



AGENDA

Ordinary Council Meeting Tuesday, 4 November 2025

Date Tuesday, 4 November 2025

Time 2:00 pm

Location Council Chamber
District Council Building
King George Place
Timaru

File Reference 1803324

Timaru District Council

Notice is hereby given that a meeting of the Ordinary Council will be held in the Council Chamber, District Council Building, King George Place, Timaru, on Tuesday 4 November 2025, at 2:00 pm.

Council Members

Mayor Nigel Bowen (Chairperson), Cllrs Stacey Scott, Peter Burt, Stu Piddington, Scott Shannon, Michelle Pye, Owen Jackson, Graeme Wilson, Chris Thomas and Philip Harper

Quorum – no less than 5 members

Local Authorities (Members' Interests) Act 1968

Councillors are reminded that if they have a pecuniary interest in any item on the agenda, then they must declare this interest and refrain from discussing or voting on this item and are advised to withdraw from the meeting table.

Stephen Doran

Acting Chief Executive

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- 1 Opening Prayer and Waiata**
- 2 Apologies**
- 3 Public Forum**
- 4 Identification of Urgent Business**
- 5 Identification of Matters of a Minor Nature**
- 6 Declaration of Conflicts of Interest**

7 Reports

7.1 Affixing of the Common Seal

Author: Jessica Kavanaugh, Democracy Services Lead

Authoriser: Stephen Doran, Acting Chief Executive

Recommendation

That the following warrants have been approved by the Chief Executive and are being reported to the Council for noting:

08 October 2025 – Approval of Warrants

Purpose

- 1 To report the Chief Executive has approved the Warrant of Appointments and is reporting that as required under the delegation manual (Clause 3.4.5).
- 2 To note the names have been redacted for the privacy of the employees. Council authorise the signing and sealing of these documents.

Attachments

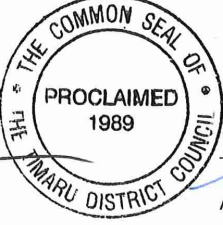
1. Execution of warrants - 08.10.25 [↓](#) 



Approval of warrants

I, Andrew Dixon, Acting Chief Executive of the Timaru District Council have delegated authority pursuant to clause 3.4 of the Timaru District Council delegations manual to appoint and authorise the Council Officers listed in the table below, and issue warrants to those Council Officers under the relevant legislation and the Council's bylaws, including delegating the exercise of powers under those warrants, and affixing the Council's common seal to warrants. I hereby approve the attached warrants.


Nigel Bowen




Andrew Dixon

8/10/2025

Date

Name	Title	Unit
	Wastewater Treatment Operator	Drainage and Water
	Water Services Project Manager	Drainage and Water

#1796584

7.2 Release of Public Excluded Items

Author: Jessica Kavanaugh, Democracy Services Lead

Authoriser: Stephen Doran, Acting Chief Executive

Recommendation

That the Council notes the following public excluded items have been released to the public

1. Pleasant Point Community Board - Item 14.1 Divestment of Property 01.10.24
2. Council - Item 12.4 - Southern Water Done Well Progression 01.04.25
3. Council Workshop - Public Excluded Minutes - Annual Plan 01.04.25

Purpose of Report

- 1 The purpose of this report is to provide the Council with an updated status of Public Excluded items released to the public.

Assessment of Significance

- 2 This matter is assessed to be of low significance under the Council's Significance and Engagement Policy as there is no impact on the service provision, no decision to transfer ownership or control of a strategic asset to or from Council, and no deviation from the Long Term Plan.

Discussion

- 3 The following items have been released to the public and are available on the Timaru District Council website under the following links;
 - Pleasant Point Community Board - Item 14.1 Divestment of Property 01.10.24
<https://www.timaru.govt.nz/council/council-and-committee-meetings/meeting-dates-calendar/pleasant-point-community-board/2024/pleasant-point-community-board-01.10.24>
 - Council - Item 12.4 - Southern Water Done Well Progression 01.04.25
<https://www.timaru.govt.nz/council/council-and-committee-meetings/meeting-dates-calendar/council/2025/council-01.04.25>
 - Council Workshop - Public Excluded Minutes - Annual Plan 01.04.25
<https://www.timaru.govt.nz/council/council-and-committee-meetings/meeting-dates-calendar/public-workshops/2025/workshop-01.04.25/>

Attachments

Nil

7.3 Actions Register Update

Author: Jessica Kavanaugh, Democracy Services Lead

Authoriser: Stephen Doran, Acting Chief Executive

Recommendation

That the Council receives and notes the updates to the Actions Register.

Purpose of Report

- 1 The purpose of this report is to provide Council with an update on the status of the action requests raised by councillors at previous Council meetings.

Assessment of Significance

- 2 This matter is assessed to be of low significance under the Council's Significance and Engagement Policy as there is no impact on the service provision, no decision to transfer ownership or control of a strategic asset to or from Council, and no deviation from the Long Term Plan.

Discussion

- 3 The actions register is a record of actions requested by Councillors. It includes a status and comments section to update the Council on the progress of each item.
- 4 There are currently nine items on the actions register.
- 5 Six items are marked as ongoing.
- 6 One item is marked as completed and proposed to be marked as removed at the next meeting.
- 7 Two items are marked as removed and will be taken off the list at the next meeting.

Attachments

1. Council Actions Required [↓](#) 

Information Requested from Councillors (Council)

Key ■ = Completed, for removal ■ = 60+ Days ■ = 90+ Days ■ = Removed

Information Requested	Budget Reallocation Trial				
Date Raised:	17 October 2023			Status:	Complete
Issue Owner	Chief Financial Officer	Due Date:	When presented	Completed Date:	September 2025
Background: The Councillors requested that a trial is to commence that includes officers work to advise the Chair of the relevant committee when budget reallocation occurs which is each Group Managers responsibility and provide an update to the Commercial and Strategy Committee in the Financial Report. This trial will be reviewed in March. Update: This has been implemented in the Monthly Financial Update to the Commercial and Strategy Committee for September 2023 and will continue to feature in these reports until a review of the trial in March 2024. July 2024 Update: Budget reallocation will be continued on a trial basis pending a further review. September 2024 Update: This will remain on here until such time it is used for a report at which time we will review layout for approval for on going use. January 2025 Update: A formal process for this is still being developed. GMs will continue to bring papers to council when required. 4 February 2025 Council Meeting: This action was requested and agreed to be presented at the 18 February 2025 Commercial and Strategy Meeting. Update: A verbal update was given at the 18 February Commercial and Strategy Meeting. The new Senior Finance Business Partner will look at implementing a process with managers after understanding the organisation through the Annual Plan process. March 2025: There is no further update for March 2025. April 2025: This has been added on to the Funding and Financial Implications template within Council Decision making reports. This can now be closed off. 6 May 2025 Council Meeting: It is agreed this action is not complete and to remain on the register as the May update is not the solution, discussion to be had with the Chief Executive on how to best achieve this. June 2025: Continued education of activity managers is required to utilise the financial and funding implementation template.					

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Finance is investigating the best information available from MagiQ to enable a monthly review of year-to-date budgets fully utilised prior to the end of the financial year. This is expected to be implemented by August 2025.

02 September 2025: The Senior Finance Business Partner is working on a full new Magiq monthly report that will incorporate this as part of the monthly reporting. Still in progress due to Annual Report requirement pressures.

09 September 2025 Council Meeting: It was requested to have a plan and timeline added to the outstanding actions.

September 2025 Update: The new Magiq monthly report has been completed and included with the August monthly finance report. This action can now be closed.

Information Requested:	Investigate Subcontracting Across Council				
Date Raised:	12 December 2023			Status:	
Issue Owner	General Manager Land Transport	Due Date:		Completed Date:	
Background: The Councillors requested a report on sub-contracting across council where sub-contracting is occurring with the consideration to if these services can be delivered in – house. Examples include – Street sweeping, rubbish collection. March 2024 Update: The Infrastructure Group is looking at alternative ways of carrying out various services, starting with the s17a review of Parks. Some of the identified opportunities will be included within the report on underutilised assets. May 2024 Update: Direction has now been received on Parks and Recreation services. Review of Public Place Waste Disposal is being carried out – seeking direction if there are other areas Councillors would like reviewed. July 2024 Update: Officers met on 23 May to discuss potential efficiencies in the delivery of services across different groups. These included the use of in-house services across groups or consolidation of individual contracts within groups to take a Council wide approach. Examples are use of in-house parks resources for Council property grounds maintenance, consolidation of public refuse bins collection to gain economies of scale, or consolidation of cleaning services into a Council wide contract rather than contracts in individual groups. The outcome is to initiate the development of a 5 year delivery plan for services that can be delivered in house or packaged in a different way to ensure the best community outcomes.					

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August 2024 Update: Request for a road map to come back to Council.

September 2024 Update: The first business case (street sweeping) is being finalised for the group to review. This template will then be used for the other services that have been identified as there being potential opportunity for review. The list so far includes General Cleaning, Building Maintenance, Graffiti, Gardening, Commercial Waste, Public Place Waste and Security. The purpose of having a 5 year plan is around looking at contracts that may not be due to expire for some time but to have a plan for when they do expire.

October 2024 Update: The Street Sweeping business case has been completed with a recommendation to retain the status quo contracting this out. Business cases are currently being prepared for cleaning and electrical services. This will be a ongoing project over several months as we work through various services. Is Council seeking continued updates or comfortable that this piece of work is being managed and can be removed from the actions register.

December 2024 Update: Further investigation is underway connected to the action below "Investigate Small Trades" and a report will be brought to Council on 4 February.

February 2025 Update: A review is currently being carried out around public place waste and how this service is delivered.

4 February 2025 Council Meeting: This action was requested and agreed to be presented at the 04 March 2025 Council Meeting. This action is now linked to the "Investigate Small Trades" and will be tabled at the 4 March 2025 meeting

March 2025 Update: Currently working through implications for existing contract if street sweeping were to be brought in-house. Current contractual arrangement not due to expire till June 2028.

March 2025 Council Meeting: It was advised this report was deferred until the 1 April 2025.

April 2025 Update: The street sweeping report will be presented at the 1 April Council meeting.

May 2025: This report was presented and it is recommended that this action is now closed.

6 May 2025 Council Meeting: It is agreed this action is not complete, Councillors are waiting for further information on Street sweeping relative to current contracts, process and potential penalties.

June 2025 Update: Discussions have commenced with Fulton Hogan, a further update will be provided at the next meeting.

July 2025 Update: The contractor has confirmed that their internal commercial team has assessed their position regarding the formal agreement with a key subcontractor. Engagement with the subcontractor is expected to take place next week during a scheduled visit from the contractor's Regional Commercial

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Manager. A further update will follow that discussion. In parallel, Council's Section 17A review of transport service delivery will get underway over the coming weeks and months. This will provide a robust and independent foundation to support future decision-making across all aspects of the transport activity.

September 2025 Update: Council's Section 17A review of transport service delivery has now commenced. This process provides the most appropriate and independent mechanism for assessing whether services are best delivered in-house, contracted out, or through a mixed model. The outcomes of that review will give Council the necessary evidence base to inform decisions ahead of future contract renewals.

For visibility, a summary report can be tabled at a future meeting listing contracts with formal subcontract components and their expiry dates, if Council still wishes. However, officers recommend relying on the Section 17A review to guide substantive decisions rather than duplicating work through piecemeal reporting.

09 September 2025 Council Meeting: It was requested to have a plan and timeline added to the outstanding actions.

October 2025 Update: A Section 17A review is currently underway for all Transport Activities undertaken by Council including street sweeping. A report outlining options and recommendations will be presented in the new triennium, with adoption expected by March 2026. Other subcontracting opportunities in other council activities will also be considered when contract renewal opportunities arise and Section 17A reviews are completed. It is recommended that this item be closed.

07 October 2025 Council Meeting: It was requested that this action remain open until the reports come through to Council.

Information Requested	Investigate Small Trades				
Date Raised:	12 December 2023			Status:	Ongoing
Issue Owner	Chief Financial Officer, General Manager Assets and Infrastructure	Due Date:	4 th February 2025	Completed Date:	
Background: The Councillors requested a report on Trades: investigate the value of small trades outside of large contracts with the consideration to these being offered in-house. With an analysis of both procurement and spend on invoices under \$10k. - Are we getting competitive pricing with a preferred supplier. - Do we get to a level whereby in-house provision of the particular trade could be the better way forward. Update: Investigation is in progress and will return to council once complete. September 2024 Update: This is underway, working on electricians, plumbers, cleaners as a starting point.					

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December 2024 Update: Further investigation is underway connected to the action above 'Investigate Suncontracting Across Council' and a report will be brought to Council on 4th February.

January 2025 Update: Work has been completed and a business case being developed with outcome of investigation. This will come to Council for the 4th March 2025 meeting. Maintenance (Incl Building, Plumbing, Electrical and Painting) is now considered complete.

February 2025 Update: A report on Plumbing, Electrical, Building and Painting requires further investigation for options post internal review and is anticipated to be presented with the other papers concerning maintenance at the next meeting. A report on cleaning will return to Council after further investigation. At a later date.

March 2025/April 2025: The investigation into small trades maintenance has highlighted that this is a process systems change. This will be managed via Councils JIRA system, all maintenance requests centralised and triaged across preferred contractor lists. Paper outlines next steps with an organisational review of contractors leading to a preferred contractors list. As noted the new process will allow the corrections to coding that is required, linked to PO's with the ability to better track requests and control maintenance spend across all departments.

May 2025: Following the Council meeting 1 April 2025 a JIRA system will be implemented across Council in early May once all Tier 3 Managers have been able to input in to how the system will work for them and confirmed list of suppliers for their building maintenance works. This part of the investigate small trades is now considered closed and further reporting will be via the CFO and the Procurement Lead as they investigate further trades across Council operations.

June 2025: Process implementation has stalled until the restructure is complete. A maintenance procurement plan is in development and will be brought to a Council in due course. Officers are currently reviewing cleaning service delivery.

July 2025 Update: There is opportunity for some efficiency gains. Options being explored include what can be delivered in-house, combination of activities into a larger maintenance contract or use of a pre-approved supplier panel. Business cases need to be developed for these options that will be done following the organisation restructure.

09 September 2025 Council Meeting: It was requested to have a plan and timeline added to the outstanding actions.

September 2025 Update: Stage 1: A business case is being developed by the General Manager Assets and Infrastructure for Council Building maintenance services and facilities cleaning services with an assessment of options including, in house, contracted, hybrid or pre approved supplier panel with the intention of bringing it to Council in March 2026. This will form part of the LTP decisions and asset management plans prior to the next financial year. Stage 2 will be an implementation plan based on the decisions made.

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Information Requested	Vertical Infrastructure Maintenance Report (Quarterly)				
Date Raised:	22 October 2024			Status:	Ongoing
Issue Owner:	Chief Executive/ General Manager Assets and Infrastructure	Due Date:	4 February 2025	Completed Date:	20/03/2025
Background: Councillors requested quarterly reporting on the status of Council owned vertical infrastructure, including community facilities, to allow for oversight on the sufficiency of budget allocated to operating costs. December 2024 Update: Report on progress will be presented to Council on 4 February 2025. January 2025 Update: The report is in draft pending discussion internally and will be reported on at the 4th March 2025 meeting. February 2025 Update: Officers are still waiting on information to be able to provide an accurate report to Council. It is anticipated to have this work ready to present at the 1 April meeting. March 2025/April 2025: This information is included in the quarterly financials that come to Council. This action is also linked with the work that has been completed on Small trades and is being investigated to streamline and update an internal process for a procure to pay system that works with a preferred contractor list available in the Esker system. All requests for maintenance will go via a JIRA request and triaged so that only the preferred contractor list can be utilised, the correct coding is allocated to the request and department budgets. A procure to pay system will then allow for better auditing of the invoice as it tracks back through the financial system before payment is released. This action could be closed out. 1 April 2025: Council Meeting update: it was confirmed this action remain open. May 2025: Further reporting on this issue will be via the CFO in quarterly reports as normal that are brought to Council. 6 May 2025 Council Meeting: It is advised the commentary in the action is not what the councillors have requested. It is advised they want an update of vertical assets that do not have maintenance programmes, and what should be in budgets to maintain the buildings. June 2025 Update: This information has started to be gathered, but an indication of timeframe to provide to Council is not possible yet. This may take some time to work through but Council will be kept informed on progress. 3 June 2025 Council Meeting: Discussion included the vertical maintenance information could be presented in two to three months and the addition of Earthquake strengthening into this action, and the need to go through a prioritisation process.					

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July 2025 Update: This information is a key component of a property asset management plan that has yet to be prepared. This information gap is acknowledged and been considered as part of the organisation restructure to appropriately resource the data collation, analysis, options, forward programmes and preparation of the AMP. Given the quantum of the task this will be presented to Council early 2026 in preparation for the next Long Term Plan.

Information Requested	Investigate Financial System				
Date Raised:	4 February 2025			Status:	Complete
Issue Owner:	Chief Information Officer	Due Date:	04 March 2025	Completed Date:	30 October 2025
Background: Councillors requested as part of Council resolution 2025/8 that officers “Investigate an upgrade or new financial system and report back to the Council at the 4 March 2025 Council Meeting with an estimated cost and timeframes in order for this amount to be included in the Annual Plan 25/26.” This was not included in the March action register. April 2025: Investigation is underway. An update report on progress to date has been prepared for the 1 April meeting. May 2025: CFO and CIO visited the Palmerston North team to discuss their financial system upgrade, they had some excellent insights and looked to have solved quite a few of the issues we currently have. Officers are fine tuning our requirements based off this information and putting together a workplan with costings, which we will bring back to council. June 2025: A system shift of this magnitude is a complex task and the business case is in progress. Officers have received some quotes and are waiting on the provider for remaining quotes to provide full costings. July 2025 Update: CFO and CIO are working on a business case for the financial system upgrade. September 2025 Update: The Business case draft has been completed - currently being reviewed by SLT for sign off to bring to council. October Update 2025: Following SLT review and feedback some aspects of the business case being developed further before coming to council. This will now be presented in the new triennium. 30 October 2025 Update: This item can now be closed off, the investigation and business has been completed, and is before Council at the 4 November 2025 meeting for decision.					

Information Requested	Freedom Camping Enforcement, additional signage and limiting access
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Date Raised:	24 June 2025			Status:	
Issue Owner:	General Manager Assets and Infrastructure, General Manager Regulatory	Due Date:		Completed Date:	
Background: Councillors requested to be provided an update on the status of the resolution (2025/82) "That Council direct the Chief Executive to warrant officers under the Freedom Camping Act 2011 and associated legislation, and not pursue the development of a freedom camping bylaw." Also an update that additional signage be added to Caroline Bay and limiting access to certain areas to help with freedom camping over the Christmas period. July 2025 Update: General Manager Regulatory to approve officers, warrants will need to be issued. General Manager Assets and Infrastructure, appropriate signage is required to be approved and installed. September 2025 Update: General Manager Regulatory has begun the process of Timaru District Council parking officers becoming warranted, this item can be closed. 07 October 2025 Council Meeting: It was requested that this action remain open, and an update be provided on the installation of the signage.					

Information Requested	Rates and Revenue Review				
Date Raised:	05 August 2025			Status:	In progress
Issue Owner:	Chief Executive	Due Date:		Completed Date:	
Background: Councillors requested to have the Rates and Revenue Review added to the action register and updated provided on the progress. August 2025 Update: The Chief Executive has interviewed a potential consultant and is interviewing another for this review. October 2025 Update: A consultant has been appointed for the review, the rates 101 induction on Tuesday 4th November (prior to the Council meeting) will inform and begin the conversation around the rates and revenue review.					

Information Requested	Timeline for the culvert replacement at the Showgrounds Intersection
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Date Raised:	26 August 2025			Status:	Complete
Issue Owner:	General Manager Land Transport	Due Date:		Completed Date:	02/09/2025
Background: Councillors requested that council officers follow up with New Zealand Transport Agency Waka Kotahi to understand the timeline for the works to be undertaken including the works that will happen after this replacement is done and the plan for State Highway 1 travellers. September 2025 Update: The eight month programme reflects the need to balance community safety, traffic reliability and the technical challenges of replacing a large culvert in a constrained and sensitive environment. The culvert is a significant structure, measuring 28.5 metres in length, 6 metres wide and 2 metres high, made up of 19 individual units with two headwalls, and requiring excavation to a depth of around 3 metres. The site is also recognised as archaeologically sensitive, meaning works must be paused for professional assessment should any discoveries be made. There are no viable local road detour routes for State Highway 1 through Timaru, and while local traffic will naturally divert to surrounding roads, these are not designed to handle the high volumes of heavy vehicles that typically use the state highway. To maintain two lanes of traffic at all times, the culvert must be constructed in stages, which extends the overall programme duration. The estimated eight-month timeframe also includes a three-week shutdown over the Christmas–New Year period, recognising that major roadworks at the peak holiday travel time would not be well received. Additional contingency has been included for wet-weather delays as the work is being undertaken in a stream environment. October 2025 Update: Construction work is underway and it is recommended that this item can be closed.					

Information Requested	New Terms of Reference for the Water Services Delivery Steering Group				
Date Raised:	26 August 2025			Status:	
Issue Owner:	General Manager Corporate/ General Manager Drainage and Water	Due Date:		Completed Date:	
Background: Councillors requested have a new Terms of Reference for the Water Services Delivery Steering Group in the new triennium.					

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7.4 Resolution to Include Supplementary Reports

Author: Jessica Kavanaugh, Democracy Services Lead

Authoriser: Stephen Doran, Acting Chief Executive

Recommendation

That the Establishment and Terms of Reference of Council, Committees and Subcommittees be received and considered at the Council meeting on 04 November 2025.

Purpose of Report

- 1 To seek approval to submit the Establishment and Terms of Reference of Council, Committees and Subcommittees be received and considered at the Council meeting on 04 November 2025.

Assessment of Significance

- 2 This report is considered to be of low significance under the Council's Significance and Engagement Policy.

Background

- 3 Section 46A(7) of the Local Government Information and Meetings Act 1987 states that

46A Availability of agendas and reports

(7) An item that is not on the agenda for a meeting may be dealt with at the meeting if—

(a) the local authority by resolution so decides; and

(b) the presiding member explains at the meeting at a time when it is open to the public,—

(i) the reason why the item is not on the agenda; and

(ii) the reason why the discussion of the item cannot be delayed until a subsequent meeting.

Discussion

- 4 The reason the report was not included on the main agenda is that it was not available at the time the agenda was prepared.
- 5 It is appropriate that the Council receive the report at the current meeting.

Consultation

- 6 There is no consultation required.

Relevant Legislation, Council Policy and Plans

- 7 Local Government Information and Meetings Act 1987

Financial and Funding Implications

8 There are no financial and funding implications.

Other Considerations

9 There are no other considerations.

Attachments

1. **Section 46(a) Local Government Official Information and Meetings Act 1987** [↓](#) 

Part 7 s 46A	Local Government Official Information and Meetings Act 1987	Reprinted as at 1 January 2014
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Section 46(8)(e): added, on 1 January 2000, by section 196(1) of the Animal Welfare Act 1999 (1999 No 142).

46A Availability of agendas and reports

- (1) Subject to subsections (6) to (10), any member of the public may, without payment of a fee, inspect, during normal office hours, within a period of at least 2 working days before every meeting, all agendas and associated reports circulated to members of the local authority and relating to that meeting.
- (2) Subject to subsections (6) to (10), the agendas—
 - (a) shall be available for inspection under subsection (1) at the public offices of the local authority (including service delivery centres) and the public libraries under the authority's control; and
 - (b) shall be accompanied by either—
 - (i) the associated reports; or
 - (ii) a notice specifying the places at which the associated reports may be inspected under subsection (1).
- (3) Subject to subsections (6) to (10), the associated reports shall be available for inspection under subsection (1) at the public offices of the local authority.
- (4) Any member of the public may take notes from any agenda or report inspected by that member of the public under subsection (1).
- (5) Every member of the public who inspects an agenda or report made available under subsection (1) and who requests a copy of any part of any such agenda or report and tenders the prescribed amount (if any) shall be given such a copy as soon as practicable.
- (6) Where a meeting is an extraordinary meeting called pursuant to a resolution of the local authority, the local authority must cause the agenda and any associated reports to be made available as soon as is reasonable in the circumstances.
- (7) An item that is not on the agenda for a meeting may be dealt with at the meeting if—
 - (a) the local authority by resolution so decides; and
 - (b) the presiding member explains at the meeting at a time when it is open to the public,—

Reprinted as at
1 January 2014

**Local Government Official Information
and Meetings Act 1987**

Part 7 s 46A

- (i) the reason why the item is not on the agenda; and
 - (ii) the reason why the discussion of the item cannot be delayed until a subsequent meeting.
- (7A) Where an item is not on the agenda for a meeting,—
- (a) that item may be discussed at that meeting if—
 - (i) that item is a minor matter relating to the general business of the local authority; and
 - (ii) the presiding member explains at the beginning of the meeting, at a time when it is open to the public, that the item will be discussed at the meeting; but
 - (b) no resolution, decision, or recommendation may be made in respect of that item except to refer that item to a subsequent meeting of the local authority for further discussion.
- (8) The chief executive may exclude from the reports made available under subsection (1), reports or items from reports that he or she reasonably expects the meeting to discuss with the public excluded.
- (9) The chief executive shall indicate on each agenda the items that he or she reasonably expects the meeting to discuss with the public excluded.
- (10) Where agendas and associated reports are for meetings of community boards, it shall be sufficient for the purposes of this section that they be available for public viewing at the main office of the local authority and those service delivery centres and public libraries, if any, under the control of the local authority situated within the community.

Section 46A: inserted, on 1 October 1991, by section 5(1) of the Local Government Official Information and Meetings Amendment Act 1991 (1991 No 54).

Section 46A(6): substituted, on 1 July 2003, by section 262 of the Local Government Act 2002 (2002 No 84).

Section 46A(7): amended, on 7 July 2004, by section 3 of the Local Government Official Information and Meetings Amendment Act 2004 (2004 No 65).

Section 46A(7A): inserted, on 2 September 1996, by section 2(2) of the Local Government Official Information and Meetings Amendment Act 1996 (1996 No 132).

Section 46A(8): amended, on 1 July 2003, by section 262 of the Local Government Act 2002 (2002 No 84).

7.5 Council, Community Board and Committee Meeting Dates**Author:** Jessica Kavanaugh, Democracy Services Lead**Authoriser:** Stephen Doran, Acting Chief Executive**Recommendation**

That the Council confirms the indicative meeting schedule for the period to 31 December 2025 Council, Community Board, Committee and Subcommittee meetings be held as follows:-

Sister Cities Subcommittee	Monday 10 November	11.00am
Community Boards		
Inaugural Temuka	Monday 10 November	5.00pm
Inaugural Pleasant Point	Tuesday 11 November	7.00pm
Inaugural Geraldine	Wednesday 19 November	6.30pm
Downlands Water Supply Committee	Monday 17 November	9.00am
Audit and Risk Committee	Monday 01 December	9.00am
Community Partnerships Subcommittee	Thursday 04 December	1.00pm
Tenders and Procurement Committee**	Tuesday 09 December	9.30am
People and Performance Committee**	Tuesday 09 December	10.30am
Council Meeting	Tuesday 09 December	2.00pm
Local Arts Scheme Subcommittee	Thursday 11 December	2.30pm

**subject to change

Purpose of Report

- 1 To confirm the indicative Council, Community Board, Committee and Subcommittee meetings for the period to 31 December 2025.

Assessment of Significance

- 2 This matter has been assessed as low significance in terms of Council's Significance and Engagement Policy. This is a procedural requirement under the Local Government Act 2002 section 21(5)(d).

Discussion

- 3 The draft 2026 Council meeting calendar will be presented to the 04 November 2025 Council Meeting.

- 4 The meetings indicated in the recommendation are subject to change, this will depend on the establishment of the individual Committees and Subcommittees. The establishment and terms of references will be tabled at the 04 November 2025 Council Meeting which will inform any changes required to the remaining meetings for 2025.

Attachments

Nil

7.6 Adoption of 2026 Meetings Calendar

Author: Jessica Kavanaugh, Democracy Services Lead

Authoriser: Stephen Doran, Acting Chief Executive

Recommendation

That Council

1. Receive the tabled 2026 meeting calendar; and,
2. Receive the Adoption of 2026 Meetings Calendar Report; and,
3. Adopt the proposed 2026 meetings calendar.

Purpose of Report

- 1 To approve the Council meetings' calendar for the 2026 calendar year.

Assessment of Significance

- 2 This matter has been assessed as having low significance under the Council's Significance and Engagement Policy as it is a procedural matter with no financial implications.

Background

- 3 Under the Local Government Act 2002 (LGA), Council can adopt a schedule of meetings covering any future period the local authority considers appropriate. Pursuant to Clause 19, Section 7 of the LGA, Adoption of a schedule constitutes notification of every meeting on the schedule and may be amended.

Discussion

- 4 The draft meeting calendar for 2026, is attached for consideration. The Canterbury Mayoral Forum and Local Government New Zealand historically have held their meetings on Thursdays and Fridays, this is not anticipated to change for 2026.
- 5 The draft 2026 meetings calendar is based on a six weekly meeting cycle in respect of Community Boards, monthly Council meetings. The Audit and Risk Committee meet quarterly . Other committee/subcommittee meetings are held according to the cycles defined in their establishment and terms of reference. Additional meetings may be required to meet legislative requirements such as adoption of the Annual Plan and Annual Report.
- 6 The draft 2026 meeting calendar will be tabled at the 04 November 2025 meeting.

Options and Preferred Option

Option one

- 7 To adopt the 2026 meetings calendar as presented.

Option two

- 8 To adopt the 2026 meetings calendar with amendments as deemed necessary.

Consultation

- 9 There is no wider community consultation required for the adoption of the 2026 meeting calendar. The meetings will be publicly advertised on the Timaru District Council website and the Courier newspaper.

Relevant Legislation, Council Policy and Plans

- 10 Local Government Act 2002
11 Local Government Official Information and Meetings Act 1987

Financial and Funding Implications

- 12 There are no financial implications for Council with adopting the 2026 meetings calendar.

Other Considerations

- 13 There are no other considerations.

Attachments

Nil

7.7 Appointments to Council Organisations/Joint Committees and Affiliated Organisations**Author:** Jessica Kavanaugh, Democracy Services Lead**Authoriser:** Stephen Doran, Acting Chief Executive**Recommendation**

That Council makes the following appointments to Council Organisations, Joint Committees and Affiliated Organisations:

- Canterbury Civil Defence Emergency Management Group (CDEM) – The Mayor
- AD Hally Trust Committee – The Mayor and one Temuka Ward Councillor
- Canterbury Waste Joint Committee – one Councillor
- Strengthening Families Management Group – one Councillor

Purpose of Report

- 1 To make appointments to the Council Organisations and Joint Committees described in this report.

Assessment of Significance

- 2 This matter has been assessed as having a low significance in terms of the Significance and Engagement Policy. The appointments do not affect levels of service, rates or strategic assets.

Background

- 3 The Timaru District Council works collaboratively with other Councils on a number of issues. In such instance governance is by way of a Joint Committee for these activities, and membership comprises of members from two or more Councils or organisations. Council appoints its own members to these various Joint Committees governing bodies.
- 4 There are also other Council Organisations or affiliated organisations in respect of which Council Organisations or affiliated organisations in respect of which Council has a right to appoint a committee member, trustee or other representative.

Discussion**Appointments**

- 5 Canterbury Civil Defence Emergency Management Group (CDEM):

Recommendation: That the Mayor be appointed to the Canterbury Civil Defence Emergency Management Group (CDEM), in accordance with Clause 31, Schedule 7 of the Local Government Act 2002.

- 6 AD Hally Trust Committee:

Recommendation: That the Mayor and a Councillor (representing the Temuka community as required by the Trust Deed) be appointed.

7 Canterbury Joint Waste Committee:

Recommendation: That a member of the Council be appointed to the Canterbury Joint Waste Committee in accordance with Clause 31, Schedule 7 of the Local Government Act 2002

8 Strengthening Families Management Group:

Recommendation: That a member of the Council be appointed to the Strengthening Families Management Group as requested by Presbyterian Support South Canterbury.

Options and Preferred Option

9 Option one that Council makes the appointments to the Council Organisations, Joint Committees and Affiliated Organisations as set out in this report.

10 Option two that Council does not make the appointments to the Council Organisations, Joint Committees and Affiliated Organisations as set out in this report.

Consultation

11 There is no community consultation required for these appointments.

Relevant Legislation, Council Policy and Plans

12 Local Government Act 2002

13 Canterbury Water Management Strategy

Financial and Funding Implications

14 There are no direct financial and funding implications.

Other Considerations

15 There are no other considerations.

Attachments

Nil

7.8 Elected Members Remuneration 2025/26 - Allocation of Pool

Author: Stephen Doran, Acting Chief Executive

Authoriser: Nigel Bowen, Mayor

Recommendation

1. That the Council recommend to the Remuneration Authority for approval, a final proposal for the allocation of the governance remuneration pool.

Purpose of Report

- 1 The purpose of this report is for the Council to determine and recommend to the Remuneration Authority an appropriate allocation of the remuneration pool for the Councillors' remuneration.

Assessment of Significance

- 2 This report is of low significance when assessed against Council's Significance and Engagement Policy. Legislation requires Council to allocate the governance remuneration pool set by the Remuneration Authority for each Council term. Council is required to pay the pool to its elected members. It is acknowledged there is public interest in the remuneration of elected members.

Background

- 3 The Remuneration Authority (RA) is an independent body which sets remuneration for various Crown and government related offices, including judges, members of parliament and local government representatives. The RA provides an annual determination that sets local government salaries for mayors, councillors and community board members and the criteria around different allowances. The Local Government Act (clause 6 schedule 7 Local Government Act 2002 (LGA)) provides for the RA to set remuneration arrangements. A determination set by the RA is regarded as secondary legislation¹.
- 4 Pursuant to the LGA (clause 12 schedule 7), the local authority is required to make payment to a person according to the terms of the Determination.
- 5 The basis the RA use for setting local government remuneration (Mayor and Councillors) is determined within a local government pay scale taking into account three factors:
 - i. The size of the governance role of each Council, determined by a size index based on:
 - Population (*source: Stats NZ estimated resident population*)
 - Total operating expenditure (*source: Stats NZ local authority financial statistics*)
 - Total asset value (*source: Stats NZ local authority financial statistics*)

¹ Secondary legislation is law that is made by someone other than Parliament. It is made under a power that Parliament has formally delegated in a particular Act.

- Socioeconomic deprivation index (*source: University of Otago Socioeconomic Deprivation Indices*)
 - ii. The average time required by an elected member on a council of a particular size, for Councils of the nature of Timaru District Council, the RA assess Councillor work-loads as varying between full time and half time.
 - iii. A general comparison with parliamentary salaries.
- 6 Remuneration for Community Boards is not determined according to the above scale due to the distinctive structure and responsibilities of these boards.
- 7 Based on this approach, the RA set an annual determination for all local authorities for following the 2025 local elections. For Timaru District Council, this includes:
- i. Base salaries for the Mayor, Community Board Chairpersons and Community Board Members.
 - ii. For the period following the 2025 local elections the RA has set the total pool for Councillor remuneration at \$585,868 which includes a minimum base salary of \$48,823. Following the 2025 local elections, the Council must decide on the allocation on the balance of the remuneration pool of \$151,463 ($(9 \times 48,823) - 585,863 = 146,456$).
- 8 The pool enables a more locally responsive approach to setting elected members remuneration. The size of the pool is aligned with the Council's ranking on the relevant size index and within the framework of the new local government pay scale. The pool has no relationship to the number of Councillors and does not apply to the Mayor or Community Board Members.
- 9 The timetable for deciding on the allocation of the pool is summarised below:

4 November 2025	Recommendation on pool allocation made by Council
By 16 November 2025	First deadline for submitting recommendation to RA for amending determination
By 22 December 2025	RA consider proposals, amending determination drafted and gazetted
By 27 January 2026	Second deadline for submitting to RA for amending determination (if first deadline missed)
By Late Feb/Early March 2026	RA consider proposals, amending determination drafted and gazetted

Discussion

- 10 The Council is required to determine and recommend to the RA the full allocation of the remuneration pool. It cannot refuse the decision or only recommend the allocation of a proportion of that included in the Determination.
- 11 The Council must decide how it wants to allocate the pool according to its own priorities and circumstances. A base remuneration rate must be decided for Councillors with no additional responsibilities and for those with additional responsibilities.
- 12 Additional responsibilities may relate to positions such as Deputy Mayor, Committee chairperson or where there is significant other work representing the Council on outside groups (e.g. community or cross-council groups). Fees for Councillors serving as directors on council-controlled organisations (CCOs) are paid for by the relevant CCO.

- 13 The pool may also be used where Council delegates significant other responsibilities than they currently hold to Community Boards and consequently propose an increase in Community Board remuneration to recognise this. This must be taken from the pool and go through a separate process with the RA. The maximum amount that can be added to the community board member remuneration is 30%.
- 14 There are three requirements for the recommendation relating to the distribution of the pool:
- The entire pool must be allocated
 - A base remuneration rate must be decided for Councillors who have no additional responsibilities
 - For roles where there are additional responsibilities, the Council must decide:
 - A title and short description of the role (i.e. what are the requirements for the Councillor undertaking it)
 - The proposed annual dollar value of remuneration attached to the role
 - The names of the Councillor(s) undertaking the role
- 15 The proposal must then be forwarded to the RA for consideration and inclusion in the amending determination.
- 16 The 2025/26 Determination (post-election)² has established the following remuneration for Timaru District Council elected member roles for the remainder of the 2025/26 year:

Office	Annual Remuneration (\$)
Mayor	\$161,673
Councillor (Minimum Allowable Remuneration)	\$48,823
Geraldine Community Board – Chairperson ³	\$13,190
Geraldine Community Board – Member	\$6,595
Pleasant Point Community Board – Chairperson	\$10,344
Pleasant Point Community Board – Member	\$5,172
Temuka Community Board – Chairperson	\$13,450
Temuka Community Board – Member	\$6,724

- 17 As noted above the Determination sets out a total governance remuneration pool of \$585,863 for Councillors with a minimum base councillor remuneration of \$48,823. A Councillor cannot be paid below the minimum base remuneration set by the RA.
- 18 For comparison, the pool has increased compared to pre-election by \$26,815 to reflect the new size indices for the new Council triennium. For the period up until the 2025 elections (from 1 July 2025), the pool was allocated between the Deputy Mayor (\$78,462), Committee chairpersons (\$63,581) and Deputy Chairpersons (\$56,396) with a minimum allowable remuneration of \$44,001.
- 19 In addition to remuneration, Councillors and Community Board members receive allowances for vehicle kilometres, travel time, information and communications technology and childcare according to the rates set by the Determination and conditions set by the Determination and Council policy.

² [Local Government Members \(2025/26\) Determination 2025](#)

³ Where an elected Councillor is appointed the Chairperson of a Community Board, the Board Chairperson salary is not payable.

- 20 There 2025 determination also introduces a new home security system allowance. If requested this can reimburse a defined amount of the installation and monitoring costs of a security system at a member's primary place of residence within the Timaru District based on a security threat and risk assessment.
- 21 There are a range of options available to Council for the allocation of the remuneration pool. Council should initially determine:
- (i) Whether additional responsibilities will be conferred to Community Boards and the impact on their remuneration. Should this be agreed, this will need to go through a separate process with the RA and will reduce the overall pool available to Councillors.
 - (ii) The factors that will influence the remainder of the allocation of the pool to Councillors. These might include Councillor workload, roles and responsibilities, where there are multiple positions of responsibility or whether any recognition of representation or involvement on other groups (e.g. Regional Transport Committee).

Options and Preferred Option

- 22 There are three practicable options for the allocation of the pool, through an equal allocation or either via a straight dollar or ratio approach. Within these options, there are multiple variations that could be used.
- 23 The following potential options are available:
- i. Equal allocation of the pool amongst all Councillors.*
- 24 This option would mean the pool is split equally amongst the nine Councillors, without any recognition of additional responsibility. Based on this option, each Councillor would receive a salary of \$65,095.88 (\$585,863/9).
- ii. Use of a straight dollar based approach, recognising additional responsibilities*
- 25 This option would recognise additional responsibilities and apply a straight dollar based approach to the allocation of the pool. This option increases the base salary for all Councillors to \$61,000 and allocates the remaining funding according to responsibilities.

26

Role	Description of Role	Annual Base Remuneration (\$)	Allocation for Additional Responsibility (\$)	Total Annual Remuneration (\$)
Deputy Mayor (1 position)	Assist the Mayor in carrying out the statutory and leadership role of the Mayor	\$57,000	\$27,868	\$84,868
Committee Chair (3 Positions, one of which will be held by deputy mayor)	Provide leadership to the committee, ensure decision-making is evidence based and made in a timely manner, and conduct meetings in accordance with standing orders and legislation	\$57,000	\$15,000	\$72,000
Committee Deputy Chair (3 Positions)	Support the Chairperson in providing leadership to the committee, ensure decision-making is evidence based and made in a timely manner, and conduct meetings in accordance with standing orders and legislation where required	\$57,000	\$5,000	\$62,000
<i>Allocated Remuneration Pool</i>				<i>\$414,868</i>
Councillor	No additional responsibilities	\$57,000		

iii. Use of a ratio based approach, recognising additional responsibilities

- 27 This option applies a ratio based approach to the allocation of the pool where positions of responsibility receive proportionally more than a base Councillor salary. This option increases the base salary for all Councillors to \$56,333 and allocates the remaining funding according to responsibilities. This was the option chosen for the previous term.

Role	Description of Role	Ratio Applied to base remun'n	Annual Base Remuneration (\$)	Allocation for Additional Responsibility (\$)	Total Annual Remuneration (\$)
Deputy Mayor (1 position)	Assist the Mayor in carrying out the statutory and leadership role of the Mayor	1.5	\$56,333	\$28,167	\$84,500
Committee Chair (3 Positions, one of which will be held by deputy mayor)	Provide leadership to the committee, ensure decision-making is evidence based and made in a timely manner, and conduct meetings in accordance with standing orders and legislation	1.3	\$56,333	\$16,900	\$73,234
Committee Deputy Chair (3 Positions)	Support the Chairperson in providing leadership to the committee, ensure decision-making is evidence based and made in a timely manner, and conduct meetings in accordance with standing orders and legislation where required	1.1	\$56,333	\$5,633	\$61,967
<i>Allocated Remuneration Pool</i>					<i>\$416,867</i>
Councillor	No additional responsibilities		\$56,333		

Consultation

- 28 There is no consultation required for this decision. The legislative process requires the Elected Councillors to make the decision.

Relevant Legislation, Council Policy and Plans

- 29 Remuneration Authority Act 1977
- 30 Local Government Act 2002 (Schedule 7: 6 -13)
- 31 Local Government Members (2025/26) Determination 2025

Financial and Funding Implications

- 32 Elected Member remuneration is set independently by the RA and Council is obligated to distribute the entire remuneration pool to its elected members. Elected Member remuneration is funded through rates and the Uniform Annual General Charge. Increases in elected members remuneration and allowances as proposed by the RA will mean an increase is required to be funded in future budgets.

Other Considerations

- 33 There are no further considerations identified.

Attachments

Nil

7.9 Governance Remuneration, Allowances and Expenses Policy

Author: Brendan Madley, Senior Policy Advisor
Jessica Kavanaugh, Democracy Services Lead

Authoriser: Stephen Doran, Acting Chief Executive

Recommendation

That Council:

- 1) Adopt the Governance Remuneration, Allowances and Expenses Policy;
- 2) Delegate authority to the Chief Executive to approve non-material changes to the policy outside of formal reviews; and
- 3) Require that any non-material changes to the policy are reported to Council at the following Policy Update.

Purpose of Report

- 1 This report requests that Council consider and adopt the proposed Governance Remuneration, Allowances and Expenses Policy, and provide delegated authority to the Chief Executive to approve non-material changes to the policy outside of formal reviews.

Assessment of Significance

- 2 Using the criteria set out in Council's Significance and Engagement Policy, this report is assessed as being of low to medium significance.
- 3 This is primarily because it is an internal operational policy and, in its proposed form, impacts a very low number of residents, does not impact levels of service and has a minimal effect on Council's finances. Furthermore, a sizeable proportion of the policy is based on legislative requirements set out in the Local Government Elected Members (2025/26) Determination 2025 (the Determination).
- 4 However, while deemed not significant in respect of Council's policy, the remuneration of – and allowances and expenses available to – elected members is a matter of public interest.
- 5 Any significant changes to the policy may alter this assessment of significance.

Background

- 6 This policy specifies Council's approach to setting the remuneration for elected members, Council organisation (CO) directors and external members on Council committees and sub-committees. Additionally, it specifies the allowances and expenses available to elected members to support the undertaking of Council business.
- 7 The policy is based primarily on the Determination released annually by the Remuneration Authority.
- 8 The Remuneration Authority advises that aspects of the Determination are mandatory, and that Council has discretion over other aspects.

- 9 The Remuneration Authority specifies a mandatory remuneration for the Mayor and for Community Board chairs and members, and a minimum remuneration per Councillor. It further specifies a remuneration pool available to Council, where there is discretion over its apportioning (subject to adhering to the specified minimum per Councillor outlined above).
- 10 Council will apportion the remuneration pool in its Inaugural Meeting, and Appendix A of this policy will be updated accordingly.
- 11 In regard to allowances, for example, any vehicle mileage must be reimbursed at the specified rate. By contrast, the home security allowance or fees for external members on external bodies are maximums that Council can pay up to; Council has the discretion to adopt a policy specifying a binding lower maximum limit.

Discussion

- 12 In determining the levels of remuneration, allowances and expenses, Council should consider how to appropriately achieve (and perhaps balance) the following:
 - 12.1 being sufficiently supported and fairly compensated to effectively undertake their duties and responsibilities as elected members;
 - 12.2 how these might adhere to the principles set by the Office of the Auditor-General, as stated in the policy; and
 - 12.3 how to manage this in a transparent manner that can retain and enhance public confidence in the business of Council.
- 13 The current policy is deemed to be performing well, in general. Officers are not aware of any feedback seeking significant amendments.
- 14 The proposed policy (Attachment One, track changed from the current policy) contains both material and non-material amendments.
- 15 The policy has been updated to reflect the latest Determination, including Schedule 3 which takes effect from the date of the declaration of the official result of the 2025 local elections. This includes the introduction of a home security allowance, and the updating of Appendix A.
- 16 It is proposed to mirror some of the amendments to Council's internal Sensitive Expenditure Policy for officers, which is approaching adoption. Examples of these include clauses 41, 42, part of 43, 85 and 86 to provide greater clarity about the application of the policy, confirms the importance of using public money appropriately, and outlines the process if inappropriate use occurs.
- 17 Changes that are considered material are outlined in the below table.

Location in policy	Amendment	Rationale	Viable alternatives
Appendix A	Updated remuneration and allowance values	As outlined above, they reflect the latest annual Determination	Certain remuneration and allowance values may be amended, whereas others are discretion. Refer to the Background section of this report

Clauses 70 – 77	Home security allowance: inclusion of section	The latest Determination introduces this allowance and makes it discretionary to Council. The policy permits the possibility of a home security allowance, noting that elected members are not automatically eligible for this allowance (an individualised security threat and risk assessment process is required first). The financial limits are as per the maximum permitted in the Determination	Financial: not adopt any such allowance, or adopt the allowance with lower maximum values Non-financial: amend aspects of process, for example requiring an external party to undertake every security threat and risk assessment. Some aspects of the process cannot be amended as they are specified in the Determination, for example requiring Remuneration Authority permission to exceed the Determination's maximum values
Clauses 84 and 105	Amended from the Chief Executive approving the Mayor's expense claims and credit cards, to being joint between the Chief Executive and the Chairperson of the Audit and Risk Committee	This mirrors the process used for the review and approval of the Chief Executive's sensitive expenditure, where it is undertaken by the Mayor and Chairperson of the Audit and Risk Committee. This change is deemed appropriate given the significance of the Mayor's role, the importance of their independence from Management, and to improve accountability measures	Revert to the current policy wording
Clauses 108-113	Amended the monitoring reporting requirements	The monitoring indicators will enhance the ability for officers and elected members to	Amend the indicators (how will Council know whether the policy is operating as

		understand whether the policy is performing as intended, and the reporting requirements will increase the openness and transparency of how these are communicated. These changes align with the Policy Monitoring Framework that officers are introducing, and which will become standard across all policies	intended, or not?) and/ or reporting requirements
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- 18 The non-material amendments are changes for clarity and readability – such as clauses being re-ordered – which do not affect the substance of the policy. The policy has also been reformatted.
- 19 Clauses 47 and 58 have been added or amended to reflect legally binding requirements in the Determination.

Options and Preferred Option

- 20 **Option One – adopt the Governance Remuneration, Allowances and Expenses Policy as attached (Preferred Option).**
- 21 Officers recommend this option on the basis that the current policy appears to be performing well. The proposed changes are considered to improve the policy’s clarity and useability, its alignment with Office of Auditor-General advice, and provide the ability to help protect elected members at home if such a situation should arise.
- 22 It is also recommended that Council delegate authority to the Chief Executive to approve non-material changes to the policy outside of formal reviews, on the proviso that this is reported back to Council via the next Policy Update report (intended to occur six-monthly).
- 23 The rationale for this change is to provide the flexibility to correct primarily administrative matters (such as changes in role titles or supporting documents) that do not alter the substance or intention of the policy. Without this delegation, policies require a formal resolution by Council to update these non-material matters, and may be (in part) out-of-date for extended periods pending the next review.
- 24 The appendix will be updated annually to reflect the annual, legally binding Remuneration Authority determinations. If officers deem that any aspect of the annual Determination is would constitute a material change to this policy, a paper will be brought to Council for consideration.
- 25 **Option Two – amend and adopt the Governance Remuneration, Allowances and Expenses Policy.**

- 26 Elected members may consider changes to the proposed policy are necessary. The advantages and disadvantages of this option are dependent on the specific changes that may be made.
- 27 The main viable changes available to elected members are outlined in the table above and expanded on in the Background and Discussion sections of this report. Allowances may be opted out of, or – in the case of most – a lower maximum set compared to that stated in the Determination.
- 28 Based on the significance of any proposed changes, officers may seek the opportunity to defer and prepare advice on any potential amendments, prior to any Council decisions being taken.
- 29 **Option Three – defer adoption of the Governance Remuneration, Allowances and Expenses Policy and facilitate additional opportunities for elected members to consider the options available to them.**
- 30 The current policy would continue to apply in interim.
- 31 No advantages have been identified for this option.
- 32 Officers believe that all necessary information is contained within this report and attachment as the basis for making a decision.

Consultation

- 33 Officers consider that no consultation is necessary. Given the overall low assessment of significance, it is appropriate to “Inform” the community as per Council’s Significance and Engagement Policy.

Relevant Legislation, Council Policy and Plans

- 34 [Local Government Elected Members \(2025/26\) Determination 2025](#)
- 35 Local Government Act 2002

Financial and Funding Implications

- 36 The remuneration pool and minimum limits set by the Determination is binding, and Council has no discretion to alter these values. The remuneration budgets will be increased accordingly.
- 37 The proposed policy has financial implications for increased allowances and expenses that Council has discretion over.
- 38 The largest financial implication is the potential introduction of the home security allowance. As per the drafted policy, this is deemed to create a maximum cost to Council – over a three-year period, of approximately \$210,000 in operational expenditure. There is no capital expenditure.
- 39 This is comprised of up to \$15,000 for security threat and risk assessments and \$195,000 for home security allowance payments. The latter value consists of \$117,000 for the purchase, installation or upgrade of systems, and \$78,000 for ongoing costs.
- 40 These figures assume that each of the 26 elected members (Mayor, Councillor and community board members) are deemed eligible for a home security system, claim the maximum for up-front and on-going costs for the entire triennium, and that the Remuneration Authority does not authorise any elected member to claim more than the maximum from Council. In reality, the cost would likely be significantly less than this maximum.

- 41 The \$15,000 indicatively allocated for security threat and risk assessments is for the cost of contracting out the undertaking of multiple of these to security companies, and/ or the development of templates and resources to enable these to be undertaken internally.
- 42 Any amendment to the policy may have additional financial costs.

Other Considerations

- 43 There are no other considerations.

Attachments

1. **Proposed Governance Remuneration, Allowances and Expenses Policy** [!\[\]\(62bfc7c6857b3c70e5a98ef6c1ec8435_img.jpg\)](#) 

Governance Remuneration, Allowances and Expenses Policy



Approved by: Timaru District Council

Group: Governance and Finance

Owner: Chief Executive

Date adopted: **TBC**

The policy becomes effective the day after the date of adoption, unless otherwise specified. Certain aspects of the policy and Appendix will apply retrospectively, if necessary, where required by law and the current Remuneration Authority determination

Review: Every 3 years aligned to the local authority election cycle. The Schedule will be updated separately to reflect Remuneration Authority determinations
This Policy does not cease to have effect because it is due for review, or being reviewed

Consultation: Not required

Policy Type Internal Operational

Policy Purpose

1. The purpose of this policy is to:

- (i) Enhance Timaru District Council's (Council's) Connected Citizens community wellbeing outcome, ~~that which~~ seeks to provide advocacy and leadership through advocating and encouraging citizens to contribute ideas and perspectives in an easily accessible way.
- (ii) To establish the framework for the remuneration and payment of allowances and expenses to elected members, Council-appointed directors and all external members appointed to Council committees and subcommittees.
- (iii) To ensure ~~that all~~ remuneration, allowances, and expenses are paid to elected members in accordance with the Remuneration Authority determination and rules for the appropriate year, and any discretion that Council may apply to this.

Scope

2. This policy covers:

- (i) The remuneration, allowances, and expenses for all elected members, including Community Board members.
- (ii) The remuneration of directors to all Council organisations, particularly Council Controlled Organisations (CCOs) and Council Controlled Trading Organisations (CCTOs). ~~See Appendix A for all CCOs.~~
- (iii) The remuneration of all external appointments to Council committees and subcommittees.

3. ~~The~~ remuneration provisions of ~~the this~~ policy excludes appointments made to committees whose remuneration is set by other legislative bodies outside ~~of~~ the Remuneration Authority, ~~or~~ paid contractually by Council, or paid by an external employer or agency of the appointee.

Definitions

4. Allowances: ~~are financial and non-financial in-kind~~ entitlements available to elected members and external appointments for the purpose of conducting Council business. Elected member ~~remuneration is~~ allowances are set by the Remuneration Authority under the Local Government Act 2002 (LGA) and are at the discretion of Council to determine the amount up to the set limit. Current allowances include:
- (i) Vehicle kilometre allowance;
 - (ii) Travel time allowance;
 - (iii) Information and Communications Technology (ICT) allowance;
 - (iv) Childcare allowance; ~~and~~
 - (v) Home security allowance.
5. Committee/Subcommittee: ~~—~~ those established by the Mayor pursuant to section 41A (3) of the Local Government Act 2002 (LGA) or by Council in accordance with schedule 7, clause 30 of the LGA. This includes any other subordinate decision-making body appointed under this clause regardless of the name of the body.
6. Company: has the same meaning as that of the Companies Act 1993 and means a company registered under Part 2 of the Companies Act 1993 or a company reregistered under that Act in accordance with the Companies Reregistration Act 1993. Generally, a company means a body corporate.
7. Council: ~~means~~ Timaru District Council.
8. Council Business: includes formal Council and Community Board Meetings, Committee and Subcommittee Meetings, workshops, seminars, statutory hearings, training courses, site visits, meetings with staff, meetings with community groups, and meetings with members of the public. ~~It~~ does not include events where the primary focus is on social activity.
9. Council Organisation (CO): as per section 6 of the ~~Local Government Act 2002~~ LGA, this is any organisation in which the Council has a voting interest or the right to appoint a director, trustee or manager (however described) to its governing or decision-making body. This is a wide-ranging definition, covering a large number of bodies, including Council-Controlled Organisations and Council-Controlled Trading Organisations.
10. Council Controlled Organisation (CCO): ~~is~~ any organisation in which one or more local authorities control 50% or more of the voting rights or have the right to appoint 50% or more of the directors (as per section 6 of the ~~Local Government Act 2002~~ LGA).
11. Council Controlled Trading Organisation (CCTO): ~~is~~ any council controlled organisation that operates a trading undertaking for the purpose of making a profit (as per s6 of the ~~Local Government Act 2002~~ LGA).

12. Director: includes trustees, managers, or office holders (however described in that organisation) at the director or board level as per section 6-(3)(b) of the ~~Local Government Act 2002~~ LGA.
13. Elected Member: ~~includes the Mayor, elected~~ Timaru District Councillors and Community Board Members.
14. External Members: ~~are individuals, who are not elected members or employees of Timaru District Council,~~ appointed to committees or subcommittees of Timaru District Council ~~who are not elected members or employees of Timaru District Council.~~
- ~~15.~~ Family member (in relation to the childcare allowance) is a spouse, civil union partner, or de facto partner of the elected member, or a relative, that is, another person connected with the elected member within two degrees of a relationship, whether by blood relationship or by adoption.
- ~~16-15.~~ Hearing: has the same meaning as ~~section 5 of the Local Government~~ Elected Members Determination for the year to which it applies, and includes resource consent hearings; pre-hearing meetings held under section 99 of the Resource Management Act 1991 (RMA); a hearing as part of the process of the preparation, change, variation, or review of a district plan; a mediation hearing in the Environment Court as part of an appeal process and a hearing on an objection against a charge fixed by a local authority under section 36 of the RMA.
- ~~17-16.~~ Organisation: includes a company, body corporate or other incorporated entity partnership including a limited liability partnership, trust, arrangement for the sharing of profits, union of interest, cooperation, joint venture, or other similar arrangement.
- ~~18-17.~~ Reasonable: ~~deemed appropriate by the approving authority because, in the circumstances, it is in accordance with this policy and its principles. means that it is within the amount specified by this policy or as deemed reasonable by the Mayor and/or Chief Executive.~~
- ~~19-18.~~ Remuneration Authority (the Authority): ~~is~~ an independent body established by the Remuneration Authority Act 1977, with responsibilities under the ~~Local Government Act 2002~~ LGA to determine ~~remuneration and expense/allowance rules for local authority members.~~
- ~~20-19.~~ Remuneration: ~~is~~ financial ~~and non-financial in-kind~~ consideration paid to ~~elected members,~~ directors appointed to a ~~Council Organisation~~ CO ~~or external members of a Council committee or subcommittee in accordance with this policy.~~

Policy Statements

Legislative context

- ~~21-20.~~ The ~~Local Government Act 2002~~ LGA provides for the ~~Remuneration Authority (the Authority)~~ to determine the remuneration, allowances, and rules for reimbursing expenses incurred by all local authority elected members. ~~In some instances an allowance value stated by the Authority is mandatory. For other allowances, the Authority sets a maximum value; Council has the discretion to adopt a lower value through this policy.~~

~~22-21.~~ Prior to each local body term, the Authority undertakes a review of the settings for elected member remuneration and allowances, in consultation with councils. Following this review, an annual determination is then issued prior to 30 June each year, which may result in adjustments to the level of remuneration received.¹

~~23-22.~~ The ~~attached~~ schedule of remuneration included in Appendix A is updated annually to reflect the latest determination issued by the Authority.

~~24. Allowances set by the Authority are reviewed annually and are entirely at the discretion of Council within the limits set by the Authority.~~

~~25-23.~~ Council approved ~~allowances~~ must be included in this policy and published on Council's website.

~~26-24.~~ Actual and reasonable expenses incurred by elected members while undertaking Council business will be reimbursed in line with this policy.

~~27-25.~~ Section 57 of the LGA requires Council to adopt a policy that establishes an objective and transparent process for the remuneration of directors of a CO.

Policy Principles

~~28. The payment of allowances and expenses to elected members by Timaru District Council is made in accordance with the Auditor General's guidance for a principles-based approach for sensitive expenditure.~~

~~29. The principles are that expenditure decisions:~~

~~(i) Have a justifiable business purpose;~~

~~(ii) Preserve impartiality;~~

~~(iii) Are made with integrity;~~

~~(iv) Are moderate and conservative, having regard to the circumstances;~~

~~(v) Are made transparently; and~~

~~30. Are appropriate in all respects.~~

Remuneration – Elected Members

~~31-26.~~ The Mayor shall receive remuneration as determined by the Remuneration Authority, outlined in Appendix A.

~~32-27.~~ The Remuneration Authority sets a Governance Pool which is the total amount that can be paid in remuneration to Councillors, and includes a minimum allowable remuneration for each Councillor. Beyond the minimum allowable remuneration for each Councillor, Council must make a formal decision as to how the Governance Pool is allocated according to roles and additional responsibilities held by

¹ These adjustments may take account of data collected by the Public Service Commission on public and private sector remuneration movements, any major legislative changes in the role of elected members and feedback from the sector.

Councillors. The allocation of the Governance Pool is outlined in Appendix A, as recommended by Council and approved by the Remuneration Authority.

~~33-28.~~ Community Board Chairs and Members receive remuneration as determined by the Remuneration Authority, outlined in Appendix A.

~~34-29.~~ Elected Councillors who are appointed as Chairs or members on the Community Board receive no additional remuneration.

~~35-30.~~ Elected Members who sit on resource management or district plan hearings receive meeting fees as determined by the Remuneration Authority, outlined in Appendix A.

~~36-31.~~ Elected Members will not receive any additional remuneration for their roles on Council Committees, Subcommittees, other Committees or other working groups established by Council or its Committees, beyond that outlined in Appendix A.

~~37-32.~~ Elected Members appointed Directors of Council Owned Organisations (CCOs) or other COs may receive remuneration in accordance with Council's External Governance Appointments Policy.

Remuneration – All other Council appointments

~~38-33.~~ Council recognises that remuneration of directors to COs or appointed external members to committees or subcommittees is a matter of public interest.

~~39-34.~~ Remuneration, and changes to remuneration, will require Council approval. Remuneration-and will be based on the nature of the organisation, committee, or subcommittee, the market rates for comparable positions, the need to attract and retain appropriately qualified people, the organisation's objectives, and any specific process for determining remuneration specified in the organisation's constitution.

~~40.~~ Remuneration rates for each appointment will be approved by Council resolution. These are provided in Appendix A.

~~41-35.~~ As outlined in the External Governance Appointments Policy, all external member appointments to Council Committees and COs are made by Council. The terms for the appointments with remuneration and allowances will be determined by Council resolution on advice from the Chief Executive, and will be valid for the period for which they are set. The exception to this is if the remuneration and allowances for the relevant position are specified in the Governance Remuneration, Allowances and Expenses Policy (this policy), or otherwise set by legislation.

~~42-36.~~ For appointments made by Council to organisations that are not COs, the Council will not normally pay remuneration to its appointees except as specified in this Policy.

~~43-37.~~ External appointments to committees or subcommittees are also eligible for the vehicle mileage allowance while they are acting in their official capacity as a member of the committee or subcommittee within a triennium.

~~44-38.~~ All remuneration and vehicle mileage allowances are to be approved by the Chief Executive and must be claimed in a timely manner using the approved claims process as advised by the Governance and Executive Support Manager or equivalent role.

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Governance Remuneration, Allowances and Expenses Policy

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Allowances and expenses principles

39. The payment of allowances and expenses to elected members by Timaru District Council is made in accordance with the Auditor General's guidance for a principles-based approach for sensitive expenditure.

40. The principles are that expenditure decisions:

- (i) Have a justifiable business purpose;
- (ii) Preserve impartiality;
- (iii) Are made with integrity;
- (iv) Are moderate and conservative, having regard to the circumstances;
- (v) Are made transparently; and
- (vi) Be made with proper authority.

41. These principles are to be applied together in all cases of sensitive expenditure and all carry the same importance.

42. These principles must be applied regardless of the existence of any budgetary provision.

43. Any allowances and expenses not currently included in this policy will be subject, in the first instance, to the criteria set and guidance provided by the relevant annual determination made by the Authority. In the absence of a specific rule for a given situation, the elected member is expected to exercise good judgement by taking the principles in this policy into account in the context of the given situation.

~~45-44.~~ Significantly inappropriate use of allowances and expenses may be grounds for a Code of Conduct complaint under Council's Elected Member Code of Conduct. This is not automatic; the Code of Conduct contains information about the materiality threshold required to be met in such instances.

Allowances – Vehicle Mileage Allowance

45. Elected members can claim a vehicle mileage allowance to reimburse costs incurred for eligible travel.

46. ~~An e~~Elected members travel is eligible for the mileage allowance if:

- (i) The elected member is not provided with a vehicle by Council;
- (ii) The elected member is travelling in a private vehicle;
- (iii) The elected member is travelling on Council business; and
- (iv) The most direct route that is reasonable is taken.

47. If a member of a local authority travels from a place where the member permanently or temporarily resides that is outside the local authority area to the local authority area on local authority business, the member is only eligible for a vehicle-kilometre allowance for eligible travel after the member crosses the boundary of the local authority area. This may only be exempted by the Authority.

~~47-48.~~ The vehicle mileage allowance is set by the Authority and is reviewed annually. The allowance is based on the rate set by the Inland Revenue Department.

~~48-49.~~ Any mileage allowance claimed should meet the reasonable additional cost the elected member incurs by using their own vehicle for travel required on Council business. This includes travel from home to the place of work or other venues required for local authority business.

~~49-50.~~ The current (as at the date of adoption) vehicle mileage allowance rate is set out in Appendix A.

~~50-51.~~ All claims for vehicle mileage allowance are to be approved by the Chief Executive.

Allowances – Travel Time Allowance

~~51-52.~~ Elected members can claim a travel time allowance for travelling within New Zealand on Council business.

~~52-53.~~ The Mayor is not eligible for this allowance because the role is deemed to be full time and remuneration set accordingly.

~~53-54.~~ Council will pay the travel time allowance set by the Authority for all eligible travel claimed by an elected member.

~~54-55.~~ An elected members travel is eligible for the travel time allowance if:

- (i) The elected member is travelling on Council business;
- (ii) The elected member uses the quickest form of transport that is reasonable; and
- (iii) The most direct route that is reasonable is taken.

~~55-56.~~ Elected members cannot claim for the first hour of eligible travel.

~~56-57.~~ The maximum total amount of travel time allowance that an elected member may be paid for eligible travel in a 24-hour period is eight hours.

~~57-58.~~ An elected member who resides outside the district boundary but whom travels to the district for Council business is only eligible for a travel time allowance in respect of travel time after the first hour of eligible travel time within the Timaru District boundaries.

~~58-59.~~ The current (as at the date of adoption) travel time allowance rate is set out in Appendix A.

~~59-60.~~ All claims for travel time allowance are to be approved by the Chief Executive.

Allowances – ~~Communications~~ICT

~~60-61.~~ The Mayor, Councillors and community board members are provided with a laptop or tablet (or similar device) for Council business. Reasonable personal use is permitted. Full technical support is provided where related to Council business.

~~61-62.~~ The Mayor is provided with a mobile phone and full payment of all expenses related to the use of the mobile phone. Personal use is permitted.

~~62-63.~~ Council will pay annual allowances in recognition of elected members' use of personal communication equipment and services for Council business as set out in Appendix A.

Allowances – Childcare

~~63-64.~~ Elected members can claim a childcare allowance as a contribution towards expenses incurred by the member for childcare while the member is engaged on Council business.

~~64-65.~~ Elected members are eligible for the allowance if:

- (i) they are engaged on local authority business at the time of the childcare;
- (ii) they are the parent or guardian of the child, or usually has day-to-day responsibility for the care of the child; and
- (iii) the child is under 14 years of age.

~~65-66.~~ The childcare must be provided by someone who:

- (i) is not a family member of the elected member; and
- (ii) does not ordinarily reside with the elected member.

~~66-67.~~ Elected members must provide evidence of the amount paid for childcare.

~~67-68.~~ Eligible elected members can claim up to \$~~6,000~~7,500 per year for each child if the childcare meets the criteria above.

~~68-69.~~ All claims for childcare allowance are to be approved by the Chief Executive.

Allowances – Home security system

70. Elected members may be eligible for Council to reimburse costs for the installation or upgrading of a home security system for their primary residence within the Timaru District.

71. The Mayor and Chief Executive need to be satisfied that a household security system and its specifications are justified and appropriate given the specific circumstances of the elected member in question, in order for reimbursements to be approved.

72. The decision of the Mayor and Chief Executive will be informed by a security threat and risk assessment undertaken by an individual or organisation – either internal to Council or external – that they deem to be suitably qualified.

73. The maximum reimbursement costs are:

- (i) \$4,500 for the purchasing, installation or upgrading of any system/s; and
- (ii) \$1,000 in any financial year for ongoing costs such as monitoring, repairs and call-outs.

74. In general, reimbursements claimed for the purchasing, installing or upgrading of systems are intended as a one-off payment per eligible elected member. However at the discretion of the Mayor and Chief Executive it may be paid multiple times to the same elected member, for example if they move to a new primary residence.

75. In exceptional circumstances, the Remuneration Authority may approve the reimbursement of additional expenses in excess of these limits. Any such request must be based on the recommendation(s) of a security threat and risk assessment.

76. The Mayor and Chief Executive will review existing approvals for ongoing costs once per triennium, to determine whether each remains justified and appropriate in their respective circumstances.

~~69-77.~~ Former elected members may retain ownership of the household security system, but will not be reimbursed for any ongoing costs that date from after they vacate office.

Expenses

~~70-78.~~ From time to time elected members incur expenses in their undertaking of Council business which need to be reimbursed. This reimbursement applies only to elected members personally, and only while they are acting in their official capacity as elected members.

~~71-79.~~ In incurring and claiming these expenses, elected members will abide by the principles ~~detailed in Section 5 of this~~ outlined earlier in this policy.

~~72-80.~~ Any expenses to be reimbursed will be on an actual and reasonable basis ~~and in line with the principles detailed in Section 5 of this policy.~~

~~73-81.~~ An expense reimbursement form is to be completed and valid GST invoices and receipts attached for all expense claims.

~~74-82.~~ All expense claims are to be returned to the ~~Governance and~~ Executive Support Manager or equivalent role at least quarterly.

~~83.~~ All expense claims submitted by elected members ~~(except the Mayor)~~ are to be ~~reviewed and – where deemed valid, reasonable and in accordance with this policy –~~ approved by the Chief Executive.

~~84.~~ All expense claims submitted by the Mayor are to be jointly reviewed and – where deemed valid, reasonable and in accordance with this policy – approved by the Chief Executive and the Chairperson of the Audit and Risk Committee.

~~85.~~ Expense claims should only be approved where budget provision exists, or where the expense can be approved within financial delegations for unbudgeted expenditure. ~~and will be in line with approved Council budgets.~~

~~75-86.~~ Where any expense is deemed to be inappropriate and is not approved, the amount(s) will not be reimbursed. If payment for the item(s) in question has already been met by Council, the elected member will be required to reimburse the unapproved amount(s).

~~76-45.~~ Council's internal audit work programme will include sampling of allowances and expense claims paid to elected members.

~~77. Any expenses not currently included in this policy will be subject in the first instance to the criteria set by the relevant annual determination made by the Authority.~~

~~78-87.~~ All expense reimbursements will be made via Council's payroll or Accounts Payable systems.

Transport

~~88. Elected members should utilise the most appropriate and cost-effective transport option available in the circumstances.~~

~~79-89.~~ Taxis or ride sharing services may be used for Council business, ~~instead of private vehicles or public transport,~~ for safety or security reasons, or where it is deemed the most appropriate form of transport.

~~80-90.~~ Taxis or ride sharing services should not be used where significant travel distances mean that use of a taxi is not the most cost effective option.

~~81-91.~~ Rental cars may be utilised when attending meetings or conferences in other centres, where this is the most cost-effective travel option.

~~82-92.~~ Costs paid for directly by an elected member for unanticipated travel will be considered for reimbursement in accordance with this policy ~~d-up~~ on presentation of actual receipts.

Air Travel

~~83-93.~~ Council will pay domestic air travel for those elected members approved to attend seminars, conferences, training and development courses, or for any other Council business approved by the Mayor and Chief Executive.

~~84-94.~~ All air travel arrangements for elected members are to be made by the appropriate Council officer in accordance with the principles of this policy.

~~85-95.~~ International air travel by an elected member is by way of economy class. The approval of Council is required for exceptions.

~~86-96.~~ Council, where appropriate, will pay travel insurance for all domestic and international travel.

Mayor's Allowances

~~87-97.~~ The Mayor will receive an annual membership to the Air New Zealand Koru Club, recognising the frequent travel requirements of the role.

~~88-98.~~ The Mayor will be provided with a vehicle that will also be available for full private use. Any vehicle purchase will adhere to limits set in the current Remuneration Authority determination. A pro rata deduction will be made from the Mayor's salary to reflect the full use of the vehicle. The Mayor will not be able to claim for vehicle mileage.

Car Parking

~~89-99.~~ The Mayor and Councillors will receive the use of an assigned car park at the Timaru Civic Offices for use on Council business.

Accommodation

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~~90-100.~~ Council will pay accommodation costs for those elected members approved to attend seminars, conferences, training and development courses, or for any other Council business approved by the Mayor and Chief Executive.

~~91-101.~~ All accommodation arrangements for elected members are to be made by the appropriate Council officer in accordance with the principles of this policy.

~~92-102.~~ Elected members can claim \$50 per night when staying in private accommodation, to cover accommodation, breakfast and dinner. ~~It is intended that at least a significant~~ portion of this allowance is paid to the private accommodation provider.

Meals, Beverages and Incidentals

~~93-103.~~ Elected Members can claim actual and reasonable meal costs (not excluding including alcoholic beverages, see clause 15.3) incurred while the member is engaged on Council business.

~~94-104.~~ Purchases from hotel mini-bars will not be reimbursed.

Hospitality and Entertainment

~~95-105.~~ The Mayor holds a credit card to pay directly for any entertainment or hospitality expenses incurred while carrying out council business. Full receipts and details of the names of parties entertained and reasons for the entertainment are to be provided. All expenditure on this card is to be jointly reviewed – and where deemed appropriate – approved by the Chief Executive and the Chairperson of the Audit and Risk Committee.

~~96-106.~~ Elected members can claim actual and reasonable costs incurred while hosting official visitors to Council, or while travelling on Council business. These costs can cover a range of items including, but not limited to; non-alcoholic drinks and catering.

~~97. Alcohol costs will not be reimbursed by Council.~~

Stationery

~~98-107.~~ Council will supply a reasonable amount of paper and printer consumables to elected members, and other stationery requirements for Council business.

Monitoring

~~108.~~ This policy will be monitored annually as part of Council's Policy Monitoring Framework.

~~109.~~ Indicators of whether this policy is achieving its stated purposes include:

- ~~(i) The extent of alignment between the policy, the Remuneration Authority determination, and relevant legislation.~~
- ~~(ii) Feedback from internal and external stakeholders, including elected members, CO directors and Committee members.~~
- ~~(iii) Recommendations from internal or external audits.~~

110. Compliance with this policy will be reviewed on a cyclical basis as part of the Timaru District Council's internal audit process.

99-111. Council's internal audit work programme will include sampling of allowances and expense claims paid to elected members.

Reporting

112. A summary of the performance of this policy will be reported to Council as part of the six-monthly Policy Update (when new information is available).

113. Full performance and monitoring data will be made available to Councillors when available.

1. ~~A report on the efficacy of this policy and the internal audit results will be reported to the Audit and Risk Committee by the Governance and Executive Support Manager.~~

Delegations, References and Revision History

Delegations

Identify here any delegations related to the policy for it to be operative or required as a result of the policy

Delegation Manual reference	Delegation
N/A	

References

Include here reference to any documents related to the policy (e.g. operating guidelines, procedures)

Title	Document reference
Elected Member Code of Conduct	TBC upon adoption at Inaugural Council meeting
N/A	

Revision History

Summary of the development and review of the policy

Revision	Owner	Date Approved	Approval By	Next Review	Doc Ref
1	Chief Executive	27 October 2022	Council	August 2025	#1544858
1.1	Chief Executive	27 October 2022	N/A – Appendix A Schedule 1 updated 22 August 2023 to reflect 2023/24 Remuneration Authority determination	August 2025	#1604010
1.2	Chief Executive	27 October 2022	N/A – Appendix A Schedule 1 updated 24 October 2024 to reflect	August 2025	#1715868

			2024/25 Remuneration Authority determination		
1.3	Chief Executive	27 October 2022	N/A – Appendix A Schedule 1 updated 4 July 2025 to reflect 2025/26 Remuneration Authority determination	August 2025	#1768970
<u>2</u>	<u>Chief Executive</u>	<u>TBC</u>	<u>Council</u>	<u>At the start of the 2028-31 triennium</u>	<u>#1795527</u>

Appendix A: ~~Schedule 1~~ – Remuneration and Allowances

Updated to reflect Schedule ~~23~~ of the [Local Government Members \(2025/26\) Determination 2025](#), which applies from the date that the official result of the 2025 local elections is declared

Remuneration for Elected Members		
Mayor's Remuneration:		\$ 152,855 TBC
Deputy Mayor's Remuneration:		\$ 78,462 TBC
Committee Chairpersons' Remuneration:		\$ 63,751 TBC
Deputy Committee Chairpersons' Remuneration:		\$ 56,396 TBC
Councillor (Minimum Allowable Remuneration):		\$ 44,001 48,823
Geraldine Community Board		
Chairperson (if applicable):		\$ 12,682 13,190
Member:		\$ 6,341 6,595
Pleasant Point Community Board		
Chairperson (if applicable):		\$ 9,946 10,344
Member:		\$ 4,973 5,172
Temuka Community Board		
Chairperson (if applicable):		\$ 12,932 13,450
Member:		\$ 6,466 6,724
Fees relating to hearings per hour of hearing time		
Chairperson of a hearing:		\$130
Member not a chairperson:		\$104
The Mayor or a member acting as Mayor will not receive meeting fees for hearings.		
Remuneration for External Members on Council Committees or Subcommittees		
Audit & Risk Committee Independent Member per annum (+ disbursements)		\$11,500
Audit & Risk Committee Independent Chair \$3,200 per meeting (+ disbursements)		\$3,200 (per meeting)
Audit & Risk Committee Independent Chair Advisory Fee		\$1,100 (per month)
Environmental Services tangata whenua representative per meeting		\$130
Local Arts Scheme Committee per meeting		\$130
Youth Initiatives Subcommittee per meeting		\$130
ICT Equipment and Consumables Allowances		
All Elected Members	Mobile phone	\$200 ²
	Printer	\$50
Community Board Chair/Members	Mobile phone	\$200
	Printer	\$50
	Personal PC	\$400
Mobile/Phone/Broadband Services Allowances		
All Elected Members	Mobile phone	\$500 ³

² Except for Mayor

³ Except for Mayor

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	Internet services	\$800
Community Board Chair/Members	Mobile phone	\$500
	Internet services	\$800
Vehicle Mileage Allowances for all Councillors and Community Board members		
Vehicle Type	Up to 14,000km of eligible travel	Over 14,000km of eligible travel
Petrol or Diesel	\$1.04 per km	35 cents per km
Petrol Hybrid	\$1.04 per km	21 cents per km
Electric	\$1.04 per km	12 cents per km
Travel Time Allowance		
\$41.309 for each hour of eligible travel time after the first hour of eligible travel time travelled in a day, up to a maximum of 8 hours in a 24-hour period.		
Home Security Allowance		
For eligible elected members, a maximum of \$4,500 for purchase, installation and upgrade.		
For eligible elected members, a maximum of \$1,000 per annum for ongoing costs.		

~~Note: this schedule will be updated after the October 2025 local elections to reflect Schedule 3 of the 2025/26 Determination.~~

All values are GST exclusive, if any applies.

7.10 Community Funding Subcommittee - Recommendations for Funding**Author:** Naomi Scott, Community Partnership Support Officer**Authoriser:** Jessica Hurst, Community Partnership Team Leader**Recommendation**

That Council:

Option 1: Approves the Community Funding Subcommittee recommendations

Option 2: Declines the Community Funding Subcommittee recommendations citing the reasons for the changes; with altered, reduced or no grants paid.

Purpose of Report

- 1 To present recommendations from the Community Funding Subcommittee Meeting held on 9 October 2025, for Council to consider for approval.

Assessment of Significance

- 2 This matter is deemed to be of low significance under the Council's Significance and Engagement Policy. The allocation of funds is consistent with the existing Community Funding Policy and LTP approved funding allocation. There are no material effects on strategic assets, levels of service or rates. Officers note the allocation of funds is important to the community groups and organisations making applications.

Background

- 3 Round one of the Community Funding Subcommittee meetings was held on 9 October 2025 to consider funding request applications.
- 4 The total amount available for 2025/26 is \$117,048.94. The total recommended to be approved in this round is \$58,954.44
- 5 Recommendations were previously submitted to the Community Services Committee.

Options and Preferred Option

- 6 The options are:
 - Option 1 - Approve all the sub-committee recommendations as per the below Table 1, *Applications from Community Funding Subcommittee Meeting 9 October 2025*. This is the preferred option.
 - Option 2 – Decline some or all of the recommendations, citing the reasons for the changes; with altered, reduced or no grants paid.

Table 1: Applications from Community Funding Subcommittee Meeting 9 October 2025				
#	Application	Description	Amount Requested	Recommendation
Community Development				
1	CCS Disability Action Services Ltd South Canterbury Branch	Support for people with disabilities	\$2,500.00	Decline
2	Southern Cancer Society Trust	A contribution to the trust's Timaru cancer support programme	\$15,000.00	\$3,000.00
3	Geraldine Historical Society Inc	Annual insurance	\$8,000.00	\$5,000.00
4	Temuka & Districts Project Trust	Temuka Town Centre Mural	\$12,807.70	\$5,000.00
5	Menzshed Temuka	Running costs	\$9,272.13	\$2,000.00
6	Volunteering Mid & South Canterbury	Timaru Rental Cost	\$2,390.00	\$2,390.00
7	Momentum Charitable Trust	Life and Financial skills programmes	\$9,460.00	Decline
8	The NZ Raptor Trust	To complete the Flacon Breeding Facility	\$20,000.00	\$5,000.00
9	Good Bitches Baking	Baking it better and Sweet As Hapori Programmes	\$3,000.00	Decline
10	Community Accounts Service Charitable Trust	Continuation of Service	\$5,000.00	\$3,000.00
11	The Order of St John	Health Shuttle Timaru	\$10,000.00	\$5,000.00
12	He Manu Hou Trust	Support for Whanau	\$28,704.00	Decline
Total Community Development			\$ 126,133.83	\$ 30.390.00
Local Events				
13	The Geraldine District & Promotions	Geraldine Christmas Parade 2025	\$2,000.00	\$2,000.00
14	South Canterbury Returned & Services Association	Annual Dawn & Civic Services - ANZAC Day	\$5,179.78	\$5,179.78
15	Timaru Christmas Parade Trust	Timaru Santa Parade 2025	\$9,999.00	\$8,500.00

16	Pleasant Point Christmas Procession Committee	Annual Community Christmas Procession	\$1,000.00	\$1,000.00
17	Boost Temuka	Pictures in Pink	\$6,124.66	\$6,124.66
18	South Canterbury Museum Development Trust	Retro Rock at the Museum 2026	\$3,760.00	\$3,760.00
19	Boost Temuka	Temuka Christmas Parade		\$2,000.00
Total Local Events			\$ 28,063.44	\$28,564.44

Consultation

- 7 No consultation is required on this matter as it is the allocation of funds pursuant to Council's current Community Funding Policy and according to the funding programme as rated for through the Long-Term Plan.

Relevant Legislation, Council Policy and Plans

- 8 The Timaru District Councils' Community Funding Policy, and the Long-Term Plan 2024-34.

Financial and Funding Implications

- 9 The funding is allocated in the Annual Plan and is within current budgets.

Other Considerations

- 10 There are no other considerations.

Attachments

Nil

7.11 Temporary Road Closure Applications - Section 342 and Schedule 10, Clause 11(e) LGA**Author:** Katie Ryan, Transport Strategy Advisor**Authoriser:** Susannah Ratahi, General Manager Land Transport**Recommendation**

That Council

1. Approve the temporary road closure application(s) listed in the table in Section 9 of this report, under Section 342 and Schedule 10, Clause 11(e) of the Local Government Act 1974, including all conditions proposed by officers.
2. Approve that traffic management for the application(s) listed in the table in Section 9 of this report, be funded from the Community Events and Programmes budget.
3. Approve that Hadlow to Harbour Fun Run to charge Pre entry \$10 Children \$5 and on the day \$15 entry fee for this event.

Purpose of Report

- 1 The purpose of this report is to seek the Council's approval of temporary road closure application(s), as per Section 342 and Schedule 10, Clause 11(e) of the Local Government Act 1974.

Assessment of Significance

- 2 This matter is deemed to be of low significance under Council's Significance and Engagement Policy as the process is in accordance with legislation and Council policies. However, it should be acknowledged that due to the nature of, and volumes of visitors expected at the event(s) proposed, there is likely to be community interest.

Background

- 3 Under Section 342 and Schedule 10, Clause 11(e) of the Local Government Act 1974 Council (or a Committee of the whole) may close any road or part of a road to all traffic or any specified type of traffic (including pedestrian traffic) for a period or periods not exceeding in the aggregate 31 days in any year for any exhibition, fair, show, market, concert, film-making, race or other sporting event, or public function. This is provided that no road may be closed for these purposes if that closure would, in the opinion of the council, be likely to impede traffic unreasonably.
- 4 Council officers operate a temporary road closure application process that enables organisations in the Timaru District to apply for temporary road closures for their events. All applications are assessed against key criteria, including event type/activities planned, temporary traffic management arrangements, and impact on stakeholders.
- 5 Council budgets allow for funding of traffic management for community events, and the following classification system is used to determine whether events are eligible for this funding and where responsibility for costs is held.

- 6 Under the Infrastructure Committee directive on April 15, 2025, Council officers have engaged with event organisers who previously applied for temporary traffic management funding. These organisers have been informed that the funding criteria for this activity is currently under review and that alternative sources of funding will need or may need to be sought independently, depending on the event. In response, Council officers have been collaborating with organisers to identify cost-effective alternatives to full road closures, benefiting both the organisers and the Council.

	Commercial Events	Community Events
Definition	Where the primary activity is the sale or marketing of goods or services	Where the primary activity is entertainment, recreation, celebration or commemoration
Responsibility for preparation of temporary traffic management plan (including associated costs).	Event	Council and/or Council's contractor
Responsibility for implementing temporary traffic management plan (including associated costs)	Event	Council and/or Council's contractor

Discussion

- 7 The following temporary road closure application(s) have been assessed by Council officers and require a decision on approval by Council. Records of application assessment, including full Council officer recommendations, are included as Attachment 1.

8

Event Name / Organisation	Event type	Event date and traffic management set up/pack down times	Proposed closure area	Officer recommendation
Geraldine Christmas Parade - The Geraldine Promotion and Development Association	Community	5 December 2025 from 6:00 pm to 8:00 pm -	Wilson Street (Lewis St to Waihi River) Peel Street (Hislop St to Talbot St) Hislop Street (Peel St to Talbot St)	Recommended
Community Benefit:		The Geraldine Christmas Parade is an inclusive, family-friendly celebration bringing people together from across the community to enjoy festive floats, live music, and the annual appearance of Santa and his sleigh. The annual parade fosters community participation and shared holiday spirit.		
Timaru Santa Parade 2025 - Timaru Santa Parade Trust	Community	7 December 2025 from 12:00 pm to 4:00 pm	Barnard Street Woollcombe Street North Street (from Latter Street to Stafford Street) Stafford Street (from Heaton Street to Port Loop Road) George Street (Sophia Street to Strathallan Street) Cains Terrace Beswick Street Church Street (Sophia Street	Recommended

			to Stafford Street) Canon Street	
Community Benefit		The PrimePort Timaru Santa Parade is a festive, family-friendly event that brings together community groups, volunteers, and businesses to celebrate the start of the Christmas season. Featuring floats, live entertainment, and participation from Lions, Rotary, and local schools, the parade fosters optimism and connection in the Timaru community.		
Pleasant Point Christmas Procession - Pleasant Point Christmas Procession Committee	Community	18 December 2025 from 7:00 pm to 8:00 pm	Munro Road (from SH8 to Harris Street) Halstead Road (from SH8 to Harris Street)	Recommended
Community Benefit		The Pleasant Point Christmas Procession is a distinctive, free annual event held on Main Road each December, bringing together local groups, emergency services, pipe bands, floats, and Santa for a fun, family-friendly evening.		
Retro Rock at the Museum 2025 - South Canterbury Museum	Community	14 February 2026 from 6:00 pm to 12:00 am	Perth Street (Arthur Street to Sophia Street) Sophia Street (Perth Street to Church Street)	Recommended
Community Benefit		Retro Rock at the Museum is a free annual outdoor music event hosted on the grounds of the South Canterbury Museum, featuring local bands playing hits from the 60s through to today, with fashion contests, food vendors, and community atmosphere. By drawing hundreds of people from Timaru and the wider region, the event supports local musicians and businesses, revitalises the museum precinct, and contributes to community identity and social connection.		
Hadlow to Harbour Fun Run – Timaru North Rotary Club	Community	1 March 2026 from 8:00 am to 12:00 pm	Hadlow Road (Brockley Road to Rosebrook Road)	Recommended
Community Benefit		Hadlow to Harbour is an annual non-profit fun run and walk organised by Rotary Timaru North, welcoming people of all ages and abilities. With options for a 10 km or 3 km course (including for families, fancy dress, dogs etc.), it promotes health, social connection, and fun across the community. By raising funds for local charities and attracting participants and supporter's region-wide, the event also supports local business and reinforces Timaru's sense of community pride.		

Options and Preferred Option

- 9 **Option one (Preferred option)** is that the Council approves the following application(s) for temporary road closure under Section 342 and Schedule 10, Clause 11(e) of the Local Government Act 1974, including all conditions proposed by officers.

Event Name / Organisation	Event type	Event date and traffic management set up/pack down times	Proposed closure area	Officer recommendation
Geraldine Christmas Parade - The Geraldine	Community	5 December 2025 from 6:00 pm to 8:00 pm -	Wilson Street (Lewis St to Waihi River) Peel Street (Hislop St to Talbot St)	Recommended

Promotion and Development Association			Hislop Street (Peel St to Talbot St)	
Timaru Santa Parade 2025 - Timaru Santa Parade Trust	Community	7 December 2025 from 12:00 pm to 4:00 pm	Barnard Street Woollcombe Street North Street (from Latter Street to Stafford Street) Stafford Street (from Heaton Street to Port Loop Road) George Street (Sophia Street to Strathallan Street) Cains Terrace Beswick Street Church Street (Sophia Street to Stafford Street) Canon Street	Recommended
Pleasant Point Christmas Procession - Pleasant Point Christmas Procession Committee	Community	18 December 2025 from 7:00 pm to 8:00 pm	Munro Road (from SH8 to Harris Street) Halstead Road (from SH8 to Harris Street)	Recommended
Retro Rock at the Museum 2025 - South Canterbury Museum	Community	14 February 2026 from 6:00 pm to 12:00 am	Perth Street (Arthur Street to Sophia Street) Sophia Street (Perth Street to Church Street)	Recommended
Hadlow to Harbour Fun Run – Timaru North Rotary Club	Community	1 March 2026 from 8:00 am to 12:00 pm	Hadlow Road (Brockley Road to Rosebrook Road)	Recommended

- Approve that traffic management for the road closure application(s) listed in the table below be funded from the Community Events and Programmes Budget.

Event Name	Cost to prepare temporary traffic management plan	Cost to implement temporary traffic management plan	Total cost incurred by Council
Geraldine Christmas Parade - The Geraldine Promotion and Development Association	\$772.00 + GST	\$2,084.00 + GST	\$2,856.00 + GST
Comment	N/A		
Timaru Santa Parade 2025 - Timaru Santa Parade Trust	\$772.00 + GST	\$3,291.00 + GST	\$4,063.00 + GST
Comment	N/A		
Pleasant Point Christmas Procession - Pleasant	\$772.00 + GST	\$1,793.50 + GST	\$2,565.50 + GST

Point Christmas Procession Committee			
Comment	N/A		
Retro Rock at the Museum 2025 - South Canterbury Museum	\$340.00 + GST	\$1,327.00 + GST	\$1,667.00 + GST
Comment:	N/A		
Hadlow to Harbour Fun Run – Timaru North Rotary Club	\$386.00 + GST	\$1,190.50 + GST	\$1,576.50 + GST
Comment	Timaru North Rotary Club have secured sponsorship covering 50% of the traffic management costs. Total cost is \$3150.00 + GST. Council officer is recommending the council fund \$1,576.50 + GST		

- This option incurs some cost to Council as outlined in the Financial Implications section below. These costs are within available budgets.
- Approve that Hadlow to Harbour Fun Run to charge Pre entry \$10 Children \$5 and on the day \$15 entry fee for this event.

- 10 **Option two** is that Council approves the temporary road closure applications as per Option 1, under Section 342 and Schedule 10, Clause 11(e) of the Local Government Act 1974, with additional conditions to be advised by the Committee. This option incurs some cost to Council as outlined in the Financial Implications section below.
- 11 **Option three** is that Council advises alternate decisions to approve and/or decline the temporary road closure applications under Section 342 and Schedule 10, Clause 11(e) of the Local Government Act 1974, including advising any additional conditions if applicable. This option may result in the proposed event or events being unable to proceed as planned and cancelled.

Consultation

- 12 Under the Local Government Act 1974, Schedule 10, Council is required to:
- Publicly notify the intent to temporarily close roads for events
 - Publicly notify Council/Committee decisions to temporarily close roads for events
 - Consult with NZ Police and New Zealand Transport Agency prior to approving temporary road closures for events.
- Council officers have undertaken requirements a) and c) for all applications considered in this report.
- 13 The attached application review records outline feedback received from NZ Police and New Zealand Transport Agency (Attachment 1).
- 14 The temporary road closure application process requires applicants to produce a communications plan advising how they intend to communicate with key stakeholders and people impacted by the event. Communications plans for all applications considered in this report have been received and approved by Council officers. Implementation of these plans is noted as a condition of approval should the temporary road closure proceed. Council officers would further notify emergency services of confirmed closures.

Relevant Legislation, Council Policy and Plans

- 15 Local Government Act 1974
- 16 Timaru District Council Long Term Plan 2024-34

Financial and Funding Implications

- 17 Council has an approved Land Transport Community Events and Programmes budget of \$90,000 (excluding GST) for the current financial year within the Land Transport Activity, which provides funding for traffic management for community events.
- 18 The following costs would be incurred by Council if these events were approved to proceed (all costs are estimates and exclude GST):

Event Name	Cost to prepare temporary traffic management plan	Cost to implement temporary traffic management plan	Total cost incurred by Council
Geraldine Christmas Parade - The Geraldine Promotion and Development Association	\$772.00 + GST	\$2,084.00 + GST	\$2,856.00 + GST
Timaru Santa Parade 2025 - Timaru Santa Parade Trust	\$772.00 + GST	\$3,291.00 + GST	\$4,063.00 + GST
Pleasant Point Christmas Procession - Pleasant Point Christmas Procession Committee	\$772.00 + GST	\$1,793.50 + GST	\$2,565.50 + GST
Retro Rock at the Museum 2025 - South Canterbury Museum	\$340.00 + GST	\$1,327.00 + GST	\$1,667.00 + GST
Hadlow to Harbour Fun Run – Timaru North Rotary Club	\$386.00 + GST	\$1,190.50 + GST	\$1,576.50 + GST
TOTAL (for approval in this paper)	\$12,728.00 + GST		
Previously approved	\$18,583.50 + GST		
Cost to date (If all approved)	\$31,311.50 + GST		

Other Considerations

- 19 Council officers consider that temporary road closure presents some reputational, financial and health and safety risks to Council, however, these are mitigated by the proposed conditions of road closure including planned communications activity, provision of insurance cover and compliance with relevant regulations, legislation and bylaws respectively.

Attachments

- 1. **Event Review Records** [!\[\]\(7f863743378c6cac1424c6752bdc6150_img.jpg\)](#) [!\[\]\(c6be356fdba22515d2002fcbec0c305e_img.jpg\)](#)

Temporary Road Closure

Application Review Record

Section 342 and Schedule 10, Clause 11(e) of the Local Government Act 1974



Event details	
Event name:	Geraldine Christmas Parade
Event organisation:	The Geraldine Promotion and Development Association
Event contact details:	Kristine Diehl-Breading - Info@geraldine.nz
Event date/time:	05/12/2025 6PM – 8PM
Road/road section to be closed:	Wilson Street (Lewis St to Waihi River) Peel Street (Hislop St to Talbot St) Hislop Street (Peel St to Talbot St)
Event type:	Community

Officer application assessment result	Recommended
Recommendations	
That Timaru District Council (or a Committee of the whole) approve temporary closure of Wilson Street (Lewis St to Waihi River), Peel Street (Hislop St to Talbot St) and Hislop Street (Peel St to Talbot St) for the Geraldine Christmas Parade on 5 December 2025 from 6pm until 8pm under Section 342 and Schedule 10, Clause 11(e) of the Local Government Act 1974.	
That Timaru District Council (or a Committee of the whole) approve traffic management for Geraldine Christmas Parade to be funded from the Community Events and Programmes budget.	
That approval is subject to the following conditions: - that The Geraldine Promotion and Development Association has public liability insurance in place for the event, covering a minimum of \$1,000,000. - that temporary closure is undertaken in accordance with the approved Temporary Traffic Management Plan - that communications activity is undertaken in accordance with the approved communications plan - that all staff at the event (including volunteers) comply with any instructions from NZ Police, Council Officers and Traffic Management staff. - that The Geraldine Promotion and Development Association will meet the cost of any damage to public property, including roads, caused by the event. - that following the event, all streets and surrounding areas will be left in a clean and tidy condition. - that The Geraldine Promotion and Development Association will ensure compliance with any other relevant regulation/bylaw pertaining to the event is met (for example, health and safety, food/liquor licenses, waste management).	
Costs	
\$2,856.00 + GST	
Officer Name: Casey Glover	Officer date:02/09/2025

Application Assessment

Information checklist	
Applicant has fully completed all fields in 'Section 1 – Contact Details' of the Application Form	Yes
Applicant has fully completed all fields in 'Section 2 – Event Details' of the Application Form	Yes
Applicant has confirmed understanding of all obligations in section 4	Yes
Applicant has supplied proof of public liability insurance for the event	Yes
Applicant has supplied Communications Plan	Yes
COMMERCIAL EVENTS ONLY: Applicant has supplied a Temporary Traffic Management Plan (TTMP)	NA
COMMUNITY EVENTS ONLY: Applicant has supplied a map of the proposed temporary closure area/event route	Yes
Applicant has signed and dated declaration in 'Section 5 – Declaration'.	Yes

Applicant has satisfied all information requirements	Yes
Officer comments:	

NZTA / NZ Police Consultation	
NZTA	
Contact name:	Theresa Allan
Contact date:	02/09/2025
NZTA comments and TDC actions (if applicable):	N/A
NZ Police	
Contact name:	Vicki Walker Anthony Callon
Contact date:	02/09/2025
NZ Police comments and TDC actions (if applicable):	N/A

Communications plan	
Communications Plan provides the following information: • Lists affected stakeholders • Describes how stakeholders will be affected by temporary road closure • Outlines key messages	Yes

- Includes action/implementation plan detailing how and when stakeholders will be communicated with - Includes procedure for managing complaints - Includes procedure for how the plan will be monitored	
Communications Plan is approved:	Yes
Officer comments	

Traffic management	
COMMERCIAL EVENTS ONLY: Temporary Traffic Management Plan approved	NA
Officer comments:	
COMMUNITY EVENTS ONLY: TTMP prepared by Council contractor and approved	Yes
TTMP Preparation costs	\$772 +gst
Estimated TTMP Implementation costs	\$2084 +gst
Officer comments: Delivered by Fulton Hogan	

Event charges	No
Officer comments: e.g. the Applicant has specified \$X entry fees for this event.	

Key dates	
Action	Date
Advertising intent of road closure <i>Ensure this is at least 2 weeks before Council/Committee report is due so that any feedback can be put in report.</i>	02/09/25
Council/Committee report due	17/10/2025
Council/Committee decision	04/11/2025
Advertising confirmation of road closure	

Monitoring			
Action	Date	Officer Name	Associated Record numbers
On-site records received			
Site Audit record (if applicable)			

Insert content here			
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Temporary Road Closure

Application Review Record

Section 342 and Schedule 10, Clause 11(e) of the Local Government Act 1974



Event details	
Event name:	Timaru Santa Parade 2025
Event organisation:	Timaru Santa Parade Trust
Event contact details:	Teressa May - 0274373681 – theelves@santaparade.nz
Event date/time:	7 December 2025 from 12pm to 4pm
Road/road section to be closed:	Barnard Street Woolcombe Street North Street (Latter Street to Stafford Street) Stafford Street (Heaton Street to Port Loop Road) George Street (Sophia Street to Strathallan Street) Cains Terrace Beswick Street Church Street (Sophia Street to Stafford Street) Cannon Street Port Loop Road (State Highway 78) The Bay Hill Marine Parade
Event type:	Community

Officer application assessment result	Recommended
Recommendations	
That Timaru District Council (or a Committee of the whole) approve temporary closure of Barnard Street Woolcombe Street North Street (Latter Street to Stafford Street) Stafford Street (Heaton Street to Port Loop Road) George Street (Sophia Street to Strathallan Street) Cains Terrace Beswick Street Church Street (Sophia Street to Stafford Street) Cannon Street Port Loop Road (Stafford Street to Marine Parade) Marine Parade for the Timaru Santa Parade 2025 on 7 December 2025 from 12pm to 4pm under Section 342 and Schedule 10, Clause 11(e) of the Local Government Act 1974.	

That Timaru District Council (or a Committee of the whole) approve traffic management costs for Timaru Santa Parade 2025 to be funded from the Community Events and Programmes budget.	
That approval is subject to the following conditions: - that Timaru Santa Parade Trust has public liability insurance in place for the event, covering a minimum of \$1,000,000. - that temporary closure is undertaken in accordance with the approved Temporary Traffic Management Plan - that communications activity is undertaken in accordance with the approved communications plan - that all staff at the event (including volunteers) comply with any instructions from NZ Police, Council Officers and Traffic Management staff. - that Timaru Santa Parade Trust will meet the cost of any damage to public property, including roads, caused by the event. - that following the event, all streets and surrounding areas will be left in a clean and tidy condition. - that Timaru Santa Parade Trust will ensure compliance with any other relevant regulation/bylaw pertaining to the event is met (for example, health and safety, food/liquor licenses, waste management).	
Costs	
\$4,063 +GST	
Officer Name: Paul Forbes	Officer date: 14/10/2025

Application Assessment

Information checklist	
Applicant has fully completed all fields in 'Section 1 – Contact Details' of the Application Form	Yes
Applicant has fully completed all fields in 'Section 2 – Event Details' of the Application Form	Yes
Applicant has confirmed understanding of all obligations in section 4	Yes
Applicant has supplied proof of public liability insurance for the event	Yes
Applicant has supplied Communications Plan	Yes
COMMERCIAL EVENTS ONLY: Applicant has supplied a Temporary Traffic Management Plan (TTMP)	NA
COMMUNITY EVENTS ONLY: Applicant has supplied a map of the proposed temporary closure area/event route	Yes
Applicant has signed and dated declaration in 'Section 5 – Declaration'.	Yes
Applicant has satisfied all information requirements	Yes
Officer comments: NZTA will need to approve the closure of Port Loop Road from Stafford Street to Marine Parade	

NZTA / NZ Police Consultation	
NZTA	
Contact name:	Theresa Allan NZTA Operations Team
Contact date:	10/10/2025
NZTA comments and TDC actions (if applicable):	No objections received
NZ Police	
Contact name:	Vicky Walker/Richard Quested
Contact date:	10/10/2025
NZ Police comments and TDC actions (if applicable):	No objections received

Communications plan	
Communications Plan provides the following information: • Lists affected stakeholders • Describes how stakeholders will be affected by temporary road closure • Outlines key messages • Includes action/implementation plan detailing how and when stakeholders will be communicated with • Includes procedure for managing complaints • Includes procedure for how the plan will be monitored	Yes
Communications Plan is approved:	Yes
Officer comments	

Traffic management	
COMMERCIAL EVENTS ONLY: Temporary Traffic Management Plan approved	NA
Officer comments:	
COMMUNITY EVENTS ONLY: TTMP prepared by Council contractor and approved	Yes
TTMP Preparation costs	\$772 +GST
Estimated TTMP Implementation costs	\$3,291 +GST
Officer comments:	

Event charges	No
Officer comments: nil	

Key dates	
Action	Date
Advertising intent of road closure <i>Ensure this is at least 2 weeks before Council/Committee report is due so that any feedback can be put in report.</i>	10/10/25
Council/Committee report due	17/10/2025
Council/Committee decision	4/11/2025
Advertising confirmation of road closure	online

Monitoring			
Action	Date	Officer Name	Associated Record numbers
On-site records received			
Site Audit record (if applicable)			
Lessons Learnt			

Temporary Road Closure

Application Review Record

Section 342 and Schedule 10, Clause 11(e) of the Local Government Act 1974



Event details	
Event name:	Pleasant Point Christmas Procession
Event organisation:	Pleasant Point Christmas Procession Committee
Event contact details:	Richard Peckitt richard.peckitt@farmside.co.nz
Event date/time:	19 December 2024 7pm to 8pm
Road/road section to be closed:	SH8 from Te Ngawai Road to Munro Road Munro Road from SH8 to Harris Street Halstead Road from SH8 to Harris Street
Event type:	Community

Officer application assessment result	Recommended
Recommendations	
That Timaru District Council (or a Committee of the whole) approve temporary closure of Munro Road from SH8 to Harris Street and Halstead Road from SH8 to Harris Street for the Pleasant Point Christmas Procession on 19th of December 2024 from 7pm to 8pm under Section 342 and Schedule 10, Clause 11(e) of the Local Government Act 1974. That Timaru District Council (or a Committee of the whole) approve traffic management costs for the Pleasant Point Christmas Procession to be funded from the Community Events and Programmes budget. That approval is subject to the following conditions: - that Pleasant Point Christmas Procession Committee has public liability insurance in place for the event, covering a minimum of \$1,000,000. - that temporary closure is undertaken in accordance with the approved Temporary Traffic Management Plan - that communications activity is undertaken in accordance with the approved communications plan - that all staff at the event (including volunteers) comply with any instructions from NZ Police, Council Officers and Traffic Management staff. - that Pleasant Point Christmas Procession Committee will meet the cost of any damage to public property, including roads, caused by the event. - that following the event, all streets and surrounding areas will be left in a clean and tidy condition. - that Pleasant Point Christmas Procession Committee will ensure compliance with any other relevant regulation/bylaw pertaining to the event is met (for example, health and safety, food/liquor licenses, waste management).	
Costs	

- Design \$772.50 +GST
- Delivery \$1,793.50 +GST
- Total \$2,565.50 +GST

Officer Name: Paul Forbes

Officer date:9/10/2024

Application Assessment

Information checklist	
Applicant has fully completed all fields in 'Section 1 – Contact Details' of the Application Form	Yes
Applicant has fully completed all fields in 'Section 2 – Event Details' of the Application Form	Yes
Applicant has confirmed understanding of all obligations in section 4	Yes
Applicant has supplied proof of public liability insurance for the event	No
Applicant has supplied Communications Plan	Yes
COMMERCIAL EVENTS ONLY: Applicant has supplied a Temporary Traffic Management Plan (TTMP)	NA
COMMUNITY EVENTS ONLY: Applicant has supplied a map of the proposed temporary closure area/event route	Yes
Applicant has signed and dated declaration in 'Section 5 – Declaration'.	Yes

Applicant has satisfied all information requirements	Yes
Officer comments:	

NZTA / NZ Police Consultation	
NZTA	
Contact name:	Theresa Allen
Contact date:	10/10/2025
NZTA comments and TDC actions (if applicable):	n/a
NZ Police	
Contact name:	Vicky Walker/Richard Quested
Contact date:	10/10/2025
NZ Police comments and TDC actions (if applicable):	n/a

Communications plan	
Communications Plan provides the following information:	Yes

• Lists affected stakeholders • Describes how stakeholders will be affected by temporary road closure • Outlines key messages • Includes action/implementation plan detailing how and when stakeholders will be communicated with • Includes procedure for managing complaints • Includes procedure for how the plan will be monitored	
Communications Plan is approved:	Yes
Officer comments	

Traffic management	
COMMERCIAL EVENTS ONLY: Temporary Traffic Management Plan approved	NA
Officer comments:	
COMMUNITY EVENTS ONLY: TTMP prepared by Council contractor and approved	Yes
TTMP Preparation costs	\$772 +GST
Estimated TTMP Implementation costs	\$1,793.50 +GST
Officer comments:	

Event charges	No

Key dates	
Action	Date
Advertising intent of road closure <i>Ensure this is at least 2 weeks before Council/Committee report is due so that any feedback can be put in report.</i>	10/10/25
Council/Committee report due	17/10/2025
Council/Committee decision	4/11/2025
Advertising confirmation of road closure	online

Monitoring			
Action	Date	Officer Name	Associated Record numbers
On-site records received			
Site Audit record (if applicable)			

Temporary Road Closure

Application Review Record

Section 342 and Schedule 10, Clause 11(e) of the Local Government Act 1974



Event details	
Event name:	Retro Rock at the Museum 2025
Event organisation:	South Canterbury Museum
Event contact details:	Philip Howe 03 687 7212 philip.howe@timdc.govt.nz
Event date/time:	14/2/2026 6pm to 12am
Road/road section to be closed:	Perth Street (Arthur Street to Sophia Street) Sophia Street (Perth Street to Church Street)
Event type:	Community

Officer application assessment result	Recommended
Recommendations	
That Timaru District Council (or a Committee of the whole) approve temporary closure of Perth Street (Arthur Street to Sophia Street) and Sophia Street (Perth Street to Church Street) for the Retro Rock at the Museum 2025 on 14 February 2026 from 6pm to 12am under Section 342 and Schedule 10, Clause 11(e) of the Local Government Act 1974. That Timaru District Council (or a Committee of the whole) approve traffic management for Retro Rock at the Museum 2025 to be funded from the Community Events and Programmes budget That approval is subject to the following conditions: - that South Canterbury Museum has public liability insurance in place for the event, covering a minimum of \$1,000,000. - that temporary closure is undertaken in accordance with the approved Temporary Traffic Management Plan - that communications activity is undertaken in accordance with the approved communications plan - that all staff at the event (including volunteers) comply with any instructions from NZ Police, Council Officers and Traffic Management staff. - that South Canterbury Museum will meet the cost of any damage to public property, including roads, caused by the event. - that following the event, all streets and surrounding areas will be left in a clean and tidy condition. - that South Canterbury Museum will ensure compliance with any other relevant regulation/bylaw pertaining to the event is met (for example, health and safety, food/liquor licenses, waste management).	
Costs	
\$1,667.00 +GST	

Officer Name: Paul Forbes	Officer date: 1/10/2025
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Application Assessment

Information checklist	
Applicant has fully completed all fields in 'Section 1 – Contact Details' of the Application Form	Yes
Applicant has fully completed all fields in 'Section 2 – Event Details' of the Application Form	Yes
Applicant has confirmed understanding of all obligations in section 4	Yes
Applicant has supplied proof of public liability insurance for the event	Yes
Applicant has supplied Communications Plan	Yes
COMMERCIAL EVENTS ONLY: Applicant has supplied a Temporary Traffic Management Plan (TTMP)	NA
COMMUNITY EVENTS ONLY: Applicant has supplied a map of the proposed temporary closure area/event route	NA
Applicant has signed and dated declaration in 'Section 5 – Declaration'.	Yes

Applicant has satisfied all information requirements	Yes
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Officer comments: South Canterbury Museum will be covered by TDC insurance

NZTA / NZ Police Consultation

NZTA

Contact name:	Theresa Allan
Contact date:	1 October 2025
NZTA comments and TDC actions (if applicable):	No response received

NZ Police

Contact name:	Richard Quested/Vicky Walker
Contact date:	1 October 2025
NZ Police comments and TDC actions (if applicable):	No response received

Communications plan

Communications Plan provides the following information: - Lists affected stakeholders - Describes how stakeholders will be affected by temporary road closure	Yes
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• Outlines key messages • Includes action/implementation plan detailing how and when stakeholders will be communicated with • Includes procedure for managing complaints • Includes procedure for how the plan will be monitored	
Communications Plan is approved:	Yes
Officer comments	

Traffic management	
COMMERCIAL EVENTS ONLY: Temporary Traffic Management Plan approved	NA
Officer comments:	
COMMUNITY EVENTS ONLY: TTMP prepared by Council contractor and approved	Yes
TTMP Preparation costs	\$340 +GST
Estimated TTMP Implementation costs	\$1,327 +GST
Officer comments: Total inclusive of GST is \$1,667.00	

Event charges	No
Officer comments: n/a	

Key dates	
Action	Date
Advertising intent of road closure <i>Ensure this is at least 2 weeks before Council/Committee report is due so that any feedback can be put in report.</i>	01/10/2025
Council/Committee report due	17/10/2025
Council/Committee decision	4/11/2025
Advertising confirmation of road closure	

Monitoring

Action	Date	Officer Name	Associated Record numbers
On-site records received			
Site Audit record (if applicable)			

Temporary Road Closure

Application Review Record

Section 342 and Schedule 10, Clause 11(e) of the Local Government Act 1974



Event details	
Event name:	Hadlow to Harbour Fun Run 2026
Event organisation:	Timaru North Rotary Club
Event contact details:	Anthony Brien 027 623 7158 Anthony.Brien@lincoln.ac.nz
Event date/time:	01/03/2026 8am till 12pm
Road/road section to be closed:	Hadlow Road (Brockley Road to Rosebrook Road)
Event type:	Community

Officer application assessment result	Recommended
Recommendations	
That Timaru District Council (or a Committee of the whole) approve temporary closure of Hadlow Road from Brockley Road to Rosebrook road for the Hadlow to Harbour Fun Run on 01 March 2026 under Section 342 and Schedule 10, Clause 11(e) of the Local Government Act 1974. That Timaru District Council (or a Committee of the whole) approve Hadlow to Harbour Fun Run to charge Pre entry \$10 Children \$5 and on the day \$15 entry fee for this event under Schedule 10, Clause 11(e) of the Local Government Act 1974 That Timaru District Council (or a Committee of the whole) approve traffic management for Hadlow to Harbour Fun Run to be funded from the Community Events and Programmes budget That approval is subject to the following conditions: • That Timaru North Rotary Club has public liability insurance in place for the event, covering a minimum of \$1,000,000. • that temporary closure is undertaken in accordance with the approved Temporary Traffic Management Plan • that communications activity is undertaken in accordance with the approved communications plan • that all staff at the event (including volunteers) comply with any instructions from NZ Police, Council Officers and Traffic Management staff. • That Timaru North Rotary Club will meet the cost of any damage to public property, including roads, caused by the event. • that following the event, all streets and surrounding areas will be left in a clean and tidy condition. • that Timaru North Rotary Club will ensure compliance with any other relevant regulation/bylaw pertaining to the event is met (for example, health and safety, food/liquor licenses, waste management). • that has the authority to charge Pre entry Adult \$10 Children \$5 and on the day \$15 entry fee for the event	
Costs	

Timaru North Rotary club have secured sponsorship covering 50% of the traffic management costs. Total cost is \$3150.00 +gst. Council officer is recommending council fund \$1,576.50 +gst

Officer Name: Casey Glover

Officer date: 11/09/2025

Application Assessment

Information checklist	
Applicant has fully completed all fields in 'Section 1 – Contact Details' of the Application Form	Yes
Applicant has fully completed all fields in 'Section 2 – Event Details' of the Application Form	Yes
Applicant has confirmed understanding of all obligations in section 4	Yes
Applicant has supplied proof of public liability insurance for the event	Yes
Applicant has supplied Communications Plan	Yes
COMMERCIAL EVENTS ONLY: Applicant has supplied a Temporary Traffic Management Plan (TTMP)	NA
COMMUNITY EVENTS ONLY: Applicant has supplied a map of the proposed temporary closure area/event route	Yes
Applicant has signed and dated declaration in 'Section 5 – Declaration'.	Yes

Applicant has satisfied all information requirements	Yes
Officer comments:	

NZTA / NZ Police Consultation	
NZTA	
Contact name:	Theresa Allan
Contact date:	11/09/2025
NZTA comments and TDC actions (if applicable):	N/A
NZ Police	
Contact name:	Vicki Walker & Anthony Callon
Contact date:	11/09/2025
NZ Police comments and TDC actions (if applicable):	N/A

Communications plan	
Communications Plan provides the following information:	Yes

• Lists affected stakeholders • Describes how stakeholders will be affected by temporary road closure • Outlines key messages • Includes action/implementation plan detailing how and when stakeholders will be communicated with • Includes procedure for managing complaints • Includes procedure for how the plan will be monitored	
Communications Plan is approved:	Yes
Officer comments	

Traffic management	
COMMERCIAL EVENTS ONLY: Temporary Traffic Management Plan approved	N/A
Officer comments:	
COMMUNITY EVENTS ONLY: TTMP prepared by Council contractor and approved	Yes
TTMP Preparation costs	\$386.00
Estimated TTMP Implementation costs	\$1,190.50
Officer comments:	

Event charges	Yes
that has the authority to charge Pre entry Adult \$10 Children \$5 and on the day \$15 entry fee for the event	

Key dates	
Action	Date
Advertising intent of road closure <i>Ensure this is at least 2 weeks before Council/Committee report is due so that any feedback can be put in report.</i>	11/09/2025
Council/Committee report due	17/10/2025
Council/Committee decision	04/11/2025
Advertising confirmation of road closure	

Monitoring			
Action	Date	Officer Name	Associated Record numbers
On-site records received			
Site Audit record (if applicable)			

7.12 Council Investments and Borrowing**Author:** Ashlea Whyte, Finance Manager/Financial Accountant**Authoriser:** Andrea Rankin, Chief Financial Officer**Recommendation**

That the Council receives and notes the quarterly Council Investments and Borrowing report.

Purpose of Report

1. To update Council on the status of Council's treasury activities at 30 September 2025.

Assessment of Significance

2. This matter is assessed to be of low significance under the Council's Significance and Engagement Policy. This is a regular report to the Council on the status of Council's borrowing and investments. Council's Financial Strategy is consulted on as part of each Long Term Plan (LTP) review cycle.

Background

3. Council's treasury management involves holding a range of investments and borrowing to fund long term capital projects and operational expenditure as agreed in the Annual Plan or Long Term Plan.
4. Council treasury activities are managed in compliance within the limits of the Council's Treasury Management Policy (TMP).
5. Bancorp Treasury Services Limited provide external treasury advice to Council on borrowing and investment decisions.
6. As at 30 September 2025, all transactions have been transacted in compliance with Council Policies and performance of Council Treasury activities are well managed.

Discussion

7. This report is to be read in conjunction with the attached detailed report titled "Treasury Reporting Dashboard – 30 September 2025".
8. Bancorp will be presenting this Quarterly report to Council on 25 November 2025 to provide Elected Members with specialised insights and knowledge relevant to financial management and investment strategies.
9. Liquidity and Funding
 - 9.1. Liquidity and funding refers to total external Council drawn debt and undrawn bank facilities. The funding profiles and sources must agree with policy control limits.
 - 9.2. Timaru District Council has access to three key sources of funding from the Local Government Funding Agency ("LGFA"). These are:

- Commercial Paper ("CP") – unsecured money market instrument issued in the form of a promissory note;
- Floating Rate Notes ("FRN") – debt instruments with variable interest rates; and
- Fixed Rate Bonds ("FRB") – fixed rate throughout the life of the bond.

9.3. Total borrowings as at 30 September 2025 were \$260.6 million. The net debt position at the same date is \$208.9 million. Net debt is total borrowings less cash reserves held by Council.

9.4. Debt to revenue ratio as at 30 September 2025 is 146%. Council's debt to revenue ratio limit is 250% as set out in its Financial Strategy.

9.5. All Liquidity and Funding limits are compliant with policies.

10. Interest Rate Risk

10.1. The Interest rate risk section of the report refers to whether Council's hedging profile is within policy limits as well as the split between Fixed Debt and Floating cover.

10.2. The chart on the attached hedging profile on page 5 is based on 75% of LTP debt projections scenario which the Council believes is realistic and achievable. This illustrates that the Council is within the policy bands contained in the LTP.

10.3. All Up Weighted Average Cost of Funds Including Margin is 3.50%.

10.4. All interest rates are within policy bands.

10.5. As at 30 September 2025, the Council has a total of \$61 million of interest rate swaps with various maturity start and end dates through to May 2030.

11. Investment Management

11.1. Cash investments are broken down by special and general funds.

11.2. Special Funds are held for specific purposes as set out in the Long Term Plan, Annual Plan and Annual Report. These funds are invested for approved future expenditure, to implement strategic initiatives, support intergenerational allocations, bequests, and other reserves.

11.3. General Funds are cash reserves held for day to day operating activities. General Fund balances fluctuate across the quarter depending on operational income and expenditure cash flows. Council has a financial strategy to maintain a minimum of \$10 million general funds for liquidity purposes.

11.4. The total cash investments of Council as at 30 September 2025 is \$35.77 million.

1

Attachments

1. Timaru DC - Quarterly Dashboard September 2025 [!\[\]\(eac8265b70a649b4a1b1f04c77998e5c_img.jpg\) !\[\]\(257c76e5a34514c5abfa524b8daec2a2_img.jpg\)](#)



Treasury Reporting Dashboard

30 September 2025

STRICTLY PRIVATE AND CONFIDENTIAL



Economic Commentary

2

Global

President Trump's Big Beautiful Bill was passed in late July. The bill honoured Trump's commitment to extend the 2017 tax cuts from his first administration. The Congressional Budget Office projects the bill will add USD3.3 trillion to the federal deficit over the next 10 years. The increase in fiscal debt, and potential inflationary pressures, amid heightened trade tensions have contributed to continued volatility in the US (and global) bond markets. The benchmark US 10-year treasury bond yield started the quarter at 4.19%, then climbed to 4.49% by mid-July before falling to a low of 4.00% and closing on 30 September at 4.13%, with two consecutive weak non-farm payrolls data reports for July and August contributing to the decline.

The Federal Reserve ("Fed") delivered an expected 25bps interest rate cut in late September, bringing the Fed Funds rate to a new range of 4.00% to 4.25%. The Fed's updated 'Dot Plot' projections signalled a more dovish stance, projecting an additional 50bps of cuts by the end of 2025 and a further 25bps in both 2026 and 2027. The statement highlighted members' concerns, stating, "*The downside risks to employment have risen,*" while also acknowledging the recent firming in price pressures, noting, "*Inflation has moved up and remains somewhat elevated.*" Chair Jerome Powell reinforced the majority view in his Q&A session, calling the move a "*risk management cut,*" adding there was little support for a larger cut.

As expected, the Reserve Bank of Australia ("RBA") cut its cash rate by 25bps in August, lowering it from 3.85% to 3.60%. Since then, data have presented a conflicting narrative for the RBA, complicating the outlook for future rate cuts. With headline unemployment holding steady at 4.2%, largely masked by a fall in the participation rate, other areas of the Australian economy are performing strongly, with the economy expanding by 0.6% in the June quarter and 1.8% annually.

Elsewhere, the People's Bank of China largely sat tight while Chinese data softened, in September it left the 1-year/5-year Loan Prime Rate unchanged at 3.0% and 3.5% even as deflation persists and credit demand remains weak. The European Central Bank, by contrast, judged inflation broadly "*at target*" and kept rates on hold in September, maintaining a data-dependent outlook as headline inflation hovers near ~2.0%. The Bank of Japan held its policy rate at 0.5% in September but, notably, revealed a more divided board with two dissenters voting for a hike. A mix of above-target inflation, yen fragility and political noise continues to complicate the outlook.

New Zealand

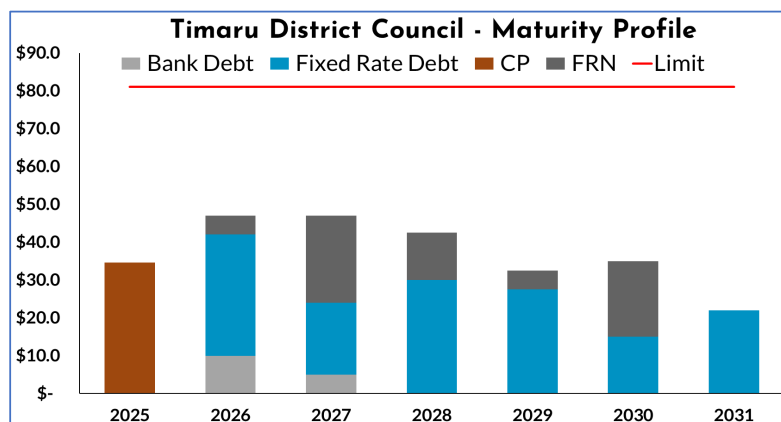
	OCR	90 day	1 year swap	2 year swap	3 year swap	5 year swap	10 year swap
30-Jun-25	3.25%	3.28%	3.13%	3.16%	3.28%	3.53%	4.00%
30-Sept-25	3.00%	2.80%	2.56%	2.62%	2.78%	3.10%	3.68%
Change	-0.25%	-0.48%	-0.57%	-0.54%	-0.50%	-0.43%	-0.32%

As widely anticipated, the Reserve Bank of New Zealand ("RBNZ") cut its Official Cash Rate ("OCR") to 3.00% in August, citing weak economic data in the June quarter with household and business spending constrained by global uncertainty, falling employment, high inflation for essentials, and declining house prices. The dovish stance adopted by the RBNZ in August was emphatically validated by the Q2 GDP data released in September, which revealed an economy in a much weaker position than feared. The sharp 0.9% contraction in June-quarter GDP, far exceeded the widely expected 0.3% drop, underscored the rationale behind the central bank's recent policy shift. Weakness was widespread, with falls in 10 out of 16 industries, indicating a systemic downturn rather than a sector-specific issue. This marks the third quarterly contraction in the last five quarters. This worse-than-expected data has effectively ended prospects of a near-term recovery, leading markets to price a more aggressive easing cycle from the RBNZ. This was realised on 8 October when the RBNZ cut the OCR by 50bps to 2.50%.

Medium to longer term swap rates were influenced by moves in international rates, mainly US Treasury yields. During the quarter, the US 10-year Treasury yield fell from 4.50% and eventually broke through the downside resistance level of 4.20%, down to 4.00% in September. The decline in US bond yields also flowed through to NZ swap rates. Due to the more aggressive expectations for the easing cycle the fall in short end of the yield curve was amplified: this led to an overall steepening of the domestic yield curve. Spot interest rate swaps are at fresh three-year lows with spot swaps out to five-years now at, or below, 3.00%.

Liquidity and Funding

3



Debt

\$245.6m

Total External Council Drawn Debt

LGFA

\$245.6m

Funds Drawn from LGFA

Net debt

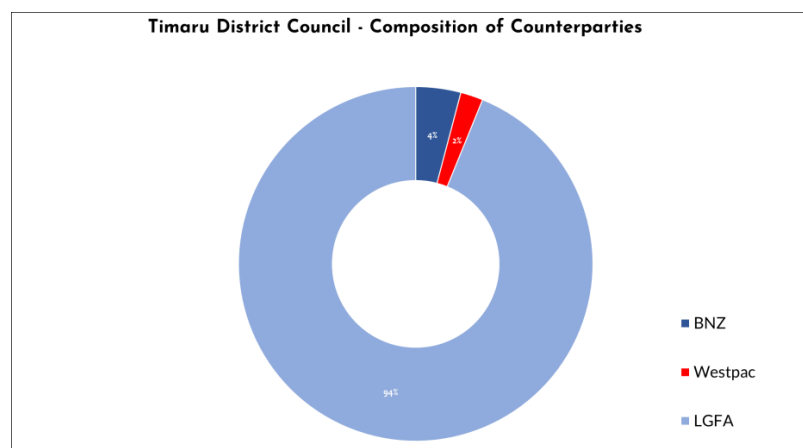
\$208.9m

Debt, less cash, term deposits and SFP bond investments

Headroom/Bank facility

\$15.0m

Undrawn Bank Facilities



Policy Bands

	Minimum	Maximum	
0 - 2 years	40%	100%	Compliant
2 - 4 years	20%	80%	Compliant
4 - 8 years	0%	60%	Compliant

Liquidity Ratio (minimum LGFA requirement 110%)

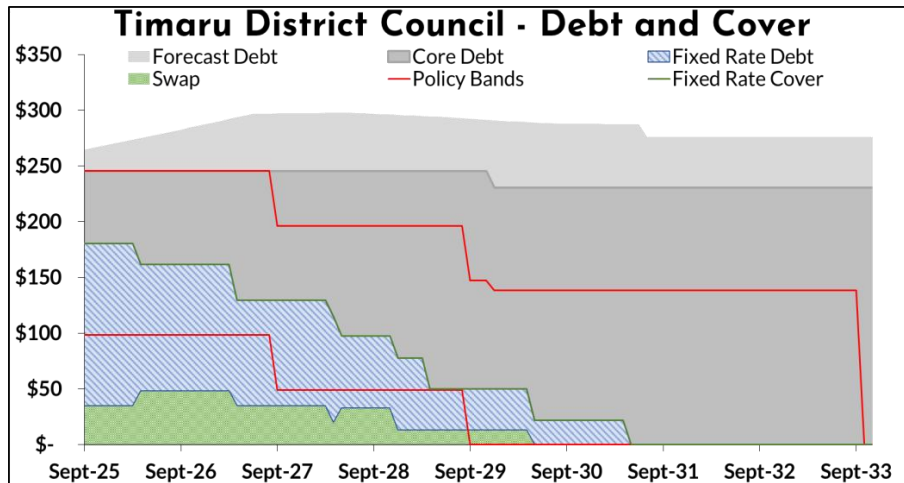
121.05%

Definition: (Cash + term deposits + longer dated financial assets that can be sold + committed undrawn bank facilities+ Drawn Debt)/Drawn Debt

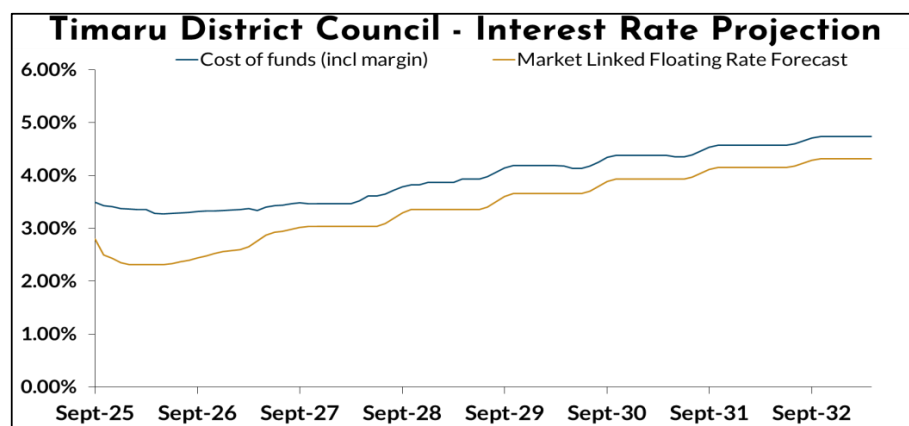
Policy Compliance	Compliant	Flag
Have all transactions been transacted in compliance with policy?	Yes	
Is fixed interest rate cover within policy control limits?	Yes	
Is the funding maturity profile within policy control limits?	Yes	
Is liquidity within policy control limits?	Yes	
Are all counterparty exposures within policy control limits?	Yes	

Interest Rate Risk

4



Current % of Debt Fixed	73.5%
Current % of Debt Floating	26.5%
Value of Fixed Rate (m)	\$180.5
Weighted Average Cost of Fixed Rate Instruments	3.46%
Weighted Average Cost of Fixed Rate Instruments (incl margin)	3.57%
Value of Forward Starting Cover	\$26.0
Weighted Average Cost of Forward Starting Cover	4.13%
Value of Floating Rate (m)	\$65.1
Current Floating Rate	2.80%
Current Floating Rate (incl margin)	3.34%
All Up Weighted Average Cost of Funds Including Margin	3.50%
Total Facilities In Place	\$260.6



Investment Management

5

Special Funds Portfolio Summary

As of 30 September 2025, TDC's Special Funds Portfolio ("SFP") had a nominal value of \$1,000,000 and a market value of \$989,556. The makeup of the SFP as of 30 September 2025, including its valuation, is shown in the following table.

Issue	Rating	Maturity Date	Coupon Frequency	Nominal Value	Coupon Rate	Purchase Yield	Yield	% of Portfolio	Duration	Capital Price	Accrued Interest	Gross Price
ANZ	A-	17-Sept-26	2	\$1,000,000	3.00%	3.00%	4.23%	100.00%	0.94	\$988,489	\$1,077	\$989,566
Total				\$1,000,000	3.00%	3.00%	4.23%	100.00%	0.94	\$988,489	\$1,077	\$989,566

LGFA Borrowing Rates

6

As of 30 September 2025

Listed below are the credit spreads and applicable interest rates as at the end of September 2025 for Commercial Paper ("CP"), Floating Rate Notes ("FRN") and Fixed Rate Bonds ("FRB"), that Timaru District Council could source debt from the Local Government Funding Agency ("LGFA").

Maturity	Margin	FRN (or CP Rate)	FRB
3 month CP	0.15%	2.95%	N/A
6 month CP	0.15%	2.92%	N/A
April 2027	0.56%	3.36%	3.18%
May 2028	0.67%	3.47%	3.45%
April 2029	0.75%	3.55%	3.67%
May 2030	0.78%	3.58%	3.87%
May 2031	0.91%	3.71%	4.15%
May-2032	0.96%	3.76%	4.34%
April 2033	1.07%	3.87%	4.56%
May 2035	1.16%	3.96%	4.86%
April 2037	1.28%	4.08%	5.13%

Funding

7

As of 30 September 2025, TDC had \$245.6 million of core debt, all sourced from the LGFA via CP, FRNs, and FRBs. TDC also has a bank facility with Westpac for \$5.0 million and BNZ for \$10m. Details of TDC's drawn debt as of 30 September 2025 are as follows:

Instrument	Maturity	Yield	Margin	Amount
LGFA CP	15-Oct-25	3.43%	N/A	\$19,500,000
LGFA CP	15-Oct-25	3.41%	N/A	\$15,100,000
LGFA FRB	15-Apr-26	1.63%	N/A	\$10,000,000
LGFA FRN	15-Apr-26	3.65%	0.38%	\$5,000,000
LGFA FRB	15-Apr-26	5.32%	N/A	\$4,000,000
LGFA FRB	15-Apr-26	5.08%	N/A	\$8,000,000
LGFA FRB	15-Apr-26	5.31%	N/A	\$10,000,000
LGFA FRB	15-Apr-27	1.84%	N/A	\$10,000,000
LGFA FRN	15-Apr-27	3.69%	0.42%	\$10,000,000
LGFA FRB	15-Apr-27	5.21%	N/A	\$4,000,000
LGFA FRN	15-Apr-27	3.88%	0.61%	\$8,000,000
LGFA FRN	15-Apr-27	3.89%	0.62%	\$5,000,000
LGFA FRB	15-Apr-27	5.20%	N/A	\$5,000,000
LGFA FRB	15-May-28	2.09%	N/A	\$20,000,000
LGFA FRN	15-May-28	3.73%	0.58%	\$5,000,000
LGFA FRN	15-May-28	3.89%	0.74%	\$7,500,000
LGFA FRB	15-May-28	4.55%	N/A	\$10,000,000
LGFA FRB	20-Apr-29	2.25%	N/A	\$20,000,000
LGFA FRN	20-Apr-29	3.89%	0.63%	\$5,000,000
LGFA FRB	20-Apr-29	5.24%	N/A	\$7,500,000
LGFA FRN	15-Apr-30	3.81%	0.54%	\$10,000,000
LGFA FRN	15-Apr-30	3.93%	0.67%	\$10,000,000
LGFA FRB	15-May-30	4.54%	N/A	\$15,000,000
LGFA FRB	15-May-31	4.90%	N/A	\$7,000,000
LGFA FRB	15-May-31	4.74%	N/A	\$15,000,000

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7.13 Council Financial Performance Report to 30 September 2025

Author: Tyler Zandrack, Senior Management Accountant
Ashlea Whyte, Finance Manager/Financial Accountant

Authoriser: Andrea Rankin, Chief Financial Officer

Recommendation

That Council receive and note the summary financial results to 30 September 2025.

Purpose of Report

- 1 The purpose of this report is to outline progress on implementing the 2025-26 Annual Plan and report on the financial results for the period ended 30 September 2025.

Assessment of Significance

- 2 This matter is considered to be of low significance in terms of Council's Significance and Engagement Policy. It is a regular report to Council on Council's financial performance during the current financial year.

Discussion

- 3 The following is a summary of the financial performance as at 30 September 2025 – refer to Attachment 1 for financial tables.

	Actuals to 30 Sep 2025 (\$000)	Budget to 30 Sep 2025 (\$000)	Variance (\$000)	Actuals to 30 Sep 2024 (\$000)	Full year Budget (\$000)
Total Revenue	35,967	34,718	1,249	32,860	145,306
Total Expenses	33,106	36,487	(3,381)	33,014	146,529
Operating Surplus/(Deficit)	2,861	(1,769)	4,630	(154)	(1,220)
Capital Expenditure	7,597	20,104	(12,507)	9,497	80,418

- 4 Total borrowings as at 30 September 2025 were \$246M. The net debt position at the same date is \$212M. Net debt is total borrowings less cash reserves held by Council.
- 5 Debt to revenue ratio as at 30 September 2025 is 146%. Council's debt to revenue ratio limit is 250% as set out in its Financial Strategy. This is comfortably within Councils ceiling limit.

Net Debt	211,621
Full year budgeted Revenue	145,306
Debt to revenue ratio	146%

	Full year Budget – Sep25 Debt \$000	Full year budget – YE Forecast Debt \$000
Budgeted Revenue 2025/26	145,306	145,306
Net Debt	211,621	251,621
Debt to Revenue Ratio	146%	173%
Net Debt Cap - Limit		
250% - as per policy	363,265	363,265
Available funds	151,644	111,644
280% - LGFA policy	406,857	406,857
Available funds	195,236	155,236

Budget Reallocation Report

- 6 Finance review each account for items where the actual year to date amount is currently equal to or exceeding the full year to date budget amount, indicating a budget reallocation is required.
- 7 Explanations are obtained and noted in the table below. Where a budget reallocation is required, this will be noted and included in this report for Council approval.
- 8 No budget reallocation requests have been received for September 2025 year to date.

Activity	Expenditure	August YTD \$	Full Year budget \$	Description	Comment
Climate & Sustainability	Consultants	\$72,520	\$50,000	Approved Canterbury Climate Partnership	Expenditure as required. Underbudgeted
Property	Professional services	\$32,949	\$20,440	Further investigation – insurance miscoded	Corrected in October

Council decisions with financial impact 25/26. (Minute review in progress)

- 9 Councillors have requested a register of any financial decisions that will have an impact on the current financial that are approved outside of the Annual Plan/ Long Term Plan process.
- 10 Officers have started this process and will continue the review of decisions made from 1 July 2025, this will form part of this report in due course. An example can be found below.

Meeting	Resolution	Activity	Opex/Capex	Amount	Budgeted	Decision
26/08/25	2025/100	Local Water done Well	Opex	\$432k in 25/26	No	Loan funding of establishment costs
				\$1.932m in 26/27		

Attachments

1. September 2025 - YTD Financial Report [↓](#) 
2. September 2025 - YTD Financial Report - Capex Variance to budget [↓](#) 

Statement of Comprehensive Revenue and Expenses, detailing significant items for September Financial Year to Date (YTD)

Revenue			Sep YTD \$000	Sep Budget YTD \$000	YTD Variance \$000	Variance % of full budget	Commentary >50k variance	Full Year budget \$000
Rates revenue	General rates		(13,141)	(13,157)	(16)	0%		(52,628)
			(2,993)	(2,993)	0	0%		(11,972)
	Targeted rates	Water Revenue	(2,012)	(2,012)	0	0%		(8,048)
		Stormwater	(1,311)	(1,311)	0	0%		(5,243)
		Downlands Water Supply Revenue	(795)	(795)	0	0%		(3,181)
		Waste Collection Revenue	(1,962)	(1,962)	0	0%		(7,846)
		Water by Meter	(540)	(756)	(215)	7%	Based on usage, seasonal demand	(3,023)
			(258)	(137)	121	-22%	Actuals based on external factors independent of budget	(550)
		Rates penalties						
	Total Rates Revenue		(23,012)	(23,122)	(110)	0%		(92,490)
Fees & charges	Fees & charges	Waste Management Operations Revenue	(1,743)	(1,494)	249	-4%	Refuse fees over budget \$90k demand driven. Ministry for Environment funding	(5,976)
		Wastewater Revenue	(1,007)	(807)	200	-6%	Tradewaste fees underbudgeted. Fees for Smithfield discharge ongoing	(3,226)
		CBAY revenue	(851)	(807)	44	-1%		(3,229)
		Community Housing Revenue	(542)	(500)	42	-2%		(2,000)
		Building Control Revenue	(626)	(693)	(67)	2%	Building consent revenue based on demand, economic conditions.	(2,772)
		Parking enforcement	(369)	(363)	5	0%		(1,453)
		Animal Control Revenue	(614)	(573)	41	-6%		(735)
		Properties Revenue	(224)	(111)	113	-25%	Annually charged rents received at the start of the FY. Even budget	(445)
		Other fees and charges	(736)	(836)	(100)	3%	No individually significant items or variances remaining	(3,344)
		Total Fees and Charges		(6,712)	(6,184)	528	-2%	
Finance revenue	Interest	Related party	(199)	(500)	(301)	15%	Interest rates lower than budgeted	(2,000)
		Bank & term deposits	(455)	(438)	17	-1%		(1,752)
Total Finance revenue		(654)	(938)	(284)	8%		(3,752)	
Subsidies and grants	Grants received	Subsidised Roding Revenue	(1,413)	(3,106)	(1,692)	14%	Construction season comprises approx 70% of total expenditure, occurring Sep - March. Funding received once expenditure incurred. Budget phasing	(12,422)
		Waste Management Operations Revenue (levy)	(232)	(338)	(105)	8%	Funding from MfE for TDC portion of waste levy. Charged then received back from Ministry for Environment. Non-standard amounts. Offset in Expenditure	(1,350)
		Theatre Royal Revenue	(3,050)	0	3,050		Grants budgeted prior year received for Theatre Royal project commenced	0
		Safer Communities - Project Turnaround Revenu	(110)	0	110		Community Employment Programme not budgeted. MTFJ	0
		Parks Revenue	0	(240)	(240)	25%	Better off funding not received due to cycleways projects behind schedule	(962)
		Other subsidies and grants	(93)	(71)	22	-8%	No individually significant items or variances remaining	(285)
Total subsidies and grants		(4,898)	(3,755)	1,143	-8%		(15,019)	
Other revenue		Development and Financial Contributions	(108)	0	108		Relates to funding for Three Waters not budgeted	0
		Dividends Received	0	0	0	0%		(1,100)
		Petrol tax	(101)	(150)	(49)	8%		(600)
		Vehicle revenue	(155)	(156)	(1)	0%		(625)
		Other revenue	(327)	(413)	(86)	5%	No individually significant items or variances remaining	(1,731)
		Total other revenue		(691)	(719)	(28)	1%	
Vested Assets		0	0	0	0%		(6,806)	
Total Revenue		(35,967)	(34,718)	1,249	-1%		(145,304)	
Expenditure								
Personnel costs			8,211	8,481	270	1%	Restructure savings	34,501
Finance costs			1,992	2,992	1,000	8%	Interest rates lower than budgeted	11,968
Depreciation expense			10,975	10,975	0	0%		43,901
Other expenses	Contractors	Parks	490	902	412	11%	Seasonal component, and in-house team now completing work previously undertaken by contractors	3,607
		Roding and footpaths	1,822	2,074	252	3%	Construction/maintenance season comprises approx 70% of total expenditure, occurring Sep - March.	8,296
		Refuse Collection	517	600	83	3%	Contractor costs under budget. Quarterly increases for actuals, budget even	2,400
		Waste Management Operations	1,262	1,209	(53)	-1%	Contractor costs associated with Peel Forest remediation over budget.	4,838
		Urban Water	297	357	61	4%	Seasonal expenditure, higher in summer months	1,430
		Wastewater	278	285	7	1%		1,140
		Social Housing	142	136	(7)	-1%		543
		Downlands Water Supply	111	224	113	13%	Reticulation costs underbudget. Seasonal dependent and weather event based - spring and summer months highest	895
		Other Contractors	708	1,230	522	11%	No individually significant items or variances remaining	4,919
		Total Contractors	5,627	7,017	1,390	5%		28,069
		Waste Minimisation Levy Expense	190	338	148	11%	TDC portion of waste levy. Charged then received back from Ministry for Environment. Non-standard monthly amounts. Offset in Revenue	1,350
		Consultants	524	610	86	4%	Canterbury Climate Change Partnership \$72k, endorsed by Council, under-budgeted	2,441
		Planning Consultant Fees	337	262	(75)	-7%	District plan review. Budget even split; majority of the work to be completed within the first 6 months of 25/26	1,046
		Sampling and testing	62	196	134	17%	Sampling and testing not even during the year. Particularly weather dependent	783
	Electricity	620	777	157	5%	Seasonal expenditure	3,109	
	Software Support & Upgrades - Expensed	444	396	(48)	-3%		1,584	
	Carbon Credits	425	425	(0)	0%		1,700	
	Aoraki Development/Central SITrust Economic Development and Promotion	535	365	(170)	-12%	Annual events grant for Venture Timaru \$245k, even budget split results in YTD variance: \$184k	1,458	
	Insurance including LAPP	479	497	18	1%		1,987	
	Course Seminar & Conference Registration	58	173	116	17%	Only essential training approved until restructure was complete	694	
	Rates	214	210	(4)	-1%		840	
	Plant Hire - Internal Usage	155	155	(0)	0%		618	
	Other expenses	2,258	2,619	361	3%	No individually significant items or variances remaining	10,476	
	Total other expenses		11,928	14,039	2,111	4%		56,156
Total Expenditure		33,106	36,487	3,381	2%		146,526	
Net result			(2,861)	1,769	4,630			1,220

Review of All Council Activities by Directorate

Commentary obtained for variances over \$30k, excluding personnel costs

Community Support

Airport

GM: Andrew Dixon Activity Lead: Stan Hansen
Activity Description: Operation of the Richard Pearse Airport

Activity Revenue and Expenditure		Sep YTD Actuals \$000	Sep YTD Budget \$000	YTD Variance \$000	Variance % of full budget	Commentary >30k var	Full Year budget \$000
Revenue	Rates revenue	(67)	(67)	0	0%		(267)
	Fees & charges	(139)	(152)	(13)	2%		(610)
	Other revenue	(1)	0	1			0
Revenue Total		(207)	(219)	(13)	1%		(877)
Expenditure	Depreciation expense	99	99	0	0%		397
	Finance costs	30	30	0	0%		120
	Other expenses	55	134	79	15%	Building maintenance under budget. Used as required, not evenly each month as budgeted	535
	Personnel costs	28	46	18	10%		183
Expenditure Total		212	309	97	8%		1,235
Airport Total		5	89	84	24%		358

Cemeteries

GM: Andrew Dixon Activity Lead: Garth Nixon
Activity Description: Operation of burial and cremation interments in South Canterbury

Revenue	Rates revenue	(132)	(132)	0	0%		(528)
	Fees & charges	(74)	(76)	(2)	1%		(305)
	Other revenue	(50)	(10)	40	-99%	Plot purchases over budget - demand driven	(40)
	Subsidies and grants	0	(1)	(1)	25%		(6)
Revenue Total		(256)	(220)	37	-4%		(878)
Expenditure	Depreciation expense	2	2	0	0%		7
	Finance costs	24	24	(0)	0%		98
	Other expenses	158	195	36	5%	Ground maintenance \$30 under budget. Seasonal aspect, used as required.	778
Expenditure Total		185	221	36	4%		883
Other Comprehensive Total		0	0	0	0%		2
Cemeteries Total		(72)	1	73	1064%		7

Civil Defence

GM: Paul Cooper Activity Lead: Darryn Grigsby
Activity Description: Emergency management leadership, advice and planning

Revenue	Rates revenue	(130)	(130)	0	0%		(519)
Revenue Total		(130)	(130)	0	0%		(519)
Expenditure	Depreciation expense	24	24	0	0%		94
	Finance costs	4	4	(0)	0%		17
	Other expenses	34	46	12	6%		184
	Personnel costs	76	77	1	0%		308
Expenditure Total		138	151	12	2%		603
Other Comprehensive	Other (gains) / losses	0	0	0	0%		3
Civil Defence Total		9	21	12	14%		86

Climate & Sustainability

GM: Paul Cooper Activity Lead: Rhys Taylor
Activity Description: Research and analysis on the effects of climate change on Council activities

Revenue	Rates revenue	(80)	(80)	0	0%		(320)
Revenue Total		(80)	(80)	0	0%		(320)
Expenditure	Finance costs	0	0	(0)	0%		0
	Other expenses	83	17	(66)	-99%	\$72k Annual charge - Canterbury Climate Change Partnership, endorsed by Council, under-budgeted	67
	Personnel costs	15	63	48	19%		253
Expenditure Total		98	80	(18)	-6%		320
Climate & Sustainability Total		18	0	(18)			0

Community Development

GM: Stephen Doran Activity Lead: Jessica Hurst
Activity Description: Community Funding, Safer Communities and Welcoming Communities

Revenue	Rates revenue	(19)	(19)	0	0%		(75)
	Subsidies and grants	(110)	0	110		Community Employment Programme not budgeted. MTFJ	0
Revenue Total		(129)	(19)	110	-146%		(75)
Expenditure	Other expenses	24	19	(5)	-7%		75
Expenditure Total		24	19	(5)	-7%		75
Community Development Total		(105)	0	105			0

Economic Development and Promotion

GM: Stephen Doran Activity Lead: Stephen Doran
Activity Description: Enhancing the districts economy, significant activity relates to contributions to the CCO Venture Timaru

Revenue	Rates revenue	(397)	(397)	0	0%		(1,589)
Revenue Total		(397)	(397)	0	0%		(1,589)
Expenditure	Finance costs	23	23	0	0%		91
	Other expenses	545	375	(170)	-11%	Annual events grant for Venture Timaru \$245k, even budget split results in YTD variance: \$184k	1,498
Expenditure Total		568	397	(170)	-11%		1,589
Economic Development and Promotion Total		171	0	(170)			0

Public Toilets

GM: Andrew Dixon Activity Lead: Andrew Dixon
Activity Description: Provision and maintenance of public toilet facilities.

Revenue	Rates revenue	(159)	(159)	0	0%		(634)
Revenue Total		(159)	(159)	0	0%		(634)
Expenditure	Depreciation expense	8	8	0	0%		33
	Finance costs	4	4	0	0%		16
	Other expenses	120	147	27	5%		589
Expenditure Total		132	159	27	4%		637
Public Toilets Total		(26)	1	27	820%		3

Social Housing

GM: Andrew Dixon Activity Lead: Diane Miller
Activity Description: Provision and maintenance of affordable rental housing : 236 units

Revenue	Fees & charges	(542)	(500)	42	-2%	Additional revenue for rents paid in advance for the full financial year	(2,000)
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Revenue Total		(542)	(500)	42	-2%	(2,000)
Expenditure	Depreciation expense	43	43	0	0%	172
	Finance costs	28	28	0	0%	112
	Other expenses	305	308	3	0%	1,230
Expenditure Total		376	378	3	0%	1,514
Other Comprehensive Other (gains) / losses		0	0	0	0%	(32)
Social Housing Total		(166)	(122)	45	-9%	(519)

Community Development

GM: Stephen DoranActivity Lead: Jessica Hurst

Activity Description: Activities to improve Council engagement with groups, for example youth, seniors, refugees

Revenue	Rates revenue	(138)	(138)	0	0%	(550)
	Finance revenue	(1)	0	1		0
	Other revenue	(22)	(12)	10	-21%	(48)
Revenue Total		(160)	(149)	11	-2%	(598)
Expenditure	Finance costs	0	0	(0)	0%	1
	Other expenses	165	149	(16)	-3%	597
Expenditure Total		165	149	(16)	-3%	598
		5	0	(5)		0
User Experience & Community Engagement Total		5	0	(5)		0
Community Support Total		(161)	(9)	152	-236%	(64)

Corporate Support

Commercial and Strategy

Financial Services

GM: Andrea RankinActivity Lead: Andrea Rankin

Activity Description: Financial planning, monitoring and reporting. Administers rating, payables and receivables, financial advice for all council activities

Revenue	Fees & charges	(5)	0	5		0
	Other revenue	(800)	(805)	(5)	0%	(3,219)
Revenue Total		(805)	(805)	(0)	0%	(3,219)
Expenditure	Other expenses	422	387	(36)	-2%	1,547
	Personnel costs	434	418	(16)	-1%	1,672
Expenditure Total		856	805	(51)	-2%	3,219
Financial Services Total		52	0	(52)		0

Information Technology

GM: Justin BagustActivity Lead: Justin Bagust

Activity Description: Provides technology-based services and strategies across all council activities

Revenue	Fees & charges	(5)	(5)	(1)	3%	(22)
	Other revenue	(1,536)	(1,540)	(4)	0%	(6,161)
Revenue Total		(1,541)	(1,546)	(5)	0%	(6,183)
Expenditure	Depreciation expense	331	331	0	0%	1,322
	Finance costs	23	23	(0)	0%	91
	Other expenses	671	646	(25)	-1%	2,585
	Personnel costs	629	546	(83)	-4%	2,184
		1,653	1,546	(108)	-2%	6,183
Information Technology Total		113	0	(113)		0

Property Management

GM: Andrew DixonActivity Lead: Andrew Dixon

Activity Description: Management of the property unit

Revenue	Other revenue	(134)	(134)	(0)	0%	(537)
Revenue Total		(134)	(134)	(0)	0%	(537)
Expenditure	Other expenses	62	64	2	1%	258
	Personnel costs	134	70	(64)	-23%	280
Expenditure Total		196	134	(62)	-11%	537
Property Management Total		62	0	(62)		0

Risk and Assurance

GM: Stephen DoranActivity Lead: Narayan Swamy

Activity Description: Internal audit and risk management

Revenue	Other revenue	(64)	(64)	(0)	0%	(255)
Revenue Total		(64)	(64)	(0)	0%	(255)
Expenditure	Other expenses	19	22	2	3%	87
	Personnel costs	45	42	(3)	-2%	168
Expenditure Total		64	64	(0)	0%	255
Risk and Assurance Total		0	0	(0)		0

Strategy & Corporate Planning

GM: Stephen DoranActivity Lead: Steph Forde

Activity Description: Corporate planning activities, publications and strategic improvements

Revenue	Other revenue	(459)	(459)	0	0%	(1,836)
Revenue Total		(459)	(459)	0	0%	(1,836)
Expenditure	Other expenses	143	247	104	11%	989
	Personnel costs	238	212	(26)	-3%	847
Expenditure Total		381	459	78	4%	1,836
Strategy & Corporate Planning Total		(78)	0	78		0
Corp support: Commercial and Strategy Total		148	0	(148)		0

Corporate Support

Corporate Support - Other

Chief Executive

GM: Nigel TrainorActivity Lead: Nigel Trainor

Activity Description: Executive support and Programme office for all of council

Activity Revenue and Expenditure		Sep YTD Actuals \$000	Sep YTD Budget \$000	YTD Variance \$000	Variance % of full budget	Commentary >30k var	Full Year budget \$000
Revenue	Other revenue	(237)	(237)	0	0%		(947)
Revenue Total		(237)	(237)	0	0%		(947)
Expenditure	Finance costs	2	2	0	0%		8
	Other expenses	36	73	37	13%	Solicitors fees \$21k under budget - actuals not evenly split	291
	Personnel costs	162	162	0	0%		647
Expenditure Total		200	237	37	4%		947

Chief Executive Total	(37)	0	37		0
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Council Building

GM: Andrew Dixon Activity Lead: Andrew Feray

Activity Description: Operation of the council building, including maintenance

Revenue	Other revenue	(179)	(179)	(0)	0%	(716)
Revenue Total		(179)	(179)	(0)	0%	(716)
Expenditure	Depreciation expense	24	24	0	0%	98
	Finance costs	36	36	(0)	0%	142
	Other expenses	111	123	12	3%	492
	Personnel costs	8	18	10	14%	72
Expenditure Total		179	201	22	3%	804
Council Building Total		(0)	22	22	25%	88

Drainage and Water Management

GM: Andrew Lester Activity Lead: Andrew Lester

Activity Description: Management of three waters activities

Revenue	Fees & charges	(20)	(19)	0	0%	(77)
	Other revenue	(415)	(415)	0	0%	(1,661)
Revenue Total		(435)	(435)	0	0%	(1,738)
Expenditure	Other expenses	479	412	(66)	-4% Taumata Arowai quarterly levy paid in advance \$49k	1,650
	Personnel costs	432	225	(207)	-20%	1,022
Expenditure Total		911	638	(273)	-10%	2,671
Drainage and Water Management Total		476	203	(273)	-29%	933

Engagement and Culture

GM: Andrea McAlister Activity Lead: Andrea McAlister

Activity Description: Operation of Human Resource function for all of council

Revenue	Other revenue	(858)	(858)	0	0%	(3,432)
Revenue Total		(858)	(858)	0	0%	(3,432)
Expenditure	Finance costs	0	0	(0)	0%	0
	Other expenses	129	356	227	16% All of council training budget held by HR for tracking. Expenditure coded to activities YTD: \$58k. HR budget \$160k - only essential training approved until restructure was complete. Remaining variance staff support and professional services- demand	1,422
	Personnel costs	434	502	69	3% Recruitment costs under budget \$49k. Reduction in recruitment post restructure. Currently no contract with Seek due to reduction in usage: \$18k reduction from budget	2,010
Expenditure Total		563	858	295	9%	3,432
Engagement and Culture Total		(295)	(0)	295		0

Infrastructure Management

GM: Andrew Dixon Activity Lead: Andrew Dixon

Activity Description: Assets and infrastructure management

Revenue	Fees & charges	(35)	(68)	(33)	12% Service consent application fees under budget. Demand driven	(271)
	Other revenue	(226)	(226)	0	0%	(905)
Revenue Total		(261)	(294)	(33)	3%	(1,176)
Expenditure	Other expenses	85	88	3	1%	352
	Personnel costs	428	206	(222)	-27%	824
Expenditure Total		513	294	(219)	-19%	1,176
Infrastructure Management Total		252	0	(252)		0

Land Transport Unit

GM: Suzy Ratahi Activity Lead: Suzy Ratahi

Activity Description: Management of roading activities

Revenue	Fees & charges	(13)	(72)	(59)	20% Other user charges - Engineering fees under budget. Not even monthly amounts as per budget	(288)
	Other revenue	(683)	(670)	13	0%	(2,681)
	Subsidies and grants	(120)	0	120	NZTA LTU funding portion, full budget included in subsidised roading	0
Revenue Total		(816)	(742)	74	-2%	(2,969)
Expenditure	Depreciation expense	4	4	0	0%	17
	Other expenses	356	448	92	5% Community programs and events under budget. Not evenly split during the year	1,793
	Personnel costs	274	290	16	1%	1,159
Expenditure Total		634	742	108	4%	2,969
Land Transport Unit Total		(182)	0	182		0

Parks and Recreation Management

GM: Andrew Dixon Activity Lead: Andrew Dixon

Activity Description: Management of parks department

Revenue	Other revenue	(826)	(826)	0	0%	(3,303)
	Subsidies and grants	(3)	0	3		0
Revenue Total		(828)	(826)	3	0%	(3,303)
Expenditure	Other expenses	110	98	(12)	-3%	392
	Personnel costs	691	728	36	1%	2,911
Expenditure Total		801	826	24	1%	3,303
Parks and Recreation Management Total		(27)	(0)	27		0

Planning and Regulatory Management

GM: Paul Cooper Activity Lead: Paul Cooper

Activity Description: Management of planning and regulatory functions

Revenue	Other revenue	(124)	(124)	0	0%	(494)
Revenue Total		(123)	(124)	(0)	0%	(494)
Expenditure	Other expenses	29	33	3	3%	130
	Personnel costs	117	91	(26)	-7%	364
Expenditure Total		147	124	(23)	-5%	494
Planning and Regulatory Management Total		23	0	(23)		0
Corporate support - Other Total		210	225	15	1%	1,021

Corporate Support

User Experience and Community Engagement

Communications & Marketing

GM: Stephen Doran Activity Lead: Rachel Leitch

Activity Description: Communication and engagement activities including advertising

Activity Revenue and Expenditure		Sep YTD Actuals \$000	Sep YTD Budget \$000	YTD Variance \$000	Variance % of full budget	Commentary >30k var	Full Year budget \$000
Revenue	Other revenue	(270)	(270)	0	0%		(1,080)
Revenue Total		(270)	(270)	0	0%		(1,080)
Expenditure	Other expenses	43	52	9	5%		208
	Personnel costs	188	234	45	5%		872
Expenditure Total		231	286	55	5%		1,080
Community Services Management Total		(39)	16	55			0

Customer Services

GM: Stephen Doran Activity Lead: Karen Naylor
Activity Description: Management of all customer interactions

Revenue	Fees & charges	(27)	(32)	(5)	4%		(126)
	Other revenue	(342)	(342)	0	0%		(1,369)
Revenue Total		(369)	(374)	(5)	0%		(1,495)
Expenditure	Other expenses	127	136	9	2%		544
	Personnel costs	233	238	4	0%		951
Expenditure Total		360	374	13	1%		1,495
Customer Services Total		(9)	0	9			0
User Experience and Community Engagement Total		(48)	16	63			0
Corporate Support Grand Total		311	241	(70)	-7%		1,021

Democracy

Governance

GM: Stephen Doran Activity Lead: Jessica Kavanaugh
Activity Description: Work associated with the Elected Council and Community Boards

Activity Revenue and Expenditure		Sep YTD Actuals \$000	Sep YTD Budget \$000	YTD Variance \$000	Variance % of full budget	Commentary >30k var	Full Year budget \$000
Revenue	Rates revenue	(1,127)	(1,127)	0	0%		(4,507)
	Other revenue	0	(17)	(17)	25%		(70)
Revenue Total		(1,127)	(1,144)	(17)	0%		(4,577)
Expenditure	Finance costs	12	12	(0)	0%		46
	Other expenses	838	923	86	2%	Election expenses \$41k under budget, expected to increase in Oct. Solicitors fees \$13k under -used as required	3,693
	Personnel costs	238	209	(29)	-3%		837
Expenditure Total		1,088	1,144	57	1%		4,577
Governance Total		(39)	(0)	39			0
Democracy Total		(39)	(0)	39			0

Environmental Services

Animal Control

GM: Paul Cooper Activity Lead: Jo Hamilton
Activity Description: Animal control services

Activity Revenue and Expenditure		Sep YTD Actuals \$000	Sep YTD Budget \$000	YTD Variance \$000	Variance % of full budget	Commentary >30k var	Full Year budget \$000
Revenue	Fees & charges	(614)	(573)	41	-6%	Budget update to include majority of income in first 3 months of the year underestimated	(735)
Revenue Total		(614)	(573)	41	-6%		(735)
Expenditure	Depreciation expense	1	1	0	0%		5
	Other expenses	85	87	1	0%		346
	Personnel costs	75	99	24	6%		395
Expenditure Total		162	187	25	3%		746
Other Comprehensive Total		0	0	0	0%		2
Animal Control Total		(452)	(386)	66	512%		13

Building Control

GM: Paul Cooper Activity Lead: Jayson Ellis
Activity Description: Building consent authority under the Building Act 2004. Grants building consents, monitors building works, and issues a variety of compliance certificates

Revenue	Rates revenue	(445)	(445)	0	0%		(1,782)
	Fees & charges	(626)	(693)	(67)	2%	Building consent revenue based on demand, economic conditions.	(2,772)
	Other revenue	(6)	(51)	(46)	22%	Other sundry income under budget. Not evenly split during the year	(206)
Revenue Total		(1,078)	(1,190)	(112)	2%		(4,759)
Expenditure	Finance costs	14	14	(0)	0%		56
	Other expenses	374	389	14	1%		1,555
	Personnel costs	707	787	80	3%		3,149
Expenditure Total		1,095	1,190	95	2%		4,759
Building Total		18	0	(18)			0

Environmental Health

GM: Paul Cooper Activity Lead: Sharon Hoogenraad
Activity Description: Management and enforcement of several legislative requires such as food safety, hazardous substances and environmental nuisance

Revenue	Rates revenue	(169)	(169)	0	0%		(675)
	Fees & charges	(173)	(128)	45	-9%	Receipts from Makenzie and Waimate for services - not even during the year	(514)
	Other revenue	(0)	(6)	(6)	25%		(25)
Revenue Total		(342)	(303)	39	-3%		(1,214)
Expenditure	Finance costs	2	2	0	0%		8
	Other expenses	160	203	43	5%	Professional consultants under budget - used as required	812
	Personnel costs	131	98	(33)	-8%		394
Expenditure Total		294	303	10	1%		1,214
Environmental Health Total		(49)	0	49			0

Planning

GM: Paul Cooper Activity Lead: Aaron Hakkaart
Activity Description: Develops and administers the District Plan and related policies, and processes resource consents

Revenue	Rates revenue	(789)	(789)	0	0%		(3,158)
	Fees & charges	(131)	(134)	(3)	0%		(534)
	Other revenue	(4)	(1)	2	-39%		(6)
Revenue Total		(924)	(924)	(0)	0%		(3,698)
Expenditure	Finance costs	47	47	(0)	0%		186
	Other expenses	531	448	(83)	-5%	District plan review. Budget even split; majority of the work to be completed within the first 6 months	1,793
	Personnel costs	529	430	(99)	-6%		1,719
Expenditure Total		1,107	924	(182)	-5%		3,698

Planning Total	183	0	(183)		0
Environmental Services Total	(300)	(386)	(86)	-662%	13

Other Activities

Financial Arrangements

GM: Andrea Rankin Activity Lead: Andrea Rankin
Activity Description: Financial arrangements relating to borrowings, investments

Activity Revenue and Expenditure		Sep YTD Actuals \$000	Sep YTD Budget \$000	YTD Variance \$000	Variance % of full budget	Commentary >30k var	Full Year budget \$000
Revenue	Rates revenue	1,123	1,228	105	2%	Outgoing rates offset by rates penalty revenue higher than budget \$135k	4,914
	Finance revenue	(649)	(938)	(289)	8%	Interest rates lower than budgeted	(3,752)
	Other revenue	(126)	(161)	(35)	2%	Petrol tax receipts lower than budgeted - demand driven	(1,744)
Revenue Total		348	129	(219)	38%		(582)
Expenditure	Finance costs	(898)	63	961	380%	Internal interest expensed to other activities as per budget. Washup at year end	253
	Other expenses	78	82	4	1%		330
Expenditure Total		(819)	146	965	166%		582
Financial Arrangements Total		(471)	275	746			0

Property

GM: Andrew Dixon Activity Lead: Andrew Dixon
Activity Description: Operation and maintenance of council facilities such as CBAY, Art Gallery, Museum and service centres

Revenue	Rates revenue	(183)	(183)	0	0%		(732)
	Fees & charges	(224)	(111)	113	-25%	Annual rents paid at the start of the financial year, even budget split	(445)
Revenue Total		(407)	(294)	113	-10%		(1,177)
Expenditure	Depreciation expense	83	83	0	0%		331
	Finance costs	13	13	0	0%		53
	Other expenses	247	271	24	2%		1,085
Expenditure Total		343	367	24	2%		1,469
Property Total		(63)	73	136	47%		292

Vehicle Management

GM: Andrew Dixon Activity Lead: Deb Gerken
Activity Description: Management of council's vehicle pool

Revenue	Rates revenue	(30)	(30)	0	0%		(118)
	Other revenue	(155)	(156)	(1)	0%		(625)
Revenue Total		(184)	(186)	(1)	0%		(743)
Expenditure	Depreciation expense	113	113	0	0%		454
	Finance costs	7	7	(0)	0%		29
	Other expenses	88	116	28	6%		465
Expenditure Total		209	237	28	3%		948
Vehicle Management Total		25	51	27	13%		205
Other Activities Total		(510)	399	909	183%		497

Recreation & Leisure

Aigantighe Art Gallery

GM: Michael Priest Activity Lead: Cara Fitzgerald
Activity Description: Operation of the Aigantighe Art Gallery

Activity Revenue and Expenditure		Sep YTD Actuals \$000	Sep YTD Budget \$000	YTD Variance \$000	Variance % of full budget	Commentary >30k var	Full Year budget \$000
Revenue	Rates revenue	(303)	(303)	0	0%		(1,213)
	Fees & charges	(7)	(3)	4	-31%		(12)
	Other revenue	(27)	(4)	23	-142%		(16)
	Subsidies and grants	0	(0)	(0)	25%		(1)
Revenue Total		(336)	(310)	26	-2%		(1,241)
Expenditure	Depreciation expense	15	15	0	0%		61
	Finance costs	31	31	(0)	0%		122
	Other expenses	122	132	10	2%		528
	Personnel costs	122	138	17	3%		553
Expenditure Total		289	316	27	2%		1,264
Aigantighe Art Gallery Total		(47)	6	53	231%		23

Aorangi

GM: Mike Wrigley Activity Lead: Mike Wrigley
Activity Description: Aorangi stadium operation

Revenue	Rates revenue	(43)	(43)	0	0%		(174)
	Fees & charges	(42)	(59)	(17)	7%		(236)
	Other revenue	(3)	(9)	(7)	18%		(38)
Revenue Total		(88)	(112)	(24)	5%		(447)
Expenditure	Depreciation expense	71	71	0	0%		284
	Finance costs	9	9	(0)	0%		38
	Other expenses	107	87	(20)	-6%		349
	Personnel costs	14	7	(7)	-27%		28
Expenditure Total		202	175	(27)	-4%		698
Aorangi Total		114	63	(51)	-20%		251

Fishing Huts

GM: Andrew Dixon Activity Lead: Andrew Feary
Activity Description: Relates to 120 huts total based in Rangitata and Stratheona near Pleasant Point. Situated on reserve land

Revenue	Other revenue	(0)	(29)	(28)	25%	Rental fees in arrears	(115)
Revenue Total		(0)	(29)	(28)	25%		(115)
Expenditure	Depreciation expense	0	0	0	0%		2
	Other expenses	18	21	3	3%		83
Expenditure Total		18	21	3	3%		85
Fishing Huts Total		18	(8)	(25)	84%		(30)

Forestry

GM: Andrew Dixon Activity Lead: Garth Nixon
Activity Description: Management of council forest plantations: 185 Hectares

Revenue	Fees & charges	(6)	(8)	(2)	6%		(31)
	Other revenue	0	(37)	(37)	25%	Forest harvesting not yet commenced, planned for Oct25	(148)
Revenue Total		(6)	(45)	(39)	22%		(179)
Expenditure	Depreciation expense	1	1	0	0%		5

	Finance costs	1	1	0	0%	2
	Other expenses	28	58	30	13%	232
Expenditure Total		30	60	30	13%	240
Forestry Total		24	15	(9)	-14%	61

Halls & Community Centres						
GM:	Andrew Dixon	Activity Lead:		Andrew Feary		
Activity Description:	Operation of community complexes, including Caroline bay hall, lounge and soundshell; Temuka Alpine Energy centre, Geraldine pavilion and other facilities					
Revenue	Rates revenue	(148)	(148)	0	0%	(592)
	Fees & charges	(37)	(25)	12	-12%	(101)
Revenue Total		(185)	(173)	12	-2%	(693)
Expenditure	Depreciation expense	26	26	0	0%	103
	Finance costs	38	38	0	0%	151
	Other expenses	128	133	5	1%	532
Expenditure Total		192	196	5	1%	786
Other Comprehensive Other (gains) / losses		0	0	0	0%	3
Halls & Community Centres Total		7	23	16	17%	96

Libraries						
GM:	Michael Priest	Activity Lead:		Michael Priest		
Activity Description:		Operation of the Timaru, Temuka and Geraldine libraries				
Revenue	Rates revenue	(1,407)	(1,407)	0	0%	(5,629)
	Fees & charges	(18)	(14)	4	-7%	(56)
	Subsidies and grants	0	(2)	(2)	25%	(8)
Revenue Total		(1,425)	(1,423)	2	0%	(5,693)
Expenditure	Depreciation expense	113	113	0	0%	454
	Finance costs	70	70	0	0%	278
	Other expenses	534	572	38	2%	Building maintenance is used ad hoc during the year, and EBook purchases not yet made
	Personnel costs	472	725	253	9%	
Expenditure Total		1,189	1,480	291	5%	2,901
Other Comprehensive	Other (gains) / losses	0	0	0	0%	5,919
Libraries Total		(236)	57	293	119%	19
						246

Motor Camps						
GM:	Andrew Dixon	Activity Lead:		Diane Miller		
Activity Description:		Pleasant Point motor camp manged by council; 4 remaining motor camps on domain reserves leased out in Geraldine, Pleasant point, South Rangitata and Winchester				
Revenue	Rates revenue	(6)	(6)	0	0%	(23)
	Other revenue	(8)	(16)	(8)	13%	(64)
Revenue Total		(14)	(22)	(8)	9%	(88)
Expenditure	Depreciation expense	6	6	0	0%	24
	Other expenses	23	21	(2)	-2%	85
Expenditure Total		29	27	(2)	-2%	110
Motor Camps Total		15	6	(10)	-44%	22

Museum						
GM:	Michael Priest	Activity Lead:		Philip Howe		
Activity Description:		Operation of the Timaru Museum				
Revenue	Rates revenue	(347)	(347)	0	0%	(1,387)
	Fees & charges	(1)	(0)	0	-12%	(2)
	Other revenue	(6)	(4)	2	-11%	(17)
	Subsidies and grants	(29)	(8)	21	-70%	(30)
Revenue Total		(382)	(359)	23	-2%	(1,436)
Expenditure	Depreciation expense	14	14	0	0%	55
	Finance costs	12	12	0	0%	50
	Other expenses	134	148	15	2%	593
	Personnel costs	166	197	31	4%	787
Expenditure Total		326	371	46	3%	1,485
Other Comprehensive	Other (gains) / losses	0	0	0	0%	(284)
Museum Total		(56)	12	69	-29%	(235)

Parks						
GM:	Andrew Dixon	Activity Lead:		John Ave		
Activity Description:	Maintain approx 630 hectares of parks, reserves, sports grounds and gardens throughout the district					
Revenue	Rates revenue	(1,894)	(1,894)	0	0%	(7,577)
	Fees & charges	(2)	0	2		0
	Other revenue	(7)	(28)	(21)	19%	(112)
	Subsidies and grants	0	(240)	(240)	25% Better off funding not received due to cycleways projects behind schedule	(962)
Revenue Total		(1,904)	(2,163)	(259)	3%	(8,651)
Expenditure	Depreciation expense	21	21	0	0%	83
	Finance costs	142	142	(0)	0%	570
	Other expenses	1,439	1,778	338	5% Seasonal component, and in-house team now completing work previously undertaken by contractors	7,111
Expenditure Total		1,602	1,941	338	4%	7,764
Parks Total		(301)	(222)	79	-9%	(887)

Swimming Pools						
GM:	Mike Wrigley	Activity Lead:		Mike Wrigley		
Activity Description:		Incorporates all of Caroline Bay Trust Aoraki Centre (CBAY pools, fitness area, café and related business services) and the 3 additional pools for Geraldine, Pleasant Point and Temuka				
Revenue	Rates revenue	(1,789)	(1,789)	0	0%	(7,158)
	Fees & charges	(342)	(414)	(72)	4%	Seasonal demand. Temuka, Geraldine and Pleasant Point pools only open Nov-March.
	Other revenue	(510)	(424)	86	-5%	(1,656)
	Subsidies and grants	0	(3)	(3)	25%	Cbay fitness higher than budget - demand driven
Revenue Total		(2,641)	(2,631)	10	0%	(10,523)
Expenditure	Depreciation expense	234	234	0	0%	937
	Finance costs	138	138	(0)	0%	553
	Other expenses	1,059	1,173	114	2%	Building maintenance -as required. General expenditure also increases with seasonal demand
	Personnel costs	642	1,016	373	8%	4,693
Expenditure Total		2,074	2,561	487	5%	4,527
Other Comprehensive		0	0	0	0%	10,711
Other (gains) / losses		0	0	0	0%	157
Swimming Pools Total		(567)	(69)	497	144%	344

Theatre Royal						
GM:	Paul Cooper	Activity Lead:	Andrew Dixon	Project team lead (construction): Paul Haggath		
Activity Description:	Currently under construction, BAU: Operation of the Theatre Royal in Timaru for visiting cultural and entertainment shows					
Revenue	Rates revenue	(141)	(141)	0	0%	(562)
	Subsidies and grants	(3,050)	0	3,050	Prior year budgeted grants being received for Theatre Royal project	0
Revenue Total		(3,191)	(141)	3,050	-543%	(562)
Expenditure	Depreciation expense	16	16	0	0%	65

	Finance costs	43	43	0	0%	174
	Other expenses	86	95	9	2%	379
Expenditure Total		145	154	9	1%	617
Theatre Royal Total		(3,045)	14	3,059	5580%	55
Recreation & Leisure Total		(4,075)	(104)	3,972	-7351%	(54)

Roading and footpaths

Roads and footpaths

GM: Suzy Ratahi Activity Lead: Adam Ward
Activity Description: Providing and maintaining the roading and footpath network, including over 1700kms of roads; bridges and other structures

Activity Revenue and Expenditure		Sep YTD Actuals \$000	Sep YTD Budget \$000	YTD Variance \$000	Variance % of full budget	Commentary >30k var	Full Year budget \$000
Revenue	Rates revenue	(4,098)	(4,098)	0	0%	Construction season comprises approx 70% of total expenditure, occurring Sep - March. Funding received once expenditure incurred. Budget phasing to be reviewed	(16,390)
	Other revenue	(2)	0	2	0%		(1,856)
	Subsidies and grants	(1,355)	(3,162)	(1,807)	14%		(12,649)
Revenue Total		(5,454)	(7,260)	(1,805)	6%		(30,896)
Expenditure	Depreciation expense	4,547	4,547	0	0%	Construction season recently commenced in September	18,190
	Finance costs	421	421	(0)	0%		1,684
	Other expenses	2,639	2,834	196	2%		11,338
Expenditure Total		7,607	7,803	196	1%		31,211
Roads and Footpaths Total		2,153	543	(1,610)	-510%		316

Parking Enforcement

GM: Paul Cooper Activity Lead: Jo Hamilton
Activity Description: Enforcement of council's parking policies

Revenue	Fees & charges	- 369 -	363	5	0%		- 1,453
	Other revenue	- 2 -	2	1	-13%		- 7
Revenue Total		- 371 -	365	6	0%		- 1,460
Expenditure	Other expenses	145	186	41	6%	Legal and debt recovery costs under budget by \$37k. Used as required	746
	Personnel costs	113	108	(5)	-1%		431
Expenditure Total		258	294	36	3%		1,176
Parking Enforcement Total		- 113 -	71	42			- 284

Parking Facilities

GM: Andrew Dixon (Sophia St) Suzy Ratahi (remaining)
Activity Description: Development and maintenance of carpark parking facilities across the district

Revenue	Fees & charges	- -	10	(10)	25%		- 40
	Other revenue	- 11 -	10	1	-3%		- 40
Revenue Total		- 11 -	20	(9)	11%		- 80
Expenditure	Depreciation expense	26	26	0	0%		103
	Finance costs	50	50	0	0%		199
	Other expenses	51	51	(1)	0%		202
	Personnel costs	-	72	72	25%		287
Expenditure Total		127	198	71	9%		792
Parking Facilities Total		116	178	62	9%		712

Road/Street Landscapes

GM: Suzy Ratahi Activity Lead: Suzy Ratahi
Activity Description: Providing and maintaining street trees and CBD maintenance

Revenue	Rates revenue	(289)	(289)	0	0%		(1,155)
	Subsidies and grants	0	0	(0)			0
Revenue Total		(289)	(289)	(0)	0%		(1,155)
Expenditure	Depreciation expense	136	136	0	0%	Landscaping maintenance expenses, seasonal	544
	Finance costs	17	17	(0)	0%		66
	Other expenses	132	203	71	9%		812
Expenditure Total		285	356	71	5%		1,423
Road/Street Landscapes Total		(4)	67	71	27%		268

Street Lighting

GM: Suzy Ratahi Activity Lead: Suzy Ratahi
Activity Description: Providing and maintaining street lighting

Revenue	Rates revenue	(194)	(194)	0	0%		(776)
	Other revenue	0	0	0	0%		(145)
Revenue Total		(194)	(194)	0	0%		(921)
Expenditure	Depreciation expense	187	187	0	0%	Decorative lighting budget \$266k to be utilised primarily in Nov and Jan for set up and takedown, and maintenance of decorative lights and building attachments	748
	Other expenses	56	101	45	11%		402
Expenditure Total		243	288	45	4%		1,150
Street Lighting Total		49	93	45	19%		229
Roading and Footpaths Total		2,200	810	(1,389)	-112%		1,241

Three waters

Water Supplies

GM: Andrew Lester Activity Lead: Andrew Lester
Activity Description: Treats and distributes water supplies in compliance with the NZ Drinking water standards. Over 19000 properties are supplied through the network which comprises 19 water intakes; 12 treatment plants; 35 reservoirs; 24 pump stations and approximately 1,850 kms of water supply pipes

Activity Revenue and Expenditure		Sep YTD Actuals \$000	Sep YTD Budget \$000	YTD Variance \$000	Variance % of full budget	Commentary >30k var	Full Year budget \$000
Revenue	Rates revenue	(3,533)	(3,749)	(215)	1%	Water by meter - targeted rates based on usage, seasonal demand driven	(14,994)
	Other revenue	(85)	0	85	-5%		(1,828)
Revenue Total		(3,619)	(3,749)	(130)	1%		(16,822)
Expenditure	Depreciation expense	1,747	1,747	0	0%	Expenditure incurred in-line with revenue received. Seasonal demand driven	6,989
	Finance costs	593	593	(0)	0%		2,373
	Other expenses	1,472	1,705	233	3%		6,822
	Personnel costs	185	160	(26)	-4%		655
Expenditure Total		3,998	4,206	207	1%		16,838
Other Comprehensive Other (gains) / losses		0	0	0	0%		(22,438)
Water Supplies Total		380	457	77	0%		(22,423)

Wastewater

GM: Andrew Lester Activity Lead: Andrew Lester

Activity Description: Collection and treatment of domestic and industrial wastewater for Timaru, Temuka, Geraldine and Pleasant Point primarily via the main wastewater treatment plant in Timaru. Main infrastructure includes 23 wastewater pump stations and approximately 350km of pipeline.

Revenue	Rates revenue	(2,012)	(2,012)	0	0%	(8,048)
	Fees & charges	(1,007)	(807)	200	-6% Tradewaste fees underbudgeted. Fees for Smithfield discharge still ongoing	(3,226)
	Other revenue	(64)	(21)	43	-4% Domestic sewer catchment contribution fee charged not budgeted	(1,122)
Revenue Total		(3,083)	(2,840)	244	-2%	(12,397)
Expenditure	Depreciation expense	1,462	1,462	0	0%	5,849
	Finance costs	531	531	(0)	0%	2,125
	Other expenses	852	935	82	2% Seasonal dependent and weather event based - spring and summer months highest	3,739
	Personnel costs	140	178	39	5%	752
Expenditure Total		2,985	3,106	121	1%	12,464
Other Comprehensive	Other (gains) / losses	0	0	0	0%	(25,822)
Wastewater Total		(98)	267	365	-1%	(25,755)

Stormwater

GM: Andrew Lester Activity Lead: Andrew Lester

Activity Description: Provides and maintains the network of pipes, pumping stations, and other infrastructure to dispose of stormwater runoff, including approximately 146km of pipeline, 33km of open channel, several pump stations and 6 detention dams,

Revenue	Rates revenue	(1,311)	(1,311)	0	0%	(5,243)
	Fees & charges	(4)	0	4		0
	Other revenue	0	0	0	0%	(1,606)
Revenue Total		(1,314)	(1,311)	4	0%	(6,848)
Expenditure	Depreciation expense	988	988	0	0%	3,952
	Finance costs	45	45	0	0%	180
	Other expenses	242	450	209	12% Seasonal dependent and weather event based - spring and summer months highest	1,802
Expenditure Total		1,275	1,483	209	4%	5,934
Other Comprehensive	Other (gains) / losses	0	0	0	0%	(15,175)
Stormwater Total		(40)	173	213	-1%	(16,090)

Downlands Water Supply

GM: Andrew Lester Activity Lead: Andrew Lester

Activity Description: Management and operation of the downlands water scheme on behalf od the residents of Timaru, Mackenzie and Waimate districts. 82% of the scheme is owned by Timaru. Remaining 18% is on-charged to the other districts

Revenue	Rates revenue	(795)	(795)	0	0%	(3,181)
	Fees & charges	1	0	(1)		0
	Finance revenue	(4)	0	4		0
	Other revenue	(0)	(28)	(28)	5%	(525)
Revenue Total		(799)	(823)	(24)	1%	(3,707)
Expenditure	Depreciation expense	430	430	0	0%	1,721
	Finance costs	135	174	39	6% Interest rate lower than budget	697
	Other expenses	207	304	97	8% Seasonal dependent and weather event based - spring and summer months highest	1,217
Expenditure Total		773	909	136	4%	3,635
Other Comprehensive	Other (gains) / losses	0	0	0	0%	(6,496)
Downlands Water Supply Total		(27)	85	112	-2%	(6,568)
Three Waters total		215	982	767	-1%	(70,021)

Waste Management

Refuse Collection

GM: Andrew Dixon Activity Lead: Grant Hamel

Activity Description: Provides waste collection, recycling, recovery and disposal services

		Sep YTD Actuals \$000	Sep YTD Budget \$000	YTD Variance \$000	Variance % of full budget	Full Year budget \$000
Activity Revenue and Expenditure					Commentary >30k var	
Revenue	Rates revenue	(1,962)	(1,962)	0	0%	(7,846)
Revenue Total		(1,962)	(1,962)	0	0%	(7,846)
	Other expenses	1,854	1,962	108	1% Contractor costs under budget. Quarterly increases for actuals, budget standard each month	7,846
Expenditure						
Expenditure Total		1,854	1,962	108	1%	7,846
Refuse Collection Total		(108)	0	108		0

Waste Management Operations

GM: Andrew Dixon Activity Lead: Grant Hamel

Activity Description: Materials are collected and sorted at the Class A landfill: Redruth Resource Recovery Park in Timaru. Council manages the activity and owns the waste minimisation sites and facilities with operational work carried out by contractors - Enviro NZ

Revenue	Fees & charges	(1,743)	(1,494)	249	-4% Refuse fees over budget \$90k; demand driven. MfE funding received for Peel forest remediation project \$167k, offset in expenditure	(5,976)
	Other revenue	(1,264)	(1,268)	(4)	0%	(5,073)
	Subsidies and grants	(232)	(338)	(105)	8% Funding from MfE for TDC portion of waste levy. Charged then received back from Ministry for Environment. Non-standard amounts. Offset in Expenditure	(1,350)
Revenue Total		(3,239)	(3,100)	139	-1%	(12,400)
Expenditure	Depreciation expense	201	201	0	0%	803
	Finance costs	345	345	(0)	0%	1,380
	Other expenses	2,189	2,299	110	1% Remediation of Peel forest over budget by \$450k, 50% offset in MfE funding to be received. Under budget for wastesite maintenance and recycling expenditure due to quarterly PPI increases while the budget is evenly split, and a contractor price reduction due to a credit received for commodities profit share	9,195
	Personnel costs	111	90	(21)	-6%	360
Expenditure Total		2,846	2,935	89	1%	11,739
Waste Management Operations Total		(393)	(165)	228	-35%	(660)
Waste Management Total		(501)	(165)	336	-51%	(660)

Total	(2,861)	1,769	4,630	(68,842)
Other comprehensive revenue budget	0	0	0	(70,063)
Grand Total - excld other comprehensive	(2,861)	1,769	4,630	1,220

Review of Capital spend to date against budget by project - September YTD

Activity	Project	Sep YTD Actual \$	Sep YTD Budget \$	Variance \$	Commentary	Full Year Budget \$
Aigantighe Art Gallery	253 - Arts Purchase	-	7,885	7,885	Completion of HVAC, lift & flooring projects that commenced and committed to in 2024/25. Funding carry-forward request.	31,539
	267 - General Upgrade Renewals - Grounds and Build House EQ Strengthening	310,483	20,440	20,440		81,760
Airport					Completion of new public toilet that commenced and a commitment from 2024/25 . Carry forward requested.	-
	No Analysis Set	5,361	-	(5,361)		-
	Timaru Airport Apron Expansion	40,785	-	(40,785)		-
Animal Control	344 - New Pound	-	12,500	12,500		50,000
Aorangi	252 - Aorangi Park Master Plan Stage 1 (indoor cou	780,460	2,315,000	1,534,540	Timing - Construction started in October	9,260,000
	349 - Equipment and Furniture - new stadium placeh	-	250,000	250,000	Timing - to be purchased after construction completed	1,000,000
Beautiful Valley Water	254 - Beautiful Valley Water Supply Capital Work	-	511	511		2,044
Cemeteries	235 - Timaru Cemetery New Site (purchase and devel	20,433	18,750	(1,683)	Phasing of construction, with the majority to occur in Q3 and Q4 (Feb to June)	75,000
	257 - Cemeteries-Concrete Beams, Furniture, Struct	4,105	11,498	7,393		45,990
Civil Defence	264 - Equipment (new sirens, handsets and bases re	-	2,555	2,555		10,220
Community Services Management	No Analysis Set	6,970	-	(6,970)		-
Council Building	250 - 08310.0702 : Council Building Capital Expend	-	7,665	7,665	Works performed for Caroline Ball Hall	30,660
	251 - 08310.0705 : Council Building Capital Expend	6,172	24,273	18,101		97,090
Downlands Water Supply	261 - Downlands Water Network Modelling	-	16,250	16,250	Phasing of construction, with the majority to occur in Q3 and Q4 (Feb to June)	65,000
	262 - Downlands Water Plant Renewals and Upgrade	19,138	54,750	35,612		219,000
	263 - Downlands Water Reticulation Renewals and Up	125,013	209,510	84,497		838,040
	388 - Downlands Reservoir Pipework Renewals	-	41,000	41,000		164,000
	389 - In ground reservoir lining and solid roof co	13,800	52,378	38,578		209,510
Forestry	302 - Renewals - Forestry	-	2,236	2,236		8,943
Geraldine Stormwater	269 - Geraldine Stormwater Renewals and Upgrade	15,525	43,750	28,225	Laptops purchased in bulk at the beginning of the financial year.	175,000
	270 - Geraldine Stormwater Serpentine Creek Enhanc	12,433	13,050	617		52,200
Halls & Community Centres	305 - Renewals and upgrades for community faciliti	58,543	15,000	(43,543)	Primarily relates to the 'Altitude' project not yet commenced	60,000
Information Technology	248 - 07140.0703.0552 - Computer Hardware - Assets	372,046	82,367	(289,679)	Primarily relates to the 'Altitude' project not yet commenced	329,467
	249 - 07140.0703.0553 - Software Purchase & Upgrad	24,162	716,250	692,088		2,865,000
Land Transport Unit	236 - 08340.0702 : Land Transport Unit - Capital e	-	5,000	5,000		20,000
Libraries	255 - Building Capital Works - general	-	13,286	13,286	Market analysis to occur, now not likely until mid 2026. To be included on requested carryforward list at year end	53,144
	280 - Libraries Furniture - RFID upgrade, self che	-	20,440	20,440		81,760
	281 - Libraries Renewals - general	5,972	5,110	(862)		20,440
	300 - Purchase Books and Resources	48,520	53,655	5,135		214,620
	337 - Libraries Furniture - General Renewals	-	25,440	25,440		101,760
	338 - Libraries Furniture - Library mgmt system	-	37,500	37,500		150,000
	New shelving and self-checkout upgrade	4,492	-	(4,492)		-
		-	-	-		-
		-	2,555	2,555		10,220
		-	103,085	103,085		482,423
Motor Camps	284 - Motor Camps Renewals - General Capex works	-	2,555	2,555	Delay in the Museum exhibition development project, work now proceeding.	-
Museum	303 - South Canterbury Museum - Renewals	17,521	120,806	103,285	Parking metre replacement. Feb/March spend. Business case to go to SLT on new system and report to Council	766,500
Parking Enforcement	245 - Plant Purchases including renewal of Farmers	-	191,625	191,625	Sophia Street (farmers) parking building EQ Strengthening. Awaiting Geotech report and changes to government standards	10,220
	286 - Other Capital Works (new/improved asset)	6,089	750,000	743,911		3,000,000
Parks	353 - Reseals/Overlays Capital Works	-	2,555	2,555	Majority to occur in construction season Nov-Mar	20,000
	241 - Shared Urban Tracks	57,549	400,750	343,201		1,603,000
	276 - Land purchases	-	12,500	12,500		50,000
	288 - Parks Reseal Programme	37,399	75,000	37,601		300,000
	304 - Renewals (Structures, Services, Furniture, F	112,336	191,625	79,289		766,500
People	275 - HRIS System (Implementation cost)	-	47,775	47,775	Potential new module to add to HRIS system in second half of the year	191,100
Property	306 - Reroof Clyde St, Cameron Courts Temuka, Huff	-	38,325	38,325	Waiting on quotes	153,300
	352 - Temuka Alpine Energy Stadium - EQ Repairs -	-	62,500	62,500	Assessing the implications of new e/q standards and prioritising renewal needs.	250,000
Public Toilets. Community Support	298 - Public Toilets Renewals	17,664	53,105	35,441	Even budget phasing. Planned project for September YTD progressing	212,420
	Public toilet (Zone 1)	132,769	-	(132,769)	Strathallan project - carryforward from prior year.	-
Rangitata/Orari Water	301 - Rangitata/Orari Water Supply Capital Work	-	3,750	3,750		15,000
Road/Street Landscapes	243 - CCTV Equipment	5,144	12,775	7,631	Strathallan project - carryforward from prior year.	51,100
	271 - Geraldine Strategic Plan	25,429	17,885	(7,544)		71,540
	295 - Pleasant Point Strategic Plan	677	17,885	17,208		71,540
	312 - Temuka Strategic Plan	7,625	17,885	10,260		71,540
	CityHub Strategy	130,594	-	(130,594)		-
		-	-	-		-
Rural Stormwater	294 - Pleasant Point Stormwater Renewals and Upgra	7,960	30,000	22,040		120,000
Seadown Water	308 - Seadown Water Renewals and Upgrade	161,160	320,254	159,094	Currently in design phase for stage 2. Construction to occur in Q3/Q4	1,281,016
	380 - Seadown Reservoir and Treatment Upgrade	-	2,555	2,555		10,220
Social Housing	259 - Convert 3 Bedsits to 2 One Bed Flats - Temuk	3,561	40,000	36,439	Waiting on quotes for work to commence	160,000
	259 - Social Housing Conversions	8,785	-	(8,785)		-
Subsidised Roding	260 - Cycleway Implementation	50,097	50,000	(97)	Majority in construction season Sep-Mar. Design and testing underway for Crown Resilience Fund project	200,000
	283 - Minor Projects - Tiling etc	15,800	62,500	46,700		250,000
	290 - Peel Forest Outdoor Pursuits Accessibility Wa	-	12,500	12,500		50,000
	299 - Public Transportation Infrastructure	-	5,220	5,220		20,880
	307 - Road Improvement Works - WC341 Low Cost Low	348,923	1,125,000	776,077		4,500,000
	327 - WC 213 Drainage Renewals - includes kerb and	124,404	274,964	150,560		1,099,857
	328 - WC211 - Unsealed Road Rehabilitation	393,377	156,944	(236,434)		627,775
	329 - WC212 - Sealed Road Resurfacing	24,941	1,034,980	1,010,039		4,139,919
	330 - WC214 Rehabilitations	276,100	1,125,540	849,440		4,502,161
	331 - WC215 - Bridge Structures Component Replacem	46,238	166,075	119,837		664,300
	332 - WC216 Bridge & Large Culvert Renewals	4,405	379,250	374,845		1,517,000
	333 - WC222 Traffic Services Renewal	59,707	316,250	256,543		1,265,000
	334 - WC224 - Cycle Path Renewals	3,356	12,775	9,419		51,100
	335 - WC225 Footpath Renewals	209,543	375,000	165,457		1,500,000
		-	-	-		-
Swimming Pool Capex	256 - CBay Building Capital Works	-	11,498	11,498	Fitness equipment expected by December 25	45,990
	265 - Fitness Equipment Capital Works	3,475	38,325	34,850		153,300
Te Moana Water	310 - Te Moana Water Renwnals and Upgrade	400,591	437,500	36,909	Phasing of construction, with the majority to occur in Q3 and Q4	1,750,000
Temuka Stormwater	311 - Temuka Stormwater Renewals and Upgrade	17,022	25,550	8,528	In planning phase. Construction in Q3/Q4 - Feb to June	102,200
	374 - Temuka Stormwater Upgrades	-	28,750	28,750		115,000
	375 - Taumataku Stream Enhancement	240	25,000	24,760		100,000
	Temuka Stormwater Management Plan and Re	1,200	-	(1,200)		-
Theatre Royal	314 - Theatre Royal and Heritage Facility Developm	1,162,137	2,802,500	1,640,363	Project recently commenced, higher expenditure to occur in later stages.	11,210,000
Timaru Stormwater	315 - Timaru Stormwater Network Modelling	10,006	7,500	(2,506)	Phasing of construction, with the majority to occur in Q3 and Q4	30,000
	316 - Timaru Stormwater Plant Renewals and Upgrade	9,025	101,100	92,075		404,400
	317 - Timaru Stormwater Renewals and Upgrade	172,782	250,000	77,218		1,000,000
	323 - Washdyke/Waitarakao Stormwater Improvements	2,760	87,500	84,740		350,000
	Gleniti Bunds Construction	8,768	-	(8,768)		-
	Waitarakao/Washdyke Stormwater Management	4,235	-	(4,235)		-
		-	-	-		-
Urban Water	258 - Claremont Water Treatment Plant Upgrade	160,835	1,702,300	1,541,466	In tender phase. Contractor expected to be engaged Feb26. Capex dictated by material supply, multimillion dollar membrane to be sourced	6,809,201
	272 - Geraldine Water Resilience Renewal and Upgra	-	50,000	50,000	In planning phase. Construction in Q3/Q4 - Feb to June	200,000
	287 - Pareora River Intake Renewal	2,919	50,000	47,081	Currently working through ECan consent process	200,000
	313 - Temuka Water Source Upgrade	3,863	127,750	123,887	In design phase. Construction in Q3/Q4 - Feb to Jun	511,000
	320 - Urban Water Plant Renewal and Upgrade	51,339	50,000	(1,339)		200,000
	321 - Urban Water Reticulation Renewals and Upgrad	471,436	511,000	39,564	Mix of reactive capex and Q3/Q4 construction	2,044,000
	326 - Water Supplies Resource Consent Renewals	2,319	187,500	185,181	Ecan consents in progress	750,000
	357 - Urban Water plant renewals smoothed Pareora Pipeline Renewal	342,581	125,000	125,000	Reactive renewals	500,000
		-	-	(342,581)	Carryforward. Previously expected to be completed 2025. Now by Jun 26. Delays due to complications in pipe shutdowns for work to commence.	-
Vehicle Management	289 - Parks Vehicles	214,643	125,000	(89,643)	Plant and vehicles being purchased to match expansion of in-house team. Further tranche early next year.	500,000
	322 - Vehicle Management	-	100,000	100,000	Completing a vehicle review to assess needs	400,000
Waste Management Operations	266 - Fixed Plant & Equipment Renewals	-	57,610	57,610	Wheel Wash project- sourcing quotes Likely commence Q3 25-26	230,440
	277 - Landfill Cells Development	2,415	37,500	35,085	Initial meetings have commenced. Project likely to start in Q3 25/26	150,000
	278 - Landfill gas systems	-	17,119	17,119		68,474
	279 - Landfill Roding Programme (sealed areas)	-	7,665	7,665		30,660
	291 - Plant Purchases including replacement bins	-	51,100	51,100	Timing matter - Contractor arranges procurement of replacement bins	204,400
	324 - Waste Minimisation Capital Works (new/improv	-	25,550	25,550		102,200
	No Analysis Set	13,891	-	(13,891)		-
Wastewater	268 - Geraldine Sewer Upgrade	15,031	100,000	84,969	Phasing of construction, with the majority to occur in Q3 and Q4	400,000
	309 - Sewer Reticulation Renewals and Upgrade	80,120	511,000	430,880	Design phase. Q3/Q4 construction. Also Reactive renewals during the year	2,044,000
	325 - Wastewater Plant Renewals and Upgrade	282,806	766,500	483,694	Design phase. Q3/Q4 construction	3,066,000
	366 - Investigation Industrial Sewer Pipeline Exte	-	25,550	25,550		102,200
	368 - Inland Towns WWTP upgrades	-	51,100	51,100	Design phase. Q3/Q4 construction	204,400
	369 - Urban Sewer Network Modelling	-	22,995	22,995		91,980
Grand Total		7,597,002	20,104,416	12,507,414		80,417,663

7.14 Bad Debts Written Off as at 30 September 2025**Author:** Ashlea Whyte, Finance Manager/Financial Accountant**Authoriser:** Andrea Rankin, Chief Financial Officer**Recommendation**

That the Council receive and note the report Bad Debts Written Off as at 30 September 2025.

Purpose of Report

- 1 This report outlines the work Council Officers undertake to write off bad debts, the amount and details of these debts.

Assessment of Significance

- 2 This matter has been assessed as of low significance in accordance with the Timaru District Council significance and engagement policy as this is consistent with Council policy and a low financial impact. The bad debt write off procedure is an operational process of Council.

Discussion

- 3 Delegation to write off bad debts is provided to the Chief Executive up to the value of \$50,000. No debts have been identified above \$50,000 which would require Council approval to write off.
- 4 Officers have resolved a small number of debts that, due to the age of the matter, are impacted by the Limitation Act 2010 which means Council is unable to make a claim on a debt which is six years after the matter arose. These debts have now been written off. We currently have \$47,776 registered with our debt collection agency. If monies are not received within the statutory timeframe, these will subsequently be written off.
- 5 For the three months to 30 September 2025, a total of \$16,815.46 has been written off within Officer delegations and the tables below summarise the totals for each year.

DATE	ACTIVITY RESPONSIBLE	AMOUNT (\$)	TOTAL PER ANNUM (\$)
2020	Vehicle impound	328	
	Transfer Station	1,761	2,089
2022	Animal Control	9	9
2023	Corridor Management	463	
	Corridor Management	478	942
2024	Corridor Management	478	
	Corridor Management	478	957
2025	Building	3350	
	Animal Control	282	

	Building	4	
	Transfer Station	32	
	Transfer Station	17	
	Building	1,830	
	Animal Control	331	
	Animal Control	247	
	Building	5,430	
	Animal Control	43	
	Social Housing	50	
	Planning	652	12,268
TOTAL			16,264

DATE	ACTIVITY RESPONSIBLE	AMOUNT (\$)	TOTAL PER ANNUM (\$)
2019	Timaru Library	223	
	Timaru Library	146	
	Timaru Library	167	536
2020	Timaru Library	15	15
TOTAL			551

6 Approximately 0.03% of income is written off per year. Officers work closely with customers to resolve issues early and Officers will provide a full summary of the debts written off in the Public Excluded section of the Commercial and Strategy Committee meeting, in accordance with the Privacy Act 2020.

7 Officers will work towards a Debt Recovery Policy to align with the Long Term Plan.

Attachments

Nil

8 Consideration of Urgent Business Items

9 Consideration of Minor Nature Matters

10 Public Forum Items Requiring Consideration

11 Exclusion of Public

Recommendation

That the public be excluded from—

- *(a) the whole of the proceedings of this meeting; or
- *(b) the following parts of the proceedings of this meeting, namely,—

11.1 Bad Debts Written Off as at 30 September 2025

11.2 Migration to Civica Authority Altitude Project

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

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Plain English Reason
11.1 - Bad Debts Written Off as at 30 September 2025	s7(2)(a) - The withholding of the information is necessary to protect the privacy of natural persons, including that of deceased natural persons	To protect a person's privacy, including the privacy of deceased persons
11.2 - Migration to Civica Authority Altitude Project	s7(2)(b)(ii) - The withholding of the information is necessary to protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information s7(2)(i) - The withholding of the information is necessary to enable the Council to carry out, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations) s7(2)(j) - The withholding of the information is necessary to prevent the disclosure or use of official information for improper gain or improper advantage	To protect commercially sensitive information To enable Council to carry out commercial or industrial negotiations To prevent use of the information for improper gain or advantage

*I also move that [name of person or persons] be permitted to remain at this meeting, after the public has been excluded, because of their knowledge of [specify]. This knowledge, which will be of assistance in relation to the matter to be discussed, is relevant to that matter because [specify]

.

*Delete if inapplicable.

Note

Section 48(4) of the Local Government Official Information and Meetings Act 1987 provides as follows:

- “(4)Every resolution to exclude the public shall be put at a time when the meeting is open to the public, and the text of that resolution (or copies thereof)—
 - (a)shall be available to any member of the public who is present;
and
 - (b)shall form part of the minutes of the local authority.”