engagement based on the recommended option is to: not carry out any specific consultation or engagement.

This funding round was publicly notified.

Consideration has been made against Council's peer review criteria, and it has been determined that an external peer review will not be sought.

9 KIA UIA KI TE HAPORI WHĀNUI ME NGĀ PĀPAHO | ENGAGEMENT AND COMMUNICATION

Based on the recommended form of engagement being none, the proposed engagement and communication approach is: not to carry out any further engagement with the Community for this funding round. When funding round 9 is open the community will be informed of this.

10 TE ARA KI MUA | NEXT ACTIONS

The table below sets out the next key steps:

Action	Responsibility	By When
Committee decisions to be notified to applicants.	Conservation and Heritage Fund Administrator	End Oct 2026

11 WHAKAPAI | APPROVAL

Prepared by	Leigh Robcke **Senior Project Planner**
Approved by	Peter Thom **Group Manager – Community Development and Regulatory**

Appendix A

HAURAKI
DISTRICT COUNCIL

OFFICE USE:

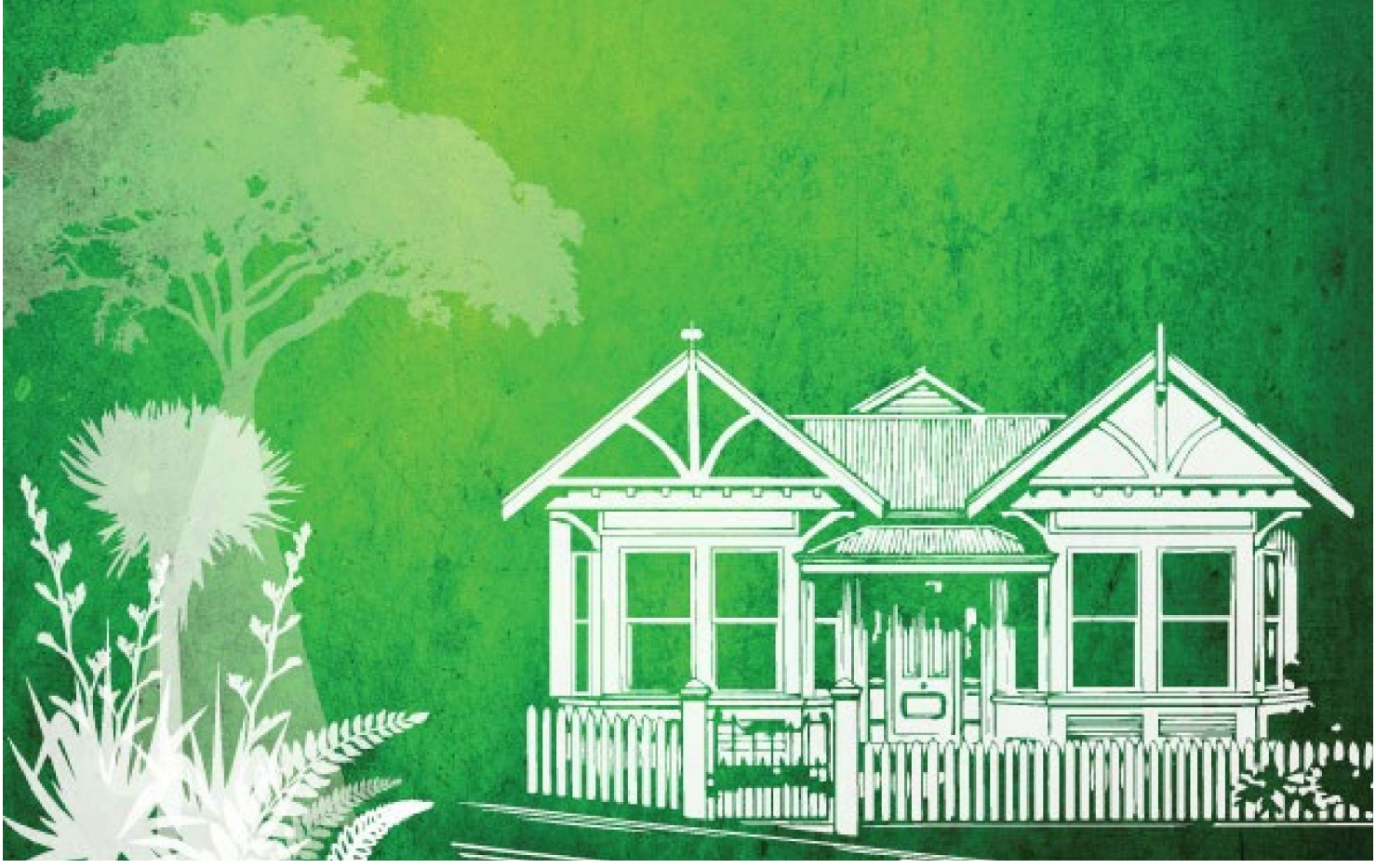
File Ref:

HDC / Environmental Mgmt / Conservation and Heritage / Conservation and Heritage Fund

Conservation and Heritage Fund Application Form

Funding for Significant Natural Areas, Outstanding Natural Features, Significant Trees and Heritage Features listed in the District Plan

Closing Date	30 September 2026
For Projects that take place between	1 January 2027 and 31 December 2027
To submit your Conservation and Heritage Fund application please complete, print and return this form to:	Conservation and Heritage Fund Administrator info@hauraki-dc.govt.nz



Read the *Conservation and Heritage Fund Guidelines*

Before you prepare your application, you should read the *Conservation and Heritage Fund Guidelines*. This guide tells you:

- whether you are able to apply for Conservation and Heritage funding for your project;
- which projects and costs are eligible and ineligible;
- what information you will need to include in your application.

Priority will be given to applications that:

- Improve, enhance, benefit or protect or reinstate the Significant Natural Area, the Heritage Feature, Outstanding Natural Feature or Significant Tree;
- Show evidence of the landowner's future commitment to the project, the long term benefits, including the future management and protection of the site (site management plan detailing present and future aspirations);
- Show whether the applicants have explored and developed any opportunities for collaboration and partnership with others resulting in contributory funding from other parties;
- Show the likelihood of the projects success and the applicant's capability to deliver the outcomes of the project. Desirable attributes include a project plan, a project budget providing visibility of all funding sources for the project.

Complete the *Conservation and Heritage Fund Application Form*

- Applications can only be submitted using this document
- To complete this application form in Microsoft Word (version 2003 or newer) you need to type your answers to each question in the boxes provided.

  Example: | Type your answer here |

  IMPORTANT – DO NOT edit any text outside of these boxes

- If you are unable to type into the boxes provided, please print a copy and complete by hand;
- If you need more space, attach information to the back of this application form. Please include the section headings to help assessors;
- We recommend that you keep a copy of your completed application for your own reference;
- Contact the administrator if you need advice on your application (see contact details on the cover page).

Before submitting your application, complete this checklist: *(mark with an ✓)*

- ☑ My project is for Significant Natural Areas, Heritage Features, Outstanding Natural Features or Significant Trees as listed in the District Plan
- ☑ My project takes place in the local authority district that I am applying to
- ☑ I have answered all of the questions in this form
- ☑ I have provided two quotes and other financial details
- ☑ I have provided other supporting documentation
- ☑ I have read and signed the declaration
- ☑ I have made a copy of this application for my records

1. Applicant Details

Are you applying as an individual or group? Individual ☑ Group ☐

Full name:	Corey Berger		
Contact address/PO Box:	258 Top Road		
Suburb:	Patetonga	**Town/City:**	Patetonga
Postcode:	3373	**Country:**	New Zealand
Email:	[redacted]		
Telephone (day):	[redacted]		

All correspondence will be sent to the above email or postal address

Name on bank account: [redacted] **GST** ☐

Bank account number *(please also include proof of account/bank deposit slip):* [redacted]

If you are successful, your grant will be deposited into this account

2. The Property

Address of the property to which the application applies, include land ID if known (*please attach a photo*):	258 Top Road, patetonga HAU161
Legal description:	Plummer Homestead/ Scotcher Homestead
Name of Owner:	Corey Berger and Emma stokes
Contact phone number:	[redacted]
Address if different from above:	

Status of ownership: ☑ Private ☐ Trust ☐ Company ☐ Other (*please specify*)

If you do not own the property, also include evidence showing entitlement to use the property.

Is the property scheduled in the Hauraki District Plan? ☑ Yes ☐ No

Listing detail: HAU161

Is the property entered on the Heritage New Zealand List? ☑ Yes ☐ No

Listing detail: HAU161

If no, please provide a brief statement explaining why the property/ feature /species is important. *(Include photos if necessary):*

N/A

What is the property currently used for/what is the current state of the significant natural area, significant tree(s), natural feature or heritage feature. Will this use change? *(If so please explain):*

This is a current dwelling and will remain this.

Do you have a conservation/ecological/environmental restoration plan prepared for the property, feature or species? ☑ Yes ☑ No

If yes, does this work comprise part of the work identified in this plan? ☐ Yes ☑ No

3. The Project

Description of project: Proposed work that the funding assistance is being sought for *(please use any photos or other attachments to illustrate and see relevant part of 3.3, 3.4, 3.5 and 3.6 of Guideline Document for the types of things you can apply for):*

Outside skirting-Replacing after piling
Repainting House outside in Heritage colours
Gibbing laundry interior
Replacing structural beam in laundry wall.

Replacing structural beam in Patio.

Replacing Window hoods.

Start date: 30th november 2026 Finish date: 30th november 2027

How will the project happen?

The work will be commenced by myself with aid from siblings who are certified builders.

Tell us about the key people and/or the groups involved *(only relevant if you are a group applying on behalf of an eligible landowner)*:

N/A

Explain how your proposal stacks up against the assessment criteria for the fund *(set out in Section 4 of the Guideline Document):*

4.1 Benefit to the heritage feature
Repairing the skirting and structural components will help prevent further deterioration of Plummer Homestead. Repainting will protect the exterior timber and restore the villa's appearance. Original materials will be retained where practical, with repairs that suit the building's character.
4.2 Long-term commitment
I plan to keep restoring and maintaining the villa. After this work, I will check the exterior each year, keep gutters and drainage clear, and address any damage or water entry promptly. I will keep photos and records to guide future repairs.
4.3 Collaboration and funding
I am seeking advice and quotes from builders, structural professionals and experienced painters. I am applying for full funding for this work, or a contribution towards it if full funding is not available. Any other confirmed contributions will be included in the budget.
4.4 Viability
I will confirm the scope, costs and any required approvals before work begins. The structural and skirting repairs will be completed before the exterior is painted. The budget will show the total cost, the amount requested from Council and how any shortfall would be covered. I will provide before and after photos, invoices and a report on the

Will you be employing a conservation architect/ecologist/specialist?

☐ Yes ☑ No

Who will be supervising the project? *Please include any support from conservation/ ecology professionals on the appropriateness of the work being undertaken.*

Resene- Paint specialist
Qualified builders

Does this work require any types of consents and do you currently hold these consents?
Please detail:

No

Project Type (*Select ONE and mark with an ✓*):

☐	Significant Natural Area	DP Identification No:	
☐	Significant Tree	DP Identification No:	
☐	Natural Feature	DP Identification No	
☑	Heritage Feature	DP Identification No	367838 HAU161

See District Plan Schedule and District Plan Maps (District Plan in Council's website).

Print relevant page of Planning Map(s) or ask the Conservation and Heritage Fund Administrator to send you a copy and mark the project area on this, and return with your application.

4. Previous Work:

What work has been carried out on the property/feature/species previously and at what cost? *(Use separate sheets if necessary)*:

No work has been carried out on the property so far by myself.

5. Community Benefit

Include an explanation of how the Hauraki public will benefit from this project. If necessary, also supply options for how that benefit may be increased. *(The application cannot be considered without this information. Use separate sheets if necessary):*

Repairing the skirting and structural components, then repainting the exterior, will help preserve Plummer Homestead for the Hauraki community. The villa is part of the district' s history, and its appearance can be appreciated from Top Road. Keeping it in good condition protects that visible piece of local heritage and reduces the risk of more serious deterioration.

The public benefit could be increased by sharing before-and-after photos and a short account of the homestead' s history with the local community. An information sign visible from the road could also be considered in the future.

6. Budget / Funding

Total cost of the project excluding GST *(include quotes where relevant):*

$ 6893.83 Full funding or partial funding at your discretion.

Please supply an itemised breakdown below of the project costs. Indicate items for which you are applying for funding:

Project costs	Write down all the costs of your project and include the details, e.g. Fencing, Pest Control, Planting of Indigenous Species, Implementation of Conservation Plans etc.	
Item *e.g. Perimeter Fencing*	**Detail** *e.g. 90 metres of fencing at $x / metre*	**Amount** *e.g. $300*
Skirting	(20cm height*4m, 40cm* 8m, 100cm*32m,70cm*8m)+10%	
	wastage/cutoff = 385 linear metres @ $4.50/m	$1,732.50
Painting (outside)	Primer-3x10L Resene Quick Dry Primer	$737.79
	Resene Paint tinted to the heritage range *2 coats= 5X10l	$1,641.25
Supplies	Wash, filler, sandpaper, masking, brushes and rollers	$300
Patio & laundry subflooring	Laundry=7.2m*$88.90/m Patio =5.1m *$124.48/m	$1,274.93
Window Hood replacement	Corrugated metal roofing * 6 sheets@ $39/sheet +flashings etc.	$550
Laundry Gib interior	9 sheets Gib aqualine *1.2m*2.4m @ $73.04/sheet	$657.36
Total Costs		**$** 6893.83
Amount you are requesting from the Conservation and Heritage Fund		**$** 6893.83
What percentage of the overall project costs does this represent?		**%** 100

Other financial information:

Tell us about any other funding you have applied for or received for this project *(include own funds)*			
Date applied	**Who to** (*Government agency, Charitable trust, other (please specify):*	**How much $**	**Confirmed/ unconfirmed**
N/A	N/A	N/A	N/A

Tell us about other grants you have received through the Conservation and Heritage Fund in the past three years.			
Date	**Project title**	**Amount received $**	**Project completion report submitted** (yes/no)
N/A	N/A	N/A	N/A

Groups or organisations must provide a copy of their latest financial statement. This can be a copy of the audited accounts, an income and expenditure statement or a copy of the unaudited management accounts.

If your group or organisation has reserves which are not being used for this project you should include your reserves statement or policy.

If you are GST registered, please supply your GST number:

Please provide pre-printed bank account details, including; name of bank, account name and account number.

What will happen to the project if you do not get full funding?

I am seeking full or partial funding to repair the exterior of Plummer Homestead. Without funding, I cannot proceed with the proposed work, and the affected areas will continue to deteriorate. Delaying the repairs risks the loss of more original material and could make the restoration more costly in the future. Even partial funding would help me begin with the most urgent repairs and protect the building while the remaining work is planned.

Please provide any additional information/comments in support of your application.
(*Use extra sheets if necessary):*

Plummer Homestead is more than a private home. It is a listed heritage building with a long connection to Patetonga's early settlement, and its exterior is visible from Top Road. Repairing the deteriorating skirting and structural components, then repainting the villa, will protect the building and improve how this piece of local history is presented to the community.

The work is focused on keeping the homestead sound and retaining original materials wherever practical. Funding now would help address deterioration before more of the building needs replacing and the cost of restoration grows. I am committed to maintaining the villa after the project and documenting the work with photographs and invoices for Council.

I have attached Photos to this email to show current state and why these repairs are needed.

Declaration

I/We declare that the details contained in this application are correct and that I/we have authority to commit to the following conditions.

If this application is successful, I/we agree to:

- Complete the project as outlined in this application (or request permission in writing from Council for any significant change to the project);
- Complete the project within a year of the funding being approved;
- Complete and return a project report form (this will be sent with the grant approval letter) within two months after the project is completed
- Return any unspent funds
- Acknowledge Conservation and Heritage funding at event openings or presentations

I understand that Hauraki District Council is bound by the Local Government Official Information and Meetings Act 1987.

I/we consent to Hauraki District Council recording the personal contact details provided in this application, retaining and using these details for the purpose of evaluating the Conservation and Heritage Fund applications.

I/we understand that my/our name and brief details about the project may be released to the media or appear in publicity material.

I/we undertake that I/we have obtained the consent of all people involved to provide these details. I/we understand that I/we have the right to have access to this information. This consent is given in accordance with the Privacy Act 1993.

Name:	[redacted]
Status (owner/agent):	Owners
Signature:	[redacted]
Date:	29/09/2026

When completed, please submit your application to Hauraki District Council:

Via Post: PO Box 17, Paeroa, 3640

Email: info@hauraki-dc.govt.nz

















Account Address
cash sale Berger

Job Address

cash sale Berger

Quote No B-46891.1
Date 02/10/2026
Rep 623
Valid Till 01/11/2026
Customer: cash sale Berger

CUSTOMER COPY

Account: Q46220 Job: heritage grant Customer Ref: Corey Op: 623 Page 1

Item	Description	Unit	Quantity	Price	Disc%	Value
621204	75X25 RAD MERCH H4 RS LM	LM	390.000	5.11		1992.90
65 x 6m						
361204	QUICK DRY 10L	EACH	3.000	245.93		737.79
229705	LUMBERSIDER LOW SHEEN 10L BLACK	EACH	5.000	328.25		1641.25
201373	100X50 (90X45) RAD SG8 H3.2 WET MG 6.0M	EACH	3.000	48.90		146.70
166958	CORRUGATED GALV 762MM 0.40X1.8	EACH	6.000	39.48		236.88
433061	GIB AQUALINE 13MM 2.4X1.2 F/RATED	EACH	9.000	92.60		833.40

Deposit: 50% Value: 2794.46

Signed: Name: Date:

Note:

GST	728.98
Incl. GST	5588.92

All prices Include GST

GOLDPINE

*** TRANSACTION VOIDED ***

Goldpine Morrinsville
4 Marshall St
Morrinsville
07 889 5553
TAX INVOICE
GST Number 19-888-339
Receipt No 8200030111219
Operator Thomas Bur Lane 3
Date 1/10/2026 Time 4:18:13 PM

*** TRANSACTION VOIDED ***
1 100mm x 25mm Rough Sawn H3.2 Mercha
385 @ $3.75 = $1,443.75
Total ex GST $1,443.75
GST $216.56
Total $1,660.31

Thank you for shopping with
Goldpine Your Outdoor Timber Specialist!

*** TRANSACTION VOIDED ***

Appendix B

HAURAKI
DISTRICT COUNCIL

OFFICE USE:

File Ref:

HDC / Environmental Mgmt / Conservation and Heritage / Conservation and Heritage Fund

Conservation and Heritage Fund Application Form

Funding for Significant Natural Areas, Outstanding Natural Features, Significant Trees and Heritage Features listed in the District Plan

Closing Date	30 September 2026
For Projects that take place between	1 January 2027 and 31 December 2027
To submit your Conservation and Heritage Fund application please complete, print and return this form to:	Conservation and Heritage Fund Administrator info@hauraki-dc.govt.nz



Read the *Conservation and Heritage Fund Guidelines*

Before you prepare your application, you should read the *Conservation and Heritage Fund Guidelines*. This guide tells you:

- whether you are able to apply for Conservation and Heritage funding for your project;
- which projects and costs are eligible and ineligible;
- what information you will need to include in your application.

Priority will be given to applications that:

- Improve, enhance, benefit or protect or reinstate the Significant Natural Area, the Heritage Feature, Outstanding Natural Feature or Significant Tree;
- Show evidence of the landowner's future commitment to the project, the long term benefits, including the future management and protection of the site (site management plan detailing present and future aspirations);
- Show whether the applicants have explored and developed any opportunities for collaboration and partnership with others resulting in contributory funding from other parties;
- Show the likelihood of the projects success and the applicant's capability to deliver the outcomes of the project. Desirable attributes include a project plan, a project budget providing visibility of all funding sources for the project.

Complete the *Conservation and Heritage Fund Application Form*

- Applications can only be submitted using this document
- To complete this application form in Microsoft Word (version 2003 or newer) you need to type your answers to each question in the boxes provided.

  Example: | Type your answer here |

  IMPORTANT – DO NOT edit any text outside of these boxes

- If you are unable to type into the boxes provided, please print a copy and complete by hand;
- If you need more space, attach information to the back of this application form. Please include the section headings to help assessors;
- We recommend that you keep a copy of your completed application for your own reference;
- Contact the administrator if you need advice on your application (see contact details on the cover page).

Before submitting your application, complete this checklist: *(mark with an ✓)*

- ☑ My project is for Significant Natural Areas, Heritage Features, Outstanding Natural Features or Significant Trees as listed in the District Plan
- ☑ My project takes place in the local authority district that I am applying to
- ☑ I have answered all of the questions in this form
- ☐ I have provided two quotes and other financial details
- ☑ I have provided other supporting documentation
- ☑ I have read and signed the declaration
- ☑ I have made a copy of this application for my records

1. Applicant Details

Are you applying as an individual or group? Individual ☐ Group ☑

Full name:	Hikutaia Bowling Tennis and Croquet Club Inc c/o Clare Shortt		
Contact address/PO Box:	306 Maratoto Road		
Suburb:	RD4	**Town/City:**	Paeroa
Postcode:	3674	**Country:**	New Zealand
Email:	[redacted]		
Telephone (day):	[redacted]		

All correspondence will be sent to the above email or postal address

Name on bank account: [redacted] **GST** ☐

Bank account number *(please also include proof of account/bank deposit slip):* [redacted]

If you are successful, your grant will be deposited into this account

2. The Property

Address of the property to which the application applies, include land ID if known (*please attach a photo*):
9 Alley Memorial Road
Hikutaia
Paeroa

Legal description: SA544/45

Name of Owner: Hikutaia Bowling, Tennis and Croquet Club Inc

Contact phone number: [redacted]

Address if different from above:

Status of ownership: ☐ Private ☐ Trust ☐ Company ☑ Other (*please specify*)

Incorporated Society

If you do not own the property, also include evidence showing entitlement to use the property.

Is the property scheduled in the Hauraki District Plan? ☑ Yes ☐ No

Listing detail: Alley Memorial Park Gates - Hikutaia HAU444

Is the property entered on the Heritage New Zealand List? ☐ Yes ☑ No

Listing detail:

If no, please provide a brief statement explaining why the property/ feature /species is important. *(Include photos if necessary):*

The property hosts the Hikutaia Bowling, Tennis and Croquet Club currently known as the Hikutaia Sports Club, we are a incorporated society allowing for a place for the local community to connect socially whilst playing various sports. To enter the club we travel through the memorial gates, they have been in place since 1926 and are in desperate need of repair and restoration.

What is the property currently used for/what is the current state of the significant natural area, significant tree(s), natural feature or heritage feature. Will this use change? *(If so please explain):*

Nothing will change within the club area and its uses, but we will be greeted with pride at our new gates. The current gates and rails are very rusted and the gates we use regulary are hard to open, we believe as a club in honouring the past and the future, we have a lot of family names who served and scarificed on the gates that are still current at the club. The history of the community is very much remembered still within our community.

Do you have a conservation/ecological/environmental restoration plan prepared for the property, feature or species? ☐ Yes ☑ No

If yes, does this work comprise part of the work identified in this plan? ☐ Yes ☐ No

3. The Project

Description of project: Proposed work that the funding assistance is being sought for *(please use any photos or other attachments to illustrate and see relevant part of 3.3, 3.4, 3.5 and 3.6 of Guideline Document for the types of things you can apply for):*

The gates metal is rusted and in some places worn through, some of the concrete is damaged on the pillars and where the gates are attached to the pillars. (see photos)
We are proposing to waterblast and clean the concrete work, remove the foilage that touches the walls and gates, employ a firm to replace the gates and railings , ensuring they are an exact replica for the current gates, then to repair the concrete pillars. Finally to prime and repaint the concrete and metal work, ensuring they last for another 100 years.
We are asking for a grant to cover the metal work and to purchase the paint.

Start date: December 2026 Finish date: April 2027

How will the project happen?

The committee will put together a sub committee to work with the sub contractors. We have a lot of very capable people within our club so most of the manual labour and hard work will be done by volunteers.
We are hoping to have the project completed by Anzac Day to have a remembrance day with our local community, club and Hikutaia School.
The memorial gates were dedicated and pronounced open in 1926 by the electorate member, Mr. A.M. Samuels, M.P.

Tell us about the key people and/or the groups involved *(only relevant if you are a group applying on behalf of an eligible landowner)*:

Hikutaia sports club is made up of volunteers, we run the sports club, including tennis and bowls tournaments and club nights, we have events throughout the year and our goal is to provide a place for the local community to connect.

Explain how your proposal stacks up against the assessment criteria for the fund *(set out in Section 4 of the Guideline Document):*

1. The gates are in desperate need of repair, this project will future proof the gates from further degredation.
2.In 2024 we reinvigorated the Hikutaia Bowling, tennis and croquet club to become the Hikutaia Sports Club, we have gained new committee members who are devoted to ensuring the future of the club. We are increasing membership and are have recenty gained a grant to repair the tennis courts giving them another 30 year lifespan, its a very exciting time to the club.
3. This is the first time we have sought out funding for the memmorial gates. Unfortunately we have only been able to get one quote, i have contacted other engineering firms but they were very tardy in there response.
4.As the club secretary and lead of the project, i am confident in our abilty to complete this project, their is a lot of motivation to do this as it has been on the wish list for a long time.

Will you be employing a conservation architect/ecologist/specialist?

☐ Yes ☑ No

Who will be supervising the project? *Please include any support from conservation/ ecology professionals on the appropriateness of the work being undertaken.*

The Hikuaia Sports Club committee as a whole, and a sub committee.
Clare Shortt Secretary will take the lead.

Does this work require any types of consents and do you currently hold these consents?
Please detail:

NA

Project Type (*Select ONE and mark with an ✓*):

☐	Significant Natural Area	DP Identification No:	
☐	Significant Tree	DP Identification No:	
☐	Natural Feature	DP Identification No	
☑	Heritage Feature	DP Identification No	HAU444

See District Plan Schedule and District Plan Maps (District Plan in Council's website).

Print relevant page of Planning Map(s) or ask the Conservation and Heritage Fund Administrator to send you a copy and mark the project area on this, and return with your application.

4. Previous Work:

What work has been carried out on the property/feature/species previously and at what cost? *(Use separate sheets if necessary)*:

The walls were painted in 2022, costs (paint and labour) covered by the club, but this was just a patch work. No other work has been done to the memorial gates from what research i can find.

5. Community Benefit

Include an explanation of how the Hauraki public will benefit from this project. If necessary, also supply options for how that benefit may be increased. *(The application cannot be considered without this information. Use separate sheets if necessary):*

The gates are part of the Hauraki plains history and of Hikutaias community history. We must remember them, and what better way than to respect and upkeep the memorial gates.
It is also the entrance to our club and the entrance to our building/park it sets the tone, we would like the gates to portray our history but also our rejuvenation of the club and the growth of our local community asset.

6. Budget / Funding

Total cost of the project excluding GST *(include quotes where relevant):*

$ 10790

Please supply an itemised breakdown below of the project costs. Indicate items for which you are applying for funding:

Project costs	Write down all the costs of your project and include the details, e.g. Fencing, Pest Control, Planting of Indigenous Species, Implementation of Conservation Plans etc.	
Item *e.g. Perimeter Fencing*	**Detail** *e.g. 90 metres of fencing at $x / metre*	**Amount** *e.g. $300*
Metal work	50x12 flat steel and installation	9490
Painting	primer and paint	300
Volunteer work	landscaping, painting, site preparation, concrete repairs	
	waterblasting	1000
Total Costs		**$** 10790
Amount you are requesting from the Conservation and Heritage Fund		**$** 9790
What percentage of the overall project costs does this represent?		**%** 90

Other financial information:

Tell us about any other funding you have applied for or received for this project *(include own funds)*			
Date applied	**Who to** (*Government agency, Charitable trust, other (please specify):*	**How much $**	**Confirmed/ unconfirmed**
	NA		

Tell us about other grants you have received through the Conservation and Heritage Fund in the past three years.			
Date	**Project title**	**Amount received $**	**Project completion report submitted** (yes/no)
	NA		

Groups or organisations must provide a copy of their latest financial statement. This can be a copy of the audited accounts, an income and expenditure statement or a copy of the unaudited management accounts.

If your group or organisation has reserves which are not being used for this project you should include your reserves statement or policy.

If you are GST registered, please supply your GST number:

Please provide pre-printed bank account details, including; name of bank, account name and account number.

What will happen to the project if you do not get full funding?

If we do not get full funding we will try again in March, we are dedicated to carrying out this project but its a substantial amount of money to replace the gates and railings.

Please provide any additional information/comments in support of your application.
(*Use extra sheets if necessary):*

The annual accounts are attached, these include money deposited for the upgrade of the tennis courts, grants have been successfully obtained by funders, the project will be completed by March.

Declaration

I/We declare that the details contained in this application are correct and that I/we have authority to commit to the following conditions.

If this application is successful, I/we agree to:

- Complete the project as outlined in this application (or request permission in writing from Council for any significant change to the project);
- Complete the project within a year of the funding being approved;
- Complete and return a project report form (this will be sent with the grant approval letter) within two months after the project is completed
- Return any unspent funds
- Acknowledge Conservation and Heritage funding at event openings or presentations

I understand that Hauraki District Council is bound by the Local Government Official Information and Meetings Act 1987.

I/we consent to Hauraki District Council recording the personal contact details provided in this application, retaining and using these details for the purpose of evaluating the Conservation and Heritage Fund applications.

I/we understand that my/our name and brief details about the project may be released to the media or appear in publicity material.

I/we undertake that I/we have obtained the consent of all people involved to provide these details. I/we understand that I/we have the right to have access to this information. This consent is given in accordance with the Privacy Act 1993.

Name:	[redacted]
Status (owner/agent):	Secretary
Signature:	[redacted]
Date:	28/9/2026

When completed, please submit your application to Hauraki District Council:

Via Post: PO Box 17, Paeroa, 3640

Email: info@hauraki-dc.govt.nz

HIKUTAIA BOWLING TENNIS and CROQUET CLUB INC
Statement of Income and Expenditure
For the year ended 30.06.2026

Opening Bank Balance 01.07.2025			**25353.74**
+INCOME	30.06.2025	30.06.2026	
Membership Fees	3580	4086.98	
Big3 (2024)	7600.80		
Slavich Memorial	240.00		
BIG3 (2025)	17732.58		
Clubroom Hire/Donations	495.00		
Events/Clubroom Hire		19924.78	
Merger of Tennis/Bowls Club	29844.86		
Credit Interest	335.98	1047.91	
Bar Takings	16082.09	23332.17	
Other (Club Clothing)		925.00	
Total Income	77025.71	**49316.84**	**49316.84**
			74670.58
-EXPENSES			
Electricity	1879.15	2463.96	
Hauraki D.C. Rates	934.65	1065.45	
Hauraki D.C. Water Rates	944.73	669.18	
Waikato R.C. Rates	156.11	171.28	
Insurance	1519.36	1453.06	
Food Purchases	1448.13	2180.37	
Bar Purchases	10613.42	16528.13	
Repairs and Maintenance	2937.02	3479.62	
Other Expenses	1239.40	6723.85	
Assets Purchased:			
Heaters		909.94	
Speakers		464.32	
Bar Leaners & Stools		1650.00	
Bar Fridge		2829.00	
Trophy Cabinet		600.00	
Net Increase in Term Deposit		10000.00	
Total Expenses	21671.97	**51188.16**	**51188.16**
Closing Bank Balance 30.06.2026			**23482.42**

NOTES:

- The term Deposit at 30.06.2025 was $30000.00 at 3.6% and matured on 25.09.2025. The Term deposit at 30.06.2026 is $40000.00 (increase of $10000.00) at 3% and will mature on 03.09.2026.
- Repairs and Maintenance includes; rubbish collection, repairs to equipment i.e. the mower, pest control, cleaning products, gas bottle replacement and fills.

HIKUTAIA BOWLING TENNIS and CROQUET CLUB INC
Statement of Income and Expenditure
For the year ended 30.06.2026

- Other includes; trophy purchases and engraving, special event licenses, the club licence and annual liquor licence, tennis ball purchases, affiliation fees and bank fees, club logo signs and screen printing for club t-shirts and sweatshirts.

ASSETS

Item	Purchase Date	Value
Land and Buildings – GV at 14.04.2025		405000.00
TEVO Heaters and tripod stands x 4	29.04.2025	909.94
Sale of 1x Heater (surplus to requirements)	31.05.2026	-270.00
JLB Party box Encore Speakers + 2 Mics	14.05.2026	464.32
Bar Leaners & Stools (second hand)	20.05.2026	1650.00
Bar Fridge	08.06.2026	2829.00
Trophy Cabinet (second hand)	02.06.2026	600.00

I HAVE REVIEWED THE ABOVE FINANCIAL STATEMENT AND THERE IS NOTHING TO LEAD ME TO BELIEVE THEY ARE NOT TRUE + CORRECT

[redacted] 21/8/26.

[redacted]
Treasurer.

Historic Heritage Inventory

Alley Memorial Park Gates - Hikutaia



District Plan Schedule Number: HAU444

Heritage Category: B

Heritage Type:
- ❑ Wahi Tapu
- ❑ Cultural Landscape
- ❑ Building
- ❑ Group of Buildings
- ■ Structure
- ❑ Monument
- ❑ Historic Place
- ❑ Archaeological Site
- ❑ Other

Date Period:
1923

Significance:
- ❑ Archaeological
- ❑ Architectural
- ❑ Cultural
- ■ Historic
- ❑ Scientific
- ❑ Technological

Thematic Context
- ❑ Maori
- ❑ Early Settlement
- ❑ Industry (mining)
- ❑ Extraction
- ❑ Forestry
- ❑ Agriculture
- ❑ Transport
- ❑ Communication
- ❑ Commerce
- ❑ Residential
- ■ Social/Cultural
- ❑ Civic
- ❑ Health
- ❑ Educational
- ❑ Church/yard
- ❑ Other

Location: Hikutaia – State Highway 26 and Alley Memorial Road

Heritage Status
Historic Places Trust Registration Number:
Historic Place Trust Category:
HDC Heritage Category: B - Heritage Feature. District and local significance.
Other:

Physical Description: Iron work gate and arch set above square columns bearing granite memorial plaques. Posts feature dentals and suggest a classical revival influence.

Other known names: Hikutaia Memorial Gates

Notable features: The left column bears a plaque memorializing those servicemen from Hikutaia that died in the First World War and the right column lists the names of all the local servicemen that served in that war.

Style: Monumental

Materials: Wrought iron, plaster, granite

Date of Construction: 1923 - 1926

History: William Henry Alley donated the land for a park in honor of Hikutaia servicemen that served in the First World War. Three of W H Alley's cousins (Alfred and David, who were brothers, and Fredrick) were among those that died in service to NZ. Local volunteer labour turned the paddock into a memorial

Historic Heritage Inventory

Alley Memorial Park Gates - Hikutaia

District Plan Schedule Number: HAU444
Heritage Category: B

park. The park featured a bowling green, three tennis courts and a croquet lawn. The park was opened in February 1923. The gates were dedicated in 1926 by the local MP, Mr. A. M. Samuels. The park was a focus for community life in the past.

(The memorial and historical notes about some of the men listed on it can be found on a NZ memorial blog and internet site).

Architect:
Designer:
Builder:
Engineer:

History of changes:

Condition: Good

Integrity: Substantially intact.

Current Uses: Memorial gate to the private park

Former Uses: Paddock

Registered owner:

Legal Description: PT MCCASKILLS GRANT BLK VIII WAIHOU SD

Reference Source: Ohinemuri Regional History Journal 37, September 1993; http://www.ohinemuri.org.nz/journal/48/paeroa_memorials.htm ; Ohinemuri Regional History Journal 23, June 1979 http://www.ohinemuri.org.nz/journal/23/alley_memorial_park.htm; New Zealand History on line:http://www.nzhistory.net.nz/media/photo/hikutaia-first-world-war-memorial ; 2011http://100nzmemorials.blogspot.com/2011/04/alley-family-hikutaia-memorial.html

Historic Heritage Inventory

Alley Memorial Park Gates - Hikutaia

District Plan Schedule

Number: HAU444

Heritage Category: B

Associated Pictures:



QUOTE

Hikutaia Sports Club
9 Alley Memorial Road
Hikutaia
Paeroa 3674
NEW ZEALAND

Date
16 Sep 2026

Quote Number
QU-0001

Reference
CLUB GATES

GST Number
022-192-434

Kopu Engineering Limited
PO Box 463
Thames 3540
New Zealand
accountskopu@xtra.co.nz
07 868 7571

Description	Amount NZD
To remake 4 gates and railings as per sample and refit. Finish hot dip galvanised. Repairs to concrete as required.	
Supply 50x12 flat mild steel	1,365.00
R16	585.00
Consumables	50.00
Labour	5,500.00
Travel	60.00
HD Galv	1,430.00
Concrete repairs - say	500.00
Subtotal	9,490.00
TOTAL GST 15%	1,423.50
TOTAL NZD	**10,913.50**

THAMES RESENE

606 Queen Street
Phone 07-868-6644
Fax 07-868-8062

QUOTATION

Invoice Number	Q10041
Date	3/09/2026
Our Code	CASHQ
Your Reference	HIKUTAIA SPORT
Page	1

CASH QUOTE ACCOUNT
HIKUTAIA SPORTS CLUB

GST Registration Number: 103-767-997

Product Code	Description	Quantity	Unit Price	Disc %	Line Total
3710001	RESENE CONCRETE PRIMER GREY 1 LTR	1.00	$59.91	20.00%	$47.93
TEMP	TEMPORARY SURCHARGE OF 2.9%	1.00	$1.73		$1.73
5450050	ARMOURX GP METAL PRIMER 500ML	1.00	$43.91	20.00%	$35.13
TEMP	TEMPORARY SURCHARGE OF 2.9%	1.00	$1.27		$1.27
PW500R	PAINTWISE LEVY 500ML	1.00	$0.13		$0.13
1290210	RESENE LUMBERSIDER WHITE 10LTR	1.00	$207.83	15.00%	$176.66
TEMP	TEMPORARY SURCHARGE OF 2.9%	1.00	$6.02		$6.02
PW10R	PAINTWISE LEVY 10LTR	1.00	$2.35		$2.35
	QUOTE VALID 30 DAYS				

Sub-Total	$271.22
GST	$40.68
Total	$311.90

© 1994-2026 Kudos Solutions Limited. All Rights Reserved.

Hikutaia Tennis, Bowling and Croquet Club Incorporated

Hikutaia Sports Club Constitution

Hikutaia Bowling Tennis and Croquet Club Incorporated

1. Introductory rules

1.1 Name

The name of the society is Hikutaia Bowling Tennis and Croquet Club Incorporated (in this Constitution referred to as the 'Society').

1.2 Charitable status

The Society is not and does not intend to be registered as a charitable entity under the Charities Act 2005.

1.3 Definitions

In this Constitution, unless the context requires otherwise, the following words and phrases have the following meanings:

'Act' means the Incorporated Societies Act 2022 or any Act which replaces it (including amendments to it from time to time), and any regulations made under the Act or under any Act which replaces it.

'**Annual General Meeting'** means a meeting of the Members of the Society held once per year which, among other things, will receive and consider reports on the Society's activities and finances.

'Chairperson' means the Officer responsible for chairing General Meetings and committee meetings, and who provides leadership for the Society.

'Committee' means the Society's governing body.

'Constitution' means the rules in this document.

'**Deputy Chairperson'** means the Officer elected or appointed to deputise in the absence of the Chairperson.

'General Meeting' means either an Annual General Meeting or a Special General Meeting of the Members of the Society.

'**Interested Member'** means a Member who is interested in a matter for any of the reasons set out in section 62 of the Act.

'Interests Register' means the register of interests of Officers, kept under this Constitution and as required by section 73 of the Act. 'Matter' means—

1. the Society's performance of its activities or exercise of its powers; or
2. an arrangement, agreement, or contract (a transaction) made or entered into, or proposed to be entered into, by the Society.

'Member' means a person who has consented to become a Member of the Society and has been properly admitted to the Society who has not ceased to be a Member of the Society.

'Notice' to Members includes any notice given by email, post, or courier.

Hikutaia Tennis, Bowling and Croquet Club Incorporated

'Officer' means a natural person who is:

a member of the Committee, or
occupying a position in the Society that allows them to exercise significant influence over the management or administration of the Society, including any Chief Executive or Treasurer.

'Register of Members' means the register of Members kept under this Constitution as required by section 79 of the Act.

'Secretary' means the Officer responsible for the matters specifically noted in this Constitution.

'Special General Meeting' means a meeting of the Members, other than an Annual General Meeting, called for a specific purpose or purposes.

'Working Days' mean as defined in the Legislation Act 2019. Examples of days that are not Working Days include, but are not limited to, the following — a Saturday, a Sunday, Waitangi Day, Good Friday, Easter Monday, ANZAC Day, the Sovereign's birthday, Te Rā Aro ki a Matariki/Matariki Observance Day, and Labour Day.

2. Purposes

The primary purposes of the Society are to—

to encourage community involvement in sports promoting social interaction and health, the funds of the club to be applied solely to the provisions of the sports
To be known as Hikutaia Sports Club
Administer, promote, develop, protect and deliver the sports of bowling, tennis for the recreation and entertainment of the general public in the Hikutaia area including by:
Encouraging and promoting participation in bowling, tennis in the Hikutaia area;
Delivering services and programme, competitions, tournaments and other events at the Club;
Leading, promoting and enabling an inclusive environment for participation in all aspects of the Club;
Protecting and promoting the safety and wellbeing of participants; promoting integrity including high standards of conduct; and respecting the principles of fair play; and
Be a member of the relevant regional/district and national sports entities where appropriate.

The Society must not operate for the purpose of, or with the effect of—
distributing, any gain, profit, surplus, dividend, or other similar financial benefit to any of its Members (whether in money or in kind); or
having capital that is divided into shares or stock held by its Members; or
holding, property in which its members have a disposable interest (whether directly, or in the form of shares or stock in the capital of the society or otherwise).

But the Society will not operate for the financial gain of Members simply if the Society—
engages in trade,
pays a Member for matters that are incidental to the purposes of the Society, and the Member is a not-for-profit entity,
distributes funds to a Member to further the purposes of the Society, and the Member—
is a not-for-profit entity, and

is affiliated or closely related to the Society, and
has the same, or substantially the same, purposes as those of the Society.
reimburses a Member for reasonable expenses legitimately incurred on behalf of the Society or while pursuing the Society's purposes,
provides benefits to members of the public or of a class of the public and those persons include Members or their families,
provides benefits to Members or their families to alleviate hardship,
provides educational scholarships or grants to Members or their families,
pays a Member a salary or wages or other payments for services to the Society on arm's length terms (terms reasonable in the circumstances if the parties were connected or related only by the transaction in question, each acting independently, and each acting in its own best interests; or are terms less favourable to the Member than those terms and the payment for services, or other transaction, does not include any share of a gain, profit, or surplus, percentage of revenue, or other reward in connection with any gain, profit, surplus, or revenue of the Society),
provides a Member with incidental benefits (for example, trophies, prizes, or discounts on products or services) in accordance with the purposes of the Society.

on removal of the Society from the Register of Incorporated Societies having its surplus assets distributed under subpart 5 of Part 5 of the Act to a Member that is a not-for-profit entity.

3. Act and Regulations

Nothing in this Constitution authorises the Society to do anything which contravenes or is inconsistent with the Act, any regulations made under the Act, or any other legislation.

3.1 Registered office

The registered office of the Society shall be at such place in New Zealand as the Committee from time to time determines. Changes to the registered office shall be notified to the Registrar of Incorporated Societies—

at least 5 working days before the change of address for the registered office is due to take effect, and
in a form and as required by the Act.

3.2 Contact person

The Society shall have at least 1 but no more than 3 contact person(s) whom the Registrar can contact when needed. The Society's contact person must be:

At least 18 years of age, and
Ordinarily resident in New Zealand. A contact person can be appointed by the Committee or elected by the Members at a General Meeting. Each contact person's name must be provided to the Registrar of Incorporated Societies, along with their contact details, including:
a physical address or an electronic address, and
a telephone number.

Any change in that contact person or that person's name or contact details shall be advised to the Registrar of Incorporated Societies within 20 Working Days of that change occurring, or the Society becoming aware of the change.

4. Members

4.1 Minimum number of members

The Society shall maintain the minimum number of Members required by the Act.

4.2 Types of members

The classes of membership and the method by which Members are admitted to different classes of membership are as follows:

Member

A Member is an individual or body corporate admitted to membership under this Constitution and who or which has not ceased to be a Member.

Life Member

A Life Member is a person honoured for highly valued services to the Society elected as a Life Member by resolution of a General Meeting passed by a two- thirds majority of those Members present and voting. A Life Member shall have all the rights and privileges of a Member and shall be subject to all the same duties as a Member except those of paying subscriptions and levies.

Honorary Member

An Honorary Member is a person honoured for services to the Society or in an associated field elected as an Honorary Member by resolution of a General Meeting passed by a two-thirds majority of those present and voting. An Honorary Member has no membership rights, privileges or duties.

4.3 Becoming a member: consent

Every applicant for membership must consent in writing to becoming a Member.

By making an application for Membership to the Club and paying fees, the individual consents to becoming:
a. a member of the Club
b. a member of the relevant regional / district and national sports entities

4.4 Becoming a member: process

An applicant for membership must complete and sign any application form, supply any information, or attend an interview as may be reasonably required by the Committee regarding an application for membership and will become a Member on acceptance of that application by the Committee.

The Committee may accept or decline an application for membership at its sole discretion. The Committee must advise the applicant of its decision.

All members are bound by, and shall comply with this Constitution, any Club Regulation and the constitutions and regulations of the relevant district/regional and national sporting entities.

They are also subject to the jurisdiction of the Club, relevant district/regional and national sporting entities including their respective disputes and disciplinary procedures.

The signed written consent of every Member to become a Society Member shall be retained in the Society's membership records.

4.5 Members' obligations and rights

Every Member shall provide the Society in writing with that Member's name and contact details (namely, physical or email address and a telephone number) and promptly advise the Society in writing of any changes to those details.

All Members shall promote the interests and purposes of the Society and shall do nothing to bring the Society into disrepute.

- Members are entitled, in accordance with the terms of their Membership, to access and use the Club's tennis courts, bowling greens, croquet lawns, associated facilities, services, and programmes, and to participate in, coach, train, be coached, officiate, administer, or otherwise be involved in tennis, bowling, croquet, and any other activities conducted by, at, or under the control of the Club.
- Members are entitled to all rights and benefits conferred by this Constitution, Club Regulations, and the constitutions, regulations, and policies of the relevant district/regional and national sporting entities, together with any additional rights and benefits determined from time to time by the Committee or relevant governing bodies.
- Members must comply with this Constitution, Club Regulations, Membership terms and conditions, the rules governing tennis, bowling, and croquet, and all applicable constitutions, regulations, policies, rules, disciplinary procedures, and dispute resolution processes of the Club and the relevant district/regional and national sporting entities.
- Members shall use reasonable efforts, where practical, to encourage individuals accessing the Club through them to become Members.

Membership does not confer any ownership interest in, or entitlement to use, the property or assets of the Club or the relevant district/regional and national sporting entities .

A Member is only entitled to exercise the rights of membership (including attending and voting at General Meetings, accessing or using the Society's premises, facilities, equipment and other property, and participating in Society activities) if all subscriptions and any other fees have been paid to the Society by their respective due dates, but no Member or Life Member is liable for an obligation of the Society by reason only of being a Member.

Any Member that is a body corporate shall provide the Committee, in writing, with the name and contact details of the person who is the organisation's authorised representative, and that person shall be deemed to be the organisation's proxy for the purposes of voting at General Meetings.

The Committee may decide what access or use Members may have of or to any premises, facilities, equipment or other property owned, occupied or otherwise used by the Society, and to participate in Society activities, including any conditions of and fees for such access, use or involvement.

4.6 Subscriptions and fees

The annual subscription and any other fees for membership for the then current financial year shall be set by resolution of a General Meeting (which can also decide that payment be made by periodic instalments).

Any Member failing to pay the annual subscription (including any periodic payment), any levy, or any capitation fees, within 60 Working Days of the date the same was due for payment shall be considered as unfinancial and shall (without being released from the obligation of payment) have no membership rights and shall not be entitled to participate in any Society activity or to access or use the Society's premises, facilities, equipment and other property until all the arrears are paid. If such arrears are not paid within 90 Working Days of the due date for payment of the subscription, any other fees, or levy the Committee may terminate the Member's membership (without being required to give prior notice to that Member).

4.7 Ceasing to be a member

A Member ceases to be a Member—

by resignation from that Member's class of membership by written notice signed by that Member to the Committee, or
on termination of a Member's membership following a dispute resolution process under this Constitution, or
on death (or if a body corporate on liquidation or deregistration, or if a partnership on dissolution of the partnership), or
by resolution of the Committee where—
The Member has failed to pay a subscription, levy or other amount due to the Society within 90 Working Days of the due date for payment.
In the opinion of the Committee the Member has brought the Society into disrepute.

with effect from (as applicable)—
the date of receipt of the Member's notice of resignation by the Committee (or any subsequent date stated in the notice of resignation), or
the date of termination of the Member's membership under this Constitution, or
the date of death of the Member (or if a body corporate from the date of its liquidation or deregistration, or if a partnership from the date of its dissolution), or
the date specified in a resolution of the Committee and when a Member's membership has been terminated the Committee shall promptly notify the former Member in writing.

4.8 Obligations once membership has ceased

A Member who has ceased to be a Member under this Constitution—

remains liable to pay all subscriptions and other fees to the Society's next balance date,
shall cease to hold himself or herself out as a Member of the Society, and
shall return to the Society all material provided to Members by the Society (including any membership certificate, badges, handbooks and manuals).
shall cease to be entitled to any of the rights of a Society Member.

4.9 Becoming a member again

Any former Member may apply for re-admission in the manner prescribed for new applicants, and may be re-admitted only by resolution of the Committee.

But, if a former Member's membership was terminated following a disciplinary or dispute resolution process, the applicant may be re-admitted only by a resolution passed at a General Meeting on the recommendation of the Committee.

5. General meetings

5.1 Procedures for all general meetings

The Committee shall give all Members at least 7 Working Days' written Notice of any General Meeting and of the business to be conducted at that General Meeting.

That Notice will be addressed to the Member at the contact address notified to the Society and recorded in the Society's register of members. The General Meeting and its business will not be invalidated simply because one or more Members do not receive the Notice of the General Meeting.

Only financial Members may attend, speak and vote at General Meetings—

in person, or
by a signed original written proxy (an email or copy not being acceptable) in favour of some individual entitled to be present at the meeting and received by, or handed to, the Committee before the commencement of the General Meeting, or
through the authorised representative of a body corporate as notified to the Committee, and
no other proxy voting shall be permitted.

No General Meeting may be held unless at least 4 eligible financial Members attend throughout the meeting and this will constitute a quorum.

If, within half an hour after the time appointed for a meeting a quorum is not present, the meeting – if convened upon request of Members – shall be dissolved. In any other case it shall stand adjourned to a day, time and place determined by the Chairperson of the Society, and if at such adjourned meeting a quorum is not present those Members present in person or by proxy shall be deemed to constitute a sufficient quorum.

A Member is entitled to exercise one vote on any motion at a General Meeting in person or by proxy, and voting at a General Meeting shall be by voices or by show of hands or, on demand of the chairperson or of 2 or more Members present, by secret ballot.

Unless otherwise required by this Constitution, all questions shall be decided by a simple majority of those in attendance in person or by proxy and voting at a General Meeting or voting by remote ballot.

Any decisions made when a quorum is not present are not valid.

The Society may pass a written resolution in lieu of a General Meeting, and a written resolution is as valid for the purposes of the Act and this Constitution as if it had been passed at a General Meeting if it is approved by no less than 75 percent of the Members who are entitled to vote on the resolution. A written resolution may consist of 1 or more documents in similar form (including letters, electronic mail, or other similar

means of communication) each proposed by or on behalf of 1 or more Members. A Member may give their approval to a written resolution by signing the resolution or giving approval to the resolution in any other manner permitted by the Constitution (for example, by electronic means).

General Meetings may be held at one or more venues by Members present in person and/or using any real-time audio, audio and visual, or electronic communication that gives each Member a reasonable opportunity to participate.
All General Meetings shall be chaired by the Chairperson. If the Chairperson is absent, the meeting shall elect another member of the Committee to chair that meeting.
Any person chairing a General Meeting may —

With the consent of a simple majority of Members present at any General Meeting adjourn the General Meeting from time to time and from place to place but no business shall be transacted at any adjourned General Meeting other than the business left unfinished at the meeting from which the adjournment took place.

Direct that any person not entitled to be present at the General Meeting, or obstructing the business of the General Meeting, or behaving in a disorderly manner, or being abusive, or failing to abide by the directions of the chairperson be removed from the General Meeting, and

In the absence of a quorum or in the case of emergency, adjourn the General Meeting or declare it closed.

5.2 Minutes

The Society must keep minutes of all General Meetings.

5.3 Annual General Meetings: when they will be held

An Annual General Meeting shall be held once a year on a date and at a location and/or using any electronic communication determined by the Committee and consistent with any requirements in the Act, and the Constitution relating to the procedure to be followed at General Meetings shall apply.

The Annual General Meeting must be held no later than the earlier of the following—

6 months after the balance date of the Society
15 months after the previous annual meeting.

5.4 Annual General Meetings: business

The business of an Annual General Meeting shall be to—

confirm the minutes of the last Annual General Meeting and any Special General Meeting(s) held since the last Annual General Meeting,
adopt the annual report on the operations and affairs of the Society,
adopt the Committee's report on the finances of the Society, and the annual financial statements,
set any subscriptions for the current financial year,
consider any motions of which prior notice has been given to Members with notice of the Meeting, and
consider any general business.

The Committee must, at each Annual General Meeting, present the following information—

an annual report on the operation and affairs of the Society during the most recently completed accounting period,
the annual financial statements for that period, and
notice of any disclosures of conflicts of interest made by Officers during that period (including a summary of the matters, or types of matters, to which those disclosures relate).

5.5 Special General Meetings

Special General Meetings may be called at any time by the Committee by resolution.

The Committee must call a Special General Meeting if it receives a written request signed by at least 50 percent of Members.

Any resolution or written request must state the business that the Special General Meeting is to deal with.

The rules in this Constitution relating to the procedure to be followed at General Meetings shall apply to a Special General Meeting, and a Special General Meeting shall only consider and deal with the business specified in the Committee's resolution or the written request by Members for the Meeting.

6. Committee

6.1 Committee composition

The Committee will consist of at least 4 and maximum 8 members, there are 6 office positions to be held.

A majority of the Officers on the Committee must be either:

Members of the Society, or representatives of bodies corporate that are Members of the Society.

Office positions are

- Chairperson
- Vice Chairperson
- Secretary
- Treasurer
- Bowls Club Captain
- Tennis Club Captain
- plus two committee members

6.2 Functions of the committee

From the end of each Annual General Meeting until the end of the next, the Society shall be managed by, or under the direction or supervision of, the Committee, in accordance with the Incorporated Societies Act 2022, any Regulations made under that Act, and this Constitution.

6.3 Powers of the committee

The Committee has all the powers necessary for managing — and for directing and supervising the management of — the operation and affairs of the Society, subject to such modifications, exceptions, or limitations as are contained in the Act or in this Constitution.

6.4 Sub-committees

The Committee may appoint sub-committees consisting of such persons (whether or not Members of the Society) and for such purposes as it thinks fit. Unless otherwise resolved by the Committee—

the quorum of every sub-committee is half the members of the sub-committee but not less than 2,
no sub-committee shall have power to co-opt additional members,
a sub-committee must not commit the Society to any financial expenditure without express authority from the Committee, and
a sub-committee must not further delegate any of its powers.

6.5 General matters: committees

The Committee and any sub-committee may act by resolution approved during a conference call using audio and/or audio-visual technology or through a written ballot conducted by email, electronic voting system, or post, and any such resolution shall be recorded in the minutes of the next Committee or sub-committee meeting.

Other than as prescribed by the Act or this Constitution, the Committee or any sub- committee may regulate its proceedings as it thinks fit.

6.6 Committee meetings

6.7 Procedure

The quorum for Committee meetings is at least half the number of members of the Committee.

A meeting of the Committee may be held either—

1.by a number of the members of the Committee who constitute a quorum, being assembled together at the place, date and time appointed for the meeting; or
2.by means of audio, or audio and visual, communication by which all members of the Committee participating and constituting a quorum can simultaneously hear each other throughout the meeting.

A resolution of the Committee is passed at any meeting of the Committee if a majority of the votes cast on it are in favour of the resolution. Every Officer on the Committee shall have one vote.

The members of the Committee shall elect one of their number as chairperson of the Committee. If at a meeting of the Committee, the chairperson is not present, the members of the Committee present may choose one of their number to be chairperson of the meeting. The chairperson does not have a casting vote in the event of a tied vote on any resolution of the Committee.

Except as otherwise provided in this Constitution, the Committee may regulate its own procedure.

7. Officers

7.1 Qualifications of officers

Every Officer must be a natural person who—

has consented in writing to be an officer of the Society, and
certifies that they are not disqualified from being elected or appointed or otherwise holding office as an Officer of the Society.

Officers must not be disqualified under section 47(3) of the Act from being appointed or holding office as an Officer of the Society, namely—

1. a person who is under 16 years of age
2. a person who is an undischarged bankrupt
3. a person who is prohibited from being a director or promoter of, or being concerned or taking part in the management of, an incorporated or unincorporated body under the Companies Act 1993, the Financial Markets Conduct Act 2013, or the Takeovers Act 1993, or any other similar legislation
4. A person who is disqualified from being a member of the governing body of a charitable entity under the Charities Act 2005
5. a person who has been convicted of any of the following, and has been sentenced for the offence, within the last 7 years—
   a) an offence under subpart 6 of Part 4 of the Act
   b) a crime involving dishonesty (within the meaning of section 2(1) of the Crimes Act 1961)
   c) an offence under section 143B of the Tax Administration Act 1994
   d) an offence, in a country other than New Zealand, that is substantially similar to an offence specified in subparagraphs (1) to (3)

e) a money laundering offence or an offence relating to the financing of terrorism, whether in New Zealand or elsewhere

6. a person subject to:
   a) a banning order under subpart 7 of Part 4 of the Act,or
   b) an order under section 108 of the Credit Contracts and Consumer Finance Act 2003, or
   c) a forfeiture order under the Criminal Proceeds (Recovery) Act 2009, or
   d) a property order made under the Protection of Personal and Property Rights Act 1988, or whose property is managed by a trustee corporation under section 32 of that Act.
7. a person who is subject to an order that is substantially similar to an order referred to in paragraph (6) under a law of a country, State, or territory outside New Zealand that is a country, State, or territory prescribed by the regulations (if any) of the Act.

Prior to election or appointment as an Officer a person must—

consent in writing to be an Officer, and

- certify in writing that they are not disqualified from being elected or appointed as an Officer either by this Constitution or the Act. Note that only a natural person may be an Officer and each certificate shall be retained in the Society's records.

7.2 Officers' duties

At all times each Officer:

1. shall act in good faith and in what he or she believes to be the best interests of the Society,
2. must exercise all powers for a proper purpose,
3. must not act, or agree to the Society acting, in a manner that contravenes the Act or this Constitution,
4. when exercising powers or performing duties as an Officer, must exercise the care and diligence that a reasonable person with the same responsibilities would exercise in the same circumstances taking into account, but without limitation:

the nature of the Society,
the nature of the decision, and
the position of the Officer and the nature of the responsibilities undertaken by him or her

5. must not agree to the activities of the Society being carried on in a manner likely to create a substantial risk of serious loss to the Society or to the Society's creditors, or cause or allow the activities of the Society to be carried on in a manner likely to create a substantial risk of serious loss to the Society or to the Society's creditors, and
6. must not agree to the Society incurring an obligation unless he or she believes at that time on reasonable grounds that the Society will be able to perform the obligation when it is required to do so.

7.3 Election or appointment of officers

The election of Officers shall be conducted as follows.

1. Officers shall be elected during Annual General Meetings. However, if a vacancy in the position of any Officer occurs between Annual General Meetings, that vacancy shall be filled by resolution of the Committee (and any such appointee must, before appointment, supply a signed consent to appointment and a certificate that the nominee is not disqualified from being appointed or holding office as a Officer (as described in the 'Qualification of Officers' rule above). Any such appointment must be ratified at the next Annual General Meeting.

2. A candidate's written nomination, accompanied by the written consent of the nominee with a certificate that the nominee is not disqualified from being appointed or holding office as a Officer (as described in the 'Qualification of Officers' rule above) shall be received by the Society at least 5 Working days before the date of the Annual General Meeting. If there are insufficient valid nominations received, further nominations may be received from the floor at the Annual General Meeting.
3. Votes shall be cast in such a manner as the person chairing the meeting determines. In the event of any vote being tied, the tie shall be resolved by the incoming Committee (excluding those in respect of whom the votes are tied).
4. Two Members (who are not nominees) or non-Members appointed by the Chairperson shall act as scrutineers for the counting of the votes and destruction of any voting papers.
5. The failure for any reason of any financial Member to receive such Notice of the general meeting shall not invalidate the election.
6. In addition to Officers elected under the foregoing provisions of this rule, the Committee may appoint other Officers for a specific purpose, or for a limited period, or generally until the next Annual General Meeting. Unless otherwise specified by the Committee any person so appointed shall have full speaking and voting rights as an Officer of the Society. Any such appointee must, before appointment, supply a signed consent to appointment and a certificate that the nominee is not disqualified from being appointed or holding office as an Officer (as described in the 'Qualification of Officers' rule above).

7.4 Term

The term of office for all Officers elected to the Committee shall be 1 year(s), expiring at the end of the Annual General Meeting in the year corresponding with the last year of each Officer's term of office.

7.5 Removal of officers

An Officer shall be removed as an Officer by resolution of the Committee or the Society where in the opinion of the Committee or the Society —

The Officer has brought the Society into disrepute.
The Committee passes a vote of no confidence in the Officer.

with effect from (as applicable) the date specified in a resolution of the Committee or Society.

A) Suspension of a committee Member

Suspension of Committee Member:

If a Committee Member is alleged to have, given notice of, or charged with any of the circumstances described under Rule 4.3 or any circumstances arise in relation to a Committee Member which are or may be of concern to the Committee, the remaining Committee Members may by a Special Majority suspend them from the Committee, pending the determination of the allegation, notice or charge. A suspension may only be imposed following reasonable enquiries by the Committee and giving the Committee Member concerned a right to be heard by the Committee.

B) Removal of a committee Member

Removal of Committee Member:
a. A Committee Member may be removed from the Committee before the expiration of their term of office if the Committee considers, by Special Majority, that the Committee Member:
   i. has materially breached any of their duties under this Constitution or the Act; or

ii. did not, or is unable to, materially comply with this Constitution, the Club Regulations or any Rule of the Club;
iii. has engaged in Misconduct or acted in a manner unbecoming of a Member or prejudicial to the Purposes and interests of the Club;
iv. has brought the Club into disrepute; or
v. has been suspended or terminated as a Member, or had a sanction imposed, by a **relevant regional/district and national sports entities**

b. The Committee Member who is the subject of the motion to be removed is counted for the purpose of reaching a quorum but shall not participate in the vote on the motion.

i. Before any decision for removal is made by the Committee, the Committee Member concerned:
ii. shall be given no less than fourteen (14) Days' written notice by the Committee of the proposal to remove them;
iii. has the right to make written submissions in advance of the decision; and
iv. has the right to be present, make submissions and be heard by the Committee.

7.6 Ceasing to hold office

An Officer ceases to hold office when they resign (by notice in writing to the Committee), are removed, die, or otherwise vacate office in accordance with section 50(1) of the Act.

Each Officer shall within 20 Working Days of submitting a resignation or ceasing to hold office, deliver to the Committee all books, papers and other property of the Society held by such former Officer.

7.7 Conflicts of interest

An Officer or member of a sub-committee who is an Interested Member in respect of any Matter being considered by the Society, must disclose details of the nature and extent of the interest (including any monetary value of the interest if it can be quantified)—

1. to the Committee and or sub-committee, and
2. in an Interests Register kept by the Committee.

Disclosure must be made as soon as practicable after the Officer or member of a sub- committee becomes aware that they are interested in the Matter.

An Officer or member of a sub-committee who is an Interested Member regarding a Matter—

1. must not vote or take part in the decision of the Committee and/or sub- committee relating to the Matter unless all members of the Committee who are not interested in the Matter consent; and
2. must not sign any document relating to the entry into a transaction or the initiation of the Matter unless all members of the Committee who are not interested in the Matter consent; but
3. may take part in any discussion of the Committee and/or sub-committee relating to the Matter and be present at the time of the decision of the Committee and/or sub-committee (unless the Committee and/or sub- committee decides otherwise).

However, an Officer or member of a sub-committee who is prevented from voting on a matter may still be counted for the purpose of determining whether there is a quorum at any meeting at which the Matter is considered.

Where 50 per cent or more of Officers are prevented from voting on a Matter because they are interested in that Matter, a Special General Meeting must be called to consider and determine the Matter, unless all non-interested Officers agree otherwise.

Where 50 per cent or more of the members of a sub-committee are prevented from voting on a Matter because they are interested in that Matter, the Committee shall consider and determine the Matter.

8. Records

8.1 Register of Members

The Society shall keep an up-to-date Register of Members. For each current Member, the information contained in the Register of Members shall include —

Their name, and
The date on which they became a Member (if there is no record of the date they joined, this date will be recorded as 'Unknown'), and
Their contact details, including —
- A physical address or an electronic address, and
- A telephone number.

Every current Member shall promptly advise the Society of any change of the Member's contact details.

The Society shall also keep a record of the former Members of the Society. For each Member who ceased to be a Member within the previous 7 years, the Society will record:
The former Member's name, and
The date the former Member ceased to be a Member.

The register will be connected to the database of the relevant district/regional and national sporting entities (where applicable) to which the Club is a member and updated via their respective member management systems.

8.2 Interests Register

The Committee shall at all times maintain an up-to-date register of the interests disclosed by Officers and by members of any sub-committee.

8.3 Access to information for members

A Member may at any time make a written request to the Society for information held by the Society.

The request must specify the information sought in sufficient detail to enable the information to be identified.

The Society must, within a reasonable time after receiving a request —

1. provide the information, or
2. agree to provide the information within a specified period, or

3. agree to provide the information within a specified period if the Member pays a reasonable charge to the Society (which must be specified and explained) to meet the cost of providing the information, or
4. refuse to provide the information, specifying the reasons for the refusal.

Without limiting the reasons for which the Society may refuse to provide the information, the Society may refuse to provide the information if —

1. withholding the information is necessary to protect the privacy of natural persons, including that of deceased natural persons, or
2. the disclosure of the information would, or would be likely to, prejudice the commercial position of the Society or of any of its Members, or
3. the disclosure of the information would, or would be likely to, prejudice the financial or commercial position of any other person, whether or not that person supplied the information to the Society, or
4. the information is not relevant to the operation or affairs of the society, or
5. withholding the information is necessary to maintain legal professional privilege, or
6. the disclosure of the information would, or would be likely to, breach an enactment, or
7. the burden to the Society in responding to the request is substantially disproportionate to any benefit that the Member (or any other person) will or may receive from the disclosure of the information, or
8. the request for the information is frivolous or vexatious, or
9. the request seeks information about a dispute or complaint which is or has been the subject of the procedures for resolving such matters under this Constitution and the Act.

If the Society requires the Member to pay a charge for the information, the Member may withdraw the request, and must be treated as having done so unless, within 10 working Days after receiving notification of the charge, the Member informs the Society —

1. that the Member will pay the charge; or
2. that the Member considers the charge to be unreasonable. Nothing in this rule limits Information Privacy Principle 6 of the Privacy Act 2020 relating to access to personal information.

9. Finances

9.1 Control and management

The funds and property of the Society shall be—

controlled, invested and disposed of by the Committee, subject to this Constitution, and
devoted solely to the promotion of the purposes of the Society.

The Committee shall maintain bank accounts in the name of the Society. All money received on account of the Society shall be banked within 5 Working Days of receipt.

All accounts paid or for payment shall be submitted to the Committee for approval of payment.

The Committee must ensure that there are kept at all times accounting records that—

1. correctly record the transactions of the Society, and
2. allow the Society to produce financial statements that comply with the requirements of the Act, and
3. would enable the financial statements to be readily and properly audited (if required under any legislation or the Society's Constitution).

The Committee must establish and maintain a satisfactory system of control of the Society's accounting records.

The accounting records must be kept in written form or in a form or manner that is easily accessible and convertible into written form. And the accounting records must be kept for the current accounting period and for the last 7 completed accounting periods of the Society.

9.2 Balance date

The Society's financial year shall commence on 01/07 of each year and end on 30/06 (the latter date being the Society’s balance date).

10. Dispute resolution

10.1 Meanings of dispute and complaint

A dispute is a disagreement or conflict involving the Society and/or its Members in relation to specific allegations set out below.

The disagreement or conflict may be between any of the following persons—

1. 2 or more Members
2. 1 or more Members and the Society
3. 1 or more Members and 1 or more Officers
4. 2 or more Officers
5. 1 or more Officers and the Society
6. 1 or more Members or Officers and the Society.

The disagreement or conflict relates to any of the following allegations—

1. a Member or an Officer has engaged in misconduct
2. a Member or an Officer has breached, or is likely to breach, a duty under the Society's Constitution or bylaws or the Act
3. the Society has breached, or is likely to breach, a duty under the Society's Constitution or bylaws or the Act
4. a Member's rights or interests as a Member have been damaged or Member's rights or interests generally have been damaged.

A Member or an Officer may make a complaint by giving to the Committee (or a complaints subcommittee) a notice in writing that—

1. states that the Member or Officer is starting a procedure for resolving a dispute in accordance with the Society's Constitution; and
2. sets out the allegation(s) to which the dispute relates and whom the allegation or allegations is or are against; and
3. sets out any other information or allegations reasonably required by the Society.

The Society may make a complaint involving an allegation against a Member or an Officer by giving to the Member or Officer a notice in writing that—

1. states that the Society is starting a procedure for resolving a dispute in accordance with the Society's Constitution; and
2. sets out the allegation to which the dispute relates.

The information setting out the allegations must be sufficiently detailed to ensure that a person against whom an allegation or allegations is made is fairly advised of the allegation or allegations concerning them, with sufficient details given to enable that person to prepare a response.

A complaint may be made in any other reasonable manner permitted by the Society's Constitution.

All Members (including the Committee) are obliged to cooperate to resolve disputes efficiently, fairly, and with minimum disruption to the Society's activities.

The complainant raising a dispute, and the Committee, must consider and discuss whether a dispute may best be resolved through informal discussions, mediation, arbitration, or a tikanga-based practice. Where mediation or arbitration is agreed on, the parties will sign a suitable mediation or arbitration agreement.

10.2 How a complaint is made

1. A Member or an Officer may make a complaint by giving to the Committee (or a complaints subcommittee) a notice in writing that—

1. states that the Member or Officer is starting a procedure for resolving a dispute in accordance with the Society's Constitution; and
2. sets out the allegation or allegations to which the dispute relates and whom the allegation is against; and
3. sets out any other information reasonably required by the Society.

2. The Society may make a complaint involving an allegation or allegations against a Member or an Officer by giving to the Member or Officer a notice in writing that—
   1. states that the Society is starting a procedure for resolving a dispute in accordance with the Society's Constitution; and
   2. sets out the allegation to which the dispute relates.
3. The information given under subclause (1b.) or (2b.) must be sufficient to ensure that a person against whom an allegation is made is fairly advised of the allegation or allegations concerning them, with sufficient details given to enable that person to prepare a response.
4. A complaint may be made in any other reasonable manner permitted by the Society's Constitution.

10.3 Person who makes complaint has a right to be heard

1. A Member or an Officer who makes a complaint has a right to be heard before the complaint is resolved or any outcome is determined.

2. If the Society makes a complaint—
   1. the Society has a right to be heard before the complaint is resolved or any outcome is determined; and
   2. an Officer may exercise that right on behalf of the Society.
3. Without limiting the manner in which the Member, Officer, or Society may be given the right to be heard, they must be taken to have been given the right if—
   1. they have a reasonable opportunity to be heard in writing or at an oral hearing (if one is held); and
   2. an oral hearing is held if the decision maker considers that an oral hearing is needed to ensure an adequate hearing; and
   3. an oral hearing (if any) is held before the decision maker; and

4. the Member's, Officer's, or Society's written or verbal statement or submissions (if any) are considered by the decision maker. 5.

10.4 Person who is subject of complaint has a right to be heard

1. This clause applies if a complaint involves an allegation that a Member, an Officer, or the Society (the 'respondent')—
    1. has engaged in misconduct; or
    2. has breached, or is likely to breach, a duty under the Society's Constitution or bylaws or this Act; or
    3. has damaged the rights or interests of a Member or the rights or interests of Members generally.
2. The respondent has a right to be heard before the complaint is resolved or any outcome is determined.
3. If the respondent is the Society, an Officer may exercise the right on behalf of the Society.
4. Without limiting the manner in which a respondent may be given a right to be heard, a respondent must be taken to have been given the right if—
    1. the respondent is fairly advised of all allegations concerning the respondent, with sufficient details and time given to enable the respondent to prepare a response; and
    2. the respondent has a reasonable opportunity to be heard in writing or at an oral hearing (if one is held); and
    3. an oral hearing is held if the decision maker considers that an oral hearing is needed to ensure an adequate hearing; and
    4. an oral hearing (if any) is held before the decision maker; and
    5. the respondent's written statement or submissions (if any) are considered by the decision maker.

10.5 Investigating and determining dispute

1. The Society must, as soon as is reasonably practicable after receiving or becoming aware of a complaint made in accordance with its Constitution, ensure that the dispute is investigated and determined.

2. Disputes must be dealt with under the Constitution in a fair, efficient, and effective manner and in accordance with the provisions of the Act.

10.6 Society may decide not to proceed further with complaint

Despite the 'Investigating and determining dispute' rule above, the Society may decide not to proceed further with a complaint if—

1. the complaint is considered to be trivial; or
2. the complaint does not appear to disclose or involve any allegation of the following kind:
    1. that a Member or an Officer has engaged in material misconduct:
    2. that a Member, an Officer, or the Society has materially breached, or is likely to materially breach, a duty under the Society's Constitution or bylaws or the Act:
    3. that a Member's rights or interests or Members' rights or interests generally have been materially damaged:
4. the complaint appears to be without foundation or there is no apparent evidence to support it; or
5. the person who makes the complaint has an insignificant interest in the matter; or
6. the conduct, incident, event, or issue giving rise to the complaint has already been investigated and dealt with under the Constitution; or
7. there has been an undue delay in making the complaint.

10.7 Society may refer complaint

1. The Society may refer a complaint to—
    1. a subcommittee or an external person to investigate and report; or
    2. a subcommittee, an arbitral tribunal, or an external person to investigate and make a decision.
2. The Society may, with the consent of all parties to a complaint, refer the complaint to any type of consensual dispute resolution (for example, mediation, facilitation, or a tikanga-based practice).

10.8 Decision makers

A person may not act as a decision maker in relation to a complaint if 2 or more members of the Committee or a complaints subcommittee consider that there are reasonable grounds to believe that the person may not be—

1. impartial; or
2. able to consider the matter without a predetermined view.

11. Liquidation and removal from the register

11.1 Resolving to put society into liquidation

The Society may be liquidated in accordance with the provisions of Part 5 of the Act.

The Committee shall give 30 Working Days written Notice to all Members of the proposed resolution to put the Society into liquidation.

The Committee shall also give written Notice to all Members of the General Meeting at which any such proposed resolution is to be considered. The Notice shall include all information as required by section 228(4) of the Act.

Any resolution to put the Society into liquidation must be passed by a two-thirds majority of all Members present and voting.

11.2 Resolving to apply for removal from the register

The Society may be removed from the Register of Incorporated Societies in accordance with the provisions of Part 5 of the Act.

The Committee shall give 30 Working Days written Notice to all Members of the proposed resolution to remove the Society from the Register of Incorporated Societies.

The Committee shall also give written Notice to all Members of the General Meeting at which any such proposed resolution is to be considered. The Notice shall include all information as required by section 228(4) of the Act.

Any resolution to remove the Society from the Register of Incorporated Societies must be passed by a two-thirds majority of all Members present and voting.

11.3 Surplus assets

If the Society is liquidated or removed from the Register of Incorporated Societies, no distribution shall be made to any Member.

On the liquidation or removal from the Register of Incorporated Societies of the Society, its surplus assets — after payment of all debts, costs and liabilities — shall be vested in to be voted on by committee.

However, in any resolution under this rule, the Society may approve a different distribution to a different not-for-profit entity from that specified above, so long as the Society complies with this Constitution and the Act in all other respects.

12. Alterations to the constitution

12.1 Amending this constitution

All amendments must be made in accordance with this Constitution. Any minor or technical amendments shall be notified to Members as required by section 31 of the Act.

The Society may amend or replace this Constitution at an Annual General Meeting by a resolution passed by a simple majority of those Members present and voting.

That amendment may be approved by a resolution passed in lieu of a meeting but only if authorised by this Constitution.

Any proposed resolution to amend or replace this Constitution shall be given in writing to the Committee at least 20 Working Days before the Annual General Meeting at which the resolution is to be considered and accompanied by a written explanation of the reasons for the proposal.

At least 10 Working Days before the Annual General Meeting at which any amendment is to be considered the Committee shall give to all Members notice of the proposed resolution, the reasons for the proposal, and any recommendations the Committee has.

When an amendment is approved by a Annual General Meeting it shall be notified to the Registrar of Incorporated Societies in the form and manner specified in the Act for registration, and shall take effect from the date of registration.



Hauraki District Council does not guarantee that this map is without flaw of any kind and disclaims all liability for any errors, loss or other consequences which may arise from relying on any information depicted. The Digital Cadastre Layers are produced and maintained by Land Information New Zealand (LINZ) and is a component of the digital cadastral dataset available from LINZ. Accuracy, particularly in non survey-accurate areas, can be variable. The spatial accuracy of an object is better where the object's position has been determined by using either surveyed bearings & distances captured from survey plans or adjusted survey data.

Alley Park

PROPERTY MAP

0 30 60 m

28-September-2026

Scale 1:2256

Original Print Size: A4 Landscape

HAURAKI DISTRICT COUNCIL


MEMORIAL
PARK
HIKUTAIA
SOLDIERS MEMORIAL
GREAT WAR 1914-1919
PRIVATE PARK
NO CAMPERVANS
ALLOWED










ALLEY MEMORIAL PARK

Appendix C

HAURAKI
DISTRICT COUNCIL

OFFICE USE:

File Ref:

HDC / Environmental Mgmt / Conservation and Heritage / Conservation and Heritage Fund

Conservation and Heritage Fund Application Form

Funding for Significant Natural Areas, Outstanding Natural Features, Significant Trees and Heritage Features listed in the District Plan

Closing Date	30 September 2026
For Projects that take place between	1 January 2027 and 31 December 2027
To submit your Conservation and Heritage Fund application please complete, print and return this form to:	Conservation and Heritage Fund Administrator info@hauraki-dc.govt.nz



Read the *Conservation and Heritage Fund Guidelines*

Before you prepare your application, you should read the *Conservation and Heritage Fund Guidelines*. This guide tells you:

- whether you are able to apply for Conservation and Heritage funding for your project;
- which projects and costs are eligible and ineligible;
- what information you will need to include in your application.

Priority will be given to applications that:

- Improve, enhance, benefit or protect or reinstate the Significant Natural Area, the Heritage Feature, Outstanding Natural Feature or Significant Tree;
- Show evidence of the landowner's future commitment to the project, the long term benefits, including the future management and protection of the site (site management plan detailing present and future aspirations);
- Show whether the applicants have explored and developed any opportunities for collaboration and partnership with others resulting in contributory funding from other parties;
- Show the likelihood of the projects success and the applicant's capability to deliver the outcomes of the project. Desirable attributes include a project plan, a project budget providing visibility of all funding sources for the project.

Complete the *Conservation and Heritage Fund Application Form*

- Applications can only be submitted using this document
- To complete this application form in Microsoft Word (version 2003 or newer) you need to type your answers to each question in the boxes provided.

  Example: | Type your answer here |

  IMPORTANT – DO NOT edit any text outside of these boxes

- If you are unable to type into the boxes provided, please print a copy and complete by hand;
- If you need more space, attach information to the back of this application form. Please include the section headings to help assessors;
- We recommend that you keep a copy of your completed application for your own reference;
- Contact the administrator if you need advice on your application (see contact details on the cover page).

Before submitting your application, complete this checklist: *(mark with an ✓)*

- ☑ My project is for Significant Natural Areas, Heritage Features, Outstanding Natural Features or Significant Trees as listed in the District Plan
- ☐ My project takes place in the local authority district that I am applying to
- ☐ I have answered all of the questions in this form
- ☐ I have provided two quotes and other financial details
- ☐ I have provided other supporting documentation
- ☐ I have read and signed the declaration
- ☐ I have made a copy of this application for my records

1. Applicant Details

Are you applying as an individual or group? Individual ☐ Group ☐

Full name:	Nehu Moana & Patricia Myra Williams Whānau Trust		
Contact address/PO Box:	538 Rotokohu Road		
Suburb:		**Town/City:**	Paeroa
Postcode:	3600	**Country:**	New Zealand
Email:	[redacted]		
Telephone (day):	[redacted]		

All correspondence will be sent to the above email or postal address

Name on bank account: [redacted] **GST** ☐

Bank account number *(please also include proof of account/bank deposit slip):* [redacted]

If you are successful, your grant will be deposited into this account

2. The Property

Address of the property to which the application applies, include land ID if known (*please attach a photo*):	41 Rotokohu Road Paeroa 3600
Legal description:	LOT 1 DP 23983
Name of Owner:	Taharua Wharenui - Sutherland
Contact phone number:	[redacted]
Address if different from above:	538 Rotokohu Road, Paeroa 3600

Status of ownership: ☐ Private ☐ Trust ☐ Company ☐ Other (*please specify*)

If you do not own the property, also include evidence showing entitlement to use the property.

Is the property scheduled in the Hauraki District Plan? ☐ Yes ☐ No

Listing detail: HAU212

Is the property entered on the Heritage New Zealand List? ☐ Yes ☐ No

Listing detail: Heritage Category B

If no, please provide a brief statement explaining why the property/ feature /species is important. *(Include photos if necessary):*

History: This church replaced the church built at Ngatoitoi Marae. It was dedicated on 2nd June 1932. It was built by Rihitoto Mataia Nicholls when she was 91 (she died 14 May 1935, aged 94). Mrs Nicholls was a very wealthy and prominent business woman, owning land in the Paeroa and Coromandel areas. Her second husband was Chairman of the Ohinemuri County Council. I am a direct desendant of Rihitoto Mataia.

What is the property currently used for/what is the current state of the significant natural area, significant tree(s), natural feature or heritage feature. Will this use change? *(If so please explain):*

It is used for monthly church services open to the public. We would like to open it up for use to schools and community groups requiring a place for crafts (such as weaving and tukutuku), waiata groups, choir and the likes. The heritage building is in desperate need of restoration on the outside. The cladding is rotting, spouting needs replacing, and building is no longer secure at the door is in need of repairs and new locks. A few windows need putting and glass replaced. The roof seems to be in good condition, however needing a waterblast and clean on the southern side

Do you have a conservation/ecological/environmental restoration plan prepared for the property, feature or species? ☐ Yes ☐ No

If yes, does this work comprise part of the work identified in this plan? ☐ Yes ☐ No

3. The Project

Description of project: Proposed work that the funding assistance is being sought for *(please use any photos or other attachments to illustrate and see relevant part of 3.3, 3.4, 3.5 and 3.6 of Guideline Document for the types of things you can apply for):*

For heritage features - ongoing maintenance, repairs and restoration work please see photos and quotes for more details

Start date: As soon at practically possible Finish date: Late 2027

How will the project happen?

We would like to stage it over a year.

First to secure the building with lockable doors and repairs to window glass, steps to entrance way and mobility access deck.

Second to clean out and repair the spouting and clean the roof of moss.

Third to repair and replace the cladding and install and repair windows.

Fourth to install gate and repair and repaint fence.

Tell us about the key people and/or the groups involved *(only relevant if you are a group applying on behalf of an eligible landowner)*:

Whānau working bee to clear debris and prepare the property for building work.

Qualified builders, electrician and maybe a windows insert expert (low maintenance windows).

Explain how your proposal stacks up against the assessment criteria for the fund *(set out in Section 4 of the Guideline Document):*

This proposal seeks support for a coordinated programme of works to protect and strengthen the heritage value of the church while improving its condition, presentation and ongoing use.

The project will take a conservation-led approach: retaining original fabric wherever practicable, repairing rather than replacing, reinstating missing or altered heritage features where there is reliable evidence, and ensuring new work is compatible with the building's historic character.

The completed works will provide a safer, more welcoming and more sustainable place for worship, community activity and future generations.

Will you be employing a conservation architect/ecologist/specialist?

☐ Yes ☐ No

Who will be supervising the project? *Please include any support from conservation/ ecology professionals on the appropriateness of the work being undertaken.*

I have requested the guidance of a revered Heritage Advisor James Schuster, but I have yet to confirm his availability at this stage.

Does this work require any types of consents and do you currently hold these consents?
Please detail:

I believe it will require consents for the cladding replacement.

Project Type (*Select ONE and mark with an ✓*):

☐ Significant Natural Area	DP Identification No:	
☐ Significant Tree	DP Identification No:	
☐ Natural Feature	DP Identification No	
☐ Heritage Feature	DP Identification No	HAU212

See District Plan Schedule and District Plan Maps (District Plan in Council's website).

Print relevant page of Planning Map(s) or ask the Conservation and Heritage Fund Administrator to send you a copy and mark the project area on this, and return with your application.

4. Previous Work:

What work has been carried out on the property/feature/species previously and at what cost? *(Use separate sheets if necessary)*:

In the last 6-8 years there has been some work on the electrical wiring for the lighting and swtichboard, however this needs future proofing and a new switchboard with rcds. There is ongoing maintenance on the property with the lawns and trees being regularly maintained. HDC workers have attended in the past few days to clear a blockage to the water - we now have running water available to service the toilet and tap. General maintenance by family members (fixing of windows, patching up of outside cladding where the cladding has rotted and general up keep of the grounds maintenance. Historically the painting of building and roof repairs were undertaken by family members who have since passed on

5. Community Benefit

Include an explanation of how the Hauraki public will benefit from this project. If necessary, also supply options for how that benefit may be increased. *(The application cannot be considered without this information. Use separate sheets if necessary):*

Where compatible with heritage values, the project will improve accessibility, lighting, ventilation, comfort, wayfinding and safe use. These improvements will support worship, ceremonies, heritage interpretation, education and community gatherings, increasing the church's value as a living community place rather than treating it solely as a historic object

6. Budget / Funding

Total cost of the project excluding GST *(include quotes where relevant):*

$ 125,954.44

Please supply an itemised breakdown below of the project costs. Indicate items for which you are applying for funding:

Project costs	Write down all the costs of your project and include the details, e.g. Fencing, Pest Control, Planting of Indigenous Species, Implementation of Conservation Plans etc.	
Item *e.g. Perimeter Fencing*	**Detail** *e.g. 90 metres of fencing at $x / metre*	**Amount** *e.g. $300*
Please see attached	itemised quote attached	122954.44
Electrical upgrade	Switchboard and wiring upgrade	2100.00
Total Costs		**$** 125054.44
Amount you are requesting from the Conservation and Heritage Fund		**$** 17,000.00
What percentage of the overall project costs does this represent?		**%** 13.59

Other financial information:

Tell us about any other funding you have applied for or received for this project *(include own funds)*			
Date applied	**Who to** (*Government agency, Charitable trust, other (please specify):*	**How much $**	**Confirmed/ unconfirmed**
n/a			

Tell us about other grants you have received through the Conservation and Heritage Fund in the past three years.			
Date	**Project title**	**Amount received $**	**Project completion report submitted** (yes/no)
n/a			

Groups or organisations must provide a copy of their latest financial statement. This can be a copy of the audited accounts, an income and expenditure statement or a copy of the unaudited management accounts.

If your group or organisation has reserves which are not being used for this project you should include your reserves statement or policy.

If you are GST registered, please supply your GST number:

Please provide pre-printed bank account details, including; name of bank, account name and account number.

What will happen to the project if you do not get full funding?

We will continue to fundraise, apply for funding from other sources while repairing as we can afford to do so.

Please provide any additional information/comments in support of your application.
(*Use extra sheets if necessary):*

Please see quotes attached.

Declaration

I/We declare that the details contained in this application are correct and that I/we have authority to commit to the following conditions.

If this application is successful, I/we agree to:

- Complete the project as outlined in this application (or request permission in writing from Council for any significant change to the project);
- Complete the project within a year of the funding being approved;
- Complete and return a project report form (this will be sent with the grant approval letter) within two months after the project is completed
- Return any unspent funds
- Acknowledge Conservation and Heritage funding at event openings or presentations

I understand that Hauraki District Council is bound by the Local Government Official Information and Meetings Act 1987.

I/we consent to Hauraki District Council recording the personal contact details provided in this application, retaining and using these details for the purpose of evaluating the Conservation and Heritage Fund applications.

I/we understand that my/our name and brief details about the project may be released to the media or appear in publicity material.

I/we undertake that I/we have obtained the consent of all people involved to provide these details. I/we understand that I/we have the right to have access to this information. This consent is given in accordance with the Privacy Act 1993.

Name:	[redacted]
Status (owner/agent):	Trust/ Descendant of Rihitoto Mataia
Signature:	[redacted] Signed by: Geraldine Wharerau Trustee Date & Time: 30 Sep, 2026 15:35:42 NZDT
Date:	30 Sep, 2026

When completed, please submit your application to Hauraki District Council:

Via Post: PO Box 17, Paeroa, 3640

Email: info@hauraki-dc.govt.nz

JUDDRO
Construction Ltd

FROM
Juddro Construction Ltd
Paeroa 3600

Contact: Robert or Kelly
Email: quote@juddro.co.nz

PHONE
027 867 9888 or 027 933 4744

GST NUMBER
106 391 432

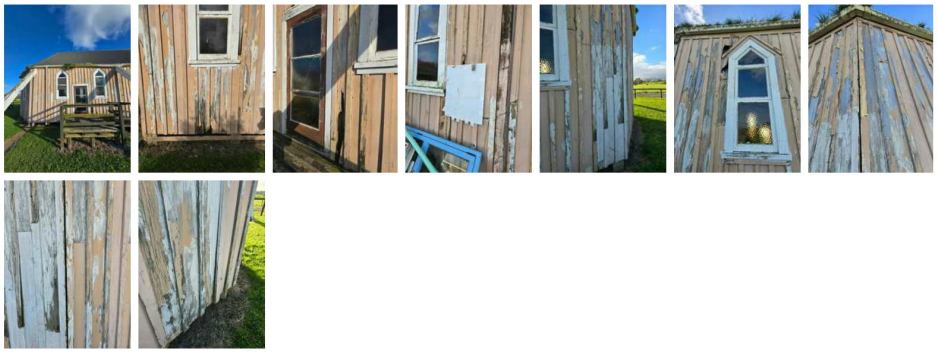
[redacted]

QUOTE NUMBER
10877

DATE
30 September 2026

EXPIRY DATE
28 October 2026

TAHARUA CHURCH RECLAD QUOTE

☑ H-CTX320 **TRIM EXT H3.2 200X25, REPL (M)** 164m2 Of exterior walls to replace Board and batten like for like include packing out windows and doors and facia replace for windows and doors Replace exterior trim, H3.2 treated, up to ex 200 x 25, to match existing. 	39.24 x 818 32,098.32
☑ CTX300 **TRIM EXT H3.2 100X25, REPL (m)** Replace existing cladding with board and batten style like for like Replace exterior trim, H3.2 treated, up to ex 100 x 25 to match existing. 	19.26 x 818 15,754.68

☑ H-CIN180 **INSULATION WALL, S&F (M2)** Missing Required Supply and fit procurement polyester wall insulation to external wall framing when exposed. 	38.59 x 164 6,328.76
☑ H-CIN300 **BUILDING WRAP, S&F (M2)** Missing Required Supply and fix fire retardant building wrap to external wall framing when exposed. 	11.87 x 164 1,946.68
☑ APL-CTI160 **TRIM HORIZONTAL CAVITY BATTEN, REPL (m)** Required Install horizontal cavity battens @600 centres 	17.49 x 320 5,596.80
☑ APL-CTX320 **TRIM EXT H3.2 200X25, REPL (m)** Top Facia Replace exterior trim, H3.2 treated, up to ex 200 x 25, to match existing. 	39.24 x 40 1,569.60
☑ APL-PSP300 **SPOUTING PVC, REPL (m)** Replace section of PVC spouting, including brackets, intersections, stop ends, joints and outlets. 	55.10 x 40 2,204.00

APL-PDP300 **DOWNPIPE PVC, REPL (m)** Replace PVC downpipe and brackets. 	38.18 x 4 152.72
H-CDT810 **DR EXT GLAZED, REPL (No.)** X2 Front dr x1 side dr Replace exterior, H3.2 treated, timber framed, ledged and glazed door to match existing. Replace hinges. Refit existing hardware. Prime including all edges. Glazing to be charged separately. 	1,406.66 x 3 4,219.98
H-CHD305 **LOCK SCHLAGE ENTRY COMPL, REPL (No.)** Replace Schlage cylindrical latching entrance lock complete. 	110.68 x 2 221.36
H-CHD510 **DR TOWER BOLT, REPL (No.)** Replace tower bolt to door. 	37.37 x 2 74.74
APL-CHD810 **DR WEATHER SEAL, INT, S&F (No.)** Side dr Supply and fit weather seal bar and closing lugs to the interior side of an exterior timber door and frame. 	62.59 x 3 187.77

scaffol
SCAFFOLDING

Supply Scaffolding for working at heights



128.36
x 41
5,262.76

☑ H-CTX430
TRIM EXT H3. 250X40, REPL (M)

Front Gable Facia
Replace exterior trim, H3.2 treated, up to ex 250 x 40, to match existing.



79.26
x 11
871.86

DPE700
PAINT EXT OF HSE

Paint exterior Walls Complete including Windows,Doors, trims ramp and front steps



120.00
x 207
24,840.00

☑ APL-GTW100
GLASS CLR, TIM WIN <=.4M2 (No.)

Replace cracked window glass
Reglaze timber window, clear glass, in panes not exceeding 0.4m².



93.59
x 3
280.77

☑ APL-GTD200
GLASS CLR STY, TIM DR <=.4M2 (No.)

Glass for new doors
Reglaze timber door, clear safety glass, in panes not exceeding 0.4m².



152.95
x 5
764.75

☑ H-CWT300 **WINDOW TIM FRAME, REPR (No.)** Repair rotten window sill Repair short section of timber window frame, generally less than 0.5m long, by cutting out damaged portion of sill, frame, mullion or transom member and replacing with new portion to match existing, and patch paint. (Replace glazing if required measured separately). 	180.17 x 1 180.17
☑ H-GMS500 **GLASS SPRIG AND REPUTTY SASH (M)** Most windows need reputtying Sprig and reputty sash glazing, including clean and prime rebate. 	31.21 x 40 1,248.40
KCX250 **WATERBLAST** Waterblast Ramp and landing for new paint Waterblast gable wall and brace frames for paint 	8.16 x 40 326.40
☑ APL-CSA500 **STAIR EXT TIM TREAD/RISER REPL (No.)** Front door steps uneven Replace exterior timber stair tread and riser. 	161.36 x 3 484.08

☑ APL-CSB500 **BALUSTRADE EXT TIM, REPL (m)** To front steps Replace 1m of exterior timber balustrade 1100 high, including posts, rails, balusters and handrail. Handrail to be timber rail with top two corners machined to profile. Painting to be measured separately. 	230.44 x 3 691.32
☑ H-CAA100 **CARPENTRY DAYWORK, LABOUR ($)** Remove ramp and landing for cladding installation and refit  	71.39 x 14 999.46
☑ APL-CHM150 **HINGE, REPL (No.)** All window sashes Replace hinge to door or window.    	25.48 x 24 611.52
Options selected Subtotal GST 15% **Total NZD**	21 of 21 106,916.90 16,037.54 **$122,954.44**

General Terms and Conditions

PAYMENT SCHEDULE
Our Payment scheudle is as as follows:
- 50% Before Commencement
- 50% At Completion within 7 days

DEPOSIT PAYMENT
Following your acceptance, we will invoice you for the deposit. On receipt of your payment we will Order any necessary materials for your job. If you wish to pay your deposit immediately our account details are below and the Invoice/Reciept will be sent out after.

Juddro Construction Ltd
Account: 06-0457-0168962-000

TIME FRAME
We estimate the current scope of work to take between "7 to 10 working days", pending weather conditions and availability of the required materials. Work will begin once your materials are avaliable.

Please also refer to our attached Terms of Trade

Juddro TERMS OF TRADE 2024

Estimate Pricing

Client Name	St Johns Tamatera Church
Client Contact	[redacted]
Project Name:	Upgrade switch board
Project Number:	TBA

Date	27-09-2026
Project Background	Upgrade switch board / meter box
Scope	Work to be performed: • Disconnect and remove old mains cabling and switch board • Install new combination meter box / switch board with RCD circuit protection • Install new main earth conductor and earth electrode • Testing and certification of all works. • Metering inspection fee's
Price (excl. GST)	

Total	**$2100.00**

For **INNIS ELECTRICAL INSPECTIONS LIMITED** by:



Signature

Dean Innis / Managing Director

Name / Position

27-09-2026

Date

For ***the Client*** by:

Signature

Name / Position

Date

Appendix D

HAURAKI
DISTRICT COUNCIL

OFFICE USE:

File Ref:

HDC / Environmental Mgmt / Conservation and Heritage / Conservation and Heritage Fund

Conservation and Heritage Fund Application Form

Funding for Significant Natural Areas, Outstanding Natural Features, Significant Trees and Heritage Features listed in the District Plan

Closing Date	30 September 2026
For Projects that take place between	1 January 2027 and 31 December 2027
To submit your Conservation and Heritage Fund application please complete, print and return this form to:	Conservation and Heritage Fund Administrator info@hauraki-dc.govt.nz



Read the *Conservation and Heritage Fund Guidelines*

Before you prepare your application, you should read the *Conservation and Heritage Fund Guidelines*. This guide tells you:

- whether you are able to apply for Conservation and Heritage funding for your project;
- which projects and costs are eligible and ineligible;
- what information you will need to include in your application.

Priority will be given to applications that:

- Improve, enhance, benefit or protect or reinstate the Significant Natural Area, the Heritage Feature, Outstanding Natural Feature or Significant Tree;
- Show evidence of the landowner's future commitment to the project, the long term benefits, including the future management and protection of the site (site management plan detailing present and future aspirations);
- Show whether the applicants have explored and developed any opportunities for collaboration and partnership with others resulting in contributory funding from other parties;
- Show the likelihood of the projects success and the applicant's capability to deliver the outcomes of the project. Desirable attributes include a project plan, a project budget providing visibility of all funding sources for the project.

Complete the *Conservation and Heritage Fund Application Form*

- Applications can only be submitted using this document
- To complete this application form in Microsoft Word (version 2003 or newer) you need to type your answers to each question in the boxes provided.

Example: | Type your answer here |

IMPORTANT – DO NOT edit any text outside of these boxes

- If you are unable to type into the boxes provided, please print a copy and complete by hand;
- If you need more space, attach information to the back of this application form. Please include the section headings to help assessors;
- We recommend that you keep a copy of your completed application for your own reference;
- Contact the administrator if you need advice on your application (see contact details on the cover page).

Before submitting your application, complete this checklist: *(mark with an ✓)*

- ☑ My project is for Significant Natural Areas, Heritage Features, Outstanding Natural Features or Significant Trees as listed in the District Plan
- ☑ My project takes place in the local authority district that I am applying to
- ☑ I have answered all of the questions in this form
- ☑ I have provided two quotes and other financial details / Commentary.
- ☑ I have provided other supporting documentation
- ☑ I have read and signed the declaration
- ☑ I have made a copy of this application for my records

1. Applicant Details

Are you applying as an individual or group? Individual ☐ Group ☑

Full name:	Anglican Parish of St John, Waihi		
Contact address/PO Box:	PO Box 251		
Suburb:		**Town/City:**	Waihi
Postcode:	3641	**Country:**	New Zealand
Email:	[redacted]		
Telephone (day):	[redacted]		

All correspondence will be sent to the above email or postal address

Name on bank account: [redacted] **GST** ☑

Bank account number *(please also include proof of account/bank deposit slip):* [redacted]

If you are successful, your grant will be deposited into this account

2. The Property

Address of the property to which the application applies, include land ID if known (*please attach a photo*):	Seddon St, Waihi
Legal description:	Sec 46 TWN Town of Waihi
Name of Owner:	Anglican Parish District of St John, Waihi
Contact phone number:	[redacted]
Address if different from above:	

Status of ownership: ☐ Private ☐ Trust ☐ Company ☑ Other (*please specify*)

The Church is part of the Anglican Diocese of Waikato and Taranaki It is owned by a trust of the Diocese but operated by the Anglican Parish of St John, Waihi.

If you do not own the property, also include evidence showing entitlement to use the property.

Is the property scheduled in the Hauraki District Plan? ☑ Yes ☐ No

Listing detail: HAU006

Is the property entered on the Heritage New Zealand List? ☑ Yes ☐ No

Listing detail: 731

If no, please provide a brief statement explaining why the property/ feature /species is important. *(Include photos if necessary):*

This is a category A building for Hauraki District. It is one of the oldest wooden buildings in the district and stands prominently beside the Information Centre and across from the pumphouse (another category A building). It represents a period of architecture and the development of the settlement of Waihi. It is also represents a building which has been central to a great many families in the Waihi district - a place of worship, of baptisms, marriages and funerals.

What is the property currently used for/what is the current state of the significant natural area, significant tree(s), natural feature or heritage feature. Will this use change? *(If so please explain):*

Used as a church. Also has occasional concerts - both by a local choral group and visiting choirs.

Do you have a conservation/ecological/environmental restoration plan prepared for the property, feature or species? ☑ Yes ☐ No

If yes, does this work comprise part of the work identified in this plan? ☑ Yes ☐ No

3. The Project

Description of project: Proposed work that the funding assistance is being sought for *(please use any photos or other attachments to illustrate and see relevant part of 3.3, 3.4, 3.5 and 3.6 of Guideline Document for the types of things you can apply for):*

The upper level glass has a number of broken areas, One was caused by vandalism (a beer bottle being thrown through it), while other windows have simply fractured with the flexing of the building over time and the ageing of the material. As well, over the years the opening and shutting mechanisms have jammed with the re-paints or flexing of the building.
The intention is to replacement the existing upper glasswork with new glass - a toughened cathedral glass which is thicker than the original and should prove more durable. It is also intended to replace it with white cathedral glass rather than present coloured glass to create more natural light in the building. At present there are a number of shades.
The glazier has investigated how he can replace the existing glass. It will involve having to remove the existing patterned frames holding the glass in place, replacing the glass, then refitting the patterned frames on top of the new glass.
As well, the roofing iron needs to be refixed. Information from painters has indicated that the roofing iron is in satisfactory condition but the old nails have been worked loose. At the same time, the roof would be cleaned and a new flashing fitted where there is a break in the slope of the roof.

Start date: February 2027? Finish date: March 2027?

How will the project happen?

We will need to undertake the glazing project at the same time as we rescrew the roofing iron and carry out other maintenance work on the roof so that we can utilise the scaffolding to the maximum. So we need to get a date from the roofing contractor and scaffolding provider and then arrange for the glazier to work in conjunction with them.

Tell us about the key people and/or the groups involved *(only relevant if you are a group applying on behalf of an eligible landowner)*:

Explain how your proposal stacks up against the assessment criteria for the fund *(set out in Section 4 of the Guideline Document):*

1. The work will protect the heritage feature
2. The evidence of past work indicates that the parish is committed to the maintenance of the heritage building
3. We are also looking to work with other groups to carry out the combined project
4. Given that we have a clear task to be achieved, the project should be successful. It should also be clear when the project has been completed.

Will you be employing a conservation architect/ecologist/specialist?

☐ Yes ☑ No

Who will be supervising the project? *Please include any support from conservation/ ecology professionals on the appropriateness of the work being undertaken.*

We were visited by NZ Heritage in 2021 and matters to do with the maintenance of the building were discussed with them. See the attached document.

Does this work require any types of consents and do you currently hold these consents?
Please detail:

No

Project Type (*Select ONE and mark with an ✓*):

☐	Significant Natural Area	DP Identification No:	
☐	Significant Tree	DP Identification No:	
☐	Natural Feature	DP Identification No	
☑	Heritage Feature	DP Identification No	HAU 006 Sec 46 & pt secs 57,57a Waihi

See District Plan Schedule and District Plan Maps (District Plan in Council's website).

Print relevant page of Planning Map(s) or ask the Conservation and Heritage Fund Administrator to send you a copy and mark the project area on this, and return with your application.

4. Previous Work:

What work has been carried out on the property/feature/species previously and at what cost? *(Use separate sheets if necessary)*:

As mentioned in the attached document, there has been continuing maintenance and improvements to the building. (All figures excl of GST) 2025 - $1,238 - minor maintenance matters 2024 - $52,725 - HVAC installation 2023 - $145 - minor maintenance matters 2022 - $14,024 - south wall painting 2021 - $10,171 - south wall painting 2020 - $6,659 altar window repairs, west wall work, borer control 2019 - $ 435 - minor maintenance 2018 - $ 657 - minor maintenance 2017 - $17,352 - interior carpeting Prior to 2017 - on-going painting of walls, or window frames and doors - major task - re-piling the entire church - on-going borer control

5. Community Benefit

Include an explanation of how the Hauraki public will benefit from this project. If necessary, also supply options for how that benefit may be increased. *(The application cannot be considered without this information. Use separate sheets if necessary):*

The project
maintains one of the notable heritage buildings in town
provides a concert venue (has been used by New Zealand Youth Choir, Royal Schools of Church Music, Ohinemuri Singers, local Waihi choristers)
provides the church functions for the local Anglican community
provides a funeral and wedding venue for other members of the community

Without support the local Anglican community is faced with difficulties in maintaining the church building - but does not want to see it become delapidated. At the same time the Church is also maintaining a hall which is heavily used by the community (in the last three years new doors fitted, heat pumps installed, but the building needs a repaint).

6. Budget / Funding

Total cost of the project excluding GST *(include quotes where relevant):*

$ 38,226.67

Please supply an itemised breakdown below of the project costs. Indicate items for which you are applying for funding:

Project costs	Write down all the costs of your project and include the details, e.g. Fencing, Pest Control, Planting of Indigenous Species, Implementation of Conservation Plans etc.	
Item *e.g. Perimeter Fencing*	**Detail** *e.g. 90 metres of fencing at $x / metre*	**Amount** *e.g. $300*
Scaffolding		14,514.78
Glaziers work		6,454.00
Roofing work		17,257.89
Total Costs		**$** 38,226.67
Amount you are requesting from the Conservation and Heritage Fund		**$** 13,000
What percentage of the overall project costs does this represent?		**%** 34

Other financial information:

Tell us about any other funding you have applied for or received for this project *(include own funds)*

Date applied	**Who to** *(Government agency, Charitable trust, other (please specify):*	**How much $**	**Confirmed/ unconfirmed**
	We are intending to apply to OceanaGold for support to	13,000	Unconfirmed
	undertake the work as well		
	Input from own funds	12,226.67	In hand

Tell us about other grants you have received through the Conservation and Heritage Fund in the past three years.

Date	**Project title**	**Amount received $**	**Project completion report submitted** (yes/no)
27/2/2022	Maintenance of St Johns church	$15,000	
	(south wall painting)		
	A total of $24,195 exc GST was spent on		
	painting the south wall.		
	This format is new.		

Groups or organisations must provide a copy of their latest financial statement. This can be a copy of the audited accounts, an income and expenditure statement or a copy of the unaudited management accounts.

If your group or organisation has reserves which are not being used for this project you should include your reserves statement or policy.

If you are GST registered, please supply your GST number: [redacted]

Please provide pre-printed bank account details, including; name of bank, account name and account number.

What will happen to the project if you do not get full funding?

We have not applied for full funding of the project. We are expecting to put up some of the cost as it is our building. However, given the overall cost of the task we are looking for external support to help maintain what is a community building.
If we need to draw on more of our savings then we would need to defer other projects such as repainting the church hall.

Please provide any additional information/comments in support of your application.
(Use extra sheets if necessary):

One issue we have is with providing extra quotes.
We employed a local glazier to investigate the upper windows and work out how the panes of glass needed to be fitted. This cost us $1,033. We see little point in spending a substantial sum for someone else to investigate before providing us with a quote. The glazier is related to church members so we feel confident that his quote is fair.
Similarly with the roofing. We approached a local firm who does roofing work and who acquired a cost for the scaffolding but then with drew on that grounds that the work was beyond the scope of what is normally required - in particular the steepness of the roof and the requirement for specialist ladders and roping of staff. Hence we went to a larger company from outside town.

Declaration

I/We declare that the details contained in this application are correct and that I/we have authority to commit to the following conditions.

If this application is successful, I/we agree to:

- Complete the project as outlined in this application (or request permission in writing from Council for any significant change to the project);
- Complete the project within a year of the funding being approved;
- Complete and return a project report form (this will be sent with the grant approval letter) within two months after the project is completed
- Return any unspent funds
- Acknowledge Conservation and Heritage funding at event openings or presentations

I understand that Hauraki District Council is bound by the Local Government Official Information and Meetings Act 1987.

I/we consent to Hauraki District Council recording the personal contact details provided in this application, retaining and using these details for the purpose of evaluating the Conservation and Heritage Fund applications.

I/we understand that my/our name and brief details about the project may be released to the media or appear in publicity material.

I/we undertake that I/we have obtained the consent of all people involved to provide these details. I/we understand that I/we have the right to have access to this information. This consent is given in accordance with the Privacy Act 1993.

Name:	[redacted]
Status (owner/agent):	Secretary to the Vestry of the Parish of St John, Waihi
Signature:	[redacted]
Date:	22/09/2026

When completed, please submit your application to Hauraki District Council:

Via Post: PO Box 17, Paeroa, 3640

Email: info@hauraki-dc.govt.nz

Financial Situation Financials to 31/7/26

Account Item		59 % thru year	Budget 26
Offerings	**7,800**	**60**	**13,000**
Other Income	**4,962**	**37**	**13,450**
TOTAL INCOME	**12,762**	**49**	**26,450 (140,000)**
Stipends/Ministry Costs	**5,107**	**60**	**8,600**
Parish Running Costs	**2,519**	**46**	**5,560**
Assessments and levies	**7,865**	**59**	**13,432**
Property expenses	**4,203**	**27**	**15,800**
TOTAL EXPENSES	**19,694**	**46**	**43,392**
Surplus/Deficit	**(6,932)**		**(16,942)**

Hall;

Rental Income	5,516	51	11,000
Costs	1,108	37	3,000
Balance	**4,408**	**63**	**8,000**

Commentary

Balances	**30/4/2026**	**4/9/26**
Trust Management investment	45,787	45,787
Imprest Account	4,570	1,596
Diocesan Account	31,476 (140,000)	19,809 (140,000)
Vicarage Savings	32,469	32,755
Vicarage current	14,265	19,858

Commentary for Hauraki District Council

As can be seen from the summary above, the Parish has considerable funds.
However

The vicarage fund is 1/3 rd shared by another parish and the remaining money that is there is earmarked for further upgrades of the building (eg some rooms were double glazed in recent years, but it would be desirable to replace all the old wooden joinery with double glazing. As well, the other parish has asked us to buy them out of their share – which would use up the remaining funds and also some of the investment we hold.

The large sum in brackets is a bequest to the Parish which has been set aside to develop housing for the elderly. We have been working with our Diocesan management and other groups and expect to soon start on building two new units, using the bequest to initiate the project.

We do have an investment which we can draw down on – but comment has been made on a potential draw from this. As well we are likely to carry out significant upgrades to the grounds when we proceed with the new housing units.

We also have a hall which is essentially a community facility – being heavily used Monday to Saturday morning by a variety of groups such as Tai Chi, Line dancing, dancing classes, karate groups, fitness and music. As well, there are occasional users eg families for childrens birthdays or public meetings. Over the years we have replaced the roof (with the support of the Valder Ohinemuri Trust) and replaced doors and put in two heat pumps as well as carrying out on going repairs and maintenance. Our next

major task will be to repaint the building – for which we will need to draw on our investment fund, as well as seeking support from other funders.



DATE	Quote NO
29/08/26	GQ-200

THE GLASSMAN WAIHI
Eric Tricklebank
172 KENNY ST
WAIHI 3610
Ph 0220924432
eric.tricklebank@gmail.com
Gst 019266400
NZBN 9429049876581

Quote to
St Johns' Anglican Church
Seddon St
Waihi, 3610.

JOB **REPLACE 24X HIGH PANES IN 4MM CLEAR CATHEDRAL TOUGHENED GLASS.**

QUANTITY	DESCRIPTION	UNIT PRICE	LINE TOTAL
24	4mm Clear Toughened Cathedral Glass	$91.00	$2184.00
4	Travel	$20.00	$80.00
48	Labor	$80.00	$3840.00
2	Mobile Scaffold (Inside Cleanup)	$75.00	$150.00
10	Putty & Bedding Compound	$20.00	$200.00

Subtotal	$6454.00
Gst	$ 968.10
Total	$7422.10

Payment to the following account-BNZ
The Glassman Waihi - 02-0108-0905426-000
WINZ/MSD Supplier No. CUR003195648
(If sending quote to WINZ)
Quote is Valid for 120 Days

EDWARDS & HARDY ROOFING
ROOFING NEW ZEALAND SINCE 1959
751 State Highway 29
Tauriko
Tauranga 3171
Telephone: 07 543 9129

2 September 2026

Waihi Anglican Parish
[redacted]

[redacted]

PROPERTY: 2 Gilmour Street, Waihi.

Thank you for the opportunity to provide you with a quote for the listed property.

Edwards and Hardy have been providing roof treatments, roof repairs and re-roof services since 1959 and provide a nationwide service across 16 branches.

During this time, we have developed close and long-standing relationship with several respected manufacturers and suppliers. We are not a franchise operation; all our work is undertaken by experienced operators and comes with Edwards and Hardy guarantee and manufacturer's warranty.

On completion of our work, we can provide you with a cleaning and maintenance program, to protect the structural integrity of your roof and guttering, to keep them looking great.

Job: Roof repairs + MRT and Gutter clean

Our Quotation includes the following items.

- Replace existing roof fixings with new roof screws and embossed washers.
- Supply and install new Transition flashing at change in pitch on main roof.
- Clean all PVC gutters to Church roof.
- Moss Removal Treatment to Church roof only.
- Screw Fixed.
- Full Scaffolding to building.

No allowances have been made for the following items:

- Any Structural Alterations.
- Replacement of any defective or missing timberwork.
- Out Buildings or sheds.
- Insulation removal or replacement.
- Gutter or downpipe removal or replacement or repairs if needed.
- Removal or replacement of any wall cladding to be carried out by Builder. (if required)
- Power line sleeving or disconnection fee. (if required)
- Sky dish realignment. (if required)
- Edge-protection.
- Roof sheets removal or replacement.
- Any work not mention above.

Health & Safety

As per WorkSafe NZ Requirements, Scaffolding, Edge Protection or Harness Work or EWP will be required to carry out the work at this property.

WorkSafe NZ Requirements:

WorkSafe NZ Best Practice Guidelines for Working on roofs is available via https://www.worksafe.govt.nz. Our quote has been provided on that basis.

Thank you for the opportunity to provide this quotation. Should you have any queries regarding the above please do not hesitate to contact me on 022 850 5222 or by email at troy.fell@roofguard.co.nz

Yours sincerely,



Troy Fell
Operations Manager
(07) 543 9129 | 022 850 5222
www.edwardsandhardyroofing.co.nz
751 State Highway 29, Tauriko, Tauranga.

EDWARDS & HARDY ROOFING
ROOFING NEW ZEALAND SINCE 1959
751 State Highway 29
Tauriko
Tauranga 3171
Telephone: 07 543 9129

Quotation Acceptance: Please Scan and Return to Edwards & Hardy Roofing.

2/9/26

Waihi Anglican Parish
[redacted]

[redacted]

PROPERTY: 2 Gilmour Street, Waihi.

Job: Roof repairs + MRT and Gutter clean

Our Quotation includes the following.

Rescrew	**$**	**13,390.00**
Transition flashing	**$**	**4,566.58**
Gutter clean	**$**	**715.00**
Moss Removal Treatment	**$**	**1,175.00**
Scaffolding	**$**	**16,692.00**
Total GST inclusive	**$**	**36,538.58**

THIS QUOTATION REMAINS VALID FOR 30 DAYS.

Should the quotation be acceptable to you, please sign below where appropriate and return to this office. **Along with your 50% deposit of $ 18,269.29 GST inclusive**
Alternatively, you can send the signed confirmation to this email and pay the deposit directly into the account number listed below.
Please note that the final account can be paid either by Cash or Direct Credit into our Bank Account # 06-0705-0527224-00.

Payment by credit card is by negotiation only prior to acceptance.

I ..... accept the above quotation.

Signed: ..... Date: .....

Appendix E

HAURAKI
DISTRICT COUNCIL

OFFICE USE:

File Ref:

HDC / Environmental Mgmt / Conservation and Heritage / Conservation and Heritage Fund

Conservation and Heritage Fund Application Form

Funding for Significant Natural Areas, Outstanding Natural Features, Significant Trees and Heritage Features listed in the District Plan

Closing Date	30 September 2026
For Projects that take place between	1 January 2027 and 31 December 2027
To submit your Conservation and Heritage Fund application please complete, print and return this form to:	Conservation and Heritage Fund Administrator info@hauraki-dc.govt.nz



Read the *Conservation and Heritage Fund Guidelines*

Before you prepare your application, you should read the *Conservation and Heritage Fund Guidelines*. This guide tells you:

- whether you are able to apply for Conservation and Heritage funding for your project;
- which projects and costs are eligible and ineligible;
- what information you will need to include in your application.

Priority will be given to applications that:

- Improve, enhance, benefit or protect or reinstate the Significant Natural Area, the Heritage Feature, Outstanding Natural Feature or Significant Tree;
- Show evidence of the landowner's future commitment to the project, the long term benefits, including the future management and protection of the site (site management plan detailing present and future aspirations);
- Show whether the applicants have explored and developed any opportunities for collaboration and partnership with others resulting in contributory funding from other parties;
- Show the likelihood of the projects success and the applicant's capability to deliver the outcomes of the project. Desirable attributes include a project plan, a project budget providing visibility of all funding sources for the project.

Complete the *Conservation and Heritage Fund Application Form*

- Applications can only be submitted using this document
- To complete this application form in Microsoft Word (version 2003 or newer) you need to type your answers to each question in the boxes provided.

  Example: | Type your answer here |

  IMPORTANT – DO NOT edit any text outside of these boxes

- If you are unable to type into the boxes provided, please print a copy and complete by hand;
- If you need more space, attach information to the back of this application form. Please include the section headings to help assessors;
- We recommend that you keep a copy of your completed application for your own reference;
- Contact the administrator if you need advice on your application (see contact details on the cover page).

Before submitting your application, complete this checklist: *(mark with an ✓)*

- ☑ My project is for Significant Natural Areas, Heritage Features, Outstanding Natural Features or Significant Trees as listed in the District Plan
- ☑ My project takes place in the local authority district that I am applying to
- ☑ I have answered all of the questions in this form
- ☑ I have provided two quotes and other financial details
- ☑ I have provided other supporting documentation
- ☑ I have read and signed the declaration
- ☑ I have made a copy of this application for my records

1. Applicant Details

Are you applying as an individual or group? Individual ☐ Group ☐

Full name:	Vanessa Yvette Good		
Contact address/PO Box:	8 Featon Road		
Suburb:	Waihi	**Town/City:**	waihi
Postcode:	3610	**Country:**	New Zealand
Email:	[redacted]		
Telephone (day):	[redacted]		

All correspondence will be sent to the above email or postal address

Name on bank account: [redacted] **GST** ☐

Bank account number *(please also include proof of account/bank deposit slip):* [redacted]

If you are successful, your grant will be deposited into this account

2. The Property

Address of the property to which the application applies, include land ID if known (*please attach a photo*):	Featon Road Waihi 3610
Legal description:	LOT 2 DPS 46330
Name of Owner:	Vanessa Good
Contact phone number:	[redacted]
Address if different from above:	

Status of ownership: ☑ Private ☐ Trust ☐ Company ☐ Other (*please specify*)

If you do not own the property, also include evidence showing entitlement to use the property.

Is the property scheduled in the Hauraki District Plan? ☑ Yes ☐ No

Listing detail: Significant Trees tro951 Kauri 1 Rimu 1 Copper Beach

Is the property entered on the Heritage New Zealand List? ☐ Yes ☑ No

Listing detail:

If no, please provide a brief statement explaining why the property/ feature /species is important. *(Include photos if necessary):*

The property is a 1916 Villa with very large trees that form an important part of its character and visual amenity. The property includes trees listed in the Hauraki District Plan of significant trees including a Kauri and Rimu

What is the property currently used for/what is the current state of the significant natural area, significant tree(s), natural feature or heritage feature. Will this use change? *(If so please explain):*

The property is my private residence. The trees are mature and very large and require a professional arborist assessment and substantial prunin to address safety concerns and maintain a healthy condition for their preservation.

Do you have a conservation/ecological/environmental restoration plan prepared for the property, feature or species? ☐ Yes ☑ No

If yes, does this work comprise part of the work identified in this plan? ☐ Yes ☐ No

3. The Project

Description of project: Proposed work that the funding assistance is being sought for *(please use any photos or other attachments to illustrate and see relevant part of 3.3, 3.4, 3.5 and 3.6 of Guideline Document for the types of things you can apply for):*

Professional Aboricultural assessment and substantial pruning the trees have never been pruned or looked after and are estimated to be at least 15 Metres high with large and extensive branches extending over neighbouring properties. During the high winds branches are regularly shed... The work will be carried out by a qualified arborist to ensure it is undertaken safely and appropriately.

Start date: TBC Finish date: TBC

How will the project happen?

A qualified Arborist will assess the trees and undertake to required pruning in accordance with their recommendations and relevant Council requirements.

Tell us about the key people and/or the groups involved *(only relevant if you are a group applying on behalf of an eligible landowner*):

Private Property Owner

Explain how your proposal stacks up against the assessment criteria for the fund *(set out in Section 4 of the Guideline Document):*

Will you be employing a conservation architect/ecologist/specialist?

☑ Yes ☐ No

Who will be supervising the project? *Please include any support from conservation/ ecology professionals on the appropriateness of the work being undertaken.*

The project will be supervised by a qualified Arborist and appointed to assess and undertake the work. The Aborist has not yet been appointed

Does this work require any types of consents and do you currently hold these consents?
Please detail:

No

Project Type (*Select ONE and mark with an ✓*):

☐	Significant Natural Area	DP Identification No:
☑	Significant Tree	DP Identification No: TRO95
☐	Natural Feature	DP Identification No
☐	Heritage Feature	DP Identification No

See District Plan Schedule and District Plan Maps (District Plan in Council's website).

Print relevant page of Planning Map(s) or ask the Conservation and Heritage Fund Administrator to send you a copy and mark the project area on this, and return with your application.

4. Previous Work:

What work has been carried out on the property/feature/species previously and at what cost? *(Use separate sheets if necessary)*:

None

5. Community Benefit

Include an explanation of how the Hauraki public will benefit from this project. If necessary, also supply options for how that benefit may be increased. *(The application cannot be considered without this information. Use separate sheets if necessary):*

The project will benefit the wider public and neighbouring properties by reducing the safety risks and nuisance associated with the Trees, particularly during the high winds. The public pathway in front of my property is used regularly by pedestrians and cyclists, including school children travelling to and from the local College. Branches and debris fall on the public footpath and road, while leaves from the Copper Beach blow onto neighbouring properties , block gutters and the roadside drain outside my property. Professional pruning will reduce these risks and nuisance and establish a more manageable level of on-going maintainance for these significant trees.

6. Budget / Funding

Total cost of the project excluding GST *(include quotes where relevant):*

$ TBC

Please supply an itemised breakdown below of the project costs. Indicate items for which you are applying for funding:

Project costs	Write down all the costs of your project and include the details, e.g. Fencing, Pest Control, Planting of Indigenous Species, Implementation of Conservation Plans etc.	
Item *e.g. Perimeter Fencing*	**Detail** *e.g. 90 metres of fencing at $x / metre*	**Amount** *e.g. $300*
	Arborist work to be undertaken on 3 x significant trees	
	Copper Beech	$1,300.00
	Rimu	$800.00
	Kauri	$800.00
	Plus GST	$435.00
Total Costs		**$** 3,335.00
Amount you are requesting from the Conservation and Heritage Fund		**$** 3,335.00
What percentage of the overall project costs does this represent?		**%** 100

Other financial information:

Tell us about any other funding you have applied for or received for this project *(include own funds)*			
Date applied	**Who to** (*Government agency, Charitable trust, other (please specify):*	**How much $**	**Confirmed/ unconfirmed**
	None		

Tell us about other grants you have received through the Conservation and Heritage Fund in the past three years.			
Date	**Project title**	**Amount received $**	**Project completion report submitted** (yes/no)
	None		

Groups or organisations must provide a copy of their latest financial statement. This can be a copy of the audited accounts, an income and expenditure statement or a copy of the unaudited management accounts.

If your group or organisation has reserves which are not being used for this project you should include your reserves statement or policy.

If you are GST registered, please supply your GST number:

Please provide pre-printed bank account details, including; name of bank, account name and account number.

What will happen to the project if you do not get full funding?

If full funding is not granted I will not be able to afford the required professional pruning. Therefore the trees will remain unpruned and continue to grow, increasing the extent of the over-hanging branches and the associated safety and nuisance issues. Given their size and proximity to the public foot path, road, my house and neighbouring properties this is an ongoing concern. As a pensioner I am unable to meet the cost of the required professional work without full funding,

Please provide any additional information/comments in support of your application.
(*Use extra sheets if necessary):*

Please refer to the information provided in the previous section above thank you.

Declaration

I/We declare that the details contained in this application are correct and that I/we have authority to commit to the following conditions.

If this application is successful, I/we agree to:

- Complete the project as outlined in this application (or request permission in writing from Council for any significant change to the project);
- Complete the project within a year of the funding being approved;
- Complete and return a project report form (this will be sent with the grant approval letter) within two months after the project is completed
- Return any unspent funds
- Acknowledge Conservation and Heritage funding at event openings or presentations

I understand that Hauraki District Council is bound by the Local Government Official Information and Meetings Act 1987.

I/we consent to Hauraki District Council recording the personal contact details provided in this application, retaining and using these details for the purpose of evaluating the Conservation and Heritage Fund applications.

I/we understand that my/our name and brief details about the project may be released to the media or appear in publicity material.

I/we undertake that I/we have obtained the consent of all people involved to provide these details. I/we understand that I/we have the right to have access to this information. This consent is given in accordance with the Privacy Act 1993.

Name:	[redacted]
Status (owner/agent):	Owner
Signature:	[redacted]
Date:	29th September 2026

When completed, please submit your application to Hauraki District Council:

Via Post: PO Box 17, Paeroa, 3640

Email: info@hauraki-dc.govt.nz

QUOTE

[redacted]

Date
30 Sep 2026

Quote Number
QU-0496

GST Number
134573406

Out on A Limb Tree And
Property Services Ltd
342 pukekauri road
waihi 3682
NEW ZEALAND

Description	Quantity	Unit Price	Amount NZD
Tree report – Copper beech The tree is a mature copper beech growing on the front lawn adjacent to the dwelling, driveway and roadside boundary. The owner advises that it has received little previous pruning. Viewing the tree, a dense branching structure, multiple upright stems and extended lateral branches. Selective pruning is proposed to address branch congestion, reduce weight on selected extended limbs and improve clearance around the dwelling while retaining the tree's natural shape and character. Recommended work: * Selectively reduce extended branches to suitable growth points. * Lightly thin congested areas, targeting crossing and rubbing branches. * Remove dead, broken or damaged branches identified during inspection. * Improve clearance from the roof and driveway where required. * Retain a balanced crown This draft is based on photographs and the owner's supplied history. Tree health, branch unions and any decay require confirmation during an on-site inspection. Copper beech pruning and clean-up Carry out selective crown pruning to the copper beech, including weight reduction of agreed extended limbs, light thinning of congested growth, removal of deadwood and improved clearance around the dwelling and driveway. Retain the tree's natural form. Carefully lower branches where required to protect the house, fences and surrounding property. Chip and remove all pruning debris and leave the work	1.00	1,300.00	1,300.00
Tree report – Kauri The kauri is an established specimen growing in the rear garden, close to outbuildings, a caravan and the boundary fence. It has a broad crown with several substantial upright stems and spreading lateral branches extending	1.00	800.00	800.00

Description	Quantity	Unit Price	Amount NZD
above nearby structures. Selective crown maintenance is proposed to reduce the end weight of selected extended branches, improve clearance from buildings and remove defective growth while retaining the tree's natural shape. Recommended work: * Selectively shorten agreed extended limbs back to suitable lateral branches. * Remove dead, broken and damaged branches identified during inspection. * Lightly thin crossing or rubbing growth where necessary. * Improve clearance above nearby roofs and structures. * Retain the main crown framework and avoid heavy thinning or large unnecessary cuts. The pruning extent should be confirmed following an on-site inspection, including assessment of the main stem unions and root area. Quote Kauri pruning and clean up Carry out selective pruning to the kauri, including end-weight reduction of agreed extended branches, removal of deadwood and defective growth, and clearance pruning around nearby structures. Undertake light selective thinning where required while retaining a balanced, natural crown. Use controlled lowering where required to protect buildings, the caravan, fences and garden. Chip and remove pruning debris and leave the work area tidy. Protect exposed roots and use appropriate kauri biosecurity hygiene throughout the work			
Tree report – Rimu The rimu grows near the rear boundary beside a kauri, with its crown extending over nearby outbuildings and towards the neighbouring house the tree is leaning and its lower branches are contacting the rear of the neighbouring house. overlapping growth between the rimu and kauri, restricting available crown space. The cause and progression of the lean. Selective pruning is proposed to provide building clearance and reduce end weight on agreed extended limbs while retaining the rimu's natural form. Recommended work: * Shorten or selectively remove lower branches contacting the neighbouring house. * Reduce end weight on selected extended limbs back to suitable lateral branches. * Remove dead, broken and rubbing branches identified during inspection. * Assess overlapping growth with the kauri and selectively address branch interference. * Retain sufficient live foliage and avoid excessive crown lifting or thinning. Inspect the trunk base, roots and main branch unions before confirming the pruning scope. Pruning should not be presented as correcting the lean or confirming tree stability. Quote Rimu pruning and clean up Carry out selective pruning of the rimu to clear the neighbouring dwelling and nearby outbuildings. Reduce end weight on agreed extended limbs, address rubbing growth and remove dead or damaged branches while retaining a balanced, natural crown.	1.00	800.00	800.00

Description	Quantity	Unit Price	Amount NZD
Carefully lower branches where required to protect roofs, sheds and fences. Chip and remove all pruning debris and leave the work area tidy. Arrange neighbouring access where required before starting.			
		Subtotal	2,900.00
		TOTAL GST 15%	435.00
		TOTAL NZD	**3,335.00**

Terms

TERMS AND CONDITIONS OF CONTRACT

Tree Shapes & Out On A Limb are trading names under the same ownership and operate as a single business trading name. This quotation is provided as an estimate only and is based on the information available at the time of quoting. Additional work, unforeseen circumstances, access limitations, material cost change

Payment must be made within 7 days of the invoice date.
Accounts overdue by 14 days will incur a 10% late payment fee.

The Contractor

The contractor agrees to perform the work in a competent manner according to modern recognised arboricultural practices and in compliance with the specification and quotations/estimate contained in the estimate.

All Contracts

All contracts and instructions are accepted on the basis of payment of full invoice price within 7 days of the date of invoice.

Amendments

Amendments to the contract must be made in writing.

Goods and Services Tax

Where applicable GST will be charged at the current rate.

Complaints

Any complaints which may arise from work performed under any contract arising from acceptance of the estimate must be made within the period of 7 days from the date of invoice, unless agreed in writing to the contrary.

Tree Preservation Orders and Conservation Areas

The trees concerned in the contract may be in a Conservation Area or protected by a District Plan. Responsibility for all permissions obtained from relevant authority will remain the responsibility of the owner unless Out on a Limb is requested to do so in this contract.

Private Covenants and Boundaries

Investigation of Private Covenants and Boundaries shall be the responsibility of the Owner and no liability shall attach to the contractor for a breach of any Covenant or Boundary.

Underground Services

Unless a plan showing the exact location of underground pipes, wires or cables has been forwarded to us by the owner of the land (or his agent) prior to the formation of the contract, the contractor shall be under no liability for any damage to property resulting therefrom and the owner of the land or his agent shall be solely liable for any such damage.

Power Lines or Telephone Cables

Any charge for the removal of power lines or telephone cables is to be the responsibility of the owner, unless otherwise agreed in writing with the contractor.

Completion of Contract

The contractor will not be liable in damages or otherwise because of non-performance of a contract arising on account of adverse weather conditions, strikes, lockouts, war and civil commotion or lack of adequately skilled labour due to causes beyond our control. Further, we retain the right in such circumstances to cancel the contract in whole or part. Completion dates shall be contingent upon weather conditions.

Expiry of Quotation

30 days after the submission of the quotation, the contractor reserves the right to withdraw and re-price work, unless otherwise agreed in writing on acceptance of instructions from the owner.

Hidden Obstructions

Quotations for felling are based on the assumption of trees being free from metal, stone or other hidden obstructions. In the event of a tree being impossible to fell in the normal way, the company reserves the right to re-quote accordingly.

Stump Grinding

Stump grinding involves the removal of the tree stump to a depth of 150mm, but does not include the removal of lateral root or stump chippings unless specified otherwise.

Site Conditions

The contract price is based on the site conditions existing at the time of the preparation of the estimate remaining unchanged.

Soilage fee

A $200 soilage fee will be added to the invoice where excessive animal faeces are present on site and impact safe working conditions.

Debris

All lengths mentioned are approximate.

Insurance Cover

All work carried out by the contractor is covered by $1,000,000 Third Party and Public Liability Insurance for damages to persons or property that may result in the implementation of the contract

Vicki Cuthbert

From: [redacted]
Sent:
To:
Subject: Quote QU0496
Attachments: Quote QU0496.pdf

Hi Vicki
Please find attached Quote for trees on my property at 8 Featon Road Waihi 3610
Arborist estimated the height of all 3Trees is 30 metres (twice the height I estimated) on my application
I would be hoping to get the full amount as I'm a pensioner...
Thank you again for all your help
Have a great day
Kind regards
[redacted]

Appendix F: Assessment of Funding Applications (Round 8)

Assessment of Application 1: Corey Berger & Emma Stokes – Heritage Building

Assessment of Application 2: Hikutaia Bowling Tennis and Croquet Club Inc – Heritage Structure

Assessment of Application 3: Nehu Moana & Patricia Myra Williams Whanau Trust – Heritage Building

Assessment of Application 4: Anglican Parish of St John – Heritage Building

Assessment of Application 5: Vanessa Good – Significant trees

Application 1: Corey Berger & Emma Stokes – Heritage Building

Applicant	Address	Quotes	DP Heritage No	Heritage Category	Proposal	Context	Amount Requested
Corey Berger & Emma Stokes	258 Top Road, Patetonga	2 (for different elements of the works)	HAU161	B	• Replace outside skirting • Repainting house outside in heritage colours • Gibbing laundry interior • Replacing structural beam in laundry wall • Replacing structural beam in patio • Replacing window hoods	• Plummer Homestead • Heritage status: Regional or Sub-Regional Significance • Condition: Good • Integrity: Substantially intact	$6893.83 100%

Assessment Criteria

4.1 **The degree to which the work improves, enhances, benefits, protects or reinstates the Heritage Feature**	**4.2** **Evidence of the landowner's future commitment to the project, the long term benefit, including the future management and protection of the site.**	**4.3** **Collaboration and Partnership – whether the applicants have explored and developed any opportunities for collaboration and partnership with others resulting in contributory funding from other parties**	**4.4** **Viability – the likelihood of the project's success and the applicant's ability to deliver the outcomes of the project. Desirable attributes include a project plan and a project budget providing visibility of all round funding sources for the project and a method for monitoring the success of the project and reporting back to the Council**
The proposed works are for general building repairs and painting but, if not attended to in the near future, could have detrimental effects on the overall structural integrity of the building. There is also some internal structural building work proposed.	The applicants seems to appreciate the heritage values of the homestead and are keen to preserve those values.	None noted.	The applicants intend doing the work themselves, with the assistance of siblings who are qualified builders. Given the scope of the outdoor works proposed (general building repairs and painting), it is highly likely that the project will be successful.

Recommendation:	**Council Decision:**
That the Council funds the cost of the primer and paint, valued at approximately $2,500 as a contribution toward the project. In the letter back to the applicants, it could be noted that internal structural building work may require a building consent and that only 'minor' works are permitted without the need for a resource consent.	

Application 2: Hikutaia Bowling Tennis and Croquet Club Inc – Heritage Structure

Applicant	Address	Quotes	DP Heritage No	Heritage Category	Proposal	Context	Amount Requested
Hikutaia Bowling Tennis and Croquet Club Inc (the Hikutaia Sports Club)	9 Alley Memorial Road Hikutaia, Paeroa	2 (for different elements of the works)	HAU444	B	• Gate repairs/replacement - 50 x 12 flat steel and installation. • Primer and paint. • Water blasting.	• The Alley Memorial Park Gates were dedicated in 1926 and are part of a larger WW1 memorial site/structure associated with the Hikutaia Sports Club. • For a number of years the Hikutaia Sports Club was enervated with low membership and activity. In that time Club facilities and fixtures, including the memorial gates, deteriorated with the required maintenance not undertaken. • The Hikutaia Sports Club is now reinvigorated with a number of maintenance and improvement projects either underway or completed.	$9,790.00 90% of costs

Assessment Criteria

4.1 **The degree to which the work improves, enhances, benefits, protects or reinstates the Heritage Feature**	4.2 **Evidence of the landowner's future commitment to the project, the long-term benefit, including the future management and protection of the site.**	4.3 **Collaboration and Partnership – whether the applicants have explored and developed any opportunities for collaboration and partnership with others resulting in contributory funding from other parties**	4.4 **Viability – the likelihood of the project's success and the applicant's ability to deliver the outcomes of the project. Desirable attributes include a project plan and a project budget providing visibility of all round funding sources for the project and a method for monitoring the success of the project and reporting back to the Council**
The proposal is to remove the wrought iron gates and railings along the concrete wall running north and south (but not to the south of the entrance to Alley Memorial Road) and replace them with an exact replica made of steel (the quote is to replace the wrought iron gates in steel). As it stands, the proposed works do not fall within the definition of "minor works" under the Hauraki District Plan: *"(a) cleaning or washing with materials or techniques not detrimental to the heritage fabric;* *(b) general maintenance and/or minor repair, which means the repair of materials by patching, piecing-in, splicing and consolidating existing materials and including minor replacement of minor components … where these are damaged beyond reasonable care or are missing. The replacement should be of the original*	There is no doubt that the gates and associated structure are an important local heritage feature celebrating members of the community who fought and died in WW1. However, in terms of preserving the heritage fabric of the gates, there is no evidence that consideration has been given to sandblasting and patching the gates with wrought iron (or with an alternative product). If the gates were patched or replaced, even with steel, and the work was appropriately treated and protected, then the works would last for a considerable time.	Whilst there is no evidence of collaboration or partnership in terms of funding, it is clear that Club members would volunteer and undertake as much work as possible to limit overall project costs. The Hikutaia Sports Club have a reinvigorated membership and have been actively fundraising for other Club facilities and fixtures (e.g. to improve the tennis courts, etc.). The Club members/volunteers seem resourceful and motivated.	In a wider sense, the Club appears to have a good membership base with the potential for further growth due to development in the local area over the last few years. The closing of the Pioneer Tavern (in Hikutaia) has left a gap in the local community for gatherings and functions and it is therefore likely that the Hikutaia Sports Club will continue as a community focal point.

or similar material, colour, texture, form and design as the original it replaces and the number of components replaced should be substantially less than the existing." It therefore seems that the proposed works require a discretionary activity resource consent to firstly be obtained.			

Recommendation:	**Council Decision:**
Given that there appears to be a lack of appreciation of the heritage fabric of the gates, that alternatives to replacing the gates (i.e. sandblasting and patching) have not been investigated, and that the need to obtain a resource consent does not appear to have been understood, it is recommended that $0 funds be allocated to this project. It is however recommended that the applicant be invited to consider alternatives to full replacement, and if restoration or replacement of the gates is still a project that the Club wishes to pursue, that they be invited to reapply via a subsequent funding round.	

Application 3: Nehu Moana & Patricia Myra Williams Whanau Trust – Heritage Building

Applicant	Address	Quotes	DP Heritage No	Heritage Category	Proposal	Context	Amount Requested
Nehu Moana & Patricia Myra Williams Whanau Trust	41 Rotokohu Road, Paeroa	2	HAU212	B	• To secure the building with lockable doors and repairs to window glass, steps to entranceway and mobility access deck. • Clean out and repair spouting and clean roof of moss. • Repair and replace the cladding, install and repair windows. • Install gate, repair and repaint fence. • Upgrade switch board/meter box.	• Saint John's Maori Anglican Church • Heritage status: Regional or Sub-Regional Significance • The total cost of the project is estimated at around $125,000.	$17,000.00 13.59%

Assessment Criteria

4.1 **The degree to which the work improves, enhances, benefits, protects or reinstates the Heritage Feature**	4.2 **Evidence of the landowner's future commitment to the project, the long term benefit, including the future management and protection of the site.**	4.3 **Collaboration and Partnership – whether the applicants have explored and developed any opportunities for collaboration and partnership with others resulting in contributory funding from other parties**	4.4 **Viability – the likelihood of the project's success and the applicant's ability to deliver the outcomes of the project. Desirable attributes include a project plan and a project budget providing visibility of all round funding sources for the project and a method for monitoring the success of the project and reporting back to the Council**
The application states that the building is in desperate need of restoration on the outside. There is an extensive (but brief) quote attached to the application that covers numerous materials and works needed to reclad and paint the exterior of the building (the roof seems to be in good condition). The applicant indicates that a conservation-led approach to the restoration – retaining original fabric wherever possible, repairing instead of replacing, etc.	The applicant states they wish to initiate a coordinated programme of works to protect and strengthen the heritage value of the church while improving its presentation and ongoing use. There is mention of the completed works providing a sustainable space for community activity and future generations.	No collaboration or partnerships noted although whanau working bees are planned to help prepare the property for building work.	The applicant states that they would like to stage the works over a year and that they have sought guidance from a heritage advisor. Given the scale of the proposed works, and apparent lack of confirmed funding, this timeframe seems very ambitious, with the source of the balance of funding not disclosed.

Recommendation:	Council Decision:
it is recommended that $5,000 be allocated to this project with a covering note to the effect that additions and/or alterations to the building (e.g. a mobility access deck) may require building and/or resource consent. Stage 1 of the restoration involves securing the building with lockable doors, repairs to window glass and steps to the entranceway (and a mobility access deck). Stage 2 involves cleaning and repairing the gutters and cleaning the roof of moss. Whilst it is difficult to ascertain which of the materials and works noted in the quote relate specifically to stage 1, it is anticipated that $5,000 would cover the majority of these costs.	

Application 4: Anglican Parish of St John – Heritage Building (Seddon Street, Waihi)

Applicant	Address	Quotes	DP Heritage No	Heritage Category	Proposal	Context	Amount Requested
Anglican Parish of St John, Waihi	Seddon Street Waihi	1	HAU006	A	• Replace 24 x high panes in 4mm clear cathedral toughened glass • Roof repairs – replace roof fixings • Install new transition flashings • Moss removal on roof • Cleaning of all PVC gutters to Church roof only	• Heritage status: Regional or Sub-Regional Significance • Condition: Good • Integrity: Substantially intact	$13,000.00 34% of overall cost ($38,226)

Assessment Criteria

4.1 **The degree to which the work improves, enhances, benefits, protects or reinstates the Heritage Feature**	**4.2** **Evidence of the landowner's future commitment to the project, the long term benefit, including the future management and protection of the site**	**4.3** **Collaboration and Partnership – whether the applicants have explored and developed any opportunities for collaboration and partnership with others resulting in contributory funding from other parties**	**4.4** **Viability – the likelihood of the project's success and the applicant's ability to deliver the outcomes of the project. Desirable attributes include a project plan and a project budget providing visibility of all round funding sources for the project and a method for monitoring the success of the project and reporting back to the Council**
The work is required to replace/upgrade 24 broken windows high in the church building. Keeping an historic wooden building free of the elements is essential for the longevity of such buildings.	The Anglican church is a landmark building in Waihi and the church community has a history of undertaking maintenance and repair work on a pro-active basis (including painting of the south wall which received a $15,000 grant from the Conservation and Heritage Fund in 2022).	The applicant is exploring options for other funding (e.g. OceanaGold) and has some of its own funds that could be made available for the project if required. Using the scaffolding required to do a roofing job on the building (cleaning and re-fixing parts of the church roof) shows the applicant is thinking of ways to maximise available funds).	The church community has a demonstrated history of being able to achieve maintenance and repair projects. The fact that the applicant wants to undertake the job at the same time as roofing work indicates there is a degree of project planning and coordination involved.

Recommendation:	**Council Decision:**
That a grant of $3,000 be made to this applicant.	

Application 5: Vanessa Good – Significant trees

Applicant	Address	Quotes	District Plan ID No	Significance:	Proposal	Context	Amount Requested
Vanessa Good	8 Featon Road, Waihi	1	TR095	Visual Amenity, Botanical, Historical/Cultural values	To pay for arborist to carefully prune, crown lift and dispose of waste from 3 large, protected trees – • Copper Beech @ $1,300.00 • Rimu @ $800.00 • Kauri @ $800.00 • GST $435.00	• 3 larger specimen trees (21-26m+) in very good condition • Form, vigour and vitality – very good • Age 80+ years (will potentially live for another 50+ years) • Significant role in local landscape but potential health and safety risk to people and property in the immediate area. **Note:** a funding application from a previous owner of this property was granted by the Planning Committee in October 2023 (for $1,000) to prune the same trees but, the owner sold the property prior to having the trees pruned.	$3,335.00 100% Pensioner with limited funds

Assessment Criteria

4.1 **The degree to which the work improves, enhances, benefits, protects or reinstates the Significant Natural Area**	**4.2** **Evidence of the landowner's future commitment to the project, the long term benefit, including the future management and protection of the site.**	**4.3** **Collaboration and Partnership – whether the applicants have explored and developed any opportunities for collaboration and partnership with others resulting in contributory funding from other parties.**	**4.4** **Viability – the likelihood of the project's success and the applicant's ability to deliver the outcomes of the project. Desirable attributes include a project plan and a project budget providing visibility of all round funding sources for the project and a method for monitoring the success of the project and reporting back to the Council.**
While the pruning proposed is not needed to enhance the health of the trees, it can be seen as beneficial to their long-term health and retention – pruning is to be undertaken by an appropriately qualified person and neighbours are less likely to object to their presence.	The long term benefits will be that hopefully the trees are retained – rather than being badly pruned or removed as being a nuisance to the property owner and neighbours	No other funding has been sought.	The owner states that the trees form an important part of the property's character and visual amenity.

Recommendation:	**Council Decision:**
That a grant of $2,000 be made to this applicant as it is in the long-term interests of the trees that they are pruned so as to not cause health and safety/nuisance issues. Whilst it is noted that the applicant states the work will not get done unless the full amount is provided ($3335), only 1 quote has been provided and, from the previous application/quote, the work was priced (in August 2023) at $1,000. This could be pointed out to the applicant in the covering letter.	

FOR INFORMATION
NGĀ MŌHIOTANGA

To	Policy, Planning and Emergency Management Committee
Author	Taljit Heera Policy Planner
Meeting date	21 October 2026
File reference	Document: 4184637
Subject	**Planning Act and Natural Environment Act 2026: Updates**

1 TE WHAIKUPU | RECOMMENDATIONS

THAT the Committee

a) Receives the report titled Planning Act and Natural Environment Act 2026: Updates, (document number 4184637).

2 TE WHAKARĀPOPOTANGA | SUMMARY

This report provides a high-level summary of the upcoming transition from the Resource Management Act 1991 to the Planning Act 2026 and Natural Environment Act 2026, which received Royal Assent on 30 September 2026.

As part of the transition, Hauraki District Council will be required to work collaboratively with local authorities across the Waikato Region to develop the Regional Spatial Plan, contribute to the Natural Environment Plan and ultimately develop a Land Use Plan. Together, these plans will form the Regional Combined Plan required under the new planning regime. The transition will also introduce a new transitional consenting regime from 30 October 2026, requiring changes to how certain land use activities are assessed and processed.

A number of actions are already underway to prepare for the transition to, and implementation of, the new planning system, with further work required to meet the statutory requirements and timeframes. This has implications for HDC's future planning, consenting and resourcing requirements.

3 TE ARONGA | PURPOSE

The purpose of this report is to provide the Committee with an update on the Planning Act 2026 and Natural Environment Act 2026, and the expected impacts on Hauraki District Council (HDC).

4 WHAKAPAPA | BACKGROUND and context

The Planning Bill and Natural Environment Bill were passed by Parliament into legislation on 22 September 2026 and received Royal Assent on 30 September 2026.

The Royal Assent marks the commencement of the transition between the Resource Management Act (RMA) and the Planning Act 2026 and Natural Environment Act 2026 (The Acts). The new planning system will be rolled out over a period of time, rather than immediately taking full effect (Please refer to Figure 1 below). The RMA will remain in effect until the Regional Spatial Plan, Land Use Plan and Natural Environment Plans are developed. The Minister will recommend an Order in Council specifying when the RMA ceases to apply and the transition to the Acts is complete.

The transition will have resourcing and financial implications for Council, which will need to be considered in the Long Term Plan, including the provision for the development and implementation of the new planning instruments.

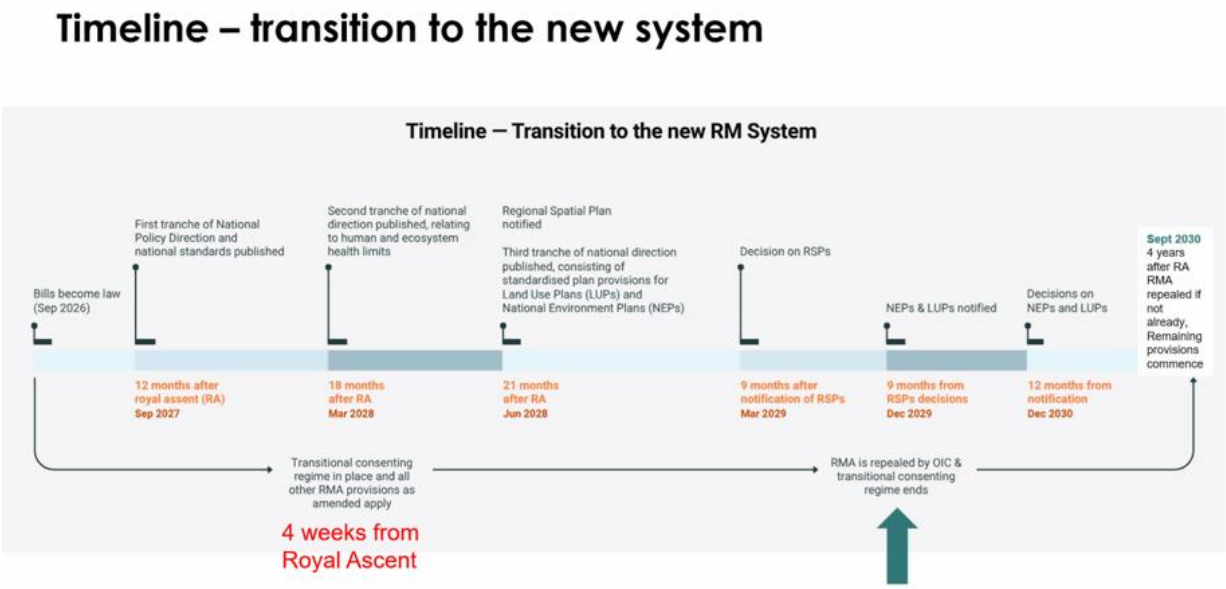


Figure 1: Timeline – Transition to the new RM System

National Direction

Central government will establish national direction under the new planning system through the delivery of National Policy Direction (NPD) and National Standards. The national direction plays a crucial role in the new system, as this is where the goals set out in the Acts are to be implemented. This national direction will influence the development of the overall Regional Combined Plan, which consists of the Regional Spatial Plan, Land Use Plan and Natural Environment Plan.

The Government has released an Illustrative NPD for feedback. The Illustrative NPD provides an indication of the Government's proposed national planning priorities under the new planning regime. The Illustrative NPD is currently high-level and has limited detail on how the proposed national priorities will be applied in practice. Further detail and direction are expected to be provided through the development of the Formal Draft NPD. HDC staff have not made a separate submission on the Illustrative NPD, however, will review Taituarā's Draft Submission to ensure relevant matters to HDC are appropriately considered. HDC will consider providing feedback through the formal submission process when the Formal Draft NPD is released.

The first tranche of NPD and national instruments is expected to be published by September 2027, with national standards to be developed progressively. This includes standards for Regional Spatial Plans and provisions for Land Use Plans and Natural Environment Plans.

NPD and other national instruments will influence how the new planning system is implemented and how planning decisions are made across Hauraki District. Elected members will be kept informed of proposed national direction and its potential implications for the district. Staff time will be required to review proposed NPDs and national instruments, assess their implications for Hauraki District, and prepare submissions as required.

Transitional Consenting

As noted in Figure 1 above, the transitional consenting regime will take effect four weeks following Royal Assent of the Acts (30 October 2026). During the transitional period, consenting authorities are required to disregard certain provisions and matters when assessing land use activities (refer to Table 1 below).

Table 1: Matters to disregard	
For all district land-use activities and notices of requirements	**For residential activities (unless its protecting historic heritage)**
Negative effects on trade competition, including effects on competing suppliers of goods and services	The area of glazing
Effects on retail distribution	The presence or absence of balconies
Any lack of demand for a project	The outdoor living space
That the project is not financially viable	The internal layout
The type of residents to be housed in a new development	The size of a residential unit
Views from private property	The size of landscaped areas (except in relation to permeability)

HDC staff attended a transitional consenting workshop, organised by NZPI and MCERT on 7 October 2026, to prepare for the new consenting processes that will apply from 30 October 2026.

Under the transitional provisions of the Acts, certain land use activities may become permitted activities where they relate to the matters identified in Table 1, even where the activity does not comply with a relevant rule or standard in the Operative District Plan.

Under the Acts, the consent authority must give written notice where it determines that an activity is permitted under the transitional regime. This can occur either following receipt of a resource consent application or on the authority's own initiative. The notice must describe the activity and site and provide the reasons for the decision and the information relied upon. Furthermore, if a resource consent application has been submitted for such an activity, it does not need to be further processed and must be returned to the applicant.

Council is not required to amend the District Plan during the transition. However, section 76A of the Acts provides a discretionary ability to remove or modify relevant provisions without following the Schedule 1 process under the RMA. This provides an opportunity to remove or amend provisions relating to the matters identified in Table 1 above. It is important to note that this process can become complex as provisions relate to more than the matters raised above, and therefore it is recommended that this decision is delegated to staff.

Furthermore, the activity classification under the Acts will differ from that under the RMA. While the controlled activity status is retained, its application and associated consent requirements will be determined by the new framework. The non-complying activity status will no longer be available once the RMA is formally repealed.

Staff are preparing for the transitional consenting pathway to ensure HDC is ready to implement the new requirements from 30 October 2026. HDC Staff are considering how the transitional provisions may interact with existing District Plan provisions and whether any amendments should be considered. This work will support a consistent and efficient approach to transitional consenting while the new planning framework is being established.

Regional Spatial Plan

The purpose of the Regional Spatial Plan (RSP) is to set the strategic direction for growth and change in the region over a timeframe of 30 years or more. Overall, the RSP will establish the desired spatial pattern for the region, including where growth should occur and how this should be supported by infrastructure.

HDC is required to work with all local authorities across the Waikato Region to develop the RSP. As outlined in Figure 1, the statutory timeframes currently require:

- Notification of the RSP: 21 months following Royal Assent of the Acts (June 2028);
- Decision on the RSP: 9 months following notification (March 2029).

Waikato Regional Council has been given a temporary mandate to lead the initial work relating to the RSP. Current work is focused on establishing the governance arrangements required to deliver the RSP, while local authorities are also working collectively to bring together existing information and evidence to support a "no regrets" approach. As a result, HDC staff are developing an inventory to determine what data we currently hold and what our information gaps are. Furthermore, HDC staff are progressing with the Hauraki District Growth Strategy to establish the district's future growth needs and priorities, ensuring these are clearly articulated and can appropriately inform the development of the RSP.

All local authorities are participating in the initial development of a draft process agreement and terms of reference for the RSP. These are being developed with regard to Tāituarā's guidance, the legislative requirements available to date, and approaches being taken in other regions. A technical workshop will also be held to progress these matters.

Waikato Regional Council is coordinating the establishment of regional spatial planning arrangements through an interim governance structure comprising of a Chief Executive and Tier 2 leadership steering groups, supported by a temporary project manager and project coordinator. David Speirs is currently involved in the Chief Executive Group and Peter Thom is involved in the Tier 2 Leadership Group. This interim arrangement provides strategic oversight and preparation to be undertaken until the formal Regional Spatial Planning Committee and supporting Secretariat are established.

The Interim Spatial Planning Committee will progress and finalise the process agreement and terms of reference required to establish the formal Spatial Planning Committee required under the Acts. Once established, the formal Spatial Planning Committee will then provide the statutory governance framework for the development of the RSP and oversee the establishment of the supporting Secretariat. The formal Spatial Planning Committee will also confirm the respective roles and responsibilities of participating local authorities. The

Secretariat will provide administrative, technical and coordination support required to support the Spatial Planning Committee in developing the RSP.

Land Use Plans & Natural Environment Plans

The direction established through the RSP will have implications for the development of the Land Use Plan (LUP). The LUP will translate the RSP's strategic direction into district-level provisions that enable and regulate land use and development, as well as implement relevant national instruments.

The Natural Environment Plan (NEP) has a complementary role, providing the framework for the use, protection and enhancement of natural resources. The NEP must also implement the RSP and relevant national instruments.

HDC will be required to transition from the existing District Plan to a LUP and support the development and implementation of the NEP. As noted in Figure 1 above, central government has indicated that National Standardised Plan Provisions (definitions, zones, maps, etc.) for LUPs and NEPs will be delivered 21 months following Royal Assent of the Acts, anticipated to be June 2028. These provisions will provide an important foundation for the development of the new plans.

The current timeframes for the development of the LUPs and NEPs are:

- Notification: 9 months following the RSP decision (December 2029); and
- Decision: 12 months following notification (December 2030).

Furthermore, staff are reviewing existing spatial data and maps in anticipation of developing digital information suitable for the anticipated E-Plans. Staff are also beginning to assess current District Plan provisions against the anticipated standardised zones and provisions to support a smoother transition to the new planning framework.

Regulatory Relief

The Acts establish a regulatory relief framework for specific rules in LUPs and NEPs, where those provisions have a significant impact on the reasonable use of land. The specific rules relate to the following topics identified within the Acts:

- Significant historic heritage;
- Outstanding natural landscapes or outstanding natural features;
- A site of significance to Māori;
- Areas of high natural character in the coastal environment, wetlands, lakes, rivers or their margins; and
- Terrestrial indigenous biodiversity.

Local authorities must develop a regulatory relief framework where rules are likely to have a significant adverse impact on the reasonable use of land. The framework will establish the types and levels of impact and the relief available to affected landowners. Regulatory relief may include financial compensation, reduced or waived rates or application fees, additional development rights, land exchanges, or access to targeted grants and mitigation measures.

Relief is generally available to landowners who own affected land when the plan becomes operative. Eligibility for regulatory relief is subject to certain conditions and excludes landowners who have requested or supported the relevant rule through a plan change process, or who have already received voluntary incentives or relief for the same land. Relief may be

available for other land owned by the person, and under subsequent plans where the impact on the reasonable use of the land is substantially worse.

Once a LUP or NEP becomes operative, the local authority must implement the relief framework by identifying and assessing affected land, applying the appropriate relief, and notifying eligible landowners of the outcome. Relief must be proportionate to the scale of the impact and applied consistently to similar impacts.

It is noted that the regulatory relief framework is considered prospective and applies where new Land Use Plans introduce a new or substantially different specific rule that significant impacts the reasonable use of land. A simple roll-over of an existing RMA rule may not trigger regulatory relief, however if the rule has been materially changed, its application expanded or spatial extent is altered, this may trigger regulatory relief. Given the new and largely untested nature of these provisions, determining whether a particular "roll-over" constitutes a substantially different rule, and therefore triggers regulatory relief, is a matter that should be assessed on a case-by-case basis with legal advice.

5 TE ARA KI MUA | NEXT ACTIONS

The table below sets out the next key steps:

Action	Responsibility	By When
Prepare for Transitional Consenting Regime	Principal Planner Consents	30 October 2026
Review National Policy Direction and National Instruments as published by Central Government and appropriately prepare submissions / feedback	Policy Planner / Strategic Planner	2027 - 2028
Appropriately participate and contribute to the delivery of the Regional Spatial Plan	Policy Planner / Strategic Planner	2026 -2029
Appropriately contribute to the development of the Natural Environment Plan	Policy Planner / Strategic Planner	2029 -2030
Prepare for the transition from the Operative District Plan to Land Use Plan	Policy Planner / GIS Administrator / LIMS Advisor	Ongoing
Assess the implications of the regulatory relief provisions and undertake preparation for the development of regulatory relief frameworks as part of the LUP and NEP process.	Policy Planner / Strategic Planner / Finance	2029 -2030

6 TUHUTORO | REFERENCES

- Planning Act 2026
- Natural Environment Act 2026

7 WHAKAPAI | APPROVAL

Prepared by	Taljit Heera **Policy Planner**
Reviewed by	Leigh Robcke / Aoife Hennessy **Senior Project Planner / Strategic Planner**
Approved by	Peter Thom **Group Manager Community Development and Regulatory**

New Zealand Government
Te Kāwanatanga o Aotearoa

El Niño 2026

New Zealand and the Southwest Pacific

Stronger El Niño| Dryer north and east | Higher fire and heat risk

At a glance:

Forecasts indicate a historically strong El Niño developing through 2026 and continuing into 2027, with the possibility of significant impacts for New Zealand and the Southwest Pacific.

Dryer and hotter than normal for northern and eastern New Zealand.

Wetter conditions for western and lower South Island.

Higher wildfire risk and stronger winds in spring and early summer.

Increased cyclone risk for Southwest Pacific from Samoa to French Polynesia.

El Niño outlook and impacts:

Historically strong event

Sea surface temperature anomalies are rising rapidly with record atmospheric responses already observed. This El Niño may exceed previous events.

Rainfall and temperature

North Island (especially north and east):
Below-normal rainfall, spiky and variable temperatures, increasing risk of heat stress.

Western and lower South Island:
Wetter conditions, possible cooler periods.

Wind and severe weather

Spring and early summer likely to be windier than usual, particularly in the South Island and lower North Island - increasing risks of damaging winds and wildfires.

Heat alerts and advisory systems

MetService heat alert system issues alerts for unusually high temperatures. Note that this system is not fully integrated into national warnings. Local heat conditions should be monitored.

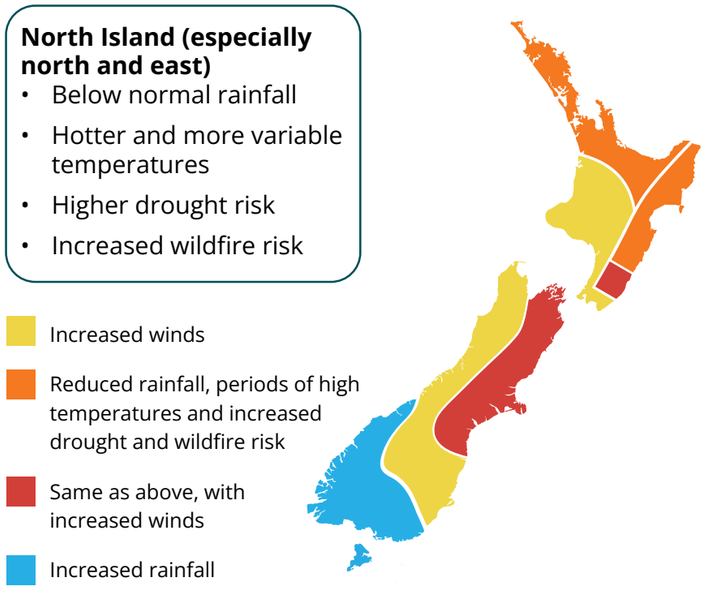
Southwest Pacific cyclone season

The Southwest Pacific Convergence Zone is likely to shift north and east, increasing cyclone risk from Samoa to French Polynesia and raising concerns for water security and agriculture.

Expected climate impacts for spring 2026:

New Zealand outlook

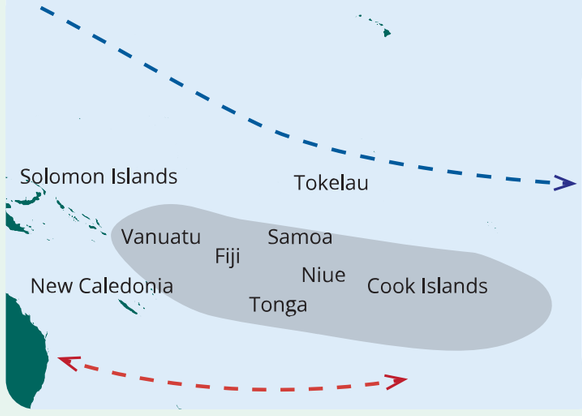
North Island (especially north and east)
- Below normal rainfall
- Hotter and more variable temperatures
- Higher drought risk
- Increased wildfire risk



Lower North Island and South Island
- Windier than normal in spring and early summer
- Higher risk of damaging winds and wildfires
- Dry conditions reduce plant growth and increase dust and fuel loads

West and lower South Island
- Abover normal rainfall
- Possible cooler periods
- Increased flood risk in some catchment

Southwest Pacific outlook



The main area of rainfall and Tropical Cyclones formation is likely to be displaced northwards and eastwards of its typical location. However, this does not rule out an Ex-Tropical Cyclone from impacting New Zealand.

Majority of Pacific population most likely to see below normal rainfall – risks for water security and agriculture.

Wildfire risk and emergency response:

Wildfire patterns and drivers

New Zealand averages ~4,300 wildfires annually, mostly human caused, El Niño-driven westerly winds and dry conditions increase fire risk, especially in eastern regions.

Operational challenges

Strong winds can hamper aerial operations and lead to fast-moving fires. Requires early monitoring, resource stockpiling and extended operational periods.

Community and resource coordination

Coordinated messaging, community capacity and workforce management are critical during prolonged or concurrent incidents.

Fire restrictions and recovery

Restrictions may start earlier & last longer, affecting land management. Extended recovery and mental health support will be needed.

Information and public engagement

Public preparedness messaging is available through multiple platforms, including MetService push notifications. Agencies are encouraged to align response plans and communication strategies to ensure effective engagement and risk reduction.

This is a joint product through the support of:

National Emergency Management Agency
Te Rākau Whakamarumaru
Aotearoa New Zealand

Earth Sciences New Zealand

Ministry for Primary Industries
Manatū Ahu Matua

FIRE EMERGENCY NEW ZEALAND

Health New Zealand
Te Whatu Ora

New Zealand Government
Te Kāwanatanga o Aotearoa

Primary sector drought and readiness

Types of drought and impacts

Meteorological drought
Not enough rain has fallen over a sustained period.

Agricultural drought
The soil becomes too dry to support normal pasture and crop growth.

Hydrological drought
Water sources such as rivers, lakes, dams, and groundwater are running low.

Monitoring and response

Move to enhanced monitoring:
Triggered when Earth Science NZ hotspot criteria are met, the 30-day Standardized Precipitation Index (SPI) is severely or extremely dry, and local intelligence supports escalation.

Move to response:
Triggered when enhanced monitoring criteria are met, the 60-day SPI is severely or extremely dry, forecasts indicate little relief, and the sector's ability to cope is being affected.

Practical advice

Get prepared – have a plan and discuss it with someone you trust.

Consider: water infrastructure and equipment; livestock/crop management plan; feed management options; fire risk management plan; budget; and the effects of dry/wet weather on people and animals.

Communication and outreach

Targeted communication for lifestyle block owners and new rural workers via regional groups and support networks.

Feedback helps improve messaging.

Concurrent risks and planning

Plan for concurrent risks like bird flu, commodity shortages and flooding. Use flexible comprehensive planning to manage multiple hazards.

Health impacts of heat, drought and wildfires

Heat health risks

Watch for signs of heat exposure:

- Heat rash
- Heat cramps
- Sunburn
- Heat exhaustion
- Heatstroke/sunstroke

Seek immediate medical attention if you see signs of heatstroke/sunstroke. Health New Zealand has information about health effects from heat at **healthnz.govt.nz/health-effects-from-heat**. Babies, older people, disabled people and people with serious long-term health conditions are more at risk from heat.

Water security and health

Drought can affect drinking water availability and quality. Protect water sources and follow local water restrictions. Drink plenty of water. Keep you and your pets hydrated. Drink more fluids, regardless of how active you are and do not wait until you are thirsty to drink.

Wildfire and smoke

The health impacts from wildfire are from the fire itself as well as the smoke and carbon monoxide.

Smoke can travel a long distance and inhalation of the fine particles can exacerbate a number of existing health conditions. Babies, older people, disabled people and people with serious long-term health conditions are more at risk from smoke. For more information visit **healthnz.govt.nz/fires-smoke**.

Health preparedness

In hot weather, stay inside or in the shade. Limit physical activity and drink water.

There are things you can do to keep cool at home. For tips and further information visit **getready.govt.nz/heat**.

If you cannot keep your home cool, go to a public place that has air conditioning, such as a library or shopping mall.

What can you do?

Stay informed

Listen to the radio or follow your Civil Defence Emergency Management Group online. Follow the instructions of civil defence and emergency services.

Conserve water

Remember you need three litres of water stored for each person for each day that you are without water. Use water wisely at home, on the farm and in your community. Don't forget to store water for babies and pets too.

Fire safe

Find practical steps you can take to reduce the risk of wildfire, and check whether it's safe to light a fire and if you'll need a fire permit at **checkitsalright.nz**.

Look out for others

In an emergency, you'll want to look out for your neighbours – and they'll want to look out for you. Getting to know them before an emergency means you'll know how to check in with each other, and how you can work together to look after your community.

Older adults, babies, young children, people with disabilities and people with serious long-term health conditions are more at risk. Keep in touch and check in on them if it's safe to do so.

Prepare your plan

Have a household and business plan for heat, drought, fire and other hazards.

Make a plan at **getready.govt.nz/make-a-plan**.

This website is in a number of languages and alternate formats.

Issued by: National Emergency Management Agency | Date of Issue: 14 August 2026 | Product Reference: OT-2026-01-IS01

NGĀ MŌHIOTANGA
FOR INFORMATION

To	Policy, Planning and Emergency Management Committee
Author	Andrew Bu Bear – Emergency Management Manager
Meeting date	21 October 2026
File reference	Document: 4185591
	Appendix A: 4185592 – El Niño Infographic August 2026
Subject	**Emergency Management Manager Q1F27 October 2026 Update**

1. TE WHAIKUPU | RECOMMENDATIONS

THAT the Committee

a) Receives the report titled Emergency Management Manager Q1F27 October 2026 Update, (document number 4185591).

2. TE WHAKARĀPOPOTANGA | SUMMARY

This report provides an update on the new Emergency Management Act 2026 which came into force 4th September 2026 and a brief on the El Niño weather predictions for 2026-2027.

The report provides information and awareness to support continuous improvement in Council's emergency management capability and preparedness.

3. TE ARONGA | PURPOSE

This report is to inform the Policy, Planning and Emergency Management Committee with an update on national, regional, and local Civil Defence Emergency Management matters.

4. NATIONAL UPDATE

Emergency Management Act 2026
Most provisions in the Emergency Management Act 2026 came into force on 4 September 2026.

Emergency Management Act 2026 | New Zealand Legislation

Some provisions have a delayed commencement to allow relevant parties time to prepare for implementation where necessary, for example, to prepare for appointments to new statutory roles. These provisions are:

- the appointment, roles and duties of District and Local Controllers and Recovery Managers (delayed by 12 months – will come into force on 4 September 2027)
- requirements for regional emergency management plans to provide for the needs of disproportionately affected communities, arrangements to manage offers of assistance, and for managing animals during an emergency (delayed by 12 months – will come into force on 4 September 2027 and will apply to regional plans which are approved by an EMC from that date)
- powers of territorial authority chief executives regarding the use and provision of resources made available to them (delayed by 12 months – will come into force on 4 September 2027)
- compliance orders (delayed by 6 months – will come into force on 4 March 2027)
- the role of lead agencies (will come into force on 4 September 2028 or an earlier date set by Order in Council) to allow time for development of a new National Emergency Management Plan.

The EM Act transitional, savings, and related provisions are included in Schedule 1.

Emergency Management Act 2026 | New Zealand Legislation

- This outlines the arrangements for the provisions which have a delayed commencement so there is not a gap in the legislation, and for some things that were established under the CDEM Act to automatically continue under the EM Act. Specifically, the following carry over into the EM Act when passed (with changed names where applicable):
- Officers appointed under the CDEM Act, for example, Controllers and Recovery Managers (and their alternates), CDEM Group Chairperson, and those authorised to declare a state of emergency or transition period, and delegations already in place
- Appointments of, and arrangements for, Local Controllers and Local Recovery Managers until 12 months after the Emergency Management Act comes into force
- Existing bodies and their members such as CDEM Group's and their local authority members and administering authorities, and co-ordinating executive groups
- Documents established under the CDEM Act, for example, Director CDEM guidelines, code or technical standards, CDEM Group Plans, regulations, the National CDEM Strategy, and National CDEM Plan
- Publicly notified CDEM Group Plan proposal, which will continue to be reviewed under the CDEM Act
- Declarations of states of emergency or transition periods that are already in place
- Warrants to enter and search premises that have been applied for or are in place, and
- References in documents to the CDEM Act 2002 and its provisions, and to personnel and entities.

On 2nd September 2026 the National Controller at NEMA advised they would implement EM Act Webinars in October 2026 for the different stakeholders including Chief Executives, Mayors, Joint Committees, Coordinating Executive Groups, Controllers and Recovery Managers.

Implication insights for Council
The Emergency Management Act 2026 represents a significant reset of New Zealand's emergency management framework.

The EM Act reflects the increased expectations of the emergency management system, and everyone involved in it. It provides new tools and mechanisms to strengthen capability, improve consistency, and lift performance across the sector, while supporting the reform objectives that have emerged from successive reviews and inquiries into emergency management.

For NEMA, the Act represents an important shift. Historically, NEMA has supported and influenced the system through formal and informal guidance, best practice and technical standards, information, education, training, and strong relationships. The new Act creates opportunities for a more mature regulatory approach and enables new mechanisms such as rules, standards, monitoring, and compliance tools where these are needed to improve outcomes.

For councillors, the main issue is not only legislative compliance. The Act requires active governance oversight of local readiness, regional participation, community resilience, infrastructure risk, funding, and transition planning. Council will need to ensure that local arrangements remain legally current, operationally practical, and aligned with regional and national emergency management settings.

The EM Act 2026 included an amendment to the Local Government Act 2026 (Schedule 10, 17B) which states that local authorities must set out steps to implement of progress the requirements of the Regional Emergency Management Plan (Currently Waikato CDEM Group Strategic Plan 2025-2030).

Chief Executives are required to operationalise the duties of local authorities to take necessary steps to undertake emergency management or to perform their functions or duties as required.

Topic Information and Fact Sheets Series
On the 4th September 2026 NEMA released a series of information and fact sheets aimed at explaining key changes to roles and responsibilities and processes under the new act.
Included in the series are:

- Role information sheet C: Multi-member Emergency Management Committees » National Emergency Management Agency

- Role information sheet E: Mayors » National Emergency Management Agency
- Role information sheet G: Local authority chief executives » National Emergency Management Agency
- Role information sheet H: Controllers » National Emergency Management Agency
- Role information sheet I: Recovery Managers » National Emergency Management Agency

5. REGIONAL UPDATES

After Action Report Update (AAR):

Earlier this year the Coordinating Executive Group (CEG) commissioned Ian Macdonald (Sage Planning Ltd) to undertake an independent external review and provide an After-Action Report for the following events:

- January 2026 Severe Weather Events
- February 2026 Severe Weather Events
- April 2026 – Ex Tropical Cyclone Vaianu

Recently Ian travelled to Paeroa and completed a series of face-to-face interviews with individuals who played key leadership, coordination and operational roles during the January and April 2026 Events.

There are still several face-to-face interviews to complete. We do not have a timeframe for a preliminary report.

Implication Insights for Council

The AAR process requires us to provide timely documentation, survey responses, and staff input through interviews. It will create an evidence base on what worked well and what needs to improve across recent severe weather and cyclone response activity.

Key implications are staff time, transparency, accountability, and the need to act on any recommendations that identify gaps in planning, coordination, systems, training, welfare, recovery, or community engagement.

The findings may also inform future regional priorities, investment decisions, and governance oversight of emergency management readiness.

El Niño Weather Brief

In August 2026 the National Emergency Management Agency coordinated a national readiness forum attended which our Emergency Management staff attended. Weather experts from Earth Sciences (Previously Met Service and NIWA) provided information which is summarised in Appendix A.

Since August our Emergency Services staff have attended a planning meeting with Rural Support Trust and again listed to an expert from Earth Sciences provide a similar update.

While there is a great deal of uncertainty about how severe this El Niño season will be, a common theme is that it is predicted to greater than previous events on record.

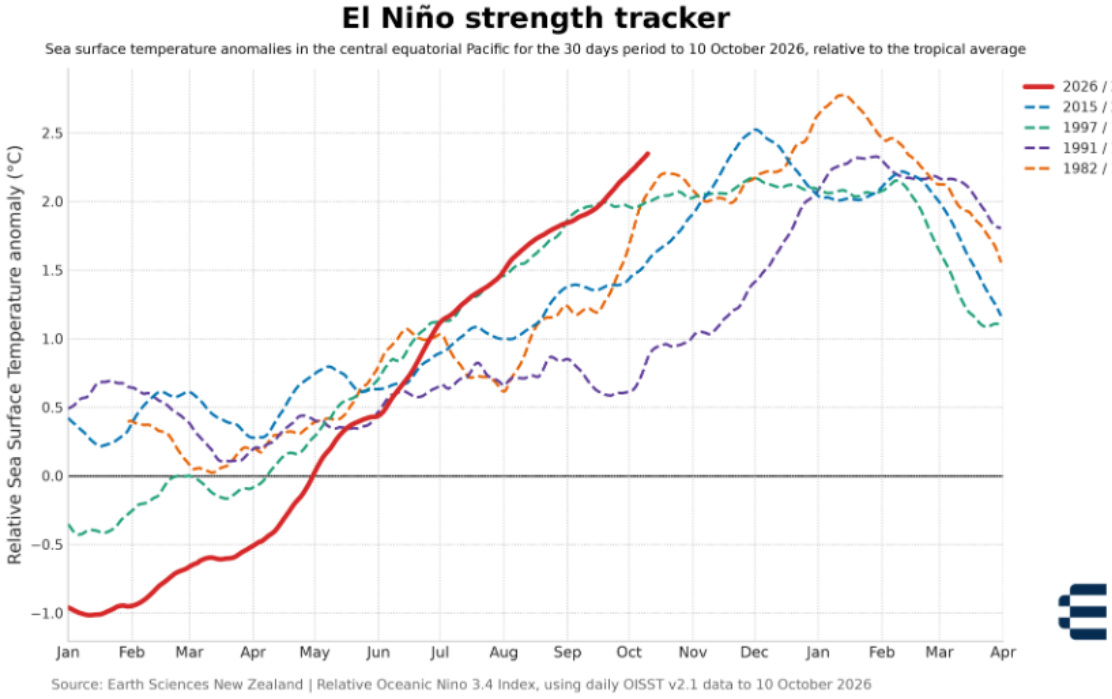
El Niño 2026: What you need to know | Earth Sciences New Zealand

El Niño, and the ENSO ocean-atmosphere phenomenon that it is part of, can't be fully described by a single number. Scientists have developed several indices, each summarising a different aspect of the system to track ENSO conditions consistently through time.

One of the key indices Earth Sciences New Zealand uses for monitoring and forecasting El Niño is the Relative Oceanic Nino Index (RONI).

The RONI was developed to better track El Niño and La Niña conditions despite the interference of overall background ocean warming due to climate change. The RONI approach calculates how unusually warm or cool ocean temperatures are in the central equatorial Pacific (a region known as Niño 3.4) compared the current tropical average temperature.

The chart below shows how this El Niño event is tracking compared to past historically strong El Niño's.

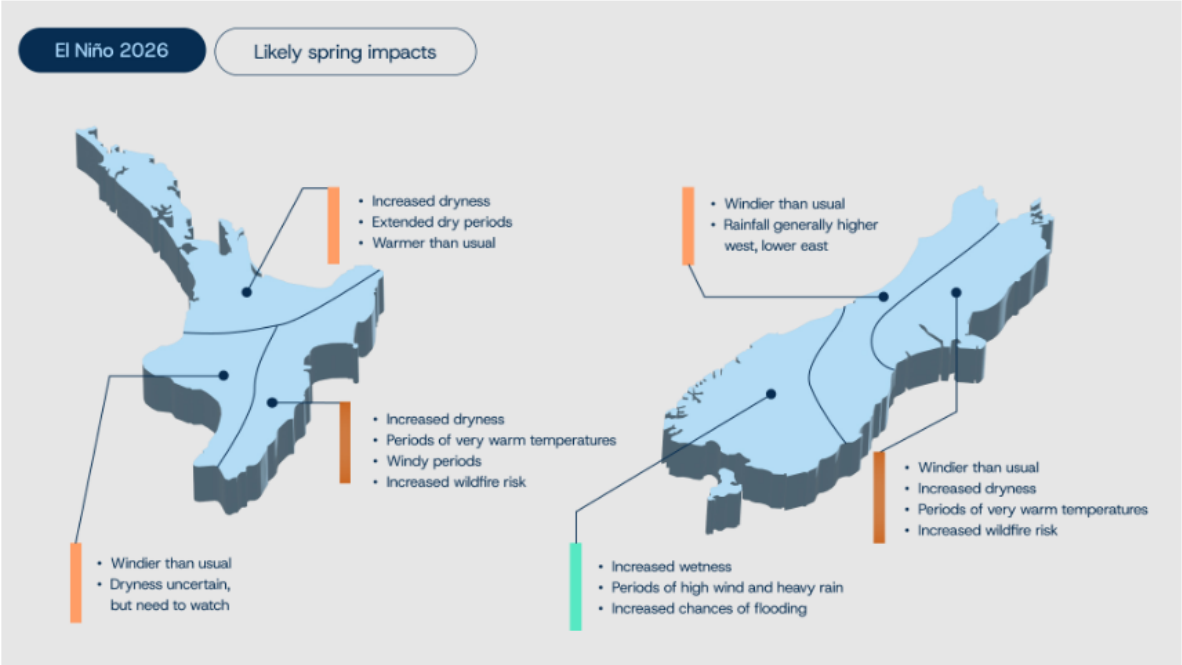


Track the strength of El Niño 2026 compared to past historically strong El Niño events.

What does this El Niño event mean for New Zealand?

Spring 2026 is expected to be drier than normal for northern and eastern parts of both islands, with the greatest odds for dryness over northern and eastern parts of the North Island. A windier than usual spring is in store for much of New Zealand, especially for the South Island and lower and eastern part of the North Island. At times, strong wind will drive unusually warm weather, with eastern parts of both islands likely to see spikes in high temperatures, which combined with dryness, will result in increased wildfire risk.

An active, stormy spring is expected for the western and lower South Island, as frequent fronts and low pressure systems bring periods of high wind and heavy rain, and consequently increased chances of flooding.



- **Drier conditions:** Rainfall is likely to be below normal in the north and east of the North Island, including Northland, Auckland, Waikato, Bay of Plenty, Gisborne, Hawke's Bay and Wairarapa.
- **Increasing water stress:** More frequent dry spells may reduce soil moisture, river flows and groundwater recharge, affecting farming and other water-dependent sectors.
- **Warmer but variable:** Temperatures will probably be above average overall, although occasional cold outbreaks and sharp temperature changes remain possible.
- **Stronger winds:** More frequent and gusty west-to-southwest winds are expected. Eastern areas may experience particularly warm, dry föhn winds.
- **Growing fire risk:** Drying soils and vegetation, combined with warmer weather and stronger winds, are likely to increase rural and vegetation fire danger toward summer.
- **Heavy rain is still possible:** Short-lived northerly systems can still bring localised heavy rainfall or flooding despite the generally dry seasonal outlook.

Possible Implications for Council

- **Water supply and drought:** Lower rainfall, reduced stream flows and slower groundwater recharge may require earlier restrictions, increased monitoring, conservation campaigns and contingency supplies.
- **Rural and vegetation fires:** Emergency Management staff should coordinate with Fire and Emergency New Zealand, farmers, iwi and rural communities.

- **Infrastructure disruption:** Strong winds may bring down trees and interrupt roads, electricity and telecommunications. Dry or moving soils can increase water-pipe failures and affect roads and other assets.
- **Agricultural and economic effects:** Reduced pasture growth, irrigation constraints and horticultural losses may affect rural businesses, employment and the wider local economy.
- **Community welfare:** Heat, smoke, water shortages and isolation may disproportionately affect rural settlements, older people, households with limited resources and communities relying on small water supplies.
- **Continued flood risk:** A dry seasonal outlook does not eliminate short-duration heavy rainfall, flash flooding or slips. Flood readiness and warning arrangements must therefore remain active.
- **Emergency-management capability:** The Emergency Management Act 2026 raises expectations for capability, consistency, monitoring and accountability.
- **Financial pressure:** Councils may face unplanned expenditure for water cartage, firefighting support, welfare centres, public communications, asset repairs and recovery, while drought-related economic impacts could reduce revenue.
- **Reputational risk:** Delayed restrictions, inconsistent messaging or inadequate support for isolated communities could reduce public confidence.
- **Regulatory and consenting workload:** Waikato Regional Council may need closer management of water takes, minimum flows and environmental effects.

6. TE ARA KI MUA | NEXT ACTIONS

The table below sets out the next key steps:

Action	Responsibility	By When

7. TUHUTORO | REFERENCES

- Emergency Management Act 2026 | New Zealand Legislation
- El Niño 2026: What you need to know | Earth Sciences New Zealand

8. WHAKAPAI | APPROVAL

Prepared by	Andrew BuBear **Emergency Management Manager | Āpiha Whakahaere Ohotata**
Reviewed by	Campbell Moore **Local Controller**
Approved by	Peter Thom **Group Manager - Community Development & Regulatory**

NGĀ MŌHIOTANGA
FOR INFORMATION

To	Policy, Planning and Emergency Management Committee
Author	Brett Otto – Emergency Management Officer
Meeting date	21 October 2026
File reference	Document: 4182307
Subject	**Emergency Management Officer Q1F27 Update**

1. TE WHAIKUPU | RECOMMENDATIONS

THAT the Committee

a) Receives the report titled Emergency Management Officer Q2F27 Update, (document number 4182307).

2. TE ARONGA | PURPOSE

This report is to inform the Policy, Planning and Emergency Management Committee on Civil Defence Community Response and weather-related activities carried out by the Emergency Management Officer (EMO) since the last PP & EM Committee Meeting.

3. HUIHUINGA | EVENTS

Since the last PP & EM Committee Meeting the EMO time has been taken in in Preparing and Planning for Emergency Events and normal reporting and CDEM Activities. A significant amount of time has been in organising and collating information for the After-Action Review of the 2026 Summer Weather Events Review. The EMO has also been working with The Planning Manager on HDC's One Plan to Rule them all Operational Plan. This plan will give HDC CDEM Staff a headstart when it comes to activating and responding to the significant hazards that effect our communities. The plan is very operational and has the three main hazards identified for our district. This plan is living and will always need updating it will also have the other significant hazards added to it as time and resources allow.

4. KIA UIA TE HAPORI WHĀNUI | ENGAGING WITH OUR COMMUNITIES

On the 14th of September the EMO along with St Johns and Neighbourhood Support attended a community Meeting at the Waikino Hall. The Meeting was well received by the community with excess of fifty members of the community attending. St Johns spoke on the opportunities to upskill First Aid and CPR training and their "Three Steps to Life" initiative which is free. The community registered its interest in having this training delivered in the

future. Neighbourhood Support spoke about their system and the need to refresh it as some old contacts had since moved on since it was last spoken about. The EMO was able to talk about Personal Preparedness and planning for the main hazards that could affect their community and tie together the shared approach to Emergency Response and Planning. Unfortunately, because of illness the Fire NZ representative was not able to attend however the EMO was able to point the community to the Fire NZ website where they could find information on how to protect their properties from wildfires. It was suggested that now the relationship has been started we could get Fire NZ to come along another time to speak on this topic.

At this meeting were quite a few residents that live on the Waitāwheta side of the Ohinemuri River, so a discussion was started around developing a Community Response Plan for this Community also. This is something the EMO will progress, communications on this have already started.

5. MAHERE | PLANS

Community Response Plans (CRP'S):

Progress on CRP's:	Updated	In progress	Not started

Community	Plan owners	Plan update
Wharekawa– East Coast Road on the Firth of Thames, north of Miranda Including Kaiaua School, and Whakatiwai~Waharau; Extending from the foot of the Hunua Ranges to the coast and inland towards Mangatangi; Including Kaiaua Road and Miranda Road to the coast.	Kaiaua Volunteer Fire Brigade	Plan is updated
	Activities to progress include:	
	Nothing to report since the last Meeting	
Turua – Between stop banks of the Waihou and Piako Rivers; from junction of SH2 and Hauraki Road; To junction of SH25 and Hauraki Road	Paul Clayton	Paul Clayton is developing the plan
	Activities to progress include:	
	I have contacted the plan Champion again by email to update the plan waiting for a reply	
Kerepehi – Between Waihou and Piako stop banks; From Puhunga Island Rd Bridge in the North to intersection of SH2 and Hauraki Road in the South	Ian Sara	Plan is updated
	Activities to progress include:	

NOTE: Ngatea Group to start NORTH of Puhunga Road Bridge, Turua Group runs along Hauraki Road (between stop banks) and Netherton Group to commence intersection of SH2 and Hauraki Road, running SOUTH	Nothing to report since the last Meeting	
Whiritoa – Village	Errol Smith Belinda Matheson Shelly Broad	Plan is being updated
	Activities to progress include:	
	I have contacted this committee to see if they still want to organise a community event I have had no reply back so far	

The following communities have been identified as requiring CRP's and some have been started:

Community	Plan owner	Plan update by
Waitakaruru –	Rebekah Duffin Peggy Barriball	Plan needs updating
	Activities to progress include:	
	I have contacted the plan champion for an updated plan waiting for a reply	
Ngatea –	Unidentified	TBA
	Activities to progress include:	
	Nothing to report since the last meeting	
Kaihere/Patetonga – Pipiroa/Kopuarahi –	Unidentified	TBA
	Activities to progress include:	
	Still no identified group to work with	
Karangahake & Mackaytown	Denise Eggers Aura Hurrell	Plan is updated
	Activities to progress include:	
	Nothing to report since the last Meeting	
Waikino	Vanessa McHardy Bex Remington (Waikino School Principal)	Plan is in progress
	Activities to progress include:	
	Community meeting conducted with Neighbourhood Support and St Johns was a great success. The Community have decided they want to hold a three steps to life program hopefully before Christmas the EMO is helping to get this across the line.	
Waitāwheta		Very early stages contact being determined
	Activities to progress include:	

	Initial Meeting held at Waikino a contact from this group is still being canvassed

6. IWI ENGAGEMENT

The Hauraki District Emergency Management Officer is responsible for delivering a broad and complex portfolio of work across multiple competing priorities, requiring strategic allocation of limited time and resources. Māori iwi engagement remains a critical component of building community resilience and strengthening emergency preparedness, response, and recovery capability across the district; however, with insufficient emergency management funding and capacity to outsource this function. A way that this could be progressed is through the shared arrangement HDC has with its partner at MPDC. There is opportunity to piggyback off what MPDC have been doing in this space as this seems to have been getting very good interaction and cooperation with Māori and Iwi in this space. The EMO and the EMM will look to see how this may be able to be progressed.

7. TRAINING TARGETS

The Waikato Coordinating Executive Group passed a standard for CDEM trained staff across all councils. This requirement must be met by all Local Councils and is **100%** of all Local Councils Staff must complete Foundational Training and **25%** of Council Staff must be trained to Intermediate level.

Foundational Training

The percentage of Foundation Trained staff for HDC is **58.1%** of staff who have done the face-to-face or refresher online training but only **45.8%** have finished the training by completing the online assessment.

The EMO has been working with the HDC HR department to raise these percentages by making foundation training part of new staff induction to complete within six months of starting at HDC.

Staff who have not completed any CDEM training should repeat the foundation training every four years.

The following table shows number of permanent staff trained per HDC departments:

Team | Group	No in Team (Perm.)	No Trained	% Trained
CE Team (ELT)	6	2	33%
People Strategy & Partnership	3	2	67%
Community Development and Regulatory	56	33	59%
Communications & Corporate Services	57	30	53%
Finance & Risk	17	7	41%
Service Delivery	97	33	34%
Overall Total	236	107	48%

Intermediate Training

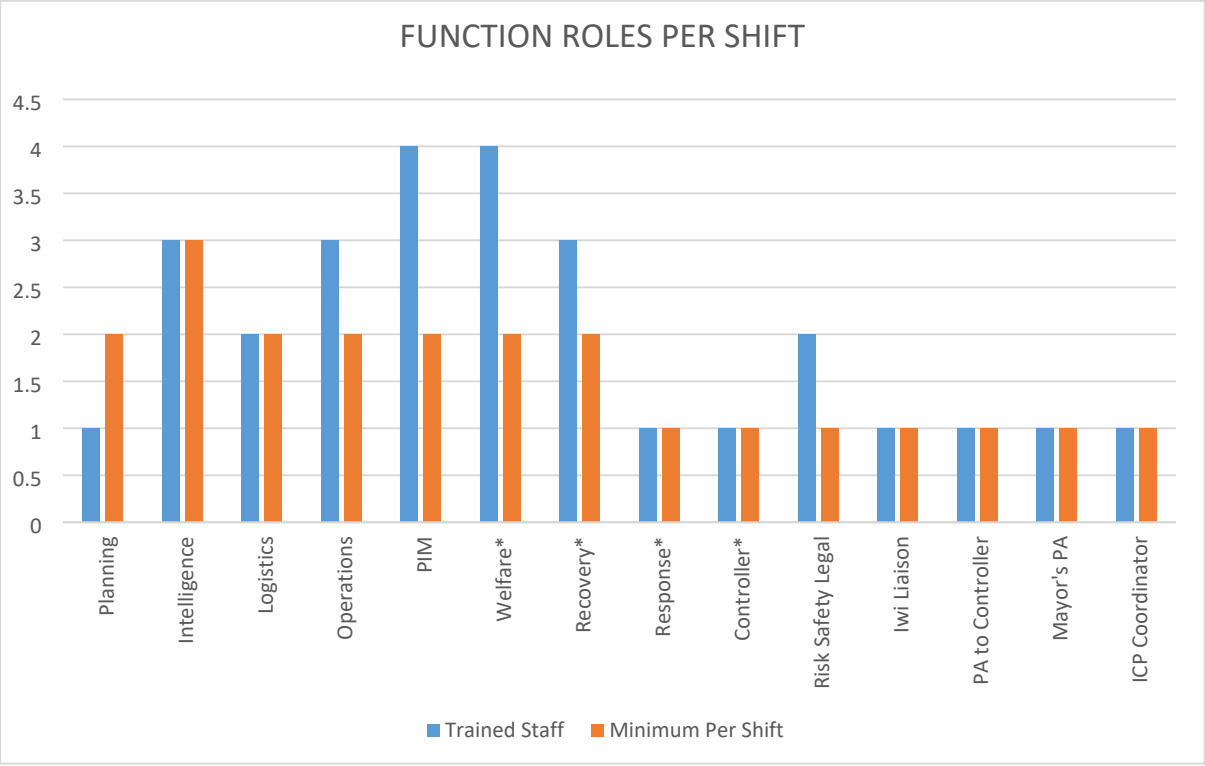
The percentage of staff who have done the face-to-face Intermediate Training at HDC is **15.3%** however only **11.9%** of staff have completed their training by doing the intermediate online assessment. This is well short of the **25%** target set by the CEG.

The EMO and Response Manager will discuss with HR whether additional staff can be identified and encouraged to complete intermediate training, helping to increase the current percentage. HDC's intermediate training rate was above 20% relatively recently; however, as noted in previous reports, training percentages can change as staff join or leave the organisation. HDC will continue to train more staff as availability and circumstances allow.

Intermediate training requires a more selective approach, as staff who complete it may then be required in the Emergency Operations Centre.

Staff are assessed during foundation face-to-face training to determine whether they have the capacity and attributes needed to work in a potentially high-stress environment. If they are considered suitable, and their team manager has been advised of their selection for civil defence training, they may then complete intermediate training.

The following infographic indicates that HDC would have difficulty sustaining a 24hr response and would likely need support to do so.



8. TAUTOKO | APPROVAL

Prepared by	Brett Otto **Emergency Management Officer | Āpiha Whakahaere Ohotata**

Reviewed by	Campbell Moore **Local Controller**
Approved by	Peter Thom **Group Manager - Community Development & Regulatory**