AGENDA

Ordinary Council Meeting
Tuesday, 21 July 2026

Date	**Tuesday, 21 July 2026**
Time	**10:30 am**
Location	**Council Chamber District Council Building King George Place Timaru**
File Reference	**1855433**

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 21 July 2026, at 10:30 am.

Council Members

Mayor Nigel Bowen (Chairperson), Clrs 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.

Nigel Trainor

Chief Executive

Order Of Business

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 Confirmation of Minutes

7.1 Minutes of the Council Meeting held on 30 June 2026

Author: **Jessica Kavanaugh, Democracy Services Lead**

Recommendation

That the Minutes of the Council Meeting held on 30 June 2026 be confirmed as a true and correct record of that meeting and that the Chairperson’s electronic signature be attached.

Attachments

1. **Minutes of the Council Meeting held on 30 June 2026**

MINUTES

Ordinary Council Meeting

Tuesday, 30 June 2026

Ref: 1855433

Minutes of Timaru District Council
Ordinary Council Meeting
Held in the Council Chamber, District Council Building, King George Place, Timaru
on Tuesday, 30 June 2026 at 10:28 am

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

In Attendance: **Community Board Members:** Kathy Campbell (Temuka), Rachel Wilson (Geraldine)

Officers: Nigel Trainor (Chief Executive), Stephen Doran (General Manager Corporate), Andrea Rankin (Chief Financial Officer), Paul Cooper (General Manager Regulatory, Development and Growth), Andrew Dixon (General Manager Assets and Infrastructure), Steph Forde (Strategic and Corporate Planner), Suzy Ratahi (General Manager Land Transport), Elliot Higbee (Legal Services Manager), Rachel Leitch (Communications Team Leader), Alesia Cahill (Executive Support Manager), Tyler Zandrack (Senior Finance Business Partner), Jessica Hurst (Community Partnership Team Leader), Naomi Scott (Community Partnership Support Officer), Brendan Madley (Senior Policy Advisor), Lee-Ann Smart (Revenue Team Leader), Amanda Taylor (Executive Assistant Water Services), Maddison Gourlay (Marketing and Communications Advisor), Bhavisha Kapadia (Marketing and Communications Lead), Meghan Taylor (Acting Democracy Services Lead)

Public: Frazer Munro (General Manager, Timaru District Holdings Limited), Mark Rogers (Chairperson, Timaru District Holdings Limited), Nigel Davenport (Chief Executive, Venture Timaru), Erin McNaught (Deputy Chairperson, Venture Timaru), Tim Barnett (Community Trust of Mid & South Canterbury), Raymond Ward Smith, Bernard Sommerfield - Alpine Energy Divestment, Bill Steans

Timaru Girls High School opened the Council Meeting with a performance.

1 Opening Prayer

Alister Pike (Church Street Chapel) conducted the opening prayer

2 Apologies

That the Apology of Pleasant Point Community Board Member Cale Toomey be acknowledged.

3 Public Forum

Tim Barnett (Community Trust of Mid & South Canterbury) - Alpine Energy Divestment

Tim spoke regarding the opportunities that could arise from any Alpine Energy divestment. He advised that Community Trust was not taking a position on the sale itself, but was focused on how any investment package could be structured to maximise long-term community benefit. He provided an overview of the Trust's history and experience in governance and investment management, highlighting the importance of investing for public good. Clarification on how a fund of this nature could support communities with significant needs. Tim advised that targeted strategies would be required to achieve meaningful outcomes, particularly for young people and neurodivergent members of the community.

Raymond Ward Smith - Alpine Energy Divestment

Raymond spoke in opposition to the sale of Alpine Energy, describing electricity distribution as an essential public service similar to roads, water, and wastewater. It was argued that the primary purpose of the network should be to provide reliable electricity at a reasonable cost rather than generate profits for shareholders, with sufficient revenue retained to maintain and renew infrastructure. Raymond questioned why electricity assets would be considered for divestment when other community assets and services are retained in public ownership, noting that all ratepayers rely on the electricity network and not the other assets such as recreational facilities and prime port. The importance of retaining community ownership and governance oversight of critical infrastructure was emphasised.

Bernard Sommerfield - Alpine Energy Divestment

Bernard Sommerfield (Grey Power Waimate), spoke in opposition to the proposed divestment of Alpine Energy. He submitted that electricity distribution is an essential community service and should remain in community ownership and under local control. Bernard noted that Council had considered a similar proposal in 2018 and expressed concern that there had been insufficient public communication regarding developments since that time. He considered the current proposal to be focused on short-term outcomes and argued that the long-term value of the asset and its role as critical infrastructure should be recognised. He also noted that many network upgrades are regulatory requirements and concluded that any sale process should be halted.

4 Identification of Urgent Business

4.1 Urgent Business Items Received

Resolution 2026/101

Moved: Clr Scott Shannon
Seconded: Clr Owen Jackson

That the Report *Community Funding Extension Request,* be received and considered at the Council meeting on 30 June 2026.

Carried

5 Identification of Matters of a Minor Nature

No matters of a minor nature were raised.

6 Declaration of Conflicts of Interest

Clr Stacey Scott declared a conflict of interest for item 8.5 Reappointment of Directors to Venture Timaru Limited.

Clrs Stacey Scott and Peter Burt declared a conflict of interest for item 8.9 Request for Funding: Sport Canterbury, South Canterbury Regional Office.

7 Confirmation of Minutes

7.1 Minutes of the Council Meeting held on 26 May 2026

Resolution 2026/102

Moved: Clr Chris Thomas
Seconded: Clr Peter Burt

That the Minutes of the Council Meeting held on 26 May 2026 be confirmed as a true and correct record of that meeting and that the Chairperson's electronic signature be attached.

Carried

8 Reports

8.1 Release of Public Excluded Items

The Mayor spoke to the report to provide the Council with an updated status of Public Excluded items released to the public.

Resolution 2026/103

Moved: Clr Stacey Scott
Seconded: Clr Peter Burt

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

1. Council - Public Excluded Urgent Business - Aorangi Stadium Additional Option 07 May 2024
2. Council Public Excluded Workshop- Venture Timaru 15 April 2025
3. Council - Item 13.2 Recommendation from Directors and Trustees Appointment Subcommittee Appointment of Directors 07 October 2025
4. Council - Item 13.3 Recommendation from Directors and Trustees Appointment Subcommittee Reappointment of Timaru District Holdings Limited Chairperson 07 October 2025
5. Council - Item 12.5 Theatre Royal and Museum Construction Project Tenders - Council 27 January 2026 (redacted)

Carried

8.2 Receipt of public feedback regarding Timaru District Holdings Limited divestment and reinvestment of shares in Alpine Energy

The General Manager Corporate spoke to the report to present public feedback to the proposal to enable Timaru District Holdings Limited to divest its 47.5% shareholding in Alpine Energy Limited and reinvest it in other financial assets.

The Mayor noted the reduced number of submissions compared with approximately 500 submissions received on the matter in 2018.

Resolution 2026/104

Moved: Clr Graeme Wilson
Seconded: Clr Scott Shannon

That Council receives and considers public feedback received on the proposed divestment of Alpine Energy.

Carried

8.3 Presentation of Timaru District Holdings Limited Statement of Intent 2026/27

General Manager and Chairperson of Timaru District Holdings Limited (TDHL) spoke to the report to receive and note the Statement of Intent (SoI) for TDHL for 2026/27.

The TDHL Chairperson outlined the key changes between the draft and final SOI, including the addition of a financial performance measure to better reflect the cash available to fund future dividend distributions.

The TDHL General Manager noted ongoing improvements across the portfolio. The TDHL Chairperson advised that the dividend policy has been amended to align future dividends with available free cash flow, resulting in a reduction in forecast dividend payments.

The Mayor noted Council’s expectation that the investment portfolio delivers an appropriate return, which is reflective of the discussions regarding Alpine Energy.

Resolution 2026/105

Moved: Mayor Nigel Bowen
Seconded: Clr Peter Burt

That Council receives and notes Timaru District Holdings Limited Statement of Intent 2026/27.

Carried

8.4 Presentation of Venture Timaru Limited Statement of Intent 2026/27

The Deputy Chairperson and Chief Executive of Venture Timaru (VT) spoke to the report for Council to receive and note the Statement of Intent (SoI) for VT for 2026/27.

The VT Chief Executive advised that they had recently completed a review of its strategic approach. The findings of the section 17A review were noted, with the review reaffirming the organisation’s current direction and management approach. The revised SOI provides for more targeted activities designed to maximise impact and deliver on Venture Timaru’s mandate.

Resolution 2026/106

Moved: Clr Graeme Wilson
Seconded: Clr Philip Harper

That Council receives and notes Venture Timaru Limited's Statement of Intent for 2026/27.

Carried

8.5 Reappointment of Directors to Venture Timaru Limited

Clr Stacey Scott stepped back from the table for this time.

At 11:17 am, Clr Stacey Scott left the meeting.

The Mayor spoke to the report for Council's approval to seek reappointment of current Directors Allan Booth and Councillor Stacey Scott to the Venture Timaru Limited (VT) Board through to the December 2026 Annual General Meeting (AGM).

Resolution 2026/107

Moved: Clr Michelle Pye
Seconded: Clr Scott Shannon

That Council receives the report and approves the following appointments:

1. That Allan Booth and Councillor Stacey Scott be reappointed as Directors of Venture Timaru Limited through to the December 2026 Annual General Meeting.

In Favour: Clrs Nigel Bowen, Peter Burt, Stu Piddington, Scott Shannon, Michelle Pye, Owen Jackson, Graeme Wilson, Chris Thomas and Philip Harper

Absent: Clr Stacey Scott

Carried 9/0

At 11:19 am, Clr Stacey Scott returned to the meeting.

8.6 South Rangitata Reserve Management Plan - deliberations and adoption

Clr Michelle Pye acknowledged the passing of Rangitata Hut holder community member Matthew Hall.

The General Manager Assets and Infrastructure and Senior Policy Advisor spoke to the report for Council to consider written and oral submissions on the Draft South Rangitata Reserve Management Plan (draft RMP), receive the additional requested advice, deliberate, make amendments as deemed necessary, and adopt a final RMP. It was noted that the holding tank matter will be reported separately once costings are available.

Discussion included changes that will affect the community, implementation costs, infrastructure implications, erosion and inundation risks, and future lease and tenure arrangements.

The Senior Policy Advisor noted that that potential costs had been identified where possible. The General Manager Assets and Infrastructure further noted that further work is required to understand the implications of permanent residency, infrastructure demand, and future lease arrangements. The Senior Policy Advisor advised that the Plan includes a commitment to commence work during the current triennium on future lease and residency arrangements.

Concerns were raised regarding the review period and alignment with lease reviews, noting this needs to be addressed and that if Council were to commit to doing work, appropriate funding needed to be allocated. It was further noted that the issues with oversubscribing permanent residents needed to be identified and whether Council will action a response. The Chief Executive advised that it is not currently enforced and any monitoring model would need to be developed.

Council requested an action that officers commence a work programme this triennium, with the objective of exploring options for and determining the future of the Rangitata Huts settlement beyond the current final lease expiry of 30 June 2033.

Bill Steans noted that minor amendments to the Plan can be made outside the full statutory review process.

The omission of vaping from smoke-free signage and suggested Council consider reviewing its Smoke-free Policy was raised.

Resolution 2026/108

Moved: Clr Michelle Pye
Seconded: Clr Graeme Wilson

That Council:

1. Receive the report “South Rangitata Reserve Management Plan – deliberations and adoption”;
2. Deliberate on the submissions received and additional advice provided; and
3. Adopt the South Rangitata Reserve Management Plan as per the attached document.

Carried

The Mayor reorganised the agenda to bring forward item 8.9 Request for Funding: Sport Canterbury, South Canterbury Regional Office.

8.9 Request for Funding: Sport Canterbury, South Canterbury Regional Office

Clrs Stacey Scott and Peter Burt stepped back from the table for this item.

The General Manager Corporate spoke to the report to consider the request for funding from Sport Canterbury, South Canterbury Regional Office.

It was queried why the funding was not included within the current budget and sought greater transparency regarding the organisation's funding requirements and activities. The General Manager Corporate advised the funding had historically been provided through a contract arrangement within the Parks Management budget and is being transferred to a more appropriate budget line to better reflect its purpose.

Questions were raised regarding the level of information provided by Sport Canterbury and the purpose in which the funding is used.

The Mayor expressed the view that activities like this should be the responsibility of central government and are currently being imposed on Local Government.

Discussion included the need for consistency with the processes required of other community organisations or groups seeking Council support.

The General Manager Assets and Infrastructure confirmed that the funding provision already exists within the Parks budget and that the proposed changes relate primarily to budget allocation.

It was noted that a review of similar arrangements to improve transparency and ensure alignment with Council's funding and grants processes was required within the Long Term Plan framework process.

Resolution 2026/109

Moved: Clr Stu Piddington
Seconded: Clr Scott Shannon

That Council:

1. Receives the report "Request for Funding: Sport Canterbury, South Canterbury Regional Office";
2. Approves one-off funding of $84,678.24 plus GST to Sport Canterbury for 2026/27;
3. Notes that the expenditure is unbudgeted and will be met by reallocation from Parks – Grounds Maintenance – Contractors; and
4. Notes that any ongoing funding request beyond 2026/27 will be considered through the Long Term Plan process.

In Favour: Mayor Nigel Bowen, Clrs Stu Piddington, Scott Shannon, Owen Jackson, Graeme Wilson, Chris Thomas and Philip Harper

Against: Clr Michelle Pye

Absent: Clrs Stacey Scott and Peter Burt

Carried 7/1

8.7 Actions Register Update

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.

Investigate Small Trades

The Chief Executive acknowledged a conversation with the Mayor was still required for this action item.

Resolution 2026/110

Moved: Clr Michelle Pye
Seconded: Clr Owen Jackson

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

Carried

Item 8.8 Timaru District Holdings Limited Divestment of Alpine Energy was heard after item 8.11 on the agenda.

Item 8.9 Request for Funding: Sport Canterbury, South Canterbury Regional Office was heard prior to item 8.7 Actions Register on the agenda.

The Mayor reorganised the agenda to bring forward the following items:

- 8. 10 Acceptance of Additional Arts and Culture Funding – Community Trust of Mid & South Canterbury
- 8.11 Council Financial Performance Report to 31 May 2026

8.10 Acceptance of Additional Arts and Culture Funding – Community Trust of Mid & South Canterbury

The Community Partnership Team Leader spoke to the report to seek Council approval to enter into a Memorandum of Understanding (MOU) with the Community Trust of Mid & South Canterbury and to accept additional funding to be administered through the existing Local Arts Scheme Subcommittee.

Discussion included future funding arrangements, the proposed reduction from three funding rounds to two, and governance arrangements and structure under the scheme.

The Community Partnership Team Leader provided clarity on the Creative Community Funding facilitated through the Local Arts Scheme Subcommittee and the differences between the scheme and Council's Community Funding.

The Community Partnership Team Leader advised that the additional funding has been secured for the next financial year, and that moving to two funding rounds aligns with other councils.

Council also discussed the uncertainty of future Creative Communities Scheme funding from Central Government beyond the coming year.

Resolution 2026/111

Moved: Mayor Nigel Bowen
Seconded: Clr Owen Jackson

That Council:

1. Receives and notes the Acceptance of Additional Arts and Culture Funding – Community Trust of Mid & South Canterbury report;
2. Approves the acceptance of additional funding from the Community Trust of Mid & South Canterbury for local arts and cultural activity;
3. Approves entering into a three-year Memorandum of Understanding with the Community Trust of Mid & South Canterbury;
4. Authorises the Chief Executive to sign the Memorandum of Understanding;

5. Notes that the funding will be delivered alongside the existing Creative Communities Scheme (CCS), using the same framework and assessed through the Local Arts Subcommittee, with administration resourced within existing Council capacity; and
6. Approves the proposal to reduce the number of annual funding rounds from three to two to reduce administration cost over the scheme.

Carried

8.11 Council Financial Performance Report to 31 May 2026

The Senior Management Accountant and Chief Financial Officer spoke to the report to outline progress on implementing the 2025-26 Annual Plan and report on the financial results for the period ended 31 May 2026.

The Chief Executive noted that the year-end financial position was tracking positively, with work underway to review work-in-progress (WIP) projects and ensure costs are appropriately treated. The Chief Financial Officer noted that further work remains on capital programme reporting, water and investment property revaluations, and preparation of the Annual Report.

Discussion included the treatment of historic WIP items, project reprioritisation, write offs, and the parking infringement accounting issue. The Chief Executive advised that due to a change in Audit Director, legacy accounting treatments are being reviewed and corrected where required, with increased scrutiny of WIP project ownership and reporting.

Discussion included the Highfield Recreation Area project which had previously been reprioritised. The General Manager Assets and Infrastructure advised that the sale of sections was supposed to fund a large portion of this work, however had been removed by Council from the Long Term Plan. Council requested this workstream to be revisited through a workshop setting.

Updates were also provided on capital project forecasting, unbudgeted expenditure approved throughout the year, the Sophia Street Carpark geotechnical report, airport hangar lease discussions, and the reduction in solicitor fees expenditure was acknowledged. The Senior Management Accountant advised that current forecasts are broadly in line with expectations and no significant additional budget pressures are anticipated at this stage.

Resolution 2026/112

Moved: Clr Owen Jackson
Seconded: Clr Michelle Pye

That Council receive and note the summary financial results to 31 May 2026.

Carried

At 12.25 pm, the meeting was adjourned.
At 1.00 pm, the meeting reconvened.

8.8 Timaru District Holdings Limited Divestment of Alpine Energy

The General Manager Corporate spoke to the report to allow Timaru District Council, as sole shareholder of Timaru District Holdings Limited (TDHL), to consider if it wishes or otherwise to support the disposal of all of TDHL's Alpine Energy shares, and if so, on the basis which they can be disposed.

Clarification was sought on the value of the shareholding, implications of a majority verses minority shareholding sale, and the potential impact on other shareholders. The TDHL Chairperson advised that modelling had been done on majority vs minority shareholding sale and that the purpose of the decision was to commence a sale process, with any purchase price ultimately determined through market testing and competition.

The Mayor advised that this proposal is responsive to the Letter of Expectations that Council has issued to TDHL, and noted that Council held no responsibility under the Local Government Act 2002 over this utility. It was highlighted that TDHL reviewed the performance of their portfolio of assets in its entirety., which has let to proposing divestment of Alpine Energy. The Mayor advised of alternative resolutions he had developed.

Discussion was had on the ability to ringfence any proceeds, managed funds or further investments in light of amalgamation reforms.

Discussion included governance structure, the General Manager TDHL advised that it would be an independent governance and investment management, with a mutually agreed distribution policy which is where intergeneration benefit arises. TDHL will ensure the appropriate framework is presented to Council before the sale process is undertaken to ensure engagement of the right oversight.

The ownership of the fund and what levers are available to Council when setting up the shares was raised. The Chief Executive advised that this can be managed through Council's Statement of Expectation to TDHL.

Clarification was sought on discussions with the District Lines Trust regarding future ownership and the trust deed the General Manager TDHL advised that discussions had occurred throughout the process and provided an overview of the deed.

Emphasis was given to the need for governance, ownership and tax arrangements for any future investment fund to be developed alongside the divestment process to provide greater certainty for Council and the community. There was disagreement with the newly proposed resolutions, further discussion was had and amendments were made on the newly proposed resolutions.

The General Manager TDHL advised that a commercial process would be followed and that TDHL will return to Council to advise Council of the preferred purchaser with the sale offer, prior to accepting any offer. It was noted that TDHL is acting in the best interest for both parties at all times.

Council's investment policy statement was raised, the Chief Financial Officer advised that Council's Investment Policy is contained within the Treasury Management Policy.

Motion

Moved: Clr Stu Piddington
Seconded: Clr Graeme Wilson

That Council accept and resolve the newly proposed resolutions.

That Council:

1. Supports Timaru District Holdings Limited (TDHL) commencing a competitive divestment process for all of its shares in Alpine Energy Limited (being 19,630,808 ordinary shares, representing 47.5% of Alpine's issued capital).

2. Requests TDHL to continue engaging with the other Alpine Energy shareholders with the objective of undertaking a coordinated divestment process where practicable and in the best interests of all participating shareholders.
3. Requests TDHL to conduct the divestment process on an arm's-length commercial basis and in a manner:
   a) consistent with TDHL's obligations as a council-controlled trading organisation; and
   b) in the best interests of Council as shareholder.
4. Requests TDHL to undertake and present to Council, within six months of the date of this resolution, a review of the TDHL Board skills matrix.
5. Requests TDHL to advise Council of the preferred purchaser prior to entering into binding sale documentation.
6. Requests Council Officers and TDHL to prepare and present to Council, within 6 months of the date of this resolution, and review the appropriate Investment Policy Statement together with an investment, ownership and governance framework for the management of any sale proceeds including investment objectives, capital preservation, distribution policy, governance arrangements and risk management.

Clr Stu Piddington supported the proposal, stating that Alpine Energy had delivered low to no returns and operates within a highly regulated environment. He considered the divestment and reinvestment approach a positive outcome for the district.

Clr Graeme Wilson supported the proposal, noting that ownership of the shares does not influence electricity pricing. He considered the establishment of an investment fund an opportunity to support future projects and economic development initiatives within the district.

Mayor Nigel Bowen supported progressing the newly proposed resolutions, noting Council had previously considered a similar proposal in 2018. He acknowledged public concern and misinformation surrounding the proposal, but considered the regulatory environment and potential long-term benefits compelling reasons to proceed. The Mayor emphasised that the process remains at an early stage and that the community would continue to be informed as the sale process progresses.

Clr Owen Jackson acknowledged the work undertaken by TDHL and the persuasive arguments both for and against the proposal. While accepting that an investment fund may generate stronger returns than a regulated utility investment, he was not convinced that selling the shares at this point would leave the community better off. He considered Council to be a custodian of community assets and preferred to retain the shares until there was greater certainty about the future local government environment and any replacement investment structure. Clr Jackson supported retaining the shareholding and voted against the proposal.

Clr Michelle Pye thanked submitters, TDHL and staff for the information provided throughout the process. It was noted that, while she opposed the proposal in 2018, a greater understanding of the regulatory environment and constraints faced by lines companies had changed her view. She acknowledged that Alpine Energy have forecast increase lines charges in their plans, noting that Council's ownership does not negate this from happening highlighting it was not Alpine Energy and that it comes from the retailer. She further highlighted community ownership hasn't delivered the outcomes sought and noted the District Lines Trust would still own 40% of Alpine Energy if Council proceeded with the sale of shares. Clr Pye supported the proposal but opposed using any sale proceeds to reduce debt, preferring the value to be retained for future generations.

Clr Chris Thomas highlighted rates capping, noting that it is an anomaly as Council are already under 4% including water and shouldn't be taken into consideration for divestment. He questioned whether the potential financial benefits outweighed the loss of a long-term community asset. He considered Council's role to be that of a custodian for future generations and noted that, once sold, the asset could not easily be replaced. Clr Chris Thomas supported retaining the shareholding and voted against the proposal.

Clr Stacey Scott stated the debate was not about the performance of Alpine Energy but whether replacing one intergenerational asset with another would deliver greater benefits for the district. She emphasised the need for a robust governance and investment framework for any replacement fund and considered the community should receive the same level of information about the proposed investment structure as it had about the sale process. Subject to this work being undertaken, she supported the proposed recommendations.

Clr Scott Shannon thanked officers, TDHL and members of the public who had contributed to the discussion. He considered that Alpine Energy's future growth aspirations may be constrained under the current ownership structure and questioned whether Council was the most appropriate long-term owner of a utility business noting Alpine was never going to be able to call on capital from Council. It was highlighted that another shareholder could better serve their aspirations and the needs for the ratepayer Clr Shannon supported the creation of a diversified investment fund in perpetuity that could provide enduring benefits for future ratepayers and voted for the proposal.

Clr Peter Burt supported the proposal and acknowledged the significant work and analysis undertaken throughout the review. He considered that Alpine Energy was not a strategic Council asset and that Council will not receive a dividend to benefit the Community when investment in infrastructure is required. It was noted that Council has no ability through TDHL to influence or make decisions on Alpine Energy's strategic direction. His view was that Council needed to unlock the value of the assets for a manged fund in a clear and mutually agreed policy, noting this would allow the asset to be protected and grown for future generations and reduce the risk of value dilution through any future amalgamation process.

Clr Philip Harper acknowledged the feedback received from submitters and community drop-in sessions. While recognising there were risks and concerns, he considered the proposal presented a significant opportunity for the district and supported progressing the process.

Resolution 2026/113

Moved: Clr Stu Piddington
Seconded: Clr Graeme Wilson

That Council:

1. Supports Timaru District Holdings Limited (TDHL) commencing a competitive divestment process for all of its shares in Alpine Energy Limited (being 19,630,808 ordinary shares, representing 47.5% of Alpine's issued capital).
2. Requests TDHL to continue engaging with the other Alpine Energy shareholders with the objective of undertaking a coordinated divestment process where practicable and in the best interests of all participating shareholders.
3. Requests TDHL to conduct the divestment process on an arm's-length commercial basis and in a manner:
   c) consistent with TDHL's obligations as a council-controlled trading organisation; and

d) in the best interests of Council as shareholder.

4. Requests TDHL to undertake and present to Council, within six months of the date of this resolution, a review of the TDHL Board skills matrix.
5. Requests TDHL to advise Council of the preferred purchaser prior to entering into binding sale documentation.
6. Requests Council Officers and TDHL to prepare and present to Council, within 6 months of the date of this resolution, and review the appropriate Investment Policy Statement together with an investment, ownership and governance framework for the management of any sale proceeds including investment objectives, capital preservation, distribution policy, governance arrangements and risk management.

In Favour:	Mayor Nigel Bowen, Clrs Stacey Scott, Peter Burt, Stu Piddington, Scott Shannon, Michelle Pye, Graeme Wilson and Philip Harper
Against:	Clrs Owen Jackson and Chris Thomas

Carried 8/2

At 2.13 pm, the meeting was adjourned.
At 2.24 pm, the meeting reconvened.

8.12 Adoption of the 2026/27 Annual Plan

The General Manager Corporate spoke to this report for Council to adopt the Timaru District Council Annual Plan 2026/27 and set the fees and charges for 2026/27. These documents are attached for reference.

Clarification was sought on interest and finance costs. The Senior Management Accountant advised that the model had not been updated due to the surplus.

Discussion included the difference in debt levels compared with the Long Term Plan, restricted reserve balances in relation to bequests, depreciation and ringfencing, compliance with Council's financial strategy and LGFA borrowing covenants, and the assumptions underpinning the Annual Plan. The Chief Financial Officer advised current debt levels remain well within covenant limits and reflected differences between Long Term Plan forecasts and actual borrowing requirements.

Clarification was sought on Timaru Primary rate increase. The Chief Financial Officer provided an overview of the a breakdown of activities under Timaru Primary in regard to water.

The Mayor noted that although Downlands Water Supply Committee oversees the scheme, infrastructure requirements are often driven by regulatory and operational obligations. The Chief Executive advised that the targeted rate impact for Timaru Primary is broadly comparable to Timaru Residential and noted that Pleasant Point are experiencing lower rate impacts. It was also advised that the majority of water increase is the funding of the depreciation.

Discussion included the capital work programme, specifically the Timaru Cemetery, pound museum renewals, North Street overbridge and the phasing of the capital work programme.

The General Manager Corporate highlighted minor amendments to the Fees and Charges, including the removal of hairdresser registration fees following legislative changes and the consolidation of staff charges across the organisation. It was requested that hut lease charges be reviewed separately in future, noting they do not align with the fees and charges process.

Resolution 2026/114

Moved: Mayor Nigel Bowen
Seconded: Clr Peter Burt

That Council:

1. Adopts the Timaru District Council Annual Plan 2026/27, in accordance with Section 95 of the Local Government Act 2002; and
2. Sets the Timaru District Council Fees and Charges 2026/27 as detailed in attachment 2; and
3. Authorises the Chief Executive and General Manager Corporate to make any non-material changes to the Annual Plan 2026/27 prior to publication, for example to improve readability or correct minor errors.

Carried

8.13 Resolution to Set Rates 2026/27

The Chief Financial Officer spoke to the report to set the rates, due dates, and penalties regime for the 2026-27 financial year.

Resolution 2026/115

Moved: Mayor Nigel Bowen
Seconded: Clr Stacey Scott

That as the Annual Plan 2026/27 has been adopted and in accordance with the Funding Impact Statement (FIS) and relevant provisions of the Annual Plan 2026–27 Council resolves:

1 To set the following rates under the Local Government (Rating) Act 2002, on rating units in the district for the financial year commencing 1 July 2026 and ending on 30 June 2027. Such rates shall become due and payable by instalments on the dates prescribed in clause 12 of this resolution.

2 All rates and charges are inclusive of Goods and Services Tax (GST).

3 **General Rate**

That pursuant to Section 13(2)(b) and Section 14 of the Local Government (Rating) Act 2002 a general rate set as a rate in the dollar on the land value of all rating units within the Timaru District, assessed on a differential basis as described in the Funding Impact Statement (FIS) are as follows:

Timaru District - Accommodation	$0.01415
Timaru District - Commercial	$0.01415
Timaru District - Community Services	$0.00325
Timaru District - Industrial	$0.01415
Timaru District - Primary	$0.00218
Timaru District - Recreational	$0.00325
Timaru District - Residential General	$0.00325

Timaru District - Residential Multi Unit	$0.00627

The differential categories are defined in the FIS 2026-27.

4 Uniform Annual General Charge

That pursuant to Section 15(1)(a) of the Local Government (Rating) Act 2002 a uniform annual general charge of $1,207.47 per rating unit is set and assessed on every rating unit within the Timaru District.

5 Business Improvement District Targeted Rate

That pursuant to section 16(3)(b) and 16(4)(b) of the Local Government (Rating) Act 2002 a targeted annual rate within the Timaru CBD boundary for CBD business improvement, variable based on Capital Value.

Capital Value up to and including $1,000,000	$500.00
Capital Value between $1,000,001 and $1,500,000	$750.00
Capital Value over $1,500,000	$1,015.63

6 Community Works and Services

That pursuant to section 16(3)(b) and 16(4)(b) of the Local Government (Rating) Act 2002 a targeted community works and services rate set and assessed as a rate in the dollar on the land value of all rating units within each of the following community areas:

Geraldine	$0.00125
Pleasant Point	$0.00004
Rural	$0.00005
Temuka	$0.00172
Timaru	$0.00148

Community areas are defined in the FIS 2026-27.

7 Community Board

That pursuant to section 16(3)(b) and 16(4)(a) of the Local Government (Rating) Act 2002 targeted uniform annual Community Board rates set and assessed per rating unit within each of the Temuka, Geraldine and Pleasant Point communities, as follows:

Geraldine	$10.00
Pleasant Point	$11.00
Temuka	$10.00

8 Wastewater

That pursuant to section 16(3)(b) and 16(4)(a) of the Local Government (Rating) Act 2002 a targeted uniform rate for sewage disposal set per water closet or urinal connected either directly or through a private drain to a public sewerage drain subject to the proviso that every rating unit used primarily as a residence of not more than one household shall be treated as having not more than one water closet or urinal, as follows:

Wastewater	$456.73

9 Waste Management

That pursuant to section 16(3)(b) and 16(4)(a) of the Local Government (Rating) Act 2002 a targeted rate set and assessed on all rateable and non-rateable rating units based on the extent of the waste collection, which is provided as follows:

9.1. A targeted annual waste management charge of a fixed amount per set of 4 bins for all rateable and non-rateable land (see description of waste categories in FIS):

9.1.1. $389.12 per "Standard" 4 bins provided to each rating unit; and
9.1.2. $505.85 per "Large" 4 bins provided to each rating unit

9.2. Additional bins are charged for as a targeted annual waste management bin charge of a fixed amount per additional bin:

9.2.1. $96.13 per additional small (140 litres) recycling bin provided to each rating unit;
9.2.2. $107.66 per additional large (240 litres) recycling bin provided to each rating unit;
9.2.3. $144.60 per additional small (140 litres) compost bin provided to each rating unit;
9.2.4. $172.05 per additional large (240 litres) compost bin provided to each rating unit;
9.2.5. $184.57 per additional small (140 litres) rubbish bin provided to each rating unit;
9.2.6. $261.47 per additional large (240 litres) rubbish bin provided to each rating unit;
9.2.7. $96.13 per additional small (80 litres) glass bin provided to each rating unit; and
9.2.8. $107.66 per additional large (240 litres) glass bin provided to each rating unit

10 Water

That pursuant to section 16(3)(b), 16(4)(a) and (b), and section 19 of the Local Government (Rating) Act 2002 targeted rates for the supply of water in the following areas are as follows:

10.1. Urban Water

10.1.1. A differential annual rate of $844.52 set and assessed per separately used or inhabited part of a rating unit for all connected rating units (excluding those supplied through a meter) and $422.26 set and assessed per rating unit for all serviceable rating units within the Geraldine, Pleasant Point, Peel Forest, Temuka, Timaru and Winchester urban supply areas.

Definitions of “connected”, “serviceable”, "unit", and of the differential categories are contained in the FIS 2026-27.

10.2. Rural Water

10.2.1. The Rangitata-Orari Water Supply District

A targeted rate of $19.21 set and assessed per hectare within the rating unit.

10.2.2. The Te Moana Downs Water Supply District

A targeted rate of $543.43 set and assessed for each unit of water supplied;

A targeted rate of $1,135.78 set and assessed for each tank except where there is more than one tank to any rating unit as a technical requirement of the scheme, in which case only one charge will apply.

10.2.3. The Orari Water Supply District

A targeted rate of $653.51 set and assessed for each unit of water supplied.

10.2.4. The Seadown Water Supply District

A targeted rate of $45.80 set and assessed per hectare within the rating unit;

A targeted rate of $1,145.00 set and assessed per separately used or inhabited part of a rating unit for each domestic supply;

10.2.5. Beautiful Valley Water Supply District

A targeted rate of $22.39 set and assessed per hectare within the rating unit.

10.2.6. Downlands Water Supply District

On so much of the rating unit appearing on District Valuation Rolls number 24640, 24660, 24670, 24680, 24690, 24700, 24710, 24820, 24840, 24850, 24860, and part 25033, as is situated within the Downlands Water Supply District the following targeted rates:

A fixed amount of $1,400.00 set and assessed for each separately used or inhabited part of a rating unit within the Pareora Township and for rating units used as halls within the scheme.

In addition, a fixed amount of $1,000.00 set and assessed for each separate connection (excluding Pareora Township) to the water supply except where there is more than one connection to any rating unit as a technical requirement of the scheme, in which case only one charge will apply.

In addition to the charge assessed above, a fixed amount of $400.00 set and assessed per unit of water or where water supplied in one half units a charge of $200.00 set and assessed per half unit supplied.

The differential categories are defined in the FIS 2026-27.

10.2.7. Water by Meter

Targeted rates for water supply, set under section 19 of the Local Government (Rating) Act 2002 per cubic metre of water consumed to any rating unit situated in the following areas which has been fitted with a water meter:

Seadown	$1.24
Urban	$1.13

11 Community Centre

That pursuant to section 16(3)(b) and 16(4)(a) of the Local Government (Rating) Act 2002, the following uniform targeted rates are set and assessed in respect of each separately used or inhabited part of a rating unit situated in the following Community Centre Areas:

Claremont Community Centre	$20.56
Fairview Community Centre	$31.17
Kingsdown Community Centre	$38.15
Otipua Community Centre	$19.62
Seadown Community Centre	$33.39

12 Instalment Dates

The above rates and charges (except for metered water) are due and payable in four equal instalments on the following dates:

12.1. All Ratepayers

Instalment	Due Date
1	18 September 2026
2	18 December 2026
3	18 March 2027

4	18 June 2027

12.2. The Due dates for metered water charges are as follows:

Month invoice raised	Due Date
July 2026	20 August 2026
August 2026	21 September 2026
September 2026	20 October 2026
October 2026	20 November 2026
November 2026	21 December 2026
December 2026	20 January 2027
January 2027	22 February 2027
February 2027	22 March 2027
March 2027	20 April 2027
April 2027	20 May 2027
May 2027	21 June 2027
June 2027	20 July 2027

13 **Penalties**

That pursuant to Section 57 and 58 of the Local Government (Rating) Act 2002 the Timaru District Council prescribes the following penalties to be added to unpaid rates:

13.1. A Penalty

A penalty under section 58(1)(a) of the Act of 10% of the amount of the instalment that remains unpaid after the due date of that instalment will be added on or after the following dates:

Instalment	Penalty Date
1	22 September 2026
2	19 January 2027
3	23 March 2027
4	22 June 2027

13.2. Further Penalties

A further penalty under section 58(1)(b) and 58(1)(c) of the Act of 10% of the amount of any rates from previous financial years remaining unpaid on 22 July 2026 will be added on 22 July 2026.

Under section 58(1)(c), an additional penalty of 10% will be added to any unpaid rates from previous financial years that remain unpaid on 22 January 2027. This penalty will be added on 22 January 2027.

Penalties will not be applied to the metered water targeted rates.

Carried

8.14 Endorse Approach to the Information Disclosure to the Commerce Commission

The General Manager Drainage and Water spoke to the report to provide Council with oversight of the proposed information disclosures required to be published and provided to the Commerce Commission by 30 June 2026. It was noted that the disclosure is of dividend, growth funding and charging settings that only Council can change, and therefore it is appropriate for the Chief Executive to be delegated the function of attending to the disclosure of these settings, on an ongoing basis.

Resolution 2026/116

Moved: Clr Owen Jackson
Seconded: Mayor Nigel Bowen

That Council:

1. Receives and notes the Endorse Approach to the Information Disclosure to the Commerce Commission report; and
2. Endorses the proposed approach to the Information Disclosures; and
3. Authorises the Chief Executive to finalise and publish the Information Disclosures on Council's website and provide these to the Commerce Commission, on an ongoing basis as required.

Carried

8.15 Options for consultation on future local governance in the Aoraki South Canterbury / North Otago region under the Head Start Pathway

The General Manager Corporate and Senior Policy Advisor spoke to the report to seek direction from Council on whether to participate in the Government's Head Start reform process; present a range of governance reform options and an initial analysis of their relative scoring against the Head Start criteria; agree which option(s) should be consulted on and potentially submitted; and to outline the consultation approach and risks.

The Senior Policy Advisor tabled maps outlining the options under consideration.

The General Manager Corporate advised that the scoring framework reflected weighted assessments against the Head Start criteria, while the Senior Policy Advisor highlighted the aspects of the report where it was reflected. It was noted that final Government weighting methodologies are yet to be confirmed.

Discussion included the limited information currently available, including uncertainties around Environment Canterbury costs, rating impacts, governance arrangements, and the extent of potential efficiencies.

The Chief Executive highlighted that Kick Start was not about just our ratepayers, it was about the collective ratepayers being better off and advised that that while savings and efficiencies may be achievable through reform, many of the detailed financial and operational implications cannot yet be determined.

Discussion included the effect of potential backstop arrangements by Central Government, the role of catchment-based boundaries and their potential rating base, an assumptions based approach, the importance of local representation, and the need to clearly communicate the implications of each option to the community.

The Chief Executive raised the need for an economy of scale within the proposal.

Council considered each of the nine governance options presented. Through discussion, support narrowed towards options involving either the three South Canterbury councils or a four-council model including Ashburton, with and without catchment areas for all options.

It was considered that consultation should focus on a manageable number of realistic options while still providing sufficient information for the community to express preferences.

The Chief Executive noted that Council needed to have a view of what the Canterbury region as a whole would look like and provided an overview of the views of other Canterbury Councils.

The Mayor indicated a preference for a four-council model, while other Councillors preferred not to identify a Council-endorsed option before consultation.

Further discussion was had on the tight timeframes and governance oversight on the consultation documentation.

Emphasis given to the need for consultation material to clearly explain what catchment areas are the implications of catchment areas in terms of extra land, rivers, bridges roads etc.

Council agreed that consultation should proceed on a South Canterbury model and a four-council model that Includes Ashburton, with community feedback sought on catchment and non-catchment variations.

Resolution 2026/117

Moved: Mayor Nigel Bowen
Seconded: Clr Scott Shannon

That Council:

1. Receives and notes the report "Options for consultation on future local governance in the Aoraki South Canterbury / North Otago region under the Head Start Pathway";
2. Confirms that it wants to proceed with developing an outline proposal for reform under the Government's Head Start Pathway;
3. Notes the requirement to submit outline proposals to the Department of Internal Affairs by 9 August 2026;
4. Notes that this timeframe does not allow for a fully compliant consultation using the Special Consultative Procedure to be undertaken;
5. Agrees to undertake a targeted, time-limited consultation process recognising this constraint between 6 July and 24 July, the results of which will be presented to Council for a decision on 31 July;
6. Agrees which options will be taken forward for consultation, and whether a preferred option will be stated;
7. Acknowledges the process limitations of the abbreviated timeline and delegates to the Mayor and Chief Executive sign off rights for all consultation materials and public messaging; and
8. Identifies where it seeks further information or analysis from officers to inform future decision making.

Carried

Attachments

1 Tabled Territory Maps outlining the options under consideration for consultation on future local governance under the Head Start Pathway

8.16 Resolution to Include Supplementary Reports

To seek approval to submit Public Excluded report *Option for Utility Works Coordination,* at the Council meeting on 30 June 2026.

Resolution 2026/118

Moved: Clr Scott Shannon
Seconded: Clr Owen Jackson

That Public Excluded Report *Option for Utility Works Coordination,* be received and considered at the Council meeting on 30 June 2026.

Carried

9 Consideration of Urgent Business Items

9.1 Community Funding Extension Request

The General Manager Corporate tabled and spoke to the report to seek Council approval for an extension to the accountability date for funding provided to Te Aitarakihi Society Incorporated, and to seek delegation to the Chairperson of the Community Funding Subcommittee to approve or decline future extension requests where the timeframe of accountability falls out of scope of the two scheduled subcommittee meetings a year.

It was clarified that Clr Owen Jackson is the Chairperson of the Community Funding Subcommittee.

Resolution 2026/119

Moved: Mayor Nigel Bowen
Seconded: Clr Stacey Scott

That Council:

1. Approves an extension to the accountability date for the Te Aitarakihi Society Incorporated Community Services General Donation funded project to 30 November 2026; and
2. Delegates authority to the Chairperson of the Community Funding Subcommittee to approve or decline requests for extensions to accountability timeframes, where such requests cannot reasonably be considered at a scheduled meeting of the Subcommittee; and
3. Notes that any decisions made under this delegation will be reported back to the Community Funding Subcommittee

Carried

Attachments

1 Tabled Report - Item 9.1- Urgent Business Tabled Report - Community Funding Extension Request Report

10 Consideration of Minor Nature Matters

No matters of a minor nature were raised.

11 Public Forum Items Requiring Consideration

The Public Forum items were considered as a part of the feedback in agenda item 8.2 - Receipt of public feedback regarding Timaru District Holdings Limited divestment and reinvestment of shares in Alpine Energy.

12 Resolution to Exclude the Public

Resolution 2026/120

Moved: Mayor Nigel Bowen
Seconded: Clr Graeme Wilson

That at 4.05 pm, the public be excluded from the following parts of the proceedings of this meeting, namely,—

12.1 Public Excluded Minutes of the Council Meeting held on 26 May 2026

12.2 Building Remediation - 2 North Street

12.3 Property Divestment - Unsolicited offer for undeveloped land in Timaru

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
12.1 - Public Excluded Minutes of the Council Meeting held on 26 May 2026 **Matters dealt with in these minutes:** **13.1 - Public Excluded Minutes of the Council Meeting held on 28 April 2026** **13.2 - Temuka Camp Ground Divestment** **13.4 - Request for Unbudgeted Expenditure - Resource Consent Conditions Related to Seal Extension**	Section 48(1) of the Local Government Official Information and Meetings Act 1987.	The public excluded minutes of the meeting held on 26 May 2026 are considered confidential pursuant to the provisions of the LGOIMA Act of 1987. The specific provisions of the Act that relate to these minutes can be found in the open minutes of the meeting held on 26 May 2026.

13.5 - District Plan Review - Appeals Update **13.6 - Recommendations on Resolution 2022/13**		
12.2 - Building Remediation - 2 North Street	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)	To enable Council to carry out commercial or industrial negotiations
12.3 - Property Divestment - Unsolicited offer for undeveloped land in Timaru	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	To protect commercially sensitive information
12.4 - Option for Utility Works Coordination	s7(2)(g), s7(2)(h) and s7(2)(i) - The withholding of the information is necessary to maintain legal professional privilege, The withholding of the information is necessary to enable any local authority holding the information to carry out, without prejudice or disadvantage, commercial activities and The withholding of the information is necessary to enable the Council to carry out, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	To protect all communications between a legal adviser and clients from being disclosed without the permission of the client, To enable Council to carry out commercial activities and To enable Council to carry out commercial or industrial negotiations.

Carried

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.”

13 Public Excluded Reports

12.1 Public Excluded Minutes of the Council Meeting held on 26 May 2026

13.1 Public Excluded Minutes of the Council Meeting held on 28 April 2026

13.2 Temuka Camp Ground Divestment

13.4 Request for Unbudgeted Expenditure - Resource Consent Conditions Related to Seal Extension

13.5 District Plan Review - Appeals Update

13.6 Recommendations on Resolution 2022/13

12.2 Building Remediation - 2 North Street

12.3 Property Divestment - Unsolicited offer for undeveloped land in Timaru

12.4 Option for Utility Works Coordination

14 Readmittance of the Public

Resolution 2026/121

Moved: Mayor Nigel Bowen
Seconded: Clr Chris Thomas

That the meeting moves out of Closed Meeting into Open Meeting at 5.29 pm.

Carried

The meeting closed at 5.29 pm.

....

Mayor Nigel Bowen

Chairperson

8 Reports

8.1 Affixing of the Common Seal

Author: **Jessica Kavanaugh, Democracy Services Lead**

Authoriser: **Stephen Doran, General Manager Corporate**

Recommendation

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

26 June 2026– 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.
3. The attached warrants for signing and sealing are detailed below;
   - One new warrant for Timaru District Council officers.
   - One new warrant for a contractor.

Attachments

1. Execution of warrants - 26.06.2026 ⇩

TIMARU DISTRICT COUNCIL
Te Kaunihera ā-Rohe o Te Tihi o Maru

Approval of warrants

I, Nigel Trainor, 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.

THE COMMON SEAL OF THE TIMARU DISTRICT COUNCIL
PROCLAIMED 1989

Nigel Bowen

Nigel Trainor

26/06/2026

Date

Name	Title	Unit
[redacted]	Compliance Officer - Resource Management and Bylaws	Regulatory
[redacted]	Licensing Inspector and Enforcement Officer	Regulatory

#1835191

8.2 Release of Public Excluded Items

Author: **Jessica Kavanaugh, Democracy Services Lead**

Authoriser: **Stephen Doran, General Manager Corporate**

Recommendation

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

1. Council Workshop – Timaru District Holdings Limited Public Excluded Minutes 17 June 2025
2. Council - Item 13.3 Property Divestment - Ratification of Offer - Pareora Closed Landfill - Cnr Sands Road and State Highway 1 09 December 2025
3. Item 13.2 Pleasant Point Pool electrical infrastructure upgrades Council 09 December 2025
4. Audit and Risk Committee Workshop - Public Excluded Minutes 15 December 2025
5. Council Public Excluded Workshop – Venture Timaru 17 December 2025
6. Joint Shareholders Committee - Item 11.1 Water Organisation Establishment Programme Update 03 June 2026

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;

- Council Workshop – Timaru District Holdings Limited Public Excluded Minutes 17 June 2025

  https://www.timaru.govt.nz/council/council-and-committee-meetings/meeting-dates-calendar/public-workshops/2025/workshop-17.06.25-following-standing-committees

- Council - Item 13.3 Property Divestment - Ratification of Offer - Pareora Closed Landfill - Cnr Sands Road and State Highway 1 09 December 2025 *https://www.timaru.govt.nz/council/council-and-committee-meetings/meeting-dates-calendar/council/2025/council-09.12.25*

- Council - Item 13.2 Pleasant Point Pool electrical infrastructure upgrades 09 December 2025

  https://www.timaru.govt.nz/council/council-and-committee-meetings/meeting-dates-calendar/council/2025/council-09.12.25

- Audit and Risk Committee Workshop - Public Excluded Minutes 15 December 2025

  https://www.timaru.govt.nz/council/council-and-committee-meetings/meeting-dates-calendar/public-workshops/2025/workshop-15.12.25

- Council Public Excluded Workshop – Venture Timaru 17 December 2025

  https://www.timaru.govt.nz/council/council-and-committee-meetings/meeting-dates-calendar/public-workshops/2025/workshop-17.12.25

- Joint Shareholders Committee - Item 11.1 Water Organisation Establishment Programme Update 03 June 2026

  https://www.timaru.govt.nz/council/council-and-committee-meetings/meeting-dates-calendar/joint-shareholders-committee/2026/joint-shareholders-committee-03.06.2026

Attachments

Nil

8.3 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 11 items on the actions register.

5 8 items are marked as ongoing.

6 No items are marked as completed, and proposed to be marked as removed at the next meeting.

7 3 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	Investigate Small Trades				
Date Raised:	12 December 2023			**Status:**	Ongoing
Issue Owner	Chief Financial Officer, General Manager Assets and Infrastructure	**Due Date:**	4th 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.

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 Update: 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.

#1595414

May 2025 Update: 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 Update: Process implementation has stalled until the restructure is complete. A maintenance procurement plan is in development and will be bought 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 cervices 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.

November 2025 Update: A business case has been developed and demonstrates that there will be cost savings from providing maintenance related building services for Council parks and property facililities through having an in-house qualified builder. The business case has been reviewed and approved by the Acting CE and is in the implementation process. A further business case has been completed for the in-house delivery of the cleaning services for the remainder of the Municipal building, Timaru Library, Art Gallery and Museum. This has demonstrated cost savings and builds on current in-house cleaning service provision at the Municipal Council offices. A high level analysis of Cleaning services for Public Toilets, Halls and CBay has indicated no savings due to the Council employment provisions. This work is 7 days and involves shift work outside normal hours.

09 December 2025 Council Meeting: The General Manager Assets and Infrastructure advised that a business case is being prepared to bring maintenance services in-house, including a qualified builder to cover the Parks and Social Housing units. Alongside bringing cleaning in-house for Council facilities.

January 2026 Update: The business cases for an in-house builder and cleaning staff has been submitted to the Chief Executive for approval.

27 January 2026 Council Meeting: The Mayor will take this offline and speak with the Chief Executive regarding opportunities and how to progress with this action.
30 June 2026 Council meeting: The Chief Executive acknowledged a conversation with the Mayor was still required for this action item.

#1595414

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 Update: 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.

01 April 2025 Council Meeting: it was confirmed this action remain open.

May 2025 Update: 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 strengthing into this action, and the need to go through a prioritisation process.

#1595414

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. **04 November 2025 Council Meeting Update:** The General Manager Assets and Infrastructure advised that this is part of the asset management planning process and will be ready for the next Annual Plan. **09 December 2025 Council Meeting:** The General Manager Assets and Infrastructure, advised that this will be included as part of the asset management plan for property and will be reported once the plan is complete early in the new year. **January 2026 Update:** Works is progressing well on the Property assets register and entering data into the INFOR Asset management system. **27 January 2026 Council Meeting:** Council requested officers provide a date of when the work will be completed and a report returned to Council. **March 2026 update:** A draft asset inventory on land and buildings owned by Council has been prepared and is in the process of review and validation. At a high level Council owns 1,199 land parcels that includes parks and reserve land. The total area of land is 14,920 hectares being 5.46% of the total district land area. Based on the Quotable Value 2025 rating valuation the Land Value is $968.38 million and the Capital Value is $2.441 billion. The asset and condition data is being populated in INFOR asset management system. This system is also used by Waste and 3Waters. The data and analysis will inform the Asset Management Plans development with a draft expected to be completed in May 2026. **31 March 2026 Council Meeting:** It was noted that Council has a large land ownership of rateable properties. It was requested that as part of this action, it is identified, which properties are returning an income, and which properties we are not returning an income and expenditure across those assets. **28 April 2026 Council Meeting:** The General Manager Assets and Infrastructure provided a verbal update. It was noted that good progress had been made and Council could expect an update report at the 30 June 2026 Council Meeting. **June 2026 Update:** A report will be presented to the July meeting. This report was deferred due to higher agenda priorities for the June meeting. **July 2026 Update:** Following the Chief Executives review, further work has been requested before returning to Council with a completed report.

~~**Information Requested**~~	~~South Rangitata Reserve Management Plan~~		
~~**Date Raised:**~~	~~17 June 2025~~	~~**Status:**~~	~~Complete~~
~~**Issue Owner**~~	~~General Manager Assets and Infrastructure~~	~~**Completed Date:**~~	~~24 June 2026~~

#1595414

Background: Officers were asked to provide the following in the next report: A business plan with full costs associated and a table that has all the points from the submitters, whether they have been included or not and the reasons outlined. **24 November 2025: This action was moved from the previous Infrastructure Committee Action Register to the Council Action Register** **January 2026 Update:** The Draft Rangitata Reserve Management Plan and Consulation documents as approved by Council at the December meeting was completed as will go live on 26 January and a close of 19 April (the latter to incorporate the hut holders AGM after Easter). The Council Heari ng would be 28 April, and the decision report would go to Council on 26 May. The request for business plan costs and points from submitters will be included in this decision report to ensure a robust consultation process and that decisions not pre-empted. **March 2026 Update:** Public consultation opened on 13 February 2026 and closed 19 April 2026. Two submissions were received. Next steps are a Hearings report to be presented to the Council meeting on 28 April 2026 with a delibeations and decisions report for the 26 May 2026 Council meeting. **April 2026 Update**: Eleven submissions were received. The submissions and hearings are presented in a report to this April Council meeting with deliberations and decisions report for the May 2016 Council meeting. **April 2026 Council Meeting:** Council requested that a small working group consisting of the Mayor, Chief Executive, relevant officers and elected members be formed to work through the issues and changes required to the plan. It was also raised that Council would like to see the num ber of permanent residents with a breakdown of who is paying a holiday hut holder lease rates vs permanent to ensure it is being accounted for correctly. **May 2026 Update:** Due to the additional information required, Council resolved to defer an update on this item to the June 2026 meeting. **June 2026 Update:** A report is being presented as part of the 30 June agenda. This action is complete and can now be closed.

~~**Information Requested**~~	~~District Pools Single Shift Consultation~~		
~~**Date Raised:**~~	~~19 August 2025~~	~~**Status:**~~	~~Complete~~
~~**Issue Owner**~~	~~General Manager Recreation Facilities~~	~~**Completed Date:**~~	~~June 2026~~

#1595414

Background: At the Community Services Meeting on 19 August 2025 Councillors requested a report regarding the proposed single shifts at the district pools. The report is to include feedback from the community boards regarding opening hours, the option of using fully trained volunteer lifeguards and the viability of community groups using school pools in the district. **24 November 2025: This action was moved from the previous Community Services Committee Action Register to the Council Action Register** **January 2026 Update:** At the Community Services Committee meeting on August 19th 2025 the elected members rejected the option of reducing levels of service to one shift per day at Temuka and Geraldine pools. Pleasant Point has always operated one shift per day. With the hours currently on offer this season at Temuka and Geraldine estimations would be an extra $30,000 per pool in wages for the season. These two pools are open for an extra 24 hours per week compared to Pleasant Point. There should also be a reduction in wage expenses due to the changes made to the operating model for this current season. Actual figures for each pool can be reported on in April 26 once the Summer season is complete. **27 January 2026 Council Meeting:** Discussion included the Cbay 50m outdoor pool and data collection methods that could be use to ascertain accurate figures of usage. It was noted the Mayor will have a discussion with the General Manager Recreation Facilities offline. **Update June 2026:** Factoring in the increase to remuneration that staff received from the previous season the reductions in the employee costs at the District Pools for the 2025/26 season were as follows: Geraldine $20,000, Temuka $25,000, Pleasant Point $9,000 (no change in operating model, just rosters ran slightly tighter). With regards to the usage of the usage of the CBay 50m pool a door counter will be purchased prior to the summer season so that data can be collected for the summer season 2026/26. This action can be closed off and a report will br brought back in due course, otherwise it will remain open with no further updates until after the 2026/27 summer season.

Information Requested	Chrome Platers Building				
Date Raised:	19 November 2024			**Status:**	In Progress
Issue Owner	General Manager Assets and Infrastructure	**Due Date:**		**Completed Date:**	
Background: Transferred from Infrastructure Committee Actions Register as delegation sits with Commercial and Strategy Committee for matt ers relating to property. **18 February 2025 Meeting:** It was asked that a brief be prepared, and meeting be arranged to be held with the Minister of the South Island/ Rangitata Member of Parliament to bring awareness to the situation and inform them of the history. **March 2025 Update:** A meeting has been scheduled with the local MP for the 19 March 2025.					

#1595414

April 2025 Update: The Mayor and GM Property met with local MP James Meager to discuss 2 North Street. We were encouraged to put forward the Stage 4 application in full and ask for 100% funding and it would be supported. We were asked to copy MP James Meager into the response and he will follow it up once it's with MfE. Possibility that the Environmental Regulatory Manager will continue with this project.

June 2025 Update: Currently in discussion with Ecan around requirements for bore holes and testing. The application was submitted on 13 June and is looking to seek 100% funding from MfE for site remediation.

August 2025 Update: A decision on the funding application is anticipated on 21 August 2025. Not further update.

19 August 2025 Meeting: Councillors requested any updates on the funding application to be circulated once received.

24 November 2025: This action was moved from the previous Commercial and Strategy Committee Action Register to the Council Action Register

09 December 2025: Council Meeting: The General Manager Assets and Infrastructure, advised that the revised proposal was reconsidered, and the decision will be advised at a meeting next week.

January 2026 Update: Further discussions were held between Council Officers and Minstry of Environment Officers to determine a way forward in achieving a cost neutral solution for Council. Further information was requested by the Ministry including a review of the project costs, valuation of the land following remediation and waiver of waste levy and ETS costs by Government. A further meeting has been arranged for end of February 2026.

March 2026 Update: Applications for waste levy and ETS waivers for the disposal of demolition waste have been submitted to Government. Other potential cost reductions are being explored including Environment Canterbury waiving consenting fees and charges.

April 2026 Update: Negotiations with Minstry of Environment and ECan Officers is continuing and making progress. Costs are being reviewed and some reductions have been identified. The waiver of the Waste Levy and ETS charges is a critical cost reduction component.

Update 28 April 2026 Council Meeting: The General Manager Assets and Infrastructure provided a verbal update on the Waste Levy application, it was noted that it was required to be signed off by the minister. It was noted that the ETS required a legislative change, options are being discussed with Ministry for the Environment.

May 2026 Update: Negotiations are continuing with Minsitry of the Environment regarding funding of this project. Costings are being reviewed. A report will be prepared for the June meeting.

June 2026 Update: An update report is on the 30 June agenda.

#1595414

July 2026 Update: Meeting was held last Friday with consultats contractors and ecan to determine a way forward in regard to full remediation for the site. Costings and metholody are being developed. Workstream to be determined who takes over. AD email, folder called north street.

Information Requested	Repayment of Timaru District Council Holdings Limited (TDHL) Loans Report				
Date Raised:	31 March 2026			**Status:**	
Issue Owner	Chief Financial Officer	**Due Date:**		**Completed Date:**	
Background: Councillors requested that Council Officers bring a report to Council to facilitate the repayment of Debt from TDHL for consi deration. **April 2026 Update:** Officers are currently in the process of finding out what is required. The agreement states that 'The Borrower may prepay the whole of any Advance (or any part thereof) upon giving to the Council not less than 5 Business Days' prior notice in writing'. For TDH L to be able to borrow the funds required, the uncalled capital that TDC provides will need to be increased to cover this. Officers are in the process of finding out how this is to be done. **Update 28 April 2026 Council Meeting:** Requested clarification in order to understanding the process and the effect on Council's credit rating. The Chief Financial Officer advised they had been in contact with Fitch Credit Ratings with guidance to come back to Council. **June 2026 Update:** The advice received is being collated and a report should be expected to the July 2026 Council Meeting. **July 2026 Update**: Further advice is being sought from Audit NZ. Once the advice has been obtained it will be incorporated into the report to return to Council.					

Information Requested	Rangitata Huts Holding Tank				
Date Raised:	28 April 2026			**Status:**	In progress
Issue Owner	GM Assets and Infrastructure	**Due Date:**		**Completed Date:**	
Background: During item 8.3 South Rangitata Reserve Management Plan: Receipt of Submissions and Hearings It was raised that Councillors would like to see a report returned to Council regarding the holding tank issues and options and what the associated costs are, including underst anding government requirements regarding toilets to then look at funding options. This will be reported in conjunction with the Rangitata Reserve Management Plan deliberations at the 30 June meeting.					

#1595414

June 2026 Update: This report will be presented following confirmation received on costings and concent requirements.

~~**Information Requested**~~	~~6 Monthly Capital Forward work programme report~~				
~~**Date Raised:**~~	~~26 May 2026~~			~~**Status:**~~	~~Complete~~
~~**Issue Owner**~~	~~Chief Financial Officer~~	~~**Due Date:**~~		~~**Completed Date:**~~	~~June 2026~~
Background: During item 9.5 Draft Annal Plan 2026/27. Council requested that a 6 monthly report be presented to Council on the Capital Forward work programme. **June 2026 Update:** This has been added to the internal table of regular reports. This item is scheduled to be presented to Council at the November meeting. This item can now be removed from the actions register.					

Information Requested	Report on Investment Properties and Land and Buildings following completion of the review				
Date Raised:	26 May 2026			**Status:**	In progress
Issue Owner	Chief Financial Officer	**Due Date:**	September 2026	**Completed Date:**	
Background: During item 9.5 Draft Annal Plan 2026/27. Council requested a report with a high-level overview of investment properties and land and buildings once the review is complete and reclassifications have been made. **June 2026 Update:** The review is expected to be completed mid August as it is part of the Annual Report process. Due to report deadlines, officers anticipate this going to the September meeting.					

Information Requested	Commence Investigation of Future Options for the Rangitata Huts Settlement beyond the lease expiry of 2033 this triennium.

#1595414

Date Raised:	30 June 2026			**Status:**	New
Issue Owner	Acting General Manager Assets and Infrastructure	**Due Date:**		**Completed Date:**	
Background: During item 8.6 South Rangitata Reserve Management Plan - deliberations and adoption. Council requested an action that officers commence a work programme this triennium, with the objective of exploring options for and determining the future of the Rangitata Huts settlement beyond the current final lease expiry of 30 June 2033.					

Information Requested	Highfield Recreation Area project workshop to revisit the previous workstream.				
Date Raised:	30 June 2026			**Status:**	New
Issue Owner	Acting General Manager Assets and Infrastructure	**Due Date:**		**Completed Date:**	
Background: During item 8.11 Council Financial Performance Report to 31 May 2026. Council requested an action that the Highfield Recreation Area project workstream to be revisited through a workshop setting.					

#1595414

8.4 Rangitata South Campground Holding Tanks

Author: **Diane Miller, Property Team Leader**

Authoriser: **Andrew Dixon, General Manager Assets and Infrastructure**

Recommendation

That Council:

1. Receive this report; and
2. Notes the request from the Rangitata South Camp Working Group to reconsider the 4 March 2025 Council resolution; and
3. Consider whether to maintain the 4 March 2025 self-contained campground resolution (recommended); or
4. Revisit and change the resolution

Purpose of Report

1 To present information and seek direction from Council on whether to revisit the resolution of 4 March 2025 and investigate installation of dump station holding tanks at Rangitata South Campground, including consideration of capital and ongoing operational costs.

Assessment of Significance

2 The matter is of moderate significance, as it relates to:

2.1 Community use of a public campground

2.2 Financial commitments and long-term asset ownership

Background

3 Rangitata South Campground was transitioned to a self-contained camping area at the end of the 2023/24 camping season.

4 The campground was handed back to Council from the previous lessees at that time.

5 For the 2024/25 camping season, the campground was leased to the current lessee for $1 per annum as a self-contained camping area.

6 On 4 March 2025, Council considered a report outlining options for wastewater servicing, including installation of above-ground and below-ground systems or retaining the self-contained model. (attachment 1)

7 Council resolved to permanently change the status of the campground to a self-contained camping area.

8 The Rangitata South Camp Working Group has now requested that Council reconsider this decision and investigate installation of dump station holding tanks to enable non-self-contained camping.

Discussion

9 The campground currently operates solely as a self-contained vehicle camping area, with no effluent infrastructure provided on site, including the absence of a formal dump station.

10 To minimise operational risks, holding tanks should be maintained at no more than 70–80% capacity to reduce the likelihood of overflow, odour issues, pump-out delays, and surge events during peak usage periods. The following table provides a comparison of the two tank sizes quoted, including estimated pump-out frequencies and approximate seasonal costs.

Factor	24,000 L tank	30,000 L tank
Safe usable volume	19,200 L	24,000 L
Pump interval	45–50 days	60–70 days
Pump-outs per season	3	2–3
Seasonal cost	$4,500	$3,000–$4,500
Risk buffer	Moderate	Higher

11 This cost would normally be the responsibility of the campground lessee; however, there is a risk that if the lessee does not renew their lease, responsibility for these pump-out costs would revert to Timaru District Council (TDC).

12 Key Risks:

12.1 The groundwater table at the site is understood to be relatively high (approximately 0.5–1 metre below ground level). This may create additional construction and operational risks if an underground tank system is installed, this includes potential buoyancy issues, installation complexities, and increased ongoing maintenance requirements. An above-ground solution may mitigate some of these risks.

12.2 If the current leaseholder ceases to operate the campground, Council will become responsible for:

a. Ongoing emptying costs,
b. Maintenance and repairs,
c. Asset renewal and replacement

13 Ongoing Costs and Risks

13.1 Pump-out costs: approximately $1,500 per emptying event (up to $4,500 per season)
13.2 Maintenance of tanks, alarms, and infrastructure (around $6000 per annum)
11.4 Compliance with environmental and health standards

Options and Preferred Option

Option	Capital Cost	Ongoing Cost	Risk to Council
Status quo (self-contained)	**$0**	**Nil**	**Low**
Holding tanks (inground)	**$43,600**	**Medium–High**	**Medium–High**

Pump station system (above ground)	**$62,000+**	**High**	**High**

14 Option 1 (recommended) – Status Quo (Self-contained only)

14.1 Retain the current Council resolution.

14.2 No capital expenditure required.

14.3 Minimal operational and financial risk.

15 Option 2 – Basic Holding Tank Installation - Wright Tanks (attachment 2)

15.1 2 x 12,000L holding tanks (24,000L capacity total)

15.2 Dump station and hardstand

15.3 Alarm system

15.4 Cost: $37,930.80 excl. GST

Exclusions:

15.5 Electrical works

15.6 Consents

15.7 Additional excavation or groundworks

15.8 Potential odour issues

16 Option 3 – Pump Station and Storage Tank System - Hadlee & Brunton (attachment 3)

16.1 Underground pump station

16.2 Rising main to 30,000L above-ground tank

16.3 Pipework, controls, and alarms

16.4 Indicative Cost: $62,000 excl. GST (budget estimate)

Exclusions and Risks:

16.5 Consents and detailed design

16.6 Wastewater disposal arrangements

16.7 Potential odour issues

16.8 Higher operational complexity

Consultation

17 Engagement to date has primarily been undertaken through the Rangitata South Camp Working Group.

Relevant Legislation, Council Policy and Plans

18 The Local Government Act 2002

19 Timaru District Council Long Term Plan 2024 2034

20 South Rangitata Reserve Management Plan 2026

21 Reserves Act 1977

Financial and Funding Implications

Financial Implications

22 Capital cost: Approximately $37,930–$62,000+ depending on option

23 Additional costs not yet quantified:
- 23.1 Consents and design
- 23.2 Electrical supply
- 23.3 Ongoing operational expenses

24 Risk Implications
- 24.1 Uncertain external funding (NZCMA contribution not confirmed)
- 24.2 Long-term liability for maintenance and pump-outs
- 24.3 Dependence on leaseholder arrangements
- 21.4 Environmental compliance risk

Funding

25 The New Zealand Community Motor Caravan Association (NZCMA) may potentially contribute funding.
- 25.1 However, no confirmed funding amount is currently available.
- 25.2 At the time of writing this report there has been no response from the Camp Working Group to where they propose the extra funding will come from
- 25.3 As a result: A funding gap is likely so Council may need to consider funding the shortfall or identifying alternative sources.

Other Considerations

26 Reconsideration of the 4 March 2025 resolution would introduce:
- 26.1 Unbudgeted capital expenditure (if external funding was not found)
- 26.2 Risk of ongoing operational costs
- 26.3 Long-term financial and compliance risks

Attachments

1. **4 March 2025 Council Report** ⇩
2. **Wright Tanks quote** ⇩
3. **Hadlee and Brunton quote** ⇩

6.7 Rangitata Huts Reserve Camping Ground

Author: Nicole Timney, Group Manager Property
Andrew Feary, Property Facilities Officer

Authoriser: Nigel Trainor, Chief Executive

Recommendation

That Council:

1. Receive and note the report.
2. Discuss options for installation of an above ground or below ground septic tank system or revert camping site to a self-contained site.

Purpose of Report

1 The purpose of the report is to discuss and confirm the decision to install an above ground or below ground septic tank system or revert the campground to a self-contained campground for the Rangitata Reserve Campground area.

Assessment of Significance

2 The decision to install a new septic system or revert to a self-contained campground is of low to medium significance under Council's Significance and Engagement Policy. There would be a change in the level of service if moving from full facilities for camping to self-contained and there is public interest in this decision, with further comment likely to be received in the upcoming consultation process for the Rangitata Reserve Management Plan.

Background

3 In November 2023 a blockage in the pipework of the campgrounds below ground septic tank system was reported to Council. On investigation it was discovered that the main four chambers of the system below ground had been breached by high ground water levels and due to age, had rusted out in the bottom of each chamber.

4 The breaching of the water and subsequent continued high-water levels into the chambers had caused a flow on effect with blockages of the pipe work from the septic tank system to the ground pit area.

5 Officers met with the Lessees at the time to look at options for repair or replacement. A below ground system or an above ground system. A below ground system given the timing of the event meant that the camp could not operate due to the requirement for consents for repair works or a new system entirely, this was also a high-cost solution. An above ground system was priced and did not require any consents.

6 The cost of an above ground system installation consisting of two 20,000 litre tanks only at that time was estimated to be approximately $34,000 and in accordance with the lease agreement the Lessees would be required to pay the balance of any cost for a new system over and above a $10,000 contribution from Council.

7 The Lessees at the time determined that this was not a cost-effective option for them due to the cost of removal of solids at regular intervals. They requested to be able to run the campground until the end of the summer season, being Easter Weekend and then relinquish the lease back to Council. This was enabled with the assistance of Council funds for hireage of ablutions blocks.

8 The following table outlines the last three years of costs to Council to maintain the continued operation of the campground, enabling the Lessees at the time to operate through the 2023-2024 season through to handover and now the current Lessee as a self-contained campground for the current season straddling 2024-2025.

Rangitata Campground				
	2024/2025	2023/2024	2022/2023	
	$113.50			Self Contained vehicles only signs x 2
	$3,976.55			Septic tank site investigation
	$2,009.29			Reinstallation of caravan supply boxes
	$1,311.70			Removal of caravan supply boxes
	$1,889.80			Boarding up of ablution block in preparation for mothballing
		$6,002.00		Hire of temporary ambution block
		$3,650.00		Hire of temporary ambution block
		$5,167.89		Hire of temporary ambution block
		$5,733.57		Hire of temporary ambution block
		$358.00		Refilling of water tanks
		$4,153.76		Hire of temporary ambution block
		$1,486.50		septic tank pump out
		$306.25		septic tank pump out
		$1,727.38		Investigatingseptic tank issues
		$1,280.00		Clearing septic tank blockage
		$4,163.20		Installing stormwater drainage
			$2,417.01	Leaking HWC
Total	$9,300.84	$34,028.55	$2,417.01	

9 It should be noted that the lease terms for the campground on the reserve land were set at just under $1,000 per annum so the campground overall has been running at a loss over the last two seasons with the septic tank issues and has been subsidised by rates.

Discussion

10 There have been numerous discussions over the last year regarding the future of the campground with past Lessees, campground users and hut holders. This has included several Local Government Official requests for information (LGOIMA) regarding the opening and closing of the campground, details of the issues with the septic tank and work on gathering information to determine costs of fix or replacement.

11 A full investigation into the options was commissioned and a report, Attachment 1, outlines the possible design flow numbers (occupancy numbers being 120 for peak periods and 80 for normal periods which would also capture weekend users) and an estimate of costs for two options, with costs based on 175 days use each year:

11.1 Above ground holding tank solution – The requirement for a dual pump system to pump water to two 30,000 litre above ground tanks. Cost is estimated at $125,605 for the installation of a pump station, holding tanks and emergency storage. Cost of disposal, depending on camp usage could be as high as $157,600 per season based on assumed user numbers. This could be significantly less if user numbers were lower. For instance, 50 users per day would bring the cost of emptying down to approximately $130,000 for 157 days of the campground open season.

To note that there are further costs not allowed for, and this option would possibly require a dewatering and disposal consent. Possible that these works could be done by discharging to the foreshore without a consent.

11.2 Onsite Treatment and Disposal System – Below ground system, like the original system but a new design. Cost is estimated at $449,750 but will require additional costs for concrete anchoring to ground and twice-yearly maintenance and running costs.

To note that there will be further costs and time associated with applications to Environment Canterbury for required consenting activities.

12 Environment Canterbury have been contacted for advice regarding above and below ground options and have confirmed that an above ground system should not require consents, though advice in the attached report comments about possible consents for a dewatering and disposal consent if required depending on design. A new below ground system would require a full consent based on the new design with a likelihood that it would be granted, though we cannot guarantee without putting in a consent and going through the process.

13 There is an upfront cost to Council for a full replacement of the underground system with few costs thereafter. An above ground system requires less upfront costs but costs thereafter each year for removal of waste.

14 The campground opened for season 2024-2025 in late December with a license for self-contained caravans, motorhomes or camping. This was the only cost-effective alternative to keep the campground open for the season other than closing the campground down for the summer leaving the area exposed to freedom camping.

15 There have been teething issues for regular users of the campground with caravans in gaining self-contained status due to the timing of confirmation of opening of the grounds, but this is being worked through with the current campground Lessee.

16 For discussion is the overall cost of each option and whether Council feels that there could be a return on capital investment over time. The most cost-effective option is self-contained camping requiring no further capital input to remain open each season other removal of some assets and the below ground tank system which would then be backfilled.

17 The above ground or below ground option would necessitate a substantial lease increase, if based on a return of capital over ten years, making each option probably non-viable to any party to lease. The above ground system would require a return each year of approximately $13,000 and the below ground system $45,000 before rental and opex charges were applied.

Options and Preferred Option

18 Option 1 – Proceed with an above ground septic tank solution noting the approximate cost as per attachment of $125,605 for a pump, 2 x 30,000 litre tanks and an emergency tank. Costs to be recovered over a ten-year lease scenario with any prospective Lessee or an agreed financial contribution from Council.

19 Option 2 – Proceed with a repair or replacement of the below ground system at a cost of $449,750 with costs to be recovered over a ten-year lease scenario with any prospective Lessee. This option is less likely to be viable for any prospective Lessee and Council will have to financially support this option.

20 Option 3 – Proceed with a self-contained designated site with the removal of old buildings and assets not required. This is the most cost-effective option for Council and any prospective Lessee.

Consultation

21 Consultation has been occurring with some Hut holders, previous Lessee, current Lessee and campground users over the last twelve months.

22 The consultation process for the Rangitata Reserve Management Plan includes the campground and public are invited to comment on the campground as part of that review process which is currently open for submissions.

Relevant Legislation, Council Policy and Plans

23 The Local Government Act 2002

24 Timaru District Council Long Term Plan 2024 2034

25 South Rangitata Reserve Management Plan 2003

26 Reserves Act 1977

Financial and Funding Implications

27 The financial implications have been noted through the paper regarding costs for above and below ground options for septic tanks.

28 Any financial contribution for this work will need to be notified in the Annual Plan 2025-2026.

Other Considerations

29 There are no further considerations.

Attachments

1. 250224-Concept Design & Pricing for Rangitata South Campground_Redacted

QUOTE

Timaru District Council

Date
10 Jun 2026

Expiry
9 Jul 2026

Quote Number
QU-0460

GST Number
119272262

South Canterbury Tanks Ltd
T/A Wright Tanks
PO Box 4777
Palmerston North 4442
New Zealand
0800 253 273

Attn; Diane-Rangitata South Motor camp

2x 12000ltr holding tanks
Dump station
Hard stand

Description	Quantity	Unit Price	Amount NZD
2x 12000ltr holding tanks with anti-floatation base, installed with 4x lockable lids install visual alarm. Install 1x dump station with single hard stand. The hard stand will be approx. 10m long and 3m wide all material left on site next to tanks.	1.00	37,930.80	37,930.80
Does not include electrician or house taps.			
		Subtotal	37,930.80
		TOTAL GST 15%	5,689.62
		TOTAL NZD	**43,620.42**

Terms

The above cost does not include:
1. Council permit fees.
2. Removal of any excess soil from the site, unless quoted.
3. Excess Hiab charges incurred on day of install due to site restrictions above one hour $185.00+gst/hr, if our hiab can not achieve the lift a crane will be required at the owners expense.
4. Extra excavation work required on day of installation, charged at $168.00+gst/hr
5. Drain connection unless quoted.

Please Note: Bookings are essential, if cancellation is less than 48hours before the due delivery, a fee of $200.00 will apply. The back fill is done to the best of our ability given the site circumstances, but will not be re-installed to lawn-ready preparation.
A 15% non-refundable deposit is required before production of any product is started once Wright tanks Ltd is contracted. An extra 65% deposit is required prior to the day of installation or delivery. The final 20% is due on the day of completion.
This quote is valid for 30 days from the date on the quote and will be automatically updated after 30 days if not accepted in writing by the client.

Quote is based on 1 day installation; site should be clear and accessible for a hiab truck, a 4 mtr clearance is required. If you require any further information please do not hesitate to contact the Palmerston North Branch on 0800 253 273.

Acceptance of Quote:
I have read and understand the TERMS AND CONDITIONS OF TRADE (overleaf or attached) of Wright Tanks Limited T/A Wright Tanks which form part of and are intended to be read in conjunction with this quote and agree to be bound by those conditions. I authorise the use of my personal information as detailed in the Privacy Act clause therein.

Hannah Linton<Hannah@hadleeandbrunton.co.nz>

Diane Miller

David Hadlee and Brunton;Paul Jackson Paul@hadleeandbrunton.co.nz

12/06/2026

Morning Diane,

Supply and install a small trafficable underground pump station to receive waste from dump point. Wastewater will be pumped via a rising main to a 30,000L above ground storage tank. The system will include the required pipework's, fittings, valves, electrical controls, alarms, washdown water from existing ablution block supply, and concrete/groundworks as required.

This indicative price has been prepared based on the information currently available and is intended for budgeting purposes only. Final pricing may vary following detailed design, confirmation of site conditions, and project requirements.

Tags and Assumptions

- Price assumes unrestricted site access for plant, materials and personnel.
- Price allows for supply and instillation of one trafficable pump station and one 30,000L above ground storage tank
- Price assumes suitable ground conditions and does not allow for rock excavation.
- Allowance includes one day of sheet piling works only.
- Electrical supply is assumed to be available within reasonable proximity of the proposed pump station location.
- Assumes groundwater discharged to the beach. Pumping for no more than two days.
- Price excludes power authority fees, connection fees, and any network upgrades.
- Price assumes disposal of wastewater will be undertaken by others following commissioning.
- No allowance has been made for resource consent, building consent, engineering design or producer statements unless specifically required.
- Price excludes landscaping, reinstatement beyond immediate work areas, and final surfacing around the dump station footprint.
- Final pipe lengths, depths and service locations to be confirmed on construction.
- Existing ground services are assumed to be accurately located and identified before works commence
- Any unforeseen ground conditions, buried services, or obstructions may result in additional costs.
- No allowance for ongoing operating and maintenance costs associated with the pump station and monitoring equipment, but this is estimated to be approximately $6900 per annum.

- We have not allowed for any track extensions works that may be required to facilitate the emptying of the above tank.
- We have not allowed to deal with any contaminated ground conditions.
- We have not allowed for disposal of the excavated material (during construction) more than 5km off site.

Please note

A polyethylene (plastic) storage tank has been allowed for within this budget estimate. While suitable for the intended application, consideration should be given to odour management, ventilation requirements, tank location, and pump-put frequency, as stored wastewater can generate odour s particularly during the warmer months.

Our indicative price to complete these works is $62,000 + GST

This price is valid for 30 days from this letter

Regards Hannah

Hannah Linton | Project Manager

M: 021 087 97828 **E:** hannah@hadleeandbrunton.co.nz

P: 03 684 3817 **W:** www.hadleeandbrunton.co.nz

A: 6 North Street, PO Box 770, Timaru, 7910

8.5 Councillor Appointment to the Joint Shareholders Committee

Author: **Jessica Kavanaugh, Democracy Services Lead**

Authoriser: **Stephen Doran, General Manager Corporate**

Recommendation

That the Council appoints a Councillor to the Joint Shareholders Committee and, if required, an alternate.

Purpose of Report

1 This report is for Council to nominate and appoint a Councillor to the Water Organisation Joint Shareholders Committee (JSC).

Assessment of Significance

2 This matter is assessed to be of low significance under the Council's Significance and Engagement Policy.

Background

3 The JSC was established on 31 March 2026. The Terms of Reference states that there will be six members comprising of:

3.1 Mayor Nigel Bowen and two Councillors appointed by the Timaru District Council; and

3.2 Mayor Scott Aronsen and two Councillors appointed by the Mackenzie District Council; and

3.3 That each Council may also appoint one councillor as an alternate member.

4 The current membership of the JSC is:

- Mayor Nigel Bowen
- Mayor Scott Aronsen

Timaru District Council

- Clr Michelle Pye
- Vacant
- Alternate: Clr Stacey Scott

Mackenzie District Council

- Clr Phillipa Guerin
- Clr Mark Adams
- Alternate: Clr Sue Allan

5 A vacancy has arisen on the JSC following the resignation of Clr Graeme Wilson.

6 As alternate, Clr Wilson's position is currently being filled by Clr Stacey Scott, but council should now consider if it needs to appoint a councillor to the vacant position permanently.

Discussion

7 The primary purpose of the JSC Committee is to

7.1 Govern as shareholders their Company which provides Water services for the combined districts of Timaru and Mackenzie District Council, and the relevant aspects of the Downlands water scheme.

8 Specifically, the JSC is established to:

8.1 coordinate shareholder activity, and to exercise the rights and responsibilities delegated to the JSC by the Councils; and

8.2 Review and comment on the Water Organisation's Water Services Strategy; and

8.3 hold the board to account for strategy and performance by seeking board explanation of, and responsibility for, WO Strategy, performance, and how they have meet the JSC's Statement of Expectations; and

8.4 safeguard the WO's purpose, outcomes and values as reflected in the Shareholders Agreement, Constitution and Statement of Expectations; and

8.5 perform the functions and make the decisions necessary to fulfil the JSC's responsibilities listed below.

Secondary Purpose

8.6 Coordinate between the Councils and neighbouring territorial authorities in the Canterbury Region, and advise shareholders on opportunities and options to progress possibilities around: shared services, and professional collegiality in water service delivery

8.6.1 the Downlands Water Scheme

8.6.2 spatial planning and co-ordination of infrastructure planning and delivery

8.6.3 opportunities arising from the Simplifying Local Government reforms

Project Purpose

8.7 Provide governance oversight of the project to establish the WO, specifically:

8.7.1 – To establish and then enable a working group called the "Council Establishment Group (CEG)" to provide elected member oversight of the project.

8.7.2 To resolve Project matters brought to it for decision making in accordance with the Commitment Agreement, and any subsequent Council direction.

General Purpose

8.8 Provide a forum for shareholder representatives to meet, discuss and coordinate on relevant issues and, through their representatives, exercise their powers in respect of the Company.

Options and Preferred Option

OPTION A (PREFERRED)

9 That Council nominates and appoints a councillor to the JSC Committee and, if required, an alternate.

OPTION B

10 That Council leaves the position unfilled and the alternate (Clr Scott) continues to serve on the committee.

Consultation

11 No external consultation is required for this appointment.

Relevant Legislation, Council Policy and Plans

12 Joint Shareholders Committee’s Terms of Reference

13 Commitment Agreement TDC and MDC

Financial and Funding Implications

14 There are no financial or funding implications directly related to this appointment.

Other Considerations

15 There are no other considerations.

Attachments

Nil

8.6 Temporary Road Closure Applications - Section 342 and Schedule 10, Clause 11(e) LGA

Author: Selina Kunac, 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 7 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 8 of this report be funded from the Community Events and Programmes budget.

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 the 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.

	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

6 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.

Event Name / Organisation	Event type	Event date and traffic management set up/pack down times	Proposed closure area	Officer recommendation
Geraldine Christmas Parade 2026	Community	4 December 2026 from 6:00pm to 8:00pm	Wilson Street (Lewis Street to Waihi River), Peel Street (Hislop Street to Talbot Street), Hislop Street (Peel Street to Talbot Street)	**Recommended**
Community Benefit:		The Geraldine Christmas Parade brings people together in a shared celebration of the festive season. The parade also supports Geraldine businesses and showcases community talent, celebrating local identity and helping community connect in a positive, vibrant environment.		
Geraldine Festival 2026	Community	Friday 13th November from 6.00 am to 5.30 pm	Talbot Street – from Hislop Street to Peel Street, Cox Street – from Talbot Street to Hislop Street, Wilson Street – from 24 Wilson Street (McKechnie Cottage) to Talbot Street	**Recommended**
		Saturday 14th November from 6.00 am to 5.30 pm	Hislop Street from the Corner of Talbot St to the corner of Cox St	**Recommended**
Community Benefit:		The Geraldine Festival brings the community together by celebrating the Geraldine's creativity, culture, and local talent through a diverse programme of events, performances, and activities. It fosters community pride, strengthens social connections, and supports local businesses by attracting both residents and visitors to enjoy everything Geraldine has to offer.		
Timaru Santa Parade 2026	Community	6 December 2026 from 12:00 pm to 4:00 pm	Barnard Street Woollcombe 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	**Recommended**

			Church Street (Sophia Street to Stafford Street) Cannon Street Port Loop Road (State Highway 78) Marine Parade	
Community Benefit:		The Timaru Santa Parade brings people together in a shared celebration of the festive season. The parade also supports Timaru central businesses and showcases community talent, celebrating local identity and helping community connect in a positive, vibrant environment.		

Options and Preferred Option

7 **<u>Option one</u> (Preferred option)** is that the Council

- Approve the application(s) for the above events listed in section 7 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.
- 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 2026	**$970.00+GST**	**$ 2029.00+GST**	$2999.00+GST
Geraldine Festival 2026	**$970.00+GST**	**$5242.00 +GST**	$6212.00+GST
Timaru Santa Parade 2026	**$970.00+GST** **(estimate)**	**$5500.00+GST** **(estimate)**	$6470.00+GST
Comment			

- This option incurs some cost to Council as outlined in the Financial Implications section below. These costs are within available budgets.

8 **<u>Option two</u>** 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.

9 **<u>Option three</u>** 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

10 Under the Local Government Act 1974, Schedule 10, Council is required to:

a) Publicly notify the intent to temporarily close roads for events

b) Publicly notify Council/Committee decisions to temporarily close roads for events

c) Consult with NZ Police and New Zealand Transport Agency prior to approving temporary road closures for events.

11 Council officers have undertaken requirements a) and c) for all applications considered in this report.

12 The attached application review records outline feedback received from NZ Police and New Zealand Transport Agency (Attachment 1).

13 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

14 Local Government Act 1974

15 Timaru District Council Long Term Plan 2024-34

Financial and Funding Implications

16 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.

17 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 2026	**$ 970.00+GST**	**$ 2029.00+GST**	$2999.00+GST
Geraldine Festival 2026	**$970.00+GST**	**$5242.00 +GST**	$6212.00+GST
Timaru Santa Parade 2026	**$970.00+GST** **(estimate)**	**$5500.00+GST** **(estimate)**	$6470.00+GST
TOTAL (for approval in this paper)	**$15,681.00 + GST**		
Previously approved	**$54,039.00 + GST**		
Cost to date (If all approved)	**$69,719.00 + GST**		

Other Considerations

18 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 ⇩

Temporary Road Closure

Application Review Record

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

TIMARU DISTRICT COUNCIL
Te Kaunihera ā-Rohe o Te Tihi o Maru

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:	04/12/2026 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, Peel Street and Hislop Street for the Geraldine Christmas Parade on 6th December 6pm till 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

TTMP preparation cost - $970+gst
Estimated TTMP implementation cost - $2029 +gst

Officer Name: Casey Glover	**Officer date:06/05/2026**

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: ***If No: Application to be returned to applicant to inform resubmission.***	

NZTA / NZ Police Consultation	
NZTA	
Contact name:	**Scott McKenzie**
Contact date:	**06/05/2026**
NZTA comments and TDC actions (if applicable):	**N/A**
NZ Police	
Contact name:	**Vicki Walker, Richard Quested**
Contact date:	**06/05/2025**
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** • **Includes action/implementation plan detailing how and when stakeholders will be communicated with**	**Yes**

• **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	**$970.00 +gst**
Estimated TTMP Implementation costs	**$2029.00 +gst**
Officer comments: Delivered by Fulton Hogan	

Event charges	**No**

Key dates	
Action	**Date**
Advertising intent of road closure *Ensure this is at least 2 weeks before Council/Committee report is due so that any feedback can be put in report.*	**Online**
Council/Committee report due	
Council/Committee decision	**30/06/2026**
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

TIMARU DISTRICT COUNCIL
Te Kaunihera ā-Rohe o Te Tihi o Maru

Event details	
Event name:	Geraldine Festival 2026
Event organisation:	The Geraldine District Development and Promotions Assn. Inc. t/a Geraldine.nz
Event contact details:	Kristine Diehl-Breading
Event date/time:	Friday 13 6am to 5:30pm & Saturday 14 November 6am to 5:30pm 2025
Road/road section to be closed:	**Friday 13th November** – from 6.00 am to 5.30 pm: - Talbot Street – from Hislop Street to Peel Street - Cox Street – from Talbot Street to Hislop Street - Wilson Street – from 24 Wilson Street (McKechnie Cottage) to Talbot Street **Saturday 14th November** – from 6.00 am to 5.30 pm: - Hislop Street from the Corner of Talbot St to the corner of Cox St
Event type:	Community

Officer application assessment result	Recommended

Recommendations

That Timaru District Council (or a Committee of the whole) approve temporary closure of
Talbot Street – from Hislop Street to Peel Street
Cox Street – from Talbot Street to Hislop Street
Wilson Street – from 24 Wilson Street (McKechnie Cottage) to Talbot Street on **13 November 6:00am to 5:30pm**
And
Hislop Street from the Corner of Talbot St to the corner of Cox St on **14 November 6:00am to 5:30pm**
for the **Geraldine Festival 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** traffic management for **Geraldine Festival 2026** to be funded from the Community Events and Programmes budget.

That approval is subject to the following conditions:

- that **The Geraldine District Development and Promotions Assn. Inc. t/a Geraldine.nz** 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 District Development and Promotions Assn. Inc. t/a Geraldine.nz** 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 District Development and Promotions Assn. Inc. t/a Geraldine.nz** 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
TTMP Preparation Cost - $970 +gst Estimated TTMP implementation Cost - $5242 +gst
Officer Name: Casey Glover **Officer date:05/05/2026**

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:nil ***If No: Application to be returned to applicant to inform resubmission.***	

NZTA / NZ Police Consultation	
NZTA	
Contact name:	**Scott McKenzie**
Contact date:	**5 May 2026**
NZTA comments and TDC actions (if applicable):	**No response**
NZ Police	
Contact name:	**Vicky Walker, Richard Quested**

Contact date:	**5 May 2026**
NZ Police comments and TDC actions (if applicable):	**No response**

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	**$ 970.00 +gst**
Estimated TTMP Implementation costs	**$ 5242.00 +gst**
Officer comments:	

Event charges	**No**
Officer comments: e.g. nil	

Key dates	
Action	**Date**
Advertising intent of road closure *Ensure this is at least 2 weeks before Council/Committee report is due so that any feedback can be put in report.*	**website**
Council/Committee report due	
Council/Committee decision	**30/06/2026**

Advertising confirmation of road closure	**website**

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

TIMARU DISTRICT COUNCIL
Te Kaunihera ā-Rohe o Te Tihi o Maru

Event details	
Event name:	Timaru Santa Parade 2026
Event organisation:	Timaru Santa Parade Trust
Event contact details:	Teressa May - 0274373681 – theelves@santaparade.nz
Event date/time:	6 December 2026 from 12:00 pm to 4:00 pm
Road/road section to be closed:	**Barnard Street** **Woollcombe 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)** **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 2026 on 6 December 2026 from 12:00 pm to 04:00 pm 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 2026 to be funded from the Community Events and Programmes budget.	
That approval is subject to the following conditions:	

• that a full and complete Road Closure for Events application is submitted to Council by the event organiser. • that a positive consultation outcome is obtained from NZ Police and NZTA for the proposed road closure. • 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 an approved Temporary Traffic Management Plan. • that communications activity is undertaken in accordance with an approved communications plan and event map. • 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
$5500 + GST
Officer Name: Ann Stephen **Officer Date: 08/07/2026**

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	To be confirmed
Applicant has confirmed understanding of all obligations in section 4	To be confirmed
Applicant has supplied proof of public liability insurance for the event	To be confirmed
Applicant has supplied Communications Plan	To be confirmed
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	To be confirmed
Applicant has signed and dated declaration in ‘Section 5 – Declaration’.	Yes

Applicant has satisfied all information requirements	**No**

Officer comments:
• **Applicant will need to supply all outstanding application information including:**
    ○ **Event map**
    ○ **Communications plan**
    ○ **Proof of public liability insurance held for the event**	

• NZTA will need to approve the closure of Port Loop Road from Stafford Street to Marine Parade Officer recommendation for approval is conditional upon these items.

NZTA / NZ Police Consultation	
NZTA	
Contact name:	Theresa Allan NZTA Operations Team
Contact date:	To be confirmed
NZTA comments and TDC actions (if applicable):	To be confirmed
NZ Police	
Contact name:	Vicky Walker/Richard Quested
Contact date:	To be confirmed
NZ Police comments and TDC actions (if applicable):	To be confirmed

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	To be confirmed
Communications Plan is approved:	To be confirmed
Officer comments: The applicant is still working through their communications plan and event map.	

Traffic management	
COMMERCIAL EVENTS ONLY: Temporary Traffic Management Plan approved	NA
Officer comments:	
COMMUNITY EVENTS ONLY: TTMP prepared by Council contractor and approved	To be confirmed
TTMP Preparation costs	To be confirmed
Estimated TTMP Implementation costs	To be confirmed

Officer comments: **This will be processed once the applicant provides further details regarding the event and will be finalised during the TMP development.**

Event charges	No
Officer comments: nil	

Key dates	
Action	**Date**
Advertising intent of road closure *Ensure this is at least 2 weeks before Council/Committee report is due so that any feedback can be put in report.*	**08/07/2026**
Council/Committee report due	**21/07/2026**
Council/Committee decision	**21/07/2026**
Advertising confirmation of road closure	**online**

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

8.7 External Fraud and Protected Disclosure policies

Author: **Brendan Madley, Senior Policy Advisor**

Authoriser: **Stephen Doran, General Manager Corporate**

Recommendation

That Council:

1. Receive the report "External Fraud and Protected Disclosure policies"; and
2. Provide feedback and direction on the policies to enable consultation to be undertaken.

Purpose of Report

1 The purpose of this report is for Council to provide feedback on the "*Fraud and Corruption Control for Elected Members Policy*" and the "*Protected Disclosure Policy for Elected Members and Chief Executive*", and provide direction to enable the policies to proceed to consultation.

Assessment of Significance

2 This report is assessed as being of low significance as per the Significance and Engagement Policy.

Discussion

3 These policies are being reviewed as part of a wider "Integrity Suite" of policies; this includes internal equivalents of these policies as well as the Employees Conflict of Interest Policy.

4 The Audit and Risk Committee considered these policies as part of their 8 June meeting.

Fraud and Corruption Control for Elected Members Policy

5 Elected Member feedback is sought on whether this policy should be retained or revoked and, if the former, what alterations may be appropriate.

6 It is proposed that Council revoke this policy on the basis that it un-necessarily duplicates and contains inconsistencies with the Code of Conduct for Elected Members.

7 Most notably, the policy envisages internal investigations whereby the Code of Conduct for Elected Members is clear that any investigation must be independent.

8 A key question is: "is there any scenario where actual, alleged or potential fraud or corruption by an elected member would not lead to a Code of Conduct complaint and investigation?" It is proposed that the answer is "no", therefore the policy is redundant.

9 There is no substantive aspect of the policy that is not also within the scope of the Code of Conduct for Elected Members; for example, making/ receiving disclosures, managing investigations, and gifts/ hospitality.

10 On the basis that it is proposed to revoke this policy, the current policy is attached.

Protected Disclosure Policy for Elected Members and Chief Executive

11 This policy applies to past and present elected members and Chief Executives.

12 It is a highly prescribed policy and mainly reflects legislative requirements, including to have procedures to facilitate and manage protected disclosures (internal “whistle-blowing”).

13 The main material change proposed is that the General Manager People and Capability/ Protected Disclosure Contact Officer are required to be involved from the start of the process, regardless of whom receives the protected disclosure. It is also clarifies that if the protected disclosure amounts to a valid Code of Conduct complaint, than that process would supersede what is stated in the policy.

14 The current (and first) iteration of these protected disclosure policies deliberately separated the Elected Members and Chief Executive from employees, contractors and volunteers on the basis that there was a public interest in the former being publicly accessible. However, given the similarity between the policies (in regards to legislative requirements and general Council process), they could be consolidated into one document if desired (the attached policy assumes no consolidation). The Audit and Risk Committee did not pose any objection to consolidation.

Consultation

15 No formal consultation has yet been undertaken. Discussions have occurred with the Serious Fraud Office and the Office of the Ombudsman. Subject to Council approval, it is proposed to consult with Council employees and the Public Service Association, as well as provide an opportunity for the Serious Fraud Office and the Office of the Ombudsman to provide feedback.

Financial and Funding Implications

16 There are no financial and funding implications associated with this report.

Other Considerations

17 There are no other considerations.

Attachments

1. **Current Fraud and Corruption Control for Elected Members Policy** ⇩
2. **Draft Protected Disclosures Policy for Elected Members and Chief Executive (with track changes)** ⇩

Fraud and Corruption Control for Elected Members Policy

Approved by:	Council
Date Approved:	23 February 2016
Keywords:	Fraud, Corruption, Whistleblower

1.0 Purpose
The purpose of the Fraud and Corruption Control policy is to establish an environment where fraud and corruption concerns associated with Elected Members can be identified and readily addressed. It will also potentially deter fraudulent and corrupt behaviour.

2.0 Background
The Council does not tolerate fraud or corruption at any level within the organisation. This policy outlines the controls and procedures that are in place to assist in the prevention and detection of any fraudulent or corrupt behaviour by Elected Members.

3.0 Key Definitions
Fraud is the misappropriation of what rightfully belongs to an organisation and usually involves some form of intentional misrepresentation of financial information, such as falsifying, altering or wilfully neglecting to update records to documents.

Corruption is a broad term used to cover a range of instances where a public official is inappropriately influenced in the exercise of their duties. Examples of corruption generally fall into one of the following three areas:

- The offering, giving or acceptance of an inducement or reward which may influence the actions taken by authority employees or elected members.
- The failure to declare a conflict of interest in making decisions that may have a financial or beneficial impact upon authority employees or elected members of their close associates; or
- The improper use or disclosure of official information to gain a pecuniary advantage.

Whistleblower is the term given to the act of an individual or individuals identifying their concerns to the Mayor. In the event that the allegation of fraudulent behaviour involves the Mayor, then the whistleblower should approach the Chief Executive or Human Resource Manager. In this respect wherever the “Mayor” is referred to in this document, this should also be construed as referring to the “Chief Executive” or Human Resource Manager, in the event that the allegation involves the Mayor.

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4.0 Policy

4.1 Fraudulent or Corrupt Behaviour

4.1.1 Procedures
Controls and procedures are in place to assist in the prevention and detection of any fraudulent or corrupt behaviour.

Where an individual or individuals identify suspected fraudulent or corrupt behaviour, then this matter should be reported to the Mayor or Chief Executive or Human Resource Manager as appropriate. Every endeavour will be made to protect the "whistleblower" (individual who has identified their concern) from any reprisals.

All indications of fraud and corruption regardless of source of information and amount involved shall be investigated, and every endeavour will be taken to recover any losses sustained.

In serious instances of suspected fraudulent behaviour the matter will be referred by the Mayor or Chief Executive or Human Resource Manager, as appropriate, to the Police.

Any required media liaison will be through the Mayor or Chief Executive or Human Resource Manager, as appropriate (or his/her nominee).

4.1.2 Receipt and Offering of Gifts and Hospitality by Elected Members
Members should be alert to any situation in which they are offered gifts and/or hospitality that could be directly linked to any decisions that they are likely to be making in the near future, or have made at some time.

4.1.3 Gifts and Hospitality Policy for Elected Members
Elected members are required to record all gifts and hospitality valued at $50.00 or more, which are received or offered as a result of their position as elected members of the Timaru District Council.

Council's Executive Assistant will maintain a register of such gifts and hospitality.

4.2 Fraud Response Plan

4.2.1 Procedures For Whistleblowing

1 The elected member should advise the Mayor or Chief Executive or Human Resource Manager (as appropriate) of any suspected fraudulent activity.

2 The Mayor will ensure confidentiality for all complaints. All indications of fraud, corruption or irregularities regardless of the source of information or the amount, will be investigated.

3 All anonymous complaints will be investigated.

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4.2.2 Roles

The Mayor
The role of the Mayor is to:

I. Receive “complaints”.

II. Liaise with the Chief Executive or Human Resource Manager regarding the organisation of any necessary investigation procedures.

III. Report the result of any investigation to the individual who has made the allegation.

4.2.3 Investigation Procedures – Checklist

While it should be noted that the nature of individual investigations should be tailored to the type of allegation involved, the following serves as a useful checklist:

1 Once the Mayor has made general enquiries and determined that the allegation should be further investigated, then the following issues should be considered:

- objectives of the investigation
- likely outcomes
- scope
- target dates
- key issues
- staffing resources, skill mix and responsibilities
- costs

2 Liaison with Police and/or Council insurers should be considered, as appropriate.

3 Secrecy and confidentiality should be strictly maintained and legal advice should be obtained on the strength of evidence available.

4 All documentary evidence should be obtained and secured as early as possible in the investigation.

5 Investigations and their costs should be monitored.

6 Post investigation assessments should be performed. Systems’ weaknesses should be identified and rectified.

7 If surveillance is going to be undertaken then there must be liaison with the Police and/or Council’s solicitors.

4.2.4 Procedures For Interviews

If an elected member is to be questioned then the following checklist should be referred to. This will ensure that the correct procedure is followed:

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1 Liaison with Police and/or Council solicitors should be considered prior to undertaking any interview.

2 The elected member must be told prior to questioning what the purpose of the meeting is.

3 The elected member must be cautioned and be advised of his or her right to be represented at the interview.

4 The date and start/finish times of the interview must be recorded.

5 Two people at the interview must take notes.

6 The interview notes must be immediately written up after the interview.

7 The interview notes (verified as to their correctness) should be signed by all parties.

5.0 Delegations, References and Revision History

5.1 Delegations - *Identify here any delegations related to the policy for it to be operative or required as a result of the policy*
5.2 Related Documents *- Include here reference to any documents related to the policy (e.g. operating guidelines, procedures)*
5.3 Revision History *– Summary of the development and review of the policy*

5.1 Delegations

Delegation	Delegations Register Reference
None	

5.2 References

Title	Document Reference
Code of Conduct	*#829872*

5.3 Revision History

Revision #	Policy Owner	Date Approved	Approval by	Date of next review	Document Reference
1	*Chief Executive*		*Council*	*February 2019*	*#974907*

#974907

Protected Disclosure Policy for Elected Members and Chief Executive

Approved by:	Timaru District Council
Group:	~~Governance~~People and Capability
Owner:	~~Director Engagement & Culture~~General Manager People and Capability/ Protected Disclosure Contact Officer
Date adopted:	~~14 February 2023~~TBC The policy becomes effective immediately upon adoption, unless otherwise specified
Review:	Every 3 years; earlier if deemed necessary The Audit and Risk Committee will be invited to review the draft policy and make recommendations. Council must have regard to the feedback provided by the Audit and Risk Committee when adopting the policy This Policy does not cease to have effect because it is due for review, or being reviewed
Consultation:	Required to give effect to s82 of the LGA 2002~~Not required~~

Policy Purpose

1. The purpose of this policy is~~ to~~:

(i) To provide a Timaru District Council (Council)-specific framework for Elected Members (EMs) and the Chief Executive (CE) for making a protected disclosure.

~~(i)~~(ii) To provide guidance to past and present ~~Elected Members (~~EM~~'~~s~~), which includes Community Board Members,~~ and ~~the Chief Executive (~~CEs~~)~~ about what type of serious wrongdoing disclosures are covered by the Protected Disclosures (Protection of Whistleblowers) Act 2022 (the "Act").

~~(ii) To provide guidance on how to make a protected disclosure.~~

(iii) To protect past and present EM~~'~~s and CE~~'~~s who want to report serious wrongdoing.

(iv) To safeguard against damage to the reputation of the Council and all involved in its operations.

(v) To give general guidance for ~~the~~ EM~~'~~s~~,~~ and ~~the~~ CEs~~,~~ to ensure compliance with the Act.

~~(v)~~(vi) To protect the public interest.

Scope

2. This policy outlines the policy principles and processes for all elected members and the Chief Executive in relation to protected disclosures (or whistleblowing).

3. As determined by the Protected Disclosures (Protection of Whistleblowers) Act 2022, this includes past and present Elected Members (EM~~'~~s)~~, which includes Community Board Members,~~ and ~~the~~ Chief Executives (CEs).

4. ~~Please note, all paid staff~~All employees, contractors and volunteers are covered by the Protected Disclosures Policy~~ –~~ for Employees, Contractors and Volunteers; this policy does not apply to them.~~.~~

Definitions

5. Discloser: this term has a very broad definition under the Act and therefore includes current and former:

(i) Councillors and Mayors;

(ii) Community Board members and Chairs; and,

(iii) Chief Executives.

6. Elected Members: for the purpose of this policy, refers to any persons elected to the position of Mayor, Councillor or Community Board Member for the Timaru District.

7. Protected Disclosure: A disclosure made by a person who:

(i) believes on reasonable grounds that serious wrong-doing has occurred in that person's organisation, even if the wrongdoing occurred before the commencement of the Act; and

(ii) Discloses the information in accordance with the Act; and

(iii) Does not disclose in bad faith.

~~6.~~8. Serious Wrongdoing: refers to any act, omission, or course of conduct in (or by) an organisation that is:

(i) An unlawful, corrupt or irregular use of public money or resources; or

(ii) A serious risk to public health, public safety, the health or safety of any individual, the environment or the maintenance of the law; or

(iii) Any offence; or

(iv) Oppressive, unlawfully discriminatory, grossly negligent or that is gross mismanagement by public officials.

Policy Statements

~~*Policy Principles*~~

~~7.~~9. Council has a statutory and contractual obligation to develop and maintain a safe workplace for all ~~'~~'disclosers~~'~~' as defined by this policy and the Act, and a duty to protect the public interest.

~~8.~~10. All ~~'~~'disclosers~~'~~' ~~as defined by this policy and the Act,~~ are encouraged to report serious wrongdoing in their workplace if they are concerned that it may be occurring. ~~in order to help prevent the Council from being brought into disrepute. A discloser can be an employee: see Protected Disclosure Policy for Employees, Contractors and Volunteers.~~

Protected Disclosures Processes

~~9.~~11. Refer Appendix A: Procedure for protected disclosures.

~~10.~~12. Disclosures will be protected under this policy if any of the following applies:

(i) The information is about serious wrongdoing by any or all of the following: Council elected members ~~(including Community Board members and chairs)~~, the Chief Executive, employees, contractors and volunteers;

(ii) The discloser reasonably believes the information to be true or likely to be true;

(iii) The discloser wants the serious wrongdoing to be investigated; and

(iv) The discloser wishes to be protected making the disclosure.

~~11.~~13. Disclosures will not be protected under this policy if any of the following applies:

(i) An individual falls outside the definition of an discloser as identified by this policy and the Act;

(ii) They know the allegations to be false;

(iii) They act in bad faith;

(iv) The information they are disclosing is protected by legal professional privilege.

Protections provided under this policy

~~12.~~14. The Act provides that no civil, criminal, or disciplinary proceedings can be taken against a person for making a protected disclosure, or for referring one to an appropriate authority.

~~13.~~15. If a person makes a protected disclosure, Council shall not retaliate or threaten to retaliate against the discloser, nor treat or threaten to treat the discloser less favourably.

~~14.~~16. The Act provides that a discloser who suffers retaliatory action by Council for making a protected disclosure can take a personal grievance under the Employment Relations Act 2000.

~~15.~~17. It is ~~also~~ unlawful under the Human Rights Act 1993 to treat whistle-blowers or potential whistle-blowers less favourably than others in the same or similar circumstances. If a whistle-blower is victimised in this way the legal remedies under the Human Rights Act 1993 may be available to them.

~~16.~~18. ~~Protection does not apply where allegations are made that are known to be false or the discloser acts in bad faith~~.

Confidentiality

~~17.~~19. If a person makes a disclosure and it meets the definition and threshold of serious wrongdoing, information which identifies that individual will be kept confidential and in accordance with the Privacy Act 2020 and its principles. Information requested under the Local Government Official Information and Meetings Act 1987 that identifies a person who made a protected disclosure, will be refused.

~~18.~~20. However, exceptions to this ~~anonymity~~ confidentiality include:

(i) If e~~E~~xemptions in the Act apply; or

(ii) If consent is given to waiving the right to confidentiality; or

(iii) If the individual's name must be released to:

a) e~~E~~nsure an effective investigation occurs, including an investigation by a law enforcement or regulatory agency; or

b) c~~C~~omply with the principles of natural justice; or

c) p~~P~~revent serious risk to public health or public safety, the health or safety of any individual, or the environment.

Monitoring

~~19.~~21. The ~~Director Engagement and Culture~~General Manager People and Capability ~~will work with Risk and Assurance Manager~~and the Assurance and Audit Officer ~~to~~ will periodically review the Protected Disclosure process to measure the efficiency and appropriateness of the process, but not of the disclosures made.

Reporting

22. The Audit and Risk Committee will receive an annual report about protected disclosures.

~~20.~~23. ~~Due to the sensitive nature of the information, n~~No information relating to protected disclosures will be reported in an open meeting or publicly available report. The ~~Director Engagement and Culture's~~ annual report to Audit and Risk Committee in a publicly excluded meeting may include only the number of protected disclosures made and if appropriate, the outcome (i.e. if they were upheld or dismissed).

~~21.~~24. The ~~Director Engagement & Culture along with Manager Risk & Assurance~~General Manager People and Capability and the Assurance and Audit Officer will maintain and have sole access to the Disclosure Register and ensur~~eing~~ compliance with all appropriate legislation.

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	**Delegations Register Reference**
TBC	
References Include here reference to any documents related to the policy (e.g. operating guidelines, procedures)	
Title	**Document Reference**
Protected Disclosure Policy for Employees, Contractors & Volunteers	Find the latest version of the policy in the Master Policy Register #1539671
Elected Members Code of Conduct	https://www.timaru.govt.nz/council/elected-council-members/council-code-of-conduct

Protected Disclosures (Protection of Whistleblowers) Act 2002	https://legislation.govt.nz/act/public/2022/0020/latest/whole.html#LMS320346
Employment Relations Act 2000	https://www.legislation.govt.nz/act/public/2000/0024/latest/whole.html
Human Rights Act 1993	https://www.legislation.govt.nz/act/public/1993/0082/latest/DLM304212.html
Ombudsman guidance	https://www.ombudsman.parliament.nz/get-help-agencies

Revision History
Summary of the development and review of the policy

Revision	Owner	Date Approved	Approval By	Next Review	Doc Ref
1	Director Engagement & Culture	14 February 2023	Council	2026 Triennium	#1562517
2	General Manager People and Capability/ Protected Disclosure Contact Officer	TBC	Council	TBC	#1833164

Appendix A: Procedures for Protected Disclosures

There are certain procedures involved for the making, receiving, and responding to a complaint made as a protected disclosure; this is provided for both in the Act and under this policy. The following guideline is for all 'disclosers' as defined by this policy and the Act, who may wish to make a complaint as a protected disclosure, and for those in Council who may receive and need to ~~deal with~~manage such a complaint.

How to make a protected disclosure

Disclosures need to be made in writing.

An individual can make the disclosure to the CE if they believe on reasonable grounds the Mayor or an Elected Member may be involved or where they believe the Mayor or Elected Member may be in a relationship or associated with a person who is or may be involved in the alleged serious wrongdoing.

An individual can make the disclosure to the Mayor if they believe on reasonable grounds that the CE may be involved; or where they believe the CE may be in a relationship or associated with a person who is or may be involved in the alleged serious wrongdoing; or where it is justified by the urgency of the matter or other exceptional circumstances.

~~An individual can make the disclosure to the CE if they believe on reasonable grounds the Mayor or an Elected Member may be involved or where they believe the Mayor or Elected member may be in a relationship or associated with a person who is or may be involved in the alleged serious wrongdoing.~~

Alternatively, an individual can also make the disclosure directly to an Appropriate Authority at any time if they do not wish to make the disclosure to the CE or Mayor.

Furthermore, a person can make the disclosure to a Minister of the Crown or appropriate authority if they have made substantially the same disclosure to any of the above parties and ~~they~~ that party has~~ve~~ either:

- Decided not to investigate, or
- Not made progress after 20 working days and have not advised of any reason for the delay in investigating, or
- Not taken any action or recommended any action after the investigation, and it is considered that the disclosure is still true or likely to be true.

Council's processes for responding to protected disclosures

Where the disclosure is made to the Mayor or CE~~CE or Mayor~~, ~~with support from an appropriate officer, within 20 working days of receiving the disclosure: The CE or Mayor may~~ they will engage the ~~Director Engagement and Culture or the Manager of Risk and Assurance~~General Manager People and Capability/ Protected Disclosure Contact Officer (or the person acting in their role) to process the complaint.

Within 20 working days of the disclosure being originally made, the General Manager People and Capability/ Protected Disclosure Contact Officer:

- ~~The officer processing the complaint will~~ Will ~~a~~acknowledge receipt of the complaint, including summarising the complaint in writing if the disclosure was made orally; and
- Record the disclosure in the Disclosure Register; and

- Will h~~H~~andle the complaint in the strictest of confidence; and discuss the matter only where appropriate, such as seeking ~~independent~~ legal advice (including an assessment of whether or not the complaint is a protected disclosure under the Act and including adherence to the Privacy Act 2020 and the Privacy Principles) or other specialist ~~independent~~ legal advice; and
- Will u~~U~~se their best endeavours not to disclose information that might identify the person who made the protected disclosure unless ~~where there are~~ exceptions apply (see the Confidentiality section of this policy); and
- Will consider whether the substance of the protected disclosure is a potential breach of the Code of Conduct for Elected Members; if so, proceedings will occur according to the process stated in the Code of Conduct rather than this policy, but meeting requirements stated in the Act; and
- May s~~S~~eek the assistance of an appropriate third party/~~part~~ies to participate, provide advice ~~&~~ and/ or take notes of the interview; and
- Will i~~I~~nterview the discloser with any appropriate third party/ies; and
- Will p~~P~~rovide the discloser with practical assistance and advice, including having a support person assess and provide advice to the discloser on any risks to the discloser; and
- Will i~~I~~nvestigate the allegation;
- Will k~~K~~eep a detailed file note recording the interview, the investigation and the explanation given to the discloser about procedures to be followed; and
- Will h~~H~~ave the file note signed by the discloser to verify the accuracy and completeness of the interview notes and to record the discloser's acceptance of the procedures to be followed; and
- Will address~~Deal with~~ the matter by doing one or more of the following:
    1. Investigate the disclosure.~~;~~
    2. Address any serious wrongdoing by acting or recommending action.~~;~~
    3. Referring the disclosure to an appropriate authority in accordance with the Act.~~;~~
    4. Decide that no action is required.
- Will r~~R~~eport back to the discloser ~~within the 20 working days what the receiver has~~about what has been done or is being do~~ne~~ing to deal with the matter.
- If the complaint is not investigated ~~Complaint Processing Officer fails to investigate the complaint~~ in accordance with the above process, or the discloser is not satisfied that the serious wrongdoing has been addressed, the discloser may refer the matter to a Minister of the Crown or an appropriate authority.

Flow chart of the process on page 9~~7~~.

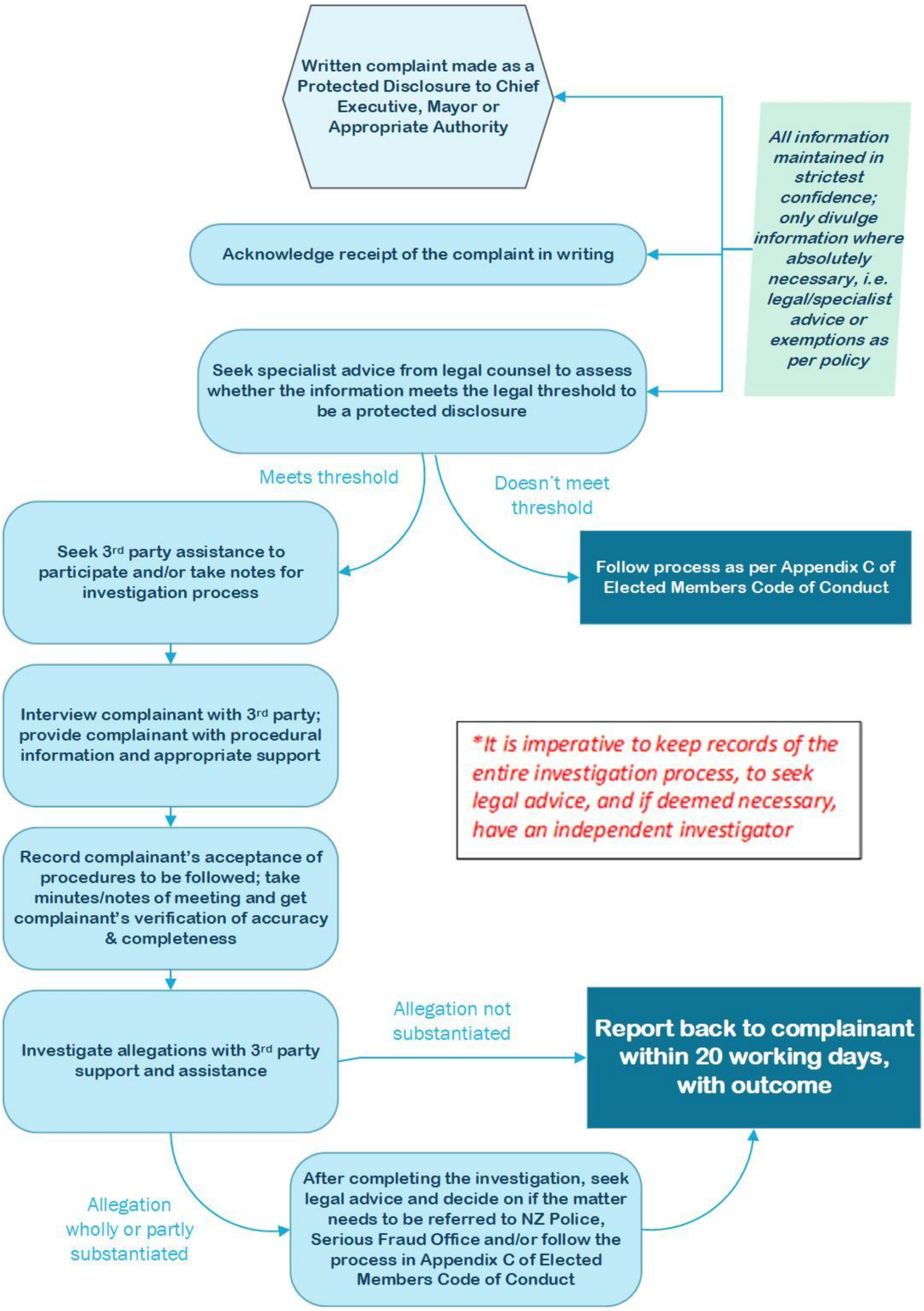
Appropriate Authorities

'Appropriate authorities' that a discloser may refer their protected disclosure to include the following (full details available in the Act):

- The Ombudsman
- The Commissioner of Police
- The Controller and Auditor-General
- The Director of the Serious Fraud Office
- The Health and Disability Commissioner

- The Parliamentary Commissioner for the Environment
- The Solicitor-General
- The Public Services Commissioner
- WorkSafe New Zealand
- Department of Internal Affairs
- The head of every public sector agency
- Any officer of Parliament
- The Office of the Privacy Commissioner

PROTECTED DISCLOSURE INVESTIGATION PROCESS



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Protected Disclosure Policy for Elected Members and Chief Executive

8.8 Governance Remuneration, Allowances and Expenses Policy update

Author: **Brendan Madley, Senior Policy Advisor**

Authoriser: **Stephen Doran, General Manager Corporate**

Recommendation

That Council:

1) receive the report "Governance Remuneration, Allowances and Expenses Policy update"; and
2) note minor changes made by the Remuneration Authority; and
3) determine to amend clause 70 of the policy to make elected members who reside outside of the Timaru District eligible for a home security system allowance; **OR**
4) determine not to amend clause 70 of the policy.

Purpose of Report

1 The purpose of this report is for Council to:

1.1 Note the Local Government Elected Members (2026/27) Determination 2026 (the Determination)[1]

1.2 Decide whether to amend clause 70 of the policy regarding eligibility for allowances for home security systems.

Assessment of Significance

2 This report is assessed as being of low significance.

Background

3 The Remuneration Authority (the Authority) determines the remuneration and allowances for local government elected members, including community board members.

4 In most instances, the Authority sets values that must be adhered to and provide no discretion to individual councils to deviate from. In some instances, the Authority sets maximum limits and allows individual councils to determine whether to accept these or be more restrictive.

5 The annual Determination makes minor changes to:

5.1 Remuneration for some councils (no change for elected members in the Timaru District)

5.2 Vehicle mileage rates (accepted by default and updated in the appendix of the policy)

5.3 Clarified that allowances are GST-inclusive (accepted by default and updated in the appendix of the policy)

[1] Available at: https://www.legislation.govt.nz/secondary-legislation/pco-drafted/2026/196/en/latest/#LMS1609164

5.4 Remove the requirement that only elected members who have a primary residence within the district are eligible for the home security system allowance (Council has discretion).

Discussion

6 Council has the discretion to amend its policy to reflect the Determination’s increased permissiveness for home security system allowances, or can choose to retain the existing approach.

7 At the time of writing, it is understood that a small number of elected members have their primary residence outside of the district and therefore would become eligible (subject to other tests being met).

8 Regardless of its decision, all other relevant aspects of the policy continue to apply, such as the requirement to obtain a security assessment prior to any expenditure being incurred.

Options and Preferred Option

9 Option One: Amend clause 70 of the policy to remove “within the Timaru District” (highlighted text) (preferred).

10 Option Two: Do not amend clause 70 of the policy.

11 Option One is the preferred option as it would ensure that all elected members have a consistent eligibility and in accordance with the view of the Remuneration Authority.

Consultation

12 No consultation has been undertaken or is deemed necessary.

Relevant Legislation, Council Policy and Plans

13 Local Government Elected Members (2026/27) Determination 2026

14 Governance Remuneration, Allowances and Expenses Policy

Financial and Funding Implications

15 This report contains no direct financial implications.

16 The financial information in the policy adoption report (at the Council meeting 4 November 2025) already assumed that all 26 elected members could be eligible.

17 As referenced above in 8, eligibility to be considered for a home security system allowance is not directly correlated with the amount of expenditure likely to be incurred.

Other Considerations

18 There are no other considerations.

Attachments

1. Draft Governance Remuneration, Allowances and Expenses Policy (includes track changes)

Governance Remuneration, Allowances and Expenses Policy

TIMARU DISTRICT COUNCIL
Te Kaunihera ā-Rohe o Te Tihi o Maru

Approved by:	Timaru District Council
Group:	Governance and Finance
Owner:	Chief Executive
Date adopted:	21 November 2025 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 Appendix 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, 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 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).

   (iii) The remuneration of all external appointments to Council committees and subcommittees.

3. The remuneration provisions of 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: financial and non-financial in-kind entitlements available to elected members and external appointments for the purpose of conducting Council business. Elected member 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: 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 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): 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 LGA).

11. Council Controlled Trading Organisation (CCTO): any council controlled organisation that operates a trading undertaking for the purpose of making a profit (as per s6 of the 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 LGA.

13. Elected Member: the Mayor, Timaru District Councillors and Community Board Members.

14. External Members: individuals 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.Hearing: has the same meaning as 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.

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.

17. Reasonable: deemed appropriate by the approving authority because, in the circumstances, it is in accordance with this policy and its principles.

18. Remuneration Authority (the Authority): an independent body established by the Remuneration Authority Act 1977, with responsibilities under the LGA to determine remuneration and expense/allowance rules for local authority members.

19. Remuneration: financial and non-financial in-kind consideration paid to elected members, directors appointed to a CO or external members of a Council committee or subcommittee in accordance with this policy.

Policy Statements

Legislative context

20. The LGA provides for 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.

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]

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

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

[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.

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

Remuneration – Elected Members

26. The Mayor shall receive remuneration as determined by the Remuneration Authority, outlined in Appendix A.
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 Councillors. The allocation of the Governance Pool is outlined in Appendix A, as recommended by Council and approved by the Remuneration Authority.
28. Community Board Chairs and Members receive remuneration as determined by the Remuneration Authority, outlined in Appendix A.
29. Elected Councillors who are appointed as Chairs or members on the Community Board receive no additional remuneration.
30. Elected Members who sit on resource management or district plan hearings receive fees as determined by the Remuneration Authority, outlined in Appendix A.
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.
32. Elected Members appointed Directors of COs may receive remuneration in accordance with Council's External Governance Appointments Policy.

Remuneration – All other Council appointments

33. Council recognises that remuneration of directors to COs or appointed external members to committees or subcommittees is a matter of public interest.
34. Remuneration, and changes to remuneration, will require Council approval. Remuneration 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.
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.
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.

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

38. All remuneration and vehicle-kilometreallowances 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 Executive Support Manager or equivalent role.

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.

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-KilometreAllowance

45. Elected members can claim a vehicle-kilometreallowance to reimburse costs incurred for eligible travel.

46. Elected member travel is eligible for this 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.

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

49. Any vehicle-kilometre 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.

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

51. All claims for the vehicle-kilometreallowance are to be approved by the Chief Executive.

Allowances – Travel Time Allowance

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

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

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

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.

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

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.

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 after the first hour of eligible travel time within the Timaru District boundaries.

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

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

Allowances – ICT

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

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.

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

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.

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.

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.

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

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

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.

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

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.

79. In incurring and claiming these expenses, elected members will abide by the principles outlined earlier in this policy.

80. Any expenses to be reimbursed will be on an actual and reasonable basis.

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

82. All expense claims are to be returned to the 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.

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).

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.

89. Taxis or ride sharing services may be used for Council business for safety or security reasons, or where it is deemed the most appropriate form of transport.

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.

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

92. Costs paid for directly by an elected member for unanticipated travel will be considered for reimbursement in accordance with this poilcy upon presentation of actual receipts.

Air Travel

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.

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.

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

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

Mayor's Allowances

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

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 the vehicle kilometre-allowance.

Car Parking

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

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.

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

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

Meals, Beverages and Incidentials

103. Elected Members can claim actual and reasonable meal costs (not including alcoholic beverages) incurred while the member is engaged on Council business.

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

Hospitality and Entertainment

105. The Mayor and Deputy Mayor hold credit cards 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. For the Mayor, 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. For the Deputy Mayor, all expenditure is to be reviewed – and where deemed appropriate – approved by the Chief Executive.

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.

Stationery

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.

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 peformance 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.

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	https://www.timaru.govt.nz/__data/assets/pdf_file/0005/1073093/Code-of-Conduct-2025.pdf

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 2024/25 Remuneration Authority determination	August 2025	#1715868
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
2	Chief Executive	21 November 2025	Chief Executive, under delegated authority by	At the start of the 2028-31 triennium	#1795527

			Council on 4 November 2025 (refer memo #1808266)		
2.1	Chief Executive	21 November 2025	N/A – Appendix A updated 3 February 2026 to reflect the Local Government Elected Members (2025/26) Amendment Determination (No 2) 2025 (refer memo #1822505 and Determination #1819455)	At the start of the 2028-31 triennium	#1819456
3	Chief Executive	21 July 2026	Council, to reflect the Local Government Elected Members (2026/27) Determination 2026	At the start of the 2028-31 triennium	#1853404

Appendix A – Remuneration and Allowances

Updated to reflect ~~Schedule 3 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~~ the Local Government Elected Members (2026/27) Determination 2026

Remuneration for Elected Members	
Mayor's Remuneration:	$161,673
Deputy Mayor's Remuneration:	$84,502
Committee Chairpersons' Remuneration:	$73,235
Deputy Committee Chairpersons' Remuneration:	$61,968
Councillor (no additional responsibilities)	$56,334
Councillor (Minimum Allowable Remuneration):	$48,823
Geraldine Community Board	
Chairperson (if applicable):	$13,190
Member:	$6,595
Pleasant Point Community Board	
Chairperson (if applicable):	$10,344
Member:	$5,172
Temuka Community Board	
Chairperson (if applicable):	$13,450
Member:	$6,724
Fees relating to hearings per hour of hearing time[2]	
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)
Local Arts Scheme Committee per meeting	$130
Youth Initiatives Subcommittee per meeting	$130

ICT Equipment and Consumables Allowances		
All Elected Members	Mobile phone	$200[3]
	Printer	$50
	Laptop, tablet or similar	$400
Mobile/Phone/Broadband Services Allowances		
All Elected Members	Mobile phone	$500[4]

[2] Actual time spent on items stated in section 6 of the Determination
[3] Except for Mayor
[4] Except for Mayor

	Internet services	$800
Vehicle-Kilometre Allowances for all Councillors and Community Board members		
Vehicle Type	Up to 14,000km of eligible travel	Over 14,000km of eligible travel
Petrol	$1.20~~17~~ per km	37 cents per km
Diesel	$1.30~~26~~ per km	38~~5~~ cents per km
Petrol Hybrid	90~~86~~ cents per km	24~~1~~ cents per km
Electric	$1.22~~08~~ per km	23~~19~~ cents per km
Travel Time Allowance		
$41.30 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.		

All allowances are GST inclusive, if any applies. All other values are GST exclusive, if any applies.

8.9 Greenhouse Gas Inventory for TDC and CCO and CCTO Operations for 2024 - 2025 Year

Author: Troy Titheridge, Climate Change Advisor

Authoriser: Paul Cooper, General Manager Regulatory Development and Growth

Recommendation

That Council receives and notes:

1. The July 2024 - June 2025 Greenhouse Gas Inventory for Timaru District Council, including Council-Controlled Organisation, Venture Timaru, and Council-Controlled Trading Organisation, Timaru District Holdings Limited.

Purpose of Report

1 This report presents the FY2024 - 2025 audited Greenhouse Gas (GHG) Emissions Inventory for Timaru District Council operations including Council-Controlled Organisation, Venture Timaru, and Council-Controlled Trading Organisation, Timaru District Holdings Limited. The inventory builds on the baseline established in 2022-2023 and the subsequent 2023-2024 inventory, and reflects continued improvements in data quality, organisational coverage, and reporting maturity. It provides elected members with a consolidated view of emissions associated with Council and Council-controlled activities to support governance oversight and decision-making.

Assessment of Significance

2 The report is principally for staff and governance use but may be of public interest and support wider community awareness and engagement. Greenhouse gas emissions contribute to climate change, and Council has recognised the need to monitor and manage these impacts. This report is therefore considered low significance under the Significance and Engagement Policy as the number of people, and extent to which people are affected is low.

Discussion

3 The FY2024-2025 Greenhouse Gas Inventory represents Council's third year of emissions reporting and marks a notable step forward in both confidence and maturity. For the second time since the baseline year, the inventory has undergone independent audit verification by Toitū Envirocare. This process has confirmed that the emissions have been measured in accordance with international standards. In addition, the overall quality of the FY24-25 inventory has been assessed as "High", reflecting a strong level of completeness and reliability in the data. This is up from the FY22-23 inventory which was assessed as "Good".

4 Total gross emissions for FY24-25 are 27,244 tCO2e, compared to approximately 33,269 tCO2e in FY23-24, and 32,526 tCO2e in FY22-23. This represents a noticeable reduction. However, it is important to understand that this change is not solely due to emissions reductions on the ground.

5 One of the drivers for the decrease is a change in reported Category 4 (procurement-related) emissions, which have reduced substantially compared to the previous year. These emissions are calculated using spend-based methods and can vary depending on how data is captured,

categorised, and refined over time. As a result, year-on-year changes in this category can reflect improvements in data quality and methodology, rather than a direct reduction in physical emissions.

6 In contrast, direct emissions (Category 1) have increased, from approximately 16,899 tCO2e in FY23-24 to 22,283 tCO2e in FY24-25. This increase is largely driven by operational activities such as landfill emissions, composting, and forestry harvesting. These activities are influenced by factors such as waste volumes, organic processing, and land management decisions.

7 Overall, the inventory continues to show that Council's emissions are concentrated in a small number of activities. Waste disposed at the Redruth landfill remains the largest contributor, followed by composting operations and forestry harvesting. These activities dominate the emissions profile and are inherently more complex to manage, as they involve biological processes and long-term emissions.

8 A key takeaway is that Council now has a clear and reliable picture of where emissions are coming from. The achievement of a high-quality, independently verified inventory is a significant success. It provides a credible foundation for future planning and ensures that decisions can be made with confidence.

9 At the same time, the inventory highlights areas for improvement. Some emissions, particularly those related to procurement, still rely on estimates and carry higher uncertainty. The assessment report also identifies opportunities to strengthen wastewater data measurement and tracking of refrigerants and stored fuels. These are expected next steps as the inventory continues to mature.

10 A separate report, following this paper, considers the future direction of Council's organisational emissions reduction work in light of the Local Government Head Start reform programme.

Attachments

1. Timaru District Council Greenhouse Gas Inventory FY2024-2025 ⇩

GREENHOUSE GAS EMISSIONS INVENTORY REPORT

Prepared in accordance with ISO 14064-1:2018

Timaru District Council

Prepared by (lead author): Troy Titheridge (Climate Change Advisor)

Dated: 01 April 2026

Verification status: Reasonable except for staff commuting, purchased goods and services and forestry emissions and removals, which are limited

Measurement period: 01 July 2024 to 30 June 2025

Base year period: 01 July 2022 to 30 June 2023

Approved for release by:

Paul Cooper, General Manager – Regulatory, Development and Growth

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The template has been provided by Enviro-Mark Solutions Limited (trading as Toitū Envirocare). While every effort has been made to ensure the template is consistent with the requirements of ISO 14064-1:2018, Toitū Envirocare does not accept any responsibility whether in contract, tort, equity or otherwise for any action taken, or reliance placed on it, or for any error or omission from this report. The template should not be altered (i.e. the black text); doing so may invalidate the organisation's claim that its inventory is compliant with the ISO 14064-1:2018 standard.

This work shall not be used for the purpose of obtaining emissions units, allowances, or carbon credits from two or more different sources in relation to the same emissions reductions, or for the purpose of offering for sale carbon credits which have been previously sold.

The consolidation approach chosen for the greenhouse gas inventory should not be used to make decisions related to the application of employment or taxation law.

This report shall not be used to make public greenhouse gas assertions without independent verification and issue of an audit opinion by Toitū Envirocare.

AVAILABILITY

The Timaru District Council Inventory Management Report is primarily for internal use and will be disseminated via Council Standing Committee.

REPORT STRUCTURE

The Inventory Summary contains a high-level summary of this year's results and from year 2 onwards a brief comparison to historical inventories.

Chapter 1, the Emissions Inventory Report, is a complete and accurate quantification of the amount of GHG emissions and removals that can be directly attributed to the organisation's operations within the declared boundary and scope for the specified reporting period. The inventory is based on the Greenhouse Gas Protocol: A Corporate Accounting and Reporting Standard (2004) and ISO 14064-1:2018 Specification with Guidance at the Organization Level for Quantification and Reporting of Greenhouse Gas Emissions and Removals[1]. Where relevant, the inventory is aligned with industry or sector best practice for emissions measurement and reporting.

[1] Throughout this document 'GHG Protocol' means the *GHG Protocol Corporate Accounting and Reporting Standard* and 'ISO 14064-1:2018' means the international standard *Specification with Guidance at the Organizational Level for Quantification and Reporting of Greenhouse Gas Emissions and Removals*.

Chapter 2, the reduction plan and progress report. See Appendix 1 and the related Spreadsheet for detailed emissions inventory results, including a breakdown of emissions by source and sink, emissions by greenhouse gas type, and non-biogenic and bio-genic emissions. Appendix 1 also contains detailed context on the inventory boundaries, inclusions and exclusions, calculation methodology, liabilities, and supplementary results.

This overall report provides emissions information that is of interest to most users but must be read in conjunction with the inventory workbook for covering all of the requirements of ISO 14064-1:2018.

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EXECUTIVE SUMMARY

This is the annual greenhouse gas (GHG) emissions inventory report for Timaru District Council covering the measurement period 01 July 2024 to 30 June 2025. It provides readers with a consolidated, organisation-wide view of the emissions associated with Council operations and Council-controlled activities and supports governance oversight of climate-related performance and risk. The FY24-25 inventory draws on operational data from across the organisation, including fleet and stationary fuel use, electricity consumption, staff commuting, paper use, forestry activities, and key areas of procurement. Together, these sources provide a snapshot of where emissions arise within Council's activities and where the most significant opportunities and risks are concentrated. The inventory demonstrates continued improvement in the quality and consistency of Council's emissions data, with a proportion derived from direct operational records. Where direct measurement is not yet available, proxy methods remain in use to ensure full organisational coverage, while also highlighting priorities for future data system and reporting improvements. Overall, this inventory establishes a credible and transparent evidence base to support Council's strategic decision-making, investment prioritisation, and monitoring of progress over time, including alignment with Council's wider climate change mitigation and adaptation objectives.

Table 1: Inventory summary

Category **(ISO 14064-1:2018)**	**Scopes** **(ISO 14064-1:2006)**	**2023**	**2024**	**2025**
Category 1: Direct emissions (tCO_2e)	Scope 1	12,940.16	16,899.42	22,283.59
Category 2: Indirect emissions from imported energy (location-based method*) (tCO_2e)	Scope 2	656.16	1,020.98	1,139.53
Category 3: Indirect emissions from transportation (tCO_2e)	Scope 3	511.01	535.59	826.57
Category 4: Indirect emissions from products used by organisation (tCO_2e)	Scope 3	17,419.22	14,813.23	2,994.48
Category 5: Indirect emissions associated with the use of products from the organisation (tCO_2e)	Scope 3	0.00	0.00	0.00
Category 6: Indirect emissions from other sources (tCO_2e)	Scope 3	0.00	0.00	0.00
Total direct emissions (tCO_2e)		**12,940.16**	**16,899.42**	**22,283.59**
Total indirect emissions* (tCO_2e)		**18,586.40**	**16,369.80**	**4,960.58**
Total gross emissions* (tCO_2e)		**31,526.55**	**33,269.22**	**27,244.16**
Category 1 direct removals (tCO_2e)		-3,235.00	-3,564.00	-3,550.00
Total net emissions (tCO_2e)		**28,291.55**	**29,705.22**	**23,694.16**

*Emissions are reported using a location-based methodology.

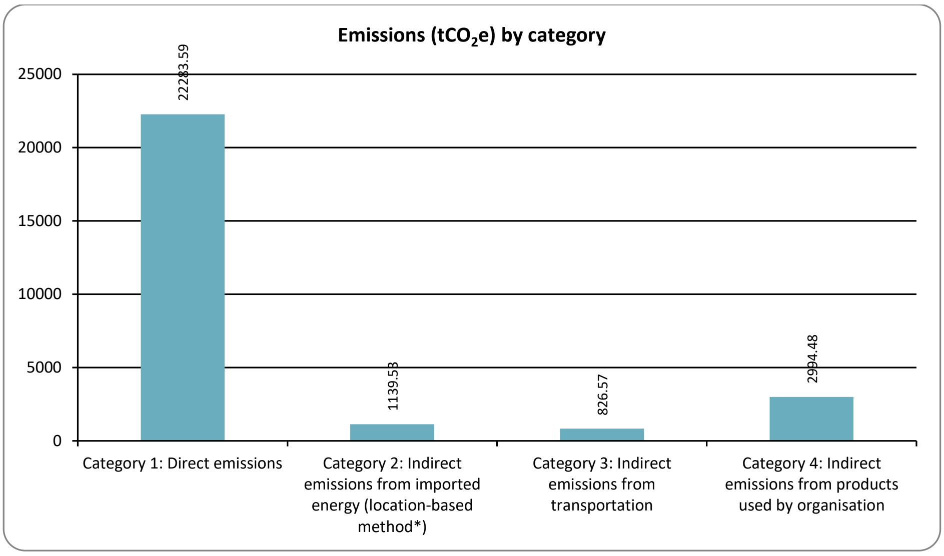

Figure 1: Emissions (tCO_2e) by Category for this measurement period

CHAPTER 1: EMISSIONS INVENTORY REPORT

1.1. INTRODUCTION

This report is the annual greenhouse gas (GHG) emissions inventory report for Timaru District Council.

The FY2024-2025 Carbon Inventory for Timaru District Council represents another reporting year in Timaru District Council's organisational greenhouse gas inventory, building on the baseline established in FY2022–2023, and subsequent FY2023-2024 carbon inventory report. This inventory continues to capture operational emissions across Council activities and Council-Controlled Organisations/Trading Organisations and supports ongoing performance tracking and assurance.

The FY24-25 inventory reflects a maturing dataset, with a strong emphasis on activity-based measurement where reliable primary data is available. This includes records for fleet fuel consumption, stationary fuels and industrial gases, purchased electricity across multiple retailers, staff commuting patterns derived from a staff travel survey, paper consumption, and forestry-related activities. These sources provide a foundation for quantifying direct and energy-related indirect emissions.

For emission sources where direct activity data is not yet consistently available - particularly within elements of procurement and contracted services - proxy methodologies continue to be applied. These are primarily spend-based calculations, using expenditure by supplier or category multiplied by relevant emission factors published by the Ministry for the Environment. These approaches ensure comprehensive coverage of Council's operational footprint while also identifying areas for future data quality improvements.

Overall, the FY24-25 inventory is intended to provide a transparent, auditable, and progressively improving representation of Timaru District Council's operational emissions profile, enabling year-on-year comparison against the baseline and informing both mitigation and management responses.

The inventory report and any GHG assertions are expected to be verified by a third-party verifier. The level of assurance is reported in a separate Audit Opinion provided to the directors of the entity.

1.2. EMISSIONS INVENTORY RESULTS

Table 2: Emissions inventory summary for this measurement period

Measurement period: 01 July 2024 to 30 June 2025.

Category	Emission Sources (tCO_2e)	Total emissions (tCO_2e)
Category 1: Direct emissions	CO_2, Diesel stationary combustion, Diesel, Forests - Harvesting (tCO_2), HCFC-22 (R-22, Genetron 22 or Freon 22), HFC-134a, HFC-32, LPG stationary commercial, Petrol premium, Petrol regular, Composting, Waste landfilled - Redruth - LFGR Mixed waste, Wastewater for treatment plants (average)	22,283.59
Category 2: Indirect emissions from imported energy (location-based method*)	Electricity - Annual factor	1,139.53
Category 3: Indirect emissions from transportation	Car Average (unknown fuel type), Pre-calculated (tCO_2-e) - Purchased goods and services, Accommodation - New Zealand, Pre-calculated (tCO_2-e) - Air travel, Pre-calculated (tCO_2-e) - Business travel, Air travel domestic (average), Car Average (unknown fuel type).	826.57

Category	Emission Sources (tCO_2e)	Total emissions (tCO_2e)
Category 4: Indirect emissions from products used by organisation	Libraries, museums, and art (spend-based), Paper use - default, Paper use - specific supplier - Australian Paper, Architectural and engineering services (spend-based), Civil engineering services (spend-based), Computers, parts, and office machinery (spend-based), Non-residential building construction (spend-based), Research and development (spend-based), Electricity distributed T&D losses, Waste to Landfill Municipal solid waste (tCO_2e), Waste landfilled LFGR Mixed waste.	2,994.48
Category 5: Indirect emissions associated with the use of products from the organisation		0.00
Category 6: Indirect emissions from other sources		0.00
Total direct emissions		**22,283.59**
Total indirect emissions*		**4,960.58**
Total gross emissions*		**27,244.16**
Category 1 direct removals		-3,550.00
Total net emissions		**23,694.16**
Operating revenue (gross tCO_2e / $Millions)	173.32	200.62

*Emissions are reported using a location-based methodology.

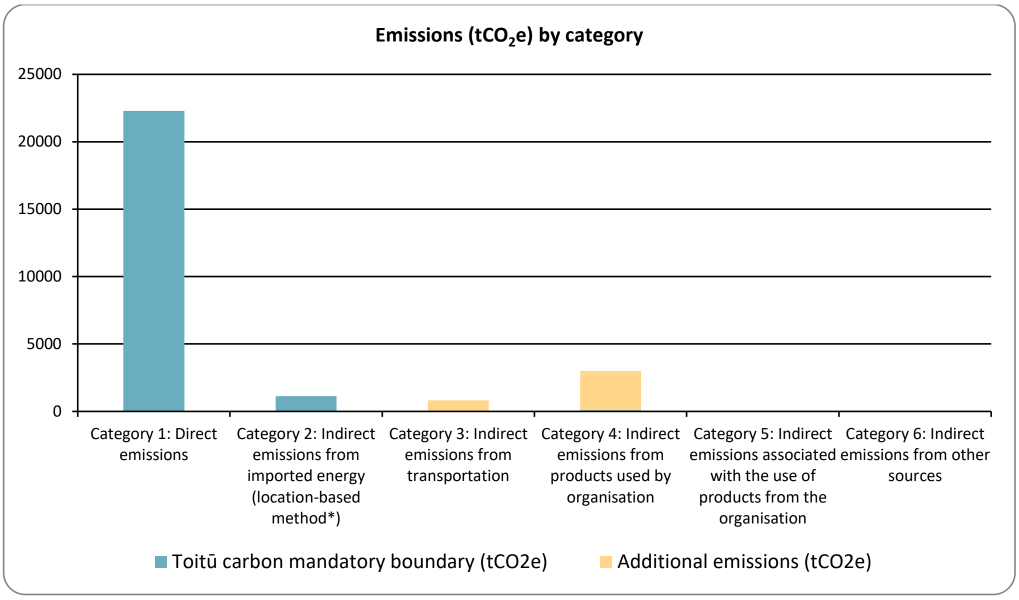

Figure 2: Emissions (tCO_2e) by category

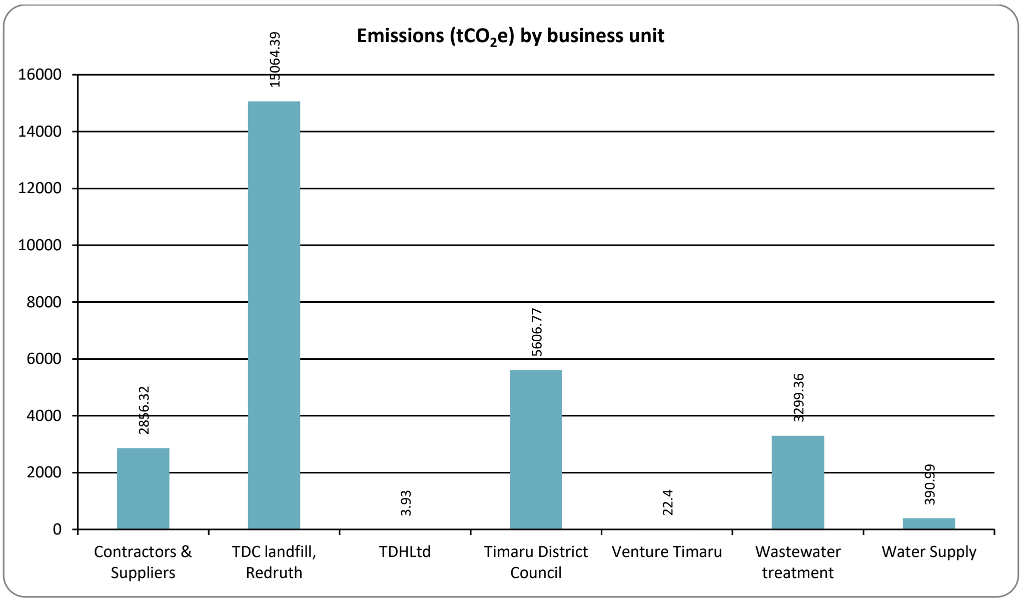

Figure 3: Emissions (tCO_2e) by business unit

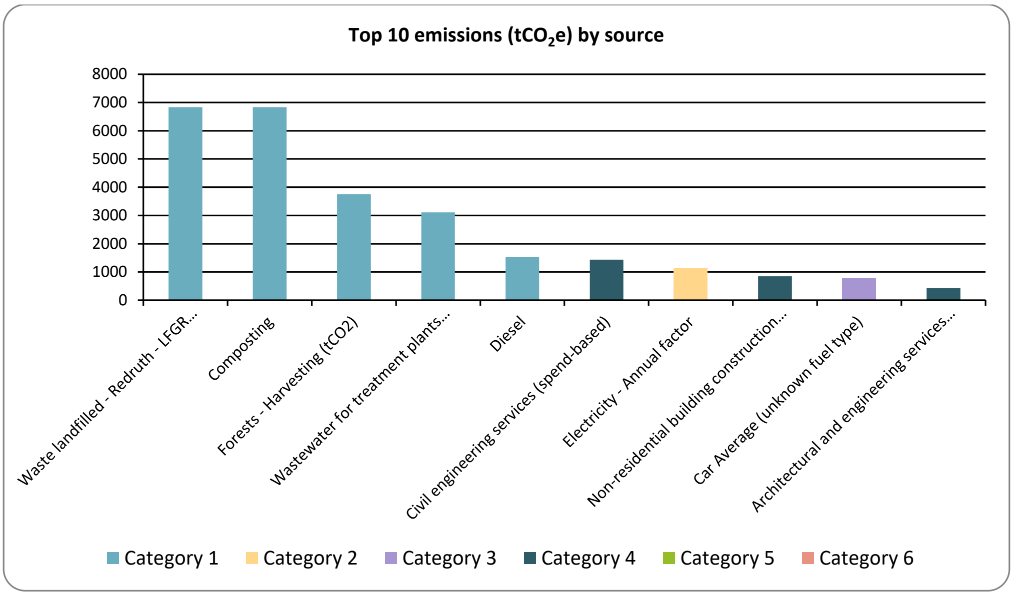

Figure 4: Top 10 emissions (tCO_2e) by source

1.3. ORGANISATIONAL CONTEXT

1.3.1. Organisation description

Timaru District Council (TDC) is a territorial authority responsible for delivering a broad range of local government services to the ratepayers of the Timaru District. The district includes the main urban centres of Timaru, Temuka, Pleasant Point, and Geraldine, along with smaller coastal and inland settlements extending from Milford Huts on the coast to Peel Forest near the Rangitata River.

TDC's operations primarily encompass infrastructure delivery, regulatory functions, and community services. As part of this organisational footprint, the Council also oversees a Council-Controlled Organisation, Venture Timaru and, Council-Controlled Trading Organisation, Timaru District Holdings Limited. Both entities are included within the organisational boundary of the FY24-25 greenhouse gas inventory, reflecting Council's management control and supporting a group-level view of operational emissions.

Environment Canterbury (the Canterbury Regional Council) shares a rates billing arrangement with Timaru District Council but operates as a separate legal and operational entity. It is not included within this inventory.

Services and activities captured within this inventory include, but are not limited to: kerbside waste and recycling services; organic waste processing and composting; operation of a Council-managed landfill; community and public facilities; street lighting and traffic signal networks; road and footpath construction and maintenance; urban stormwater systems; drinking water supply networks; wastewater and trade waste systems; water treatment; parks and open space management; social housing provision; and a range of community, economic development, and regulatory services delivered directly by Council.

These activities reflect the scale and complexity of the Council group's operations and underpin the need for a comprehensive, organisation-wide approach to greenhouse gas measurement and management.

Commitment

While certification is not currently being pursued, independent audit and assurance are recognised as critical for providing confidence to elected members and the organisation that methodologies are sound, assumptions are appropriate, and the inventory can be relied upon to inform future decisions and investment.

GHG Reporting

The 2024 Long Term Plan re-affirmed Council's commitment to strengthening its response to climate change. This greenhouse gas inventory is a key component in delivering that commitment. It provides a consolidated, evidence-based picture of the emissions associated with Council and Council-controlled operations, enabling informed governance, priority-setting, and future investment decisions.

By establishing a clear understanding of emissions arising from "business as usual" activities, this report creates the platform for developing credible pathways toward lower-emissions service delivery and a more resilient future.

Climate Change Impacts

Climate Change is increasing the exposure of Timaru District Council's infrastructure and services to physical and operational risk. During 2024-2025, periods of intense rainfall and storm activity resulted in localised flooding and runoff, highlighting vulnerabilities within stormwater, wastewater, roading, and coastal assets. Warmer conditions and dry spells are also placing growing pressure on water supply systems, parks and reserves management, and rural service delivery, while hotter summers can be attributable to heat stress to the vulnerable.

Over time, these impacts are expected to accelerate asset deterioration, increase maintenance and renewal costs, and disrupt service delivery across transport, three waters, coastal protection, and community facilities. Climate change therefore represents a material risk to Council's infrastructure performance, financial sustainability, and ability to deliver reliable services, requiring ongoing adaptation, resilience investment, and integration into asset and long-term planning.

Parent Company Targets

Government policy establishes clear expectations that public sector organisations, including local authorities, implement robust greenhouse gas measurement and management practices. This is reflected in the Climate Change Response (Zero Carbon) Amendment Act, the Government's Emissions Reduction Plans, the Carbon Neutral Government Programme, and the National Adaptation Plans. Together, these instruments establish national emissions budgets, reduction pathways, and public sector leadership expectations, and reinforce the need for local authorities to develop credible emissions inventories, integrate climate considerations into operational and investment planning, and progressively reduce emissions where practicable.

1.3.2. Statement of intent

The intended uses of this inventory are:

Intended use and users

This greenhouse gas inventory has been prepared as an internal decision-support tool for Timaru District Council's elected members, senior management, and operational teams. Its primary purpose is to provide a transparent, organisation-wide account of emissions sources to support governance oversight, strategic planning, and integration of climate considerations into Long Term Plan and Annual Plan processes, asset management, and investment decision-making.

The inventory is also intended to support operational implementation by informing service planning and procurement by identifying the activities and systems that drive emissions. It provides a foundation for incorporating emissions considerations into supplier engagement, infrastructure delivery, and continuous improvement initiatives across the Council group

Other schemes and requirements

This inventory has been prepared to align with recognised greenhouse gas accounting principles and the Toitū Envirocare e-Manage framework, and to support consistency with national guidance issued by the Ministry for the Environment.

While the Council is not currently seeking formal certification, the inventory is intended to be suitable for independent assurance and to provide credible evidence for internal governance, reporting, and continuous improvement.

1.3.3. Person responsible

Troy Titheridge (Climate Change Advisor) is responsible for the preparation of this inventory report. Paul Cooper, General Manager, Regulatory, Development and Growth has the authority to represent top management and has financial authority to authorise budget for the Programme and is responsible for overall emission inventory measurement and reduction performance.

State any other people/entities involved

A wide range of Council business units and staff contributed to the provision of data for the FY24-25 greenhouse gas inventory. Information was sourced from operational teams responsible for fleet and plant, facilities, water and wastewater services, transportation, parks and open spaces, solid waste, procurement and finance, and Council-Controlled organisations/Trading Organisations.

This reflects the breadth of Council operations and ensures that data is drawn directly from those teams responsible for service delivery and asset management. It also supports data ownership across the organisation and enables progressive improvement in data quality, consistency, and internal reporting systems over time.

Top management commitment

In June 2022, Council resolved to be a climate-friendly council, committing to adapt to climate change and reduce operational greenhouse gas emissions wherever feasible. This commitment has been reinforced through the 2024 Long Term Plan and ongoing support for the development of Council's emissions inventory, integration of climate considerations into planning and investment decisions, and continued improvement of emissions data and management practices.

Management involvement

Day-to-day collection, compilation, and processing of emissions data for the FY24-25 inventory were undertaken by Council staff as part of operational reporting activities and supplied to the Climate Change Advisor on request. Senior management were not directly involved in the primary data collection or calculation processes.

Management involvement occurs when the Inventory Management Report is provided to senior leadership for review prior to finalisation and publication. This review process provides management with oversight of the scope and key findings and enables feedback to be incorporated to ensure the report appropriately reflects Council operations and organisational context.

1.3.4. Reporting period

Base year measurement period: 01 July 2022 to 30 June 2023

The 2022-2023 financial year established Timaru District Council's first organisational greenhouse gas inventory and baseline. Since then, Council has continued to strengthen its data collection and reporting processes, expanding coverage and improving the quality and consistency of emissions data used in the inventory.

During the preparation of the FY24-25 inventory, the Climate Change Unit experienced the loss of a key staff member involved in this work. Despite this, the inventory has progressed, with refinements to data sources and methodologies resulting in minor differences between this report and earlier inventories.

Measurement period of this report: 01 July 2024 to 30 June 2025

Reporting on the Carbon Inventory is annual, and presented after the end of the financial year.

TDC financial and annual reporting year runs from July 1st to June 30th, so this carbon inventory covers the same interval (Financial Year July 2024 - June 2025)

1.3.5. Organisational boundary and consolidation approach

An operational control consolidation approach was used to account for emissions.[2]

Organisational boundaries were set with reference to the methodology described in the GHG Protocol and ISO 14064-1:2018 standards.

Justification of consolidation approach

The FY24-25 greenhouse gas inventory reports emissions arising from activities under Timaru District Council's operational control and includes Venture Timaru and Timaru District Holdings Limited within the organisational boundary.

An operational control consolidation approach has been adopted, reflecting that Council retains authority to establish operating policies, asset management requirements, and environmental management practices, including where activities are delivered through external contractors. Emissions are therefore reported from services, infrastructure, and facilities that Council plans, funds, and manages.

The inventory prioritises activity-based data where available, including fuel, electricity, waste, wastewater, refrigerants, forestry, and staff commuting. For material operational areas where detailed activity data is not yet consistently available - particularly civil construction and contracted services - emissions have been estimated using spend-based methodologies with Ministry for the Environment emission factors. This enables Council-directed construction and service delivery activities to be captured within the operational boundary while identifying areas for future improvement in activity-based reporting.

Organisational structure

Figure 5 shows what has been included in the context of the overall structure.

Timaru District Council is a territorial authority operating under the Local Government Act framework and located within the Canterbury Region. The Council is governed by an elected body of councillors who set strategic direction and provide governance oversight of both the core Council organisation and Council-controlled entities.

The core Council organisation is led operationally by the Chief Executive supported by the Senior Leadership Team who oversee business units responsible for delivering services to the community. In addition, the Timaru District Council Group includes Council-controlled entities, including Venture Timaru and Timaru District Holdings Limited. These entities sit outside the internal Chief Executive and SLT structure, operate with their own management and reporting arrangements, and are subject to Council ownership and oversight.

The organisational structure chart illustrates both the internal management structure of Council and the wider Council group boundary used for this greenhouse gas inventory.

[2]control: the organisation accounts for all GHG emissions and/or removals from facilities over which it has financial or operational control. equity share: the organisation accounts for its portion of GHG emissions and/or removals from respective facilities.

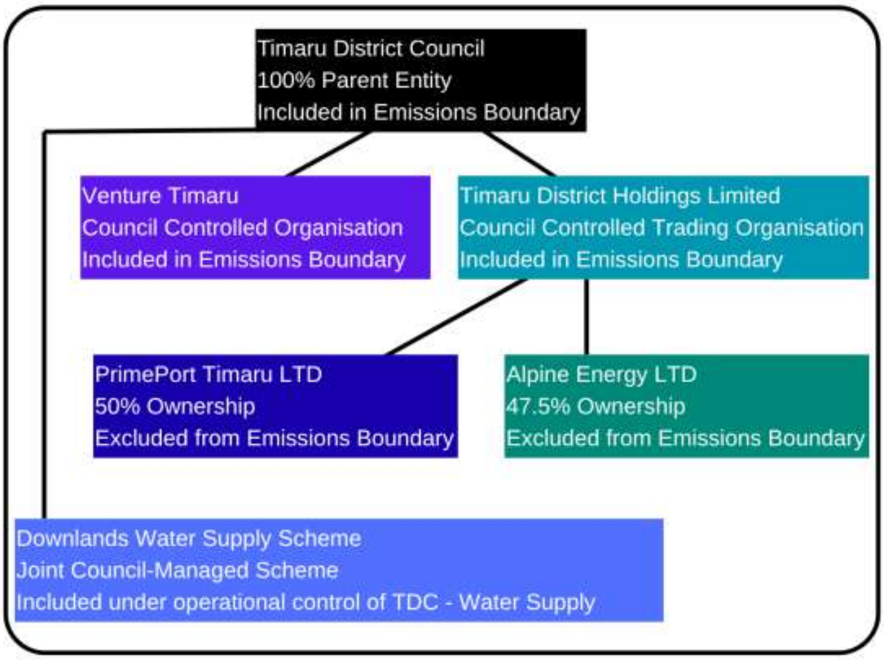

Figure 5: Organisational structure

Table 3. Brief description of business units, sites and locations included in this emissions inventory

Title/Role	Company/Business unit/Facility	Physical location	Description
Chief Financial Officer	Finance	TDC Municipal Offices, Timaru	Financial planning, monitoring and reporting. Administers rating, payables and receivables, financial advice for all council activities
Chief Information Officer	Information Technology	TDC Municipal Offices, Timaru	Provides technology-based services and strategies across all council activities
Corporate Services	Legal	TDC Municipal Offices, Timaru	Internal Legal guidance
	Audit and Risk	TDC Municipal Offices, Timaru	Internal audit and risk management
	Communications and Marketing	TDC Municipal Offices, Timaru	Communication and engagement activities including advertising
	Democracy	TDC Municipal Offices, Timaru	Work associated with the Elected Council and Community Boards
	Strategy and Corporate Planning	TDC Municipal Offices, Timaru	Corporate planning activities, publications and strategic improvements
	Customer Services	TDC Municipal Offices, Timaru	Management of all customer interactions
	Community Development	TDC Municipal Offices, Timaru	Community Funding, Safer Communities, Welcoming Communities
	Community Development	TDC Municipal Offices, Timaru	Activities to improve Council engagement with groups, for example youth, seniors, refugees
Assets and Infrastructure	Waste Unit	TDC Municipal Offices, Timaru + Redruth	waste assets, waste minimisation, and EnviroNZ operations - Redruth
	Airport	Levels, north of Timaru	Operation of Richard Pearse Airport
	Property	TDC Municipal Offices, Timaru	Operation and maintenance of council facilities such as CBAY, Art Gallery, Museum and service centres, public toilets, council housing.
	Parks and Recreation	TDC Municipal Offices, Timaru Sir Basil Arthur Park - 102 Racecourse Road, Timaru Botanic Gardens - 25B King Street, Timaru	Management of parks department
People and Capability	People and Capability	TDC Municipal Offices, Timaru	Operation of Human Resource function for all of Council
Recreation Facilities	Recreation Facilities	Cbay Aquatic Centre - 11 Te Weka Street, Timaru	Pool operations, stadium operations, café, aquatics

Title/Role	Company/Business unit/Facility	Physical location	Description
		Temuka Swimming Pool - Ferguson Drive, Temuka Pleasant Point Swimming Pool - 1 Harris Street, Pleasant Point Geraldine Swimming Pool - 23 Cox Street, Geraldine Aorangi Stadium - 70 Morgans Road	
Drainage and Water	Three waters	TDC Municipal Offices, Timaru Claremont Treatment Plant - 107 Claremont Road, Timaru Seadown Wastewater Treatment - 124 Aorangi Road, Timaru	Management of three waters activities
Land Transport	Strategy, projects, consents, planning, networks, assets,	TDC Municipal Offices, Timaru	Management of roading activities
Gallery, Libraries, Archives and Museums	Libraries	Timaru Library - 56 Sophia Street, Timaru Temuka Library - 72-74 King Street, Timaru Geraldine Library - 80 Talbot Street, Timaru	Operation of the Timaru, Temuka and Geraldine libraries
	Aigantighe Art Galley	49 Wai-Iti Road, Timaru	Operation of the Aigantighe Art Gallery
	South Canterbury Museum	16 Perth Street, Timaru	Operation of the Timaru Museum
Regulatory, Development and Growth	Animal Control	TDC Municipal Offices, Timaru	Animal control services
	Parking Enforcement	TDC Municipal Offices, Timaru	Enforcement of council's parking policies
	Building Control	TDC Municipal Offices, Timaru	Building consent authority under the Building Act 2004. Grants building consents, monitors building works, and issues a variety of compliance certificates
	Environment Health	TDC Municipal Offices, Timaru	Management and enforcement of several legislative requires such as food safety, hazardous substances and environmental nuisance
	Infrastructure Planning	TDC Municipal Offices, Timaru	Service connections consenting

Title/Role	Company/Business unit/Facility	Physical location	Description
	Planning	TDC Municipal Offices, Timaru	Develops and administers the District Plan and related policies, and processes resource consents
	Climate Change	TDC Municipal Offices, Timaru	Research and analysis on the effects of climate change on Council activities
	Emergency Management	TDC Municipal Offices, Timaru	Emergency management leadership, advice and planning
Council Controlled Organisation	Venture Timaru	119 Stafford Street, Timaru	Economic Development Agency
Council Controlled Trading Organisation	Timaru District Holdings Limited	119 Stafford Street, Timaru	Regional investment company

1.3.6. Excluded business units

All Business Units (where applicable), are included in the emissions boundary.

CHAPTER 2: EMISSIONS MANAGEMENT AND REDUCTION REPORT

2.1. EMISSIONS REDUCTION RESULTS

Timaru District Council has not yet established formal, organisation-wide greenhouse gas emissions reduction targets. As a result, performance to date is best described in terms of building effective emissions management rather than delivery against defined reduction benchmarks.

Since the establishment of the organisational inventory, Council's focus has been on improving the quality, coverage, and transparency of emissions data, strengthening internal reporting processes, and identifying sources of emissions across operations and Council-controlled activities. This has included refining activity-based datasets, improved procurement and supplier analysis, and integrating emissions considerations into operational discussions.

While emissions reduction initiatives have historically been progressed where they aligned with operational efficiency and asset renewal (such as LED street lighting upgrades and landfill gas management at Redruth), the FY24-25 inventory primarily reflects Council's transition toward a more structured and evidence-based approach.

Table 4: Comparison of historical GHG inventories

Category	2023	2024	2025
Category 1: Direct emissions (tCO_2e)	12,940.16	16,899.42	22,283.59
Category 2: Indirect emissions from imported energy (location-based method*) (tCO_2e)	656.16	1,020.98	1,139.53
Category 3: Indirect emissions from transportation (tCO_2e)	511.01	535.59	826.57
Category 4: Indirect emissions from products used by organisation (tCO_2e)	17,419.22	14,813.23	2,994.48
Category 5: Indirect emissions associated with the use of products from the organisation (tCO_2e)	0.00	0.00	0.00
Category 6: Indirect emissions from other sources (tCO_2e)	0.00	0.00	0.00
Total direct emissions (tCO_2e)	**12,940.16**	**16,899.42**	**22,283.59**
Total indirect emissions* (tCO_2e)	**18,586.40**	**16,369.80**	**4,960.58**
Total gross emissions* (tCO_2e)	**31,526.55**	**33,269.22**	**27,244.16**

Category	2023	2024	2025
Category 1 direct removals (tCO_2e)	-3,235.00	-3,564.00	-3,550.00
Total net emissions (tCO_2e)	**28,291.55**	**29,705.22**	**23,694.16**
Emissions intensity			
Operating revenue (gross tCO_2e / $Millions)	277.31	241.96	200.62
Operating revenue (gross mandatory tCO_2e / $Millions)	148.77	131.03	173.32

*Emissions are reported using a location-based methodology.

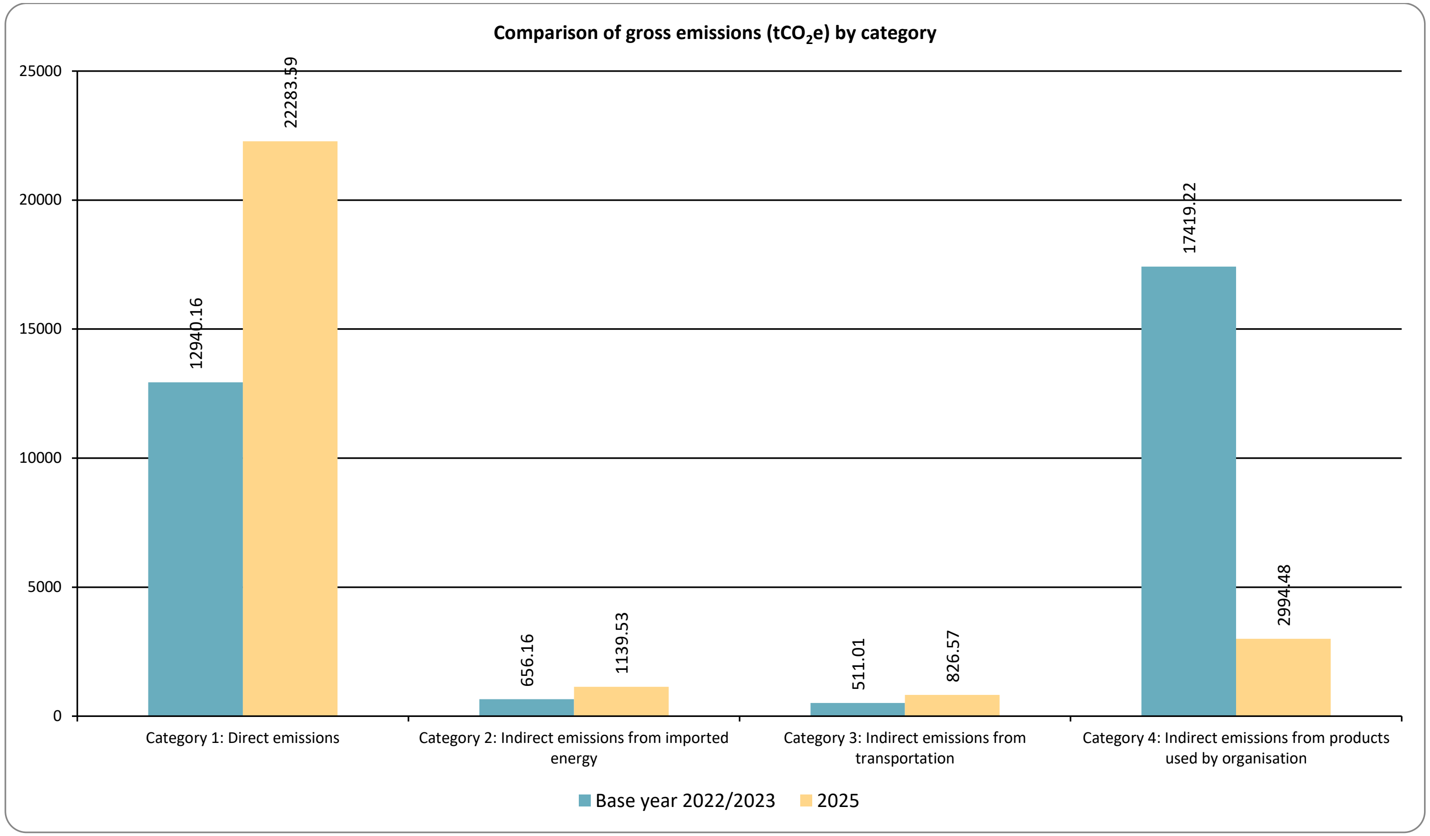

Figure 6: Comparison of gross emissions (tCO_2e) by category between the reporting periods

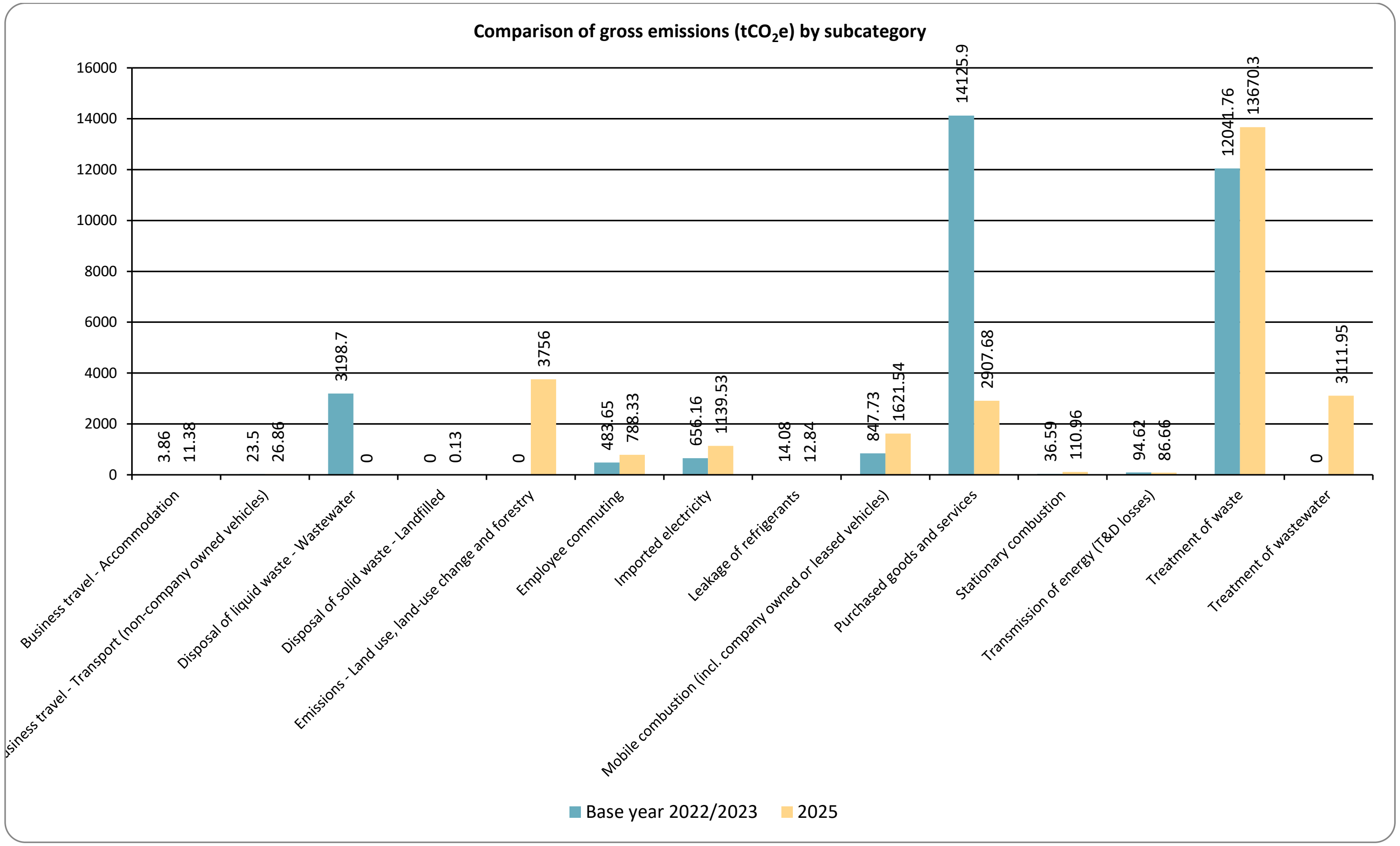

Figure 7: Comparison of gross emissions (tCO_2e) by subcategory between the reporting periods

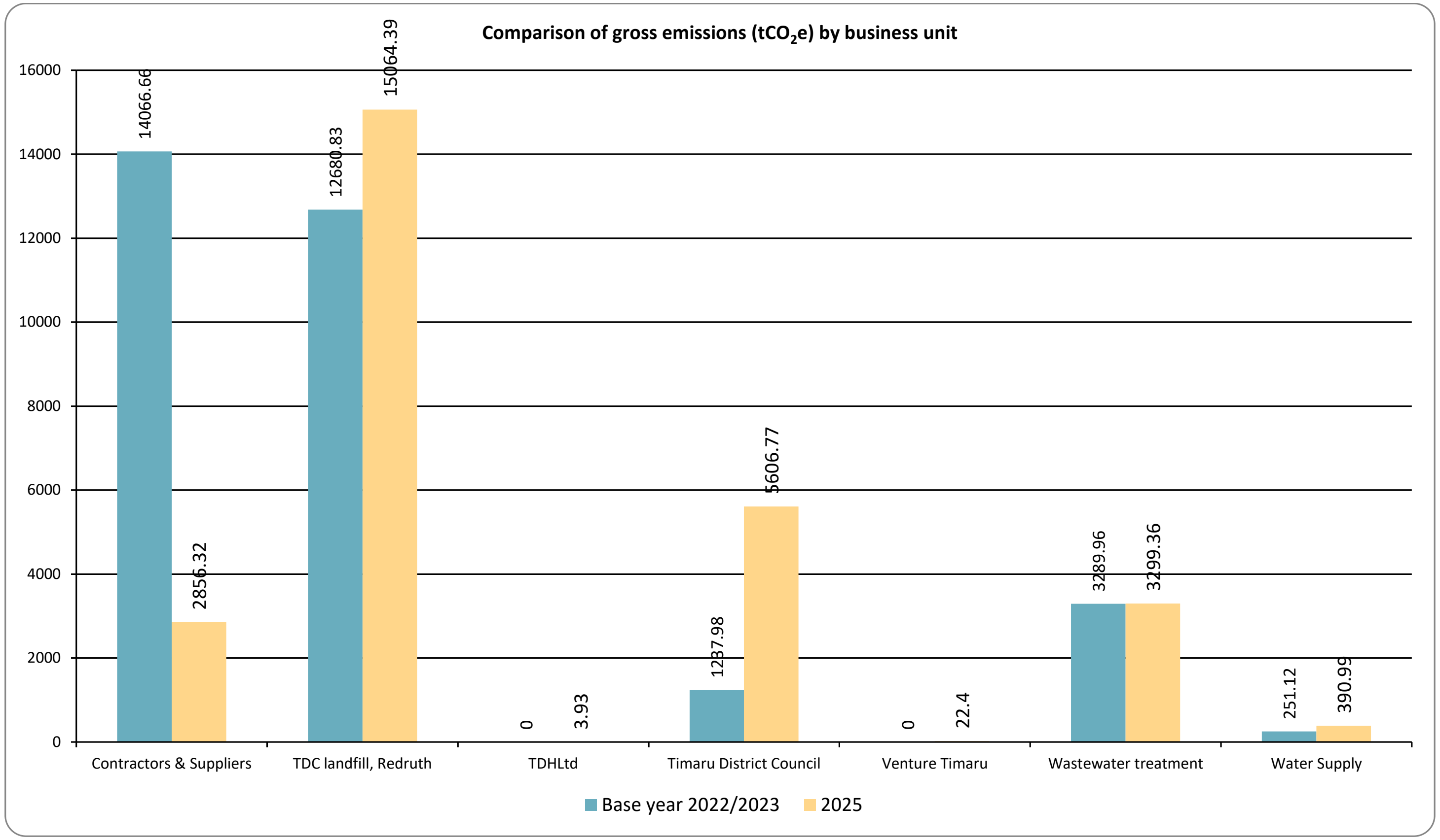

Figure 8: Comparison of gross emissions (tCO_2e) by business unit between the reporting periods

2.2. SIGNIFICANT EMISSIONS SOURCES

Significant sources

The FY24-25 greenhouse gas inventory shows that Timaru District Council's emissions profile is strongly influenced by land-use and organic material management activities.

The most significant source of emissions is waste disposed at the Redruth landfill. Landfilled waste represents a long-term and high-emissions activity due to the ongoing generation of methane from decomposing organic material. As a Council-managed facility receiving municipal and commercial waste, Redruth landfill is attributable to a high proportion of the organisation's overall footprint.

The second largest source is emissions associated with composting operations. Composting plays an important role in diverting organic material away from landfill and supporting waste minimisation objectives. However, due to the large volumes of organic material processed, composting itself represents a material emissions source within the inventory.

The third most significant source is forestry harvesting. Emissions associated with harvesting reflect changes in carbon stocks arising from the removal of trees within Council-managed forestry assets. These emissions can vary substantially from year to year depending on harvesting schedules and forestry management decisions. In FY24-25, harvesting activity had a material influence on the Council's overall emissions profile.

Collectively, these three sources account for the majority of emissions reported in the FY24-25 inventory and define the areas where Council's operational, waste, and land-use decisions have the greatest influence on its greenhouse gas footprint.

Activities responsible for generating significant emissions

Emissions are generated through Council's waste management activities, specifically the acceptance, placement, and long-term containment of municipal and commercial waste at the Redruth landfill. Once organic material is buried, it undergoes anaerobic decomposition over extended periods, producing landfill gas dominated by methane. The emissions therefore arise from the ongoing biological breakdown of waste deposited through Council's waste collection and disposal system.

Emissions are generated through the processing of organic material within composting operations. Organic waste diverted from landfill is biologically decomposed under managed composting conditions, releasing carbon dioxide and smaller quantities of methane and nitrous oxide depending on process conditions. The emissions arise from the composting activity itself - the controlled biological treatment of organic material - rather than from fuel or electricity used at the site, which are reported separately.

Emissions are generated through forestry management activities involving the harvesting of trees within Council-managed forestry assets. When trees are felled, carbon stored in living biomass is transferred into harvested wood products, residues, and soils, with carbon subsequently released over time through decomposition, processing, or end-of-life treatment. The emissions therefore arise from harvesting and associated land-use management activities.

Influences over the activities

Waste landfilled at Redruth landfill is primarily influenced by population growth, economic activity, consumption patterns, and the effectiveness of waste minimisation and diversion programmes. Changes in community behaviour, product packaging, construction and demolition activity, and commercial waste generation all affect landfill input volumes. Future emissions from Redruth will be shaped by Council waste strategy decisions, including investment in diversion infrastructure, organics recovery systems, and contract structures, as well as national waste policy and regulatory interventions.

Composting activity levels are driven by the volume and composition of organic material collected, and the scope of diversion services offered. Expansion of organic waste collection services - such as offering to other regions, changes in regulatory requirements. Future emissions in this area will therefore be influenced by Council waste policy, service design, customer uptake. Operational improvements, changes in composting methods, or investment in alternative organics processing technologies also have the potential to materially affect both activity levels and emissions intensity.

Forestry harvesting activity is influenced by long-term forestry management plans, market conditions, and land-use objectives. Harvest scheduling, replanting programmes, land conversion decisions, and asset performance expectations all shape the timing and scale of harvesting. Future forestry-related emissions will therefore be affected by strategic land management decisions, integration of carbon objectives into forestry planning, and potential shifts toward longer rotation periods, alternative land uses.

Significant sources that cannot be influenced

The Council's largest emissions sources - landfilled waste, composting, and forestry harvesting - are largely driven by unavoidable biological processes and legacy activities. Landfill emissions arise from long-term decomposition of previously disposed waste, composting emissions are inherent to organic waste treatment, and forestry emissions reflect carbon stock changes associated with harvesting cycles. While Council can influence long-term waste and land management strategies, these sources cannot be materially reduced in the short term.

2.3. STAFF ENGAGEMENT

Staff awareness of emissions management is supported through internal communications, and engagement activities linked to the development of the greenhouse gas inventory. The annual staff travel to work survey has been used as both a data collection tool and an engagement mechanism to build awareness of emissions sources and behaviours. Climate change and emissions considerations are also being integrated into Council planning processes, including the Annual Plan and Long-Term Plan.

APPENDIX 1: DETAILED GREENHOUSE GAS INVENTORY

Additional inventory details are disclosed in the tables below, and further GHG emissions data is available on the accompanying spreadsheet to this report (Appendix1-Data Summary Timaru District Council.xls).

Table 5. Direct GHG emissions and removals, quantified separately for each applicable gas

Category	CO_2	CH_4	N_2O	NF_3	SF_6	HFC	PFC	Desflurane	Sevoflurane	Isoflurane	Emissions total (tCO_2e)
Stationary combustion	110.57	0.29	0.10	0.00	0.00	0.00	0.00	0.00	0.00	0.00	110.96
Mobile combustion (incl. company owned or leased vehicles)	1,594.14	3.39	24.01	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,621.54
Emissions - Industrial processes	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Removals - Industrial processes	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Leakage of refrigerants	0.00	0.00	0.00	0.00	0.00	12.84	0.00	0.00	0.00	0.00	12.84
Fugitive Emissions	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Treatment of waste	0.00	11,195.24	2,475.06	0.00	0.00	0.00	0.00	0.00	0.00	0.00	13,670.30
Treatment of wastewater	489.62	1,243.31	1,379.01	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,111.95
Emissions - Land use, land-use change and forestry	3,756.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,756.00
Removals - Land use, land-use change and forestry	-3,550.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-3,550.00
Fertiliser use	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Addition of livestock waste to soils	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Addition of crop residue to soils	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Enteric fermentation	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Addition of lime to soils	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Open burning of organic matter	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Electricity generated and consumed onsite	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Medical gases	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Exported electricity	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Forestry, Land and Agriculture	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total net emissions	2,400.34	12,442.24	3,878.18	0.00	0.00	12.84	0.00	0.00	0.00	0.00	18,733.59

Table 6. Non-biogenic, biogenic anthropogenic and biogenic non-anthropogenic CO_2 emissions and removals by category

Category	Anthropogenic biogenic CO_2 emissions	Anthropogenic biogenic (CH_4 and N_2O) emissions (tCO_2e)	Non-anthropogenic biogenic (tCO_2e)
Category 1: Direct emissions	0.00	16,292.63	0.00
Category 2: Indirect emissions from imported energy	0.00	0.00	0.00
Category 3: Indirect emissions from transportation	0.00	0.00	0.00
Category 4: Indirect emissions from products used by organisation	0.00	0.03	0.00
Category 5: Indirect emissions associated with the use of products from the organisation	0.00	0.00	0.00
Category 6: Indirect emissions from other sources	0.00	0.00	0.00
Total gross emissions	**0.00**	**16,292.66**	**0.00**

A1.1 REPORTING BOUNDARIES

A1.1.1 Emission source identification method and significance criteria

The GHG emissions sources included in this were identified with reference to the methodology described in the GHG Protocol and ISO 14064-1:2018 standards.

Sources and sinks were identified through a combination of internal engagement and review of operational records. This included direct communication with relevant staff across infrastructure, water, waste, facilities, fleet, procurement, finance, and Council-controlled organisations. Operational expenditure records, supplier invoices, and procurement data were reviewed to identify emissions associated with fuel, energy, waste, and contracted services.

Significance of emissions sources within the organisational boundaries has been considered in the design of this inventory. The significance criteria used comprise:

- All direct emissions sources that contribute more than 1% of total Category 1 and 2 emissions.

Additional detail on significance criteria used, by source and sink, is included in Appendix 2.

A1.1.2 Included sources and activity data management

As adapted from ISO 14064-1, the emissions sources deemed significant for inclusion in this inventory were classified into the following categories:

- Direct GHG emissions (Category 1): GHG emissions from sources that are owned or controlled by the company.
- Indirect GHG emissions (Category 2): GHG emissions from the generation of purchased electricity, heat and steam consumed by the company.
- Indirect GHG emissions (Categories 3-6): GHG emissions that occur as a consequence of the activities of the company but occur from sources not owned or controlled by the company.

Table 7 provides detail on the categories of emissions included in the GHG emissions inventory, an overview of how activity data were collected for each emissions source, and an explanation of any uncertainties or assumptions made based on the source of activity data. Detail on estimated numerical uncertainties are reported in Appendix 1.

Data used to compile the FY24-25 greenhouse gas inventory has been recorded and managed through a combination of a detailed working spreadsheet and Council’s information management system plus Microsoft Teams. A central Excel workbook has been maintained to document data inputs, calculations, and cross-check across all emission sources.

Table 7. GHG emissions activity data collection methods and inherent uncertainties and assumptions

GHG emissions category	GHG emissions source or sink subcategory	Overview of activity data and evidence	Explanation of uncertainties or assumptions around your data and evidence	Use of default and average emissions factors	Pre-verified data
Category 1: Direct emissions and removals	Stationary combustion	LPG stationary commercial, CO_2, Diesel stationary combustion	Minor uncertainty associated with stock changes and allocation of fuel use between sites.	Default MfE stationary combustion emission factors applied.	Invoices and supplier reports used; not independently pre-verified.
	Mobile combustion (incl. company owned or leased vehicles)	Diesel, Petrol premium, Petrol regular	Assumes fuel purchased is consumed within the reporting year for Council fleet activities.	Default MfE mobile combustion emission factors applied.	Fuel card supplier reports used; not independently pre-verified.
	Leakage of refrigerants	HCFC-22 (R-22, Genetron 22 or Freon 22), HFC-134a, HFC-32	Some uncertainty where leakage quantities are inferred from recharge volumes rather than directly measured.	GWP factors applied for each refrigerant type.	Supplier invoices and maintenance records used; not independently pre-verified.
	Treatment of waste	Composting, Waste landfilled - Redruth - LFGR Mixed waste	Assumes weighbridge data accurately reflects waste quantities and that standard waste composition and decay modelling assumptions used within eManage are representative. Uncertainty exists in waste composition profiles and long-term landfill gas generation modelling.	Default landfill emission factors applied through eManage.	Weighbridge system data used; not independently pre-verified.
	Treatment of wastewater	Wastewater for treatment plants (average)	Moderate uncertainty associated with flow measurement accuracy and process assumptions.	Default wastewater emission factors applied through eManage.	Operational records used; not independently pre-verified.
	Emissions - Land use, land-use change and forestry	Forests - Harvesting (tCO_2)	Estimates based on standard yield tables and harvest timing assumptions.	Toitū Forest Removals and Quantification Tool Used	Toitū Forest Removals and Quantification Tool Used

GHG emissions category	GHG emissions source or sink subcategory	Overview of activity data and evidence	Explanation of uncertainties or assumptions around your data and evidence	Use of default and average emissions factors	Pre-verified data
	Removals - Land use, land-use change and forestry	Forests - removals (tCO_2)	Assumes standard growth rates and species profiles are representative of Council forestry assets.	Toitū Forest Removals and Quantification Tool Used	Toitū Forest Removals and Quantification Tool Used
Overall assessment of uncertainty for Category 1 emissions and removals		34%	High		
Category 2: Indirect emissions from imported energy	Imported electricity	Electricity - Annual factor	Low uncertainty as billing data provides reliable aggregated consumption totals.	National grid-average electricity emission factor applied in eManage.	Retailer billing data; not independently pre-verified.
Overall assessment of uncertainty for Category 2 emissions and removals		4%	Low		
Category 3: Indirect emissions from transportation	Business travel - Transport (non-company owned vehicles)	Car Average (unknown fuel type), Pre-calculated (tCO_2-e) - Air travel, Pre-calculated (tCO_2-e) - Business travel, Air travel domestic (average)	Orbit provided data which is a Toitū partner provides low uncertainty.	Pre-calculated eManage business travel emission factors applied.	Orbit Supplier recrods.
	Business travel - Accommodation	Accommodation - New Zealand, Pre-calculated (tCO_2-e) - Purchased goods and services	Orbit provided data which is a Toitū partner provides low uncertainty.	Pre-calculated eManage business travel emission factors applied.	Orbit Supplier recrods.
	Employee commuting	Car Average (unknown fuel type)	Modeate uncertainty. Based on self-reported survey responses and scaled to the workforce. Results are influenced by participation rates.	Car average (unknown fuel type) emission factor applied, given uncertainty of combustion fuel type.	Internal survey data; not independently pre-verified.

GHG emissions category	GHG emissions source or sink subcategory	Overview of activity data and evidence	Explanation of uncertainties or assumptions around your data and evidence	Use of default and average emissions factors	Pre-verified data
Overall assessment of uncertainty for Category 3 emissions and removals		55%	High		
Category 4: Indirect emissions from products used by organisation	Purchased goods and services	Paper use - default, Paper use - specific supplier - Australian Paper, Architectural and engineering services (spend-based), Civil engineering services (spend-based), Computers, parts, and office machinery (spend-based), Libraries, museums, and art (spend-based), Non-residential building construction (spend-based), Research and development (spend-based)	Spend-based approach introduce higher uncertainty.	Ministry for the Environment spend-based emission factors applied.	Finance system records; not independently pre-verified.
	Disposal of solid waste - Landfilled	Waste landfilled LFGR Mixed waste, Waste to Landfill Municipal solid waste (tCO_2e)	Uncertainty exists where detailed waste composition or disposal pathway data outside Council operational control is limited.	Default waste disposal emission factors applied	Weighbridge records; not independently pre-verified.
	Transmission of energy (T&D losses)	Electricity distributed T&D losses	Low uncertainty. Calculated using national average transmission and distribution loss factors.	Default transmission and distribution loss factors applied.	e-Manage values; not independently pre-verified.
Overall assessment of uncertainty for Category 4 emissions and removals		35%	High		

A1.1.3 Excluded emissions sources and sinks

Emissions sources in Table 8 have been identified and excluded from this inventory.

Table 8. GHG emissions sources excluded from the inventory

Business unit	GHG emissions source or sink	GHG emissions category	Reason for exclusion
Parks & Recreation	Source - Fertiliser	Scope 1	Excluded due to negligible amount used within Parks and Forestry operations.
People & Capability	Taxi and rideshare use for business travel	Scope 3 (Business travel)	Excluded due to lack of reliable distance, fuel type, and vehicle data. Considered negligible due to hire cars primarily used.
People & Capability	Public transport for business travel	Scope 3 (Business travel)	Excluded due to lack of reliable activity data. Considered immaterial.
Procurement	Contractor fuel use (construction, roading, forestry)	Scope 3 (Purchased services)	Excluded where fuel is not purchased or controlled by Council and activity data is unavailable.
Infrastructure / Property	Embodied emissions from capital works and infrastructure	Scope 3 (Capital goods)	Excluded from operational inventory as lifecycle embodied emissions are not captured. Spend based methodology used instead.
Solid Waste / Landfill	Electricity use under contractor operational control (e.g. landfill operations)	Scope 2	Excluded where electricity is procured and managed by third-party contractors and not available at asset-specific level.
Organisation-wide	Non-car staff commuting (bus, motorbike, walking, cycling, EVs)	Scope 3 (Employee commuting)	Excluded from commuting activity boundary to align with the 'Car average (unknown fuel type)' emission factor. Only combustion car travel included.
Procurement	Certain purchased goods and services.	Scope 3 (Purchased goods and services)	Excluded whereby emissions are considered minimal in comparison to more significant emission sources i.e. Civil engineering.
Parks & Recreation / Urban Forestry	Amenity vegetation and urban tree sequestration	Removals / sinks	Excluded due to uncertainty in species, growth variance, replacement data, data quality limitations.
Airport - Richard Pearse	Aviation fuel used by commercial and private aircraft	Scope 3 (other indirect emissions)	Excluded due to aircraft operations and aviation fuel combustion are under the operational control of third-party airlines and aviation operators.

A1.2 QUANTIFIED INVENTORY OF EMISSIONS AND REMOVALS

A1.2.1 Calculation methodology

A calculation methodology has been used for quantifying the emissions inventory based on the following calculation approach, unless otherwise stated below:

Emissions = activity data x emissions factor

The following alternative emissions quantification approaches have been used in this inventory:

• Forest removals using programme supplied template based on growth rate lookup tables.

The quantification approach(es) has not changed since the previous measurement period

All emissions were calculated using Toitū e-manage with emissions factors and Global Warming Potentials provided by (see Appendix 1 - data summary.xls). Global Warming Potentials (GWP) from the IPCC fifth assessment report (AR5) are the preferred GWP conversion[3].

Where applicable, unit conversions applied when processing the activity data has been disclosed.

There are systems and procedures in place that will ensure applied quantification methodologies will continue in future GHG emissions inventories.

A1.2.2 GHG Storage and liabilities

A1.2.2.1 GHG STOCKS HELD ON SITE

Refrigerants and fuels may be stored on site, but their accidental leakage or release could result in a large increase in emissions for that period. Refrigerants such as HFCs, PFCs and SF_6 are GHGs with high global warming potentials, so material volumes of these or fuel are reported as potential liabilities.

Table 9. Total storage as of year end with potential GHG emissions liabilities.

GHG gas stock held	Quantity	Unit	Potential liability (tCO_2e)
CO_2	6,699.00	kilograms	6.70
Diesel stationary combustion	12,600.00	litres	33.77
HCFC-22 (R-22, Genetron 22 or Freon 22)	2.60	kilograms	4.58
HFC-134a	5.00	kilograms	6.50
HFC-32	2.60	kilograms	1.76
LPG stationary commercial	23,723.00	kilograms	70.50
Total potential liability			123.80

A1.2.2.2 LAND-USE LIABILITIES

Organisations that own land subject to land-use change may achieve sequestration of carbon dioxide through a change in the carbon stock on that land.

[3] If emission factors have been derived from recognised publications which still use earlier GWPs, the emission factors have not been altered from as published

Where sequestration is claimed, then this also represents a liability in future years should fire, flood, management activities or other intentional or unintentional events release the stored carbon.

Table 10. Land-use liabilities (total)

Site name	Total sequestration during reporting period (tCO_2e)	Contingent liability (tCO_2e)	Total potential liability (tCO_2e)
Timaru District Council	-3550	10198	64358

A1.2.3 Supplementary results

Holdings and transactions in GHG-related financial or contractual instruments such as permits, allowances, verified offsets or other purchased emissions reductions from eligible schemes are reported separately here.

A1.2.3.1 PURCHASED OR DEVELOPED REDUCTION OR REMOVAL ENHANCEMENT PROJECTS

Quantified forestry removals have been included in the FY24–25 inventory based on Ministry for the Environment per-hectare removal factors applied to Council-managed forestry assets. These represent biological sequestration only; no carbon credits were generated or earned under the NZ ETS in FY24–25, and no external reduction or removal enhancement projects were purchased for voluntary offsetting. ETS unit purchases associated with Redruth landfill are compliance obligations and are not treated as reduction or removal projects.

APPENDIX 2: SIGNIFICANCE CRITERIA USED

Table 11. Significance criteria used for identifying inclusion of indirect emissions

Emission source	Magnitude	Level of influence	Risk or opportunity	Sector specific guidance	Outsourced	Employee engagement	Intended Use and Users	Include in inventory?
Business travel - land and air	Moderate. Measurable contributor to Category 3 emissions.	High. Council controls travel policies, management approval to travel/attend.	Opportunity to reduce emissions and cost through travel demand management and lower-emission choices.	Recognised Scope 3 source for public sector organisations.	Partially. Travel services provided externally but demand is internally driven.	Yes. Staff behaviour directly influences emissions.	Inform travel policy, operational practices, and reporting to management and elected members.	Yes
Business travel - accommodation	Low to moderate. Smaller than transport but relevant for completeness.	Moderate. Council can influence booking practices and preferred suppliers.	Opportunity to integrate emissions considerations into travel procurement.	Included for completeness of business travel Scope 3 emissions.	Yes. Accommodation is externally provided.	Yes. Driven by staff travel requirements.	Support travel management practices and completeness of emissions profile.	Yes
Employee commuting - private vehicles	Moderate. Organisation-wide indirect emissions source.	Moderate. Council can influence through workplace policies, flexible working, and site planning.	Opportunity to support behavioural change, wellbeing initiatives, and lower-emission commuting.	Common Scope 3 category for public sector inventories.	Yes. Transport modes externally owned and operated.	High. Directly linked to staff behaviour.	Support staff engagement initiatives and organisational awareness.	Yes
Purchased goods and services (including civil construction and contractors)	High. Significant proportion of indirect emissions based on expenditure.	Moderate to high. Council influences through procurement policy, contract design, and specifications.	High strategic opportunity to influence long-term emissions through procurement and capital delivery.	Local government guidance identifies procurement and construction as material Scope 3 sources.	Yes. Majority delivered by third-party suppliers.	Moderate. Influenced through procurement teams and project managers.	Support procurement strategy, capital planning, contract development, and governance oversight.	Yes

Emission source	Magnitude	Level of influence	Risk or opportunity	Sector specific guidance	Outsourced	Employee engagement	Intended Use and Users	Include in inventory?
Transmission and distribution losses (electricity)	Low. Small proportion but included for completeness.	Low. Determined e-Manage emission factors.	Limited direct mitigation opportunity; included for methodological completeness.	Consistent with electricity accounting guidance.	Yes. National grid and distribution companies.	Low.	Ensure completeness and integrity of electricity-related emissions reporting.	Yes
Employee commuting - walking and cycling	Negligible. No associated greenhouse gas emissions.	Low. No emissions to influence.	Not a risk source; positive behavioural opportunity only.	Zero-emissions transport modes are typically excluded from Scope 3 inventories.	No.	Yes. Relevant to wellbeing and active transport promotion.	Tracked for engagement purposes only, not emissions accounting.	No
Employee commuting - public transport	Low. Expected to be immaterial within overall footprint.	Low. Council can encourage but does not control public transport services.	Not a risk source; positive behavioural opportunity only.	May be included where material and data quality supports quantification.	Yes. Public transport providers.	Yes.	Linked to staff behaviour programmes.	No
Employee commuting - electric vehicles	Low. Emissions captured within national electricity factors and considered immaterial at present.	Low. Council influence indirect.	Not a risk source; positive behavioural opportunity only.	Guidance allows exclusion where immaterial.	Yes.	Yes.	Linked to staff behaviour change.	No
Taxi use for work travel	Negligible. Considered immaterial as hire cars are preferred via Orbit.	Low. Council influence limited.	Immaterial; may be reviewed if usage increases.	Guidance allows exclusion of immaterial Scope 3 sources.	Yes. External providers.	Low.	Not material for decision-making at this stage.	No

Emission source	Magnitude	Level of influence	Risk or opportunity	Sector specific guidance	Outsourced	Employee engagement	Intended Use and Users	Include in inventory?
Redruth landfill electricity use	Moderate. Embedded within contracted waste management operations.	Low. Council does not directly procure or operate the electricity supply.	Managed indirectly through waste service contracts and performance specifications.	Electricity consumed by contractors is treated as part of purchased services under Scope 3.	Yes. Facility operations delivered by external waste management contractor.	Low. Not staff-driven.	Captured within purchased services emissions; not reported separately as Scope 2.	No
Fertiliser use	Negligible. Not a material operational activity for TDC.	Low.	No identified climate risk exposure.	Agricultural fertiliser is not a relevant category for Council operations.	No.	Low.	Not applicable to Council's operating profile.	No
Aircraft Fuel - Richard Pearse Airport	High due to the carbon intensity of aviation fuel combustion; however, emissions are generated by aircraft operators and are not part of Council's operational emissions.	Very low. Timaru District Council does not control aircraft operations, aircraft type. Council's influence is limited to airport land ownership and infrastructure provision.	Limited long-term opportunity to influence emissions indirectly through airport planning, infrastructure provision - i.e. EV Charging for aircraft in the future.	Aviation fuel combustion is attributable to aircraft operators (e.g. airlines), not airport owners or infrastructure providers	Yes. Aircraft operations are undertaken entirely by independent third-party airlines and aviation operators.	Not applicable. Council employees are not involved in aircraft operation or aviation fuel management.	Included in the significance criteria assessment to document boundary decisions.	No

APPENDIX 3: REFERENCES

International Organization for Standardardization, 2018. ISO 14064-1:2018. Greenhouse gases – Part 1: Specification with guidance at the organization level for quantification and reporting of greenhouse gas emissions and removals. ISO: Geneva, Switzerland.

World Resources Institute and World Business Council for Sustainable Development, 2004 (revised). The Greenhouse Gas Protocol: A Corporate Accounting and Reporting Standard. WBCSD: Geneva, Switzerland.

World Resources Institute and World Business Council for Sustainable Development, 2015 (revised). The Greenhouse Gas Protocol: Scope 2 Guidance. An amendment to the GHG Protocol Corporate Standard. WBCSD: Geneva, Switzerland.

APPENDIX 4: REPORTING INDEX

This report template aligns with ISO 14064-1:2018. The following table cross references the requirements against the relevant section(s) of this report.

Section of this report	ISO 14064-1:2018 clause
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Availability	9.2 g
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2.5. Staff engagement	
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Appendix 1: Detailed greenhouse gas inventory	9.3.1 f, g
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A1.1.1 Emission source identification method and significance criteria	9.3.1 e
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8.10 Organisational Emissions Reduction Planning - Current Position and Future Direction

Author: **Troy Titheridge, Climate Change Advisor**

Authoriser: **Paul Cooper, General Manager Regulatory Development and Growth**

Recommendation

That Council:

1. Receive and note the Organisational Emissions Reduction Planning - Current Position and Future Direction report.
2. Note that Timaru District Council has established a robust understanding of its organisational greenhouse gas emissions through three consecutive greenhouse gas inventories.
3. Note that officers have identified the future development of an Organisational Emissions Reduction Work Programme as the next stage in Council's organisational emissions journey, including investigation of emissions reduction opportunities, implementation pathways, and organisational emissions reduction targets.
4. Note that, given the uncertainty associated with the Government's Head Start for Local Government reforms and the potential implications for future council structures, organisational boundaries and responsibilities, Council officers consider it prudent to defer commencing this work programme until greater certainty exists regarding the future local government operating environment.

Purpose of Report

1 The purpose of this report is to brief Council on Timaru District Council’s organisational emissions reduction planning and explain why Council Officers consider it prudent to defer the development of a comprehensive Organisational Emissions Reduction Work Programme until there is greater certainty regarding the Government’s Head Start for Local Government reforms.

Assessment of Significance

2 This report is assessed as low significance under Council's Significance and Engagement Policy. It is an information report only and does not seek a Council decision, commit Council to future expenditure, establish emissions reduction targets or adopt an emissions reduction plan.

Discussion

3 Through three consecutive greenhouse gas inventories, Council has developed a robust understanding of its organisational emissions profile, including principal emissions sources across landfill operations, composting, forestry harvesting, wastewater treatment, fleet, energy use and procurement. The FY2024/25 inventory demonstrates that Council's gross emissions are approximately 13 to 14 percent below the FY2022/23 baseline, although this

reduction reflects a combination of operational changes, external influences and improvements in data quality rather than a coordinated emissions reduction programme.

4 The next logical stage in Timaru District Council's emissions reduction journey would ordinarily be the development of an Organisational Emissions Reduction Targets Work Programme. Such a programme would investigate emissions reduction opportunities across Council operations, engage with people leaders and budget holders, assess implementation pathways, consider emission reduction target options and develop a draft Organisational Emissions Reduction Plan for future Council consideration.

5 Since preparation of the original report, the Government has announced its Head Start for Local Government reform programme, which signals a move towards larger unitary authorities from 2028 onwards. The reform is expected to significantly change council boundaries, organisational responsibilities, asset ownership and governance arrangements. These changes will materially alter the organisational emissions profile of a future unitary authority.

6 While Timaru District Council has established the technical foundations necessary to undertake this work, Council officers consider there is a risk that investing staff time and organisational resources in developing an Organisational Emissions Reduction Work Programme would not represent an efficient use of resources if that work required substantial redevelopment to align with the priorities of a future unitary authority. Officers therefore consider it prudent to revisit development of the work programme once there is greater certainty regarding the future unitary authority composition.

7 This approach should not be interpreted as a pause in Council's climate response. Rather, it reflects a decision to continue progressing practical emissions reduction initiatives while delaying development of a formal organisational emissions reduction pathway. The *Climate Change Mitigation and Adaptation Priorities* document, endorsed by the Development and Growth Committee in March 2026, will continue to guide operational decision-making in the interim. Initiatives such as fleet electrification, solar feasibility, building energy efficiency, sustainable procurement and consideration of emissions within infrastructure planning will continue to be progressed where applicable.

8 In parallel, Council will continue to contribute to the Canterbury Climate Partnership Plan and the Canterbury Climate Change Working Group. These collaborative programmes are progressing work on regional energy planning, emissions reduction, climate risk and natural hazards assessment, climate adaptation and other shared priorities. Continued participation in these initiatives will strengthen Council's capability and ensure Timaru District Council remains well placed when the future unitary authority composition is clearer.

Attachments

Nil

9 Consideration of Urgent Business Items

10 Consideration of Minor Nature Matters

11 Public Forum Items Requiring Consideration

12 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,—

12.1 Public Excluded Minutes of the Council Meeting held on 30 June 2026

12.2 Council Approval for Land aquisitions for road reserve purposes

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
12.1 - Public Excluded Minutes of the Council Meeting held on 30 June 2026 **Matters dealt with in these minutes:** 12.1 - Public Excluded Minutes of the Council Meeting held on 26 May 2026 12.2 - Building Remediation - 2 North Street 12.3 - Property Divestment - Unsolicited offer for undeveloped land in Timaru	Section 48(1) of the Local Government Official Information and Meetings Act 1987.	The public excluded minutes of the meeting held on 30 June 2026 are considered confidential pursuant to the provisions of the LGOIMA Act of 1987. The specific provisions of the Act that relate to these minutes can be found in the open minutes of the meeting held on 30 June 2026.
12.2 - Council Approval for Land aquisitions for road reserve purposes	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)	To enable Council to carry out commercial or industrial negotiations

*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.”