

# Agenda

**Notice is hereby given of  
an Ordinary Council Meeting**

**Tuesday 17 June 2025**

**9:30am**

**Council Chamber  
Waimate District Council  
125 Queen Street  
Waimate**

[www.waimatedc.govt.nz](http://www.waimatedc.govt.nz)

**Notice is hereby given that a meeting of the Council will be held in the Council Chamber, Waimate District Council, 125 Queen Street, Waimate, on Tuesday 17 June 2025, commencing at 9:30am.**

**Elected Members**

Craig Rowley	Chairperson
Sharyn Cain	Deputy Mayor
John Begg	Councillor
Peter Collins	Councillor
Sandy McAlwee	Councillor
Tom O'Connor	Councillor
Colin Pankhurst	Councillor
Lisa Small	Councillor
Rick Stevens	Councillor

Quorum – no less than five members

**Significance Consideration**

Evaluation: Council officers, in preparing these reports have had regard to Council's Significance and Engagement Policy. Council and Committee members will make the final assessment on whether the subject under consideration is to be regarded as being significant or not. Unless Council or Committee explicitly determines that the subject under consideration is to be deemed significant then the subject will be deemed as not being significant.

**Decision Making**

The Council, in considering each matter, must be:

- i. Satisfied that it has sufficient information about the practicable options and their benefits, costs and impacts, bearing in mind the significance of the decision;
- ii. Satisfied that it knows enough about and will give adequate consideration to the views and preferences of affected and interested parties bearing in mind the significance of the decisions to be made.

Stuart Duncan  
Chief Executive

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**OPENING****1 MEETING OPENING****2 PUBLIC FORUM****3 APOLOGIES**

The Chair will call for any apologies.

**4 VISITORS****5 CONFLICTS OF INTEREST**

As per the Local Authorities (Members' Interests) Act 1968 (as below), the Chair will enquire if there are any Conflicts of Interest to be declared on any item on the agenda, and if so, for any member to declare this interest.

**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.

**6 IDENTIFICATION OF MAJOR (URGENT) OR MINOR ITEMS NOT ON THE AGENDA**

1. The Chair will call for any major (urgent business) or minor items not on the agenda to be raised according to Standing Orders, as below:

**a. Standing Orders 3.7.5 – Major Items**

An item not on the agenda for a meeting may be dealt with at the meeting if the local authority by resolution so decides, and the presiding member explains at the meeting at a time when it is open to the public –

- i. The reason why the item was not listed on the agenda; and
- ii. The reason why discussion of the item cannot be delayed until a subsequent meeting.

**b. Standing Orders 3.7.6 – Minor Items**

An item not on the agenda for a meeting may be dealt with at the meeting if –

- i. That item is a minor matter relating to the general business of the local authority; and
- ii. The presiding member explains at the beginning of the meeting, at a time when it is open to the public, that the item will be discussed at the meeting; but
- iii. No resolution, decision, or recommendation may be made in respect of that item except to refer that item to a subsequent meeting of the local authority for further discussion.

**MINUTES****7 CONFIRMATION OF MINUTES****7.1 MINUTES OF THE COUNCIL MEETING HELD ON 20 MAY 2025**

**Author:** Karalyn Reid, Committee Secretary and PA to the Mayor

**Authoriser:** Tina Stevenson, Corporate Services Group Manager

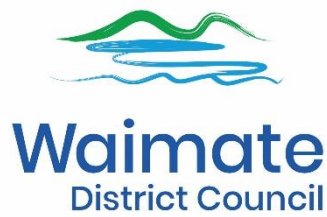
**Attachments:** 1. Minutes of the Council Meeting held on 20 May 2025

**PURPOSE**

To present the unconfirmed Minutes from the Council Meeting held on 20 May 2025 for confirmation.

**RECOMMENDATION**

That the Minutes of the Council Meeting held on 20 May 2025 be adopted as a true and correct record.



# **MINUTES**

## **Ordinary Council Meeting**

**20 May 2025**

**MINUTES OF WAIMATE DISTRICT COUNCIL ORDINARY COUNCIL MEETING  
HELD AT THE COUNCIL CHAMBER, WAIMATE DISTRICT COUNCIL, 125 QUEEN STREET,  
WAIMATE ON TUESDAY 20 MAY 2025, COMMENCING AT 9:30AM**

**PRESENT:** Mayor Craig Rowley (Chair), Deputy Mayor Sharyn Cain (via Microsoft teams), Cr John Begg, Cr Peter Collins, Cr Sandy McAlwee, Cr Tom O'Connor, Cr Colin Pankhurst, Cr Lisa Small, Cr Rick Stevens

**IN ATTENDANCE:** Stuart Duncan (Chief Executive), Rachel Holley-Dellow (Human Resources Manager), Dan Mitchell (Asset Group Manager), Gareth Oudemans (Acting Regulatory and Compliance Manager), Tina Stevenson (Corporate Services Group Manager), Nicole Timney (Community and Strategy Group Manager), Riddhish Parekh (Communications Officer, via Microsoft teams), Karalyn Reid (Committee Secretary)

**PARTIAL ATTENDANCE:** Liz Rose, Administration Support Officer

## **OPENING**

### **1 OPEN MEETING**

Mayor Craig Rowley opened the meeting with a short quote.

The Chief Executive introduced the new Community and Strategy Group Manager, Nicole Timney to Council.

### **2 PUBLIC FORUM**

There were no speakers at the Public Forum.

### **3 APOLOGIES**

Nil

### **4 VISITORS**

Nil

### **5 CONFLICTS OF INTEREST**

The Chair called for Conflicts of Interests. There were no Conflicts of Interest identified.

### **6 IDENTIFICATION OF MAJOR (URGENT) OR MINOR ITEMS NOT ON THE AGENDA**

There were no major/minor items identified.

## MINUTES

### 7 CONFIRMATION OF MINUTES

#### 7.1 MINUTES OF THE COUNCIL MEETING HELD ON 15 APRIL 2025

##### RESOLUTION 2025/53

Moved: Cr Peter Collins  
Seconded: Cr Tom O'Connor

That the Minutes of the Council Meeting held on 15 April 2025 be adopted as a true and correct record.

**CARRIED**

#### 7.2 MINUTES OF THE EXTRAORDINARY COUNCIL MEETING HELD ON 29 APRIL 2025

##### RESOLUTION 2025/54

Moved: Cr John Begg  
Seconded: Cr Colin Pankhurst

That the Minutes of the Extraordinary Council Meeting held on 29 April 2025 be adopted as a true and correct record.

**CARRIED**

#### 7.3 MINUTES OF THE EXTRAORDINARY COUNCIL MEETING HELD ON 13 MAY 2025

##### RESOLUTION 2025/55

Moved: Cr Lisa Small  
Seconded: Cr Tom O'Connor

That the Minutes of the Extraordinary Council Meeting held on 13 May 2025 be adopted as a true and correct record.

**CARRIED**

### 8 RECEIPT OF MINUTES

#### 8.1 MINUTES OF THE ORARI-TEMUKA-OPIHI-PAREORA (OTOP) ZONE COMMITTEE MEETING HELD ON 7 APRIL 2025

##### RESOLUTION 2025/56

Moved: Cr Rick Stevens  
Seconded: Cr John Begg

That the unconfirmed Minutes of the Orari-Temuka-Opihi-Pareora Zone Committee Meeting held on 7 April 2025 be received.

**CARRIED**

**Note:**

The Deputy Mayor noted both the Orari-Temuka-Opihi-Pareora and Lower Waitaki Zone Committees are winding down and expressed thanks to all involved over the years, both Councillors and community members. She expressed disappointment in the review process, with indications of 'Local Leadership Groups', but no firm replacement plans yet formalised.

**8.2 MINUTES OF THE WAITAKI LAKES SHORELINES AUTHORITIES COMMITTEE MEETING HELD ON 8 MAY 2025****RESOLUTION 2025/57**

Moved: Mayor Craig Rowley

Seconded: Cr Colin Pankhurst

That the unconfirmed Minutes of the Waitaki Lakes Shorelines Authorities Committee Meeting held on 8 May 2025 be received.

**CARRIED****REPORTS****9 MAYOR'S REPORT****9.1 MAYOR'S REPORT****RESOLUTION 2025/58**

Moved: Mayor Craig Rowley

Seconded: Cr Tom O'Connor

That the Mayor's Report is accepted.

**CARRIED****10 DEPUTY MAYOR'S REPORT****10.1 DEPUTY MAYOR'S REPORT****RESOLUTION 2025/59**

Moved: Deputy Mayor Sharyn Cain

Seconded: Mayor Craig Rowley

That the Deputy Mayor's Report is accepted.

**CARRIED****Note:**

Council discussed the disappointing decision of New Zealand Transport Agency following public consultation to increase the speed limit at Glenavy back to 100 km/hr and stressed the importance to continue to take every opportunity until 1 July to lobby for this to be overturned.

The Deputy Mayor congratulated Year 12 Waimate High School student Enya O'Donnell as being selected as Youth MP for Waitaki.

## 11 COUNCILLORS' REPORT

### 11.1 COUNCILLORS' REPORT

#### RESOLUTION 2025/60

Moved: Cr Peter Collins

Seconded: Cr John Begg

That the Councillors' Report is accepted.

**CARRIED**

## 12 CHIEF EXECUTIVE'S REPORT

### 12.1 CHIEF EXECUTIVE'S ACTIVITY REPORT

#### RESOLUTION 2025/61

Moved: Mayor Craig Rowley

Seconded: Cr Rick Stevens

That the Chief Executive's Activity Report is accepted.

**CARRIED**

## 13 COUNCIL ACTIONS REPORT

### 13.1 OUTSTANDING COUNCIL ACTIONS REPORT - PUBLIC

#### RESOLUTION 2025/62

Moved: Cr Colin Pankhurst

Seconded: Cr Sandy McAlwee

That the Outstanding Council Actions Report – Public is accepted.

**CARRIED**

#### Note:

Outstanding Action - Reconsideration of Submission of Remits: The Mayor confirmed a letter has been forwarded to the Ministers of Transport and Veteran Affairs, and National, Canterbury and Waimate RSA relating to the cost of road closures for Anzac Parades.

## 14 HUMAN RESOURCES REPORT

Nil

## 15 AUDIT AND RISK COMMITTEE REPORT

Nil

**16 GENERAL REPORTS****16.1 FINANCE REPORT FOR THE 9 MONTHS ENDED 31 MARCH 2025****RESOLUTION 2025/63**

Moved: Cr Rick Stevens

Seconded: Mayor Craig Rowley

That the Finance Report for the 9 months ended 31 March 2025 is accepted.

**CARRIED**

**Note:**

Council agreed at the next opportunity the Mayor should emphasise to Environment Canterbury's governance the substantial costs incurred in the Lower Waihao nitrate response.

Council would like the opportunity to consider reviewing unspent capital budgets with staff advising that outside the Long Term Plan or Annual Plan process to do so via the approval of budget carryforwards, following the consideration and recommendation of the Audit and Risk Committee. Where capital expenditure has been re-purposed or reallocated, Council asked that this be noted in the finance report description.

Council will consider the frequency for financial reporting and advise staff accordingly.

**16.2 EXPENDITURE VARIATION REPORT FOR THE 9 MONTHS ENDED 31ST MARCH 2025****RESOLUTION 2025/64**

Moved: Cr John Begg

Seconded: Cr Sandy McAlwee

That the Expenditure Variation Report for the 9 months ended 31 March 2025 is accepted.

**CARRIED**

**Note:**

Council asked for a report on the outcome of Kiwi Cash facilities implemented at Fisherman's Bend Camp, including looking at wider options for implementation if this is appropriate.

**16.3 QUARTERLY TREASURY DASHBOARD REPORT 31 MARCH 2025****RESOLUTION 2025/65**

Moved: Cr Rick Stevens

Seconded: Cr Peter Collins

That the Quarterly Treasury Dashboard Report for the period ended 31 March 2025 is received.

**CARRIED**



**16.4 CIVIC FINANCIAL SERVICES - NOTICE OF ANNUAL GENERAL MEETING AND ANNUAL REPORT 2024 & RISKPOOL NOTICE OF MEMBERS' ANNUAL MEETING**

Council received the Civic Financial Services Notice of Annual General Meeting (AGM) and Annual Report 2024.

**RESOLUTION 2025/66**

Moved: Deputy Mayor Sharyn Cain

Seconded: Cr John Begg

1. That the Civic Financial Services - Notice of Annual General Meeting and Annual Report 2024 and Riskpool Notice of Members' Annual Meeting report be received; and
2. That Council appoints a proxy for the 2025 Civic Financial Services Annual General Meeting, to be assigned by Civic Financial Services; and
3. That Council votes in favour of the ordinary business that is on the agenda – receive apologies, approve minutes, receive the Annual Report 2024 and Appointment and Remuneration of Auditor; and
4. That Council votes for Joy Buckingham standing for Director.

**CARRIED**

**Note:**

The Deputy Mayor indicated she would attend the AGM via Microsoft teams on 13 June at 11.30am.

Council did not have any questions on the Riskpool Members Annual Meeting, but noted updates will continue to be brought to Council.

The meeting was adjourned for morning tea at 10.30am.

The meeting was reconvened at 10.46am.

**16.5 LOCAL GOVERNMENT NEW ZEALAND MEMBERSHIP RENEWAL**

Council considered continuing membership of Local Government New Zealand (LGNZ).

**RESOLUTION 2025/67**

Moved: Mayor Craig Rowley

Seconded: Cr Rick Stevens

1. That the Local Government New Zealand Membership Renewal report is accepted; and
2. That Council decides to continue with membership of Local Government New Zealand for the next twelve months, and makes payment of the invoice.

The Chair called for a show of hands: **FOR: 6, AGAINST: 3**

Cr Colin Pankhurst voted **AGAINST** the motion.

**CARRIED**

**Note:**

Council had a lengthy discussion on continuing membership, taking into account the cost and past performance against the upcoming Local Body Elections and training opportunities for elected members together with the value of support from being united with other councils, also noting the value of resources, support and advise to staff.

**16.6 APPOINTMENT OF CIVIL DEFENCE EMERGENCY MANAGEMENT LOCAL CONTROLLERS**

Council considered the appointment of Steven Johnston, Parks and Reserves Manager, and Shey Taylor, Strategic Planning/Policy Advisor as additional Local Controllers.

**RESOLUTION 2025/68**

Moved: Cr Lisa Small

Seconded: Mayor Craig Rowley

1. That the Appointment of a Civil Defence Emergency Management Local Controller report be accepted, and
2. That Council approves the appointment of Steven Johnston and Shey Taylor as Civil Defence Emergency Management Local Controllers.

**CARRIED****17 CONSIDERATION OF MAJOR (URGENT) OR MINOR ITEMS NOT ON THE AGENDA**

Nil

## PUBLIC EXCLUDED

## 18 EXCLUSION OF THE PUBLIC REPORT

## RESOLUTION TO EXCLUDE THE PUBLIC

**RESOLUTION 2025/69**

Moved: Cr Rick Stevens

Seconded: Cr Tom O'Connor

That the public be excluded from the following parts of the proceedings of this meeting.

The general subject matter 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 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	Ground(s) under section 48 for the passing of this resolution
<b>18.1 - Public Excluded Minutes of the Council Meeting held on 15 April 2025</b>	s6(a) - the making available of the information would be likely to prejudice the maintenance of the law, including the prevention, investigation, and detection of offences, and the right to a fair trial	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7
<b>18.2 - Outstanding Council Actions Report - Public Excluded</b>	s7(2)(a) - the withholding of the information is necessary to protect the privacy of natural persons, including that of deceased natural persons s7(2)(h) - the withholding of the information is necessary to enable Council to carry out, without prejudice or disadvantage, commercial activities s7(2)(i) - the withholding of the information is necessary to enable Council to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7
<b>18.3 - Alpine Energy Limited Shareholder Dashboard - Quarter 4 of the 2025 financial year</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)(h) - the withholding of the information is necessary to enable Council to carry out, without prejudice or disadvantage, commercial activities	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7
<b>18.4 - Alpine Energy Limited Draft Statement of Corporate Intent 2026-2028</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	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7

	s7(2)(h) - the withholding of the information is necessary to enable Council to carry out, without prejudice or disadvantage, commercial activities	
<b>18.5 - Alpine Energy Limited Resignation of Board Chairperson</b>	<p>s7(2)(a) - the withholding of the information is necessary to protect the privacy of natural persons, including that of deceased natural persons</p> <p>s7(2)(f)(i) - free and frank expression of opinions by or between or to members or officers or employees of any local authority</p>	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7
<b>CARRIED</b>		

## 19 RE-ADMITTANCE OF THE PUBLIC REPORT

<p><b>RESOLUTION 2025/70</b></p> <p>Moved: Cr Lisa Small</p> <p>Seconded: Cr Rick Stevens</p> <p>That Council moves out of Closed Council into Open Council.</p> <p style="text-align: right;"><b>CARRIED</b></p>
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## MEETING CLOSURE

There being no further business, the Chair declared the meeting closed at 12.10pm.

The Minutes of this meeting are to be confirmed at the Ordinary Council Meeting scheduled on 17 June 2025.

.....  
**CHAIRPERSON**

**7.2 MINUTES OF THE EXTRAORDINARY COUNCIL MEETING HELD ON 27 MAY 2025**

**Author:** Karalyn Reid, Committee Secretary and PA to the Mayor

**Authoriser:** Tina Stevenson, Corporate Services Group Manager

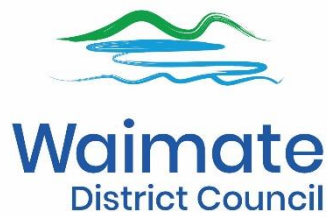
**Attachments:** 1. Minutes of the Extraordinary Council Meeting held on 27 May 2025

**PURPOSE**

To present the unconfirmed Minutes of the Extraordinary Council Meeting held on 27 May 2025 for confirmation.

**RECOMMENDATION**

That the Minutes of the Extraordinary Council Meeting held on 27 May 2025 be adopted as a true and correct record.



# **MINUTES**

## **Extraordinary Council Meeting**

**27 May 2025**

**MINUTES OF WAIMATE DISTRICT COUNCIL  
EXTRAORDINARY COUNCIL MEETING  
HELD AT THE COUNCIL CHAMBER, WAIMATE DISTRICT COUNCIL, 125 QUEEN STREET,  
WAIMATE ON TUESDAY 27 MAY 2025, COMMENCING AT 9:30AM**

**PRESENT:** Mayor Craig Rowley (Chair), Deputy Mayor Sharyn Cain, Cr John Begg, Cr Peter Collins, Cr Sandy McAlwee, Cr Tom O'Connor (until 12.20pm), Cr Colin Pankhurst, Cr Lisa Small (from 10.40am), Cr Rick Stevens

**APOLOGIES:** (for lateness) Cr Lisa Small

**IN ATTENDANCE:** Stuart Duncan (Chief Executive), Rachel Holley-Dellow (Human Resources Manager), Michelle Jones (Executive Support Manager), Dan Mitchell (Asset Group Manager), Tina Stevenson (Corporate Services Group Manager), Nicole Timney (Community Services and Strategy Group Manager)  
  
Shey Taylor (Policy Analyst/Strategy Advisor), Karalyn Reid (Committee Secretary)  
  
via Microsoft Teams: Gareth Oudemans (Acting Regulatory and Compliance Group Manager), Riddhish Parekh (Communications Officer)

## **OPENING**

### **1 OPENING MEETING**

There was no formal Opening of this Extraordinary meeting of Council.

### **2 PUBLIC FORUM**

There was no Public Forum offered at this Extraordinary meeting of Council.

### **3 APOLOGIES**

#### **APOLOGY**

#### **RESOLUTION 2025/58**

Moved: Cr Sandy McAlwee

Seconded: Cr Tom O'Connor

That an apology for lateness received from Cr Lisa Small be accepted.

**CARRIED**

### **4 VISITORS**

Nil.

### 5 CONFLICTS OF INTEREST

The Chair called for conflicts of interests.

- Cr Peter Collins declared a conflict of interest due to his submission. The Chair challenged Cr Collins on perceived predetermination and asked Cr Collins to step away from the Council table for matters relating to the Long Term Plan, but that he would have been able to be included for any discussion or decisions that are not in the consultation document. Cr Collins left the table at 9.39am.
- Cr John Begg noted that his spouse was Chair of Waimate2gether and may have a perceived conflict with the Key Consultation Item: Track Funding, and he would not participate in the discussion or decision for that item.
- Cr Rick Stevens noted that being employed at a food business he may have a perceived conflict with Key Consultation Item: 4 Fees and Charges (Food Act 2014), and he would not participate in the discussion or decision for that item.
- Cr Rick Stevens noted that he was the Councillor representative on Waimate2gether however it was a non-voting role and may have a perceived conflict.

### 6 IDENTIFICATION OF MAJOR (URGENT) OR MINOR ITEMS NOT ON THE AGENDA

There was no Identification of Major (Urgent) or Minor Items not on the Agenda offered at this Extraordinary meeting of Council.

## REPORTS

### 7 GENERAL REPORTS

#### 7.1 DRAFT LONG TERM PLAN 2025-2034 CONSULTATION DECISIONS

Council considered the Draft Long Term Plan 2025-2034 and for Council to make decisions on submissions, following the hearings on 26 May 2025.

Council's Community and Strategy Manager introduced the Long Term Plan, and thanked Leadership Team and tabled Decisions Document with Manager's comments.

Cr Peter Collins did not participate in the discussion or decisions on the key consultation items.

Cr Lisa Small entered the meeting at 10.40am.

The Chair adjourned the meeting for morning tea at 10.53am.

The meeting was reconvened at 11.08am.

The Chair adjourned the meeting for lunch at 12.16pm.

*Cr Tom O'Connor left the meeting at 12.20pm.*

The meeting was reconvened at 12.35pm.



No	Decision Item	Relevant Submissions	Council Decision	Reason
<b>Key Consultation Items</b>				
1	<b>Managing the impact on rates</b> Question: Which rates option do you prefer?	All	Option 1: No additional borrowing or interest costs. Moved: Mayor Craig Rowley Seconded: Cr Tom O'Connor CARRIED	This is the lowest overall cost to Council to fund this budget and has the highest public support.
2	<b>Roading funding shortfall</b> Question: How should we proceed with our roading budget?	All	Option 1: Includes \$952,475 of additional rates. Moved: Cr Sandy McAlwee Seconded: Cr Colin Pankhurst CARRIED	Option 1 was the most preferred option. Due to the current financial pressures and changes in the scope of NZTA funding, this is the most pragmatic option for this budget.
3	<b>Track Funding</b> Question: Do you support the additional funding Council has proposed?	All	Option 1: Council contributes the full proposed amount of \$150,000 from the Subdivision Recreation Reserve. Moved: Cr Rick Stevens Seconded: Cr Colin Pankhurst CARRIED Note: Cr John Begg did not participate or vote on this item.	This was the most preferred option. This project is seen as having a positive future impact for the Waimate District as part of the Economic Development Strategy, with a minimum impact on rates. Funding for this activity is collected via the Subdivision Recreation Reserve mechanism and utilised for projects of this type.

No	Decision Item	Relevant Submissions	Council Decision	Reason
4	<b>Fees and Charges</b> Question: Do you support the changes to the fees and charges including the Resource Management Act 1991 and Food Act 2014?	All	Council supports the proposed changes to Fees and Charges including the Resource Management Act 1991 and Food Act 2014. Moved: Mayor Craig Rowley Seconded: Cr John Begg CARRIED Note: Cr Rick Stevens did not participate or vote on this item	This is the most preferred option, being cost recovery. Council is keen to work with business in accessing options for a greater range of fees. This decision strikes the balance between user pays and rates funded.
5	<b>Annual Grants</b> Question: Do you support the continued application of our Community Support Grants to existing recipients?	All	Council supports the continued applications of Community Support Grants to existing recipients. Moved: Mayor Craig Rowley Seconded: Cr John Begg CARRIED	Council sees these as essential services for the wellbeing of the community and for the small investment we believe there is significant benefit to the community. We are fully aware the grants given are a very small percentage of the organisations operating budgets. Council agrees to undertake a review of all community grant recipients and the terms of reference for grant funding.
6	<b>Annual Grants (Bushtown)</b> Question: Do you support additional grant funding of \$1000 per annum to Bushtown Waimate Inc.?	All	Council supports the additional grant funding of \$1,000 per annum to Bushtown Waimate Inc. Moved: Cr Colin Pankhurst Seconded: Cr Tom O'Connor CARRIED	Council agrees to support Waimate Bushtown with this additional grant funding. As above, Council agrees to undertake a review of all community grant recipients and the terms of reference for grant funding. There was clear support from the community for Council to support Bushtown.

No	Decision Item	Relevant Submissions	Council Decision	Reason
7	<b>Let's talk policy</b>  Question: Do you agree with the proposed changes to the Rates Remission and Postponement Policy?	All	Council agrees with the proposed changes to the Rates Remission and Postponement Policy.  Moved: Cr Rick Stevens  Seconded: Cr Tom O'Connor  CARRIED	The rates remission on Maori freehold land is a legislative requirement. The removal of the rates remission on the community housing is in line with Council's direction in having community housing moving towards being self-sustaining.
<b>Additional Items</b>				
1	Request for higher fines for unlawful behaviour i.e. littering, dogs in restricted areas, unregistered dogs, illegal parking.	11	Maintain the status quo.	Fines for litter are currently at the maximum allowable limits.  Litter infringements are limited by the Litter Act 1979 (\$400 maximum). Fines for Dog Control breaches are sufficient and rarely issued, as Council prefers a graduated response on a case-by-case basis. Council does not have provision for infringing illegal parking. If parking is a safety issue, that is a matter referred to NZ Police.
2	Request for Pay-per-use public toilets. Revenue used to fund security measures e.g. external cameras and alarms.	11	Maintain the status quo.	The demographic of the Waimate District tends to be locally based unlike other tourist areas and Council feels it would be double-dipping asking ratepayers to pay for using facilities which are funded from the rate take. Also, Council believes the cost of a pay-per-use system would outweigh the benefits.
3	Request for increased funding support for the development of Kurow Island.	13, 66, 72	Maintain the status quo.	Council already supports Kurow Island by way of a small amount of funding. Currently Council does not have additional budget to allocate. There may be an opportunity for the group to apply for other contestable grants.
4	Request to change all grants to CPI adjusted	15	Maintain the status quo.	This is a subject that needs to be covered off in a review of the terms of reference for all Council grants.

5	Request for increased contractor liability/accountability for roading repairs.	16, 26, 35, 48	Feedback has been noted.	<p>Under our current contract, Council pays a monthly lump sum to the contractor for road patrols and pothole repairs. This includes repeat repairs, if required. For more significant pavement failures, i.e., where a dig-out or pavement overlay is necessary interim maintenance is carried out at the Council's cost until a permanent repair can be completed.</p> <p>The majority of Council's maintenance work is delivered under unit rate contracts. If a unit rate repair fails and rework is required, the contractor is responsible for the cost of that rework. This structure provides a strong incentive for contractors to deliver high-quality work efficiently.</p> <p>Council acknowledges that increasing contractor liability could further encourage diligence and higher standards in workmanship and materials. However, it is important to note that doing so also increases financial risk for the contractor. This can result in higher pricing to offset the additional risk, potentially increasing overall maintenance costs for the Council.</p> <p>Additionally, a shift toward greater contractor liability could lead to more frequent disputes, particularly when determining whether deterioration is due to contractor error, environmental conditions, or delayed Council approval.</p> <p>Council continues to review and refine its maintenance contracts to balance quality, efficiency, and cost-effectiveness while ensuring a safe and reliable road network for all users.</p> <p>Co-funding is sought via NZTA at a whole-of-network level. Rates funding is derived through a series of targeted rates to fairly distribute the local share. Programmed works are prioritised at the whole-of-network level and must take into account limited funding availability. In dollar terms, the Hakataramea Ward total roading rate contribution is generally expended within the ward.</p>
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No	Decision Item	Relevant Submissions	Council Decision	Reason
6	Request for additional spraying of weeds along roadside.	16	Feedback has been noted.	<p>Council undertakes spraying along rural roads to ensure clear driver visibility of traffic signs and markers. This service is delivered as a lump sum item under the road maintenance contract. Plant pests are controlled by the adjoining landowner.</p> <p>Staff will clarify with the submitter on the actual issue, and look into possible remediation.</p>
7	Request for Food Act Fees and Charges to scale down for small businesses.	16	Feedback has been noted.	Council is keen to work with business in accessing options for a greater range of fees. This decision strikes the balance between user pays and rates funded.
8	Request to re-evaluate Sport South Canterbury Community Grant.	17	Feedback has been noted.	Council agrees to undertake a review of all community grant recipients and the terms of reference for grant funding.
9	Request for evaluation of how volunteer groups can work closer with Council to reduce spending.	17	Feedback has been noted.	<p>Volunteer groups are critically important to community development and often driven by passionate individuals, but their capacity and availability fluctuates over the lifetime of the projects. Relying heavily on volunteers for ongoing projects can and does lead to inconsistencies in service delivery if volunteers move on, have competing commitments, or if the initial enthusiasm wanes. Councils and communities need a level of guaranteed service, which can be harder to ensure with a purely volunteer model when history proves, that ownership for most, if not all the projects end up with council to own, upkeep and maintain into perpetuity.</p> <p>Council believes a series of workshops will be required to evaluate methods of future rating and rate reduction, including better use of Council volunteer collaboration.</p>

No	Decision Item	Relevant Submissions	Council Decision	Reason
10	Request for expected lifespan of water supply, wastewater, and sewerage upgrades.	21	No decision is required.	Submitter to be directed to the information requested.
11	Request for information relating to developers contributing to the cost of water mains and sewerage extensions to new subdivisions.	21	No decision is required.	Submitter to be directed to the information requested.
12	Request for information relating to funding Glenavy nitrate reduction.	24	No decision is required.	Staff are currently working to develop and consent a new water take near Bells Pond. This includes a significant pipeline to convey the water back to the existing water treatment plant for final treatment. There is an existing budget (\$700,000) in place to install a denitrification process and this budget has been transferred to the new water take project.
13	Request for additional communication/consultation with Hakataramea Valley regarding roading funding.	26, 35, 40, 48, 54, 76, 77	Request is noted.	<p>The Chief Executive to look at how communication can be improved across the district in relation to understanding roading programmes, including contractor performance and collaboration.</p> <p>A greater emphasis on elected members to also support communication with ratepayers.</p>
14	Request for additional communication of Council events and meetings via Kurow Bugle and Hakataramea Sustainability Collective.	26, 35, 48	Request is noted.	Request to be considered using the Kurow Bugle for communications when appropriate.

No	Decision Item	Relevant Submissions	Council Decision	Reason
15	Request to outsource council economic development and promotion.	28, 59	Request is noted.	The submitters to be invited to give a presentation at a Council Workshop.
16	Request to add a Biodiversity grant or biodiversity as a desired aspect/outcome of the recreation grant.	37	Request is noted.	<p>This forms one part of the wider discussion required around community grants in all areas.</p> <p>Council agrees to undertake a review of all community grant recipients and the terms of reference for grant funding.</p>
17	Request for information on why schools are included in the rates remission and postponement policy.	37	Request is noted.	Remission of school sewerage charges are included in Council's Rates Remission Policy to provide alignment to previous rating legislation ('the Donnelly Act') to ensure schools do not pay any more for sewerage charges as the legislation previously provided. With application of the remission criteria, school sewerage charges are based on numbers of pupils and staff, rather than the number of water closets and urinals that forms the basis of Council's rating policy. Rates remissions are provided by Councils – not Central Government.

No	Decision Item	Relevant Submissions	Council Decision	Reason
18	Request to increase road tax on heavy vehicles.	41	Request is noted.	<p>Whilst heavy vehicles do consume the road asset at a faster rate, they do already contribute at a higher rate. It should be noted that new axle configurations result in lower impact on roads overall. Some of the Waimate District Council network is of light construction with limited funding for overlays to increase the strength of the pavement. Council utilises factors such as vehicles per day to increase available funding for repairs and maintenance.</p> <p>Council supports the work of a dedicated Local Government New Zealand transport group lobbying Government around the fairness of user pays, which includes road tax.</p>
19	Request for maintenance on Farm Road Bridge	54	Request is noted.	The Farm Road Bridge will be upgraded using a refurbished superstructure and piles recovered from the Waitaki Bridges. Design, resource consenting, and procurement have been completed, with on-site work scheduled to begin in June 2025
20	Request for “point of entry” treatment of rural water schemes to potable drinking water standards.	57	Request is noted.	Taumata Arowai is currently consulting on significant changes to the Acceptable Solution for Mixed-Use Rural Water Supplies. The proposed changes reduce the significant compliance burden and are likely to manifest in the selection of Point-of-Entry treatment for three supplies. Current modelling for Local Water Done Well actually assumes the adoption of Point-of-Entry treatment.
21	Request for information regarding fluctuations in capital expenditure spending year to year.	61	Request is noted.	The 2026 capital programme includes a number of previously budgeted projects from prior periods that have been delayed to allow time to ensure the best and most economical solution can be identified and implemented. The forecast spends are primarily due to meeting legislated requirements so are effectively mandatory. Council is therefore unable to delay these projects further, if it is to comply.



No	Decision Item	Relevant Submissions	Council Decision	Reason
22	Request for information regarding categorisation of roading activities as “essential”	61	Request is noted.	<p>Generally, only a portion of planned activities not funded by NZTA. In this scenario the planned works need to be prioritised with the lower priority works being delayed until the next funding round. Alternatively, the consultation document presents options where the local share is retained to reduce the amount of delayed works, noting that the local share represents only 32% of the funding.</p> <p>Council intends on reviewing the presentation of future documents identifying legislative requirements to be clearer.</p>
23	Request for information regarding security attached to Council borrowing.	61	Request is noted.	<p>Council’s proposed borrowing is intended to be undertaken with the Local Government Funding Agency (LGFA). Council borrowings from the LGFA are secured against rates of the Council under a debenture trust deed.</p> <p>Public consultation was undertaken in 2022 prior to the Council joining the LGFA.</p>
24	Request for inclusion of equestrians in future planning.	65, 85, 89	Request is noted.	Council will meet with the equestrian groups to discuss appropriate requests and expectations in order to work closer together, together with relevant public communication and signage.
25	Request for information regarding road access	65	Request is noted.	Access to Unformed legal Roads cannot be blocked. If the specifics can be provided, staff can look into this matter. It’s important to note that access in this situation is walking access and not vehicular access.

No	Decision Item	Relevant Submissions	Council Decision	Reason
26	Request for expanded hours for event centre activities. (Climbing wall availability)	65	Request is noted.	<p>The climbing wall is operated by the Waimate Climbing Club who supply qualified belayers. On a Tuesday evening they run a public climbing session. Through the Event Centre climbing is also available at other times to groups and individuals including birthday parties, at a charge dependent on numbers. These prices are reflected in WDC fees and charges.</p> <p>Currently there is no intention to extend hours due to budget restrictions.</p>
27	Request for amendment to the Long Term Plan financials regarding the Downland Water Scheme	67	Request is noted.	<p>The amendments are required in order for Council to align its financial reporting with Timaru District Council's (TDC) draft Annual Plan, and that correct and required Downlands Water Scheme (DWS) rates are collected, on TDC's behalf. We are obligated to reflect the most current information available to Council.</p> <p>Note the detail of the submission quantifies the increase in DWS rates would increase Council's proposed overall rates increase of 9.2% (as consulted on) to 10.0%, without any other changes.</p> <p>This will be noted in the Draft Long Term Plan 2025-34 recommendation.</p>

No	Decision Item	Relevant Submissions	Council Decision	Reason
28	Request to allow dogs on leashes in Seddon Square during the Community Market	68	Request is noted.	<p>Council considered dog control boundaries in 2023 in the review of the bylaw/policy.</p> <p>Seddon Square and Boland Park were identified as spaces where people could access green space without the concern of dogs. Exemptions for dogs during the community market were considered but ultimately declined in favour of consistent application of dog restricted zones. Changes to the policy/bylaw regarding a "Prohibited Public Place" would require special consultation under Section 10(8) of the Dog Control Act 1996.</p> <p>The Chief Executive will work with Council staff to look at the education and enforcement of the bylaw, and the Community Market is to be encouraged to promote Council's bylaw to members.</p> <p>The policy is due for review in 2026 and will be an opportunity to assess the current bylaws.</p>
29	Request for information on use of Subdivision Recreation Fund in Hakataramea Valley	77	Request is noted.	<p>Payments into the fund are made when a Financial Contribution for open space and recreation is required by the Waimate District Plan. The specifics of whether a developer is required to pay a contribution depend on the nature of the proposal and whether it triggers the requirements in the District Plan.</p> <p>Council approves payments from the Subdivision Recreation Reserve Contribution Fund through adoption of Long Term or Annual Plans and/or independent agenda items considered by Council. Staff could compile a list of the spends from the fund for consideration by Council in an open (to the public) workshop, however detailed analysis would be required to determine the areas where the fund has been spent, noting some spends are of benefit to the entire district.</p>

No	Decision Item	Relevant Submissions	Council Decision	Reason
30	Request for expansion of grants to assist the maintenance of heritage properties.	83	Maintain the status quo.	Council currently provides \$5,000 per annum, via a heritage grant which is often not fully utilised.
30 a	Request for expansion of grants to assist the maintenance of heritage properties.	83	Maintain the status quo.	<p>Council already offers “first 30 minutes free” for information requests. The District Plan already allows for the waiving of consent application charges for heritage properties.</p> <p>Council is aware that any relief given to one group of users is picked up by other ratepayers.</p>
31	Request for information regarding percentage of rates revenue derived from downland water scheme	86	Request is noted.	Of the total 2025/26 rates revenue of \$17,541,789, \$543,168 relates to the Downlands Water Scheme (DWS). The DWS rates are therefore 3.10% of Council's total rates revenue. Please note these figures are GST exclusive.
32	Request for additional messaging and signage for equestrian road safety.	85, 87, 89	Request is noted.	<p>Council's Road Safety Promotion is delivered in partnership with Timaru and Mackenzie District Councils through the South Canterbury Road Safety. This team is currently developing improved messaging to educate drivers on the importance of passing horses wide and slow.</p> <p>Council will assess the feasibility of installing signage to remind drivers to slow down and give horses a wide berth. Any decision would consider the volume and frequency of horse traffic on specific roads. Currently there is no specific budget.</p> <p>The District also has several formed tracks on legal roads with low traffic volumes, which offer safer riding alternatives for equestrians. For example, Poingdestres Road to the beach at Studholme provides a suitable and low risk riding route.</p>

No	Decision Item	Relevant Submissions	Council Decision	Reason
33	Request for Council to hold a workshop to discuss efforts in fostering long-term philanthropy	88	Request is noted.	Council agrees to facilitate an initial discussion amongst residents, charitable or larger private organisations in fostering long-term philanthropy.

**RESOLUTION 2025/59**

Moved: Cr Rick Stevens

Seconded: Cr John Begg

That the above decisions (1 to 33 Additional Items) be approved.

**CARRIED**

**RESOLUTION 2025/59**

Moved: Mayor Craig Rowley

Seconded: Deputy Mayor Sharyn Cain

1. That the Draft Long Term Plan 2025-2034 Consultation Decisions report is accepted; and
2. That submissions to the Draft Long Term Plan 2025-2034 be received and noted; and
3. That changes to the Draft Long Term Plan 2025-2034 were identified and will be incorporated in the final Long Term Plan to be adopted on 30 June 2025; and
4. That the Chief Executive be authorised to make any minor and non-material corrections, and any financial updates to the Long Term Plan final draft for audit.

**CARRIED**

**MEETING CLOSURE**

There being no further business, the Chair declared the meeting closed at 2.30pm.

The minutes of this meeting will be confirmed at the Ordinary Council Meeting scheduled for 17 June 2025.

.....  
**CHAIRPERSON**

**8 RECEIPT OF MINUTES****8.1 MINUTES OF THE LOWER WAITAKI SOUTH COASTAL CANTERBURY ZONE COMMITTEE MEETING HELD ON 14 MAY 2025**

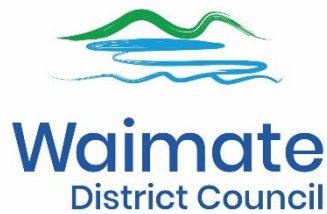
**Author:** Karalyn Reid, Committee Secretary and PA to the Mayor  
**Authoriser:** Tina Stevenson, Corporate Services Group Manager  
**Attachments:** 1. Minutes of the Lower Waitaki South Coastal Canterbury Zone Committee Meeting held on 14 May 2025

**PURPOSE**

For the unconfirmed Minutes of the Lower Waitaki South Coastal Canterbury Zone Committee Meeting held on 14 May 2025 to be presented for the information of the Council, with the permission of the Chair.

**RECOMMENDATION**

That the unconfirmed Minutes of the Lower Waitaki South Coastal Canterbury Zone Committee Meeting held on 14 May 2025 be received.



# **MINUTES**

## **Lower Waitaki South Coastal Canterbury Zone Committee Meeting**

**14 May 2025**



**UNCONFIRMED Minutes of Lower Waitaki South Coastal Canterbury  
Zone Committee Meeting  
The Waimate, 118 High Street, Waimate  
On Wednesday 14<sup>th</sup> May 2025, 1:00pm**

- Present:** Victoria Magazinovic – Chairperson  
Jakki Guilford - Community Representative  
Jonnie Rutherford - Community Representative  
Michael McMillan - Arowhenua Rūnaka Representative  
Jim Hopkins - Waitaki District Councillor
- Attending:** Dave More – Environment Canterbury Zone Facilitator  
Sam Morton – Environment Canterbury Communications
- Online:** Sharyn Cain – Waimate District Councillor
- Apologies:** David East – Environment Canterbury Councillor  
Bruce Murphy – Community Representative

**Opening**

**1. Welcome and Karakia**

Karakia and acknowledgement of mahi, appreciation for being part of this committee Michael McMillan

**2. Apologies**

Committee Resolution

That apologies be accepted

**Moved:** Jim Hopkins

**Seconded:** Jonnie Rutherford  
Carried

**3. Visitors**

None

**4. Declaration of Conflicts of Interest**

None

**5. Confirmation of Minutes**

5.1 Minutes of the Lower Waitaki South Coastal Canterbury Zone Committee meeting held on Monday 10<sup>th</sup> February 2025.

**Committee Resolution**

**Moved:** Victoria Magazinovic

**Seconded:** Jakki Guilford

That the minutes of the Lower Waitaki South Coastal Zone Committee meeting held on the 10<sup>th</sup> of February 2025 be adopted as a true and correct record.  
Carried

## 6. Correspondence

Letter of Resignation from Community Member Fraser McKenzie. Dave read the letter in full which outlined Fraser's decision and challenges he was facing.

### Committee Resolution

Moved: Jim Hopkins

Seconded: Jakki Guilford

That the resignation be accepted and the committee requests that Dave Moore send a letter to Fraser on behalf of this committee, thanking him for his significant contribution to the zone committee.

## 7. General Business

### 7.1 Te Reo Māori – Whakatauki

Me te whakatau ka <u>mōhio</u>	By discussion comes understanding
Ma te <u>mōhio</u> ka <u>mārama</u>	By understanding comes light
Ma te <u>mārama</u> ka matou	By light comes wisdom
Ma te <u>matou</u> ka ora	By wisdom comes life

Michael explained that this means we are all in this together, and the importance of trying to understand each individual's thoughts, processes and views are key to making decisions together.

A lot of their creation stories, pretty much Te Ao Māori, always talk about the light coming out of the darkness into the light. The creation of humanity comes from the light.

This is an Whakatauki from Arowhenua, from the early 18<sup>th</sup> century.

### Committee Resolution

To receive the update

Moved: Victoria Magazinovic

Seconded: Jakki Guilford

### 7.2 Zone Priorities for Leadership Group

The committee discussed the priorities identified in the workshop on April 9th and community survey, and confirmed the priorities as listed but combining Kurow wetlands and Duntroon wetlands into a more general Wetlands restoration category which would cover all of them.

A general discussion around the frustration with the process of the change to Zone Committees and that there is still not a clear structure going forward, and disappointment that the LLG has not been formed and in place prior to ceasing the work of Zone Committees. It is difficult to make decisions and recommendations when we do not know what the final decisions for the future are.

**Committee Resolution**

That we receive the report and confirm the priorities as listed subject to merging wetlands restoration & rehabilitation of wetlands projects into one category, and the addition of a new priority "Increasing Mahinga Kai"

Moved: Michael McMillan

Seconded: Jim Hopkins

**7.3 CWMS Zone Committee Review Update**

Dave gave a quick summary, noted the discussion around this in the previous agenda item, and passed to Sam for addition comments.

Sam said all eyes on outcome of Canterbury Mayoral Forum 30<sup>th</sup> May when the proposal will be decided on. There will be a transition phase and engagement between the TA's and all existing zone committee members in terms of how they can help form the new groups or what that new group will look like, and there will be an advisory group that feeds into the local leadership group. There is still a lot to be worked through behind the scenes.

Sharyn Cain noted that from her perspective her and the Mayor will be pushing to make sure that current zone committee members are kept informed.

**Committee Resolution**

To receive the update

Moved: Jakki Guilford

Seconded: Jonnie Rutherford

Michael McMillan left the meeting at 1:34pm

**7.4 Verbal Updates from Councillors**

**Sharyn Cain – Waimate District Council**

***Local Water Done Well***

Consultation Document was agreed upon at council meeting yesterday and will be going live in the next day or two. There are two viable options 1. An in-house unit, and 2. A joint water services organisation which will be a joint organisation of the three councils of South Canterbury – Timaru, Mackenzie and Waimate. Waimate District Council have chosen Option 1 as their preferred model. She noted that Timaru and Mackenzie had chosen Option 2 as their preferred model. Consultation will be open for the next few weeks.

***Lower Waihao Water Supply – Nitrates Issue***

Currently holding well at under half the MAV but the alternate supply is still being worked on. Also, parallel work going on around the longer term issues, and solutions, with nitrates in water.

***Waihao Wainono Catchment Group***

They presented to council last week. They thanked zone committee for their funding for willow control and also spoke to their walkways project.

They have had great success with the work undertaken to date and were talking to council around support for clearance around infrastructure assets. Their

report was well received. Sharyn spoke to the importance of the farmer network and community relationships which have helped ensure the success of the project. Anecdotal evidence is that landowners are noticing an improvement with clearer looking water, a significant reduction in smell in stagnant areas, and more water in some areas than there has been for a long time.

**Jim Hopkins – Waitaki District Council**

***Local Water Done Well***

Consultation document adopted last Thursday. There have been 3 options identified; 1. In House Option, 2. Consortium of four councils – Waitaki, Clutha, Gore and Central Otago as a joint CCO, 3. Joint CCO with Waimate, Timaru and Mackenzie. Waitaki District Council have chosen Option 2 as their preferred option. Jim noted that Option 3 is unlikely as those other councils have chosen options that don't include North Otago. He also clarified that the new structure would be that a CCO would need to be formed to create separation from Council for any of the 3 options – keeping the status quo is not an option.

**Elections**

Jakki commented that she saw that the Waitaki Mayor Gary Kircher was standing down. Jim confirmed this and then a general round table discussion was had around possible candidates, and the challenges of being a district councillor in the current environment.

**Rates**

They are working through the long term planning process and are aiming to get rates under 10% but there is more work to be done before that could be confirmed. Pressures from central government, particularly around water quality, are driving up expenses to councils and have a direct rating impact.

**Committee Resolution**

To receive the update

Moved: Victoria Magazinovic

Seconded: Jonnie Rutherford

**7.5 Other**

Victoria Magazinovic gave thanks to Dave Moore for his dedicated work for our committee, and also to the members around the table. It has been really appreciated that members have taken the time to keep the committee running under challenging times while the review process has been underway.

Sharyn and Jim reiterated those comments, and noted how much the community collaboration has been appreciated and the work of committee members.

**Closing Karakia**

Victoria Magazinovic

The meeting closed at 1:55pm.

**8.2 MINUTES OF THE ORARI-TEMUKA-OPIHI-PAREORA ZONE COMMITTEE MEETING  
HELD ON 9 JUNE 2025**

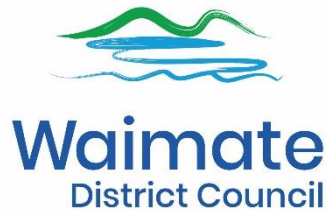
**Author:** Karalyn Reid, Committee Secretary and PA to the Mayor  
**Authoriser:** Tina Stevenson, Corporate Services Group Manager  
**Attachments:** 1. Minutes of the Orari-Temuka-Opihi-Pareora Zone Committee Meeting held on 9 June 2025

**PURPOSE**

For the unconfirmed Minutes of the Orari-Temuka-Opihi-Pareora Zone Committee Meeting held on 9 June 2025 to be presented for the information of the Council, with the permission of the Chair.

**RECOMMENDATION**

That the unconfirmed Minutes of the Orari-Temuka-Opihi-Pareora Zone Committee Meeting held on 9 June 2025 be received.



# **MINUTES**

## **Orari-Temuka-Opihi-Pareora Zone Committee Meeting**

**9 June 2025**

Minutes of Timaru District Council  
Orari-Temuka-Opihi-Pareora Water Zone Committee Meeting  
Held in the Council Chamber, Council Building, King George Place, Timaru  
on Monday, 9 June 2025 at 1:01 pm

**Present:** Glen Smith (Chairperson), Chris Konings (Deputy Chairperson), John Henry, Bailey Lissington (online), Michelle Pye (online), Deon Swiggs, Phillipa Guerin, Sharyn Cain

**In Attendance:** Dave Moore (Zone Facilitator, Environment Canterbury), Paul Cooper (Group Manager Environmental Services), Kate Doran (Principal Communications and Engagement Advisor, Environment Canterbury), Mayor Nigel Bowen, John Benn (Department of Conservation (DOC), Jessica Kavanaugh (Team Leader Governance)

**1 Opening Karakia**

*John Henry conducted the opening Karakia*

**2 Apologies**

**2.1 Apologies Received**

**Resolution 2025/12**

Moved: Glen Smith

Seconded: Chris Konings

That the apology of Suzanne Eddington be received and accepted.

Carried

**3 Public Forum**

There were no public forum items.

**4 Identification of Items 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 Chairperson's Report**

No Chairpersons report was presented.

Orari-Temuka-Opihi-Pareora Water Zone Committee Meeting Minutes

9 June 2025

8 Confirmation of Minutes

8.1 Minutes of the Orari-Temuka-Opihi-Pareora Water Zone Committee Meeting held on 7 April 2025

Resolution 2025/13

Moved: Chris Konings

Seconded: John Henry

That the Minutes of the Orari-Temuka-Opihi-Pareora Water Zone Committee Meeting held on 7 April 2025 be confirmed as a true and correct record of that meeting and that the Chairperson's electronic signature be attached.

Carried

9 Reports

9.1 Funding Reports

The Zone Facilitator, Environment Canterbury spoke to the report to present the Committee with project completion reports from previous Action Plan grants.

It is noted Felicity McMillan (General Manager Arowhenua Native Nursery and Restoration) was not in attendance to provide a verbal update on the Te Kete Tipuranga o Huirapa Ltd (Arowhenua Native Nursery).

A verbal update was provided by Chris Konings on the Normanby and Pig Hunting Creek projects that were funded. Normanby - There has been 740 plants planted and there was due to be another 760 plants planted in the weekend however due to the weather this did not go ahead. Another date will be determined for this planting with further planting to be undertaken in the spring.

Pig Hunting Creek – It is advised there had been a delay with the company completing the strategic plan which was out of their control which had delayed the project.

It is noted the agenda should state Tengawai rather than Tenawai.

Resolution 2025/14

Moved: Glen Smith

Seconded: Chris Konings

That the Orari Temuka Opihi Pareora Water Zone Committee receives and notes the report.

Carried



Orari-Temuka-Opihi-Pareora Water Zone Committee Meeting Minutes

9 June 2025

## 9.2 Committee Update

The Zone Facilitator, Environment Canterbury presented a report to update the Committee on actions from the previous meeting and other relevant information.

Mayor Nigel Bowen provided a verbal update on the next steps for Zone Committees and what the make up of these may look like in the future. Discussion included the challenges the current Zone Committee has faced, what could improve this in the future and, Resource Management Act reforms.

### Resolution 2025/15

Moved: Glen Smith

Seconded: Chris Konings

That the Orari Temuka Opihi Pareora Water Zone Committee receives this report and provides feedback.

Carried

### Attachments

- 1 Item 9.2 Committee update 9 June 2025

<b>HUI/MEETING:</b> OTOP	<b>WĀ/MEETING DATE:</b> 9 June 2025
<b>AGENDA ITEM NO:</b> 9.2	<b>KAUPAPA/SUBJECT:</b> Committee Update
<b>KAITUHI/AUTHOR:</b> Dave Moore, Zone Facilitator	<b>Attachments:</b> Nil
<b>RECOMMENDATIONS</b> 1. That the OTOP Zone Committee receives this report and provides feedback.	

**Purpose**

To update the Committee on actions from the previous meeting and other relevant information.

**Recommendation**

The Zone Committee receive the report.

**Report**

1. **Further feedback on the Zone Committee Review**
2. As requested at the 7 April meeting, the Facilitator circulated to members the feedback previously given on the Zone Committee review and asked if members wished to have a workshop on 15 May to provide additional feedback. No responses supported having another workshop and, therefore, no workshop was held in May. All the previous feedback has been captured in the review process.
3. **Zone Committee Review Update**
4. On 30 May, the Canterbury Mayoral Forum met to consider final recommendations developed by the working group of Mayors, Rūnanga representatives, and Environment Canterbury Chair.
5. Committee members should have received an invitation to a virtual hui on 10 June 2025 at 1.00 – 2.00 pm where Mayor Nigel Bowen, who chairs the Mayoral Forum, and Environment Canterbury Chair Craig Pauling will outline the endorsement made by the Mayoral Forum and the next steps over the coming months.
6. A summary of the Mayoral Forum outcome will be circulated shortly after the virtual hui, in case members are unable to attend.
7. If you have not received an invitation to the hui, please let the Facilitator know.

**10 Consideration of Urgent Business Items**

No items of urgent business were received.

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Orari-Temuka-Opihi-Pareora Water Zone Committee Meeting Minutes

9 June 2025

**11 Consideration of Minor Nature Matters**

No matters of a minor nature were raised.

**12 Closure Karakia**

*John Henry conducted the closing Karakia*

Members of the Orari-Temuka-Opihi-Pareora Water Zone Committee spoke to thank those involved in the Zone Committee including past and present members.

The Meeting closed at 1.36pm.

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Glen Smith  
Chairperson

**8.3 MINUTES OF THE WAIMATE COMMUNITY ANZAC GROUP MEETING HELD ON 21 MAY 2025**

**Author:** Karalyn Reid, Committee Secretary and PA to the Mayor

**Authoriser:** Tina Stevenson, Corporate Services Group Manager

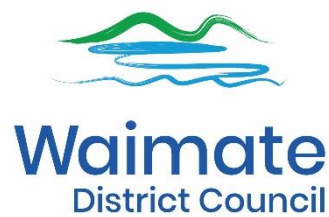
**Attachments:** 1. Minutes of the Waimate Community ANZAC Group Meeting held on 21 May 2025

**PURPOSE**

For the unconfirmed Minutes of the Waimate Community ANZAC Group Meeting held on 21 May 2025 to be presented for the information of the Council, with the permission of the Chair.

**RECOMMENDATION**

That the unconfirmed Minutes of the Waimate Community ANZAC Group Meeting held on 21 May 2025 be received.



# **MINUTES**

## **Waimate Community ANZAC Group Meeting**

**21 May 2025**

**MINUTES OF WAIMATE DISTRICT COUNCIL  
WAIMATE COMMUNITY ANZAC GROUP MEETING  
HELD AT THE COUNCIL CHAMBER, 125 QUEEN STREET, WAIMATE 7924  
ON WEDNESDAY 21 MAY 2025, COMMENCING AT 2:00PM**

**PRESENT:** Mayor Craig Rowley, Cr Peter Collins, Waimate Red Cross Jeannie Hogarth, RSA Members Eddie Rademaker (President), Chris Rademaker (Secretary)

**APOLOGIES:** Deputy Chairperson Bridget Johnson, Waimate High School Principal Jo Hunnikin, Waimate Ministers Association Rep John Begg

**IN ATTENDANCE:** Karalyn Reid (Committee Secretary)

## OPENING

### 1 APOLOGIES

#### APOLOGIES

#### COMMITTEE RESOLUTION 2025/6

Moved: Mayor Craig Rowley  
Seconded: Cr Peter Collins

That the apologies received from Bridget Johnson, Jo Hunnikin and John Begg be accepted.

**CARRIED**

### 2 VISITORS

Waimate Highland Pipe Band: Russell Wallace

### 3 CONFLICTS OF INTEREST

Nil

## MINUTES

### 4 CONFIRMATION OF MINUTES

#### 4.1 MINUTES OF THE WAIMATE COMMUNITY ANZAC GROUP MEETING HELD ON 20 MARCH 2025

#### COMMITTEE RESOLUTION 2025/7

Moved: Member Eddie Rademaker  
Seconded: Mayor Craig Rowley

That the Minutes of the Waimate Community ANZAC Group Meeting held on 20 March 2025 be adopted as a true and correct record.

**CARRIED**

#### Attachments

- 1 Mayoral Letter of Support for Waimate RSA Traffic Management Plan Cost 20250516

## REPORTS

### 5 FINANCIALS

#### 5.1 FINANCIAL REPORT

##### COMMITTEE RESOLUTION 2025/8

Moved: Mayor Craig Rowley

Seconded: Waimate Red Cross Jeannie Hogarth

That the Waimate Community Anzac Group receive the financial report and approve donations and costs for the 2025 Anzac Civic Service.

**CARRIED**

##### Note:

The Mayor offered to discuss with the Chief Executive if the deficit of \$786.49 could be wiped. It was noted that the annual grant into the Anzac Ceremony Special Reserve is due 1 July.

There was a suggestion of approaching a local group to be in charge of collecting and returning the community chairs and the stage which would save staff time costs of \$320.00.

### 6 GENERAL BUSINESS

#### 6.1 2025 WAIMATE COMMUNITY ANZAC CIVIC SERVICE DEBRIEF

##### RECOMMENDATION

That the 2025 Waimate Community Anzac Civic Service debrief report is accepted.

##### Note:

##### Feedback from Chris Rademaker, RSA Secretary

The speaker at the clock tower was an issue for Eddy. He said that he doubted if anyone more than a few metres away would have heard anything. He has a quiet voice due to voice box issues. And thank you to the weather gods for turning on a lovely sunny day.

##### Feedback from Jo Hunnikin, Waimate High School Principal

We're happy to help in whatever capacity we can. My only question would be that the cadets get a breakfast at the Town and Country Club between the dawn service and main event. Would this be an option for our prefects as some of them have to travel in from home and it's not worth them going home to then come back and help with setting up the chairs in the event centre. This year, I opened the school for them and they had hot chocolate. It might be a nice opportunity for them to mix with the wider community (as for some of our prefects it's the only community service event they attend all year). It's not a major, I'm happy to continue to open the school for them.

##### Feedback from Jeannie Hogarth, Red Cross

From the NZ Red Cross perspective this years' service was excellent (apart from the obvious issues with the sound at the Service and clock tower. The introduction of wreath was good, although again the loss of sound marred a flawless process. The bugle duets were a highlight. Although there appeared to be fewer attendees this year the format worked really well. Please pass on our comments and thanks to all involved

**Feedback on the Sound System**

A discussion was held that the reason the portable sound system didn't work was due to a USB stick that needs to be installed at the back of the system in order for the microphone to work. A demonstration will be given to the MC prior to the next service.

A discussion was held on the possibility of a lapel microphone or headset that could be used at the Waimate Event Centre, as most speakers do not stand close enough to the microphone.

**Waimate Pipe Band**

The Pipe Band were happy with the parade this year and would like the same road closures to continue, including one side of Queen Street. The drummer to have the programme so that he knows when the drums are required.

**GENERAL: ROAD CLOSURES**

The Chair read out the Mayoral letter (attached to the Minutes) that was circulated to the Minister of Transport and Minister of Veteran Affairs and the National, Canterbury and Waimate RSAs relating to the costs of traffic management for Anzac parades.

The Committee Secretary to send out a thank you letter to Men at Work for their traffic management and discounted cost.

**GENERAL: THANK YOU LETTERS**

The Chair asked for thank you letters to be sent to guest speaker Carol Abraham, and also to buglers David Owen and Harvey Wood, and the Waimate Community Choir thanking them for their valued participation.

**GENERAL: 2026 ANZAC SERVICE GUEST SPEAKER**

The Chair asked for the Committee Secretary to make contact with Olivia Shimasaki, of Canterbury University, inviting her to be a guest speaker for the 2026 Anzac Civic Service. Olivia spoke about "Operation Grapple" at the Trafalgar Service in Timaru in 2024.

The President and Secretary of the RSA thanked everybody who had participated in the 2025 Anzac Services.

**MEETING CLOSURE**

There being no further business, the Chair closed the meeting at 2.30pm.

The Minutes of this meeting are to be confirmed at the next meeting of the Waimate Community ANZAC Group.

.....  
**CHAIRPERSON**



**8.4 MINUTES OF THE WDC COMMUNITY AND SPORTS GRANTS COMMITTEE  
MEETING HELD ON 30 MAY 2025**

**Author:** Di Lowry, Grants Administrator

**Authoriser:** Nicole Timney, Community Services and Strategy Group Manager

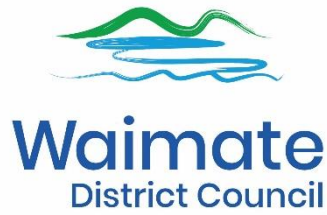
**Attachments:** 1. Minutes of the WDC Community and Sports Grants Committee  
Meeting held on 30 May 2025

**PURPOSE**

For the unconfirmed Minutes of the WDC Community and Sports Grants Committee Meeting held on 30 May 2025 be presented for the information of the Council, with the permission of the Chair.

**RECOMMENDATION**

That the unconfirmed Minutes of the WDC Community and Sports Grants Committee Meeting held on 30 May 2025 be received



# **MINUTES**

## **Community and Sports Grants Committee Meeting**

**30 May 2025**

**MINUTES OF WAIMATE DISTRICT COUNCIL  
COMMUNITY AND SPORTS GRANTS COMMITTEE MEETING  
HELD AT THE MEETING ROOM, WAIMATE EVENT CENTRE, PAUL STREET, WAIMATE  
ON FRIDAY 30 MAY 2025, COMMENCING AT 1:03PM**

**PRESENT:** Deputy Chair Jayne Smith, Mayor Craig Rowley, Deputy Mayor Sharyn Cain, Community Representative Marilyn Anderson, Community Representative Carol Cross, Community Representative Chris Mercer, Community Representative Lynne Rooney

**APOLOGIES:** Chair Hazel Fish, Sport Canterbury Representative Nigel Davenport

**IN ATTENDANCE:** Di Lowry (Committee Secretary)

## **OPENING AND WELCOME**

Deputy Chair Jayne Smith explained that Hazel Fish has accepted the position of Chair, but was unable to attend this meeting, and that she would chair in Hazel Fish's absence. A round of introductions commenced as this was Community Representative Marilyn Anderson's first meeting.

## **1 APOLOGIES**

### **COMMITTEE RESOLUTION 2025/1**

Moved: Deputy Chair Jayne Smith

Seconded: Community Representative Marilyn Anderson

That the apology received from Chair Hazel Fish and Sport Canterbury (SC) Representative Nigel Davenport be accepted.

**CARRIED**

## **2 VISITORS**

Nil

## **3 CONFLICTS OF INTEREST**

Community Representative Lynne Rooney declared a direct conflict of interest as a family member is involved with Waimate Athletics Club, and that she would not participate in the decision-making process.

## **MINUTES**

## **4 CONFIRMATION OF MINUTES**

**4.1 MINUTES OF THE WDC COMMUNITY AND SPORTS GRANTS COMMITTEE  
MEETING HELD ON 12 NOVEMBER 2024**

**COMMITTEE RESOLUTION 2025/2**

Moved: Deputy Chair Jayne Smith

Seconded: Community Representative Chris Mercer

That the Minutes of the WDC Community and Sports Grants Committee Meeting held on 12 November 2024 be adopted as a true and correct record.

**CARRIED**

## **REPORTS**

### **5 GENERAL BUSINESS**

**5.1 CORRESPONDENCE REPORT**

**COMMITTEE RESOLUTION 2025/3**

Moved: Deputy Chair Jayne Smith

Seconded: Community Representative Lynne Rooney

That the Correspondence Report be accepted.

**CARRIED**

Note: The Grants Administrator to write thank you letters to Ina de Paauw-Fontein and Trudy Heath for their service on the Grants Committee.

**5.2 COMMITTEE MEETING DAY AND TIME**

The Community & Sports Grants Committee discussed an appropriate day and time for their meetings for the next two years.

**COMMITTEE RESOLUTION 2025/4**

Moved: Deputy Chair Jayne Smith

Seconded: Community Representative Marilyn Anderson

That the Community & Sports Grants Committee decided on Wednesdays at 1:00pm for their meetings for the next two years.

**CARRIED**

**5.3 CONSIDERATION OF APPLICATIONS - WAIMATE DISTRICT COUNCIL  
COMMUNITY GRANT**

**COMMITTEE RESOLUTION 2025/5**

Moved: Deputy Mayor Sharyn Cain

Seconded: Community Representative Lynne Rooney

1. That the Consideration of Applications – Waimate District Council Community Grant report is accepted, and
2. That the funding applications below, be approved:

	<b>Applicant Name</b>	<b>Approved</b>
1	Waimate Parish	\$2,300.00
2	Waimate Toy Library	\$500.00
3	Waimate Croquet Club Inc	\$1,937.58

**CARRIED**

**5.4 CONSIDERATION OF APPLICATIONS - WAIMATE DISTRICT COUNCIL SPORTS  
GRANT**

**COMMITTEE RESOLUTION 2025/6**

Moved: Deputy Chair Jayne Smith

Seconded: Deputy Mayor Sharyn Cain

1. That the Consideration of Applications – Waimate District Council Sports Grant report is accepted, and
2. That the funding applications below, be approved:

	<b>Applicant Name</b>	<b>Approved</b>
1	Waimate High School Parent Teacher Association	\$1,541.08
2	Waimate Athletics Club	\$2,775.00

**CARRIED**

Note: Waimate Junior Soccer withdrew their Sports grant application as they received funding from Rebel Sports.

Note: Community Representative Lynne Rooney did not participate in the Waimate Athletics Club decision-making process.

**5.5 CONSIDERATION OF APPLICATIONS - SPORTS NZ RURAL TRAVEL FUND**

**COMMITTEE RESOLUTION 2025/7**

Moved: Community Representative Chris Mercer

Seconded: Mayor Craig Rowley

1. That the Consideration of Applications - Sports NZ Rural Travel Fund report is accepted, and
2. That the funding applications below, be approved:

No.	Applicant	Approved
1	Waimate Gymnastics Club	\$1,500.00
2	Waimate Junior Soccer Club	\$5,240.00
3	Waimate Rugby Football Club	\$1,600.00

**CARRIED**

**MEETING CLOSURE**

There being no further business, the Chair closed the meeting at 1:52pm.

The Minutes of this meeting are to be confirmed at the next Community and Sports Grants Committee Meeting.

.....  
**CHAIRPERSON**

## REPORTS

### 9 MAYOR'S REPORT

#### 9.1 MAYOR'S REPORT

**Author:** Karalyn Reid, Committee Secretary and PA to the Mayor

**Authoriser:** Tina Stevenson, Corporate Services Group Manager

**Attachments:** 1. Draft Unconfirmed Minutes of the CMF 30 May 2025 [↓](#) 

#### MAYORAL ACTIVITY



*With Deputy Mayor Sharyn Cain and Tuia Recipient Arlin Wikaira*

#### CANTERBURY MAYORAL FORUM: KAIKOURA 30 MAY 2025

1. A discussion on the development of a pathway to a regional deal for Canterbury.
2. A discussion on future regional and local government for Canterbury.
3. An update on the development of the Waitaha Canterbury Regional Housing Strategic Plan.
4. Approval of the Canterbury Regional Energy Inventory, and approach to the next stage of the regional energy workstream.
5. A progress report on the implementation of the Canterbury Climate Partnership Plan.
6. The final report of the Canterbury Water Management Strategy Zone Committee Review.
7. Updates on the January to March 2025 progress to implement the Canterbury Water Management Strategy, and the 2025 Targets Progress report.
8. Preparation for the new triennium for 2026-2028, including strategy options and priorities for the upcoming term.
9. A report from the Chief Executives Forum on the activities of the regional forums.
10. The draft unconfirmed minutes have been attached for the information of Council.

**EXTERNAL MEETINGS & FUNCTIONS ATTENDED BY THE MAYOR**

To present for the information of Council a register of external meetings and functions attended by the Mayor outside of Waimate District Council meetings and general business from 10 May 2025 to 6 June 2025.

Date	Meetings and Functions
12 May 2025	Mayor's Taskforce for Jobs (MTFJ) Meeting with Coordinator – Council
12 May 2025	Monday Morning Meeting with Deputy Mayor and Chief Executive – Council
13 May 2025	Waimate District Council Biodiversity Strategy Workshop – Waimate
14 May 2025	Lower Waitaki South Coastal Canterbury Zone Committee Celebration (afternoon tea) – Waimate
15 May 2025	MTFJ Programme Update – Council
16 May 2025	Meeting with the Community Trust of Mid and South Canterbury Chief Executive – Waimate
16 May 2025	South Canterbury Sports Awards Function – Timaru
17 May 2025	Waimate Community Market Local Water Done Well (LWDW) Community Chat Session – Waimate
19 May 2025	MTFJ Meeting with Coordinator – Council
19 May 2025	Monday Morning Meeting with Deputy Mayor and Chief Executive – Council
20 May 2025	Local Water Done Well (LWDW) Community Chat Session – St Andrews
21 May 2025	Mayoral Talk and Chamber Visit by Waimate Main School students – Council
21 May 2025	Waimate Community Anzac Group Meeting – Council
22 May 2025	LWDW Community Chat Session - Glenavy
27 May 2025	Local Government New Zealand presentation with Department of Internal Affairs re Council Metrics – via Zoom
28 May 2025	LWDW Community Chat Sessions (midday) – Waimate
28 May 2025	Meeting with Tuia Recipient and Deputy Mayor – Council
30 May 2025	Waimate District Council Community, Sports and Sport Rural Travel Fund Grants Committee Meetings – Waimate
4 June 2025	LWDW Community Chat Session – Arno

**RECOMMENDATION**

That the Mayor's Report is accepted.



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## MINUTES (in Review)

### CANTERBURY MAYORAL FORUM



<b>Name:</b>	Canterbury Mayoral Forum
<b>Date:</b>	Friday, 30 May 2025
<b>Time:</b>	8:30 am to 12:37 pm (NZST)
<b>Location:</b>	Sudima Hotel, 114 Esplanade, Kaikōura
<b>Board Members:</b>	Craig Pauling, Nigel Bowen (Chair), Gary Kircher, Craig Mackle, Dan Gordon, Neil Brown, Sam Broughton, Karen Morgan
<b>Attendees:</b>	Mayor Monique Croon, Angela Oosthuizen, Hamish Riach, Hamish Dobbie, Jeff Millward, Sharon Mason, Stefanie Rixecker, Will Doughty, Paul Eagle, Miree McNeilly, Ann Fitzgerald, Amelia Wilkins
<b>Apologies:</b>	Marie Black, Craig Rowley, Phil Manger, Stuart Duncan, Nigel Trainor, Mary Richardson, Alex Parmley
<b>Guests/Notes:</b>	Jesse Burgess (ECan) (Items 2.1, 2.2, 2.3, 2.4); Vania Llewellyn (Regional Public Service Commission) (Item 2.3); Cameron Smith (ECan) (Items 4.1, 4.3); John Stancliff (ECan councillor). Sharon Mason online; Alex Parmley online from 9.25am to 10.00am

#### 1. Open Meeting

##### 1.1 Welcome, karakia and apologies

The Chair welcomed everyone to the meeting and her members in the opening karakia.

Apologies from Mayors Marie Black, Craig Rowley and Phil Manger and Chief Executives Stuart Duncan, Nigel Trainor and Mary Richardson were noted, along with an apology from Gary Kircher for lateness (joined meeting at 9.25am).

##### 1.2 Confirmation of agenda

The agenda was confirmed as presented.

The following items were tabled for general business discussion:

- i. Mayors Taskforce for Jobs (Mayor Brown)
- ii. Update on local government metrics to be released from DIA (Mayor Broughton)
- iii. CMF meetings open to the public/livestreaming
- iv. Genetic Engineering national conversation

##### 1.3 Minutes from the previous meeting

Canterbury Mayoral Forum 14 Feb 2025, the minutes were confirmed as presented.



##### Decision

The minutes of the meeting held on 14 February 2025 were confirmed as presented.

Minutes : Canterbury Mayoral Forum - 30 May 2025

**Decision Date:** 30 May 2025  
**Mover:** Sam Broughton  
**Seconder:** Dan Gordon  
**Outcome:** Approved

#### 1.4 Action List

Due Date	Action Title	Owner(s)
22 Aug 2025	Action	Hamish Riach, Maree McNeilly
	<b>Status:</b> In Progress	

##### Options for a Canterbury Building Consent Authority

The Chair updated members on his discussion with Minister Penk, the key message being the Ministers desire to see councils working together. The recent announcement of a private Building Consent Authority based initially in Selwyn was noted.

**Wilde and Winter report – review of functions** – discussed at item 4.6

**Regional Deal** – discussed at item 2.1.

## 2. For discussion and decision

### 2.1 Canterbury Regional Deal

The Chair introduced this item and invited Jesse Burgess, Regional Deal working group member, to provide an update on the approach taken to date on the development of a future regional deal for Canterbury, noting the work and associated funding that would be required.

The Chair conveyed Waimate District Council's concern regarding any extra funding requirements this would place on member councils.

While the Government has advised (informally) that they are not expecting additional regional deal proposals at this time, there is still a need to consider what information will be provided to the Minister later this year, as set out in the CMF letter to the Minister in February – this could be a high-level overview of the components of a regional deal as set out in paragraph 31 of this paper, and should also include potential funding tools, regulation and legislative changes being sought (if appropriate).

Regarding discussions with Papatipu Rūnanga, the Chair advised that at the stage four Papatipu Rūnanga have expressed an interest in working with the Canterbury Mayoral Forum on a regional deal, and also for wider conversations on whole of Canterbury priorities such as housing and transport.

To date the Chair has met with Tania Wati (Te Rūnanga o Ngāi Tūāhuriri) and spoken with Dardanelle McLean-Smith (Waihao Rūnanga) and intends to meet individually with the remaining Rūnanga in the next few weeks.

Discussion on the merits of progressing a pathway to a regional deal to meet the August/September 2025 timeline that the CMF has signaled to central government, and the budget implications of this versus a full regional deal included:

- while the Government has advised (informally) that they are not expecting additional regional deal proposals at this time, the Minister has indicated an expectation for a regional deal proposal from Canterbury at some point
- the CMF letter to the Minister in February signaled an intention to submit further development of a regional deal proposal in late 2025
- option to submit a pathway to a regional deal - with a focus on transport (including funding tools and prioritised initiatives that will unlock regional growth initially), and signal other key areas of energy, spatial planning and housing, infrastructure, tourism

Minutes : Canterbury Mayoral Forum - 30 May 2025

- budget to support development of a regional deal will need to be considered by each council. With 2025/26 Annual Plans already adopted, any additional funding and in-kind support will need to be considered in the following financial year
- a primary focus on what is good for Canterbury, and taking a long term approach
- transport needs across the district and the case for additional government funding to meet these are well advanced. This could form the basis of an initial pathway to a regional deal, whilst signaling other areas including energy, tourism, spatial planning and housing. The work required in the additional areas would then be subject to individual planning and budget processes in the next financial year
- acknowledgement of the changes to come in the Resource Management Act reform, and the likely requirement to develop regional spatial plans
- consensus that is important to signal Canterbury's presence at this early stage
- aspects of the approach used by Chatham Islands "Island deal" were shared, including utilising the DIA template, alignment with infrastructure needs, with a focus on keeping the process simple
- noting that in-kind resource has served us thus far, but this next stage will require support from the Economic Development Forum members and in particular the region's Economic Development Agencies. There was acknowledgement that the volume of work required in the discovery stage may need some outsourcing. This will need to be well scoped, and budget identified.
- discussion regarding budget for this work was deferred until item 4.5.



#### ACTION

Mayor Monique Croon to forward the Chathams Island Deal information to Secretariat.

**Due Date:** 30 Jun 2025  
**Owner:** Mayor Monique Croon



#### Decision

The Canterbury Mayoral Forum:

1. noted the work to date on developing a regional deal proposal and provide feedback on the approach taken
2. endorsed the development of a pathway to a regional deal to come back to the August 2025 Canterbury Mayoral Forum meeting for approval
3. notes that this will require in-kind resource support from individual councils.

**Decision Date:** 30 May 2025  
**Mover:** Dan Gordon  
**Second:** Sam Broughton  
**Outcome:** Approved

## 2.2 Waitaha Canterbury Regional Housing Strategic Plan

Introducing the paper Sharon Mason, Chair of the Economic Development Forum acknowledged in particular the contribution from Simon Hart in the Housing workstream and Jesse Burgess across multiple workstreams.

The key regional housing priorities were noted. Feedback included:

- land affordability is a significant barrier, options for mitigating this to be highlighted, such as leasing, zoning, covenants, National Policy Statement - Urban Development, funding for new infrastructure

Minutes : Canterbury Mayoral Forum - 30 May 2025

- highlight priority tools for central government to address land affordability and availability such as GST on new builds
- part of a regional deal could include seeking government contribution such as through restructuring council debt to enable councils to support housing growth
- consider inclusionary zoning, noting that individual councils may or may not wish to utilize this tool
- include managed retreat and tools to assist affected communities
- prioritizing the top 3-5 in the list of tools and levers so there is a clear ask from the report
- acknowledging some of the levers are already within council remit – policy settings around density and land availability.



### Decision

The Canterbury Mayoral Forum:

1. provided feedback on the draft Waitaha Canterbury Regional Housing Strategic Plan, with particular focus on the proposed actions for the Canterbury Mayoral Forum
2. endorsed the draft Waitaha Canterbury Regional Housing Strategic Plan for its completion and approval at the Canterbury Mayoral Forum meeting in August 2025.

**Decision Date:** 30 May 2025

**Mover:** Neil Brown

**Seconder:** Garry Kitcher

**Outcome:** Approved

## 2.3 Canterbury Energy Workstream

In introducing the paper Sharon Mason, Chair of the Economic Development Forum acknowledged the in-kind contribution for member councils in particular from Environment Canterbury (Jesse Burgess and Tammy Philips) and the Regional Public Service Commission (Vania Llewellyn).

Development of the inventory included a stakeholder workshop and there was significant buy-in from the sector in this work. There is a strong desire from the sector that this work continue with the development of a future energy strategy for the region. The sector has indicated their willingness to contribute resources to continue to support this work.

Due to the strong in-kind work from the Regional Public Service Commission and Environment Canterbury there is still budget remaining from the original \$50,000 committed for this work to support the first part of phase two - developing a regional approach to energy with key sector stakeholders.

It was confirmed that ongoing central government in-kind support through the Regional Public Service Commission is available over the next six months and this, along with the remaining budget, will provide the ability to progress the work to the next stage.

Budget requirements outside of what is currently committed will be developed to be considered through future Council Annual Plan processes.

Discussion included:

- no reference to nuclear energy, noting that in the next phase all energy sources will be explored, and noting New Zealand's current policy on nuclear energy
- energy workstream to be a key component of the draft regional deal proposal (see item 2.1) and needs to take into consideration spatial planning and housing strategy work
- raising the opportunity for central government to provide incentives for alternative energy generation such as household solar energy on new builds

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- amend reference to hydro dams to reflect that these are shared across territorial authority boundaries, and maps to show whole of Waitaki district
- acknowledging the importance of an energy strategy in giving long-term confidence to the sector with its large-scale capital investments.



### Decision

The Canterbury Mayoral Forum:

1. approved the draft Canterbury Regional Energy Inventory, subject to any minor modifications
2. delegated approval of minor modifications to the Chairs of the Regional Energy Inventory Steering Group and Canterbury Economic Development Forum
3. noted that the Canterbury Regional Energy Inventory will be circulated to stakeholders and published on the Canterbury Mayoral Forum website in June 2025
4. noted that an accompanying summary infographic has been drafted for publication alongside the Canterbury Regional Energy Inventory
5. endorsed the recommended approach to the next phase of the regional energy work for the Canterbury region, including the multi-stage process and approved the use of the remaining \$40,000 budget for this work, noting the in-kind resourcing requirements
6. noted that a Scope of Work for the next phase of the regional energy work would be developed by the Canterbury Economic Development Forum in mid-2025.

**Decision Date:** 30 May 2025  
**Mover:** Dan Gordon  
**Seconded:** Craig Mackle  
**Outcome:** Approved

## 2.4 Canterbury Climate Partnership Plan

Dan Gordon, Chair of the Canterbury Climate Champions Reference Group introduced the paper, acknowledging the progress made to date on implementation of key actions and summarised the background to the recommendations, including the repurposed role of the Canterbury Climate Action Planning Reference Group as the Canterbury Climate Champions Reference Group.

Discussion included:

- action 6 – include the discussions the Chair is currently having with individual Rūnanga, and reference to all Mayoral Forum members engaging with their local Rūnanga
- the infeasibility of the CMF developing or administering a Canterbury Climate Commitment Scheme to spur local business into climate action, noting the multitude of existing similar initiatives
- noting Environment Canterbury is currently reviewing the Tuia agreement, to be finalised at the end of this term. Recent strategic position statements were agreed by council on a range of matters, including relations with mana whenua and these can be shared with the Forum.



### Action

Secretariat to prepare key speaking points from the CCPP for councils to utilise when having discussions with local rūnanga

**Due Date:** 30 Jun 2025  
**Owner:** Amelia Wilkins

Minutes : Canterbury Mayoral Forum - 30 May 2025



### Action

Environment Canterbury to share the Tuia agreement review with member councils and strategic position statements with CMF.

**Due Date:** 30 Jun 2025

**Owner:** Craig Pauling



### Decision

The Canterbury Mayoral Forum:

1. received the quarterly Canterbury Climate Change Partnership Plan progress report
2. approved the implementation overviews for key actions 2 (emission reduction) and 3 (adaptation planning) and action 6 (supporting councils to work with papatipu rūnanga)
3. approved the recommendation with respect to action 8.2, it is not feasible for the Canterbury Mayoral Forum to develop or administer a Canterbury Climate Commitment scheme
4. approved the proposal to repurpose the Canterbury Climate Action Planning Reference Group as the Canterbury Climate Champions Reference Group and the updated terms of reference.

**Decision Date:** 30 May 2025

**Mover:** Nigel Bowen

**Seconder:** Karri Morgan

**Outcome:** Approved

## 3. KAI - Morning tea

### 3.1 Kai - morning tea

## 4. For discussion and decision

### 4.1 Canterbury Water Management Strategy - Zone Review

Cameron Smith, Senior Strategy Manager Environment Canterbury, joined the meeting for the Water Management Strategy items.

Craig Pauling introduced the paper noting that the review has been a large piece of work, and there has been a wide range of feedback from individual councils and rūnanga. The aim has been to put forward a model for CMF consideration that provides the flexibility that has been requested and is able to be tailored as required across the region as required.

It was noted that the use of Freshwater Management Units is a new approach, currently set out in the draft Regional Policy Statement – the FMUs are developed based on catchments or sub-catchments and can be logically combined.

Discussion included:

- Neil Brown reiterated the Ashburton district view that rather than a three leg stool, Ashburton consider a fourth leg of community representation be added from the outset, and that the water zone is based on the local authority boundary
- noting that while the three statutory partners are listed initially – territorial authority, rūnanga, regional council, if the local water zone committee wishes to have community representation, or any other representation, they are able to include these as an equal partner

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- consideration of how to effectively include major rivers, such as the Rangitata, if Zone Committees are based on local authority boundaries, and support for the alpine rivers to be addressed more effectively in the refreshed model
- a view that a catchment basis makes sense, noting that there may be cross over with councils and rūnanga, who may be involved in more than one Water Zone Committee
- timing of the new structure, noting that as it is late in the Annual Plan process, it could be likely that the current structure is retained, with local community consultation undertaken in the next Annual Plan
- noting that going forward eight rather than ten Water Management Zone Committees are proposed
- the aim is to have discussions with councils concluded by the end of the year, and an undertaking was given that liaison with Ashburton District Council would be scheduled early in this process.



#### Decision

The Canterbury Mayoral Forum:

1. received the progress update for the Canterbury Water Management Strategy Zone Committee Review and identified next steps to be undertaken to early 2026
2. endorsed the Working Group's recommendations for the design of the proposed local leadership groups.

Neil Brown requested that his dissenting vote be recorded, along with acknowledging the undertaking from the Environment Canterbury Chair that individual Water Zone Committees have the power to have community representation on their committees

**Decision Date:** 30 May 2025  
**Mover:** Craig Pauling  
**Seconder:** Nigel Bowen  
**Outcome:** Approved

## 4.2 Canterbury Water Management Strategy update

Craig Pauling introduced the paper, noting the progress towards implementing the Canterbury Water Management Strategy over the last quarter.



#### Action

Cameron Smith to provide an update to Mackenzie District Council on the resourcing for the Te Mōkihi programme.

**Due Date:** 30 Jun 2025  
**Owner:** Regional Forums Secretariat



#### Decision

The Canterbury Mayoral Forum:

1. received the update for January to March 2025 on the region-wide work underway to implement the Canterbury Water Management Strategy.

**Decision Date:** 30 May 2025  
**Mover:** Nigel Bowen  
**Seconder:** Sam Broughton  
**Outcome:** Approved

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#### 4.3 Canterbury Water Management Strategy - targets progress report

In the absence of Gerard Cleary (Canterbury Operations Forum - Waimakariri) Cameron Smith presented the paper outlining the final draft Targets progress report 2025.

Discussion included:

- context around how the initial targets were established
- while noting number of targets are showing as “not met”, there will be opportunities going forward for Water Zone Committees to be more closely involved in progressing targets
- caution is needed regarding changing targets to ensure comparison with 2021 targets is not compromised
- there is an opportunity to focus on this work, particularly in light of the central government changes to freshwater management.



##### Action

Confirm if 2021 CWMS targets results will remain visible and will be archived once the 2025 updates are made, noting this information is available on the Environment Canterbury website.

**Due Date:** 30 Jun 2025

**Owner:** Marie McNeilly



##### Decision

The Canterbury Mayoral Forum

1. provided feedback on the Canterbury Water Management Strategy's final draft online Targets Progress report 2025
2. endorsed the Canterbury Water Management Strategy's final Targets Progress report 2025 for release mid-June, subject to feedback, supported by a communications plan developed by Environment Canterbury
3. noted the future work needed to be undertaken to improve reporting for 2030.

**Decision Date:** 30 May 2025

**Mover:** Sam Broughton

**Second:** Craig Mackle

**Outcome:** Approved

#### 4.4 2026-2028 Triennium preparation

Discussion on the 2026 – 2028 triennial agreement included:

- the work being undertaken on a Canterbury regional deal and the associated workstreams will be the main focus of the next triennium and may effectively form the Plan for Canterbury going forward
- discussion will be needed on future structure of local and regional governance going forward
- opportunities for greater integration with the Greater Christchurch Partnership could be explored, including a standing agenda item for GCP members to update on GCP activity. It was also noted all agendas and minutes can be found on the GCP website and all meetings are now livestreamed
- opportunities for greater engagement with rūnanga, noting that an annual meeting with all 10 rūnanga representatives would be welcomed as a starting point, and that moving to some form of formal agreement may be possible in the future



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- an opportunity for members to take the draft 2026-2028 triennial agreement to their councils in July 2025 to provide any feedback prior to the final draft agreement going back to the Mayoral Forum in August.



#### Action

Add a standing item on Canterbury Mayoral Forum agenda – Greater Christchurch Partnership.

**Due Date:** 30 Jun 2025

**Owner:** Regional Forums Secretariat



#### Action

Forward members links to the Greater Christchurch Partnership meeting agendas and minutes.

**Due Date:** 30 Jun 2025

**Owner:** Maree McNeilly



#### Action

Draft a council paper to support seeking early feedback on the draft 2026-2028 triennial agreement from individual councils.

**Due Date:** 30 Jun 2025

**Owner:** Maree McNeilly



#### Action

Provide information on the Canterbury Mayoral Forum and Triennial Agreement for Council induction processes post election (included in briefing packs for new members).

**Due Date:** 30 Jun 2025

**Owner:** Maree McNeilly



#### Action

Engagement with Rūnanga – members to send views to Secretariat on options to for more effective engagement with Rūnanga.

**Due Date:** 30 Jun 2025

**Owner:** Regional Forums Secretariat



#### Decision

The Canterbury Mayoral Forum:

1. discussed and provided feedback on the draft Canterbury Local Authorities' Triennial Agreement 2026-2028 and strategy options for the upcoming term.

**Decision Date:** 30 May 2025

**Mover:** Nigel Bowen

**Seconder:** Craig Mackle

**Outcome:** Approved

### 4.5 Regional forums budget July 2025 - June 2027

Members were alerted to an error in the budget format where values in tables 1 and 2 should be summed. Table 1 only refers to councils' commitments to the Canterbury Climate Partnership Plan, Table 2 only refers to funds for the additional items as discussed in the paper.

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Given discussions on the content and timing of a number of workstreams it was agreed that this item be deferred until the August 2025 CMF meeting.

#### 4.6 Future regional and local government for Canterbury

Hamish Riach summarised progress on the opportunities the Canterbury Mayoral Forum identified at the February meeting with respect to opportunities for future local government arrangements for Canterbury:

##### Building Consent Authority

A sub-group of Chief Executives has progressed work on a regional building consent authority, initially undertaking a stock take of councils' current building consent activity.

A budget, or in-kind support is required to undertake the analysis of the information provided by councils and the policy and regulatory framework related to a BCA.

Chief Executives have reviewed the functions outlined in the Wilde and Winder Report and consider that rather than reviewing individual functions at this time, efforts may be better concentrated on understanding the impact of the Government's reform programme on local government while continuing to work through opportunities to work collaboratively as they arise.

Discussion included:

- as the Canterbury Mayoral Forum continues to look for efficiencies for ratepayers, the Building Consent Authority work and a wider review of potential functions that could be considered for regional or sub-regional delivery should continue
- a "coalition of the willing" approach is more likely to produce results
- with regard to the future of local government in Canterbury the opportunity for a facilitated workshop to progress this discussion was raised
- Chair Pauling noted that Environment Canterbury is already doing work in this space. There are conversations happening at Te Pūnaha Kāhika – Regional and Unitary Councils Aotearoa and with other South Island regional and unitary authorities. He noted that he is very happy to share these with members
- noting that central government ministers have commented on the number of local government elected members and there is talk about reducing the number going forward
- being proactive may mean the region has more of a say about the form of local government going forward
- central government is proposing amendments to the Local Government Act
- Forum members can continue to discuss options going forward



##### Action

The Chief Executive sub-group to report back to the Chief Executive Forum in July 2025 and the August 2025 Mayoral Forum meeting on options with regard to a regional building consent authority.

**Due Date:** 30 Jun 2025  
**Owner:** Maree McNeilly



##### Decision

The Canterbury Mayoral Forum:

1. noted the update on the Building Consent Authority Project
2. endorsed the initial budget of \$20,000 to progress the Building Consent Authority project

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3. agreed to continue to look at opportunities to work collaboratively as they arise.

**Decision Date:** 30 May 2025  
**Mover:** Nigel Bowen  
**Seconder:** Sam Broughton  
**Outcome:** Approved



#### Action

Future regional and local government for Canterbury  
 Secretariat to arrange for a facilitated workshop to be held for Forum members to further explore options for local government futures for Canterbury.

**Due Date:** 30 Jun 2025  
**Owner:** Maree McNeilly

## 5. For information

### 5.1 Chief Executives Forum report

This paper was taken as read.



#### Decision

The Canterbury Mayoral Forum:

1. received the quarterly report from the Chief Executives Forum
2. noted updates on work underway or completed on key actions in the Canterbury Mayoral Forum's Plan for Canterbury 2023-2025.

**Decision Date:** 30 May 2025  
**Mover:** Nigel Bowen  
**Seconder:** Sam Broughton  
**Outcome:** Approved

### 5.2 Mayoral Forum Activities and Engagements

This paper was taken as read.



#### Decision

The Canterbury Mayoral Forum:

1. received the update on Canterbury Mayoral Forum activities, engagements and correspondence since the Forum's last meeting on 14 February 2025.

**Decision Date:** 30 May 2025  
**Mover:** Nigel Bowen  
**Seconder:** Sam Broughton  
**Outcome:** Approved

## 6. General business

### 6.1 General business

#### Mayors Taskforce for Jobs (Mayor Brown)

The flow on effect of central government's changes to the eligibility for access to the Mayors Taskforce for Jobs (MTFJ) was discussed. Central Government policy dictates that recipients are

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80 percent from jobseeker beneficiaries and only 20 percent 16-17 year olds (NEETS) (who are unable to receive jobseeker benefit) and members are concerned that this is setting up the scheme for failure.

The MTFJ has been very successful in supporting 16-17 year olds (NEETS) into jobs.

There is a concern that referrals from MSD will be those already difficult to place into employment. It was agreed that this is likely to reduce the effectiveness of the scheme and reduce funding for councils.

There is a real the concern from members around the table that these teens, who have a real chance to succeed with early interventions and support, are likely to slip through the cracks. It's not just about the funding.

It was noted that Selwyn have already pulled out of the scheme and others are considering their continued support as a result of this policy change.

#### **Local Government Metrics - DIA data (Mayor Broughton)**

Mayor Sam Broughton provided an update on conversations between LGNZ and DIA on the release of Local Government metrics.

LGNZ has received some concessions from DIA -in particular providing links to respective councils' websites. There are concerns around the timing of the release of data and that there does not appear to be any appetite to add context for the data.

Conversations are continuing between LGNZ, DIA and the Minister for Local Government.

#### **CMF meetings open to the public/livestreaming**

Prompted by a recent enquiry members discussed the matter of CMF meetings being open to the public and/or live streaming. No conclusion was reached at this time, noting it may be something to be considered in the new triennium.

#### **Genetic Engineering national conversation**

The Chair asked if there any support from the CMF to support the current national discussion on genetic engineering, noting this could be an opportunity for a Canterbury view to be articulated. The Chair will circulate further information to CMF members.



#### **Action**

##### **Mayors Taskforce for Jobs**

Draft a CMF letter to Minister of Social Development outlining the concerns with the new policy direction of the Mayors Taskforce for Jobs scheme for signature by all members.

**Due Date:** 30 Jun 2025

**Owner:** Regional Forums Secretariat



#### **Action**

##### **Genetic Engineering national conversation**

Chair to circulate summary information from William Rolleston to CMF members.

**Due Date:** 30 Jun 2025

**Owner:** Nigel Bowen

## **6.2 Meeting review**

## **6.3 Closing karakia**

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7. Kai - lunch

7.1 Lunch

8. Close Meeting

8.1 Close the meeting

Next meeting: Canterbury Mayoral Forum - 22 Aug 2025, 8:30 am

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Unconfirmed draft

**10 DEPUTY MAYOR'S REPORT****10.1 DEPUTY MAYOR'S REPORT**

**Author:** Karalyn Reid, Committee Secretary and PA to the Mayor

**Authoriser:** Tina Stevenson, Corporate Services Group Manager

**Attachments:** Nil



*Waimate Community Market LWDW Community Chat Session*

**EXTERNAL MEETINGS & FUNCTIONS ATTENDED BY THE DEPUTY MAYOR**

To present for the information of Council a register of external meetings and functions attended by the Deputy Mayor outside of Waimate District Council meetings and general business from 10 May 2025 to 6 June 2025.

Date	Meetings and Functions
12 May 2025	Monday Morning Meeting with Mayor and Chief Executive – Council
13 May 2025	Waimate District Council Biodiversity Strategy Workshop – via Microsoft Teams
14 May 2025	Lower Waitaki South Coastal Canterbury Zone Committee Meeting – via Microsoft Teams
17 May 2025	Waimate Community Market Local Water Done Well (LWDW) Community Chat Session (partial attendance) – Waimate
19 May 2025	Monday Morning Meeting with Mayor and Chief Executive – Council
26 May 2025	Long Term Plan Submission Hearings – Council
27 May 2025	Local Government New Zealand presentation with Department of Internal Affairs re Council Metrics – via Zoom
28 May 2025	LWDW Community Chat Sessions (midday and evening) – Waimate

28 May 2025	Meeting with Tuia Recipient and Mayor – Council
28 May 2025	LWDW Presentation by Timaru District Council – via online live Facebook session
30 May 2025	WDC Community, Sports and Sport Rural Travel Fund Grants Committee Meetings – Waimate

**RECOMMENDATION**

That the Deputy Mayor's Report is accepted.

**11 COUNCILLORS' REPORT****11.1 COUNCILLORS' REPORT**

**Author:** Karalyn Reid, Committee Secretary and PA to the Mayor

**Authoriser:** Tina Stevenson, Corporate Services Group Manager

**Attachments:** Nil

**PURPOSE**

To present for the information of Council a register of external meetings and functions attended by Councillors outside of Waimate District Council meetings and general business from 10 May 2025 to 6 June 2025.

<b>Cr John Begg</b>	
<b>Date</b>	<b>Meetings and Functions</b>
13 May 2025	Waimate District Council Biodiversity Strategy Workshop – Waimate
17 May 2025	Local Water Done Wall (LWDW) Community Chat Session – Waimate Community Market
19 May 2025	Environment Canterbury Biodiversity Advisory Group Meeting – Timaru
28 May 2025	LWDW Community Chat Sessions (midday and evening) – Waimate

<b>Cr Peter Collins</b>	
<b>Date</b>	<b>Meetings and Functions</b>
13 May 2025	Waimate District Council Biodiversity Strategy Workshop – Waimate
17 May 2025	LWDW Community Chat Session – Waimate Community Market
21 May 2025	Waimate Community Anzac Group Meeting – Waimate
28 May 2025	LWDW Community Chat Sessions (midday and evening) – Waimate
3 June 2025	Centrecare Counselling Waimate Meeting – Waimate

<b>Cr Sandy McAlwee</b>	
<b>Date</b>	<b>Meetings and Functions</b>
13 May 2025	Waimate District Council Biodiversity Strategy Workshop – Waimate
14 May 2025	Webinar: Taumata Arowai Acceptable Solutions Consultation
20 May 2025	LWDW Community Chat Session – St Andrews
22 May 2025	LWDC Community Chat Session – Glenavy
27 May 2025	LWDW Community Chat Session – Maungati
4 June 2025	LWDW Community Chat Session – Arno



<b>Cr Tom O'Connor</b>	
<b>Date</b>	<b>Meetings and Functions</b>
13 May 2025	Waimate Grey Power Annual General Meeting – Waimate
13 May 2025	Waimate District Council Biodiversity Strategy Workshop – Waimate
17 May 2025	LWDW Community Chat Session – Waimate Community Market
18 May 2025	Ratepayers meeting: Road damage, septic tanks and public toilets – St Andrews
20 May 2025	LWDW Community Chat Session – St Andrews
27 May 2025	LWDW Community Chat Session – Maungati

<b>Cr Lisa Small</b>	
<b>Date</b>	<b>Meetings and Functions</b>
12 May 2025	Morven Reserves Committee Meeting – Morven
13 May 2025	Waimate District Council Biodiversity Strategy Workshop – Waimate
15 May 2025	Meeting with Council's Climate Change Officer re Biodiversity Strategy – Waimate
22 May 2025	LWDC Community Chat Session – Glenavy
23 May 2025	Judge for Glenavy School Speech Competition – Glenavy
28 May 2025	Meeting with MP Miles Anderson – Glenavy Speed Limited – Oamaru

<b>Cr Rick Stevens</b>	
<b>Date</b>	<b>Meetings and Functions</b>
13 May 2025	Waimate District Council Biodiversity Strategy Workshop – Waimate
17 May 2025	LWDW Community Chat Session – Waimate Community Market
21 May 2025	Waimate District Trust Board Meeting – Waimate
28 May 2025	LWDW Community Chat Sessions (midday and evening) – Waimate

**RECOMMENDATION**

That the Councillors' Report is accepted.

**12 CHIEF EXECUTIVE'S REPORT****12.1 COMMON SEAL REPORT**

**Author:** Karalyn Reid, Committee Secretary and PA to the Mayor

**Authoriser:** Tina Stevenson, Corporate Services Group Manager

**Attachments:** 1. Deed of Grant for Stock Underpass on Fitzmaurice Road [↓](#) 

**PURPOSE**

1. The following documents have been prepared in accordance with previous resolutions of the Council and/or the provisions of the Local Government Act 2002 and other relevant statutes.
2. It is now proposed that the Council authorise the signing and sealing of the below documents as attached:
  - a. Deed of Grant for Stock Underpass on Fitzmaurice Road – February 2025

**RECOMMENDATION**

That the following documents are executed under the Common Seal of the Council:

- a. Deed of Grant for Stock Underpass on Fitzmaurice Road – February 2025

Dated    Day of *May*    2025

**DEED OF GRANT FOR STOCK  
UNDERPASS ON FITZMAURICE  
ROAD**

**WAIMATE DISTRICT COUNCIL**  
the Council

**Kirk Farming Ltd**  
the Grantee

**DEED OF GRANT****DATED**

of February 2025

**PARTIES**

- (1) **WAIMATE DISTRICT COUNCIL** ("the Council")
- (2) **Kirk Farming Limited.** ("the Grantee")

**BACKGROUND**

Pursuant to Section 341 of the Local Government Act 1974, the Council has agreed to grant to the Company rights use a Stock Underpass across **FITZMAURICE ROAD** at Route Position 1136

**TERMS OF THIS DEED****1. Definitions:****1.1** Where the context requires or admits in this Deed:

**"Annual Charge"** means an annual charge of \$Nil plus GST payable by the Grantee pursuant to clause 4.

**"Default Interest Rate"** means a rate of interest equal to the Bank of New Zealand Base Rate at the date of default, plus 5%.

**"Roads"** means the roads within the Council's district.

**"Stock Underpass"** means a concrete structure installed under and across the road for the specific purpose on giving access to stock moving across the road.

**"Working Day"** means any day of the week other than:

- (a) Saturday, Sunday, Good Friday, Easter Monday, Anzac Day, the Sovereign's Birthday, Labour Day, New Zealand's anniversary day and Canterbury Anniversary Day; and
- (b) A day in the period commencing with the 24<sup>th</sup> day of December in any year and ending with the 5<sup>th</sup> day of January in the following year.

**1.2 Interpretations**

- (a) Words importing the singular shall include the plural. Words importing the masculine gender shall include the feminine or neuter and vice versa. Words importing persons shall include companies.
- (b) Any covenant or agreement on the part of two or more persons shall be deemed to bind them jointly and severally.
- (c) Any reference to the Grantee in this Deed includes any receiver, liquidator, statutory manager, assignee in bankruptcy or successor in title of the Grantee and includes the Grantee's employees, workmen, contractors, invitees, agents and inspectors.

- (d) Any covenant or agreement on the part of the Grantee includes a covenant to also ensure compliance by the Grantee's servants, agents, visitors and other permitted invitees, workmen and contractors.
- (e) The Table of Contents and any headings and marginal notations in this Deed have been inserted for convenience only and shall not limit or govern the construction of the terms of this Deed.
- (f) Any reference in this Deed to any statute or regulation is deemed to include all amendments and revisions made from time to time to that statute or regulation and any re-enactments thereof.
- (g) Where the Council's consent or approval is required pursuant to any provision of this Deed such consent or approval shall be required for each separate occasion notwithstanding any prior consent or approval obtained for the like purpose on a prior occasion.

## 2. Grant

- 2.1 In consideration of the payment of the Annual Charge to the Council and subject to always complying with the covenants set out in this Deed the Council grants to the Grantee pursuant to section 341 of the Local Government Act 1974, the right to install, use and maintain a Stock Underpass under the Road for the purposes of giving access to stock moving across the Road.

## 3. Term

- 3.1 **Initial Term:** The term of this Deed will commence on 1 February 2025 and expire on 31 January 2075.

## 4. Charges

- 4.1 **Initial Fee.** The Grantee agrees to pay \$Nil plus GST and thereafter an annual charge of Nil.

## 5. Council's Covenants:

- 5.1 The Council covenants with the Grantee that it will permit the Grantee
  - (a) To convey stock under the Road by way of the Stock Underpass in a free and unimpeded manner for farming purposes.
  - (b) With or without workmen, vehicles or equipment to have access to the Roads for the purposes of installing the Stock Underpass or inspecting, maintaining, repairing, or renewing the Stock Underpass.
  - (c) For the purposes of performing any duty or in the exercise of any of the rights conferred under this Deed, the Company may enter upon and remain on the Roads for a reasonable time for the sole purpose of completing any such work.
- 5.2 For the purposes of clause 5.1, the words "convey stock" includes the right for the Grantee at all times to lead and convey stock without interruption or impediment through the Stock Underpass

under the Road with or without vehicles, tools, equipment, machinery or materials. The right to lead and convey stock without interruption or impediment is limited to the extent required by any period necessary for cleaning, maintaining and repairing of the Stock Underpass.

**6. Grantees Covenants:**

- 6.1 The Grantee will keep and maintain the Stock Underpass in good serviceable repair and will not permit the same to fall into disrepair, do damage of any kind nor becomes a nuisance by any other cause.
- 6.2 In performing any duty or in the exercise of any rights conferred by this Deed, the Grantee will:
- (a) Give the Council 10 working days written notice prior to commencing any works, such notice to specify the location, scope and time period for the completion of the works.
  - (b) Ensure temporary traffic control is approved by Council.
  - (c) Ensure all work is performed in an approved and workmanlike manner.
  - (d) Ensure that all work is completed promptly.
  - (e) Liaise with service authorities to determine service locations and relocations.
  - (f) Comply with the Building Act 2004 and the Building regulations 1992.
  - (g) Ensure the structure is assembled and installed according to the manufacturer's specification, under the supervision of a registered engineer.
  - (h) Ensure that reinstatement of the pavement, road markings, and signs shall be to National Code of Practice for Utility Operators access to Transport Corridors.
  - (i) Be responsible for the structural integrity of the underpass and any damage which it may cause to public utilities or the road pavement.
  - (j) The work shall be carried out by a competent Contractor, experienced in the type of work being undertaken. The Contractor shall meet all their obligations under the current version of the Health and Safety in Employment Act. All underground services shall be located before any excavation commences. Any work on the road will require an approved Temporary Traffic Management Plan.
  - (k) The contractor shall submit a Corridor Access Request (CAR) to Council's Roding Unit for approval.
- 6.3 The Grantee will be responsible for and will keep the Council indemnified against any damage or injury that may occur to the Roads or any person using the Roads or to the property of any person using the Roads arising directly or indirectly as a consequence of the existence of the Stock Underpass on the Road or the exercise by the Grantee of any of its rights under this Deed. The grantee will hold public liability insurance for an amount of **\$1,000,000** to indemnify the Council from any claim against the Council arising directly or indirectly as a result of the Grantees actions.

6.4 The Grantee will comply with all statutes, regulations and bylaws affecting the installing and use of the Stock Underpass made or imposed on it by any Authority. Without limiting the generality of the foregoing, the Grantee will ensure that it complies with the provisions of the Health and Safety at Work Act 2015 and that it has a Health and Safety Management Plan in place at all times during the term of this Deed.

6.5 It is acknowledged by the Grantee that any laying, inspecting, cleansing, repairing, maintaining, renewing and use of the Stock Underpass will be at the Grantee's sole risk in all respects, including without limitation.

(a) any risk of contamination arising from any contaminant or hazardous substances present on the Roads; and

(b) any contaminants or hazardous substances entering the Stock Underpass as a consequence directly or indirectly of any works undertaken by the Council on the Roads.

And that the Grantee shall not be entitled to make any claims against the Council in respect of such matters.

6.6 The Stock Underpass or any other structures, plant or equipment erected or installed by the Grantee near or on the Stock Underpass shall be the property of the Grantee.

## **7. Default**

7.1 If:

(a) Any Annual Charges or other money payable by the Grantee under this Deed is in arrears for 10 Working Days after the same has become due or demanded: or

(b) The Grantee defaults in the performance or observance of any of the covenants or conditions contained in this Deed and the Council has given notice to the Grantee specifying the particulars of the alleged default and requiring the Grantee to remedy the same and the alleged default has not been remedied by the Grantee within a reasonable time having due regard to the nature of the default after the notice has been given;

then notwithstanding any prior waiver or failure to take action by the Council or indulgence granted by the Council to the Grantee in respect of any such matter or default whether past or continuing the Council may cancel this Deed but such cancellation shall not release the Grantee from any liability in respect of any antecedent breach of this Deed.

## **8. Removal of Stock Underpass**

8.1 Upon the expiry or earlier termination of this Deed or in the event that the Stock Underpass is no longer in use and required by the Grantee, the Grantee will at its own cost in all respects remove the Stock Underpass and following such removal works restore the surface of the Roads as nearly as possible to their former condition.

## **9. Miscellaneous**

- 9.1 **No Partnership:** Nothing in this Deed shall create or be deemed to create the relationship of partnership between the parties.
- 9.2 **Waiver:** No waiver of any breach of any term of this Deed shall be effective unless in writing signed by the Council and no such waiver shall be construed as a waiver of any subsequent breach.
- 9.3 **Variation of agreement:** This Deed shall not be cancelled, nullified, amended or modified by any means, unless the fact of cancellation, nullification, amendment or modification as the case may be is expressed in writing signed by duly authorised representatives of the parties, or occurs in accordance with express provisions of this Deed.
- 9.4 **Non reliance:** The Grantee acknowledges that it has relied on its own judgment in respect of all matters under this Deed.
- 9.5 **Force majeure:** No party shall be liable for any delay or default due to natural calamities, acts or demands of governments or any government agency, wars, riots, strikes, fires, floods, accidents or other unforeseen causes beyond its control and not due to its fault or neglect.
- 9.6 **Severance:** If any provision of this Deed, or part thereof, is rendered void, illegal or unenforceable by any legislation or law to which it is subject, it shall be rendered void, illegal or unenforceable to that extent and no further.
- 9.7 **Release and indulgence:** Any liability to any of the parties hereunder may in whole or in part be released, compounded or compromised by time or indulgence given by the other parties in their absolute discretion without in any way prejudicing or affecting their rights against that party.
- 9.8 **Council acting as territorial authority:** The Grantee acknowledges that:
- (a) The Council, in its capacity as a territorial authority, is required to carry out its statutory consent functions under the Resource Management Act 1991 in accordance with the provisions of that statute.
  - (b) The granting by the Council of any consent or approval by the Council as territorial authority under that Act shall not of itself be deemed to be a consent or approval by the Council under this Deed.
  - (c) The Council is bound by statutory obligations to exercise its powers, including discretionary powers, and duties under that Act without regard to any relationship it may have with the Company under this Deed.
- 9.9 **Access Restriction:** The Grantee acknowledges that the permission to install a Stock Underpass revokes any previous licences issued by the Council for a Stock crossing at the same location and that Council will not issue a Stock crossing licence for any other site on **FITZMAURICE ROAD** or in the near vicinity.
10. **Mediation and Arbitration**
- 10.1 All disputes and questions relating to or arising from the interpretation and implementation of the terms of this Deed shall, if they cannot be resolved by the parties, be referred to mediation and



failing resolution to a single arbitrator agreed upon by the parties within 10 Working Days and if one cannot be agreed upon then by a single arbitrator appointed by the President of the Otago District Law Society in accordance with and subject to the provisions of the Arbitration Act 1996 or any statutory modification thereof for the time being in force. The decision of the arbitrator to whom any dispute or question is referred shall be final and binding.

11 **Assignment.** The rights of the Grantee shall not be assigned under this agreement without prior written consent of the Council which shall not be unreasonably held.

11. **Notices**

11.1 Any notice under this Deed may be given as provided in the Property Law Act 1952 and in any event shall be deemed sufficiently served if:

- (a) it is actually received by the addressee or its authorised representative; or
- (b) sent by post or fax to the addressee's last known service address in New Zealand; or
- (c) in the case of a body corporate, sent to its registered office.

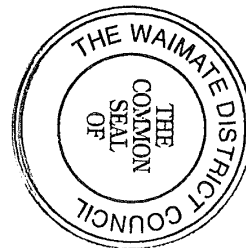
Any notice sent by post shall be deemed to have been served three days following the posting.

12. **Location**

12.1 The Stock Underpass is located on **FITZMAURICE ROAD** at Route Position 1134

THE COMMON SEAL of THE  
WAIMATE DISTRICT COUNCIL  
was hereto affixed by and in the  
presence of:

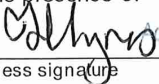
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Chowley Mayor/Councillor  
**Stuart Duncan**  
Chief Executive [Signature] Authorised Officer

SIGNED  
KIRK FARMING LIMITED

in the presence of

 Tracey Hynes  
Accounts Receivable Officer

Witness signature

  
Full name

  
Address

  
Occupation

Note: If two directors sign, no witness is necessary. If a director and authorised signatory sign, both signatures are to be witnessed. If the director and authorised signatory are not signing together, a separate witness will be necessary for each signature.

**12.2 CHIEF EXECUTIVE'S ACTIVITY REPORT**

**Author:** Stuart Duncan, Chief Executive  
**Authoriser:** Stuart Duncan, Chief Executive  
**Attachments:** Nil

**PURPOSE**

1. To inform the Council of the Chief Executive's activities.

**MEETINGS AND FUNCTIONS ATTENDED**

2. Meetings and functions attended by the Chief Executive from 10 May to 6 June 2025:

Date	Meetings and Functions
12 May 2025	South Canterbury Chief Executive Local Water Done Well Meeting – Microsoft Teams
12 May 2025	Alpine Energy Quarterly Shareholder Catch-up – Timaru
16 May 2025	Introductory Meeting with new Chief Executive of Community Trust Mid & South Canterbury – Council office
17 May 2025	Local Water Done Well Community Chat Session – Waimate Market
19 May 2025	South Canterbury Chief Executive Local Water Done Well Meeting – Microsoft Teams
20 May 2025	Local Water Done Well Community Chat Session – St Andrews Hall
27 May 2025	Department of Internal Affairs Presentation on Council Metrics – via Zoom
28 May 2025	Local Water Done Well Community Chat Session – Waimate Event Centre

**RECOMMENDATION**

That the Chief Executive's Activity Report is accepted.

**13 COUNCIL ACTIONS REPORT****13.1 OUTSTANDING COUNCIL ACTIONS REPORT - PUBLIC**

**Author:** Karalyn Reid, Committee Secretary and PA to the Mayor

**Authoriser:** Tina Stevenson, Corporate Services Group Manager

**Attachments:** 1. Outstanding Council Actions Report - Public [↓](#) 

**PURPOSE**

For the Outstanding Council Actions Report – Public to be presented for the information of Council.

**RECOMMENDATION**

That the Outstanding Council Actions Report – Public is accepted.

Meeting	Officer/Director	Section	Subject
Council 23-Apr-24	Duncan, Stuart	General Reports	Licence to use Response Assets (Fire and Emergency New Zealand)
<b>RESOLUTION 2024/52</b>			
<ol style="list-style-type: none"> <li>1. That the License to Use Response Assets (Fire and Emergency New Zealand) report is accepted; and</li> <li>2. That Council recommends that the Chief Executive negotiate the transfer of debt and that the appliance remains in community if possible; and</li> <li>3. That Council delegates the Chief Executive to negotiate directly with Fire and Emergency New Zealand.</li> </ol>			
			<b>CARRIED</b>
<b>Note:</b>			
11 Jun 2025: Currently under negotiation by the Chief Executive.			

Meeting	Officer/Director	Section	Subject
Council 28-Jan-25	White, Stacey	General Reports	St Andrews Closed Landfill Assessment of Remedial Options
<b>RESOLUTION 2025/20</b>			
<ol style="list-style-type: none"> <li>1. That the St Andrews Closed Landfill Assessment of Remedial Options report, together with the St Andrews Assessment of Remedial Options Report (under separate cover) is accepted for finalisation by Environment Canterbury, as presented; and</li> <li>2. That Council seeks advice and information on the implications of the report and agrees that staff seek joint conversations with all stakeholders on possible remediation options.</li> </ol>			
			<b>CARRIED</b>
<b>Note:</b>			
11 Jun 2025: No further information received from Environment Canterbury (ECan) at this time.			

**14 HUMAN RESOURCES REPORT**

Nil

**15 AUDIT AND RISK COMMITTEE REPORT****15.1 AUDIT AND RISK COMMITTEE CHAIR'S REPORT**

**Author:** Tina Stevenson, Corporate Services Group Manager

**Authoriser:** Tina Stevenson, Corporate Services Group Manager

**Attachments:** Nil

**PURPOSE**

1. As required by the Terms of Reference for the Audit and Risk Committee, the Chair is to prepare a report for the next Ordinary Meeting of Council following each Audit and Risk Committee Meeting.
2. The report does not replace the minutes of the meeting.

**REPORT ON MEETING: 10 JUNE 2025**

3. As the Chair attended the meeting remotely via Teams, the chairing of the meeting was undertaken by the Deputy Chair. This report has however been prepared by Chair Damian Hogue.

**Office of the Auditor General (OAG) Forum Report**

4. The Chair tabled an update from the latest OAG Forum which was on the topic of the Value of Internal Audit. He highlighted the strengths of internal audit and also the differences with external audit. He noted that given the size of Waimate Council as an organisation it would be difficult to justify a separate internal audit function for the Council. The Council would mostly have to continue to rely on Audit NZ to review their internal controls and processes, etc. However, this could be periodically supplemented by use of external resources and contractors (e.g. fraud awareness training).

**Health and Safety Report**

5. The Health and Safety Report was reviewed. The Committee noted the one accident and three hazards that had occurred during the reporting period.

**Human Resources Report**

6. The Committee reviewed the Human Resources report noting the potential recruitment challenges ahead associated with implementation of the Local Water Done Well rollout.

**Audit NZ Report on Councils Long Term Plan (LTP) Consultation Document (CD) 2025 to 2034**

7. The Committee reviewed the Audit Report from Audit NZ on the Council's LTP CD. Mr Tomlinson from Audit NZ joined the meeting and highlighted the major issues and recommendations from the audit. In particular, he noted that although an unmodified report had been issued there was an Emphasis of Matter included in relation to the uncertainty over the Council's future water service delivery model in the CD. He also indicated that although the final audit report for the actual LTP itself is expected to be issued by 30 June, there is a risk that their opinion may include a qualification in relation to this issue. The Committee considered Mr Tomlinson's points and noted that management will continue to liaise with Audit NZ in respect of this matter.

**Audit NZ Audit Plan for the Year Ended 30 June 2025**

8. The Committee reviewed the proposal from Audit NZ outlining their plan for the audit of the Council for the year ended 30 June 2025. Mr Tomlinson highlighted the key risks and areas of focus for the audit and outlined the proposed timetable. A Draft Report to the Council is to be issued by 31 October 2025.

**Audit NZ Confirmation of Engagement – Debenture Trust Deed**

9. The Committee reviewed and accepted the proposed terms for Audit NZ for their engagement to conduct the Limited Assurance Review in respect of the Council's Debenture Trust Deed for 2025 and issue the required report.

**Alphine Energy Economic Development Fund Update**

10. The Committee reviewed and noted the list of expenditure and balances for Council, Wards and Elected Member Initiatives from the fund.

**Major Projects Report**

11. The Three Waters and Roading project reports were reviewed. The Committee also noted the explanation and learnings from the cost overrun of the Edward Street Wastewater Renewal project that was included in the report.

**Risk Register**

12. The Risk Register was reviewed. The Committee noted the updates to nine risks. There was also a view from management that the residual risk rating on the Human Resources risk should improve over the next 18 months.

**Computer Systems Incident Response Policy – Public Excluded**

13. The Committee reviewed and noted the recently approved Computer Systems Incident Response Policy.

**Insurance Update 2025/26 – Public Excluded**

14. The Committee reviewed an update on the Insurance Renewal for 2025/26 which is currently underway. The Committee pleasingly noted there was an expectation that the premium rates for Material Damage and Business Interruption coverage should decrease from the 2024/25 year.

**Questions**

15. Any questions arising from this report can be addressed by the Deputy Chair/Mayor, Mayor or the Chief Executive.

**Damian Hogue, Chair****RECOMMENDATION**

That the Audit and Risk Committee Chair's Report is accepted.



## 16 GENERAL REPORTS

### 16.1 FINANCE REPORT FOR THE 10 MONTHS ENDED 30 APRIL 2025

**Author:** Jacqueline Michael, Accounting Assistant

**Authoriser:** Tina Stevenson, Corporate Services Group Manager

**Attachments:** Nil

#### PURPOSE

1. To present the Finance Report to Council.

#### Waimate District Council Statement of Financial Performance For the 10 months ended 30 April 2025

	Variance Note	Actual \$000	Year to date Budget \$000	Variance \$000	% Var.	Full Year Budget Including carry forwards
<b>Operating Revenue</b>						
Rates (net of remissions)		\$ 15,578	\$ 15,573	\$ 4	0%	\$ 16,004
Development and Financial Contributions	3	259	55	204	371%	66
NZ Transport Agency Subsidy	4	3,531	4,046	(515)	(13%)	4,963
Fees and Charges		1,234	1,233	-	-	1,480
Interest Revenue	5	84	67	17	25%	83
Transitional & Better Off Funding - 3Waters	6	400	-	400	100%	-
Other Revenue	7	2,137	1,708	429	25%	4,223
<b>Total Operating Revenue</b>		<b>23,223</b>	<b>22,682</b>	<b>539</b>	<b>2%</b>	<b>26,819</b>
<b>Operating Expenditure</b>						
Employment Benefit Expenses	8	5,160	5,655	495	9%	6,755
Depreciation and Amortisation	9	5,785	6,286	501	8%	7,543
Roading Expenses	10	2,306	2,922	616	21%	3,662
Finance Costs	5	164	212	48	23%	428
Other Expenses	11	5,925	5,925	-	-	9,821
<b>Total Operating Expenditure</b>		<b>19,340</b>	<b>21,000</b>	<b>1,660</b>	<b>8%</b>	<b>28,209</b>
<b>Total Surplus/(Deficit)</b>		<b>\$ 3,883</b>	<b>\$ 1,682</b>	<b>\$ 2,199</b>	<b>131%</b>	<b>\$ (1,390)</b>

2. For the 10 months ended 30 April 2025, Council recorded a surplus of \$3.883M, compared to a budgeted surplus of \$1.682M; therefore, Council is tracking \$2.199M favourable to budget.

#### MAJOR VARIANCES TO BUDGET

3. Development and Financial contribution above budget mainly due to Sewer Capital contributions above budget by \$43,000. District Planning Reserve Contribution above budget due to financial contribution for open space and recreation reserve.
4. Subsidies from NZ Transport Agency are slightly below budget due to the reduced spending in operational and capital spends compared to budget.
5. Returns on cash in the bank and the timing of capital and operational spends being later than anticipated, has resulted in higher interest revenue compared to budget. Finance costs are less than budgeted due to timing and the phasing of the budget, with the full year finance costs expected to be similar to the total budgeted.
6. Transitional and Better off funding was not budgeted in the enhanced Annual Plan, thus reflecting a higher variation to budget.

7. Other Revenue above budget mainly in the area of;
  - General Recoveries above budget due to Waimate Event Centre fire insurance proceeds received \$480,000.
  - Rates Penalties above budget by \$74,000.
  - Vested assets for the resurfacing of the Tennis Court \$44,000 and Bond Street contribution \$28,000.
  - Morven Reserve rental from land and leases below budget by \$40,000, due to new lease agreement has monthly payments compared to budget phasing done quarterly. This reflects temporary variance below budget but is expected to realign with budget amount.
8. Employment benefit expenses are below budget primarily due to some continued staff vacancies. While the labour market is now loosening, there are likely to be extra considerations impacting the vacancies and current roles, for example, potential reconfiguration of some roles within teams. Such changes could result in increased (and possibly over-budget) employment benefit expenses in the future.
9. Depreciation and amortisation expenses are below budget primarily in Three Waters due to the timing and deferral of capital projects.
10. Roading Expenses below budget mainly in the area of;
  - Sealed Roading Resurfacing below budget by \$516,000. The April claim was delayed due to the need for remeasurement of sealed roads to validate quantities. The expenses are expected to realign with budget once processed.
  - Kerb & Channel Renewal below budget by \$142,000.
  - Culvert Renewal below budget by \$98,000 and Drainage Construction below budget by \$47,000.
11. Other expenses are above budget mainly due to;
  - Grants for recreational tracks above budget by \$100,000 and funded from the Subdivision Recreation Reserve.
  - Grounds Maintenance at the Waitaki Lakes \$78,000 above budget and is funded from the Te Aka Recreational Reserve. Rural Parks and Reserves ground maintenance \$7,000 above budget.
  - Repairs and Maintenance of the Hut at Knottingley Park above budget by \$20,000.
  - Roading Professional Service Recoveries to be processed \$400,000 reduced due to unfilled staffing positions.

**Waimate District Council**  
**Statement of Financial Performance by Activity Group**  
**For the 10 months ended 30 April 2025**

Activities	2024/25 Actuals \$000	2024/25 Budget \$000	Variance \$000	Full Year Budget \$000	Comments
<b>Community Facilities</b>					
Camping	(194)	(149)	44	(216)	Waitaki Lakes Ground Maintenance above budget \$78,000.
Cemeteries	(7)	8	15	-	Cemetery Income below budget \$33,000.
Event Centre	478	(41)	(520)	(129)	Insurance proceeds received for Event Centre Fire \$480,000.
Parks and Public Spaces	(47)	100	147	(58)	Knottingley Park Repairs & Maintenance above budget \$20,000 (Hut Repairs). Rural Reserve Parks grounds maintenance above budget by \$7,000. Morven Reserve Rental/Lease below budget by \$40,000.
Property	58	219	161	138	Council Property repairs and maintenance below budget by \$40,000. Community Housing repairs & maintenance above budget by \$22,000.
Swimming Pool	28	38	10	-	
	<b>317</b>	<b>174</b>	<b>(143)</b>	<b>(266)</b>	
<b>Community Services</b>					
Community Support	(122)	(36)	86	(85)	Grants Recreational Tracks above budget by \$100,000.
Economic Development and Promotions	143	48	(96)	(267)	Promotion Brochures below budget \$16,000. Promotion Videos & Photographs below budget \$10,000. General Economic Development Strategy below budget \$8,000.
Emergency Management	67	31	(35)	(5)	Insurance below budget by \$7,000. Training & Conference below budget \$4,500. Civil Defence General Expenses below budget by \$7,000.
Library	85	84	-	-	
	<b>173</b>	<b>128</b>	<b>(46)</b>	<b>(358)</b>	
<b>District Planning &amp; Reg. Serv.</b>					
Animal Management	55	46	(10)	-	Dog Registration below budget by \$7,000
Building Control	53	21	(32)	(17)	Accreditation Expense below budget \$30,000. Conferences, Seminars & Training below budget \$18,000.
Environmental Services	4	43	40	-	Health & Liquor Licence Contract above budget \$37,000.
Resource Management	261	24	(236)	(249)	Reserve Financial Contribution, Open Space and recreation Fonterra \$150,000 and Flecture \$4,000.
	<b>372</b>	<b>134</b>	<b>(238)</b>	<b>(266)</b>	
<b>Organisation and Governance</b>					
Central Administration	671	(372)	(1,043)	(397)	Chief Executive BU Conference, Seminars & Training below budget by 27,000 and Consultancy above budget \$45,000. Corporate Services Consultancy below budget by \$34,000. I.T BU Aerial Imagery below budget \$32,000. Rooding Professional Service Recoveries to be processed: -\$400,000.
Community Representation	250	193	(56)	(9)	Governance General Expenses below budget \$9,000. Training & Conference below budget by \$6,000. Councillors Remuneration below budget by \$14,000. Consultancy below budget by \$6,000.
Investments and Finance	(33)	56	89	154	Forestry Consultancy below budget by \$22,000. Rates Penalty above budget by \$74,000.
Strategy	179	183	4	(58)	
	<b>1,066</b>	<b>60</b>	<b>(1,006)</b>	<b>(310)</b>	
<b>Roading and Footpaths</b>	<b>470</b>	<b>443</b>	<b>(27)</b>	<b>(137)</b>	Sealed Rooding Resurfacing below budget by \$516,000 and Kerb & Channel Renewal below Budget \$142,000 and Culvert renewal below budget \$98,000 and Drainage below budget by \$47,000.
<b>Water Supply</b>					
Rural Water Supply	343	29	(314)	(123)	Lower Waihao Nitrate response \$89,000. Otao/Makikihi Capital Contribution above budget \$15,000. Waikakahi Electricity below budget \$15,000.
Urban Water Supply	295	166	(129)	(55)	Waimate Urban Vested Income bond St \$19,000. Operational Maintenance below budget \$7,000. Utilities charges above budget \$24,000.
	<b>639</b>	<b>195</b>	<b>(444)</b>	<b>(178)</b>	
<b>Sewerage and Sewage</b>	<b>203</b>	<b>126</b>	<b>(76)</b>	<b>9</b>	Capital Contribution Sewer \$46,000. Insurance below budget \$10,000. Consultant - CCTV investigations below budget \$54,000.
	<b>560</b>	<b>374</b>	<b>(186)</b>	<b>102</b>	Grants above budget \$33,000. Disposal Charge on Collection above budget \$62,000. Contractors above budget by \$11,000. Waste Levy Expenditure below budget by \$25,000. Fees & Charges above budget \$35,000.
<b>Waste Management</b>					
Stormwater	83	49	(33)	14	Consultant below budget \$34,000. Operational Contractor System Support below budget \$7,000.
<b>Total Surplus/(Deficit)</b>	<b>3,883</b>	<b>1,683</b>	<b>(2,199)</b>	<b>(1,390)</b>	

## Waimate District Council

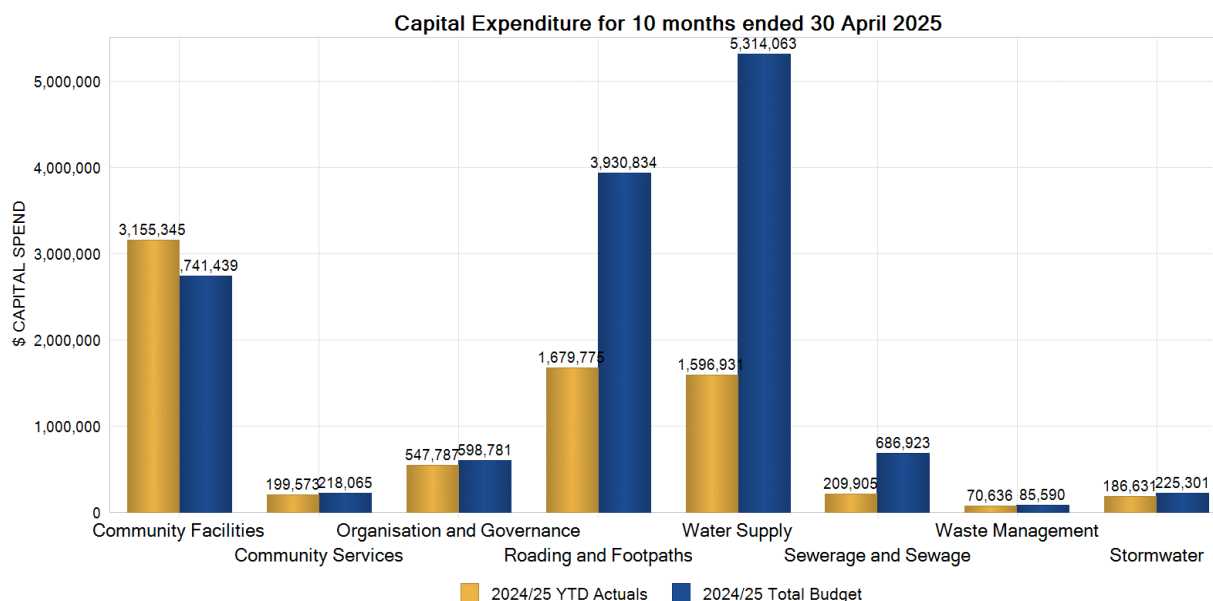
### Statement of Financial Position

#### As at 30 April 2025

	Movement Note	Actual 30 April 2025 \$000	Actual 30 June 2024 \$000	Movement \$000
<b>Assets</b>				
<b>Current Assets</b>				
Cash and cash equivalents	12	2,293	1,468	825
Trade and other receivables		6,929	3,721	3,208
Inventories		269	235	34
Other financial assets		-	-	-
<b>Total Current Assets</b>		9,492	5,424	4,068
<b>Non Current Assets</b>				
Property, plant and equipment	13	509,196	509,213	(18)
Forestry assets		2,186	2,186	-
Intangible assets		1,348	1,378	(30)
Other financial assets		22,583	22,460	123
<b>Total Non Current Assets</b>		535,313	535,237	76
<b>Total Assets</b>		<b>544,804</b>	<b>540,661</b>	<b>4,143</b>
<b>Liabilities</b>				
<b>Current Liabilities</b>				
Trade and other payables	13	2,181	3,179	(999)
Borrowings		3,019	3,019	-
Provisions		10	10	-
Employment Benefit Expenses		501	689	(187)
Derivative financial instruments		-	-	-
<b>Total Current Liabilities</b>		5,712	6,898	(1,186)
<b>Non Current Liabilities</b>				
Provisions	13	82	82	-
Borrowings		4,470	2,970	1,500
<b>Total Non Current Liabilities</b>		4,552	3,052	1,500
<b>Equity</b>				
Public Equity	13	100,705	96,929	3,775.971950
Reserves		433,835	433,782	53.431740
<b>Total Equity</b>		534,540	530,711	3,829
<b>Total Liabilities and Equity</b>		<b>544,804</b>	<b>540,661</b>	<b>4,143</b>

12. Trade and other receivables include instalment 4 of rates which were due for payment in May 2025.
13. Borrowings increased due to increase in term loans from Local Government Funding Agency.

## TOTAL CAPITAL EXPENDITURE BY GROUP



*Note: Year to date Actuals (yellow) includes capital work in progress on 30 June 2024. The Total Budget (blue) includes Downlands Rural Water Scheme 14% share of capital projects \$168,000.*

Totals:	Spend to date (including WIP at 30 June 2024)	\$	7,646,582
	WIP carried forward from 30 June 2024 (Water Supply)	\$	-551,773
	WIP carried forward from 30 June 2024 (Sewerage)	\$	-
	WIP carried forward from 30 June 2024 (Stormwater)	\$	-68,251
	WIP carried forward from 30 June 2024 (Roding)	\$	-11,020
	WIP carried forward from 30 June 2024 (Operational)	\$	<u>-1,647,322</u>
	Total spends to 30 April 2025	\$	5,368,217
	 Total 2024/2025 Budget (excluding carry forwards)	\$	9,484,094
	% of total budget available spent		57%
	 Total 2024/25 Budget (Including Carry forward)	\$	13,800,996
	% of total budget available spent		39%

14. Further detail on capital spends are as follows:

*The Council has approved Capital Carry forward budget of \$4,316,902 which is incorporated into the total budget for the 2024-25 financial year.*

Project	Total Spends to 1 Jul 2024 to 30 April 2025	2024/25 Budget(Includes Carry Forward)	Remaining Budget
<b>Community Facilities</b>			
Local Govt Centre - Library / LGC Extension	800,619	807,066	6,447
Public Toilets - Glenavy & St Andrews facilities BOF*	-	448,800	448,800
Public toilets - Waimate Town (New Toilets)	296,491	445,150	(47,596)
Morven Reserve - Irrigation upgrade (non rate funded)	252,568	284,790	32,222
Community Housing - General capital	-	90,405	90,405
Morven Reserve - Hall painting (non rate funded)	-	80,000	80,000
Property - Court House Upgrade / Roof	5,375	67,469	62,094
Cemetery - Repurpose Queen Street toilets (and pump station)	-	61,294	61,294
Cemetery - Reseal Driveway	-	50,000	50,000
Swimming Pool - PVC membrane lining	42,573	42,708	135
Community Housing - Painting	-	32,753	32,753
Victoria Park Gardens - Garage door replacement	13,283	32,500	19,217
Swimming Pool - Replace Pool Covers	30,620	31,000	380
Waimate Lakes Camping - Pipe renewals	1,183	28,537	27,354
Property - Theatre building capital projects	-	24,000	24,000
Property - Tennant St building capital	-	22,227	22,227
Waimate Lakes Camping - Landscaping, fencing and plantings	-	20,000	20,000
Victoria Park - Upgrade glasshouse heating system	2,800	20,000	17,200
Waimate Lakes Camping - Boat ramp upgrade	11,332	15,852	4,520
Victoria Park - Pergola replacement	30,435	15,587	(14,848)
Victoria Park Camping - Upgrade Tennant St cabins	-	14,184	14,184
Knottingley Park - BBQ and cover (Re-allocated for Hut)	-	13,950	13,950
Property - Paint Tennant Street dwelling	-	10,568	10,568
Local Govt Centre - Security Cameras	-	10,000	10,000
Waimate Lakes Camping - Chlorine dosing Te Aka & Waitangi	-	10,000	10,000
Urban Reserves - Tennis court resealing	88,856	-	(88,856)
Local Govt Centre - Emergency generator	10,033	-	(10,033)
Community Housing - Hot Water Cylinders & other Furn&Fitting	13,283	6,000	(7,283)
Other Projects	52,488	56,599	4,111
<b>Total Community Facilities</b>	<b>1,651,937</b>	<b>2,741,439</b>	<b>893,247</b>
<b>Community Services</b>			
Promotions - District signage	31,045	74,148	43,103
Library - Books	51,021	64,717	13,696
Emergency Management - Equipment renewals	-	48,200	48,200
Promotions - Storage for Community Xmas Tree	-	21,000	21,000
Promotions - Storage for Retail Products	16,961	10,000	(6,961)
Library - Furniture and fittings (extension)	86,511	-	(86,511)
<b>Total Community Services</b>	<b>185,538</b>	<b>218,065</b>	<b>32,527</b>
<b>Organisation and Governance</b>			
Investment - Gorge Road Premises	36,512	-	(36,512)
Governance - AV Conferencing system for Council Chambers	84,094	75,000	(9,094)
Corporate Services - Magiq Upgrades	-	70,000	70,000
Utilities - Vehicle Replacement	58,470	60,000	1,530
Utilities - Vehicle replacement	53,927	60,000	6,073
Digitisation Scanning Equipment	54,813	-	(54,813)
Asset Management - Vehicle replacement	42,153	-	(42,153)
Asset Management - SCADA	-	58,000	58,000
Forestry - Land access	-	49,500	49,500
Corporate Services - Cleaners Vehicle	-	40,000	40,000
Corporate Services - Furniture & Fittings	18,616	33,000	14,384
Investment Property - Furniture & Fittings	13,272	15,000	1,728
Corporate Services - Computers / Hardware	14,878	15,000	122
Parks - Plant and Machinery	13,303	10,000	(3,303)
Corporate Services - Public security cameras	12,848	5,000	(7,848)
Other Projects	15,021	108,281	93,260
<b>Total Organisation and Governance</b>	<b>417,907</b>	<b>598,781</b>	<b>180,874</b>
* Glenavy Toilets Complete			

Project	Total Spends to 1 Jul 2024 to 30 April 2025	2024/25 Budget(Includes Carry Forward)	Remaining Budget
<b>Roading and Footpaths</b>			
Roading - Resealing	327,528	1,296,922	969,394
Roading - Drainage Construction	119,303	172,395	53,092
Roading - Culvert Replacement	70,731	193,132	122,401
Roading - Kerb and Channel Renewal	125,884	292,850	166,966
Roading - Concrete Ford Renewal	11,089	45,000	33,911
Roading - Pavement Rehabilitation	667,291	817,900	150,609
Roading - Structures Component	38,370	202,850	164,480
Roading - Sign Renewal	41,481	69,731	28,250
Roading - Minor Improvements	1,105	390,000	388,895
Roading - Footpath Renewal	77,474	290,054	212,580
Roading - Minor Improv. (non-sub)	1,570	50,000	48,430
Roading - Seal Extensions	186,931	60,000	(126,931)
Roading - Development	-	50,000	50,000
Roading - Dust suppression	-	-	-
<b>Total Roothing and Footpaths</b>	<b>1,668,756</b>	<b>3,930,834</b>	<b>2,262,078</b>
<b>Water Supply</b>			
Urban Water - Te Kiteroa Main, Booster and Reservoir	27,922	1,499,913	1,471,991
Lower Waihao - Denitrification	78,730	678,243	599,513
Urban Water - Extension Bakers/Court/Hunts/Fitzmaurice Roads	1,231	540,000	538,769
Urban Water - Rising Main Renewals	275,951	469,233	193,282
Urban Water - Booster Bakers/Court/Hunts/Fitzmaurice Roads	-	310,736	310,736
Urban Water - AC Water Main Renewals	220,730	190,828	(29,902)
Water Supply Schemes - Capital	-	168,000	168,000
Lower Waihao - Glenavy line renewal	1,231	145,100	143,869
Urban Water - Lateral Renewals	3,118	117,085	113,967
Hook / Waituna - Drinking Water Intake/Plant Compliance Upgr	73,710	109,100	35,390
Urban Water - Manchester's treatment plant generator	82,385	108,000	25,615
Urban Water - Waimate Reservoir Cover Replacement	-	100,000	100,000
Urban Water - Main line valve renewals	-	86,460	86,460
Urban Water - Pressure Management	-	77,100	77,100
Urban Water - Timaru Road pump renewals	26,155	68,850	42,695
Hook / Waituna - Source / WTP generator	-	51,000	51,000
Otaio / Makikihi - Source / WTP generator	-	51,000	51,000
Lower Waihao - Telemetry - Lower Waihao Boost Renewal	-	38,000	38,000
Lower Waihao - Distribution FAC pH Online Analysers	31,544	38,000	6,456
Otaio / Makikihi - Distribution FAC pH Online Analysers	31,170	38,000	6,830
Waikakahi - Distribution FAC pH Online analysers	-	38,000	38,000
Hook / Waituna - Line renewal Manchesters and Molloy's Rd	20,496	36,000	15,504
Waikakahi - Renewals	35,452	35,000	(452)
Otaio / Makikihi - Makikihi Chlorine Monitoring Station	15,585	29,487	13,902
Waihaorunga - Pump replacements	4,053	29,000	24,947
Hook / Waituna - Renewals	70	28,092	28,022
Lower Waihao - Renewals	3,646	28,000	24,354
Lower Waihao - Glenavy Chlorine Monitoring Station	15,901	21,584	5,683
Waikakahi - Chlorine monitoring station	-	20,463	20,463
Hook / Waituna - pH Online analysers	15,585	19,000	3,415
Otaio / Makikihi - Renewals	8,372	19,000	10,628
Cannington - Pratts pumphouse power supply	-	18,600	18,600
Cannington - Renewals	8,700	16,279	7,579
Cannington - Renewal Maintenance of weir	170	14,252	14,082
Urban Water - Booster Manchesters Standby Pump 2	-	13,991	13,991
Waihaorunga - Renewals	12,637	13,000	363
Urban Water - Fencing	-	12,000	12,000
Waikakahi - McKay/ Francis 1.3km 40 OD	-	11,613	11,613
Lower Waihao - Drinking Water Intake/Plant Compliance Upgrad	29,402	-	(29,402)
Other Projects	21,213	26,054	4,841
<b>Total Water Supply</b>	<b>1,045,158.15</b>	<b>5,314,063.00</b>	<b>4,268,904.85</b>

Project	Total Spends to 1 Jul 2024 to 30 April 2025	2024/25 Budget(Includes Carry Forward)	Remaining Budget
<b>Sewerage and Sewage</b>			
Sewer - Waimate Urban Renewals	77,287	444,880	367,593
Sewer - Garlands Road low pressure sewer extension	124,733	198,255	73,522
Sewer - WWTP various equipment	7,884	14,568	6,684
Sewer - Pond Bypass Valves Renewal	-	12,600	12,600
Other Projects	-	16,620	16,620
<b>Total Sewerage and Sewage</b>	<b>209,905</b>	<b>686,923</b>	<b>477,018</b>
<b>Waste Management</b>			
Waste Management - Extend seal at RRP	65,250	76,090	10,840
Waste Management - Wheelie Bin Replacements	5,386	8,500	3,114
Waste Management - Miscellaneous Capital	-	1,000	1,000
<b>Total Waste Management</b>	<b>70,636</b>	<b>85,590</b>	<b>14,954</b>
<b>Stormwater</b>			
Stormwater - Park Road catchment investigation	115,673	154,100	38,427
Stormwater - Rapid soakage devices	-	50,000	50,000
Stormwater - Belt Street main renewal	-	12,200	12,200
Other Projects	2,707	9,001	6,294
<b>Total Stormwater</b>	<b>118,380</b>	<b>225,301</b>	<b>106,921</b>
<b>Grand Total</b>	<b>5,368,217</b>	<b>13,800,996</b>	<b>8,236,525</b>

15. There are a number of projects carried over from previous financial years which are within the procurement plan. The majority of the Online Analysers have now been purchased and have been installed. One of the online analysers is being utilised at the potential new source for Lower Waihao Rural Water Supply. The Te Kiteroa water main project and Gorge Road wastewater renewal is underway with directional drilling and open trenching respectively. A problematic section of the Shearman Street sewer is currently being renewed.
16. Optioneering for the upgrade of the Cannington, Waihaorunga and Waikakahi Rural Water supplies is complete with the projects being re-budgeted in the 2025-34 Long Term Plan. Recent signals surrounding the Acceptable Solution for Mixed-Use Water Supplies will almost certainly influence these projects in mid-2025. Estimates indicate investment could reduce as much as 50%. Staff continue working on developing and consenting the new Lower Waihao Source at Bells Pond.
17. At the April and May 2025 Council meetings, Council were asked to consider the frequency of financial reporting, and whether quarterly reporting is sufficient. Council are to advise staff accordingly.

### RECOMMENDATION

That the Finance Report for the 10 months ended 30 April 2025 is accepted.



**16.2 RISKPOOL: UPDATE AND PROPOSED MEMBER CONSULTATION**

**Author:** Tina Stevenson, Corporate Services Group Manager

**Authoriser:** Tina Stevenson, Corporate Services Group Manager

**Attachments:** 1. Riskpool Update and Proposed Member Consultation [↓](#) 

**PURPOSE**

1. For Council to receive an update regarding the winding up of Riskpool and proposed member consultation.

**BACKGROUND**

2. Riskpool is a mutual liability fund that offered public liability and professional indemnity cover to its members from 1 July 1997 to 30 June 2017, a total of twenty years.
3. Waimate District Council was a member of Riskpool to receive cover previously and subsequently provided by commercial liability insurers. Riskpool provided Public Liability and Professional Indemnity cover for its members.
4. Riskpool ceased to offer cover from 1 July 2017, as support from the sector had dropped, particularly from larger councils, and without good support Riskpool could not offer competitively priced cover and risk management services. Riskpool has now been in run-off mode for over 5 years. It is expected that Riskpool will remain in run off for a further 3-5 years.
5. Council was updated with a series of related communications at the January 2024 Council meeting, with subsequent updates at the June 2024 and January 2025 Council meetings.
6. A call on members was made in March 2025 with Council's share equating to \$10,945.
7. We have attached Riskpool's latest update dated 26 May 2025.
8. Riskpool anticipate a further call to members to be made in August 2025, subject to the progression of litigation and reinsurance negotiations.
9. The call will be to cover operating and other costs for the 2025/2026 financial year.
10. To provide some context, a call of \$3.5 million can be expected to be approximately \$15,500.
11. Riskpool has provided an update on the ongoing domestic litigation and reinsurance negotiations.
12. Additionally and of note, amendments to the Trust Deed are proposed to ensure indemnification of Directors of the trustee company to alleviate personal liability, in line with standard practice of governance in comparable entities.
13. Consultation with members will occur for this proposed change and Member Councils are encouraged to engage in the process, with virtual briefings and one-on-one sessions offered to discuss the changes and answer any queries.
14. Key dates and opportunities to engage are listed in the letter.

**PROPOSAL**

15. That Council receive Riskpool's Update and Proposed Member Consultation.

**ASSESSMENT OF SIGNIFICANCE**

16. This matter is deemed to be of low significance under Council's Significance and Engagement Policy.

**CONSIDERATIONS****Risk**

- 17. There is no risk associated with receiving the update.
- 18. There is an on-going risk of further calls being made on members.

**FINANCIAL**

- 19. There are no known budget considerations to receive the update.
- 20. No provision has been made in Council budgets for the anticipated call of approximately \$15,500 in August 2025, or any further future calls.

**RECOMMENDATION**

That the Riskpool: Update and Proposed Member Consultation report is received.



26 May 2025

Tina Stevenson  
Waimate District Council  
PO Box 122  
WAIMATE  
7960  
tina.stevenson@waimatedc.govt.nz

Dear Tina

**Riskpool - Update and Proposed Member Consultation**

We are pleased to note the positive response to Riskpool's March 2025 call for funding. Your continued engagement and support are valued and essential as we work through the complex task of managing legacy claims and continue to represent the financial interests of members.

Riskpool was established to provide collective risk protection to local government entities in New Zealand, and the Board remains firmly committed to upholding this founding purpose. We continue to operate in accordance with the principles on which Riskpool was founded: shared responsibility, prudent financial management, and mutual support among members. In that spirit, we aim to keep you well informed and closely involved in key developments affecting the Scheme.

With that in mind, we write to update you on the following:

**Further Calls**

We recognise that many Member Councils operate under tight fiscal constraints, and that advance warning of any call for funding is essential.

As outlined in our prior correspondence in March 2025, any future call for funding will depend primarily on two factors:

- i. The outcome of ongoing domestic litigation; and
- ii. The position taken by Riskpool's reinsurers in relation to coverage.

Developments in these areas indicate that a further call is likely in future. We will provide Members with as much advance notice as possible to support budget planning.

At this stage we anticipate a further call to members will be made in August 2025, subject to the progression of litigation and reinsurance negotiations. The call, which we expect to be in the region of \$3.3 to \$3.7 million, (across the membership, not per individual member) will be to cover operating and other costs for the 2025/2026 financial year.

Please note, the division of contributions to Members will depend upon the relevant fund years in deficit and may vary from the call issued in March 2025.

#### **Ongoing Domestic Litigation**

Riskpool is currently involved in significant domestic litigation. Following the Supreme Court's decision in Local Government Mutual Funds Trustee Ltd v Napier City Council [2023] NZSC 97, which addressed the treatment of claims that involved a mixture of non-weathertightness and weathertightness claims (**mixed claims**) under the Scheme, Riskpool has accepted three claims, including the Napier City Council Waterfront Apartments claim, for two separate members.

At present, there are several other claims that involve mixed claims. Two of these claims are currently listed for trial in September 2025. The Board is working closely with its legal advisers to ensure the efficient preparation for trial. These cases are important in clarifying the scope of Riskpool's historical obligations and the interpretation of past Scheme terms. Riskpool is also keeping reinsurers updated of developments on the progress of the domestic litigation.

We will continue to keep Members informed as these proceedings evolve.

#### **Reinsurance Negotiations**

In parallel with the domestic litigation, Riskpool continues to actively pursue reinsurance coverage. Riskpool's reinsurance policies are governed by English law, with any dispute to be resolved in the English courts. There are several reinsurers in the so-called reinsurance "tower" for each fund year. Riskpool continues to work with its London-based broker and has instructed English counsel and a New Zealand-based counsel team to assist, all specialised in reinsurance disputes.

These efforts are critical to Riskpool's ability to meet any future liabilities without placing further funding pressure on Members in so far as is possible.

The outcome of these reinsurance negotiations is likely to take time and may require litigation in the English Courts. We will endeavour to keep Members updated with any relevant developments.

#### **Proposed Amendments to the Trust Deed**

The Riskpool Trust Deed dates from 1997, with further amendments having been made in 2007. As part of our ongoing governance review, we have identified deficiencies in the current Trust Deed that require correction to bring the governance framework into line with best practice.

On review, it has become apparent that the Trust Deed lacks clear provisions for indemnifying directors of the trustee company. This exposes them to personal liability despite acting in good faith in a complex, high-value scheme. This is not consistent with standard practice in the governance of comparable entities.

To ensure Riskpool can continue to attract and retain capable Board members, and to protect those serving in this capacity, we will shortly be consulting members about the following key amendments:

- i. introducing clear indemnity provisions for the trustee company / its directors;
- ii. clarifying the trustee company / its directors' powers in relation to the Scheme; and
- iii. modernising technical provisions to reflect Riskpool's current structure.

These proposed changes are essential to support effective governance as Riskpool moves toward wind-up. A draft Amended Trust Deed and supporting materials will be circulated for Member consultation and approval (see Upcoming Dates below).

We encourage all Member Councils to engage in this process. Riskpool will offer virtual briefings and one-on-one sessions to discuss the changes and answer any queries. Formal consultation will follow, and Members will have ample opportunity to consider and approve the proposed amendments.

#### **Upcoming Dates**

The following dates have been scheduled to support member engagement and to consult on the proposed amendments to the Trust Deed outlined above:

##### **12 June 2025**

Taituarā Local Government Professionals conference in the Tākina Wellington Convention & Exhibition Centre, Te Whanganui-a-Tara Wellington, Wellington.

Representatives from Riskpool will be in attendance at the conference to give a presentation on the current operation of the Scheme. Many of our Members' CE's are members of Taituarā and we look forward to meeting with you in person.

##### **13 June 2025**

Riskpool's Annual Members Meeting will take place at 12:00pm at Meredith Connell's office, Aon Centre, Level 23/1 Willis Street, Wellington.

All Members are welcome to attend and meet the Board of Directors who will be happy to answer any questions raised.

##### **July 2025 (on a date to be confirmed)**

We plan to hold a members' webinar shortly after the AGM on 13<sup>th</sup> June, to provide a further update on the wind up of the scheme, discuss the proposed variations to the Trust Deed and respond to Member queries.

Riskpool's November 2024 webinar provided a valuable opportunity for us to engage with Members directly, and for Members to raise any questions or concerns. We look forward to building on that dialogue and strengthening our working relationship ahead of formal consultation on the Trust Deed in August.

We will notify members of the webinar date and details on how to participate as soon as these are finalised.

**August 2025 (on a date to be confirmed)**

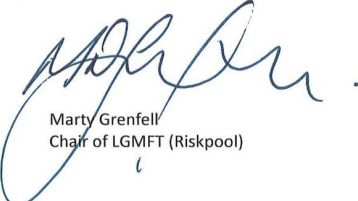
We will commence a formal consultation with Members on the proposed amendments to the Trust Deed.

Should you have any questions in the meantime or members wish to discuss any matter raised in this letter, please do not hesitate to contact us.

Yours sincerely



Charlie Howe  
Civic Financial Services Ltd



Marty Grenfell  
Chair of LGMFT (Riskpool)

**16.3 LOCAL GOVERNMENT NEW ZEALAND (ANNUAL GENERAL MEETING) REMITS**

**Author:** Karalyn Reid, Committee Secretary and PA to the Mayor

**Authoriser:** Tina Stevenson, Corporate Services Group Manager

**Attachments:** 1. LGNZ AGM Remits 2025 [↓](#) 

**PURPOSE**

1. For Council to consider and give guidance to Mayor Craig Rowley as delegate at the Local Government New Zealand (LGNZ) Annual General Meeting (AGM), being held in Christchurch on Wednesday 16 July 2025.

**BACKGROUND**

2. The remits are attached for the consideration of Council.
3. Mayor Craig Rowley and Cr Tom O'Connor will be attending on behalf of Council, and according to LGNZ's constitution, Council is entitled to two votes at the AGM and represented by up to 2 delegates (this number is determined by population).
4. Mayor Craig Rowley has been appointed presiding delegate who votes on behalf of Council with express authority, and if he by any reason is not able to attend the AGM, Cr Tom O'Connor has been appointed alternate presiding delegate.

**RECOMMENDATION**

That Council considers the remits and gives guidance to presiding delegate, Mayor Craig Rowley.



# 2025 Remits





## // 01 Security System Payments

<b>Proposed by:</b>	<b>Far North District Council and Central Otago District Council</b>
<b>Supported by:</b>	<b>Zone 6 and Zone 1</b>
<b>Remit:</b>	<i>That LGNZ advocates for security system payments to be included as an allowance under the Local Government Members Determination, in line with those afforded to Members of Parliament.</i>

### Why is this remit important?

The importance of safety for elected members has become more apparent in recent times. With an increase in animosity towards “government figures,” both online and in person, the time has come to address this. Recent examples of elected members being threatened, harassed and abused, including incidents occurring at or near their home address, highlights the need for changes to the Local Government Act to be updated. The ability for security system payments to be made as an allowance would go some way towards encouraging actual and perceived safety for existing elected members, as well as ensuring future candidates can feel safer while representing their communities.

### Background and Context

Democracy worldwide is currently considered a “tinderbox” according to multiple news sites. In 2024, 37 candidates for election were murdered in Mexico. While this may seem extreme – our own Electoral Commission in NZ has a page dedicated to “security advice” for potential candidates. The rise of fringe groups, anonymity of online forums, general mistrust of government figures and polarising coverage of worldwide democratic outcomes has been creating a platform for those with singular or disaffected viewpoints. While we recognise that some of the sentiment is online, there have been instances of this spilling over into daily life for our elected members. Much of “being safe” is about “feeling safe.”

The Members of Parliament Determination 2023 (Section 48) allows for up to \$4500 to install a security system at a member’s primary place of residence, along with up to \$1000 per year to monitor this.

LGNZ’s own research carried out last year identified three quarters of elected members had suffered abuse or harassment at public meetings, a third at the supermarket or school pick up, and that half of EM’s felt it was worse than a year ago. Supporting new anti-stalking and harassment Legislation is a good start, but this is something that could immediately help our elected members to feel safer at home.

Some councils are already supporting elected members in personal safety. Central Otago District has paid for a member to install a camera at their home address where they live with young kids following an obnoxious campaign including items being left in their letterbox. There will be multiple other examples where councils are promoting personal safety, wellbeing initiatives and also installing or providing additional security measures at homes and council offices.

Far North and Central Otago Districts are just two examples of our huge, remote areas. Overnight Central Otago, all 9,968 square kilometres of it, is covered by two on-call Police officers, based 30km



apart. Feeling safe plays a big role in actual safety. Expectations of safety will be different for an older female to a young dad with kids, a large family or a person living alone, and they are also different between rural and urban areas.

This election, we want to ensure worry about how safe someone is in their own home is not a barrier to putting their hand up to fulfil a wonderful role for our communities.

### **How does this remit relate to LGNZ's current work programme?**

Ties into the research on safety that LGNZ carried out last year, and also the support of the Crimes Legislation (Stalking and Harassment) Amendment Bill.

### **How will the proposing council help LGNZ to make progress on this remit?**

Connect with Minister Mark Patterson (Minister for Rural Communities) for support

Investigate the possibility for a partnership with a national retailer/supplier of home security systems and/or trail cams

Timeframe - depends how quickly things could progress before the election?



## // 02 Improving Joint Management Agreements

**Proposed by:** Northland Regional Council

**Supported by:** LGNZ Zone 1

**Remit:** *That LGNZ advocate to Government for: a) legislative change to make the Joint Management Agreement (JMA) mechanism more accessible for councils to use with iwi/hapū, b) for the provision of technical, legal and financial support to facilitate the use of JMAs for joint council and iwi/hapū environmental governance, and c) for a mechanism such as JMAs to be included in the Government's new resource management legislation.*

### Why is this remit important?

JMAs are a valuable tool for councils and iwi / hapū to work together on environmental governance. Many councils support stronger partnerships with tangata whenua, but the statutory and practical barriers to formalising JMAs have severely limited their uptake by councils and iwi/hapū. There is thus a need to address the limitations of the current mechanism under the RMA, to make it more accessible to councils and tangata whenua, as well as to ensure a mechanism such as JMAs is included in the Government's new resource management legislation.

Recommended improvements include a) simplification or modification of the JMA statutory requirements and criteria; b) provision of a customisable JMA template and detailed guidance on when JMAs might be appropriate and how to establish them; c) explanation of the legal implications for the parties, and the Health & Safety obligations; d) making JMAs mandatory in appropriate circumstances in addition to Treaty settlements; and e) provision of funding to support iwi/hapū capacity to develop and implement JMAs.

### Background and Context

JMAs under the Resource Management Act 1991 (RMA) provide for agreement between a local authority and an iwi authority and/or groups representing hapū to jointly perform or exercise any local authority functions, powers or duties under the RMA relating to a natural or physical resource.

Since inclusion as a mechanism under sections 36B-E of the RMA in 2005, only two JMAs have been established, apart from their mandatory use in some Treaty settlements.

For a JMA to be developed, the local authority must be satisfied that the agreement is an "efficient" method of exercising the function, power or duty. However, if a JMA were to require more funds and resources to support administrative costs and extra person-hours than what council would itself expend, the "efficiency" criterion might not be satisfied. Thus, "efficiency" could compel an iwi/hapū to contribute its own resources to the collaborative management process if it wished to conclude a JMA. A lack of financial resources is repeatedly identified by iwi/hapū as being the most significant barrier to their full participation under the RMA.

Another requirement of s36B is that the local authority must be satisfied that the other party to the JMA has the "technical or special capability or expertise to perform or exercise the function, power,



or duty jointly with the local authority". Many (especially unsettled) iwi/hapū are under-resourced, often having to rely on voluntary contributions of resources and expertise; thus funding and technical support may be needed to facilitate iwi/hapū participation in JMAs.

Another deterrent to JMA uptake is that the agreement can be cancelled by either party at any time. If conflict arises, the local authority will always have the "upper hand" because the function(s) shared under the JMA will revert exclusively to local authority control. More stringent cancellation requirements could be introduced that give JMA parties greater assurance of continuation.

Only those JMAs created as part of Treaty Settlements are currently mandatory for local authorities. A similar mandatory requirement under the RMA for councils to enter into JMAs in appropriate circumstances would facilitate uptake.

Currently there is very little information available on the legal implications of JMAs, and on the process and considerations for developing and implementing such an agreement. There is also no template provided for such agreements. Technical guidance from central government would further facilitate uptake.

In summary, very low uptake of JMAs reflects the high barriers to their uptake by councils and iwi/hapū. They remain a potentially useful tool if sufficient guidance, resourcing and technical support is provided, and if criteria for developing them are made more enabling.

### **How does this remit relate to LGNZ's current work programme?**

This remit aligns with LGNZ's strategy, in particular the long-term goal that Te Tiriti partnerships between local government and Māori are authentic, strong and respected. We are not aware of any existing or planned work to advocate for improved legislative mechanisms and implementation support for Joint Management Agreements.

### **How will the proposing council help LGNZ to make progress on this remit?**

We can provide some technical expertise to support analysis of specific options to improve how JMAs function and some advocacy support.



## // 03 Alcohol Licensing Fees

<b>Proposed by:</b>	Far North District Council
<b>Supported by:</b>	LGNZ Zone 1
<b>Remit:</b>	<i>That LGNZ advocates for the government to update the Sale and Supply of Alcohol (Fees) Regulations 18 December 2013 to account for inflation and include a mechanism for automatic annual inflation adjustments.</i>

### Why is this remit important?

If a local council does not have a bylaw that sets alcohol licensing fees and charges it must default to the schedule of fees in the Sale and Supply of Alcohol (Fees) Regulations 2013. These default fees were set 12 years ago and, with the impact of inflation over this period, no longer enable local councils to reasonably recover the costs to administer the alcohol licensing system. This has led to increasing ratepayer subsidisation of these costs. Currently the only way that councils can increase these fees and charges is to make an Alcohol Fees Bylaw under an Order in Council associated with the Sale and Supply of Alcohol Act 2012. This is an inefficient and expensive way for councils to raise their alcohol licensing fees and charges, when this issue could be simply resolved by the government updating the schedule of fees in the Regulations.

### Background and Context

Objectives relating to the setting of alcohol licensing fees were listed in the review of the Supply of Alcohol (Fees) Regulations 2013 conducted by the Ministry of Justice in 2017. These objectives include: - recovering the total reasonable costs incurred by local councils and ARLA in administering the alcohol licensing system - ensuring that those who create the greatest need for regulatory effort bear the commensurate costs.

Alcohol licensing fees and charges are intended to cover the reasonable costs of administering the alcohol licensing system via a 'user pays' approach. The fees and charges set in the Sale and Supply of Alcohol (Fees) Regulations 2013 are now 12 years out of date and have not been updated since 2013, despite two reviews of these fees conducted in 2018 and 2022 as required by section 404 of the Sale and Supply of Alcohol Act. With inflation since 2013, costs to manage alcohol licenses cannot be recovered through the fees prescribed in these Regulations. This means that every time Council processes an alcohol licence it costs more than the fee paid by the licensee and the difference must be covered by general rates.

To increase these fees and charges in their districts, local councils can make Alcohol Fees Bylaws under the Sale and Supply of Alcohol (Fee-setting Bylaws) Order 2013. However, making a bylaw is a relatively costly and inefficient way to address this issue as it involves: - time and effort to research and draft the bylaw - costs for public consultation - the need to regularly review the fees and charges set in the bylaw. A better solution would be for the government to update the fees and charges listed in the 2013 Regulations to reflect current costs. The schedule of fees in the revised Regulations should also allow for an annual CPI increase and allow cost recovery for hearings objections to District Licensing Committee decisions.

**How does this remit relate to LGNZ's current work programme?**

This remit sits within the Funding and Financing advocacy area within LGNZ's Advocacy Work Programme. Specifically, this relates to: - Advocating for changes to local government funding and financing - Building and working with a coalition of the willing to support LGNZ's advocacy for changes to local government funding and financing. Fees and charges are also specifically mentioned in LGNZ's funding and finance toolbox. We understand that the regulation of alcohol fees is not currently part of this Work Programme.

**How will the proposing council help LGNZ to make progress on this remit?**

We can provide detailed evidence of the current income received by FNDC from licensing fees based on applying the outdated fee schedule in the 2013 Regulations, compared with the costs to administer the alcohol licensing system. In summary, in the 2023/24 financial year FNDC received \$410,000 in income from licence application fees compared with costs of \$581,000. This means there was a shortfall of \$171,000 which has to be recovered from general rates. In 2023/24 licence application fees covered 71% of costs for the Council. By contrast, the 2017 Review of the 2013 Regulations reported that cost recovery across all local councils was 108%.



## // 04 Aligning public and school bus services

**Proposed by:** Nelson City Council

**Supported by:** LGNZ Regional Sector

**Remit:** *That LGNZ advocate for the reform of the Ministry of Education funded school bus services to provide an improved service for families and to better integrate the services with council provided public transport services, including the option of Public Transport Authorities (e.g. regional and unitary councils) managing such services (with appropriate government funding), noting that:*

- a. councils better know their local communities; and*
- b. the potential to reduce congestion from better bus services for schools; and*
- c. the efficiency gains realised from integrating these two publicly funded bus services*
- d. the outdated and inflexible rules of the current centralised school bus system*

### **Why is this remit important?**

The quality and efficiency of school and public bus services is compromised by school and public bus services being funded through two different arms of Government. Some services are funded through the New Zealand Transport Agency and councils, and others are through the Ministry of Education School Bus Transport Service. This remit proposes to align those functions by transferring the funding and management to Regional Public Transport authorities which are better placed to understand and respond to local transport needs. By improving our bus services for students, we can also reduce congestion which is noticeably less during the school holidays in towns and cities around New Zealand.

### **Background and Context**

There are essentially two drivers for this reform. The first is that it makes no sense to have two different arms of Government separately planning and contracting publicly funded bus services. The second is that decisions about bus services are best made locally.

The co-ordination and contracting of public bus services, whether for getting students to school or for other passengers, is a complex job. Decisions about the routes, frequency, bus size and convenient bus stops are difficult, requiring the juggling the objectives of making the service as convenient as possible, maximising usage, managing costs and ensuring safety. These decisions are inherently local.

The centralised school bus transport system is a huge source of frustration to communities and councils all over New Zealand. It is governed centrally by archaic, rigid rules that date back nearly 100 years, and are unchanged to this day.



The Ministry of Education officials do the best they can within the current policy, but the system is fundamentally outdated and broken. It makes no sense for education officials to be running transport services, and it is impossible to run a community focused, flexible school transport system over thousands of schools and communities from Wellington.

One of the big opportunities of this reform is to reduce congestion by improving our bus service for students. The potential is highlighted in towns and cities all over New Zealand during school holidays when there is much less congestion. An improved bus service with timetables and routes tailored to students' needs would be a wise investment for the overall transport network.

Regional councils, unitary authorities and Auckland Transport are all public transport authorities with delegated responsibility for the development, planning and delivery of public transport services in New Zealand.

The current system has perverse incentives in that if a public transport authority uses rates to improve public transport service to an area, the Ministry of Education withdraws its service. The current system discourages councils to provide public transport services on routes and times that work for students.

Nelson/Tasman are exploring trialling the integration of the management of public and school transport services. We believe there is the opportunity to provide a more responsive service to families of school aged children, to expand our public transport network and to get efficiency gains from contracting for both types of services. If successful, the trial may result in wider reforms.

This is a significant proposal currently involving more than \$125 million of annual public expenditure on school bus services that would need to be transferred to public transport authorities. It would be a complex reform that requires careful attention to detail and consultation with parents, schools, bus service providers and councils. The prize is a better bus services in places like Nelson, less congestion on our roads and more efficient use of public money.

### **How does this remit relate to LGNZ's current work programme?**

Transport is a critical issue facing all councils and we need to be proactively looking for way to better deliver services. This remit goes to the heart of LGNZ's vision of localism in that it proposes to localise the delivery of school bus services. This remit also compliments LGNZ's strategic relationship with Government in that it proposes reforms that improve efficiency, and is not just asking for more funding in fiscally constrained times. It also supports LGNZ's sustainability goals by providing opportunities for expansion of public transport services.

### **How will the proposing council help LGNZ to make progress on this remit?**

Nelson City Council is keen to help advance the case for this reform. We have already engaged with the Ministry of Education, the Minister of Education and the Minister of Transport who are interested in the reforms and keen to trial this alternative approach for the delivery of school bus services. We also commit to sharing our experiences should Nelson Tasman proceed to trialling this reform.





## // 05 Review of local government arrangements to achieve better balance

**Proposed by:** Tauranga City Council

**Supported by:** LGNZ Metro Sector

**Remit:** *That LGNZ works with the Government and Councils to review current local government arrangements, including the functions and structure of local government, to achieve a better balance between the need to efficiently and effectively deliver services and infrastructure, while enabling democratic local decision-making and action by, and on behalf of communities.*

### Why is this remit important?

Efficient and effective local democracy and associated decision making is paramount.

### Background and Context

A number of local government reviews undertaken previously, have concluded that the current structure and arrangement of the local government sector, is not conducive to ensuring that infrastructure and services delivered to communities, are always done so in a cost effective and efficient manner.

Current sector arrangements are a legacy, and do not always reflect how our communities have expanded, nor how modern services are delivered.

Central government is underway with key policy and legislations changes that both directly and indirectly significantly impact the local government sector. This will require an agile and well planned response by the sector.

### How does this remit relate to LGNZ's current work programme?

This is an important issue for local government as the sector responds to the current central government policy and legislation changes and reforms underway. Seeks advocacy for a work programme between central government, local government and LGNZ, to undertake this review, and ensuring local communities are well considered.

This remit sits within the principles of the Local Government Act 2002 in that it would give local government a tool to provide services more efficiently. While this is not currently part of LGNZ's work programme, engaging with central government will be essential to making progress in this area.

### How will the proposing council help LGNZ to make progress on this remit?

Metro sector councils will provide support and resource to participate and work on the programme established.

**17 CONSIDERATION OF MAJOR (URGENT), MINOR OR PUBLIC FORUM ITEMS  
NOT ON THE AGENDA**

Nil

## PUBLIC EXCLUDED

## 18 EXCLUSION OF THE PUBLIC REPORT

## RESOLUTION TO EXCLUDE THE PUBLIC

**RECOMMENDATION**

That the public be excluded from the following parts of the proceedings of this meeting.

The general subject matter 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 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	Ground(s) under section 48 for the passing of this resolution
<b>18.1 - Public Excluded Minutes of the Council Meeting held on 20 May 2025</b>	s6(a) - the making available of the information would be likely to prejudice the maintenance of the law, including the prevention, investigation, and detection of offences, and the right to a fair trial	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7
<b>18.2 - Outstanding Council Actions Report - Public Excluded</b>	s7(2)(a) - the withholding of the information is necessary to protect the privacy of natural persons, including that of deceased natural persons  s7(2)(h) - the withholding of the information is necessary to enable Council to carry out, without prejudice or disadvantage, commercial activities  s7(2)(i) - the withholding of the information is necessary to enable Council to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7
<b>18.3 - Alpine Energy Limited Draft Statement of Corporate Intent 2026-2028 Shareholders Group Feedback</b>	s7(2)(h) - the withholding of the information is necessary to enable Council to carry out, without prejudice or disadvantage, commercial activities	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7

**19 RE-ADMITTANCE OF THE PUBLIC REPORT**  
**MEETING CLOSURE**