AGENDA

Joint Shareholders Committee Meeting
Monday, 16 November 2026

Date Monday, 16 November 2026

Time 10:30 am

Location Council Chamber
District Council Building
King George Place
Timaru
1885143

Joint Shareholders Committee

Notice is hereby given that a meeting of the Joint Shareholders Committee will be held in the Council Chamber, District Council Building, King George Place, Timaru, on Monday 16 November 2026, at 10:30 am.

Joint Shareholders Committee Members

Timaru District Mayor Nigel Bowen (Chairperson), Clrs Stacey Scott, Michelle Pye, Mackenzie District Council Mayor Scott Aronsen, Clrs Rit Fisher, Mark Adams (Deputy Chairperson)

Alternatives: Clr Peter Burt (TDC), Phillipa Guerin (MDC)

Quorum for a Joint Committee meeting is:

A total of four elected members must be present, or appointed alternates, with at least two members being from each Council.

Where the Joint Shareholders Committee is providing a forum for the Shareholders to meet and exercise their powers in relation to the Company, the requirements of the Company's constitution and shareholders' agreement will prevail.

Local Authorities (Members' Interests) Act 1968

Committee members are reminded that if you 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.

Order Of Business

1 Apologies 5

2 Identification of Items of Urgent Business 5

3 Identification of Matters of a Minor Nature 5

4 Declaration of Conflicts of Interest 5

5 Confirmation of Minutes 6

5.1 Minutes of the Joint Shareholders Committee Meeting held on 5 October 2026 6

5.2 Minutes of the Extraordinary Joint Shareholders Committee Meeting held on 6 November 2026 15

6 Reports 20

6.1 Actions Register Update 20

6.2 Water Transition Activities Update 22

7 Consideration of Urgent Business Items 39

8 Consideration of Minor Nature Matters 39

9 Exclusion of the Public 39

10.1 Public Excluded Minutes of the Joint Shareholders Committee Meeting held on 5 October 2026 39

10.2 Public Excluded Minutes of the Extraordinary Joint Shareholders Committee Meeting held on 6 November 2026 39

10.3 Appointment of Deputy Chairperson to the Central South Island Water Organisation Board 39

10 Public Excluded Reports 41

11 Readmittance of the Public 42

1 Apologies

2 Identification of Items of Urgent Business

3 Identification of Matters of a Minor Nature

4 Declaration of Conflicts of Interest

5 Confirmation of Minutes

5.1 Minutes of the Joint Shareholders Committee Meeting held on 5 October 2026

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

Recommendation

That the Minutes of the Joint Shareholders Committee Meeting held on 5 October 2026 be confirmed as a true and correct record of that meeting and that the Chairperson's electronic signature be attached.

Attachments

1. Minutes of the Joint Shareholders Committee Meeting held on 5 October 2026

MINUTES

Joint Shareholders Committee Meeting

Monday, 5 October 2026

Minutes of Timaru District Council
Joint Shareholders Committee Meeting
Held in the Council Chamber, District Council Building, King George Place, Timaru
on Monday, 5 October 2026 at 10:30 am

Present: **Timaru District Council:** Nigel Bowen (Chairperson), Clrs Michelle Pye, Stacey Scott

Mackenzie District Council: Mark Adams (Deputy Chairperson), Rit Fisher

Councillors: Graeme Wilson, Philip Harper

In Attendance: **Timaru District Council Officers:** Paul Cooper (Acting Chief Executive and General Manager Regulatory, Development and Growth), Andrea Rankin (Chief Financial Officer), Andrea McAlister (General Manager People & Capability), Elliot Higbee (Legal Services Manager), Brittney Bowie (Water Transition - People Workstream Lead), Debbie Fortuin Water Transition Manager), Laura Rich (Water Planner), Jessica Kavanaugh (Democracy Services Lead), Amanda Taylor (Executive Assistant Water Services), Bhavisha Kapadia (Marketing & Communications Advisor)

Mackenzie District Council Officers: Angela Oosthuizen (Chief Executive), Alexis Kereikeepa (General Manager People, Customer and Cultural Relationships)

Justin Riley (Chairperson, Central South Island Water), Cathryn Lancaster (Interim Chief Executive, Central South Island Water), Christine Wright (Interim Chief Financial Officer, Central South Island Water), Amanda Rooney (Apto Consulting NZ)

1 Apologies

1.1 Apologies Received

Resolution 2026/19

Moved: Mayor Nigel Bowen
Seconded: Clr Stacey Scott

That the apology of Mackenzie District Council Mayor Scott Aronsen is received and accepted.

Carried

2 Identification of Items of Urgent Business

No items of urgent business were received.

3 Identification of Matters of a Minor Nature

No matters of a minor nature were raised.

4 Declaration of Conflicts of Interest

No conflicts of interest were declared.

5 Confirmation of Minutes

5.1 Minutes of the Joint Shareholders Committee Meeting held on 24 August 2026

Resolution 2026/20

Moved: Clr Michelle Pye
Seconded: Clr Mark Adams

That the Minutes of the Joint Shareholders Committee Meeting held on 24 August 2026 be confirmed as a true and correct record of that meeting and that the Chairperson's electronic signature be attached.

Carried

6 Reports

6.1 Actions Register Update

The Chairperson spoke to the report to provide the Joint Shareholders Committee with an update on the status of the action requests raised by members at previous Joint Shareholder Committee meetings.

Chief Executive Discussion

Discussion was held on whether the discussion went ahead; it was requested that this update remain open and that an update be provided on the conversation that was had.

Resolution 2026/21

Moved: Mayor Nigel Bowen
Seconded: Clr Stacey Scott

That the Joint Shareholders Committee receives and notes the updates to the Actions Register.

Carried

6.2 Adoption of 2027 Meeting Schedule

The Chairperson spoke to the report to adopt the meeting schedule for the Joint Shareholders Committee for the first six months of the 2027 calendar year.

Resolution 2026/22

Moved: Clr Rit Fisher
Seconded: Clr Michelle Pye

That the Joint Shareholders Committee:

1. Receive and note the Adoption of the 2027 Meeting Schedule Report; and
2. Adopt the proposed meeting schedule for the first six months of the 2027 calendar year as follows;

   Monday, 15 February 2027 at 10.30am
   Wednesday, 31 March 2027 at 10.30am
   Monday, 10 May 2027 at 10.30am
   Monday, 21 June 2027 at 10.30am

Carried

6.3 Water Transition Activities Update

The Water Transition Manager spoke to the report to provide the Joint Shareholders Committee with an update on activities that are underway to support the various agreements that need to be established between Timaru District Council and Mackenzie District Council (TDC /MDC) and Central South Island Water (CSIW), in accordance with Schedule 2 transfer agreement requirements under the Local Government (Water Services) Act 2025.

Resolution 2026/23

Moved: Mayor Nigel Bowen
Seconded: Clr Mark Adams

That the Joint Shareholders Committee:

1. Receive and note the Water Transition Activities Dashboard Report for the period 18 August 2026 to 21 September 2026.

Carried

6.4 Statement of Expectations

The Legal Services Manager spoke to the report to progress the development of a final Statement of Expectations for this Committee to issue on 14 December 2026 to Central South Island Water Limited. This report does not deal with the interim statement or the Shareholders Agreement, which are dealt with separately.

It was raised that spatial planning should also be included in point 7 of the Statement of Expectations: resource management and land-use planning. Point 9.4: significant water users referring to food processing rather than just dairy and meat processing. Point 14: Performance indicators relating to the outcomes outlined in section 3. Point 17: Establishment expectations to include the expectation that funding is in place for day one.

In relation to point 14: Performance Indicators, it was advised of the importance of Mackenzie District Council and Timaru District Council understanding the long-term growth requirements. Including a performance indicator for the capital programme and investment.

Resolution 2026/24

Moved: Mayor Nigel Bowen

Seconded: Clr Stacey Scott

That the Committee:

1. Notes this report
2. Provides feedback on the current draft of the Statement of Expectations
3. Notes that the Statement of Expectations will continue to be worked on, and is intended

Carried

7 Consideration of Urgent Business Items

No items of urgent business were received.

8 Consideration of Minor Nature Matters

No matters of a minor nature were raised.

9 Exclusion of the Public

Resolution 2026/25

Moved: Mayor Nigel Bowen
Seconded: Clr Mark Adams

That the public be excluded at 10.39am from the following parts of the proceedings of this meeting, namely,—

10.1 Public Excluded Minutes of the Joint Shareholders Committee Meeting held on 24 August 2026

10.2 CSI Water Board Report

10.3 CSI Water Operating Model

10.4 Shareholders Agreement update

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
10.1 - Public Excluded Minutes of the Joint Shareholders	Section 48(1) of the Local Government Official Information and Meetings Act 1987.	The public excluded minutes of the meeting held on 24 August 2026 are considered confidential pursuant to the

Committee Meeting held on 24 August 2026 **Matters dealt with in these minutes:** **11.1 - Public Excluded Minutes of the Extraordinary Joint Shareholders Committee Meeting held on 29 July 2026** **11.2 - Statement of Expectations** **11.3 - Shareholders Agreement**		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 24 August 2026.
10.2 - CSI Water Board Report	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)(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 s7(2)(j) - The withholding of the information is necessary to prevent the disclosure or use of official information for improper gain or improper advantage	To protect a person's privacy, including the privacy of deceased persons To protect commercially sensitive information To enable Council to carry out commercial activities To prevent use of the information for improper gain or advantage
10.3 - CSI Water Operating Model	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)(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	To protect a person's privacy, including the privacy of deceased persons To protect commercially sensitive information To enable Council to carry out commercial activities To prevent use of the information for improper gain or advantage

	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 s7(2)(j) - The withholding of the information is necessary to prevent the disclosure or use of official information for improper gain or improper advantage	
10.4 - Shareholders Agreement update	s7(2)(g) - The withholding of the information is necessary to maintain legal professional privilege	To protect all communications between a legal adviser and clients from being disclosed without the permission of the client

Carried

Resolution 2026/26

Moved: Clr Michelle Pye
Seconded: Clr Stacey Scott

That the Joint Shareholders Committee permit Amanda Rooney to remain at this meeting, after the public has been excluded, because of their knowledge of Human Resources in relation to Central South Island Water. This knowledge, which will be of assistance in relation to the matter to be discussed, is relevant to provide advice on Human Resources matters raised during the public-excluded meeting.

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."

10 Public Excluded Reports

10.1 Public Excluded Minutes of the Joint Shareholders Committee Meeting held on 24 August 2026

11.1 Public Excluded Minutes of the Extraordinary Joint Shareholders Committee Meeting held on 29 July 2026

11.2 Statement of Expectations

11.3 Shareholders Agreement

10.2 CSI Water Board Report

10.3 CSI Water Operating Model

10.4 Shareholders Agreement update

11 Readmittance of the Public

Resolution 2026/27

Moved: Mayor Nigel Bowen
Seconded: Clr Stacey Scott

That the meeting moves out of Closed Meeting into Open Meeting at 12.53pm.

Carried

The meeting closed at 12.54pm.

.....

Timaru District Mayor Nigel Bowen

Chairperson

5.2 Minutes of the Extraordinary Joint Shareholders Committee Meeting held on 6 November 2026

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

Recommendation

That the Minutes of the Extraordinary Joint Shareholders Committee Meeting held on 6 November 2026 be confirmed as a true and correct record of that meeting and that the Chairperson's electronic signature be attached.

Attachments

1. **Minutes of the Extraordinary Joint Shareholders Committee Meeting held on 6 November 2026**

MINUTES

Extraordinary Joint Shareholders Committee Meeting

Friday, 6 November 2026

Minutes of Timaru District Council
Extraordinary Joint Shareholders Committee Meeting
Held in the Council Chamber, District Council Building, King George Place, Timaru
on Friday, 6 November 2026 at 11:00 am

Present: **Timaru District Council:** Mayor Nigel Bowen (Chairperson), Stacey Scott (online)

Mackenzie District Council: Mark Adams (Deputy Chairperson), Rit Fisher (online), Phillipa Guerin (online)

In Attendance: Stephen Doran (General Manager Corporate), Alesia Cahill (Executive Support Manager), Jessica Kavanaugh (Democracy Services Lead)

1 Apologies

1.1 Apologies Received

Resolution 2026/24

Moved: Mayor Nigel Bowen
Seconded: Deputy Chairperson Mark Adams

That the apologies of Clr Michelle Pye and Mackenzie District Council Mayor Scott Aronsen be received and accepted.

Carried

The apology of Mackenzie District Chief Executive and Acting Timaru District Council Chief Executive was noted.

2 Identification of Items of Urgent Business

No items of urgent business were received.

3 Identification of Matters of a Minor Nature

A matter of minor nature item was identified, to be discussed in public excluded.

4 Declaration of Conflicts of Interest

No conflicts of interest were declared.

5 Consideration of Urgent Business Items

No items of urgent business were received.

6 Consideration of Minor Nature Matters

No matters of a minor nature were raised to be discussed in public.

7 Exclusion of the Public

Resolution 2026/25

Moved: Mayor Nigel Bowen
Seconded: Deputy Chairperson Mark Adams

That the public be excluded at 11.02am from the following parts of the proceedings of this meeting, namely,—

8.1 Appointment of Directors to the Central South Island Water Organisation Board

8.2 Central South Island Water Organisation Director Fees

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
8.1 - Appointment of Directors to the Central South Island Water Organisation Board	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
8.2 - Central South Island Water Organisation Director Fees	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

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."

8 Public Excluded Reports

8.1 Appointment of Directors to the Central South Island Water Organisation Board

8.2 Central South Island Water Organisation Director Fees

9 Readmittance of the Public

Resolution 2026/26

Moved: Mayor Nigel Bowen
Seconded: Deputy Chairperson Mark Adams

That the meeting moves out of Closed Meeting into Open Meeting 11.15am.

Carried

The meeting closed at 11.15am.

.....

Timaru District Council Mayor Nigel Bowen

Chairperson

6 Reports

6.1 Actions Register Update

Author: **Meghan Taylor, Acting Democracy Services Lead**

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

Recommendation

That the Joint Shareholders Committee receives and notes the updates to the Actions Register.

Purpose of Report

1 The purpose of this report is to provide the Joint Shareholders Committee with an update on the status of the action requests raised by members at previous Joint Shareholder Committee 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 members. It includes a status and comments section to update the Joint Shareholders Committee on the progress of each item.

4 There are currently one items on the actions register.

5 One items are marked as ongoing.

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

7 No items are marked as removed to be taken off the list at the next meeting.

Attachments

1. Joint Shareholders Committee Actions Register ⇩

Information Requested from Councillors (Joint Shareholders Committee)

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

Information Requested	Chief Executive Discussion		
Date Raised:	13 July 2026	**Status:**	
Issue Owner:	Chief Executive's	**Completed Date:**	

Background: At the Joint Shareholders Meeting it was requested that the Chief Executives of Timaru District Council, Mackenzie District Council, Waimate District Council and the Interim Chief Executive - Timaru and Mackenzie Water Entity have a discussion regarding Downlands.

July 2026: The Downlands Committee Chair and Timaru District Council's Legal Services Manager will meet with Waimate District Council to discuss Downlands.

August 2026: A meeting between Chief Executives of Timaru District Council, Mackenzie District Council, Waimate District Council and the Interim Chief Executive has been scheduled for 24 August 2026.

05 October 2026: The Joint Shareholders Committee requested that this action remain open, and an update be provided on the conversation that was had.

#1852633

6.2 Water Transition Activities Update

Author: **Debbie Fortuin, Water Transition Manager**

Authoriser: **Nigel Trainor, Chief Executive**

Recommendation

1. That the JSC receive and note the Water Transition Activities Report for the period 22 Sept 2026 to 02 November 2026.

Purpose of Report

1 The purpose of this report is to provide the Joint Shareholders Committee with an update on activities that are underway to support the various agreements that need to be established between Timaru District Council and Mackenzie District Council (TDC /MDC) and Central South Island Water (CSIW), in accordance with Schedule 2 transfer agreement requirements under the Local Government (Water Services) Act 2025.

Assessment of Significance

2 This report is of low significance being a progress update aligned with previously endorsed documents and decisions including Timaru District Council's Water Services Delivery Strategy, and the Commitment Agreement and Joint Shareholders Committee Terms of Reference previously adopted by both Mackenzie (MDC) and Timaru (TDC) District Councils.

Discussion

3 The attached dashboard report and Gantt chart outlines the details of activities to be undertaken prior to 1 July 2027.

4 The activities relate to the requirements under Schedule 2 of the Local Government (Water Services) Act 2025. The requirements outline the documents and information to be included in and inform the Transfer Agreement.

5 In addition to the transfer agreement, a separate shared services agreement will be developed to contain all the service level agreements that will need to be developed between the 3 parties. Shared services include but are not limited to areas such as Building, Planning, Legacy Records Access and Emergency management.

6 The activities outlined in the dashboard report are not a finite list and it is anticipated that further activities may be added to it as more information comes to light with regards to information such as the IT transition program outline once decisions on modelling and shared arrangements have been made.

7 While it may appear that a large number of the items on the dashboard report have not commenced, these are predominantly due to matters awaiting a decision, or timing issues as a result of being a sequential activity reliant on the completion of another action.

8 Our initial focus in terms of the workstreams is to ensure the people workstream and the transfer agreement workstream along with supporting documents are a priority.

9 The Q3 WSDP report was submitted prior to the 30 October 2026 deadline. It was endorsed under delegation by the CEO's of both Mackenzie and Timaru District Councils, due to the timing of this JSC meeting. The report is attached fyi.

Attachments

1. **Council Transfer Activities Dashboard Report JSC November 2026**
2. **Council Transfer Activities JSC November 2026**
3. **Timaru Mackenzie Quarterly Monitoring Report Water-Services CCO September 2026**

Schedule 2 Transfer Agreement Status Report — snapshot as at 30 October 2026

Dashboard — Timaru & Mackenzie District Councils. Tracking the 49 Council activities that support the Schedule 2 transfer agreement(s). The Reporting and Other workstreams (8 rows, including the quarterly DIA reports and placeholders) are listed in the tracker but are not included in the progress figures at this time.

OVERALL PROGRESS



Complete	11
In progress	20
Not started	18
Total activities (excl. Reporting and Other)	49

MILESTONES

M1
Schedules finalised
In progress
All clause 3 registers compiled and quality-checked
Tasks where Document type = Schedule

M2
SLAs complete
In progress
All SLA/service-doc tasks completed
Tasks where Document type = Supporting SLA

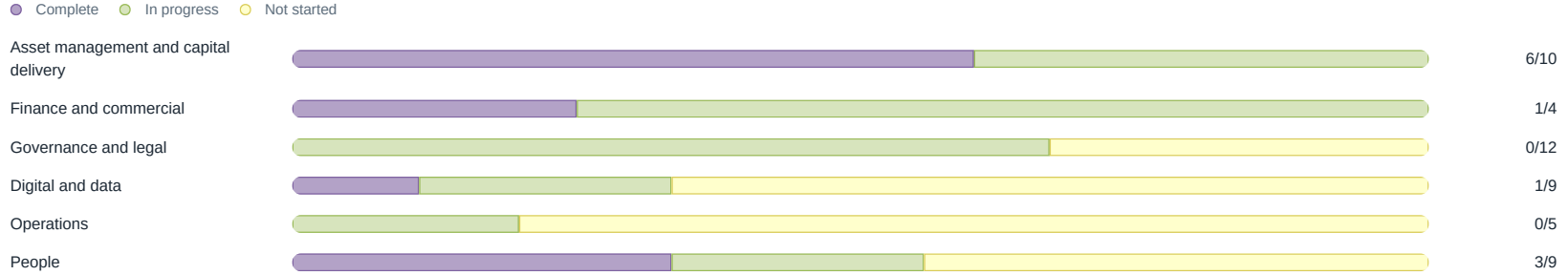
M3
Transfer agreement in agreed final form
In progress
Ready for execution, pending sign-off
Tasks where Document type = Decision / agreement text

M4
Staff consultation complete
In progress
Employment and staff obligations are met
Tasks in the People workstream

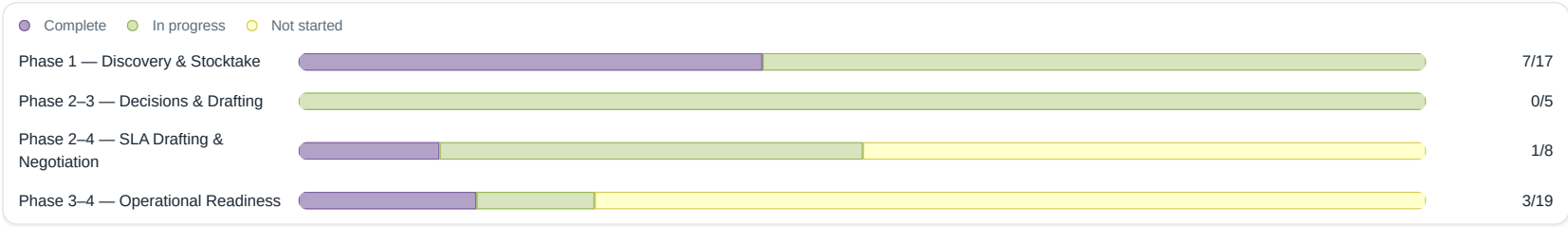
M5
Operational readiness complete
Not started
Data migration and customer readiness work complete
Tasks where Document type = Operational readiness (excluding the People workstream)

M6
Ready for execution
In progress
All documents finalised and handed to legal
All activities in the table below, excluding quarterly reporting

Progress by workstream



Progress by phase



Key risks & dependencies

Asset/easement/property data incomplete or fragmented across legacy systems
Mitigation: Start Phase 1 immediately; track data-quality issues and provide direction and implement solutions

SLA completion depends on the water organisation's establishment team being ready to review and input
Mitigation: Begin work on SLAs as soon as possible; provide draft SLAs for CSIW's input

Staff flight
Mitigation: Prioritise organisational structure/staff appointments

Untimely decisions will lead to downstream constraints for Councils
Mitigation: Front foot preparations where possible

Legislative deadlines under the LG (Water Services) Act 2025
Mitigation: Make use of transitional agreements for a set period of time in circumstances where transitional activities may need to be extended out

Activity tracker

NO.	ACTIVITY	TYPE	CLAUSE	RESPONSIBLE	DUE	STATUS
Asset management and capital delivery (10)						
1	Capital assets register (infrastructure and other assets) is up to date and transfer ready Check with MDC - for IPS transfer and completion	Schedule	Cl 3(b)		30/09/2026	Complete
2	Property assets Stocktake (freehold, reserves, buildings) for the transfer schedule	Schedule	Cl 3(b)	Property	15/10/2026	Complete
3	Property asset register Data cleansing and verification for transfer readiness.	Schedule	Cl 3(b)	Property	30/12/2026	In progress
4	Compile an easement register for the transfer schedule TDC complete, MDC still to do	Schedule	Cl 3(b)	TBC	30/01/2027	In progress

5	Compile critical asset assessment register to support the asset detail schedule TDC complete, MDC still to do	Schedule	Cl 3(b)	Doreen	15/10/2026	Complete
6	Prepare handover/status schedule for active capital projects Amanda following up	Schedule	Cl 3(d), (e)	TBC	20/12/2026	In progress
7	Complete resource consents stocktake What about MDC??	Schedule	Cl 3(g)	Doreen/Aaron	30/09/2026	Complete
8	Compile register of water takes for transfer What about MDC??	Schedule	Cl 3(g)	Gerard	30/09/2026	Complete
9	Schedule of resource consent transfer detail (renewal rights, compliance/reporting functions) Questions for MIRA	Schedule	Cl 3(g)	Andrew	20/12/2026	Complete
10	Compile liabilities register for the transfer schedule Amanda to follow up	Schedule	Cl 3(c)	TBC	30/01/2027	In progress
Finance and commercial (4)						
11	Identify Council water services debt relating to transferring assets, for the liabilities schedule	Schedule	Cl 3(c)	Andrea	30/06/2026	Complete
12	Compile a register of KiwiRail leases and deeds of grant	Schedule	Cl 3(b), (h)		30/01/2027	In progress
13	Prepare corporate asset schedule ready for transfer Andrea and Matt worked on	Schedule	Cl 3(b)		30/01/2027	In progress
14	Compile professional supplier master data/contracts register for the transfer schedule Draft needs verifying	Schedule	Cl 3(h)	Nigel Howarth	30/04/2027	In progress
Governance and legal (12)						
15	Draft and negotiate the transfer agreement(s), including statutory responsibilities transferring and retained, geographical boundaries, and parties, purpose and execution/effective dates Elliot	Decision / agreement text	Cl 1–8	Elliot	30/04/2027	In progress
16	Complete existing contracts stocktake and schedule for novation Elliot	Schedule	Cl 3(h)	Elliot	30/04/2027	In progress
17	Prepare and finalise a contract for the Downlands Scheme Elliot	Decision / agreement text	Cl 3(h)	Elliot	30/03/2027	In progress
18	Complete bylaw stocktake and confirm which bylaws/provisions remain with Council See Brendan	Schedule	Cl 4	Brendan	27/02/2027	In progress

19	Approve Statement of Expectations for the new water organisation Council decision required before adoption/issue to the water organisation	Decision / agreement text	s 225 LG(WS) Act 2025	Elliot	30/12/2026	In progress
20	Draft Building Services SLA covering working arrangements for Building Act 2004 functions shared with the water organisation: data access, service processing and response timeframes, and cost recovery Draft prepared – see Building Services SLA	Supporting SLA	Cl 5(a)	Jaysen	30/01/2027	In progress
21	Consultation and completion of Building Services SLA with all shared services parties	Supporting SLA	Cl 5(a)		30/03/2027	Not started
22	Draft Planning Consents SLA covering data access, service processing and response timeframes, and cost recovery for RMA consent applications involving water services Draft prepared – see Planning Consents SLA	Supporting SLA	Cl 5(b)	Aaron	30/01/2027	In progress
23	Consultation and completion of Planning SLA with all shared services parties	Supporting SLA	Cl 5(b)		30/03/2027	Not started
24	Draft Emergency Management SLA covering shared statutory functions and coordination, staff and fleet mutual aid for emergency response, and the protocol for joint assessment of stormwater assets during emergency events Template drafted – see Emergency Management Agreement; stormwater clauses still to add	Supporting SLA	Cl 5(c)	Paul	30/01/2027	Not started
25	Consultation and completion of Emergency Management SLA with all shared services parties.	Supporting SLA	Cl 5(c)		30/03/2027	Not started
26	Prepare delegations and authorisations register needed for transferring roles to CSIW Confirm MDC's Delegations	Schedule	Cl 5(c)	Jess	30/01/2027	In progress
Digital and data (9)						
27	Require decision on IT model and software of CSIW before work can commence on information migration readiness JB working on	Decision / agreement text	Cl 3(h), 4	Justin	15/12/2026	In progress
28	Draft SLA for legacy and retained records and archive information access between Council and water organisation Drafted – see Legacy Records and Documents Access SLA (Schedule 1)	Supporting SLA	Cl 4	Steven	30/10/2026	Complete
29	Consultation and completion of Legacy and retained records SLA with all shared services parties	Supporting SLA	Cl 4		30/12/2026	In progress
30	Migration of GIS data Andrew says IP - See Justin	Operational readiness	Cl 3(b)		30/03/2027	Not started

31	Migration of Hansen data New – not yet drafted	Operational readiness	Cl 3(h), 4		30/03/2027	Not started
32	Migration of Authority data	Operational readiness	Cl 3(h), 4		30/03/2027	Not started
33	Migration of Content Manager data including data conversion to sharepoint	Operational readiness	Cl 4		30/03/2027	Not started
34	Formatting staff profiles for migration readiness	Operational readiness	Cl 3(h), 4		30/03/2027	Not started
35	Data cleansing of emails for migration readiness May require extra resourcing	Operational readiness	Cl 4		30/03/2027	Not started
Operations (5)						
36	Confirm Stormwater service delivery model Andrew	Decision / agreement text	Cl 3(f)		30/12/2026	In progress
37	Rate Payer Education via Rates Communications	Operational readiness	Cl 5		31/03/2027	Not started
38	Rate Payer Education via Annual Plan	Operational readiness	Cl 5		31/05/2027	Not started
39	Business and Trade waste Engagement	Operational readiness	Cl 5		31/03/2027	Not started
40	Downlands and Rural Water Engagement	Operational readiness	Cl 5		30/04/2027	Not started
People (9)						
41	Identify employees affected by the transfer and prepare the staff transfer schedule	Operational readiness	Sch 1 cl 1, LG(WS) Act 2025	Brittney	15/09/2026	Complete
42	Confirm staff transition principles and consultation approach	Operational readiness	Sch 1 cl 1–2, LG(WS) Act 2025	Brittney	30/09/2026	Complete
43	Union briefing and consultaion	Operational readiness	Sch 1 cl 1–2, LG(WS) Act 2025		15/10/2026	Complete
44	Run staff consultation and notification process	Operational readiness	Sch 1 cl 1–2, LG(WS) Act 2025	Brittney	30/11/2026	In progress
45	Confirm roles and any impact for water team	Operational readiness	Sch 1 cl 1–2, LG(WS) Act 2025		30/12/2026	In progress
46	Handover to CSIW for water team Role Offers	Operational readiness	Sch 1 cl 1–2, LG(WS) Act 2025		30/12/2026	Not started
47	Finalise and P and C matters that may arise	Operational readiness	Sch 1 cl 1–2, LG(WS) Act 2025		30/04/2027	Not started

48	Stormwater service delivery staff consultation	Operational readiness	Cl 3(f); Sch 1 cl 1–2, LG(WS) Act 2025	28/02/2027	Not started
49	Stormwater service delivery staffing decisions finalised	Operational readiness	Cl 3(f); Sch 1 cl 1–2, LG(WS) Act 2025	30/04/2027	Not started
Reporting (3)					
50	DIA quarterly report: July 2026 to September 2026 Due to DIA 31 Oct 2026; use the Water Services CCO template	Statutory reporting	s 24 LG(WSPA) Act 2024	31/10/2026	Complete
51	DIA quarterly report: October 2026 to December 2026 Due to DIA 31 Jan 2027	Statutory reporting	s 24 LG(WSPA) Act 2024	31/01/2027	Not started
52	DIA quarterly report: January 2027 to March 2027 Due to DIA 30 Apr 2027 - date assumed, as the DIA timetable lists dates only to Jan 2027	Statutory reporting	s 24 LG(WSPA) Act 2024	30/04/2027	Not started
Other (1)					
53	Identify any other Council matters or information for inclusion in the transfer agreement	Decision / agreement text	Cl 8		Ongoing
Placeholder (4)					
–	Stormwater service delivery activities pending council decision				
–	Finance: Prepare a customer and water billing schedule when requested Awaiting CSIW				
–	Placeholder for Operations: Prepare information regarding customer service (CS) processes and volumes for CSIW karen - and talk to Cathryn				
–	Finance: Prepare a customer schedule update as mutually agreed for ongoing future changes to the schedule in line with CSIW's billing cycle				

Note: the Reporting and Other workstreams have not been included in the progress figures at this time.

Council Transfer Agreement – Timeline (Gantt)

Bars show the time remaining from the snapshot date to each task's due date, as set in the task list. A diamond marks a due date (quarterly DIA reports). A tick marks a task completed as at the snapshot date. A light blue bar marks an ongoing activity. Open tasks with no date show a single "?" marker at the snapshot period, in their status colour. Placeholders are listed with no timeline. Each month has two columns: mid month (1st to 15th) and end of month (16th to month end).

Snapshot date 30/10/2026 **Completion Date** 01/07/2027 Complete In progress Not started Ongoing ▼ today ▼ Completion Date

					Oct 2026		Nov 2026		Dec 2026		Jan 2027		Feb 2027		Mar 2027		Apr 2027		May 2027		Jun 2027		Jul 2027
					End	Mid	End	Mid	End	Mid	End	Mid	End	Mid	End	Mid	End	Mid	End	Mid	End	Mid	End	Mid
	Today / Completion Date				▼																		▼
Asset management and capital delivery																							
1	Capital assets register (infrastructure and other assets) is up to date and transfer ready	Complete	30/09/2026		✓																		
2	Property assets Stocktake (freehold, reserves, buildings) for the transfer schedule	Complete	15/10/2026		✓																		
3	Property asset register Data cleansing and verification for transfer readiness.	In progress	30/12/2026	30/10/2026																			
4	Compile an easement register for the transfer schedule	In progress	30/01/2027	30/10/2026																			
5	Compile critical asset assessment register to support the asset detail schedule	Complete	15/10/2026		✓																		
6	Prepare handover/status schedule for active capital projects	In progress	20/12/2026	30/10/2026																			
7	Complete resource consents stocktake	Complete	30/09/2026		✓																		
8	Compile register of water takes for transfer	Complete	30/09/2026		✓																		
9	Schedule of resource consent transfer detail (renewal rights, compliance/reporting functions)	Complete	20/12/2026		✓																		
10	Compile liabilities register for the transfer schedule	In progress	30/01/2027	30/10/2026																			
Finance and commercial																							
11	Identify Council water services debt relating to transferring assets, for the liabilities schedule	Complete	30/06/2026		✓																		
12	Compile a register of KiwiRail leases and deeds of grant	In progress	30/01/2027	30/10/2026																			
13	Prepare corporate asset schedule ready for transfer	In progress	30/01/2027	30/10/2026																			
14	Compile professional supplier master data/contracts register for the transfer schedule	In progress	30/04/2027	30/10/2026																			
Governance and legal																							
15	Draft and negotiate the transfer agreement(s), including statutory responsibilities transferring and retained, geographical boundaries, and parties, purpose and execution/effective dates	In progress	30/04/2027	30/10/2026																			
16	Complete existing contracts stocktake and schedule for novation	In progress	30/04/2027	30/10/2026																			
17	Prepare and finalise a contract for the Downlands Scheme	In progress	30/03/2027	30/10/2026																			
18	Complete bylaw stocktake and confirm which bylaws/provisions remain with Council	In progress	27/02/2027	30/10/2026																			
19	Approve Statement of Expectations for the new water organisation	In progress	30/12/2026	30/10/2026																			
20	Draft Building Services SLA covering working arrangements for Building Act 2004 functions shared with the water organisation: data access, service processing and response timeframes, and cost recovery	In progress	30/01/2027	30/10/2026																			
21	Consultation and completion of Building Services SLA with all shared services parties	Not started	30/03/2027	30/10/2026																			
22	Draft Planning Consents SLA covering data access, service processing and response timeframes, and cost recovery for RMA consent applications involving water services	In progress	30/01/2027	30/10/2026																			
23	Consultation and completion of Planning SLA with all shared services parties	Not started	30/03/2027	30/10/2026																			
24	Draft Emergency Management SLA covering shared statutory functions and coordination, staff and fleet mutual aid for emergency response, and the protocol for joint assessment of stormwater assets during emergency events	Not started	30/01/2027	30/10/2026																			
25	Consultation and completion of Emergency Management SLA with all shared services	Not started	30/03/2027	30/10/2026																			
26	Prepare delegations and authorisations register needed for transferring roles to CSIW	In progress	30/01/2027	30/10/2026																			
Digital and data																							
27	Require decision on IT model and software of CSIW before work can commence on information migration readiness	In progress	15/12/2026	30/10/2026																			
28	Draft SLA for legacy and retained records and archive information access between Council and water organisation	Complete	30/10/2026		✓																		
29	Consultation and completion of Legacy and retained records SLA with all shared services parties	In progress	30/12/2026	30/10/2026																			
30	Migration of GIS data	Not started	30/03/2027	30/10/2026																			
31	Migration of Hansen data	Not started	30/03/2027	30/10/2026																			
32	Migration of Authority data	Not started	30/03/2027	30/10/2026																			
33	Migration of Content Manager data including data conversion to sharepoint	Not started	30/03/2027	30/10/2026																			
34	Formatting staff profiles for migration readiness	Not started	30/03/2027	30/10/2026																			
35	Data cleansing of emails for migration readiness	Not started	30/03/2027	30/10/2026																			
Operations																							
36	Confirm Stormwater service delivery model	In progress	30/12/2026	30/10/2026																			
37	Rate Payer Education via Rates Communications	Not started	31/03/2027	30/10/2026																			
38	Rate Payer Education via Annual Plan	Not started	31/05/2027	30/10/2026																			
39	Business and Trade waste Engagement	Not started	31/03/2027	30/10/2026																			

					Oct 2026	Nov 2026		Dec 2026		Jan 2027		Feb 2027		Mar 2027		Apr 2027		May 2027		Jun 2027		Jul 2027
					End	Mid	End	Mid	End	Mid	End	Mid	End	Mid	End	Mid	End	Mid	End	Mid	End	Mid	End	Mid
40	Downlands and Rural Water Engagement	Not started	30/04/2027	30/10/2026																		
People																						
41	Identify employees affected by the transfer and prepare the staff transfer schedule	Complete	15/09/2026		✔																	
42	Confirm staff transition principles and consultation approach	Complete	30/09/2026		✔																	
43	Union briefing and consultaion	Complete	15/10/2026		✔																	
44	Run staff consultation and notification process	In progress	30/11/2026	30/10/2026																		
45	Confirm roles and any impact for water team	In progress	30/12/2026	30/10/2026																		
46	Handover to CSIW for water team Role Offers	Not started	30/12/2026	30/10/2026																		
47	Finalise and P and C matters that may arise	Not started	30/04/2027	30/10/2026																		
48	Stormwater service delivery staff consultation	Not started	28/02/2027	30/10/2026																		
49	Stormwater service delivery staffing decisions finalised	Not started	30/04/2027	30/10/2026																		
Reporting																						
50	DIA quarterly report: July 2026 to September 2026	Complete	31/10/2026		✔																	
51	DIA quarterly report: October 2026 to December 2026	Not started	31/01/2027							◆												
52	DIA quarterly report: January 2027 to March 2027	Not started	30/04/2027													◆						
Other																						
53	Identify any other Council matters or information for inclusion in the transfer agreement	Ongoing	*Ongoing*	30/10/2026																		
Placeholder																						
–	*Stormwater service delivery activities pending council decision*																					
–	*Finance: Prepare a customer and water billing schedule when requested (Awaiting CSIW)*																					
–	*Placeholder for Operations: Prepare information regarding customer service (CS) processes and volumes for CSIW (karen - and talk to Cathryn)*																					
–	*Finance: Prepare a customer schedule update as mutually agreed for ongoing future changes to the schedule in line with CSIW's billing cycle*																					

Tasks with no timeline yet

These tasks have no valid due date in the task list. On the Gantt tab, open tasks show a "?" marker at the snapshot period, completed tasks show a green tick, ongoing tasks a blue bar, and placeholders have no marker.

Ongoing (shown as a blue bar across the timeline) (1)

No.	Workstream	Task	Status	Date in task list	Document type	Schedule 2 clause	Notes
53	Other	Identify any other Council matters or information for inclusion in the transfer agreement	Ongoing	None	Schedule 2 reference	Cl 8	

Placeholders (not scheduled) (4)

No.	Workstream	Task	Status	Date in task list	Document type	Schedule 2 clause	Notes
–	Placeholder	Stormwater service delivery activities pending council decision	Placeholder	None			
–	Placeholder	Finance: Prepare a customer and water billing schedule when requested	Placeholder	None			Awaiting CSIW
–	Placeholder	Placeholder for Operations: Prepare information regarding customer service (CS) processes and volumes for CSIW	Placeholder	None			karen - and talk to Cathryn
–	Placeholder	Finance: Prepare a customer schedule update as mutually agreed for ongoing future changes to the schedule in line with CSIW's billing cycle	Placeholder	None			

Quarterly monitoring report - water services delivery plan

Water Services CCO

Timaru and Mackenzie District Councils

30 September 2026 for the period July to September 2026

Council plans that establishing water organisations

Part A: Progress updates

Quarterly reporting period: 1 July to 30 September 2026

Milestone / deliverable	Expected completion date	On track to meet timeframe? (Yes/No)	Issues, risks and mitigations (if any)
Appoint Chair, board and CE	Chair: completed 04.08.26. CE: revised to 30.11.26	Chair – Yes. Board – Yes; CE – yes for revised timeline	Chair: Justin Riley was appointed Chair and Director of Central South Island Water Limited by the Joint Shareholders Committee, announced 04.08.26. The board member position is being advertised in Oct 2026 with appointments expected shortly afterwards. CE: the role has been repositioned from a two-year fixed term to a permanent appointment and re-advertised through Sheffield. The interim CE continues to represent Central South Island Water.
Constitution and Shareholders Agreement	03.06.26 revised to 13.07.26; incorporation by 31.10.26	Yes	At its 13.07.26 meeting the Joint Shareholders Committee resolved to name the Water Organisation Central South Island Water Limited. Incorporation was completed on 14 August 2026. SHA to be submitted to Council for a decision in Oct 2026.
Statement of Expectations	15 Dec 2026	Yes	Is in the process of being drafted and will be submitted to Councils in mid-Dec 26 for approval.

Decisions re stormwater	03.06.26 revised to 15/12/26	Yes	Stormwater to remain with TDC/MDC Councils, however the operating models are yet to be confirmed.
Decisions re stock water	03.06.26 revised to December 2026	Yes	**MDC** (these are classed as drinking water supplies): The transfer of Albury Water Assets to the Corporation is still in progress, an update was received from the Corporation that they are nearing completion of the documentation required to progress the transfer. It is expected that the decision will be put to Council by the end of the Calendar Year. Background work is also continuing with the Allandale drinking water upgrade and it is anticipated that a decision to combine with the Fairlie water supply will be presented to Council before the end of the Calendar Year as well. **TDC**: No change: the Beautiful Valley and Rangitata Stock Water schemes are not subject to the Water Services Act and will not be transferred.
Decisions re Downlands	03.06.26 revised to 15.12.26	Yes	Direction has been obtained by the relevant council committee to develop a discovery document to inform a draft for a S26 arrangement or similar to facilitate the delivery of these water services from 1 July 2027.
Development of draft Operating Model	03.06.26 revised to 30.10.26	Yes	The Operating Model is being presented to shareholders for endorsement on the 5th October2026

30 June 2026: Information Disclosure reporting to the Commerce Commission (Dividend Statement, policy for funding growth, information about charges).	30.06.26	Yes	Now complete and published on TDC /MDC websites
Draft Asset Management Plans	30.12.26	Yes	This piece of work is underway and a draft is expected to be completed in the next quarter.

Expected activity in next quarter

Milestone / deliverable	Expected activity
Appointment of Chair, CE	Chair to lead CE recruitment for the permanent role; 30.11.26. Stand up the establishment board.
Constitution and Shareholders Agreement	Finalise and execute the SHA.
Statement of Expectations	Draft and submitted to Councils for approval.
Decisions re stormwater	Determine Stormwater operating model for both MDC/TDC.
Decisions re stockwater	MDC decisions on Albury and Allandale to be reported.
Decisions re Downlands	Draft S26 Arrangement or similar.
Development of draft JOM	Drafting of Service Agreements following JOM decisions, with input from the new Chair.

Collation of Asset and Liability registers	Collation of draft asset and liabilities registers complete
Preparation of Financial Model to inform Financial Strategy	Draft modelling of MDC and TDC financials
Draft Asset Management Plans	Complete work on the draft asset management plans.

Part B: Additional monitoring information – items noted in letters of acceptance

Items noted in letters of acceptance	Progress update
Transitional funding arrangements for the WSCCO from 2025/26 to 2026/27 (amended dates – previously 26/27 to 27/28)	No change reported: TDC have allocated $2.364M and MDC $250K for the initial transition. Nominally Timaru District Council will incur the costs for efficiency. The debt will be transferred to the WSCCO as part of the transfer agreement.

Formatted: Line spacing: Multiple 1.08 li

7 Consideration of Urgent Business Items

8 Consideration of Minor Nature Matters

9 Exclusion of the 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,—

10.1 Public Excluded Minutes of the Joint Shareholders Committee Meeting held on 5 October 2026

10.2 Public Excluded Minutes of the Extraordinary Joint Shareholders Committee Meeting held on 6 November 2026

10.3 Appointment of Deputy Chairperson to the Central South Island Water Organisation Board

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
10.1 - Public Excluded Minutes of the Joint Shareholders Committee Meeting held on 5 October 2026 **Matters dealt with in these minutes:** 10.1 - Public Excluded Minutes of the Joint Shareholders Committee Meeting held on 24 August 2026 10.2 - CSI Water Board Report 10.3 - CSI Water Operating Model 10.4 - Shareholders Agreement update	Section 48(1) of the Local Government Official Information and Meetings Act 1987.	The public excluded minutes of the meeting held on 5 October 2026 are considered confidential pursuant to the provisions of the LGOIMA Act of 1987. The specific provisions of the Act that relate to these minutes can be found in the open minutes of the meeting held on 5 October 2026.

10.2 - Public Excluded Minutes of the Extraordinary Joint Shareholders Committee Meeting held on 6 November 2026 **Matters dealt with in these minutes:** 8.1 - Appointment of Directors to the Central South Island Water Organisation Board 8.2 - Central South Island Water Organisation Director Fees	Section 48(1) of the Local Government Official Information and Meetings Act 1987.	The public excluded minutes of the meeting held on 6 November 2026 are considered confidential pursuant to the provisions of the LGOIMA Act of 1987. The specific provisions of the Act that relate to these minutes can be found in the open minutes of the meeting held on 6 November 2026.
10.3 - Appointment of Deputy Chairperson to the Central South Island Water Organisation Board	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

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

*Delete if inapplicable.

Note

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

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

10 Public Excluded Reports

11 Readmittance of the Public