



AGENDA

Ordinary Council Meeting Tuesday, 27 January 2026

Date Tuesday, 27 January 2026

Time 10:30 am

Location Council Chamber
District Council Building
King George Place
Timaru

File Reference 1818514

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 27 January 2026, at 10:30 am.

Council Members

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

Quorum – no less than 5 members

Local Authorities (Members' Interests) Act 1968

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

Nigel Trainor

Chief Executive

Order Of Business

1	Opening Prayer and Waiata	5
2	Apologies	5
3	Public Forum	5
4	Identification of Urgent Business	5
5	Identification of Matters of a Minor Nature	5
6	Declaration of Conflicts of Interest	5
7	Confirmation of Minutes	6
7.1	Minutes of the Council Meeting held on 9 December 2025	6
8	Reports	21
8.1	Actions Register Update.....	21
8.2	Affixing of the Common Seal	36
8.3	Appointments to Council Organisations/Joint Committees and Affiliated Organisations.....	43
8.4	Temporary Road Closure Applications - Section 342 and Schedule 10, Clause 11(e) LGA	45
8.5	Urban Street Tree Policy Amendment	70
8.6	Council submissions on government proposals and legislation	78
8.7	Update on implementing Water Service Delivery Plan.....	85
8.8	Council Financial Performance Report to 30 November 2025	104
8.9	Bad Debts Written Off as at 31 December 2025.....	120
9	Consideration of Urgent Business Items.....	123
10	Consideration of Minor Nature Matters.....	123
11	Public Forum Items Requiring Consideration.....	123
12	Exclusion of Public.....	124
12.1	Public Excluded Minutes of the Council Meeting held on 9 December 2025.....	124
12.2	Bad Debts Written Off as at 31 December 2025.....	124
12.3	Fraser Park Community Trust Loan Requirements	124
12.4	Timaru Intersection Upgrade Project - MBIE Funding	124
12.5	Theatre Royal and Museum Construction Project Tenders.....	124
12.6	Strathallan Corner Traffic Signal Upgrade.....	124
12.7	Property Divestment - 14-16 Butler Street and 17-21 Bank Street	124

- 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 9 December 2025

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

Recommendation

That the Minutes of the Council Meeting held on 9 December 2025 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 9 December 2025



MINUTES

Ordinary Council Meeting Tuesday, 9 December 2025

Ref: 1818514

**Minutes of Timaru District Council
Ordinary Council Meeting
Held in the Council Chamber, District Council Building, King George Place, Timaru
on Tuesday, 9 December 2025 at 2:00 pm**

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

In Attendance: **Officers:** Nigel Trainor (Chief Executive), Stephen Doran (General Manager Corporate), Andrew Dixon (General Manager Assets and Infrastructure), Andrea Rankin (Chief Financial Officer), Paul Cooper (General Manager Regulatory), Suzy Ratahi (General Manager Land Transport), Justin Bagust (Chief Information Officer), Andrew Lester (General Manager Drainage and Water), Ben Dalloway (Aquatic Operations Team Leader), Elliot Higbee (Legal Services Manager), Aaron Hakkaart (Planning Manager), Meghan Taylor (Executive Assistant Corporate, Finance & Digital), Steph Forde (Corporate and Strategic Planner), Rachel Leitch (Communications Team Leader), Jessica Kavanaugh (Democracy Services Lead), John Liddard (Projects Accountant)

Public: Frazer Munro (Timaru District Holdings Limited General Manager), Mark Rogers (Timaru District Holdings Limited Chairperson), Nigel Davenport (Venture Timaru Chief Executive), Logan Hanifin (Venture Timaru Chairperson), Di Hay (Venture Timaru, Operations & Destination Manager), Rachael Comer (Timaru Hearld)

1 Opening Prayer

Mayor Nigel Bowen conducted the opening prayer

The Community Partnership Team Leader led the waiata

2 Apologies

No apologies were received.

3 Public Forum

There were no public forum items.

4 Identification of Urgent Business

No items of urgent business were received.

The Mayor advised the Council that the Letter of Expectations for Timaru District Holdings Limited and Venture Timaru are currently being worked on, with Timaru District Holdings Limited nearing completion and will be sent to Timaru District Holdings Limited on 11 December 2025.

5 Identification of Matters of a Minor Nature

No matters of a minor nature were raised.

6 Declaration of Conflicts of Interest

No conflicts of interest were declared.

7 Confirmation of Minutes

7.1 Minutes of the Council Meeting held on 28 October 2025

Resolution 2025/147

Moved: Clr Peter Burt

Seconded: Clr Graeme Wilson

That the Minutes of the Council Meeting held on 28 October 2025 be confirmed as a true and correct record of that meeting and that the Chairperson's electronic signature be attached.

Carried

7.2 Minutes of the Council Meeting held on 31 October 2025

It was requested to add an action to the Council Action register for the full internal review required around Timaru District Council, Timaru District Holdings Limited and Audit NZ.

Resolution 2025/148

Moved: Clr Stacey Scott

Seconded: Clr Chris Thomas

That the Minutes of the Council Meeting held on 31 October 2025 be confirmed as a true and correct record of that meeting and that the Chairperson's electronic signature be attached.

Carried

7.3 Minutes of the Council Meeting held on 4 November 2025

Resolution 2025/149

Moved: Clr Scott Shannon

Seconded: Clr Peter Burt

That the Minutes of the Council Meeting held on 4 November 2025 be confirmed as a true and correct record of that meeting and that the Chairperson's electronic signature be attached.

Carried

8 Schedules of Functions Attended**8.1 Schedule of Functions Attended by the Mayor, Deputy Mayor and Councillors**

The Mayor advised the Council that this will now capture all councillors' attendance for accountability and transparency.

Resolution 2025/150

Moved: Mayor Nigel Bowen

Seconded: Clr Owen Jackson

That the Schedule of Functions Attended by the Mayor, Deputy Mayor and Councillors be received and noted.

Carried

9 Reports**9.1 Presentation of Venture Timaru Limited Annual Report 2024/25**

The Venture Timaru Chief Executive, Venture Timaru Chairperson and Venture Timaru Operations and Destination Manager spoke to the report to present the Venture Timaru Limited Annual Report for the financial year 01 July 2024 to 30 June 2025.

It was advised that the signs of business confidence are growing within the district.

Discussion included the need for a hotel and the unique accommodation sector that Timaru has. The importance of the arts, culture and tourism sectors within the education hub.

Resolution 2025/151

Moved: Clr Peter Burt

Seconded: Clr Scott Shannon

That the Council receives and notes the audited Venture Timaru Limited Annual Report for the financial year 01 July 2024 to 30 June 2025.

Carried

9.2 Venture Timaru Quarterly Report (01 July to 30 September 2025)

The Venture Timaru Chief Executive, Venture Timaru Chairperson and Venture Timaru Operations and Destination Manager spoke to the report to present to Council, for information and as a requirement of the Statement of Intent (SoI), the quarterly performance report of Venture Timaru (VT) for the period 01 July to 30 September 2025.

Resolution 2025/152

Moved: Clr Michelle Pye

Seconded: Clr Stu Piddington

That Council receives and notes the Venture Timaru Quarterly Report for the period 01 July to 30 September 2025.

Carried

9.3 Presentation of Timaru District Holdings Limited Audited Annual Report 2024/25

The Timaru District Holdings Limited General Manager and Timaru District Holdings Limited Chairperson spoke to the report to present the Timaru District Holdings Limited (TDHL) audited Annual Report for the financial year 01 July 2024 to 30 June 2025.

Discussion included the rates capping and the impact on expenditure and investments, the focus of diversification of the portfolio, including the current property portfolio return.

Resolution 2025/153

Moved: Clr Peter Burt

Seconded: Clr Chris Thomas

That Council receives and notes the audited Timaru District Holdings Limited Annual Report for the financial year 01 July 2024 to 30 June 2025.

Carried

9.4 Timaru District Holdings Limited Quarterly Report (01 July to 30 September 2025)

The Timaru District Holdings Limited General Manager and Timaru District Holdings Limited Chairperson spoke to the report to present to Council, for information and as a requirement of the Statement of Intent (SoI), the quarterly performance report of Timaru District Holdings Limited (TDHL) for the period 01 July to 30 September 2025.

Resolution 2025/154

Moved: Mayor Nigel Bowen

Seconded: Clr Peter Burt

That Council receives and notes the Timaru District Holdings Limited Quarterly Report for the period 01 July to 30 September 2025.

Carried

9.5 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 Subcontracting Across Council

The General Manager Land Transport advised that the section 17a review is being undertaken by Morrison Low, and the report for this will be presented to the February 2026 Council Meeting.

Investigate Small Trades

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.

Vertical Infrastructure Maintenance Report

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.

Rates and Revenue Review

The Chief Financial Officer advised that the timeline has been received and workshop dates are currently being worked on, and the impact of rate capping on the review.

Data on the food vendor rights on Caroline Bay, including the Caroline Bay Association rights

Questions were raised about whether the Council has been proactive about what food vendors are able to do; it was requested to proactively send this information to food vendors and the Mayor.

Policy update for the assessment of bequests for collections at the Aigantighe Art Gallery

The report to include storage if the collection grows, and the levels around the Council will not take all bequests.

Chrome Platers Building

The General Manager Assets and Infrastructure, advised that the revised proposal was reconsidered, and the decision will be advised at a meeting next week.

Endowment Land Funds Information Report

It was advised that there has been a recent application to this fund, but it has not progressed.

Resolution 2025/155

Moved: Clr Michelle Pye

Seconded: Clr Graeme Wilson

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

Carried

9.6 Appointments to Council Organisations/Joint Committees and Affiliated Organisations

The Mayor spoke to the report to make an appointment to the Canterbury Regional Transport Committee, and provided background on the appointment and the alignment with the Canterbury Mayoral Forum.

Resolution 2025/156

Moved: Clr Scott Shannon

Seconded: Clr Peter Burt

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

- Canterbury Regional Transport Committee (Committee of the Canterbury Regional Council)
– The Mayor

Carried

9.7 Appointment of Community Board Members to a Local Organisations

To confirm the appointment of Community Board members to local organisations.

Resolution 2025/157

Moved: Mayor Nigel Bowen

Seconded: Clr Chris Thomas

That Council confirms and approves the following appointments, as recommended by the Community Board, to the following community organisations:

Charles Scarsbrook	Temuka and Districts Historical Society
Kathy Wilkins	Pleasant Point Railway and Historical Society
Jan Finlayson and Janene Adams	Geraldine Projects Trust
Wayne O'Donnell	Geraldine District Foundation

Carried

9.8 Decisions made under delegation during the 2025 interim election period

The General Manager Corporate spoke to the report to note the decisions made under delegated authority during the 2025 interim election period.

Resolution 2025/158

Moved: Clr Peter Burt

Seconded: Clr Stacey Scott

That Council receive and note the decisions made under delegation by the Acting Chief Executive during the 2025 interim election period.

Carried

9.9 RiskPool Trust Deed Variation

The Projects Accountant spoke to the report to seek Council approval to consent to proposed amendments to the Riskpool Trust Deed, as proposed by Local Government Mutual Funds Trustee Ltd (LGMFT), the trustee for the New Zealand Mutual Liability Riskpool Scheme (Riskpool).

It was advised that the proposed amendments do not add additional liability to the Council.

Resolution 2025/159

Moved: Mayor Nigel Bowen

Seconded: Clr Philip Harper

That Council:

1. Receives the report on proposed amendments to the Riskpool Trust Deed; and
2. Notes the purpose and effect of the proposed amendments; and
3. Consents to the amendments to the Riskpool Trust Deed; and
4. Authorises the Chief Executive to sign and return the requisite consent form on behalf of Council.

Carried

9.10 Council Financial Performance Report to 31 October 2025

The Chief Financial Officer and Senior Management Accountant 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 October 2025.

It was highlighted the use of offsetting budgets in the commentary. Also advised was that the forecasting has not been done for this report, but will be done in future reporting.

Discussion included the seasonality for fees and charges for CBay be better reflected in actual budgets, which was advised that budget phasing was planned, but due to various factors, was not undertaken.

The impact of the earthquake standards changing, the impact on the budgets and the assessment of the buildings.

Resolution 2025/160

Moved: Clr Scott Shannon

Seconded: Clr Michelle Pye

That Council receive and note the summary financial results to 31 October 2025.

Carried

9.11 Annual Plan 2025/26 Three Month Service Performance Report for the period 01 July to 30 September 2025

The General Manager Corporate and the Corporate and Strategic Planner spoke to the report to outline progress on the performance measures included in the Annual Plan 2025/26, Year Two of the 2024-34 Long Term Plan (LTP).

Clarification was sought on the passes and failures of Building Warrant of Fitness, reallocation of budget for the Aorangi Pavilion the General Manager Assets and Infrastructure will report back on this.

Further discussion was held on the dog control education measure. It was advised that the measures included were adopted by the Council as part of the Long Term Plan 2024/34. The ability to highlight the statutory measures and community benefit measures in the next Long Term Plan to structure the reporting differently.

There was further clarification sought on the Peel Forest Landfill and its impact on the Redruth cell, progress is being made at the Pareora water supply take, project update on the Aigantighe Gallery and the Strathallan corner development.

The importance of asset management plans was highlighted.

Resolution 2025/161

Moved: Mayor Nigel Bowen

Seconded: Cllr Graeme Wilson

That Council receives and notes the three-month service performance report for the period 01 July to 30 September 2025

Carried

9.12 Overnight Parking on Grass Area at Caroline Bay

The General Manager Assets and Infrastructure spoke to the report for Council to consider the establishment of a temporary off street car park during the Caroline Bay Carnival and determine when, the extent and fees for overnight parking made available on the grassed area east of the Piazza promenade in Caroline Bay.

It was confirmed that discussions have taken place with the Caroline Bay Association. It was also clarified money generated will be ringfenced for Caroline Bay.

Further discussion included the timeframe of the overnight parking, monitoring and rules and regulations that would be in force.

Resolution 2025/162

Moved: Cllr Peter Burt

Seconded: Cllr Owen Jackson

That Council:

1. Authorises the establishment of a temporary car park from 24 December 2025 to 12 January 2026, the installation of temporary traffic control devices and charging an overnight parking fee at the grassed area east of the Piazza promenade in Caroline Bay.
2. That the overnight parking fee be the same as the surrounding car parks of Marine Parade and Port Loop of \$20 including GST per night between the hours of 9pm and 9am.
3. That day time parking from 9am to 9pm remains at no cost.

Carried

9.13 Road Naming Proposal - 21 Lot Subdivision between Whitcombe Street and Alexandra Street

The Planning Manager spoke to the report to present a road naming proposal to Council for consideration.

Resolution 2025/163

Moved: Clr Scott Shannon
Seconded: Clr Michelle Pye

That the proposed road within the site associated with Subdivision Consent 101.2023.164.1 by Timaru Developments Limited to be named Tarrant Lane.

Carried

9.14 Fitzgerald Road Stopping, between Looker Road and State Highway One

The General Manager Land Transport spoke to the report to seek the Council's support to use Schedule 10 of the Local Government Act 1974 instead of Public Works Act 1981.

Resolution 2025/164

Moved: Mayor Nigel Bowen
Seconded: Clr Michelle Pye

That Council consents the road stopping of a defined section of Fitzgerald Road from Looker Road to State Highway 1 under Schedule 10 of the Local Government Act 1974 process.

Carried

9.15 CBD Group Parking Petition to Extend Free Parking on Stafford Street

The General Manager Land Transport spoke to the report for Council to receive and note the parking petition from the Timaru CBD Group and seek Council's direction on whether to: Give effect to the petition by adopting the recommendation outlined in this report to change parking on Stafford Street from P30 to P60 for three months (from North Street to George Street and from Church Street to Sefton Street East); or Maintain current parking restrictions.

Discussion included that the measures of success of the trial would mainly include feedback.

Resolution 2025/165

Moved: Clr Stu Piddington
Seconded: Clr Graeme Wilson

That Council:

1. Receive and note the parking petition from the Timaru CBD Group
2. Resolves to implement a three-month trial extending the free parking on Stafford Street, from North Street to George Street, and from Church Street to Sefton Street East, by replacing the existing P30 time-restricted parking with P60 restrictions.
3. Direct officers report back to Council (or relevant subcommittee) after three-months on the change, including: infringements/revenue, complaints, parking retailers and public views.
4. Note that without a further decision reversing the extended free parking, the trial will automatically become permanent.

Carried

9.16 South Rangitata Reserve Management Plan

The General Manager Assets and Infrastructure spoke to the report to seek approval to publicly consult on the Draft South Rangitata Reserve 5266 Management Plan following the process described in the Consultation Plan, which notes statutory requirements of the Reserves Act 1977.

It was clarified this Reserve Management Plan is how the land is managed rather than the leases. It was requested to be more explicit on coastal inundation. The length of the current leases was confirmed.

Minor comments included reference to the Infrastructure Committee, who provides the toilets, and clarification sought on the intention of the self-contained campground. It was advised the historical nature of the number of campervans and caravans allowed on sections.

Resolution 2025/166

Moved: Clr Graeme Wilson

Seconded: Clr Scott Shannon

That Council:

1. Endorse the Consultation Plan for the Draft South Rangitata Reserve 5266 Management Plan,
2. Approve the Consultation Summary and the Draft South Rangitata Reserve 5266 Management Plan for public consultation; and
3. That the Group Manager Assets and Infrastructure in consultation with the Mayor be authorised to make minor changes to the documents that includes tenure of lease and coastal retreat.

Carried

The Council adjourned at 4.00pm

The Council Meeting reconvened at 4.12pm

9.17 Release of item 13.2 Pleasant Point Pool electrical infrastructure upgrades**Resolution 2025/167**

Moved: Mayor Nigel Bowen

Seconded: Clr Stu Piddington

That Council resolves to release item 13.2 Pleasant Point Pool electrical infrastructure upgrades report, with the redaction of the quotes included and that this item is heard in public.

Carried

13.2 Pleasant Point Pool electrical infrastructure upgrades

The Aquatic Operations Team Leader spoke to the report for Council to consider the request for unbudgeted capital funding of \$70,000 for electrical upgrades required to complete the heating system upgrade at Pleasant Point Swimming Pool.

Discussion included future costs that may be associated with the Pleasant Point Pool, which is clarified to include relining of the pool and replacing the filtration system, which would require considerable funding.

Further discussion included a different operating model, using solar, funding opportunities, and the timeframe for the additional maintenance.

It is requested to provide the section 17a report and asset plans to the Councillors.

This report was left to lie on the table.

Recommendation

That Council:

1. Approve unbudgeted, loan funded capital expenditure of \$70,000, in the 2025/26 financial year, to upgrade a transformer and other electrical infrastructure at Pleasant Point pool.
2. Council delegates authority to the Chief Executive to review the report and recommendations in 6 months to consider its release to the public.

10 Consideration of Urgent Business Items

No items of urgent business were received.

11 Consideration of Minor Nature Matters

No matters of a minor nature were raised.

12 Public Forum Items Requiring Consideration

There were no public forum items.

13 Resolution to Exclude the Public

Resolution 2025/168

Moved: Mayor Nigel Bowen

Seconded: Clr Chris Thomas

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

13.1 Public Excluded Minutes of the Council Meeting held on 4 November 2025

13.3 Property Divestment - Ratification of Offer - Pareora Closed Landfill - Cnr Sands Road and State Highway 1

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 at 4.29pm:

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Plain English Reason
13.1 - Public Excluded Minutes of the Council Meeting held on 4 November 2025 Matters dealt with in these minutes: 11.1 - Bad Debts Written Off as at 30 September 2025 11.2 - Migration to Civica Authority Altitude Project	Section 48(1) of the Local Government Official Information and Meetings Act 1987.	The public excluded minutes of the meeting held on 4 November 2025 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 4 November 2025.
13.2 - Pleasant Point Pool electrical infrastructure upgrades (This item was heard in public, with the quotes redacted for commercially sensitive information)	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
13.3 - Property Divestment - Ratification of Offer - Pareora Closed Landfill - Cnr Sands Road and State Highway 1	s7(2)(a) - The withholding of the information is necessary to protect the privacy of natural persons, including that of deceased natural persons 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 protect a person's privacy, including the privacy of deceased persons 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."

14 Public Excluded Reports

13.1 Public Excluded Minutes of the Council Meeting held on 4 November 2025

11.1 Bad Debts Written Off as at 30 September 2025

11.2 Migration to Civica Authority Altitude Project

13.2 Pleasant Point Pool electrical infrastructure upgrades

13.3 Property Divestment - Ratification of Offer - Pareora Closed Landfill - Cnr Sands Road and State Highway 1

15 Readmittance of the Public

Resolution 2025/169

Moved: Clr Peter Burt

Seconded: Mayor Nigel Bowen

That the meeting moves out of Closed Meeting into Open Meeting at 4.34pm.

Carried

The meeting closed at 4.35pm.

.....

Mayor Nigel Bowen

Chairperson

8 Reports

8.1 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 14 items on the actions register.
- 5 8 items are marked as ongoing.
- 6 4 items are marked as completed, and are proposed to be marked as removed at the next meeting.
- 7 2 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 Subcontracting Across Council			
Date Raised:	12 December 2023		Status:	Complete
Issue Owner	General Manager Land Transport	Due Date:		Completed Date: January 2026
<p>Background: The Councillors requested a report on sub-contracting across council where sub-contracting is occurring with the consideration to if these services can be delivered in –house. Examples include – Street sweeping, rubbish collection.</p> <p>March 2024 Update: The Infrastructure Group is looking at alternative ways of carrying out various services, starting with the s17a review of Parks. Some of the identified opportunities will be included within the report on underutilised assets.</p> <p>May 2024 Update: Direction has now been received on Parks and Recreation services. Review of Public Place Waste Disposal is being carried out – seeking direction if there are other areas Councillors would like reviewed.</p> <p>July 2024 Update: Officers met on 23 May to discuss potential efficiencies in the delivery of services across different groups. These included the use of in-house services across groups or consolidation of individual contracts within groups to take a Council wide approach. Examples are use of in-house parks resources for Council property grounds maintenance, consolidation of public refuse bins collection to gain economies of scale, or consolidation of cleaning services into a Council wide contract rather than contracts in individual groups. The outcome is to initiate the development of a 5 year delivery plan for services that can be delivered in house or packaged in a different way to ensure the best community outcomes.</p> <p>August 2024 Update: Request for a road map to come back to Council.</p> <p>September 2024 Update: The first business case (street sweeping) is being finalised for the group to review. This template will then be used for the other services that have been identified as there being potential opportunity for review. The list so far includes General Cleaning, Building Maintenance, Graffiti, Gardening, Commercial Waste, Public Place Waste and Security. The purpose of having a 5 year plan is around looking at contracts that may not be due to expire for some time but to have a plan for when they do expire.</p> <p>October 2024 Update: The Street Sweeping business case has been completed with a recommendation to retain the status quo contracting this out. Business cases are currently being prepared for cleaning and electrical services. This will be a ongoing project over several months as we work through various services. Is Council seeking continued updates or comfortable that this piece of work is being managed and can be removed from the actions register.</p>				

#1595414

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

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

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

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

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

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

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

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

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

July 2025 Update: The contractor has confirmed that their internal commercial team has assessed their position regarding the formal agreement with a key subcontractor. Engagement with the subcontractor is expected to take place next week during a scheduled visit from the contractor's Regional Commercial Manager. A further update will follow that discussion. In parallel, Council's Section 17A review of transport service delivery will get underway over the coming weeks and months. This will provide a robust and independent foundation to support future decision-making across all aspects of the transport activity.

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

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

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

#1595414

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

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

24 November 2025 Update: No further update at this stage. The Section 17A review is still in progress. Once completed, a report will be presented to Council outlining all road services currently delivered by TDC and recommending the best approach moving forward.

09 December 2025 Council Meeting: The General Manager Land Transport advised that the section 17a review is being undertaken by Morrison Low, and the report for this will be presented to the February 2026 Council Meeting.

January 2026 Update: Recent work has focused on Land Transport activities (e.g. street sweeping) due to contract timing and the Section 17A review now underway. A draft report has been received, and a full report on the independent review of Timaru District Transport Services will be provided to Council at the February 2026 meeting. It is recommended that this item be closed.

Information Requested	Investigate Small Trades				
Date Raised:	12 December 2023			Status:	Ongoing
Issue Owner	Chief Financial Officer, General Manager Assets and Infrastructure	Due Date:	4 th February 2025	Completed Date:	

Background: The Councillors requested a report on Trades: investigate the value of small trades outside of large contracts with the consideration to these being offered in-house. With an analysis of both procurement and spend on invoices under \$10k.

- Are we getting competitive pricing with a preferred supplier.
- Do we get to a level whereby in-house provision of the particular trade could be the better way forward.

Update: Investigation is in progress and will return to council once complete.

September 2024 Update: This is underway, working on electricians, plumbers, cleaners as a starting point.

#1595414

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.

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 brought to a Council in due course. Officers are currently reviewing cleaning service delivery.

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

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

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

#1595414

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 facilities 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.

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.

#1595414

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 strengthening into this action, and the need to go through a prioritisation process.

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.

Information Requested	Freedom Camping Enforcement, additional signage and limiting access			
Date Raised:	24 June 2025		Status:	Complete
Issue Owner:	General Manager Assets and Infrastructure, General Manager Regulatory	Due Date:		Completed Date: January 2026

#1595414

Background: Councillors requested to be provided an update on the status of the resolution (2025/82) "That Council direct the Chief Executive to warrant officers under the Freedom Camping Act 2011 and associated legislation, and not pursue the development of a freedom camping bylaw." Also an update that additional signage be added to Caroline Bay and limiting access to certain areas to help with freedom camping over the Christmas period.

July 2025 Update: General Manager Regulatory to approve officers, warrants will need to be issued. General Manager Assets and Infrastructure, appropriate signage is required to be approved and installed.

September 2025 Update: General Manager Regulatory has begun the process of Timaru District Council parking officers becoming warranted, this item can be closed.

07 October 2025 Council Meeting: It was requested that this action remain open, and an update be provided on the installation of the signage.

November 2025 Update: A report is presented to the 9 December Council meeting on the extension of overnight parking provisions relating to freedom camping at Caroline Bay during the Christmas Carnival period. Appropriate signage will be installed. We are still seeking legal advice regarding warrants, this responsibility could potentially be shared between departments however no decision has been made to date.

January 2026 Update: Four officers within the Regulatory Group are now warranted under the Freedom Camping Act. Signage and access limitation has been implemented at Caroline Bay. It is recommended that this action now be closed.

Information Requested	Rates and Revenue Review			
Date Raised:	05 August 2025		Status:	Complete
Issue Owner:	Chief Executive	Due Date:	Completed Date: 9.12.2025	
Background: Councillors requested to have the Rates and Revenue Review added to the action register and updated provided on the progress.				

August 2025 Update: The Chief Executive has interviewed a potential consultant and is interviewing another for this review.

October 2025 Update: A consultant has been appointed for the review, the rates 101 induction on Tuesday 4th November (prior to the Council meeting) will inform and begin the conversation around the rates and revenue review.

November 2025 Update: Initial stages of the rates and revenue review are now underway and will progress as per the project plan. **This action can now be closed.**

#1595414

09 December 2025 Council Meeting: The Chief Financial Officer advised that the timeline has been received and workshop dates are currently being worked on, and the impact of rate capping on the review.

Information Requested	Data on the food vendor rights on Caroline Bay, including the Caroline Bay Assn rights		
Date Raised:	19 August 2025	Status:	Complete
Issue Owner	General Manager Assets & Infrastructure	Completed Date:	9.12.2025

Background: Following feedback under 'minor nature', the Parks unit are to supply a map of Caroline Bay showing the defined areas specifically relating to where food vendors are proposed to have access to following approval of the pending consent and with approval from the Parks unit, with further information on what areas the Caroline Bay Assn have rights to for food vendors during the carnival time (please provide dates if applicable). Plus any information that may be relevant to the distribution of food on Caroline Bay.

24 November 2025: This action was moved from the previous Environmental Services Committee Action Register to the Council Action Register

Update: The Global Consent for food vendors at Caroline Bay has been granted. A copy of this consent, approved locations and Caroline Bay Association arrangements has been distributed to Councillors. **This action can now be closed.**

09 December 2025 Council Meeting: Questions were raised about whether the Council has been proactive about what food vendors are able to do; it was requested to proactively send this information to food vendors and the Mayor.

Information Requested	South Rangitata Reserve Management Plan		
Date Raised:	17 June 2025	Status:	In progress
Issue Owner	General Manager Assets and Infrastructure	Completed Date:	

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

#1595414

January 2026 Update: The Draft Rangitata Reserve Management Plan and Consultation 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 Hearing 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.

Information Requested	Policy update for the assessment of bequests for collections at the Aigantighe Art Gallery		
Date Raised:	30 July 2024	Status:	Ongoing
Issue Owner	General Manager Gallery Libraries Archives and Museum	Completed Date:	

Background: Clrs requested an update on the process for managing bequests at the Art Gallery. Clrs enquired as to how bequeathed artworks are assessed, what criteria is used to accept and decline works, the process for sale of works and if there is a policy governing this process. Clrs requested a policy review.

Update: 25 September 2024: An update report was provided to Clrs on 27 August 2024 which detailed the process for managing bequests, accession and deaccession of art works at the Aigantighe Art Gallery. The report noted that the Policy was under review. As per Clr instruction, the review process will also be expanded to incorporate the South Canterbury Museum. High level costings and spatial requirements for additional storage will be scoped as part of this review.

On 5 October 2024 the GM Community Services advised Clrs that Museum's Aotearoa is conducting a review of its Code of Ethics – this is the national best practice by which the Art Gallery and Museum are guided. GMCS advised that the policy review process be paused to ensure full alignment with the Code and other public galleries and museums. This was agreed to via email and accepted. A policy review will be conducted and reviewed concurrently with the MA review and Clrs updated when this is completed.

Update: 30 January 2025: The Museum's Aotearoa (MA) updated their website on 11 December 2024 and indicated their subcommittee intends to present a new Code of Ethics (CoE) and structure to MA's members for ratification at the 2025 AGM. The AGM date is yet to be released, but the 2024 AGM was held in June, so we can assume it will be mid-year 2025. Following the new CoE and structure being published, we can look to conduct a review of our internal policy after June 2025, to ensure we are aligned and with a view to complete our internal review in the second half of 2025. We can provide more detailed timelines of the internal review when we have set dates for the AGM and CoE being published.

Update: 9 April 2025: No further update until the Code of Ethics is updated in June 2025.

Update: 5 June 2025: No further update until the Code of Ethics is updated in June 2025

Update: 13 August 2025: Museums Aotearoa have advised that their Code of Ethics review is now unlikely to be completed by early 2026 at the earliest. As per the Community Services Committee resolution on 8 October 2024 to ensure alignment between the policy and the updated Code of Ethics, the policy review is currently on

#1595414

hold awaiting the updated version. Committee members may wish to reconfirm their intention to wait until the Code of Ethics review is completed or resolve to restart the policy review prior to this.

Update: 19 August 2025: A report is to be presented to the next Community Services meeting to show recommended changes to the operating model.

24 November 2025: This action was moved from the previous Community Services Committee Action Register to the Council Action Register

09 December 2025 Council Meeting: The report to include storage if the collection grows, and the levels around the Council will not take all bequests.

Update: 7 January 2026: The report and draft of the updated policy are to be presented at the meeting on 31 March 2026.

Information Requested	Café at CBay full profit and loss report		
Date Raised:	19 November 2024	Status:	Completed
Issue Owner	General Manager Recreational Facilities	Completed Date:	19 August 2025

Taken from the minutes from 19 November 2024 under '8.2 Community Services Group Update Report': "There was discussion over whether the Café at CBay was running at a loss and what could be done to bring it into a profitable state. It was noted that it wasn't making a profit but was seen by users as a valuable service. There were some concerns raised about figures without basis being discussed at the meeting and that care should be taken not to generate a 'soundbite', and that there was need to understand the usage particularly by the elderly. A request for a full profit and loss to be completed for the next CS Committee meeting was made."

Update: 18 February 2025: Clr Pye noted that this request had not been added to the Actions Register and asked that this work be undertaken and reported back to this committee for the next meeting on Tuesday 15 April 2025. By way of an update Acting Group Manager Community Services, confirmed we have a good understanding of the numbers, and they are tracking in the right directions, the Recreation Facilities Manager has asked for three months at which time a report would be brought back to this committee.

Update: 9 April 2025: Recreation Facilities Manager is waiting for an updated Profit and Loss report.

Update: 5 June 2025: Figures to the end of March 25 show an operating loss of \$96,132, with April figures indicating a reduced loss of \$94,602. The Section 17a review did not extensively address the café's operations and officers are currently looking at operational model options. A report on the section 17a will go to Council.

Update: 17 June 2025: Mayor Bowen requested to see a copy of the Profit and Loss report for CBay.

#1595414

Update: 13 August 2025: A report is being presented at the meeting on 19 August 2025.

Update: 19 August 2025: A report is to be presented to the next Community Services meeting to show recommended changes to the operating model.

24 November 2025: This action was moved from the previous Community Services Committee Action Register to the Council Action Register

January 2026 Update: The Profit and Loss for the Café and Gym were provided as an attachment to report 8.4 (Swimming Pool Activity – Section 17a Review) at the Community Services Committee Meeting on 19 August 2025. A further update is as follows: As per December YTD reporting the CBay Café is currently operating at a \$9,893 profit for this financial year. The café operating model and employee number wasn't addressed for the financials during the change proposal, however as staff have departed management have been frugal with their replacements and adjusted the roster accordingly which has resulted in a reduction of just under 1.5 FTE in January 2026 compared to January 2025. This along with other smaller changes has led to a large drop in expenditure. This action has been completed and can now be closed.

Information Requested	District pools profit and loss report with trending data (Section 17a Review)		
Date Raised:	18 February 2025	Status:	Completed
Issue Owner	General Manager Recreational Facilities	Completed Date:	January 2026

Background: Action taken during an update on the 'Café at CBay full profit and loss report' that was previously requested. Clr Burt requested profit and loss data on all the district pools for the season and with trending data.

Update: 18 February 2025: Acting Group Manager Community Services, confirmed that there is work being undertaken to complete a Section 17a review which would incorporate this information and data on with full management of all the facilities (no timeline was specified for the return of this report).

Update: 9 April 2025: Recreation Facilities Manager updated that a Section 17A is in progress and will be delivered to Council in June.

Update: 5 June 2025: A report on the section 17a will be presented to Senior Leadership team on Thursday 19 June for analysis and options will be identified and brought back to the Committee.

Update: 13 August 2025: A report is being presented at the meeting on 19 August 2025.

#1595414

Update: 19 August 2025: The Committee asked for a report to be presented outlining all recommendations suggested in the Section 17A review. This is to be prioritised and show actions, timeframes and a likely budget if applicable. The report is to include an Asset Management plan and details of the usage and costs of the 50 metre pool.

24 November 2025: This action was moved from the previous Community Services Committee Action Register to the Council Action Register

January 2026 Update: The cost to operate the CBay 50m outdoor pool is around \$6,000 per week. Included in the amount are employee, electricity and chemical costs required to operate and treat the pool. Calculating the usage as recommended in the Section 17A is not really a viable option as once people pay to enter the facility, they have free reign to use whichever pools they wish and can go in and out to the 50m pool multiple times in a session. The only way to collect an accurate number would be to have an employee counting the customers for the whole 14 hours the pool is open each day which isn't really an appropriate use of resource.

Asset management Plan. All elected members have had the building condition survey, which we use as our template for maintenance and renewals, made available to them. Post Summer Pools finishing for the season we will be compiling our LTP requests for 27/37 with regards to Capital Expenditure. However, with the proposed changes to rates "banding" a paper will need to be produced with regards to the levels of service offered throughout Timaru District. Officers recommend this item now be closed.

Information Requested	District Pools Single Shift Consultation		
Date Raised:	19 August 2025	Status:	Ongoing
Issue Owner	General Manager Recreation Facilities	Completed Date:	

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.

#1595414

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 matters 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.				
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 Ministry 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.				

#1595414

Information Requested	Endowment Land Funds Information Report			
Date Raised:	17 June 2025		Status:	In Progress
Issue Owner	General Manager Corporate / General Manager Assets and Infrastructure	Due Date:		Completed Date:
Background: Councillors requested that officers prepare a report that provided information regarding the Geraldine Land Endowment fund, the purpose in which the fund was established, what the terms were and are the terms still relevant.				
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: It was advised that there has been a recent application to this fund, but it has not progressed.				
14 January 2025: Investigations of the background of this fund are underway for a report to be taken to a future council meeting.				

Information Requested	Full Internal Review			
Date Raised:	31 October 2025		Status:	In Progress
Issue Owner	General Manager Corporate / Chief Financial Officer	Due Date:		Completed Date:
Background: At the 31 October 2025 Council Meeting, Councillors requested a full internal review required for Timaru District Council, Timaru District Holdings and Audit NZ. This was added to the actions register on the 09 Decemeber 2025 Council Meeting.				
Update January 2026: A high level issues and improvements report has been presented for discussion at the Audit and Risk Committee as part of the management reporting process. An updated version of this can be presented to a future council meeting.				

#1595414

8.2 Affixing of the Common Seal

Author: Jessica Kavanaugh, Democracy Services Lead

Authoriser: Stephen Doran, Acting Chief Executive

Recommendation

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

16 December 2025 – Approval of Warrants

18 December 2025 – Approval of Warrants

18 December 2025 – Approval of Warrants

18 December 2025 – Approval of Warrants

Purpose

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

Attachments

1. [Execution of Warrants - 16.12.2025](#)  
2. [Execution of warrants - 18.12.25](#)  
3. [Execution of warrants - 18.12.25](#)  
4. [Execution of warrants - 18.12.25](#)  



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.

Nigel Bowen

Nigel Trainor

16/12/2025

Date

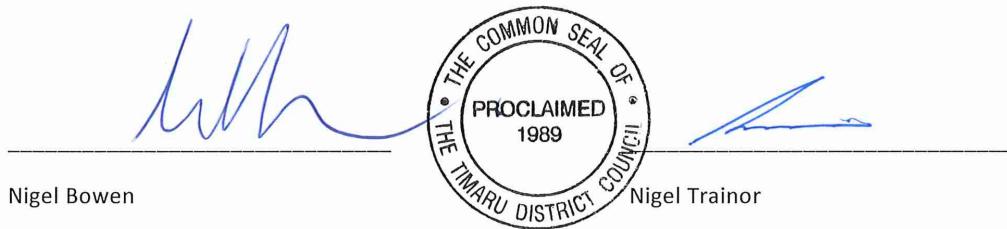
Name	Title	Unit
[REDACTED]	Parking Warden (Section 32 Freedom Camping Act 2011)	Regulatory
[REDACTED]	Parking Warden (Section 32 Freedom Camping Act 2011)	Regulatory
[REDACTED]	Parking Warden (Section 32 Freedom Camping Act 2011)	Regulatory
[REDACTED]	Compliance Officer - Resource Management and Bylaws (Section 32 Freedom Camping Act 2011)	Regulatory

#1811608



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.



18/12/2025

Date

Name	Title	Unit
[REDACTED]	Environmental Health Officer, Enforcement Officer and Licensing Inspector	Environmental Services

#1811409



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.



Nigel Bowen

Nigel Trainor

18/12/2025

Date

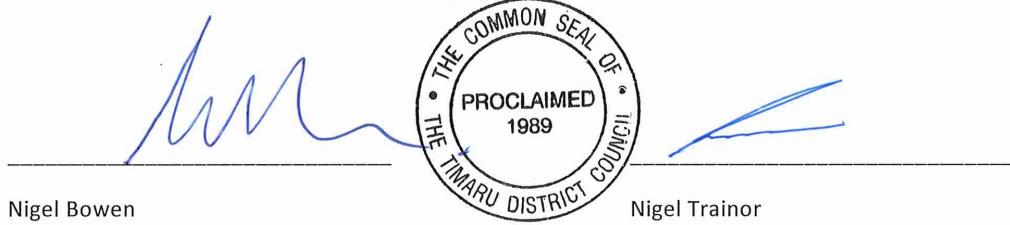
Name	Title	Unit
[REDACTED]	Enforcement Officer	First Security
[REDACTED]	Enforcement Officer	First Security
[REDACTED]	Enforcement Officer	First Security
[REDACTED]	Enforcement Officer	First Security
[REDACTED]	Enforcement Officer	First Security
[REDACTED]	Enforcement Officer	First Security
[REDACTED]	Enforcement Officer	First Security
[REDACTED]	Enforcement Officer	First Security
[REDACTED]	Enforcement Officer	First Security
[REDACTED]	Enforcement Officer	First Security

#1811398



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.



18/12/2025

Date

Name	Title	Unit
	Operational Supervisor	Drainage and Water
	Operational Support	Drainage and Water
	Operational Support	Drainage and Water
	Drainage and Water Serviceman	Drainage and Water
	Drainage and Water Serviceman	Drainage and Water
	CCTV Operator	Drainage and Water
	Drainage and Water Serviceman	Drainage and Water
	Operational Support	Drainage and Water
	Drainage and Water Serviceman	Drainage and Water
	Branch Manager	Drainage and Water
	Drainage and Water Serviceman	Drainage and Water
	Drainage and Water Serviceman	Drainage and Water
	Operational Support	Drainage and Water
	Operational Support	Drainage and Water
	Drainage and Water Serviceman	Drainage and Water
	Drainage and Water Serviceman	Drainage and Water
	Drainage and Water Serviceman	Drainage and Water
	Operational Support	Drainage and Water
	Drainage and Water Trainee	Drainage and Water
	Operational Support	Drainage and Water
	Drainage and Water Serviceman	Drainage and Water
	Project Advisor	Drainage and Water
	Drainage and Water Serviceman	Drainage and Water

#1812750

8.3 Appointments to Council Organisations/Joint Committees and Affiliated Organisations

Author: Jessica Kavanaugh, Democracy Services Lead

Authoriser: Stephen Doran, Acting Chief Executive

Recommendation

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

- Biodiversity Champions Group – one member
- Climate Change Action Planning Reference Group – one member

Purpose of Report

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

Assessment of Significance

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

Background

3 The Timaru District Council works collaboratively with other Councils on a number of issues. In such instance governance is by way of a Joint Committee for these activities, and membership comprises of members from two or more Councils or organisations. Council appoints its own members to these various Joint Committees governing bodies.

4 There are also other Council Organisations or affiliated organisations in respect of which Council Organisations or affiliated organisations in respect of which Council has a right to appoint a committee member, trustee or other representative.

Discussion**Appointments**

5 Biodiversity Champions Group

The Biodiversity Champions Group's purpose is to raise awareness amongst council colleagues of the importance of biodiversity and to advocate for the role of councils and communities in weaving biodiversity through Canterbury's living and working landscapes.

Recommendation: That a member of the Council be appointed to the committee.

6 Climate Change Action Planning Reference Group

The Climate Change Action Planning Reference Group will provide feedback and advice at a governance level to the Climate Change Working Group as they develop the Climate Change Action Plan and councillors will need to have the necessary mandate to provide feedback on behalf of their councils.

Recommendation: That a member of the Council be appointed to the committee.

Options and Preferred Option

- 7 Option one that Council makes the appointments to the Joint Committees and/or Affiliated Organisations as set out in this report.
- 8 Option two that Council does not make the appointments to the Joint Committees and/or Affiliated Organisations as set out in this report.

Consultation

- 9 There is no community consultation required for these appointments.

Relevant Legislation, Council Policy and Plans

- 10 Local Government Act 2002.

Financial and Funding Implications

- 11 There are no direct financial and funding implications.

Other Considerations

- 12 There are no other considerations.

Attachments

Nil

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

Author: Katie Ryan, Transport Strategy Advisor
Authoriser: Susannah Ratahi, General Manager Land Transport

Recommendation

That Council

1. Approve the temporary road closure application(s) listed in the table in Section 9 of this report, under Section 342 and Schedule 10, Clause 11(e) of the Local Government Act 1974, including all conditions proposed by officers.
2. Approve that traffic management for the application(s) listed in the table in Section 10 of this report, be funded from the Community Events and Programmes budget.
3. Approve Caroline Bay Rock and Hop Classic Car Cruise to charge \$50 entry fee for this event under Schedule 10, Clause 11(b) of the Local Government Act 1974
4. Approve South Canterbury Rugby Football Union to charge \$15 entry fee for this event under Schedule 10, Clause 11(b) of the Local Government Act 1974

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.
- 2 To see approval for the Caroline Bay Rock and Hop Classic Car Cruise to charge \$50 entry fee for this event under Schedule 10, Clause 11(b) of the Local Government Act 1974

Assessment of Significance

- 3 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

- 4 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.
- 5 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.

6 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.

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

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

Discussion

8 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.

9

Event Name / Organisation	Event type	Event date and traffic management set up/pack down times	Proposed closure area	Officer recommendation
Pleasant Point Emergency Service Open Day	Community	14 March 2026 from 8:00 am to 5:00 pm	Halstead Road, Pleasant Point (from Main Road (SH8) to Greig St)	Recommended
Community Benefit:		This event commemorates the 40th anniversary of the 1986 Pleasant Point flood, a significant moment in the district's history that resulted in the evacuation of the township and the loss of one life. The event will bring the community together to remember those affected and reflect on lessons learned. Public displays and information from emergency agencies will showcase both historical and current responses, helping the community understand how to prepare for future events. The event highlights progress since 1986 and celebrates the collaboration of diverse organisations, strengthening community awareness, resilience, and connection.		
Caroline Bay Rock and Hop 2026	Community	20 March 2026 from 4:30 pm to 8:30 pm	Stafford Street (Port Loop Rd to Woolcombe St) Woolcombe St (Stafford St to Barnard St)	Recommended

			Barnard Street (Woolcombe St to George St) George Street (George St to Stafford St) Canon Street (Stafford St to Sophia St)	
Community Benefit:		The Caroline Bay Rock and Hop is a major regional event that delivers strong economic, social, and community wellbeing benefits to the Timaru District. It attracts thousands of visitors, generates significant local spending (estimated at \$2.3 million in 2025), promotes Timaru and South Canterbury as a vibrant destination, and brings the community together through highly attended public activities. All event proceeds directly support Hospice South Canterbury, ensuring the benefits remain within the local community.		
South Canterbury RSA Dawn Service	Community	25 April 2026 from 4:00 am to 8:30 am	Queen Street (from King Street to Edward Street) Memorial Avenue (from Queen Street to Princes Street)	Recommended
Community Benefit		The South Canterbury RSA Dawn Service provides an important occasion for the community to come together to remember and honour those who served in the armed forces. It fosters community connection, civic pride, and intergenerational engagement, while promoting respect, reflection, and understanding of New Zealand's military history. The event strengthens local identity and ensures the legacy of service and sacrifice is recognized and valued across the Timaru District.		
Temuka Rock and Hop Street Party	Community	20 March 2026 from 4:00 pm to 10:00 pm	King Street (from Wood Street to Domain Avenue) Wood Street (from Hally Terrace to King Street) Commerce Street (from Hally Terrace to King Street) Hally Terrace (from Commerce Street to Wood Street)	Recommended
Community Benefit		This is an extension of the Caroline Bay Rock and Hop and supports Hospice South Canterbury fundraising efforts.		
Crusaders VS Highlanders Preseason Game	Commercial	30 January 2026 from 1:00 pm to 7:00 pm	Church Street (from Rathmore Street to Otipua Road)	Recommended
Community Benefit		N/A – Not seeking temporary traffic management funding.		

Options and Preferred Option

10 **Option one (Preferred option)** is that the Council approves the application(s) for the above events listed in section 9 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
Pleasant Point Emergency Service Open Day	\$250.00 + GST	\$2,135.00 + GST	\$2,385.00 + GST
Comment	N/A		
Caroline Bay Rock and Hop 2026	\$550.00 + GST	\$3,020.00 + GST	\$3,570.00 + GST
Comment	Hospice South Canterbury would appreciate funding for the full amount, but is willing to contribute to traffic management costs if required.		
South Canterbury RSA Dawn Service	-	\$2,135.00 + GST	\$2,135.00 + GST
Comment	N/A		
Temuka Rock and Hop Street Party	\$450.00 + GST	\$2,135.00 + GST	\$2,585.50 + GST

- This option incurs some cost to Council as outlined in the Financial Implications section below. These costs are within available budgets.
- Approve that Caroline Bay Rock and Hop Classic Car Cruise to charge \$50 entry fee for this event.
- Approve South Canterbury Rugby Football Union to charge \$15 entry fee for this event.

11 **Option two** is that Council approves the temporary road closure applications as per Option 1, under Section 342 and Schedule 10, Clause 11(e) of the Local Government Act 1974, with additional conditions to be advised by the Committee. This option incurs some cost to Council as outlined in the Financial Implications section below.

12 **Option three** is that Council advises alternate decisions to approve and/or decline the temporary road closure applications under Section 342 and Schedule 10, Clause 11(e) of the Local Government Act 1974, including advising any additional conditions if applicable. This option may result in the proposed event or events being unable to proceed as planned and cancelled.

Consultation

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

- Publicly notify the intent to temporarily close roads for events
- Publicly notify Council/Committee decisions to temporarily close roads for events
- Consult with NZ Police and New Zealand Transport Agency prior to approving temporary road closures for events.

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

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

15 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

16 Local Government Act 1974

17 Timaru District Council Long Term Plan 2024-34

Financial and Funding Implications

18 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.

19 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
Pleasant Point Emergency Service Open Day	\$250.00 + GST	\$2,135.00 + GST	\$2,385.00 + GST
Caroline Bay Rock and Hop 2026	\$550.00 + GST	\$3,020.00 + GST	\$3,570.00 + GST
South Canterbury RSA Dawn Service	-	\$2,135.00 + GST	\$2,135.00 + GST
Temuka Rock and Hop Street Party	\$450.00 + GST	\$2,135.00 + GST	\$2,585.50 + GST
TOTAL (for approval in this paper)	\$10,675.50 + GST		
Previously approved	\$31,311.50 + GST		
Cost to date (if all approved)	\$41,987.00 + GST		

Other Considerations

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

Attachments

1. Event Review Records [!\[\]\(6da189864402c363abe518d6a2f51f17_img.jpg\)](#)

Temporary Road Closure

Application Review Record

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



Event details	
Event name:	Pleasant Point Emergency Service Open Day
Event organisation:	Pleasant Point Flood 40
Event contact details:	John Cross 0212618309 point40flood@gmial.com
Event date/time:	Saturday 14 March 2026 from 8 am till 5 pm
Road/road section to be closed:	Halstead Road from Main Road to Greig Street
Event type:	Community

Officer application assessment result	Recommended
Recommendations	
<p>That Timaru District Council (or a Committee of the whole) approve temporary closure of Halstead Road from Main Road to Greig Street, Pleasant Point for the Emergency Service Open Day 2026, under Section 342 and Schedule 10, Clause 11(e) of the Local Government Act 1974.</p> <p>That Timaru District Council (or a committee of the whole) approve traffic management for the Pleasant Point Emergency Service Open Day to be funded from the Community Events and Programmes budget.</p> <p>That approval is subject to the following conditions:</p> <ul style="list-style-type: none"> • That has public liability insurance in place for the event, covering a minimum of \$1,000,000. - Event is held on behalf of the PPCB and is covered by TDC insurance. • that temporary closure is undertaken in accordance with the approved Temporary Traffic Management Plan • that communications activity is undertaken in accordance with the approved communications plan • that all staff at the event (including volunteers) comply with any instructions from NZ Police, Council Officers and Traffic Management staff. • That Pleasant Point Flood 40, will meet the cost of any damage to public property, including roads, caused by the event. • that following the event, all streets and surrounding areas will be left in a clean and tidy condition. • That Pleasant Point Flood 40, will ensure compliance with any other relevant regulation/bylaw pertaining to the event is met (for example, health and safety, food/licor licenses, waste management). 	
Costs	

Officer Name: Casey Glover

Officer date: 19/01/2026

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:	
<i>If No: Application to be returned to the applicant to inform resubmission.</i>	

NZTA / NZ Police Consultation	
NZTA	
Contact name:	Theresa Allan
Contact date:	19/01/2026
NZTA comments and TDC actions (if applicable):	N/A
NZ Police	
Contact name:	Vicki Walker & Richard Quested
Contact date:	19/01/2026

NZ Police comments and TDC actions (if applicable):	N/A
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Communications plan	
Communications Plan provides the following information:	Yes
<ul style="list-style-type: none"> • Lists affected stakeholders • Describes how stakeholders will be affected by temporary road closure • Outlines key messages • Includes action/implementation plan detailing how and when stakeholders will be communicated with • Includes procedure for managing complaints • Includes procedure for how the plan will be monitored 	
Communications Plan is approved:	Yes
Officer comments	

Traffic management	
COMMERCIAL EVENTS ONLY: Temporary Traffic Management Plan approved	No
Officer comments: N/A	
TTMP Preparation costs	\$250+ GST
Estimated TTMP Implementation costs	\$2,135+ GST
Officer comments:	

Event charges	No

Key dates	
Action	Date
Advertising intent of road closure <i>Ensure this is at least 2 weeks before Council/Committee report is due so that any feedback can be put in report.</i>	15/01/2025
Council/Committee report due	21/01/2025
Council/Committee decision	27/01/2025
Advertising confirmation of road closure	

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

Temporary Road Closure

Application Review Record

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



Event details	
Event name:	Caroline Bay Rock and Hop 2026
Event organisation:	Hospice South Canterbury
Event contact details:	Kim Roger 0272844590 fundraiser@hospicesc.org.nz
Event date/time:	20 March 2026 from 5:30pm to 7:30pm (TTM 4:30pm to 8:30pm)
Road/road section to be closed:	Stafford Street -Port Loop Road to Woollcombe Street Woollcombe Street – Stafford Street to Barnard Street Barnard Street – Woollcombe Street to George Street George Street George Street to Stafford Street Canon Street – Stafford Street to Sophia Street
Event type:	Community

Officer application assessment result	Recommended
	Recommended
Recommendations	
<p>That Timaru District Council (or a committee of the whole) approve temporary closure of:</p> <p>Stafford Street -Port Loop Road to Woollcombe Street Woollcombe Street – Stafford Street to Barnard Street Barnard Street – Woollcombe Street to George Street George Street George Street to Stafford Street Canon Street – Stafford Street to Sophia Street</p> <p>for the Caroline Bay Rock and Hop Classic Car Cruise on 20 March 2026 under Section 342 and Schedule 10, Clause 11(e) of the Local Government Act 1974.</p> <p>That Timaru District Council (or a committee of the whole) approve Caroline Bay Rock and Hop Classic Car Cruise to charge \$50 entry fee for this event under Schedule 10, Clause 11B of the Local Government Act 1974</p> <p>That Timaru District Council (or a committee of the whole) approve traffic management for to Caroline Bay Rock and Hop Classic Car Cruise to be funded from the Community Events and Programmes budget</p> <p>That approval is subject to the following conditions:</p> <ul style="list-style-type: none"> That Caroline Bay Rock and Hop Classic Car Cruise have 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 Caroline Bay Rock and Hop Classic Car Cruise 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 Caroline Bay Rock and Hop Classic Car Cruise 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).
- Has the authority to receive a \$50 entry fee for the event

Costs

Officer Name: Casey Glover

Officer date: 9/12/2025

Application Assessment

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

Applicant has satisfied all information requirements	Yes
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Officer comments:

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

NZTA / NZ Police Consultation

NZTA

Contact name:	Theresa Allan
Contact date:	4/12/2025

NZTA comments and TDC actions (if applicable):	N/A
NZ Police	
Contact name:	Vicki Walker & Anthony Callon
Contact date:	4/12/2025
NZ Police comments and TDC actions (if applicable):	N/A

Communications plan	
Communications Plan provides the following information:	Yes
<ul style="list-style-type: none"> • Lists affected stakeholders • Describes how stakeholders will be affected by temporary road closure • Outlines key messages • Includes action/implementation plan detailing how and when stakeholders will be communicated with • Includes procedure for managing complaints • Includes procedure for how the plan will be monitored 	
Communications Plan is approved:	
Officer comments	

Traffic management	
COMMERCIAL EVENTS ONLY: Temporary Traffic Management Plan approved	N/A
Officer comments:	
COMMUNITY EVENTS ONLY:	
TTMP prepared by Council contractor and approved	Yes
TTMP Preparation costs	\$550.00
Estimated TTMP Implementation costs	\$3,020.00
Officer comments:	
The estimated cost for Traffic Management is \$3,570.00 + GST.	
Hospice South Canterbury is willing to contribute to traffic management costs if full funding is not approved.	

Event charges	Yes
\$50 entry fee for the event	

Key dates

Action	Date
Advertising intent of road closure <i>Ensure this is at least 2 weeks before Council/Committee report is due so that any feedback can be put in report.</i>	4/12/2025
Council/Committee report due	09/01/2026
Council/Committee decision	27/01/2026
Advertising confirmation of road closure	

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

Temporary Road Closure

Application Review Record

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



Event details	
Event name:	South Canterbury RSA Dawn Service
Event organisation:	South Canterbury RSA
Event contact details:	Mandy Rayner 0276862246 admin@scrsa.co.nz
Event date/time:	25 April 2026 5:00 am to 7:30 am (TTM: 4:00 am to 8:30 am)
Road/road section to be closed:	Queen Street from King Street to Edward Street Memorial Avenue from Queen Street to Princes Street
Event type:	Community

Officer application assessment result	Recommended
Recommendations	
<p>That the Timaru District Council (or a Committee of the whole) approve the temporary closure of Queen Street from King Street to Edward Street and Memorial Avenue from Queen Street to Princes Street for the South Canterbury RSA Dawn Service on 25 April 2026 under Section 342 and Schedule 10, Clause 11(e) of the Local Government Act 1974.</p> <p>That Timaru District Council (or a Committee of the whole) approve traffic management for South Canterbury RSA Dawn Service to be funded from the Community Events and Programmes budget</p>	
<p>That approval is subject to the following conditions:</p> <ul style="list-style-type: none"> That South Canterbury RSA has public liability insurance in place for the event, covering a minimum of \$1,000,000. that temporary closure is undertaken in accordance with the approved Temporary Traffic Management Plan that communications activity is undertaken in accordance with the approved communications plan that all staff at the event (including volunteers) comply with any instructions from NZ Police, Council Officers and Traffic Management staff. That South Canterbury RSA will meet the cost of any damage to public property, including roads, caused by the event. that following the event, all streets and surrounding areas will be left in a clean and tidy condition. that South Canterbury RSA 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	
<p>Officer Name: Casey Glover</p> <p>Officer date: 9/12/2025</p>	

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:	
<i>If No: Application to be returned to applicant to inform resubmission.</i>	

NZTA / NZ Police Consultation	
NZTA	
Contact name:	Theresa Allan
Contact date:	4/12/2025
NZTA comments and TDC actions (if applicable):	N/A
NZ Police	
Contact name:	Vicki Walker & Anthony Callon
Contact date:	4/12/2025
NZ Police comments and TDC actions (if applicable):	N/A

Communications plan	
Communications Plan provides the following information:	Yes

- Lists affected stakeholders
- Describes how stakeholders will be affected by temporary road closure

<ul style="list-style-type: none"> • Outlines key messages • Includes action/implementation plan detailing how and when stakeholders will be communicated with • Includes procedure for managing complaints • Includes procedure for how the plan will be monitored 	
Communications Plan is approved:	Yes
Officer comments: N/A	

Traffic management	
COMMERCIAL EVENTS ONLY: Temporary Traffic Management Plan approved	N/A
Officer comments: N/A	
COMMUNITY EVENTS ONLY: TTMP prepared by Council contractor and approved	Yes
Estimated TTMP Implementation costs	\$2,135.00
Officer comments: N/A	

Event charges:	No

Key dates	
Action	Date
Advertising the intent of the road closure <i>Ensure this is at least 2 weeks before the Council/Committee report is due so that any feedback can be put in report.</i>	9/12/2025
Council/Committee report due	9/1/2026
Council/Committee decision	27/1/2026
Advertising confirmation of road closure	

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

Temporary Road Closure

Application Review Record

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



Event details	
Event name:	Rock and Hop Temuka Street Party 2026
Event organisation:	Boost Temuka
Event contact details:	Sharnae Naysmith
Event date/time:	20 March 2026 5:00pm to 9:00pm (TTM: 4:00 pm to 10:00 pm)
Road/road section to be closed:	King Street from Wood Street to Domain Avenue Wood Street from Hally Terrace to King Street Commerce Street from Hally Terrace to King Street Hally Terrace from Commerce Street to Wood Street
Event type:	Community

Officer application assessment result	Recommended
Recommendations	
That Timaru District Council (or a Committee of the whole) approve the temporary closure of	
<p>King Street from Wood Street to Domain Avenue Wood Street from Hally Terrace to King Street Commerce Street from Hally Terrace to King Street Hally Terrace from Commerce Street to Wood Street</p>	
for the Rock and Hop Temuka Street Party 2026 on 20 March 2026 under Section 342 and Schedule 10, Clause 11(e) of the Local Government Act 1974.	
That Timaru District Council (or a Committee of the whole) approve traffic management for Rock and Hop Temuka Street Party 2026 to be funded from the Community Events and Programmes budget.	
That approval is subject to the following conditions:	
<ul style="list-style-type: none"> • that Boost Temuka 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 Boost Temuka 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 **Boost Temuka** will ensure compliance with any other relevant regulation/bylaw pertaining to the event is met (for example, health and safety, food/liquor licenses, waste management).

Costs	
Design \$450 Delivery \$2135	
Officer Name: Casey Glover	Officer date:19/12/2025

Application Assessment

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

Applicant has satisfied all information requirements	Yes / No
Officer comments:	
<i>If No: Application to be returned to applicant to inform resubmission.</i>	

NZTA / NZ Police Consultation	
NZTA	
Contact name:	Theresa Allan
Contact date:	16/12/2025
NZTA comments and TDC actions (if applicable):	Nill
NZ Police	
Contact name:	Vicki Walker & Anthony Callon & Richard Quested
Contact date:	16/12/2025

NZ Police comments and TDC actions (if applicable):	Nill
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Communications plan	
Communications Plan provides the following information:	Yes
<ul style="list-style-type: none"> • Lists affected stakeholders • Describes how stakeholders will be affected by temporary road closure • Outlines key messages • Includes action/implementation plan detailing how and when stakeholders will be communicated with • Includes procedure for managing complaints • Includes procedure for how the plan will be monitored 	
Communications Plan is approved:	
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	\$ 450+ GST
Estimated TTMP Implementation costs	\$2135 + GST
Officer comments:	

Event charges	No

Key dates	
Action	Date
Advertising intent of road closure <i>Ensure this is at least 2 weeks before Council/Committee report is due so that any feedback can be put in report.</i>	10/10/2025
Council/Committee report due	09/01/2026
Council/Committee decision	27/01/2026

Advertising confirmation of road closure	
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Monitoring			
Action	Date	Officer Name	Associated Record numbers
On-site records received			
Site Audit record (if applicable) Insert content here			

Temporary Road Closure

Application Review Record

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



Event details	
Event name:	Crusaders VS Highlanders Preseason Game
Event organisation:	South Canterbury Rugby Football Union
Event contact details:	Tim Hydsmith - tim@scrfu.co.nz - 021875590
Event date/time:	Friday January 30, 2026, 2:00 pm to 6:00 pm (TTM: 1:00 pm to 7:00 pm)
Road/road section to be closed:	Church Street from Rathmore Street to Otipua Road
Event type:	Commercial

Officer application assessment result	Recommended
Recommendations	
That Timaru District Council (or a Committee of the whole) approve temporary closure of Church Street from Rathmore Street to Otipua Road for the Crusaders VS Highlanders Preseason rugby game on 30 January 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 South Canterbury Rugby Football Union to charge \$15 entry fee for this event under Schedule 10, Clause 11(b) of the Local Government Act 1974	
That approval is subject to the following conditions:	
<ul style="list-style-type: none"> That South Canterbury Rugby Football Union has public liability insurance in place for the event, covering a minimum of \$1,000,000. that temporary closure is undertaken in accordance with the approved Temporary Traffic Management Plan that communications activity is undertaken in accordance with the approved communications plan that all staff at the event (including volunteers) comply with any instructions from NZ Police, Council Officers and Traffic Management staff. That South Canterbury Rugby Football Union will meet the cost of any damage to public property, including roads, caused by the event. that following the event, all streets and surrounding areas will be left in a clean and tidy condition. That South Canterbury Rugby Football Union will ensure compliance with any other relevant regulation/bylaw pertaining to the event is met (for example, health and safety, food/liquor licenses, waste management). That South Canterbury Rugby Football Union has the authority to charge \$15 entry fee for the event 	
Costs	

Officer Name: Casey Glover	Officer date: 15/12/2025
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Application Assessment

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

Applicant has satisfied all information requirements	Yes
Officer comments:	
<i>If No: Application to be returned to applicant to inform resubmission.</i>	

NZTA / NZ Police Consultation	
NZTA	
Contact name:	Theresa Allan
Contact date:	15/12/2025
NZTA comments and TDC actions (if applicable):	N/A
NZ Police	
Contact name:	Vicki Walker & Anthony Callon & Richard Quested
Contact date:	15/12/2025
NZ Police comments and TDC actions (if applicable):	N/A

Communications plan	
Communications Plan provides the following information:	Yes

<ul style="list-style-type: none"> • Lists affected stakeholders • Describes how stakeholders will be affected by temporary road closure • Outlines key messages • Includes action/implementation plan detailing how and when stakeholders will be communicated with • Includes procedure for managing complaints • Includes procedure for how the plan will be monitored 	
Communications Plan is approved:	Yes
Officer comments	

Traffic management	
COMMERCIAL EVENTS ONLY: Temporary Traffic Management Plan approved	No
Officer comments:	
Traffic management will be funded by the host. A plan has been supplied and will be approved prior to the event commencing.	
COMMUNITY EVENTS ONLY: TTMP prepared by Council contractor and approved	N/a
TTMP Preparation costs	N/A
Estimated TTMP Implementation costs	N/A
Officer comments:	

Event charges	Yes
that has the authority to charge \$15 entry fee for the event	

Key dates	
Action	Date
Advertising intent of road closure <i>Ensure this is at least 2 weeks before Council/Committee report is due so that any feedback can be put in report.</i>	15/12/2025
Council/Committee report due	09/01/2026
Council/Committee decision	27/01/2025
Advertising confirmation of road closure	

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

8.5 Urban Street Tree Policy Amendment

Author: Katie Ryan, Transport Strategy Advisor

Authoriser: Susannah Ratahi, General Manager Land Transport

Recommendation

That Council:

1. Approve the amendment of Street Trees Policy clause 4.4.3 to read: *(additions in bold)*
“Dead, diseased, damaged and unsafe trees or that are causing damage to private or public assets will be removed and replaced if appropriate.”
2. Approve the amendment of the Delegations Manual 6.26.2 to read: *(additions in bold)*
“Removal of dead, diseased, damaged, unsafe trees or trees that are causing damage to private or public assets.”

If recommendations 1 and 2 are not approved:

3. Approve Council Officer recommendation to:
 - A. Remove one (or 2) street trees adjacent to Radcliffe Electrical (*replacement in this instance would be at a different location*)
 - B. Remove the remaining Rowan trees on Wai-iti Road and replace them with 28 Cornus ‘Eddies White Wonder’ trees, with removal and site preparation to commence in the first half of 2026, allowing replanting in the July/August 2026 planting season.
 - C. Remove one *Populus deltoides* (Cottonwood) street tree on Latter Street, beside the Council main building.

Purpose of Report

- 1 To seek Council approval for a minor amendment to the Urban Street Trees Policy and the associated Delegations Schedule to enable timely operational decision-making by Council Officers where street trees are causing damage to private or public assets.
- 2 If the proposed amendments are not approved, to seek Council direction on whether specific street trees identified in Recommendation 3 can be removed.

Assessment of Significance

- 3 This matter is assessed as low significance under Council’s Significance and Engagement Policy, as the proposed amendments are minor, operational in nature, and do not alter Council’s retained decision-making authority for high-profile, healthy, or mature street trees of public interest.

Background

- 4 As resolved through the Establishment and Terms of Reference of Council, Committees and Subcommittees report adopted on 4 November 2025, Council has retained decision-making

authority for the removal of healthy, mature, or high-profile trees and has not delegated this power to officers.

- 5 As a result, Council officers currently do not have delegated authority to approve the removal of healthy street trees regardless of them causing damage to private or public assets, and must seek case-by-case Council approval in these circumstances.
- 6 The current Street Trees Policy sets out the following requirements for tree removal and replacement:

4.4.2 Decisions on unplanned maintenance (usually heavy pruning) or the removal of healthy, mature, or high-profile urban street trees from an entire street, or a significant part thereof, due to cost implications and the need to consider opposing views, will be considered on a case-by-case basis.

4.4.3 Dead, diseased, damaged, and unsafe trees will be removed and replaced.

4.4.4 All other removals and subsequent replanting of trees will be considered on a case-by-case basis.

- 7 Therefore, under the current policy and delegations' settings, Council Officers are required to seek Council approval for the removal and/or replacement of healthy trees where removal is necessary due to damage to Council infrastructure (including footpaths, berms, road surfaces, and underground three waters services), other utility services, or adjacent private property. This requirement also applies to partially healthy trees that have lost amenity value as a result of damage, vandalism, or excessive pruning by members of the public.

Discussion

- 8 The proposed amendments are not intended to enable the removal of high-profile or well-established street trees that are not causing material safety or asset concerns. Trees of high public interest or symbolic value would continue to require Council approval.
- 9 For example, any proposal to remove or replace the Stafford Street trees as a group would require a separate report to Council and would involve appropriate engagement with stakeholders. No such proposal is currently under consideration. Council recognises the significance of these trees, and any future decisions relating to high-profile street trees would require Council approval and community engagement.
- 10 A significant proportion of Council's street tree assets can be characterised as either the "right tree in the wrong place" or the "wrong tree in the wrong place." This includes trees planted beneath overhead power lines, which require frequent pruning to maintain required clearances, and trees planted in narrow berms that encroach into the road corridor. In some locations, root systems have lifted kerb and channel, restricting drainage, or displaced footpaths and road surfaces, creating accessibility and trip hazards.
- 11 These trees are often subject to repeated damage from vehicles, require excessive pruning to maintain clearance for traffic and parking, or cause damage to public and private assets. Council receives ongoing service requests and complaints relating to these issues.
- 12 While complaints and damage issues are ongoing, the proposed amendments would not remove Council oversight for significant or high-profile trees. Rather, they would enable officers to address lower-risk, operational matters in a timely and consistent manner.

13 Where tree replacement is required, this will continue to be assessed against available budget. The current Contract 2577 – Street Tree Maintenance provides for the renewal of approximately 80 street trees per annum at approx. \$350 per tree.

14 It should be noted that replacement trees will not always be planted in the same location where the original site is unsuitable, for example, where trees conflict with overhead power lines or cause damage to infrastructure. In such cases, replacement planting may occur at an alternative location to maintain or enhance the overall street tree asset across the district.

Options and Preferred Option

15 **Option One: (Preferred Option)** Amend the Urban Street Trees Policy and related delegations to enable appropriately delegated officers to make informed operational decisions regarding the removal and replacement of trees that are causing damage to private or public assets, while retaining Council decision-making authority for high-profile and healthy trees of public interest.

Proposed change to Urban Street Tree policy (proposed amendment in bold):

4.4.3 Dead, diseased, damaged, unsafe trees **or trees that are causing damage to private or public assets** will be removed and replaced.

Proposed change to Delegations (proposed amendment in bold)

Delegation issue	Proposed Delegations
Removal of healthy, mature or high-profile trees.	Growth & Development Committee
Removal of dead, diseased, damaged, unsafe trees or trees that are causing damage to private or public assets .	Roading Network Team Leader General Manager Assets and Infrastructure
Trees planting in streets not previously planted.	General Manager Land Transport General Manager Assets and Infrastructure
All other removals and subsequent replanting of trees.	General Manager Land Transport Parks Operations Team Leader

16 **Option Two - Approve Tree Removal Only:** Retain the current policy and delegations, and approve the removal of the trees identified in Recommendation 3. Additional rationale and tree-specific information are provided in Attachment 1.

17 **Option Three – No Change:** Retain current policy and delegations. This option would require a separate report to Council for each individual tree issue, resulting in delays to addressing damage and increased administrative workload/cost.

Consultation

18 Recommendations have been agreed by the Parks Operations Team Lead, and Council's street tree maintenance contractor.

19 In many cases, the need for tree removal or replacement arises in response to service requests or complaints from nearby stakeholders. Where works are approved, communication will be undertaken with affected parties to confirm the proposed resolution, timing, and reasoning.

Relevant Legislation, Council Policy and Plans

20 Urban Street Trees policy
21 Delegations Schedule
22 Council Terms of Reference

Financial and Funding Implications

Funding Source: Rate Funded Loan Funded Grant/Subsidy Funded
Targeted Rate Fees/Charges

Is the proposed expenditure: Budgeted or Unbudgeted

Is a budget reallocation required? Yes No

Other Considerations

23 Council officers are working with arborists to scope the development of a street tree asset management approach, which will be incorporated into the strengthened Transport Asset Management Plan. This will support the identification and planned replacement of mature or unsuitable trees over time.

Attachments

1. Street Tree Removal: Recommendation 3 

Street Tree Report

Recommendation 3(a):

A. Remove one (or 2) street trees adjacent to Radcliffe Electrical (*replacement in this instance would be at a different location*)

Description: Radcliffe Electrical - Tree planted too close to private property and too close to adjacent mature street trees, causing damage and nuisance to private property (current unresolved CRM customer complaint) and crowding of the surrounding trees as they mature and grow larger.

Location: On the corner of Theodosia Street and Arthur Street.



Recommendation 3(b):

B. Remove the remaining Rowan trees on Wai-iti Road and replace them with 28 *Cornus 'Eddies White Wonder'* trees, with removal and site preparation to commence in the first half of 2026, allowing replanting in the July/August 2026 planting season.

Description: Wai-iti Road is a key route to and from western Timaru and is planted with 35 mature Rowan trees intended to provide public amenity. Many of these trees are in poor or declining condition due to pruning damage, vehicle impacts, disease, and conflicts with overhead power lines. Several trees have already been removed for safety reasons, with further removals required. From an asset management perspective, the existing street tree planting is approaching the end of its useful life. The berms or sections that can be planted here are narrow due to the presence of large footpaths, so new species selection will be crucial to maintain clearance for pedestrians and parking for vehicles.

Location:

**Proposed New Species:**

Cornus - Eddies white wonder



Alternate: Michelia



Recommendation 3(c):

C. Remove one *Populus deltoides* (Cottonwood) street tree on Latter Street, beside the Council main building.

Description: The mature Cottonwood tree is no longer suitable for its location, being constrained between the road and the Council building. It presents ongoing safety and infrastructure risks, with frequent branch failures during strong winds posing hazards to pedestrians and road users. The tree's root system is causing repeated wastewater blockages and overflows from the Council building, damaging the kerb, channel, road surface, and footpaths, and creating trip hazards, including at a pedestrian crossing. The tree is also located directly over a Council sewer main, with stormwater infrastructure nearby, increasing the risk of future damage to critical underground services.

Location:**Damage:**

8.6 Council submissions on government proposals and legislation

Author: Brendan Madley, Senior Policy Advisor
Authoriser: Stephen Doran, General Manager Corporate

Recommendation

That Council:

1. Receive the four draft submissions and allow for them to be considered at the Council meeting on 27 January 2025: "Simplifying Local Government; Rates capping; RMA reform and; Development levies".
2. Provide feedback to officers on the draft submissions.
3. Delegate authority to the Mayor to approve the final submissions for lodging.

Purpose of Report

- 1 The purpose of this report is to:
 - 1.1 Advise Council about the current opportunity to submit feedback to central government on various topics which will, collectively, contribute to a reform of local government.
 - 1.2 Seek approval to submit the four draft submissions to the meeting, despite them not being available for the final agenda.
 - 1.3 Request Councillor feedback on the draft submissions to inform the final versions.
 - 1.4 Seek that Council give delegated authority to the Mayor to approve the final submissions to enable them to be lodged by the respective closing dates.

Assessment of Significance

- 2 This report is considered to be of low significance under Council's Significance and Engagement Policy. It is acknowledged, however, that there may be public interest in the contents of the submissions.

Background

Government reforms

- 3 Central government is currently progressing reforms of local government via various proposals and pieces of legislation, collectively referred to as the "government reforms". These are at different stages of the legislative cycle.
- 4 Collectively, the reforms – if implemented in their current, proposed forms – would create the most significant structural changes to local government since the 1989 amalgamations. The reforms include:
 - 4.1 Amending the legislative role of local government (Systems Improvement Act).
 - 4.2 Amending the entities and representative arrangements of local government (Simplifying Local Government).

- 4.3 Introducing a rates cap or targeted model to minimise the percentage by which rates and fees and charges could increase each year (Rates capping).
- 4.4 Reducing the number of activities that require consenting, and thereby reducing the involvement of Council in planning and consenting processes (RMA reform).
- 4.5 Amending how infrastructure is funded and financed in relation to housing and growth (Development levies).

5 The report “Update on Local Government Reforms” in the Audit and Risk Committee agenda for 26 January 2026 profiles these in greater detail.

6 A number of these are currently open for submission, as outlined in the table below.

Topic	Stage of legislative cycle	Further information available at	Submission close date
“Rates capping”	Initial proposal; no legislative introduced to Parliament	See Attachment 1 ¹ and https://www.dia.govt.nz/Proactive-Releases	4 February 2026
“RMA reform”	Select Committee stage as the “Planning Bill” and the “Natural Environment Bill”	https://www3.parliament.nz/en/pb/sc/make-a-submission/document/54SCENV_SCF_BA467863-D6B0-4968-1027-08DE369D9192/planning-bill-and-natural-environment-bill	13 February 2026
“Simplifying Local Government”	Initial proposal; no legislative introduced to Parliament	https://www.dia.govt.nz/simplifying-local-government	20 February 2026
“Development levies”	Initial proposal; no legislative introduced to Parliament	https://www.dia.govt.nz/development-levies-consultation	20 February 2026

¹ The attached letter is addressed to Local Government New Zealand because Council was not originally invited to participate in the targeted consultation, and therefore did not directly receive the consultation material.

7 The four draft submissions are not available for this meeting agenda. Officers will seek Council's permission to table them at the Council meeting, and make them available to the public thereafter.

Draft submissions not included in agenda

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

(7) An item that is not on the agenda for a meeting may be dealt with at the meeting if—
(a) the local authority by resolution so decides; and
(b) the presiding member explains at the meeting at a time when it is open to the public,—
(i) the reason why the item is not on the agenda; and
(ii) the reason why the discussion of the item cannot be delayed until a subsequent meeting.

Discussion

Government reforms

9 The lodging of submissions on these topics allows Council to express its views, raise particular areas of support or opposition, and advocate for the interests of the Timaru District.

10 The submissions have been drafted based on prior Councillor feedback and officer advice.

11 Officers will, via their verbal remarks on each submission, highlight any aspects that may be potentially contentious or where more detailed Councillor direction may be appropriate.

Draft submissions not included in agenda

12 The reason the attachments were not included in the meeting agenda is that due to the short consultation periods, they were not available at the time that the agenda was legally required to be produced.

13 The consideration of the submissions cannot be deferred to the next scheduled Council meeting date (24 February 2026) because the submission deadlines are prior to this.

Consultation

14 Consultation is not required prior to Council considering the recommendations.

Relevant Legislation, Council Policy and Plans

15 Local Government Information and Meetings Act 1987

Financial and Funding Implications

16 There are no financial or funding implications associated with this report, other than officer time preparing and finalising the submissions.

Other Considerations

17 There are no other considerations.

Attachments

1. Rates capping consultation letter 



3 December 2025

45 Pipitea Street, Wellington

Scott Necklen
Local Government New Zealand
scott.necklen@lgnz.co.nz

Dear Scott Necklen

Subject: Consultation on a rates target model for New Zealand

On Monday 1 December, the Prime Minister and Minister of Local Government announced the introduction of a rates target model for New Zealand.

The Government has agreed that from 1 July 2029, councils will operate within a target range of rates increases to help keep rates affordable for households while ensuring councils can maintain essential services and invest in infrastructure.

The Government has also agreed to targeted consultation from December 2025 to February 2026 on how to set the target range of rates increases. We are writing to you today as you have been identified as a stakeholder to engage as part of this targeted consultation. Further information on the feedback we are seeking is below.

The Government's key decisions are:

- The range will apply to all sources of rates (general rates, targeted rates, uniform annual charges), but excludes water charges and water-related targeted rates, and other non-rates revenue.
- The range will apply to the price component of rates, not volume growth.
- Under the rates cap councils will have discretion to spend rates funding as they currently do. This system does not limit spending to certain services or activities. But councils will need to comply with changes made through the Local Government System Improvements Bill.
- The range will be anchored in long-run economic indicators, such as inflation at the lower end and nominal GDP at the higher end. An additional growth component will be added for some councils.
- There will be a transition period from 2026 to 2029. During this time, councils will be required to consider the rates target when setting rates, but it will not be mandatory to operate within the range. The Department of Internal Affairs will issue guidance and undertake monitoring of councils during this time.
- From 1 July 2029, the model will allow for variations in extreme circumstances and a clear process for councils to apply for other temporary adjustments.
 - Examples of extreme circumstances are responses to natural hazards, global economic crisis, or other significant events. In these cases, councils will need to show how they will return to the band over time.

- Where councils need to raise revenue to pay for things outside of extreme circumstances, they will be able to do so through a variation process, and they would need to apply to a regulator for approval. Councils would need to provide justification and explain how they intend to return to the band over time.
- Further work is required on detailed design, including regulatory oversight. Cabinet will make additional decisions in early 2026, and legislation will be introduced before the general election.

Targeted consultation

We seek your feedback on the proposed formula and economic indicators for setting the range, including whether the preliminary range of 2-4% per capita per year is appropriate. Details of the formula and consultation questions are attached.

Consultation closes on 4 February 2026.

Feedback can be provided directly, through meeting with the Department, or by emailing ratescapping@dia.govt.nz before 4 February 2026. Given the timeframes, our preference is to meet with you as soon as possible. If you are able to do so, please send through available times.

Should you have any questions, please get in touch.

Yours sincerely,



Rowan Burns
Policy Manager

Appendix A

Proposed formula

The proposed formula is expressed in Figure 1, based on a per capita, price basis for a fixed basket of council services:

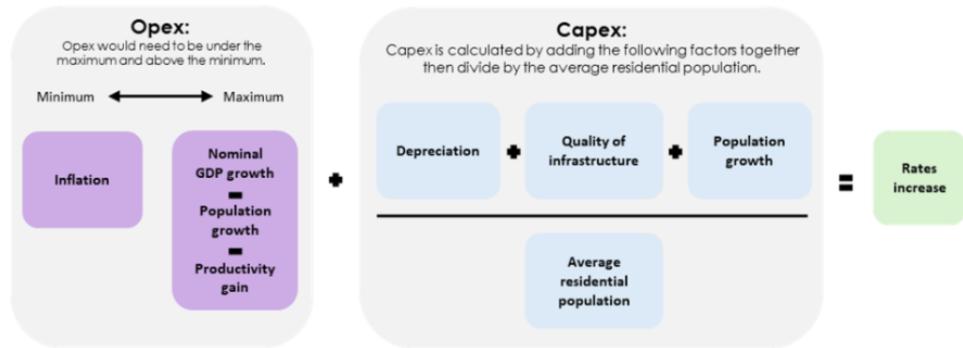


Figure 1: Proposed rates target formula

In a future 'steady state',¹ where investment is constant as a share of GDP, the infrastructure deficit has been addressed, and the share of operational spending to capital spending is constant, these factors should apply for both capital and operational spending.

To allow comparison with a price index, council capital expenditure is based on a per person or per rating unit basis and should –

- be sufficient to replace worn out assets (depreciation);
- respond to demand for more and improved infrastructure as income rises;
- be in line with GDP (quality of infrastructure); and
- increase as growth occurs, to cover the need to serve more people.

Capital spending to replace worn out assets should be depreciation funded. Rates should cover the increase in standards as GDP increases, and the portion of growth costs that are not recovered from other tools (i.e. from development contributions or the forthcoming development levies regime). This should be in line with the target.

Preliminary analysis using this formula suggests that a 2-4% target range for local authority rates is justifiable as a long-run guide and anchor to where rates increases should be.

¹ A 'steady state' is a hypothetical about the optimal level of rates as a share of GDP. Historically, rates have been approximately 2% of GDP, with infrastructure issues emerging when councils varied below this trend. As some more councils shift to water charges, total rates as a percentage of GDP are likely to need to be lower, though rates + water charges will need to exceed the historic trend for councils and water services to be financially viable and catch up on historic deficits

- *Choice of minimum:* 2% represents the midpoint target band of the RBNZ policy target. The average rate of inflation has been 2.1% since 2002, excluding the Covid-19 inflationary pressure. The average has been 2.6% including Covid. Conceptually, this reflects that councils should be maintaining service standards.
- *Choice of maximum:* As a long run anchor we believe council activity should align with national activity/growth, or GDP. Demand for council services should be reasonably in line with rises in GDP. Nominal GDP has increased at an average rate of 5.4% per annum. We analysed growth in population, household formation, and new dwellings (proxies for the rateable base for councils) which were around 1-1.5% per year on average. We also note that productivity growth has averaged to around 0.3% per year for the last decade.² Deducting prospective growth in the rateable base, and an allowance for productivity yields around 4% as a per capita/per rating unit increase.

This range represents the price component of council rates revenue increases. Councils grow in size over time as they support growth and serve more households and businesses with rates funded services. We will allow for growth in the total rates revenue that a council can collect as a result of this growth.

Consultation questions

1. Do you agree with the proposed economic indicators to be included in a formula for setting a rates target?
2. If not, what economic indicators do you suggest be included and why?
 - a. Does setting the minimum of the target in line with inflation ensure that councils can maintain service standards? If not, why not?
3. Does the maximum of the target account for council spending on core services?³
4. What council spending will not be able to take place under this target range? Why?
5. Are changes to the target needed to account for variations between regions and councils? What changes do you propose and why?

² For a full description of NZs Productivity history, see: [Treasury paper: The productivity slowdown: implications for the Treasury's forecasts and projections - May 2024](#)

³ Core services as outlined in the *Local Government (System Improvements) Amendment Bill 2025* being network infrastructure; public transport services; waste management; civil defence and emergency management; libraries, museums, reserves, and other recreational facilities.

8.7 Update on implementing Water Service Delivery Plan

Author: Elliot Higbee, Legal Services Manager

Authoriser: Nigel Trainor, Chief Executive

Recommendation

That Council:

1. Agree to establish a joint Water Organisation with Mackenzie District Council and potentially others.
2. Agree that in the circumstances the following are the reasonably practicable options for a decision by 31 March 2026 on establishing a joint Water Organisation with Mackenzie District Council:
 - a. Waitaki District Council
 - b. Southern Waters (Gore, Clutha and Central Otago District Councils' Water Organisation)
3. Establish a Council Steering Group (CSG) of Mayor Bowen and Clr Wilson to steer the decision-making process for a resolution by 31 March 2026 on establishing a joint Water Organisation.

Purpose of Report

- 1 This process report updates Council on the implementation of its Water Service Delivery Plan (WSDP) and the circumstances for passing a resolution by 31 March 2026 on establishing a joint Water Organisation (WO).²
- 2 In December 2025 Mackenzie District Council (MDC) passed a resolution to approve a joint WO with TDC; and Waitaki District Council (WDC) passed a resolution to explore a possible joint WO with TDC or Southern Waters. This suggested an implantation decision-making process, which was workshopped with the majority of elected members of MDC, WDC and TDC on 21 January 2026.
- 3 This report recommends formalising Council's approach to this decision-making process and advises on the circumstances for making a resolution by 31 March 2026 on establishing a joint WO.

Assessment of Significance

- 4 This report is a moderately significant process report. Although it recommends a decision of some significance: to deliver water services with MDC in a joint WO, this possibility has been well canvased. A joint WO with MDC was within Council's preferred option for consultation from 15 May to 6 June 2025, which received majority public support. This consultation was undertaken in accordance with legislative requirements, and officers consider it reasonable

² Previously referred to as a Water Services Organisation (WSCCO) under the Local Government (Preliminary Arrangements) Act 2024, however under the enduring settings that these companies will be operating under the Local Government (Water Service) Act 2025, these companies will be called Water Organisations (WO). A Council that retains water service responsibility is called a Water Service Provider (WSP). A WO is also a WSP. This report uses WO.

for Council to conclude that no further consultation is required for this decision, or the other process decisions proposed in this report.

Background

What is Council's current situation?

- 5 For reference, an annex setting out the sequence of Council and Committee reports and decisions since 6 May 2025 is provided. This date is when Council began the decision-making process to establish the proposed model for delivering water services under the Government's water reform legislation, which consists of these two primary pieces of legislation:
 - 5.1 Local Government (Water Services Preliminary Arrangements) Act 2024: this Act required Councils to file a WSDP setting out how water services would be delivered over the next ten years, that this delivery model would be financially sustainable by 30 June 2028, and would conform to the new regulatory regime. One of the options is to move water service delivery to a WO. Councils are committed to implementing this WSDP.
 - 5.2 Local Government (Water Services) Act 2025: this Act provides the enduring settings for delivering water services and specifies timeframes that impact the establishment of WOs.
- 6 Following public consultation, on 22 July 2025 Council decided to establish a standalone WO. This was despite public, officer, and elected member preference for a joint WO to deliver drinking water and wastewater services. This option however was unavailable given the absence of partners.
- 7 As a result, a WSDP was filed on 29 August 2025, which relevantly noted:

“... Council resolved, on 22 July 2025, to progress work towards a standalone [WO] to ensure that water services delivery in Timaru would not only meet all regulatory requirements (including financial sustainability) but would also be positioned for partnership in the near future should other councils decide to join with Timaru, and subject to agreed terms and conditions at such time.

...

There are two possible future avenues towards establishment of a joint [WO], being (1) confirmation of partners before the standalone [WO] is established or (2) addition of partners following establishment.”
- 8 The WSDP identifies that Council will decide by 31 March 2026 to identify partners for a joint WO or establish a standalone WO. If a joint WO is identified, the WSDP requires the company to be established by 1 October 2026, a standalone WO is required to be established by 1 July 2026. The WSDP requires in both cases for the WO to be operational by 1 July 2027.
- 9 Officers note that for TDC to move to a joint WO model, will require an amended WSDP to be filed by *all partnering Councils* for Government approval. Legislatively, WSDPs cannot be amended after 3 September 2026. All WSDPs are required to be implemented, with Government intervention a probability if they are not implemented. Following engagement with DIA it appears open to TDC to progress a joint WO without amending *its own WSDP* because of the way the WSDP structured the partnering option. Essentially the WSDP enables both options to be pursued. The merits of not amending the WSDP will be reviewed during the decision-making process leading up to 31 March 2026.

How should this Council approach the consideration of possible WO partners?

- 10 Councils are required to keep an open mind, consider all reasonably practicable options, and assess the advantages and disadvantages of each of the options. The extent of what is reasonably practicable and those options assessment are matters of judgment for Council

largely undertaken in proportion to the significance of the matters affected by the decision, and the circumstances in which a decision is taken. The s 14 Local Government Act 2002 principles³ relating to local authorities are relevant. Given the intergenerational nature of the assets underpinning water services, it is important to take a long-term view of the options, the analysis and the decision.

11 This Council is a provincial Council. For provincial Councils water network efficiencies are largely at the corporate level. There is community and elected member preference for partners to be proximate. Council's consideration of partnership options has focused on the shared provincial communities of interest on the east coast of the South Island. This long list has been:

- 11.1 Hurunui and Kaikōura District Councils
- 11.2 Waimakariri District Council
- 11.3 Selwyn District Council
- 11.4 Ashburton District Council
- 11.5 Mackenzie District Council
- 11.6 Waimate District Council
- 11.7 Waitaki District Council
- 11.8 Southern Waters, being Central Otago, Clutha and Gore District Councils

Where are the different long-list of options at?

12 The following update is provided in respect of this long-list of options:

- 12.1 On 3 July 2025 Selwyn District Council's WSDP for a sole WO to deliver drinking and wastewater services was approved, with stormwater services to remain in-house.
- 12.2 On 21 July 2025 Waimakariri District Council's WSDP for in-house delivery of all water services was approved.
- 12.3 On 17 September 2025 Hurunui and Kaikōura District Councils WSDP for a joint WO to deliver all water services was approved.
- 12.4 On 24 September 2025 Central Otago, Clutha and Gore District Council's WSDP for a joint WO (Southern Waters) to deliver all water services was approved.
- 12.5 On 7 October 2025 Waitaki District Council's (WDC) WSDP for inhouse delivery of all water services was rejected, and an amended WSDP is required to be filed by 30 June 2026.
- 12.6 On 20 October 2025 Ashburton District Council's WSDP for inhouse delivery of all water services was approved.
- 12.7 On 28 October 2025 TDC's WSDP for the provision of drinking and wastewater services through a sole WO, and stormwater inhouse was approved.⁴

³ <https://www.legislation.govt.nz/act/public/2002/0084/latest/DLM171810.html#DLM171810>

⁴ <https://www.timaru.govt.nz/council/publications/plans/water-services-delivery-plan>

- 12.8 On 14 November 2025 Waimate District Council's (WmDC's) WSDP retaining all water services in-house was accepted.
- 12.9 On 27 November 2025 MDC's WSDP retaining all water services in-house was rejected, and an amended WSDP is expected to be filed by 30 March 2026.
- 12.10 On 9 December 2025 WDC resolved "*to conduct further investigations of alternative service delivery models with a focus on a Timaru/Waitaki based arrangement and rejoining the Southern Water collaboration.*"
- 12.11 On 16 December 2025 MDC resolved to "*approve a joint [WO] between Timaru District Council and Mackenzie District Council and potentially others for the provision of waters Delivery Services to the Mackenzie District from 1 July 2027*"

13 The following is also noted about relevant WOs:

- 13.1 Selwyn District Council's WSDP was approved on 3 July 2025, and their WO Selwyn Water Limited has been established, having taken over the delivery of drinking and wastewater services on 1 July 2025. On 17 September 2025 a statement of expectations and transfer agreement were adopted by Council. The transfer agreement was actioned on 18 December 2025.
- 13.2 Hurunui and Kaikōura District Councils are forming a joint WO to deliver all water services for the districts, and on "16 and 17 December 2025 adopted a constitution and shareholders agreement" for Kaikoura Hurunui Water Services Limited. This company is not yet registered.
- 13.3 Southern Waters appointed an establishment chair and a programme director on 6 January 2026 to lead the establishment of a WO to deliver all water services for Central Otago, Clutha and Gore District Councils. This company is not yet registered.

What are the legislative and practical time limits for this decision?

14 As noted above, Council's WSDP requires:

- 14.1 A decision by 31 March 2026 identifying partners; and then either
 - 14.1.1 Establishing a sole WO by 1 July 2026; or
 - 14.1.2 Establishing a joint WO by 1 October 2026; and
- 14.2 The WO being operational 1 July 2027.

15 Although there is no specific legal requirement for the WO to be operational by 1 July 2027, Officers consider there are very good reasons for this date to be achieved:

- 15.1 WO's should be established at the beginning of a financial year, and preferably coinciding with their parent Council's LTP, which is 1 July 2027. There are significant coordination benefits if both long-term planning cycles match, and complications if these do not match for financial forecasting, asset transfer valuations, and service level commitments. These complications make the transfer process to a WO more complex.
- 15.2 There are legal requirements and corporate practicalities meaning that there is a risk to establishing a WO in time to comply with the new regulatory regime, with partnering complexities increasing this risk.
- 15.3 The sheer amount of reform the local government sector is facing requires a Council of Timaru's size to allocate responsibility for water service delivery under this new regulatory regime now, and grapple with the other reform issues following this decision.

16 The particularly legal requirements are:

- 16.1 A WO must adopt its first water services strategy (WSS) before the first financial year to which it relates (LG(WS) Act, s 220). For a WO commencing operations on 1 July 2027, the strategy must be adopted by 30 June 2027. The statement of expectations, which the strategy must give effect to, must be prepared at least six months before the strategy (s 225), therefore requiring completion by 31 December 2026. This creates a critical path requiring a sufficient level of corporate WO establishment, including governance structures, to be operational by late 2026 to develop and adopt the strategy. Importantly to draft the statement of expectations requires shareholding councils to have some fixed comprehension of the scope of the WO its operations and what has been transferred to it.
- 16.2 A new economic regulatory framework applies to water service delivery. This is a significant new deliverable for water services. The Commerce Commissions intention is that by 30 June 2026 the following will be published: dividend policy and funding growth policy, along with charging information.⁵ By 30 June 2027, forecast planning documents must be published, and by 30 November 2027 the actuals for FY 26/27 must be published. These information disclosure obligations apply regardless of the model for water delivery.

17 The corporate practicalities of establishing a joint WO are significant.

- 18 To establish a joint WO to then be in a position to negotiate a joint letter of expectations between shareholders by 31 December 2026, requires decisions by Councils to establish the joint WO, and to then amended WSDPs where required. A joint shareholding committee must then be established. Following this, the foundational documents must be negotiated and adopted by Council: a constitution and a shareholder's agreement, along with any deeds of indemnity and insurance. A transfer agreement⁶ then needs to be agreed. At best, Council has eight months (1 April to 30 November 2026) to progress the establishment of a joint WO, so that the statement of expectations can be finalised in December 2026.
- 19 Delaying to 1 July 2028 would extend Council's responsibility for water service delivery by an additional year and require each individual council to implement the systems and processes to deliver water services under the new regulatory regime, only to then transfer responsibilities to the new WO.
- 20 For reference, officers' current high-level timeframe for implementation of a single WO is as follows:

⁵ See the draft information disclosure determination, reference transitional provisions cl A9 at p 48, and clauses 4.6, 4.7, and 4.8 at pages 25 - 26

⁶ A transfer agreement is required to establish a WO. This agreement specifies what transfers to the WO. If something is not in the transfer agreement, then it does not transfer. The agreement transfers responsibilities, and assets including contracts. The agreement can only be entered by Council. Transfer agreements are separate between shareholders. The contents are specified in [schedule 2](#) of the Local Government (Water Services) Act 2025.

Tranche	Deadline Month	Stream	Dec 2025	Jan 2026	Feb 2026	Mar 2026	Apr 2026	May 2026	Jun 2026	Jul 2026	Aug 2026	Sep 2026	Oct 2026	Nov 2026	Dec 2026	Jan 2027	Feb 2027	Mar 2027	Apr 2027	May 2027	Jun 2027	Aug 2027
= A Preparation																						
= B Communications and Engagement																						
= C Foundational Docs and Transfer																						
= D People																						
= E Key Documents																						
= F Finances, Loaning Etc																						
= G Processes, Reporting and Compliance																						
= H Systems and IT																						
= I Service Delivery BAU and Day One																						
= J Risk Management																						

21 This timeframe will obviously need to be re-structured with Mackenzie and possibly other partners to ensure delivery, and this will be developed between now and the substantive decision on partnering.

22 Finally, it is noted that the DIA requires quarterly reporting and has specifically identified that transitional funding arrangements for the WO from 2026/27 to 2028/29 will be monitored, along with implementation in accordance with the WSDP's implementation plan. In summary the reporting requirements are:

Reporting Period	Report due to DIA
1 January 2026 – 31 March 2026	30 April 2026
1 April 2026 – 30 June 2026	31 July 2026
1 July 2026 – 30 September 2026	31 October 2026
1 October 2026 – 31 December 2026	31 January 2027

What is the analysis available to inform the substantive decision?

23 It is possible to describe five different types of analytical input to inform the substantive decision on partnering options:

23.1 The WSDPs filed by the different options, and specifically the summary analysis by DIA (attachment 1) as this enables useful high-quality benchmarking of key issues;

- 23.2 Public feedback from the 2025 consultation, and elected members' collective appreciation for the district's preferences;
- 23.3 Analysis developed by this Council, along with MDC and WDC CSGs through the decision making process initiated on 21 January 2026;
- 23.4 Officers' advice; and
- 23.5 Anything further requested by Council.

24 The WSDPs and their analysis is located on the DIA website. The one-page summaries for reasonably practicable options is annexed.

25 The CSGs will steer officers in developing the decision-making process with a report including officers' advice for Council for resolutions by 31 March 2026.

What does this all mean?

26 The combination of legislative and practical constraints on time frames, other Council's decision making, public feedback, and available analysis mean that Officers recommend approaching options in four steps:

- 26.1 Is Mackenzie District Council our WO partner?
- 26.2 What are the other reasonably practicable options for a joint WO (the short list), for a decision by 31 March 2026
- 26.3 Is there sufficient analysis of these options to make a decision?
- 26.4 Is there a preferred option?

Discussion

27 Officers' advice is that:

Is Mackenzie District Council our WO partner?

28 Yes, MDC should be accepted as Council's partner for a joint WO.

29 This is because:

- 29.1 MDC was one of the Council's preferred partners for a joint WO to be the model for delivering the district's water services.
- 29.2 Following public consultation in May/ June 2025, this model was the public's preference.
- 29.3 Council's accepted WSDP envisages a partner being confirmed pre-establishment of the Water Organisation.
- 29.4 On 16 December 2025 MDC decided to "approve [establishing] a joint [WO] between Timaru District Council and Mackenzie District Council and potentially others".
- 29.5 Since then, MDC, WDC, and TDC have initiated a decision-making process to understand the advantages and disadvantages of establishing a joint WO for water delivery in their different districts, and other reasonably practicable options.

What are the other reasonably practicable options for a joint WO, for decision by 31 March 2026?

The long list of options

30 The suggested long list of options is as set out above:

- 30.1 Hurunui and Kaikōura District Councils

- 30.2 Waimakariri District Council
- 30.3 Selwyn District Council
- 30.4 Ashburton District Council
- 30.5 Mackenzie District Council
- 30.6 Waimate District Council
- 30.7 Waitaki District Council
- 30.8 Southern Waters, being Central Otago, Clutha and Gore District Councils

The short list

- 31 In light of the circumstances set out above at paragraphs 12 and 13, Officers suggest that the following are not reasonably practicable options:
 - 31.1 Ashburton District Council: clear intention to stay in-house.
 - 31.2 Waimate District Council: clear intention to stay in-house and lack meaningful numbers.
 - 31.3 Waimakariri District Council: clear intention to stay in-house
 - 31.4 Hurunui and Kaikōura District Council's WO: although there is openness to partnering, there is insufficient time to develop the necessary common understanding of this possibility to meet the 31 March 2026 decision date.
- 32 The following potential partners are suggested as the short list:
 - 32.1 MDC: as set out above.
 - 32.2 Waitaki District Council: identified as a possible partner for the Council's preferred option of a joint WO in the original public consultation option, an option which received majority support. WDC have been required to refile a WSDP and passed a resolution to consider two options for a joint WO: TDC or Southern Waters, and have entered a decision-making process with TDC and MDC to resolve on a joint WO.
 - 32.3 Southern Waters (Central Otago, Clutha, and Gore District Councils): are very open to partnering.

What about Selwyn District Council?

- 33 Officers do not consider that Selwyn District Council can be included as a reasonably practicable option for a resolution on establishment of a joint WO by 31 March 2026. This is because Selwyn District Council's indicated timeframe is not compatible with this date. Selwyn have indicated the sequence for a decision would require:
 - 33.1 An initiation process, including a briefing of elected members, a resolution, a MOU and NDA, establish a Joint Working group, to adopt Operating Principles.
 - 33.2 A two-way due diligence and business case process, resulting in a draft agreement
 - 33.3 Mana Whenua and stakeholder engagement
 - 33.4 Public consultation and Statement of Proposal
 - 33.5 Council decision on consultation and business case, leading to a resolution approving joining the WO, and executing transfer and shareholding agreements.

34 In essence, the Local Government (Water Services) Act 2025's structural change process requires a full consultation process to be undertaken because SDC's WO was consulted on, and has been established, as a single council entity.

35 Engagement to date does not suggest sufficient assurances are available for establishing a joint WO with Selwyn District Council within the circumstances.

Is Southern Waters really a reasonably practicable option?

36 It is noted that Council has twice declined to progress partnering with Southern Waters, with harmonisation a significant barrier. This however is now fully negotiable.

37 Scale has been identified as the critical dimension to ensuring the long-term delivering of affordable, resilient, and compliant water services. Southern Waters shares TDC, WDC and MDC's provincial, east coast of the South Island community of interest. Although quantifying scale efficiencies is difficult, one concrete impact of scale is that at 50,000 drinking water connections a WO can obtain the best lending terms from LGFA. Combined, scale is materially increased with Southern Waters:

Projected Total Water Supply Connections (from WSDP's)			
Short List	2025/26	2028/29	2030/31
Timaru	22,179	22,685	23,163
Mackenzie	3,248	3,447	3,587
Waitaki	12,125	12,558	12,826
Southern	24,202	25,176	26,134
Long List			
Ashburton	12,463	12,610	12,710
Waimate	3,620	3,697	3,749
Selwyn	27,542	29,685	31,065
Kaikōura and Hurunui	11,884	12,477	12,893

What situation is Waitaki District Council in?

38 WDC has until 30 June 2026 to file an amended WSDP, and because of this, have joined MDC and TDC on the decision-making process initiated on 21 January 2026.

39 It is anticipated that WDC will quickly express a direction of travel, with their option to partner with Southern Waters being the critical alternative.

How is this Council going to get this work done?

40 At the 21 January 2026 workshop, MDC, WDC and TDC were asked to establish a Council Steering Group (CSG), to enable an analysis of the different options for a substantive decision to be developed, along with the setting of:

- 40.1 Investment objectives: the headlines that the different dimensions of analysis of advantages and disadvantages of the different options is undertaken under.
- 40.2 Multi-Criteria Analysis: the assessment of the different criteria (investment objectives) into a coherent package of analysis, enabling benchmarking between the different options to show simply relative advantages and disadvantages.
- 40.3 Short-listing: identifying what options get a thorough analysis given their relative reasonable practicability. Not all options need to be assessed to the same level, with the question of practicability an important factor in this judgment.

40.4 Preferred option: although not necessary, it is useful if justified to have a preferred option for a deeper level of analysis. This ensures downstream considerations get brought into the mix for the most preferred option.

41 It was proposed that the CSG would consist of two elected members, who would be tasked by Council with the above functions, and leading Council's deliberation of the substantive decision on 31 March 2026. Importantly, the CSG would be responsible for leading political engagement with other Council's elected members.

42 At the workshop, Mayor Bowen and Clr Wilson were identified as the Council's CSG.

Options and Preferred Option

43 This paper presents a comprehensive description of context and approach to implementing the Council's WSDP. At a high level, Council can:

- 43.1 Accept or reject MDC's partnering proposal;
- 43.2 Expand or contract the scope of reasonably practicable options;
- 43.3 Request additional analysis or engagement with specified Councils;
- 43.4 Establish a Council Steering Group or not establish such a steering group.

Consultation

44 As noted above, public consultation has previously occurred and given the process nature of the resolutions no further consultation is considered necessary at this stage. This will be reviewed given different partnering options.

Relevant Legislation, Council Policy and Plans

- 45 Local Government Act 2002
- 46 Local Government (Water Services Preliminary Arrangements) Act 2024
- 47 Local Government (Water Services) Act 2025
- 48 Commerce Act 1986

Financial and Funding Implications

49 Council unanimously resolved, during the meeting on Tuesday 26 August 2025⁷ when considering agenda item 7.2 'Local Water Done Well – Adoption of Water Services Delivery Plan', to approve loan funding establishment costs up to the value of \$2,364,000 to be incurred \$432,000 in 2025/26 and \$1,932,000 in 2026/27.

Resolution 2025/1

Moved: Clr Peter Burt

Seconded: Clr Scott Shannon

That Council

1. Adopts the proposed Water Services Delivery Plan subject to minor amendments by the Chief Executive as may be required when signing; and
2. Commits to implementing the proposed model within the Water Services Delivery Plan if the plan is accepted; and
3. Directs officers to continue negotiations with current and prospective member councils to refine the proposed membership and commercial arrangements for the proposed joint WSCCO; and

⁷ https://www.timaru.govt.nz/_data/assets/pdf_file/0018/1054350/Council-MINUTES-26.08.25.pdf

4. Approves loan funding of establishment costs up to the value \$2,364,000 to be incurred \$432,000 in 2025/26 and \$1,932,000 in 2026/27; and
5. That the Water Services Delivery Steering Group continues post-election and reports to council.

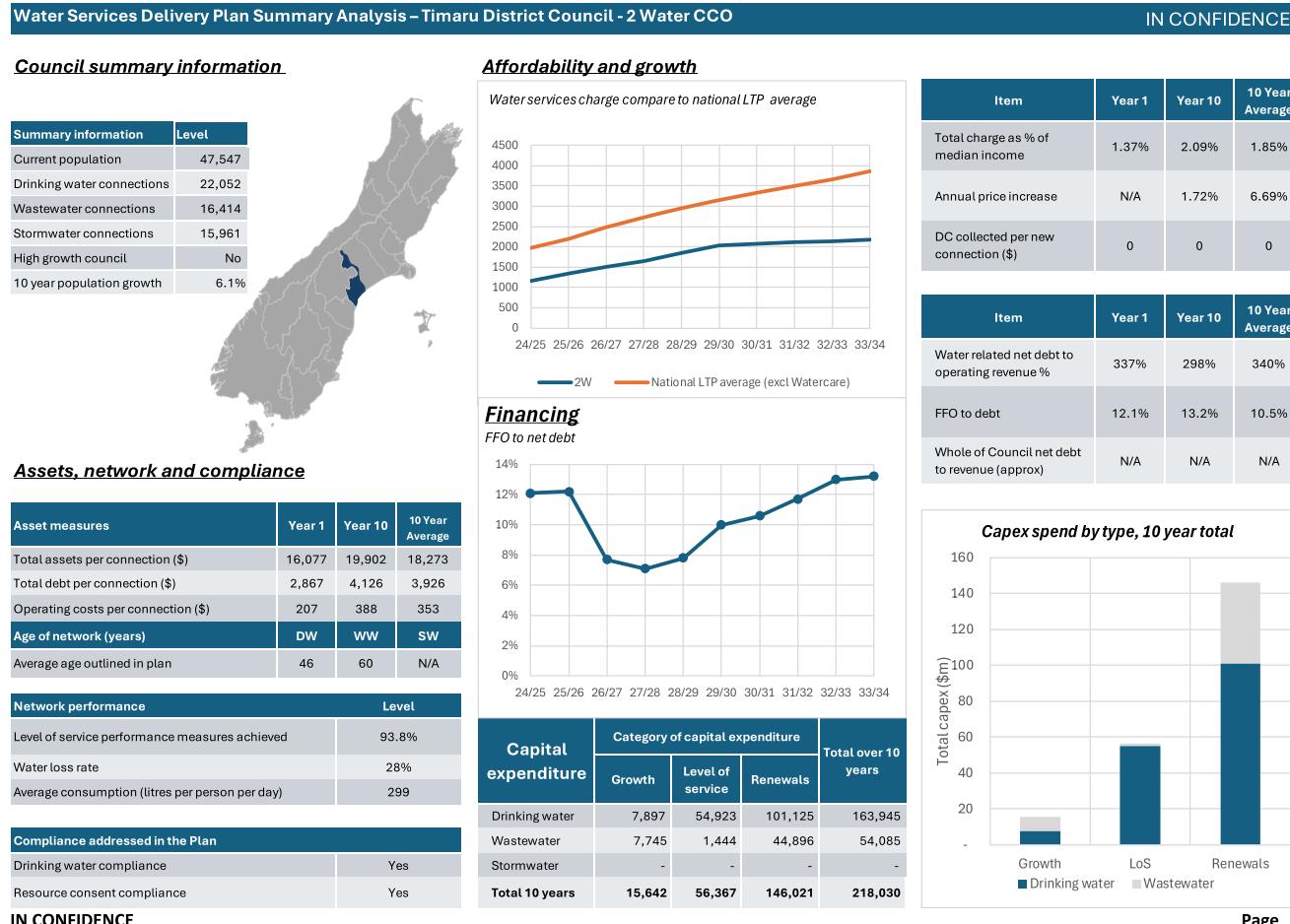
Carried

50 Therefore, the options presented to Council for consideration throughout this report do not have any unbudgeted funding or financial implications.

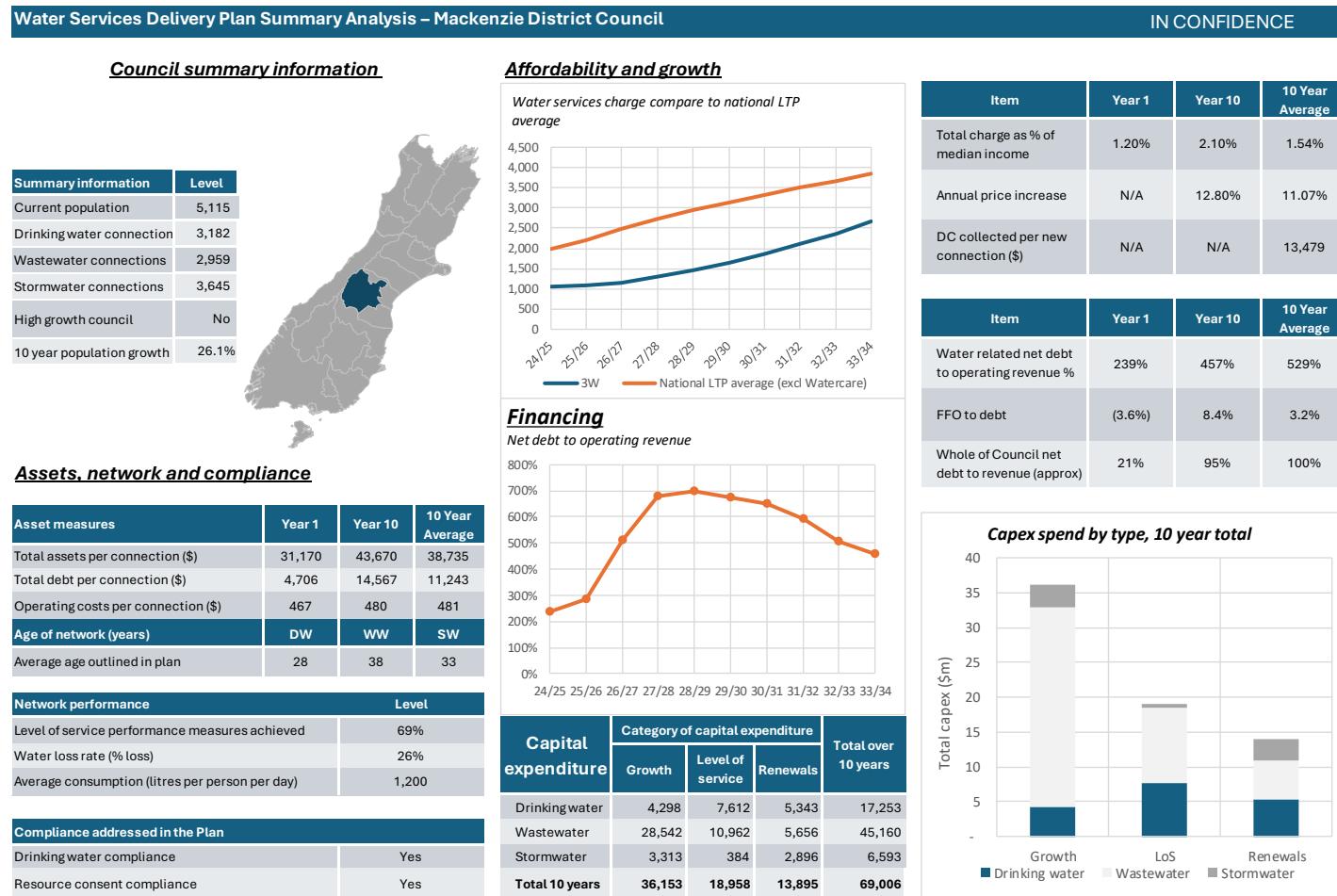
Attachments

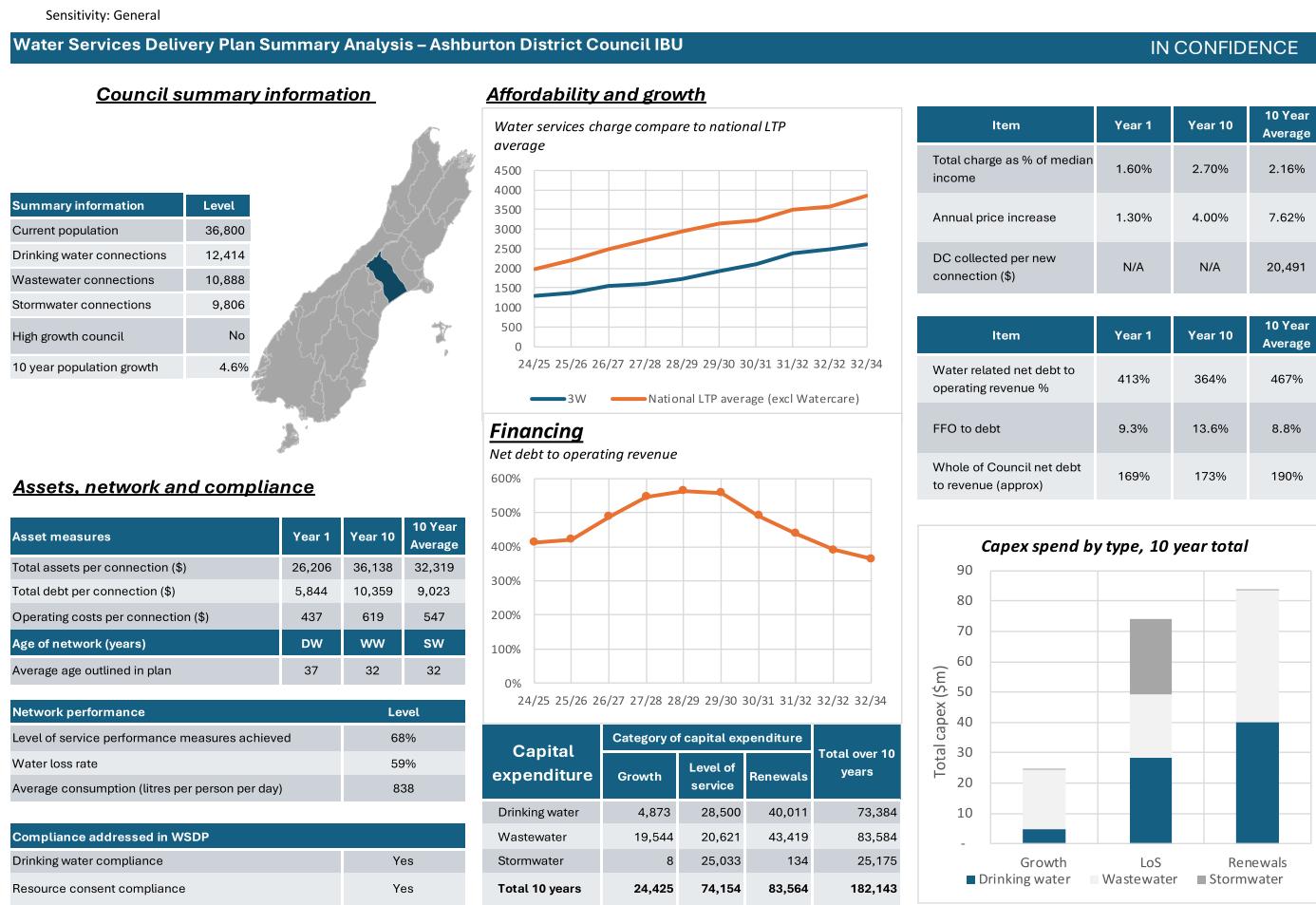
1. **Water Service Delivery Plans Summary Analysis**  

Sensitivity: General



Page 7 of 25



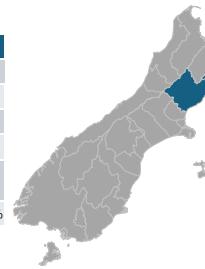


WSDP Summary Analysis – Hurunui Kaikōura CCO

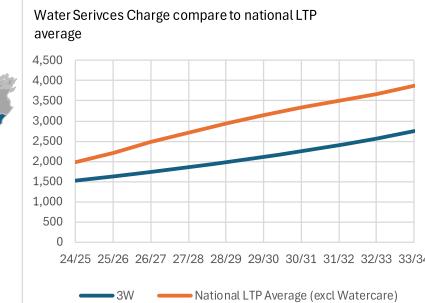
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Council Summary Information

Summary information	Level
Current population	18,914
DW Connections	11,678
WW Connections	6,005
SW Connections	7,492
High growth council	No
10 year pop growth	16.0%



Affordability and Growth



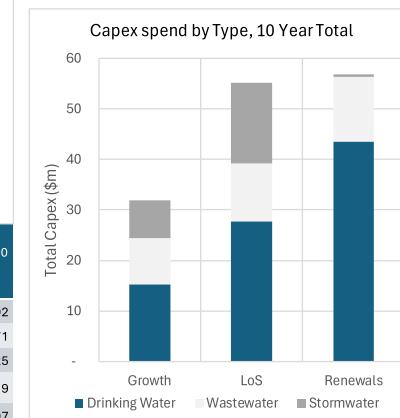
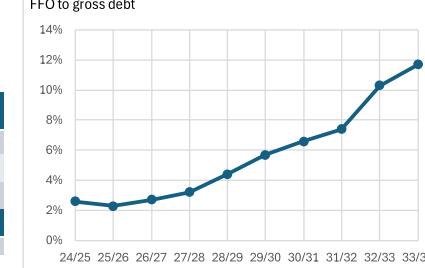
Item	Year 1	Year 10	10 Year Average
Total charge as % of median income	2.00%	3.10%	2.50%
Annual price increase	N/A	6.90%	6.11%
DC collected for new connections (\$)	N/A	5,009	4,431

Item	Year 1	Year 10	10 Year Average
Water Related Net Debt to Operating Revenue %	397%	335%	423%
FFO to Debt	2.60%	11.70%	5.69%
Whole of Council net debt to revenue (approx)	119%	0%	29%

Assets, Network, and Compliance

Asset measures	Year 1	Year 10	10 Year Average
Total assets per connection (\$)	21,605	25,453	24,000
Total debt per connection (\$)	5,317	8,182	7,704
Operating costs per connection (\$)	809	823	818
Age of network (years)	DW	WW	SW
Average age outlined in plan	28	24	21

Financing



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Page 8

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WSDP Summary Analysis – Waimakariri District Council

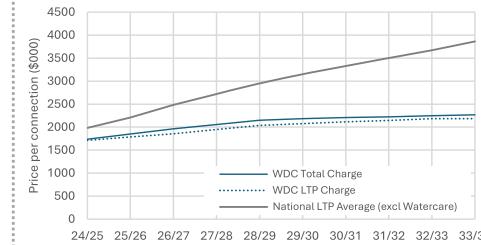
Council Summary Information

Summary information	Level
Current population	71,000
SW Connections	24,088
DW Connections	19,345
WW Connections	19,409



Affordability & Growth

WDC Plan Price Path vs LTP vs National LTP Average (excl Watercare)



Item	Year 1	Year 10	10YA
Total charge as % of median income*	~2%	~2%	~2%
Annual price increase	6.5%	0.9%	3.0%
DC collected for new connections (\$)	45,470	27,936	26,081

Assets, Network, and Compliance

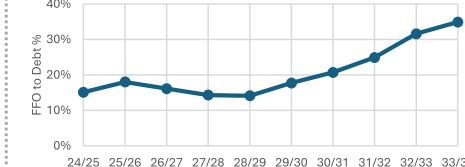
Asset measures	Year 1	Year 10	10YA
Total assets per connection (\$)	44,597	50,853	48,500
Total debt per connection (\$)	3,973	5,178	5,082
Operating costs per connection \$)	1,619	1,947	1,835
Age of network	DW	WW	SW
Average age outlined in plan (yrs)	21	24	18

Network Performance	Level
Level of Service Performance Measures Achieved	Not submitted
Water loss rate	22.27%
Average consumption (L per person per day)	349
Compliance	Met by June 2028
Drinking water compliance	YES
Resource consent compliance	YES

Note : “~” indicates that figure has been derived or implied from a chart, or if annual figures were not listed in the plan

Financing

Free funds from Operations (FFO) as % of Debt, 10 years

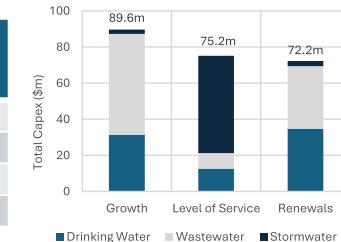


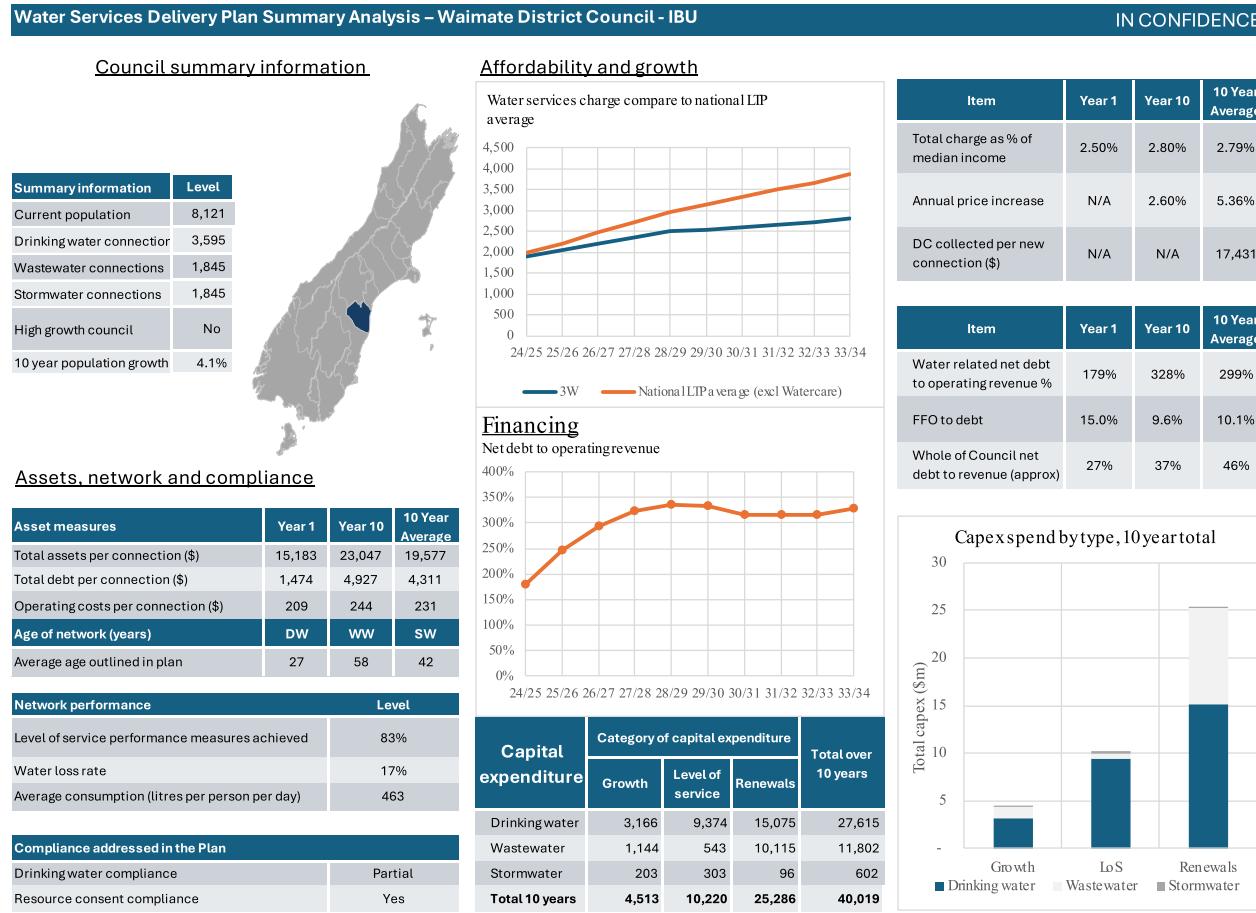
Item	Year 1	Year 10	10YA
FFO to Debt	15%	35%	21%
Water Related Debt to Revenue %	179%	92%	161%
Whole of Council Debt-to-Revenue*	~150%	~100%	~145%

Capital Expenditure

Capital Expenditure	Category of Capital Expenditure			Total over 10 years
	Growth	Level of Service	Renewals	
Drinking Water	31,363	12,619	34,812	78,794
Waste Water	55,962	8,660	34,627	99,249
Storm Water	2,278	53,912	2,802	58,992
Total over 10 years	89,603	75,191	72,241	237,035

Capital Spend by Type, 10yr Total

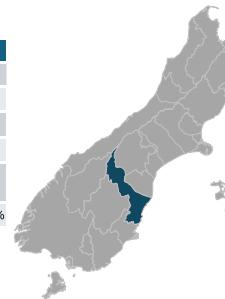




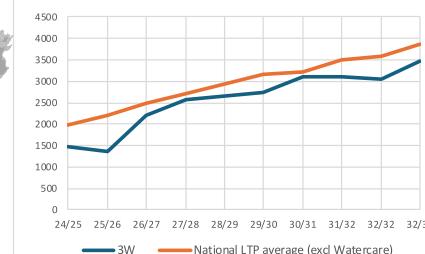
Sensitivity: General

Water Services Delivery Plan Summary Analysis – Waitaki District Council - IBU IN CONFIDENTIALCouncil summary information

Summary information	Level
Current population	24,934
Drinking water connections	11,975
Wastewater connections	8,347
Stormwater connections	9,367
High growth council	No
10 year population growth	10.1%

Affordability and growth

Water services charge compare to national LTP average



Item	Year 1	Year 10	10 Year Average
Total charge as % of median income	1.90%	3.70%	2.98%
Annual price increase	22.10%	14.10%	12.54%
DC collected per new connection (\$)	N/A	N/A	3,125

Item	Year 1	Year 10	10 Year Average
Water related net debt to operating revenue %	354%	499%	392%
FFO to debt	6.1%	7.9%	8.2%
Whole of Council net debt to revenue (approximately)	160%	200%	180%

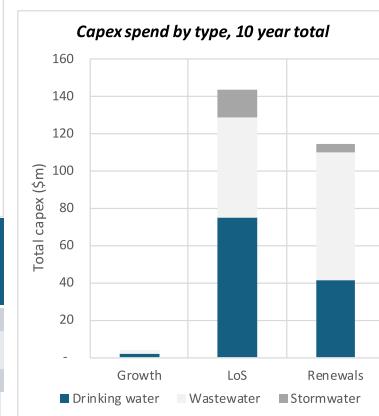
Assets, network and compliance

Asset measures	Year 1	Year 10	10 Year Average
Total assets per connection (\$)	13,301	22,849	17,718
Total debt per connection (\$)	1,898	8,493	4,370
Operating costs per connection (\$)	289	335	344
Age of network (years)	DW	WW	SW
Average age outlined in plan	33	54	54

Network performance		Level
Level of service performance measures achieved		73%
Water loss rate		38.8%
Average consumption (litres per person per day)		532

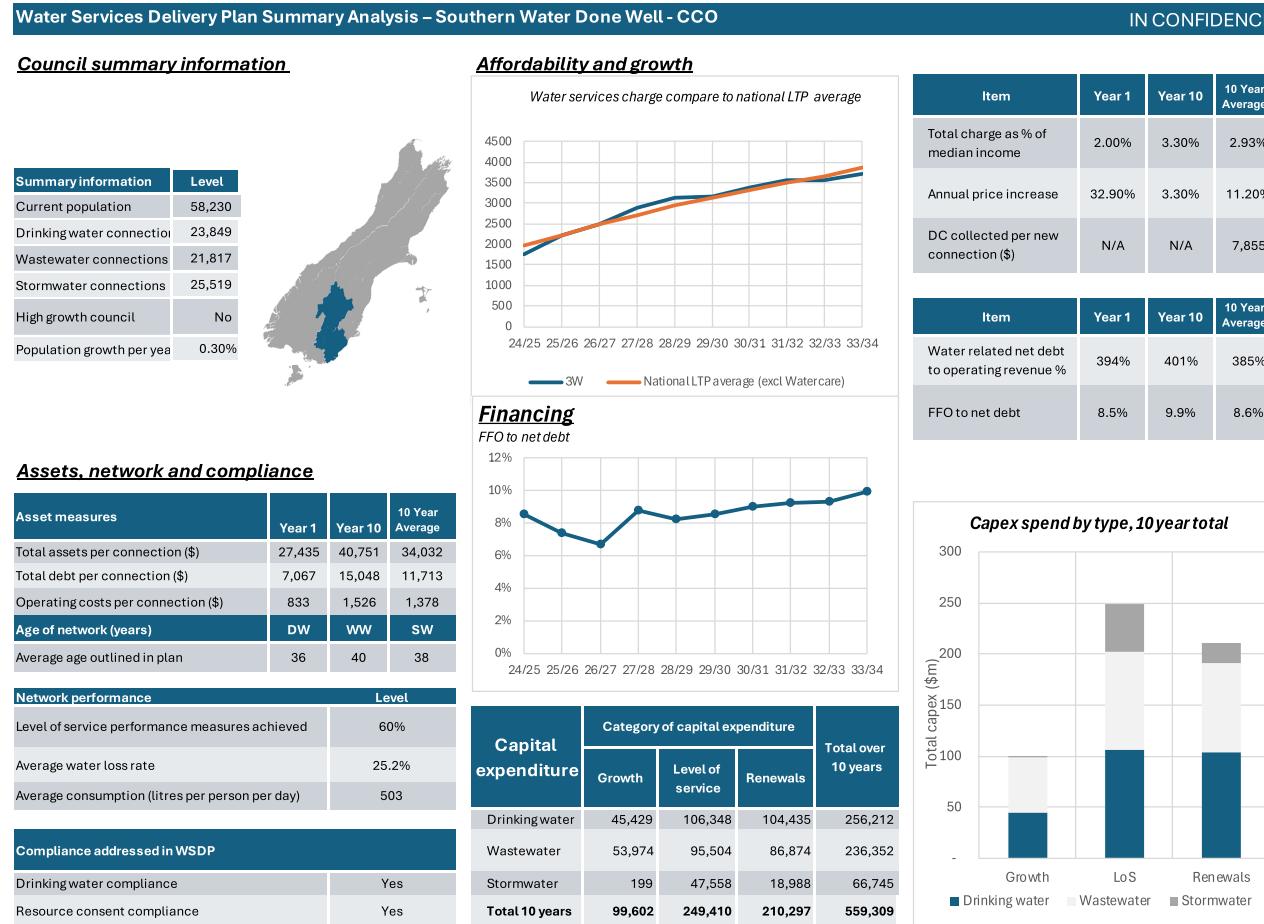
Compliance addressed in the Plan		Level
Drinking water compliance		Yes
Resource consent compliance		Yes

Capital expenditure	Category of capital expenditure			Total over 10 years
	Growth	Level of service	Renewals	
Drinking water	1,993	75,342	41,465	118,800
Wastewater	1,993	53,253	68,931	124,177
Stormwater	-	14,993	4,247	19,240
Total 10 years	3,986	128,595	110,396	242,977



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Page 10 of 31



8.8 Council Financial Performance Report to 30 November 2025**Author:** **Tyler Zandrack, Senior Management Accountant****Authoriser:** **Andrea Rankin, Chief Financial Officer****Recommendation**

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

Purpose of Report

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

Assessment of Significance

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

Discussion

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

	YTD Actuals 30 Nov 2025 (\$000)	Budget to 30 Nov 2025 (\$000)	Variance (\$000)	YTD Actuals 30 Nov 2024 (\$000)	Full year Budget (\$000)
Total Revenue	60,263	57,518	2,744	55,857	145,306
Total Expenses	55,106	60,927	(5,821)	55,147	146,529
Operating Surplus/(Deficit)	5,157	(3,408)	8,565	710	(1,220)
Capital Expenditure	19,423	33,507	(14,084)	15,197	80,418

- 4 Significant variances to budget are as follows:
- 5 Revenue: Theatre Royal Grants received in the current year budgeted in the prior year \$3.5M; offset by related party interest revenue decrease from budget by (\$0.5M) from lower interest rates, and Water by meter rates revenue (\$0.4M) decrease from budget based on usage, seasonal demand.
- 6 Expenditure: Decrease in contractor costs from budget of \$2.2M, primarily relating to waste management \$0.8M – under for waste site maintenance and recycling quarterly price increases not yet incurred. Parks \$0.4M under budget from in-house team completing contractor work, and Roads and footpaths are \$0.3M under budget due to construction season having not fully commenced. Personnel costs \$0.9M under budget due to restructure savings.

7 For further detail, refer to the Statement of Comprehensive Revenue and Expenses

8 Capital: Claremont Water treatment plant \$2.5M under budget. Multi-year project, now in tender phase. Theatre Royal under budget \$1.6M due to timing of construction. Aorangi Stadium under budget \$1.4M due to timing of construction. Parking enforcement \$1.2M under budget – awaiting Sophia St Geotech report and changes to Government standards. Road improvement works \$1.1M, construction season primarily from Sep-Mar. Wastewater sewer and wastewater renewals and upgrade \$1.4M under budget. In Design phase, Construction season primarily in quarter 3 and 4 of the year.

9 For further detail, refer to attachment 2 November 2025 YTD – Capex Variance to Budget.

10 Total borrowings as at 30 November 2025 were \$245M. The net debt position at the same date is \$214M. Net debt is total borrowings less cash reserves held by Council.

11 Debt to revenue ratio as at 30 November 2025 is 148%. Council's debt to revenue ratio limit is 250% as set out in its Financial Strategy. This is comfortably within Council's ceiling limit.

Net Debt	214,384
Full year budgeted Revenue	145,306
Debt to revenue ratio	148%

	Full year Budget – Nov 25 Debt \$000	Full year budget – YE Forecast Debt \$000	Full year Worst case scenario* – YE Forecast Debt \$000
Budgeted Revenue 2025/26	145,306	145,306	133,156
Net Debt	214,384	251,621	251,621
Debt to Revenue Ratio	148%	173%	189%
Net Debt Cap - Limit			
250% - as per policy	363,265	363,265	332,890
Available funds	148,881	111,644	81,269
280% - LGFA policy	406,857	406,857	372,837
Available funds	192,473	155,236	121,216

*Worst case scenario revenue: Full year budgeted revenue, less budgeted subsidies and grants and vested assets, add back subsidies and grants and vested assets received year to date (\$145.3M - \$15.0M - \$6.8M + \$9.7M = \$133.1M)

Budget reallocation report

12 Finance review each account for items where the actual year to date amount is currently equal to or exceeding the full year to date budget amount, indicating a budget reallocation is required.

13 Explanations are obtained and noted in the table below. Where a budget reallocation is required, this will be noted and included in this report for Council approval.

14 No budget reallocation requests have been received for November 2025 year to date.

Activity	Expenditure	August YTD \$	Full Year budget \$	Description	Comment
Climate & Sustainability	Consultants	\$72,520	\$50,000	Approved Canterbury Climate Partnership	Expenditure as required. Underbudgeted

Council Decisions with Financial Impact 2025/26

15 Councillors have requested a register of any financial decisions that will have an impact on the current financial that are approved outside of the Annual Plan/ Long Term Plan process.

16 The review of decisions will be continued on an ongoing basis following meetings going forward.

Meeting	Resolution	Activity	Opex/Capex	Amount	Budgeted	Decision
26/08/25 Council	2025/99	Property	Capex	Unknown. Disposal of asset gain/lot to be recognised	No	Approve crown acquisition of 36.6m2 of Esplanade Reserve
26/08/25 Council	2025/100	Local Water done Well	Opex	\$432k in 25/26	No	Loan funding of establishment costs
				\$1.932m in 26/27		
19/08/25 Community Services	2025/19	Swimming Pools	Capex	\$150k	No	Approve heating system upgrade for Pleasant Point pool
05/08/25 Council	2025/97	Community Boards	Capex	\$73k in 25/26	To review	Carry forward capital funding – Temuka Community board from 24/25 \$73,027
				\$69k in 25/26		Carry forward capital funding – Geraldine Community Board from 24/25 \$68,935

Purchase Cards Update

17 The end-to-end testing of the Flexipurchase Expense Management System has been successfully completed. A preliminary list of potential cardholders has been compiled, along with proposed credit limits. These details require review and approval by the Chief Financial Officer and Chief Executive with subsequent inclusion in the Delegation Manual.

- 18 For existing Council credit card holders, the proposed commencement date for transaction processing via Flexipurchase is 1 February 2026. Current credit cards will be deactivated and replaced with Procurement Cards (PCards).
- 19 Approved additional cardholders will be issued PCards during February and March 2026. All new cardholders will receive training prior to the commencement of live transaction processing.

Attachments

1. **November 2025 YTD Financial Report**  
2. **November 2025 YTD - Capex Variance to Budget**  

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

		Nov YTD \$000	Nov Budget YTD \$000	YTD Variance \$000	Variance % of full budget	Commentary >50k variance	Full Year budget \$000	Prior year Nov YTD \$000
Revenue								
Rates revenue	General rates	(21,910)	(21,928)	(18)	0%		(52,628)	(19,250)
	Targeted rates	Water Revenue	(4,934)	(4,988)	(55)	0% Updating the connection register. Approx 300 items on full connection to be on 50%. Included in Financial arrangements activity	(11,972)	(5,264)
		Wastewater Revenue	(3,353)	(3,353)	0	0%		(8,048) (2,928)
		Stormwater	(2,184)	(2,184)	0	0%		(5,243) (2,150)
		Downlands Water Supply Revenue	(1,326)	(1,326)	0	0%		(3,181) (1,015)
		Waste Collection Revenue	(3,269)	(3,269)	0	0%		(7,846) (3,199)
		Water by Meter	(850)	(1,259)	(410)	14% Based on usage, seasonal demand		(3,023) (904)
	Rates penalties		(343)	(229)	113	-21% Actuals based on external factors independent of budget		(550) (410)
Total Rates Revenue		(38,168)	(38,537)	(369)	0%		(92,490)	(35,120)
Fees & charges	Fees & charges	Waste Management Operations Revenue	(2,654)	(2,490)	164	-3% Refuse fees over budget \$175k. Demand Driven		(5,976) (2,632)
		Wastewater Revenue	(1,554)	(1,344)	209	-6% Fees for Smithfield discharge invoiced not budgeted, to be credited in Dec25 \$131k. Also a seasonal timing component with increase industrial plant maintenance during winter months seen with increase in tanker volumes		(3,226) (1,726)
		CBAY revenue	(1,354)	(1,345)	9	0%		(3,229) (1,418)
		Community Housing Revenue	(832)	(833)	(1)	0%		(2,000) (755)
		Building Control Revenue	(986)	(1,155)	(169)	6% Building consent revenue based on demand, economic conditions.		(2,772) (1,035)
		Parking enforcement	(659)	(606)	53	-4% Parking infringements \$42k over budget. Dependent on external factors		(1,453) (610)
		Animal Control Revenue	(735)	(609)	127	-17% Animal infringement and fines \$82k higher than budget. Dog registration \$40k over budget. Occurs primarily at the start of the year.		(735) (665)
		Properties Revenue	(269)	(185)	84	-19% Annually charged rents received at the start of the FY. Even budget		(445) (238)
		Other fees and charges	(1,237)	(1,393)	(157)	5% No individually significant items or variances remaining		(3,344) (1,209)
Total Fees and Charges		(10,280)	(9,961)	319	-1%		(23,181)	(10,288)
Finance revenue	Interest	Related party	(313)	(833)	(520)	26% Interest rates lower than budgeted		(2,000) (574)
		Bank & term deposits	(600)	(730)	(130)	7%		(1,752) (1,208)
Total Finance revenue		(913)	(1,563)	(650)	17%		(3,752)	(1,782)
Subsidies and grants	Grants received	Subsidised Roading Revenue	(5,303)	(5,271)	33	0% Construction season comprises approx 70% of total expenditure, occurring Sep - March. Funding received once expenditure incurred. Budget phasing		(12,649) (5,968)
		Waste Management Operations Revenue (levy)	(473)	(563)	(90)	7% Funding from MFE for TDC portion of waste levy. Charged then received back from Ministry for Environment. Non-standard amounts. Offset in Expenditure		(1,350) (439)
		Theatre Royal Revenue	(3,550)	0	3,550	Grants budgeted prior year received for Theatre Royal project commenced	0	0
		Safer Communities - Project Turnaround Revenue	(110)	0	110	Community Employment Programme not budgeted. MTFJ	0	0
		Parks Revenue	(209)	(401)	(192)	20% Better off funding for cycleways projects. Project 241 in the Capex spreadsheet - Parks		(962) 0
		Other subsidies and grants	(32)	(24)	8	-14% No individually significant items or variances remaining		(58) (534)
Total subsidies and grants		(9,677)	(6,258)	3,419	-23%		(15,019)	(6,941)
Other revenue	Development and Financial Contributions	(190)	0	190	Relates to funding for Three Waters not budgeted		0	(356)
	Dividends Received	0	0	0	0%		(1,100)	0
	Petrol tax	(179)	(250)	(71)	12% Monthly amount received for petrol tax approx \$35-\$40k. Demand driven		(600) (369)	
	Vehicle revenue	(258)	(260)	(2)	0% Offsets with other expenses - Plant hire - internal usage		(625) (244)	
	Other revenue	(597)	(688)	(92)	5% No individually significant items or variances remaining		(1,731) (757)	
Total other revenue		(1,224)	(1,199)	26	-1%		(4,056)	(1,726)
Vested Assets		0	0	0	0%		(6,807)	0
Total Revenue		(60,263)	(57,518)	2,744	-2%		(145,305)	(55,857)
Expenditure								
Personnel costs		13,292	14,250	958	3% Restructure savings		34,501	12,864
Finance costs		3,338	4,987	1,649	14% Interest rates lower than budgeted. Variance to decrease later in the financial year as borrowings increase for capital programme		11,968	4,501
Depreciation expense		18,292	18,292	0	0%		43,901	16,159
Other expenses	Contractors	Parks	1,124	1,503	379	11% Seasonal component, and in-house team now completing work previously undertaken by contractors		3,607 1,370
		Roading and footpaths	3,129	3,457	328	4% Construction/maintenance season comprises approx 70% of total expenditure, occurring Sep - March.		8,296 2,681
		Refuse Collection	809	1,000	191	8% Contractor costs under budget. Quarterly increases for actuals, budget even		2,400 1,046
		Waste Management Operations	1,192	2,016	824	17% Under budget for waste site maintenance and recycling expenditure due to quarterly PPI increases - budget evenly split, and a contractor price reduction due to a credit received for commodities profit share. Peel Forest contractor expenses shifted to Peel Forest balance sheet provision		4,838 1,909
		Urban Water	547	596	48	3% Seasonal expenditure, higher in summer months		1,430 628
		Wastewater	578	475	(103)	-9% Reticulation contractor costs \$115k over budget for reactive maintenance - additional breaks, also relates to a conditional assessment programme being carried out.		1,140 476
		Community Housing	229	226	(3)	-1%		543 136
		Downlands Water Supply	240	373	133	15% Reticulation costs underbudget. Seasonal dependent and weather event based - spring and summer months highest		895 291
		Other Contractors	1,657	2,050	393	8% No individually significant items or variances remaining		4,919 1,443
		Total Contractors	9,504	11,695	2,191	8%		28,069 9,979
Waste Minimisation Levy Expense			357	563	206	15% TDC portion of waste levy. Charged then received back from Ministry for Environment. Non-standard monthly amounts. Offset in Revenue.		1,350 308

Consultants	915	1,017	102	4% Professional services drainage and water mgmt underbudget \$70k. Dam safety Potential Impact Classification (PIC) assessment set up in the prior year for \$75k, now a lower ongoing cost.	2,441	957
Planning Consultant Fees - District Plan review	424	436	12	1% District plan review. Budget even split; majority of the work to be completed within the first 6 months of 25/26	1,046	872
Sampling and testing	136	326	190	24% Sampling and testing not even during the year. Particularly weather dependent	783	125
Electricity	1,014	1,296	281	9% Seasonal expenditure	3,109	871
Software Support & Upgrades - Expensed	733	660	(73)	-5% New software: Pulse, Wyldlynx annual cost total: \$120k, YTD variance \$40k. Price increase from prior year approx \$60k p.a. YTD variance: \$20k. One off Cybersecurity authority review \$20k	1,584	1,064
Carbon Credits	708	708	(0)	0%	1,700	997
Aoraki Development/Central SITrust Economic Development and Promotion	755	608	(147)	-10% Annual events grant for Venture Timaru \$245k, even budget split results in YTD variance: \$145k	1,458	750
Insurance including LAPP	826	828	2	0%	1,987	655
Course Seminar & Conference Registration	110	289	179	26% Only essential training approved until restructure was complete	694	165
Rates	356	350	(6)	-1%	840	15
Plant Hire - Internal Usage	258	258	(1)	0% Offsets with Vehicle revenue	618	244
Other expenses	4,087	4,365	279	3% No individually significant items or variances remaining	10,476	4,620
Total other expenses	20,184	23,398	3,214	6%	56,156	21,623
Total Expenditure	55,106	60,927	5,821	4%	146,526	55,147
Net result	(5,157)	3,408	8,565	0	1,220	(710)

Review of All Council Activities by Directorate

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

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

Activity Revenue and Expenditure		Nov YTD Actuals \$000	Nov YTD Budget \$000	YTD Variance \$000	Variance % of full budget	Commentary >30k var	Full Year budget \$000	PY Nov YTD Actuals \$000
Revenue	Rates revenue	(111)	(111)	0	0%		(267)	(207)
	Fees & charges	(233)	(254)	(22)	4%		(610)	(230)
	Other revenue	(1)	0	1			0	1
Revenue Total		(345)	(366)	(21)	2%		(877)	(436)
Expenditure	Personnel costs	47	76	29	16%		183	44
	Depreciation expense	166	166	0	0%		397	204
	Finance costs	50	50	0	0%		120	54
	Other expenses	151	223	72	13%	Building maintenance under budget \$50k. Used as required, even budget	535	158
Expenditure Total		413	515	101	8%		1,235	459
Airport Total		69	149	80	22%		358	23

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

Revenue	Rates revenue	(220)	(220)	0	0%		(528)	(144)
	Fees & charges	(119)	(127)	(8)	3%		(305)	(66)
	Subsidies and grants	0	(2)	(2)	42%		(6)	(5)
	Other revenue	(88)	(17)	71	-177%	Plot purchases over budget - demand driven	(40)	(64)
Revenue Total		(427)	(366)	61	-7%		(878)	(279)
Expenditure	Depreciation expense	3	3	0	0%		7	18
	Finance costs	41	41	(0)	0%		98	41
	Other expenses	318	324	7	1%		778	242
Expenditure Total		361	368	7	1%		883	302
Other Comprehensive Total		0	0	0	0%		2	0
Cemeteries Total		(65)	2	67	984%		7	23

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

Revenue	Rates revenue	(216)	(216)	0	0%		(519)	(202)
Revenue Total		(216)	(216)	0	0%		(519)	(202)
Expenditure	Personnel costs	120	128	8	3%		308	116
	Depreciation expense	39	39	0	0%		94	24
	Finance costs	7	7	(0)	0%		17	5
	Other expenses	58	77	19	10%		184	53
Expenditure Total		224	251	27	4%		603	198
Other Comprehensive Total		0	0	0	0%		3	0
Civil Defence Total		8	35	27	31%		86	(4)

Climate & SustainabilityGM: Paul Cooper Activity Lead: Vacant
Activity Description: Research and analysis on the effects of climate change on Council activities

Revenue	Rates revenue	(133)	(133)	0	0%		(320)	(28)
Revenue Total		(133)	(133)	0	0%		(320)	(28)
Expenditure	Personnel costs	30	105	75	30%		253	37
	Finance costs	0	0	(0)	-1%		0	0
	Other expenses	83	28	(55)	-83%	\$72k Annual charge - Canterbury Climate Change Partnership, endorsed by Council, under-budgeted	67	18
Expenditure Total		113	133	20	6%		320	55
Climate & Sustainability Total		(20)	0	20			0	27

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

Revenue	Rates revenue	(31)	(31)	0	0%		(75)	13
	Subsidies and grants	(110)	0	110			0	0
Revenue Total		(141)	(31)	110	-146%	Community Employment Programme not budgeted. MTFJ	(75)	13
Expenditure	Other expenses	42	31	(10)	-14%		75	16
Expenditure Total		42	31	(10)	-14%		75	16
Community Development Total		(100)	0	100			0	30

Economic Development and PromotionGM: Stephen Doran Activity Lead: Stephen Doran
Activity Description: Enhancing the districts economy, significant activity relates to contributions to the CCO Venture Timaru

Revenue	Rates revenue	(662)	(662)	0	0%		(1,589)	(623)
Revenue Total		(662)	(662)	0	0%		(1,589)	(623)
Expenditure	Finance costs	38	38	0	0%		91	0
	Other expenses	772	624	(147)	-10%	Annual events grant for Venture Timaru \$245k, even budget split results in YTD variance: \$145k	1,498	758
Expenditure Total		809	662	(147)	-9%		1,589	759
Economic Development and Promotion Total		147	0	(147)			0	136

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

Revenue	Rates revenue	(264)	(264)	0	0%		(634)	(202)
Revenue Total		(264)	(264)	0	0%		(634)	(202)
Expenditure	Depreciation expense	14	14	0	0%		33	10
	Finance costs	7	7	0	0%		16	3
	Other expenses	205	245	40	7%	Building maintenance - vandalism under budget \$13k. Used as required	589	192
Expenditure Total		226	266	40	6%		637	206
Public Toilets Total		(39)	1	40	1203%		3	4

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

Revenue	Fees & charges	(832)	(833)	(1)	0%		(2,000)	(755)
Revenue Total		(832)	(833)	(1)	0%		(2,000)	(755) </

Community Engagement

GM: Stephen Doran Activity Lead: Jessica Hurst
 Activity Description: Activities to improve Council engagement with groups, for example youth, seniors, refugees

Revenue	Rates revenue	(229)	(229)	0	0%			(550)	(252)
	Finance revenue	(17)	0	17				0	(19)
	Other revenue	(22)	(20)	2	-4%			(48)	(22)
Revenue Total		(268)	(249)	19	-3%			(598)	(292)
Expenditure	Finance costs	0	0	(0)	0%			1	0
	Other expenses	266	249	(17)	-3%			597	164
Expenditure Total		266	249	(17)	-3%			598	164
Community Development Total		(2)	0	2				0	(128)
Community Support Total		(216)	(15)	201	-312%			(64)	(279)

Corporate Support

Commercial and Strategy

Financial Services

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

Activity Revenue and Expenditure		Nov YTD Actuals \$000	Nov YTD Budget \$000	YTD Variance \$000	Variance % of full budget	Commentary >30k var	Full Year budget \$000	PY Nov YTD Actuals \$000
Revenue	Fees & charges	(8)	0	8			0	0
	Other revenue	(1,282)	(1,341)	(60)	2%	Revenue collected for the CBD 'BID' collected through rates, recoded to other revenue at year end. Full year budget: \$120k	(3,219)	(88)
Revenue Total		(1,290)	(1,341)	(51)	2%		(3,219)	(88)
Expenditure	Personnel costs	731	697	(34)	-2%		1,672	663
	Other expenses	653	644	(9)	-1%		1,547	360
Expenditure Total		1,384	1,341	(42)	-1%		3,219	1,023
Financial Services Total		93	0	(93)			0	935

Information Technology

GM: Justin Bagust Activity Lead: Justin Bagust
 Activity Description: Provides technology-based services and strategies across all council activities

Revenue	Fees & charges	(8)	(9)	(1)	3%		(22)	(5)
	Other revenue	(2,559)	(2,567)	(8)			(6,161)	(2,090)
	Other gains	(4)	0	4			0	(2)
Revenue Total		(2,571)	(2,576)	(5)	0%		(6,183)	(2,096)
Expenditure	Personnel costs	992	910	(82)	-4%		2,184	998
	Depreciation expense	551	551	0	0%		1,322	271
	Finance costs	38	38	(0)	0%		91	15
	Other expenses	1,119	1,077	(42)	-2%	Software expensed \$73k overbudget, offset by hardware expensed under budget by \$40k. New software: Pulse, Wyldlynx annual cost total: \$120k, YTD variance \$40k. Price increase from prior year approx \$60k p.a for all of software. YTD variance: \$20k. One off Cybersecurity authority review \$20k	2,585	1,247
Expenditure Total		2,700	2,576	(124)	-2%		6,183	2,531
Information Technology Total		128	0	(128)			0	435

Property Management

GM: Andrew Dixon Activity Lead: Andrew Dixon
 Activity Description: Management of the property unit

Revenue	Other revenue	(224)	(224)	(0)	0%		(537)	(318)
Revenue Total		(224)	(224)	(0)	0%		(537)	(318)
Expenditure	Personnel costs	211	116	(95)	-34%		280	222
	Other expenses	108	107	(1)	0%		258	95
Expenditure Total		319	224	(95)	-18%		537	317
Property Management Total		95	0	(95)			0	(1)

Risk and Assurance

GM: Stephen Doran Activity Lead: Narayan Swamy
 Activity Description: Internal audit and risk management

Revenue	Other revenue	(106)	(106)	(0)	0%		(255)	(40)
Revenue Total		(106)	(106)	(0)	0%		(255)	(40)
Expenditure	Personnel costs	75	70	(5)	-3%		168	72
	Other expenses	33	36	3	4%		87	40
Expenditure Total		108	106	(1)	-1%		255	113
Risk and Assurance Total		1	0	(1)			0	73

Strategy & Corporate Planning

GM: Stephen Doran Activity Lead: Steph Forde
 Activity Description: Corporate planning activities, publications and strategic improvements

Revenue	Other revenue	(765)	(765)	0	0%		(1,836)	(661)
Revenue Total		(765)	(765)	0	0%		(1,836)	(661)
Expenditure	Personnel costs	387	353	(34)	-4%		847	268
	Other expenses	358	412	54	5%	LTP audit fees \$73k; and professional services \$63k not yet incurred. Offset by increase in audit fee 24/25 over budget \$105k	989	421
Expenditure Total		745	765	20	1%		1,836	689
Strategy & Corporate Planning Total		(20)	0	20			0	28

Corp support: Commercial and Strategy Total		299	0	(299)			0	1,476
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Corporate Support

Corporate Support - Other

Chief Executive

GM: Nigel Trainor Activity Lead: Nigel Trainor
 Activity Description: Executive support and Programme office for all of council

Activity Revenue and Expenditure		Nov YTD Actuals \$000	Nov YTD Budget \$000	YTD Variance \$000	Variance % of full budget	Commentary >30k var	Full Year budget \$000	PY Nov YTD Actuals \$000
Revenue	Other revenue	(394)	(394)	0	0%		(947)	(349)
Revenue Total		(394)	(394)	0	0%		(947)	(349)
Expenditure	Personnel costs	264	270	6	1%		647	262
	Finance costs	3	3	0	0%		8	0
	Other expenses	50	121	72	25%	Solicitors and consultants fees \$44k under budget - used as required	291	45
Expenditure Total		317	394	78	8%		947	307
Chief Executive Total		(78)	0	78			0	(42)

Council Building

GM: Andrew Dixon Activity Lead: Andrew Fearn
 Activity Description: Operation of the council building, including maintenance

Revenue	Other revenue	(298)	(298)	(0)	0%		(716)	(296)
Revenue Total		(298)	(298)	(0)	0%		(716)	(296)
Expenditure	Personnel costs	18	30	12	17%		72	18
	Depreciation expense	41						

Drainage and Water Management

GM: Andrew Lester Activity Lead: Andrew Lester
Activity Description: Management of three waters activities

Revenue	Fees & charges	(34)	(32)	2	-2%		(77)	(18)
	Other revenue	(692)	(692)	0	0%		(1,661)	(1,336)
Revenue Total		(726)	(724)	2	0%			(1,738)
Expenditure	Personnel costs	732	402	(330)	-32%		1,022	725
	Other expenses	740	687	(53)	-3%	Three waters professional services not budgeted \$80k	1,650	822
Expenditure Total		1,473	1,090	(383)	-14%		2,671	1,547
Drainage and Water Management Total		747	365	(381)	-41%		933	193

Engagement and Culture

GM: Andrea McAlister Activity Lead: Andrea McAlister
Activity Description: Operation of Human Resource function for all of council

Revenue	Other revenue	(1,430)	(1,430)	0	0%	0	(3,432)	(2,830)
Revenue Total		(1,430)	(1,430)	0	0%	0	(3,432)	(2,830)
	Personnel costs	671	837	167	8%	\$81k YTD. Reduction in recruitment post restructure. Currently no contract with Seek due to reduction in usage: \$18k reduction from budget	2,010	671
Expenditure	Other expenses	232	593	361	25%	All of council training budget held by HR for tracking. Expenditure coded to activities YTD: \$110k. HR budget YTD \$277k - only essential training approved until restructure was complete (Variance in HR: \$271k). Remaining variances: Health and safety consultants \$49k and staff support for council wide initiatives \$21k	1,422	339
Expenditure Total		903	1,430	527	15%	0	3,432	1,010
Engagement and Culture Total		(527)	0	527	0		0	(1,820)

Infrastructure Management

GM: Andrew Dixon Activity Lead: Andrew Dixon
Activity Description: Assets and infrastructure management

Revenue	Fees & charges	(56)	(113)	(57)	21%	Service consent application fees under budget. Demand driven	(271)	(42)
	Other revenue	(377)	(377)	0	0%		(905)	(899)
Revenue Total		(433)	(490)	(57)	5%			(1,176)
Expenditure	Personnel costs	539	343	(195)	-24%		824	439
	Other expenses	127	147	19	6%		352	163
Expenditure Total		666	490	(176)	-15%		1,176	602
Infrastructure Management Total		233	0	(233)			0	(339)

Land Transport Unit

GM: Suzy Ratahi Activity Lead: Suzy Ratahi
Activity Description: Management of roading activities

Revenue	Fees & charges	(26)	(120)	(94)	33%	Other user charges - Engineering fees under budget. Demand driven	(288)	(21)
	Subsidies and grants	(221)	0	221			0	0
Revenue Total	Other revenue	(1,150)	(1,117)	33			(2,681)	(1,446)
Expenditure	Personnel costs	664	483	(181)	-16%		(2,969)	(1,467)
	Depreciation expense	7	7	0	0%		1,159	721
	Other expenses	600	747	147	8%	Community programs and events under budget \$117k. Savings initiatives in road safety promotion through using in house team members to deliver targeted community programmes	17	7
Expenditure Total		1,271	1,237	(34)	-1%		1,793	916
Land Transport Unit Total		(125)	0	125			0	177

Parks and Recreation Management

GM: Andrew Dixon Activity Lead: Andrew Dixon
Activity Description: Management of parks department

Revenue	Subsidies and grants	(3)	0	3			0	0
	Other revenue	(1,376)	(1,376)	0			(3,303)	(854)
Revenue Total		(1,379)	(1,376)	3	0%		(3,303)	(854)
Expenditure	Personnel costs	1,030	1,213	183	6%		2,911	511
	Other expenses	230	163	(67)	-17%	Consultant expenditure \$51k over budget. Primarily relates to the set up of the new in-house parks operations team - developing standard operating procedures/risk register/training plans etc.	392	155
Expenditure Total		1,260	1,376	116	4%		3,303	667
Parks and Recreation Management Total		(119)	(0)	119			0	(188)

Planning and Regulatory Management

GM: Paul Cooper Activity Lead: Paul Cooper
Activity Description: Management of planning and regulatory functions

Revenue	Other revenue	(206)	(206)	0	0%		(494)	(251)
Revenue Total		(206)	(206)	0	0%		(494)	(251)
Expenditure	Personnel costs	250	152	(99)	-27%		364	146
	Other expenses	51	54	3	3%		130	54
Expenditure Total		301	206	(95)	-19%		494	200
Planning and Regulatory Management Total		95	0	(95)			0	(51)
Corporate support - Other Total		226	402	177	17%		1,021	(2,099)

Corporate Support

User Experience and Community Engagement

Communications & Marketing

GM: Stephen Doran Activity Lead: Rachel Leitch
Activity Description: Communication and engagement activities including advertising

Activity Revenue and Expenditure	Nov YTD Actuals \$000	Nov YTD Budget \$000	YTD Variance \$000	Variance % of full budget	Commentary >30k var	Full Year budget \$000	PY Nov YTD Actuals \$000	
Revenue	Other revenue	(450)	(450)	0	0%		(1,080)	(466)
Revenue Total		(450)	(450)	0	0%		(1,080)	(466)
Expenditure	Personnel costs	253	375	122	14%		872	382
	Other expenses	72	87	14	7%		208	78
Expenditure Total		325	462	137	13%		1,080	460
Community Services Management Total		(124)	12	137			0	(6)

Customer Services

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

Revenue	Fees & charges	(47)	(53)	(6)	5%		(126)	(29)
	Other revenue	(570)	(570)	0	0%		(1,369)	(482)
Revenue Total		(617)	(623)	(6)	0%		(1,495)	(512)
Expenditure	Personnel costs	336	396	60	6%		951	351
	Other expenses	226	227	0	0%		544	226
Expenditure Total		562	623	60	4%		1,495	577
Customer Services Total		(55)	0	55			0	65
User Experience and Community Engagement Total		(179)	12	191			0	59
Corporate Support Grand Total		345	414	69	7%		1,021	(564)

Democracy**Governance**

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

Activity Revenue and Expenditure		Nov YTD Actuals \$000	Nov YTD Budget \$000	YTD Variance \$000	Variance % of full budget	Commentary >30k var	Full Year budget \$000	PY Nov YTD Actuals \$000
Revenue	Rates revenue	(1,878)	(1,878)	0	0%		(4,507)	(1,515)
	Other revenue	0	(29)	(29)	42%	Budget relates to receipts for Local Government Elections. Environment Canterbury and GLT are yet to be invoiced their share of election costs.	(70)	0
Revenue Total		(1,878)	(1,907)	(29)	1%		(4,577)	(1,515)
Expenditure	Personnel costs	363	349	(14)	-2%		837	345
	Finance costs	19	19	(0)	0%		46	1
	Other expenses	1,607	1,539	(68)	-2%	Election expenses \$140k over budget. Higher in October, budget even, offset by community consultation \$12k; Professional services \$19k, Elected member expenses \$30k, used as required	3,693	1,659
Expenditure Total		1,989	1,907	(83)	-2%		4,577	2,005
Governance Total		112	(0)	(112)			0	489
Democracy Total		112	(0)	(112)			0	489

Environmental Services**Animal Control**

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

Activity Revenue and Expenditure		Nov YTD Actuals \$000	Nov YTD Budget \$000	YTD Variance \$000	Variance % of full budget	Commentary >30k var	Full Year budget \$000	PY Nov YTD Actuals \$000
Revenue	Fees & charges	(735)	(609)	127	-17%	Animal infringement and fines \$82k higher than budget. Dog registration \$40k over budget. Occurs primarily at the start of the year.	(735)	(665)
Revenue Total		(735)	(609)	127	-17%		(735)	(665)
Expenditure	Personnel costs	127	165	38	10%		395	137
	Depreciation expense	2	2	0	0%		5	4
	Other expenses	146	144	(2)	-1%		346	139
Expenditure Total		275	311	36	5%		746	280
Other Comprehensive Total		0	0	0	0%		2	0
Animal Control Total		(460)	(298)	163	1260%		13	(385)

Building Control

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

Activity Revenue and Expenditure		Nov YTD Actuals \$000	Nov YTD Budget \$000	YTD Variance \$000	Variance % of full budget	Commentary >30k var	Full Year budget \$000	PY Nov YTD Actuals \$000
Revenue	Rates revenue	(742)	(742)	0	0%		(1,782)	(499)
	Fees & charges	(986)	(1,155)	(169)	6%		(2,772)	(1,035)
	Other revenue	(64)	(86)	(22)	11%		(206)	(4)
Revenue Total		(1,793)	(1,983)	(190)	4%		(4,759)	(1,538)
Expenditure	Personnel costs	1,158	1,312	154	5%		3,149	1,225
	Finance costs	23	23	(0)	0%		56	8
	Other expenses	673	648	(26)	-2%		1,555	615
Expenditure Total		1,855	1,983	128	3%		4,759	1,848
Building Total		62	0	(62)	7%		0	310

Environmental Health

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

Activity Revenue and Expenditure		Nov YTD Actuals \$000	Nov YTD Budget \$000	YTD Variance \$000	Variance % of full budget	Commentary >30k var	Full Year budget \$000	PY Nov YTD Actuals \$000
Revenue	Rates revenue	(281)	(281)	0	0%		(675)	(215)
	Fees & charges	(266)	(214)	52	-10%		(514)	(233)
	Other revenue	(0)	(10)	(10)	42%	Receipts from Mackenzie and Waimate for Health contract services - not even during the year	(25)	(0)
Revenue Total		(547)	(506)	42	-3%		(1,214)	(448)
Expenditure	Personnel costs	183	164	(19)	-5%		394	143
	Finance costs	3	3	0	0%		8	2
	Other expenses	304	338	35	4%	Professional services \$10k under budget. Used as required	812	284
Expenditure Total		489	506	16	1%		1,214	428
Environmental Health Total		(58)	0	58			0	(20)

Planning

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

Activity Revenue and Expenditure		Nov YTD Actuals \$000	Nov YTD Budget \$000	YTD Variance \$000	Variance % of full budget	Commentary >30k var	Full Year budget \$000	PY Nov YTD Actuals \$000
Revenue	Rates revenue	(1,316)	(1,316)	0	0%		(3,158)	(1,334)
	Fees & charges	(264)	(223)	42	-8%		(534)	(242)
	Other revenue	12	(2)	(15)	255%	Review of building compliance- liquor licencing. TDC provide sign off for WDC and MDC, while they perform reviews internally. All revenue was being coded to TDC. Post review: \$18k being returned to other councils. New holding account created	(6)	(6)
Revenue Total		(1,568)	(1,541)	27	-1%		(3,698)	(1,582)
Expenditure	Personnel costs	694	716	22	1%		1,719	601
	Finance costs	78	78	(0)	0%		186	12
	Other expenses	775	747	(28)	-2%	District plan review. Budget even split; majority of the work to be completed within the first 6 months. To be completed March 26 with DPR panel sign off	1,793	1,186
Expenditure Total		1,547	1,541	(6)	0%		3,698	1,799
Planning Total		(21)	0	21			0	217
Environmental Services Total		(477)	(298)	180	1389%		13	122

Other Activities**Financial Arrangements**

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

Activity Revenue and Expenditure		Nov YTD Actuals \$000	Nov YTD Budget \$000	YTD Variance \$000	Variance % of full budget	Commentary >30k var	Full Year budget \$000	PY Nov YTD Actuals \$000
Revenue	Rates revenue	2,008	2,047	39	1%	Urban water charge correction \$45k. Approx 300 items on full connection which should have been on 50%	4,914	(365)
	Finance revenue	(890)	(1,563)	(674)	18%	Interest rates lower than budgeted	(3,752)	(1,752)
	Other revenue	(256)	(268)	(12)	1%		(1,744)	(383)
Revenue Total		862	216	(647)	111%		(582)	(2,500)
Expenditure	Finance costs	(1,474)	105	1,579	625%	Internal interest expensed to other activities as per budget. Washup at year end	253	2,245
	Other expenses	134	137	3	1%		330	85
Expenditure Total		(1,339)	243	1,582	272%		582	2,330
Financial Arrangements Total		(477)	458	935			0	(169)

Property

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

Activity Revenue and Expenditure		Nov YTD Actuals \$000	Nov YTD Budget \$000	YTD Variance \$000	Variance % of full budget	Commentary >30k var	Full Year budget \$0

Vehicle Management						
GM:	Andrew Dixon	Activity Lead:	Deb Gerken	Activity Description: Management of council's vehicle pool		
Revenue	Rates revenue	(49)	(49)	0	0%	
	Other revenue	(258)	(260)	(2)	0%	
Revenue Total		(307)	(310)	(2)	0%	
Expenditure	Depreciation expense	189	189	0	0%	
	Finance costs	12	12	(0)	0%	
	Other expenses	168	194	25	5%	
Expenditure Total		370	395	25	3%	
Vehicle Management Total		62	85	23	11%	
Other Activities Total		(468)	665	1,133	228%	
						497 113

Recreation & Leisure						
GM:	Michael Priest	Activity Lead:	Cara Fitzgerald	Activity Description: Operation of the Aigantighe Art Gallery		
Revenue	Nov YTD Actuals \$000	Nov YTD Budget \$000	YTD Variance \$000	Variance % of full budget	Commentary >30k var	Full Year budget \$000
Revenue	Rates revenue	(506)	(506)	0	0%	
	Fees & charges	(7)	(5)	2	-21%	
	Subsidies and grants	(1)	(0)	0	-69%	
	Other revenue	(33)	(7)	26	-163% Donation received from Timaru Civic Trust \$25k	(16) (2)
Revenue Total		(546)	(517)	29	-2%	
Expenditure	Personnel costs	216	230	14	3%	
	Depreciation expense	25	25	0	0%	
	Finance costs	51	51	(0)	0%	
	Other expenses	215	220	5	1%	
Expenditure Total		508	527	19	2%	
Aigantighe Art Gallery Total		(38)	10	48	209%	
						23 (464)

Aorangi						
GM:	Mike Wrigley	Activity Lead:	Mike Wrigley	Activity Description: Aorangi stadium operation		
Revenue	Rates revenue	(72)	(72)	0	0%	
	Fees & charges	(44)	(98)	(54)	23%	Aorangi stadium closed operations Nov25 for stadium works
	Other revenue	(3)	(16)	(13)	34%	
Revenue Total		(119)	(186)	(67)	15%	
Expenditure	Personnel costs	24	12	(12)	-44%	
	Depreciation expense	118	118	0	0%	
	Finance costs	16	16	(0)	0%	
	Other expenses	155	146	(10)	-3%	
Expenditure Total		313	291	(22)	-3%	
Aorangi Total		194	105	(89)	-35%	
						251 16

Fishing Huts						
GM:	Andrew Dixon	Activity Lead:	Andrew Fearn	Activity Description: Relates to 120 huts total based in Rangitata and Stratheona near Pleasant Point. Situated on reserve land		
Revenue	Other revenue	(1)	(48)	(47)	41%	Fishing hut rental revenue received in June each year. Budget timing
Revenue Total		(1)	(48)	(47)	41%	
Expenditure	Depreciation expense	1	1	0	0%	
	Other expenses	38	35	(3)	-4%	
Expenditure Total		38	35	(3)	-3%	
Fishing Huts Total		37	(13)	(50)	163%	
						(30) 26

Forestry						
GM:	Andrew Dixon	Activity Lead:	Garth Nixon	Activity Description: Management of council forest plantations: 185 Hectares		
Revenue	Fees & charges	(12)	(13)	(1)	4%	
	Other revenue	0	(62)	(62)	42%	Forest harvesting commenced Oct25. Related revenue expected Jan26 onwards
Revenue Total		(12)	(75)	(63)	35%	
Expenditure	Depreciation expense	2	2	0	0%	
	Finance costs	1	1	0	0%	
	Other expenses	93	97	4	2%	
Expenditure Total		96	100	4	2%	
Forestry Total		85	25	(59)	-97%	
						61 (197)

Halls & Community Centres						
GM:	Andrew Dixon	Activity Lead:	Andrew Fearn	Activity Description: Operation of community complexes, including Caroline bay hall, lounge and soundshell; Temuka Alpine Energy centre, Geraldine pavilion and other facilities		
Revenue	Rates revenue	(247)	(247)	0	0%	
	Fees & charges	(56)	(42)	14	-14%	
Revenue Total		(303)	(289)	14	-2%	
Expenditure	Depreciation expense	43	43	0	0%	
	Finance costs	63	63	0	0%	
	Other expenses	246	222	(25)	-5%	
Expenditure Total		352	327	(25)	-3%	
Other Comprehensive		0	0	0	0%	
Halls & Community Centres Total		49	38	(10)	-11%	
						96 13

Libraries						
GM:	Michael Priest	Activity Lead:	Michael Priest	Activity Description: Operation of the Timaru, Temuka and Geraldine libraries		
Revenue	Rates revenue	(2,345)	(2,345)	0	0%	
	Fees & charges	(29)	(23)	6	-11%	
Revenue Total		(303)	(289)	14	-2%	
Expenditure	Depreciation expense	43	43	0	0%	
	Finance costs	63	63	0	0%	
	Other expenses	246	222	(25)	-5%	
Expenditure Total		2,048	2,466	419	7%	
Other Comprehensive		0	0	0	0%	
Libraries Total		(327)	95	421	171%	
						246 41

Motor Camps						
GM:	Andrew Dixon	Activity Lead:	Diane Miller	Activity Description: Pleasant Point motor camp manged by council; 4 remaining motor camps on domain reserves leased out in Geraldine, Pleasant point, South Rangitata and Winchester		
Revenue	Rates revenue	(10)	(10)	0	0%	
	Other revenue	(11)	(27)	(15)	24%	
Revenue Total		(21)	(36)	(15)	17%	
Expenditure	Depreciation expense	10	10	0	0%	
	Other expenses	34	35	1	1%	
Expenditure Total		44	46	1	1%	
Motor Camps Total		23	9	(14)	-64%	
						22 4

Museum						
GM:	Michael Priest	Activity Lead:	Philip Howe			
Activity Description: Operation of the Timaru Museum						
Revenue	Rates revenue	(578)	(578)	0	0%	
	Fees & charges	(1)	(1)	0	-5%	
	Subsidies and grants	(29)	(13)	16	-54%	
	Other revenue	(12)	(7)	5	-27%	
Revenue Total		(619)	(598)	21	-1%	
Expenditure	Personnel costs	278	328	50	6%	
	Depreciation expense	23	23	0	0%	
	Finance costs	21	21	0	0%	
	Other expenses	228	247	19	3%	
Expenditure Total		550	619	69	5%	
Other Comprehensive		0	0	0	0%	
Museum Total		(69)	21	90	-38%	
						(235) 1,000

Parks						
GM:	Andrew Dixon	Activity Lead:	John Ave			
Activity Description: Maintain approx 630 hectares of parks, reserves, sports grounds and gardens throughout the district						
Revenue	Rates revenue	(3,157)	(3,157)	0	0%	
	Fees & charges	(4)	0	4		
	Subsidies and grants	(209)	(401)	(192)	20%	Better off funding not recognised due to cycleways projects behind schedule. Project commenced - refer to project 241: Shared Urban Tracks per the Capex breakdown. Expected to be completed by Jun26 therefore related funding expected to be received by Jun26
	Other revenue	(16)	(47)	(30)	27%	
Revenue Total		(3,386)	(3,605)	(218)	3%	
Expenditure	Depreciation expense	35	35	0	0%	
	Finance costs	237	237	(0)	0%	
	Other expenses	2,712	2,963	251	4%	Seasonal component, and in-house team now completing work previously undertaken by contractors
Expenditure Total		2,984	3,235	251	3%	
Parks Total		(402)	(370)	33	-4%	
						(887) 263

CBAY facility & Swimming Pools						
GM:	Mike Wrigley	Activity Lead:	Mike Wrigley			
Activity Description: Incorporates all of Caroline Bay Trust Aoraki Centre (CBAY pools, fitness area, café and related business services) and the 3 additional pools for Geraldine, Pleasant Point and Temuka						
Revenue	Rates revenue	(2,982)	(2,982)	0	0%	
	Fees & charges	(551)	(690)	(139)	8%	Seasonal demand. Temuka, Geraldine and Pleasant Point pools open Nov-March.
	Subsidies and grants	0	(6)	(6)	42%	
	Other revenue	(819)	(706)	112	-7%	CBay fitness higher than budget \$93k- demand driven
Revenue Total		(4,352)	(4,385)	(32)	0%	
Expenditure	Personnel costs	1,139	1,786	647	14%	
	Finance costs	231	231	(0)	0%	
	Depreciation expense	390	390	0	0%	
	Other expenses	1,798	1,955	158	3%	Building maintenance -as required. General expenditure also increases with seasonal demand
Expenditure Total		3,558	4,362	804	8%	
Other Comprehensive/Other (gains) / losses		0	0	0	0%	
Swimming Pools Total		(795)	(23)	772	224%	
						344 (172)

Theatre Royal						
GM:	Paul Cooper	Activity Lead:	Andrew Dixon	Project team lead (construction): Paul Haggath		
Activity Description: Currently under construction, BAU: Operation of the Theatre Royal in Timaru for visiting cultural and entertainment shows						
Revenue	Rates revenue	(234)	(234)	0	0%	
	Subsidies and grants	(3,550)	0	3,550		Prior year budgeted grants being received for Theatre Royal project
Revenue Total		(3,784)	(234)	3,550	-632%	
Expenditure	Depreciation expense	27	27	0	0%	
	Finance costs	72	72	0	0%	
	Other expenses	141	158	17	5%	
Expenditure Total		240	257	17	3%	
Theatre Royal Total		(3,544)	23	3,567	6507%	
Recreation & Leisure Total		(4,788)	(80)	4,709	-8715%	
						(54) 610

Roading and footpaths						
Roads and footpaths						
GM:	Suzy Ratahi	Activity Lead:	Adam Ward			
Activity Description: Providing and maintaining the roading and footpath network, including over 1700kms of roads; bridges and other structures						
Activity Revenue and Expenditure	Nov YTD Actuals \$000	Nov YTD Budget \$000	YTD Variance \$000	Variance % of full budget	Commentary >30k var	
Revenue	Rates revenue	(6,829)	(6,829)	0	0%	
	Other revenue	(2)	0	2	0%	
	Subsidies and grants	(5,082)	(5,271)	(189)	1%	\$221k included in LTU above. Total Subsidies: \$33k over YTD budget per PL. Construction season comprises approx 70% of total expenditure, occurring Sep - March. Funding received once expenditure incurred. Budget phasing to be reviewed
Revenue Total		(11,913)	(12,100)	(187)	1%	
Expenditure	Depreciation expense	7,579	7,579	0	0%	
	Finance costs	702	702	(0)	0%	
	Other expenses	4,496	4,724	228	2%	Construction season commenced in September. Expect increase in maintenance cost Sep - Mar
Expenditure Total		12,776	13,005	228	1%	
Roads and Footpaths Total		863	905	42	13%	
						31,211 9,883
						316 (1,796)

Parking Enforcement						
GM:	Paul Cooper	Activity Lead:	Jo Hamilton			
Activity Description: Enforcement of council's parking policies						
Revenue	Fees & charges	(659)	(606)	53	-4%	Infringements and fines higher than expected. Actuals independent of budget
	Other revenue	(4)	(3)	1	-21%	
Revenue Total		(663)	(608)	55	-4%	
Expenditure	Personnel costs	174	179	6	1%	
	Other expenses	242	311	69	9%	Legal and debt recovery costs under budget by \$62k. Used as required
Expenditure Total		416	490	74	6%	
Parking Enforcement Total		(247)	(118)	129	-46%	
						(284) (197)

Parking Facilities						
GM:	Andrew Dixon (Sophia St) Suzy Ratahi (remaining)					
Activity Description: Development and maintenance of carpark parking facilities across the district						
Revenue	Fees & charges	0	(17)	(17)	42%	Budgeted revenue related to lease fees from 85-91 King St Temuka properties which were sold in May 25. Revenue no longer applicable
	Other revenue	(12)	(17)	(5)	12%	
Revenue Total		(12)	(33)	(21)	27%	
Expenditure	Personnel costs	-	120	120	42%	B

Road/Street Landscapes

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

Revenue	Rates revenue	(481)	(481)	0	0%			(1,155)	(485)
	Subsidies and grants	0	0	(0)				0	0
Revenue Total		(481)	(481)	(0)	0%			(1,155)	(485)
Expenditure	Depreciation expense	227	227	0	0%			544	72
	Finance costs	28	28	(0)	0%			66	42
	Other expenses	237	338	102	13%	Street Tree maintenance expenses, seasonal Sep to Feb		812	329
Expenditure Total		491	593	102	7%			1,423	443
Road/Street Landscapes Total		10	112	102	38%			268	(42)

Street Lighting

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

Revenue	Rates revenue	(323)	(323)	0	0%			(776)	(373)
	Other revenue	0	0	0	0%			(145)	0
Revenue Total		(323)	(323)	0	0%			(921)	(373)
Expenditure	Depreciation expense	312	312	0	0%			748	323
	Other expenses	148	168	20	5%	Other expenses primarily relate to Xmas light decorations.		402	217
Expenditure Total		459	479	20	2%			1,150	540
Street Lighting Total		136	156	20	9%			229	167
Roading and Footpaths Total		965	1,351	386	31%			1,241	(1,684)

Three waters**Water Supplies**

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

Activity Revenue and Expenditure		Nov YTD Actuals \$000	Nov YTD Budget \$000	YTD Variance \$000	Variance % of full budget	Commentary >30k var	Full Year budget \$000	PY Nov YTD Actuals \$000
Revenue	Rates revenue	(5,839)	(6,248)	(409)	3%	Water by meter - targeted rates based on usage, seasonal demand driven	(14,994)	(6,193)
	Other revenue	(150)	0	150	-8%	Charge for third party damage	(1,828)	(216)
Revenue Total		(5,989)	(6,248)	(258)	2%		(16,822)	(6,409)
Expenditure	Personnel costs	299	266	(33)	-5%		655	306
	Finance costs	989	989	(0)	0%		2,373	366
	Depreciation expense	2,912	2,912	0	0%		6,989	3,086
	Other expenses	2,568	2,842	275	4%	Expenditure incurred in-line with revenue received. Seasonal demand driven	6,822	3,099
Expenditure Total		6,768	7,009	241	1%		16,838	6,857
Other Comprehensive		0	0	0	0%		(22,438)	0
Water Supplies Total		779	762	(17)	0%		(22,422)	448

Wastewater

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

Revenue	Rates revenue	(3,353)	(3,353)	0	0%		(8,048)	(2,928)
	Fees & charges	(1,554)	(1,344)	209	-6%	Fees for Smithfield discharge invoiced, not budgeted to be credited in Dec25 \$131k. Also a seasonal timing component with increase industrial plant maintenance during winter months seen with increase in tanker volumes	(3,226)	(1,726)
	Other revenue	(84)	(35)	49	-4%	Domestic sewer catchment contribution fee charged not budgeted \$40k	(1,122)	(160)
Revenue Total		(4,991)	(4,733)	259	-2%		(12,397)	(4,814)
Expenditure	Personnel costs	246	306	60	8%		752	278
	Finance costs	885	885	(0)	0%		2,125	569
	Depreciation expense	2,437	2,437	0	0%		5,849	2,780
	Other expenses	1,549	1,558	8	0%	Reticulation contractors over budget by \$115k per P&L, offset by Electricity usage under budget \$100k due to fewer high weather events for the year to date	3,739	1,541
Expenditure Total		5,118	5,186	68	1%		12,464	5,168
Other Comprehensive		0	0	0	0%		(25,822)	0
Wastewater Total		127	453	327	-1%		(25,755)	355

Stormwater

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

Revenue	Rates revenue	(2,184)	(2,184)	0	0%		(5,243)	(2,150)
	Fees & charges	(8)	0	8			0	(2)
	Other revenue	0	0	0	0%		(1,606)	0
Revenue Total		(2,192)	(2,184)	8	0%		(6,848)	(2,153)
Expenditure	Finance costs	75	75	0	0%		180	36
	Depreciation expense	1,647	1,647	0	0%		3,952	1,831
	Other expenses	464	751	287	16%	Reticulation costs \$277k under budget. Seasonal dependent and weather event based - spring and summer months highest	1,802	393
Expenditure Total		2,185	2,472	287	5%		5,934	2,260
Other Comprehensive		0	0	0	0%		(15,175)	0
Stormwater Total		(7)	288	295	-2%		(16,090)	108

Downlands Water Supply

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

Revenue	Rates revenue	(1,326)	(1,326)	0	0%		(3,181)	(1,015)
	Fees & charges	1	0	(1)			0	0
	Finance revenue	(7)	0	7			0	(11)
	Other revenue	(45)	(47)	(2)	0%		(525)	(62)
Revenue Total		(1,376)	(1,372)	4	0%		(3,707)	(1,088)
Expenditure	Depreciation expense	717	717	0	0%		1,721	523
	Finance costs	220	290	70	10%	Interest rate lower than budget.	697	273
	Other expenses	437	507	70	6%	Reticulation costs \$98k under budget. Seasonal dependent and weather event based - spring and summer months highest	1,217	433
Expenditure Total		1,374	1,515	140	4%		3,635	1,229
Other Comprehensive		0	0	0	0%		(6,496)	0
Downlands Water Supply Total		(2)	142	144	-2%		(6,568)	141

Three Waters total		896	1,645	749	-1%	0	(70,835)	1,051
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Waste Management**Refuse Collection**

GM: Andrew Dixon Activity Lead: Grant Hamel
 Activity Description: Provides waste collection, recycling, recovery and disposal services

Activity Revenue and Expenditure		Nov YTD Actuals \$'000	Nov YTD Budget \$'000	YTD Variance \$'000	Variance % of full budget	Commentary >30k var	Full Year budget \$'000	PY Nov YTD Actuals \$'000
Revenue		(3,269)	(3,269)	0	0%		(7,846)	(3,199)
Revenue Total		(3,269)	(3,269)	0	0%		(7,846)	(3,199)
Expenditure		3,147	3,269	122	2%	Contractor costs under budget. Quarterly increases for actuals, budget standard each month	7,846	3,313
Expenditure Total		3,147	3,269	122	2%		7,846	3,313
Refuse Collection Total		(122)	0	122			0	114

Waste Management Operations

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

Revenue	Fees & charges	(2,654)	(2,490)	164	-3%	Refuse fees over budget by \$175k. Demand driven	(5,976)	(2,632)
	Subsidies and grants	(473)	(563)	(90)	7%	Funding from MIE for TDC portion of waste levy. Charged then received back from Ministry for Environment. Non-standard amounts. Offset in Expenditure	(1,350)	(439)
	Other revenue	(2,133)	(2,114)	19	0%		(5,073)	(1,884)
Revenue Total		(5,260)	(5,166)	93	-1%		(12,400)	(4,955)
Expenditure	Personnel costs	166	150	(16)	-4%		360	145
	Depreciation expense	335	335	0	0%		803	254
	Finance costs	575	575	(0)	0%		1,380	141
	Other expenses	2,780	3,831	1,051	11%	Under budget for waste site maintenance and recycling expenditure due to quarterly PPI increases - budget evenly split, and a contractor price reduction due to a credit received for commodities profit share. Peel Forest contractor expenses shifted to Peel Forest balance sheet provision in Oct	9,195	3,683
Expenditure Total		3,856	4,891	1,035	9%		11,739	4,223
Waste Management Operations Total		(1,404)	(275)	1,129	-171%		(660)	(732)
Waste Management Total		(1,526)	(275)	1,251	-189%		(660)	(618)

Total		(5,157)	3,408	8,565			(68,842)	(760)
Other comprehensive revenue budget		0	0	0			(70,063)	0
Grand Total - exclude other comprehensive		(5,157)	3,408	8,565			1,220	(760)

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

Activity	Project	Nov YTD Actual \$	Nov YTD Budget \$	Variance \$	Commentary	Full Year Budget \$	Expected to be completed in 25/26?	Carry forward into 26/27 required?	Expected completion month/year (if available)	
Aigantighe Art Gallery	253 - Arts Purchase 267 - General Upgrade Renewals - Grounds and Build House EQ Strengthening	- 366,809	13,140 34,065 -	13,140 34,065 (366,809)	Completion of HVAC, lift & flooring projects that commenced and committed to in 2024/25. Funding carry-forward request.	31,539 81,760 -	Yes Yes Yes	No No No	Dec-25	
Airport	Timaru Airport Apron Expansion	46,146	-	(46,146)	Completion of new public toilet that commenced and a commitment from 2024/25 . Carry forward requested.	-	Complete	No		
Animal Control	344 - New Pound	-	20,835	20,835		50,000	Multi-period project			
Aorangi	252 - Aorangi Park Master Plan Stage 1 (indoor court extension) 349 - Equipment and Furniture - new stadium placeholder	2,906,797 -	3,858,335 416,665	951,538 416,665	Timing - Construction started in October Timing - to be purchased after construction completed	9,260,000 1,000,000	Multi-period project No			
Beautiful Valley Water	254 - Beautiful Valley Water Supply Capital Work	-	850	850		2,044	Yes - Annual Programme	No		
Cemeteries	235 - Timaru Cemetery New Site (purchase and development) 257 - Cemeteries-Concrete Beams, Furniture, Structures	20,433 4,855	31,250 19,165	10,817 14,310		75,000 45,990	Multi-period project Yes	No No		
Civil Defence	264 - Equipment (new sirens, handsets and bases replacement	-	4,260	4,260		10,220	To be determined			
Community Services Management	249 - 07140.0703.0553 - Software Purchase & Upgrades	6,970	-	(6,970)		-	To be determined			
Council Building	250 - 08310.0702 : Council Building Capital Expenditure 251 - 08310.0705 : Council Building Capital Expenditure	- 6,172	12,775 40,455	12,775 34,283		30,660 97,090	Yes Yes	No No		
Downlands Water Supply	261 - Downlands Water Network Modelling 262 - Downlands Water Plant Renewals and Upgrade 263 - Downlands Water Reticulation Renewals and Upgrade 388 - Downlands Reservoir Pipework Renewals 389 - In ground reservoir lining and solid roof cover	- 21,959 412,680 -	27,085 91,250 349,185 68,335 87,295	27,085 69,291 (63,495) 68,335 66,482	Phasing of construction, with the majority to occur in Q3 and Q4 (Feb to June)	65,000 219,000 838,040 164,000 209,510	Yes Yes Yes Yes Yes	No No No No No		
Forestry	302 - Renewals - Forestry	-	3,725	3,725		8,943	Yes	No		
Geraldine Stormwater	269 - Geraldine Stormwater Renewals and Upgrade 270 - Geraldine Stormwater Serpentine Creek Enhancement	33,560 14,433	72,915 21,750	39,355 7,317		175,000 52,200	Yes Yes	No No		
Halls & Community Centres	305 - Renewals and upgrades for community facilities	58,543	25,000	(33,543)	Works performed for Caroline Ball Hall. No further works to be completed in 25/26	60,000	Complete	No		
Information Technology	248 - 07140.0703.0552 - Computer Hardware - Assets 249 - 07140.0703.0553 - Software Purchase & Upgrade	373,179	931,720	558,541	Laptops purchased in bulk at the beginning of the financial year. Appox 80. Also networking switches.	2,236,127	Yes	No		
Land Transport Unit	236 - 08340.0702 : Land Transport Unit - Capital expenditure	-	8,335	8,335	Awaiting Pricing for upgrades to Survey equipment	20,000	Yes			
Libraries	255 - Building Capital Works - general 280 - Libraries Furniture - RFID upgrade, self check machines 281 - Libraries Renewals - general 300 - Purchase Books and Resources 337 - Libraries Furniture - General Renewals 338 - Libraries Furniture - Library mgmt system	- -	22,145 34,065 8,515 (1,950) 124,756 -	22,145 34,065 8,515 42,400 62,500	Replacement of Timaru Library dumbwaiter lift Market analysis to occur, now not likely until mid 2026. To be included on requested carryforward list at year end	53,144 81,760 20,440 214,620 101,760 150,000	Yes No Yes No Yes No	No Yes No No Yes Yes		
Motor Camps	284 - Motor Camps Renewals - General Capex works	-	4,260	4,260		10,220	Yes	No		
Museum	303 - South Canterbury Museum - Renewals	17,521	201,010	183,489	Delay in the Museum exhibition development project, work now proceeding.	482,423	No	Yes		
Parking Enforcement	245 - Plant Purchases including renewal of Farmers parking 286 - Other Capital Works (new/improved asset)	- 6,089	319,375 1,250,000	319,375 1,243,911	Parking metre replacement. Feb/March spend. Business case to go to SLT on new system and report to Council Sophia Street (farmers) parking building EQ Strengthening. Awaiting Geotech report and changes to government standards	766,500 3,000,000	No To be determined	Yes Partial. Planned scope may reduce pending outcome of Geotech report and legislation changes		
Parks	241 - Shared Urban Tracks 276 - Land purchases 288 - Parks Reseal Programme 304 - Renewals (Structures, Services, Furniture, Fences) No Analysis Set	209,082 - 54,131 25,199 135,494	667,915 20,835 125,000 319,375 -	458,833 34,065 70,869 294,176 (135,494)	Majority to occur in construction season Nov-Mar Majority to occur in March/April 26 Seasonal component to renewals Purchase of land at the Peel forest outdoor pursuits centre. Carryforward from PY	1,603,000 50,000 300,000 766,500 -	Yes Yes Yes Yes Yes	No No No No No		
People	275 - HRIS System (Implementation cost)	-	79,625	79,625	Potential new module to add to HRIS system in second half of the year	191,100	To be determined			
Property	306 - Reroof Clyde St, Cameron Courts Temuka, Huffey Street 352 - Temuka Alpine Energy Stadium - EQ Repairs - Preparedness	- 1,242	63,875 104,165	63,875 102,923	Paper to go to council in 2026 to discuss options. Clyde sat - rebuild or repair Assessing the implications of new e/q standards and prioritising renewal needs.	153,300 250,000	No To be determined	Yes Yes		
Public Toilets. Community Support	298 - Public Toilets Renewals Public toilet (Zone 1)	22,464 405,580	88,510 -	66,046 (405,580)	Caroline bay toilet upgrade completed in Sep. Other projects to commence later in the year Strathallan project - carryforward from prior year.	212,420 -	Yes Yes	No No		
Rangitata/Orari Water	301 - Rangitata/Orari Water Supply Capital Work	-	6,250	6,250		15,000	Yes - Annual Programme			
Road/Street Landscapes	243 - CCTV Equipment 271 - Geraldine Strategic Plan 295 - Pleasant Point Strategic Plan 312 - Temuka Strategic Plan CityHub Strategy	5,144 25,429 19,256 15,615 169,103	21,290 29,810 29,810 14,195 -	16,146 4,381 10,554 71,540 (169,103)	New CCTV Camera going on Bay Hill/State Highway 1 following Police Feedback	51,100 71,540 71,540 71,540 -	To be determined Yes Yes Yes Yes	No No No No No		
Rural Stormwater	294 - Pleasant Point Stormwater Renewals and Upgrade	19,682	50,000	30,318		120,000	Yes	No		
Seadown Water	308 - Seadown Water Renewals and Upgrade 380 - Seadown Reservoir and Treatment Upgrade	211,380 -	533,755 4,260	322,375 20,835	Currently in design phase for stage 2. Construction to occur in Q3/Q4	1,281,016 10,220	Multi-period project Follow up			
Social Housing	259 - Convert 3 Bedsites to 2 One Bed Flats - Temuka	12,346	66,665	54,319	Work to be completed in 2026 by June	160,000	Yes	No		
Street Lighting	260 - Cycleway Implementation 283 - Minor Projects - Tiling etc 290 - Peel Forest Outdoor Pursuits Accessibility Walking 299 - Public Transportation Infrastructure	4,489 -	83,335 104,165 20,835 8,700	4,068 82,672 20,835 8,700		200,000 250,000 50,000 20,880	Yes Yes Yes Yes	No No No No		
Subsidised Roading	307 - Road Improvement Works - WC341 Low Cost Low Risk 327 - WC 213 Drainage Renewals - includes kerb and channel 328 - WC211 - Unsealed Road Rehabilitation 329 - WC212 - Sealed Road Resurfacing 330 - WC214 Rehabilitations 331 - WC215 - Bridge Structures Component Replacement 332 - WC216 Bridge & Large Culvert Renewals	782,916 166,235 440,119 1,155,071 2,772,723 108,950 4,405	1,875,000 458,275 261,575 1,724,965 1,875,900 276,790 632,085	1,092,084 292,040 (178,544) 569,894 (896,823) 167,840 627,680	Majority in construction season Sep-Mar. Design and testing underway for Crown Resilience Fund project Majority in construction season Sep-Mar. Peel Street Geraldine design complete Half completed in Jul/Aug. Other half in Apr/Jun Majority in construction season Sep-Mar. Majority in construction season Sep-Mar. Majority in construction season Sep-Mar. Season: October to Jun due to ECAN consent limitations	4,500,000 1,099,857 627,775 4,139,919 4,502,161 664,300 1,517,000	To be determined	Partial possible - pending design completion and tender of Kellands Road Resilience project Yes Yes Yes Yes Yes Yes Yes	No No No No No No No	

	333 - WC222 Traffic Services Renewal 334 - WC224 - Cycle Path Renewals 335 - WC225 Footpath Renewals	177,670 15,313 486,472	527,085 21,290 625,000	349,415 5,977 138,528	Awaiting Tenders Committee/Council Approval for Strathallan traffic light upgrades Majority in construction season Sep-Mar.	1,265,000 51,100 1,500,000	Yes Yes Yes	No No No		
Swimming Pool Capex	256 - CBay Building Capital Works 265 - Fitness Equipment Capital Works	- 111,615	19,165 63,875	19,165 (47,740)	Fitness equipment expected by December 25	45,990 153,300	Yes Yes	No No		
Te Moana Water	310 - Te Moana Water Renewals and Upgrade	614,433	729,165	114,732	Phasing of construction, with the majority to occur in Q3 and Q4	1,750,000	Yes	No		
Temuka Stormwater	311 - Temuka Stormwater Renewals and Upgrade 374 - Temuka Stormwater Upgrades 375 - Taumatahau Stream Enhancement Temuka Stormwater Management Plan and Renewals	69,252 - 240 1,200	42,585 47,915 41,665 (1,200)	(26,667) 47,915 41,425 (1,200)		102,200 115,000 100,000 -	Yes - Annual Programme Yes - Annual Programme Yes - Annual Programme Yes			
Theatre Royal	314 - Theatre Royal and Heritage Facility Development	3,060,642	4,670,835	1,610,193	Project recently commenced, higher expenditure to occur in later stages.	11,210,000	Multi-period project			
Timaru Stormwater	315 - Timaru Stormwater Network Modelling 316 - Timaru Stormwater Plant Renewals and Upgrade 317 - Timaru Stormwater Renewals and Upgrade 323 - Washdyke/Wairakao Stormwater Improvements Gleniti Bunds Construction Waitarakao/Washdyke Stormwater Management	10,006 26,749 237,406 20,226 79,073 34,268	12,500 168,500 416,665 145,835 - -	2,494 141,751 179,259 125,609 (79,073) (34,268)	Phasing of construction, with the majority to occur in Q3 and Q4 Carryforward project from prior year due to weather events	30,000 404,400 1,000,000 350,000 - -	Yes Yes Dependent on DOC, LINA and Ecan approvals Dependent on DOC, LINA and Ecan approvals Follow up Follow up	No No Follow up Follow up		
Urban Water	258 - Claremont Water Treatment Plant Upgrade 272 - Geraldine Water Resilience Renewal and Upgrade 287 - Pareora River Intake Renewal 313 - Temuka Water Source Upgrade 320 - Urban Water Plant Renewal and Upgrade 321 - Urban Water Reticulation Renewals and Upgrade 326 - Water Supplies Resource Consent Renewals 357 - Urban Water plant renewals smoothed Pareora Pipeline Renewal	365,518 - 1,206 16,635 73,859 1,047,584 13,779 - 435,999	2,837,165 83,335 83,335 212,915 83,335 851,665 312,500 208,335 -	2,471,647 83,335 82,129 196,280 9,476 (195,919) 298,721 208,335 (435,999)	In tender phase. Contractor expected to be engaged Feb26. Capex dictated by material supply, multimillion dollar membrane to be sourced In planning phase. Construction in Q3/Q4 - Feb to June Currently working through ECan consent process In design phase. Construction in Q3/Q4 - Feb to Jun Mix of reactive capex and Q3/Q4 construction Ecan consents in progress Reactive renewals Carryforward. Previously expected to be completed 2025. Now by Jun 26. Delays due to complications in pipe shutdowns for work to commence.	6,809,201 200,000 200,000 511,000 200,000 2,044,000 750,000 500,000 -	Multi-period project Dependent on Ecan - potential to miss construction season Yes Yes Yes Yes Dependent on Ecan process Yes Yes	No No No No No No No No		
Vehicle Management	289 - Parks Vehicles 322 - Vehicle Management	306,462	208,335	(98,127) 166,665	Plant and vehicles being purchased to match expansion of in-house team. Further tranche early next year. Completing a vehicle review to assess needs due to change in replacement policy.	500,000 400,000	Yes Yes	No No		
Waste Management Operations	266 - Fixed Plant & Equipment Renewals 277 - Landfill Cells Development 278 - Landfill gas systems 279 - Landfill Roading Programme (sealed areas) 291 - Plant Purchases including replacement bins 324 - Waste Minimisation Capital Works (new/improved asset)	751 23,344 - - - - 42,585	96,015 62,500 28,530 12,775 85,165 151,634	95,264 39,156 28,530 12,775 85,165 42,585	Wheel Wash project- sourcing quotes Likely commence Q3 25-26 Initial meetings have commenced. Project likely to start in Q3 25/26 Contractor arranges procurement of replacement bins. On-charges the cost to TDC once replacement bin is provided to household. Currently treated as opex due to accounting policy applied (under \$1500 threshold per bin). YTD Opex for bin replacement: \$36k currently included in kerb side collection expenditure	230,440 150,000 68,474 30,660 204,400 102,200	Yes Yes To be determined To be determined Refer to commentary	No No Jun-26 Jun-26		
Wastewater	268 - Geraldine Sewer Upgrade 309 - Sewer Reticulation Renewals and Upgrade 325 - Wastewater Plant Renewals and Upgrade 366 - Investigation Industrial Sewer Pipeline Extension 368 - Inland Towns WWTP upgrades 369 - Urban Sewer Network Modelling	15,031 156,282 618,268 - - -	166,665 851,665 1,277,500 42,585 85,165 38,325	151,634 695,383 659,232 42,585 85,165 38,325	Phasing of construction, with the majority to occur in Q3 and Q4 Design phase. Q3/Q4 construction. Also Reactive renewals during the year Design phase. Q3/Q4 construction Design phase. Q3/Q4 construction	400,000 2,044,000 3,066,000 102,200 204,400 91,980	Yes - depending on landowner - challenges with access approval Yes Design has been challenging for wet well which may result in missing construction season Yes Yes Yes	No No No No		
Grand Total		19,423,030	33,507,368	14,084,337		80,417,663				

8.9 Bad Debts Written Off as at 31 December 2025

Author: Matthew O'Brien, Finance Manager / Financial Accountant
Authoriser: Andrea Rankin, Chief Financial Officer

Recommendation

That the Council receive and note the report Bad Debts Written Off as at 31 December 2025.

Purpose of Report

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

Assessment of Significance

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

Discussion

- 3 Delegation to write off bad debts is provided to the Chief Executive up to the value of \$50,000. No debts have been identified above \$50,000 which require Council approval to write off.
- 4 Officers have resolved a small number of debts that, due to the age of the matter, are impacted by the Limitation Act 2010 which means Council is unable to make a claim on a debt which is six years after the matter arose. These debts have now been written off. We currently have \$72,927 registered with our debt collection agency. If monies are not received within the statutory timeframe, these will subsequently be written off.
- 5 For the six months to 31 December 2025, a total of \$19,701 has been written off within Officer delegations and the tables below summarise the totals for each year.

DATE	ACTIVITY RESPONSIBLE	AMOUNT (\$)	TOTAL PER ANNUM (\$)
2019	Sundry	714	1,129
	Animal Control	189	
	Animal Control	226	
2020	Vehicle impound	328	
	Transfer Station	1,761	2,089
2022	Animal Control	9	9
2023	Corridor Management	463	
	Corridor Management	478	
	Building	157	1,089
2024	Corridor Management	478	
	Corridor Management	478	957

2025	Building	3,350
	Animal Control	282
	Building	4
	Transfer Station	32
	Transfer Station	17
	Building	1,830
	Animal Control	331
	Animal Control	247
	Building	5,430
	Animal Control	43
	Social Housing	50
	Planning	652
	Animal Control	43
	Animal Control	43
		13,355
TOTAL		17,636

DATE	ACTIVITY RESPONSIBLE	AMOUNT (\$)	TOTAL PER ANNUM (\$)
2019	Timaru Library	223	
	Timaru Library	146	
	Timaru Library	167	
	Timaru Library	237	
	Timaru Library	449	
	Timaru Library	202	
	Timaru Library	103	
	Timaru Library	343	
	Timaru Library	180	2,050
2020	Timaru Library	15	15
TOTAL			2,065

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

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

Attachments

Nil

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 9 December 2025**
- 12.2 Bad Debts Written Off as at 31 December 2025**
- 12.3 Fraser Park Community Trust Loan Requirements**
- 12.4 Timaru Intersection Upgrade Project - MBIE Funding**
- 12.5 Theatre Royal and Museum Construction Project Tenders**
- 12.6 Strathallan Corner Traffic Signal Upgrade**
- 12.7 Property Divestment - 14-16 Butler Street and 17-21 Bank Street**

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 9 December 2025 Matters dealt with in these minutes: 13.1 - Public Excluded Minutes of the Council Meeting held on 4 November 2025 13.2 - Pleasant Point Pool electrical infrastructure upgrades 13.3 - Property Divestment - Ratification of Offer - Pareora Closed Landfill - Cnr Sands Road and State Highway 1	Section 48(1) of the Local Government Official Information and Meetings Act 1987.	The public excluded minutes of the meeting held on 9 December 2025 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 9 December 2025.

12.2 - Bad Debts Written Off as at 31 December 2025	s7(2)(a) - The withholding of the information is necessary to protect the privacy of natural persons, including that of deceased natural persons	To protect a person's privacy, including the privacy of deceased persons
12.3 - Fraser Park Community Trust Loan Requirements	s7(2)(b)(ii) - The withholding of the information is necessary to protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information s7(2)(h) - The withholding of the information is necessary to enable any local authority holding the information to carry out, without prejudice or disadvantage, commercial activities	To protect commercially sensitive information To enable Council to carry out commercial activities
12.4 - Timaru Intersection Upgrade Project - MBIE Funding	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
12.5 - Theatre Royal and Museum Construction Project Tenders	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
12.6 - Strathallan Corner Traffic Signal Upgrade	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

12.7 - Property Divestment - 14-16 Butler Street and 17-21 Bank Street	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
<p>*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]</p> <p>.</p> <p>*Delete if inapplicable.</p>		

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.”