



# AGENDA

## Ordinary Council Meeting Tuesday, 28 April 2026

**Date** Tuesday, 28 April 2026

**Time** 10:30 am

**Location** Council Chamber  
District Council Building  
King George Place  
Timaru

**File Reference** 1837838

## 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 28 April 2026, at 10:30 am.**

### **Council Members**

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

Quorum – no less than 5 members

### **Local Authorities (Members' Interests) Act 1968**

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

Nigel Trainor

**Chief Executive**

**Order Of Business**

<b>1</b>	<b>Opening Prayer and Waiata .....</b>	<b>5</b>
<b>2</b>	<b>Apologies .....</b>	<b>5</b>
<b>3</b>	<b>Public Forum .....</b>	<b>5</b>
<b>4</b>	<b>Identification of Urgent Business .....</b>	<b>5</b>
<b>5</b>	<b>Identification of Matters of a Minor Nature .....</b>	<b>5</b>
<b>6</b>	<b>Declaration of Conflicts of Interest .....</b>	<b>5</b>
<b>7</b>	<b>Confirmation of Minutes .....</b>	<b>6</b>
7.1	Minutes of the Council Meeting held on 31 March 2026 .....	6
<b>8</b>	<b>Reports .....</b>	<b>26</b>
8.1	Gifting of Name to New Museum .....	26
8.2	Airport Hangar Leases .....	29
8.3	South Rangitata Reserve Management Plan: Receipt of Submissions and Hearing .....	74
8.4	Release of Public Excluded Items .....	118
8.5	Actions Register Update .....	119
8.6	Decision on Membership of Local Government New Zealand (LGNZ) for the period 01 April 2026 to 31 March 2027 .....	132
8.7	Community Funding Subcommittee - Recommendations for Funding .....	134
8.8	Temuka Stadium Upgrade - Reallocation of Funding.....	141
8.9	Long Term Plan 2027-37 Development and Decision Timeline Endorsement .....	170
8.10	Budget Reallocation Request For Activity Workflow and Cost Structure Programme.....	177
8.11	Aigantighe Art Gallery Collection Policy - draft policy .....	182
8.12	Proposed accounting policies 2026.....	239
8.13	Council Investments and Borrowing for the period ending 31 March 2026 .....	276
8.14	Council Financial Performance Report to 31 March 2026 .....	286
8.15	Bad Debts Written Off as at 31 March 2026 .....	301
<b>9</b>	<b>Consideration of Urgent Business Items.....</b>	<b>304</b>
<b>10</b>	<b>Consideration of Minor Nature Matters.....</b>	<b>304</b>
<b>11</b>	<b>Public Forum Items Requiring Consideration.....</b>	<b>304</b>
<b>12</b>	<b>Exclusion of Public.....</b>	<b>305</b>
12.1	Bad Debts Written Off as at 31 March 2026 .....	305
12.2	Claremont Water Treatment Plant Upgrade Business Case .....	305
12.3	Waste Processing Facility Report .....	305

12.4 Former Criterion Hotel and 138 Stafford Street (Chinese Gardens)- Future  
Options ..... 305

12.5 Public Excluded Minutes of the Council Meeting held on 31 March 2026..... 305

- 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 31 March 2026**

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

**Recommendation**

That the Minutes of the Council Meeting held on 31 March 2026 be confirmed as a true and correct record of that meeting and that the Chairperson’s electronic signature be attached.

**Attachments**

- 1. Minutes of the Council Meeting held on 31 March 2026**



# MINUTES

## Ordinary Council Meeting Tuesday, 31 March 2026

Ref: 1837838

**Minutes of Timaru District Council  
Ordinary Council Meeting  
Held in the Council Chamber, District Council Building, King George Place, Timaru  
on Tuesday, 31 March 2026 at 10:30 am**

**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:** **Community Board Member:** Sarah Foley Smith (Geraldine), Kathy Campbell (Temuka)

**Officers:** Nigel Trainor (Chief Executive), Stephen Doren (General Manager Corporate), Andrea Rankin (Chief Financial Officer), Paul Cooper (General Manager Regulatory, Development and Growth), Suzy Ratahi (General Manager Land Transport), Andrew Lester (General Manager Drainage and Water), Andrew Dixon (General Manager Assets and Infrastructure), Mike Wrigley (General Manager Recreation Facilities), Andrea McAlister (General Manager People and Capability), Michael Priest (General Manager Gallery, Libraries, Archives, Museum), Elliot Higbee (Legal Services Manager), Aaron Hakkaart (Planning Manager), Steph Forde (Corporate and Strategic Planner), William Ching (Infrastructure Planner), Brittney Bowie (People Operations Lead), Brendan Madley (Senior Policy Advisor), Alesia Cahill (Executive Support Manager), Amrita Singh (Management Accountant), Maddison Gourlay (Marketing and Communications Advisor), Katie Ryan Acting Transport Strategy Advisor), Meghan Taylor (Acting Democracy Services Lead)

**Public:** Mark Rogers (Timaru District Holdings Limited (TDHL) Chairperson)), Darren Evans (TDHL Deputy Chairperson), Justin Riley (TDHL Director), Frazer Munro (TDHL General Manager), Nigel Davenport (Venture Timaru Chief Executive), Erin McNaught (Venture Timaru Deputy Chairperson)

## 1 Opening Prayer

*Wendy Geerling (Gleniti Baptist Church) conducted the opening prayer*

At 10.32am, the meeting was adjourned.

At 11.00am, the meeting was reconvened.

## 2 Apologies

The apology of Pleasant Point Community Board Member Anna Lyon was acknowledged.

## 3 Public Forum

There were no public forum items.

**4 Identification of Urgent Business**

No items of urgent business were received.

**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 24 February 2026****Resolution 2026/42**

Moved: Clr Stu Piddington

Seconded: Clr Scott Shannon

That the Minutes of the Council Meeting held on 24 February 2026 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 Extraordinary Council Meeting held on 3 March 2026****Resolution 2026/43**

Moved: Clr Peter Burt

Seconded: Clr Graeme Wilson

That the Minutes of the Extraordinary Council Meeting held on 3 March 2026 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****Resolution 2026/44**

Moved: Mayor Nigel Bowen

Seconded: Clr Chris Thomas

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

**Carried**

## 8.2 Schedule of Functions Attended by the Chief Executive

### Resolution 2026/45

Moved: Mayor Nigel Bowen

Seconded: Clr Graeme Wilson

That the Schedule of Functions Attended by the Chief Executive be received and noted.

**Carried**

## 9 Reports

### 9.1 Affixing of the Common Seal

The Chairperson spoke to the report 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).

### Resolution 2026/46

Moved: Clr Peter Burt

Seconded: Clr Scott Shannon

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

25 February 2026– Approval of Warrants

17 March 2026 – Approval of Warrants

**Carried**

### 9.2 Actions Register Update

The Chairperson spoke to the report to provide Council with an update on the status of the action requests raised by councillors at previous Council meetings.

#### *Rangitata Reserve Management Plan*

Clarity was sought on the submissions received to date and the end of the consultation period. It was noted that the consultation period concludes on 19 April 2026.

#### *Vertical Infrastructure*

It was noted that Council has a large land ownership of rateable properties. It was requested that as part of this action, it is identified, which properties are returning an income, and which properties we are not returning an income and expenditure across those assets.

### Resolution 2026/47

Moved: Clr Owen Jackson

Seconded: Clr Scott Shannon

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

**Carried**

### **9.3 Timaru District Holdings Limited Quarterly Report to 31 December 2025**

Mark Rogers (Timaru District Holdings Limited Chairperson) and Frazer Munro (Timaru District Holdings Limited General Manager) spoke to the report to present the quarterly performance report of Timaru District Holdings Limited (TDHL) for the period 01 July 2025 to 31 December 2025.

It was noted that the reporting frequency to Council in the report title differentiated to the Statement of Intent, it was requested to realise this as a six monthly reporting requirement.

The TDHL Chairperson spoke to the operating performance that continues to track strongly with several property projects having been completed over the last few months.

Discussion included the 1a Queen Street property, it was noted that this is residual land that has access issues. Further discussion included the operational performance of Alpine Energy, the TDHL Director noted that Alpine is progressing well and has hit budget in a number of areas.

The Showgrounds were raised. It was noted that this has not yet been settled, the stockpile being relocated is part of the settlement, once those works are completed and it has been settled, TDHL will not own any land at the Showgrounds location.

Discussion was had regarding TDHL's dividend to Council. The TDHL Chairperson noted that the absence of the dividend from Alpine Energy is causing issues, highlighting the operating position and the realising of assets in cash. The TDHL Dividend will be provided through cash flow this financial year.

Further discussion included minor formatting issues, monthly and 6 monthly rents being realised, further clarity was sought on the difference between Local Government Funding Agency (LGFA) and Council funding. The TDHL Chairperson and General Manager noted that TDHL were happy to support repaying its debt to Council.

Councillors requested that Council Officers bring a report to Council to facilitate the repayment of Debt from TDHL for consideration as an action point.

#### **Resolution 2026/48**

Moved: Mayor Nigel Bowen

Seconded: Clr Peter Burt

That Council receives and notes the Timaru District Holdings Limited Quarterly Report for the six month period 01 July 2025 to 31 December 2025.

**Carried**

### **9.4 Receipt of Timaru District Holdings Limited Draft Statement of Intent 2026/27**

Mark Rogers (Timaru District Holdings Limited Chairperson) spoke to the report to provide Council with a copy of the Timaru District Holdings Limited (TDHL) draft Statement of Intent for 2026/27 for consideration.

It was noted that the Letter of Expectation has been taken into consideration in the preparation of the draft Statement of Intent.

The Mayor noted that there will be workshops on 21 April 2026 to discuss the Statement of Intent further. It was also raised that point 10 did not appear to be finished.

### **Resolution 2026/49**

Moved: Clr Owen Jackson

Seconded: Clr Graeme Wilson

That Council receives the draft Timaru District Holdings Limited Statement of Intent 2026/27.

**Carried**

The Mayor reorganised the agenda to bring forward the Public Excluded section of the agenda to accommodate external persons waiting for Public Excluded item 13.1, who were permitted to remain at the meeting for the item after the public had been excluded.

- 13.1 -Timaru District Holdings Limited Asset Review
- 13.2 - Review and Determination of Future Lending
- 13.3 - Land Transport Group Activity - Section 17A Review
- 13.4 - Public Excluded Minutes of the Council Meeting held on 24 February 2026
- 13.5 - Public Excluded Minutes of the Extraordinary Council Meeting held on 3 March 2026

## **10 Resolution to Exclude the Public**

### **Resolution 2026/50**

Moved: Clr Scott Shannon

Seconded: Clr Stacey Scott

That at 11.17am the public be excluded from the following parts of the proceedings of this meeting, namely,—

**13.1 Timaru District Holdings Limited Asset Review**

**13.2 Review and Determination of Future Lending**

**13.3 Land Transport Group Activity - Section 17A Review**

**13.4 Public Excluded Minutes of the Council Meeting held on 24 February 2026**

**13.5 Public Excluded Minutes of the Extraordinary Council Meeting held on 3 March 2026**

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
<p><b>13.1 - Timaru District Holdings Limited Asset Review</b></p>	<p>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</p> <p>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</p>	<p>To protect commercially sensitive information</p> <p>To enable Council to carry out commercial activities</p>
<p><b>13.2 - Review and Determination of Future Lending</b></p>	<p>s7(2)(g) - The withholding of the information is necessary to maintain legal professional privilege</p>	<p>To protect all communications between a legal adviser and clients from being disclosed without the permission of the client</p>
<p><b>13.3 - Land Transport Group Activity - Section 17A Review</b></p>	<p>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)</p>	<p>To enable Council to carry out commercial or industrial negotiations</p>
<p><b>13.4 - Public Excluded Minutes of the Council Meeting held on 24 February 2026</b></p> <p><b>Matters dealt with in these minutes:</b></p> <p><b>13.1 - Public Excluded Minutes of the Council Meeting held on 27 January 2026</b></p> <p><b>13.2 - Section 17A Report - Venture Timaru</b></p> <p><b>13.3 - Property Divestment - Pacific Street, Timaru</b></p>	<p>Section 48(1) of the Local Government Official Information and Meetings Act 1987.</p>	<p>The public excluded minutes of the meeting held on 24 February 2026 are considered confidential pursuant to the provisions of the LGOIMA Act of 1987.</p> <p>The specific provisions of the Act that relate to these minutes can be found in the open minutes of the meeting held on 24 February 2026.</p>
<p><b>13.5 - Public Excluded Minutes of the Extraordinary Council Meeting held on 3 March 2026</b></p>	<p>Section 48(1) of the Local Government Official Information and Meetings Act 1987.</p>	<p>The public excluded minutes of the meeting held on 3 March 2026 are considered confidential pursuant to the</p>

<p><b>Matters dealt with in these minutes:</b></p> <p><b>5.1 - Property Divestment - unsolicited offer for undeveloped land in Timaru</b></p> <p><b>5.2 - Proposed Road Stopping - Pacific Street, Timaru</b></p>		<p>provisions of the LGOIMA Act of 1987.</p> <p>The specific provisions of the Act that relate to these minutes can be found in the open minutes of the meeting held on 3 March 2026.</p>
<p>I also move that Mark Rogers (Timaru District Holdings Limited (TDHL) Chairperson), Darren Evans, Justin Riley (TDHL Directors) and Frazer Munro (TDHL General Manager) be permitted to remain at this meeting for item 13.1, after the public has been excluded, because of their knowledge as the Chairperson, Directors and General Manager of TDHL. This knowledge will be of assistance in relation to the matter to be discussed.</p> <p style="text-align: right;"><b>Carried</b></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.”

**11 Public Excluded Reports**

**13.1 Timaru District Holdings Limited Asset Review**

**13.2 Review and Determination of Future Lending**

**13.3 Land Transport Group Activity - Section 17A Review**

**13.4 Public Excluded Minutes of the Council Meeting held on 24 February 2026**

**13.1 Public Excluded Minutes of the Council Meeting held on 27 January 2026**

**13.2 Section 17A Report - Venture Timaru**

**13.3 Property Divestment - Pacific Street, Timaru**

**13.5 Public Excluded Minutes of the Extraordinary Council Meeting held on 3 March 2026**

**5.1 Property Divestment - unsolicited offer for undeveloped land in Timaru**

**5.2 Proposed Road Stopping - Pacific Street, Timaru****12 Readmittance of the Public****Resolution 2026/51**

Moved: Mayor Nigel Bowen

Seconded: Clr Owen Jackson

That the meeting moves out of Closed Meeting into Open Meeting at 1.10pm.

**Carried**

At 1.10pm, the meeting was adjourned.

At 1.40pm, the meeting was reconvened.

**9.5 Venture Timaru Quarterly Report to 31 December 2025**

Venture Timaru Chief Executive 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 31 December 2025.

It was noted that the report contains come information and commentary pertaining to the first half of 2026 due to the timing of presenting the report for the 6 month period prior.

Examples of introductions made regarding existing business development were outlined, alongside building capacity and trade readiness for tourism, and Qualmark New Zealand rated operators.

The VT Chief Executive provided an overview of the financials in the report.

At 1.43pm, Clr Graeme Wilson joined the meeting.

Further discussion included the Australian TV Sunrise special, lost hotel opportunity, inner city living and the need for further understanding of the future of the CBD before the developer makes a commitment and the Empire Hotel apartment remodel.

**Resolution 2026/52**

Moved: Mayor Nigel Bowen

Seconded: Clr Peter Burt

That Council receives and notes the Venture Timaru quarterly report for the six month period 01 July 2025 to 31 December 2025.

**Carried**

**9.6 Receipt of Venture Timaru Draft Statement of Intent 2025/26**

Venture Timaru Chief Executive spoke to the report to provide Council with a copy of Venture Timaru's draft Statement of Intent for 2026/27 for consideration.

Furter context was provided noting that an early draft statement of intent was submitted on 26 February to meet the end of February deadline as required, which was two days after Council received the section 17A (Local Government Act 2002) service delivery review for Venture Timaru.

Further work is being undertaken on the Draft Statement of Intent 2025/26 (Draft Sol) to align with the enhanced status quo outcome of the review and a draft 2026/27 budget will be brought back to Council as part of the 21 April workshop.

It was noted that the language in the draft Sol needed to be clear that Council was a shareholder rather than a stakeholder. It was also felt that the document could be enhanced further to align with Council's Strategic objectives.

### **Resolution 2026/53**

Moved: Clr Scott Shannon

Seconded: Clr Peter Burt

That Council receives the draft Venture Timaru Statement of Intent 2026/27.

**Carried**

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

The General Manager Land Transport spoke to the report 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.

The General Manager Land Transport clarified an error in the report, the total approval for this report should reflect \$4,270.00.

### **Resolution 2026/54**

Moved: Clr Owen Jackson

Seconded: Clr Philip Harper

That Council:

1. Approve the temporary road closure application(s) listed in the table in Section 7 of this report, under Section 342 and Schedule 10, Clause 11(e) of the Local Government Act 1974, including all conditions proposed by officers.
2. Approve that traffic management for the application(s) listed in the table in Section 8 of this report be funded from the Community Events and Programmes budget.

**Carried**

## **9.8 Implementing the Water Service Delivery Plan - March Update**

The Legal Services Manager spoke to this report updates Council on implementing its Water Service Delivery Plan (WSDP) that seeks Council's approval of a Commitment Agreement with Mackenzie District Council (MDC) and the establishment of a Joint Shareholder Committee (JSC) with MDC, with the annexed Terms of Reference (TOR).

The Mayor noted that MDC had approved the Commitment Agreement at their Council Meeting the week prior.

Concerns were raised regarding the contradiction of funding approval levels in the Commitment Agreement. It was noted that the JSC will receive advice at their first few meetings regarding budget and work through the process before returning to Council as the original allocation was

based on a single water service organisation. It was noted that the Procurement Strategy will provide guidance on how the money will be spent prior to requesting additional funding.

Clarification was sought relating to shareholding and decisions. It was noted that the two Council's have to be unanimous, not a unanimous decision by all Clrs at the meeting – this will be made clear in the foundation documents.

Protections regarding cost escalations beyond current assumptions were raised. The Chief Executive clarified that the cost of the project will sit in the Timaru District Council's balance sheet and will be transferred across to the Joint Water Services Entity which will then be split into the assets of the two Councils. The Chief Executive of Selwyn Water will be present at the first JSC meeting to elaborate on that process.

Further discussion included the terms of reference and purpose of the JSC, the future of the Downlands Water Scheme, Spatial Planning, Key Performance Indicators, Letters of Expectations and setting of remuneration.

Clr Stu Piddington nominated Clr Michelle Pye at the Elected Member and Clr Stacey Scott as the Alternative Elected Member on the Joint Shareholders Committee. Clr Scott Shannon seconded the nomination.

JSC Committee accountability to their respective Council's and Communities and mechanisms to manage a decline in performance were raised, it was noted the process would be the same as current Council Controlled Organisations, Council retains standard Shareholder powers under the Companies Act. It was highlighted that each Council will be required to work through reporting requirements with the JSC.

Further discussion included unions, scope of services for Stormwater and the integration between stormwater and waste water management in the new Joint Water Services Entity and the Department of Internal Affairs reporting requirements.

Concerns were raised regarding resourcing for the initial set up of the organisation and backfilling those roles who are involved and the delay in current workstreams as a result. It was noted that subordinate projects within the main project have been identified and officers are coming together to look at potential options for each of their areas, and what resourcing is required to enable the work to be completed.

### **Resolution 2026/55**

Moved: Clr Stu Piddington

Seconded: Clr Scott Shannon

That Council:

1. Receive and note the Implementing the Water Service Delivery Plan - March Update report.
2. Endorse the Commitment Agreement, and authorise the Mayor, Deputy Mayor and Chief Executive to execute the agreement on behalf of Council.
3. Acknowledges that the Chief Executive may make minor amendments to the document before it is executed.
4. Approves the creation of a Joint Committee, called the Joint Shareholders Committee (JSC) between Timaru District Council and Mackenzie District Council, under clauses

30(1)(b) and 30A of Schedule 7 of the Local Government Act 2002, in accordance with the Terms of Reference and the Commitment Agreement.

5. Approves the Terms of Reference for the Joint Shareholders Committee (JSC).
6. Appoints Mayor Nigel Bowen, Clrs Graeme Wilson and Michelle Pye and as an alternative Clr Stacey Scott to the Joint Shareholders Committee.
7. Resolves that the first three meetings of the JSC will be 29 April, 28 May, and 25 June 2026, however notes that the JSC has delegated authority to change this via resolution.

**Carried**

## **9.9 Water Services Renewals Programme - Funding to 30 June 2026**

The General Manager Drainage and Water spoke to this report is to brief Council on the current reactive renewals situation for Water Services, and to secure budget reallocations to facilitate delivery of commitments and essential works through to 30 June 2026.

It was noted that this report request additional capital funding for urban water reticulation renewals and Geraldine stormwater. An overview of the budgeting issues was provided to Council. It was noted that the budget was reduced to align with expected consenting dates, it was noted that if approved, next years budget will be reduced.

The Chief Executive noted that historically water renewals and emergency works budgets had been combined. A requirement from the Commerce Commission with the new Joint Water Services Entity is that these are separated.

The General Manager Drainage and Water highlighted that the works required at Caroline Bay is now urgent. It was noted that it was no long reactive due to delays with planning and engineering constraints, as well as the requirement to wait until a major event had been held. It was also noted that Evans Street is critical with the intersection.

Further discussion included challenging officers to look for savings in the Long Term Plan, then getting requests for unbudgeted expenditure later in the year, miscoding within water budgets and improving the outfall and protecting it with a boardwalk for the Geraldine Stormwater project.

### **Resolution 2026/56**

Moved: Clr Graeme Wilson

Seconded: Clr Scott Shannon

That Council:

1. Approves to allocate additional funds to FY2025/26 (Year 2 LTP) budget for Urban Water Reticulation Renewals, resulting in an increase in budget from \$2,044,000 to \$2,729,000 to enable planned and reactive renewals for Timaru District's urban water reticulation to continue.
2. Approves to bring forward \$50,000 from FY2026/27 (Year 3 Long Term Plan 2024-34) budget into FY2025/26 (Year 2 LTP) to enable improvement to the Waihi River stormwater outfall SWO10 before next winter.

**Carried**

### **9.10 Remuneration Policy - adoption**

The Senior Policy Advisor spoke to the report to enable Council to consider and provide feedback on the version of the Remuneration Policy that has been endorsed by the People, Performance and Appointments Committee and to adopt the policy.

Discussion included Councils position on the living wage and policy alignment regarding central government rates capping and constraints.

At 2.40 pm, Clr Stu Piddington left the meeting.

Further discussion included Councils turnover due to remuneration and if there were any concerns regarding remuneration levels in exit surveys. The General Manager People and Capability noted that staff turnover is very low.

#### **Resolution 2026/57**

Moved: Mayor Nigel Bowen

Seconded: Clr Stacey Scott

That Council adopt the Remuneration Policy.

**Carried**

At 2.40 pm, Clr Stu Piddington returned to the meeting.

### **9.11 Gambling Venue Policy**

The Senior Policy Advisor spoke to the report to consider and approve the draft Gambling Venue Policy as the basis for undertaking formal consultation using the Special Consultative Procedure and the updated Social Impact Assessment and early engagement should be considered when forming views and making decisions on the draft policy.

It was noted by the Senior Policy Advisor that the TAB provided confirmation today that there are no TAB venues in the district, which is classified as different to TAB terminals within venues.

It was also noted that clarification had been sought regarding the incorrect return to community figure (2024), the Department of Internal Affairs (DIA) website was incorrect and undercounted their contributions by \$1.5M, this has been updated on what Officers believe to now be correct.

The General Manager Regulatory Development and Growth noted the Senior Policy Advisor had spoken with the DIA directly regarding the requirement of consultation, it was noted that if it was a bylaw it wouldn't have triggered the Special Consultative Process, they were clear on their position of Councils requirement to consult as a legislation requirement due to amendments.

It was highlighted the number of venues is decreasing in line with broader national trends. Clarification was provided between the decreased numbers of venues and the number of machines. It was raised that the figures may need to be updated to reflect the closure of Schnitz & Co.

Clr Stacey Scott sought support around the table to raising the number of machines per venue from 7 machines to 9.

#### **Resolution 2026/58**

Moved: Clr Peter Burt

Seconded: Clr Stacey Scott

That Council:

1. Consider the social impact of gambling within the Timaru District;
2. Consider early engagement feedback;
3. Adopt the draft Gambling Venue Policy with the amendment of increasing the gaming machines per venue to the maximum of 9 gaming machines as the basis for consultation using the Special Consultative Procedure; and
4. Delegate authority to the Mayor to approve the Statement of Proposal and any other consultation material.

**Carried**

### **9.12 Road Naming Proposal - 59 Lot Subdivision Pages Road**

The Infrastructure Planner spoke to the report to present a road naming proposal to Council for consideration. It was noted that this development has been consented and is near completion.

#### **Resolution 2026/59**

Moved: Clr Michelle Pye

Seconded: Clr Graeme Wilson

That Council:

1. Receive and note the Road Naming Proposal - 59 Lot Subdivision Pages Road report; and
2. Approve that the proposed road within the site associated with Subdivision Consent 101.2021.228 by Timaru Developments Limited to be named Ensor Road.

**Carried**

### **9.13 Road Renaming - Mizzen Road**

The Infrastructure Planner spoke to the report to present a road renaming proposal to Council for consideration.

#### **Resolution 2026/60**

Moved: Mayor Nigel Bowen

Seconded: Clr Michelle Pye

That Council received and notes the Road Renaming – Mizzen Road Report, and approves that Mizzen Road be renamed Lanyard Road.

**Carried**

### **9.14 Request for Budget Reallocation and Exemption to Procurement Policy - Timaru District Growth Projections**

The Planning Manager spoke to the report to seek Council approval to reallocate Council budgets to allow for the procurement of Growth Projections for the Timaru District. In procuring this work, an exemption is sought to Council's Procurement Policy to allow for the direct appointment of Rationale to complete this work.

It was noted that the need to engage Rationale to provide Timaru District growth projections had been identified as a key gap and as a critical work programme to understand our current situational awareness heading into Legislative Reform, Long Term planning and water service delivery.

#### **Resolution 2026/61**

Moved: Mayor Nigel Bowen

Seconded: Cllr Scott Shannon

That Council:

1. Receive and note the Request for Budget Reallocation and Exemption to Procurement Policy - Timaru District Growth Projections report; and
2. Approves the reallocation/ reprioritisation of existing budgets to allow for the procurement of Growth Projections for the Timaru District; and
3. Approves an exemption to Timaru District Council Procurement Policy to directly engage Rationale to prepare the Growth Projections for the Timaru District.

**Carried**

### **9.15 Geraldine Endowment Fund**

The General Manager Corporate spoke to the report to inform Council regarding the Geraldine Land Endowment fund, the purpose in which the fund was established, and what the terms were and if the terms are still relevant.

It was noted that it would be challenging to change the purpose of the fund, and would require significant legal resource and expense to do so.

The Mayor noted that the Geraldine Community Board needs to be aware of the fund and the purpose for any future prospective opportunities.

Discussion included which specific parcels of Council owned land are identified as endowment land. The General Manager Corporate advised that the land is mainly within the boundary of Geraldine Township and is gazetted.

It was noted that there was a fire that affected records prior to the amalgamation of the Borough's to Timaru City Council in 1989.

The Mayor clarified that there is money in a fund that can be used to purchase future land for the benefit of the Geraldine Community and noted that this will be included the process of divestment and endowment land would be identified prior to consideration of divestment.

It was raised that an amendment to the Property Acquisition, Management and Disposal Policy may be required to ensure endowment land is captured.

**Resolution 2026/62**

Moved: Clr Stu Piddington  
Seconded: Clr Graeme Wilson

That the Council receives and notes the report on the Geraldine Endowment Fund.

**Carried**

**9.16 Council Financial Performance Report to 28 February 2026**

The Chief Financial Officer spoke to the report to outline progress on implementing the 2025-26 Annual Plan and report on the financial results for the period ended 28 February 2026.

It was noted that another reforecast will be undertaken at the end of March to project financial position at year end.

Capex for the Pleasant Point Swimming Pool was raised, noting the work has subsequently been put on hold due to an increased change in scope. The Chief Financial Officer advised that further commentary will be noted for the March Financials.

**Resolution 2026/63**

Moved: Mayor Nigel Bowen  
Seconded: Clr Michelle Pye

That Council receive and note the summary financial results to 28 February 2026.

**Carried**

**9.17 Timaru District Council Local Governance Statement 2026**

The Corporate and Strategic Planner spoke to the report for Council to receive the Local Governance Statement 2025 - 2028 for adoption and publication.

It was noted that due to the adoption of the Remuneration policy earlier in this meeting, this will need to be added prior to publication.

Feedback was provided regarding around the swimming pools being facilities, traffic counters, bridges etc. It was noted that aspects of the Local Governance Statement had been recycled from the Pre-Election report for efficiency.

It was highlighted that Public Forum online form was not mentioned within the document.

Further discussion included the opportunity to showcase what Council does and the inability to determine changes from the previous document. It was also noted that Clr Stu Piddington was not mentioned as the Deputy Chairperson of the Projects and Procurement Committee.

Councillors were advised any changes can be sent to the Corporate and Strategic Planner following the meeting.

**Resolution 2026/64**

Moved: Clr Scott Shannon  
Seconded: Clr Michelle Pye

That Council receives, adopts and publishes the Timaru District Council Local Governance Statement 2025 – 2028.

**Carried**

### **9.18 Draft Annual Plan 2026/27**

The General Manager Corporate spoke to the report to outline the Annual Plan 2026/27 process and related information, provide an overview of the draft financial information and a summary of the proposed capital and operating work programmes proposed for inclusion in the draft Annual Plan 2026/27, seek Council direction in the level of rates increase and confirm the proposed consultation approach for the Annual Plan 2026/27 (AP).

The General Manager Corporate tabled the Draft Annual Plan Information Publication Document, the Draft Fees and Charges 2026/27 and the Draft Capital variances to the Long Term Plan 2024-34 (LTP).

The Chief Financial Officer provided an explanation regarding vested assets and the difference created in the surplus of \$7.2M compared to \$1.9M in the workshop for a 9 percent rates increase.

The General Manager Corporate advised that any hearings would be a form of enhanced public forum on deliberation day.

Discussion included fees and charges and forecasting less than outlined in Year 3 of the LTP.

At 3.30pm, Clr Peter Burt left the meeting.

Further discussion included the Capital work programme and the likelihood of delivering the proposed programme and what the impact on ratepayers would be.

At 3:33 pm, Clr Peter Burt returned to the meeting.

The Chief Financial Officer advised that ratepayers are rated on renewals, which is ringfenced in reserves for that activity is the renewal is not completed within that year.

Further discussion included confusion surrounding carry forwards and simplifying these in the capital spreadsheet, percentages of revenue and overbudget and the residential samples. It was noted that Downlands Interest was included and should have been removed.

### **Suspension of Standing Orders**

Moved: Mayor Nigel Bowen

Seconded: Clr Chris Thomas

A motion was moved that Council suspend standing order 4.2 to allow the meeting to continue for more than two hours.

The General Manager Corporate spoke to the residential splits and water being the driving cost for the increase this year, it was highlighted that there was always a disconnect from the headline figure and the rates bills, the nine percent increase is the overall amount of revenue increased through rates for the year. The impact to individual properties varies depending on drivers of the rising costs and what services the property uses.

Further discussion included the major projects and if those figures were included. The Chief Financial Officer advised they are included however 2027/28 will show the full impact as 2026/27 only shows the drawdown loans and some indicative operational expenditure figures.

**Resolution 2026/65**

Moved: Cllr Michelle Pye

Seconded: Mayor Nigel Bowen

That Council:

- (a) Approves and adopts the information for consultation contained or referred to in this report which provides a basis for the Draft Annual Plan 2026/27 with any amendments made by resolution at this meeting, as per the Attachments:
  - (i) Proposed Financial Statements and Funding Impact Statement 2026/27 (9%)
  - (ii) Proposed Groups of Activities Funding Impact Statements 2026/27 (9%)
  - (iii) Proposed Fees and Charges 2026/27
  - (iv) Proposed 2026/27 Capital Projects listing
  - (v) Sample property rates at 9% rates rise
- (b) Receives and notes the tabled Community Information Publication, tabled at the meeting.
- (c) Authorises the Group Manager Corporate and Chief Executive to make any non-material changes to the attached to this report for the purposes of community engagement
- (d) Confirms the proposed consultation approach for the Draft Annual Plan 2026/27.

**Carried**

**Attachments**

- 1 Draft Annual Plan Information Publication
- 2 Draft Fees and Charges 2026/27
- 3 Draft Capital variances to Long Term Plan 2024/34

LTP Year 3 - ex vested assets		75,083
Project Type	Value \$000	Details - Significant items
Project funds rephased previously into Y3 - Annual Plan version 1 (excluding vested assets)	32,665	\$25.75m Theatre Royal. Increase budget from previous carryforward \$8.7m Aorangi Stadium. Previous carryforwards \$3m Heritage hub fitout \$1.8m Claremont water treatment previous carryforwards (\$6.8m) Urban water projects. Savings initiative decreases
Project funds re-phased from 25/26 to 26/27	12,347	Expected carryforwards from 25/26 to 26/27 \$3.6m Claremont treatment plant. Project timing \$2.9m Parking - Sophia St parking EQ works. Needs assessment \$1m Aorangi stadium fitout. Project timing \$0.85m Software purchases - Altitude project timing \$0.75m Roading - Bridge renewals. Ecan consent delays
Project funds deferred to 27/28	(3,146)	\$2.9m Parking - Sophia St parking EQ works. Needs assessment \$0.25m Parking meter replacement. Case on options required
Project funds reduced to reflect expected spend	(5,690)	Savings, excluding projects to be completed by Water Services \$1.2m Road improvement savings \$1m heritage hub museum fitout \$0.7m SC museum renewals \$0.4m Parking meter replacment
Projects to be completed by WSO - council savings	(9,525)	\$2.2m Wastewater - Inland towns WWTP upgrades \$2m Urban water - water meters \$1.5m Downlands In ground reservoir lining and solid roof cover \$1m Wastewater - plant upgrades and renewals \$0.92m Urban water Fluoridation of all water schemes > 500 \$0.5m Urban water - Geraldine water resilient
Proposed project fund additions for consideration	7,840	\$2.7m Roading: Heaton Hayes Rail Crossing upgrade. Not yet included in Capex budget \$1m Sewer reticulation renewals \$1m Urban water reticulation renewals \$0.85m Roading - sealed road resurfacing \$0.6m Roading - Bridge renewals \$0.5m Vehicles for parks bringing in-house
	(2,700)	\$2.7m Roading: Heaton Hayes Rail Crossing upgrade. Not yet included in Capex budget
Total Annual plan	106,874	

**13 Consideration of Urgent Business Items**

No items of urgent business were received.

**14 Consideration of Minor Nature Matters**

No matters of a minor nature were raised.

**15 Public Forum Items Requiring Consideration**

There were no public forum items.

**The meeting closed at 3.46pm.**

.....  
**Mayor Nigel Bowen**  
**Chairperson**

## 8 Reports

### 8.1 Gifting of Name to New Museum

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

**Authoriser:** Nigel Trainor, Chief Executive

#### Recommendation

That Council formally receive and adopt the te reo name for the South Canterbury Museum, Te Kura Marumaru, gifted to Council by Te Rūnanga o Arowhenua, to be used alongside the original name South Canterbury Museum.

#### Purpose of Report

- 1 The purpose of this report is to present the te reo name of the new museum, gifted to Council by Te Rūnanga o Arowhenua, intended if Council wishes it, to sit alongside the original English name of the facility.

#### Assessment of Significance

- 2 The significance of the decision being considered in this report is low, against the assessment criteria of Council's Significance and Engagement Policy.

#### Background

- 3 The South Canterbury Museum has been open and situated at Perth Street since it was first established by the South Canterbury Historical Society following the bequeathment of the site in 1941 by T.D. Burnett.
- 4 The original and continued purpose of the facility is to focus on the natural heritage and history of the South Canterbury region, both in terms of the land and the lives of its people.
- 5 The facility and its collections were transferred into the ownership of the Timaru District Council in 1988 and a full time Director was appointed in 1989, with the intent of developing the facility into a professional institution.
- 6 In the story telling of our history through artifacts, specimens, documents and information, the museum has had a long association with mana whenua. It has been a place where the shared history of Māori and European people has been on display to varying degrees over the decades.
- 7 With the building of a new museum facility on Barnard Street, connected via a laneway to the Theatre Royal and Stafford Street, there is an opportunity to consider a bilingual naming of the new museum facility.

**Discussion**

- 8 Te Rūnanga o Arowhenua were approached in late 2025 to gauge interest in the gifting of a name to Council to sit alongside the original name of the museum and responded positively to the idea.
- 9 As a high-level cultural decision of significance, the matter sat with the Ūpoko, who holds delegated authority on behalf of Te Rūnanga o Arowhenua. It is within his discretion to consult with other experts from the rūnaka, such as language and archival specialists that can help inform the discussion.
- 10 The people who worked on the name being gifted today by Te Rūnanga o Arowhenua, and are present today to speak to it, are as follows:
- **Tewera King** - Ūpoko of Te Rūnanga o Arowhenua; and
  - **Georgia Gunn-Solomon** - Executive Board Member of Te Rūnanga o Arowhenua, Researcher for Ngāi Tahu Archives and Kaitohutohu (Advisor) for Kotahi Mano Kāika; and
  - **Darren Solomon** - Tumu Piki (2IC) of Kotahi Mano Kāika; and
  - **Anahera Home** - Marae Manager, Te Rūnanga o Arowhenua.
- 11 The name arrived at to be gifted to Council is *Te Kura Marumaru*.
- 12 This can be translated as either “the sheltered treasures” or “the sheltered place of learning”. It reflects both the taoka safeguarded by the museum, and the museum’s purpose as a place for people to come together to learn about our shared history. It is also a nod to the museum’s location in Timaru.
- 13 The name is intended to sit alongside the original, something similar to the following:

**Te Kura Marumaru**  
**South Canterbury**  
**Museum**

**Options and Preferred Option**

- 14 Council formally receive and adopt the te reo name for the South Canterbury Museum, Te Kura Marumaru, gifted to Council by Te Rūnanga o Arowhenua, to be used alongside the original name South Canterbury Museum. (preferred option) Or:
- 15 Council declines to accept the gift of the te reo name for the South Canterbury Museum from Te Rūnanga o Arowhenua.

**Consultation**

- 16 Not applicable.

**Relevant Legislation, Council Policy and Plans**

- 17 Not applicable.

**Other Considerations**

- 18 In a separate workstream (commissioned work) there is a logo being developed to accompany the new bilingual naming of the new museum. This will be brought before the Projects and Procurement Committee for consideration in the near future.

**Attachments**

Nil

## 8.2 Airport Hangar Leases

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

**Authoriser:** Nigel Trainor, Chief Executive

### Recommendation

That Council:

1. Note this report and its recommendations for amending the template ground lease for airport hangers at the Richard Pearse Airport to address issues raised by lessees.
2. Rescind resolution 2025/7 of the Infrastructure Committee which set the square metre rate for certain airport leases.
3. Determine that the lease rate per square meter of land for the expired leases or leases that expire in the next 12 months be set at \$5.25 per square meter, excluding GST.
4. Approve the attached template lease.
5. Authorise the Chief Executive, or written delegee, to execute airport ground leases up to 25 years in duration.

### Purpose of Report

- 1 To determine the final form of the template ground lease at the Richard Pearse Airport (the Airport), and specifically to respond to issues raised by some lessees, by:
  - 1.1 Setting the ground lease from \$15 per square metre, to the agreed sum of \$5.25 per square meter, excluding GST.
  - 1.2 Endorsing final terms in the template lease, with these specific amendments:
    - 1.2.1 Term of five years, with four additional five-year rights of renewal (total 25 years)
    - 1.2.2 Rent review every five years, with CPI adjustments in alternative years.
    - 1.2.3 Rent review can both increase and decrease rent.
    - 1.2.4 Lease area to include all improvements (aprons), but rental determined by size of hanger footprint. Outgoings, including rates, are calculated on lease area.
    - 1.2.5 Describe legal access arrangements.
    - 1.2.6 Remove automatic provision of water and itemise all outgoings.
    - 1.2.7 Provide some compensation if the lease is terminated for airport development.
- 2 Once the template lease has been approved officers will engage individually with the lessees who are currently on expired or disputed leases and finalise individualised schedules to the template lease. These leases will then be executed by the Chief Executive, as authorised by Council.

### Assessment of Significance

- 3 These decisions are of minor significance, and effect 21 Airport hangar lease holders.

- 4 The lessees of the airport hangers, through their stated representatives (the Airport Users Group, or “AUG”), have been engaged with officers on this matter for some time. A meeting was held on 13 April 2026 between the representatives and officers to discuss their issues, and a position Officers could recommend to Council. Because Council (the Infrastructure Committee) had previously passed resolutions expressly in respect of these leases, and the total proposed term (15 years), these decisions cannot be made by officers.
- 5 On 17 April 2026 the annexed final lease (version 1.6) was circulated to the Airport Users Group (AGU) with commentary reflecting the substance of this paper’s position on these changes, and they have been encouraged to attend this meeting.
- 6 No further engagement is required.

## **Background**

### *How many leases and other interests does Council have at the airport?*

- 7 Timaru owns the Airport, which is located at 186 Falvey Road. The entire airport is 214.6 ha<sup>1</sup>.
- 8 According to TDC’s airport lease register the land currently has 34 different interests, 22 of which are leases for hangers, although one of these lease sites<sup>2</sup> is used by LTU for storage.
- 9 A schedule of leases will be circulated to elected members to accompany this paper. It contains private information (hanger owners names).
- 10 In addition to the current 22 hanger leases, TDC also appears to have issued:
  - 10.1 A Lease to Air New Zealand for the terminal building
  - 10.2 One concession to a rental car company
  - 10.3 The control tower
  - 10.4 A MetService weather site
  - 10.5 Two pumps associated with petroleum services
  - 10.6 Land to the Clay Target Club
  - 10.7 The Airport House to two named individuals
  - 10.8 One grazing lease owned by SCS Farming Limited (123 ha)
  - 10.9 An access licence to Meridian Energy Limited for EV chargers
  - 10.10A Ground Reference Station to LINZ and a Navigational facility to Airways Corporation of NZ Limited
- 11 This paper provides a pathway to resolving longstanding issues with the template ground lease for airport hangers at the airport.
- 12 One complicating factor with the leases has been how outgoings have been treated, and specifically the rates components of these outgoings. To support discussion of this issue, it is useful to set out how Council’s rates liabilities at the airport occur.

### *How do rates work at the airport land when parts of it are leased?*

---

<sup>1</sup> Parcel ID 77960

<sup>2</sup> Site 24, lot 23 on Deed

- 13 The airport land is rateable under the Local Government (Rating) Act 2002 (the Rating Act) and has a land value of \$8,373,000.00. Therefore, the Council pays rates on this land, including regional council rates, and GST.
- 14 The land is not an “airport reserve”, in the sense that it comes within the non-rateable exceptions for reserve land under the Rating Act<sup>3</sup>. The only airport exception to rates available under the Rating Act, applies to about 34 hectares of land constituting the operational area, because it comes within the schedule of non-rateable land in the Rating Act:

*Schedule 1  
Categories of non-rateable land  
Part 1  
Land fully non-rateable*

...  
18 *Land vested in and occupied ... by any airport authority or airport operator, that is—  
(a) within the operational area of an aerodrome; and  
(b) used solely or principally—  
(i) for the landing, departure, or movement of aircraft; or  
(ii) for the loading of goods and passengers on to or from aircraft.*<sup>4</sup>

- 15 The rest of the land is ratable, with Council’s liability for the 2025/26 rates strike being \$68,632.83. Of this, Council recoups \$37,079.24 in on charging through lease outgoings.

*How does Council identify each leases’ rates liability, and allocate this to the lessor?*

- 16 Council allocates the proportion of rates liability attributable to the lease’s area as an outgoing.
- 17 It is important to keep in mind that the Council’s rates liability does not change because ratable land is leased, even if the activity on the leasehold factually could receive the benefit of the Rating Act’s non-rateable or 50% rateable classifications.
- 18 It is possible to use a lease to change rating liability for the parent land, but only if the rate payer is changed. Legally this requires the lease term to be over 10 years, the area to be surveyed, and the lease registered. This creates a new rating unit. If these steps are undertaken, the Rates Information Database can be changed to reflect the new rate payer (the lessee), and the application of Rating Act exceptions could now apply to the setting of rates for this new rating unit.
- 19 An important upshot of this, is that although Council can reduce their lessee’s liability for rates outgoings the Council remains liable for all the rates for the land. If a lease recovers a lower amount of rates outgoings than is proportionately allocated to the leasehold, Council must otherwise fund that shortfall.

*Back to the leases in issue*

- 20 As noted above, there has been general and longstanding dissatisfaction from leaseholders with the airport hangar lease. During 2024 and 2025 a new lease format was adopted which created more issues. As a result, a further lease was taken to the Infrastructure Committee meeting on 18 February 2025, and a new rental rate was agreed to.

---

<sup>3</sup> See Schedule 1, Part 1 of the Rating Act, which specifies the Acts under which reserves are fully non-ratable. None of these Acts apply to airport land, as per s 3A of Airport Authorities Act 1996.

<sup>4</sup> Schedule 1, Part 1, para 18 of the Rating Act

- 21 Despite this, leaseholders remained unsatisfied with the proposed lease, and officers continued to discuss the issues with this group. A meeting was held on 1 September 2025 between officers and the AUG to discuss their concerns.
- 22 A formal response from officers was provided on 12 November 2025. This response noted that the lease would need to go to Council for approval, given the Committee's previous involvement in setting terms now disputed by the leaseholders. This correspondence included a version 1.5 of the lease, with tracked changes and specific comments responding to each of the issues raised at the September meeting.
- 23 On 5 and 8 December 2025, Officers received feedback from representatives of the leaseholders.
- 24 On 8 March 2026 a response went back to the AUG.
- 25 On 13 April 2026 Officers meet with the AUG, and a final position was reached. As noted above, on 17 April 2026 the AUG was provided with the updated lease.
- 26 There are two versions of the lease attached to this report. The first is the final untracked version, recommended by officers for adoption by Council. This is the version 1.6 that went to the AUG, without tracked changes. The second contains tracked changes from the version that went to the Infrastructure Committee in 2025.
- 27 The major changes between these leases are now discussed.

## Discussion

### *Square meter rate (clause 5 and schedule A)*

- 28 On 18 February 2025 the Infrastructure Committee set the rent at \$15 per square metre in reliance upon the valuation of Steve Binnie (October 2024 valuation). The following resolution was made:
1. That the lease rate per square metre of land for the expired leases or leases that expire in the next 12 months be set at \$15 per square metre, with the exception of the lease for the South Canterbury Aviation Heritage Centre which are set at \$3 per square metre due to the public benefit"
- 29 The AUG obtained a valuation, and Council obtained an updated valuation.
- 29.1 Fordbaker Valuation (July 2025)
- 29.2 Steve Binnie Valuation (September 2025)
- 30 Putting to one side possible issues with the valuation methodology<sup>5</sup>, Council now has a valuation that supports the AUG's valuation, and contention that the previous \$15 per square metre rate adopted in February 2025 was too high.
- 31 Officers accept that the airport's current circumstances support the lease of hangers as a reasonable use, and the valuations support this adjusted rental rate.
- 32 It is noted that on 18 February 2025 Council passed resolutions providing for two lease to receive a lower rental amount due to their status. These resolutions are in percentage terms and will therefore be proportionate of the new rental amount.

---

<sup>5</sup> The two later valuations are in respect of a recreational lease. Some hangers are commercial in nature. The methodology adopts an approach where lessee improvements change the market value of the ground lease.

*Outgoings (clauses 10 and 11 and schedule A)*

- 33 As noted above there is a real need to explicitly list outgoings when they include rates, rather than bundling these into rents. These are intended to be included in Schedule 1 and itemised with each individual leaseholder, with targeted rates allocated should those services be used.
- 34 Clause 11 has been deleted due to its poor drafting, and odd allocation of responsibility for the provision of water. The AUG have been advised that the new Water Organisation will be responsible for this service after 1 July 2027 and will be operating under a new legislative regime with new rules including the possibility of half-charges.

*Important point about areas for rental calculation and outgoing calculation (Schedule A)*

- 35 A sticking point between Officers and AUG centred around the area of the lease, and specifically whether only the building footprint should be within the lease, or whether the aprons or other improvements should be in the lease.
- 36 Given the operational nature of the airport, Officers considered it important that all improvements associated with a hanger should be within the leased area. AUG were clear that they consider this less improved land would require a reduced rental amount.
- 37 A compromise was reached where the lease area includes all improvements and any specifically identified curtilage. This ensures control and responsibility are properly allocated between the lessee and lessor. The outgoings would be calculated with reference to this leased area. However, the rental would be calculated with reference to the building footprint.
- 38 There are some obvious issues with this approach, for example why a ground lease valuation would change depending on lessor improvements but given the compromise addresses two important points (allocation of control and responsibility, and mirroring Council's rates liability with lease hold area) this compromise is recommended.

*Market review date (clauses 6 to 10)*

- 39 The leaseholders consider that the market review "should remain at 5 years" with CPI reviews in-between, and not 2 yearly as resolved by the Committee.
- 40 Additionally, the AUG have sought that the risk of decreases in value are carried by Council. As currently drafted, even if the market value decreased, Council has a "floor" where rent cannot go down.
- 41 In respect of the issue where rent has been set using a recreational valuation for commercial leases, Officers consider that this is best accepted, with the market review in five years being explicitly free to re-set rentals at a market rate, in light of each of the individual leases terms.
- 42 Officers recommend adopting the above approach given the lack of competition for space at the airport, and the circumstances which require finality.

*Compensation for termination (clauses 53 to 55)*

- 43 The AUG were clear that they wanted a level of protection for their investment at the airport, should their leases be terminated to enable development at the airport. The legislative framework for airports requires any compensation for leases to be specified in the lease.
- 44 The AUG provided drafting of another Council's clause providing protection to lessees should development occur at the airport.

- 45 There is no development planned at the airport, and to be fair there is limited indications any is likely to occur in the medium term. On this basis, Officers can recommend adopting the suggested approach.

*Lease term should be 25 years, rather than 15 years (clause 30 and schedule A)*

- 46 The AUG have sought an increase in the lease term. This is understood to reflect lending requirements, which would increase the marketability of their hangers and respective leases for on sale. It is however not possible to be precise about these lending requirements, so these will have to be negotiated individually, in light of any specific lending requirements.
- 47 For similar reasons in respect of the compensation for termination issues, Officers have no opposition to this increase in term. There are obvious impacts from having such long leases on Council property, but the absence of medium-term possibilities for development is again noted.

*Legal access (schedule A)*

- 48 During discussions with AUG it became clear that one issue they have is a lack of clarity on their legal access to their leasehold. This issue will be remedied by the Airport Chief Executive and Manager who will specify with reference to the Airport Operations Manual the legal access for each leasehold. This will not form part of the lease, as it is an operational matter sitting outside of the leasehold area, but one that is worth having clear expectations about.

### **Options and Preferred Option**

- 49 There are roughly speaking three options for Council:
- 49.1 Accept the agreed position arrived at between officers and the AUG;
  - 49.2 Reject the agreed position, and provide direction as to a different position; or
  - 49.3 Seek further advice or analysis.
- 50 Officers consider that the first option is preferred, and the above amendments should be agreed to. It is accepted that there are fair points to be made about the valuations' methodology, Council's approach to the airport's commercial operation, or other aspects of this lengthy issue. However, the sums involved, even at a higher commercial rate, or the value in more assertive lease terms, are insufficient to justify further time on this issue.
- 51 The AUG are passionate users of the airport, and there is a lack of alternative uses justifying the termination of their leases.

### **Consultation**

- 52 As noted above, the AUG have been consulted on the final terms of the lease, and this paper.

### **Relevant Legislation, Council Policy and Plans**

- 53 Local Government Act 2002
- 54 Airport Authorities Act 1966
- 55 Civil Aviation Act 2023


### **Financial and Funding Implications**

- 56 There are no financial and funding implications, the leases will provide a small increase in revenue for the Airport.

**Other Considerations**

- 57 In reviewing this matter, the Legal Services Manager has noted the absence of Airport Bylaws which would provide a useful power to regulate visitors' behaviour within the airport. This is relevant because airport users, particularly recreational, can have their own visitors on the airport with limited controls available over their behaviour. Similarly, pilots with no lease relationship may land at the airport, with their own visitors. Without an Airport Bylaw, officers are left with trespass powers to deal with behaviour not specifically regulated by Civil Aviation Authority rules. Trespass powers are far from ideal in this situation.
- 58 An Airport Bylaw has been recommended to the Airport Chief Executive as a matter to consider for the airport.

**Attachments**

1. **FINAL DRAFT - Airport Hangar Lease no tracked changes** [↓](#) 
2. **FINAL DRAFT - Airport Hangar Lease with Tracked Changes from Infrastructure Committee Paper** [↓](#) 



## DEED OF LEASE

**Timaru District Council**  
Lessor

Lessee

**Hangar Site No: Timaru Airport**



**TABLE OF CONTENTS**

Parties .....	2
Background .....	2
Operative Part .....	2
Definitions And Interpretation .....	2
Airport Authorities Act & Civil Aviation Act.....	3
RENT .....	3
Default .....	5
OUTGOINGS.....	5
COMMON AREAS .....	6
LESSEE’S FURTHER COVENANTS.....	6
LESSOR’S COVENANTS .....	8
DAMAGE OR DESTRUCTION TO AREA.....	8
DEFAULT.....	9
GENERAL .....	9
AIRPORT GOVERNANCE .....	11
Execution.....	14
Schedule A - Reference .....	15
Schedule B – Property Plan .....	15

**Parties**

---

**Timaru District Council** of PO Box 522, Timaru (“the Lessor”)

(“the Lessee”)

**Background**

---

- A The Lessor is the Airport Authority as defined in section 2 of the Airport Authorities Act 1966.
- B The Lessor is authorised to grant a lease of all or any part of the land, buildings, installations vested in it as the Airport Authority under section 6 of the Airport Authorities Act 1966.
- C The Lessor has agreed to grant and the Lessee has agreed to take a lease of the Property on the terms in this Deed (**Lease**).

**Operative Part**

---

**Definitions and Interpretation**

1 In this Lease unless the context otherwise requires:

- “Aircraft” means any aircraft owned or operated by the Lessee.
- “Airport” means Richard Pearse Airport, also known as Timaru Airport, owned and operated by Timaru District Council under the Airport Authorities Act 1966.
- “Authority” means and includes every governmental, local, territorial and statutory authority having jurisdiction or authority over the Property or its use.
- “Emergency” for the purposes of clauses 32 to 33, means a situation that:
  - a) is a result of any event, whether natural or otherwise, including an explosion, earthquake, eruption, tsunami, land movement, flood, storm, tornado, cyclone, serious fire, leakage or spillage of any dangerous gas or substance, infestation, plague, epidemic, failure of or disruption to an emergency service;
  - b) causes or may cause loss of life or serious injury, illness or in any way seriously endangers the safety of the public or property; and
  - c) is not caused by any act or omission of the Lessor or Lessee.
- “Hangar” means all Lessee improvements to the Property.



“Local Authority”	means has the meaning given to it under section 5 of the Local Government Act 2002.
“Plans and Specifications”	means the Lessee’s plans and specifications and programme of works relating to the construction of the Hangar and any alterations, additions, or removal of the same.
“Outgoings”	means all utility and other services connected and/or supplied to the Property, including but not limited to water, sewage, drainage, electricity, gas, telephone rubbish collection, and local authority rates.
“Property”	has the meaning given in Schedule A.
“Working Day”	has the meaning given to it in the Property Law Act 2007.

### Interpretation

- 2 A reference to any law, legislation or legislative provision includes any statutory modification, amendment or re-enactment, and any subordinate legislation or regulations issued under that legislation or legislative provision.
- 3 The express covenants and provisions contained in this Lease will supersede those referring to the same subjects and those implied in leases by the Property Law Act 2007.

### Airport Authorities Act & Civil Aviation Act

- 4 The parties agree that the provisions of the Airport Authorities Act 1966, the Civil Aviation Act 2023 (which replaced the Civil Aviation Act 1990) and the Civil Aviation Rules will apply to and be deemed to be included in this Lease to the extent that those Acts and the Civil Aviation Rules apply to the Lessor and the Airport. Any reference in this Lease to those Acts or Rules includes a reference to any amendment to, or replacement of, those Acts or Rules from time to time..

### RENT

#### Payment

- 5 The Lessee will pay the Rent plus GST (if any) in equal monthly instalments (unless otherwise agreed and set out in schedule A) without deduction or set-off whether legal or equitable, in the manner directed by the Lessor.

#### CPI Rent Review

- 6 The annual Rent payable from each CPI Rent Review Date shall be determined as follows:
  - 6.1 The Lessor will adjust the Rent on the basis of changes in the CPI by giving notice to the Lessee of the increase (if any) using the formula:

$$A = B \times (C/D)$$

Where:

A = the CPI reviewed Rent from the CPI Rent Review Date

B = the annual Rent payable immediately before the relevant CPI Rent Review Date

C = CPI for the quarter year ending immediately before the relevant CPI Rent Review Date

D = CPI for the quarter year ending immediately before the last Rent Review Date or if there is no previous Rent Review Date, the Commencement Date of the then current Term of the Lease (and in any case where A is the CPI reviewed Rent for a Renewal Date then the last Rent Review Date of the immediate preceding lease Term or if there is no Rent Review Date the Commencement Date of the preceding Term), where (C/D) shall not be less than 1;

- 6.2 If the CPI is discontinued and not replaced, or if there is a material change to the basis of calculation of the CPI, or a resetting of the CPI, an appropriate index which reflects the change in the cost of living in New Zealand as agreed by the parties and failing agreement to be determined by an expert appointed by the President or Vice President of the New Zealand Law Society will be used;
- 6.3 If the relevant CPI is not published at the relevant CPI Rent Review Date, as soon as the CPI is published an appropriate adjustment will be made to the Rent (if necessary) with effect from the relevant CPI Rent Review Date;
- 6.4 Notwithstanding any other provision of clause 6, the annual Rent payable as from the relevant CPI Rent Review Date shall not be less than the annual Rent payable immediately preceding the CPI Rent Review Date (and in the case where the relevant CPI Rent Review Date is a Renewal Date, the annual Rent payable at the expiry of the preceding Term).
- 7 The new Rent determined pursuant to clause 8 shall be payable from the relevant CPI Rent Review Date once it is determined by the Lessor giving notice under clause 6. Pending determination of the new Rent, the Lessee will pay the Rent that applies prior to the CPI Rent Review Date. On determination of the new Rent, the Lessee will immediately pay any shortfall to the Lessor.

#### Market Rent Review

- 8 The Rent may be reviewed on the Market Rent Review date(s) specified in Schedule A as follows:
- 8.1 The Lessor will commence a review not later than 3 months before the Market Rent Review date by giving written notice to the Lessee specifying the annual rent considered by the Lessor to be the current market rent as at that Market Rent Review date (**Lessor's Notice**). For clarity, the review is not constrained in any way by the valuation approaches that set the base rent.
- 8.2 If the Lessee wishes to dispute the amount specified in the Lessor's Notice, the Lessee must advise the Lessor in writing (**Lessee's Notice**), stating the Lessee's estimate of annual rent, before the Market Rent Review date.

- 8.3 If the Lessee fails to give such notice the Lessee will be deemed to have accepted the Rent specified in the Lessor's Notice.
- 8.4 If the Lessee gives the Lessee's Notice the parties must enter into negotiations to resolve the dispute. If they cannot agree within 10 Working Days (or a longer period if they agree) of the Lessor receiving the Lessee's Notice:
- (a) they will each within a further 10 Working Days appoint a valuer who is a member of the New Zealand Institute of Valuers (**Institute**). The valuers will fix the current market rent of the Property;
  - (b) if either party fails to appoint a valuer the Rent will be fixed by the valuer who is appointed;
  - (c) the valuers will appoint an umpire (also being a member of the Institute and obtain the umpire's written acceptance before they proceed further. If the valuers either fail to appoint an umpire or are unable to agree on an umpire within 10 Working Days of their appointment then either party may request the President of the Institute to appoint an umpire and obtain the umpire's written acceptance;
  - (d) the valuers will jointly fix the market rent of the Property at the relevant Market Rent Review Date within 20 Working Days' of their appointment; and
  - (e) if the valuers are unable to agree within that 20 Working Days' (or within any extended time the parties agree to) then the Rent will be fixed by the umpire
- 8.5 All valuers' and umpire's costs will be paid equally by the parties.
- 8.6 The annual Rent agreed, determined or imposed under clause 8 will be the Rent payable from the relevant Market Rent Review Date or the date of the Lessor's notice if such notice was given later than three months after the Market Rent Review Date.
- 8.7 The parties will record the new annual Rent in a deed of rent review if required by the Lessor.

#### **Default**

- 9 If the Lessee fails to pay the Rent or other money payable under this Lease for one calendar month then the Lessee will on demand pay interest at the Default Interest Rate on the unpaid money from the due date for payment to the date of payment.

#### **OUTGOINGS**

##### **Utility and Outgoings Charges**

- 10 The Lessee must promptly pay all Outgoings to the relevant Authority or supplier for the Property. Any Outgoings charged by the Lessor will be invoiced separately to the Rent.

**COMMON AREAS****Use of Common Areas**

- 11 The Lessee acknowledges that parts of the Airport are used by the Lessor, the Lessor's other tenants, and members of the public (**Common Areas**). The Lessee agrees to use the Common Areas in common with the Lessor, the Lessor's other tenants, and members of the public but only for the purposes for which they are designed and subject to the reasonable directions of the Lessor.
- 12 The Lessor reserves the right to restrict the Lessee's access to the Common Areas and other parts of the Airport from time to time, including but not limited to during events held at the Airport.

**LESSEE'S FURTHER COVENANTS****Use of the Property**

- 13 The Lessee must not use the Property for any purpose or activity other than the Permitted Use or any other use consented to by the Lessor in writing.
- 14 The Lessee is not permitted to use the Property or the Hangar for any residential purpose, which for the avoidance of doubt includes overnight stays.

**Use of the Airport**

- 15 The Lessee will comply with any reasonable requirements imposed by the Lessor or any other Authority in respect of security, safety, and the orderly operation of the Airport.

**Maintenance and Care of Premises**

- 16 The Lessee will:
  - 16.1 Keep the Property in good repair and condition;
  - 16.2 Keep the Property clean and tidy, free and clear from all rubbish, noxious weeds and plants to the satisfaction of the Lessor.
  - 16.3 Take any steps to control any pest infestation occurring in, or emanating from or within the Property;

**Construction of Hangar, Alterations and Additions**

- 17 The Lessee will not undertake construction of the Hanger, or any alterations or additions to any part of the Property (**Works**) without first obtaining the consent of the Lessor (which will not be unreasonably withheld). The Lessee will provide Plans and Specifications to the Lessor, and the Lessor may grant consent to the Works subject to such conditions the Lessor sees fit (acting reasonably).
- 18 The Lessee will obtain any consents, approvals or permits required for the Works (**Consents**) and will undertake the Works at its sole cost. The Lessee will be solely responsible for the any compliance costs associated with any Consents associated with the Works.

**Removal of Hangar, Works, Fixtures and Fittings by Lessee on Termination**

- 19 The Lessee grants to the Lessor first option to purchase the Hangar and Works (if any) at the then market price, such price to be determined by a Registered Valuer or for such other price as the parties agree in writing.
- 20 If the Lessor does not wish to purchase the Hangar and Works or the Lease is not transferred, and if required to do so by the Lessor, at the end or earlier termination of the Lease the Lessee will, at its cost remove the Hangar, any Works, and other items belonging to the Lessee situated on the Property and make good any damage to the Property caused by that removal.
- 21 If the Lessee fails meets its obligations under clause 20 within 6 months from the date of termination of the Lease, the Lessor may at the Lessor's election:
- 21.1 meet the Lessee's obligation itself and recover the cost from Lessee; or
  - 21.2 the Hangar, Works and other items belonging to the Lessee situated on the Property will pass to the Lessor without compensation being payable to the Lessee.

**No Noxious Use**

- 22 The Lessee will not:
- 22.1 Except in conjunction with the Permitted Use, bring upon or store within the Property any plant, machinery, goods, or things of an offensive noxious illegal or dangerous nature or of a weight size or shape as is likely to cause damage to the Property or any surfaced area. The Lessor must ensure that all Contaminants (as defined in the Resource Management Act 1991) are:
    - (a) stored and handled safely and in accordance with the provisions of all laws and the requirements of all regulatory authorities;
    - (b) that no Contaminants are discharged, spilled, escape or are released into the environment; and
    - (c) in the event of any such discharge, spillage, escape or release into the environment, will take all necessary steps to contain and clear up such Contaminants and all resulting damage.
  - 22.2 Operate or permit to be operated on the Property or within the Airport any wireless systems, devices or radio frequency devices, other than those specified by the Lessor from time to time, without obtaining the Lessor's prior written consent.
  - 22.3 Permit any television or radio antenna, sign, advertisement, name or notice to be placed on any part of the Property without the prior written consent of the Lessor.

- 23 To the extent legally required to do so the Lessee will at all times ensure that a valid dangerous goods licence is held, and all requisite safety and regulatory obligations are met by the Lessee without cost to the Lessor in respect of any such items.

#### **Insurance**

- 24 The Lessee will be responsible at its sole cost for insuring the Hangar, and other items belonging to the Lessee situated on the Property.
- 25 From the Commencement Date, the Lessee will keep and maintain a public liability insurance policy or hangar keepers/aviation liability insurance for a sum of not less than \$2,000,000.00 in respect of any single event or such other increased sum that the Lessor requires from time to time.
- 26 The Lessee will provide the Lessor with evidence of all required insurance cover if requested by the Lessor.
- 27 The Lessee acknowledges that the Lessor has no obligation to insure any part of the Property.

#### **Indemnity**

- 28 The Lessee indemnifies the Lessor against all actions, proceedings, calls, liabilities, costs, expenses, claims, demands, damages or losses on account of breach of covenant or otherwise under the Lease which result from the Lessee's breach of any of the Lessee's obligations expressed or implied in this Lease.

### **LESSOR'S COVENANTS**

#### **Lessor's Obligation**

- 29 If the Lessee complies with, observes and performs all the covenants, conditions, and agreements contained or implied in this Lease, the Lessee may quietly hold and enjoy the Property throughout the Term without any interruption by the Lessor or anyone acting on the Lessor's behalf until the expiration or earlier termination of this Lease.

#### **Renewal of Lease**

- 30 If the Lessee has given to the Lessor written notice of intention to renew the lease at least three calendar months before the end of the term and is not at the date of the giving of the notice nor at the renewal date in breach of its obligations under this Lease, then the Lessor will grant a new lease for a further term from the renewal date as follows:
- (a) If the renewal date is a market rent review date, the annual rent will be determined in accordance with clause 8;
  - (b) If the renewal date is a CPI adjustment date, the annual rent will be determined in accordance with clauses 6 and 7.

### **DAMAGE OR DESTRUCTION TO AREA**

**No Access in Emergency**

- 31 If, for a period of six (6) months from the date of an Emergency, the Property is, as a result of the Emergency, inaccessible or incapable of being used for the Permitted Use, either party may, by serving written notice on the other party, terminate this Lease from the date of the Emergency, but without prejudice to the rights of either party against the other.
- 32 If the whole or any part of the Property is inaccessible or incapable of being used for the Permitted Use due to an Emergency, the whole or a fair proportion of the annual Rent will abate from the date of the Emergency until such time as the whole or part of the Property is again accessible or capable of being used for the Permitted Use.
- 33 If the parties are unable to agree as to the proportion referred to in clause 32, the dispute provisions at clauses 43 and 44 of this Lease will apply
- 34 Any termination under clause 31 shall be without prejudice to the rights of either party against the other.

**DEFAULT****Cancellation**

- 35 The Lessor may (in addition to the Lessor 's right to apply to the Court for an order for possession) cancel this Lease by re-entering the Property at the time or at any time after that:
- 35.1 if the Rent will be in arrears 1 month after any Rent payment date and the Lessee has failed to remedy that breach within 1 month after service on the Lessee of a notice in accordance with section 245 of the PLA;
- 35.2 in case of breach by the Lessee of any covenant or agreement on the Lessee's part expressed or implied in this Lease (other than the covenant to pay Rent) after the Lessee has failed to remedy that breach within the period specified in a notice served on the Tenant in accordance with section 246 of the PLA;
- 36 The Term will terminate on the cancellation but without prejudice to the rights of either party against the other.

**GENERAL****Notices**

- 37 Any notice or other communication (**Notice**) given under this Lease must be in writing (time being of the essence) in accordance with sections 352 to 361 of the Property Law Act 2007.
- 38 A Notice may be served personally or sent to the relevant party's following communication points:

Lessor: Timaru District Council

Lessor's Address: PO Box 522, Timaru

Representative:

Email:

Phone:

Lessee:

Lessee's Address:

Representative:

Email:

Phone:

Any notice given by the Lessee or the Lessor to the other party, that has not had a response, will be followed up by phone communications to determine that the notice has been received. For clarity an otherwise valid notice is not invalidated because no phone call was made.

#### **Waiver**

- 39 No failure or delay by a party to exercise (in whole or in part) any right, power or remedy under this Lease will operate as a waiver of that right, power or remedy.

#### **Costs**

- 40 Each party will pay its own costs of and incidental to the negotiation, preparation and execution of this Lease, and any documentation to record a rent review or renewal of Lease.
- 41 The Lessee must pay the Lessor's reasonable costs (including legal costs as between lawyer and client) of and incidental to the enforcement of Lessor's rights, remedies, and powers under the Lease.
- 42 The Lessee will pay the Lessor's reasonable costs incurred in relation to considering any request by the Lessee for a Lessor's consent to any matter contemplated by this Lease.

#### **Disputes**

- 43 The parties will first endeavour to resolve any dispute relating to the terms of the Lease by agreement and if they agree by mediation.
- 44 Unless any dispute is not resolved by mediation or other agreement within 30 Working Days of the dispute or difference arising, the dispute will be submitted to arbitration in accordance with the Arbitration Act 1996.

#### **Holding Over**

- 45 If the Lessor permits the Lessee to continue to occupy the Property beyond the Final Expiry Date the Lessee will do so as a monthly lease only. The tenancy will be determinable by either party by twenty working days' notice in writing but otherwise the tenancy will continue on the same terms and conditions of this Lease.

#### **Suitability**

- 46 The Lessor does not warrant that the Property is or will be suitable for any of the purposes of the Lessee and to the extent permitted by law all implied warranties as to suitability are expressly negated.

**No Registration**

- 47 The Lessor will not be required to do any act or thing to enable this Lease to be registered and the Lessee will not register a caveat in respect of the Lessee's interest under this Lease.

**Comply with Statutes**

- 48 The Lessee will, at its own expense comply with all statutes, regulations and bylaws having reference to its activities and use of the Property.

**Assignment**

- 49 The Lessee will not assign, sublet, or otherwise part with possession of the Property, or any part of it, without first obtaining the consent of the Lessor which the Lessor will not unreasonably withhold or delay.

**Severability**

- 50 If any term, covenant or condition of this Lease, or the application of the same to any person or circumstance will be or becomes invalid or unenforceable the remaining terms, conditions and covenants will not be affected.

**Non-merger**

- 51 The covenants, conditions, agreements and obligations of the parties in this Lease and this Lease document will not merge with or be extinguished by the grant of any further or other lease but will remain in full force and effect and operative.

**Local Authority**

- 52 The Lessee acknowledges that:
- 52.1 Timaru District Council enters into this Lease solely as the Lessor and not in its regulatory capacity.
  - 52.2 The Lessor is bound by statutory obligations to exercise its powers, including discretionary powers and duties under legislation without regard to any relationship it may have with the Lessee under this Lease.
  - 52.3 The granting by the Lessor of any consent or approval by the Lessor as territorial authority under any legislation will not of itself be deemed to be a consent or approval by the Lessor under this Lease.
  - 52.4 The Lessor will not be liable to any party if, in its regulatory capacity, the Lessor declines or imposes conditions on any consent or permission that any party to this Lease seeks for any purpose associated with this Lease, nor will a consent or approval be given as Lessor under the Lease be deemed to be a consent or approval as a territorial authority.

**AIRPORT GOVERNANCE****Right of Cancellation**

- 53 The Lessor reserves the right of termination of the Lease agreement for better utilisation of the premises for airport or economic development purposes that are considered by

the Lessor to be in the best interests of the Timaru District. In such an event the Lessor shall give the lessee eight month's written notice of termination. The lessor, in consultation with the Lessee, and by mutual agreement will agree to one and only one of the following options:

- 53.1 The Lessee shall terminate the Lease agreement and the Lessor shall compensate the Lessee for the fair market value of the Lessee's improvements that are to remain on the land;
  - 53.2 The Lessee shall relocate to a similar site on the Lessor's land and the Lessor shall financially assist with the relocation of the Lessor's improvements to the new site;
  - 53.3 The Lessee shall relocate to a similar site on the Lessor's land and the Lessor shall compensate the Lessee for the fair market value of the Lessee's improvements at that are to remain on the land and offer financial assistance to the Lessee in relocating to the new site;
  - 53.4 An option not considered above but mutually agreed to by the Lessor and the Lessee in accordance with the objective of this termination clause which is not to see the Lessee profit or be disadvantaged from a wider District need should such a need eventuate;
  - 53.5 In the event that the Lessor and lessee are unable to reach a mutual agreement the dispute processes provided at clauses 43 and 44 above apply.
- 54 If the Airport ceases to be a reserve for aerodrome purposes during the Term, the Lessor may terminate this Lease by giving the Lessee no less than 6 months' notice of termination in writing.
- 55 If clauses 53 or 54 apply the Lease will terminate on the date specified in the Lessor's notice, without compensation payable by one party to the other but without prejudice as to any rights or obligations under this Lease prior to the termination date.

#### **Airport Operations**

- 56 The Lessee acknowledges that the Lessor owns and operates the Airport and that for the purposes of such operations the Lessor and other parties will/may discharge/emit noise arising from the Airport operations 24 hours a day and seven days a week. The Lessee will not complain about Airport noise or take any other steps that may be designed or intended to limit prohibit restrict or seek damages or restriction (whether by way of injunction or otherwise) to the continuation or extension of any Airport operations conducted by the Lessor.

#### **Counterparts**

- 57 This Deed may be signed in separate counterpart copies (including scanned and other electronic copies). When each party has signed at least one copy (including by electronic signature inserted via DocuSign® or any other means that complies with Part 4 of the Contracts and Commercial Law Act 2017) and delivered it to the other party, the separately signed documents when brought together will constitute one and the same document and a binding and enforceable Lease between the parties. Any electronic

signatures inserted in accordance with this clause may be relied on by the other party and will be deemed equivalent to original signatures.

**Execution**

Dated the \_\_\_\_\_ day of \_\_\_\_\_ 2026

Signed by Timaru District Council, as Lessor, by its duly authorised signatory in delegated authority in the presence of:

\_\_\_\_\_  
Authorised Signatory's signature

\_\_\_\_\_  
Authorised Signatory's name

Witness's  
Signature

\_\_\_\_\_

Full Name

\_\_\_\_\_

Occupation

\_\_\_\_\_

Address

\_\_\_\_\_

Signed by, as Lessee,

in the presence of:

\_\_\_\_\_

Witness's  
Signature

\_\_\_\_\_

Full Name

\_\_\_\_\_

Occupation

\_\_\_\_\_

Address

\_\_\_\_\_



**Schedule A - Reference**

<b>Property:</b>	Hangar Site containing approximately and as more particularly outlined in red in the Property Plan in Schedule B. Situated on Reserve 5010 at 186 Falvey Road, Levels, Timaru  Noting that the building footprint is m <sup>2</sup>
<b>Commencement Date of Lease:</b>	1 July 2026
<b>Term:</b>	Five (5) years
<b>Rights of Renewal:</b>	Four (2) rights of five (5) years
<b>Renewal Dates:</b>	1 July 2031, 1 July 2036, 1 July 2041, and 1 July 2046
<b>Final Expiry Date:</b>	1 July 2051
<b>Rent:</b>	\$ per annum, plus GST Payable six monthly in advance (calculated on building footprint)
<b>First Rent Payment Date:</b>	1 July 2026
<b>Rent Review Dates:</b>	<b>Market Rent Review Dates:</b> On Five yearly intervals, commencing 1 April 2027. <b>CPI Rent Review Dates:</b> 1 April annually except for Market Rent Review Dates
<b>Permitted Use:</b>	As a hangar site for aircraft for .
<b>Default Interest Rate:</b>	3% above the trading bank overdraft rate payable by the Landlord to its bankers in New Zealand from time to time.
<b>No Access Period:</b>	Nine (9) months
<b>Outgoings</b>	As applicable: <ul style="list-style-type: none"> <li>• Generic Rates (calculated on total lease area but figure not listed as changes annually)</li> <li>• Targeted rate for water (figure not listed as changes annually)</li> <li>• Rubbish (figure not listed as changes annually)</li> </ul>

<p><b>Legal access to site (note not part of lease agreement and listed for clarity here. Subject to change in accordance with Airport’s operating manual and regulations)</b></p>	<p>[describe]</p>
--	-------------------

**Schedule B – Property Plan**

---



**DEED OF LEASE**

**Timaru District Council**  
Lessor

Lessee

**Hangar Site No: -Timaru Airport**

2 King George Place - PO Box 522 Timaru 7940 - Telephone 03 687 7200

**Date:**

**TABLE OF CONTENTS**

Parties..... 12

Background ..... 12

Operative Part ..... 12

Definitions And Interpretation ..... 12

Airport Authorities Act & Civil Aviation Act..... 23

RENT ..... 23

Default ..... 56

OUTGOINGS..... 56

COMMON AREAS ..... 56

LESSEE’S FURTHER COVENANTS..... 56

LESSOR’S COVENANTS ..... 8

DAMAGE OR DESTRUCTION TO AREA ..... 89

DEFAULT ..... 9

GENERAL ..... 9-10

AIRPORT GOVERNANCE ..... 11-12

Execution..... 14

Schedule A - Reference ..... 16-15

Schedule B – Property Plan ..... 15



\_\_\_\_\_ #1713185

\_\_\_\_\_ Page 0

2 King George Place - PO Box 522 Timaru 7940 - Telephone 03 687 7200 #1495222

\_\_\_\_\_

**Parties**

Timaru District Council of PO Box 522, Timaru (“the Lessor”)

\_\_\_\_\_ (“the Lessee”)

**Background**

- A The Lessor is the Airport Authority as defined in section 2 of the Airport Authorities Act 1966.
- B The Lessor is authorised to grant a lease of all or any part of the land, buildings, installations vested in it as the Airport Authority under section 6 of the Airport Authorities Act 1966.
- C The Lessor has agreed to grant and the Lessee has agreed to take a lease of the Property on the terms in this Deed (**Lease**).

**Operative Part**

**DEFINITIONS AND INTERPRETATION**

**Definitions and Interpretation**

1 In this Lease unless the context otherwise requires:

“Aircraft” means any aircraft owned or operated by the Lessee.

“Airport” means Richard Pearse Airport, also known as Timaru Airport, owned and operated by Timaru District Council under the Airport Authorities Act 1966.

-“Authority” means and includes every governmental, local, territorial and statutory authority having jurisdiction or authority over the Property or its use.

-“Emergency” for the purposes of clauses ~~3432~~ to ~~3633~~, means a situation that:

~~(a)~~ is a result of any event, whether natural or otherwise, including an explosion, earthquake, eruption, tsunami, land movement, flood, storm, tornado, cyclone, serious fire, leakage or spillage of any dangerous gas or substance, infestation, plague, epidemic, ~~pandemic~~, failure of or disruption to an emergency service;

~~(b)~~ causes or may cause loss of life or serious injury, illness or in any way seriously endangers the safety of the public or property; and



#1713185

Page 1

Page 1

Page

~~(e)c~~ is not caused by any act or omission of the Lessor or Lessee.

- “Hangar” means all Lessee improvements to the Property.
- “Local Authority” means has the meaning given to it under section 5 of the Local Government Act 2002.
- “Plans and Specifications” means the Lessee’s plans and specifications and programme of works relating to the construction of the Hangar and any alterations, additions, or removal of the same.
- “Outgoings” means all utility and other services connected and/or supplied to the Property, including but not limited to water, sewage, drainage, electricity, gas, telephone rubbish collection, and local authority rates.
- “Property” has the meaning given in Schedule A.
- “Working Day” has the meaning given to it in the Property Law Act 2007.

**Interpretation**

- 2 A reference to any law, legislation or legislative provision includes any statutory modification, amendment or re-enactment, and any subordinate legislation or regulations issued under that legislation or legislative provision.
- 3 The express covenants and provisions contained in this Lease will supersede those referring to the same subjects and those implied in leases by the Property Law Act 2007.

~~**AIRPORT AUTHORITIES ACT & CIVIL AVIATION ACT**~~

**Airport Authorities Act & Civil Aviation Act**

- 4 The parties agree that the provisions of the Airport Authorities Act 1966, the Civil Aviation Act 2023 (which replaced the Civil Aviation Act 1990) and the Civil Aviation Rules will apply to and be deemed to be included in this Lease to the extent that those Acts and the Civil Aviation Rules apply to the Lessor and the Airport. Any reference in this Lease to those Acts or Rules includes a reference to any amendment to, or replacement of, those Acts or Rules from time to time..

**RENT**

**Payment**

- 5 The Lessee will pay the Rent plus GST (if any) in equal monthly instalments (unless otherwise agreed and set out in schedule A) without deduction or set-off whether legal or equitable, in the manner directed by the Lessor.



#1713185

Page 2

Page 2

Page

**CPI Rent Review**

- 6 The annual Rent payable from each CPI Rent Review Date ~~will~~shall be determined as follows:
  - 6.1 The Lessor will adjust the Rent on the basis of ~~increases (and not decreases)~~changes in the CPI by giving notice to the Lessee of the increase (if any) using the formula:  

$$A = B \times (C/D)$$
 Where:
    - A = the CPI reviewed Rent from the CPI Rent Review Date
    - B = the annual Rent payable immediately before the relevant CPI Rent Review Date
    - C = CPI for the quarter year ending immediately before the relevant CPI Rent Review Date
    - D = CPI for the quarter year ending immediately before the last Rent Review Date or if there is no previous Rent Review Date, the Commencement Date of the then current Term of the Lease (and in any case where A is the CPI reviewed Rent for a Renewal Date then the last Rent Review Date of the ~~immediately~~immediate preceding ~~Lease~~lease Term or if there is no Rent Review Date the Commencement Date of the preceding Term), where (C/D) ~~will~~shall not be less than 1.2;
  - 6.2 If the CPI is discontinued and not replaced, or if there is a material change to the basis of calculation of the CPI, or a resetting of the CPI, an appropriate index which reflects the change in the cost of living in New Zealand as agreed by the parties and failing agreement to be determined by an expert appointed by the President or ~~one of the Vice Presidents~~President of the New Zealand Law Society ~~will be used;~~
  - 6.3 If the relevant CPI is not published at the relevant CPI Rent Review Date, as soon as the CPI is published an appropriate adjustment will be made to the Rent (if necessary) with effect from the relevant CPI Rent Review Date ~~;~~
  - 6.4 Notwithstanding any other provision of clause 6, the annual Rent payable as from the relevant CPI Rent Review Date ~~will~~shall not be less than the annual Rent payable immediately preceding the CPI Rent Review Date (and in the case where the relevant CPI Rent Review Date is a Renewal Date, the annual Rent payable at the expiry of the preceding Term).
- 7 The new Rent ~~will~~determined pursuant to clause 8 shall be payable from the relevant CPI Rent Review Date once it is determined by the Lessor giving notice under clause 6. Pending determination of the new Rent, the Lessee will pay the Rent that applies prior to the CPI Rent Review Date. On determination of the new Rent, the Lessee will immediately pay any shortfall to the Lessor.



#1713185

Page 3

Page 3

Page

**Market Rent Review**

8 The Rent may be reviewed on the Market Rent Review date(s) specified in Schedule A as follows:

8.1 The Lessor will commence a review ~~by not earlier~~later than ~~three~~3 months ~~prior to before~~ the Market Rent Review date ~~or at any time up to the next following review date~~by giving written notice to the Lessee specifying the annual rent considered by the Lessor to be the current market rent as at that Market Rent Review date (**Lessor's Notice**). ~~For clarity, the review is not constrained in any way by the valuation approaches that set the base rent.~~

8.2 If the Lessee wishes to dispute the amount specified in the Lessor's Notice, the Lessee must advise the Lessor in writing (**Lessee's Notice**), stating the Lessee's estimate of annual rent, ~~within 20 Working Days of receiving the Lessor's Notice. The Lessee's Notice must state the Lessee's estimate of annual rent before the Market Rent Review date.~~

8.3 If the Lessee fails to give such notice the Lessee will be deemed to have accepted the Rent specified in the Lessor's Notice.

8.4 If the Lessee gives the Lessee's Notice the parties must enter into negotiations to resolve the dispute. If they cannot agree within 10 Working Days (or a longer period if they agree) of the Lessor receiving the Lessee's Notice:

- (a) they will each within a further 10 Working Days appoint a valuer who is a member of the New Zealand Institute of Valuers (**Institute**) ~~and has at least seven years' experience in undertaking valuations in the Timaru area.~~ The valuers will fix the current market rent of the Property;
- (b) if either party fails to appoint a valuer the Rent will be fixed by the valuer who is appointed;
- (c) the valuers will appoint an umpire (also being a member of the Institute and ~~having at least seven years' experience in undertaking valuations in the Timaru area~~) and obtain the umpire's written acceptance before they proceed further. If the valuers either fail to appoint an umpire or are unable to agree on an umpire within 10 Working Days of their appointment then either party may request the President of the Institute to appoint an umpire and obtain the umpire's written acceptance;
- (d) the valuers will jointly fix the market rent of the Property at the relevant Market Rent Review Date within 20 Working Days' of their appointment; and



(e) if the valuers are unable to agree within that 20 Working Days' (or within any extended time the parties agree to) then the Rent will be fixed by the umpire-

8.5 All valuers' and umpire's costs will be paid equally by the parties.

~~8.6 Notwithstanding any other provision of this clause, the Rent payable as from the relevant Market Rent Review Date will not be less than the Rent payable as at the commencement date of the then current lease term.~~

~~8.78.6~~ The annual Rent agreed, determined or imposed under clause 8 will be the Rent payable from the relevant Market Rent Review Date or the date of the Lessor's notice if such notice was given later than three months after the Market Rent Review Date.

~~8.8~~ The parties will record the new annual Rent in a deed of rent review if required by the Lessor.

**Default Interest**

9 If the Lessee fails to pay the Rent or other money payable under this Lease for ~~10 Working Days~~ one calendar month then the Lessee will on demand pay interest at the Default Interest Rate on the unpaid money from the due date for payment to the date of payment.

**OUTGOINGS**

**Utility and ~~Outgoing~~Outgoings Charges**

~~10~~ The Lessee must promptly pay all Outgoings to the relevant Authority or supplier ~~all charges for Utilities which are separately metered or~~ the Property. Any Outgoings charged to by the Property.

~~1110~~ The Lessor will ~~use reasonable endeavours to provide water free of charge to the Lessee, but such water will be piped at the Lessees' expense. If, in the Lessor's sole discretion, the Lessee's use of water exceeds the average rate of consumption for the Property, the Lessor may invoice the Lessee for provision of water under this clause as an outgoing, invoiced separately to the Rent.~~

**COMMON AREAS**

**Use of Common Areas**

~~1211~~ The Lessee acknowledges that parts of the Airport are used by the Lessor, the Lessor's other tenants, and members of the public (**Common Areas**). The Lessee agrees to use the Common Areas in common with the Lessor, the Lessor's other tenants, and members of the public but only for the purposes for which they are designed and subject to the reasonable directions of the Lessor.

~~1312~~ The Lessor reserves the right to restrict the Lessee's access to the Common Areas and other parts of the Airport from time to time, including but not limited to during events held at the Airport.

**LESSEE'S FURTHER COVENANTS**



#1713185

**Use of the Property**

1413 The Lessee must not use the Property for any purpose or activity other than the Permitted Use or any other use consented to by the Lessor in writing.

1514 The Lessee is not permitted to use the Property or the Hangar for any residential purpose, which for the avoidance of doubt includes overnight stays.

**Use of the Airport**

1615 The Lessee will comply with any reasonable requirements imposed by the Lessor or any other Authority in respect of security, safety, and the orderly operation of the Airport.

**Maintenance and Care of Property Premises**

1716 The Lessee will:

17.116.1 Keep the Property in good repair and condition;

17.216.2 Keep the Property clean and tidy, free and clear from all rubbish, noxious weeds and plants to the satisfaction of the Lessor.

17.316.3 Take any steps to control any pest infestation occurring in, or emanating from or within the Property;

**Construction of Hangar, Alterations and Additions**

1817 The Lessee will not undertake construction of the Hangar, or any alterations or additions to any part of the Property (**Works**) without first obtaining the consent of the Lessor (which will not be unreasonably withheld). The Lessee will provide Plans and Specifications to the Lessor, and the Lessor may grant consent to the Works subject to such conditions the Lessor sees fit (acting reasonably).

1918 The Lessee will obtain any consents, approvals or permits required for the Works (**Consents**) and will undertake the Works at its sole cost. The Lessee will be solely responsible for the any compliance costs associated with any Consents associated with the Works.

**Removal of Hangar, Works, Fixtures and Fittings by Lessee on Termination**

2019 The Lessee grants to the Lessor first option to purchase the Hangar and Works (if any) at the then market price, such price to be determined by a Registered Valuer or for such other price as the parties agree in writing.

2120 If the Lessor does not wish to purchase the Hangar and Works or the Lease is not transferred, and if required to do so by the Lessor, at the end or earlier termination of the Lease the Lessee will, at its cost remove the Hangar, any Works, and other items belonging to the Lessee situated on the Property and make good any damage to the Property caused by that removal.

2221 If the Lessee fails meets its obligations under clause 20 within 6 months from the date of termination of the Lease, the Lessor may at the Lessor’s election:



#1713185

Page 6

Page 6

Page

~~22.121.1~~ meet the Lessee's obligation itself and recover the cost from Lessee; or

~~22.221.2~~ the Hangar, Works and other items belonging to the Lessee situated on the Property will pass to the Lessor without compensation being payable to the Lessee.

**No Noxious Use**

~~23.22~~ The Lessee will not:

~~23.122.1~~ Except in conjunction with the Permitted Use, bring upon or store within the Property any plant, machinery, goods, or things of an offensive noxious illegal or dangerous nature or of a weight size or shape as is likely to cause damage to the Property or any surfaced area. The Lessor must ensure that all Contaminants (as defined in the Resource Management Act 1991) are:

(a) stored and handled safely and in accordance with the provisions of all laws and the requirements of all regulatory authorities;

(b) that no Contaminants are discharged, spilled, escape or are released into the environment; and

~~(b)~~

(c) in the event of any such discharge, spillage, escape or release into the environment, will take all necessary steps to contain and clear up such Contaminants and all resulting damage.

~~23.222.2~~ Operate or permit to be operated on the Property or within the Airport any wireless systems, devices or radio frequency devices, other than those specified by the Lessor from time to time, without obtaining the Lessor's prior written consent.

~~23.322.3~~ Permit any television or radio antenna, sign, advertisement, name or notice to be placed on any part of the Property without the prior written consent of the Lessor.

~~24.23~~ To the extent legally required to do so the Lessee will at all times ensure that a valid dangerous goods licence is held, and all requisite safety and regulatory obligations are met by the Lessee without cost to the Lessor in respect of any such items.

**Insurance**

~~25.24~~ The Lessee will be responsible at its sole cost for insuring the Hangar, and other items belonging to the Lessee situated on the Property.

~~26.25~~ From the Commencement Date, the Lessee will keep and maintain a public liability insurance policy ~~or~~ or hangar keepers/aviation liability insurance for a sum of not less than \$2,000,000.00 in respect of any single event or such other increased sum that the Lessor requires from time to time.



#1713185

Page 7

Page 7

Page

~~2726~~ The Lessee will provide the Lessor with evidence of all required insurance cover if requested by the Lessor.

~~2827~~ The Lessee acknowledges that the Lessor has no obligation to insure any part of the Property.

**Indemnity**

~~2928~~ The Lessee indemnifies the Lessor against all actions, proceedings, calls, liabilities, costs, expenses, claims, demands, damages or losses on account of breach of covenant or otherwise under the Lease which result from the Lessee’s breach of any of the Lessee’s obligations expressed or implied in this Lease.

**LESSOR’S COVENANTS**

**Lessor’s Obligation**

~~3029~~ If the Lessee complies with, observes and performs all the covenants, conditions, and agreements contained or implied in this Lease, the Lessee may quietly hold and enjoy the Property throughout the Term without any interruption by the Lessor or anyone acting on the Lessor's behalf until the expiration or earlier termination of this Lease.

**Renewal of Lease**

~~31~~ If the Lessee ~~is not in breach of its obligations under this Lease~~ has given to the Lessee will have the right to renew the Lease on the relevant Renewal Date.

~~32~~ The Lessor ~~must give the Lessee~~ written notice of intention to renew the lease at least ~~four~~ three calendar months before the ~~relevant Renewal Date.~~

~~30~~ ~~The Rent~~ end of the term and is not at the date of the giving of the notice nor at the renewal date in breach of its obligations under this Lease, then the Lessor will grant a new lease for the renewed Term a further term from the renewal date as follows:

~~(a)~~ If the renewal date is a market rent review date, the annual rent will be fixed ~~determined~~ in accordance with clause 8 of this Lease;

~~33(b)~~ If the renewal date is a CPI adjustment date, the annual rent will be determined in accordance with clauses 6 and 7.

**DAMAGE OR DESTRUCTION TO AREA**

**No Access in Emergency**

~~3431~~ If, for a period of six (6) months from the date of an Emergency, the Property is, as a result of the Emergency, inaccessible or incapable of being used for the Permitted Use, either party may, by serving written notice on the other party, terminate this Lease from the date of the Emergency, but without prejudice to the rights of either party against the other.



~~3532~~ If the whole or any part of the Property is inaccessible or incapable of being used for the Permitted Use due to an Emergency, the whole or a fair proportion of the annual Rent will abate from the date of the Emergency until such time as the whole or part of the Property is again accessible or capable of being used for the Permitted Use.

~~3633~~ If the parties are unable to agree as to the proportion referred to in clause ~~3532~~, the dispute provisions ~~in~~at clauses ~~4643~~ and ~~4744~~ of this Lease will apply.

~~3734~~ Any termination under clause ~~34 will~~31 shall be without prejudice to the rights of either party against the other.

**DEFAULT**

**Cancellation**

~~3835~~ The Lessor may (in addition to the ~~Landlord's~~Lessor's right to apply to the Court for an order for possession) cancel this Lease by re-entering the Property at the time ~~of cancellation~~, or at any time after that:

~~38.135.1~~ if the Rent will be in arrears ~~10 Working Days~~1 month after any Rent payment date and the Lessee has failed to remedy that breach within ~~10 Working Days~~ 1 month after service on the Lessee of a notice in accordance with section 245 of the PLA;

~~38.235.2~~ in case of breach by the Lessee of any covenant or agreement on the Lessee's part expressed or implied in this Lease (other than the covenant to pay Rent) after the Lessee has failed to remedy that breach within the period specified in a notice served on the ~~Lessee~~Tenant in accordance with section 246 of the PLA;

~~3936~~ The Lease Term will terminate on the cancellation but without prejudice to the rights of either party against the other.

**GENERAL**

**Notices**

~~4037~~ Any notice or other communication (**Notice**) given under this Lease must be in writing (time being of the essence) in accordance with sections 352 to 361 of the Property Law Act 2007.

~~4138~~ A Notice may be served personally or sent to the relevant party's following communication points:

Lessor: Timaru District Council  
 Lessor's Address: PO Box 522, Timaru  
 Representative:  
 Email:—  
Phone:  
 Lessee:



#1713185

Lessee's Address:

Representative:

—Email:

Phone:

Any notice given by the Lessee or the Lessor to the other party, that has not had a response, will be followed up by phone communications to determine that the notice has been received. For clarity an otherwise valid notice is not invalidated because no phone call was made.

**Waiver**

4239 No failure or delay by a party to exercise (in whole or in part) any right, power or remedy under this Lease will operate as a waiver of that right, power or remedy.

**Costs**

4340 Each party will pay its own costs of and incidental to the negotiation, preparation and execution of this Lease, and any documentation to record a rent review or renewal of Lease.

4441 ~~Each party~~The Lessee must pay the ~~other party's~~Lessor's reasonable costs (including legal costs as between lawyer and client) of ~~an~~and incidental to the enforcement of ~~the other party's~~Lessor's rights, remedies, and powers under the Lease.

4542 The Lessee will pay the Lessor's reasonable costs incurred in relation to considering any request by the Lessee for a Lessor's consent to any matter contemplated by this Lease.

**Disputes**

4643 The parties will first endeavour to resolve any dispute relating to the terms of the Lease by agreement and if they agree by mediation.

4744 Unless any dispute is not resolved by mediation or other agreement within 30 Working Days of the dispute or difference arising, the dispute will be submitted to arbitration in accordance with the Arbitration Act 1996.

**Holding Over**

4845 If the Lessor permits the Lessee to continue to occupy the ~~Premises~~Property beyond the Final Expiry Date the Lessee will do so as a monthly lease only. The tenancy will be determinable by either party by twenty working days' notice in writing but otherwise the tenancy will continue on the same terms and conditions of this Lease.

**Suitability**

4946 The Lessor does not warrant that the Property is or will be suitable for any of the purposes of the Lessee and to the extent permitted by law all implied warranties as to suitability are expressly negated.

**No Registration**

5047 The Lessor will not be required to do any act or thing to enable this Lease to be registered and the Lessee will not register a caveat in respect of the Lessee's interest under this Lease.



#1713185

Page 10

Page 10

Page

**Comply with Statutes**

~~5148~~ The Lessee will, at its own expense comply with all statutes, regulations and bylaws having reference to its activities and use of the Property.

**Assignment**

~~5249~~ The Lessee will not assign, sublet, or otherwise part with possession of the Property, or any part of it, without first obtaining the consent of the Lessor which the Lessor will not unreasonably withhold or delay.

**Severability**

~~5350~~ If any term, covenant or condition of this Lease, or the application of the same to any person or circumstance will be or becomes invalid or unenforceable the remaining terms, conditions, and covenants will not be affected.

**Non-merger**

~~5451~~ The covenants, conditions, agreements and obligations of the parties in this Lease and this Lease document will not merge with or be extinguished by the grant of any further or other lease but will remain in full force and effect and operative.

**Local Authority**

~~5552~~ The Lessee acknowledges that:

~~55-452.1~~ Timaru District Council enters into this Lease solely as the Lessor and not in its regulatory capacity.

~~55-252.2~~ The Lessor is bound by statutory obligations to exercise its powers, including discretionary powers and duties under legislation without regard to any relationship it may have with the Lessee under this Lease;

~~55-352.3~~ The granting by the Lessor of any consent or approval by the Lessor as territorial authority under any legislation will not of itself be deemed to be a consent or approval by the Lessor under this Lease.

~~55-452.4~~ The Lessor will not be liable to any party if, in its regulatory capacity, the Lessor declines or imposes conditions on any consent or permission that any party to this Lease seeks for any purpose associated with this Lease, nor will a consent or approval be given as Lessor under the Lease be deemed to be a consent or approval as a territorial authority.

**AIRPORT GOVERNANCE**

**Right of Cancellation**

~~53~~ If the Lessor wishes to develop or reconstruct the Airport or any part of the Airport during the Term to the extent that does or is likely to interfere with the Lessee's quiet enjoyment of the Property, the Lessor may terminate this Lease by giving the Lessee 12 months' notice in writing. The Lessor reserves the right of termination of the Lease agreement for better utilisation of the premises for airport or economic development purposes that are considered by the Lessor to be in the best interests of the Timaru



#1713185

Page 11

Page 11

Page

District. In such an event the Lessor shall give the lessee eight month’s written notice of termination. The lessor, in consultation with the Lessee, and by mutual agreement will agree to one and only one of the following options:

53.1 The Lessee shall terminate the Lease agreement and the Lessor shall compensate the Lessee for the fair market value of the Lessee’s improvements that are to remain on the land;

53.2 The Lessee shall relocate to a similar site on the Lessor’s land and the Lessor shall financially assist with the relocation of the Lessor’s improvements to the new site;

53.3 The Lessee shall relocate to a similar site on the Lessor’s land and the Lessor shall compensate the Lessee for the fair market value of the Lessee’s improvements at that are to remain on the land and offer financial assistance to the Lessee in relocating to the new site;

53.4 An option not considered above but mutually agreed to by the Lessor and the Lessee in accordance with the objective of this termination clause which is not to see the Lessee profit or be disadvantaged from a wider District need should such a need eventuate;

5653.5 In the event that the Lessor and lessee are unable to reach a mutual agreement the dispute processes provided at clauses 43 and 44 above apply.

5754 If the Airport ceases to be a reserve for aerodrome purposes during the Term, the Lessor may terminate this Lease by giving the Lessee no less than 6 months’ notice of termination in writing.

5855 If clauses 5653 or 5754 apply the Lease will terminate on the date specified in the Lessor's notice, without compensation payable by one party to the other but without prejudice as to any rights or obligations under this Lease prior to the termination date.

**Airport Operations**

5956 The Lessee acknowledges that the Lessor owns and operates the Airport and that for the purposes of such operations the Lessor and other parties will/may discharge/emit noise arising from the Airport operations 24 hours a day and seven days a week. The Lessee will not complain about Airport noise or take any other steps that may be designed or intended to limit prohibit restrict or seek damages or restriction (whether by way of injunction or otherwise) to the continuation or extension of any Airport operations conducted by the Lessor.

**Counterparts**

6057 This Deed may be signed in separate counterpart copies (including scanned and other electronic copies). When each party has signed at least one copy (including by electronic signature inserted via DocuSign® or any other means that complies with Part 4 of the Contracts and Commercial Law Act 2017) and delivered it to the other party, the separately signed documents when brought together will constitute one and the same document and a binding and enforceable Lease between the parties. Any electronic



#1713185

Page ~~12~~

Page 12

Page

signatures inserted in accordance with this clause may be relied on by the other party and will be deemed equivalent to original signatures.

|



#1713185

Page 13

Page 13

Page

**EXECUTION**

Execution

Dated the \_\_\_\_\_ day of \_\_\_\_\_ 2026

Signed by Timaru District Council, as Lessor, by its duly authorised signatory in delegated authority in the presence of:

\_\_\_\_\_  
Authorised Signatory's signature

\_\_\_\_\_  
Authorised Signatory's name

\_\_\_\_\_  
Authorised Signatory's signature

\_\_\_\_\_  
Authorised Signatory's name

Witness's Signature

\_\_\_\_\_

Full Name

\_\_\_\_\_

\_\_\_\_\_  
Signature of witness

\_\_\_\_\_  
Name of witness

Occupation

\_\_\_\_\_  
Address

\_\_\_\_\_

Address

\_\_\_\_\_

Signed by, as Lessee,

Signed by [ \_\_\_\_\_ ] as Lessor in the presence of:

\_\_\_\_\_  
\_\_\_\_\_  
[ \_\_\_\_\_ ]



#1713185

Page 14

Page 14

Page

Witness's  
Signature

\_\_\_\_\_

Full Name

\_\_\_\_\_

\_\_\_\_\_  
Signature of  
witness

\_\_\_\_\_  
Name of witness

Occupation

\_\_\_\_\_  
Address

\_\_\_\_\_

Address

\_\_\_\_\_



#1713185

Page 15

Page 15

Page

Schedule A - Reference

<b>Property:</b>	Hangar Site [ ] containing approximately [ ]m <sup>2</sup> and as more particularly outlined in red in the Property Plan in Schedule B. Situated on Reserve 5010 at 186 Falvey Road, Levels, Timaru  <u>Noting that the building footprint is m<sup>2</sup></u>
<b>Commencement Date of Lease:</b>	<u>1 July 2026</u>
<b>Term:</b>	<u>Five (5) years</u>
<b>Rights of Renewal:</b>	<u>Four (2) rights of five (5) years</u>
<b>Renewal Dates:</b>	<u>1 July 2031, 1 July 2036, 1 July 2041, and 1 July 2046</u>
<b>Final Expiry Date:</b>	<u>1 July 2051</u>
<b>Rent:</b>	<u>\$ per annum, plus GST</u> <u>Payable six monthly in advance</u> <u>(calculated on building footprint)</u>
<b>First Rent Payment Date:</b>	<u>1 July 2026</u>
<del>CPI Rent Review Dates:</del>	
<del>Market Rent Review Dates:</del>	<u>Market Rent Review Dates:</u> <u>On Five yearly intervals, commencing 1 April 2027.</u> <u>CPI Rent Review Dates:</u> <u>1 April annually except for Market Rent Review Dates</u>
<b>Permitted Use:</b>	As a hangar site for aircraft for <del>personal and private use / Lessor approved commercial uses (which the landlord may determine in its absolute discretion).</del> ___.
<b>Default Interest Rate:</b>	3% above the trading bank overdraft rate payable by the <del>Lessor</del> <u>Landlord</u> to its bankers in New Zealand from time to time.
<b>No Access Period:</b>	Nine (9) months
<u>Outgoings</u>	<u>As applicable:</u>



#1713185

Page 16

Page 16

Page

	<ul style="list-style-type: none"> <li>• <u>Generic Rates (calculated on total lease area but figure not listed as changes annually)</u></li> <li>• <u>Targeted rate for water (figure not listed as changes annually)</u></li> <li>• <u>Rubbish (figure not listed as changes annually)</u></li> </ul>
<p><u>Legal access to site (note not part of lease agreement and listed for clarity here. Subject to change in accordance with Airport's operating manual and regulations)</u></p>	<p>[describe]</p>

**Schedule B – Property Plan**

---



	#1713185
	Page 40
	#1495222
	Page 15

**8.3 South Rangitata Reserve Management Plan: Receipt of Submissions and Hearing****Author:** Brendan Madley, Senior Policy Advisor**Authoriser:** Andrew Dixon, General Manager Assets and Infrastructure**Recommendation**

That Council:

1. Receives and notes the written submissions on the South Rangitata Reserve Management Plan;
2. Acknowledges submitters who have spoken to their submission;
3. Notes that all submissions will be considered as part of the deliberations at the 26 May 2026 Council meeting; and
4. Identify any particular topics or themes that they seek information and advice about to inform these deliberations.

**Purpose of Report**

- 1 The purpose of this report is for Council to receive all submissions and feedback on the South Rangitata Reserve Management Plan consultation, and to hear from any individuals or organisations who wish to speak to their submissions.

**Assessment of Significance**

- 2 This report is considered of low significance according to Council's Significance and Engagement Policy as it is receiving written and oral submissions. No final decisions are being made.

**Background**

- 3 Council adopted the draft South Rangitata Reserve Management Plan (Draft RMP) on 9 December 2025.
- 4 This Draft RMP was an update of a previous version as requested by Council. In developing the updated plan Officers engaged with stakeholders to identify improvements and opportunities.
- 5 Consultation was undertaken between 26 January and 19 April 2026. Consultation is legally required to be undertaken for at least two months on a Draft RMP.
- 6 The close-off date was intentionally pushed out to accommodate the submission of the South Rangitata Reserve Inc (hutholders' association), who have an Easter Annual General Meeting.
- 7 The consultation was promoted via direct communication with identified stakeholders, information on the Council website, information in the Courier Noticeboard, and via social media channels.

**Submissions**

- 8 11 submissions were received. Six were received via the online portal, five via hard copy (in the post or by being dropped into a Council facility), and none via email. These submissions are located at Attachment 1.
- 9 One submission was co-signed by 16 parties, some of whom were also associated with other submissions.
- 10 All of the submissions sought changes to the Draft RMP.
- 11 The main themes of the written submissions and Hearing will be provided in the Deliberations Report, intended to be on the agenda for the 26 May 2026 Council meeting.

**Hearing**

- 12 Three submitters have requested to speak to their written submission.
- 13 The Hearing timetable at the time of writing is as below. Note that this is subject to change prior to the Hearing, for example if a submitter elects to withdraw.

Time	Speaker	Organisation	Method	Refer p # (see top right)
11:30am	Simon Rooney and Jackie Manning	South Rangitata Reserve Inc.	In person	28
11:40am	Bob Mortimer	Rangitata Camp Working Party	In person	11 (Ivey submission)
11:50am	Michael and Susan Spring	N/A	In person	40

**Future decisions and meetings**

- 14 It is proposed that Council receive officer commenting on submissions and deliberate on the Draft RMP at its scheduled meeting on 26 May 2026. The RMP will be considered for adoption at the same meeting.

**Attachments**

- 1. Submissions received on Draft RMP [↓](#) 

<b>Name</b>	<b>Organisation</b>	<b>Page # (refer bottom right corner)</b>	<b>Attachment</b>
Carmel BROSNAHAN		001	No
Brian DONALDSON		003	No
Faye GLEDHILL		006	No
Raymond Arthur HILL		008	No
James IMLACH	New Zealand Motor Caravan Association	009	No
Grant IVEY	Rangitata Camp Working Pary	011	No
Cale McIVOR-SEDDON	National Public Health Service – Te Waipounamu	013	Yes
Tosh PRODANOV		021	Yes
Simon ROONEY	South Rangitata Reserve Inc.	028	Yes
Glenn SHAW		039	No
Michael and Susan SPRING		040	No

001

## South Rangitata Reserve Management Plan (2026) Submission Form

First Name \*

Carmel

Last Name \*

Brosnahan

Organisation (if applicable)

Indicate here if you are formally submitting on behalf of an organisation. By doing so, you confirm that you have the authority to submit on behalf of the organisation.

Phone (landline or mobile)

[Redacted]

Email \*

[Redacted]

Postal address

[Redacted]

Do you want to speak to your submission at the Council Hearing on 28 April 2026? \*

Yes  No

There will be the ability to present in person or remotely. If you select "Yes", we will contact you at the close of submissions to arrange your day and time.

Do you agree with the updated South Rangitata Reserve Management Plan?

Yes - I agree with the updated plan  No - I want changes made to the updated plan

Comments

There are three areas which I have some concerns about in the plan:  
 1. Water quality and ongoing supply of drinking water . What guarantees are there that the current supply of water on site will continue as relying on the underground water supply is I think dangerous.  
 2. Playground maintenance :currently there are two play area. Neither of which appear to have a lot of maintenance requirements. Removing one seems short sighted and I'm not sure what gains there would be. The playground at the north end is maintained by the Bach owners nearby e.g grass mowing etc.  
 3. Permanent residences. I think there needs to be stronger actions within the plan to limit the number of permanent residences. In previous leases we signed to say we would occupy for no more than a certain number of days. It states in the plan that the permanent residences has increased security. In our families experience the opposite is true with more dumping of rubbish and anti social behaviour from those permanent residences. I don't think the infra structure supports the increasing number of permanent residences there.

Upload files here

[Redacted] [Browse](#)

Please only upload .pdf, .doc or .docx files. 5MB max per file.

Privacy Statement

002

All submissions are public information and will be included on Council's website and/or in public documents located at Council offices and Libraries/Service Centres. This will include your name and, if applicable, the organisation you represent.

The contact information (phone number and/or email address and/or postal address) that you provide at the beginning of the submission will be accessible to Council staff and used only for submission administration purposes. It will not be made publicly available. However, the content of the remainder of your submission (including any private information and attachments that you provide) may not be redacted. Please contact us via [submission@timdc.govt.nz](mailto:submission@timdc.govt.nz) if you have any questions about this, before making your submission.

All information is held by Council in accordance with the Privacy Act 2020. You have the right to access and correct personal information. Nothing in this Privacy Statement overrides, or will prevent Council meeting its obligations under, the Local Government Official Information and Meetings Act 1987, or any other relevant legislation.

003

## South Rangitata Reserve Management Plan (2026) Submission Form

First Name \*

Brian

Last Name \*

Donaldson

Organisation (if applicable)

Indicate here if you are formally submitting on behalf of an organisation. By doing so, you confirm that you have the authority to submit on behalf of the organisation.

Phone (landline or mobile)

██████████

Email \*

██████████

Postal address

████████████████████

Do you want to speak to your submission at the Council Hearing on 28 April 2026? \*

Yes  No

There will be the ability to present in person or remotely. If you select "Yes", we will contact you at the close of submissions to arrange your day and time.

Do you agree with the updated South Rangitata Reserve Management Plan?

Yes - I agree with the updated plan  No - I want changes made to the updated plan

Comments

History:

Camping ground has never been reserved for self-contained campers. It was always a fully serviced camping ground.

Looking to the future:

The provision of a dump station would enhance and increase / improve the financial viability to potential camp lessees.

Motor Camp Sites:

The minimum requirements need to be a dump station to maintain the camp's viability for future leases.

Overview:

Current lessee has already lost paid camp nights due to lack of dump station for black waste therefore effectively compromising the viability of the Rangitata South Camping Ground and Domain.

Objective:

To enhance the facility and provide a positive direction for the financial future of the facility.

As the new management plan has yet to be ratified therefore the camping ground / Domain is still operating under the previous management plan (2013) and therefore be reinstated to previous conditions.

The camp has in the past been a family camp with children's camping and upbringing with full facilities. Families able to tent and enjoy the great NZ outdoors as tradition. Real NZ values which this country is renowned for.

[Signed by 16 parties - refer to next page]

004

Upload files here

Browse

Please only upload .pdf, .doc or .docx files. 5MB max per file.

---

**Privacy Statement**

All submissions are public information and will be included on Council's website and/or in public documents located at Council offices and Libraries/Service Centres. This will include your name and, if applicable, the organisation you represent.

The contact information (phone number and/or email address and/or postal address) that you provide at the beginning of the submission will be accessible to Council staff and used only for submission administration purposes. It will not be made publicly available. However, the content of the remainder of your submission (including any private information and attachments that you provide) may not be redacted. Please contact us via [submission@timdc.govt.nz](mailto:submission@timdc.govt.nz) if you have any questions about this, before making your submission.

All information is held by Council in accordance with the Privacy Act 2020. You have the right to access and correct personal information. Nothing in this Privacy Statement overrides, or will prevent Council meeting its obligations under, the Local Government Official Information and Meetings Act 1987, or any other relevant legislation.

005

Signature	Name	Years
<i>Stowed</i>	BRIAN AND IRIS DONALDSON	40yrs in CMAA
<i>[Signature]</i>	David Harring	30yrs in CMAA
<i>[Signature]</i>	Jocelyn Hampton	8 years "
<i>[Signature]</i>	Warren Longman	15 years "
<i>[Signature]</i>	Rosalia + Wayne Thompson	5 years "
<i>[Signature]</i>	Robin Rustin	20 years
<i>[Signature]</i>	Helen Austin	20 years
<i>[Signature]</i>	Colin Wilson	38 years
<i>[Signature]</i>	MARK ALBERT	40 years
<i>[Signature]</i>	Sam Albert	7 years
<i>[Signature]</i>	Dawn Longman	15 yrs.
<i>[Signature]</i>	Melale Austin	16 years.
<i>[Signature]</i>	Kevin Traynor	17 yrs
<i>[Signature]</i>	Bon Mortimer	10yrs

006

## South Rangitata Reserve Management Plan (2026) Submission Form

First Name \*

Faye

Last Name \*

Gledhill

Organisation (if applicable)

South Rangitata campground manager

Indicate here if you are formally submitting on behalf of an organisation. By doing so, you confirm that you have the authority to submit on behalf of the organisation.

Phone (landline or mobile)

[Redacted]

Email \*

[Redacted]

Postal address

[Redacted]

Do you want to speak to your submission at the Council Hearing on 28 April 2026? \*

Yes  No

There will be the ability to present in person or remotely. If you select "Yes", we will contact you at the close of submissions to arrange your day and time.

Do you agree with the updated South Rangitata Reserve Management Plan?

Yes - I agree with the updated plan  No - I want changes made to the updated plan

Comments

The South Rangitata Campground is a well maintained camp in a tranquil & peaceful area in the reserve and it needs a Dump Station. It is a 52km return trip to dump waste at the nearest dump station in Temuka.  
 I have taken over the camp since it became a green camp after septic tank issues with the previous manager.  
 Some of our campers have been coming to The Rangitata for over 40 years, some come annually from as far as Scotland and the UK.  
 Waitangi weekend 2026 we had over 40 self contained vehicles in camp for the annual fishing competition.  
 The camp occupancy now is less than half of what it used to be without showers and toilets, campers have said they would have stayed longer if they were able to dump their waste.  
 I believe the future viability of the campground depends on having a dump station.  
 NZMCA have indicated that the camp could be eligible for financial help for the dump station but Timaru District Council needs to apply for this.  
 Please give this great consideration  
 Kind regards Faye

Upload files here

[File upload area] [Browse](#)

Please only upload .pdf, .doc or .docx files. 5MB max per file.

Privacy Statement

007

All submissions are public information and will be included on Council's website and/or in public documents located at Council offices and Libraries/Service Centres. This will include your name and, if applicable, the organisation you represent.

The contact information (phone number and/or email address and/or postal address) that you provide at the beginning of the submission will be accessible to Council staff and used only for submission administration purposes. It will not be made publicly available. However, the content of the remainder of your submission (including any private information and attachments that you provide) may not be redacted. Please contact us via [submission@timdc.govt.nz](mailto:submission@timdc.govt.nz) if you have any questions about this, before making your submission.

All information is held by Council in accordance with the Privacy Act 2020. You have the right to access and correct personal information. Nothing in this Privacy Statement overrides, or will prevent Council meeting its obligations under, the Local Government Official Information and Meetings Act 1987, or any other relevant legislation.

008

## South Rangitata Reserve Management Plan (2026) Submission Form

First Name \*

Raymond Arthur

Last Name \*

Hill

Organisation (if applicable)

Hut 1 Leaseholder

Indicate here if you are formally submitting on behalf of an organisation. By doing so, you confirm that you have the authority to submit on behalf of the organisation.

Phone (landline or mobile)

[Redacted]

Email \*

[Redacted]

Postal address

[Redacted]

Do you want to speak to your submission at the Council Hearing on 28 April 2026? \*

Yes  No

There will be the ability to present in person or remotely. If you select "Yes", we will contact you at the close of submissions to arrange your day and time.

Do you agree with the updated South Rangitata Reserve Management Plan?

Yes - I agree with the updated plan  No - I want changes made to the updated plan

Comments

4.11 Temporary accommodation implementation: agree with a-e. Disagree with f. If I want to do maintenance or repairs to meet a-e, g-h why can not I do this on my site as opposed to parking it outside my site. Which management plan indicates this is not allowed. Again if its on leaseholder site what is the problem with that.

Upload files here

[File upload area] [Browse](#)

Please only upload .pdf, .doc or .docx files. 5MB max per file.

### Privacy Statement

All submissions are public information and will be included on Council's website and/or in public documents located at Council offices and Libraries/Service Centres. This will include your name and, if applicable, the organisation you represent.

The contact information (phone number and/or email address and/or postal address) that you provide at the beginning of the submission will be accessible to Council staff and used only for submission administration purposes. It will not be made publicly available. However, the content of the remainder of your submission (including any private information and attachments that you provide) may not be redacted. Please contact us via [submission@timdc.govt.nz](mailto:submission@timdc.govt.nz) if you have any questions about this, before making your submission.

All information is held by Council in accordance with the Privacy Act 2020. You have the right to access and correct personal information. Nothing in this Privacy Statement overrides, or will prevent Council meeting its obligations under, the Local Government Official Information and Meetings Act 1987, or any other relevant legislation.

009

## South Rangitata Reserve Management Plan (2026) Submission Form

First Name \*

Last Name \*

Organisation (if applicable)

New Zealand Motor Caravan Association

Indicate here if you are formally submitting on behalf of an organisation. By doing so, you confirm that you have the authority to submit on behalf of the organisation.

Phone (landline or mobile)

Email \*

Postal address

Do you want to speak to your submission at the Council Hearing on 28 April 2026? \*

Yes  No

There will be the ability to present in person or remotely. If you select "Yes", we will contact you at the close of submissions to arrange your day and time.

Do you agree with the updated South Rangitata Reserve Management Plan?

Yes - I agree with the updated plan  No - I want changes made to the updated plan

Comments

The NZMCA supports the submission for a dump station made by Faye Gledhill who manages the South Rangitata Campground. Further to Faye's reasoning, we also argue that under section 23 of the Health Act 1956, the Council has a duty to protect public health. Read alongside the Local Government Act 2002, the Council clearly has a role in providing public toilet conveniences. Local Government NZ has treated public dump stations as analogous to public toilets for these purposes, and we have obtained advice that confirms the same.

NZMCA is open to providing some financial assistance if the new facility meets our criteria for funding support. You can read more about this on the NZMCA website - <https://www.nzmca.org.nz/dump-stations>.

Upload files here

Please only upload .pdf, .doc or .docx files. 5MB max per file.

Privacy Statement

**010**

All submissions are public information and will be included on Council's website and/or in public documents located at Council offices and Libraries/Service Centres. This will include your name and, if applicable, the organisation you represent.

The contact information (phone number and/or email address and/or postal address) that you provide at the beginning of the submission will be accessible to Council staff and used only for submission administration purposes. It will not be made publicly available. However, the content of the remainder of your submission (including any private information and attachments that you provide) may not be redacted. Please contact us via [submission@timdc.govt.nz](mailto:submission@timdc.govt.nz) if you have any questions about this, before making your submission.

All information is held by Council in accordance with the Privacy Act 2020. You have the right to access and correct personal information. Nothing in this Privacy Statement overrides, or will prevent Council meeting its obligations under, the Local Government Official Information and Meetings Act 1987, or any other relevant legislation.

011

## South Rangitata Reserve Management Plan (2026) Submission Form

First Name \*

Grant

Last Name \*

Ivey

Organisation (if applicable)

Rangitata Camp Working Party

Indicate here if you are formally submitting on behalf of an organisation. By doing so, you confirm that you have the authority to submit on behalf of the organisation.

Phone (landline or mobile)

██████████

Email \*

████████████████████

Postal address

████████████████████

Do you want to speak to your submission at the Council Hearing on 28 April 2026? \*

Yes  No

There will be the ability to present in person or remotely. If you select "Yes", we will contact you at the close of submissions to arrange your day and time.

Do you agree with the updated South Rangitata Reserve Management Plan?

Yes - I agree with the updated plan  No - I want changes made to the updated plan

# 012

**Comments**

Background:

Our group (Rangitata South Camp Working Party) have been corresponding with the Council regarding actual camp issues for quite some time.

In terms of the existing Management Plan (not this draft) the Council is required to maintain the camp under current terms as stated in Section 41 of The Reserves Act and that of the existing management plan.

Unfortunately due to septic tank problems, Council closed the camp. As a last resort to get to opened again, we accepted Council's move to make it a "green stickered" (self contained camp). We were under the impression this would be an interim move until all issues could be addressed and a septic tank re-instated. This did not proceed as expected, so we approached Council for consideration to install a holding tank. Our group met with Council to reconsider and install a holding tank facility. They were to get back following an on-site meeting with Council staff and possible tank suppliers. No official advice has since been received (several months have elapsed),

The camp with full facilities provided a great amount financially to both Temuka and Geraldine townships. If septic tank facilities cannot be considered / reinstated, our group feels Council should consider further the installation of a holding tank. Even providing our group with costings, details etc., they hold, so we could investigate fundings to assist council with this request.

Conclusion:

Our group fully supports the Rangitata Hut Holders Association's submission and request Council supports both submissions for the installation of a holding tank.

Over the season, we have had many campers come to stay. Because the Portaloo cassette only caters for 2-3 days, they are required to leave the camp and empty cassette. A return trip to Temuka is approximately 54 kilometers. If we had a holding tank, many have indicated they would have stayed longer. Some new campers arriving who are advised we do not have holding tank facilities leave and continue their travels. Hence more reason to support our request.

We have approached NZMCA for assistance towards the installation. They have advised that the Council must approach them first for assistance. We are aware they have monies available for these types of requests.

We thank you for this opportunity to have input into this draft plan.

**Upload files here**

 Browse

Please only upload .pdf, .doc or .docx files. 5MB max per file.

**Privacy Statement**

All submissions are public information and will be included on Council's website and/or in public documents located at Council offices and Libraries/Service Centres. This will include your name and, if applicable, the organisation you represent.

The contact information (phone number and/or email address and/or postal address) that you provide at the beginning of the submission will be accessible to Council staff and used only for submission administration purposes. It will not be made publicly available. However, the content of the remainder of your submission (including any private information and attachments that you provide) may not be redacted. Please contact us via [submission@timdc.govt.nz](mailto:submission@timdc.govt.nz) if you have any questions about this, before making your submission.

All information is held by Council in accordance with the Privacy Act 2020. You have the right to access and correct personal information. Nothing in this Privacy Statement overrides, or will prevent Council meeting its obligations under, the Local Government Official Information and Meetings Act 1987, or any other relevant legislation.

013

## South Rangitata Reserve Management Plan (2026) Submission Form

First Name \*

Cale

Last Name \*

McIvor-Seddon

Organisation (if applicable)

NPHS Te Waipounamu

Indicate here if you are formally submitting on behalf of an organisation. By doing so, you confirm that you have the authority to submit on behalf of the organisation.

Phone (landline or mobile)

Email \*

[Redacted]

Postal address

Do you want to speak to your submission at the Council Hearing on 28 April 2026? \*

Yes  No

There will be the ability to present in person or remotely. If you select "Yes", we will contact you at the close of submissions to arrange your day and time.

Do you agree with the updated South Rangitata Reserve Management Plan?

Yes - I agree with the updated plan  No - I want changes made to the updated plan

Comments

See technical advice attached.

Upload files here

Please only upload .pdf, .doc or .docx files. 5MB max per file.

Other attached files: Technical Advice - South Rangitata Reserve Management Plan .pdf

Privacy Statement

All submissions are public information and will be included on Council's website and/or in public documents located at Council offices and Libraries/Service Centres. This will include your name and, if applicable, the organisation you represent.

The contact information (phone number and/or email address and/or postal address) that you provide at the beginning of the submission will be accessible to Council staff and used only for submission administration purposes. It will not be made publicly available. However, the content of the remainder of your submission (including any private information and attachments that you provide) may not be redacted. Please contact us via [submission@timdc.govt.nz](mailto:submission@timdc.govt.nz) if you have any questions about this, before making your submission.

All information is held by Council in accordance with the Privacy Act 2020. You have the right to access and correct personal information. Nothing in this Privacy Statement overrides, or will prevent Council meeting its obligations under, the Local Government Official Information and Meetings Act 1987, or any other relevant legislation.

014

**Health New Zealand**  
Te Whatu Ora

13/04/2026

Timaru District Council  
PO Box 522  
Timaru 7940

Tēnā koutou

## Technical Advice on South Rangitata Reserve Management Plan

1. Timaru District Council are seeking feedback on its Draft South Rangitata Reserve Management Plan (RMP). This feedback provides technical advice on how the draft RMP can better support public health and community wellbeing, and healthy environments. This technical advice has been compiled by the National Public Health Service (NPHS) Te Waipounamu region, Health New Zealand - Te Whatu Ora. NPHS Te Waipounamu services the South Island, including the Timaru District.
2. NPHS recognises its responsibilities to improve, promote and protect the health of people and communities of Aotearoa New Zealand under the Pae Ora (Healthy Futures) Act 2022 and the Health Act 1956.
3. Pae Ora requires the health sector to protect and promote healthy communities and health equity across different population groups by working together with multiple sectors to address the determinants of health.
4. NPHS is focused on the achievement of equitable health outcomes. We use the Ministry of Health/Manatū Hauora's definition of equity:  
*In Aotearoa New Zealand people have differences in health that are not only avoidable, but unfair and unjust. Equity recognises different people with different levels of advantage require different approaches and resources to get equitable health outcomes.<sup>1</sup>*
5. This technical advice responds to the opportunity to provide feedback on the Draft South Rangitata Reserve Management Plan.
6. This technical advice sets out matters of interest and concern to NPHS Te Waipounamu, and information included is based on evidence about public health and equity.

---

<sup>1</sup> Ministry of Health – Manatū Hauora (2024, July 2). Achieving equity. <https://www.health.govt.nz/about-ministry/what-we-do/achieving-equity>



**General Comments**

- 7. Health and wellbeing are influenced by a wide range of factors beyond the health sector. These factors are often referred to as the ‘social determinants of health’, and can be described as the environmental, economic and social conditions in which people are born, grow, live, work and age.<sup>2</sup>
- 8. The diagram<sup>3</sup> below shows how these determinants of health are complex and interlinked. Initiatives to improve health outcomes and overall quality of life must involve organisations and groups beyond the health sector, such as local government, if they are to have a collective impact.<sup>4</sup>

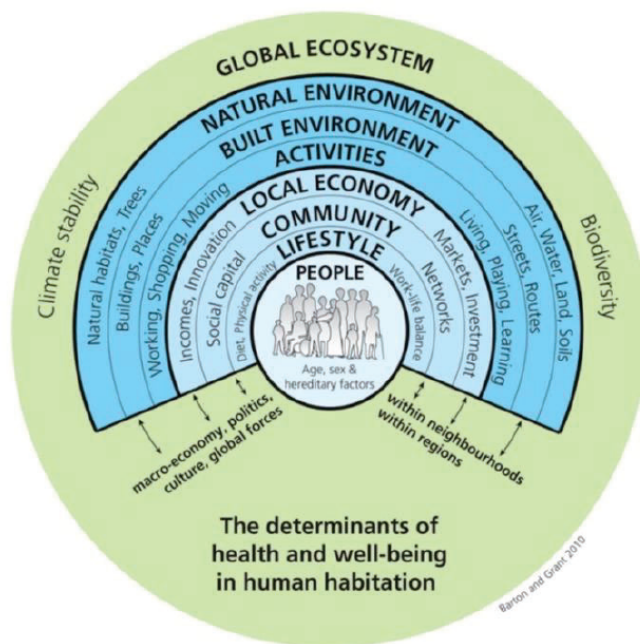


Figure 1: Social determinants of health

- 9. NPHS Te Waipounamu commends Council for revising the South Rangitata Reserve Management Plan.

<sup>2</sup> Public Health Advisory Committee. (2004). *The Health of People and Communities. A Way Forward: Public Policy and the Economic Determinants of Health*. Public Health Advisory Committee.  
[https://mohlibrary.soflinkhosting.co.nz/443/liberty/OpacLogin?mode=BASIC&openDetail=true&corporation=default\\_corp&action=search&queryTerm=uuid%3D%225e0914be0a5a01e27fd294000051624%22&editionUuid=5e0914be0a5a01e27fd294000051624&operator=OR&url=%2Fopac%2Fsearch.do](https://mohlibrary.soflinkhosting.co.nz/443/liberty/OpacLogin?mode=BASIC&openDetail=true&corporation=default_corp&action=search&queryTerm=uuid%3D%225e0914be0a5a01e27fd294000051624%22&editionUuid=5e0914be0a5a01e27fd294000051624&operator=OR&url=%2Fopac%2Fsearch.do)

<sup>3</sup> Barton, H. & Grant, M. (2006). A health map for the local human habitat. *The Journal of the Royal Society for the Promotion of Health*, 126(6), 252-253.  
<https://journals.sagepub.com/doi/10.1177/1466424006070466>

<sup>4</sup> McCinnis J.M., Williams-Russo P. & Knickman JR. (2002). The case for more active policy attention to health promotion. *Health Affairs*, 21(2), 78-93.  
<https://www.healthaffairs.org/doi/abs/10.1377/hlthaff.21.2.78>

016

**Health New Zealand**  
Te Whatu Ora

10. NPHS Te Waipounamu commends the Council for its prioritisation of the natural environment in the draft Reserve Management Plan, including the protection and enhancement of indigenous flora and fauna.

### **Smokefree Environments**

11. NPHS Te Waipounamu notes there is no mention of the Council's Smokefree Policy in the Playground policy of the draft RMP. Tobacco smoking remains one of the primary causes of preventable death and disease worldwide, with both smoking and exposure to second-hand smoke (SHS) contributing to this burden.<sup>5</sup>
12. NPHS Te Waipounamu recommends that Council explicitly mention its Smokefree Policy in the Playground policy of the draft RMP.
- This ensures that the playground is a healthy, whānau-friendly environment, where children's exposure to smoking behaviours and second-hand smoke harm are minimised, and the litter from cigarette butts and vape waste, as well as the risk of fire, is reduced.
  - The prohibition of smoking in outdoor spaces is a key measure in promoting healthier environments; it helps encourage people who smoke to quit, prevents non-smokers from taking up the habit, denormalises smoking behaviours (especially among children and the youth), and limits exposure to the harmful effects of SHS.<sup>6</sup>
13. NPHS Te Waipounamu notes that NPHS can provide the necessary smokefree signage. Smokefree signage is a widely used behavioural intervention, and evidence suggests it can help reduce smoking behaviour in outdoor public spaces by reinforcing expectations and increasing visibility of smokefree rules.<sup>7,8</sup>

### **Amenities**

14. NPHS Te Waipounamu notes that the draft RMP does not specify whether amenities such as shade, seating, and access to potable water are available at the children's playground.
15. NPHS recommends that the Children's Playground policy include consideration of shade provision, potable water, and seating as part of creating a safe, healthy play environment for tamariki and whānau.
- **Shade:** Adequate shade helps protect children from sunburn, heat-related stress, and reduces long-term skin cancer risk. Shaded spaces also support longer periods of outdoor

<sup>5</sup> World Health Organization. (2025, June 25). Tobacco. [Tobacco](#)

<sup>6</sup> Mark, A. (2016). *Smoke-free outdoor areas: Can tobacco control advocacy with local government be effective?* (Doctoral dissertation, UNSW Sydney).

<sup>7</sup> Platter, H. N., & Pokorny, S. B. (2018). Smoke-free signage in public parks: impacts on smoking behaviour. *Tobacco control*, 27(4), 470-473.

<sup>8</sup> Jooren, S. J., Garritsen, H. H., Troelstra, S., van Dijk, W., Jansen, M. W., Willemsen, M. C., & Bommelé, J. (2025). Compliance with smoke-free policies in outdoor settings: a realist review. *Preventive Medicine*, 108361.

017

**Health New Zealand**  
Te Whatu Ora

play, which contributes to physical activity and positive mental wellbeing through social interaction, exploration, and engagement with the natural environment.<sup>9</sup>

- **Potable water:** Access to drinking water is an important health promoting amenity that supports hydration during outdoor play.<sup>10</sup>
- **Seating:** Infrastructure such as benches and seating supports social interaction in public spaces by giving people a place to sit, rest, and linger, encouraging casual encounters, conversation, and a sense of connection, inclusion, and belonging among users.<sup>11</sup>

16. NPHS Te Waipounamu notes that the draft RMP explicitly prioritises shade provision in the vegetation policy (4.23). Given this, extending this principle to the playground aligns logically with, and gives effect to, the draft RMP's prioritisation of shade.

17. NPHS Te Waipounamu also notes that having seating in the playground is consistent with Outdoor Furniture and Fixtures policy (4.29) of the draft RMP.

### **Information Signage**

#### **Māori Health Context for Cultural Signage**

18. In comparison to non-Māori, Māori experience poorer health outcomes and, on average, have shorter life expectancy than non-Māori. This is demonstrated below in Graph 1:

<sup>9</sup> Gage, R., Wilson, N., Signal, L., & Thomson, G. (2019). Shade in playgrounds: findings from a nationwide survey and implications for urban health policy. *Journal of Public Health: From Theory to Practice* (2198-1833), 27(5), 669–674. <https://doi.org/10.1007/s10389-018-0990-9>

<sup>10</sup> Thomson, G., & Wilson, N. (2018). Playground drinking fountains in 17 local government areas: survey methods and results. *The New Zealand Medical Journal (Online)*, 131(1469), 69-74.

<sup>11</sup> Qi, J., Mazumdar, S., & Vasconcelos, A. C. (2024). Understanding the relationship between urban public space and social cohesion: A systematic review. *International Journal of Community Well-Being*, 7(2), 155-212.

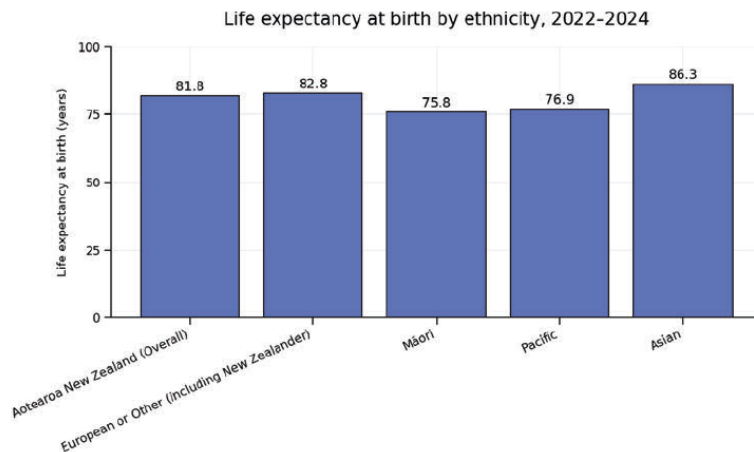
**Te Kāwanatanga o Aotearoa**  
New Zealand Government

4



**Health New Zealand**  
Te Whatu Ora

**Graph 1: Life Expectancy at Birth by Ethnicity in Aotearoa New Zealand, 2022-2024<sup>12</sup>**



19. NPHS Te Waipounamu recognises culture as a foundational determinant of health that plays a critical role in shaping identity and wellbeing outcomes. For Māori, access to Te Ao Māori (Māori ways of being and understanding) is important for health and wellbeing. This includes connection to whānau, access to culture and practices such as mahinga kai and te reo Māori, and the maintenance of cultural knowledge and practices that support cultural identity and positive mental health outcomes. A strong cultural identity is widely recognised as a core component of good health and is essential to supporting positive health outcomes for Māori.<sup>13</sup>

20. In this context, NPHS Te Waipounamu notes that cultural narratives and expressions within public environments can be understood as one way of supporting access to culture and therefore contribute positively to Māori health and wellbeing.

*Cultural considerations*

21. NPHS Te Waipounamu notes that the Rangitata River is a kāinga mahinga kai (food-gathering place) and the river itself, is an ancient travel route for accessing mahinga kai and traveling to and from the Canterbury Plains.<sup>14,15</sup>

22. NPHS Te Waipounamu recommends that Council prioritise signage that recognises and communicates the cultural significance of the Rangitata River and surrounding areas, as identified by Ngāi Tahu, to support respectful and informed use of the Reserve.

<sup>12</sup> Stats NZ (n.d). *Māori have highest increases in life expectancy*. Retrieved from Stats NZ. [Māori have highest increases in life expectancy | Stats NZ](https://www.stats.govt.nz/news/māori-have-highest-increases-in-life-expectancy)

<sup>13</sup> Durie, M. (2001, pp.35-36). *Mauri ora: The dynamics of Māori health*.

<sup>14</sup> Ngāi Tahu Research Centre. (2026). *Kā Huru Manu*. <https://kahurumanu.co.nz/atlas>

<sup>15</sup> Ngāi Tahu. (2012). *Ancient paths*. Te Karaka. <https://ngaitahu.iwi.nz/opportunities-and-resources/publications/te-karaka/ancient-paths/>

019

**Health New Zealand**  
Te Whatu Ora

23. NPHS Te Waipounamu recommends engaging with Te Rūnanga o Arowhenua to inform this work and ensure access to appropriate local knowledge, cultural context, and mātauranga Māori.
24. NPHS Te Waipounamu also acknowledges the inclusion of a history section in the Draft RMP specific to the Reserve. NPHS believes the content would be strengthened if it were positioned alongside, or integrated with, the broader history of the surrounding area. This would better reflect the Reserve as part of a wider cultural, environmental, and historical landscape, rather than a site with an isolated history.
25. NPHS Te Waipounamu notes that the framing of history has implications for health. Historical narratives that exclude Māori experiences can reinforce the marginalisation of Māori perspectives. This in turn upholds the status quo and contributes to the erasure of Indigenous cultural knowledge (mātauranga Māori), which is central to Māori health and wellbeing.<sup>16</sup>

#### *Environmental safety*

26. NPHS Te Waipounamu notes that the Reserve connects users to the beach and, at the Northern end, to the Mouth of the Rangitata river.
- Given that the Reserve connects users to coastal and riverine water environments, clear and consistent safety signage is important to support safe use of the area.
27. NPHS Te Waipounamu recommends that signage with the Reserve prioritise public safety, including clear identification of any coastal and riverine hazards, to support safe access, reduce risk, and promote wellbeing for all users.

Ngā mihi,



**Vince Barry**

**Anna Stevenson**

#### **Contact details**

Cale McIvor-Seddon  
NPHS Te Waipounamu  
Cale.mcivorseddon@TeWhatuOra.govt.nz

<sup>16</sup> Durie, M. (2001, pp.54-55). Mauri ora: The dynamics of Māori health.



020

**Health New Zealand**  
Te Whatu Ora

**Te Kāwanatanga o Aotearoa**  
New Zealand Government 3

021

## South Rangitata Reserve Management Plan (2026) Submission Form

First Name \*

Tosh

Last Name \*

Prodanov

Organisation (if applicable)

Indicate here if you are formally submitting on behalf of an organisation. By doing so, you confirm that you have the authority to submit on behalf of the organisation.

Phone (landline or mobile)

[Redacted]

Email \*

[Redacted]

Postal address

[Redacted]

Do you want to speak to your submission at the Council Hearing on 28 April 2026? \*

Yes  No

There will be the ability to present in person or remotely. If you select "Yes", we will contact you at the close of submissions to arrange your day and time.

Do you agree with the updated South Rangitata Reserve Management Plan?

Yes - I agree with the updated plan  No - I want changes made to the updated plan

Comments

Upload files here

Please only upload .pdf, .doc or .docx files. 5MB max per file.

Other attached files: Submission - Draft South Rangitata Reserve Management Plan (2026).pdf

### Privacy Statement

All submissions are public information and will be included on Council's website and/or in public documents located at Council offices and Libraries/Service Centres. This will include your name and, if applicable, the organisation you represent.

The contact information (phone number and/or email address and/or postal address) that you provide at the beginning of the submission will be accessible to Council staff and used only for submission administration purposes. It will not be made publicly available. However, the content of the remainder of your submission (including any private information and attachments that you provide) may not be redacted. Please contact us via [submission@timdc.govt.nz](mailto:submission@timdc.govt.nz) if you have any questions about this, before making your submission.

All information is held by Council in accordance with the Privacy Act 2020. You have the right to access and correct personal information. Nothing in this Privacy Statement overrides, or will prevent Council meeting its obligations under, the Local Government Official Information and Meetings Act 1987, or any other relevant legislation.

022

### **Submission on Draft South Rangitata Reserve Management Plan (2026)**

I have been a hut holder at South Rangitata Reserve since 2007 and appreciate the opportunity to submit on the Draft South Rangitata Reserve Management Plan ("the Plan").

This submission responds directly to the stated objectives and policies within the Draft Plan, and requests specific amendments to ensure the Plan better reflects the intent of the Reserves Act 1977 and the long-standing use of the reserve.

#### **TDC's requirements under the Act**

The following is from s41 (3) & s17 (2) c of the Reserve Act 1977 – I have highlighted parts which I believe are particularly relevant within the Act for the purposes of the management of the South Rangitata Reserve and the contents of the South Rangitata Reserve Management Plan.

##### 41 Management plans

(3) The management plan shall provide for and ensure the **use, enjoyment, maintenance, protection, and preservation**, as the case may require, and, to the extent that the administering body's resources permit, **the development, as appropriate, of the reserve for the purposes for which it is classified**, and shall incorporate and ensure compliance with the principles set out in section [17](#), section [18](#), section [19](#), section [20](#), section [21](#), section [22](#), or section [23](#), as the case may be, of this Act for a reserve of that classification.

##### 17 Recreation reserves

(2) It is hereby further declared that, having regard to the general purposes specified in subsection [\(1\)](#) of this section, every recreation reserve shall be so administered under the appropriate provisions of this Act that—

(c) Those qualities of the reserve which contribute **to the pleasantness, harmony, and cohesion of the natural environment and to the better use and enjoyment of the reserve shall be conserved:**

#### **1. Recognition of Hutting Community (Objectives 3.1, 3.8, 2.12)**

The Plan acknowledges:

- The reserve is used for recreation and accommodation
- Hut holders have made significant financial and personal investment

023

However, this recognition is **descriptive rather than embedded in policy direction**.

**Submission point:**

The Plan should explicitly recognise the hutting community as a **core and enduring component of the reserve's purpose**, not merely an existing use.

**Recommended addition:**

- Amend Objective 3.1 and 3.8 to clearly state that hutting is a **long-term, supported activity**, subject to safety considerations.

**Rationale:**

This aligns with Section 41 and Section 17 of the Act—ensuring “use and enjoyment” includes the established hutting community, not just general public access.

## 2. Tenure – Lack of Certainty (Policy 4.10)

Policy 4.10 currently:

- Provides for leases
- Allows non-renewal due to hazards
- Provides **no meaningful certainty of tenure**
- Explicitly allows removal of improvements without compensation

**This is the single biggest weakness in the Plan.**

**Submission point:**

The Plan should be amended to provide:

- A **minimum 10-year lease term**
- At least **one (preferably two) rights of renewal**
- Clear criteria for renewal decisions

**Rationale:**

Without tenure certainty:

- Investment will decline
- Hut quality will deteriorate
- The reserve's character will degrade

This directly undermines Objective 3.3 (maintenance standards) and 2.12 (recognition of investment).

## 3. Freeholding – Should Be Properly Evaluated

024

The current Plan does not address freeholding at all.

**Submission point:**

The Plan should include a policy requiring **formal evaluation of freeholding options**, including:

- Partial or staged freeholding
- Financial implications for Council
- Impacts on reserve values

**Rationale:**

Ignoring this option entirely is a gap. Even if ultimately rejected, it should be transparently assessed.

**4. Natural Hazard Approach – Too Passive (Objectives 3.10–3.12, Policy 4.5)**

The Plan:

- Acknowledges hazards and dynamic coastal processes
- Relies heavily on **managed retreat as the primary response**
- Does not meaningfully explore **active mitigation options**

**Submission point:**

The Plan should adopt a **more balanced hazard management approach**, including:

**(a) Recognition of River Mouth Management**

Evidence (including historic behaviour described in the Plan itself) shows the river mouth location significantly affects erosion and accretion patterns.

The Plan should:

- Acknowledge river mouth management as a **legitimate mitigation tool**
- Support coordination with Environment Canterbury

This aligns with the New Zealand Coastal Policy Statement 2010 (Policy 26 – natural defences).

*Policy 26: Natural defences against coastal hazards*

*(1) Provide where appropriate for the protection, restoration or enhancement of natural defences that protect coastal land uses,*

025

*or sites of significant biodiversity, cultural or historic heritage or geological value, from coastal hazards.*

*(2) Recognise that such natural defences include beaches, estuaries, wetlands, intertidal areas, coastal vegetation, dunes and barrier islands.*

### **(b) Add Active Mitigation to Policy 4.5**

#### **Recommended addition to Policy 4.5:**

- "Where practicable, natural processes and low-impact interventions (including river mouth management) will be used to reduce hazard risk before managed retreat is considered."

#### **Rationale:**

Current policy jumps too quickly to retreat without fully utilising lower-cost mitigation options.

### **5. Managed Retreat – Lacks Practical Pathway (Policy 4.5)**

The Plan:

- Identifies managed retreat
- Notes no cost-sharing mechanism exists

But provides **no workable alternative**.

#### **Submission point:**

The Plan should identify a **practical retreat pathway**, including:

- Investigation of **relocation sites west of the reserve** (noting adjacent ECan land is already referenced in Section 2.11)
- A framework for:
  - Relocation of huts
  - Lease transfer to new sites
  - Cost-sharing principles

#### **Rationale:**

Without this, "managed retreat" is effectively just loss of tenure.

### **6. Inconsistency Between Objectives and Policies**

There is a clear tension:

026

- Objective 3.8: retain hut sites where safe
- Policy 4.10: allows easy non-renewal and removal
- Policy 4.5: prioritises retreat

**Submission point:**

The Plan should be amended to ensure:

- **Retention is the default position**
- Retreat is a **last resort after mitigation is considered**

**7. Governance, Communication, and Transparency (Gap in Plan)**

The Plan is largely silent on:

- Engagement with hut holders
- Transparency of decision-making
- Financial accountability

**Submission point:**

Add a new policy section requiring:

- Regular engagement with South Rangitata Reserve Incorporated
- Transparent reporting on:
  - Lease revenue
  - Reserve expenditure
- A designated Council contact for reserve management

**Rationale:**

This is a practical, low-cost improvement that will materially improve outcomes.

**8. Long-Term Strategic Direction – Missing**

The Plan states it may not be reviewed for 10 years, yet:

- Provides limited long-term vision
- Relies heavily on reactive hazard responses

**Submission point:**

The Plan should include a **clear long-term intent**, such as:

- Supporting continuation of the hutting community where feasible
- Balancing environmental protection with historic use
- Maintaining the reserve's unique cultural and recreational character

027

**Conclusion**

The Draft Plan provides a solid descriptive foundation but is **overly conservative and risk-focused in its policy direction**, particularly regarding tenure and hazards.

With targeted amendments:

- Greater tenure certainty
- A balanced hazard management approach
- Clearer recognition of the hutting community
- Practical governance improvements

...the Plan can better align with the intent of the Reserves Act 1977 and support the continued success of South Rangitata Reserve which has existed for approximately 150 years into the future for the next 150 years.

028

## South Rangitata Reserve Management Plan (2026) Submission Form

First Name \*

Simon

Last Name \*

Rooney

Organisation (if applicable)

South Rangitata Reserve Inc.

Indicate here if you are formally submitting on behalf of an organisation. By doing so, you confirm that you have the authority to submit on behalf of the organisation.

Phone (landline or mobile)

[REDACTED]

Email \*

[REDACTED]

Postal address

[REDACTED]

Do you want to speak to your submission at the Council Hearing on 28 April 2026? \*

Yes  No

There will be the ability to present in person or remotely. If you select "Yes", we will contact you at the close of submissions to arrange your day and time.

Do you agree with the updated South Rangitata Reserve Management Plan?

Yes - I agree with the updated plan  No - I want changes made to the updated plan

Comments

Submission attached on behalf of the South Rangitata Reserve Incorporated.

Upload files here

Please only upload .pdf, .doc or .docx files. 5MB max per file.

Other attached files: South Rangitata Reserve Incorporated attachment.pdf

### Privacy Statement

All submissions are public information and will be included on Council's website and/or in public documents located at Council offices and Libraries/Service Centres. This will include your name and, if applicable, the organisation you represent.

The contact information (phone number and/or email address and/or postal address) that you provide at the beginning of the submission will be accessible to Council staff and used only for submission administration purposes. It will not be made publicly available. However, the content of the remainder of your submission (including any private information and attachments that you provide) may not be redacted. Please contact us via [submission@timdc.govt.nz](mailto:submission@timdc.govt.nz) if you have any questions about this, before making your submission.

All information is held by Council in accordance with the Privacy Act 2020. You have the right to access and correct personal information. Nothing in this Privacy Statement overrides, or will prevent Council meeting its obligations under, the Local Government Official Information and Meetings Act 1987, or any other relevant legislation.

029

The Chief Executive Officer,  
Timaru District Council,  
P O Box 520,  
Timaru.

Submission on the South Rangitata Reserve Management Plan – Consultation Draft

### **The plan**

Thank you for the opportunity to submit on the draft South Rangitata Reserve Management Plan.

This submission is made on behalf of South Rangitata Reserve Incorporated. The Society has 96 financial members and represents the majority of hut holders at the South Rangitata Reserve.

- We acknowledge the work the Timaru District Council has put into the draft plan and believe the plan has been carefully crafted to represent the interests of the various stakeholders in the reserve and the provisions of Section 41 of the Reserves Act 1977
- In submitting to the plan we are mindful of the provisions of Section 41 (4) The management plan shall provide for and ensure the use, enjoyment, maintenance, protection, and preservation, as the case may require, and, to the extent that the administering body's resources permit, the development, as appropriate, of the reserve for the purposes for which it is classified.

As a good landlord the Council has its limitations. There are occasions over the last ten years when the Council could have been more helpful and supportive in managing the reserve. The draft management plan avoids planning strategies around more difficult aspects. Throughout this submission there are points made in bold aimed at highlighting where we believe the plan is deficient.

- The plan as it is "fit for purpose" but as we say has its limitations. What the submission process does is gives us the opportunity to comment on a wide range of management issues at the reserve.

### **Preamble**

- The reserve is described as being in a 'developed state' and the plan goes on to describe the state. What the plan fails to do is to provide the relevance of the hut holder's financial contribution to the current developed state. Without this contribution there would be no infrastructure at the reserve or need for a plan.

### **Purpose**

- We believe to give the plan a financial perspective and to acknowledge the contribution of hut holders the plan should provide some assessment of hut holder contribution.
- Moving forward the relevance of the contribution is vital to the future of the reserve and in meeting the vested purpose of the reserve.

030

**History**

- The history of the reserve is reasonably described in the plan from the early days of Acclimatisation Society involvement to current administration by the Timaru District Council.
- Acclimatisation Societies have been absorbed by Fish and Game Councils and the importance of the reserve to them as a stakeholder should not be overlooked in the plan.
- Perhaps what is not so well described in the plan is the changes to accommodation from singled roomed shacks to todays well-appointed family holiday cottages.
- Initially the reserve provided accommodation for anglers, fishing mainly for salmon and trout at the river mouth. There has been a change to now a residence with amenities for families to socialise and enjoy a much wider range of outdoor recreation.
- The trend towards permanent residency also needs to be recognised. Further explanation could be provided under 2.13 of the plan.

**2.8 Geomorphology**

- It may add value to the plan in describing the river terraces that the risk of inundation diminishes progressively with the rise of the terraces in a southwest direction.

**2.9 Flora and Fauna**

- While in no way we would wanting to appear precious about our involvement at the reserve, we would like to think the efforts of those hut holders who assisted in planting the native plants at the reserve and spent countless hours in weeding and watering plants are acknowledged in the plan. Without their involvement there would be no plantings.
- We accept the plants fall under the ownership of the council. There is no harm though in the council encouraging ongoing plantings. Lease holders at the reserve would be happy to assist with plantings around the reserve and upkeep.

**2.11 Adjacent land Use.**

- The plan makes reference to the Rangitata River and the coastal environment and its significance to Tangata Whenua. Clearly access is important to them. Access through the reserve is also important to a wide community of people and to put the plan into perspective the value to them should also be recognised.
- *The Rangitata Conservation Order identified the national significance of the Rangitata River, and the hut settlement is an integral part of its recreational value.*

031

**2.13 Present Use**

- Reference is made in the plan to 113 huts at the reserve. The term huts could mean anything as the picture on page 12 of the plan depicts. A pile of branches put together as a shelter. The present-day investment in the so-called huts at the Rangitata is between \$15 and 20m and the present-day use is significantly different to the original one room hut.
- Arguably the word hut is an oxymoron.  
On one side of the argument is the fact that anything constructed at the reserve is temporary accommodation – a hut - because the Council cannot see their way clear to provide any length or certainty of tenure.  
On the other side of the argument the Council has an expectation that buildings must meet a building standard that carries with it say a fifty year life span and a price tag to match.  
In this lop-sided arrangement the hut owner takes all the risk and the Council none. This arrangement is unreasonable.  
  
Short term leases issued by the council are unreasonable and cannot be reconciled with the cost of building to standards which are based on longevity.
- Present day use is different to that explained by the Council in the plan. Out of the 113 sites at the reserve *perhaps up to thirty are now permanent residences*. During the winter months and given the cold weather residents are hunkered down giving the appearance of the reserve being deserted. The reserve however is accommodating 60 and perhaps up to 100 people at any time of the year. This is a cultural shift.
- The plan could also acknowledge the demise of the salmon and trout fisheries and the fact that the Kahawai and sea fishery now dominates. There has been a shift in recreational activity.

**2.14 Plan Hierarchy**

- It is accepted that the Reserve Management Plan must be consistent with plans that have a higher status. There is an issue of-course in that structures were in place long before the formulation of these high-level plans. Where 'existing use' fits in is open to conjecture! Making rules and endeavouring to backdate their application is not on which means existing use is therefore part of the hierarchy.

**3. Management Objectives.**

- The draft plan sets out an appropriate set of management objectives.
- The question we have is are there any financial objectives (including limitations not included in the plan?) Funding options including funding from rates and rents should not simply be taken as a matter of-course. They should form part of any plan. Commercial decisions are part of our way of life.

032

**4.1 Management policies.**

- Without the investment of hut holders (time and money) the council would have very little to manage at the reserve.
- We see the plan being prepared for the benefit of stakeholders at the reserve with hut owners being the major investor.
- As the major investor at the reserve, we would expect to be consulted in the management of the reserve.
- We would not wish to simply be captured by the plan.

**4.2 Bylaws**

- The current bylaws applying to Parks and Reserves in the Timaru District shall apply to the South Rangitata Reserve. The assumption is existing use is compatible with these bylaws. If not, what doesn't should be spelt out in the plan

**4.5 Natural Hazard Mitigation**

- In recent years there has been some inundation by the sea in low lying areas around the reserve. An initiative of the hut holders, and not the council was use a local contractor to build up the sea wall at its weakest point. This work has been helpful in reducing inundation
- Our experience would suggest the Council has no stomach in promoting flood protection. This is based on the experience of complete denial of any liability or support at the time of the overtopping. Sometimes a friendly word of support is reassuring. Our experience though is the Council would sooner run hundred miles than be seen promoting flood protection at the Rangitata Huts. We would however expect them to be part of and indeed promote a conversation about Natural Hazard Mitigation. Any plan should deal with this important issue. Our hope is that the council would have a positive attitude towards flood protection and mitigation and not roll out a line saying 'there is no money' or 'it is all too difficult given the consenting process'.
- River mouth opening and positioning is seen as a critical factor in preventing flooding at the reserve. We would expect the plan to promote a path that would cover 'terms of reference' in opening the river mouth and where costs would lie. River mouth opening helps mitigate the effects of artificial lower river flows caused through abstraction from the river.
- The plan covers the next ten years and during this time we would be hopeful that there will be no need for a managed retreat. This is seen as a measure of last resort and other options should be investigated and have priority.

**4.6 Services**

- The policy in the plan is to provide for infrastructure services to meet the needs of the Reserve users.
- For the Council to better understand the needs of users one of the aspirations in the plan should be a system of communication. Councillor Pye should confirm our efforts in recent years to establish lines of communication with the Council. Council activity is fragmented and to reach someone who has authority sometimes can be quite a mission.

033

- We look to the council especially in the aspect of services to appoint a council liaison person who has sufficient know how and authority to pick up on the needs of the reserve and advice how they may be best met.
- There should at all times be transparency regarding costs before the cost is incurred.

**Water Source / Drinking Water Supply**

Topic	Water source quality
Our position	Utilise the current bore, which sits on land outside of the Reserve.
Potential alternatives	Truck water in on a regular basis.
Rationale for our position relative to alternatives	<p>It is important to note that the bore is located on adjacent Crown land; it is a service provided, like electricity. Water supply rules and provision are evolving and are likely to be under the control of other entities. Liaison with Environment Canterbury and other parties will be helpful on this subject.</p> <p>The alternative to utilising this external water source and providing greater assurance on water quality would be to truck water in on a regular basis; however, it is deemed that this would be uneconomical and unnecessary at this time. Like other settlements in the district, water can be trucked in on an as-required basis.</p>

*Our position regarding drinking water supply is to keep the water tanks at the reserve and continue to supply water along with utilising the current bore . This will allow greater certainty and confidence for the health of all hut holders and in particular those who have young children , pregnant or have existing health issues . The lack of reporting on water Testing provided to hut holders is a matter that needs to be addressed.*

**Results of the water testing need to be regularly emailed to us from the Council, this should be provided each month to a nominated email address.**

- Some regional and council objectives are not complementary. For example permitting the indiscriminate discharge of faecal material to land and water from 1600 cows on the neighbouring farm – equivalent to sewerage from 20000 people (totally unmanaged) does not reconcile with the objective of providing healthy well water to residents at the reserve. The objective of providing clean water is a priority for human wellbeing. water to residents at the reserve.
- The objective in the plan must be to provide clean water for human consumption.
- The cost in mitigating the impact of council policy should not be a cost to hut holders with the provision of transported drinking water.

034

**4.10 Tenure**

- The current position is all hut sites are leased and unless there is good reason to cancel a lease tenure should rollover for a further term. The current wording does not provide any level of certainty or the confidence needed to expend large sums in maintaining properties.
- Before the annual rent is set for the sake of transparency and fairness the Council should disclose its annual budget for the reserve and how costs are recovered. We would expect to have some say in the costs that incurred. The view is held that the Council's financial reporting systems are archaic and this is the reason financial information is not being provided to hut holders.
- Implementation of a reserve plan should include a brief annual operational work plan which is disclosed to hut holders and other interested stakeholders. In our view one year follows another and disclosing the information will have a repetitive element to it so it is not a case of reinventing the wheel each year.

Topic	Lease tenure
<b>Our position</b>	To not manage this via the Draft RMP.
<b>Potential alternatives</b>	For Council to prepare a formal view on lease tenure and renewals, and include this in the Draft RMP.
<b>Rationale for our position relative to alternatives</b>	Council has not yet made a formal decision about the possibility of renewals, and the terms that may be attached if offered. This is a matter that requires additional consideration – separate to the timeframe of this RMP review -, as it comprises planning, climate change and financial elements. It will likely be a topic for the 2027-37 and 2030-40 Long Term Plans, which contain submission opportunities.  Additionally, to avoid duplication of documents, this is a matter best recorded in and managed by the leases themselves. The current leases expire in June 2028, with a right of renewal to June 2033. Non-compliance with lease provisions can result in the cancelling of the lease.

Our position and recommendation – The Lease tenure moves to a 10 year lease with a 10 year right of renewal.

**4.11 Temporary Accommodation**

- We would encourage caravans and motor homes to use the reserve.
- The implementation of the policy within the plan seems to us to be fair enough under current arrangements.
- The issue for us is that the plan freezes these arrangements for the next ten years with no provision for improvement or change.
- We would like to think implementation was proactive and there was provision in the plan for ways to improve the conditions for owners of caravans and campers at the reserve.

035

**4.14 Inappropriate Uses**

- Over the years there has been pressure on the reserve for uses that are seen as inappropriate.
- We would suggest that a council appointee inspects sites at the reserve, at least twice a year, and solely at the council's prerogative lessors who present a risk or are non-compliant in some way receive written notice to comply. On going non-compliance could be seen as a reason to forfeiture a lease.
- Our association will not act as policemen but may decide to point out to the council where they believe use is inappropriate.

**4.20 Litter**

- Members of our association are litter conscious and rarely is any litter found lying around the reserve which is kept in a clean condition.
- The cost of recycling and removing litter from the reserve is seen as a significant expense that is met by hut owners.
- Transparency regarding costs and ongoing education are seen as two steps in implementation that would be helpful.

**4.22 Fire**

- Many residents at the reserve see fire as the greatest risk to life and property.
- In implementing the fire policy we would hope that the Timaru District Council continues to maintain signage prohibiting open fires.
- We are not sure about the policy regarding water hydrants in that our understanding is most hydrants around the reserve have been removed.
- What is needed is Council support in promoting the use of our first response vehicle and an emergency response plan that includes an adequate permanent source of water
- The fire at the reserve prior to Christmas highlighted some shortcomings that should be addressed in a response strategy.

**4.23 Vegetation**

- There is room for more or replacement plantings at the reserve.
- Council contractors probably come with a price tag. Hut holders groups would offer to assist with any plantings.

**4.28 Buildings and structures (existing)**

- We see the real threat that implementation of the policy on building will be used as an excuse to remove the ablution block and kitchen in the camping ground. There is the possibility of repurposing this building and this possibility should be fully explored as part of this ten-year plan.
- Community funds were spent on the ablution block which is seen as a permanent structure, that can carry community benefit

036

**4.31 Children's Playground**

- The poor standard of the amenities in the children's playground is talked about as symbolic of the Council's attitude as landlords of the reserve,
- In the main playground other than the swing there is little else for a six year old to rave about.
- What happens is not only do children who reside at the reserve use the playground. Day people and visitors often stop at the playground so that children can have a breather and enjoy an open space.

*It is the South Rangitata Reserve Incorporated Society's position that both the Northern and Southern play grounds remain and are maintained by the council , currently the northern playground situated next to Hut 99 is maintained by Hut holders and they are happy to continue the day to day maintenance such as Lawn Mowing .*

*Playground Equipment - we would like to see this assessed for health and safety requirements and damaged equipment replaced. There should be a plan to update playground equipment to meet the needs of today .*

*Some of the playground equipment dates back to the early 90's.*

*Please find images attached of both the Northern Playground first followed by the Southern end reserve playground.*



037



038

**Camping Ground**

Topic	Motor Camp Sites
<b>Our position</b>	Only permit self-contained vehicles
<b>Potential alternatives</b>	Allow non-self-contained campers, if achievable.
<b>Rationale for our position relative to alternatives</b>	<p>Council made the decision to not permit non-self-contained campers when the current wastewater system failed and had reached its end of life. To be environmentally responsible, Council believes that a wastewater system would be required on-site if non-self-contained campers were to be allowed to reside.</p> <p>However, it is considered too expensive to install a new septic system due to the high water table and likely constant conditions (if one was granted at all). It was therefore decided to retain the camp sites for self-contained motor homes and caravans only, without on-site effluent disposal, as this is a more cost effective and environmentally responsible approach.</p>

**Our Position - Only permit self-contained vehicles but support the motor camp working group party and the camp ground submission's to install a dump station/ holding tank and the retainment of the ablution block in its current state**

The camping ground is an integral part of life at the South Rangitata reserve and the reserve benefits greatly from having a fully functional camping ground. Those staying at the camping ground contribute time and money in support of our annual fundraiser – the New Year's day Sports Day and Dog Show .

Local communities such as Temuka and Geraldine also benefit from having a functional camping group with visitors undertaking day trips to these towns to spend money at local restaurants and shops .

Having a dump station/ holding tank on site is crucial for those visitors wishing to stay longer than a few days , rather than having to travel into Temuka to the nearest dump station.

We would move that a dump station / holding tank is costed , and funding examined with NZMCA – New Zealand Motor Caravan Association , we feel this is a great middle ground to examine after the council has declined a new septic system

[New Zealand Motor Caravan Association](#)

We reserve the right to be heard on this submission.

South Rangitata Reserve Inc

Simon Rooney -Chairman, on behalf of the South Rangitata Reserve

Matthew Hall – Secretary



15th April 2026



040

## South Rangitata Reserve Management Plan (2026) Submission Form

First Name \*

Michael and Susan

Last Name \*

Spring

Organisation (if applicable)

Indicate here if you are formally submitting on behalf of an organisation. By doing so, you confirm that you have the authority to submit on behalf of the organisation.

Phone (landline or mobile)

[Redacted]

Email \*

[Redacted]

Postal address

[Redacted]

Do you want to speak to your submission at the Council Hearing on 28 April 2026? \*

Yes  No

There will be the ability to present in person or remotely. If you select "Yes", we will contact you at the close of submissions to arrange your day and time.

Do you agree with the updated South Rangitata Reserve Management Plan?

Yes - I agree with the updated plan  No - I want changes made to the updated plan

Comments

While the Reserve Management Plan (R.M.P) is thorough on the history of the reserve, but as R.M.P for the future running of the reserve, it lacks transparency by the council leaving out seven of the main topics that are at the heart of a R.M.P for the running of the reserve.

- 1) Opening the river mouth.
- 2) Creating a gutter along the frontage of the huts to the river mouth.
- 3) Reconsidering rules for hazard lines.
- 4) Permanent Residency.
- 5) Lease tenure
- 6) Financial disclosure
- 7) Planning, including Emergency Management.

As we are Hut Lease's, are we paying indirectly for the cost of getting this R.M.P. drawn up, if so, we are not getting value for our money.

Our Water drinking quality has been affected by the dairy Farms adjacent to the reserve.

The council along with Environment Canterbury is also not being transparent in not making available to the Public the weekly test results of the water bores that are located near the well that our water is pumped.

In summary of this South Rangitata Reserve Management Plan (R.M.P) The Council has failed to address the seven main topics that affect the successful running of the Reserve.

We agree to support the Submissions from the Rangitata Huts Holders Incorporated.

Upload files here

[File upload area] Browse

Please only upload .pdf, .doc or .docx files. 5MB max per file.

---

041

**Privacy Statement**

All submissions are public information and will be included on Council's website and/or in public documents located at Council offices and Libraries/Service Centres. This will include your name and, if applicable, the organisation you represent.

The contact information (phone number and/or email address and/or postal address) that you provide at the beginning of the submission will be accessible to Council staff and used only for submission administration purposes. It will not be made publicly available. However, the content of the remainder of your submission (including any private information and attachments that you provide) may not be redacted. Please contact us via [submission@timdc.govt.nz](mailto:submission@timdc.govt.nz) if you have any questions about this, before making your submission.

All information is held by Council in accordance with the Privacy Act 2020. You have the right to access and correct personal information. Nothing in this Privacy Statement overrides, or will prevent Council meeting its obligations under, the Local Government Official Information and Meetings Act 1987, or any other relevant legislation.

#### 8.4 Release of Public Excluded Items

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

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

##### **Recommendation**

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

1. Council – Item 13.1 Building Consent Authority Reform 10 December 2024
2. Directors and Trustees Appointment Committee - Item 9.3 Reappointment of Timaru District Holdings Limited Chairperson 23 September 2025

##### **Purpose of Report**

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

##### **Assessment of Significance**

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

##### **Discussion**

- 3 The following items have been released to the public and are available on the Timaru District Council website under the following links;
  - Council – Item 13.1 Building Consent Authority Reform 10 December 2024  
<https://www.timaru.govt.nz/council/council-and-committee-meetings/meeting-dates-calendar/council/2024/council-10.12.24>
  - Directors and Trustees Appointment Committee - Item 9.3 Reappointment of Timaru District Holdings Limited Chairperson 23 September 2025  
<https://www.timaru.govt.nz/council/council-and-committee-meetings/meeting-dates-calendar/directors-and-trustee-appointment-subcommittee/2025/directors-and-trustees-committee-meeting-23.09.25>

##### **Attachments**

Nil

## 8.5 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 9 items on the actions register.
- 5 6 items are marked as ongoing.
- 6 1 item is marked as completed, and is 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

<b>Information Requested:</b>	Investigate Subcontracting Across Council		
<b>Date Raised:</b>	12 December 2023	<b>Status:</b>	Complete
<b>Issue Owner:</b>	General Manager Land Transport	<b>Due Date:</b>	<b>Completed Date:</b> March 2026
<p><b>Background:</b> 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><b>March 2024 Update:</b> 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><b>May 2024 Update:</b> 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><b>July 2024 Update:</b> 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><b>August 2024 Update:</b> Request for a road map to come back to Council.</p> <p><b>September 2024 Update:</b> 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><b>October 2024 Update:</b> 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 an 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.

**27 January 2026 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.

**February 2026 Update:** Due to the timing of receiving the draft review, the report for this will now be presented to the March 2026 Council Meeting.

**March 2026 Update:** The report for this is being presented to the March 2026 Council Meeting. This action can now be closed.

This item was closed at the 31 March 2026 Council Meeting.

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

#1595414

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

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

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

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

**December 2024 Update:** Further investigation is underway connected to the action above 'Investigate Suncontracting Across Council' and a report will be brought to Council on 4<sup>th</sup> 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 4<sup>th</sup> 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 bought to a Council in due course. Officers are currently reviewing cleaning service delivery.

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

#1595414

**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.

**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.

**27 January 2026 Council Meeting:** The Mayor will take this offline and speak with the Chief Executive regarding opportunities and how to progress with this action.

<b>Information Requested</b>	Vertical Infrastructure Maintenance Report (Quarterly)				
<b>Date Raised:</b>	22 October 2024			<b>Status:</b>	Ongoing
<b>Issue Owner:</b>	Chief Executive/ General Manager Assets and Infrastructure	<b>Due Date:</b>	4 February 2025	<b>Completed Date:</b>	20/03/2025
<b>Background:</b> 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.					
<b>December 2024 Update:</b> Report on progress will be presented to Council on 4 February 2025.					
<b>January 2025 Update:</b> The report is in draft pending discussion internally and will be reported on at the 4 <sup>th</sup> March 2025 meeting.					

#1595414

**February 2025 Update:** Officers are still waiting on information to be able to provide an accurate report to Council. It is anticipated to have this work ready to present at the 1 April meeting.

**March 2025/April 2025 Update:** This information is included in the quarterly financials that come to Council. This action is also linked with the work that has been completed on Small trades and is being investigated to streamline and update an internal process for a procure to pay system that works with a preferred contractor list available in the Esker system. All requests for maintenance will go via a JIRA request and triaged so that only the preferred contractor list can be utilised, the correct coding is allocated to the request and department budgets. A procure to pay system will then allow for better auditing of the invoice as it tracks back through the financial system before payment is released. This action could be closed out.

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

**May 2025 Update:** Further reporting on this issue will be via the CFO in quarterly reports as normal that are brought to Council.

**6 May 2025 Council Meeting:** It is advised the commentary in the action is not what the councillors have requested. It is advised they want an update of vertical assets that do not have maintenance programmes, and what should be in budgets to maintain the buildings.

**June 2025 Update:** This information has started to be gathered, but an indication of timeframe to provide to Council is not possible yet. This may take some time to work through but Council will be kept informed on progress.

**3 June 2025 Council Meeting:** Discussion included the vertical maintenance information could be presented in two to three months and the addition of Earthquake 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.

**27 January 2026 Council Meeting:** Council requested officers provide a date of when the work will be completed and a report returned to Council.

#1595414

**March 2026 update:** A draft asset inventory on land and buildings owned by Council has been prepared and is in the process of review and validation. At a high level Council owns 1,199 land parcels that includes parks and reserve land. The total area of land is 14,920 hectares being 5.46% of the total district land area. Based on the Quotable Value 2025 rating valuation the Land Value is \$968.38 million and the Capital Value is \$2.441 billion. The asset and condition data is being populated in INFOR asset management system. This system is also used by Waste and 3Waters. The data and analysis will inform the Asset Management Plans development with a draft expected to be completed in May 2026.

**31 March 2026 Council Meeting:** It was noted that Council has a large land ownership of rateable properties. It was requested that as part of this action, it is identified, which properties are returning an income, and which properties we are not returning an income and expenditure across those assets.

<b>Information Requested</b>	South Rangitata Reserve Management Plan		
<b>Date Raised:</b>	17 June 2025	<b>Status:</b>	In progress
<b>Issue Owner</b>	General Manager Assets and Infrastructure	<b>Completed Date:</b>	
<p><b>Background:</b> 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.</p> <p><b>24 November 2025:</b> This action was moved from the previous Infrastructure Committee Action Register to the Council Action Register</p> <p><b>January 2026 Update:</b> 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.</p> <p><b>March 2026 Update:</b> Public consultation opened on 13 February 2026 and closed 19 April 2026. Two submissions were received. Next steps are a Hearings report to be presented to the Council meeting on 28 April 2026 with a deliberations and decisions report for the 26 May 2026 Council meeting.</p> <p><b>April 2026 Update:</b> Eleven submissions were received. The submissions and hearings are presented in a report to this April Council meeting with deliberations and decisions report for the May 2016 Council meeting.</p>			

#1595414

<b>Information Requested</b>	Policy update for the assessment of bequests for collections at the Aigantighe Art Gallery		
<b>Date Raised:</b>	30 July 2024	<b>Status:</b>	Complete
<b>Issue Owner</b>	General Manager Gallery Libraries Archives and Museum	<b>Completed Date:</b>	April 2026
<p><b>Background:</b> 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.</p> <p><b>Update: 25 September 2024:</b> 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.</p> <p>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.</p> <p><b>Update: 30 January 2025:</b> 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.</p> <p><b>Update: 9 April 2025:</b> No further update until the Code of Ethics is updated in June 2025.</p> <p><b>Update: 5 June 2025:</b> No further update until the Code of Ethics is updated in June 2025</p> <p><b>Update: 13 August 2025:</b> 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 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.</p> <p><b>Update: 19 August 2025:</b> A report is to be presented to the next Community Services meeting to show recommended changed to the operating model.</p> <p><b>24 November 2025 Update:</b> This action was moved from the previous Community Services Committee Action Register to the Council Action Register</p>			

#1595414

**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.

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

**March 2026 Update:** The report and draft of the updated policy have been moved by the Chief Executive to the next Council Meeting due to the size of the agenda and to allow this report to be heard in conjunction with another report.

**April 2026 Update:** This report is included in the agenda for the 28 April 2026 meeting. This action is complete and can now be closed.

<b>Information Requested</b>	District Pools Single Shift Consultation		
<b>Date Raised:</b>	19 August 2025	<b>Status:</b>	Ongoing
<b>Issue Owner</b>	General Manager Recreation Facilities	<b>Completed Date:</b>	
<p><b>Background:</b> 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.</p> <p><b>24 November 2025: This action was moved from the previous Community Services Committee Action Register to the Council Action Register</b></p> <p><b>January 2026 Update:</b> At the Community Services Committee meeting on August 19<sup>th</sup> 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.</p> <p><b>27 January 2026 Council Meeting:</b> Discussion included the Cbay 50m outdoor pool and data collection methods that could be use to ascertain accurate figures of usage. It was noted the Mayor will have a discussion with the General Manager Recreation Facilities offline.</p>			

#1595414

<b>Information Requested</b>	Chrome Platers Building			
<b>Date Raised:</b>	19 November 2024	<b>Status:</b>	In Progress	
<b>Issue Owner</b>	General Manager Assets and Infrastructure	<b>Due Date:</b>		<b>Completed Date:</b>

**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.

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

#1595414

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

<b>Information Requested:</b>	Endowment Land Funds Information Report				
<b>Date Raised:</b>	17 June 2025			<b>Status:</b>	Complete
<b>Issue Owner:</b>	General Manager Corporate / General Manager Assets and Infrastructure	<b>Due Date:</b>	31 March 2026	<b>Completed Date:</b>	March 2026

**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 the March council meeting.

March 2026 Update: A report has been prepared and is being presented at this meeting on 31 March. The action is complete and can be closed.

This item was closed at the 31 March 2026 Council Meeting.

#1595414

<b>Information Requested</b>	Repayment of TDHL Loans Report			
<b>Date Raised:</b>	31 March 2026	<b>Status:</b>		
<b>Issue Owner</b>	Chief Financial Officer	<b>Due Date:</b>		<b>Completed Date:</b>
<p><b>Background:</b> Councillors requested that Council Officers bring a report to Council to facilitate the repayment of Debt from TDHL for consideration.</p> <p><b>April 2026 Update:</b> Officers are currently in the process of finding out what is required. The agreement states that 'The Borrower may prepay the whole of any Advance (or any part thereof) upon giving to the Council not less than 5 Business Days' prior notice in writing'. For TDHL to be able to borrow the funds required, the uncalled capital that TDC provides will need to be increased to cover this. Officers are in the process of finding out how this is to be done.</p>				

#1595414

**8.6 Decision on Membership of Local Government New Zealand (LGNZ) for the period 01 April 2026 to 31 March 2027**

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

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

**Recommendation**

That Council:

1. Considers and agrees its decision on membership of Local Government New Zealand (LGNZ) for the period 01 April 2026 to 31 March 2027; and
2. Delegates to the Mayor the responsibility to advise LGNZ of the decision to retain or withdraw from membership.

**Purpose of Report**

- 1 This report is to seek Council's decision on renewing the membership of Local Government New Zealand (LGNZ) for the coming year.

**Assessment of Significance**

- 2 In terms of Council's Significance and Engagement Policy, this matter is of low significance as it does not affect levels of service, strategic assets directly, or rates.

**Background**

- 3 LGNZ is a membership body established in 1988 to represent councils and to lead best practice in the local government sector.
- 4 LGNZ's priorities are focused on; Inclusion in ensuring everyone is able to participate in the local government process; Advocacy in championing local communities and influencing central government; Building capability for councils providing development opportunities; and connecting people across local government networks.
- 5 Council has been a member of LGNZ with the exception of the period 4 October 2021 to 8 November 2022.

**Discussion**

- 6 At the Council Meeting on 04 March 2025, it was resolved (Resolution 2025/27) that Timaru District Council renew its membership of LGNZ.
- 7 The annual membership subscription for the year 01 April 2025 to 31 March 2026 was \$73,905.83. The membership fee for the year 01 April 2026 to 31 March 2027 is \$76,196.91 and is based on Council's population base, with an adjustment for inflation.
- 8 Council has assessed LGNZ's learning and development hub for policy advice, induction training and development of elected members.

**Options and Preferred Option**

- 9 The Council has the option of either remaining a member of LGNZ or withdrawing its membership.
- 10 Consideration around withdrawing would need to factor options for professional development and networking opportunities including the regional forum and the LGNZ Annual Conference, which Elected Members are asked to consider in their deliberations.
- 11 Elected Members are requested to debate and confirm their preferred option, including options for training and development.

**Consultation**

- 12 There is no consultation required for this decision.

**Relevant Legislation, Council Policy and Plans**

- 13 There are no relevant legislation, council policy or plans associated with this decision.

**Financial and Funding Implications**

- 14 Membership has been budgeted for in the Long Term Plan 2024/34.

**Other Considerations**

- 15 There are no other considerations.

**Attachments**

**Nil**

**8.7 Community Funding Subcommittee - Recommendations for Funding**

**Author:** Naomi Scott, Community Partnership Support Officer

**Authoriser:** Jessica Hurst, Community Partnership Team Leader

**Recommendation**

That Council:

1. Receives and notes the Community Funding Subcommittee - Recommendations for Funding report;
2. Approves the Community Funding Subcommittee recommendations as follows:

**Community Development**

Application No.	Applicant	Project	Amount	Recommendation
Application 1	Sutherlands Hall Social Committee	Complete interior renovations of hall and kitchen	\$15,000.00	\$4,000.00
Application 2	The South Island (Te Waipounamu) Branch of the Muscular Dystrophy Association of New Zealand Incorporated	Opportunity to Impact - In-home Fieldwork Programme	\$4,000.00	Decline
Application 3	Temuka Menzshed	Securement of funding for main running costs	\$2,136.49	\$1,000.00
Application 4	Momentum Charitable Trust	Life and Financial Skills Programmes Supporting Reintegration for Timaru Residents	\$10,020.00	Decline
Application 5	South Canterbury Multiple Sclerosis Society Inc	South Canterbury MS Headquarters Rental	\$5,949.12	\$3,500.00

Application 6	Centrecare Counselling - Sam Roebeck	Counselling - Timaru	\$5,553.84	\$2,000.00
Application 7	South Canterbury Neighbourhood Support	Ongoing Community Services / Operating Costs	\$10,000.00	\$5,000.00
Application 8	Stopping Violence South Canterbury	Timaru District Adult and Youth Violence Prevention Services	\$10,000.00	\$3,000.00
Application 9	Age Concern	Venue Hire for Friday Club	\$6,000.00	\$4,000.00
Application 10	Sea Cleaners Trust	Timaru District waterway and coastal clean-up programme	\$30,000.00	Decline
Application 11	Food Rescue Aoraki Trust	Operational project- Rent	\$10,000.00	\$5,000.00
Application 12	ME/CFS Canterbury West Coast	Annual Support and Outreach Programme	\$7,500.00	\$1,000.00
Application 13	The NZ Raptor Trust	Kitchen/Bird Food Prep Fitout for new Falcon Facility	\$12,175.46	Decline
Application 14	Timaru Bowling Club Inc	New Bowling Turf	\$30,000.00	Decline
Application 15	Presbyterian Support Services South Canterbury Incorporated	Fit for purpose fit-out for our Foodbank	\$12,400.00	Decline
Application 16	The CanInspire Charitable Trust	CanBead Timaru Creative Therapy	\$3,000.00	\$1,500.00
Application 17	South Canterbury Chamber of Commerce	South Canterbury Website	\$4,500.00	Decline

Application 18	Citizens Advice Bureau	Operational Costs - Including Rent	\$10,000.00	\$4,000.00
Application 19	Geraldine District Free Kindergarten	New Purpose-Built Early Childhood Education Centre	\$25,000.00	\$5,000.00
Application 20	Temuka RSA Incorporated	Lighting Refurbishment	\$1,500.00	\$1,500.00
Application 21	Plunket	Plunket Timaru Services	\$10,000.00	\$3,000.00
Application 22	Gloriavale Leavers Support Trust	Gloriavale Leavers Support	\$5,000.00	\$2,000.00
Application 23	Social Services Council of the Diocese of Christchurch	Anglican Advocacy South Canterbury	\$6,900.00	\$2,000.00
			<b>\$236,634.91</b>	

**Community Local Events**

Application No.	Applicant	Event	Amount	Recommendation
Application 24	Timaru Harrier Club	Timaru Ten	\$10,000.00	\$2,000.00
Application 25	Te Aitarakihi	Matariki 2026	\$4,000.00	Decline
Application 26	Winchester Rodeo Club	Fencing for new bank extension	\$7,182.25	Decline
Application 27	Pasifika O Aoraki	Pasifika & Multicultural Community Volleyball Festival	\$6,000.00	\$1,000.00
Application 28	Green Hayes Emporium	Temuka Thrifty Catwalk	\$4,300.00	Decline
Application 29	South Canterbury Neighbourhood Support	The Amazing Neighbourhood Race	\$5,000.00	\$3,500.00
			<b>\$42,915.25</b>	<b>\$54,000.00</b>

**Purpose of Report**

- 1 To present recommendations from the Community Funding Subcommittee Meeting held on 21 April 2026, for Council to consider for approval.

**Assessment of Significance**

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

**Background**

- 3 Round two of the Community Funding Subcommittee meetings was held on 21 April 2026 to consider funding request applications.
- 4 Recommendations were previously submitted to the Community Services Committee.

**Options and Preferred Option**

- 5 The options are:
  - Option 1 - Approve all the sub-committee recommendations as per the below Table 1, *Applications from Community Funding Subcommittee Meeting 21 April 2026*. This is the preferred option.
  - Option 2 – Decline some or all of the recommendations, citing the reasons for the changes; with altered, reduced or no grants paid.

**Community Development**

Application No.	Applicant	Project	Amount	Recommendation
Application 1	Sutherlands Hall Social Committee	Complete interior renovations of hall and kitchen	\$15,000.00	\$4,000.00
Application 2	The South Island (Te Waipounamu) Branch of the Muscular Dystrophy Association of New Zealand Incorporated	Opportunity to Impact - In-home Fieldwork Programme	\$4,000.00	Decline
Application 3	Temuka Menzshed	Securement of funding for main running costs	\$2,136.49	\$1,000.00
Application 4	Momentum Charitable Trust	Life and Financial Skills Programmes Supporting Reintegration for Timaru Residents	\$10,020.00	Decline
Application 5	South Canterbury Multiple Sclerosis Society Inc	South Canterbury MS Headquarters Rental	\$5,949.12	\$3,500.00
Application 6	Centrecare Counselling - Sam Roebeck	Counselling - Timaru	\$5,553.84	\$2,000.00
Application 7	South Canterbury Neighbourhood Support	Ongoing Community Services / Operating Costs	\$10,000.00	\$5,000.00
Application 8	Stopping Violence South Canterbury	Timaru District Adult and Youth Violence Prevention Services	\$10,000.00	\$3,000.00
Application 9	Age Concern	Venue Hire for Friday Club	\$6,000.00	\$4,000.00
Application 10	Sea Cleaners Trust	Timaru District waterway and	\$30,000.00	Decline

		coastal clean-up programme		
Application 11	Food Rescue Aoraki Trust	Operational project-Rent	\$10,000.00	\$5,000.00
Application 12	ME/CFS Canterbury West Coast	Annual Support and Outreach Programme	\$7,500.00	\$1,000.00
Application 13	The NZ Raptor Trust	Kitchen/Bird Food Prep Fitout for new Falcon Facility	\$12,175.46	Decline
Application 14	Timaru Bowling Club Inc	New Bowling Turf	\$30,000.00	Decline
Application 15	Presbyterian Support Services South Canterbury Incorporated	Fit for purpose fit-out for our Foodbank	\$12,400.00	Decline
Application 16	The CanInspire Charitable Trust	CanBead Timaru Creative Therapy	\$3,000.00	\$1,500.00
Application 17	South Canterbury Chamber of Commerce	South Canterbury Website	\$4,500.00	Decline
Application 18	Citizens Advice Bureau	Operational Costs - Including Rent	\$10,000.00	\$4,000.00
Application 19	Geraldine District Free Kindergarten	New Purpose-Built Early Childhood Education Centre	\$25,000.00	\$5,000.00
Application 20	Temuka RSA Incorporated	Lighting Refurbishment	\$1,500.00	\$1,500.00
Application 21	Plunket	Plunket Timaru Services	\$10,000.00	\$3,000.00
Application 22	Gloriavale Leavers Support Trust	Gloriavale Leavers Support	\$5,000.00	\$2,000.00
Application 23	Social Services Council of the Diocese of Christchurch	Anglican Advocacy South Canterbury	\$6,900.00	\$2,000.00

			<b>\$236,634.91</b>	
--	--	--	---------------------	--

**Community Local Events**

Application No.	Applicant	Event	Amount	Recommendation
Application 24	Timaru Harrier Club	Timaru Ten	\$10,000.00	\$2,000.00
Application 25	Te Aitarakihi	Matariki 2026	\$4,000.00	Decline
Application 26	Winchester Rodeo Club	Fencing for new bank extension	\$7,182.25	Decline
Application 27	Pasifika O Aoraki	Pasifika & Multicultural Community Volleyball Festival	\$6,000.00	\$1,000.00
Application 28	Green Hayes Emporium	Temuka Thrifty Catwalk	\$4,300.00	Decline
Application 29	South Canterbury Neighbourhood Support	The Amazing Neighbourhood Race	\$5,000.00	\$3,500.00
			<b>\$42,915.25</b>	<b>\$54,000.00</b>

**Consultation**

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

**Relevant Legislation, Council Policy and Plans**

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

**Financial and Funding Implications**

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

**Other Considerations**

9 There are no other considerations.

**Attachments**

Nil

**8.8 Temuka Stadium Upgrade - Reallocation of Funding****Author:** Diane Miller, Property Team Leader**Authoriser:** Andrew Dixon, General Manager Assets and Infrastructure**Recommendation**

That Council:

1. Approves reallocating \$250,000 capital funding from the 2025/26 budget for EQC strengthening to fund Stadium renewals.
2. Approves proceeding with Option 1 – Full Roof Replacement and replace Heating Ventilation and Air Conditioning (HVAC) system in the lounge, funded through the above budget reallocation and approve an additional \$142,000 expenditure to fund these high priority renewals.

**Purpose of Report**

- 1 To request the reallocation of funding currently allocated to Earthquake strengthening upgrades that is no longer required to a high priority roof replacement and Heating Ventilation and Air Conditioning (HVAC) renewals at the Temuka Stadium as recommend by the Temuka Community Board.

**Assessment of Significance**

- 2 This matter is considered of low significance in terms of the Timaru District Council Significance and Engagement Policy as this was programmed renewal work. It is noted that there is local Temuka community interest as the facility is widely used by various community and sporting groups.

**Background**

- 3 An Initial Seismic Investigation of the Temuka Sports Stadium a number of years ago indicated that the building was potentially earthquake prone. On this basis \$250K capex funding was provided in the 2025/26 Annual Plan for strengthening work.
- 4 A detailed seismic investigation (DSA) was completed in September 2025. This confirmed that the building is not earthquake prone and was rated above 66 percent. There were some minor structural improvements recommended in the report that have been completed.
- 5 A report was presented to the Temuka Community Board on 16 February 2026 (attachment 1) detailing the condition of the stadium and recommendations of renewals that should be undertaken that included the roof and heating/ventilation system.
- 6 Roof leaks first reported on 28 June 2022 and temporary patch repairs have not resolved the problem. Recent inspections indicate worsening flashing failures, deteriorated roof fixings, and evidence of internal water damage.
- 7 Water ingress from condensation is creating puddles of water on the stadium floor, causing Health and Safety concerns for the users and internal asset deterioration.

- 8 The roof has been assessed to be at the end of its serviceable life, and remedial repairs are no longer cost-effective.

### Discussion

- 9 There is an opportunity to reallocate current approved funding for the earthquake strengthening that is no longer required to complete the outstanding priority building renewal items that will better meet the needs of the community.
- 10 At the Temuka Community Board meeting on 16 February 2026, the board considered the Temuka Stadium condition and upgrades that have been recommended. The board agreed that the roof renewal is the first priority followed by replacement of the HVAC system to a more efficient source of heating subject to funding availability. The Temuka Community Board resolutions was:

#### *Resolution 2026/205*

*Moved: Cllr Scott Shannon*

*Seconded: Nicola Nimo*

*That the Temuka Community Board:*

- 1. Receive and note the Temuka Stadium Building Condition Status Report; and*
- 2. Recommend to Council that the approved 2025/26 capital funding for the Temuka Stadium strengthening of \$250,000 be reallocated to complete upgrades to the stadium.*

#### ***Carried***

- 11 This was supported by a building condition report (Attachment 1) that identified a number of deficiencies. The key priorities were the building roof and HVAC that are both at the end of their useful life and should be replaced.
- 12 The poor condition of the roof is resulting in roof moisture issues. The consequences of this are:
- 12.1 Condensation forms on the underside of the roof cladding and travels to horizontal joints, where it accumulates and drips onto the floor which creates health and safety concerns like slip hazard.
  - 12.2 This results in linear drip patterns along the building's length.
  - 12.3 The root cause is the roof design. A full reroof with correctly installed flashings and sealed penetrations is highly recommended. The condition of the roof leaking is getting worse with areas thinning and rust appearing.
- 13 With the HVAC also being at the end of useful life renewal recommendations are as follows:
- 13.1 The heater in the lounge should be replaced with a suitable more efficient heat pump unit(s).

### Options and Preferred Option

- 14 There are three options to be considered.
- 15 **Option 1 (preferred option):** is to reallocate the funding in the current Annual Plan budget for earthquake strengthening to partially fund Full Roof Replacement (with insulation upgrade

and compliant flashings) and replace the current HVAC in lounge. Based on a quotation the estimated cost of this work is \$392,000.00, which allows for a 20% contingency and project management.

- *Pros:* Addresses root cause; restores asset performance; enables warranty; improves energy efficiency and indoor environment; reduces reactive maintenance.
- *Cons:* Higher upfront capex; requires temporary closure and programme management.

16 Option 2: is to reallocate the funding in the current Annual Plan budget for earthquake strengthening to undertake Interim Remedial Repairs (targeted patching, flashing replacements, temporary membranes)

- *Pros:* Reduces immediate ingress; spreads capex over time; may stabilise risk short term.
- *Cons:* May not address root cause if roof is at end of life; repeated access costs; limited warranty; potential duplication of spend.

17 Option 3: is to acknowledge the financial saving in the current financial year with the strengthening work no longer required and defer the roof replacement.

- *Pros:* No immediate capital outlay.
- *Cons:* Escalating damage, higher operating/reactive costs, increased H&S and compliance risk, potential insurance issues, reputational impact.

**Consultation**

18 This matter is related to asset management of the stadium and lifecycle renewals therefore consultation is not required.

**Relevant Legislation, Council Policy and Plans**

19 Timaru District Council Annual Plan 2025-26

20 Building Act 2004

**Financial and Funding Implications**

21 Depending on which option is taken depends on if there will be financial or funding implications. Some of the money has already been allocated for EQC repairs we are asking for this money to be reallocated and if option one is taken then we will be asking for the remaining amount.

**Amount Requested:** \$250,000 (reallocated) plus \$142,00 unbudgeted funding (if option one chosen)

**Capital Expenditure:** \$392,000

Is the proposed expenditure: Budgeted  and Unbudgeted

Is a budget reallocation required? Yes  No

What budget is the proposed expenditure being reallocated from: EQC Strengthening

<b>Budget Reallocation</b>	Year 1	Year 2	Year 3
----------------------------	--------	--------	--------

Amount	\$250,000	\$0.00	\$0.00
Ongoing Expenditure	\$0.00	\$	\$

**Amount Requested:** \$142,000

**Capital Expenditure:** \$142,000

**Operational Expenditure:** \$reduced

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



<b>Loan Funded</b>	Year 1	Year 2	Year 3
Loan Amount	\$142,000.00	\$	\$
Annual Interest Rate	4%	%	%
Annual Interest	\$5,680.00	\$	\$
Ongoing Expenditure	\$0	\$	\$

**Other Considerations**

22 Failure to address the leaking roof in a timely manner will likely lead to:

- Accelerated deterioration of structural elements (rafters, trusses, purlins, ceiling battens).
- Degradation of thermal performance and indoor environmental quality.
- Elevated health and safety risks to users and contractors.
- Increased future costs (reactive works, replacement of damaged interiors and plant, pest remediation).
- Potential non-compliance with council’s obligations (building, health and safety, and tenancy where applicable).

**Attachments**

1. **Temuka Community Board Report Temuka Stadium Building Condition Status 16 February 2026** [↓](#) 
2. **Milward Finlay Lobb detailed seismic assessment report** [↓](#) 

**9.5 Temuka Stadium Building Condition Status**

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

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

**Recommendation**

That the Temuka Community Board:

1. Receive and note the Temuka Stadium Building Condition Status Report; and
2. Recommend to Council that the approved 2025/26 capital funding for the Temuka Stadium strengthening of \$250,000 be reallocated to complete upgrades to the stadium.

**Purpose of Report**

This report is to update the Temuka Community Board Members on the Building Condition status of the Temuka Stadium in respect to outstanding maintenance items and the Detailed Seismic Assessment.

**Assessment of Significance**

- 1 This matter is considered of low significance in terms of the Timaru District Council Significance and Engagement Policy as this is programmed renewal work. It is noted that there is some community interest as the facility is widely used by various community and sporting groups.

**Background**

- 2 In August 2024, Timaru District Council commissioned Structex Consultants to undertake an Initial Seismic Assessment (ISA) of the Temuka Stadium building. This ISA report indicated that the Stadium building was potentially earthquake prone.
- 3 On this basis a Detailed Seismic Assessment (DSA) was commissioned to understand the seismic weaknesses and mitigation measures. The DSA was prepared by Milward Finlay Lobb Engineering Consultants (Attachment 1). The detailed assessment report concluded that the existing Stadium had a NBS (National Building Standard) rating of 67% with a recommendation to install two diagonal steel braces in the main gymnasium hall at a cost of \$9,000 ex GST.
- 4 The NBS of 67% deems the building is not earthquake prone and strengthening work is not required. It should be noted that this is based on the assumption that the building is not a critical structure such as a Civil Defence command centre.
- 5 Although the Stadium is now not an earthquake Prone building and does not require major strengthening the funding allocated for this work is no longer required.
- 6 Also prepared in 2024 was a building assessment prepared by WT Consultants (Attachment 2). This report identified renewal projects that are recommended to be undertaken in the short term to extend the useful life and improve the level of service currently provided.

**Discussion**

- 7 There is an opportunity to reallocate current approved funding for the earthquake strengthening that is no longer required to complete the outstanding building renewal items.
- 8 The key renewal projects identified, and the recommendations are outlined in the following paragraphs. These key findings were identified by our Facilities Maintenance Officer after looking through repair notifications/comments from stadium users that have been lodged and by visiting the site.
- 9 **Roof moisture issues**
  - 9.1 Condensation forms on the underside of the roof cladding and travels to horizontal joints, where it accumulates and drips onto the floor.
  - 9.2 This results in linear drip patterns along the building's length.
  - 9.3 The root cause is the roof design. A full reroof with correctly installed flashings and sealed penetrations is **highly recommended**. The condition of the roof leaking is getting worse with areas thinning and rust appearing.
- 10 **Hot water cylinders**
  - 10.1 The building has four large-capacity cylinders, two of which are currently non-functional or removed.
  - 10.2 Hard town water significantly reduces the lifespan of cylinders and elements.
  - 10.3 Options include replacing cylinders or switching to a gas-fed system, though this would involve substantial installation and operational costs.
- 11 **Asbestos**
  - 11.1 An asbestos assessment has been undertaken for the Temuka Stadium (Attachment 3). Asbestos has been identified in the vinyl flooring of the toilets and players' tunnel. This is not considered a hazard and there is no requirement to remove this until it is potentially disturbed such as during construction work in the vicinity.
  - 11.2 Removal and replacement will be included in any construction scope.
- 12 **HVAC (Heating Ventilation & Air Conditioning)**
  - 12.1 The heater in the function room should be replaced with a suitable more efficient heat pump unit/s.
- 13 **Ceiling fixtures and basketball hoops**
  - 13.1 Miscellaneous ceiling items in the main hall will be removed
  - 13.2 The two fixed basketball hoops, identified as health and safety risks, will be replaced with portable ground units.
  - 13.3 This will allow flexible positioning and full use of the gym space for various sporting codes.
- 14 **Ramp access**
  - 14.1 The external ramp will be removed due to non-compliance with building regulations and obstruction of the Alpine substation.
  - 14.2 The internal stairwell meets accessibility requirements and ensures compliance.

**15 Other items**

- 15.1 Previously community groups have highlighted several items in need of remediation notably the painted lines of the basketball court. The court dimensions are approximately 8cm too short and 10cm too narrow compared to regulation standards required for competition.
- 15.2 To correct this, the clear coat on the entire floor would need to be removed to allow for repainting of the lines.
- 15.3 Indicative costs for this work are estimated at around \$30,000 ex GST. While it may be convenient to address this during major construction phase, the cost may be prohibitive.
- 15.4 Other issues included the ceiling mounted basketball hoops however this will be rectified with their removal and replacement with floor mounted systems.

**Options and Preferred Option**

- 16 There are Two options available.
- 17 **Option 1 (preferred option):** is to reallocate the funding in the current Annual Plan budget for earthquake strengthening to undertaking some of the renewal projects required on the Stadium.
- 18 **Option 2:** is to acknowledge the financial saving in the current financial year with the strengthening work no longer required.

**Consultation**

- 19 This matter is related to asset management of the stadium and lifecycle renewals therefore consultation is not required.

**Relevant Legislation, Council Policy and Plans**

- 20 Timaru District Council Annual Plan 2025-26
- 21 Building Act 2004

**Financial and Funding Implications**

- 22 The costs of key renewal projects are summarised in the following table. The costs are estimates only and are GST exclusive. Quotes will be obtained prior to the work being undertaken is approved.

23

Roof replacement	\$200,000 - \$250,000	Rough estimate going on what it cost for the Caroline Bay roof replacement – waiting on roofing quotes to come in.
H/w cylinder repair	\$10,000-\$15,000.00	Plumbers have suggested replacing these with cylinders with a ceramic inserts this will give longer life against the hard water.
Asbestos removal and vinyl replacement	\$10,000 - \$15,000	This will include full removal and the install of commercial grade nonslip vinyl
HVAC install	\$5,000-8,000.00	This depends on the size of heat pump needed for the space
Basketball Hoop	\$1600 - \$4000.00	Price depends on quality of free standing hoop is purchased
Court line painting	\$30,000.00	Low priority

**Other Considerations**

24 There are no other considerations.

**Attachments**

1. **Detailed Seismic Assessment**
2. **Building Condition Report**
3. **Asbestos Survey**



---

<b>Detailed Seismic Assessment Report</b>	
<b>Client</b>	Timaru District Council
<b>Address</b>	Temuka Stadium, 28 Domain Avenue, Temuka
<b>File Number</b>	269500/52
<b>Date</b>	September 2025

---



Contents

Executive Summary and Recommendations..... 3

1. Introduction ..... 5

1.1. Report Outline ..... 5

1.2. Scope Of Investigation ..... 5

2. Building Description..... 6

3. Initial Seismic Assessment ..... 8

4. Detailed Seismic Assessment ..... 8

5. Recommendations ..... 11

Appendix A: Photos..... 13

Appendix B: Summary of Elements ..... 18

Appendix C: Fly-Brace Detail ..... 21



### Executive Summary and Recommendations

Milward Finlay Lobb Ltd has been engaged by Timaru District Council (TDC) to assess the seismic strength of their building at 28 Domain Avenue, Temuka, to identify if it is considered potentially earthquake-prone.

The focus of this report is to determine if the Temuka Stadium at 28 Domain Avenue, Temuka, is earthquake-prone. Milward Finlay Lobb Ltd and Timaru District Council have agreed that this building is of Importance Level 3 (IL3) since it is an "important building for the community" and more than 300 people can congregate in one area, but the building is not used for post-disaster functions.

The stadium has been analysed as three parts: The Court Area building, the two Storey building and the seating building at the East. These three structures are physically joined and are built of similar materials: concrete and steel predominantly.

However, they have been considered separate for the purposes of analysis, since they are expected to behave similarly in an earthquake and any interaction between them would be minimal.

The initial screening process has estimated that the building is most likely to be **over 67% NBS**. This is mainly because a building of this age and construction typically has good resilience to withstand a "maximum credible earthquake" due to the steel detailing and reinforcement in the walls. Since then we have completed a measure up, full inspection and we have scanned the walls to determine if there is steel reinforcement present. After further analysis, this report has determined the building to be **67% NBS** with the critical region being the office building.

The building has reinforced concrete masonry walls for the court area and two storey building and concrete pre cast walls for the seating area, the court area has steel portal frames spanning North to South. The two-storey area has suspended concrete floor, steel and timber framed roof structure in the 3 buildings, and lightweight steel cladding. The ceiling diaphragms are soft and fragile throughout the two-storey building and the rest of the ceiling lateral load resisting system comprises of steel rod bracing. It has been assumed that the foundation is a concrete strip footing along all walls. The

The detailed assessment for the Temuka Stadium has found that the transverse and longitudinal direction governs. Note: the transverse and longitudinal directions are defined in section 4 of this report.

In the transverse direction:

- For the court room building, compression of the steel purlins in the roof cross bracing system. 100% NBS IL3.
- For the two-storey building, in plane capacity of the concrete masonry walls along the ground floor. 68% NBS IL3.
- For the seating building, in-plane shear capacity of pre cast walls. 80% NBS IL3.



In the longitudinal direction:

- For the court room building, portal frames in flexure and compression. 100% NBS IL3.
- For the two-storey building, shear tie from diaphragm to masonry shear walls. 68% NBS IL3.
- For the seating area building, insufficient mass for uplift of steel post. 87% NBS IL3.

A breakdown of the building's elements seismic strength has been provided in Appendix B.

We understand that TDC aims to have the building to 67% NBS and would only consider strengthening to a higher level if it was possible at minimal or no extra cost. Therefore, Milward Finlay Lobb Ltd recommends the following:

- **Court area**
  - Add 65x5 EA diagonal steel braces to the lower flange of the portal frames. These should be added to both sides of the existing web stiffeners. These are fixed to the web stiffeners via 1/M16 gr8.8 bolt. They extend into the ceiling space and are bolted to the steel purlins via 2/M12 gr8.8 bolts.

Note: This will not affect the overall score of the court area, but it will reduce damage and allows for more flexibility for events in the future, being able to hang equipment off the portals.



## 1. Introduction

### 1.1. Report Outline

Timaru District Council (TDC) has engaged Milward Finlay Lobb Ltd to assess the seismic strength of the Temuka Stadium building to identify if it is considered to be a potentially earthquake-prone buildings.

This report focuses on the detailed seismic assessment of the Temuka Stadium building, located at 28 Domain Avenue, Temuka. This building has been accordingly defined as Importance Level 3, since it can allocate more than 300 people in the court area and has importance to the community.



### 1.2. Scope Of Investigation

This report summarises the detailed assessment completed and describes the overall structural concept design for potential **strengthening** as a means of coordination and documentation. We have focused on structural matters only and acknowledge that there are some seismic restraint of non-structural items and durability issues to be addressed as part of the final construction works.

Our Detailed Seismic Assessment (DSA) is based on a site inspection, limited available drawings, and a full-site measure up. In the absence of documentation some assumptions have been made about the building and its detailing, these have been listed in Section 4 "Assumptions".



## 2. Building Description

The Temuka stadium has been analysed as three parts: The court area building, the two-storey block and the seating building. These three structures are joined and are built of the same material: concrete, masonry, steel and some timber. However, they have been considered separate for the purposes of analysis, since they are expected to behave similarly in an earthquake and any interaction between them would be minimal.

The building is understood to have been constructed in the 1980's. There have been several minor modifications, and the main use has not changed from the design intention.

The original drawings that were available all steel, concrete, reinforcement and details sized on the plans, some modifications that were observed on-site, which were not reflected on the drawings.

### Court Room Building

The building is 36m long and 26m wide. It has a light weight roofing iron, with light weight iron cladding for the walls, until 3m above the ground. The lower 3m wall cladding is a concrete masonry block.

The main entrance is on the Southern side and enters between the last 2 steel portal frames. The portal frames are at 5.6m centres and are spanning South to North. There is an internal stepped seating area along the Southern wall of the building. This has a floor that extends to another couple of small rooms (these were locked during the day of the inspection).

The lower 3m height of the building has concrete masonry blocks that are tied to a 180 PFC fixed into the portal frames. The southern and Northern wall has 2 openings in the masonry wall, these are secondary accesses for use in a fire event or getting larger equipment into the building.

The Eastern side shares an internal building boundary with the two-storey area. There are a total of 4 doors that give access between the two buildings along that wall.

### Two Storey Building

The building is approximately 12m long and 24m wide. It has light weight roofing iron with a stucco type plaster system for the upper cladding and concrete masonry block for the lower cladding. The upper eastern wall is largely glass with some steel SHS posts between framing.

The main external entrance is from the Eastern wall and goes between the seating building. The upper entrance is through the glass doors at the top of the seating area. The roof structure is steel trussed and goes back to a central steel column within the final steel frame of the court area building. The upper floor structure is a pre cast concrete floor, supported by steel beams and concrete masonry walls.

The upper floor is largely open, with space for functions. There is a slight concrete cantilever balcony heading back into the court room building. The lower floor area has toilets, gym rooms, maintenance rooms and other miscellaneous rooms.

### Seating Area Building

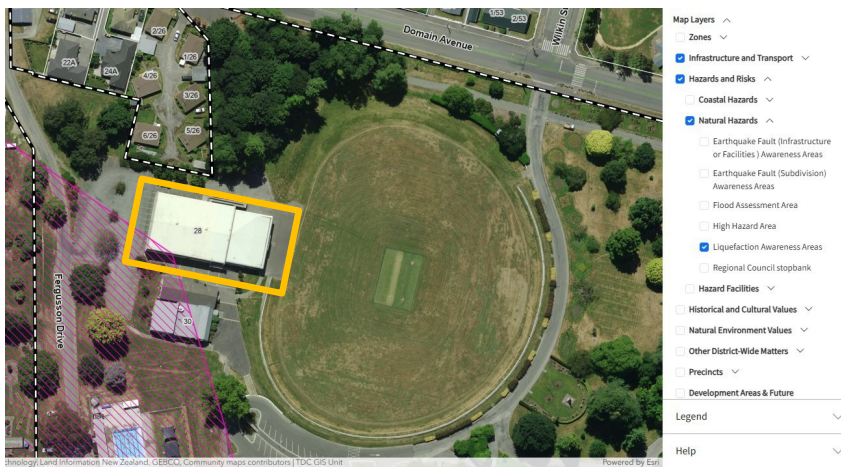
The building is approximately 12m long and 24m wide. It has light weight roofing iron with a stucco type



plaster system for the upper cladding and pre cast concrete walls for the lower cladding. The seating are all pre cast concrete L shape and are positioned to face the sports field towards the East.

Underneath the seating it is open, with one room reportedly being used for storage.

No specific site geotechnical investigations have been completed for this building. To broadly classify the site's underlying geology, we have referred to information available in the Canterbury database. The report stated that it is more conservative to assume shallow soils across the Timaru District and consequently, the soil class D, shallow soil, was adopted and in line with best practice for Temuka. Additionally, the area of the building has been categorised to have no potential for liquefaction, despite some areas of the site having a low potential for liquefaction.





### 3. Initial Seismic Assessment

In order to provide a cost effective and timely assessment, an Initial Seismic Assessment (ISA) has not been undertaken. Instead, a screening process based on the same Initial Evaluation procedure was undertaken.

The initial screening has identified this building as unlikely to be earthquake-prone. From the initial estimation, applying guidelines and engineering judgement, the building as it currently stands has an estimated seismic strength of around 67% *NBS*.

### 4. Detailed Seismic Assessment

#### 4.1. OVERVIEW

##### Material Strength

###### Steel

The presence and diameter of reinforcement in the walls has been confirmed through a steel reinforcement bar (rebar) scanner, along with confirmation of diameter in an existing hole where a reinforcing bar was visible. The material strength has been determined using the masonry, concrete and steel standards at the time of construction. The characteristic yield value for steel has been assumed to be 275 MPa since the construction date is 1989.

###### Concrete

The compressive strength for concrete has been assumed to be 20 MPa, since the drawings didn't include the strength. The foundation concrete is consistent with that of the walls, hence the same material strength value has been applied.

#### 4.2. GRAVITY LOAD STRUCTURE

The gravity structure itself has not been assessed in detail, as it has been assumed capable of withstanding gravity loads, since it has survived the 2006 snow event and various sporting live loads in the last 35 years.

The roof is lightweight steel cladding underlaid with steel purlins. Steel portals are supporting the purlins in the court room building; And in the other buildings, the purlins are spanning between steel trusses and walls with intermediate rafters. The load of the roof and its structure is taken down through the external walls to the foundations.

The two-story area has a concrete suspended floor with non-ductile mesh that sits 50mm onto concrete masonry walls below.

#### 4.3. LATERAL LOAD STRUCTURE

##### Design Return Periods:

The importance level for the building is IL3. This is typical for a structure where more than 300 people can congregate in one area and where the building is not used for post-disaster functions. This determines the return period for earthquake loads as summarised below:



	Ultimate Limit State (ULS)	Serviceability Limit State (SLS)	SLS2 (for continued operation)
Earthquake	1/1000 year	1/25 year	N/A

Wind and snow loading are not applicable to the scope of this assessment and are therefore not included in this load summary.

**Loading Summary**

As a minimum, design loads are generally in accordance with the loadings standard AS/NZS 1170 set.

**Table 1. Parameters used to calculate the equivalent static seismic load.**

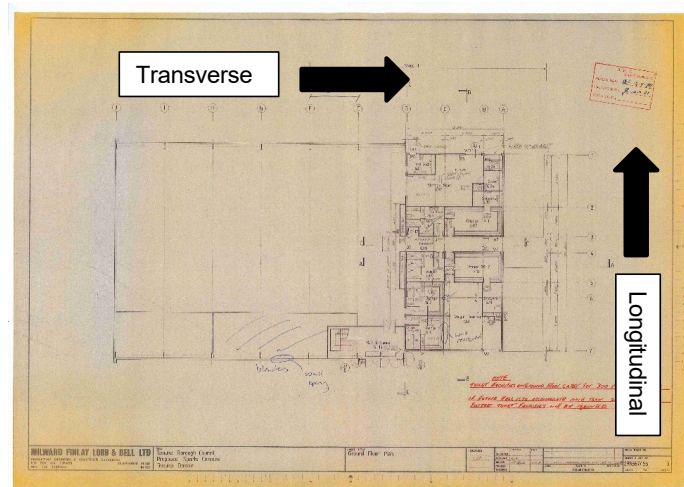
Site Hazard	Description	
Seismic hazard zone	Z	0.17
Risk factor	$R_{1000}$ and $R_{25}$	1.3, 0.25
Near fault factor	N(T,D)	1.0
Importance Level	IL	3
Along Direction	Description	
Fundamental period	$T_1$	0.4 seconds
Base seismic coefficient	$C_h(T_1)$ (sub-soil class D)	3.00
Displacement ductility	$\mu$	1, 1.50, 2.00
Performance factor	$S_p$	1, 0.85, 0.7
Horizontal design action coefficient	$C_d(T_1)$ and $C_d(T_1)s$	(0.663, 0.376, 0.272), (0.128, 0.073, 0.053)
Across Direction	Description	
Fundamental period	$T_1$	0.4 seconds
Base seismic coefficient	$C_h(T_1)$ (sub-soil class D)	3.00
Displacement ductility	$\mu$	(1.00, 1.5, 2.00)
Performance factor	$S_p$	(1.00, 0.85, 0.7)
Horizontal design action coefficient	$C_d(T_1)$ and $C_d(T_1)s$	(0.663, 0.376, 0.272), (0.128, 0.073, 0.053)

**Assumptions**

Due to the lack of detailed documentation and the inability to perform invasive testing, the following assumptions were made in order to complete this detailed assessment:

Assumption that the drawings were as-built and not just for consent. Reinforcement locations were confirmed, but the sizes of bars and foundation sizes were assumed to be as per the plans.

Concrete compressive strength of 20MPa. This was not identified on the plans, but appears conservative and reasonable for the era of construction.



**Transverse**

Court Room Building

20mm diameter roof cross bracing is tied in 2 bays, with 2 rows from apex to knee.

These have a double 200/18 DHS purlin to take the compressive loads to form the roof braced system.

The wall bracing has 2 bays with 20mm diameter rods going to and from mid height, with a 125x5 SHS box section between them.

There is also a 3m high fully grouted series 15 masonry wall taking its own in-plane shear loads.

Two Story Building

The upper roof has a steel truss and steel rod bracing system, tying back into the last portal frame of the court room building.

The upper walls take their out of plane and in-plane loads into the suspended pre cast concrete floor.

The concrete floor acts as a diaphragm, tying loads back into fully grouted series 20 masonry shear walls below.

The in-plane series 20 masonry walls below. There are 4 lines of shear walls on the ground floor.

Seating Area Building

Pre cast concrete seats acting as beams between pre cast concrete shear walls. Tied together via cast in steel plates and welded steel equal angles.



### **Longitudinal**

#### Court Room Building

Series 15 masonry blocks out of plane are tied into their concrete footing and a 180 steel PFC "top-plate".

The 180 PFC top-plate is bolted to the steel portal frames.

The steel portal frames have 530x82 UB legs with 530x82 Castellated beams as the beam portion.

#### Two Storey Building

The upper roof has a steel truss and steel rod bracing system, tying back into the last portal frame of the court room building.

The upper walls take their out of plane and in-plane loads into the suspended pre cast concrete floor.

The concrete floor acts as a diaphragm, tying loads back into fully grouted series 20 masonry shear walls below.

The in-plane series 20 masonry walls below. There are 2 lines of shear walls on the ground floor.

#### Seating Area Building

Pre cast concrete seats acting as beams between pre cast concrete shear walls. Tied together via cast in steel plates and welded steel equal angles.

The West wall has steel rod bracing and steel 100x4 SHS posts as the in-plane system to keep it separated from the other buildings.

### **5. Recommendations**

Milward Finlay Lobb Ltd recommends the following actions based on our investigations, discussion with TDC staff and assumptions made in our analysis:

#### **Court Room Building:**

- Add 65x5 EA fly braces to the steel portal frames for additional strength under gravity loads and reduced damaged under seismic loads.

#### **Two-story building:**

- Works required to increase %NBS can be discussed further if required.



**Seating building:**

- No additional work deemed necessary.

**Other**

There is an opportunity to gain an increase in strength of the portal frames in the court room building by adding the fly-braces.



**Appendix A: Photos**













### Appendix B: Summary of Elements

Member	Ductility	Period	Failure	%NBS
Series 15 masonry wall	1.5	0.4s	Flexure	100%
180 PFC top of masonry wall tied to steel frame	1.0	0.4s	Flexure	100%
2/M12 bolt tying PFC to steel frame	1.0	0.4s	Shear	100%
Timber wall framing above masonry	1.0	0.4s	Flexure	100%
2 skew nail fixing timber studs to top and bottom plate	1.0	0.4s	Shear	100%
M12-600 crs Top and bottom plate fixings	1.0	0.4s	Shear	100%
20mm Roof bracing	2.0	0.4s	Tension	100%
20mm Wall bracing	2.0	0.4s	Tension	100%
In-plane masonry shear wall	1.0	0.4s	Tension of reinforcement	100%
Steel Portal Frame	2.0	0.5s	Flexure and Compression buckling of beam	100%
Base Plate and HD bolts	1.0	0.4s	Tension	100%
Foundation pad	1.0	0.4s	Compression of ground	100%
Steel frame supporting internal seating	2.0	0.4s	Flexure	100%
120 x 5 SHS compression member in wall bracing	1	0.4s	Buckling	100%

Court Area



Member	Ductility	Period	Failure	%NBS
Series 20 masonry walls out of plane	1.5	0.4s	Flexure	100%
In-Plane shear strength of series 20 lower walls	1.5	0.4s	Shear	67%
Non ductile concrete diaphragm	1.0	0.4s	Flexure	69%
Shear tie from diaphragm to shear wall	1.5	0.4s	Shear	67%
Roof Bracing	1.0	0.4s	Tension	100%
Last steel frame of court area for upper bracing	2.0	0.4s	Flexure	100%
Diaphragm and Shear wall deflection	1.0	0.4s	Seating	100%
Roof bracing/ system back to court room end portal. Including compression members in roof.	1.0	0.4s	Drift Buckling	67% 92%
End steel supporting loads back to masonry wall below and end portal	1.0	0.4s	Flexure	70%
Steel roof and wall fixings	1.0	0.4s	Shear	100%

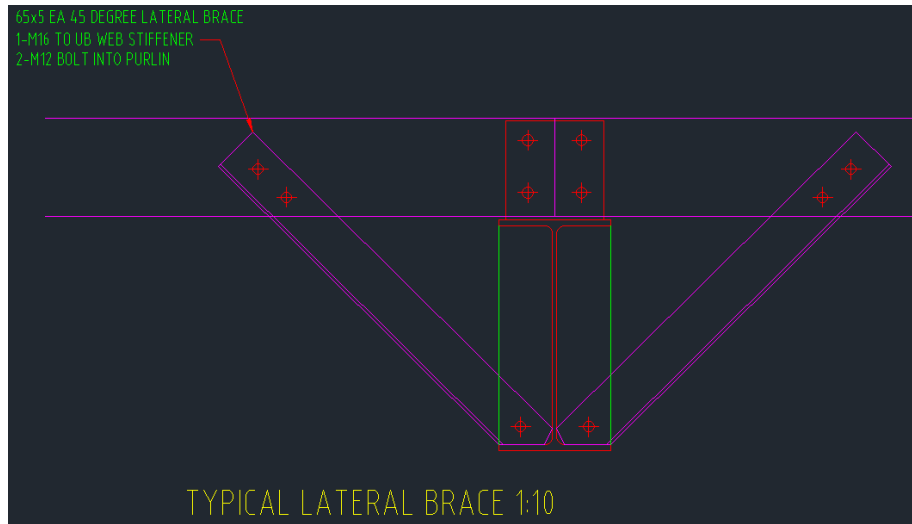
Two Storey Area



<b>Member</b>	<b>Ductility</b>	<b>Period</b>	<b>Failure</b>	<b>%NBS</b>
Out of plane pre cast wall	1.0	0.4s	Flexure	100%
in-plane shear walls	1.0	0.4s	Overtuning Moment	80%
Pre cast wall to seat connections	1.0	0.4s	Shear	100% Base 100% top
16mm cross bracing	1.5	0.4s	Tension	100%
Steel stringer bracing	1.0	0.4s	Buckling	100%
Pre cast floor seat	1.0	0.4s	Flexure	90%
Weak axis steel bending	1.0	0.4s	Buckling	100%
Concrete in-plane shear wall along front	1.0	0.4s	Shear	100%
Welds and cast in plate for concrete stairs	1.0	0.4s	Shear	100%
Compression of 100x4 SHS column	1.0	0.4s	Buckling	100%
Uplift of 100x4 SHS column tied to cross bracing	1.0	0.4s	Uplift	87%
In-situ stairs	1.0	0.4s	Buckling	100%



### Appendix C: Fly-Brace Detail



## 8.9 Long Term Plan 2027-37 Development and Decision Timeline Endorsement

**Author:** Steph Forde, Corporate and Strategic Planner  
Stephen Doran, General Manager Corporate

**Authoriser:** Nigel Trainor, Chief Executive

### Recommendation

That Council:

1. Receive the Long Term Plan 2027-37 Development and Decision Timeline Endorsement report; and
2. Endorse the proposed timeline as detailed in attachment 1; and
3. Endorse the recommended delegation of workstreams detailed in paragraph 12 to the Strategic Planning and Development and Growth Committees.

### Purpose of Report

- 1 The purpose of this report is to seek Council endorsement for the development and decision timeline for the Timaru District Council Long Term Plan (LTP) 2027-37, and to delegate specific workstreams to the Strategic Planning and Development and Growth Committees for development oversight.

### Assessment of Significance

- 2 This report is assessed as low under Council's Significance and Engagement Policy, as there are no decisions being sought in relation to Strategic Assets, Levels of Services, or additional funding.

### Background

- 3 The Long Term Plan (LTP) is a statutory document required under the Local Government Act 2002 (LGA 2002). It sets out Council's priorities, activities, and funding approach over a 10-year period, and is the primary mechanism through which Council makes its most significant decisions about services, infrastructure, and community outcomes. Council is required to adopt a new LTP every three years, with the current cycle requiring adoption of the LTP 2027-37 by 30 June 2027.
- 4 This LTP cycle is notably more complex than previous cycles, primarily due to the water services reform programme and the establishment of the Water Services Organisation (WSO), which will significantly change the scope of Council's activities and infrastructure responsibilities over the plan period. A number of additional government policy announcements and in-train legislative reforms also add complexity to this cycle, including the Local Government (System Improvements) Bill, the Simplifying Local Government programme, Resource Management reform, and rates capping proposals. The cumulative effect of these reforms means there is a higher than usual degree of uncertainty that will need to be carefully managed throughout the LTP development process.

- 5 The LTP must include Council's long-term strategic direction and community outcomes, details of intended activities including any significant changes to levels of service, an Infrastructure Strategy covering a minimum 30-year planning horizon, a Financial Strategy covering the 10-year period of the plan, financial statements and projected rates, revenue and financing and other financial policies, and identification of significant assumptions underlying the plan.
- 6 The LGA 2002 also requires Council to consult on a Consultation Document (CD) using the special consultative procedure under section 83. The CD is a summary document, not the full LTP — it is designed to be accessible to the community and must clearly set out the key issues and choices facing Council, the options considered, and Council's proposed approach. It must fairly represent the significant issues and proposals in the LTP, without being misleading. Both the CD and the final LTP must be audited by the Office of the Auditor-General (OAG) – the CD audit covers whether the information is not misleading, and the final LTP audit confirms that the plan meets all legislative requirements.
- 7 Council is currently undertaking its biennial resident survey, with results expected in July 2026. The results will provide a useful baseline for the LTP development process, giving a broad indication of community satisfaction with current levels of service across Council's activities. This information will inform the Activity Management Plan reviews and the development of the Community Engagement Strategy.

### Discussion

- 8 Officers have developed a detailed development and decision timeline for the LTP 2027-37, covering the period from April 2026 through to final adoption in June 2027 and publication of the designed document in July 2027. The full timeline is included as Attachment 1.
- 9 The timeline is structured across two phases:
  - 9.1 The development phase (April 2026 – January 2027) covers elected member workshops, committee deliberations, and Council decisions on the key components of the plan.
  - 9.2 The consultation and adoption phase (February 2027 – June 2027) covers community consultation, hearings and deliberations, audit of the final LTP, and formal adoption.
- 10 The following statutory and audit milestones are fixed and drive the overall shape of the timeline:
  - 10.1 16 November 2026: Final Draft Infrastructure and Financial Strategies submitted to Audit NZ
  - 10.2 9 February – 19 March 2026: Audit of Consultation Document and underlying information (draft LTP)
  - 10.3 22 – 26 March 2026: Audit Hot Review of Consultation Document
  - 10.4 30 March 2026: Council adoption of Consultation Document and underlying information
  - 10.5 5 April – 5 May 2026: Consultation
  - 10.6 18 – 20 May 2026: Hearing and Deliberations
  - 10.7 26 May – 16 June 2026: Final Audit of LTP
  - 10.8 17 – 24 June 2026: Audit Hot Review and final amendments
  - 10.9 30 June 2026: Council adoption of LTP

- 11 All Council decisions, workshops, and committee sessions in the development phase must be completed in sufficient time to allow the Consultation Document to be prepared, audited, and adopted by Council prior to consultation opening.

### **Delegation of workstreams to Committees**

- 12 The development of the LTP involves a significant volume of elected member engagement across a wide range of workstreams. Officers recommend delegating interrogation of key workstreams to the appropriate Standing Committees, rather than routing all material through only full Council meetings. This approach spreads the elected member workload across the Committee structure in a manageable way, reduces the risk of Council agendas becoming unmanageable during the peak development period, and allows detailed interrogation of technical material to occur at Committee level before matters are brought to Council.
- 13 The proposed workstream delegations are as follows:
  - 13.1 The Development and Growth Committee will interrogate the Infrastructure Strategy and Asset Management Plans.
  - 13.2 The Strategic Planning Committee will interrogate the Financial Strategy, Activity Management Plans, Financial Forecasts and Financial Policies.
  - 13.3 Council will maintain oversight of the Strategic Direction, Significant Forecasting Assumptions, Significance and Engagement Policy, Community Consultation and Council Controlled Organisations.
- 14 As workstreams are considered by the relevant Committee, Council will then discuss that particular item in a workshop setting to ensure all elected members are comfortable with the detail and direction, followed by presentation to Council for endorsement.
- 15 The sequencing of workstreams as detailed in Attachment 1 is designed to ensure the LTP is developed in a logical order, with foundational components such as strategic direction and forecasting assumptions informing the development of strategies and activity plans that follow.
- 16 The Audit and Risk Committee will receive regular project update reports throughout the development period as part of its standard oversight role. This is consistent with the Committee's functions, which include oversight of compliance with statutory responsibilities, monitoring of corporate risk assessment and internal controls, and liaison with external auditors including review of audit findings. Given the OAG audit requirements for the LTP, the Audit and Risk Committee's involvement provides an important governance layer throughout the development process.
- 17 With six elected members sitting on each Committee, and all 10 elected members represented across the two Committees combined, this approach ensures broad elected member involvement in the development of key LTP workstreams from an early stage. Final decision-making on all LTP components – including endorsement of strategies, adoption of the Consultation Document, final adoption of the LTP, and setting of rates – will remain with Council.

**Options and Preferred Option****Option One (preferred)**

18 That Council:

Receive the Long Term Plan 2027-37 Development and Decision Timeline Endorsement report; and

Endorse the proposed timeline as detailed in attachment 1; and

Endorse the recommended delegation of workstreams detailed in paragraph 13 to the Strategic Planning and Development and Growth Committees.

**Option Two**

19 That Council:

Receive the Long Term Plan 2027-37 Development and Decision Timeline Endorsement report; and

Endorse the proposed timeline as detailed in attachment 1; and

Endorse the recommended delegation of workstreams detailed in paragraph 13 to the Strategic Planning and Development and Growth Committees with amendments.

**Option Three**

20 That Council:

Receive the Long Term Plan 2027-37 Development and Decision Timeline Endorsement report; and

Do not endorse the proposed timeline as detailed in attachment 1, or delegation of workstreams to the Strategic Planning and Development and Growth Committees, and provide officers with direction on alternate options to bring to Council in May for consideration.

**Consultation**

21 There are no consultation requirements relating to decisions being sought in this report.

**Relevant Legislation, Council Policy and Plans**

22 Local Government Act 2002

**Financial and Funding Implications**

23 There are no funding decisions sought specifically in relation to this report. As final project detail and internal resourcing for the LTP development process is to be confirmed, there may be future requests for specialist technical funding. Officers anticipate that additional expenditure may be required in the 2026/27 financial year, and this will be brought to Council for consideration as part of the Draft Annual Plan process in May 2026.

24 Council is also considering a separate report at this meeting seeking a budget reallocation of \$80,000 to undertake a Workflow and Cost Structure Analysis programme, which will underpin LTP development. While no funding decisions are sought in this report, officers wish to be transparent that the two matters are connected.

**Other Considerations**

25 There are no other considerations at this time.

**Attachments**

1. Long Term Plan 2027-37 Development and Decision Timeline [↓](#) 

Long Term Plan Development and Decision Timeline 2026

	April 2026	May 2026	June 2026	July 2026	August 2026	September 2026	October 2026	November 2026	December 2026	
m			1 King's Birthday							m
t			2			1			1	t
w	1		3	1		2			2	w
t	2		4	2		3	1		3	t
F	3 Good Friday	1	5	3		4	2		4	f
s	4	2	6	4	1	5	3		5	s
s	5	3	7	5	2	6	4	1	6	s
m	6 Easter Monday	4	8 Audit and Risk Project Update	6	3	7 Audit and Risk Project Update	5	2	7 Audit and Risk Project Update	m
t	7	5	9 Committees DGC: Infrastructure Strategy and Asset Management Plans update SPC: Financial Strategy and Forecasting Assumptions	7	4	8 Committees DGC: Infrastructure Strategy and Asset Management Plans update SPC: Financial Strategy update & financial forecasts	6	3	8	t
w	8	6	10	8	5	9	7	4	9	w
t	9	7	11	9	6	10	8	5	10	t
f	10	8	12	10 Matariki	7	11	9	6	11	f
s	11	9	13	11	8	12	10	7	12	s
s	12	10	14	12	9	13	11	8	13	s
m	13	11	15	13	10	14	12	9	14	m
t	14 Committees	12 Committees DGC: Overview of workstreams Current status Asset Management SPC: Overview of workstreams Initial Activity Data Review	16	14 Committees DGC: Infrastructure Strategy and Asset Management Plans update SPC: Financial policies	11 Committees DGC: Infrastructure Strategy and Asset Management Plans update SPC: Financial Strategy and financial forecasts	15	13 Committees DGC: Infrastructure Strategy and Asset Management Plans update SPC: Activity Management Plans	10 Committees DGC: Endorse Infrastructure Strategy and Asset Management Plans SPC: Endorse Financial Strategy Draft LoE to CCO's	15 Council Endorse capital programme and financial forecasts LoE to CCO's	t
w	15	13	17	15	12	16	14	11	16	w
t	16	14	18	16	13	17	15	12	17	t
f	17	15	19	17	14	18	16	13	18	f
s	18	16	20	18	15	19	17	14	19	s
s	19	17	21	19	16	20	18	15	20	s
m	20	18	22	20	17 Workshop Significance and Engagement Policy Activity Reviews – Round 1	21 Workshop Financial policies Activity Reviews – Round 2	19 Audit and Risk Endorse Annual Report Workshop Activity Reviews – Round 3	16 Submit Infrastructure and Financial Strategies to Audit	21	m
t	21 Workshop	19 Workshop LTP overview including key components, legislative environment, and Strategic Direction, 10 year forecast	23 Workshop Infrastructure/ Financial Strategies, Environmental Scan and Forecasting Assumptions, Strategic Direction	21 Council Community Engagement Strategy Receive resident survey results Legislation update	18 Workshop Activity Reviews – Round 1	22 Workshop Activity Reviews – Round 2	20 Workshop CCO's	17 Workshop Overview of submitted Infrastructure and Financial Strategies Capital Programme and financial forecasts Draft LoE to CCO's	22	t
w	22	20	24	22	19	23	21	18	23	w
t	23	21	25	23	20	24	22	19	24	t
f	24	22	26	24	21	25	23	20	25 Christmas Day	f
s	25 ANZAC Day	23	27	25	22	26	24	21	26 Boxing Day	s
s	26	24	28	26	23	27	25	22	27	s
m	27 ANZAC Day observed	25	29	27	24	28 SC Anniversary	26 Labour Day	23	28 Boxing Day observed	m
t	28 Council Development and Decision Timeline endorsement, including delegation of workstreams to Committees	26 Council	30 Council AP adoption Forecasting Assumptions, Strategic Direction	28	25 Council	29 Council Endorse Policy amendments Endorse Round 1 Draft Activity Management Plans	27 Council Adopt Annual Report Endorse Round 2 Draft Activity Management Plans	24 Council Endorse Consultation Plan and Key Issues Endorse Round 3 Draft Activity Management Plans	29	t
w	29	27		29	26	30	28	25	30	w
t	30	28		30	27		29	26	31 New Year's Eve	t
f		29		31	28		30	27		f
s		30			29		31	28		s
s		31			30			29		s
m					31			30		m
t										t

### Long Term Plan Development and Decision Timeline 2027

	January 2027	February 2027	March 2027	April 2027	May 2027	June 2027	July 2027	
m								m
t						1		t
w						2		w
t				1		3	1	t
F	1 New Years Day			2		4	2	f
s	2			3	1	5	3	s
s	3			4	2	6	4	s
m	4 2 <sup>nd</sup> observed	1	1	5 Consultation begins	3	7	5	m
t	5	2	2	6	4	8	6	t
w	6	3	3	7	5 Consultation finishes	9	7	w
t	7	4	4	8	6	10	8	t
f	8	5	5	9	7	11	9	f
s	9	6 Waitangi Day	6	10	8	12	10	s
s	10	7	7	11	9	13	11	s
m	11	8 Waitangi Day observed	8 Audit and Risk Project Update	12	10	14 Audit and Risk Project Update	12	m
t	12	9 Committees SPC: Update and any emerging issues Audit of CD starts	9 Committees SPC: Update and any emerging issues	13 Committees	11	15	13	t
w	13	10	10	14	12	16 Audit of final finishes	14	w
t	14	11	11	15	13	17 Hot review of final starts	15	t
f	15	12	12	16	14	18	16	f
s	16	13	13	17	15	19	17	s
s	17	14	14	18	16	20	18	s
m	18	15	15	19	17	21	19	m
t	19 Workshop Full recap with Community Boards	16 Workshop Community Consultation Plan & any changes	16 Workshop	20 Workshop	18 Council Hearings/ Deliberations	22	20	t
w	20	17	17	21	19 Council Hearings/ Deliberations	23	21	w
t	21	18	18	22	20 Council Hearings/ Deliberations	24 Hot review of final finishes	22	t
f	22	19	19 Audit of CD finishes	23	21	25	23	f
s	23	20	20	24	22	26	24	s
s	24	21	21	25 ANZAC Day	23	27	25	s
m	25	22	22 Hot review of CD starts	26 ANZAC Day observed	24	28	26	m
t	26 Council Endorse Final Draft CD and supporting information for Audit	23 Council Endorse Community Consultation Plan	23	27 Council	25	29	27	t
w	27	24	24	28	26 Audit of Final Starts	30 Council Final Adoption	28	w
t	28	25	25 Hot review of CD finishes	29	27		29 Final designed document published	
f	29	26	26 Good Friday	30	28		30	f
s	30	27	27		29		31	s
s	31	28	28		30			s
m			29 Easter Monday		31			m
t			30 Council Adoption of Consultation Document and Supporting Information					t
w			31					w

**8.10 Budget Reallocation Request For Activity Workflow and Cost Structure Programme****Author:** Steph Forde, Corporate and Strategic Planner**Authoriser:** Stephen Doran, General Manager Corporate**Recommendation**

That Council:

1. Receive the Budget Reallocation Request for Workflow and Cost Structure Programme Report; and
2. Endorse the budget reallocation of \$80,000 from Strategy and Corporate Planning 'Audit Services' to 'Consultants' to initiate the procurement process for the Activity Workflow and Cost Structure programme; and
3. Direct officers to bring confirmed scope and final budget requirements for the 2025/26 and 2026/27 financial years to Council in May.

**Purpose of Report**

- 1 The purpose of this report is to seek Council approval for reallocation of existing Strategy and Corporate Planning budget in the current financial year to enable initiation of the Activity Workflow and Cost Structure programme in the current financial year, including procurement of consultant(s).

**Assessment of Significance**

- 2 This report is assessed as low when considering Council's Significance and Engagement Policy, as there are no decisions being sought in relation to Strategic Assets, Levels of Services, or additional funding.

**Executive Summary**

- 3 This report seeks Council endorsement of an \$80,000 budget reallocation to initiate a Workflow and Cost Structure Analysis — a systematic, organisation-wide review of what Council does, why it does it, and what it costs. This work is the primary analytical foundation for the 2027–37 Long Term Plan (LTP) and the establishment of the Water Services Organisation (WSO), both of which must be operative from 1 July 2027.
- 4 The requested \$80,000 is proposed to be reallocated from an existing budget provision of \$150,000 set aside in the 2024–34 LTP for a formal LTP amendment. That amendment is no longer required following enactment of the relevant water services legislation, making this funding available for reallocation. The full project cost will be confirmed and brought to Council in May, along with final budget requirements for both the 2025/26 and 2026/27 financial years.
- 5 The timing is not discretionary. Activity Review workshops are scheduled for mid-August, September and October as part of LTP development and the WSO is expected to initiate workforce planning at this time.

- 6 Council does not have the internal capacity or specialist skills to lead this work, and an external consultant is needed now to meet these milestones. Officers have identified two providers with the relevant experience and have issued requests for proposals to both, in line with the Council's procurement policy. Requests for proposals have been issued to both, and responses will inform the confirmed scope and cost estimate to be brought to Council in May. Provider identities are withheld from this report on the basis of commercial sensitivity, given that procurement is ongoing.
- 7 Completing this analysis will ensure that when the community is consulted on the 2027–37 LTP, both Council and the community have a clear picture of where we are today — so that together, we can decide where we want to go over the next ten years. Without this work, Council risks making significant investment and service decisions on the basis of assumption rather than evidence

### **Background**

- 8 New Zealand councils are operating under significant fiscal, social and legislative pressures. In response, workflow and cost structure analysis has become a priority work programme across the sector. Most councils are undertaking some form of cost-to-serve or operating model review ahead of the 2027–37 LTP's and a growing body of New Zealand-specific methodology is available to draw from. Timaru District Council is well-positioned to benefit from this work.
- 9 The Council's 2027–37 LTP will need to address significant capital investment requirements, manage demand expectations, and maintain service levels within rates affordability limits. The information needed to understand what Council does, why it does it, and what it costs — across every activity and service — is not currently available in a form that supports the level of decision-making the 2027-37 LTP and WSO establishment requires.
- 10 Both depend on a clear understanding of how those activities currently interact with the rest of Council's operations — including workflows, systems, staff, overhead allocations, and shared services. Without this, there is a real risk that costs are misallocated and that the WSO is established on assumptions that do not reflect reality.
- 11 Councils that have undertaken this type of analysis ahead of their LTP have been better placed to present their communities with genuine, well-evidenced choices about the future. This enables a genuine conversation about where the District wants to go over the next ten years.

### **Discussion**

#### *What is a workflow and cost structure analysis?*

- 12 A workflow and cost structure analysis — sometimes referred to as a 'cost to serve' analysis or 'target operating model' review — systematically answers three questions to provide a whole-of-organisation picture that informs decision-making:
  - 12.1 What services does Council deliver and how?  
(the workflows, people, technology, and supplier relationships involved)
  - 12.2 Why does each service exist and at what level should it be delivered?  
(its statutory basis, strategic alignment, community value, and affordability)
  - 12.3 What does it truly cost?  
(the full cost of delivery at the current service level, including overhead allocations and shared services)

- 13 The result is a fact-based view of the whole organisation that enables informed decisions about service levels, funding, and organisational design.
- 14 The analysis works through three phases:
  - 14.1 First – agreeing the key change drivers, cost pressures, and design principles that will guide the work;
  - 14.2 Second, developing a complete service catalogue, mapping current workflows and cost structures, and identifying what is working well and what is not; and
  - 14.3 Third, identifying opportunities to improve efficiency, quality, and value, modelling the financial implications of different options, and developing a roadmap for change.
- 15 The outputs categorise all Council activities as core services, strategically aligned services, enabling services, or other services — providing a structured basis for the service-level and funding decisions that underpin the LTP.

*Why is the budget reallocation required now?*

- 16 Two fixed deadlines drive the timing of this work: both the 2027–37 LTP and the WSO must be operative from 1 July 2027, and both depend on the outputs of this analysis. The LTP requires evidence-based decisions about which services to continue, at what level, and how to fund them. The WSO establishment requires a clear map of all cost and workflow touchpoints with the rest of Council’s operations before the entity is constituted. This analysis must be sufficiently advanced to inform both processes concurrently.
- 17 Activity Review workshops are scheduled for mid-August, September and October as part of the LTP development timeline, and the WSO is expected to initiate its workforce transition planning in October. Both milestones require this analysis to be underway and producing outputs.
- 18 Councils without a clear, evidence-based understanding of their cost base risk producing LTPs that cannot be delivered within affordability limits and asking communities to pay more without being able to clearly explain what they are funding.
- 19 Timaru District Council has not undertaken this type of analysis since the development of the 2024-34 LTP, so the gap between what is currently known and what the LTP and WSO decisions require is significant.
- 20 Council does not have the internal capacity to lead this work, and officers believe that it would benefit from objective and independent analysis. While officers have the organisational knowledge to support it effectively, the analysis requires expertise that sits outside Council’s existing resource base. An external specialist consultant, supported by officers, is the only viable means of completing it to the required standard within the available timeframe.

*What are the benefits of this programme?*

- 21 The primary benefit is giving Council a sufficiently detailed evidence base to deliver a challenging LTP. It provides the service-level cost data needed to refresh the Revenue and Financing Policy and Fees and Charges schedules on a sound evidential basis, discharging Council's statutory obligations in a well-informed and defensible way.
- 22 For the LTP financial strategy, understanding the full cost of delivery allows Council to identify opportunities to reshape its cost base before the plan is set.

- 23 For the WSO, the analysis provides a factual foundation to inform establishment processes. Mapping all workflow and cost touchpoints enables costs, assets, and functions to be accurately transferred; shared service arrangements to be clearly documented and priced; and Council's remaining cost base to be correctly restated. Without this, there is a genuine risk of cost misallocation, wrong sized shared service arrangements, or establishing a new entity operating on an inaccurate picture of its own operating model, and cost base.
- 24 Having this picture in place before the WSO is constituted gives both Council and the WO's governance a consistent and transparent baseline from day one. It allows the WO's board and management to set charges and plan operations immediately, rather than spending their early years reconstructing what should have been established at the outset. Given that both the LTP and the WSO must be operative on the same date, this work is critical.
- 25 The analysis also gives Council confidence in its community consultation. The Local Government Act 2002 requires LTP consultation to be meaningful — a genuine opportunity for communities to engage with activity and service level options. That requires Council to clearly explain what each service costs, what it delivers, and what the consequences of change would be. Without this picture, consultation risks being vague, which undermines community trust. This analysis provides the evidence base that makes consultation substantive.
- 26 It also directly strengthens Council's ability to make and defend trade-off decisions. Trade-offs are inherently difficult — weighing service cost against statutory requirements, community value, and strategic alignment, often under fiscal pressure. Without a reliable evidence base, those decisions are vulnerable to challenge and hard to explain. With a clear, organisation-wide picture of costs and service delivery, Council can approach decisions with confidence, knowing the rationale is grounded in fact and can be clearly communicated. In the current environment, the cost of getting these decisions wrong falls directly on ratepayers.

### **Options and Preferred Option**

#### **Option One (preferred)**

- 27 That Council:

Receive the Budget Reallocation Request for Workflow and Cost Structure Programme Report; and

Endorse the budget reallocation of \$80,000 from Strategy and Corporate Planning 'Audit Services' to 'Consultants' to initiate the procurement process for the Activity Workflow and Cost Structure programme; and

Direct officers to bring confirmed scope and final budget requirements for the 2025/26 and 2026/27 financial years to Council in May.

#### **Option Two**

- 28 That Council:

Receive the Budget Reallocation Request for Workflow and Cost Structure Programme Report; and

Decline to endorse the budget reallocation and direct officers to report back on alternative options.

**Consultation**

29 There are no consultation requirements related to decisions sought in this report.

**Relevant Legislation, Council Policy and Plans**

30 Local Government Act 2002

31 Local Government (Water Services) Act 2025

**Financial and Funding Implications**

**Amount Requested:** \$80,000

**Operational Expenditure:** \$80,000

Is the proposed expenditure: Budgeted  or Unbudgeted

Is a budget reallocation required? Yes  No

What budget is the proposed expenditure being reallocated from:

<u>Budget Reallocation</u>	Remaining Budget 2025/26	Proposed Budget 2025/26
Strategy and Corporate Planning – Audit Services	\$150,000	\$70,000 (forecast savings)
Strategy and Corporate Planning - Consultants	nil	\$80,000

32 The \$80,000 proposed for reallocation was originally part of the \$150,000 budgeted for 2025/26 in the 2024–34 LTP to fund a formal LTP amendment. At the time of that LTP, there was significant uncertainty around water services reform, and a formal amendment process — which requires independent audit — was considered likely.

33 Since then, the relevant legislation has been enacted, and the timing of the WO establishment means a formal LTP amendment, including separate consultation, is no longer required. This budget provision is therefore available for reallocation, and the Workflow and Cost Structure programme represents a direct and appropriate use of those funds given its connection to both the LTP preparation and WO establishment.

**Other Considerations**

34 The total project cost has not been determined at this stage. Detailed scoping and provider pricing will be progressed following Council’s endorsement of the initial reallocation. Officers anticipate that additional expenditure will be required in the 2026/27 financial year to complete the analysis. This will be brought to Council for consideration as part of the Draft Annual Plan process in May 2026.

**Attachments**

Nil

**8.11 Aigantighe Art Gallery Collection Policy - draft policy**

**Author:** Cara Fitzgerald, Gallery Director  
Brendan Madley, Senior Policy Advisor  
Petrena Fishburn, Collection Curator

**Authoriser:** Michael Priest, General Manager Gallery Libraries Archives and Museum

**Recommendation**

That Council:

1. Receives the “Aigantighe Art Gallery Collection Policy - draft policy” report; and
2. Adopt the “Draft Aigantighe Art Gallery Collection Policy” as the basis for consultation.

**Purpose of Report**

- 1 The purpose of this report is to seek elected member input regarding the policy content of the “Draft Aigantighe Art Gallery Collection Policy” (located at Attachment 1), and to approve the policy as the basis for consultation.

**Assessment of Significance**

- 2 Using the criteria set out in Council’s Significance and Engagement Policy, this report is assessed as being of low significance. This is primarily because it seeks draft adoption and no final decisions are being made.
- 3 Any significant changes to the policy may alter this assessment of significance, noting in particular the interdependencies that exist between the policy and the wider mission and purpose of the Gallery.
- 4 As a separate matter, the Gallery’s permanent collection itself is deemed of being of high significance and public interest for a segment of the community.

**Background**

- 5 Council’s current Aigantighe Art Gallery Collection Policy (located at Attachment 2) was adopted in 2016, and is overdue for review.
- 6 In 2024, elected members (from the 2022-25 triennium) via the Community Services Committee raised various questions relating to how bequests are assessed and rejected, the criteria for deaccessioning (permanently removed from the collection), and whether artworks are ever sold.
- 7 These questions need to be considered within the context of the wider purpose of the Art Gallery’s collection, how its reputation contributes to the fulfilment of this, and its membership of relevant professional bodies.
- 8 On 27 August 2024, the Community Services Committee considered a policy update paper and provided feedback on the current policy to inform its review. The intention at the time was to table a revised draft policy at the October 2024 meeting.

- 9 On 8 October 2024, the Community Services Committee agreed to pause the policy review as officers had become aware that Museums Aotearoa (MA) was reviewing its Code of Ethics (completion was expected in mid-2025), which may have implications for the policy.
- 10 On 19 August 2025, the Community Services Committee agreed to recommence the policy review despite MA’s Code of Ethics review being incomplete, on the recommendation of both MA and officers. MA advised that the new completion date for the review is expected 2026. At the time of writing, this Code of Ethics has yet to be finalised.

*Collection history and scope*

- 11 The Gallery’s permanent collection began with the collection of the South Canterbury Art Society (SCAS). The SCAS formed in 1895 to encourage, promote and display fine art in South Canterbury. In the hopes that Timaru, and South Canterbury, would one day have their own public art gallery, the SCAS began collecting artworks in 1910. This civic collection was held in perpetuity for the South Canterbury region.
- 12 When the Grant family gifted Aigantighe House to the people of Timaru in 1955, and the Gallery opened in 1956, the SCAS civic collection become the nucleus of the Gallery’s permanent collection. These 81 artworks from the SCAS were then added to by the Grant and Wigley families as they gifted their private collections over the next several years.
- 13 The collection has grown over the years, and there are now approximately 2,100 artworks in the custodianship of the Gallery. On average, the collection grows by 1-5% per year. For context, the below table outlines the quantity of accessions and deaccessions per annum since 2019.

<b>Year</b>	<b>No. of Artworks Accessioned to Permanent Collection</b>	<b>No. of Artworks Deaccessioned from Permanent Collection</b>
2019	78	0
2020	74	0
2021	28	0
2022	182	0
2023	35	1
2024	99	0
2025	22	0

- 14 The permanent collection includes paintings, sculptures, works on paper, ceramics, mixed media items, and social history items that relate to the Grant family and Aigantighe House. The permanent collection spans from 17th century European art through to twenty-first century New Zealand art – particularly boasting regionally and nationally significant artists, contemporary Toi Māori, British and European artists of the 19th century and a collection of Ukiyo-e Japanese prints.
- 15 Of the approximately 2,100 artworks in the permanent collection, around 95% have been donated or gifted to the Gallery or have been purchased by gifted (not ratepayer) funds stipulated as being used to purchase artworks for the permanent collection.

- 16 The collection is deemed to be a cultural and social asset that honours the historical legacy outlined, and the policy plays a key role in safeguarding these taonga for future generations.

### Discussion

#### *Gallery mission and purpose*

- 17 The stated mission and purpose of the Gallery is to:
- 17.1 collect, exhibit, preserve, research and educate about art;
  - 17.2 to increase the quality of awareness and appreciation in the visual arts within South Canterbury; and
  - 17.3 to engage diverse audiences with art and artists through inspiring and memorable experiences.
- 18 This aligns with the current internationally accepted definition for a “museum” from the International Council of Museums (ICOM): *“A museum is a not-for-profit, permanent institution in the service of society that researches, collects, conserves, interprets and exhibits tangible and intangible heritage. Open to the public, accessible and inclusive, museums foster diversity and sustainability. They operate and communicate ethically, professionally and with the participation of communities, offering varied experiences for education, enjoyment, reflection and knowledge sharing.”*<sup>6</sup>
- 19 The current permanent collection (and this policy which manages it) significantly contributes to giving effect to the Gallery’s mission and purpose. Interdependencies exist between these, so changes to one need to be taken with consideration of the others.
- 20 This draft policy has been prepared on the basis and assumption that the mission and purpose are unaltered, given that there have been no signals of this via the Long Term Plan or Annual Plans.
- 21 The Art Gallery is currently a member of MA, a professional body for museums and art galleries. Part of MA’s role is to issue industry best practice guidance for New Zealand museums; this places international best practice issued by ICOM into a national perspective.
- 22 One issuance from MA is their Code of Ethics (2013) (located at Attachment 3), which is binding on members. Officers have assessed the requirements of the current Code of Ethics against the draft policy, and are confident that it adheres. Any material differences between the policy and any future Code of Ethics will be considered and, if deemed necessary, be grounds for a policy review.
- 23 The Code has specific sections outlining responsibilities for local authorities, managers and staff. The majority of the content is standard and non-controversial. Given the questions raised by then-elected members in 2024, perhaps most notable are 1.1(f) and 1.1(g), presented below.

---

<sup>6</sup> Source: <https://icom-new-zealand.mini.icom.museum/about-icme/working-groups/>

- f ensure the collections are viewed as a crucial foundation of the museum or art gallery and, whether or not it is valued as a financial asset, ensure that the museum never pledges, mortgages, nor otherwise uses its collections as security to raise loan funds or to finance operations;
- g ensure that deaccessioning does not take place in the absence of a policy framework nor against the advice of the museum's professional staff. Appropriate independent advice should be sought when the value of items proposed for de-accessioning warrants it;

7

- 24 In 2024, then-elected members discussed the value of retaining membership of MA. Membership of MA is voluntary, but deemed to align with the fulfilment of the Gallery's mission and purpose insofar that it ensures that the Gallery upholds what is considered to be industry best practice and that its reputations benefit from the responsibilities and signals that membership entails.
- 25 For example, membership provides other institutions with the confidence to exchange items and exhibitions with the Gallery because they have a guarantee about the standards that the Gallery will adhere to.
- 26 The quality of the Gallery's reputation is central to its ability to achieve its mission and purpose. The Gallery's decisions can impact its professional reputation with other institutions and stakeholders, depending on the action taken, the rationale, and how this is communicated.
- 27 Declining bequests, particularly from well-known or long-standing donors, is not common practice among notable national galleries. Unjustified rejection of bequests may pose a reputational risk to the gallery where donors and community members may perceive such decisions as a rejection of generosity or a shift in the gallery's values. It is crucial that any decision to decline a bequest is communicated transparently, with clear reasoning provided to the donor and the public to mitigate potential backlash.
- 28 The sale of artworks from the gallery's permanent collection carries significant reputational risks. Selling pieces that were gifted or bequeathed could be seen as a breach of trust, potentially damaging relationships with donors and the broader community (as noted in the attached COCA case study). To avoid such risks, any sale must be supported with reasonable justification under the Collection Policy (and as per the MA Code of Ethics based on Council's current membership), and communicated clearly to all stakeholders. The attached Centre of Contemporary Art (COCA) case study (Attachment 4) – generated by officers – explores the nuances of this in greater detail.

#### *Proposed policy changes*

- 29 Officers consider that the current policy is broadly performing well, but requires some updates to be consistent with industry best practice.
- 30 The focus of the proposed changes is to address current challenges and changing professional and community expectations since the policy was adopted in 2016. This is most notably in regards to deaccessioning, repatriation and ethics.

---

<sup>7</sup> Source: Attachment 3, p. 4

31 The main differences between the current and draft policies are outlined in the following table:

Location in policy	Amendment	Rationale
<p>Clauses 36-38</p> <p>Clauses 24-35</p> <p>Clauses 57-60</p> <p>Clauses 61-65, 69</p>	<p>New sections in policy:</p> <p>Accession and Deaccession Ethics</p> <p>Acquisition procedures: purchases, gifts and bequests</p> <p>Collection Care: Access, Copyright and Reproduction requests</p> <p>Conservation, Storage and Environment, Security</p>	<p>Content from these topics are in the current policy, but were included within other sections. We reformatted these to enhance clarity and allow them to be applied more accurately.</p>
<p>Clauses 51-54</p> <p>Clauses 66-67</p>	<p>New content in the policy:</p> <p>Repatriation</p> <p>Collection Care: Fumigation and Housekeeping, Hazardous materials, Disaster Management Plan</p>	<p>The previous policy was silent on these topics. Industry standard stipulates that, for clarity, the policy should state the Gallery's position on these topics.</p>
<p>Clause 40</p>	<p>New content in the policy:</p> <p>Appraisals</p>	<p>The Gallery is often approached by members of the public on this topic. Appraisals are not available because this is outside of the core role of the Gallery.</p>
<p>See clause 4.5.3 of current policy</p>	<p>Removed from new policy:</p> <p>Newly purchased artwork with rates be displayed in the Timaru District Council Civic Building</p>	<p>It is proposed to remove this because it no longer reflects funding practices. The vast majority of works are purchased with gifted monies or are gifted to Council.</p>
<p>Clauses 41-50</p>	<p>Deaccessioning</p>	<p>The policy clarifies the respective roles of Council officers and wider Council. It provides delegated authority in some instances of deaccessioning to the Gallery Director and Collection Curator for any standard deaccessions. This is escalated to elected member involvement and decision making in certain</p>

		circumstances, particularly where a candidate for deaccessioning may be being repatriated or have been unethically obtained.
Clauses 72-75	Introduced monitoring and reporting requirements	The monitoring indicators will enhance the ability for officers and elected members to understand whether the policy is performing as intended, and the reporting requirements will increase the openness and transparency of how these are communicated. These changes align with the Policy Framework that officers are introducing, and which will become standard across all policies

- 32 Non-material amendments have been made for clarity (including increasing the number of definitions and the use of Te Reo) and readability; these do not impact the substance of the policy. The policy has also been reformatted to align with changes to Council’s policy template since 2016, including to remove non-policy, contextual content.

*Storage*

- 33 Storage for the permanent collection at the Aigantighe Art Gallery is currently nearing capacity. Council is taking a holistic approach to the provision of future storage by considering the requirements of the Gallery and Museum collectively.
- 34 It is important to note that neither the MA Code of Ethics nor the policy commit Council to the indefinite provision of storage. Council is, however, required to provide adequate and appropriate storage facilities and conditions for its current collection.
- 35 For example, clause 31 of the draft policy states: “The Gallery reserves the right to decline gifts and long-term loans if it does not have the capacity and resources to safely care for and store the items/ artworks/ taonga, whether in perpetuity or for the duration of the loan period.”

**Options and Preferred Option**

- 36 **Option One (preferred): Approve the attached “Draft Aigantighe Art Gallery Collection Policy” for consultation.**
- 37 For the reasons outlined in the Discussion section, officers believe that the changes to the updated policy are necessary to reflect evolving industry best practice and community expectations.
- 38 This draft policy will be reviewed again by Council prior to being adopted; no final decisions are being sought at this meeting.
- 39 **Option Two: Amend the attached “Draft Aigantighe Art Gallery Collection Policy”, and approve the amended policy for consultation.**

- 40 Council may identify improvements to the draft policy and determine that it requires amendment prior to consultation. The advantages and disadvantages of this option are dependent on the amendments made.
- 41 Based on the significance of any proposed changes, officers may seek the opportunity to defer and prepare advice on any potential amendments, prior to any Council decisions being taken.
- 42 Option Three – defer consultation on the policy and facilitate additional opportunities for elected members to consider the options available to them.**
- 43 No advantages have been identified for this option.
- 44 Officers believe that all necessary information is contained within this report and attachment as the basis for making a decision.

### Consultation

- 45 It is proposed that a public consultation is undertaken.
- 46 It is proposed that consultation occur from Friday 1 May to Monday 25 May 2026. Submissions would be sought via contacting identified stakeholders (such as Friends of the Aigantighe and Museums Aotearoa), placing information on the Council website and an advertisement in the Timaru Courier.
- 47 On this timeframe, Council would receive a report containing submissions receiving, officer commenting and a proposed final policy at its meeting scheduled for 30 June 2026. No Hearing to receive verbal submissions is proposed.

### Relevant Legislation, Council Policy and Plans

- 48 Museums Aotearoa Code of Ethics (2013, currently under review) – refer to Attachment 3





### Financial and Funding Implications

- 49 The policy as proposed does not have additional financial implications beyond what is currently budgeted. This is because the policy can be implemented within existing budgets, and any decisions or costs relating to separate issues – for example the provision of future storage – is outside the scope of the policy.
- 50 Council may consider that there is an opportunity cost to the policy due to potential foregone revenue, as the draft policy does not provide the ability to deaccession items from the collection for pure financial gain.
- 51 Officer advice is that the professional and reputational costs to the Gallery of such a step would very likely exceed any potential financial gain.

### Other Considerations

- 52 There are no other considerations.

### Attachments

1. **Draft Aigantighe Art Gallery Collection Policy** [↓](#) 
2. **Current Aigantighe Art Gallery Collection Policy** [↓](#) 
3. **Museums Aotearoa Code of Ethics (2013)** [↓](#) 
4. **COCA case study** [↓](#) 

# Aigantighe Art Gallery Collection Policy



<b>Approved by:</b>	Council
<b>Group:</b>	Galleries, Libraries, Archives and Museum
<b>Owner:</b>	Gallery Director
<b>Date adopted:</b>	<b>TBC</b> The policy becomes effective the day after adoption
<b>Review:</b>	Every 6 years, or earlier if deemed necessary This Policy does not cease to have effect because it is due for review, or being reviewed
<b>Consultation:</b>	In accordance with s82 of the Local Government Act 2002

## Introduction

### Policy Purpose

1. The purpose of this policy is to:
  - (i) Provide a framework for the acquisition, care, management, use and deaccession of all the Aigantighe Art Gallery (the Gallery) permanent collection items/artworks/taonga.
  - (ii) Provide a set of principles for the responsible stewardship of, the use of, and the act of collecting the body of items/artworks/taonga held at the Gallery.

### Scope

2. This policy applies to all Gallery staff, Timaru District Council officers, volunteers, lenders, borrowers, researchers, donors and contractors working for or with Gallery, or are involved in research or working in areas where Gallery presents programmes and activities.

### Definitions

3. Accession: the formal acceptance of an acquisition into the permanent collection and the recording of its details by the Gallery. The process of accessioning items/artworks/taonga into the permanent collection is completed by the Collection Curator.
4. Acquisition: the legal transfer of the title or ownership of an item/artwork/taonga from an individual, institution or entity outside of the Gallery, to the permanent collection of the Gallery.
5. Bequest: the act of giving or leaving something in a will to the Gallery. This can include funds or items/artworks/taonga.
6. Collection Curator: the person responsible for managing the care, conservation and information of the Gallery's permanent collection.

7. Deaccession: the formal process of removing an item/artwork/taonga from the Gallery's permanent collection. The disposal of an item/artwork/taonga by the relinquishment of ownership or title by the Gallery through gift, transfer, exchange, repatriation, or destruction.
8. Gallery Director: the person responsible for managing the Gallery, staff and the exhibition and collection facilities.
9. Gift: a donation of items/artworks/taonga that is given to the Gallery to become part of the permanent collection, meaning that the item/artwork/taonga is now owned by the Gallery.
10. Kaitiaki: guardian and steward (in this case, of the permanent collection).
11. Kaitiakitangi: the concept of this guardianship.
12. Loans (outgoing): when the Gallery lends items/artworks/taonga that are part of its permanent collection to other professional institutions for exhibitions, research or conservation.
13. Long-term loans (incoming): the Gallery's stewardship and storage of an item/artwork/taonga on behalf of the owner. These items/artworks/taonga are treated as if they are part of the Gallery permanent collection but they are not owned by the Gallery. The period of loan is agreed upon by the Gallery and the lending party.
14. Permanent Collection (the collection): All items/artworks/taonga that are accessioned and held in the stewardship of the Gallery, including items/artworks/taonga that are gifted, purchased, and exchanged. Additionally, though long-term loans are stored with the Gallery permanent collection, and cared for as part of the permanent collection, their title or ownership belongs to the lenders.
15. Repatriation: the return or restoration of material culture or property to its country, place, or people of origin.
16. Taonga: any item/s of material culture that are socially or culturally important objects.
17. Toi: art - the skill, knowledge and mastery of art.
18. The Friends of the Aigantighe: The Friends of the Aigantighe formed in 1976 as a fund-raising arm and supportive group for the Gallery. Their formation coincided with fundraising for the 1978 extension which was designed by the architect Ronald Dohig. The Friends of the Aigantighe function as an advocate for the Gallery, they fundraise and support the Gallery in events, in sponsoring conservation of the permanent collection and in purchasing artworks for the permanent collection that they then gift to the Gallery.

### **Policy Statements**

19. The Museums Aotearoa Code of Ethics will be adhered to in the acquisition, management and deaccessioning of the Gallery's collection.

### **Acquisitions**

*Collection Objectives*

20. The Gallery aims to be recognised for excellence in all of its activities – the care of its permanent collection, its exhibitions, its education programmes and its events. The Gallery will manage the collection in a professional and appropriate manner to seek the following objectives:
- (i) To be a responsive art museum that inspires and engages its audiences through art, to enhance and enrich lives, the community of the South Canterbury region and its visitors.
  - (ii) To aspire to encourage creativity and critical thought, contributing to local identity, pride of place and social cohesion.
  - (iii) To maintain, develop and conserve the permanent collection to ensure its longevity through suitable housing and monitoring.
  - (iv) To ensure the permanent collection is accessible through exhibitions, education programmes, research and loans to other institutions.
  - (v) To uphold the role of kaitiaki by balancing these objectives of accessibility with the safeguarding the permanent collection.

*Principles of Acquisition and Collection Criteria*

21. To collect items/artworks/taonga that are of art historical and cultural significance for the district of Timaru, South Canterbury and wider Aotearoa New Zealand. The items/artworks/taonga collected will be with the intention of deepening our understanding and knowledge of the cultural history of South Canterbury and Aotearoa New Zealand.
22. To collect international artworks that are significant within the context of the art history in Aotearoa New Zealand.
23. To collect items that relate to the history of the Grant family and Aigantighe House.

*Acquisitions Procedure – Purchases*

24. The Gallery will purchase acquisitions for the permanent collection that fit within the collection criteria of this collection policy.
25. Purchases made by the Gallery will be prime demonstrations of the artist's work and practice of the period.
26. Items/artworks/taonga may be purchased or commissioned with funds held in trust for this purpose or with rates.
27. The bequeathed funds tagged for accessions will be used for the purchase of items/artworks/taonga only and will exclude the following charges levied against it: repairs and maintenance, packing and freight.
28. All purchases are to be approved by the Gallery Director.

*Acquisitions Procedure – Gifts and Bequests or Long-Term Loans*

29. The Gallery reserves the right to decline gifts and bequests of items/artworks/taonga if they do not fit within the criteria of this collection policy, and if the items/ artworks/

taonga offered are in a poor condition (for instance, that the cost of conservation would exceed the artwork's value). This applies to all gifts and bequests, regardless of source.

30. The Gallery reserves the right to decline long-term loans to the permanent collection if the items/artworks/taonga do not fit within the criteria of this collection policy.
31. The Gallery reserves the right to decline gifts and long-term loans if it does not have the capacity and resources to safely care for and store the items/ artworks/ taonga, whether in perpetuity or for the duration of the loan period.
32. The Gallery reserves the right to decline gifts and long-term loans that are duplicates or considered too similar to items/artworks/taonga that are already in the permanent collection.
33. All gifts and long-term loans are to enter the permanent collection accompanied by the appropriate documentation – for example see the Aigantighe Gift Acknowledgment Form and the Aigantighe Incoming Loan Agreement.
34. The wishes of Donors/ Lenders are to be recorded on the Aigantighe Gift Acknowledgment Form or the Aigantighe Incoming Loan Agreement, and Donors/ Lenders are to be acknowledged on the items/artworks/taonga display labels when exhibited unless otherwise stipulated on the Gift Acknowledgement Form or the Aigantighe Incoming Loan Agreement.
35. All gifts, bequests and long-term loans are to be approved by the Gallery Director.

#### *Accession and Deaccession Ethics*

36. Items/artworks/taonga known to be or suspected to be stolen, or unethically required, fraudulent, or copied with fraudulent intent, will not be accessioned in the Gallery permanent collection.
37. Items/artworks/taonga will not be acquired for the purpose of financial investment or sale.
38. To prevent conflicts of interest, Gallery staff are prohibited from using their professional position or knowledge to make decisions that enables them to obtain personal gain. This clause also applies to any other individuals involved in accession and deaccession decisions or who may possess insider knowledge beyond that of a general member of the public.

#### *Accessioning*

39. Every item/artwork/taonga to enter the Gallery permanent collection will be accessioned, and its details accurately entered in the Gallery's database. These details will include an identifying accession number, artist's name, title, medium, production date, measurements, provenance and an image of the item/artwork/taonga. It is the responsibility of the Collection Curator to accession items/artworks/taonga into the permanent collection.

#### *Appraisals*

40. The Gallery does not do appraisals or valuations for external parties, including for items that may wish to be donated to the permanent collection. It is best to seek the advice of professional valuers for this.

*Deaccessioning (Gallery Deaccession Policy)*

41. The Grant and Wigley family collections and the South Canterbury Art Society collection are considered an integral part of the Gallery history. Therefore, no item/artwork/taonga will be deaccessioned from these collections.
42. The Gallery has the right to remove items/artworks/taonga from its permanent collection. The Gallery may deaccession a permanent collection item/artwork/taonga that:
- (i) Is deemed to no longer fit within its collection acquisition criteria/ collection policy; or
  - (ii) Is damaged or has deteriorated to the point where it is unable to be restored or conserved, or conservation is financially unfeasible; or
  - (iii) Has been found to be fraudulently created; or
  - (iv) Has been requested for repatriation; or
  - (v) Is a duplicate, or very similar to, an item/artwork/taonga already in the Gallery permanent collection by the same artist; or
  - (vi) Is found to be a health and safety risk to members of the public and staff or could damage other items/artworks/taonga in the permanent collection; or
  - (vii) If the provenance of the items/artworks/taonga is unclear, and it may be considered to have been unethically obtained.
43. The Gallery will exercise care and caution while evaluating the merit of an item/artwork/taonga for the permanent collection. Research will determine if the item/artwork/taonga is no longer relevant to the Gallery's collection policy.
44. Deaccessions from the permanent collection are required to meet one or more of the above stated criteria, and adhere to the process stated in this policy. Deaccessions may not take place merely on a personal whim or fashion.
45. The donor/ donor's family are to be advised of all decisions and outcomes. The Donor's wishes on Gift Acknowledgement Form are to be acknowledged and adhered to wherever possible, whilst noting that this may not always be appropriate depending on the circumstances (see the Aigantighe Gift Acknowledgment Form).
46. If it is considered that an item/artwork/taonga may be a candidate for deaccessioning from the permanent collection, a written proposal will be made by the Collection Curator to the Gallery Director.
47. If the Gallery Director agrees that an item/artwork/taonga is a candidate for deaccessioning – and there are no requests for repatriation or concerns about unethical obtainment –, they have delegated authority to deaccession it from the permanent collection via:
- (i) In the first instance, offering the item/artwork/taonga back to the Donor or the Donor's family; and
  - (ii) If this is unsuccessful or not applicable, offering the item/artwork/taonga to another public art gallery or museum as a donation or an exchange.

48. Council or a Committee/Subcommittee with delegated authority will determine, by resolution, whether the item/artwork/taonga is to be deaccessioned and – if so – the method of disposal if:
- (i) a candidate for deaccessioning is declined by the Donor or the Donor's family (where applicable) and cannot be rehomed to another public art gallery or museum; or
  - (ii) there has been a request for repatriation; or
  - (iii) an item/artwork/taonga may have been obtained unethically.
49. The Gallery Director, in consultation with the Collection Curator, will prepare a deaccession proposal for each item/artwork/taonga being considered for deaccession by Council or the Committee/Subcommittee with delegated authority. This proposal will indicate the reason(s) why it is considered that it should be removed from the permanent collection, outline disposal options, and recommend a method of disposal.
50. The process of deaccession will be fully documented, the item/artwork/taonga photographed, and these records retained at the Gallery. This documentation is the responsibility of the Collection Curator.

#### *Repatriation*

51. The Gallery is committed to returning items/artworks/taonga that have been obtained by illicit collection practices.
52. If an item/artwork/taonga is to be returned to its rightful owner/s or community or people of origin, evidence of this ownership will need to be provided to the Gallery and saved as part of the item's/artwork's/taonga records in the Gallery database.
53. The Gallery Director, in consultation with the Collection Curator, will prepare a repatriation proposal for each item/artwork/taonga being considered. This proposal will indicate the reasons why it should be repatriated. The proposal will then be presented to Council or the relevant Committee/Subcommittee with delegated authority, who shall decide whether or not the artwork will be repatriated.
54. If the item/artwork/taonga is returned to its rightful owner/s or community or people of origin, the specific logistics of the transaction will be negotiated and undertaken on a case-by-case basis. The Gallery staff will give particular consideration to the cultural needs and expectations of the receiving community/peoples.

#### **Loans**

55. The Gallery will receive loaned items/artworks/taonga (incoming) from institutions or private owners, and will also offer loan items/artworks/taonga (outgoing) from its permanent collection to institutions for reasons such as exhibitions, research and conservation. (See the Aigantighe Outgoing Loan Agreement and Aigantighe Incoming Loan Agreement).
56. In addition, full exhibitions that are loaned to and displayed at the Gallery by individual artists or groups of artists will have their own loan agreement – an Exhibition Contract by the Gallery Exhibitions Curator. (See the Aigantighe Exhibitions Contract).

## Collection Care

### *Access*

57. The Gallery is committed to exhibiting 10% of its permanent collection each year, while also loaning items/artworks/taonga from its permanent collection to other public institutions. Appointments are able to be made with the Collection Curator to privately view any item/artwork/taonga in the permanent collection during the Gallery's open hours.

### *Copyright and Reproductions requests*

58. The Gallery requires written applications for reproductions of any item/artwork/taonga held in its permanent collection. (See the Aigantighe Reproduction Order Form and the Aigantighe Reproduction Terms and Conditions.)
59. Items/artworks/taonga in the permanent collection cannot be reproduced without the Gallery's written permission. Requests to reproduce will need to be accompanied by the appropriate written copyright authorization by the artist / artist's estate if the item/artwork/taonga still falls within copyright protections.
60. It is the requestee's responsibility to gain this written permission and provide a copy to the Collection Curator at the Gallery. The Gallery has a list of charges for different reproductions.

### *Conservation*

61. The Gallery will take appropriate steps to conserve items/artworks/taonga.
62. At the time of adoption, the Gallery does not have an inhouse Conservator, and therefore items/artworks/taonga in need of conservation are outsourced to professional and suitably qualified and accredited Conservators for remediation.
63. It is the responsibility of the Collection Curator to ensure items/artworks/taonga are carefully packed and transported by staff members to the studios of Conservators throughout Aotearoa New Zealand.

### *Storage and Environment*

64. The Gallery will store its permanent collection in storerooms that have a controlled and monitored environment according to best-practice Museum and Gallery standards (Te Papa Tongarewa, Collection Management; Artcare, The Care of Art and Artefacts in New Zealand published by the Auckland Art Gallery). In the Gallery storage spaces, paintings will be stored on rolling racks or slot shelving, works on paper will be stored in metal map drawers, and sculptures will be stored in Hydestor shelving.
65. The environment of all spaces in the Gallery where items/artworks/taonga are displayed or stored will be monitored and recorded 24 hours every day. Relative humidity and temperature will be controlled with HVAC and dehumidifiers. Our objective is to have the environment stable within 18-22 degrees Celsius, and 45-55% relative humidity. The management and monitoring of Gallery storerooms and exhibition spaces, and the environment within these spaces, is the responsibility of the Collection Curator.

*Fumigation and House Keeping*

66. The Gallery will store and display its permanent collection in storage rooms and display areas that are pest controlled. The Gallery will take proactive measures to reduce the likelihood of any pest infestations.
67. At the time of adoption, the Gallery controls pests by fumigation of the building exterior and doorways with Deltamethrin and bimonthly checking of bait traps placed strategically within the Gallery interior. High standards of housekeeping are maintained throughout the Gallery (especially in storage spaces and exhibition spaces). At this stage, the Gallery does not have a fumigation room for incoming items/artworks/taonga, but steps are taken to ensure that they are pest controlled – for example, being set aside until thoroughly checked for evidence of pests before they are taken into exhibition and storage spaces.

*Hazardous materials*

68. Hazardous items/artworks/taonga in the permanent collection will be identifiable and appropriately stored. Gallery staff will be made aware of how to handle these items/artworks/taonga to protect themselves and other personnel.

*Security*

69. The Gallery will utilise security systems and contractors to ensure continuous monitoring. This includes internal and external security camera systems.

*Insurance*

70. The permanent collection, whether onsite, in transit, or loaned to another organisation will be covered by the Gallery's insurance. The Gallery's insurance will also cover everything that the Gallery has on loan itself, whether incoming exhibitions or individual loans. The Gallery's insurance will cover the transportation of loans if the Gallery is responsible for freighting the items/artworks/taonga (for more details see the Aigantighe Incoming and Outgoing Loan Agreements).

*Disaster Management Plan*

71. The Gallery will maintain a Disaster Management Plan that consists of Action Plan Procedures, a Disaster Response Pocket Guide with flow charts, and a Salvage Guide. These are all available to staff and volunteers who have been briefed in the planned procedures.

**Assessment of Policy Performance****Monitoring**

72. This policy will be monitored annually as part of Council's Policy Framework.
73. Indicators of whether this policy is achieving its stated purposes include:
- (i) The extent of alignment between the policy and the Museums Aotearoa Code of Ethics.
  - (ii) Whether the Gallery retains its accreditation with professional bodies.

- (iii) The quantum of works in the permanent collection that are not stored and displayed according to the requirements of this policy.
- (iv) Feedback from internal and external stakeholders, including The Friends of the Aigantighe, professional peers and donors.
- (v) Recommendations from internal or external audits.

**Reporting**

- 74. A summary of the performance of this policy will be reported to Council as part of the periodic Policy Update (when new information is available).
- 75. Full performance and monitoring data will be made available to Councillors when available.

Delegations, References and Revision History	
<b>Delegations</b>	
Identify here any delegations related to the policy for it to be operative or required as a result of the policy	
Delegation Manual reference	Delegation
N/A – proposed to be added to Delegation Manual	Gallery Director: deaccessioning of items from the permanent collection in accordance with the Aigantighe Art Gallery Collection Policy.
<b>References</b>	
Include here reference to any documents related to the policy (e.g. operating guidelines, procedures)	
Title	Document reference
Museums Aotearoa Code of Ethics (2013)	<a href="https://cdn.sanity.io/files/h0rc1nr4/production/732ad17fb1c4bcc0238f3a1da5919a4ce414d6f1.pdf">https://cdn.sanity.io/files/h0rc1nr4/production/732ad17fb1c4bcc0238f3a1da5919a4ce414d6f1.pdf</a>
Gift Acknowledge template	#1830370
Incoming Loan Agreement template	#1830371
Exhibition Contract template	#1830372
Outgoing Loan Agreement template	#1830373
Reproduction Order Form	#1830374
Reproduction Terms and Conditions	#1830375
<b>Revision History</b>	
Summary of the development and review of the policy	

Revision	Owner	Date Approved	Approval By	Next Review	Doc Ref
1	Art Gallery Manager	26 April 2016	Community Development Committee	April 2019	#829745
2	Gallery Director	TBC	Council	TBC	#1800951

DRAFT



## Art Gallery Collection Policy

**Approved by:**

Community Development Committee

**Date**

**Approved:**

26 April 2016

**Keywords:**

Aigantighe, Art, Art works, Accessions, Acquisitions, Bequests, Canterbury, Commissions, Collect, Collection, Donations, Deaccessioning, District, Gallery, Gifts, Loans, Permanent, Policy, South Canterbury, Timaru, Works of Art

### 1.0 Purpose

Aigantighe Art Gallery Collection Policy provides a set of principles for the responsible stewardship and sharing through public access and use of collection art works held at Aigantighe Art Gallery.

This Policy is supported by comprehensive operational guidelines, procedures and standards, such as the Museums Aotearoa Code of practice and is updated when necessary.

### 2.0 Background

#### History

Aigantighe is the name of the historic house that became the foundation of the Art Gallery in 1956. It was built in 1908 as the retirement home of Alexander Grant (1832 – 1921) and Helen Grant (1854 – 1955), who emigrated from Scotland and farmed Gray’s Hill Station in the Mackenzie Country. It was the wish of Mrs Grant that the Aigantighe became an art gallery for the general public. She lived in Aigantighe until her death in 1955. Her wishes were followed with the Aigantighe and surrounding grounds donated to the people of Timaru in 1955.

Aigantighe Art Gallery is the result of these 3 gifts which were given to the Timaru District Council. Aigantighe opened to the public in August 1956 with a collection of 80 works which comprised of the two art donations - the first from the Grant family and the second from the South Canterbury Arts Society.

Since that time the collection and gallery has grown exponentially with the Edwardian house displaying work from the permanent collection.

There are over 1500 pieces in the collection with around 10% of this collection on display at any one time.

Much of the collection was gifted either by direct donation or as a monetary bequest.

The rest of the collection includes a variety of works celebrating Victorian and Edwardian art works, Japanese prints, European prints, Australian art, Chinese art, Sculptures, Antique china and more.

The aim is to achieve a unified and balanced overall collection.

# 829745

### Background and context to the policy

- The acquisition of works of art is central to an art museum function.
- The Gallery will collect works of art which exemplify excellence, and / or are of historical and / or artistic significance to the Timaru District and wider Canterbury region and where appropriate (to strengthen existing parts of) to its collection art works by significant national and international artists.
- The gallery will consider acquisitions of works of art by gift, bequest, purchase, transfer or exchange.
- The relationship between cultural activities and education, employment, and economic development is well recognised by Central and Local Government policy. The presence of a respected Art Gallery institution contributes to local identity, pride of place, and social cohesion. It acts as a focal point for the artistic life of the district, celebrates the diversity of local communities, and provides a quality learning and leisure activity. It is a strong feature of the District and helps to attract new residents to the region along with tourists.

### 3.0 Key Definitions

- **Works of Art or Art Works** encompasses all media including paintings, sculpture, drawings, prints, ceramic art, glass, fibre art, photography, film, video documentation of conceptual art and site specific installations.
- **Acquisition** - an art work bought or obtained.
- **Accession** - a new art work added to an existing collection.
- **Deaccession** - the removal of art work or works from the collection.

### 4.0 Policy

The Aigantighe Art Gallery is the home of visual art in South Canterbury, creating connections between people and art. Aigantighe seeks to develop and care for the collection for the people of today and generations to come. Gallery staff aim to present creative, stimulating and enjoyable exhibitions for locals and visitors, now and into the future.

#### 4.1 Collection

Collection Management depends on effective information management. Collection Policy provides a set of principles that guide the responsible management of the collection of works held at Aigantighe Art Gallery. This is an essential tool for managing the collection within the usual boundaries of budget, space and staff.

Collection management involves tasks such as; Movement & Control, Risk Management Security, Insurance & Indemnity Management Cataloguing Legal information (ownership of title, rights information), Financial information (valuations), Access information (conditions of use). Regular checking of the condition of the entire collection, photographing works to an archival standard, and uploading images and data to the digital catalogue is a major task. Prioritising damaged art works and organising their restoration with the professional conservator is an ongoing focus. Considerable research into the collection is also being done but much vital information has been lost to history.

# 829745

## 4.2 Objectives

- To collect:
  - Art works produced by artists born in the Timaru District/South Canterbury or wider Canterbury region
  - Art works produced by artists who have resided in the District or wider region
  - Art works produced in the District or wider region
  - Art works which have a permanence and do not require extensive conservation treatment or reworking
  - Art works where the District or wider region has motivated the subject matter
  - Art works which reflect the diversity and multi-cultural nature of the region, recognising the Treaty of Waitangi which honours Maori as Tangata Whenua.
- To recognise that the Gallery has a national role in forming its collection in a complimentary way, rather than competitive way, in its relationship with other art museums.
- To provide appropriate physical and spiritual care, and storage facilities for all works in the collection.

Works must not duplicate material already held in the collection.

## 4.3 Ethics

Art work known or suspected to be stolen, unethically acquired, fraudulent, or copied with fraudulent intent will not be accessioned into the collection.

Works will not be acquired with the intent of later selling, exchanging or otherwise disposing of them.

The Manager and staff will not acquire work for their personal collections which conflict with the Gallery's collection policy.

Work will not be acquired/deaccessioned by a personal whim or fashion.

Gallery staff will abide by the Code of Ethics and Professional Practice for Museums Aotearoa.

## 4.4 Acquisitions

### 4.4.1 Introduction

The acquisition of works of art is central to an art museum's function. As a portion of the annual acquisition funding is provided by Timaru District Council rates, there must be transparency and collaboration regarding purchases made with rates money.

The Gallery will collect works of art which exemplify excellence and/or are of historical and/or artistic significance, to the Timaru District and wider Canterbury region.

Where appropriate, works of National and International significance could be accessioned into the collection to strengthen the existing collection.

# 829745

The Gallery will collect works that reflect the diversity and multicultural nature of the Timaru District.

The Aigantighe Art Gallery has a national role in forming its collections in a complementary, rather than a competitive way in its relationships with other art museums.

#### **4.4.2 Gifts and Bequests**

The Gallery will consider acquisitions of works of art by gift, bequest, purchase, transfer or exchange.

The Gallery Manager has the authority to accept bequests without any input from the Community Development Committee or its Subcommittee.

Any works acquired by donation or bequest must meet the acquisition criteria described above.

Aigantighe Art Gallery reserves the right to respectfully decline any works of art that may be offered if it is considered to be unsuitable for the collection. This decision will be made by the Gallery Manager.

In cases where a piece of work or works have been gifted by a will, probate of the will must have been granted. In the absence of a lawful will, the deceased's family or beneficiaries must have approved, in consultation with the Trustees for the Estate, the retention of work by the Gallery either as an outright gift or by purchase from the deceased's estate. Where no next of kin or beneficiaries can be traced, retention of the work for the Gallery shall be sought by Order of the Public Trust Office.

Offers of art works considered unsuitable for the Gallery's collection may be directed to a more appropriate repository.

The Gallery will have a Deed of Gift to protect long term the interests of both the donor and the Gallery.

The Gallery will normally only accept unrestricted gifts. Any conditions attached must be approved by the Gallery Manager.

Where appropriate, the Gallery Manager will be able to accept monetary value in lieu of a work, provided that the funds are deposited in the Art Works/Asset Purchases fund and be used towards future acquisitions for the Gallery.

Unless otherwise requested, written acknowledgment of the donor/bequest will accompany the art work.

#### **4.4.3 Purchasing/Commissions**

Decisions on art works to be purchased for acquisition will be made by the Gallery Manager, in line with current financial delegations.

Art works may be purchased/commissioned with funds held in trust for this specific purpose from the following sources: bequest; rates, gifts or endowments; grants and donations; monies received from the sale of deaccessioned works; and monies received from Art Gallery fundraising.

# 829745

The funds tagged for accessions and bequests will be used for the purchase of art works only and will not have the following charges levied against it; repairs and maintenance, packing and freight.

Sources of acquisitions may be artists, exhibitions, dealers, auctions or private.

#### **4.4.4 Accessioning**

All acquisitions will be accessioned into the collection by the Gallery Manager and designated staff.

Details of the acquisition will be entered into the accession register: title of work; name of artist; date of work; date work acquired; provenance; price etc.

A photograph of the work must be included in the accession file.

A condition report of the work must be undertaken and included in the accession file.

Acquisitions will be included in the next applicable Gallery reports to the Timaru District Council.

#### **4.4.5 Deaccessioning**

The process of deaccessioning is to maintain the quality and relevance of the collection. The decision to remove items from the collection is not to be taken lightly and therefore it is important that procedures be undertaken with care and only with strict reference to policy and procedural guidelines.

Art work will not be deaccessioned due to whim or fashion and must be respected as a valuable document and product of its time.

The Gallery Manager will prepare a deaccession proposal for each work being considered for deaccessioning, indicating the reasons why it should be removed from the collection. The proposal and recommendations will then be presented to the Community Development Committee or its Subcommittee, who shall decide whether or not a work shall be deaccessioned. The Gallery Manager will be responsible for ensuring that works deaccessioned are noted and records altered to reflect the change. The method of deaccession shall be decided by the Community Development Committee or its Subcommittee. They will authorise the Gallery Manager to carry out this decision.

When an item has been gifted, but no longer fits the Collection Policy, it should be offered back to the Donor in the first instance. Where a work has been gifted or bequeathed the wishes of the donor must be acknowledged.

The owners or their heirs will be advised of the outcome of the decision to deaccession where possible and given the first opportunity to acquire the art work.

Where it is appropriate, the art work will be offered for purchase, gift or exchange to a public art museum with an appropriate policy, or offered for sale at public auction or sold by an approved agent.

# 829745

Reasons for deaccession will be fully documented and photographed and this documentation will be retained for Aigantighe Art Gallery records.

The Grant and Wigley collections are considered as an integral part of the Gallery history and as such no works from these collections shall be considered for deaccession.

No deaccessioned item can be obtained by any person or member of his/her family who is associated with the Aigantighe Art Gallery or Timaru District Council. The sale of such works will not be of personal benefit to employees/volunteers of the Gallery, relevant external advisors or any other parties with a declared interest in the Aigantighe Art Gallery.

Possible reasons for deaccessioning works may include but are not limited to:

- The art work is damaged or has deteriorated to the point that it is unable to be restored or conserved or conservation is unfeasible financially
- The art work has been discovered to have been illegally or unethically acquired
- The art work has been found to have been fraudulently created
- The art work is being requested for repatriation
- The art work is a duplication of, or inferior to, some related work already in the collection
- The art work no longer fits with Aigantighe's collection policy
- The art work is found to be a Health and Safety risk for members of the public and/or staff, or could damage other items in the collection
- The provenance may be of a cultural nature or due to historic circumstances is unclear.

The Aigantighe Art Gallery is resolved to refine and improve its permanent collection. Part of this process requires that the Gallery examines its existing collection and identifies any works of art, the significance and aesthetic merit of which falls substantially below the general level of the collection. If it is found that such works do not enhance the Gallery's holdings, but rather lower the overall quality, the Gallery will have the right to remove them from the permanent collection and dispose of them by the most appropriate means. The Gallery will exercise care and caution in evaluating the merit of an art work when considered for disposal.

Deaccessioned art work will not be made available for sale to employees/volunteer staff of the Gallery, relevant external advisors, or any other parties with a declared interest in the Gallery.

The sale or disposal of art work will not be of personal benefit to employees/volunteer staff of the Gallery, relevant external advisors, or any other parties with a declared interest in the Gallery.

Where a work has been gifted or bequeathed, the wishes of the donor(s) must be acknowledged.

Where possible, in the case of donors/bequests, the original owners or their heirs will be given first opportunity to acquire the art work.

# 829745

Where above is not appropriate, the art work will be offered for purchase or exchange to a national art museum with an appropriate acquisitions policy, offered for sale at a public auction, or sold by an approved agent. If public auction is deemed to be the most appropriate method of sale, a reserve price will be set in consultation, with an art valuer.

Legal or other impediments must be identified before disposal takes place.

#### **4.5 Loaning Of Artworks**

##### **4.5.1 Inward Loans**

Art work enters the Gallery for a variety of reasons: exhibitions, research, evaluation prior to acquisition, photography and attribution or assessment, from a variety of sources (e.g. public or private institutions, public or private owners etc.).

Incoming loans will be recorded and condition reported on a loan agreement form. A receipt will be issued to the owner/agent.

Incoming loans will be treated with the same care as the Gallery agreement formula. Any special requirements must be agreed upon by the Gallery Manager and specified on the loan form.

Unless otherwise specified and except where work is deposited at the Gallery without prior permission from the Gallery Manager, insurance of incoming loans will be the Gallery's responsibility.

Art work will be returned to the owner/agent at the request of the Gallery Manager or lender, or as otherwise specified on the loan form.

Incoming loans should be of a specified time period.

Where possible, the Gallery Manager will issue loan requests from public or private owners six months prior to exhibition.

##### **4.5.2 Extended Inward Loans**

Approval for extending long term loans in special circumstances (e.g. family heirloom), will be at the discretion of the Gallery Manager.

The time period and condition of the loan must be approved by the Gallery Manager, and documented on the loan form.

In general, the Gallery will be responsible for the forward and return packing, freight and insurance of the art work, unless a prior arrangement has been made.

All terms and conditions of the loan arrangement will be agreed upon between the Gallery Manager and the owner and will be documented on the loan form.

# 829745

### 4.5.3 Outgoing Loans

Timaru District Council Civic Building:

- In line with a recommendation adopted by the Community Development Committee on 17 September 2013, newly purchased work, purchased from rates, will be displayed in the Timaru District Council Civic building.
- These works will be hung by a curator to ensure the correct lighting, temperature and security is obtained.
- Works will be returned to the Gallery after no more than 6 months to ensure they are housed in the best possible environment.

Art work from the Gallery's collection will not be loaned to individuals or private/commercial galleries, except for the purposes of conservation or framing.

The Gallery Manager will have authority to approve or decline loan requests.

A loan will be declined if, in the opinion of the Gallery Manager the condition of the work would be threatened by travel, if it is exceptionally rare or unique, or if the permanent display of the Gallery would be seriously impaired by the removal of the work requested.

In evaluating a work for loan, the record of its previous exhibition history and travel will be considered.

Loans will normally be refused if the work is already on loan, scheduled for loan or a restricted loan.

Loans will be approved if the works of art will be subjected to study, contribute a greater understanding, appreciation and knowledge of art, or the recognition of New Zealand understanding, will be furthered (e.g. overseas loans).

The Art Gallery staff must make certain that the work on loan will be packaged, transported, handled, stored and exhibited safely and securely, within accordance of national museums standards.

The condition of all outgoing works will be recorded on the approved loan agreement form and where appropriate, cumulative condition reports will be maintained by borrowing institutions.

Loans will only be approved to reputable institutions, which possess systems for environmental control e.g. temperature, humidity and lighting, and which meet the appropriate conservation standards and whose staff have demonstrated an ability to handle works of art safely.

The Gallery reserves the right to carry out periodic inspections of loans and withdraw them for any reason and at any time.

If the work is to be toured, the Gallery must receive a complete itinerary of the tour (e.g. dates and venues). The facilities of the other exhibiting institutions must be evaluated by the Gallery staff or touring agent.

Outgoing loans will be approved only within a specified time period, not exceeding three years.

# 829745

The loan will not normally be approved if the recommended maximum frequency of locations and duration of exhibition is exceeded as follows:

- paintings – maximum of 6 locations with a total display period not to exceed 12 months within 3 years
- prints and drawings – maximum of 4 locations with a total display period not to exceed 12 months within 3 years
- photographs – maximum of 5 locations with a total display period not to exceed 12 months within 3 years
- sculpture and decorative arts - maximum of 6 locations with a total display period not to exceed 14 months

Where required, extensions will only be granted for three year periods.

Indefinite or permanent loans will not be approved.

Gallery ownership of the work will be acknowledged in publications, labels and other written texts, where appropriate.

Copyright permission, in accordance with the 1994 Copyright Act, must be sought by the borrowing institution, where appropriate.

Whilst on loan, the work will not be photographed, filmed, televised, repaired, conserved, reframed or installed by any other methods other than those specified, unless authorised by the Gallery Manager.

<b>5.0 Delegations, References and Revision History</b>					
<i>5.1 Delegations - Identify here any delegations related to the policy for it to be operative or required as a result of the policy</i>					
<i>5.2 Related Documents - Include here reference to any documents related to the policy (e.g. operating guidelines, procedures)</i>					
<i>5.3 Revision History – Summary of the development and review of the policy</i>					
<b>5.1 Delegations</b>					
Delegation				Delegations Reference	Register
Art Gallery Manager – accept or decline art gallery bequests + other delegations as listed in the policy				Include	Delegations Register reference
<b>5.2 References</b>					
Title				Document Reference	
<b>5.3 Revision History</b>					
Revision #	Policy Owner	Date Approved	Approval by	Date of next review	Document Reference
1	Art Gallery Manager	26 April 2016	Community Development Committee	April 2019	#829745

# 829745

# CODE OF ETHICS & PROFESSIONAL PRACTICE

For Governing Bodies, Managers and Staff of Museums  
and Art Galleries in Aotearoa New Zealand.

2013



# Table of Contents

<b>Introduction</b>	2
<b>Responsibilities of governing bodies and relevant local authority managers</b>	4
1.1 To the museum	4
1.2 To the staff of the museum	6
<b>Responsibilities of museum and art gallery managers</b>	6
2.1 To the public	7
2.2 To museum and gallery staff	8
2.3 To the collections in their care	9
2.4 Exhibition, research and public programmes	11
2.5 Operations	12
<b>Responsibilities of museum and art gallery staff</b>	13
3.1 To managers and the governing body	13
3.2 To the museum	13
3.3 To the public	15
3.4 To the collection	16
3.5 Exhibitions, research and public programmes	16
<b>Appendix A</b>	
Natural history ethics for Aotearoa New Zealand	18
<b>Appendix B</b>	
Human remains policy and practice	21
<b>Appendix C</b>	
Museums Aotearoa Ethics Committee terms of reference	22
<b>Appendix D</b>	
Other relevant codes and sources of information for New Zealand practitioners	23
<b>Appendix E</b>	
The UNESCO and UNIDROIT conventions	24

## Introduction

Museums Aotearoa Te Tari o Ngā Whare Taonga o Te Motu, The Museums of New Zealand Inc, recognises the 2007 International Council of Museums (ICOM) definition of a museum as a foundation statement:

**A museum is a non-profit making, permanent institution in the service of society and its development, open to the public, which acquires, conserves, researches, communicates and exhibits the tangible and intangible heritage of humanity and its environment for the purposes of education, study and enjoyment.**

It also affirms the principles which inform ICOM's Code of Ethics:

- Museums preserve, interpret and promote the natural and cultural inheritance of humanity.
- Museums that maintain collections hold them in trust for the benefit of society and its development.
- Museums hold primary evidence for establishing and furthering knowledge.
- Museums provide opportunities for the appreciation, understanding and management of the natural and cultural heritage.
- Museums hold resources that provide opportunities and benefits for other public services.
- Museums work in close collaboration with the communities from which their collections originate as well as those they serve.
- Museums operate in a legal and in a professional manner.

This Code of Ethics & Professional Practice amplifies and refines the requirements of the definition and principles of ICOM. It is intended for the use of members of governing bodies and the professional staff of museums and art galleries in Aotearoa New Zealand, as well as for the reference of local authority managers with direct responsibilities for such museums. It describes the responsibilities of governing bodies, museum and art gallery managers and staff to each other, to the collection which is a core element of museums and art galleries, and to those who support, fund and who visit museums and art galleries.

### Item 8.11 - Attachment 3

In reflecting on the unique aspects of Aotearoa New Zealand, Museums Aotearoa and its members recognise the relationship established by Te

work. This recognition requires museums and art galleries to understand and incorporate the values of tangata whenua and all other peoples who have made Aotearoa New Zealand home. It recognises that full authority in relation to the collections does not rest within the institution at all times and that it is crucial to maintain regular and mutually-respectful contact with appropriate Māori, iwi and other interested groups to fully reinstate stewardship and properly value their connections to the works and activities of the museum or art gallery.

Other points of reference for museum and art gallery staff include ICOM's Code of Ethics and relevant international conventions for general guidance in professional matters. The appendices include a new section, Natural History Ethics for Aotearoa New Zealand, and make reference to relevant current international codes of ethics and other codes of professional practice developed within specific museum sector groups (such as for those in both the conservation and registration sectors). Human remains policies have been developed within our sector and two examples are provided for the reference of others in Appendix B.

A new initiative developed as a result of the review of the 2003 Code of Ethics in 2011-13 is the establishment of a Museums Aotearoa Ethics Committee. Further detail about the committee and its current membership is available from Museums Aotearoa; the terms of reference are attached in Appendix C.

The Code applies primarily to publicly-funded museums and art galleries and it is expected that organisational and individual members of Museums Aotearoa confirm and adhere to it.

It also provides guidance to those with an interest in the smooth running and increasing professionalism of their museum operations – whether public or private.

Documents such as this Code of Ethics and Professional Practice are kept in review and updated from time-to-time. While its tenets and suppositions flow from principles discussed and agreed in an international context, this Code seeks also to summarise agreed good practices specific to Aotearoa New Zealand.<sup>1</sup>

It is anticipated that all individual and organisational members are champions of ethical behaviour, routinely inducting new staff to the Code and incorporating its principles into their daily work.

<sup>1</sup> It is acknowledged that there is a range of privately-funded and volunteer museums, for whom Affiliate membership status of the professional body may be more appropriate.

# Responsibilities of Governing Bodies and Relevant Local Authority Managers

## 1.1 TO THE MUSEUM

Governing bodies and local authority managers with responsibility for museums and art galleries will:

- a ensure the museum or art gallery building is safe for public use and that management and staff are aware of and trained in emergency procedures;
- b ensure originals of key enabling documentation, such as statutes and trust deeds, are safely stored with copies available elsewhere;
- c ensure the preparation of clear statements relating to the aims, objectives, policies and plans of the museum or art gallery, its roles, structure and sustainability, and ensure these are regularly reviewed;
- d communicate these to those associated with the museum, the communities it serves and its key stakeholders;
- e secure the support and financial resources necessary to achieve the museum's aims and objectives;
- f ensure the collections are viewed as a crucial foundation of the museum or art gallery and, whether or not it is valued as a financial asset, ensure that the museum never pledges, mortgages, nor otherwise uses its collections as security to raise loan funds or to finance operations;
- g ensure that deaccessioning does not take place in the absence of a policy framework nor against the advice of the museum's professional staff. Appropriate independent advice should be sought when the value of items proposed for de-accessioning

- h ensure that, in the event of collection items being repatriated

descendants (if any), and other museums, collecting institutions or relevant iwi are informed prior to items being sold by public auction, private treaty or other means;

- i ensure that all funds raised in the process of an approved deaccessioning are applied solely and unequivocally to the benefit of the collection;
- j ensure that, when items are approved for loan by museums and galleries supported by public funding (in full or in part), such loans are made available to other public museums and galleries in Aotearoa New Zealand using a fee structure based solely on cost recovery;
- k have a genuine interest in the unique characteristics of Aotearoa New Zealand, and the Treaty of Waitangi and confirm this by:
  - i understanding and taking into account the tikanga and kawa of tangata whenua;
  - ii discussing and supporting appropriate affirmative action by museums in their relationships with tangata whenua;
  - iii valuing the significance of tangata whenua and all other peoples who have made Aotearoa New Zealand home; and
  - iv recognising the principles of tino rangitiratanga and relationships between collections and peoples associated with those collections;
- l have regard to New Zealand's official languages, including te reo Māori and New Zealand sign language;
- m ensure that any actual or potential conflicts of interest are reported to the governing body and that their individual actions do not bring the museum or art gallery into professional, legal or public disrepute;
- n ensure that if, at the time they join the museum or art gallery governing body, they hold a personal collection or collections relevant to the museum's or art gallery's, they provide full details of that collection to the gallery director and, during their term

on the governing body, adhere to the same guidelines as those outlined for staff in 3.2.d-g (p14-15).

Those responsible for appointing members of governing bodies should ensure that individuals appointed:

- a confirm their interest in the museum, its aims and objectives, and are prepared to ensure that they are achieved;
- b reflect a mix of skills and knowledge and are broadly representative of gender, age, Māori and other perspectives appropriate to the collection and operations of the museum or art gallery.

## 1.2 TO THE STAFF OF THE MUSEUM

Members of governing bodies or local authority managers will also:

- a act in all respects as a good and fair employer, to both paid and unpaid staff;
- b ensure appropriate delegations are in place so that policies and plans are developed and implemented; and
- c ensure that the responsibilities included in this Code are known, reinforced and met by the museum and its staff.

# Responsibilities of Museum and Art Gallery Managers

All staff employed or volunteering within a museum or art gallery have ethical responsibilities both at work and when undertaking museum-related activities beyond the walls of the museum or outside working hours. Depending on its size and capacity, many collections-related responsibilities are shared with or entirely delegated to curatorial and collections management or registration staff in a museum or art gallery.

However, managers responsible for the overall operation and well-being of the museum have a key role in ensuring the regular review and updating of the museum's or art gallery's policies and practices in relation to the public, providing maximum access to their collections and the expertise of their staff, and ensuring best practices and the implementation of continuous improvements in relation to staff, collections and the museum building and infrastructure.

The following section summarises major ethical and professional practices under various headings for easy reference. Much is equally applicable to other senior staff with key responsibilities, and it is recommended that all

## 2.1 TO THE PUBLIC

Museums and art gallery managers will ensure:

- a the collections in their care are accessible to their audiences by any and – where practicable – all of the following means:
  - i publishing, through various means, including mounting exhibitions and displays;
  - ii interpreting and providing information about exhibitions and collections;
  - iii providing accurate and up-to-date data through various digital platforms;
  - iv where practicable, making works available to other museums and galleries;
  - v providing access to collections storage areas;
  - vi presenting and facilitating seminars, hosting lectures and events related to the collections;
  - vii creating and providing materials for learning and education purposes such as school kits, hands-on collections and staff-assisted visits;
  - viii providing facilities for researchers;
  - ix providing opportunities for the expression of Māori and Moriori tikanga.
- b accurate, relevant and accessible interpretative information is available to visitors, taking reasonable account of those with various impairments, in a variety of appropriate formats within and accompanying exhibitions and displays;
- c that there is active engagement with tangata whenua and other relevant communities in the development of exhibitions and displays, education and public programmes, whether stand-alone or presented within the museum, as well as in relation to the general and specific care, management and use of collections of their cultural heritage;

reasonable requests for information are passed to another suitable organisation or agency;

- e that they determine and retain responsibility for the form and content of any exhibition on their premises and any other publication or public programme it produces or schedules, including being prepared to support these in public in the event they become contentious.

## 2.2 TO MUSEUM AND GALLERY STAFF

Museum and art gallery managers will:

- a have a genuine and confirmed interest in the unique characteristics of Aotearoa New Zealand and the Treaty of Waitangi;
- b ensure the value and significance of tangata whenua and all other peoples who have made Aotearoa New Zealand home is communicated;
- c create opportunities to use te reo Māori and New Zealand sign language;
- d provide appropriate financial rewards for the duties specified and, where practicable, provide for meaningful career paths and advice about these within the museum or gallery and/or within the broader sector, as applicable;
- e ensure staff members have opportunities for acquiring further skills through training, retraining, and personal development programmes within and, as appropriate, beyond the museum, so their potential is maximised in a given role;
- f provide essential training or development without cost to the staff member and, wherever practicable, encourage staff attendance at professional workshops, meetings and conferences;
- g ensure first aid and disaster preparedness training is given to front-line staff, including volunteers, and that an appropriate plan which ensures museum and gallery managers and all staff are aware of their responsibilities for the public, the collections and themselves in times of disaster, is developed and reviewed regularly;

- h ensure that new and revised position descriptions uniformly include reference to this Code of Ethics and to the maintenance of appropriate professional practice and ensure that staff are not required to act in a way that might conflict or be considered to conflict with its provisions;
- i ensure that they are champions of ethical and professional behaviour and acknowledge the need for co-operation and consultation between museum staff and other publicly-funded institutions with similar interests and collections.

## **2.3 TO THE COLLECTIONS IN THEIR CARE**

Museum and art gallery managers will also ensure that:

- a there is a strong presumption that all items, once accepted into a given collection, will be maintained in optimum conditions, protected by good record-keeping and security systems and held in trust for the public and/or on behalf of iwi;
- b the collecting goals of the museum are stated clearly in its collections and acquisition, access and loans, deaccessioning and disposal and other collections-related policies (such policies should take account of collections sustainability, current and long-term storage requirements and, as appropriate, include consideration of the needs of living or working collections in its care and the specific mandates of other museums in their area);
- c except in exceptional circumstances, all items acquired for the collection or accepted on long-term loan fall within the acquisitions policy of the museum or gallery and that it can provide adequately for their physical protection, care and documentation;
- d as well as collecting the past, collections policies look to the future and consider the increasing plurality of Aotearoa New Zealand;
- e all reasonable efforts are made to ensure adequate provenance for all collection items is gained at the time of acquisition or, if not, that sufficient proof of legal title is established prior to the formal accessioning of an item into the collection;

- f provision is made for maximum public access to collection items, including making data relating to collection items available; recording provenance and other related information about them through various means, written and oral; and by lending works to exhibitions organised by other museums and galleries, providing their physical and cultural well-being is not unreasonably threatened.

In addition, museum and gallery managers will also ensure the following:

- a The museum does not acquire items collected in circumstances which are destructive or damaging to natural or cultural sites or monuments.
- b Museums may accept special responsibility for collectively-owned material, for example, Māori or Pacific Islands items, but a clear policy relating to the trusteeship of such material should be developed, new taonga registered as required by law and appropriate agreements in line with the museum's policy negotiated. Particular attention must be paid to ensuring appropriate access to and use of this material.
- c Museums will engage with people of the cultures concerned in the development of collections of cultural property, including their reproduction in digital and other formats. All museums will recognise the rights and interests of tangata whenua and Moriori in relation to cultural property. Prior to acquiring collection items, the institution will obtain the views of tangata whenua to promote the most appropriate ownership and placement of Māori cultural material.
- d No items are to be disposed of without careful consideration under the terms of an approved policy relating to the deaccessioning and disposal of collections. When practicable, views of donors or their descendants will be sought and taken into account. Policies will provide clear reasons for deaccessioning, which might include irretrievably damaged collections or items of unknown origin, or of no value within or relevance to the collection. Consideration should be given to offering these by exchange, gift or private sale to other

## 2.4 EXHIBITION, RESEARCH AND PUBLIC PROGRAMMES

It is the responsibility of museums and art galleries to ensure that all research conducted under its auspices is conducted to a high ethical standard. Exhibitions and other programmes provided to the public will also reflect this level of care.

- a Within all museums and art galleries, processes will be established to ensure:
  - i research proposals, including those for exhibitions, are approved using an appropriate process; and
  - ii ethical and legal considerations are taken into account at the initial stages of preparing research proposals with respect to living persons and intellectual property, intangible heritage, oral histories, human remains, threatened or extinct species and animal welfare.  
 Note: The Museums Aotearoa Ethics Committee may be referred to for advice on such matters (see Appendix C).
- b Museums and galleries are encouraged to publish their research in a timely way, so that it is accessible and can be reviewed by communities of interest and critiqued by the scholarly community.
- c Art galleries and museums will ensure appropriate fees are paid to artists, writers and other creative practitioners involved in making and providing work for exhibition or making an additional creative contribution to the presentation of such work to the public.  
 Note: Reference may be made to the Artists' Alliance, Creative New Zealand, the Arts Council of New Zealand and other similar bodies (see Appendix D).
- d Art gallery and museum managers will avoid confusion about the role of the museum and ensure they and museum staff avoid all activities that may be construed as trading or dealing in cultural property, unless authorised in advance by the governing body (for example, in situations where a long-standing arrangement exists with a local arts society to sell from an annual exhibition).

## 2.5 OPERATIONS

- a Museum and art gallery managers will ensure legal requirements and best professional practice in fiscal matters are applied throughout, including timely reporting and independent review (wherever practicable by annual audit). Reporting which aligns to New Zealand's Financial Reporting Standards must be ensured, both by an annual report of accounts, whether audited or not, and a review of activities made available annually to stakeholders.
- b Museums and galleries, their governing bodies or local authority managers will ensure that commercial activities and sponsorship enhance the museum's reputation. In particular, potential sponsors are to be carefully considered (and, in the event of any doubt, approved by the governing body or within the appropriate management structure) if, for example, their brands are associated with or connected to the manufacturing and distribution of tobacco, alcohol, pharmaceuticals, weapons or pornography.
- c Sources of funding and income-generating activities should not compromise the content and standards of a museum's or gallery's programme nor its publications.
- d Museum and gallery managers and staff are to be aware of and adhere to appropriate legislation in all commercial activities. This includes but is not limited to copyright, intellectual property and fair trading. Museum shops will only sell items for which legal title, provenance and necessary certification is available.
- e Museums and galleries are expected to apply principles of sustainability to all their operations as far as practicable. When new buildings or extensions to current museum buildings are planned, or when plant and equipment is renewed, principles of sustainability will also be paramount in their planning. Re-cycling of materials in keeping with current best standards is to be encouraged.
- f Museums and galleries with responsibility for human remains will establish tikanga appropriate to the care and management, including repatriation, of these (see Appendix B). Māori human remains will be housed in a separate area (wahi tapu).

# Responsibilities of Museum and Art Gallery Staff

All staff employed or volunteering within a museum or art gallery have ethical responsibilities at work and when undertaking museum-related activities beyond the walls of the museum or outside working hours.

Museum or art gallery staff will take special note of the following specific responsibilities:

## 3.1 TO MANAGERS AND THE GOVERNING BODY

- a Museum and art gallery staff are expected to provide good advice to their managers and governing body on all matters relating to the museum, its policies and practices, or anything which impacts or may impact on its reputation and professional standing.
- b Staff will also:
  - i act in all respects as good employees;
  - ii ensure that none of their actions brings the museum into professional, legal or public disrepute; and
  - iii ensure that activities are in the best interests of the museum and relate directly to the policies approved by the governing body.

## 3.2 TO THE MUSEUM

- a Staff will have a genuine interest in the unique characteristics of Aotearoa New Zealand and the Treaty of Waitangi and be able to demonstrate appropriate understanding of the tikanga and kawa of tangata whenua;
- b Staff members will not solicit, directly or indirectly, nor accept, gifts, gratuities, favours or any other things of monetary value which may be construed as compromising their position.<sup>2</sup> The governing body or local authority manager is to be informed

immediately of token personal gifts or koha to individuals which do not fall into this category. Where such gifts are items which the museum collects, they must be freely offered for acceptance into the museum's or art gallery's collection and recorded through the usual channel.

- c The nature of the obligations inherent in any koha are to be clearly defined and recorded at the time of giving of the koha. Where a koha is presented to a staff member or a museum or art gallery, it becomes a bond between the giver and the receiver. An obligation may exist for the return of the koha at some future date, or for a reciprocation in kind. Where a koha is made in public to an institution, it becomes the property of the accepting institution which may also be bound by obligations of reciprocity.
- d If, at the time they join the museum staff, members hold a personal collection or collections relevant to the museum's or art gallery's, full details of that collection are to be provided to the governing body or appropriate manager.
- e During their employment in a given museum:
  - i staff involved in collecting in the same areas as the museum or gallery are to inform the governing body, local authority manager or relevant established committee of personal acquisitions as they are made – whether by gift or purchase – so the museum or gallery has the option, for a specified and limited period, to acquire such objects at the purchase price;
  - ii staff will not use the museum's affiliation to promote personal collecting activities nor seek any undue advantage in the transaction;
  - iii staff wishing to dispose of any item from a personal collection will first offer it to the museum or art gallery for consideration.
- f In summary, no staff member is to compete with their employing organisation for an object of mutual interest.

within the museum's policy framework and levels of approval for the inclusion of such works established. In addition, care is to be taken with personal acknowledgment of such works in labels and publications. The use of 'private collection' is generally favoured in such situations.

- h Again in summary, museums and art galleries will ensure that there is no real or potential for perceived conflict of interest in showing works or items from the personal collections of individuals associated with the exhibition or with the museum or gallery.

### 3.3 TO THE PUBLIC

- a Staff will be proactive in their dealings with their multiple audiences, visitors and interested others, to the best of their ability and be courteous and efficient at all times.
- b Wherever practicable, staff will facilitate access to the collections by tangata whenua, Māori, and other individuals and groups wishing to study material important to their cultural heritage. Appropriate advice may be given to members of the public about items in their possession and, if given, should be provided freely or on a cost recovery basis only.

Note: Museums should formulate a set of guidelines for such advice, including the following:

- i although the results of scholarly research, examination and treatment of museum objects may make it possible for staff to contribute to the verification of an object and its history, they are never to undertake paid authentications nor paid or unpaid valuations of works in private possession;
- ii staff should not assist with the acquisition or disposal of private property, nor express an opinion about the relative merits of dealers or agents while giving advice to the public;<sup>3</sup>
- iii no object in a museum's or art gallery's collection will be deliberately or misleadingly identified or valued;
- iv no object will be undervalued by a staff member in order to acquire it for the collection at a price advantageous to the museum or art gallery.

<sup>3</sup> It may be useful to formulate a list of dealers and agents in the museum or art gallery's areas of interest or refer to the Ministry for Culture & Heritage for an

### 3.4 TO THE COLLECTION

- a To the best of their ability, staff will ensure all collection items and taonga are handled and cared for in their totality, physically and culturally in accordance with national and international standards of best practice, including:
  - i proactively researching thoroughly best practice standards for care of collection items and ensuring every collection item is housed in good conditions;
  - ii being diligent in keeping thorough and accurate records of objects, their provenance and condition, and proactively updating these over time as new information becomes available;
  - iii maintaining a register of accidental damage to collection and loan items; and
  - iv maintaining off-site backup storage of collection information.
- b Museums and art galleries will exercise due diligence when seeking to acquire or borrow items for acquisition (or for loan), including full provenance and other relevant information. They should also ensure vendors and other sources of material for acquisition are researched and enquiries relating to unprofessional and illegal activity in the field are carried out. This is a key consideration before seeking to import material on a fixed-term loan for exhibition or research purposes.<sup>4</sup>

### 3.5 EXHIBITIONS, RESEARCH AND PUBLIC PROGRAMMES

One of the key ways that museum and art gallery staff provide access to the collections and related material in their care is through up-to-date and well-researched exhibitions, displays, book and catalogue publications, journal articles and collections-related public programmes. Collections research, exhibitions and public programmes are inter-related activities and it is important that each is informed by the others and re-freshed as new information and interpretations become available.

<sup>4</sup> Immunity from Seizure legislation or similar legislation has been passed in many countries, most recently in Australia. It is in preparation also for New Zealand;

- a Museum and art gallery staff will undertake the study of collection items, within the limits of their professional competence and the facilities of the museum. Accessibility to collections and exhibition-related research can be greatly enhanced through the regular maintenance of the museum's or gallery's web-site and, where practicable, increasing the digitisation of records.
- b Museum and art gallery staff will ensure that what they do is informed by current research in the relevant field. Individuals are encouraged to exhibit, display and otherwise make available and to publish collections-related and other research regularly and in a timely way, so it is accessible to all communities of interest and so that it may be reviewed and critiqued within the scholarly community.
- c In relation to others' research, staff will:
  - i endeavour to become aware of and respect the research areas of other *bona fide* scholars actively working and publishing in the same or a similar field;
  - ii allow such scholars full access to museum collections or records, subject to the safety of the items concerned.
- d Museum and art gallery staff engaged in research will ensure an active contribution to education and other programmes designed for the museum's varied audiences, so that understanding of the collections and related scholarly research functions of the museum and art gallery staff are understood, widely supported and celebrated within their communities of interest.

## APPENDIX A

# Natural History Ethics for Aotearoa New Zealand

### INTRODUCTION

This Appendix supports the *Code of Ethics & Professional Practice* of Museums Aotearoa with material specific to the curation, collection and display of natural history material.<sup>5</sup> *The ICOM Code of Ethics for Natural History Museums* (see <http://icomnatistethics.wordpress.com/2013/02/23/icom-nathist-code-of-ethics/> updated in 2013) covers current best practice for natural history institutions globally and is to be referred to for broader ethical considerations.

However, this Appendix considers the collection and display of items of natural history and heritage taking into account Māori customary rights.

### NATURAL HISTORY AND MĀORI

For Māori, the concepts of 'nature' and 'culture' are closely intertwined, if not the same. Ancestors and supernatural beings are ever present, helping to create, shape and nurture the landscape. Spiritual knowledge is inextricably interwoven with traditional knowledge and expertise about the environment, which is handed down to successive generations.

When including Māori concepts in the interpretation of nature or display of natural objects, it is important to remember that differences exist among iwi. Museums will engage fully in consultation to ensure that the correct kōrero is being presented.

### TIKANGA (CUSTOMARY PROTOCOLS)

Tikanga should be observed for certain natural history objects. For example:

- a items in which an umbilicus, placenta or human remains have been deposited are considered tapu (sacred), and are not to be near food, representations of food or cooking implements;

<sup>5</sup> The ICOM Code of Ethics for Natural History Museums covers collection and display of

- b individual organisms, such as the kauri tree Tāne Māhuta and rocks, such as petroglyphs and the stern and bow of the Tainui waka and Wairaka may also have substantial cultural significance or be considered tapu;
- c huia feathers, because of their cultural significance, are to be displayed with respect.

### **TE WHAKAATUHANGA (DISPLAY OF LIVE ANIMALS AND PLANTS)**

All living plants and animals contain 'mauri' a life force or essence. All displays of live organisms will be given the respect associated with their mauri. In addition, some live organisms contain a special life force of their own. These 'tupua' are associated in Māori culture with supernatural powers. Each iwi has its own tupua, which can range from a bird such as a white kererū, a river, a log that travels upstream, or an albino eel (tuna). A live tupua is never to be displayed.

Once an animal or plant is dead, it is devoid of mauri, and is not restricted from display.

Within this general rule, however, certain cultural mores apply. Some examples include:

- a parts of animals that have been made into weapons or other items associated with death (these items may be considered tapu and consultation with the appropriate iwi is required);
- b for some iwi seeing a gecko (moko kākārīki; moko tāpiri) is considered a symbol of bad luck, but this is not universal;
- c similarly, the fantail (pīwaiwaka/tīwaiwaka) may represent either good or bad luck, depending on the iwi and the circumstances.

Objects (taonga) that are considered tapu are not to be placed near, or in the same case, as those that are 'noa' (non-sacred or free from tapu). Tapu objects should also not be displayed lower than those that are noa, should not be near food, representations of food or cooking implements.

In summary, consultation is to be undertaken when displaying native species or those that may have cultural implications.

## CULTURAL IDENTITY AND RELATIONSHIPS

Some iwi consider that they whakapapa back to (descend from) biological or geological entities. For instance, Ngāi Tahu maintain a special relationship to pounamu and Ngāti Kiore to the kiore (Pacific rat). While these relationships typically do not limit collection or display, broader issues of conservation or harvesting may arise and require consultation.

## KŌRERO (STORIES)

Most iwi have kōrero that they keep only for themselves, passing them on to their own uri (descendants). These include information on whakapapa, pakanga (battles), waiata (songs) and whakatauki (proverbs). Through proper consultation it is possible to gauge which kōrero is correct and appropriate for public consumption.

## COLLECTING AND IWI

The exemption of proprietary rights to minerals, the conservation estate, foreshore and seabed, coupled with the lack of compensation is contentious for Māori and continue to be key issues for claims to the Waitangi Tribunal. While the Conservation Act 1987 and the Resource Management Act 1991 cover collecting such material, ethical considerations remain in dispute in a number of unresolved areas.

## MARINE MAMMALS

While legislation around the customary harvest of beached marine mammals is in flux, it is important for museum staff to understand that the beaching of a marine mammal can hold immense cultural significance for local hapū (sub-tribe). Some iwi, such as Ngāi Tahu, have formalised agreements with the Department of Conservation around processes in response to whale strandings. Museums that wish to collect material from stranded whales and other marine mammals will take into consideration any agreements or expectations in place with iwi within that geographical region.

## COLLECTING AND THE CROWN

Depending on the circumstances of their initial collection, wildlife items or items of interest may remain the property of the Crown.

## APPENDIX B

### Human Remains Policy and Practice

The following are offered as exemplars for the reference of other museums in Aotearoa New Zealand.

#### MUSEUM OF NEW ZEALAND TE PAPA TONGAREWA

This can be accessed at: <http://www.tepapa.govt.nz/SiteCollectionDocuments/AboutTePapa/Repatriation/DraftKoiwiTangataPolicy1October2010.pdf>

Otherwise go to [www.tepapa.govt.nz](http://www.tepapa.govt.nz)  
click on About Te Papa  
select Work with iwi & museums  
Read more about Karanga Aotearoa Repatriation Programme.

This takes you to Repatriation where there is a pdf of the Koiwi Tangata Policy.

#### CANTERBURY MUSEUM

Canterbury Museum's Human Remains Policy includes Ngāi Tahu's policy. The museum will share their policy with museum colleagues on request. Please contact: [info@canterburymuseum.com](mailto:info@canterburymuseum.com).

## APPENDIX C

# Museums Aotearoa Ethics Committee Terms of Reference

The following draft ToR were agreed at the Annual General Meeting of Museums Aotearoa in April 2011.

- 1 To establish a small representative panel when the mediation of an ethical dilemma is required;
- 2 To advise on induction and training needs for new staff in museums and ensure progress on this is regularly reported to the Board;
- 3 To advise on specific ethical issues which individual or organisational members draw to its attention;
- 4 To consider the advice of Kaitiaki Māori in relation to ethical issues as they pertain to the Museums Aotearoa Code of Ethics;
- 5 To deal with any other ethical matters which arise within the period.

**Proposed membership:**

Two Museums Aotearoa Board members  
2-3 Fellows of Museums Aotearoa or other senior, suitably qualified museum/gallery professionals.

**Tenure:**

3 year terms, renewable; appointed by Museums Aotearoa Board.

## APPENDIX D

### Other Relevant Codes and sources of information for New Zealand Practitioners

**1 Anti-seizure legislation**

Such legislation exists in UK, Europe, US and in Australia, and is under consideration in New Zealand  
([www.legislation.govt.nz](http://www.legislation.govt.nz))

**2 Legislation relating to Protected Objects**

Protected Objects Act, 1975 (amended 2006)  
([www.legislation.govt.nz](http://www.legislation.govt.nz))

**3 New Zealand Conservators of Cultural Material Code of Ethics, 1995**

([www.nzccm.org.nz/code-of-ethics](http://www.nzccm.org.nz/code-of-ethics))

**4 Everyday decisions: a code of ethics for Australian registrars**

Compiled and edited by Christine Law, Catherine Belcher and Carol Cooper, 2003

**5 Copyright Legislation**

([www.legislation.govt.nz](http://www.legislation.govt.nz))

**6 Artists' Alliance Code of Practice**

([www.artistsalliance.org.nz](http://www.artistsalliance.org.nz))

## APPENDIX E

### The UNESCO and UNIDROIT Conventions

UNESCO maintains that the world's cultural heritage must be preserved and transferred to future generations as evidence of human achievement and as sources of information and education. However, there is international concern at the historic and more recent examples of the pillage of various world cultural heritage and archaeological sites. In addition, the theft of objects from museums is increasing.

Museums and art galleries may protect themselves against theft by putting into place a systematic inventory of collections and by improving security norms. Museum and art gallery staff can also protect themselves and their institutions by seeking full details of provenance and other information related to items being considered for acquisition. They should also ensure sources are researched and sufficiently exhaustive enquiries relating to illegal activities in the field are made before recommending the acquisition of or import for exhibition or research purposes of loan material.

It is important to be familiar with a range of international legal instruments such as the 1970 UNESCO Convention on the Means of Prohibiting and Preventing the Illicit Import, Export and Transfer of Ownership of Cultural Property and the UNIDROIT Convention on Stolen or Illegally Exported Cultural Objects adopted in Rome on June 29, 1995.

- 1 UNESCO Convention on the Transfer of Cultural Property**  
([UNESCO.org](http://unesco.org))
- 2 UNESCO Convention on the Trade in Endangered Species**  
([cites.org](http://cites.org))
- 3 UNIDROIT Convention on Stolen or Illegally Exported Cultural Objects**  
([UNIDROIT.org](http://unidroit.org))

Other International Treaties may also be relevant to the collections and activities of museums and art galleries in Aotearoa New Zealand and include:

**5 Antarctic Treaty**

([www.ats.aq](http://www.ats.aq))

**6 Madrid Protocol for international trademark registration**

([www.madridprotocol.info](http://www.madridprotocol.info))

**7 International Commission on Zoological Nomenclature**

([www.iczn.org](http://www.iczn.org))

**8 Berne Convention for the Protection of Literary and Artistic Works**

([www.berne.org](http://www.berne.org))



## **Case Study: COCA Art Gallery Collection Sale 2016 and Impacts From Civic Collection Sales.**

### **Introduction**

The sale of civic art collections can have profound and lasting consequences on a community. This case study examines the example of the CoCA (Centre of Contemporary Art) Art Gallery in Christchurch, New Zealand, which sold its Canterbury Society of Arts (CSA) collection to fund the rebuild of its building post-earthquake. The backlash and consequences that followed provide valuable lessons for other communities considering similar actions.

### **The CoCA Case Study**

In 2016, the CoCA Art Gallery faced severe financial difficulties following the Christchurch earthquakes. To address these issues, the gallery decided to sell its CSA collection, which included 180 significant works. This decision was met with widespread public backlash and significant criticism from the art community.

Prominent art historians and critics voiced their disapproval, emphasizing the cultural loss and the undermining of public trust. Art historian Warren Feeney criticized the sale, stating, "The loss of the CSA collection is a cultural tragedy for Christchurch and New Zealand. It represents a short-sighted solution to financial problems that ultimately damages the city's cultural heritage and identity" ([CoCA Art Center](#)) ([Toi Ōtautahi](#)).

### **Negative Public Reaction**

The public fallout from the sale was significant. Many felt that the sale betrayed the original donors' intentions and the public's trust, leading to a diminished reputation for the gallery and decreased public engagement. Criticisms included:

- **Loss of Cultural Heritage:** The sale was seen as a betrayal of the community's cultural heritage. Art historian Peter Vangioni remarked, "The sale of these works has stripped Christchurch of a vital part of its artistic history" ([CoCA Art Center](#)).
- **Community Trust:** The decision eroded trust in the institution. Donors and patrons who had supported the gallery felt their contributions were disregarded. Public sentiment was encapsulated in comments like, "The gallery's actions have shown a complete disregard for the cultural value of these works" ([CoCA Art Center](#)) ([Toi Ōtautahi](#)).

### **Purpose of Art Donations**

Donations of art to public collections are made with the understanding that these works will be shared with the people of the district in perpetuity. These donations aim to lift up and inspire all members of the community, particularly those who might not otherwise have access to such cultural and artistic resources. The artworks serve as a shared heritage, enhancing the cultural and intellectual fabric of the community. By selling these pieces,

institutions not only violate the trust of the donors but also deprive current and future generations of the opportunity to experience and learn from these invaluable resources.

### **Collection Policy at Aigantighe Art Gallery**

The current collection policy for Aigantighe Art Gallery restricts what can be done ethically with the collection. This policy is designed to ensure that the artworks are preserved, displayed, and used in ways that honour the original intentions of the donors and benefit the public. Selling off parts of the collection would contravene these ethical guidelines and undermine the gallery's mission to serve as a steward of cultural heritage.

### **Guidelines from Museums Aotearoa and ICOM**

The Museums Aotearoa Code of Ethics and the International Council of Museums (ICOM) Code of Ethics provide clear guidelines on the stewardship of collections. According to Museums Aotearoa, "museums must ensure that collections are held in trust for the benefit of present and future generations" and that "disposal of items through sale, exchange, or other means is only acceptable if it does not compromise the museum's responsibility to its stakeholders, particularly donors and the public" ([eHive](#)) ([NZ Travel & Business](#)).

ICOM's Code of Ethics further emphasizes that "collections should not be treated as a financial asset," and "disposal of objects from museum collections should be conducted in a manner that ensures they remain within the public domain wherever possible" .

Furthermore, the Museums Aotearoa Code of Ethics states that "Governing bodies and local authority managers with responsibility for museums and art galleries will:

- ensure that deaccessioning does not take place in the absence of a policy framework nor against the advice of the museum's professional staff. Appropriate independent advice should be sought when the value of items proposed for de-accessioning warrants it;
- ensure that, in the event of collection items being repatriated and/or disposed of in line with staff advice, donors or their descendants (if any), and other museums, collecting institutions or relevant iwi are informed prior to items being sold by public auction, private treaty or other means;
- ensure that all funds raised in the process of an approved deaccessioning are applied solely and unequivocally to the benefit of the collection" ([Museums Aotearoa Code of Ethics 2013](#))

### **Additional Examples of Backlash**

The CoCA Art Gallery's experience is not unique. Other institutions have faced similar backlash after selling parts of their collections:

- **The Baltimore Museum of Art (BMA):** In 2020, BMA faced significant public outcry when it announced the sale of three major works to fund its diversity and equity initiatives. The decision was later reversed due to the backlash, which highlighted

concerns about the loss of cultural heritage and the museum's commitment to its mission.

- **The Berkshire Museum:** In 2018, the Berkshire Museum sold several artworks, including two Norman Rockwell paintings, to address financial issues. The sale led to public protests and legal challenges, with critics arguing that it violated public trust and the museum's ethical obligations.

### **Risks to Our Community**

Selling a civic art collection can have several negative consequences:

- **Reputational Damage:** The loss of a collection could tarnish the region's reputation as a cultural hub. It would signal to the world that the community does not value its cultural assets, potentially deterring future donations and support from art patrons.
- **Economic Impact:** Cultural institutions attract tourists and contribute to the local economy. A diminished art collection could lead to decreased tourism and economic activity in the region.
- **Cultural Loss:** An art collection is an irreplaceable repository of a community's history and identity. Selling it would mean losing a vital part of the community's cultural heritage, which cannot be measured in monetary terms.

### **Conclusion**

Art collections are not mere financial assets; they are invaluable cultural and educational resources that contribute to the social and cultural capital of a community. Selling these assets undermines these benefits and erodes the community's cultural heritage. It is crucial to explore alternative solutions to address financial challenges without compromising cultural legacy.

The example of CoCA Art Gallery in Christchurch serves as a stark reminder of the long-term negative consequences of selling civic art collections. Communities must consider these implications carefully and work towards preserving their art collections for the benefit of future generations.

**8.12 Proposed accounting policies 2026****Author: John Liddiard, Projects Accountant****Authoriser: Andrea Rankin, Chief Financial Officer****Recommendation**

That Council:

1. Received and notes Proposed accounting policies 2026 report;
2. Adopt the accounting policies subject to audit and identified policy reviews.

**Purpose of Report**

- 1 The purpose of the report is to present the proposed Group accounting policies to be applied in the 2025/2026 financial year for their adoption.

**Assessment of Significance**

- 2 This matter has low significance in terms of Council's Significance and Engagement Policy. This has been determined by the low level of direct impact the decisions are likely to have on Council's operations and on the community and therefore community engagement on the contents of this report is not recommended.

**Discussion**

- 3 Accounting policies are agreed annually for Timaru District Council Group, which includes Timaru District Council (TDC), Timaru District Holdings Limited (TDHL) and Venture Timaru Limited (VT) They also encapsulate the financial reporting for Downlands Water Services (DWS), a joint operation, and how the Group reports equity investments in associate companies Alpine Energy Limited (AEL) and PrimePort Timaru Limited (PPT).
- 4 The policies prescribe the agreed approach to the financial reporting of the Group for significant areas of reporting, particularly relating to the application of New Zealand Generally Accepted Accounting Principles (GAAP) and the related financial reporting standards as promulgated by the External Reporting Board (XRB). XRB accounting standards are statutory reporting requirements in addition to, and expanding on, principles and practices laid out in the Local Government Act 2002 (LGA) and the Companies Act 1993.
- 5 While the primary focus has been on the preparation of the annual report the policies apply to all financial reporting within the Group, particularly that of TDC, including for planning and management reporting. The policies and their application are included in the audit of the annual report and any other audited reports such as the long-term plan. The policies however do not prescribe every accounting practice in the Group in detail.
- 6 While the Group has agreed policies which are applied for Group reporting, entities within the Group have their own separate policies dependent on their specific circumstances. Those for Council are congruent with the Group policies and often are described interchangeably. Those for TDHL and VT are set to meet their requirements under the Companies Act. Where there is

a material difference between the individual entity policies and practice and the Group requirements the entity reporting is adjusted to comply with Group reporting requirements for Group reporting. Where possible individual Group entities are encouraged to adopt Group policies to reduce the need for such adjustments.

- 7 Timaru District Council and its Group are classified as “Tier 1 Public Sector” entities and are therefore expected to meet all the related requirements of that status. TDHL and VT are part of the Group however individually TDHL is classified as a “Tier 2 For Profit” entity and VT is classified as a “Tier 3 Public Sector” entity.
- 8 Changes to the policies may result from changes to accounting standards or statutory requirements; internal review and reconsideration of the application of standards including changes in the perception of best practice and methodological review; and from specific advice from audit processes. If an accounting policy change has a material impact on financial reporting a prior period adjustment might be necessary, which restates the financial reporting from prior years.
- 9 Not all accounting policies are now published in the annual report with those of less materiality or significance being excluded by agreement with NZ Audit each year, however the unpublished policies still apply.
- 10 Previously the accounting policies were presented to the Audit and Risk Committee and subsequently to Council as part of the year-end process, frequently after they had been reviewed by Audit NZ. This did not give adequate time to consider any potential changes or queries regarding the policies. Consequently the policies are being presented now to allow the Committee and Council to raise any issues, however they cannot be completely finalised until any final internal reviews have been completed and until audited and any disagreements with Audit NZ’s interpretation or approach considered and discussed.
- 11 The Audit and Risk Committee considered the proposed policies on 2 March 2026 and agreed that they should be presented to Council for adoption.
- 12 A number of substantive areas of the policy are under review and while the default position is the policy applied in the previous and prior years will apply, it might be possible that the following might change (these have been italicised in the body of the policy document):

#### 12.1 Land and Buildings

Consideration has been given to the revaluation of Land and Buildings however this is not currently planned for 2025/2026. A detailed review of land and buildings is being undertaken of the asset register and of assets currently held as Property, Plant & Equipment which should be reclassified as Investment Properties. Assets held for sale will also be reviewed to ensure that all such assets are properly identified.

#### 12.2 Water

It is anticipated that a full revaluation of 3 Water assets will be undertaken for the 2025/2026 financial year.

#### 12.3 Landfill post-closure provision

A comprehensive review is being undertaken of the methodology and accounting for the Landfill post-closure provision and the related treatment of Landfill assets.

#### 12.4 Useful lives for depreciation

The categories and useful lives for depreciation purposes have been reviewed over the preceding two years and this will continue in 2025/2026. This review is to reduce unnecessary complexity by reducing and standardising the useful lives relating to individual asset classes but also to identify where additional asset classes may need to be separately recognised.

- 13 Policy elements which will probably not be published have been “greyed out”. This is to rationalise the detail of accounting policies published in the Annual Report, however the policies will continue to apply where relevant.
- 14 Significant changes from 2025 are:
  - 14.1 The paragraph relating to “Financial Statements Reclassification” regarding the remediation of prior period printing error corrections has been removed.
  - 14.2 References to Aorangi Stadium Trust has now been removed.
  - 14.3 References to new or amended standards adopted last year have been removed as they are now part of ongoing policy and practice, specifically the “2024 Omnibus Amendments to PBE Standards (amendments to PBE IPSAS 1)”.
  - 14.4 Changes to “Public Benefit Entities Conceptual Frameworks (Amendments to Chapter 3 Qualitative Characteristics and Chapter 5 Elements in General Purpose Financial Reports)” promulgated by the XRB were stated to be “not yet adopted” in 2025 however these have now effectively been adopted. As suggested by the title these are clarifications of how the various financial reporting elements, such as liabilities or equity are conceptualised. This is no direct effect on the Group reporting however, as intended, assist in clarifying the underlying basis for classifications.
  - 14.5 The policy for “Assets Held for Sale” was not published in 2025 but is likely to be required in 2026.
  - 14.6 The “Land”, “Buildings and Building Improvements” and “Airport Improvements” valuation policies were not published in 2025 however it is anticipated that due to the materiality of these assets that they will be published in 2026, however this is to be finally determined in the context of the final annual report presentation.
  - 14.7 The statement regarding the changes in the application of depreciation to “Statues and Monuments” included in 2024 and 2025 has been removed as this is now established policy.
- 15 As noted in paragraph 13, issues to be finalised or under review (italicised in the policy document) are:
  - 15.1 The issue regarding the potential revaluation of Land and Buildings has been considered however it is proposed that the status quo will remain for 2026.
  - 15.2 Property assets are currently included in Property, Plant and Equipment which should be reclassified as “Investment Properties”. This exercise is expected to follow the comprehensive reconciliation and detailed identification of property assets in the asset register and agreeing the status of these with Property. Following completion of this there will be a consequential reduction in the value of Land and Buildings in Property, Plant and Equipment. Investment Properties are revalued annually so the value of Investment Properties is likely to increase substantially. Some of these however may be transferred to “Assets Held for Sale” based on the sales program.

- 15.3 It is being assumed that a full revaluation of Water assets will be undertaken in 2026. This is likely to result in a significant increase in the value of Water assets and the related depreciation charge.
  - 15.4 The review, clarification and delineation of asset useful lives has been an ongoing exercise over a number of years with progressive improvements in rationalising useful lives and reporting these. It is unlikely that any changes in 2026 will significantly impact on depreciation costs however continuing this process will assist in facilitating ongoing management of the asset register.
  - 15.5 The Landfill Post-Closure Waste Containment Facility asset and provision valuation and calculations are being comprehensively reviewed both conceptually and regarding their practical calculation. It is possible that there will be substantial changes in both the methodology and consequent valuations of both the asset and provision required.
  - 15.6 The Artworks collection is expected to be externally valued in 2026, following the preceding two years of internal valuation. This valuation is still expected to be included as a note rather than in the surplus and deficit however due to the high cost of auditing it for inclusion in the Statement of Financial Position at fair value.
  - 15.7 There are a number of intangible assets (which would be accounted for under “Other Intangible Assets”) and “contra-assets” held by Council especially relating to land rights, particularly various easements and also consents, which have not yet been fully identified, consequently there is limited valuation of these. It is not currently anticipated that this will be rectified prior to 30 June.
- 16 There have been substantial improvements in the process for setting and improving the Group accounting policies, including:
- 16.1 Recognising that the policies are for the Group not solely for Council;
  - 16.2 Identifying changes in accounting standards that will or may affect the policy approach;
  - 16.3 Removing policies that were not translated into practice and changing practice to comply with policies;
  - 16.4 Annually reviewing policies with the aim of establishing best practice;
  - 16.5 Not relying solely on advice from Audit NZ or the practice of other equivalent organisations to determine the policy approach;
  - 16.6 Being prepared to challenge historical approaches where they may no longer be fit for purpose.
- 17 This latest process change is to bring the policy setting forward to allow more substantive assessment, review and debate as may be considered necessary.

## Attachments

1. **Timaru District Council Group proposed accounting policies 2026** [↓](#) 

**Proposed accounting policies for the 2025/26 financial reports****Statement of Accounting Policies****REPORTING ENTITY**

Timaru District Council (the Council) is a territorial local authority governed by the Local Government Act 2002 (LGA) and is domiciled and operates in New Zealand. The relevant legislation governing the Council's operations includes the LGA and the Local Government (Rating) Act 2002.

The financial statements of Timaru District Council include the Council's 82% share of Downlands Water Supply, which has been assessed as a joint arrangement.

The Group consists of the ultimate parent, Timaru District Council (including Downlands Water Supply), and its subsidiaries: Timaru District Holdings Limited (100% owned) and Venture Timaru Limited (100% owned).

Timaru District Holdings Limited's share of its associate companies PrimePort Timaru Limited (50% owned) and Alpine Energy Limited (47.5% owned) are equity accounted into the Group financial statements.

All of these entities are domiciled and operate in New Zealand.

The Council and Group provide infrastructure, local public services and regulatory functions to the community. The Council does not operate to make a financial return.

The reporting date of the Council, controlled entities and the joint arrangement is 30 June as is that of PrimePort Timaru Limited, however the reporting date for Alpine Energy Limited is 31 March.

The Council has designated itself and the Group as public benefit entities (PBEs) for the purpose of complying with generally accepted accounting practice (GAAP).

The financial statements of the Council and Group are for the year ended 30 June 2026.

The financial statements were authorised for issue by the Council on *[to be confirmed]*.

**BASIS OF PREPARATION**

The financial statements have been prepared on the going concern basis, and the accounting policies have been applied consistently throughout the year.

**Statement of compliance**

The financial statements of the Council and Group have been prepared in accordance with the requirements of the LGA and the Local Government (Financial Reporting and Prudence) Regulations 2014 (LG(FRP)R), which include the requirement to comply with New Zealand Generally Accepted Accounting Principles (NZ GAAP), which are primarily based on reporting standards as promulgated by the External Reporting Board (XRB) and the NZ Accounting Standards Board (NZASB).

The financial statements have been prepared in accordance with and comply with PBE Accounting Standards.

**Presentation currency and rounding**

The financial statements are presented in New Zealand dollars and all values are rounded to the nearest thousand dollars (\$000), other than the remuneration and severance details in Note 4 and related party transactions in Note 27, which are rounded to the nearest dollar. Contingencies in Note 25 are as stated in the Note.

**Changes in accounting policies and disclosures****Changes in accounting policies**

There have been no significant changes in accounting policy.

**New or amended standards adopted.**

Public Benefit Entities Conceptual Frameworks (Amendments to Chapter 3 Qualitative Characteristics and Chapter 5 Elements in General Purpose Financial Reports)

Amendments to Chapter 3: Qualitative Characteristics relate to clarification of the role of prudence in the context of faithful representation and amendments to the guidance on materiality.

Amendments to Chapter 5: Elements in General Purpose Financial Reports (GPFRs) relating to the following definitions: an asset with reference to past events; a resource with a rights-based approach; a liability and the transfer of resources; a liability with reference to past events; the unit of account; and binding arrangements that are equally unperformed. The amendment also gives emphasis to consideration of the following elements: recognition criteria; relevance; existence uncertainty; low probability of an inflow or outflow of economic benefits; and faithful representation.

No significant changes are anticipated resulting from these amendments.

**Standards issued and not yet effective and not adopted early**

There are no standards and amendments issued but not yet effective.

**SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

Significant accounting policies which do not relate to a specific note are outlined below.

**Basis of consolidation**

The consolidated financial statements are prepared by adding together like items of assets, liabilities, equity, revenue, expenses and cash flows of entities in the Group on a line-by-line basis. Intra-Group balances, transactions, revenues and expenses are eliminated on consolidation.

The consolidated financial statements are prepared using uniform accounting policies for like transactions and other events in similar circumstances. The consolidation of an

entity begins from the date when the Council obtains control of the entity and ceases when the Council loses control of the entity.

Control over an entity is determined when the Council or Group has exposure or rights, to variable benefits from its involvement with the entity and has the ability to affect the nature or amount of those benefits through its power over the other entity. The Council considers all relevant facts and circumstances in assessing whether it has power over another entity, for example, the ability to appoint or remove a majority of the entity's governance and management, binding arrangements the Council enters into, Group voting rights, and pre-determination mechanisms. The Council reassesses whether or not it controls another entity if facts and circumstances change.

The Council and Group will recognise goodwill where there is an excess of the consideration transferred over the net identifiable assets acquired and liabilities assumed. If the consideration transferred is lower than the net fair value of the Council or Group's interest in the identifiable assets acquired and liabilities assumed, the difference will be recognized immediately in the surplus or deficit.

Where a member of the Group does not materially comply with Group accounting policies appropriate adjustments are made on consolidation.

#### **Foreign currency transactions**

Foreign currency transactions (including those subject to forward foreign exchange contracts) are translated into New Zealand Dollars (the functional currency) using the spot exchange rate at the dates of the transactions. Foreign exchange gains or losses arising from the settlement of such transactions and from the translation at year-end exchange rates or monetary assets and liabilities denominated in foreign currencies are recognised in surplus or deficit.

#### **Goods and Services Tax**

Items in the financial statements are stated exclusive of goods and services tax (GST), except for receivables and payables, which are presented on a GST inclusive basis. Where GST is not recoverable as input tax, it is recognised as part of the related asset or expense.

The net amount of GST recoverable from or payable to, the IRD is included as part of receivables or payables in the statement of Financial Position.

The net GST paid to or received from the IRD, including the GST relating to investing and financing activities, is classified as an operating cash flow in the statement of cash flows.

Commitments and contingencies are disclosed exclusive of GST.

#### **Budget figures**

The Budget figures presented in this report are those approved by the Council in its 2024-2034 long term plan unless stated otherwise. The budget figures have been prepared in accordance with GAAP, using accounting policies that are consistent with those adopted by the Council in preparing these financial statements.

**Critical accounting estimates and assumptions**

In preparing these financial statements, estimates and assumptions have been made concerning the future. These estimates and assumptions may differ from the subsequent actual results. Estimates and assumptions are continually evaluated and are based on historical experience and other factors, including expectations or future events that are believed to be reasonable under the circumstances.

The estimates and assumptions that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next financial year are:

- Assumptions regarding investments in other financial assets, including subsidiaries and other entities (see Notes 12 and 13).
- Estimating the fair value of property, plant and equipment (see Note 15).
- Estimating the landfill aftercare provision (see Note 24).
- Estimating the fair values of debt (see Note 22).
- Estimating the fair values of financial instruments (see Notes 11 and 12).
- Estimating the retirement and long service leave obligations (see Note 23)

**Critical judgments in applying accounting policies**

Management has exercised the following critical judgments in applying accounting policies:

- Valuation methodology for property, plant and equipment, cultural and heritage assets and intangible assets (see Notes 15, 16 and 17)
- Donated or vested land and buildings with use or return conditions (see Notes 3, 15 and 16)

**Summary revenue and expenditure for groups of activities**

The cost of service for each significant activity of the Council has been derived using the following cost allocation principles:

Direct costs are those costs directly attributable to a significant activity. Indirect costs are those costs that cannot be identified in an economically feasible manner with a specific significant activity.

Direct costs are charged directly to significant activities. Indirect costs are charged to significant activities using appropriate cost drivers such as actual usage, staff numbers, and floor area.

There have been no changes to the cost allocation methodology during the year.

## **Revenue**

Revenue is measured at fair value.

The specific accounting policies for significant revenue items are explained below:

### Rates revenue

The following policies for rates have been applied:

- General rates, targeted rates (excluding water-by-meter), and uniform annual general charges are recognised at the start of the financial year to which the rates resolution relates. They are recognised at the amounts due. The Council considers that the effect of payment of rates by instalments is not sufficient to require discounting of rates receivable and subsequent recognition of interest revenue.
- Rates arising from late payment penalties are recognised as revenue when rates become overdue.
- Rates remissions are recognised as a reduction of rates revenue when the Council has received an application that satisfies its Rates Remission Policy.
- Rates collected on behalf of Environment Canterbury (Ecan) are not recognised in the financial statements, as the Council is acting as an agent for Ecan.

### Development and financial contributions

Development and financial contributions are recognised as revenue when the Council provides, or can provide, the service for which the contribution was charged. Otherwise, development and financial contributions are recognised as liabilities until such time as the Council provides, or can provide, the service.

### Waka Kotahi (NZ Transport Agency) roading grants

The Council receives funding assistance from Waka Kotahi, which subsidises part of the costs of maintenance and capital expenditure on the local roading infrastructure. The subsidies are recognised as revenue upon entitlement, as conditions pertaining to eligible expenditure have been fulfilled.

### Other government grants

The Council receives funding assistance from government agencies subsidising costs, including expense and capital costs, for various projects. Such grants or subsidies are recognised as revenue upon entitlement, as conditions pertaining to eligible expenditure have been fulfilled.

### Other grants received

Other grants are recognised as revenue when they become receivable unless there is an obligation in substance to return the funds if conditions of the grant are not met. If there is such an obligation, the grants are initially recorded as grants received in advance and recognised as revenue when conditions of the grant are satisfied.

#### Building and resource consent revenue

Fees and charges for building and resource consent services are recognised on the issuance of the consent at the rate applicable at the time of application.

#### Entrance fees

Entrance fees are fees charged to users of the Council's local facilities and is recognised upon entry to such facilities.

#### Landfill fees

Fees for disposing of waste at the Council's landfill sites are recognised upon waste being disposed by users.

#### Provision of commercially based services

Revenue derived through the provision of services to third parties in a commercial manner is recognised in proportion to the stage of completion at balance date. Generally, this is determined by the proportion of costs incurred to date bearing to the estimated total costs of providing the service.

#### Sales of goods

Revenue from the sale of goods is recognised when a product is sold to the customer.

#### Infringement fees and fines

Infringement fees and fines mostly relate to traffic and parking infringements and are recognised when the infringement notice is issued. The revenue recognised is determined based on the probability of collecting fines, which is estimated by considering the collection history of fines over the preceding 2-year period.

#### Vested, found, abandoned or donated physical assets

For assets received for no or nominal consideration, the asset is recognised at its fair value when the Council obtains control of the asset. The fair value of the asset is recognised as revenue, unless there is a use or return condition attached to the asset. A determination is made at recognition as to whether the revenue will be included in the calculation of the surplus or treated as comprehensive revenue.

The fair value of vested, found, abandoned or donated assets is usually determined by reference to an external market or the cost of constructing the asset. For assets received from property developments, the fair value is based on construction price information provided by the property developer, adjusted to current costs.

Following the assessment of initial fair value an additional consideration is made for potential impairment of the asset.

For long-lived assets that must be used for a specific use (for example, land that must be used as a recreation reserve), the Council immediately recognises the fair value of

the asset as revenue. A liability is recognised only if the Council expects that it will need to return the asset or pass the asset to another party.

#### Donated and bequeathed financial assets

Donated and bequeathed financial assets are recognised as revenue unless provided for a specified purpose. A liability is recorded if provided for a specified purpose and the liability is released to revenue as the funds are spent for the nominated purpose.

#### Crown suspensory loans

The Council considers that suspensory loans from the Crown are, in substance, a grant with conditions, and so recognises funds received as a liability and releases the liability to revenue on a straight-line basis over the 20-year term of the agreement.

#### Interest and dividends

Interest revenue is recognised using the effective interest method.

Dividends are recognised when the right to receive payment has been established. Dividends are recognised in surplus or deficit unless the dividend clearly represents a recovery of part of the cost of the investment.

#### Agency revenue

Where revenue is derived by acting as an agent for another party, the revenue that is recognised is the commission or fee on the transaction.

#### **Personnel costs**

##### Salaries and wages

Salaries and wages are recognised as an expense as employees provide services.

##### Defined contribution superannuation schemes

Employer contributions to defined contribution superannuation schemes, including KiwiSaver and the Government Superannuation Fund, are expensed in the surplus or deficit as incurred.

#### **Finance costs**

Borrowing costs are recognised as an expense in the financial year in which they are incurred.

#### **Other expenses**

##### Grant expenses

The Council's grants awarded have no substantive conditions attached.

Non-discretionary grants are those grants that are awarded if the grant application meets the specified criteria and are recognised as an expense when an application that meets the specified criteria for the grant has been received.

Discretionary grants are those grants where the Council has no obligation to award on receipt of the grant application and are recognised as an expense when approved by the Council and the approval has been communicated to the applicant.

#### Operating leases

An operating lease is a lease that does not substantially transfer all the risks and rewards incidental to ownership of an asset. Lease payments under an operating lease are recognised as an expense on a straight-line basis over the lease term. Lease incentives received are recognised in the surplus or deficit as a reduction of rental expense over the lease term.

#### **Tax**

Income tax expense includes components relating to current tax and deferred tax.

Current tax is the amount of income tax payable based on the taxable profit for the current year, plus any adjustments to income tax payable in respect of prior years.

Deferred tax is the amount of income tax payable or recoverable in future periods in respect of temporary differences and unused tax losses. Temporary differences are differences between the carrying amount of assets and liabilities in the financial statements and the corresponding tax bases used in the computation of taxable profit.

Deferred tax liabilities are generally recognised for all taxable temporary differences. Deferred tax assets are recognised to the extent that it is probable that taxable profits will be available against which the deductible temporary differences or tax losses can be utilised.

Deferred tax is not recognised if the temporary difference arises from the initial recognition of goodwill or from the initial recognition of an asset or liability in a transaction that affects neither accounting profit nor taxable profit.

Current tax and deferred tax are measured using tax rates and laws that are effective at balance date.

Current and deferred tax is recognised against the surplus or deficit for the period, except to the extent that it relates to items recognised in other comprehensive revenue and expense or directly in equity.

#### **Cash and cash equivalents**

Cash and cash equivalents include cash on hand, deposits held at call with banks, other short-term highly liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities in the Statement of Financial Position.

**Statement of cashflows**Cashflow statement

Operating activities include cash received from all revenue sources of the Council and Group, and cash expenditure payments made for the supply of goods and services. Agency transactions such as collection of regional council rates are not recognised as receipts and payments in the Statement of Cash Flows.

Investing activities are those activities relating to the acquisition and disposal of current securities not included in cash and cash equivalents and non-current securities and any non-current assets.

Financing activities are those activities relating to the changes in equity and debt structure of the Council.

**Receivables**

Short-term receivables are recorded at the amount due, less an allowance for expected credit losses (ECL).

The Council and Group apply the simplified model of recognising lifetime ECL for short-term receivables.

In measuring ECLs, receivables have been grouped into rates receivable and other receivables and assessed on a collective basis as they possess shared credit risk characteristics. They have then been grouped based on the days past due. A provision matrix is then established based on historical credit loss experience, adjusted for forward looking factors specific to the debtors and the economic environment.

Rates receivable

The Council does not provide for ECLs on rates receivable. Council has various powers under the Local Government (Rating) Act 2002 (LG(R)A 2002) to recover any outstanding debts. These powers allow the Council to commence legal proceedings to recover any rates that remain unpaid four months after the due date for payment. If payment has not been made within three months of the Court's judgment, then the Council can apply to the Registrar of the High Court to have the judgment enforced by sale or lease of the rating unit. Ratepayers can apply for payment plan options in special circumstances.

Rates are "written-off":

- when remitted in accordance with the Council's rates remission policy; and
- in accordance with the write-off criteria of sections 90A (where rates cannot be reasonably recovered) and 90B (in relation to Māori freehold land) of the Local Government (Rating) Act 2002.

### Other receivables

Other receivables are written off when there is no reasonable expectation of recovery. Indicators that there is no reasonable expectation of recovery include the debtor being in liquidation or the receivable being more than one year overdue.

### **Inventories**

Inventories are held for distribution or for use in the provision of goods and services. The measurement of inventories depends on whether the inventories are held for commercial or non-commercial (distribution at no charge or for a nominal charge) distribution or use. Inventories are measured as follows:

- Non-commercial: measured at cost, adjusted for any loss of service potential.
- Commercial: measured at the lower of cost and net realisable value.

Cost is allocated using the first-in-first-out (FIFO) method, which assumes the inventories that were purchased first are distributed or used first.

Inventories acquired through non-exchange transactions are measured at fair value at the date of acquisition.

Any write-down from cost to net realisable value or for the loss of service potential is recognised in surplus or deficit in the year of the write-down.

### **Assets held for sale**

Assets are classified as held for sale if their carrying amount will be recovered principally through a sale transaction rather than through continuing use. They are measured at the lower of their carrying amount and fair value less costs to sell.

Any impairment losses for write-downs are recognised in surplus or deficit.

Any increases in fair value, less costs to sell, are recognised up to the level of any impairment losses that have been previously recognised.

Non-current assets are not depreciated or amortised while they are classified as held for sale, including those that are part of a disposal group.

When land held for development and future resale is transferred from investment property or property, plant, and equipment, to assets held for sale, the fair value of the land at the date of the transfer is its deemed cost.

Costs directly attributable to the developed land are expensed.

### **Derivative financial instruments**

Derivative financial instruments are used to manage exposure to foreign exchange risks arising from the Council and Group's operational activities and interest rate risks arising

from the Council and Group's financing activities. The Council and Group do not hold or issue derivative financial instruments for trading purposes.

Derivatives are initially recognised at fair value on the date a derivative contract is entered into and are subsequently remeasured to their fair value at each balance date. The method of recognising the resulting gain or loss depends on whether the derivative is designated as a hedging instrument, and, if so, the nature of the item being hedged.

The associated gains or losses on derivatives that are not hedge accounted are recognised in surplus or deficit.

The full fair value of a hedge accounted derivative is classified as non-current if the remaining maturity of the hedged item is more than 12 months, and as current if the remaining maturity of the hedged item is less than 12 months.

The full fair value of a non-hedge accounted foreign exchange derivative is classified as current if the contract is due for settlement within 12 months of balance date.

#### Hedge accounting

The Council and Group designates certain derivatives as either:

- hedges of the fair value of recognised assets or liabilities or a firm commitment (fair value hedge); or
- hedges of highly probable forecast transactions (cash flow hedge).

The Council and Group have elected to not adopt the hedge accounting requirements of PBE IPSAS 41 as permitted under the transitional provisions of PBE IPSAS 41, which was substantively adopted for the year ended 30 June 2022. This means the Council and Group continues to apply the hedge accounting requirements of PBE IPSAS 29 Financial Instruments: Recognition and Measurement.

The Council and Group documents at the inception of the transaction the relationship between hedging instruments and hedged items, as well as its risk management objective and strategy for undertaking various hedge transactions. The Council and Group also documents its assessment, both at hedge inception and on an ongoing basis, of whether the derivatives that are used in hedging transactions are highly effective in offsetting changes in fair values or cash flows of hedged items.

#### Fair value hedge

The gain or loss from remeasuring the hedging instrument at fair value, along with the changes in the fair value on the hedged item attributable to the hedged risk, is recognised in surplus or deficit. Fair value hedge accounting is applied only for hedging fixed interest risk on borrowings.

If the hedge relationship no longer meets the criteria for hedge accounting, the adjustment to the carrying amount of a hedged item for which the effective interest method is used is amortised to surplus or deficit over the period to maturity.

### Cash flow hedge

The portion of the gain or loss on a hedging instrument that is determined to be an effective hedge is recognised in other comprehensive revenue and expense, and the ineffective portion of the gain or loss on the hedging instrument is recognised in surplus or deficit as part of “finance costs”.

If a hedge of a forecast transaction subsequently results in the recognition of a financial asset or a financial liability, the associated gains or losses that were recognised in other comprehensive revenue and expense are reclassified into surplus or deficit in the same period or periods during which the asset acquired or liability assumed affects the surplus or deficit. If it is expected that all or a portion of a loss recognised in other comprehensive revenue and expense will not be recovered in one or more future periods, the amount that is not expected to be recovered is reclassified to surplus or deficit.

When a hedge of a forecast transaction subsequently results in the recognition of a non-financial asset or a non-financial liability, or a forecast transaction for a non-financial asset or non-financial liability becomes a firm commitment for which fair value hedge accounting is applied, the associated gains and losses that were recognised in other comprehensive revenue and expense will be included in the initial cost or carrying amount of the asset or liability.

If a hedging instrument expires or is sold, terminated, exercised, or revoked, or it no longer meets the criteria for hedge accounting, the cumulative gain or loss on the hedging instrument that has been recognised in other comprehensive revenue and expense from the period when the hedge was effective will remain separately recognised in equity until the forecast transaction occurs.

When a forecast transaction is no longer expected to occur, any related cumulative gain or loss on the hedging instrument that has been recognised in other comprehensive revenue and expense from the period when the hedge was effective is reclassified from equity to surplus or deficit.

### Hedge ineffectiveness

Hedge ineffectiveness in a hedge relationship can arise from:

- differences in the timing of cash flows of the hedged items and hedging instruments.
- changes to the forecasted amount of cash flows of hedged items and hedging instruments.
- the counterparties’ credit risk effecting fair value movements of hedging instruments and hedged items.

### **Other financial assets**

Other financial assets (other than shares in subsidiaries) are initially recognised at fair value. They are then classified as, and subsequently measured under, the following categories:

- amortised cost;
- fair value through other comprehensive revenue and expense (FVTOCRE); and
- fair value through surplus and deficit (FVTSD).

Transaction costs are included in the value of the financial asset at initial recognition unless they have been designated at FVTSD, in which case they are recognised in surplus or deficit.

The classification of a financial asset depends on its cash flow characteristics and the Council and Group's management model for managing them.

A financial asset is classified and subsequently measured at amortised cost if it gives rise to cash flows that are "solely payments of principal and interest (SPPI)" on the principal outstanding and is held within a management model whose objective is to collect the contractual cash flows of the asset.

A financial asset is classified and subsequently measured at FVTOCRE if it gives rise to cash flows that are SPPI and held within a management model whose objective is achieved by both collecting contractual cash flows and selling financial assets.

Financial assets that do not meet the criteria to be measured at amortised cost or FVTOCRE are subsequently measured at FVTSD. The Council and Group may elect at initial recognition to designate an equity investment not held for trading as subsequently measured at FVTOCRE.

#### Subsequent measurement of financial assets at amortised cost

Financial assets classified at amortised cost are subsequently measured at amortised cost using the effective interest method, less any expected credit losses (ECL). Where applicable, interest accrued is added to the investment balance. Instruments in this category include term deposits, community loans, and loans to subsidiaries and associates.

#### Subsequent measurement of financial assets at FVTOCRE

Financial assets in this category that are debt instruments are subsequently measured at fair value with fair value gains and losses recognised in other comprehensive revenue and expense, except ECL and foreign exchange gains and losses are recognised in surplus or deficit. When sold, the cumulative gain or loss previously recognised in other comprehensive revenue and expense is reclassified to surplus and deficit.

Financial assets in this category that are equity instruments designated as FVTOCRE are subsequently measured at fair value with fair value gains and losses recognised in other comprehensive revenue and expense. There is no assessment for impairment when fair value falls below the cost of the investment. When sold, the cumulative gain or loss previously recognised in other comprehensive revenue and expense is transferred to accumulated funds within equity. The Council and Group designate into this category all equity investments that are not held for trading as they are strategic investments that are intended to be held for the medium to long-term which currently include Timaru

District Holdings Limited, Venture Timaru Limited, Civic Financial Services Limited and Opuha Water Limited.

#### Subsequent measurement of financial assets at FVTSD

Financial assets in this category are subsequently measured at fair value with fair value gains and losses recognised in surplus or deficit.

Interest revenue and dividends recognised from these financial assets are separately presented within revenue.

#### Expected credit loss allowance (ECL)

The Council and Group recognise an allowance for ECLs for all debt instruments not classified as FVTSD. ECLs are the probability-weighted estimate of credit losses, measured at the present value of cash shortfalls, which is the difference between the cash flows due to the Council and Group in accordance with the contract and the cash flows it expects to receive. ECLs are discounted at the effective interest rate of the financial asset.

ECLs are recognised in two stages: ECLs are provided for credit losses that result from default events that are possible within the next 12 months (a 12-month ECL), however, if there has been a significant increase in credit risk since initial recognition, the loss allowance is based on losses possible for the remaining life of the financial asset (a Lifetime ECL).

When determining whether the credit risk of a financial asset has increased significantly since initial recognition, the Council and Group considers reasonable and supportable information that is relevant and available without undue cost or effort. This includes both quantitative and qualitative information and analysis based on the Council and Group's historical experience and informed credit assessment and including forward-looking information.

The Council and Group consider a financial asset to be in default when the financial asset is more than 90 days past due. The Council and Group may determine a default occurs prior to this if internal or external information indicates the entity is unlikely to pay its credit obligations in full.

Council measure ECLs on loan commitments at the date the commitment becomes irrevocable. If the ECL measured exceeds the gross carrying amount of the financial asset, the ECL is recognised as a provision.

#### Term deposits

Term Deposits are classified as Loans and Receivables and measured at amortised cost.

#### Investments in debt and quoted equity securities

Investments in debt and quoted equity securities are financial instruments classified as held for trading and are measured at fair value at balance sheet date. Any resultant gains or losses are recognised in the surplus or deficit for the period.

#### Investments in subsidiaries

Investments in subsidiaries are included in the parent entity at cost.

#### Other financial assets, including unquoted equity investments

Other financial assets held by Council and Group are stated at the lower of cost or net realisable value, with any resultant gain or loss being recognised directly in other comprehensive revenue or expense, except for impairment losses. When these assets are derecognised, the cumulative gain or loss is recognised through the surplus or deficit.

#### Impairment

Financial assets are potentially impaired if the obligation is unlikely to be fully met. An assessment is made regarding each asset based on the assessed credit risk of the investment and when there was objective evidence of impairment. For equity investments, a significant or prolonged decline in the fair value of the investment below its cost is considered objective evidence of impairment; and for debt investments, significant financial difficulties of the debtor, probability the debtor would enter into bankruptcy, receivership or liquidation, and default in payments were indicators the asset is impaired.

When determining whether the credit risk of a financial asset has increased significantly since initial recognition, the Council and Group considers reasonable and supportable information that is relevant and available without undue cost or effort. This includes both quantitative and qualitative information and analysis based on the Council and Group's historical experience and informed credit assessment and including forward-looking information.

The Council and Group consider a financial asset to be in default when the financial asset is more than 90 days past due. The Council and Group may determine a default occurs prior to this if internal or external information indicates the entity is unlikely to pay its credit obligations in full.

#### **Investments in Associates**

An associate is an entity over which the Council or a member of the Group has significant influence and that is neither a subsidiary nor an interest in a joint arrangement. The Council or Group's associate investment is accounted for in the Group financial statements using the equity method. The investment in an associate is initially recognised at cost and the carrying amount in the Group financial statements is increased or decreased to recognise the Group's share of the surplus or deficit of the associate after the date of acquisition. Distributions received from an associate reduce the carrying amount of the investment in the Group financial statements.

If the share of deficits of an associate equals or exceeds its interest in the associate, the Group discontinues recognising its share of further deficits. After the Group's interest is reduced to zero, additional deficits are provided for, and a liability is recognised, only to the extent that the Group has incurred legal or constructive obligations or made

payments on behalf of the associate. If the associate subsequently reports surpluses, the Group will resume recognising its share of those surpluses only after its share of the surpluses equals the share of deficits not recognised.

Where the Group transacts with an associate, surpluses or deficits are eliminated to the extent of the Group's interest in the associate.

The investment in the associate is carried at cost in the Council's parent entity financial statements.

#### **Investment in joint operations**

A joint arrangement is a binding arrangement that confers enforceable rights and obligations on the parties to the arrangement that is subject to joint control. Joint control is the agreed sharing of control where decisions about the relevant activities require the unanimous consent of the parties sharing control.

A joint arrangement is classified either as a joint operation or a joint venture. The classification depends on the rights and obligations of each party under the joint arrangement. The legal form, terms of the binding agreement, and other facts and circumstances relevant to determining the classification of the joint arrangement are reviewed to determine the classification.

For joint operations, the Council and Group recognises a direct right to the assets, liabilities, revenues and expense of joint operations and the share of any jointly held or incurred assets, liabilities, revenue, and expenses. Assets, liabilities, revenues, and expenses relating to Council and Group's interest in a joint operation are accounted for in line with the Council and Group accounting policies and included in the relevant line items of the Council and Group financial statements.

The Council has a joint arrangement with the Waimate District Council and Mackenzie District Council for the Downlands Rural Water Scheme. The Downlands Rural Water Scheme is a joint operation rather than a joint venture because the three Councils jointly own their specified share of the whole scheme and have rights to the assets and obligations for the liabilities relating to the arrangement, due to the structure of the arrangement not being through a separate vehicle. The Council's share in the joint arrangement equates to 82%, with Waimate District Council's share being 14% and Mackenzie District Council's 4%.

#### **Property, plant and equipment**

Property, plant, and equipment consist of:

Operational assets, which include all assets not specifically included elsewhere utilised by the Council and Group to deliver services both directly and indirectly. Assets held for sale are not included with operational assets even if there is a continued use until sale.

Infrastructure assets, which are the fixed utility systems owned by the Council and Group and each asset class encompasses all items that are required for the network to function including: sewer, stormwater and water systems; roads, bridges, lighting, and

land under roads; footpaths; and unoccupied land held specifically for infrastructure purposes.

Infrastructure assets composed of multiple components may be treated as being conglomerated individual assets where part of an interconnected network, where separate parts of the network or facility composed of multiple individuated assets for asset management purposes are jointly treated as single assets notwithstanding other practice and policy specifications.

Restricted assets are assets owned by the Council and Group that provide a benefit or service to the community and cannot be disposed of because of legal or other restrictions. Restricted assets may be operational or relating to infrastructure.

Unless specifically stated, acquisitions are initially valued at cost. Prior to 1 July 2005 a number of valuations were undertaken for several asset classes, separately outlined, which have become the opening cost value for that class, some of which have subsequently been revalued at fair value.

#### Revaluations

For asset classes where revaluations are performed regularly, assets are revalued with sufficient regularity to ensure that their carrying value does not differ materially from fair value which is defined as no greater than 10% cumulatively based on an annual assessment of fair value, however it may be determined that a revaluation is required despite not exceeding 10%; and at least every three years, with revaluation movements accounted for on a class by class basis. Revaluations are conducted by an independent valuer at least triennially, by valuations derived directly from external markets or independently derived costs (including actual costs). Internal valuations are prepared utilising the best available cost or market information.

The net revaluation results for infrastructure assets are credited or debited to other comprehensive revenue and expense and are accumulated to an asset revaluation reserve in equity for that class-of-asset. Where this would result in a debit balance in the asset revaluation reserve, this balance is not recognised in other comprehensive revenue and expense but is recognised in surplus or deficit. Any subsequent increase on revaluation that reverses a previous decrease in value recognised in surplus or deficit will be recognised first in surplus or deficit up to the amount previously expensed, and then recognised in other comprehensive revenue and expense.

The net revaluation results for assets that are valued annually are included in the calculation of the surplus or deficit for the year.

#### Land

*Land, other than airport land, has been stated at deemed cost, which is the fair value as assessed by I Fairbrother ANZIV of QV Valuations at 1 July 2005.*

*Airport land has been stated at deemed cost, which is the fair value as assessed by B Dench ANZIV of QV Valuations at 1 July 2005.*

### Buildings and Building Improvements

*Buildings and Building Improvements have been stated at deemed cost less depreciation and impairment losses, which is fair value as valued by I Fairbrother ANZIV of QV Valuations as at 1 July 2005.*

*Buildings acquired and Building Improvements following that date are included at cost except where they are acquired for no or nominal consideration when they are valued at fair value less assessed impairment.*

### Airport Improvements

Airport improvements, including the runway, have been stated at deemed cost less depreciation and impairment losses, which is optimised depreciated replacement cost as valued by B Dench ANZIV of QV Valuations as at 1 July 2005.

Improvements following that date are included at cost.

### Plant and Equipment

Plant and equipment for parks and pools is stated at deemed cost less depreciation and impairment losses, which is the optimised depreciated replacement cost as assessed by Maunsell Limited, Valuers, at 1 July 2005.

Acquisitions following that date are included at cost except where they are acquired for no or nominal consideration when they are valued at fair value less assessed impairment.

Other plant and equipment (including motor vehicles) are at cost less depreciation and impairment losses.

### Furniture and Office Equipment

Furniture and office equipment have been stated at cost less depreciation and impairment losses.

### Wastewater, Stormwater, Water

Wastewater, Stormwater and Water assets are stated at their fair value using standard unit rates as per the depreciated replacement cost methodology, however acquisitions subsequent to 30 June 2022 are valued at cost, until future revaluations are performed.

*The assets were revalued on 30 June 2026 by Timaru District Council officers and peer reviewed by [to be confirmed].*

Wastewater, Stormwater and Water infrastructural assets are valued using the depreciated replacement cost method. There are a number of estimates and assumptions exercised when valuing infrastructural assets using this method, including:

- The replacement costs where appropriate reflect optimisation due to over-design or surplus capacity.

- Estimating the replacement cost of the asset: the replacement cost of an asset is based on recent construction contracts in the region for modern equivalent assets, from which unit rates are determined. Unit rates have been applied to components of the network based on size, material, depth, and location.

If recent contract cost information is considered out of date, it is indexed using Statistics New Zealand's Capital Goods Price Index for civil constructions to convert them to current dollar value at the valuation date.

Estimates of the remaining useful life over which the asset will be depreciated which can be affected by the local condition, for example, pipe material or wall thickness.

If useful lives do not reflect the actual consumption of the benefits of the asset, then the Council and Group could be over- or under-estimating the annual depreciation charge recognised as an expense in the statement of comprehensive revenue and expense. To minimise this risk, infrastructural asset useful lives have been determined with reference to the New Zealand Infrastructure Asset Valuation and Depreciation Guidelines published by the National Asset Management Steering Group and have been adjusted for local conditions based on past experience.

Acquisitions are measured at their fair value using standard unit rates.

#### Roads, Bridges, Footpaths, Street Furniture and Lighting

Roading assets were revalued as at 30 June 2025 by Mark Gordon MBA, BE (Hons), CPEng, CMEngNZ of IAM Consulting (M Gordon) Limited.

Acquisitions subsequent to a revaluation are valued at cost until a future valuation.

Road pavements, bridges, footpaths, drainage, street lighting and a range of other assets used for delivering roading services are valued using the depreciated replacement cost method. There are a number of estimates and assumptions made when valuing infrastructural assets using this method, including:

- The unit rates used in estimating the replacement cost value of the asset which reflect commercial costs for provision of modern equivalent assets by contract and assume realistic quantities of assets within contracts to ensure cost effective allowances and rates. Where appropriate, replacement value also reflects optimisation due to over-design or surplus capacity.
- Unit rates have been applied to components of the road network based on the type of asset, its size, and material type. Rates are derived from TDC unit rate information for recent contract-based construction and maintenance work and recent valuation information from similar local authority infrastructure, indexed to the valuation date using Statistics New Zealand's Capital Goods Price Indices for Transport Ways. Where detailed asset component information is not available, estimations are made on an aggregate basis.
- Estimates of the remaining useful life over which the asset will be depreciated can be affected by local conditions, for example, traffic use or climatic conditions. If useful lives do not reflect the actual consumption of the benefits of the asset, then the

Council could be over- or under-estimating the annual depreciation charge recognised as an expense in the statement of comprehensive revenue and expense. To minimise this risk, infrastructural asset useful lives have been determined with reference to the New Zealand Infrastructure Valuation and Depreciation Guidelines, issued by the National Asset Management Steering Group (NAMS) of IPWEA NZ, and have been adjusted for local conditions based on past experience.

#### Land Under Roads

Land under roads was valued based on the fair value of adjacent “undeveloped land value” effective 1 July 2005 by Maunsell Limited, Valuers. Subsequent acquisitions are stated at cost less impairment losses.

Acquisitions following that date are included at cost except where they are acquired for no or nominal consideration when they are valued at fair value less assessed impairment. Land Under Roads is no longer revalued.

#### Additions

The cost of an item of property, plant, and equipment is recognised as an asset only when it is probable that future economic benefits or service potential associated with the item will flow to the Council and Group and the cost of the item can be measured reliably and is greater than \$1,500, subject to individual asset assessment and with specified exceptions. Unless each individual asset exceeds the cost threshold, bulk purchases which exceed the specified cost threshold do not constitute an asset purchase and are either expensed immediately or treated as inventory, as appropriate.

Work in progress is recognised at cost less impairment and is not depreciated.

In most instances, an item of property, plant, and equipment is initially recognised at its cost. Where an asset is acquired through a non-exchange transaction, it is recognised at its fair value as at the date of acquisition.

Costs incurred subsequent to initial acquisition are capitalised only when it is probable that future economic benefits or service potential associated with the item will flow to the Council and Group and the cost of the item can be measured reliably.

The costs of day-to-day servicing of property, plant, and equipment are recognised in surplus or deficit as they are incurred.

#### Disposals

Gains and losses on disposals are determined by comparing the disposal proceeds with the carrying amount of the asset. Gains and losses on disposals are reported net in surplus or deficit. When revalued assets are sold, the amounts included in asset revaluation reserves in respect of those assets are transferred to retained earnings.

#### Leased assets

Leases in which substantially all of the risks and rewards of ownership are transferred are classified as finance leases. At inception, finance leases are recognised as assets and

liabilities on the statement of financial position at the lower of the fair value of the leased property and the present value of the minimum lease payments. Any additional direct costs of the lessee are added to the amount recognised as an asset. Subsequently, assets leased under a finance lease are depreciated as if these assets are owned.

Where the value of an individual leased asset is assessed as being outside of the asset capitalisation parameters the lease is treated as an operating lease (see Note 6: Other Expenses) in accordance with the asset capitalisation materiality specifications.

Depreciation

Depreciation is provided on a straight-line basis on all property, plant, and equipment other than specified asset classes or types, including land, at rates that will write off the cost (or valuation) of the assets to their estimated residual values over their useful lives. Where the value and utilisation of an asset is contingent on another asset, its useful life will normally be set to not exceed the useful life of the asset upon which it is contingent. The useful lives of major classes of assets have been estimated as follows:

<i>Airport runways (seal)</i>	<i>20 years</i>
<i>Airport runways (basecourse)</i>	<i>80 to 100 years</i>
<i>Bridges</i>	<i>25 to 100 years</i>
<i>Buildings, building improvements and land improvements</i>	<i>3 to 100 years</i>
<i>Landfill waste containment facility (post-closure)</i>	<i>100 years</i>
<i>Computers and electronic equipment</i>	<i>5 to 10 years</i>
<i>Footpaths</i>	<i>20 to 80 years</i>
<i>Furniture and office equipment</i>	<i>10 years</i>
<i>General plant and equipment</i>	<i>10 to 20 years</i>
<i>Land</i>	<i>Indefinite (No depreciation)</i>
<i>Land under roads</i>	<i>Indefinite (No depreciation)</i>
<i>Lighting</i>	<i>10 to 40 years</i>

<i>Pavement base</i>	<i>30 to 200 years</i>
<i>Pavement surface</i>	<i>5 to 80 years</i>
<i>Playground equipment and undersurfacing</i>	<i>10 to 30 years</i>
<i>Roading (other)</i>	<i>10 to 100 years</i>
<i>Wastewater treatment and reticulation: plant and facilities</i>	<i>5 to 120 years</i>
<i>Stormwater treatment and reticulation: plant and facilities</i>	<i>15 to 120 years</i>
<i>Traffic services</i>	<i>3 to 30 years</i>
<i>Unsealed road base</i>	<i>Indefinite (no depreciation)</i>
<i>Water treatment and reticulation: plant and facilities</i>	<i>5 to 230 years</i>

Landfill assets

Physical landfill assets include earthworks, buildings and plant and machinery which are stated at cost less any accumulated depreciation or impairment. Unless specifically included under another asset class, landfill assets are depreciated based on the utilised capacity of the landfill. The physical landfill assets have been reviewed for fair value on the same basis as equivalent asset types.

*A provision is made over the life of the landfill for post-closure costs. The post-closure waste containment facility includes the value generated by the provisioning process representing the future economic benefits of this provision. This asset is amortised based on the utilised capacity of the landfill following its reassessment biennially, contingent on the revised estimation of the concomitant provision (see Note 24: Provisions).*

Impairment of property, plant, and equipment

Property, plant, and equipment and cultural and heritage assets are reviewed for impairment at each balance date and whenever events or changes in circumstances indicate that the carrying amount may not be recoverable.

An impairment loss is recognised for the amount by which the asset's carrying amount exceeds its recoverable amount. The recoverable amount is the higher of an asset's fair value less costs to sell and its value in use.

If an asset's carrying amount exceeds its recoverable amount, the asset is regarded as impaired and the carrying amount is written down to the recoverable amount. For revalued assets included in comprehensive revenue and expense where a revaluation reserve has been generated, the impairment loss is recognised against the revaluation reserve for that class of asset. Where that results in a debit balance in the revaluation reserve, the balance is recognised in surplus or deficit.

For assets where there is no revaluation reserve, the total impairment loss is recognised in the surplus or deficit.

Where it is anticipated that an impairment will be rectified, the provision for that impairment is also recognised in the surplus or deficit and subsequently, when rectified, reversed through the surplus or deficit.

The reversal of an impairment loss on an asset included in comprehensive revenue and expense credited to other comprehensive revenue and expense and increases the asset revaluation reserve for that class of asset. To the extent that an impairment loss for that class of asset was previously recognised in surplus or deficit, a reversal of the impairment loss is also recognised in surplus or deficit.

For assets not carried at a revalued amount, the reversal of an impairment loss is recognised in surplus or deficit.

#### Value in use for non-cash-generating assets

Non-cash-generating assets are those assets that are not held with the primary objective of generating a commercial return.

For non-cash-generating assets, value in use is determined using an approach based on either a depreciated replacement cost approach, a restoration cost approach, or a service units approach. The most appropriate approach used to measure value in use depends on the nature of the impairment and availability of information.

#### Value in use for cash-generating assets

Cash-generating assets are those assets that are held with the primary objective of generating a commercial return.

The value in use for cash-generating assets and cash-generating units is the present value of expected future cash flows.

#### **Cultural and heritage assets**

Cultural and heritage assets have a unique nature or are specifically related to the retention of cultural knowledge; assets built or made as unique works of art; or intended primarily for educational purposes or combinations of these. They may include any of the traditional and cultural elements for the District.

Cultural and heritage assets are capitalised regardless of their acquisition value.

This asset type includes statues and monuments, artworks, museum collections and the library collections.

Changes in the valuation of cultural and heritage assets are included in the surplus/(deficit).

Heritage buildings which are in operational use are included in the buildings asset class.

The general principles applying to property, plant and equipment apply to cultural and heritage assets.

#### Statues and Monuments

Individually recognised statues and monuments are stated at deemed cost or acquisition cost less impairment losses. Valued at optimised depreciated replacement cost as at 1 July 2005 by Maunsell Limited (Valuers), subsequent acquisitions are stated at cost less impairment losses. Statues & Monuments are not subject to depreciation.

#### Library Collections

Library collections, excluding permanent retentions, are valued annually at depreciated replacement cost calculated in accordance with guidelines outlined in "Valuation Guide for Cultural and Heritage Assets", published by the Treasury Accounting Policy Team, November 2002 and the Library Collection Valuation Guidelines prepared by the New Zealand Library Association, May 1992.

Elements of the library collection which are retained for permanent retention are not included in the valuation as they are not readily measurable on a replacement cost basis and are not depreciated. Additions to the collection for permanent retention are valued at cost, or fair value if donated.

The costs relating to the use of electronic books (eBooks) are immediately expensed.

#### Artworks

Artworks are stated at deemed cost being the assessed fair value at 1 July 2005 based on the 1 April 1992 insurance value by the Art Gallery Director, with subsequent acquisitions from 1 April 1992 at cost.

The art collection is valued annually at fair value based on the estimated current market value, by the Council's Art Gallery Director, in accordance with guidelines outlined in "Valuation Guide for Cultural and Heritage Assets", published by the Treasury Accounting Policy Team, November 2002. The collection is valued externally triennially *which has been undertaken as at 30 June 2026*. The assessed value is included as a note but not used as a basis for the valuation of Artworks in the Statement of Financial Position.

#### Museum collections

Museum collections, primarily held by the South Canterbury Museum, are not valued.

The useful lives of major classes of cultural and heritage assets are as follows:

Art works	Indefinite (No depreciation)
Library collection: permanent retention	Indefinite (No depreciation)
Library collection: current	8 years
Museum collection	Indefinite (No depreciation)
Statues and monuments	Indefinite (No depreciation)

**Intangible assets**

Software acquisition and development

Computer software licenses are capitalised on the basis of the costs incurred to acquire and bring to use the specific software, except that annual licenses are recognised as an expense when they are incurred, as are Software as a Service (SaaS) costs.

Costs that are directly attributable to the development of software for internal use are recognised as an intangible asset. Direct costs include the software development employee costs and an appropriate portion of relevant overheads.

Staff training costs relating to the introduction and utilisation of software, costs associated with maintaining computer software and costs associated with development and maintenance of the Council’s website, are recognised as an expense when incurred.

Other intangible assets

Other intangible assets are amortised based on the particular characteristics of the asset.

Carbon credits (New Zealand Emissions Trading Scheme “New Zealand Units” (NZUs))

Carbon credits are not acquired or held for trading purposes and are expected to be utilised as part of the annual operational requirements of the Council, except that carbon credits which were received from the Crown relating to legacy forests were recognised as non-current intangible assets valued at fair value at acquisition. Carbon credits are treated as a current intangible asset and valued through surplus/deficit at cost or fair value. They are initially valued at cost and subsequently valued at fair value as at balance date based on the market value at balance date. Carbon credits have an indefinite life and therefore are not amortised.

Amortisation

The carrying value of an intangible asset with a finite life is amortised on a straight-line basis over its estimated useful life. Amortisation begins when the asset is available for

use and ceases at the date that the asset is derecognised. The amortisation charge for each financial year is recognised in surplus or deficit.

Intangible assets are capitalised regardless of their initial acquisition value.

The useful lives of major classes of intangible assets are as follows:

Carbon credits	Indefinite (not amortised)
<i>Computer software</i>	<i>3 to 5 years</i>
Other intangible assets	3 to 50 years

Impairment of intangible assets

Intangible assets, including those which have an indefinite useful life, or are not yet available for use which are not subject to amortisation, are tested annually for impairment.

For further details, refer to the policy for impairment of property, plant, and equipment as the same approach applies to the impairment of intangible assets.

**Forestry assets**

Standing forestry assets are independently revalued annually at fair value less estimated costs to sell for one growth cycle. Potential future carbon credit liabilities which may occur in the event of permanent deforestation are not included in the valuation.

Gains or losses arising on initial recognition of forestry assets at fair value less costs to sell and from a change in fair value less costs to sell are recognised in surplus or deficit.

Forestry maintenance costs are recognised in surplus or deficit when incurred.

Forests are not depreciated and any permanent diminution in value is included in the valuation.

The generation of carbon credits from the forestry holdings are separately identified and valued as current intangible assets as required however currently no carbon credits are being generated as the forests are all pre-1990.

**Note 22: Investment property**

Properties leased to third parties under operating leases are classified as investment property unless the property is held to meet service delivery objectives, rather than to earn rentals or for capital appreciation.

Properties leased to third parties under operating leases are generally classified as investment property unless:

- The occupants provide services that are integral to the operation of the company's business;
- The property is being held for future delivery of service.

Land where there are infrastructure services in place or there is a firm commitment to provide such infrastructure is classified as investment property. Buildings that are held for currently undetermined future use, or that are vacant but held to be leased out under one or more operating leases, are classified as investment properties.

The classification of properties is done at the lowest possible level, therefore where part of a property is occupied by a party other than Council, consideration is given to whether that portion of the building could be classified as an investment property. Classification as an investment property will be indicated if the section of the building could be separately sold or leased under a finance lease.

If the section of the property occupied by a party other than Council is unable to be sold or leased separately from the rest of the building, the building is assessed as a whole and will usually only be classified as an investment property if the Council occupies an insignificant portion of the total building.

Investment property is measured initially at its cost, including transaction costs or if acquired through a non-exchange transaction, measured at fair value at the date of acquisition.

After initial recognition, all investment property is measured at fair value at each reporting date.

Gains or losses arising from a change in the fair value of investment property are recognised in surplus or deficit.

#### **Payables and deferred revenue**

Short-term creditors and other payables are measured at the amount payable.

Payables are generally non-interest bearing and are normally settled on 30-day terms, therefore the carrying value of payables approximates their fair value.

Deferred revenue represents receipts the conditions of which have not yet been fulfilled but which are expected to be recognised as revenue within 12 months.

#### **Borrowings and other financial liabilities**

Borrowings on normal commercial terms are initially recognised at the amount borrowed plus transaction costs. Interest due on the borrowings is subsequently accrued and added to the borrowings balance.

Borrowings are classified as current liabilities unless the Council or Group has an unconditional right to defer settlement of the liability for at least 12 months after balance date.

### Finance leases

A finance lease transfers to the lessee substantially all the risks and rewards incidental to ownership of an asset, whether or not title is eventually transferred.

At the start of the lease term, finance leases are recognised as assets and liabilities in the statement of financial position at the lower of the fair value of the leased item and the present value of the minimum lease payments.

The finance charge is charged to surplus or deficit over the lease period so as to produce a constant periodic rate of interest on the remaining balance of the liability.

The amount recognised as an asset is depreciated over its useful life. If there is no reasonable certainty as to whether the Council will obtain ownership at the end of the lease term, the asset is fully depreciated over the shorter of the lease term and its useful life.

### **Employee entitlements**

#### Short-term employee entitlements

Employee benefits that are expected to be settled wholly within twelve months after the end of the year in which the employee provides the related service are measured based on accrued entitlements at current rates of pay. These include salaries and wages accrued up to balance date and annual leave earned to, but not yet, taken at balance date.

A liability and an expense are recognised for bonuses where the Council or Group has a contractual obligation or where there is a past practice that has created a constructive obligation and a reliable estimate of the obligation can be made.

#### Long-term employee entitlements

Employee benefits that are not expected to be settled wholly before twelve months after the end of the reporting period in which the employee provides the related service, such as retirement and long service leave, have been calculated on an actuarial basis. The calculations are based on:

- likely future entitlements accruing to employees, based on years of service, years to entitlement, the likelihood that employees will reach the point of entitlement, and contractual entitlement information; and
- the present value of the estimated future cash flows.

#### Unrecognised employee entitlements

Outstanding sick leave entitlements are not recognised as a liability as there is no settlement obligation related to the entitlement.

#### Presentation of employee entitlements

Annual leave and vested long service leave are classified as a current liability. Non-vested retirement and long service leave expected to be settled within 12 months of balance date are also classified as a current liability. All other recognised employee entitlements are classified as a non-current liability.

#### **Provisions**

A provision is recognised for future expenditure of uncertain amount or timing when:

- there is a present obligation (either legal or constructive) as a result of a past event;
- it is probable that an outflow of future economic benefits will be required to settle the obligation; and
- a reliable estimate can be made of the amount of the obligation.

Where material, provisions are measured at the present value of the expenditures expected to be required to settle the obligation and discounted using market yields on government bonds at balance date with terms to maturity that match, as closely as possible, the estimated future cash flows.

#### Provision for landfill post-closure costs

A provision for post-closure costs is recognised, at the inception of the landfill, for post-closure remediation and monitoring costs.

The provision is measured based on the present value of the future cashflows expected to be incurred, considering future events including new legal requirements, known improvements in technology, costs associated with landfill post-closure and adjusted for anticipated inflation.

*The value provided for landfill post-closure is capitalised as an asset as it relates to future economic benefits. This asset is amortised based on the expected utilisation of the capacity the landfill and is reviewed annually based on actual capacity usage and relevant movements in any revision of the post-closure costs.*

The discount rates and projected inflation rates used are those published by the New Zealand Treasury.

#### Provisions for climate change related obligations and remediation

No provisions are currently made for potential events, obligations, compensation or remediation related to climate change or climate change induced or related events. While the effects of climate change are directly related to past events and there will be financial consequences and implications relating to future events, no estimate has been made for the amount of the potential or likely obligations.

## Equity

Equity is the community's interest in the Council and is measured as the difference between total assets and total liabilities. Equity is disaggregated and classified into the following components:

- retained earnings;
- restricted reserves;
- designated reserves;
- asset revaluation reserves.

### Restricted reserves

Restricted reserves are a component of equity representing a particular use to which equity has been assigned.

Restricted reserves are those subject to specific conditions accepted as binding by the Council and which may not be revised by the Council without reference to the Courts or a third party, however these do not represent cash funds specifically maintained for such purposes. Transfers from these reserves may be made only for certain specified purposes or when certain specified conditions are met. Donations or bequeathed financial assets treated as liabilities, which are for a specified purpose, are not identified as restricted reserves but are also restricted in their use.

They also include reserves maintained for targeted rates charged for a specific purpose.

Utilisation of a reserve does not alter revenue or expenses reported in the surplus or deficit.

### Designated reserves

Designated reserves are maintained for self-funded activities which Council determines require particular focus. A separate account is maintained for each reserve to identify that the funds are held and used for the specific purpose intended, however these do not represent cash funds maintained specifically for such purposes. Transfers from these reserves may be made only for their identified purposes or when identified conditions are met however Council may change designated reserves without reference to the Courts or a third party.

Utilisation of a reserve does not alter revenue or expenses reported in the surplus or deficit.

### Asset revaluation reserves

These reserves relate to the revaluation of particular property, plant, and equipment classes to fair value.

**Related party transactions**Intra-Group and internal transactions

All transactions occurring within the Group are eliminated on consolidation however within each Group entity they will be reflected within the appropriate categorisation. Intra-entity transactions are not generally eliminated within that entity as the transactions allocate costs and revenue within the entity to reflect an accurate economic picture however they will eliminate against each other within the net surplus or deficit.

**Events after balance date**

Events which are deemed to actually or potentially have a material impact on the Council or Group but which occur after balance date are disclosed, including why they have been assessed as being of significant materiality.

**Summary of anticipated 2026 Note numbering based on 2025:**

The Note list is not included in Note 1 in the AR, but as guidance for cross-referencing.

Not all Notes in the financial reports have specific accounting policies.

Not all accounting policies will be included in the AR in part or in full.

Note 1: Statement of Accounting Policies

Note 2: Summary revenue and expenditure for groups of activities

Note 3: Revenue

Note 4: Personnel costs

Note 5: Finance costs

Note 6: Other expenses

Note 7: Tax

Note 8: Cash and cash equivalents

Note 9: Note to statement of cashflows

Note 10: Receivables

Note 11: Derivative financial instruments

Note 12: Other financial assets

Note 13: Investments in associates

Note 14: Investment in joint operations

Note 15: Property, plant and equipment

Note 16: Cultural and heritage assets

Note 17: Intangible assets

Note 18: Depreciation and amortisation expense by group of activity

Note 19: Capital commitments

Note 20: Investment property

Note 21: Payables and deferred revenue

Note 22: Borrowings

Note 23: Employee entitlements

Note 24: Provisions

Note 25: Contingencies

Note 26: Equity

Note 27: Related party transactions

Note 28: Explanations of major variances against budget

Note 29: Financial instruments

Note 30: Capital management

Note 31: Local Water Well Done

Note 32: Events after balance date

**8.13 Council Investments and Borrowing for the period ending 31 March 2026****Author:** Matthew O'Brien, Finance Manager / Financial Accountant**Authoriser:** Andrea Rankin, Chief Financial Officer**Recommendation**

That the Council receives and notes the quarterly Council Investments and Borrowing report for the period ending 31 March 2026.

**Purpose of Report**

- 1 To update Council on the status of Council's treasury activities at 31 March 2026.

**Assessment of Significance**

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

**Background**

- 3 Council's treasury management involves holding a range of investments and borrowing to fund long term capital projects and operational expenditure as agreed in the Annual Plan or Long Term Plan.
- 4 Council treasury activities are managed in compliance within the limits of the Council's Treasury Management Policy (TMP).
- 5 Bancorp Treasury Services Limited provide external treasury advice to Council on borrowing and investment decisions.
- 6 As at 31 March 2026, all transactions have been transacted in compliance with Council Policies and performance of Council Treasury activities are well managed.

**Discussion**

- 7 This report is to be read in conjunction with the attached detailed report titled "Treasury Reporting Dashboard – 31 March 2026".
- 8 Liquidity and Funding
  - 8.1. Liquidity and funding refers to total external Council drawn debt and undrawn bank facilities. The funding profiles and sources must agree with policy control limits.
  - 8.2. Timaru District Council has access to three key sources of funding from the Local Government Funding Agency ("LGFA"). These are:
    - Commercial Paper ("CP") – unsecured money market instrument issued in the form of a promissory note;
    - Floating Rate Notes ("FRN") – debt instruments with variable interest rates; and

- Fixed Rate Bonds (“FRB”) – fixed rate throughout the life of the bond.

- 8.3. Total borrowings as at 31 March 2026 were \$255.9million. The net debt position at the same date is \$217.7 million. Net debt is total borrowings less cash reserves held by Council.
- 8.4. Debt to revenue ratio as at 31 March 2026 is 151%. Council’s debt to revenue ratio limit is 250% as set out in its Financial Strategy.
- 8.5. All Liquidity and Funding limits are compliant with polices.

## 9 Interest Rate Risk

- 9.1. The Interest rate risk section of the report refers to whether Council’s hedging profile is within policy limits as well as the split between Fixed Debt and Floating cover.
- 9.2. The chart on the attached hedging profile on page 4 is based on 75% of LTP debt projections scenario which the Council believes is realistic and achievable. This illustrates that the Council is within the policy bands contained in the LTP.
- 9.3. All Up Weighted Average Cost of Funds Including Margin is 3.44%.
- 9.4. All interest rates are within policy bands.
- 9.5. As at 31 March 2026, the Council has a total of \$61 million of interest rate swaps with various maturity start and end dates through to May 2030.

## 10 Investment Management

- 10.1. Cash investments are broken down by special and general funds.
- 10.2. Special Funds are held for specific purposes as set out in the Long Term Plan, Annual Plan and Annual Report. These funds are invested for approved future expenditure, to implement strategic initiatives, support intergenerational allocations, bequests, and other reserves.
- 10.3. General Funds are cash reserves held for day to day operating activities. General Fund balances fluctuate across the quarter depending on operational income and expenditure cash flows. Council has a financial strategy to maintain a minimum of \$10 million general funds for liquidity purposes.
- 10.4. The total cash investments of Council as at 31 March 2026 is \$35.20 million.

1.1

## Attachments

1. **Timaru DC - Treasury Quarterly Dashboard March 2026** [!\[\]\(0c47dab03bf27dfb5c55318f897093a0\_img.jpg\) !\[\]\(99c0d118500dd114f2a5cd9f772c07c9\_img.jpg\)](#)



# Treasury Reporting Dashboard

31 March 2026

STRICTLY PRIVATE AND CONFIDENTIAL



# Economic Commentary

## Global

Financial markets ended the March quarter in a more cautious mood than they began it. The conflict in the Middle East pushed oil prices sharply higher, lifting inflation concerns and driving global interest rates higher, while equities became more volatile and the US dollar strengthened. The outlook now depends heavily on how soon the conflict is resolved, with a prolonged period of disruption likely to exacerbate pressure on energy prices, inflation, global growth, and interest rates.

The US economy still looks resilient, but it has clearly cooled. Growth slowed into late 2025, inflation is lower than a year ago but not yet fully settled, and payroll growth has eased enough to suggest the labour market is softening, leaving the US Federal Reserve to balance slower growth against higher inflation. Recently, higher inflation has been the market’s primary concern, with the 10-year US Treasury yield ending the March quarter at 4.32%, up from 4.17% at the start of the quarter.

Australia has held up better than most major economies recently. Strong government spending and migration has supported growth; however, inflation remains sticky. After delivering three interest rate cuts over 2025, the RBA reversed course and lifted its cash rate in both February and March, with the cash rate finishing the quarter at 4.10%. Households are still feeling cost pressures, as higher interest rates and fuel prices threaten to compound the pain. This has already affected consumer confidence, which is now at its lowest level since the series began in 1973. The 10-year Australian government bond yield rose from 4.75% in January to just below 5.00% by quarter-end.

Elsewhere, the picture remained uneven. China showed some improvement in manufacturing, but weak domestic demand still makes the recovery look fragile. Japan is facing imported inflation, driven by higher oil prices and a weak yen, which should help the Bank of Japan increase interest rates. Europe has seen moderate growth, while the latest energy price shock has made the inflation outlook less comfortable.

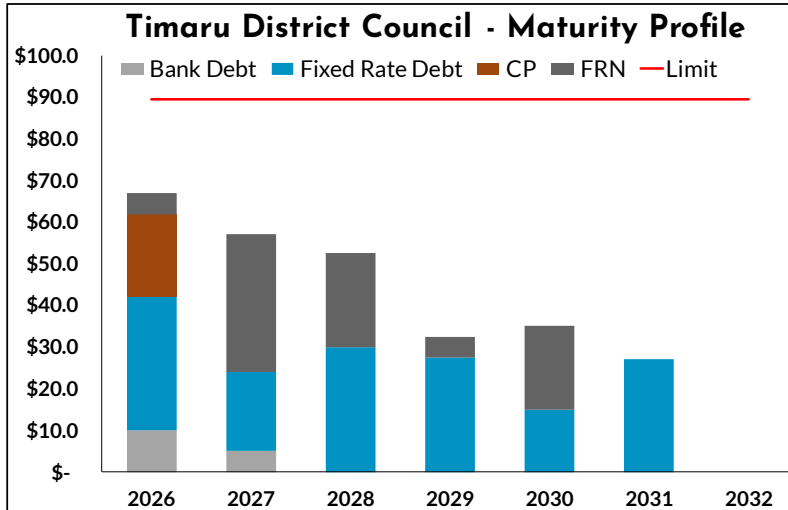
## New Zealand

	OCR	90 day	1 year swap	2 year swap	3 year swap	5 year swap	10 year swap
31-Dec-25	2.25%	2.52%	2.61%	2.93%	3.20%	3.56%	4.09%
31-Mar-26	2.25%	2.54%	2.92%	3.43%	3.69%	3.96%	4.32%
Change	0.00%	+0.02%	+0.31%	+0.50%	+0.49%	+0.40%	+0.23%

New Zealand entered 2026 with signs that the economy was starting to improve. Growth had returned in the second half of 2025, economic sentiment was picking up, helped by stimulatory interest rates. The RBNZ left the OCR unchanged at 2.25% in February, noting the economy was at an early stage of recovery, and forecast GDP growth of 2.8% over 2026.

Nevertheless, the domestic outlook has changed drastically as the war in the Middle East is set to test the improving narrative. Higher oil and fertiliser prices have lifted inflation risks, pushing interest rates higher while also threatening growth by raising costs and weighing on confidence. In March, business confidence fell from 59.2 to 32.5, while consumer confidence fell from 100.1 to 91.3. Ultimately, this has made the interest rate outlook less clear than it was previously as the RBNZ tries to manage inflation amid a soft growth backdrop. Since the conflict began, the three-year swap rate has risen around 50bp to 3.69%, while the New Zealand 10-year government bond yield is around 40bp higher at 4.72%, tightening financial conditions just as domestic momentum was tentatively beginning to improve. As noted above, the domestic outlook now depends heavily on how soon the conflict is resolved.

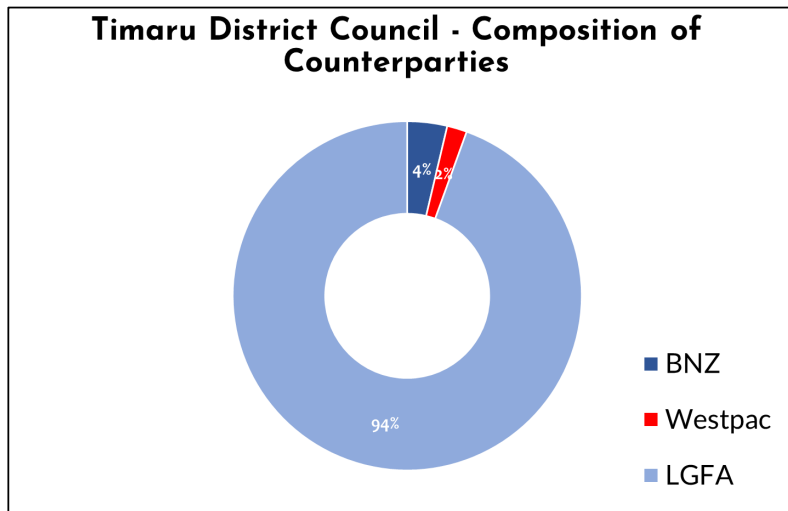
# Liquidity and Funding



Debt  
**\$255.9m**  
 Total External Council Drawn Debt

LGFA  
**\$255.9m**  
 Funds Drawn from LGFA

Net debt  
**\$217.7m**  
 Debt, less cash, term deposits and SFP bond investments



Headroom/Bank facility  
**\$15.0m**  
 Undrawn Bank Facilities

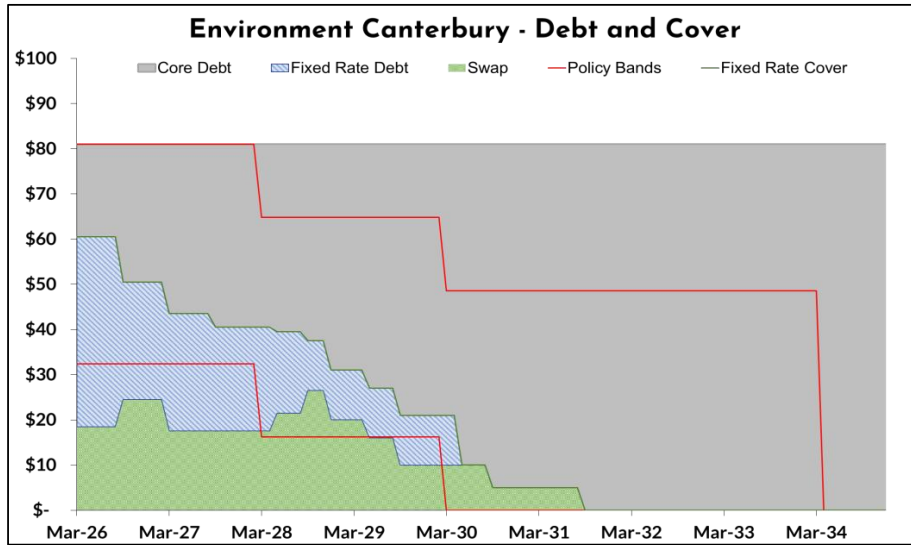
Liquidity Ratio (minimum LGFA requirement 110%)  
**120.8%**  
 Definition: (Cash + term deposits + longer dated financial assets that can be sold + committed undrawn bank facilities+ Drawn Debt)/Drawn Debt

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



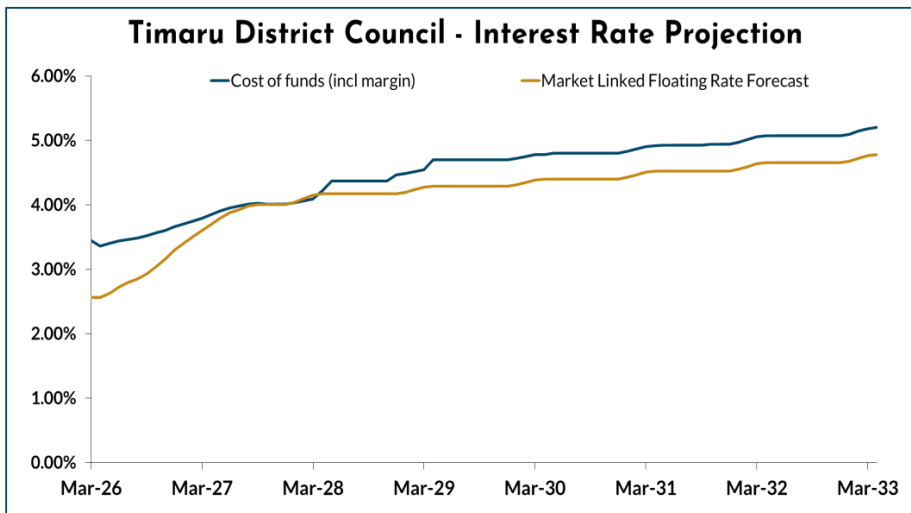
# Interest Rate Risk

4



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

<b>Current % of Debt Fixed</b>	72.5%
<b>Current % of Debt Floating</b>	27.5%
<b>Value of Fixed Rate (m)</b>	\$185.5
<b>Weighted Average Cost of Fixed Rate Instruments</b>	3.48%
<b>Value of Forward Starting Cover</b>	\$26.0
<b>Weighted Average Cost of Forward Starting Cover</b>	4.13%
<b>Value of Floating Rate (m)</b>	\$70.4
<b>Current Floating Rate</b>	2.54%
<b>All Up Weighted Average Cost of Funds Including Margin</b>	3.44%
<b>Total Facilities In Place</b>	\$255.9



# Investment Management

5

## Special Funds Portfolio Summary

As of 31 March 2026, TDC's Special Funds Portfolio ("SFP") had a nominal value of \$1,000,000 and a market value of \$995,998. The makeup of the SFP as of 31 March 2026, including its valuation, is shown in the following table.

Issue	Rating	Maturity Date	Coupon Frequency	Nominal Value	Coupon Rate	Purchase Yield	Yield	% of Portfolio	Duration	Capital Price	Accrued Interest	Gross Price
ANZ	A-	17-Sept-26	2	\$1,000,000	3.00%	3.00%	4.13%	100.00%	0.45	\$994,856	\$1,141	\$995,998
<b>Total</b>				<b>\$1,000,000</b>	<b>3.00%</b>	<b>3.00%</b>	<b>4.13%</b>	<b>100.00%</b>	<b>0.45</b>	<b>\$994,856</b>	<b>\$1,141</b>	<b>\$995,998</b>

# LGFA Borrowing Rates

## As of 31 March 2026

Listed below are the credit spreads and applicable interest rates as at the end of March 2026 for Commercial Paper (“CP”), Floating Rate Notes (“FRN”) and Fixed Rate Bonds (“FRB”), that Timaru District Council could source debt from the Local Government Funding Agency (“LGFA”).

Maturity	Margin	FRN (or CP Rate)	FRB
3 month CP	0.15%	2.69%	N/A
6 month CP	0.15%	2.90%	N/A
April 2027	0.43%	2.97%	3.50%
May 2028	0.53%	3.07%	4.21%
April 2029	0.57%	3.11%	4.48%
May 2030	0.59%	3.13%	4.71%
May 2031	0.73%	3.27%	4.91%
May-2032	0.80%	3.34%	5.09%
April 2033	0.85%	3.39%	5.24%
May 2035	0.96%	3.50%	5.48%
April 2037	1.00%	3.54%	5.60%

# Funding

7

As of 31 March 2026, TDC had \$255.9 million of core debt, all sourced from the LGFA via CP, FRNs, and FRBs. TDC also has a bank facility with Westpac for \$5.0 million and BNZ for \$10m. Details of TDC's drawn debt as of 31 March 2026 are as follows:

Instrument	Maturity	Yield	Margin	Amount
LGFA FRB	15-Apr-26	1.63%	N/A	\$10,000,000
LGFA FRN	15-Apr-26	2.89%	0.38%	\$5,000,000
LGFA FRB	15-Apr-26	5.32%	N/A	\$4,000,000
LGFA FRB	15-Apr-26	5.08%	N/A	\$8,000,000
LGFA FRB	15-Apr-26	5.31%	N/A	\$10,000,000
LGFA CP	18-May-26	2.66%	N/A	\$19,931,063
LGFA FRB	15-Apr-27	1.84%	N/A	\$10,000,000
LGFA FRN	15-Apr-27	2.93%	0.42%	\$10,000,000
LGFA FRB	15-Apr-27	5.21%	N/A	\$4,000,000
LGFA FRN	15-Apr-27	3.12%	0.61%	\$8,000,000
LGFA FRN	15-Apr-27	3.13%	0.62%	\$5,000,000
LGFA FRB	15-Apr-27	5.20%	N/A	\$5,000,000
LGFA FRN	15-Oct-27	3.11%	0.60%	\$10,000,000
LGFA FRB	15-May-28	2.09%	N/A	\$20,000,000
LGFA FRN	15-May-28	3.09%	0.58%	\$5,000,000
LGFA FRN	15-May-28	3.25%	0.74%	\$7,500,000
LGFA FRB	15-May-28	4.55%	N/A	\$10,000,000
LGFA FRN	15-May-28	3.01%	0.51%	\$10,000,000
LGFA FRB	20-Apr-29	2.25%	N/A	\$20,000,000
LGFA FRN	20-Apr-29	3.14%	0.63%	\$5,000,000
LGFA FRB	20-Apr-29	5.24%	N/A	\$7,500,000
LGFA FRN	15-Apr-30	3.05%	0.54%	\$10,000,000
LGFA FRN	15-Apr-30	3.17%	0.67%	\$10,000,000
LGFA FRB	15-May-30	4.54%	N/A	\$15,000,000
LGFA FRB	15-May-31	4.90%	N/A	\$7,000,000
LGFA FRB	15-May-31	4.74%	N/A	\$15,000,000
LGFA FRB	15-Oct-31	4.13%	N/A	\$5,000,000

**Disclaimer****IMPORTANT NOTICE**

Statements and opinions contained in this report are given in good faith, but in its presentation, Bancorp has relied on primary sources for the information's accuracy and completeness. Bancorp does not imply, and it should not be construed, that it warrants the validity of the information. Moreover, our investigations have not been designed to verify the accuracy or reliability of any information supplied to us.

It should be clearly understood that any financial projections given are illustrative only. The projections should not be taken as a promise or guarantee on the part of Bancorp.

Bancorp accepts no liability for any actions taken or not taken on the basis of this information and it is not intended to provide the sole basis of any financial and/or business evaluation. Recipients of the information are required to rely on their own knowledge, investigations and judgements in any assessment of this information. Neither the whole nor any part of this information, nor any reference thereto, may be included in, with or attached to any document, circular, resolution, letter or statement without the prior written consent of Bancorp as to the form and content in which it appears.

**CONFIDENTIALITY**

The information provided herein is provided for your private use and on the condition that the contents remain confidential and will not be disclosed to any third party without the consent in writing of Bancorp first being obtained.

---

**GET IN TOUCH**

Bancorp Treasury Services Ltd  
Head Office, Level 3, 30 Customs Street, Auckland  
09 912 7600

[www.bancorp.co.nz](http://www.bancorp.co.nz)

**8.14 Council Financial Performance Report to 31 March 2026**

**Author:** Tyler Zandrack, Senior Management Accountant

**Authoriser:** Andrea Rankin, Chief Financial Officer

**Recommendation**

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

**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 31 March 2026.

**Assessment of Significance**

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

**Discussion**

- 3 The following is a summary of the financial performance as at 31 March 2026 – refer to Attachment 1 for financial tables.

	<b>YTD Actuals 31 Mar 2026 (\$000)</b>	<b>Budget to 31 Mar 2026 (\$000)</b>	<b>Variance (\$000)</b>	<b>YTD Actuals 31 Mar 2025 (\$000)</b>	<b>Full year Budget (\$000)</b>	<b>Forecast to 30 Jun 2026 (\$000)</b>
Total Revenue	110,413	103,160	7,254	96,381	145,306	152,571
Total Expenses	94,666	110,007	(15,341)	99,000	146,529	133,684
Operating Surplus/(Deficit)	15,748	(6,847)	22,595	(2,619)	(1,220)	18,887
Capital Expenditure	38,753	60,313	(21,560)	28,858	80,418	71,472

- 4 Significant variances to budget are as follows:
  - 4.1 Revenue: Theatre Royal Grants received in the current year budgeted in the prior year \$6.6m; Aorangi Stadium grant received for significant project \$2m, offset by Subsidised roading revenue \$1.2m due to delay in Kellands Hill Rd project. Vested asset revenue received -budgeted at year end \$2.1m, offset by interest revenue decrease from budget by (\$1.8m) from lower interest rates.
  - 4.2 Expenditure: Personnel costs \$3.3m under budget due to restructure savings and current vacancies. Finance costs \$3.2m under budget due to interest rates lower than

budget, and delays in capital projects from budget deferring additional borrowings. Depreciation expenditure \$4.3m under budget. Decrease primarily the result of the 24/25 roading revaluation review correcting several errors, including assets depreciated at the wrong rates, and other assets double counted. This is offsetting the increase expected for additions and the roading revaluation increase.

- 4.3 Other expenses \$4.5m under budget, significant variances: waste management: waste site maintenance and recycling quarterly PPI increases not yet incurred \$0.3m Prior year over-accrual reducing current year expenditure \$0.6m. Parks \$0.5 under budget from in-house team completing contractor work, and Roads and footpaths \$0.5m under budget due to saving initiatives, Electricity expenses \$0.5m seasonal expenditure, and employee courses registration \$0.3m due to saving initiatives.
  - 4.4 For further detail, refer to the Statement of Comprehensive Revenue and Expenses.
  - 4.5 Capital: Claremont Water treatment plant \$4.5m under budget. Multi-year project, now in tender phase. Timing of the project to be confirmed later in the year. Theatre Royal under budget \$2.5m. Timing of construction. Parking enforcement \$2.8m under budget – awaiting Sophia St Geotech report and changes to Government standards and parking meter business case. Road improvement works \$2.7m, delay in crown resilience project, and construction on other projects planned May-June. Wastewater projects \$3.2 under budget. In Design phase, Construction season primarily in quarter 3 and 4 of the year. Software upgrades \$0.9m under budget primarily relating to delays in the ‘Altitude’ project, to be carried forward into the next financial year.
  - 4.6 For further detail, refer to the Capital spend to date by project report.
- 5 A reforecast has been completed as at 31 March 2026. This is the second forecast for the year and will potentially change for the last quarter of the year.

The changes in the forecast amounts are noted below:

	March reforecast (\$000)	November forecast (\$000)	Variance	Commentary
Total Revenue (ex vested, reval)	146,183	147,163	(980)	Subsidies and grants (\$780k) Roothing decrease from project delay (\$1m) offset by additional \$280 tracks and trails funding
Total Expenditure	133,684	134,886	(1,203)	Depreciation (\$920k) based on actual assets, capitalisations behind schedule. Personnel costs (\$253k) due to vacancies Dec - Mar
Capital	71,472	79,759	(8,287)	Aorangi stadium (\$2.4m) Risk contingencies unspent. Theatre Royal (\$1.7m) Based on actual contract payments. Three waters: Sewer Reticulation (\$0.9m) rephasing; Urban water resource consent renewals (\$0.6m)

				potential savings from recent ECan indications; Seadown renewals (\$0.7m) Staff movement limited delivery. Subsidised Rooding (\$1.0m) delay in actuals during construction season Sep – Mar.
--	--	--	--	---

Further details are included in the forecast comparison in attachment 1

- 6 Total borrowings as at 31 March 2026 were \$254.2M. The net debt position at the same date is \$219M. Net debt is total borrowings less cash reserves held by Council.
- 7 Debt to revenue ratio as at 31 March 2026 is 151%. Council’s debt to revenue ratio limit is 250% as set out in its Financial Strategy. This is comfortably within Councils ceiling limit.

Net Debt	219,063
Full year budgeted Revenue	145,306
Debt to revenue ratio	151%

	Full year Budget – Mar 26 Debt \$000	Full year budget – YE Forecast Debt \$000
<b>Budgeted Revenue 2025/26</b>	145,306	152,571
Net Debt	219,063	251,621
Debt to Revenue Ratio	151%	165%
<b>Net Debt Cap - Limit</b>		
250% - as per policy	363,265	381,427
Available funds	144,201	129,803
280% - LGFA policy	406,857	427,198
Available funds	187,794	175,574

**Budget reallocation report**

- 8 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.
- 9 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.
- 10 No budget reallocation requests have been received for March 2026 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**

- 11 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.
- 12 The review of decisions will be continued on an ongoing basis following meetings going forward.
- 13 Below table excludes public excluded resolutions.

Meeting	Resolution	Activity	Opex/Capex	Amount	Budgeted	Decision
31/03/26	2026/61	Planning	Opex	\$58k	Yes	Utilise budgets from planning, LTU, and D&W for procurement of Growth Projections for Timaru
31/03/26	2026/55	Urban water	Capex	\$685k \$50k	No	Increase budget to enable planned reactive renewals.  Bring forward \$50k from 26/27 to 25/26 for Waihi River works
24/02/26	2026/30	Land Transport	Capex	\$80k	In 26/27	Bring forward \$80k survey equipment budget from Y3 into Y2 of the LTP
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 \$1.932m in 26/27	No	Loan funding of establishment costs
19/08/25 Community Services	2025/19	Swimming Pools	Capex	\$150k	No	Approve heating system upgrade for Pleasant Point pool – No longer applicable
05/08/25	2025/97	Community Boards	Capex	\$73k in 25/26	To review	Carry forward capital funding – Temuka

Council						Community board from 24/25 \$73,027
				\$69k in 25/26		Carry forward capital funding – Geraldine Community Board from 24/25 \$68,935

**Attachments**

1. **March 2026 YTD Financial Report** [↓](#) 
2. **March 2026 YTD Capex Variance to Budget (under separate cover)** 

Statement of Comprehensive Revenue and Expenses, detailing significant items for March Financial Year to Date (YTD), and Year end Forecast 25/26

Revenue		Mar YTD \$000	Mar Budget YTD \$000	YTD Variance \$000	Variance % of full budget	Prior year Mar YTD \$000	Commentary >50k variance YTD Actuals vs Budget	25/26 Year End Forecast - March	Full Year budget \$000	24/25 Full year actuals
Rates revenue	General rates	(39,452)	(39,471)	(18)	0%	(34,650)		(52,702)	(52,628)	(46,108)
	Targeted rates	(8,885)	(8,979)	(94)	1%	(9,495)	Updating the connection register. Approx 300 items on full connection to be on 50%. Included in Financial arrangements activity	(11,878)	(11,972)	(12,668)
	Water Revenue	(6,036)	(6,036)	0	0%	(5,270)		(8,048)	(8,048)	(7,027)
	Wastewater Revenue	(3,932)	(3,932)	0	0%	(3,870)		(5,243)	(5,243)	(5,161)
	Stormwater	(2,386)	(2,386)	0	0%	(2,329)		(3,181)	(3,181)	(2,436)
	Downlands Water Supply Revenue	(5,885)	(5,885)	0	0%	(5,758)		(7,846)	(7,846)	(7,677)
	Waste Collection Revenue	(1,564)	(2,267)	(703)	23%	(1,766)	Lower usage due to weather. Also phasing of meter reading, but unlikely to make up full deficit	(2,224)	(3,023)	(2,453)
	Rates penalties	(548)	(412)	135	-25%	(596)	Actuals based on external factors independent of budget	(548)	(550)	(729)
	<b>Total Rates Revenue</b>	<b>(68,687)</b>	<b>(69,367)</b>	<b>(680)</b>	<b>1%</b>	<b>(63,734)</b>		<b>(91,670)</b>	<b>(92,490)</b>	<b>(84,258)</b>
Fees & charges	Fees & charges	(4,669)	(4,482)	187	-3%	(4,605)	Refuse fees over budget \$212k. Demand Driven	(6,158)	(5,976)	(6,284)
	Wastewater Revenue	(2,542)	(2,420)	123	-4%	(3,039)	Seasonal timing component with increase industrial plant maintenance resulted in increase in tanker volumes. New Tradewaste customer started in Nov25	(3,349)	(3,226)	(4,083)
	CBAY revenue	(987)	(1,152)	(165)	11%	(987)	Cbay swim school admission and other fees \$95k, Cbay aquatics \$45k, demand driven	(1,316)	(1,536)	(1,290)
	Community Housing Revenue	(1,522)	(1,500)	22	-1%	(1,334)		(2,022)	(2,000)	(1,760)
	Building Control Revenue	(1,956)	(2,079)	(123)	4%	(1,793)	Building consent revenue based on demand, economic conditions.	(2,529)	(2,772)	(2,404)
	Parking enforcement	(1,019)	(1,090)	(71)	5%	(993)	Extended free parking on Stafford St and parking pay and display faults	(1,322)	(1,453)	(1,392)
	Animal Control Revenue	(828)	(681)	147	-20%	(766)	Infringement and fines higher than budget. Actuals based on factors independent of budget	(843)	(735)	(815)
	Properties Revenue	(376)	(334)	43	-10%	(348)		(438)	(445)	(292)
	Other fees and charges	(2,301)	(2,508)	(207)	6%	(2,173)	No individually significant items or variances remaining	(2,910)	(3,344)	(3,102)
	<b>Total Fees and Charges</b>	<b>(16,201)</b>	<b>(16,245)</b>	<b>(44)</b>	<b>0%</b>	<b>(16,038)</b>		<b>(20,888)</b>	<b>(21,488)</b>	<b>(21,423)</b>
Finance revenue	Interest	(524)	(1,500)	(976)	49%	(980)	Interest rates lower than budgeted	(679)	(2,000)	(1,194)
	Bank & term deposits	(520)	(1,314)	(794)	45%	(1,509)		(700)	(1,752)	(2,342)
	<b>Total Finance revenue</b>	<b>(1,044)</b>	<b>(2,814)</b>	<b>(1,770)</b>	<b>47%</b>	<b>(2,489)</b>		<b>(1,378)</b>	<b>(3,752)</b>	<b>(3,537)</b>
Subsidies and grants	Grants received	(8,285)	(9,487)	(1,202)	10%	(8,043)	NZTA funding dependent on project mix being completed. Significant project Crown resilience, Kellands Hill Rd design now complete, now going for construction 26/27.	(11,213)	(12,649)	(11,199)
	Waste Management Operations Revenue (levy)	(741)	(1,013)	(271)	20%	(679)	Funding from MIE for TDC portion of waste levy. Charged then received back from Ministry for Environment. Non-standard amounts. Offset in	(1,001)	(1,350)	(917)
	Theatre Royal Revenue	(6,550)	0	6,550	0%	0	Grants budgeted prior year received for Theatre Royal project commenced	(8,835)	0	0
	Safer Communities - Project Turnaround Revenue	(179)	0	179	0%	(80)	Community Employment Programme not budgeted. MTFJ	(179)	0	0
	Aorangi Stadium	(2,070)	0	2,070	0%	0	0	(2,638)	0	0
	Parks Revenue	(466)	(721)	(255)	27%	0	Better off funding for cycleways projects timing. Project 241 in the Capex spreadsheet - Parks	(1,815)	(962)	0
	Other subsidies and grants	(69)	(43)	26	-45%	(821)	No individually significant items or variances remaining	(91)	(58)	(971)
	<b>Total subsidies and grants</b>	<b>(18,361)</b>	<b>(11,264)</b>	<b>7,096</b>	<b>-47%</b>	<b>(9,623)</b>		<b>(25,772)</b>	<b>(15,019)</b>	<b>(13,087)</b>
Other revenue	Development and Financial Contributions	(671)	0	671	0%	(385)	Development contributions, based on development demand	(701)	0	(360)
	CBAY other revenue	(1,473)	(1,270)	203	-12%	(1,498)	Gym memberships \$187k, demand driven	(1,935)	(1,693)	(1,947)
	Dividends Received	0	0	0	0%	0		(1,100)	(1,100)	(1,200)
	Petrol tax	(358)	(450)	(92)	15%	(639)	Monthly amount received for petrol tax approx \$35-\$40k. Demand driven	(478)	(600)	(675)
	Vehicle revenue	(470)	(469)	1	0%	(498)	Offsets with other expenses - Plant hire - internal usage	(626)	(625)	(611)
	Other revenue	(1,621)	(1,280)	341	-20%	(1,396)	No individually significant items or variances remaining	(2,232)	(1,731)	(3,283)
	Other (Gains)/Losses	(597)	0	(597)	0%	(82)	Loss on disposal of assets	(597)	0	(3,723)
	<b>Total other revenue</b>	<b>(3,995)</b>	<b>(3,469)</b>	<b>527</b>	<b>-9%</b>	<b>(4,497)</b>		<b>(6,475)</b>	<b>(5,749)</b>	<b>(4,353)</b>
	<b>Total Revenue</b>	<b>(108,289)</b>	<b>(103,160)</b>	<b>5,129</b>	<b>(0)</b>	<b>(96,381)</b>		<b>(146,183)</b>	<b>(138,498)</b>	<b>(126,658)</b>
<b>Expenditure</b>										
Personnel costs		22,705	25,988	3,283	10%	24,647	Restructure and vacancy savings	30,669	34,501	32,259
Finance costs		5,758	8,976	3,217	27%	7,951	Interest rates lower than budgeted. Variance to decrease later in the financial year as borrowings increase for capital programme	9,669	11,968	10,066
Depreciation expense		28,618	32,925	4,307	10%	29,014	24/25 Rooding revaluation review corrected several errors (incorrect depreciation rates and assets double-counted: approx \$4m decrease in dep) Offset by increased depreciation for revaluation gain. Budget set before revaluation review. Incorrectly charged depreciation reversed as part of the revaluation. Included in equity revaluation reserve account.	39,513	43,901	38,229
Other expenses	Contractors	2,245	2,705	460	13%	2,416	Seasonal component, and in-house team now completing work previously undertaken by contractors	3,140	3,607	3,491
	Roading and footpaths	5,715	6,222	507	6%	5,374	Reduction in expenditure where NZTA funding is not matched. Saving initiatives	8,122	8,296	8,586
	Refuse Collection	1,624	1,800	176	7%	1,796	Contractor costs under budget. Quarterly increases for actuals, budget even	2,464	2,400	2,671
	Waste Management Operations	2,723	3,628	905	19%	3,219	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	4,224	4,838	4,874
	Urban Water	1,628	1,500	(128)	-6%	1,659	Seasonal expenditure, higher in summer months	2,740	1,999	2,508
	Wastewater	1,027	855	(172)	-15%	917	Reticulation contractor costs \$189k over budget for reactive maintenance - additional breaks, also relates to a conditional assessment programme being carried out.	1,599	1,140	1,517
	Community Housing	354	407	53	10%	244	Building maintenance under budget. Used as required	495	543	724
	Downlands Water Supply	519	672	152	17%	518	Reticulation costs underbudget. Seasonal dependent and weather event based	772	895	792
	Other Contractors	2,537	3,263	725	17%	2,537	No individually significant items or variances remaining	3,635	4,350	4,029
	<b>Total Contractors</b>	<b>18,372</b>	<b>21,052</b>	<b>2,680</b>	<b>10%</b>	<b>18,680</b>		<b>27,192</b>	<b>28,069</b>	<b>29,192</b>
	Waste Minimisation Levy Expense	617	1,013	395	29%	595	TDC portion of waste levy. Charged then received back from Ministry for Environment. Non-standard monthly amounts. Offset in Revenue	955	1,350	920
	Consultants	1,537	1,831	293	12%	1,619	Professional services drainage and water mgmt underbudget \$110k. Dam safety Potential Impact Classification (PIC) assessment set up in the prior year now a lower ongoing cost. PWC finance consultants \$93k under budget. HR consultants \$87k, used as required	2,442	2,441	2,593
	Planning Consultant Fees - District Plan review	735	785	50	5%	1,658	District plan review. Budget even split; majority of the work to be completed within the first 6 months of 25/26	976	1,046	2,463
	Sampling and testing - water	263	587	324	41%	250	Sampling and testing not even during the year. Particularly weather dependent	390	783	417
	Electricity	1,837	2,332	495	16%	1,771	Seasonal expenditure. No significant increase from PY as budgeted	2,591	3,109	2,242
	Software Support & Upgrades - Expensed	1,342	1,188	(154)	-10%	1,549	New software: Pulse, Wyldlynx annual cost total: \$120k. Price increase from prior year approx \$60k p.a. One off Cybersecurity authority review \$20k	1,808	1,584	2,020
	Carbon Credits	1,275	1,275	(0)	0%	956		1,700	1,700	1,275
	Aoraki Development/Economic Development and Promotion	1,141	1,094	(48)	-3%	1,155		1,431	1,458	1,458
	Insurance including LAPP	1,469	1,491	21	1%	1,188		1,959	1,987	2,007
	Course Seminar & Conference Registration	217	520	303	44%	239	Only essential training approved until restructure was complete. Ongoing decrease due to saving initiatives	356	694	298
	Rates	661	630	(32)	-4%	39		871	840	1,286
	Plant Hire - Internal Usage	470	464	(6)	-1%	454	Offsets with Vehicle revenue	628	618	611
	Other expenses	7,648	7,857	210	2%	7,235	No individually significant items or variances remaining	10,533	10,476	10,002
	<b>Total other expenses</b>	<b>37,584</b>	<b>42,117</b>	<b>4,533</b>	<b>8%</b>	<b>37,388</b>		<b>53,832</b>	<b>56,756</b>	<b>56,783</b>
	<b>Total Expenditure</b>	<b>94,666</b>	<b>110,007</b>	<b>15,341</b>	<b>10%</b>	<b>99,000</b>		<b>133,684</b>	<b>146,526</b>	<b>137,338</b>
<b>Net result</b>	<b>Excluding vested assets and revaluation</b>	<b>(13,623)</b>	<b>6,847</b>	<b>20,470</b>		<b>2,619</b>		<b>(12,600)</b>	<b>8,027</b>	<b>10,679</b>
<b>Vested assets</b>		<b>(2,125)</b>	<b>0</b>	<b>2,125</b>		<b>-</b>		<b>(6,388)</b>	<b>(6,807)</b>	<b>(4,518)</b>
<b>Net result including vested assets</b>		<b>(15,748)</b>	<b>6,847</b>	<b>22,595</b>		<b>2,619</b>		<b>(18,988)</b>	<b>1,220</b>	<b>6,161</b>
<b>Other comprehensive revenue: Water revaluation</b>		<b>-</b>	<b>-</b>	<b>-</b>		<b>-</b>		<b>(69,832)</b>	<b>(70,063)</b>	<b>(45,428)</b>
<b>Total comprehensive revenue and expenses</b>		<b>(15,748)</b>	<b>6,847</b>	<b>22,595</b>		<b>2,619</b>		<b>(88,820)</b>	<b>(68,843)</b>	<b>(39,268)</b>

**Forecast comparison: November to March**

Revenue	March Forecast \$000	November forecast \$000	Variance	Commentary >100k
Rates Revenue	(91,670)	(91,624)	(45)	
Fees and Charges	(20,888)	(20,696)	(192)	Building control \$71k increase. Properties \$61k increase, based on actuals Dec - Mar
Finance revenue	(1,378)	(1,492)	113	Decrease in deposits
Subsidies and grants	(25,772)	(26,552)	780	Roading \$1m decrease based on Kellands Hill Rd project delay, offset by \$290k expected increase in parks tracks and trails funding
Other revenue	(6,475)	(6,799)	324	Loss on disposal of assets, not budgeted \$600k, offset by increased actual development contributions, demand based \$121k. Increased Gym memberships \$76k demand driven
<b>Total Revenue</b>	<b>(146,183)</b>	<b>(147,163)</b>	<b>980</b>	
<b>Expenditure</b>				
Personnel costs	30,669	30,922	(253)	Vacancies
Finance costs	9,669	9,744	(75)	
Depreciation expense	39,513	40,431	(918)	System calculated depreciation based on actual assets. Capitalisation of assets behind schedule
Other expenses	53,832	53,790	43	
<b>Total Expenditure</b>	<b>133,684</b>	<b>134,886</b>	<b>(1,203)</b>	
<b>Net result exclud vested assets and revaluation</b>	<b>(12,499)</b>	<b>(12,277)</b>	<b>(222)</b>	
Vested assets	(6,388)	(6,807)	419	Expected decrease in actual vested assets at year end
Other comprehensive revenue	(69,932)	(69,932)	0	
<b>Total comprehensive revenue and expenses</b>	<b>(88,820)</b>	<b>(89,017)</b>	<b>195</b>	

Review of All Council Activities by Directorate

Community Support

Airport

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

Activity Revenue and Expenditure	Mar YTD Actuals \$000	Mar YTD Budget \$000	Mar Variance \$000	Variance % of full budget	PY YTD Mar	Commentary >30k var	25/26 Year end forecast - Mar	25/26 Full Year budget \$000	24/25 Actuals
Revenue									
Rates revenue	(201)	(201)	0	0%	(373)		(267)	(267)	(497)
Fees & charges	(425)	(457)	(32)	5%	(416)	Hangar lease budgeted increase not yet in effect due to ongoing discussions	(575)	(610)	(554)
Other revenue	(2)	0	2		0		(2)	0	(18)
Revenue Total	(628)	(658)	(30)	3%	(788)		(844)	(877)	(1,068)
Expenditure									
Personnel costs	99	137	38	21%	79	Previous coding error corrected as part of Labour review.	145	183	101
Depreciation expense	129	298	169	43%	122	System generated depreciation based on actual assets. Aligns with prior year	180	397	181
Finance costs	90	90	0	0%	97		120	120	94
Other expenses	323	402	79	15%	303	Building maintenance under budget \$58k. Used as required, even budget	493	535	544
Expenditure Total	640	926	286	23%	600		936	1,235	920
<b>Airport Total</b>	<b>12</b>	<b>268</b>	<b>256</b>	<b>72%</b>	<b>(189)</b>		<b>92</b>	<b>358</b>	<b>(148)</b>

Cemeteries

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

Revenue									
Rates revenue	(396)	(396)	0	0%	(259)		(528)	(528)	(345)
Fees & charges	(196)	(228)	(32)	11%	(126)	Increase in cremations, lower fee. Demand driven	(253)	(305)	(179)
Subsidies and grants	(5)	(4)	1	-24%	(5)		(7)	(6)	(5)
Other revenue	(134)	(30)	104	-261%	(125)	Plot purchases, demand driven	(174)	(40)	(164)
Revenue Total	(732)	(659)	73	-8%	(515)		(963)	(878)	(694)
Expenditure									
Depreciation expense	7	5	(2)	-23%	7		9	7	9
Finance costs	73	73	(0)	0%	74		98	98	77
Other expenses	589	584	(5)	-1%	481		793	778	693
Expenditure Total	669	662	(7)	-1%	561		900	883	780
Other Comprehensive Total	0	0	0	0%					2
<b>Cemeteries Total</b>	<b>(63)</b>	<b>4</b>	<b>66</b>	<b>961%</b>	<b>46</b>		<b>(63)</b>	<b>7</b>	<b>86</b>

Civil Defence

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

Revenue									
Rates revenue	(389)	(389)	0	0%	(364)		(519)	(519)	(486)
Revenue Total	(389)	(389)	0	0%	(364)		(519)	(519)	(486)
Expenditure									
Personnel costs	222	231	8	3%	217		299	308	282
Depreciation expense	60	71	11	12%	61		83	94	81
Finance costs	13	13	(0)	0%	9		17	17	13
Other expenses	105	138	33	18%	91		152	184	129
Expenditure Total	400	452	52	9%	378		552	603	505
Other Comprehensive Total	0	0	0	0%					3
<b>Civil Defence Total</b>	<b>11</b>	<b>63</b>	<b>52</b>	<b>61%</b>	<b>14</b>		<b>33</b>	<b>86</b>	<b>19</b>

Climate & Sustainability

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

Revenue									
Rates revenue	(240)	(240)	0	0%	(50)		(320)	(320)	(67)
Revenue Total	(240)	(240)	0	0%	(50)		(320)	(320)	(67)
Expenditure									
Personnel costs	67	189	123	49%	73	Vacancies	96	253	93
Finance costs	0	0	(0)	-1%	0		0	0	0
Other expenses	87	50	(37)	-55%	20	\$72k Annual charge - Canterbury Climate Change Partnership, endorsed by Council, under-budgeted	89	67	20
Expenditure Total	154	240	86	27%	93		185	320	113
<b>Climate &amp; Sustainability Total</b>	<b>(86)</b>	<b>0</b>	<b>86</b>		<b>43</b>		<b>(135)</b>	<b>0</b>	<b>46</b>

Economic Development and Promotion

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

Revenue									
Rates revenue	(1,192)	(1,192)	0	0%	(1,121)		(1,589)	(1,589)	(1,495)
Revenue Total	(1,192)	(1,192)	0	0%	(1,121)		(1,589)	(1,589)	(1,495)
Expenditure									
Finance costs	68	68	0	0%	0		91	91	71
Other expenses	1,172	1,124	(48)	-3%	1,169	Annual events grant for Venture Timaru \$245k, even budget split results in YTD variance: \$60k	1,472	1,498	1,475
Expenditure Total	1,240	1,192	(48)	-3%	1,170		1,562	1,589	1,546
<b>Economic Development and Promotion Total</b>	<b>48</b>	<b>0</b>	<b>(48)</b>		<b>48</b>		<b>(27)</b>	<b>0</b>	<b>51</b>

Public Toilets

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

Revenue									
Rates revenue	(476)	(476)	0	0%	(363)		(634)	(634)	(484)
Revenue Total	(476)	(476)	0	0%	(363)		(634)	(634)	(484)
Expenditure									
Depreciation expense	16	24	8	25%	16		23	33	22
Finance costs	12	12	0	0%	6		16	16	12
Other expenses	377	442	65	11%	354	Building maintenance - vandalism under budget \$19k. Used as required	513	589	525
Expenditure Total	405	478	73	11%	376		551	637	560
<b>Public Toilets Total</b>	<b>(70)</b>	<b>2</b>	<b>73</b>	<b>2190%</b>	<b>13</b>		<b>(83)</b>	<b>3</b>	<b>75</b>

Social Housing

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

Revenue									
Fees & charges	(1,522)	(1,500)	22	-1%	(1,334)		(2,022)	(2,000)	(1,760)
Revenue Total	(1,522)	(1,500)	22	-1%	(1,334)		(2,022)	(2,000)	(1,760)
Expenditure									
Depreciation expense	111	129	18	10%	118		154	172	155
Finance costs	84	84	0	0%	51		112	112	88
Other expenses	838	923	85	7%	483	Building maintenance - under budget \$64k. Used as required	1,150	1,230	1,425
Expenditure Total	1,033	1,135	102	7%	651		1,416	1,514	1,668
Other Comprehensive	0	0	0	0%					(32)
<b>Social Housing Total</b>	<b>(489)</b>	<b>(365)</b>	<b>125</b>	<b>-24%</b>	<b>(683)</b>		<b>(606)</b>	<b>(519)</b>	<b>(92)</b>

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	(469)	(469)	0	0%	(448)		(625)	(625)	(590)
Finance revenue	(17)	0	17		(20)		(17)	0	(37)
Subsidies and grants	(179)	0	179		(130)	Community Employment Programme not budgeted. MTFJ	(179)	0	(160)
Other revenue	(44)	(36)	8	-17%	(44)		(55)	(48)	(138)
Revenue Total	(709)	(505)	205	-30%	(641)		(878)	(673)	(925)
Expenditure									
Finance costs	1	1	(0)	0%	0		1	1	1
Other expenses	498	504	6	1%	451		727	672	580
Expenditure Total	499	505	6	1%	452		728	673	581
<b>Community Development Total</b>	<b>(210)</b>	<b>0</b>	<b>210</b>		<b>(190)</b>		<b>(150)</b>	<b>0</b>	<b>(344)</b>

<b>Community Support Total</b>	<b>(848)</b>	<b>(27)</b>	<b>821</b>	<b>(13)</b>	<b>(897)</b>		<b>(938)</b>	<b>(64)</b>	<b>(306)</b>
--------------------------------	--------------	-------------	------------	-------------	--------------	--	--------------	-------------	--------------

**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	Mar YTD Actuals \$000	Mar YTD Budget \$000	Mar Variance \$000	Variance % of full budget	PY YTD Mar	Commentary >30k var	25/26 Year end forecast - Mar	25/26 Full Year budget \$000	24/25 Actuals
Revenue									
Fees & charges	(16)	0	16		0		(20)	0	(1)
Other revenue	(2,362)	(2,414)	(52)	2%	(194)	Revenue collected for the CBD 'BID' collected through rates, recoded to other revenue at year end. Full year budget: \$120k	(3,175)	(3,219)	(3,188)
<b>Revenue Total</b>	<b>(2,378)</b>	<b>(2,414)</b>	<b>(36)</b>	<b>1%</b>	<b>(194)</b>		<b>(3,195)</b>	<b>(3,219)</b>	<b>(3,189)</b>
Expenditure									
Personnel costs	1,294	1,254	(40)	-2%	1,209	Position changes with restructure	1,775	1,672	1,752
Project billing	(71)	0	71		0	Staff billing to major projects	(71)	0	0
Other expenses	1,059	1,160	101	7%	659	PWC consultant expenditure currently underbudget \$76k. Used as required	1,405	1,547	1,437
<b>Expenditure Total</b>	<b>2,283</b>	<b>2,414</b>	<b>132</b>	<b>4%</b>	<b>1,868</b>		<b>3,110</b>	<b>3,219</b>	<b>3,189</b>
<b>Financial Services Total</b>	<b>(95)</b>	<b>0</b>	<b>95</b>		<b>1,674</b>		<b>(86)</b>	<b>0</b>	<b>0</b>

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

Activity Revenue and Expenditure	Mar YTD Actuals \$000	Mar YTD Budget \$000	Mar Variance \$000	Variance % of full budget	PY YTD Mar	Commentary >30k var	25/26 Year end forecast - Mar	25/26 Full Year budget \$000	24/25 Actuals
Revenue									
Fees & charges	(16)	(16)	(1)	4%	(13)		(21)	(22)	(18)
Other revenue	(4,627)	(4,621)	6	0%	(3,783)		(6,162)	(6,161)	(6,073)
Other gains	(3)	0	3		(2)		(3)	0	(2)
<b>Revenue Total</b>	<b>(4,645)</b>	<b>(4,637)</b>	<b>8</b>	<b>0%</b>	<b>(3,798)</b>		<b>(6,186)</b>	<b>(6,183)</b>	<b>(6,093)</b>
Expenditure									
Personnel costs	1,710	1,863	153	6%	1,854	Vacancies, restructure changes	2,342	2,484	2,466
Project billing	(189)	(225)	(36)	12%	0	Staff costs budgeted to be capitalised against projects. Dependent on project mix.	(299)	(300)	(5)
Depreciation expense	561	992	431	33%	575	System generated depreciation based on actual assets. Aligns with prior year	783	1,322	799
Finance costs	69	69	(0)	0%	27		91	91	72
Other expenses	2,079	1,939	(140)	-5%	1,981	Software expensed \$154k overbudget. New software: Pulse, Wyldlynx annual cost total: \$120k. Price increase from prior year approx \$60k p.a for all of software. One off Cybersecurity authority review \$20k	2,749	2,585	2,783
<b>Expenditure Total</b>	<b>4,229</b>	<b>4,637</b>	<b>408</b>	<b>7%</b>	<b>4,437</b>		<b>5,666</b>	<b>6,183</b>	<b>6,115</b>
<b>Information Technology Total</b>	<b>(417)</b>	<b>0</b>	<b>417</b>		<b>639</b>		<b>(520)</b>	<b>0</b>	<b>22</b>

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

Activity Revenue and Expenditure	Mar YTD Actuals \$000	Mar YTD Budget \$000	Mar Variance \$000	Variance % of full budget	PY YTD Mar	Commentary >30k var	25/26 Year end forecast - Mar	25/26 Full Year budget \$000	24/25 Actuals
Revenue									
Other revenue	(403)	(403)	(0)	0%	(573)		(537)	(537)	(730)
<b>Revenue Total</b>	<b>(403)</b>	<b>(403)</b>	<b>(0)</b>	<b>0%</b>	<b>(573)</b>		<b>(537)</b>	<b>(537)</b>	<b>(730)</b>
Expenditure									
Personnel costs	404	510	106	16%	538	Restructure changes	551	680	696
Personnel - Project billing	(155)	(300)	(145)	36%	(115)	Staff costs budgeted to be capitalised against projects. Dependent on project mix.	(255)	(400)	(196)
Other expenses	189	193	4	1%	167		268	258	231
<b>Expenditure Total</b>	<b>438</b>	<b>403</b>	<b>(35)</b>	<b>-7%</b>	<b>589</b>		<b>564</b>	<b>537</b>	<b>730</b>
<b>Property Management Total</b>	<b>35</b>	<b>0</b>	<b>(35)</b>		<b>16</b>		<b>27</b>	<b>0</b>	<b>0</b>

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

Activity Revenue and Expenditure	Mar YTD Actuals \$000	Mar YTD Budget \$000	Mar Variance \$000	Variance % of full budget	PY YTD Mar	Commentary >30k var	25/26 Year end forecast - Mar	25/26 Full Year budget \$000	24/25 Actuals
Revenue									
Other revenue	(191)	(191)	(0)	0%	(71)		(255)	(255)	(266)
<b>Revenue Total</b>	<b>(191)</b>	<b>(191)</b>	<b>(0)</b>	<b>0%</b>	<b>(71)</b>		<b>(255)</b>	<b>(255)</b>	<b>(266)</b>
Expenditure									
Personnel costs	126	126	(0)	0%	131		168	168	172
Other expenses	77	65	(12)	-13%	55		97	87	94
<b>Expenditure Total</b>	<b>203</b>	<b>191</b>	<b>(12)</b>	<b>-5%</b>	<b>187</b>		<b>265</b>	<b>255</b>	<b>266</b>
<b>Risk and Assurance Total</b>	<b>12</b>	<b>0</b>	<b>(12)</b>		<b>115</b>		<b>10</b>	<b>0</b>	<b>0</b>

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

Activity Revenue and Expenditure	Mar YTD Actuals \$000	Mar YTD Budget \$000	Mar Variance \$000	Variance % of full budget	PY YTD Mar	Commentary >30k var	25/26 Year end forecast - Mar	25/26 Full Year budget \$000	24/25 Actuals
Revenue									
Other revenue	(1,377)	(1,377)	0	0%	(1,189)		(1,836)	(1,836)	(1,395)
<b>Revenue Total</b>	<b>(1,377)</b>	<b>(1,377)</b>	<b>0</b>	<b>0%</b>	<b>(1,189)</b>		<b>(1,836)</b>	<b>(1,836)</b>	<b>(1,395)</b>
Expenditure									
Personnel costs	678	635	(43)	-5%	535	Overtime not budgeted. No longer applicable going forward	916	847	752
Other expenses	739	742	3	0%	724		1,052	989	644
<b>Expenditure Total</b>	<b>1,417</b>	<b>1,377</b>	<b>(40)</b>	<b>-2%</b>	<b>1,260</b>		<b>1,967</b>	<b>1,836</b>	<b>1,395</b>
<b>Strategy &amp; Corporate Planning Total</b>	<b>40</b>	<b>0</b>	<b>(40)</b>		<b>70</b>		<b>131</b>	<b>0</b>	<b>0</b>

**Corp support: Commercial and Strategy Total** (425) 0 425 2,515 0 (438) 0 22

**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	Mar YTD Actuals \$000	Mar YTD Budget \$000	Mar Variance \$000	Variance % of full budget	PY YTD Mar	Commentary >30k var	25/26 Year end forecast - Mar	25/26 Full Year budget \$000	24/25 Actuals
Revenue									
Other revenue	(710)	(710)	0	0%	(627)		(947)	(947)	(714)
<b>Revenue Total</b>	<b>(710)</b>	<b>(710)</b>	<b>0</b>	<b>0%</b>	<b>(627)</b>		<b>(947)</b>	<b>(947)</b>	<b>(714)</b>
Expenditure									
Personnel costs	522	486	(36)	-6%	483	New positions allocated to CE unit with restructure	754	647	634
Finance costs	6	6	0	0%	0		8	8	7
Other expenses	158	218	61	21%	141	Internal plant hire and sundry expen \$15k; Solicitors and consultants \$10k; Organisational development \$10k. Used as required.	242	291	169
<b>Expenditure Total</b>	<b>686</b>	<b>710</b>	<b>24</b>	<b>3%</b>	<b>624</b>		<b>1,005</b>	<b>947</b>	<b>809</b>
<b>Chief Executive Total</b>	<b>(24)</b>	<b>0</b>	<b>24</b>		<b>(4)</b>		<b>58</b>	<b>0</b>	<b>95</b>

**Council Building**  
GM: Andrew Dixon Activity Lead: Andrew Feary  
Activity Description: Operation of the council building, including maintenance

Activity Revenue and Expenditure	Mar YTD Actuals \$000	Mar YTD Budget \$000	Mar Variance \$000	Variance % of full budget	PY YTD Mar	Commentary >30k var	25/26 Year end forecast - Mar	25/26 Full Year budget \$000	24/25 Actuals
Revenue									
Other revenue	(537)	(537)	(0)	0%	(532)		(716)	(716)	(740)
<b>Revenue Total</b>	<b>(537)</b>	<b>(537)</b>	<b>(0)</b>	<b>0%</b>	<b>(532)</b>		<b>(716)</b>	<b>(716)</b>	<b>(740)</b>
Expenditure									
Personnel costs	38	54	16	22%	33		56	72	44
Depreciation expense	78	73	(5)	-5%	71		108	98	160
Finance costs	107	107	(0)	0%	71		142	142	113
Other expenses	306	369	63	13%	291	Building maintenance underbudget \$49k. Used as required	482	492	422
<b>Expenditure Total</b>	<b>528</b>	<b>603</b>	<b>75</b>	<b>9%</b>	<b>466</b>		<b>788</b>	<b>804</b>	<b>740</b>
<b>Council Building Total</b>	<b>(9)</b>	<b>66</b>	<b>75</b>	<b>85%</b>	<b>(67)</b>		<b>72</b>	<b>88</b>	<b>0</b>

**Drainage and Water Management**  
GM: Andrew Lester Activity Lead: Andrew Lester  
Activity Description: Management of three waters activities

Activity Revenue and Expenditure	Mar YTD Actuals \$000	Mar YTD Budget \$000	Mar Variance \$000	Variance % of full budget	PY YTD Mar	Commentary >30k var	25/26 Year end forecast - Mar	25/26 Full Year budget \$000	24/25 Actuals
Revenue									
Fees & charges	(62)	(58)	4	-6%	(53)		(81)	(77)	(72)
Other revenue	(1,246)	(1,246)	0	0%	(2,405)		(1,661)	(1,661)	(3,997)
<b>Revenue Total</b>	<b>(1,308)</b>	<b>(1,304)</b>	<b>4</b>	<b>0%</b>	<b>(2,458)</b>		<b>(1,743)</b>	<b>(1,738)</b>	<b>(4,069)</b>
Expenditure									
Personnel costs	1,585	2,069	483	17%	1,758	Vacancies	2,184	2,772	2,424
Personnel - Project billing	(341)	(1,312)	(972)	56%	(428)	Staff costs budgeted to be capitalised against projects. Dependent on project mix.	(541)	(1,750)	(501)
Other expenses	1,246	1,237	(9)	-1%	1,432		1,732	1,650	2,052
<b>Expenditure Total</b>	<b>2,491</b>	<b>1,994</b>	<b>(497)</b>	<b>-19%</b>	<b>2,762</b>		<b>3,375</b>	<b>2,671</b>	<b>3,974</b>
<b>Drainage and Water Management Total</b>	<b>1,182</b>	<b>690</b>	<b>(493)</b>	<b>-53%</b>	<b>304</b>		<b>1,632</b>	<b>933</b>	<b>(95)</b>

**Engagement and Culture**

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

Revenue	Other revenue	(2,498)	(2,498)	0	0%	(5,094)		(3,331)	(3,331)	(2,245)
Revenue Total		(2,498)	(2,498)	0	0%	(5,094)	0	(3,331)	(3,331)	(2,245)
Expenditure	Personnel costs	1,148	1,354	206	11%	1,242	Recalculated on actual positions	1,560	1,806	1,643
	Personnel costs- recruitment	8	153	146	71%	27	Recruitment specialists have not been required this year	59	204	35
	Other expenses	353	991	638	48%	593	All of council training budget held by HR for tracking. Expenditure coded to activities YTD: \$217k. HR budget YTD \$520k - only essential training approved until restructure was complete (Variance in HR: \$492k). Remaining variances: Health and safety consultants \$80k and staff support for council wide initiatives \$32k	471	1,321	567
Expenditure Total		1,508	2,498	990	30%	1,862	0	2,090	3,331	2,245
<b>Engagement and Culture Total</b>		<b>(990)</b>	<b>(0)</b>	<b>990</b>		<b>(3,232)</b>	<b>0</b>	<b>(1,241)</b>	<b>(0)</b>	<b>(0)</b>

**Infrastructure Management**

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

Revenue	Fees & charges	(99)	(203)	(104)	39%	(94)	Service consent application fees under budget. Demand driven.	(129)	(271)	(122)
	Other revenue	(679)	(679)	0	0%	(1,596)		(905)	(905)	(1,502)
Revenue Total		(778)	(882)	(104)	9%	(1,690)		(1,034)	(1,176)	(1,624)
Expenditure	Personnel costs	781	805	24	2%	911		893	1,074	1,183
	Personnel - Project billing	0	(187)	(187)	75%	(68)	Project billing budgeted on staff coded here prior to restructure. No longer applicable	0	(250)	(118)
	Other expenses	221	264	43	12%	315		354	352	563
Expenditure Total		1,002	882	(120)	-10%	1,157		1,247	1,176	1,629
<b>Infrastructure Management Total</b>		<b>224</b>	<b>0</b>	<b>(224)</b>		<b>(533)</b>		<b>213</b>	<b>0</b>	<b>5</b>

**Land Transport Unit**

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

Revenue	Fees & charges	(57)	(216)	(159)	55%	(51)	Other user charges - Engineering fees under budget. Demand driven	(75)	(288)	(208)
	Subsidies and grants	(335)	0	335		(174)	NZTA LTU funding portion, full budget included in subsidised roading	(675)	0	(1,097)
	Other revenue	(2,103)	(2,010)	92	-3%	(2,611)	MDC & WDC Contribution to Road safety promotion overbudget \$53k. Corridor access request charge outs \$43k	(2,839)	(2,681)	(2,303)
Revenue Total		(2,495)	(2,226)	268	-9%	(2,836)		(3,589)	(2,969)	(3,608)
Expenditure	Personnel costs	1,738	1,994	257	10%	1,997	Vacancies, restructure changes	2,341	2,659	2,538
	Personnel - Project billing	(1,072)	(1,125)	(53)	4%	(596)	Staff costs budgeted to be capitalised against projects. Dependent on project mix.	(1,372)	(1,500)	(1,148)
	Depreciation expense	11	12	2	11%	11		15	17	14
	Other expenses	1,105	1,345	240	13%	1,660	Community programs and events under budget \$205k. Savings initiatives in road safety promotion through using in house team members to deliver targeted community programmes. Consultants under budget \$60k, used as required. Expected LTU contribution to growth study in Jun \$10k	1,489	1,793	2,204
Expenditure Total		1,781	2,226	446	15%	3,072		2,472	2,969	3,608
<b>Land Transport Unit Total</b>		<b>(714)</b>	<b>0</b>	<b>714</b>		<b>237</b>		<b>(1,117)</b>	<b>0</b>	<b>0</b>

**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		(3)	0	0
	Other revenue	(2,477)	(2,477)	0	0%	(1,538)		(3,303)	(3,303)	(2,106)
Revenue Total		(2,480)	(2,477)	3	0%	(1,538)		(3,306)	(3,303)	(2,106)
Expenditure	Personnel costs	1,833	2,183	350	12%	1,185	Restructure changes. Timing of bringing parks operations in-house. Parks operational staff to be split out of parks mgmt in 26/27	2,540	2,911	1,611
	Other expenses	464	294	(170)	-43%	294	Consultant expenditure \$97k 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. Also relates to Asset Mgmt System support	601	392	496
Expenditure Total		2,296	2,477	181	5%	1,480		3,141	3,303	2,107
<b>Parks and Recreation Management Total</b>		<b>(184)</b>	<b>(0)</b>	<b>184</b>		<b>(58)</b>		<b>(165)</b>	<b>0</b>	<b>1</b>

**Planning and Regulatory Management**

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

Revenue	Other revenue	(371)	(371)	0	0%	(312)		(494)	(494)	(488)
Revenue Total		(371)	(371)	0	0%	(312)		(494)	(494)	(488)
Expenditure	Personnel costs	495	273	(222)	-61%	276	Restructure changes - adjustments to coding. Refer to Environmental Services: Planning	694	364	353
	Other expenses	94	98	4	3%	100		126	130	135
Expenditure Total		589	371	(218)	-44%	376		819	494	488
<b>Planning and Regulatory Management Total</b>		<b>218</b>	<b>0</b>	<b>(218)</b>		<b>64</b>		<b>325</b>	<b>0</b>	<b>0</b>
<b>Corporate support - Other Total</b>		<b>(296)</b>	<b>756</b>	<b>1,052</b>	<b>103%</b>	<b>(3,289)</b>		<b>(221)</b>	<b>1,021</b>	<b>5</b>

**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	Mar YTD Actuals \$000	Mar YTD Budget \$000	Mar Variance \$000	Variance % of full budget	PY YTD Mar	Commentary >30k var	25/26 Year end forecast - Mar	25/26 Full Year budget \$000	24/25 Actuals
Revenue	(810)	(810)	0	0%	(839)		(1,080)	(1,080)	(1,141)
Revenue Total	(810)	(810)	0	0%	(839)		(1,080)	(1,080)	(1,141)
Expenditure	387	659	272	31%	782	Restructure changes - adjustments to coding	522	872	939
	Other expenses	132	156	24	11%	137		174	208
Expenditure Total	520	815	295	27%	919		696	1,080	1,141
<b>Community Services Management Total</b>	<b>(290)</b>	<b>5</b>	<b>295</b>		<b>80</b>		<b>(383)</b>	<b>0</b>	<b>0</b>

**Customer Services**

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

Revenue	Fees & charges	(86)	(95)	(9)	7%	(87)		(117)	(126)	(117)
	Other revenue	(1,026)	(1,026)	0	0%	(868)		(1,369)	(1,369)	(1,234)
Revenue Total		(1,112)	(1,121)	(9)	1%	(955)		(1,486)	(1,495)	(1,351)
Expenditure	Personnel costs	563	713	150	16%	621	Recalculated on actual positions	767	951	807
	Other expenses	412	408	(4)	-1%	405		548	544	545
Expenditure Total		975	1,121	146	10%	1,026		1,315	1,495	1,351
<b>Customer Services Total</b>		<b>(137)</b>	<b>0</b>	<b>137</b>		<b>71</b>		<b>(171)</b>	<b>0</b>	<b>0</b>
<b>User Experience and Community Engagement Total</b>		<b>(427)</b>	<b>5</b>	<b>432</b>		<b>152</b>		<b>(554)</b>	<b>0</b>	<b>27</b>
<b>Corporate Support Grand Total</b>		<b>(1,148)</b>	<b>761</b>	<b>1,909</b>	<b>187%</b>	<b>(622)</b>		<b>(1,214)</b>	<b>1,021</b>	<b>0</b>

**Democracy**

**Governance**

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

Activity Revenue and Expenditure	Mar YTD Actuals \$000	Mar YTD Budget \$000	Mar Variance \$000	Variance % of full budget	PY YTD Mar	Commentary >30k var	25/26 Year end forecast - Mar	25/26 Full Year budget \$000	24/25 Actuals
Revenue									
Rates revenue	(3,380)	(3,380)	0	0%	(2,726)		(4,507)	(4,507)	(3,634)
Other revenue	(92)	(52)	40	-57%	(18)	Receipts for Local Government Elections. Environment Canterbury and GLT share of election costs.	(92)	(70)	(18)
Revenue Total	(3,472)	(3,432)	40	-1%	(2,745)		(4,599)	(4,577)	(3,653)
Expenditure									
Personnel costs	674	628	(46)	-5%	643	Recalculated on actual positions	883	837	837
Finance costs	35	35	(0)	0%	1		46	46	37
Other expenses	2,713	2,770	57	2%	3,004	Solicitors fees \$38k under budget. Used as required	3,555	3,693	3,602
Expenditure Total	3,421	3,432	11		3,648		4,484	4,577	4,475
<b>Governance Total</b>	<b>(51)</b>	<b>(0)</b>	<b>51</b>		<b>903</b>		<b>(115)</b>	<b>0</b>	<b>822</b>
<b>Democracy Total</b>	<b>(51)</b>	<b>(0)</b>	<b>51</b>		<b>903</b>		<b>(115)</b>	<b>0</b>	<b>822</b>

**Environmental Services**

**Animal Control**

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

Activity Revenue and Expenditure	Mar YTD Actuals \$000	Mar YTD Budget \$000	Mar Variance \$000	Variance % of full budget	PY YTD Mar	Commentary >30k var	25/26 Year end forecast - Mar	25/26 Full Year budget \$000	24/25 Actuals
Revenue									
Fees & charges	(828)	(681)	147	-20%	(766)	Infringement and fines higher than budget. Actuals based on factors independent of budget	(843)	(735)	(815)
Revenue Total	(828)	(681)	147	-20%	(766)		(843)	(735)	(815)
Expenditure									
Personnel costs	236	296	61	15%	264	Vacancies	320	395	390
Depreciation expense	5	4	(1)	-17%	4		6	5	10
Other expenses	253	260	6	2%	246		352	346	307
Expenditure Total	494	560	66	9%	514		678	746	707
Other Comprehensive Total	0	0	0	0%					2
<b>Animal Control Total</b>	<b>(334)</b>	<b>(121)</b>	<b>213</b>	<b>1649%</b>	<b>(252)</b>		<b>(165)</b>	<b>13</b>	<b>(109)</b>

**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	Mar YTD Actuals \$000	Mar YTD Budget \$000	Mar Variance \$000	Variance % of full budget	PY YTD Mar	Commentary >30k var	25/26 Year end forecast - Mar	25/26 Full Year budget \$000	24/25 Actuals
Revenue									
Rates revenue	(1,336)	(1,336)	0	0%	(899)		(1,782)	(1,782)	(1,198)
Fees & charges	(1,956)	(2,079)	(123)	4%	(1,793)	Building consent revenue based on demand, economic conditions. \$13k decrease as a result of correction to building compliance - liquor licensing. Revenue coded to TDC collected for MDC and WDC in prior years. Refer to planning section below	(2,529)	(2,772)	(2,404)
Other revenue	(125)	(154)	(29)	14%	(10)		(176)	(206)	(13)
Revenue Total	(3,417)	(3,569)	(152)	3%	(2,701)		(4,487)	(4,759)	(3,615)
Expenditure									
Personnel costs	2,012	2,362	349	11%	2,296	Restructure changes	2,742	3,149	2,983
Finance costs	42	42	(0)	0%	14		56	56	44
Other expenses	1,248	1,166	(83)	-5%	1,119	Use of consent software. Offset in other revenue	1,671	1,555	1,393
Expenditure Total	3,303	3,569	267	6%	3,429		4,468	4,759	4,420
<b>Building Total</b>	<b>(115)</b>	<b>0</b>	<b>115</b>		<b>727</b>		<b>(19)</b>	<b>0</b>	<b>805</b>

**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	Mar YTD Actuals \$000	Mar YTD Budget \$000	Mar Variance \$000	Variance % of full budget	PY YTD Mar	Commentary >30k var	25/26 Year end forecast - Mar	25/26 Full Year budget \$000	24/25 Actuals
Revenue									
Rates revenue	(507)	(507)	0	0%	(387)		(675)	(675)	(516)
Fees & charges	(527)	(385)	142	-28%	(455)	Receipts from Mackenzie and Waimate for Health contract services - not even during the year	(665)	(514)	(658)
Other revenue	(2)	(18)	(17)	67%	(3)		(3)	(25)	(5)
Revenue Total	(1,035)	(910)	125	-10%	(845)		(1,343)	(1,214)	(1,179)
Expenditure									
Personnel costs	283	295	12	3%	272		360	394	358
Finance costs	6	6	0	0%	3		8	8	6
Other expenses	551	609	58	7%	560	Professional services \$16k under budget. Sundry expenses \$5k. Used as required	755	812	712
Expenditure Total	840	910	70	6%	835		1,123	1,214	1,077
<b>Environmental Health Total</b>	<b>(195)</b>	<b>0</b>	<b>195</b>		<b>(10)</b>		<b>(221)</b>	<b>0</b>	<b>(103)</b>

**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	Mar YTD Actuals \$000	Mar YTD Budget \$000	Mar Variance \$000	Variance % of full budget	PY YTD Mar	Commentary >30k var	25/26 Year end forecast - Mar	25/26 Full Year budget \$000	24/25 Actuals
Revenue									
Rates revenue	(2,368)	(2,368)	0	0%	(2,401)		(3,158)	(3,158)	(3,201)
Fees & charges	(445)	(401)	44	-8%	(397)	Subdivision fees \$57k. Demand driven	(501)	(534)	(516)
Other revenue	(31)	(4)	27	-455%	(17)	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	(47)	(6)	(69)
Revenue Total	(2,844)	(2,773)	71	-2%	(2,815)		(3,706)	(3,698)	(3,786)
Expenditure									
Personnel costs	990	1,289	300	17%	1,155	Restructure changes - adjustments to coding. Refer to Planning Mgmt	1,220	1,719	1,550
Finance costs	140	140	(0)	0%	21		186	186	148
Other expenses	1,344	1,345	0	0%	2,233	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	1,813	1,793	3,177
Expenditure Total	2,473	2,773	300	8%	3,409		3,219	3,698	4,875
<b>Planning Total</b>	<b>(371)</b>	<b>0</b>	<b>371</b>		<b>595</b>		<b>(487)</b>	<b>0</b>	<b>1,089</b>
<b>Environmental Services Total</b>	<b>(1,015)</b>	<b>(121)</b>	<b>894</b>	<b>6914%</b>	<b>1,060</b>		<b>(892)</b>	<b>13</b>	<b>1,682</b>

**Other Activities**

**Financial Arrangements**

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

Activity Revenue and Expenditure	Mar YTD Actuals \$000	Mar YTD Budget \$000	Mar Variance \$000	Variance % of full budget	PY YTD Mar	Commentary >30k var	25/26 Year end forecast - Mar	25/26 Full Year budget \$000	24/25 Actuals
Revenue									
Rates revenue	3,663	3,685	22	0%	(545)		5,029	4,914	(594)
Finance revenue	(1,015)	(2,814)	(1,799)	48%	(2,452)	Interest rates lower than budgeted	(1,349)	(3,752)	(3,425)
Other revenue	(470)	(483)	(13)	1%	(669)		(1,726)	(1,744)	(2,048)
Other gains/losses	0	0	0		0		0	0	2,034
Revenue Total	2,178	388	(1,790)	307%	(3,666)		1,953	(582)	(4,034)
Expenditure									
Finance costs	(2,848)	190	3,037	1202%	3,956	Actual external interest paid underbudget due to interest rates, offset by internal interest expensed to other activities as per budget. Washup at year end	(1,866)	253	734
Other expenses	236	247	11	3%	203		319	330	230
Expenditure Total	(2,611)	437	3,048	523%	4,159		(1,547)	582	964
<b>Financial Arrangements Total</b>	<b>(433)</b>	<b>825</b>	<b>1,258</b>		<b>494</b>		<b>406</b>	<b>0</b>	<b>(3,070)</b>

**Property**

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

Revenue	Rates revenue	(549)	(549)	0	0%		(732)	(732)	0
	Fees & charges	(376)	(334)	43	-10%	(348)	(438)	(445)	(307)
<b>Revenue Total</b>		<b>(925)</b>	<b>(883)</b>	<b>43</b>	<b>-4%</b>	<b>(348)</b>	<b>(1,170)</b>	<b>(1,177)</b>	<b>(277)</b>
Expenditure	Depreciation expense	372	248	(124)	-38%	243	507	331	707
	Finance costs	40	40	0	0%	23	53	53	42
	Other expenses	658	814	156	14%	754	931	1,085	1,160
<b>Expenditure Total</b>		<b>1,070</b>	<b>1,102</b>	<b>31</b>	<b>2%</b>	<b>1,020</b>	<b>1,492</b>	<b>1,469</b>	<b>1,909</b>
<b>Property Total</b>		<b>145</b>	<b>219</b>	<b>74</b>	<b>25%</b>	<b>671</b>	<b>322</b>	<b>292</b>	<b>1,632</b>

**Vehicle Management**

GM: Suzy Ratahi Activity Lead: Deb Gerken  
 Activity Description: Management of council's vehicle pool

Revenue	Rates revenue	(89)	(89)	0	0%	0	(118)	(118)	0
	Other revenue	(470)	(469)	1	0%	(498)	(626)	(625)	(611)
	Other gain/loss	(10)	0	10		(80)	(10)	0	(88)
<b>Revenue Total</b>		<b>(569)</b>	<b>(557)</b>	<b>12</b>	<b>-2%</b>	<b>(578)</b>	<b>(755)</b>	<b>(743)</b>	<b>(699)</b>
Expenditure	Depreciation expense	461	340	(121)	-27%	239	615	454	570
	Finance costs	22	22	(0)	0%	9	29	29	23
	Other expenses	317	349	32	7%	320	517	465	453
<b>Expenditure Total</b>		<b>800</b>	<b>711</b>	<b>(89)</b>	<b>-9%</b>	<b>567</b>	<b>1,161</b>	<b>948</b>	<b>1,046</b>
<b>Vehicle Management Total</b>		<b>231</b>	<b>154</b>	<b>(78)</b>	<b>-38%</b>	<b>(10)</b>	<b>406</b>	<b>205</b>	<b>347</b>

<b>Other Activities Total</b>		<b>(57)</b>	<b>1,198</b>	<b>1,255</b>	<b>252%</b>	<b>1,154</b>	<b>1,134</b>	<b>497</b>	<b>(1,091)</b>
-------------------------------	--	-------------	--------------	--------------	-------------	--------------	--------------	------------	----------------

**Recreation & Leisure**

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

Activity Revenue and Expenditure	Mar YTD Actuals \$000	Mar YTD Budget \$000	Mar Variance \$000	Variance % of full budget	PY YTD Mar	Commentary >30k var	25/26 Year end forecast - Mar	25/26 Full Year budget \$000	24/25 Actuals
Revenue	(910)	(910)	0	0%	(664)		(1,213)	(1,213)	(885)
	Fees & charges	(18)	(9)	9	-77%	(12)	(21)	(12)	(12)
	Subsidies and grants	(4)	(0)	3	-489%	(700)	(4)	(1)	(701)
	Other revenue	(107)	(12)	95	-600%	(30)	(111)	(16)	(597)
<b>Revenue Total</b>	<b>(1,039)</b>	<b>(931)</b>	<b>108</b>	<b>-9%</b>	<b>(1,406)</b>		<b>(1,349)</b>	<b>(1,241)</b>	<b>(2,195)</b>
Expenditure	Personnel costs	402	415	13	2%	414	549	553	552
	Depreciation expense	38	46	8	13%	14	53	61	18
	Finance costs	92	92	(0)	0%	3	122	122	96
	Other expenses	430	396	(34)	-6%	337	565	528	486
<b>Expenditure Total</b>	<b>962</b>	<b>948</b>	<b>(13)</b>	<b>-1%</b>	<b>768</b>		<b>1,290</b>	<b>1,264</b>	<b>1,153</b>
<b>Aigantighe Art Gallery Total</b>	<b>(77)</b>	<b>17</b>	<b>94</b>	<b>411%</b>	<b>(638)</b>		<b>(59)</b>	<b>23</b>	<b>(1,042)</b>

**Aorangi**

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

Revenue	Rates revenue	(130)	(130)	0	0%	(91)	(174)	(174)	(121)
	Fees & charges	(59)	(177)	(117)	50%	(144)	(107)	(236)	(250)
	Subsidies and grants	(2,070)	0	2,070		0	(2,638)	0	0
	Other revenue	(4)	(28)	(25)	65%	(3)	(6)	(38)	(3)
<b>Revenue Total</b>		<b>(2,263)</b>	<b>(335)</b>	<b>1,928</b>	<b>-431%</b>	<b>(237)</b>	<b>(2,925)</b>	<b>(447)</b>	<b>(375)</b>
Expenditure	Personnel costs	52	21	(32)	-113%	55	74	28	70
	Depreciation expense	210	213	3	1%	20	282	284	90
	Finance costs	28	28	(0)	0%	8	38	38	30
	Other expenses	240	262	22	6%	254	307	349	391
<b>Expenditure Total</b>		<b>531</b>	<b>524</b>	<b>(7)</b>	<b>-1%</b>	<b>336</b>	<b>700</b>	<b>698</b>	<b>580</b>
<b>Aorangi Total</b>		<b>(1,733)</b>	<b>188</b>	<b>1,921</b>	<b>764%</b>	<b>99</b>	<b>(2,225)</b>	<b>251</b>	<b>206</b>

**Fishing Huts**

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

Revenue	Other revenue	(16)	(86)	(70)	61%	(3)	(131)	(115)	(95)
<b>Revenue Total</b>		<b>(16)</b>	<b>(86)</b>	<b>(70)</b>	<b>61%</b>	<b>(3)</b>	<b>(131)</b>	<b>(115)</b>	<b>(95)</b>
Expenditure	Depreciation expense	1	1	0	9%	1	1	2	1
	Other expenses	72	62	(10)	-12%	53	91	83	98
<b>Expenditure Total</b>		<b>73</b>	<b>63</b>	<b>(9)</b>	<b>-11%</b>	<b>53</b>	<b>93</b>	<b>85</b>	<b>100</b>
<b>Fishing Huts Total</b>		<b>57</b>	<b>(23)</b>	<b>(80)</b>	<b>263%</b>	<b>51</b>	<b>(38)</b>	<b>(30)</b>	<b>4</b>

**Forestry**

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

Revenue	Fees & charges	(18)	(23)	(5)	18%	(18)	(23)	(31)	(26)
	Other revenue	(100)	(111)	(11)	7%	(307)	(180)	(148)	(307)
	Other gains	0	0	0		0	0	0	(433)
<b>Revenue Total</b>		<b>(118)</b>	<b>(134)</b>	<b>(17)</b>	<b>9%</b>	<b>(325)</b>	<b>(203)</b>	<b>(179)</b>	<b>(765)</b>
Expenditure	Depreciation expense	19	4	(15)	-278%	4	25	5	66
	Finance costs	2	2	0	0%	0	2	2	1
	Other expenses	132	174	42	18%	203	189	232	305
<b>Expenditure Total</b>		<b>153</b>	<b>180</b>	<b>27</b>	<b>11%</b>	<b>208</b>	<b>216</b>	<b>240</b>	<b>373</b>
<b>Forestry Total</b>		<b>35</b>	<b>46</b>	<b>11</b>	<b>18%</b>	<b>(117)</b>	<b>14</b>	<b>61</b>	<b>(392)</b>

**Halls & Community Centres**

GM: Andrew Dixon Activity Lead: Andrew Feary  
 Activity Description: Operation of community complexes, including Caroline bay hall, lounge and soundshell; Temuka Alpine Energy centre, Geraldine pavilion and other facilities

Revenue	Rates revenue	(444)	(444)	0	0%	(289)	(592)	(592)	(373)
	Fees & charges	(109)	(76)	33	-32%	(99)	(134)	(101)	(128)
	Subsidies and grants	0	0	0		(19)	0	0	(19)
<b>Revenue Total</b>		<b>(554)</b>	<b>(520)</b>	<b>34</b>	<b>-5%</b>	<b>(407)</b>	<b>(727)</b>	<b>(693)</b>	<b>(520)</b>
Expenditure	Depreciation expense	71	77	6	6%	70	99	103	102
	Finance costs	113	113	0	0%	73	151	151	119
	Other expenses	386	399	13	2%	323	513	532	459
<b>Expenditure Total</b>		<b>570</b>	<b>589</b>	<b>19</b>	<b>2%</b>	<b>466</b>	<b>763</b>	<b>786</b>	<b>681</b>
Other Comprehensive		0	0	0	0%				3
<b>Halls &amp; Community Centres Total</b>		<b>17</b>	<b>69</b>	<b>52</b>	<b>55%</b>	<b>59</b>	<b>36</b>	<b>96</b>	<b>160</b>

**Libraries**

GM: Michael Priest Activity Lead: Michael Priest  
 Activity Description: Operation of the Timaru, Temuka and Geraldine libraries

Revenue	Rates revenue	(4,221)	(4,221)	0	0%	(3,280)		(5,629)	(5,629)	(4,373)
	Fees & charges	(49)	(42)	7	-12%	(36)		(64)	(56)	(48)
	Subsidies and grants	0	(6)	(6)	75%	0		0	(8)	0
	Other revenue	(0)	0	0		895		(0)	0	(100)
	Other gains/loss	0	0	0		0		0	0	185
<b>Revenue Total</b>		<b>(4,271)</b>	<b>(4,270)</b>	<b>1</b>	<b>0%</b>	<b>(2,421)</b>		<b>(5,692)</b>	<b>(5,693)</b>	<b>(4,336)</b>
Expenditure	Personnel costs	1,682	2,176	494	17%	1,740	Recalculated on actual positions	2,371	2,901	2,303
	Depreciation expense	259	340	81	18%	249	System generated depreciation based on actual assets.	373	454	406
	Finance costs	209	209	0	0%	56		278	278	221
	Other expenses	1,562	1,715	152	7%	374	Underbudget: Building maintenance is used ad hoc during the year \$25k; subscription purchases not yet made \$27k; online database \$23k under. No remaining significant variances	2,192	2,286	1,961
<b>Expenditure Total</b>		<b>3,712</b>	<b>4,440</b>	<b>727</b>	<b>12%</b>	<b>2,420</b>		<b>5,214</b>	<b>5,919</b>	<b>4,891</b>
Other Comprehensive		0	0	0	0%	0		0	19	0
<b>Libraries Total</b>		<b>(558)</b>	<b>170</b>	<b>728</b>	<b>296%</b>	<b>(1)</b>		<b>(478)</b>	<b>246</b>	<b>556</b>

**Motor Camps**

GM: Andrew Dixon Activity Lead: Diane Miller  
 Activity Description: Pleasant Point motor camp managed by council; 4 remaining motor camps on domain reserves leased out in Geraldine, Pleasant point, South Rangitata and Winchester

Revenue	Rates revenue	(18)	(18)	0	0%	(31)		(23)	(23)	(42)
	Other revenue	(41)	(48)	(7)	12%	(43)		(57)	(64)	(65)
<b>Revenue Total</b>		<b>(58)</b>	<b>(66)</b>	<b>(7)</b>	<b>8%</b>	<b>(74)</b>		<b>(80)</b>	<b>(88)</b>	<b>(107)</b>
Expenditure	Depreciation expense	15	18	4	15%	16		21	24	21
	Other expenses	47	64	17	20%	33		74	85	48
<b>Expenditure Total</b>		<b>62</b>	<b>82</b>	<b>21</b>	<b>19%</b>	<b>50</b>		<b>95</b>	<b>110</b>	<b>69</b>
<b>Motor Camps Total</b>		<b>3</b>	<b>17</b>	<b>13</b>	<b>60%</b>	<b>(24)</b>		<b>15</b>	<b>22</b>	<b>(38)</b>

**Museum**

GM: Michael Priest Activity Lead: Philip Howe  
 Activity Description: Operation of the Timaru Museum

Revenue	Rates revenue	(1,041)	(1,041)	0	0%	830		(1,387)	(1,387)	1,106
	Fees & charges	(2)	(1)	1	-49%	(2)		(2)	(2)	(4)
	Subsidies and grants	(57)	(23)	35	-116%	(29)	LEOTC grant received higher than budget	(57)	(30)	(29)
	Other revenue	(28)	(13)	15	-91%	(16)		(35)	(17)	(31)
<b>Revenue Total</b>		<b>(1,128)</b>	<b>(1,077)</b>	<b>51</b>	<b>-4%</b>	<b>783</b>		<b>(1,482)</b>	<b>(1,436)</b>	<b>1,044</b>
Expenditure	Personnel costs	516	590	75	10%	539	Vacancies	718	787	741
	Depreciation expense	36	41	6	10%	33		52	55	58
	Finance costs	37	37	0	0%	5		50	50	39
	Other expenses	436	445	9	2%	396		599	593	536
<b>Expenditure Total</b>		<b>1,025</b>	<b>1,114</b>	<b>90</b>	<b>6%</b>	<b>973</b>		<b>1,417</b>	<b>1,485</b>	<b>1,375</b>
Other Comprehensive		0	0	0	0%	0		0	(284)	0
<b>Museum Total</b>		<b>(103)</b>	<b>37</b>	<b>140</b>	<b>-60%</b>	<b>1,756</b>		<b>(64)</b>	<b>(235)</b>	<b>2,418</b>

**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	(5,683)	(5,683)	0	0%	(4,973)		(7,577)	(7,577)	(6,631)
	Fees & charges	(13)	0	13		(6)		(15)	0	(12)
	Subsidies and grants	(466)	(721)	(255)	27%	0	Timing of Better off funding for project 241: Shared Urban Tracks per the Capex breakdown.	(1,815)	(962)	0
	Other revenue	(83)	(84)	(1)	1%	(85)		(108)	(112)	(191)
<b>Revenue Total</b>		<b>(6,245)</b>	<b>(6,488)</b>	<b>(243)</b>	<b>3%</b>	<b>(5,066)</b>		<b>(9,515)</b>	<b>(8,651)</b>	<b>(6,833)</b>
Expenditure	Personnel costs	0	0	0		0		0	0	0
	Depreciation expense	556	62	(493)	-594%	578	System generated depreciation based on actual assets. Aligns with prior year total	866	83	1,102
	Finance costs	427	427	(0)	0%	159		570	570	449
	Other expenses	5,097	5,333	236	3%	4,604	Seasonal component, and in-house team now completing work previously undertaken by contractors	6,983	7,111	6,028
<b>Expenditure Total</b>		<b>6,080</b>	<b>5,823</b>	<b>(257)</b>	<b>-3%</b>	<b>5,342</b>		<b>8,418</b>	<b>7,764</b>	<b>7,579</b>
<b>Parks Total</b>		<b>(165)</b>	<b>(665)</b>	<b>(501)</b>	<b>56%</b>	<b>275</b>		<b>(1,097)</b>	<b>(887)</b>	<b>746</b>

**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	(5,368)	(5,368)	0	0%	(4,647)		(7,158)	(7,158)	(6,196)
	Fees & charges	(1,085)	(1,242)	(158)	10%	(1,093)	Cbay swim school admission and other fees \$95k, Cbay aquatics \$45k, demand driven	(1,414)	(1,656)	(1,396)
	Subsidies and grants	0	(10)	(10)	75%	(17)		(20)	(14)	(25)
	Other revenue	(1,476)	(1,272)	204	-12%	(1,500)	Gym memberships \$187k, demand driven	(1,937)	(1,695)	(1,949)
<b>Revenue Total</b>		<b>(7,928)</b>	<b>(7,892)</b>	<b>36</b>	<b>0%</b>	<b>(7,257)</b>		<b>(10,529)</b>	<b>(10,523)</b>	<b>(9,567)</b>
Expenditure	Personnel costs	2,390	3,512	1,122	25%	2,877	Recalculated on actual positions	3,135	4,527	3,775
	Depreciation expense	760	703	(57)	-6%	667	System generated depreciation based on actual assets.	1,072	937	1,136
	Finance costs	415	415	(0)	0%	185		553	553	449
	Other expenses	3,324	3,520	195	4%	3,407	Building maintenance \$98k, used as required. Electricity costs \$33k	4,485	4,693	4,285
<b>Expenditure Total</b>		<b>6,889</b>	<b>8,149</b>	<b>1,260</b>	<b>12%</b>	<b>7,136</b>		<b>9,245</b>	<b>10,711</b>	<b>9,645</b>
Other Comprehensive	Other (gains) / losses	0	0	0	0%	0		0	157	0
<b>Swimming Pools Total</b>		<b>(1,039)</b>	<b>257</b>	<b>1,296</b>	<b>377%</b>	<b>(121)</b>		<b>(1,284)</b>	<b>344</b>	<b>79</b>

**Theatre Royal**

GM: Paul Cooper Activity Lead: Andrew Dixon Project team lead (construction): Paul Haggath. GM once opened: Michael Priest  
 Activity Description: Currently under construction, BAU: Operation of the Theatre Royal in Timaru for visiting cultural and entertainment shows

Revenue	Rates revenue	(422)	(422)	0	0%	(337)		(562)	(562)	(449)
	Subsidies and grants	(6,550)	0	6,550		0	Prior year budgeted grants being received for Theatre Royal project	(8,835)	0	0
	Other revenue	0	0	0		0		0	0	(281)
<b>Revenue Total</b>		<b>(6,972)</b>	<b>(422)</b>	<b>6,550</b>	<b>-1165%</b>	<b>(337)</b>		<b>(9,397)</b>	<b>(562)</b>	<b>(730)</b>
Expenditure	Personnel costs	0	0	0		0		10	0	0
	Depreciation expense	43	48	5	8%	43		59	65	58
	Finance costs	130	130	0	0%	104		174	174	137
	Other expenses	251	284	33	9%	247	Building maintenance \$35k, no maintenance during major project	325	379	313
<b>Expenditure Total</b>		<b>424</b>	<b>463</b>	<b>39</b>	<b>6%</b>	<b>395</b>		<b>568</b>	<b>617</b>	<b>507</b>
<b>Theatre Royal Total</b>		<b>(6,547)</b>	<b>41</b>	<b>6,589</b>	<b>12018%</b>	<b>58</b>		<b>(8,829)</b>	<b>55</b>	<b>(223)</b>

<b>Recreation &amp; Leisure Total</b>		<b>(10,110)</b>	<b>155</b>	<b>10,265</b>	<b>-18835%</b>	<b>1,397</b>		<b>(14,010)</b>	<b>(54)</b>	<b>2,473</b>
---------------------------------------	--	-----------------	------------	---------------	----------------	--------------	--	-----------------	-------------	--------------

**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	Mar YTD Actuals \$000	Mar YTD Budget \$000	Mar Variance \$000	Variance % of full budget	PY YTD Mar	Commentary >30k var	25/26 Year end forecast - Mar	25/26 Full Year budget \$000	24/25 Actuals
Revenue									
Rates revenue	(12,293)	(12,293)	0	0%	(10,260)		(16,483)	(16,390)	(13,679)
Subsidies and grants	(7,950)	(9,487)	(1,537)	12%	(7,870)	\$335k included in LTU above. NZTA funding dependent on project mix being completed. Significant project Crown resilience, Kellands Hill Rd deign now complete, now going for construction 26/27.	(10,538)	(12,649)	(10,102)
Other revenue	(70)	0	70		(22)	Capital contributions received \$67k, demand driven	(70)	0	(73)
Vested assets	0	0	0	0%	0		(1,623)	(1,856)	(676)
Revenue Total	(20,312)	(21,780)	(1,467)	5%	(18,151)		(28,714)	(30,896)	(24,530)
Expenditure									
Depreciation expense	10,652	13,642	2,991	16%	9,242	24/25 Roothing revaluation review corrected several errors (incorrect depreciation rates applied and assets double-counted: approx \$4m decrease in dep) Offset by other roading assets recoded to subsidised roading \$952k, and increased depreciation for revaluation gain	15,120	18,190	14,040
Finance costs	1,263	1,263	(0)	0%	381		1,684	1,684	1,340
Other expenses	8,221	8,503	283	2%	8,047	Expenditure based on projects completed	11,306	11,338	11,862
Expenditure Total	20,135	23,408	3,274	10%	17,669		28,110	31,211	27,242
Other Comprehensive Roothing Revaluation	0	0	0					0	(45,428)
<b>Roads and Footpaths Total</b>	<b>(178)</b>	<b>1,629</b>	<b>1,806</b>	<b>572%</b>	<b>(482)</b>		<b>(604)</b>	<b>316</b>	<b>(42,717)</b>

**Parking Enforcement**

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

Revenue									
Fees & charges	(1,019)	(1,090)	(71)	5%	(993)	Extended free parking on Stafford St and parking pay and display faults	(1,322)	(1,453)	(1,392)
Other revenue	(6)	(5)	1	-21%	(5)		(8)	(7)	(6)
Revenue Total	(1,026)	(1,095)	(69)	5%	(998)		(1,330)	(1,460)	(1,398)
Expenditure									
Personnel costs	285	323	38	9%	287		382	431	372
Other expenses	585	559	(25)	-3%	627		745	746	755
Expenditure Total	870	882	13	1%	914		1,127	1,176	1,127
<b>Parking Enforcement Total</b>	<b>(156)</b>	<b>(213)</b>	<b>(57)</b>	<b>20%</b>	<b>(64)</b>		<b>(203)</b>	<b>(284)</b>	<b>(271)</b>

**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	(30)	(30)	75%	(38)	Budgeted revenue related to lease fees from 85-91 King St Temuka properties which were sold in May 25. Revenue no longer applicable	0	(40)	(45)
Other revenue	(24)	(30)	(6)	15%	(20)		(34)	(40)	(27)
Revenue Total	(24)	(60)	(36)	45%	(59)		(34)	(80)	(72)
Expenditure									
Personnel costs	-	215	215	75%	-	Coding corrected as part of Labour budget review	-	287	-
Depreciation expense	77	78	1	1%	73		107	103	75
Finance costs	149	149	0	0%	101		199	199	157
Other expenses	180	152	(29)	-14%	193		235	202	307
Expenditure Total	407	594	188	24%	366		542	792	539
<b>Parking Facilities Total</b>	<b>383</b>	<b>534</b>	<b>151</b>	<b>21%</b>	<b>307</b>		<b>508</b>	<b>712</b>	<b>468</b>

**Road/Street Landscapes**

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

Revenue									
Rates revenue	(866)	(866)	0	0%	(874)		(1,155)	(1,155)	(1,164)
Subsidies and grants	0	0	(0)				0	0	(33)
Revenue Total	(866)	(866)	(0)	0%	(874)		(1,155)	(1,155)	(1,198)
Expenditure									
Depreciation expense	17	408	391	72%	358	Majority of assets recoded to subsidised roading as part of the 24/25 roading revaluation	24	544	473
Finance costs	50	50	(0)	0%	76		66	66	52
Other expenses	502	609	108	13%	712	Street Tree maintenance expenses, seasonal Sep to Feb	799	812	1,067
Expenditure Total	569	1,067	498	35%	1,146		890	1,423	1,592
<b>Road/Street Landscapes Total</b>	<b>(298)</b>	<b>201</b>	<b>498</b>	<b>166%</b>	<b>272</b>		<b>(265)</b>	<b>268</b>	<b>394</b>

**Street Lighting**

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

Revenue									
Rates revenue	(582)	(582)	0	0%	(671)		(776)	(776)	(895)
Other revenue	0	0	0						
Vested assets				0%			0	(145)	(89)
Revenue Total	(582)	(582)	0	0%	(671)		(776)	(921)	(984)
Expenditure									
Depreciation expense	0	561	561	75%	525	Assets recoded to subsidised roading as part of the 24/25 roading revaluation	0	748	730
Other expenses	305	302	(3)	-1%	385		373	402	393
Expenditure Total	305	863	557	48%	909		373	1,150	1,123
<b>Street Lighting Total</b>	<b>(277)</b>	<b>280</b>	<b>557</b>	<b>243%</b>	<b>238</b>		<b>(403)</b>	<b>229</b>	<b>139</b>

<b>Roading and Footpaths Total</b>	<b>(525)</b>	<b>2,431</b>	<b>2,957</b>	<b>238%</b>	<b>2510</b>		<b>(968)</b>	<b>1,241</b>	<b>(41,987)</b>
------------------------------------	--------------	--------------	--------------	-------------	-------------	--	--------------	--------------	-----------------

**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	Mar YTD Actuals \$000	Mar YTD Budget \$000	Mar Variance \$000	Variance % of full budget	PY YTD Mar	Commentary >30k var	25/26 Year end forecast - Mar	25/26 Full Year budget \$000	24/25 Actuals
Revenue									
Rates revenue	(10,543)	(11,246)	(702)	5%	(11,286)	Water by meter - targeted rates based on usage, seasonal demand driven. Phasing also impacted by meter read frequency	(14,197)	(14,994)	(15,146)
Other revenue	(237)	0	237		(240)	Charge for third party damage	(247)	0	(472)
Other (gains)/losses	96	0	(96)			Loss on disposal of assets	96	0	859
Vested assets	(957)	0	957	-52%		Budget included at year end based on prior years actuals	(1,829)	(1,828)	(1,476)
Revenue Total	(11,640)	(11,246)	395	-2%	(11,526)		(16,176)	(16,822)	(16,234)
Expenditure									
Personnel costs	556	495	(61)	-9%	582	Recalculated based on actual positions	753	855	757
Depreciation expense	5,304	5,242	(63)	-1%	5,706	System generated depreciation based on actual assets.	7,051	6,989	6,181
Finance costs	1,780	1,780	(0)	0%	659		2,373	2,373	1,869
Other expenses	4,918	5,116	199	3%	5,740	Expenditure incurred in-line with revenue received. Seasonal demand driven	7,412	6,822	7,845
Expenditure Total	12,557	12,632	75	0%	12,686		17,590	16,838	16,651
Other Comprehensive Water revaluation	0	0	0	0%			(22,438)	(22,438)	
<b>Water Supplies Total</b>	<b>917</b>	<b>1,387</b>	<b>470</b>	<b>-2%</b>	<b>1,161</b>		<b>(21,025)</b>	<b>(22,422)</b>	<b>417</b>

**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	(6,036)	(6,036)	0	0%	(5,270)	Seasonal timing component with increase industrial plant maintenance resulted in increase in tanker volumes. New Tradewaste customer started in Nov25	(8,048)	(8,048)	(7,027)
	Fees & charges	(2,542)	(2,420)	123	-4%	(3,039)		(3,349)	(3,226)	(4,083)
	Other revenue	(231)	(63)	167	-198%	(235)	Domestic sewer catchment contribution fee charged not budgeted \$180k. Based on new properties. Demand driven	(251)	(84)	(246)
	Other (gains)/losses	396	0	(396)		0	Loss on disposal of assets	396	0	397
	Vested assets	(693)	0	693	-67%		Budget included at year end based on prior years actuals	(1,038)	(1,038)	(836)
<b>Revenue Total</b>		<b>(9,106)</b>	<b>(8,519)</b>	<b>587</b>	<b>-5%</b>	<b>(8,544)</b>		<b>(12,290)</b>	<b>(12,397)</b>	<b>(11,795)</b>
Expenditure	Personnel costs	460	561	101	13%	511	Vacancies	634	752	657
	Depreciation expense	4,215	4,386	172	3%	4,919	System generated depreciation based on actual assets.	5,677	5,849	5,089
	Finance costs	1,594	1,594	(0)	0%	1,025		2,125	2,125	1,673
	Other expenses	2,749	2,804	55	1%	2,909	Reticulation contractors over budget by \$189k per P&L; offset by Electricity usage under budget \$202k due to fewer high weather events for the year to date, and reduced screening for botulism expense \$50k	3,981	3,739	4,294
<b>Expenditure Total</b>		<b>9,018</b>	<b>9,345</b>	<b>327</b>	<b>3%</b>	<b>9,364</b>		<b>12,417</b>	<b>12,464</b>	<b>11,714</b>
Other Comprehensive	Water revaluation	0	0	0	0%	0		(25,822)	(25,822)	
<b>Wastewater Total</b>		<b>(89)</b>	<b>826</b>	<b>914</b>	<b>-4%</b>	<b>819</b>		<b>(25,695)</b>	<b>(25,755)</b>	<b>(81)</b>

**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	(3,932)	(3,932)	0	0%	(3,870)		(5,243)	(5,243)	(5,161)
	Fees & charges	(9)	0	9		(5)		(10)	0	(11)
	Other revenue	(232)	0	232		0	Capital contributions for new properties. Demand driven.	(232)	0	0
	Other (gains)/losses	110	0	(110)		0	Loss on disposal of assets	110	0	492
	Vested assets	(285)	0	285	-18%		Budget included at year end based on prior years actuals	(1,605)	(1,606)	(1,168)
<b>Revenue Total</b>		<b>(4,348)</b>	<b>(3,932)</b>	<b>416</b>	<b>-6%</b>	<b>(3,876)</b>		<b>(6,979)</b>	<b>(6,848)</b>	<b>(5,848)</b>
Expenditure	Depreciation expense	2,856	2,964	109	3%	3,273		3,844	3,952	3,438
	Finance costs	135	135	0	0%	65		180	180	142
	Other expenses	893	1,351	459	25%	797	Reticulation costs \$376k under budget. Seasonal dependent and weather event based - spring and summer months highest. Weather in Temuka and Geraldine well handled by local networks and not required increased maintenance. Stormwater maintenance professional services \$60k used as required	1,328	1,802	1,449
<b>Expenditure Total</b>		<b>3,883</b>	<b>4,450</b>	<b>567</b>	<b>10%</b>	<b>4,135</b>		<b>5,351</b>	<b>5,934</b>	<b>5,029</b>
Other Comprehensive	Water revaluation	0	0	0	0%	0		(15,175)	(15,175)	
<b>Stormwater Total</b>		<b>(465)</b>	<b>518</b>	<b>983</b>	<b>-6%</b>	<b>260</b>		<b>(16,804)</b>	<b>(16,090)</b>	<b>(819)</b>

**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	(2,386)	(2,386)	0	0%	(2,329)		(3,181)	(3,181)	(2,436)
	Fees & charges	1	0	(1)		0		1	0	(2)
	Finance revenue	(12)	0	12		(17)		(12)	0	(74)
	Other revenue	(174)	(125)	49	-26%	(180)	Capital contributions for new properties. Demand driven.	(189)	(191)	(188)
	Other (gains)/losses	8	0	(8)		0		8	0	429
	Vested assets	(189)	0	189	-57%		Budget included at year end based on prior years actuals	(293)	(334)	(273)
<b>Revenue Total</b>		<b>(2,753)</b>	<b>(2,511)</b>	<b>242</b>	<b>-7%</b>	<b>(2,525)</b>		<b>(3,667)</b>	<b>(3,707)</b>	<b>(2,544)</b>
Expenditure	Depreciation expense	1,222	1,291	68	4%	915		1,653	1,721	1,418
	Finance costs	343	523	180	26%	426	Interest rate lower than budget	517	697	622
	Other expenses	857	913	56	5%	827	Reticulation costs \$121k under budget. Seasonal dependent and weather event based. Offset by corporate overhead \$55k	1,258	1,217	1,336
<b>Expenditure Total</b>		<b>2,422</b>	<b>2,726</b>	<b>304</b>	<b>8%</b>	<b>2,168</b>		<b>3,428</b>	<b>3,635</b>	<b>3,376</b>
Other Comprehensive		0	0	0	0%	0		(6,496)	(6,496)	
<b>Downlands Water Supply Total</b>		<b>(331)</b>	<b>215</b>	<b>546</b>	<b>-8%</b>	<b>(357)</b>		<b>(6,735)</b>	<b>(6,568)</b>	<b>831</b>
<b>Three Waters total</b>		<b>33</b>	<b>2,946</b>	<b>2,913</b>	<b>-4%</b>	<b>1,883</b>		<b>(70,259)</b>	<b>(70,835)</b>	<b>348</b>

**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	Mar YTD Actuals \$000	Mar YTD Budget \$000	Mar Variance \$000	Variance % of full budget	PY YTD Mar	Commentary >30k var	25/26 Year end forecast - Mar	25/26 Full Year budget \$000	24/25 Actuals
Revenue	(5,885)	(5,885)	0	0%	(5,758)		(7,846)	(7,846)	(7,677)
Revenue Total	(5,885)	(5,885)	0	0%	(5,758)		(7,846)	(7,846)	(7,677)
Expenditure	5,765	5,885	119	2%	5,951	Contractor costs under budget. Quarterly increases for actuals, budget standard each month	7,970	7,846	8,265
Expenditure Total	5,765	5,885	119	2%	5,951		7,970	7,846	8,265
<b>Refuse Collection Total</b>	<b>(119)</b>	<b>0</b>	<b>119</b>		<b>193</b>		<b>124</b>	<b>0</b>	<b>588</b>

**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	Rates Revenue	0	0	0		0		0	0	0
	Fees & charges	(4,669)	(4,482)	187	-3%	(4,605)	Refuse fees over budget by \$212k. Demand driven	(6,158)	(5,976)	(6,284)
	Subsidies and grants	(741)	(1,013)	(271)	20%	(679)	Funding from MfE for TDC portion of waste levy. Charged then received back from Ministry for Environment. Non-standard amounts. Offset in Expenditure	(1,001)	(1,350)	(917)
	Other revenue	(3,817)	(3,805)	12	0%	(3,372)		(5,080)	(5,073)	(5,280)
<b>Revenue Total</b>		<b>(9,227)</b>	<b>(9,300)</b>	<b>(72)</b>	<b>1%</b>	<b>(8,655)</b>		<b>(12,239)</b>	<b>(12,400)</b>	<b>(12,482)</b>
Expenditure	Personnel costs	297	270	(27)	-7%	268		396	360	358
	Depreciation expense	459	603	144	18%	842	System generated depreciation based on actual assets.	654	803	1,018
	Finance costs	1,035	1,035	(0)	0%	253		1,380	1,380	1,087
	Other expenses	5,529	6,896	1,367	15%	5,609	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	8,127	9,195	8,196
<b>Expenditure Total</b>		<b>7,320</b>	<b>8,804</b>	<b>1,484</b>	<b>13%</b>	<b>6,972</b>		<b>10,557</b>	<b>11,739</b>	<b>10,658</b>
<b>Waste Management Operations Total</b>		<b>(1,907)</b>	<b>(495)</b>	<b>1,412</b>	<b>-214%</b>	<b>(1,684)</b>		<b>(1,681)</b>	<b>(660)</b>	<b>(1,823)</b>
<b>Waste Management Total</b>		<b>(2,026)</b>	<b>(495)</b>	<b>1,531</b>	<b>-232%</b>	<b>(1,491)</b>		<b>(1,557)</b>	<b>(660)</b>	<b>(1,236)</b>

<b>Total</b>	<b>(15,748)</b>	<b>6,847</b>	<b>22,595</b>	<b>-33%</b>	<b>2,619</b>		<b>(88,820)</b>	<b>(68,843)</b>	<b>(39,268)</b>
Other comprehensive revenue budget	0	0	0	0%	0		(69,932)	(70,063)	(45,428)
<b>Grand Total - exclude other comprehensive</b>	<b>(15,748)</b>	<b>6,847</b>	<b>22,595</b>	<b>1852%</b>	<b>2,619</b>		<b>(18,888)</b>	<b>1,220</b>	<b>6,160</b>

**8.15 Bad Debts Written Off as at 31 March 2026**

**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 March 2026.

**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 \$63,967 registered with our debt collection agency. If monies are not received within the statutory timeframe, these will subsequently be written off.
- 5 For the period between 31 December 2025 and 31 March 2026 a total of \$2,287 has been written off within Officer delegations.
- 6 For the nine months to 31 March 2026, a total of \$19,923 has been written off within Officer delegations and the tables below summarise the totals for each year. New items within the last three month period are shown in separate column.

DATE	ACTIVITY	QUARTER	AMOUNT (\$)	TOTAL PER ANNUM (\$)
2019	Sundry		714	
	Animal Control		189	
	Animal Control		226	<b>1,129</b>
2020	Vehicle impound		328	
	Transfer Station		1,761	<b>2,089</b>
2022	Animal Control		9	<b>9</b>
2023	Corridor Management		463	
	Corridor Management		478	
	Building		157	<b>1,098</b>

<b>2024</b>	Corridor Management		478	
	Corridor Management		478	<b>957</b>
<b>2025</b>	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	<b>13,355</b>
	Towing Costs	157	157	
	Towing Costs	157	157	
	Food Registration	4	4	
	Food Registration	339	339	
	Building	3	3	
	Animal Control	43	43	
	Food Verification	657	657	
	MPI Fees	69	69	
	MPI Fees	69	69	
	MPI Fees	69	69	
	MPI Fees	69	69	
	MPI Fees	69	69	
	Property Rent	14	14	
	Food Verification	506	506	<b>14,576</b>
<b>2026</b>	Artwork Sale	13	13	
	Animal Control	43	43	
	Property Cleaning	9	9	<b>65</b>
<b>TOTAL</b>				<b>19,924</b>

DATE	ACTIVITY RESPONSIBLE	QUARTER	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
<b>TOTAL</b>				<b>2,065</b>

- 7 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.
- 8 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 Bad Debts Written Off as at 31 March 2026**

**12.2 Claremont Water Treatment Plant Upgrade Business Case**

**12.3 Waste Processing Facility Report**

**12.4 Former Criterion Hotel and 138 Stafford Street (Chinese Gardens)- Future Options**

**12.5 Public Excluded Minutes of the Council Meeting held on 31 March 2026**

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
<b>12.1 - Bad Debts Written Off as at 31 March 2026</b>	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
<b>12.2 - Claremont Water Treatment Plant Upgrade Business Case</b>	s7(2)(b)(ii) - The withholding of the information is necessary to protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information  s7(2)(i) - The withholding of the information is necessary to enable the Council to carry out, without prejudice or disadvantage, negotiations	To protect commercially sensitive information  To enable Council to carry out commercial or industrial negotiations

	(including commercial and industrial negotiations)	
<b>12.3 - Waste Processing Facility Report</b>	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
<b>12.4 - Former Criterion Hotel and 138 Stafford Street (Chinese Gardens)- Future Options</b>	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 enable Council to carry out commercial activities
<p><b>12.5 - Public Excluded Minutes of the Council Meeting held on 31 March 2026</b></p> <p><b>Matters dealt with in these minutes:</b></p> <p>13.1 - Timaru District Holdings Limited Asset Review</p> <p>13.2 - Review and Determination of Future Lending</p> <p>13.3 - Land Transport Group Activity - Section 17A Review</p> <p>13.4 - Public Excluded Minutes of the Council Meeting held on 24 February 2026</p> <p>13.5 - Public Excluded Minutes of the Extraordinary Council Meeting held on 3 March 2026</p>	Section 48(1) of the Local Government Official Information and Meetings Act 1987.	<p>The public excluded minutes of the meeting held on 31 March 2026 are considered confidential pursuant to the provisions of the LGOIMA Act of 1987.</p> <p>The specific provisions of the Act that relate to these minutes can be found in the open minutes of the meeting held on 31 March 2026.</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 [\[specify\]](#)

\*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.”