



# Agenda

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

**Tuesday 19 August 2025**

**10:15am**

**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 19 August 2025, 10:15am.**

**Elected Members**

Craig Rowley	Chairperson
Sharyn Cain	Deputy Mayor
John Begg	Councillor
Peter Collins	Councillor
Sandy McAlwee	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

Cr Rick Stevens will open the Council Meeting

### 2 PUBLIC FORUM

### 3 APOLOGIES

The Chair will call for any apologies.

### 4 VISITORS

Staff from Martin Jenkins will join the meeting via Microsoft Teams for Item: 16.4 Local Water Done Well.

### 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), MINOR OR PUBLIC FORUM 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 22 JULY 2025**

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

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

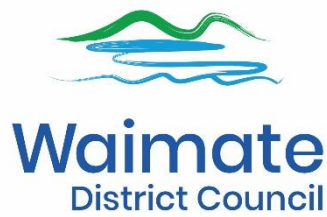
**Attachments:** 1. Minutes of the Council Meeting held on 22 July 2025

**PURPOSE**

To present the unconfirmed Minutes of the Council Meeting held on 22 July 2025 for confirmation.

**RECOMMENDATION**

That the Minutes of the Council Meeting held on 22 July 2025 be adopted as a true and correct record.



# **MINUTES**

## **Ordinary Council Meeting**

**22 July 2025**

**MINUTES OF WAIMATE DISTRICT COUNCIL  
ORDINARY COUNCIL MEETING  
HELD AT THE COUNCIL CHAMBER, WAIMATE DISTRICT COUNCIL, 125 QUEEN STREET,  
WAIMATE ON TUESDAY 22 JULY 2025, COMMENCING AT 10.15AM**

**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), Michelle Jones (Executive Support Manager), Dan Mitchell (Asset Group Manager), Dylan Murray (Regulatory and Compliance Group Manager), Nicole Timney (Community and Strategy Group Manager)  
Shey Taylor (Strategic Planner/Policy Advisor)

## **OPENING**

### **1 MEETING OPENING**

Cr Lisa Small invited students from Waituna Creek School to open the Council Meeting with the National Anthem followed by their school song.

### **2 PUBLIC FORUM**

Two Waituna Creek School students thanked Council for their new school signage that has been erected at the intersection of School Road and Hunter Valley Road.

### **3 APOLOGIES**

Nil

### **4 VISITORS**

Nil

### **5 CONFLICTS OF INTEREST**

The Chair called for Conflicts of Interests.

18.3 Waimate District Civic Awards Committee Refresh: Mayor Rowley declared a perceived conflict in that Mayoress Lyn Stringer was one of the applicants for one of the community vacancies.

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

An item 'Appointment of Independent Chairperson of the Audit and Risk Committee' was taken as an major (urgent) item in the public excluded section of the meeting.

The reason it was not on the agenda was timing, as Council is required to approve the appointment before the next Audit and Risk Committee meeting.

This item needs to be taken in public excluded with the reason being: s7(2)(a) the withholding of the information in necessary to protect the privacy of natural persons, including that of deceased natural persons; and s7(2)(f)(i) a free and frank expression of opinions by or between or to members of or officers or employees of any local authority.

The late item report was circulated and is attached to these minutes.

**IDENTIFICATION OF MAJOR/MINOR ITEM NOT ON THE AGENDA****RESOLUTION 2025/70**

Moved: Cr Tom O'Connor

Seconded: Cr Rick Stevens

That the Major/Minor item 'Appointment of Independent Chair of the Audit and Risk Committee' is taken at the end of the public excluded section of the meeting.

**CARRIED****MINUTES****7 CONFIRMATION OF MINUTES****7.1 MINUTES OF THE COUNCIL MEETING HELD ON 17 JUNE 2025****RESOLUTION 2025/71**

Moved: Cr John Begg

Seconded: Cr Lisa Small

That the Minutes of the Council Meeting held on 17 June 2025 be adopted as a true and correct record.

**CARRIED****7.2 MINUTES OF THE EXTRAORDINARY COUNCIL MEETING HELD ON 30 JUNE 2025****RESOLUTION 2025/72**

Moved: Cr Peter Collins

Seconded: Cr Colin Pankhurst

That the Minutes of the Extraordinary Council Meeting held on 30 June 2025 be adopted as a true and correct record.

**CARRIED****7.3 MINUTES OF THE EXTRAORDINARY COUNCIL MEETING HELD ON 1 JULY 2025****RESOLUTION 2025/73**

Moved: Mayor Craig Rowley

Seconded: Cr Tom O'Connor

That the Minutes of the Extraordinary Council Meeting held on 1 July 2025 be adopted as a true and correct record.

**CARRIED**

## 8 RECEIPT OF MINUTES

Nil

## REPORTS

### 9 MAYOR'S REPORT

#### 9.1 MAYOR'S REPORT

##### RESOLUTION 2025/74

Moved: Mayor Craig Rowley  
Seconded: Cr Lisa Small

That the Mayor's Report is accepted.

**CARRIED**

##### Note:

Mayor updated Council on his conversation with the Zone Committee Facilitator where he reiterated the targeted funding needs to be allocated to catchment groups and will follow up once more details are known on the new groups.

### 10 DEPUTY MAYOR'S REPORT

#### 10.1 DEPUTY MAYOR'S REPORT

##### RESOLUTION 2025/75

Moved: Deputy Mayor Sharyn Cain  
Seconded: Mayor Craig Rowley

That the Deputy Mayor's Report is accepted.

**CARRIED**

##### Note:

The Deputy Mayor noted the Infometrics Session was interesting and informative, and suggested staff look into providing a similar forum possibly offered remotely from the Infometrics team to the public.

### 11 COUNCILLORS' REPORT

#### 11.1 COUNCILLORS' REPORT

##### RESOLUTION 2025/76

Moved: Cr Colin Pankhurst  
Seconded: Cr Peter Collins

That the Councillors' Report is accepted.

**CARRIED**

**Note:**

Council discussed the progression of an earthquake prone assessment on the Waimate Museum building. The Chief Executive updated Council on progress, with the results and costs to be first discussed with the Waimate Historical Society before any public consultation takes place.

**12 CHIEF EXECUTIVE'S REPORT****12.1 CHIEF EXECUTIVE'S ACTIVITY REPORT****RESOLUTION 2025/77**

Moved: Mayor Craig Rowley

Seconded: Cr Rick Stevens

That the Chief Executive's Activity Report is accepted.

**CARRIED****Note:**

The Chief Executive noted he is currently meeting with the district's largest employers to establish feedback on employment and economics, and also with the Chamber of Commerce and Venture Timaru in order to prepare a report on what the private sector sees for the future of the Waimate District.

**13 COUNCIL ACTIONS REPORT****13.1 OUTSTANDING COUNCIL ACTIONS REPORT - PUBLIC****RESOLUTION 2025/78**

Moved: Cr John Begg

Seconded: Cr Lisa Small

That the Outstanding Council Actions Report – Public is accepted.

**CARRIED****14 HUMAN RESOURCES REPORT****14.1 HUMAN RESOURCES REPORT****RESOLUTION 2025/79**

Moved: Mayor Craig Rowley

Seconded: Cr John Begg

That the Human Resources Manager's report is accepted.

**CARRIED**

**Note:**

Council discussed the new part-time Health & Safety Advisor role, with the Chief Executive agreeing to send details on the position out-of-session, and to the next Audit and Risk Committee Meeting.

Council also asked for the report in the future to clarify the roles being recruited as new or replacement roles, and clarification to the seasonal staffing requirements in regards to temporary positions, etc, which will help with the public to understand staffing requirements.

**15 AUDIT AND RISK COMMITTEE REPORT**

Nil

**16 GENERAL REPORTS****16.1 APPOINTMENT OF CIVIL DEFENCE EMERGENCY MANAGEMENT RECOVERY MANAGERS**

Council considered the appointment of Nicole Timney and Dylan Murray as Civil Defence Emergency Management Recovery Managers.

**RESOLUTION 2025/80**

Moved: Mayor Craig Rowley

Seconded: Cr Tom O'Connor

1. That the Appointment of a Civil Defence Emergency Management Local Recovery Manager report be accepted, and
2. That Council approves the appointment of Nicole Timney and Dylan Murray as Civil Defence Emergency Management Local Recovery Managers.

**CARRIED**

**16.2 WAIMATE DISTRICT CLIMATE RESILIENCE STRATEGY**

Council considered the adoption of the draft Waimate District's Climate Resilience Strategy.

An updated Climate Resilience Strategy was circulated prior to the meeting and tabled and is attached to these minutes.

**RESOLUTION 2025/81**

Moved: Mayor Craig Rowley

Seconded: Cr Rick Stevens

1. That the Waimate District Climate Resilience Strategy report is accepted; and
2. That the draft Waimate District Climate Resilience Strategy is adopted with the Chief Executive having the ability to amend grammatical and minor amendment changes; and
3. That Council agreed to look at establishing a Climate Resilience Action Group tasked with addressing the various action points within the six Action Plans of the strategy document.

**CARRIED**

Councillors Colin Pankhurst, Peter Collins and Lisa Small voted AGAINST the motion.



**Note:**

Council thanked Council's Climate Change Officer for his work on providing a localised strategy based around resiliency, and noted the valuable input from members of the community.

**Attachments**

- 1 WDC Climate Resilience Strategy (updated copy)

**16.3 DELEGATION TO CONSIDER AN OBJECTION UNDER SECTION 357A OF THE RESOURCE MANAGEMENT ACT**

Council considered an objection to resource consent conditions that has been received under section 357A of the Resource Management Act.

**RESOLUTION 2025/82**

Moved: Mayor Craig Rowley

Seconded: Cr Tom O'Connor

1. That the Delegation to consider an objection under section 357A of the Resource Management Act report is accepted; and
2. That Council delegate to the Chief Executive, using the power of delegation in s34A of the Resource Management Act, the power to either:
  - a. Consider, and make a decision on, the objection to RM250034 (under sections 357A and 357D of the Resource Management Act), in the event a hearing is not required, or
  - b. Appoint a hearing commissioner for this matter, with Council authorising the hearing commissioner appointed to make the decision on the objection to RM250034 (under sections 357A and 357D of the Resource Management Act). This delegation includes:
    - i. Any necessary powers consequential to the exercise of this power, including powers related to hearings, and the specific powers under 357CA, and
    - ii. The power to waive or extend a timeframe in relation to this matter under 37 and 37A.

**CARRIED**

**16.4 SUBMISSION ON RMA NATIONAL DIRECTION CONSULTATIONS**

Council's considered a submission to the Government's proposed changes to the RMA National Direction<sup>1</sup> prior to consultation closing on 27 July 2025.

**RESOLUTION 2025/83**

Moved: Cr John Begg

Seconded: Cr Sandy McAlwee

1. That the Submission on RMA National Direction Consultations report is accepted; and
2. Council authorises the lodgement of the attached submission to the proposed National Direction Consultation, subject to any minor or editorial changes; and
3. That, if required, the Chief Executive be authorised to approve any minor or editorial changes in accordance with Recommendation 1 above.

**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 2025/84**

Moved: Cr Colin Pankhurst

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 17 June 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

<sup>1</sup> National direction is the term for Resource Management Act (RMA) regulations and policy that must be implemented by council.

<b>18.2 - Outstanding Council Actions Report - Public Excluded</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)(h) - the withholding of the information is necessary to enable Council to carry out, without prejudice or disadvantage, commercial activities</p> <p>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)</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>18.3 - Waimate District Civic Awards Committee Member Refresh</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>18.4 - Request to Construct and Maintain an Aircraft Hangar at the Waimate Aerodrome</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
<b>18.5 - Alpine Energy Limited Statement of Corporate Intent 2026-2028, Annual Report, Letter to Shareholders and slides from their Annual General Meeting.</b>	<p>s7(2)(b)(ii) - the withholding of the information is necessary to protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information</p> <p>s7(2)(h) - the withholding of the information is necessary to enable Council to carry out, without prejudice or disadvantage, commercial activities</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

### RESOLUTION 2025/85

Moved: Cr Sandy McAlwee

Seconded: Cr Rick Stevens

That Council moves out of Closed Council into Open Council.

**CARRIED**

**ITEMS RELEASED FROM THE PUBLIC EXCLUDED SECTION OF THE MEETING****18.4 REQUEST TO CONSTRUCT AND MAINTAIN AN AIRCRAFT HANGAR AT THE WAIMATE AERODROME**

Council considered approving an application to construct an aircraft hangar at the Waimate Aerodrome.

**RESOLUTION 2025/88**

Moved: Mayor Craig Rowley

Seconded: Cr Peter Collins

1. That the Request to Construct and Maintain an Aircraft Hangar at the Waimate Aerodrome report is accepted; and
2. That Council approves, in principle, the construction of an aircraft hangar as presented, subject to successful negotiation of acceptable lease arrangements; and
3. That Council notes that lease conditions are required to be pre-approved by the Chief Executive Officer and the Mayor; and
4. That the decision is released into the public section of the meeting.

**CARRIED****MEETING CLOSURE**

There being no further business, the Chair declared the meeting closed at 11.55am.

The Minutes of this meeting are to be confirmed at the Ordinary Council Meeting scheduled on 19 August 2025.

.....  
**CHAIRPERSON**

**8 RECEIPT OF MINUTES****8.1 MINUTES OF THE DOWNLANDS JOINT STANDING COMMITTEE MEETING HELD ON 14 JULY 2025**

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

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

**Attachments:** 1. Minutes of the Downlands Joint Standing Committee Meeting held on 14 July 2025

**PURPOSE**

For the unconfirmed Minutes of the Downlands Joint Standing Committee Meeting held on 14 July 2025 to be presented for the information of the Council, with the permission of the Chair.

**RECOMMENDATION**

That the unconfirmed Minutes of the Downlands Joint Standing Committee Meeting held on 14 July 2025 be received.

# **MINUTES**

## **Downlands Water Supply Committee Meeting**

**Monday, 14 July 2025**

Downlands Water Supply Committee Meeting Minutes

14 July 2025

**Minutes of Timaru District Council  
Downlands Water Supply Committee Meeting  
Held in the Meeting Room 1, District Council Building, King George Place, Timaru  
on Monday, 14 July 2025 9:00 am**

**Present:** Scott Shannon (Chairperson), Mayor Nigel Bowen, Stacey Scott, Rit Fisher, Sandy McAlwee, Anna Lyon, Jamie Eggleton

**In Attendance:** Andrew Dixon (Group Manager Infrastructure) Andrew Lester (Drainage and Water Manager), Jo Williams (Executive Assistant Infrastructure - Minute Taker)

**1 Apologies**

**1.1 Apologies**

**Resolution 2025/9**

Moved: Cllr Scott Shannon

Seconded: Cllr Sandy McAlwee

That the apology of Cllr Sally Parker be received and accepted.

Mayor Bowen entered the meeting at 9.14am

Cllr Fisher entered the meeting at 9.20 am

Carried

**2 Identification of Items of Urgent Business**

There were no items of urgent business were received.

**3 Identification of Matters of a Minor Nature**

There were no matters of a minor nature were raised.

**4 Declaration of Conflicts of Interest**

No conflicts of interest were declared.

Downlands Water Supply Committee Meeting Minutes

14 July 2025

**5 Chairperson's Report**

**5.1 Presentation of Chairperson's Report**

Chairperson welcomed new committee member Jaimie Eggleton

The Chairperson thanked the Water Services Team for their continued programme. Good to see that the scheme upgrades have continued to happen for the long-term resilience of the scheme, particularly given the budgeting constraints and appreciate those challenges and to be able to deliver within that budgeting pressure an increase of 5% in connection and unit charges. It does mean users can maintain their confidence in the scheme management and affordability.

**Resolution 2025/10**

Moved: Cllr Scott Shannon

Seconded: Cllr Stacey Scott

Carried

**6 Confirmation of Minutes**

**6.1 Minutes of the Downlands Water Supply Committee Meeting held on 17 March 2025**

The Chairperson had two questions in respect of the Minutes of 17 March 2025:

- Paragraph 6.1 - Albury connection
  - The Chairperson asked if we were still waiting for a proposal from Mackenzie. There was a short discussion. The Chairperson observed that it would be good to see that developed next year prior to the next annual plan.
- Paragraph 7.1 – the Chairperson asked for clarification on “Timaru indicated that they were looking at the Southern Water Done Well.”
  - It was confirmed that at the date of the last meeting this was the case.

**Resolution 2025/11**

Moved: Cllr Stacey Scott

Seconded: Member Anna Lyon

That the Minutes of the Downlands Water Supply Committee Meeting held on 17 March 2025 be confirmed as a true and correct record of that meeting and that the Chairperson's electronic signature be attached.

Carried



**7 Reports**

**7.1 Downlands Scheme Update**

The Water and Drainage Manager spoke to provide the Downlands Water Supply Committee with an update on the state of the network and project progress.

The Chairperson asked if there was any way to present to the Committee in terms of connections and how it compares against your forecast so that the Committee can see how that is tracking.

The Chairperson requested that the Reservoir Strategy due to be received at the end of this month, be circulated to the Committee members when available.

Mayor Bowen entered the meeting at 9.14am

**Resolution 2025/12**

Moved: Cllr Sandy McAlwee

Seconded: Cllr Stacey Scott

That the Downlands Water Supply Committee receives and notes the Downlands Quarterly Scheme Update.

Carried

**7.2 Downlands Financial Report to 31 May 2025 and Downlands Annual Plan 2025/2026**

The Drainage and Water Manager spoke to the report to outline progress on implementing year one of the 2024-34 Long Term Plan (LTP) and report on the financial results for the 11-month period ending 31 May 2025.

The revaluation depreciation write-back was discussed. Assets are revalued every three years, with annual indexing. A full revaluation is scheduled for the next calendar year in preparation for Local Water Done Well.

It was confirmed that Downlands depreciation is ringfenced.

The Chairperson raised concerns about the lack of comparative data in the reports, making performance assessment difficult. The rates differential as per policy in the Downlands draft rates was queried. The Drainage and Water Manager explained that differentials are based on usage and service connection types—for example, a school with one connection may be charged for six units. It was confirmed that these longstanding differentials will be reviewed as part of the upcoming Rates and Revenue Review.

Cllr Fisher entered the meeting at 9.18am.

**Resolution 2025/13**

Moved: Mayor Nigel Bowen

Seconded: Member Anna Lyon

That Downlands Water Supply Committee receive and note the summary financial results to 31 May 2025 and that the Annual Plan 2025/2026.

Downlands Water Supply Committee Meeting Minutes

14 July 2025

Carried

8      Consideration of Urgent Business Items

There were no items of urgent business.

9      Consideration of Minor Nature Matters

There were no matters of a minor nature.

The Meeting closed at 9.24.

\*\*\*\*\*  
Cllr Scott Shannon  
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:** Nil

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

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 12 July 2025 to 8 August 2025.

Date	Meetings and Functions
14 July 2025	Police Area Commander visit with Chief Executive – Council
14 July 2025	Monday Morning Meeting with Deputy Mayor and Chief Executive – Council
15 July 2025	Waimate Biodiversity Strategy Stakeholder Meeting – Waimate Event Centre
15 July 2025	Mayor's Taskforce for Jobs (MTFJ) Core Group Meeting – Microsoft teams
15 July 2025	Due Diligence Discussion with incoming Audit & Risk Chair – David Ward – via cellphone
16 July 2025 to 17 July 2025	Local Government New Zealand AGM and Conference – Christchurch
17 July 2025	MTFJ Annual Breakfast Meeting – Christchurch
17 July 2025	Canterbury Mayoral Forum meeting with Minister Upston – Christchurch
21 July 2025	Monday Morning Meeting with Deputy Mayor and Chief Executive – Council
21 July 2025	South Canterbury Chamber of Commerce Board Meeting – Timaru
23 July 2025	Road Controlling Authorities Forum Webinar: The Future of Digital in Rooding Networks – via Zoom
28 July 2025	MTFJ catch up with Coordinator – Council
28 July 2025	Monday Morning Meeting with Deputy Mayor and Chief Executive – Council
4 August 2025	MTFJ catch up with Coordinator – Council
4 August 2025	Environment Canterbury: Conversation 'Continuing the Kōrero about the Structure of Local and Regional Government' – via Microsoft Teams
8 August 2025	Mayor's Musings with The Breeze (Radio Chat) – via cellphone

**RECOMMENDATION**

That the Mayor's Report is accepted.

**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

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

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 12 July 2025 to 8 August 2025.

Date	Meetings and Functions
14 July 2025	Monday Morning Meeting with Mayor and Chief Executive – Council
14 July 2025	Water Services Authority Taumata Arowai: Systems Report Overview – online
21 July 2025	Monday Morning Meeting with Mayor and Chief Executive – via phone
23 July 2025	Local Government New Zealand: Hitting Reset the Systems Improvements Bill Explained – online (slides provided)
23 July 2025	Water Services Authority Taumata Arowai: Technical Information Session on Network Environmental Performance Report – online
24 July 2025	Water Services Authority Taumata Arowai: Technical Information Session on Drinking Water Regulation Report – online
28 July 2025	Monday Morning Meeting with Mayor and Chief Executive – Council

## A 'new' purpose for local government

The purpose of local government is—

- (a) to enable democratic local decision-making and action by, and on behalf of, communities; and
- (b) to meet the current and future needs of communities *for good-quality local infrastructure, local public services, and performance of regulatory functions in a way that is most cost-effective for households and businesses; and*
- (c) *to support local economic growth and development by fulfilling the purpose set out in paragraph (b)*

## What are 'core services'

- (a) network infrastructure:
- (b) public transport services:
- (c) waste management:
- (d) civil defence emergency management:
- (e) libraries, museums, reserves, and other recreational facilities

**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 12 July 2025 to 8 August 2025.

<b>Cr John Begg</b>	
<b>Date</b>	<b>Meetings and Functions</b>
15 July 2025	Waimate Biodiversity Strategy Stakeholder Meeting – Waimate Event Centre
16 July 2025 to 17 July 2025	Local Government New Zealand AGM and Conference – Christchurch
18 July 2025	Canterbury Mayoral Climate Champions Reference Group – Microsoft Teams
20 July 2025	Bushtown AGM (also wearing Councillor hat)
4 August 2025	Visit to Ashburton Biodiversity Group – Ashburton
5 August 2025	Waimate Abbeyfield Community Housing Meeting (also wearing Councillor hat) – Waimate
7 August 2025	Meeting with Council's Waste Management Officer – Council

<b>Cr Lisa Small</b>	
<b>Date</b>	<b>Meetings and Functions</b>
15 July 2025	Waimate Biodiversity Strategy Stakeholder Meeting – Waimate Event Centre
5 August 2025	Civil Defence Meeting – Glenavy
7 August 2025	Civil Defence Meeting – Studholme

<b>Cr Rick Stevens</b>	
<b>Date</b>	<b>Meetings and Functions</b>
15 July 2025	Waimate Biodiversity Strategy Stakeholder Meeting – Waimate Event Centre
16 July 2025	Waimate2gether Board Meeting – Waimate

**RECOMMENDATION**

That the Councillors' Report is accepted.

**12 CHIEF EXECUTIVE'S REPORT**

Nil

**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. Council Outstanding 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>			
12 Aug 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>			
12 Aug 2025: No further updates at this time.			

Meeting	Officer/Director	Section	Subject
Council 22-Jul-25	Macdonald, Alex	General Reports	Delegation to consider an objection under section 357A of the Resource Management Act
<b>RESOLUTION 2025/82</b>			
<ol style="list-style-type: none"> <li>1. That the Delegation to consider an objection under section 357A of the Resource Management Act report is accepted; and</li> <li>2. That Council delegate to the Chief Executive, using the power of delegation in s34A of the Resource Management Act, the power to either: <ol style="list-style-type: none"> <li>a. Consider, and make a decision on, the objection to RM250034 (under sections 357A and 357D of the Resource Management Act), in the event a hearing is not required, or</li> <li>b. Appoint a hearing commissioner for this matter, with Council authorising the hearing commissioner appointed to make the decision on the objection to RM250034 (under sections 357A and 357D of the Resource Management Act). This delegation includes: <ol style="list-style-type: none"> <li>i. Any necessary powers consequential to the exercise of this power, including powers related to hearings, and the specific powers under 357CA, and</li> <li>ii. The power to waive or extend a timeframe in relation to this matter under 37 and 37A.</li> </ol> </li> </ol> </li> </ol>			
			<b>CARRIED</b>
<b>Note:</b>			
12 Aug 2025: Appointment not made, decision on objection not yet taken as waiting for surveyor.			

Meeting	Officer/Director	Section	Subject
Council 22-Jul-25	Murray, Dylan	General Reports	Waimate District Climate Resilience Strategy
<b>RESOLUTION 2025/81</b>			
<ol style="list-style-type: none"><li>1. That the Waimate District Climate Resilience Strategy report is accepted; and</li><li>2. That the draft Waimate District Climate Resilience Strategy is adopted with the Chief Executive having the ability to amend grammatical and minor amendment changes; and</li><li>3. That Council agreed to look at establishing a Climate Resilience Action Group tasked with addressing the various action points within the six Action Plans of the strategy document.</li></ol>			
<b>CARRIED</b>			
Councillors Colin Pankhurst, Peter Collins and Lisa Small voted AGAINST the motion.			
<b>Note:</b>			
12 Aug 2025: No task described in action item. Awaiting grammar identification from Deputy Mayor. Further work required to address some of the action items and measurements before implementation.			

**14 HUMAN RESOURCES REPORT**

Nil

**15 AUDIT AND RISK COMMITTEE REPORT**

Nil

**16 GENERAL REPORTS****16.1 MINUTE OF APPRECIATION FOR THE LATE CR TOM O'CONNOR**

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

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

**Attachments:** Nil

**PURPOSE**

1. To give Council the opportunity to acknowledge the passing of Cr Tom O'Connor and the contribution he has made to the Waimate District.

**MESSAGE FROM THE MAYOR**

2. With a heavy heart, I acknowledge the passing of a friend, a colleague and Councillor of the Pareora-Otaio-Makikihi Ward, Tom O'Connor on Wednesday 6 August 2025.
3. Over many years Tom made a huge impact on our community. He was deeply involved in all aspects of the community, and also had an avid and active interest in higher political and media circles. He was a man of deep wisdom, knowledge and always fought hard for the underdog.
4. He served Council with humbleness and integrity since 2013. His selfless leadership, wisdom, and commitment was evident by the many groups and organisations he served on – and he was highly respected and appreciated by his fellow Councillors, staff and many members of the public within and outside of the Waimate District.
5. I know he will be very much missed by family and friends, and all of us at Waimate District Council.

**Mayor Craig Rowley**

**COMMENTS FROM COUNCIL**

6. Councillors and staff are welcome to comment further.

**RECOMMENDATION**

1. That the Minute of Appreciation for the late Cr Tom O'Connor is received; and
2. That Council receives and recognises the remarks of Mayor Craig Rowley, Councillors and staff as minuted for this agenda item.

**16.2 WAIMATE DISTRICT COUNCIL EXTRAORDINARY VACANCY: PAREORA-OTAIO-MAKIKIHI WARD COUNCILLOR**

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

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

**Attachments:** Nil

**PURPOSE**

1. Council receives and notes the formal advice of the creation of an extraordinary vacancy on the Waimate District Council following the death of Cr Tom O'Connor on 6 August 2025, as required under s. 117 of the Local Electoral Act 2001 (LEA).

**BACKGROUND**

2. Under the Local Government Act 2002 (LGA), when a councillor passes away, their position on the council becomes vacant. If the vacancy occurs within 12 months of a triennial general elections, the council must choose to leave the vacancy unfilled, or fill the vacancy through an appointment process, as outlined in s.117 of the LEA.
3. On Wednesday 6 August 2025, Pareora-Otaio-Makikihi Ward Councillor Tom O'Connor passed away.
4. When a sitting elected member of a local authority dies in office, the vacancy created on that local authority is an "extraordinary vacancy" under clause 5(1)(a) of Schedule 7, Part 1 of the LGA. Clause 5 also states that sections 117 to 120 of the LEA apply to extraordinary vacancies.
5. S. 117 of the LEA focuses on the timing of the creation of the extraordinary vacancy in relation to the date of the next triennial general election and the actions that Council must take if it occurs more than 12 months before that election date or less than 12 months before that election date.
6. The next triennial general election for local government is scheduled to take place on Saturday, 11 October 2025. Therefore, this extraordinary vacancy for the Waimate District Council has been created less than 12 months from the next election date. This means that an election to fill the vacancy (which would be governed by s.117(1) and thereafter by the process set out in s.120) is not required. Instead, s.117(2) and (3) of the LEA applies.
7. Under the LGA and LEA, the chief executive must notify the local authority of the vacancy immediately.
8. The Chief Executive advised Council of the passing of Mr O'Connor on Wednesday 6 August to Mayor Rowley, who in turn advised Councillors.
9. On receiving notice, the local authority must at their next meeting determine by resolution:
  - (a) That the vacancy be filled by the appointment by the local authority of a person named in the resolution who is qualified to be elected as a member; or
  - (b) That the vacancy is not to be filled and the position remains vacant until the upcoming triennial general elections.

**PROPOSAL**

10. Council is asked to consider the vacancy; and either appoint a qualified person to fill the vacant ward seat for Pareora-Otaio-Makikihi; or decide to wait until the upcoming triennial general election, which is less than two months away.

**ASSESSMENT OF SIGNIFICANCE**

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

**CONSIDERATIONS**

12. There are no other known considerations.

**Legislation**

13. Local Government Act 2002 and Local Electoral Act 2001.

**Risk**

14. There are no known risks of significance of having a councillor vacancy for such a short time. As the Pareora-Otaio-Makikihi ward has two Councillors, it retains representation through Councillor Sandy McAlwee.
15. Council will note a report in this agenda 'Appointment of Chief Executive's Performance Review Committee Member' where risks pertinent to this committee are identified, and make a decision accordingly. The Audit and Risk Committee meets next on 9 September, however it is not envisaged that Mr O'Connor's vacancy will be required to be filled for this Committee before the upcoming local authority elections.

**FINANCIAL**

16. There are no known financial implications of having a vacant seat in this ward.

**Cost-effectiveness**

17. Consideration has been given to cost-effectiveness.

**RECOMMENDATION**

1. That the Waimate District Council Extraordinary Vacancy: Pareora-Otaio-Makikihi Ward Councillor report is accepted; and
2. Council receives and notes the formal advice of the creation of an extraordinary vacancy on the Waimate District Council following the death of Cr Tom O'Connor on 6 August 2025, as required under section 117(2) of the Local Electoral Act 2001; and
3. That Council gives consideration to both of the two options:
  - (a) That the vacancy be filled by the appointment by the local authority of a person who is qualified to be elected as a member; by either:
    - (i) recommending that a specific named person is invited to fill the vacancy;
    - (ii) suggesting a process, such as calling for public nominations;
    - (iii) recommending delegating the choice of the person to be appointed to the Mayor and Deputy Mayor in consultation with the governing body;or
  - (b) That the vacancy is not to be filled and the position remains vacant until the upcoming triennial general elections on Saturday 11 October 2025;and
  - (c) Notes that the decision will be publicly notified immediately after the meeting in accordance with legislative requirements

**16.3 APPOINTMENT OF CHIEF EXECUTIVE'S PERFORMANCE REVIEW COMMITTEE MEMBER**

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

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

**Attachments:** Nil

**PURPOSE**

1. For Council to appoint a replacement member on the Chief Executive's Performance Review Committee (CEPRC) for the remainder of the Council term.

**BACKGROUND**

2. Under the terms of reference for the CEPRC, membership includes the Mayor, the Deputy Mayor and two Councillors. Appointments to the committee were made by Council at the inaugural Council meeting for the triennium in October 2022.
3. Due to the unexpected passing of one member, a replacement is required to undertake the upcoming performance review on 9 September 2025.
4. At the inaugural Council Meeting scheduled for Friday 31 October, as with other Council Committees, the CEPRC will be appointed for the next term of Council.

**PROPOSAL**

5. That Council appoint an additional member to ensure a full membership of this Committee to undertake the upcoming review.

**Options**

6. Council decides to appoint a new member, or
7. Council may decide to leave the vacancy unfilled until the Inaugural Council Meeting.

**ASSESSMENT OF SIGNIFICANCE**

8. This item is of low significance under Council's Significance and Engagement Policy.

**Legislation**

9. Local Government Act 2002.

**Risk**

10. If Council does not appoint a new member, there may be a risk of not having a quorum for the upcoming performance review.

**FINANCIAL**

11. There are no known financial implications for this decision.

**RECOMMENDATION**

1. That the Appointment of Chief Executive's Performance Review Committee Member report is accepted; and
2. That Council considers and duly appoints a new member to the Chief Executive's Performance Review Committee Member; or
3. That Council does not appoint a new member to the Chief Executive's Performance Review Committee Member at this time.

**16.4 LOCAL WATER DONE WELL - SUBMISSION OF THE WATER SERVICES DELIVERY PLAN**

**Author:** Dan Mitchell, Asset Group Manager

**Authoriser:** Stuart Duncan, Chief Executive

**Attachments:** 1. Waimate Water Services Plan (under separate cover) 

**PURPOSE**

1. To seek the approval of Council to submit the Water services Delivery Plan (WSDP) to the Department of Internal Affairs (DIA) for approval on behalf of the Secretary for Local Government.
2. To seek delegated authority to the Chief Executive to finalise the WSDP and provide certification that the WSDP complies with the Local Government (Water Services Preliminary Arrangements) Act 2024 (LGWSPA Act) and that the supporting information is true and accurate.

**BACKGROUND**

3. On 29 April 2025, Council agreed to consult on two options for future service delivery. Option 1 was keeping water services in-house and Option 2 was to join a three-council water services organisation with Mackenzie and Timaru District Councils.
4. Consultation was undertaken in compliance with LGWSPA Act. Consultation ran between 15 May 2025 and 16 June 2025.
5. A total of 246 submissions were received, with an overwhelming majority supporting the proposal to establish a ring-fenced in-house business unit.
6. On 1 July 2025, Council approved the adoption of an in-house water services delivery model and guided staff to produce a reflective WSDP with the assistance of Martin Jenkins consultants.
7. The legislation requires Council to submit a WSDP by 3 September 2025. Failure to do so will undoubtedly involve ministerial intervention.
8. The attached (under separate cover) WSDP is reflective of Council's 1 July 2025 decision, and meets the various tests associated with DIA checks. Most importantly it demonstrates financial sustainability prior to the legislative deadline of 30 June 2028.
9. The WSDP contains an implementation plan which represents the roadmap for quality compliance (the Water Services Regulator) and economic compliance (the Commerce Commission).
10. Additionally, the WSDP is supported by an external assurance review (capital and compliance), a review of Asset Management Maturity and substantial external support via Martin Jenkins.
11. The WSDP provides:
  - (a) The current state of the three waters services
  - (b) Commentary on compliance with the regulatory scheme and work required to achieve this
  - (c) Demonstration of financial sustainability for the duration of the plan (ten years)
  - (d) The proposed governance structure
  - (e) An implementation plan
  - (f) Key metrics required by DIA.



12. Stormwater is currently included in the proposed in-house model and has subsequently been ring-fenced.
13. Tariff structures are proposed to be consulted on as part of the 2027-37 Long Term Plan.
14. Economic and financial analysis has indicated that in-house delivery is, for the term of the plan, the most cost-effective means to deliver water services. It also meets the desire of the communities to maintain control of their water services. Control is achieved by creating a dedicated Water Services Committee that utilises independent specialists to ensure that legislative requirements are met in the most cost-effective manner.
15. Whilst Waimate District Council has opted to “go alone”, discussions around shared services and efficiencies will continue with our immediate neighbours. These could manifest in joint arrangements, shared services, and procurement efficiencies (where appropriate).
16. If approved, and under the proposed service delivery methodology, staff and the Water Services Committee will need to draft a Water Services Strategy (three years) which Council will need to adopt by 30 June 2027. This aligns with the WSDP and with the existing Long Term Plan processes.
17. If not approved, the WSDP will need to be resubmitted by 3 September 2026.

### PROPOSAL

18. For Council to consider the draft WSDP (attached under separate cover) and provide feedback and amendments as appropriate.

### Options

19. Two options exist:
  - (i) Council approves the submission of the WSDP to DIA for review and approval and to delegate authority to the Chief Executive to finalise the WSDP and to certify that the WSDP complies with LGWSPA Act 2024 and that the WSDP is true and accurate; or
  - (ii) Council declines to approve the WSDP.

### ASSESSMENT OF SIGNIFICANCE

20. This is a significant matter and the wider community has been consulted through a modified (legislated) consultation mechanism.

### Legislation

21. Local Government Act 2002 (LGA 2002).
22. Local Government (Water Services Preliminary Arrangements) Act 2024.

### Risk

23. Declining to approve the WSDP comes with a number of risks. These include:
  - (i) Legislative risk associated with LGWSPA Act 2024 requirement to submit a plan by 3 September 2025. The Minister has indicated a low tolerance in this scenario and there are strong powers that can be exercised.
  - (ii) Reputational risk associated with countering public opinion on this matter. The community has presented a strong case in support of the in-house business unit.
  - (iii) As noted in the consultation document, the preferred model is the most cost-effective for the district. Maintaining local control (and decision making) allows for bespoke tariff structures that meet the diverse communities served.
24. Additional legislative risks are associated with increased compliance requirements and increased regulation. The WSDP discusses these risks and the associated mitigation.

**FINANCIAL**

25. A significant proportion of the external consultancy costs have been funded via DIA transitional funding. This includes the development of a financial model within the WSDP.
26. Once approved, the financial modelling will underpin the Water Services Strategy and this will align with significant LGA 2002 processes such as the next Long Term Plan, subsequent Annual Plans and, likely, a modified Annual Report.
27. There is an opportunity to divert unspent Better Off funding to support work required to ring-fence by 1 July 2026.

**Cost-effectiveness**

28. Cost-effectiveness has been addressed through the development of the consultation document and subsequently the Water Services Delivery Plan

**RECOMMENDATION**

1. That the Local Water Done Well – Submission of the Water Services Delivery Plan report is accepted; and
2. That Council approves the submission of the Water Services Delivery Plan to the Department of Internal Affairs for review and approval; and
3. That Council delegates authority to the Chief Executive to finalise the Water Services Delivery Plan and to certify that the Water Services Delivery Plan complies with the Local Government (Water Services Preliminary Arrangements) Act 2024 and that the Water Services Delivery Plan is true and accurate.

**16.5 INTERIM FINANCE REPORT FOR THE 12 MONTHS ENDED 30 JUNE 2025****Author:** Melissa Thomson, Accountant**Authoriser:** Tina Stevenson, Corporate Services Group Manager**Attachments:** Nil**PURPOSE**

1. To present the interim finance report to 30 June 2025 to Council.

*Note: These interim financials will be subject to change as annual balance date income and expenditure recognition is yet to be assessed. The updated financials will be incorporated into the 2025 Annual Report in due course.*

**Waimate District Council****Statement of Financial Performance** \*\* Interim Financials\*\***For the 12 months ended 30 June 2025**

			Year to date Budget (Including Carry Forwards)			
	Variance Note	Actual \$000	\$000	Variance \$000	% Var.	Annual Plan 2025 Budget
<b>Operating Revenue</b>						
Rates (net of remissions)	5	\$ 15,566	\$ 16,004	\$ (438)	(3%)	\$ 16,004
Development and Financial Contributions	6	298	66	232	352%	66
NZ Transport Agency Subsidy	7	4,153	4,963	(810)	(16%)	4,963
Fees and Charges		1,464	1,480	(16)	(1%)	1,480
Interest Revenue	8	107	83	23	28%	83
Transitional & Better Off Funding - 3Waters	9	1,112	-	1,112	100%	-
Other Revenue	10	2,867	4,223	(1,356)	(32%)	4,223
Total Operating Revenue		25,567	26,819	(1,253)	(5%)	26,819
<b>Operating Expenditure</b>						
Employment Benefit Expenses	11	6,406	6,755	348	5%	6,755
Depreciation and Amortisation	12	6,979	7,543	564	7%	7,543
Roading Expenses	13	3,208	3,662	455	12%	3,662
Finance Costs	14	244	429	185	43%	428
Other Expenses	15	7,595	9,821	2,226	23%	8,955
Total Operating Expenditure		24,432	28,210	3,778	13%	27,343
<b>Total Surplus/(Deficit)</b>		<b>\$ 1,135</b>	<b>\$ (1,391)</b>	<b>\$ 2,525</b>	<b>(182%)</b>	<b>\$ (524)</b>

2. For the 12 months ended 30 June 2025, Council recorded a surplus of \$1.135M, compared to a budgeted deficit of \$1.391M; therefore, Council is tracking \$2.525M favourable to budget.
3. Income and expenditure items will be assessed for budget carry forward to the 2025/26 financial year, with this usually occurring around October each year.
4. The surplus has resulted in a combination of less borrowings and an increase of cash at year end compared to the budgeted position. The additional cash will be put to use towards the large capital programme for the 2025/26 financial year.

**MAJOR VARIANCES TO BUDGET**

5. Targeted rates for water supply are below budget as the Downlands Rural Water supply annual financials are yet to be received (Actual \$nil; Budget \$431,000).
6. Development and financial contributions are above budget due to capital contributions for the water and sewer activities (Actual \$131,500; Budget \$40,800), and financial contributions for open space and recreational reserves (Actual \$161,900; Budget \$21,200).

7. Subsidies from NZ Transport Agency are below budget due to a combination of the reduced NZTA approved budget (NZTA Bid minor improvements \$390,000; NZTA approval \$50,000 = -\$340,000 x 68% Subsidy = -\$231,200), and reduced operational spends (Note 13) and capital spends compared to budget. The subsidy income remaining will be considered with the annual budget carry forwards.
8. Increased cash in the bank, mainly due to the of timing of capital spends, have resulted in interest revenue above budget. Due to increased cash in the bank additional borrowings anticipated this year have not been fully drawn, resulting in less finance costs than budgeted.
9. Transitional and Better Off Funding was not allowed for in the Annual Plan 2025 budget.
10. Other revenue includes forestry harvest revenue (Actual \$nil; Budget \$2,069,600) which has been deferred and re-budgeted for the 2025/26 financial year. Insurance proceeds of \$600,000 have been received which were not allowed for in the budget. Alpine Energy dividend income not received (Actual \$nil; Budget \$187,000).
11. 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.
12. Depreciation and amortisation expenses are below budget due to the Downlands Rural Water supply annual financials yet to be received (Actual \$nil; Budget \$224,000), along with reduced depreciation expenses for buildings (Actual \$950,700; Budget \$1,197,200) following revaluation at 30 June 2024 and revised depreciation rates.
13. Roothing expenses are below budget due to reduced spends for emergency reinstatement costs (Actual: \$19,400; Budget \$130,000), structures maintenance (Actual: \$75,700; Budget \$164,900), drainage maintenance (Actual: \$348,200; Budget \$442,400) and all other roading operational spends (Actual: \$2,764,300; Budget \$2,925,100). Underspends from the NZTA approved budget will be considered with the annual budget carry forwards.
14. Finance costs are less than budgeted due to a combination of reduced borrowings therefore reduced interest expenses (Actual \$243,600; Budget \$334,400) and the Downlands Rural Water supply annual financials yet to be received (Actual \$nil; Budget \$94,400).
15. Other expenses are below budget mainly due to:
  - District Plan review expenses are below budget by \$249,200. Some initial scoping work with Council on the District Plan was commenced (with caution) given the continuing forecast changes to the Resource Management Act 1991. Government has since suspended councils from progressing any work on District Plans.
  - Each year at 30 June, Council values the forest assets and records any gain on tree growth during the year. When forests are harvested, and revenue is received Council records the value associated to that block as at the last valuation as an expense. The budget includes \$2,069,600 as a cost of harvest (Actual \$nil), in line with the revenue variation explained in Note 10 above.
  - Other expenditure items below budget are insurance (\$120,700), staff training and conferences (\$89,400) and consultancy expenses (\$132,700).
  - Other expenditure items above budget are loss on disposal of assets (\$120,400), grounds maintenance (\$127,800) which includes Waimate Lakes Camping tree maintenance funded from reserve and Whitehorse tree planting funded from Better Off Funding. Expenditure of \$86,200 for the Lower Waihao nitrate response was not budgeted.

**Statement of Financial Performance by Activity Group**  
**For the 12 months ended 30 June 2025**

Activities	2024/25 Actuals \$000	2024/25 Budget \$000	Variance \$000	Comments
<b>Community Facilities</b>				
Camping	(298)	(216)	(82)	Tree maintenance at Waimate Lakes Camping of \$86,200 was not budgeted and will be funded from the Te Aka Recreational Reserve.
Cemeteries	(17)	-	(17)	Cemetery income is slightly below budget (\$19,100)
Event Centre	502	(129)	631	Insurance proceeds of \$600,000 have been received in relation to the fire, which was not budgeted.
Parks and Public Spaces	(229)	(58)	(171)	Expenditure is above budget mainly due to increased grounds maintenance (\$58,900 over budget), in addition to Whitehorse plantings (\$11,700 not budgeted but funded from Better Off Funding), and Knottingley Park Settlers Hut renovations (\$21,200).
Property	548	138	411	Building depreciation costs are below budget by \$279,600 following revaluation at 30 June 2024 resulting in updated values and revised depreciation rates. Repairs and maintenance are also below budget mainly due to the carried forward budget of \$85,000 which included the Courthouse/Museum upgrade which was not completed.
Swimming Pool	(14)	0	(14)	Plant and machinery depreciation costs are above budget by \$29,100 due to the completion of the swimming pool PVC membrane lining, with the asset attracting a higher depreciation rate.
	492	(266)	759	
<b>Community Services</b>				
Community Support	(148)	(85)	(63)	The recreational track grant of \$100,000 for the Waimate Trail stage 1A and 1B was approved by Council, but not budgeted.
Economic Development and Promotions	48	(267)	316	Economic development council initiatives were below budget by \$117,100, along with Elected Member and Ward initiatives expenditure below budget by \$35,000, and Economic Development strategy spends were below budget by \$76,600.
Emergency Management	35	(5)	40	Plant and machinery depreciation costs are below budget by \$14,300 due to the delay of replacing equipment. Insurance costs are below budget by \$8,600, and other general expenses are below budget by \$13,100.
Library	(3)	(0)	(3)	
	(68)	(358)	290	
<b>District Planning &amp; Reg. Serv.</b>				
Animal Management	2	-	2	
Building Control	(71)	(17)	(54)	Building consent income is below budget by \$97,800 however this is offset by increased income for LIMs and accreditation fees \$33,500.
Environmental Services	(49)	-	(49)	The Health licence contract costs were \$24,900 above budget, in addition to reduced health licence income below budget by \$22,300.
Resource Management	219	(249)	468	Financial contributions for open space and recreational reserves are above budget by \$140,700, and resource consent income is \$28,600 above budget. District Plan review expenses are below budget by \$249,200.
	100	(266)	366	

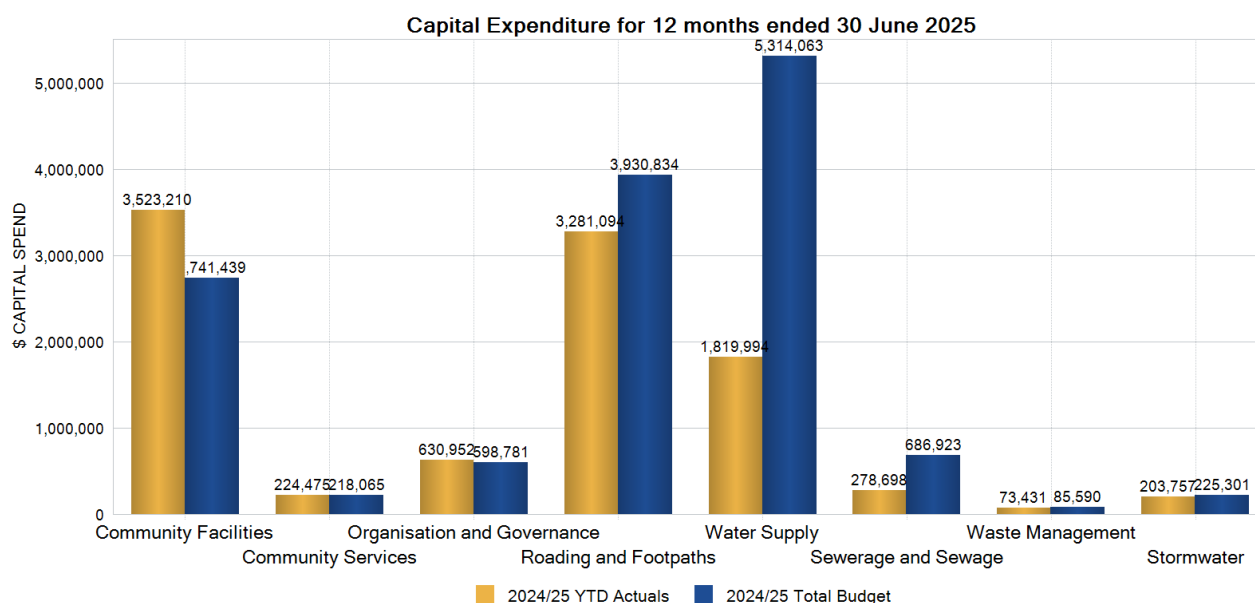
Activities	2024/25 Actuals \$000	2024/25 Budget \$000	Variance \$000	Comments
<b>Organisation and Governance</b>				
Central Administration	605	(397)	1,002	Better off funding income and Transitional Funding income of \$399,700 was not budgeted, along with gain on disposal of assets of \$20,700. Revenue from staff labour recoveries is \$31,900 above budget. Employment benefit expenses are below budget primarily due to some continued staff vacancies \$335,900. Staff training and conferences is below budget by \$58,900.
Community Representation	3	(9)	12	
Investments and Finance	(24)	154	(178)	Rates penalties income above budget by \$77,000, however this is offset by Alpine Energy dividend income not received \$187,000.
Strategy	(40)	(58)	18	
	543	(310)	853	
<b>Roading and Footpaths</b>	(423)	(137)	(286)	Subsidies from NZ Transport Agency are below budget by \$810,000 due to a combination of the reduced NZTA approved budget, and reduced operational spends compared to budget. This is partially offset by reduced spends for emergency reinstatement costs (\$110,600 below budget), structures maintenance (\$89,200 below budget), drainage maintenance (\$94,200 below budget). The Centrewood Park Road seal extension project received Better Off Funding income of \$172,300.
<b>Water Supply</b>				
Rural Water Supply	42	(123)	164	Financial contributions income is above budget by \$40,900. Electricity costs are below budget by \$19,500, along with reduced costs for operational and pump maintenance \$35,200.
Urban Water Supply	95	(55)	151	General reduced expenditure overall, with lower than budgeted internal labour allocations and internal interest costs as a result of delayed capital expenditure.
	137	(178)	315	
<b>Sewerage and Sewage</b>	93	9	84	Financial contributions income is above budget by \$48,200.
<b>Waste Management</b>	102	102	-	
<b>Stormwater</b>	158	14	144	Better off funding income of \$109,200 was not budgeted.
<b>Total Surplus/(Deficit)</b>	<b>1,135</b>	<b>(1,390)</b>	<b>2,525</b>	

**Waimate District Council**  
**Statement of Financial Position**  
**As at 30 June 2025**

	<b>Movement Note</b>	<b>Actual 30 June 2025 \$000</b>	<b>Actual 30 June 2024 \$000</b>	<b>Movement \$000</b>
<b>Assets</b>				
<b>Current Assets</b>				
Cash and cash equivalents	16	4,211	1,468	2,743
Trade and other receivables		2,658	3,721	(1,063)
Inventories		282	235	47
Other financial assets		-	-	-
<b>Total Current Assets</b>		7,151	5,424	1,727
<b>Non Current Assets</b>				
Property, plant and equipment		509,790	509,213	577
Forestry assets		2,186	2,186	-
Intangible assets		1,398	1,378	20
Other financial assets		22,583	22,460	123
<b>Total Non Current Assets</b>		535,958	535,237	721
<b>Total Assets</b>		<b>543,109</b>	<b>540,661</b>	<b>2,448</b>
<b>Liabilities</b>				
<b>Current Liabilities</b>				
Trade and other payables		3,098	3,179	(81)
Borrowings		3,019	3,019	-
Provisions		10	10	-
Employment Benefit Expenses		770	689	81
Derivative financial instruments		-	-	-
<b>Total Current Liabilities</b>		6,897	6,898	(0)
<b>Non Current Liabilities</b>				
Provisions		82	82	-
Borrowings	16	4,470	2,970	1,500
<b>Total Non Current Liabilities</b>		4,552	3,052	1,500
<b>Equity</b>				
Public Equity		98,156	96,929	1,227
Reserves		433,503	433,782	(279)
<b>Total Equity</b>		531,659	530,711	948
<b>Total Liabilities and Equity</b>		<b>543,109</b>	<b>540,661</b>	<b>2,448</b>

16. The surplus has resulted in a combination of less borrowings than budgeted and an increase of cash at year end compared to the budgeted position. The additional cash will be put to use towards the large capital programme for the 2025/26 financial year.

## 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)	\$ 10,035,612
	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 June 2025	\$ 7,757,246
	 Total 2024/2025 Budget (excluding carry forwards)	 \$ 9,484,094
	% of total budget available spent	82%
	 Total 2024/25 Budget (Including carry forwards)	 \$ 13,800,996
	% of total budget available spent	56%

17. Further detail on capital spends are as follows:

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



Project	Total Spends 1	2024/25	Remaining
	Jul 2024 to	Budget(Includes	
	June 2025	Carry Forward)	Budget
<b>Community Facilities</b>			
Cemetery - Repurpose Queen Street toilets (and pump station)	-	61,294	61,294
Cemetery - Reseal Driveway	12,524	50,000	37,476
Community Housing - General capital	-	90,405	90,405
Community Housing - Heatpumps	14,030	3,000	(11,030)
Community Housing - Hot Water Cylinders & other Furn&Fitting	13,283	6,000	(7,283)
Community Housing - Painting	-	32,753	32,753
Knottingley Park - BBQ and cover (Reallocated for Hut)	-	13,950	13,950
Local Govt Centre - Emergency generator	10,033	-	(10,033)
Local Govt Centre - Library / LGC Extension	800,619	807,066	6,447
Local Govt Centre - Library / LGC Extension Scoping and Plan	-	-	-
Morven Reserve - Hall painting	-	80,000	80,000
Morven Reserve - Irrigation upgrade (non rate funded)	272,789	284,790	12,001
Property - Court House Upgrade / Roof etc	5,375	67,469	62,094
Property - Tennant St building capital	-	22,227	22,227
Property - Theatre building capital projects	-	24,000	24,000
Public Toilets - Glenavy & St Andrews facilities BOF*	-	448,800	448,800
Public toilets - Waimate Town (New Toilets)**	297,501	445,150	46,586
Swimming Pool - PVC membrane lining	42,573	42,708	135
Swimming Pool - Replace Pool Covers	30,620	31,000	380
Urban Reserves - Tennis court resealing	88,856	-	(88,856)
Victoria Park - Pergola replacement	30,435	15,587	(14,848)
Victoria Park - Upgrade glasshouse heating system	7,789	20,000	12,211
Victoria Park Camping - Upgrade Tennant St cabins	-	14,184	14,184
Victoria Park Gardens - Garage door replacement	13,283	32,500	19,217
Waimate Event Centre - Refurbishment post fire	286,922	-	(286,922)
Waimate Lakes Camping - Boat ramp upgrade	11,332	15,852	4,520
Waimate Lakes Camping - KiwiCash facilities	11,807	-	(11,807)
Waimate Lakes Camping - Landscaping, fencing and plantings	-	20,000	20,000
Waimate Lakes Camping - Pipe renewals	2,533	28,537	26,004
Waimate Lakes Camping Bike Shelter - Te Aka Road	23,421	-	(23,421)
Other Projects	44,078	84,167	40,089
<b>Total Community Facilities</b>	<b>2,019,802</b>	<b>2,741,439</b>	<b>620,574</b>
<b>Community Services</b>			
Library - Furniture and fittings (extension)	87,323	-	(87,323)
Library - Books	66,210	64,717	(1,493)
Promotions - District signage	39,946	74,148	34,202
Promotions - Storage for retail products	16,961	10,000	(6,961)
Promotions - Storage for Community Xmas Tree	-	21,000	21,000
Emergency Management - Equipment renewals	-	48,200	48,200
<b>Total Community Services</b>	<b>210,440</b>	<b>218,065</b>	<b>7,625</b>

**Note**

**\*\* Waimate Public Toilets - Spend to date for 2024/25 \$297,501 plus \$101,063 for 2023/24 equal total spends of \$398,564 therefore resulting in remaining budget of \$46,586.**

**\* Glenavy toilets were complete with a incurred total spend of \$180,200 during 2023/24.**

Project	Total Spends 1	2024/25	Remaining
	Jul 2024 to	Budget(Includes	
	June 2025	Carry Forward)	Budget
<b>Organisation and Governance</b>			
Asset Management - SCADA Software	-	58,000	58,000
Asset Management - Vehicle replacement	42,153	-	(42,153)
Corporate Services - Cleaners Vehicle	-	40,000	40,000
Corporate Services - Computers / Hardware	14,878	15,000	122
Corporate Services - Elected Member Devices	-	16,200	16,200
Corporate Services - Furniture & Fittings	19,063	33,000	13,937
Corporate Services - Magiq Upgrades	33,874	70,000	36,126
Corporate Services - Public security cameras	12,848	5,000	(7,848)
Corporate Services - Telephone/PABX Upgrade	7,448	15,000	7,552
Digitisation Scanning Equipment - IT	54,813	-	(54,813)
Forestry - Land access	-	49,500	49,500
Forestry - Planting Reserves	-	14,056	14,056
Governance - AV Conferencing system for Council Chambers	84,094	75,000	(9,094)
Investment Property - Gorge Road Premises	36,512	-	(36,512)
Investment Property - Furniture & Fittings	13,272	15,000	1,728
Parks - Plant and Machinery	13,303	10,000	(3,303)
Utilities - Fuel storage tank and mobile fuel tanker	16,020	18,000	1,980
Utilities - Lutra software SF	19,940	21,000	1,060
Utilities - Vehicle Replacement	58,470	60,000	1,530
Utilities - Vehicle replacement	53,927	60,000	6,073
Other Projects	20,457	24,025	3,568
<b>Total Organisation and Governance</b>	<b>501,073</b>	<b>598,781</b>	<b>97,708</b>
<b>Roading and Footpaths</b>			
Roading - Resealing	1,346,586	1,296,922	(49,664)
Roading - Drainage Construction	155,605	172,395	16,790
Roading - Culvert Replacement	110,626	193,132	82,506
Roading - Kerb and Channel Renewal	260,222	292,850	32,628
Roading - Concrete Ford Renewal	11,089	45,000	33,911
Roading - Pavement Rehabilitation	889,213	817,900	(71,313)
Roading - Structures Component Rep	81,678	202,850	121,172
Roading - Sign Renewal	49,067	69,731	20,664
Roading - Minor Improvements	1,105	390,000	388,895
Roading - Footpath Renewal	176,382	290,054	113,672
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
<b>Total Roding and Footpaths</b>	<b>3,270,075</b>	<b>3,930,834</b>	<b>660,759</b>

Project	Total Spends 1	2024/25	Remaining
	Jul 2024 to June 2025	Budget(Includes Carry Forward)	Budget
<b>Water Supply</b>			
Cannington - Pratts pumphouse power supply	-	18,600	18,600
Cannington - Renewal Maintenance of weir	-	14,252	14,252
Hook / Waituna - Drinking Water Intake/Plant Compliance Upgr	133,492	109,100	(24,392)
Hook / Waituna - Dual check augmentation	-	-	-
Hook / Waituna - Line renewal Manchesters and Molloy's Rd	42,583	36,000	(6,583)
Hook / Waituna - pH Online analysers	15,730	19,000	3,270
Hook / Waituna - Renewals	-	28,092	28,092
Hook / Waituna - Source / WTP generator	-	51,000	51,000
Lower Waihao - Denitrification	151,095	678,243	527,148
Lower Waihao - Distribution FAC pH Online Analysers	31,544	38,000	6,456
Lower Waihao - Drinking Water Intake/Plant Compliance Upgrad	29,402	-	(29,402)
Lower Waihao - Glenavy Chlorine Monitoring Station	15,901	21,584	5,683
Lower Waihao - Glenavy line renewal	1,231	145,100	143,869
Lower Waihao - Renewals	3,646	28,000	24,354
Lower Waihao - Telemetry - Lower Waihao Boost Renewal	31,261	38,000	6,739
Otaio / Makikihi - Distribution FAC pH Online Analysers	31,229	38,000	6,771
Otaio / Makikihi - Makikihi Chlorine Monitoring Station	15,585	29,487	13,902
Otaio / Makikihi - New Bore Redundancy	8,987	-	(8,987)
Otaio / Makikihi - Renewals	15,357	19,000	3,643
Otaio / Makikihi - Source / WTP generator	-	51,000	51,000
Urban Water - Pressure Management	-	77,100	77,100
Urban Water - AC Water Main Renewals	220,730	190,828	(29,902)
Urban Water - Booster Bakers/Court/Hunts/Fitzmaurice Roads	-	310,736	310,736
Urban Water - Booster Manchesters Standby Pump 2	-	13,991	13,991
Urban Water - Extension Bakers/Court/Hunts/Fitzmaurice Roads	1,231	540,000	538,769
Urban Water - Fencing	-	12,000	12,000
Urban Water - Lateral Renewals	3,118	117,085	113,967
Urban Water - Main line valve renewals	-	86,460	86,460
Urban Water - Manchester's treatment plant generator	82,385	108,000	25,615
Urban Water - Meter reader software	-	-	-
Urban Water - Rising Main Renewals	283,537	469,233	185,696
Urban Water - Te Kiteroa Main, Booster and Reservoir	57,169	1,499,913	1,442,744
Urban Water - Timaru Road pump renewals	26,155	68,850	42,695
Urban Water - Waimate Reservoir Cover Replacement	-	100,000	100,000
Waihaorunga - Pump replacements	4,053	29,000	24,947
Waihaorunga - Renewals	12,637	13,000	363
Waikakahi - Chlorine monitoring station	-	20,463	20,463
Waikakahi - Distribution FAC pH Online analysers	300	38,000	37,700
Waikakahi - Drinking Water Intake/Plant Compliance Upgrade	473	-	473
Waikakahi - McKay/ Francis 1.3km 40 OD	-	11,613	11,613
Waikakahi - Renewals	35,452	35,000	(452)
Water Supply Schemes - Capital	-	168,000	168,000
Other Projects	35,263	42,333	7,070
<b>Total Water Supply</b>	<b>1,268,221</b>	<b>5,314,063</b>	<b>4,045,842</b>

Project	Total Spends 1	2024/25	Remaining
	Jul 2024 to June 2025	Budget(Includes Carry Forward)	Budget
<b>Sewerage and Sewage</b>			
Sewer - Waimate Urban Renewals	146,080	444,880	298,800
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
<b>Other Projects</b>	-	16,620	16,620
<b>Total Sewerage and Sewage</b>	<b>278,698</b>	<b>686,923</b>	<b>408,225</b>
<b>Waste Management</b>			
Waste Management - Wheelie Bin Replacements	8,181	8,500	320
Waste Management - Miscellaneous Capital	-	1,000	1,000
Waste Management - Extend seal at RRP	65,250	76,090	10,840
<b>Total Waste Management</b>	<b>73,431</b>	<b>85,590</b>	<b>12,160</b>
<b>Stormwater</b>			
Stormwater - Park Road catchment investigation	115,673	154,100	38,427
Stormwater - Belt Street main renewal	10,555	12,200	1,645
Stormwater - Manhole replacements	9,279	9,000	(279)
Stormwater - Rapid soakage devices	-	50,000	50,000
<b>Total Stormwater</b>	<b>135,506</b>	<b>225,301</b>	<b>89,795</b>
<b>Grand Total</b>	<b>7,757,246</b>	<b>13,800,996</b>	<b>5,942,687</b>

18. 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 directional drilling element is complete and a second tender for the open trenched sections is about to be advertised. The Gorge Road wastewater renewal is almost complete with final resurfacing delayed due to the colder weather conditions. The problematic section of the Shearman Street sewer has been renewed.
19. 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%. A resource consent application for the new water source at Bells Pond has been lodged.

### RECOMMENDATION

That the Interim Finance Report for the 12 months ended 30 June 2025 is accepted.

<b>16.6</b>	<b>EXPENDITURE VARIATION REPORT FOR THE 12 MONTHS ENDED 30TH JUNE 2025</b>
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**Author:** Aleisha Macpherson, Corporate Services Assistant

**Authoriser:** Stuart Duncan, Chief Executive

**Attachments:** Nil

### PURPOSE

1. The following analysis of expenditure variation is provided for the information of Council.
2. The Expenditure Variation Report for the quarter ended 31 March 2025 was received by Council in May 2025. As some additional items of expenditure relating to Quarters 1, 2 and 3 have now been identified, we have identified those new items with an asterisk (\*) in order that the new items now being reported can clearly be distinguished.
3. Expenditure variation items are funded from each activity reserve, unless otherwise stated.

### EXPENDITURE VARIATIONS

Items approved by the Chief Executive					
Description	Quarter 1 to Sept 2024	Quarter 2 to Dec 2024	Quarter 3 to March 2025	Quarter 4 to June 2025	Total Spend
4. Knottingley Park – Repairs and Maintenance	\$ 20,800	\$ 400	\$ -	\$ -	\$ 21,200
Settlers Hut Renovation. Repurposed budget (Knottingley Park – BBQ & Cover. Annual Plan 2023 \$15,000 less \$1,000 spent on water drinking fountain, remaining budget of \$14,000).					
5. Asset Management Plan Support	\$ 32,800	\$ 11,300	\$ 6,200	\$ -	\$ 50,300
Quarter 1: Consultancy - Three Waters and Parks asset management plans and related software licences.  Quarter 2 & 3: Consultancy support in lieu of appropriate resource availability and / or workload (staff vacancies, unpredicted workload surrounding reform).					
6. Health & Safety – General Expenses	\$ 5,400	\$ -	\$ -	\$ -	\$ 5,400
Test and tag electrical items.					
7. Local Government Centre – Heat Pumps	\$ 8,500	\$ -	\$ -	\$ -	\$ 8,500
Replace heat pump/air conditioning unit in back office (budget of \$3,000).					
8. Gorge Road Property	\$ 14,200	\$ 19,800	\$ 2,500	\$ -	\$ 36,500
Quarter 1 & 2: Additional costs associated with the requirement for a building consent, specified systems to be installed and increased requirements because of the fire report.  Quarter 3: Sliding door meeting room Gorge Road  Total spends to date \$157,000 compared to the 2024 Annual Plan Budget of \$84,500.					

Items approved by the Chief Executive					
Description	Quarter 1 to Sept 2024	Quarter 2 to Dec 2024	Quarter 3 to March 2025	Quarter 4 to June 2025	Total Spend
9. Lower Waihao Water – Drinking Water Intake/Plant Compliance Upgrade	\$ 3,700	\$ 17,600	\$ -	\$ -	\$ 21,300
Quarter 1: Legal fees for land purchase. Quarter 2: Two pump drives replaced due to lightning strike, original pump drives repaired and to be utilised in future pump station upgrades.					
10. Asset Management – Motor Vehicles	\$ 41,500	\$ 700*	\$ -	\$ -	\$ 42,200
Additional vehicle for Water Compliance – Toyota RAV4 Hybrid & vehicle fit out.					
11. Victoria Park Gardens – Equipment Purchases	\$ -	\$ 1,100	\$ -	\$ -	\$ 1,100
Purchase of replacement water blaster.					
12. St Andrews Camping – Plant & Machinery	\$ 4,600	\$ -	\$ -	\$ -	\$ 4,600
Purchase of new mower for St Andrews camp.					
13. Local Government Centre – Repairs & Maintenance	\$ -	\$ 2,200	\$ -	\$ -	\$ 2,200
Insurance valuation for upgraded Local Government Centre including library extension.					
14. Audit Fees – Annual Report	\$ -	\$ 25,000	\$ -	\$ -	\$ 25,000
Additional audit fees for the 2024 Annual Report, as discussed by the Audit & Risk Committee.					
15. Victoria Park Gardens – Pergola Replacement	\$ 7,000	\$ 23,500	\$ -	\$ -	\$ 30,500
Engaging a contractor for new pergola in Victoria park made with salvaged materials from tree removals. Note these costs are in addition to \$5,000 cost of timber processing incurred during 2022. Total project costs \$35,500 compared to budget of \$20,600.					
16. Public Toilets - Cleaning	\$ -	\$ 13,300	\$ 11,400 -\$ 2,300*	\$ 9,500	\$ 31,900
Engaging a contractor for cleaning of public toilets during weekends. Staff time was budgeted and will be underspent as a result.					
17. Morven Recreational Reserve – Grounds Maintenance	\$ 12,300 \$ 600*	\$ -	\$ -	\$ -	\$ 12,900
Burning of stumps & removing dam's culverts on farm block. This is a non-rateable activity and does not affect rates.					
18. Utilities – Fringe Benefit Tax	\$ 2,100	\$ -	\$ -	\$ -	\$ 2,100

Items approved by the Chief Executive					
Description	Quarter 1 to Sept 2024	Quarter 2 to Dec 2024	Quarter 3 to March 2025	Quarter 4 to June 2025	Total Spend
Fringe benefit tax for private use of Council motor vehicle.					
19. Waimate Lakes Camping – Kiwi Cash Facilities	\$ 11,900	\$ -	\$ -	\$ -	\$ 11,900
Kiwi cash facilities at Fisherman's Bend system.					
20. Waimate Lakes Camping – Grounds Maintenance	\$ 86,200	\$ -	\$ -	\$ -	\$ 86,200
Major tree clearing along lakes edges. Funded from Te Aka Recreational Reserve fund.					
21. Lower Waihao Water – Nitrate Response	\$ 3,600	\$ 57,000	\$ 23,000	\$ 2,600	\$ 86,200
<p>Quarter1: Drinking water sampling, bulk water deliveries and denitrification report, review &amp; hui.</p> <p>Quarter 2: Costs associated with responding to elevated nitrates within the Lower Waihao Water Scheme.</p> <p>Quarter 3: Drinking water sampling, water deliveries, engaging consultant for Lower Waihao Water Treatment Plant.</p> <p>Quarter 4: Water sampling</p>					
22. Community Housing – Repairs & Maintenance	\$ 14,500	\$ -	\$ 4,500	\$ -	\$ 19,000
Various repairs and improvements to Kennedy Crescent units, including painting, replacement toilets & ceiling fans.					
23. Waimate Event Centre – Fire Response	\$ -	\$ 4,900	\$ 19,700	\$ 6,100	\$ 30,700
Refurbishment				\$ 286,900	\$ 286,900
<p>Quarter 2: Response - Immediate fire support &amp; exploratory works, engage a technician to attend post fire.</p> <p>Quarter 3: Response - Engage Architect to produce detailed designs for repairs post fire, engage contractors to repair damage to roof and electrical systems to make building safe post fire.</p> <p>Quarter 4: Response - Tarp hire prior to roof replacement, construction management and re-barrelling locks (temporary) for contractor access.</p> <p>Refurbishment - Initial claims for reinstatement work at the Waimate Event Centre.</p> <p>Fire related costs are covered by insurance, excluding the policy deductible.</p>					
24. Building Control – Legal Fees	\$ -	\$ -	\$ 8,400	\$ 18,100	\$ 26,500
Legal claim against Council remains live and ongoing. Relates to historic Code of Compliance Certificate and alleged faulty building work since uncovered.					
25. Roding – RAMM Software	\$ -	\$ 22,400	\$ 22,400	\$ 5,900	\$ 50,700

Items approved by the Chief Executive					
Description	Quarter 1 to Sept 2024	Quarter 2 to Dec 2024	Quarter 3 to March 2025	Quarter 4 to June 2025	Total Spend
Implement new Data Standard. This project has been budgeted in 2025/26 for \$65,000 and is partially eligible for NZTA funding.					
26. Strategy – Audit Fees Long Term Plan	\$ 10,100	\$ -	\$ 75,000	\$ 23,100	\$ 108,200
<p>Quarter 1: Deferred LTP 2024 Audit Costs approved by Mayor and advised to Audit &amp; Risk Committee at their September 2024 meeting.</p> <p>Quarter 3 &amp; 4: Audit Fees for LTP – Note the LTP audit costs budgeted for 2024 were effectively offset by Annual Report audit costs where the budget was not sufficient, with only \$13,511 able to be carried forward to 2025.</p>					
27. Strategy – Legal Fees	\$ -	\$ -	\$ 3,100	\$ -	\$ 3,100
Legal Advice re LTP Audit for Revenue & Financing Policy					
28. Chief Executive Business Unit – Consultancy Local Water Done Well	\$ 8,000	\$ 26,800	\$ 46,600	\$ 61,500	\$ 142,900
<p>Quarter 1: Water Services viability assessment Local Water Done Well (LWDW)</p> <p>Quarter 2: Cost Driver Analysis &amp; water services viability assessment LWDW</p> <p>Quarter 3: Water Services Planning LWDW &amp; associated community consultation. The work will inform the legislated Water Services Delivery Plan required to be submitted to DIA by 3 September 2025, Governance workshop options.</p> <p>Quarter 4: LWDW transition support costs and Water Services Delivery Plan.</p> <p>Note: \$20,000 of the CE Consultancy budget will be allocated to LWDW spends with the remainder to be funded by Better Off Funding.</p>					
29. Library – Furniture & Fit out	\$ -	\$83,800	\$ 2,800	\$ 800	\$ 87,400
Shelving and other fit out costs for the library extension. Expenditure to be funded by library bequest reserves.					
30. Community Housing – Improvements	\$ -	\$ 9,200	\$ -	\$ -	\$ 9,200
Required refurbishments (water cylinders and carpet) over and above those anticipated. Water cylinders are requiring replacement due to their age.					
31. Otaio/Makikihi Water Scheme – Sullivan Water Intake	\$ -	\$ 6,400	\$ -	\$ -	\$ 6,400
Digger and dozer work including transporting.					
32. Swimming Pool – Heat Pumps	\$ -	\$ -	\$ 4,400	\$ -	\$ 4,400
Replacement Heat Pump Fan					
33. IT – Security Cameras	\$ -	\$ -	\$ 10,000	\$ -	\$ 10,000



<b>Items approved by the Chief Executive</b>					
<b>Description</b>	<b>Quarter 1 to Sept 2024</b>	<b>Quarter 2 to Dec 2024</b>	<b>Quarter 3 to March 2025</b>	<b>Quarter 4 to June 2025</b>	<b>Total Spend</b>
Install Security Cameras Public Toilets Queen Street (not budgeted as part of new toilets project).					
34. IT – Digitisation Equipment	\$ -	\$ -	\$ 54,900	\$ -	\$ 54,900
Digitisation Scanners and Software. Operational expenditure budgets were provided in lieu of leases etc (and will now be underspent), however the purchase of the equipment was deemed most beneficial and economically viable.					
35. Insurance – Riskpool Call	\$ -	\$ -	\$ 10,900	\$ -	\$ 10,900
Riskpool Fund Call as advised at the 28 January 2025 Council meeting.					
36. Council Property – Menzshed Building	\$ -	\$ -	\$ 2,000	\$ -	\$ 2,000
Roofing and spouting repairs.					
37. Community Housing – Heat pumps	\$ -	\$ -	\$ -	\$ 11,000	\$ 11,000
Failure of four heat pumps unable to be repaired so were replaced.					
38. Rural Reserves - Ground Maintenance	\$ -	\$ -	\$ 3,400*	\$ 12,000	\$ 15,400
Quarter 3 & 4: Additional spraying and mowing related to seasonal growth, additional site to manage (Glenavy), associated contractor costs.					
39. Gorge Road – Repairs and Maintenance	\$ -	\$ -	\$ -	\$ 6,000	\$ 6,000
Investigate and carry out roof repairs on Gorge Road office.					
40. Library – Relocation Expenses	\$ 800*	\$ 3,000*	\$ 900*	\$ -	\$ 4,700
Relocation expenses during library extension project and costs for opening of new library.					
<b>Items approved by Council:</b>					
41. Urban Reserves – Courts Resealing	\$ -	\$ 44,000	\$ -	\$ -	\$ 44,000
Resurfacing of John Street Tennis Courts. Council resolution to fund up to \$52,000 from the Subdivision Contribution Reserve Fund.					
42. Grants – Dog Park	\$ -	\$ -	\$ 2,000	\$ -	\$ 2,000
Dog Exercise & Agility Park Annual Payment as per Council Resolution 15 October 2024. Funded by Subdivision Reserve Contributions Fund.					
43. Grants – Recreational Tracks	\$ -	\$ -	\$ 100,000	\$ -	\$ 100,000
Pro-ject Waimate payment for Waimate Trail stage 1A & 1B as per Council Resolution 19 November 2024. Funded by Subdivision Reserve Contributions Fund.					

**Items approved by the Chief Executive**

Description	Quarter 1 to Sept 2024	Quarter 2 to Dec 2024	Quarter 3 to March 2025	Quarter 4 to June 2025	Total Spend
44. Council Property – Menzshed Expenditure	\$ 5,000	\$ -	\$ 3,500	\$ -	\$8,500

As per Council Resolution 12 December 2023:

Council approves up to \$15,000 from the Alpine Energy Economic Development Fund to invest in the amenities of the shed.

In the year ending 30 June 2024, \$9,500 of expenditure was incurred including repairs of:

Repairs to building \$2,600

Fill sump \$2,200 \*\*

Concrete \$500 \*\*

Clean out sump \$2,700 \*\*

Power modifications \$1,500

\*\* This expenditure was for a dangerous structure that had to be removed and is funded from the property activity.

The following costs are additional.

Quarter 1:

Replace hot water cylinder Menzshed.

Quarter 3:

Roofing and spouting repairs Menzshed. Please note this spend of \$3,500 was funded from the Alpine Energy Initiatives special reserve, separate to the Council Property activity.

**Three Waters Transition Funding**

Description	Quarter 1 to Sept 2024	Quarter 2 to Dec 2024	Quarter 3 to March 2025	Quarter 4 to June 2025	Total Spend
45. Transitional Funding Expenditure	\$ 24,900	\$ 10,800	\$ 5,500	\$ -	\$ 41,200

Quarters 1 & 2: Revaluation of Three Waters assets, strategic and operational backfill, Local Water Done Well assistance. To be funded from transitional funding income.

Quarter 3: Local Water Done Well and Three Waters Asset Management Plan support.

**Better Off Funding**

Description	Quarter 1 to Sept 2024	Quarter 2 to Dec 2024	Quarter 3 to March 2025	Quarter 4 to June 2025	Total Spend
46. Urban Parks & Reserves - General Expenses	\$ 4,300	\$ -	\$ -	\$ -	\$ 4,300

Learn to Ride – Preparation of detailed design and concept plans.

47.	Local Government Centre – Emergency Generator	\$ -	\$ 10,000	\$ -	\$ -	\$ 10,000
Cabling & ducting for emergency generator at Local Government Centre, additional spend to \$49,000 Better Off Funding budget spent last year.						
48.	Seal Extension	\$ -	\$ -	\$ 186,900	\$ -	\$ 186,900
Centrewood Park Road seal extension project						
49.	Urban Reserves - Whitehorse Plantings	\$ -	\$ -	\$ -	\$ 11,700	\$ 11,700
Plant supply and plantings at Whitehorse.						

Tourism Infrastructure Fund		Quarter 1 to Sept 2024	Quarter 2 to Dec 2024	Quarter 3 to March 2025	Quarter 4 to June 2025	Total Spend
50.	Waimate Lakes – Improvements	\$ -	\$ -	\$ -	\$ 23,400	\$ 23,400
Metalling for dry vault toilet & construction and installation of bike shelter at Te Aka.						

*Note: This report excludes revenue variations to budget, any expenditure identified as within budget (including carry forward budgets), budget over runs, depreciation and employment benefit expense variations and all internal revenue and expenditure.*

#### RECOMMENDATION

That the Expenditure Variation Report for the 12 months ended 30 June 2025 is accepted.

**16.7 QUARTERLY TREASURY DASHBOARD REPORT 30 JUNE 2025**

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

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

**Attachments:** 1. Quarterly Treasury Dashboard Report to 30 June 2025  

**PURPOSE**

1. For Council to receive the Quarterly Treasury Dashboard for the period ended 30 June 2025.

**BACKGROUND**

2. Council's Long Term Plan 2021-31 forecast anticipating peak borrowings of \$15m in the year ended 30 June 2023 (year 2). In conjunction with Council joining the Local Government Funding Agency (LGFA) to provide for these borrowings, Bancorp Treasury Services Limited were engaged to provide ongoing treasury advisory services to Council.
3. Council Liability Management Policy states that Council does the following (section 3.4 e):  
*Monitors and reviews the ongoing treasury risk management performance of the Council to ensure that the treasury function is operating in such a way as to ensure that the Council's strategic objectives are being met.*
4. Furthermore, the policy refers to a Quarterly Funding and Debt Profile Report in section 8.1, as follows:  
*This report forms the basis for the reporting of the Council's funding and associated interest rate risk management activity and provides the elected members and management with details about the Council's borrowing activities. The report shall contain the following:*
  - a. Total debt facility utilisation, including any debt sourced from a bank, the capital markets and the LGFA.
  - b. Interest rate maturity profile against percentage hedging limits.
  - c. New hedging transactions completed - interest rate risk management.
  - d. Weighted average cost of funds.
  - e. Funding profile against the policy limits.
  - f. Liquidity profile against the policy limits.
  - g. Exception reporting as required.
  - h. Summary of any unresolved exception reports.
  - i. Statement of policy compliance.
  - j. Commentary on economic conditions and the debt markets.
5. As part of its service Bancorp prepares a quarterly report to Council that contains a global and New Zealand economic commentary, and details the current funding, debt and hedging position of Council. A statement of policy compliance is also included. The Quarterly Treasury Dashboard to 30 June 2025 is attached.
6. Council's total current debt is \$5m which is held by the LGFA.
7. The LGFA borrowings are split as follows:
  - a. \$1.5m fixed interest rate 4.70%, maturity April 2027.
  - b. \$1.0m floating interest rate, maturity May 2028.
  - c. \$1.5m fixed interest rate 4.90%, maturity May 2029.
  - d. \$1.0m fixed interest rate 4.69%, maturity May 2030.

8. Bank facility headroom and cash in bank was \$5.674m as at the date of the report.
9. Council's compliance with its Liability Management Policy is summarised on page 3 of the report. Council is currently compliant with all aspects.

**PROPOSAL**

10. That Council receive the Quarterly Treasury Dashboard for the period ended 30 June 2025.

**ASSESSMENT OF SIGNIFICANCE**

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

**CONSIDERATIONS****Legislation and Policy**

12. Local Government Act 2002.
13. Liability Management Policy.

**RECOMMENDATION**

That the Quarterly Treasury Dashboard Report for the period ended 30 June 2025 is received.



# Quarterly Treasury Dashboard

**30 June 2025**

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# Economic Commentary (as of 30 June)

## Global

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The Vladimir Lenin attributed quote, "There are decades where nothing happens; and there are weeks where decades happen," is strikingly apt for the last quarter. Significant geopolitical events have included US and Israeli strikes on Iranian nuclear facilities (including aggressive missile exchanges between Israel and Iran), continuing Russian and Ukrainian conflict, US tariff and trade tensions, with some tariffs as high as 60%. Tensions between the US and NATO members have continued, but appear to have softened as European members have largely agreed to increase defense spending.

Significant economic events include the previously mentioned tariffs and concerns about the growing US budget deficit, which is estimated to increase the size of the US deficits by \$3.0 to \$4.5 trillion over the 2025–2034 period, raising questions about fiscal sustainability. There have also been concerns around President Trump's attempts to influence the US Federal Reserve "Fed", which threatens its long history of political independence, alarming both investors and economists.

Market volatility has been extreme, with the benchmark US 10-year treasury bond yield touching a low of 3.86% on 7 April, two days later it was at 4.51%, after that trading in a range between 4.18% and 4.61% before finishing the quarter at 4.23%. This level of volatility has not been seen for nearly 40 years. Oil prices, which at one point were 40% higher than their lows on 9 April, fell 15% in the last week of the quarter.

Key US economic data over the last 90 days have continued with the theme of slowing economic growth and with inflation remaining above the Fed's 2.0% goal. Real GDP decreased at an annualised rate of 0.5% in Q1 2025 (January-March), a sharp slowdown from 2.4% in Q4 2024. The Consumer Price Index (CPI) rose 2.4% year-over-year in May 2025, with a 0.1% monthly increase, driven by shelter costs (+0.3%) but tempered by a 1.0% drop in energy prices. The Personal Consumption Expenditures (PCE) index, the Fed's preferred measure, hit 3.6% in Q1 2025, up from 2.4% in Q4 2024. Inflation expectations rose sharply, with the University of Michigan's June 2025 survey showing 1-year inflation expectations of 5.0% (up from 3.3% in January).

## New Zealand

	OCR	90 day	2 year swap	3 year swap	5 year swap	7 year swap	10 year swap
31-Mar-25	3.75%	3.61%	3.37%	3.46%	3.66%	3.87%	4.10%
30-Jun-25	3.25%	3.29%	3.20%	3.32%	3.57%	3.81%	4.07%
Change	-0.50%	-0.32%	-0.17%	-0.14%	-0.09%	-0.06%	-0.03%

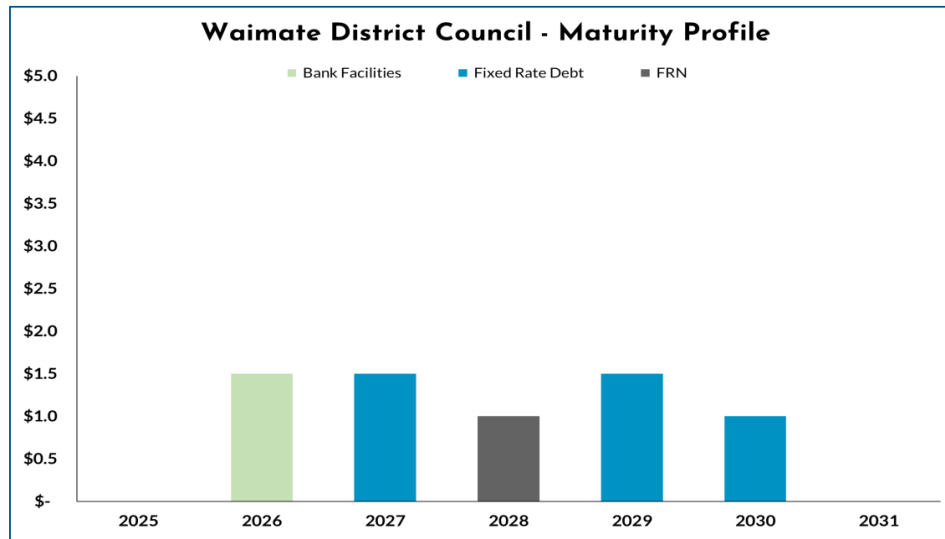
New Zealand's economy expanded by 0.8% on a quarterly basis in the March quarter, accelerating from 0.5% growth in the previous quarter and slightly beating market expectations of 0.7%. However, the annual rate printed at minus 1.1% for the twelve months ending 31 March. The March quarter marked the second consecutive quarter of growth following two quarters of severe contraction. Economic activity increased across all three major industry groups, with the strongest gains seen in manufacturing (+2.4% vs. +0.1% in Q4), followed by professional services.

The annual inflation rate in New Zealand accelerated to 2.5% in the first quarter of 2025, from 2.2% in the previous quarter. This was the highest inflation rate since June 2024, exceeding market expectations of 2.3%.

The RBNZ cut the OCR by 25 basis points in both April and May to take it to 3.25%, but in the *Monetary Policy Statement* in May, the central bank signaled a more cautious approach to further OCR easing, which markets have taken on board. A final OCR cut is not fully priced in until November 2025, which would take it to 3.00%, a full 250bps below last year's peak however, but only time will tell if it is enough to kickstart a still-struggling economy.

# Liquidity and Funding

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Policy Compliance	Compliant
Have all transactions been transacted in compliance with policy?	Yes
Is fixed interest rate cover within policy control limits?	Yes
Is the funding maturity profile within policy control limits?	Yes
Is liquidity within policy control limits?	Yes
Are term deposit counterparty exposures within policy control limits?	Yes

Debt

**\$5.0m**

External Council Drawn Debt

LGFA

**\$5.0m**

Funds Drawn from LGFA

Bank facility headroom + term deposits + cash in bank

**\$5.674m**

Liquidity Ratio (LGFA minimum requirement 110%)

**213.48%**

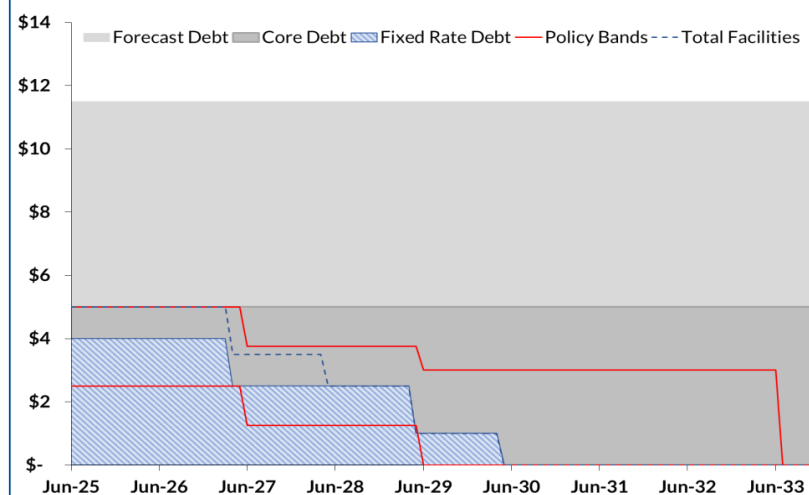
Definition: (Cash Reserves + Lines of Credit + Drawn Debt)/Drawn Debt



# Interest Rate Risk Management

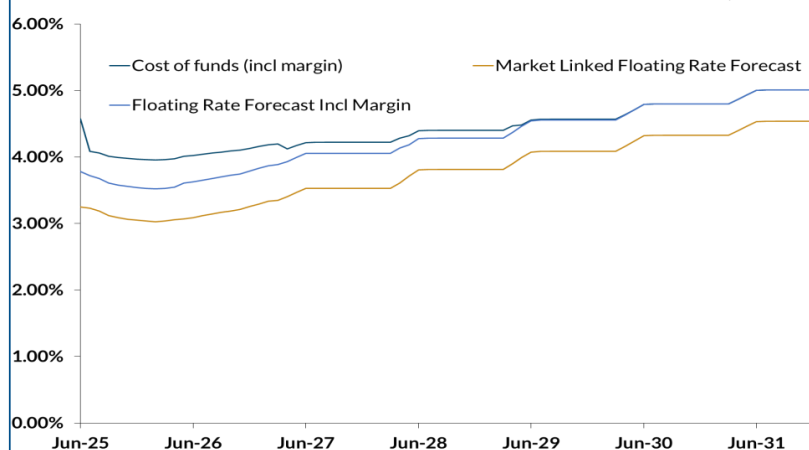
4

## Waimate District Council - Debt and Cover



Current % of Debt Floating	20.0%
Value of Fixed Rate (m)	\$4.0
Weighted Average Cost of Fixed Rate Instruments (incl margin)	4.77%
Value of Forward Starting Cover	\$0.0
Weighted Average Cost of Forward Starting Cover	#DIV/o!
Value of Floating Rate (m)	\$1.0
Current Floating Rate	3.25%
Current Floating Rate (incl margin)	3.78%
All Up Weighted Average Cost of Funds Including Margin	4.58%
Total Facilities In Place	\$6.5

## Waimate District Council - Interest Rate Projection



## Policy Bands

	Minimum	Maximum	Policy
0 - 2 years	50%	100%	Compliant
2 - 4 years	25%	75%	Compliant
4 - 8 years	0%	60%	Compliant

## LGFA Borrowing Rates

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Listed below are the credit spreads and applicable interest rates as of 30 June 2025 for Commercial Paper ("CP"), Floating Rate Notes ("FRN") and Fixed Rate Bonds ("FRB"), at which WDC could source debt from the Local Government Funding Agency ("LGFA").

Maturity	Margin	FRN (or CP Rate)	FRB
3 month CP	0.20%	3.49%	N/A
6 month CP	0.20%	3.47%	N/A
April 2026	0.57%	3.86%	3.73%
April 2027	0.71%	4.00%	3.90%
May 2028	0.85%	4.14%	4.17%
April 2029	0.95%	4.24%	4.40%
May 2030	1.03%	4.32%	4.59%
May 2031	1.13%	4.42%	4.83%
May-2032	1.19%	4.48%	4.99%
April 2033	1.27%	4.56%	5.18%
May 2035	1.32%	4.61%	5.40%
April 2037	1.46%	4.75%	5.66%

# LGFA borrowings

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As of 30 June 2025, WDC had \$5.0 million of core debt, all of which is sourced from the LGFA using Floating Rate Notes (“FRNs”), and Fixed Rate Bonds (“FRBs”). WDC also has a bank facility with ANZ for \$1.5 million that matures in May 2026.

Details of WDC’s drawn debt as of 30 June is as follows:

Instrument	Maturity	Yield	Margin	Amount
LGFA FRB	15-Apr-27	4.70%	N/A	\$1,500,000
LGFA FRN	15-May-28	4.32%	0.96%	\$1,000,000
LGFA FRB	20-May-29	4.90%	N/A	\$1,500,000
LGFA FRB	15-May-30	4.69%	N/A	\$1,000,000

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**16.8 PROPOSED AMENDMENTS TO FEES AND CHARGES 2025/26**

**Author:** Aleisha Macpherson, Corporate Services Assistant

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

**Attachments:** 1. Proposed Amendments to Fees and Charges 2025/26  

**PURPOSE**

1. For Council to adopt the proposed amendments to Waimate District Council Fees and Charges for 2025/26.

**BACKGROUND**

2. At the 30 June 2025 Council meeting, Council approved the Waimate District Council Fees and Charges 2024/25, effective 1 July 2025.
3. Staff in the following departments have now identified further amendments. These changes are reflected in the attached (highlighted) and noted here:
  - a. Cemeteries – Additional Charges - Interments: a wording update has taken place to provide clarity of the additional charge for interments on identified days or times.
  - b. Building – Amendment Applications: an update from \$1-\$124,999, to \$0-\$124,999 has taken place so that a fee can be applied in the event that an amendment application of nil value is submitted.

**PROPOSAL**

4. For Council to adopt the proposed amendments to Waimate District Council Fees and Charges for 2025/26, effective 19 August 2025.

**Options**

5. Adopt the proposed amendments to Fees and Charges for 2025/26; as presented or with amendments, or
6. Not adopt the proposed amendments to the Fees and Charges for 2025/26 at this time.

**ASSESSMENT OF SIGNIFICANCE**

7. This item is considered to be of low significance under Council's Significance and Engagement Policy.

**CONSIDERATIONS**

8. The Fees and Charges 2025/26 were considered in conjunction with the 2025/26 financial budgets, Funding Apportionments, and Revenue and Financing Policy, in particular Section 101(3).

**Legislation**

9. Legislation has been considered when setting Fees and Charges, to ensure requirements are fulfilled, including:
  - a. Local Government Act 2002
  - b. Amusement Devices Regulations 1978
  - c. Building Control Act 2004
  - d. Dog Control Act 1996
  - e. Food Act 2014
  - f. Health Act 1956

- g. Impounding Act 1956
- h. Resource Management Act 1991
- i. Sale and Supply of Alcohol Act 2012
- j. Utilities Access Act 2010
- k. Waste Minimisation Act 2008

**Territorial or Regional Council Regulations, Plans or Bylaws**

10. Waimate District Council Consolidated Bylaw 2018.

**Risk**

11. If the proposed amendments to Fees and Charges are not adopted at this time, the fees and charges adopted on 30 June 2025 will be retained until such time as they are amended.

**FINANCIAL**

12. The Fees and Charges 2025/26 were considered in conjunction with the 2025/26 financial budgets, Funding Apportionments for Fees and Charges, and Revenue and Financing Policy, in particular Section 101(3).

**Budget**

13. Any budget requirements to implement new fees and charges will be provided for from within existing budgets, e.g. signage.
14. The impact of the fee changes were considered whilst preparing the 2025/26 financial budgets.

**Cost-effectiveness**

15. Cost-effectiveness was considered with the Fees and Charges for 2025/26.

**RECOMMENDATION**

- 1. That Council accepts the Proposed Amendments to Fees and Charges 2025/26 report; and
- 2. That Council adopts the Proposed Amendments to Fees and Charges for 2025/26, effective 19 August 2025, as presented.

## 2025/26 PROPOSED FEES AND CHARGES

### Discretion

The Chief Executive is authorised to reduce deposits or fees in cases of reduced staff input being required, or in special circumstances. Where Council charges are based on the recovery of Council costs, these will be calculated as follows:

Officers: At Council charge-out labour rates

Expenses: At the actual costs incurred by Council

Vehicle mileage: At current IRD rates or where variation is identified

### Miscellaneous Fees

Other consents, certificates, authorities, services or inspections not specially provided to be charged at the cost of time and disbursements.

Credit Card Fee: Payments made by credit card will incur a surcharge fee to 2%, with a minimum service fee of \$1.00 per transaction.

The non-statute fees below are those approved by Council as at \_\_\_\_\_, but have not been advertised in terms of the Local Government Act 2002 or individual specific Acts.

All fees and charges are GST inclusive

PLANNING AND REGULATORY	2025/2026
<b>BUILDING</b>	
<b>Building Consents</b>	
Building consent fees excludes BRANZ Levy, DBH Levy and Building Consent Authority Accreditation Levy charges.	
Travel charges (based on district rating zones) and inspection fees are listed under Additional Building Consent Fees.	
NOTE: Building Research Association New Zealand (BRANZ) and Ministry of Business, Innovation and Employment (MBIE) levies, are to be paid in addition to the total fee, as set by statute and may be subject to change.	
<b>Objective Build Fees - Building Consent and PIM Application (No charge if issued with building consent)</b>	
<b>Estimated Value of Work / 2025-26</b>	
\$1 - \$124,999	\$ 92.00
\$125,000 - \$499,999	\$ 431.25
\$500,000 - \$999,999	\$ 862.50
\$1,000,000 - \$2,499,999	\$ 1,293.75
\$2,500,000 and Over	\$ 2,156.25
Project Information Memorandum (PIM) ONLY	\$ 92.00
<b>Certificate of Acceptance Application (COA)</b>	
Value of work equal to or less than \$124,999	\$ 92.00
Value of work greater than \$125,000	\$ 402.50
<b>Amendment Applications</b>	
\$0-\$1 - \$124,999	\$ 92.00
\$125,000 - \$499,999	\$ 431.25
\$500,000 - \$999,999	\$ 862.50
\$1,000,000 - \$2,499,999	\$ 1,293.75
\$2,500,000 and Over	\$ 2,156.25
NOTE: a negative fee (reduction in the value of work) will have a \$92 fixed fee associated to the amendment application	
<b>Supporting Applications</b>	
Application for Code Compliance Certificate	No Charge
Application for Certificate for Public Use	\$ 92.00
<b>Other Applications</b>	
Extension of Time	No Charge
Application for an Exemption to a Building Consent	\$ 92.00
<b>Building Consent Processing Fees</b>	
Log Fire — includes Project Information Memorandum (PIM), Code Compliance Certificate (CCC), Processing. Excludes inspections.	\$ 201.00
Project Value \$0.00 - \$5,000 (Carports etc.) — includes PIM, CCC, Processing. Excludes inspections.	\$ 111.00
Project Value \$5,001 - \$15,000 (Minor Alterations, Additions, Garage, Farm Buildings) — includes PIM, CCC, Processing. Excludes inspections.	\$ 380.70
Project Value \$15,001 - \$25,000 (Sleepout, Alteration, Additions, Farm Buildings) — includes PIM, CCC, Processing. Excludes inspections.	Residential: \$ 576.15 Commercial/ Industrial: \$663.15
Project Value \$25,001 - \$50,000 (Large Alterations, Additions, Commercial) — includes PIM, CCC, Processing. Excludes inspections.	Residential: \$ 641.75 Commercial/ Industrial: \$788.75
Project Value \$50,001 - \$100,000 (Large Alterations, Additions, Farm Buildings, Commercial, Industry) — includes PIM, CCC, Processing. Excludes inspections.	Residential: \$ 1,323.00 Commercial/ Industrial:

PLANNING AND REGULATORY	2025/2026
	\$1,470.00
Project Value \$100,001 - \$300,000 (New Dwelling, Commercial, Industrial, Processing) — includes PIM, CCC, Processing. Excludes inspections.	Residential: \$ 1,822.00 Commercial/ Industrial: \$1,969.00
Project Value \$300,001 - \$500,000 (New Dwelling, Commercial Industrial, Processing) — includes PIM, CCC, Processing. Excludes inspections.	Residential: \$ 2,452.00 Commercial/ Industrial: \$ 2,599.00
Project Value \$500,001 - \$1,000,000 (New Dwelling, Commercial Industrial, Processing) — includes PIM, CCC, Processing. Excludes inspections.	Residential: \$ 3,082.00 Commercial/ Industrial: \$ 3,229.00
Project Value greater than \$1,000,001 (New Dwelling, Commercial Industrial, Processing) — includes PIM, CCC, Processing. Excludes inspections.	\$ 3,229.00 plus actual hours processing at \$200.00 per hour
<b>Building Consent Fees</b>	
Inspection Fee, (plus applicable travel charge)	\$ 195.00
Travel Charges, as per rating zones — Zone 1	\$ 38.45
— Zone 2	\$ 66.55
— Zone 3	\$ 120.75
<b>Septic Tank</b>	
Septic tank & effluent field only and travel charge	\$ 615.00
<b>Project Information Memorandum (PIM) Costs</b>	
Log Fire	\$ 30.00
Under \$15,000 (Garage, carports, minor alterations, additions)	\$ 150.00
Over \$15,000 (All residential dwellings, alterations, garages, farm buildings)	\$ 400.00
All commercial & industrial work (new and alterations)	\$ 450.00
<b>Certificate of Acceptance</b>	
Lodging and administration	\$ 350.00
Technical process — per hour	\$ 270.00
Inspection (plus applicable travel charge)	\$ 200.00
<b>Other Fees</b>	
Marquees over 100m <sup>2</sup> (plus applicable travel charge)	\$ 297.50
Processing Fees — Plan check/amended plans — per hour	\$ 200.00
Scanning — per Building Consent Application	\$ 75.00
Compliance schedule (includes Compliance Schedule Statement)	\$ 350.00
Compliance schedule amendments	\$ 225.00
Warrant of Fitness reminders/acknowledgement of receipt	\$ 100.00
Warrant of Fitness audit plus travel zone charge	\$ 250.00
Dangerous or Insanitary Building Notice preparation	Actual cost
Dangerous or Insanitary Building - Investigation	\$ 200.00 per hour
Dangerous or Insanitary Building - Site inspection plus travel fee	\$ 200.00 per hour
Statistical reports — per year	\$ 300.00
Statistical report — one off	\$ 50.00
Reports and advisory functions	Actual cost
Fire and Emergency New Zealand — section 46 notice. (plus any FENZ charges)	Current NZ Fire Service Charge
Notice to Fix — preparation	\$300.00
Notice to Fix — investigations, plus travel charge	\$ 200.00 per hour
Notice to Fix — site inspection, plus travel charge	\$ 200.00 per hour
Certificate under Sale and Supply of Alcohol Act 2012	\$ 170.00
Application to extend time for which a building consent is valid	\$ 130.00



PLANNING AND REGULATORY	2025/2026
Property file access and view records	\$ 40.00
Pool fencing modification plus additional inspection fee and travel charge	\$ 260.00
Monitoring pool fencing	\$ 195.00
Re-inspection pool fencing	\$ 195.00
Investigation of illegal building work plus additional inspection fee and travel charge	Actual cost
Section 1(2) Territorial Authority Exemption Change (Additional \$195.00 per hour may be charged for more than 1 hour processing)	\$ 200.00
Section 73 – Building on land subject to Natural Hazard	\$ 200.00
Section 77 — Construction of building on 2 or more allotments	\$ 200.00
Certificate of Public Use plus inspection and travel charge	\$ 400.00
Certificate of Public Use — second application for the same building consent plus inspection and travel charge	\$ 800.00
Certificate of Public Use — third and subsequent application for same building consent plus inspection and travel charge	\$ 1,200.00
Record of Title	\$ 20.00
Waiver/Modification — Application	\$ 200.00
Waiver/Modification — processing	\$ 200.00 per hour
Waiver/Modification — site inspection, plus travel charge	\$ 200.00 per hour
Change of Use — Extension of life - Subdivision of building (Assessment and Record)	\$ 200.00
Change of Use — processing	\$ 200.00 per hour
Change of Use — site inspection, plus travel charge	\$ 200.00 per hour
Earthquake Prone Buildings — Registration and maintenance of Earthquake Prone Buildings registrations per building in National Database	\$ 420.00
If technical assessments or reviews are required in addition to above fee, this additional time will be charges at \$150 per hour.	\$150.00 per hour
Contractors and Consultants — Council requires some applications to be referred to Contractors or Consultants for specialised checking and comment. The fees charged by these contractors/consultants are in addition to any other fees charges in relation to that application and will be charged to the Applicant.	Actual cost
<b>Levies</b>	
BRANZ Levy exemption up to \$20,000	No Charge
BRANZ Levy on value over the exemption amount of \$19,999.99	\$1.00 per \$1,000 of project value
MBIE Levy exemption up to \$20,444	No Charge
MBIE Levy on value over the exemption amount of \$20,444 (including GST)	\$1.75 per \$1,000 of project value
Building Consent Authority Accreditation Levy (minimum charge \$1.00)	\$1.75 per \$1,000 of project value

COMMUNITY FACILITIES	Proposed 2025/26
<b>CEMETERIES (WAIMATE AND OTAIO CEMETERIES)</b>	
<b>Interments</b>	
Ashes	\$ 350.00
Stillborn and Babies (up to 12 months)	\$ 275.00
Children (1 - 12 years)	\$ 600.00
Adult	\$ 1,300.00
Extra Depth (double)	\$ 1,400.00
Old Cemetery Plot Opening — Concrete Plot	\$ 585.00
<b>Plot Purchase (including concrete beam)</b>	
Ash Plots	\$ 410.00
Stillborn and Babies (up to 12 months)	\$ 370.00
Children (1 - 12 years)	\$ 510.00
Adult	\$ 1,250.00
<b>Additional Charges</b>	
Interments — Saturdays, Sundays or Statutory Holidays, also Monday to Friday after 3.00pm May to September and after 4.00pm October to April	\$ 600.00
Ashes Interments on Saturdays, Sundays or Statutory Holidays	\$ 525.00
Dig Grave — Saturdays, Sundays or Statutory Holidays	\$ 525.00
Ashes Dig Saturdays, Sundays or Statutory Holidays	\$ 295.00
Triple Depth Plot — Old Cemetery only	\$ 850.00
Record search (in excess of one per day)	\$ 30.00

**16.9 RISKPOOL: UPDATE AND CALL TO MEMBERS**

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

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

**Attachments:** 1. Riskpool Call to Members 8 August 2025 [↓](#) 

**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, January 2025 and August 2025 Council meetings.
6. An opportunity to attend a Riskpool Webinar on 11 July 2025 was shared with elected members, to hear the latest updates with an opportunity to ask questions.
7. We have attached Riskpool's latest update dated 8 August 2025.
8. Riskpool has carried out a review of its current and future liabilities and determined a call of \$3.7m (across all members) is required. The funding will cover:
  - a. Operational costs for the financial year 2025/26; and
  - b. Legal and advisory fees relating to reinsurance recover and domestic litigation.
9. The amount of the call for Waimate District Council is \$19,106.89 (excl GST), payable by 20 September 2025.
10. Riskpool has provided an update on the ongoing domestic litigation and reinsurance negotiations in their communication.
11. Once Riskpool has met the obligations detailed, there will be a process of finalising each Fund Year. This includes issuing further calls upon members for Fund Years still in deficit.

**PROPOSAL**

12. That Council receive Riskpool's Update.

**ASSESSMENT OF SIGNIFICANCE**

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

**CONSIDERATIONS****Risk**

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

**FINANCIAL**

- 16. There are no known budget considerations to receive the update.
- 17. No provision has been made in Council budgets for the call of \$19,106.89 payable by 20 September 2025, or any further future calls.

**RECOMMENDATION**

That the Riskpool: Update and Call to Members report is received.



8 August 2025

Stuart Duncan  
Chief Executive  
Waimate District Council  
PO Box 122  
WAIMATE 7960

stuart.duncan@waimatedc.govt.nz

Dear Stuart

**Riskpool: Call to Members**

We would like to thank members again for your ongoing support. We hope that our letter of 24 July provided some useful background on the Riskpool Scheme, including updates on current domestic litigation, reinsurance recovery, member contributions, and the upcoming consultation on amendments to the Riskpool Trust Deed.

As signalled in that letter and in our previous correspondence, Riskpool anticipated the need to make a further call on members in August to fund deficits in previous Fund Years. Riskpool has carried out a review of its current and future liabilities and a call for \$3.7 million is necessary (across the membership, not per individual member). That funding will cover:

- i. Operational costs for the financial year 2025/26; and
- ii. Legal and advisory fees relating to reinsurance recovery and domestic litigation.

Following the Supreme Court's decision in LGMFT v Napier City Council [2023] NZSC 97, which addressed how claims involving a mix of weathertightness and non-weathertightness defects are treated under the Scheme, several stayed proceedings against Riskpool have recommenced. A number of member councils have brought mixed claims against Riskpool, with two cases listed for trial in September 2025. These trials will be significant in clarifying the scope of Riskpool's historic obligations and interpretation of past Scheme terms. Riskpool is working closely with our legal advisers to ensure these cases are ready for trial.

At the same time, Riskpool is actively pursuing cover for liabilities arising out of domestic litigation through ongoing dialogue with reinsurers and brokers in London. Reinsurance is the primary source of funds for claims that Riskpool accepts. If there is delay in reinsurers paying a claim or if reinsurers refuse to pay, then the cost of that claim falls on Riskpool's membership. The process of ensuring the reinsurers meet their indemnity obligations can be protracted, with multiple reinsurers in the "tower" for any Fund Year and the relevant reinsurance contracts governed by English Law. This has required the instruction of legal experts to advise on how best to approach the markets and secure cover for any existing or future liabilities.

Riskpool is committed to operating as efficiently and cost-effectively as possible while safeguarding the collective interests of our members. The work we are currently undertaking is essential to protecting those interests by ensuring claims are properly resolved and recoveries are pursued. However, this work is consuming significant resources (both in house and externally) creating unavoidable cost. Funding this work is critical to achieving the best long-term outcomes for all members and reducing the need for calls in the future.

In aggregate, over all Fund Years, Riskpool has incurred more in claims and expenses (before allowing for claims provisions) than has been received as contributions and calls from Members. This shortfall has historically been funded by way of a temporary loan from Civic Financial Services. In addition, there is more to be paid in respect of currently open claims spread across a few different Fund Years.

The cover under the Riskpool Scheme was arranged on a Fund Year basis from 1 July to 30 June. Members made an initial contribution to cover estimated claims and expenses arising from the Fund Year, with any deficits to be funded by further calls upon Members in proportion to their initial contribution. Any surplus can either be returned to Members or rolled into a future Fund Year.

The Board has resolved to make a call on Members to pay a contribution to fund the deficits for Fund Years 7, 10, 11, 12, 13, 14, 15, 18 and 19 being:

▪ Fund Year 7	\$0.075 million
▪ Fund Year 10	\$0.225 million
▪ Fund Year 11	\$0.215 million
▪ Fund Year 12	\$0.145 million
▪ Fund Year 13	\$0.220 million
▪ Fund Year 14	\$0.075 million
▪ Fund Year 15	\$0.295 million
▪ Fund Year 18	\$1.550 million
▪ Fund Year 19	\$0.900 million
<b>Total</b>	<b>\$3.7 million</b>

Riskpool's actuaries, Melville Jessup Weaver, have calculated the required contribution from each Member for those Fund Years.

The amount of the call for Waimate District Council will be \$19,106.89 (excl GST) as calculated in the table attached to this letter. This is payable on 20 September 2025 (or earlier if you wish). An invoice from Riskpool for this amount is attached.

Once Riskpool has met the obligations noted above there will be a process of finalising each Fund Year. This will entail:

- Continuing to operate Riskpool until all claims are settled.
- Issuing further calls upon members for Fund Years still in deficit. The quantum of future calls will depend on the outcome of outstanding mixed defect claims and the reinsurers' position.
- For Fund Years in surplus either:
  - Returning funds to members, or
  - Offsetting against later Fund Years in deficit.

If you have any questions, please contact Stephen Ferson, Riskpool's General Counsel, at:  
[stephen.ferson@riskpool.org.nz](mailto:stephen.ferson@riskpool.org.nz)

Yours sincerely



**Stephen Ferson**  
Acting General Counsel  
Local Government Mutual Funds Trustee Ltd (Riskpool)

Member Council		Initial Contribution	2025 Call
Waimate District Council	2003/04 Fund Year 7	\$30,910.00	\$355.88
	2006/07 Fund Year 10	\$34,098.56	\$891.12
	2007/08 Fund Year 11	\$35,800.00	\$1,002.47
	2008/09 Fund Year 12	\$26,000.00	\$613.66
	2009/10 Fund Year 13	\$18,000.00	\$966.21
	2010/11 Fund Year 14	\$17,000.00	\$339.76
	2011/12 Fund Year 15	\$16,000.00	\$1,220.90
	2014/15 Fund Year 18	\$17,711.00	\$6,291.96
	2015/16 Fund Year 19	\$15,805.00	\$7,424.94
<b>Total 2025 Call (excl GST)</b>			\$19,106.89





PO Box 5521  
Wellington 6140

Phone: 04 978 1250  
Fax: 04 978 1260

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## TAX INVOICE

Waimate District Council  
PO Box 122  
WAIMATE 7960

GST No: 71-101-940  
Invoice No: C0370  
Order No:  
Date: 07/08/2025

Client No: 0068

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Call FY7(2003-04), FY10(2006/07), FY 11(2007-08), FY12(2008/09), FY13(2009/10), FY14(20  
FY15(2011/12), FY18(2014/15), FY19(2015/16)

Riskpool Call August 2025

Contribution: \$19,106.89

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Sub-total	19,106.89
GST	2,866.03
<b>Total Due NZD</b>	<b>\$21,972.92</b>

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### AMOUNT NOW DUE FOR PAYMENT Please pay by 20.09.2025

#### Payment can be made by:

- \* Direct Credit to our Bank Account: 01-0527-0061803-28
- \* Please ensure that the Invoice no: C0370 is quoted.
- \* Please send remittance to lgadmin@civicfs.co.nz

## 16.10 LOCAL GOVERNMENT OFFICIAL INFORMATION AND MEETINGS ACT REQUESTS REPORT 1 JULY 2024 TO 30 JUNE 2025

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

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

**Attachments:** 1. LGOIMA Report 1 July 2024-30 June 2025  

### PURPOSE

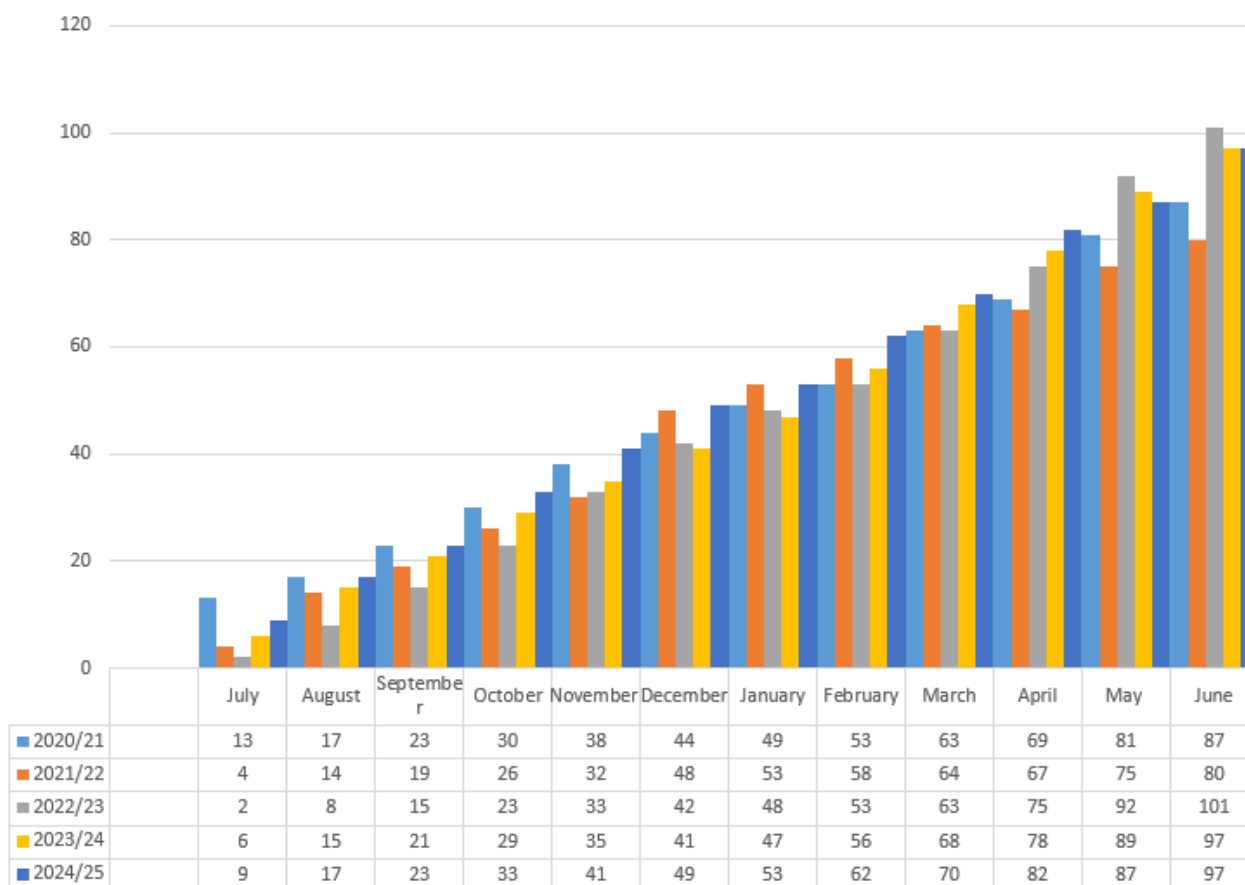
- For Council to receive an information report on Local Government Official Information and Meetings Act (LGOIMA) requests for the 2024-2025 financial year.

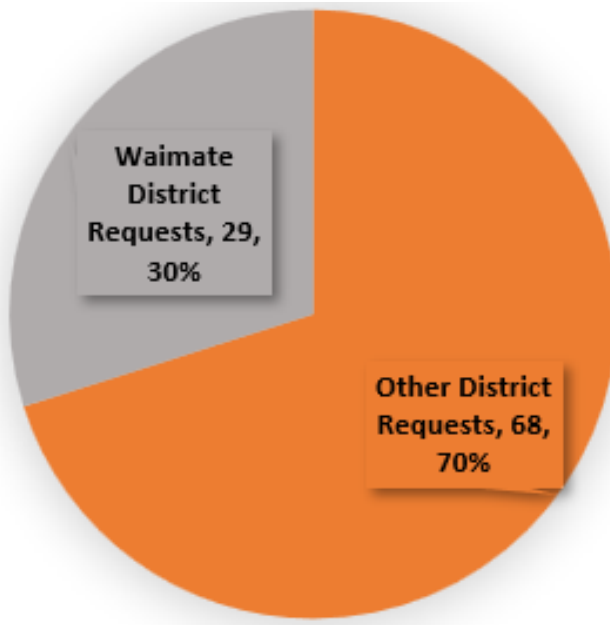
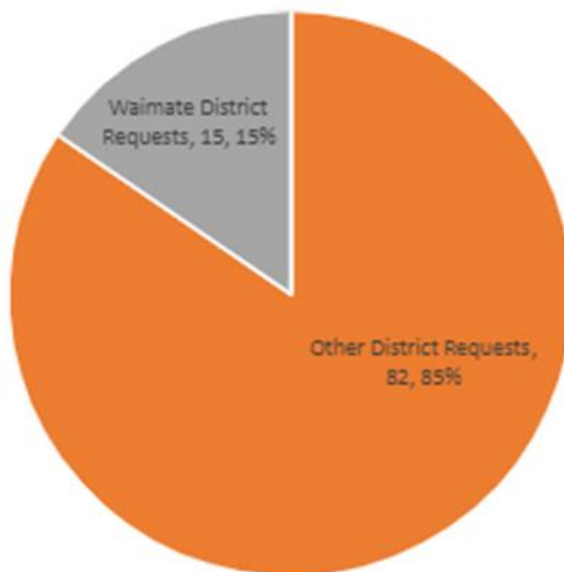
### BACKGROUND

- In the interests of proactively providing information, staff have prepared this report for the information of Council, covering the year from 1 July 2024 to 30 June 2025.
- The LGOIMA requests report is attached for the information of Council, with the comparative graphs below:
  - the comparison of request quantities by month for the last five years; and
  - the category of the requester (Waimate District Residents versus non-Waimate District residents), for the last two years; and
  - a comparison of requests received by other Councils, for the 2024 calendar year.

### Comparison of requests by month and year

LGOIMA Requests by Month and Year Comparison



**Comparison of Locality of Requests 2024/25****Comparison of Locality of Requests 2023/24**

**Comparison of requests other Councils: 1 January to 31 December 2024**

<b>Council</b>	<b>Requests Received</b>	<b>Population (approx.)</b>
Christchurch City Council	1500	396200
Tasman District Council	730	57807
Hamilton City Council	631	<u>192000</u>
Whangarei District Council	522	96678
Kapiti Coast District Council	419	53673
Whanganui District Council	392	48600
Rotorua Lakes Council	321	77800
Selwyn District Council	315	78144
Nelson City Council	299	52584
Queenstown-Lakes District	282	47808
Waikato District Council	267	85968
Taupo District Council	266	42600
Upper Hutt City Council	240	45759
Kaipara District Council	237	26000
South Wairarapa District Council	211	11650
Waikato Regional Council	210	536200
Taranaki District Council	195	19250
Westland District Council	190	9430
South Taranaki District Council	148	29600
Horowhenua District Council	144	37700
South Waikato District Council	143	26200
Waimate District Council	140	8850
Manawatu District Council	139	18250
Grey District Council	139	14800
Waitomo District Council	115	9585
Gore District Council	106	12400
Wairoa District Council	95	8826
Porirua City	90	61800
Whakatane District Council	85	38300
Ruapehu District Council	84	13550
Tauranga District Council	74	161300

**FINANCIAL**

4. LGOIMA requests have a financial impact across the entire organisation, with staff time requiring resourcing to source the information and administer the requests. The core duties and responsibility lies with Corporate Services with a noticeable increase in the administration of LGOIMAs being identified by the Committee Secretary. Requests that are more comprehensive or across the organisation often involve a number of communications to clarify or modify the request where the information required is significant or outside the one-hour free time period.
5. If obtaining the information for a request is expected to take longer than an hour, staff will provide an indication of the time expected and a quote based on Council's fees and charges. Most requestors subsequently take the opportunity to refine their request, often in conjunction with advice from staff on what could be provided within an hour. Staff are however not aware of any recent instances where a quote has been required and subsequently accepted by the requester.

**PROPOSAL**

6. That Council review and receive the information report, as supplied.

**LEGISLATION**

7. The Local Government Official Information and Meetings Act 1987.

**ASSESSMENT OF SIGNIFICANCE**

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

**FINANCIAL**

9. There are no known financial implications.

**COST-EFFECTIVENESS**

10. Cost-effectiveness consideration is not applicable.

**RECOMMENDATION**

That the Local Government Official Information and Meetings Act Requests report is accepted.

## WAIMATE DISTRICT COUNCIL LGOIMA REQUESTS 1 JULY 2024 - 30 JUNE 2025

RECVD	FROM	RESIDENT	REQUEST	STATUS	TIME
02.07.24	Georgie Attwooll, Green MP	No	Emergency management staff and budget	Completed	2 days
07.07.24	Sara Pepers-Hiltrop	No	Water Fluoridation	Completed	3 days
08.07.24	Murray Ludemann	Yes	Library query	Completed	10 days
08.07.24	Murray Ludemann	Yes	Speed reduction and bilingual signs	Completed	8 days
12.07.24	Emma Morley, Transpower	No	Transpower consents	Completed	1 day
15.07.24	Phil Wild	Yes	Waimate District signs	Completed	19 days
19.07.24	Phil Wild	Yes	Percentage rate increase in dollar amount	Completed	1 day
26.07.24	Andrea Menzies	Yes	Rates increase explanation	Completed	16 days
26.07.24	Sam Warren, Taxpayers Union	No	103 ways for councils to save money	Completed	18 days
08.08.24	Hannah Clow, Free Speech Union	No	Hire of Council venues and lease templates	Completed	13 days
09.08.24	Gwynn Compton	No	Code of Conduct complaints	Completed	1 day
12.08.24	Amanda Choi, Humes	No	Civil consruction approved materials	Completed	16 days
13.08.24	Hannah Ritchie, Pork NZ	No	District plan provisions for pig farming	Completed	16 days
16.08.24	Lizanne Selby, Pacifecon	No	Resource consent: 12 Packers Road	Completed	3 days
22.08.24	Neil Heron	Yes	Rules of dogs at A&P Showgrounds	Completed	1 day
23.08.24	Neil Heron	Yes	Council contribution maintenance of A&P Showgrounds	Completed	7 days
26.08.24	Jennifer Luke, Food Industry Foresight	No	Food service outlets in Waimate District	Transferred	
09.09.24	Kirsten Windelov, PSA	No	Council approach and use of artificial intelligence	Completed	14 days
11.09.24	Belinda Broughton, Snapshot Projects	No	Overhead road signage	Completed	2 days
18.09.24	Josie Murray, HSC	Yes	Population data specific to Hakataramea catchment	Completed	2 days
30.09.24	Aaron Martin, East Skate Club	No	Boland Park Skatepark	Completed	12 days
08.10.24	Roger Drower	No	Assist/service dog data	Completed	14 days
07.10.24	J Wales	Yes	Hunter Crescent subdivision consent conditions	Completed	6 days
08.10.24	Joe Wolfgramm, NZMCA Assn	No	Resource consent NZMCA Park	Completed	1 day
09.10.24	Dionne Haywood, Red Hot Realestate	Yes	Resource consent 6 Smith Street	Completed	0 day
09.10.24	Stephen Carr, Headway Systems Ltd	No	Rating RID Data	Completed	16 days
16.10.24	Georgia Marriott	No	Dog attacks and vehicle strike on penguins	Completed	4 days
11.10.24	Gwynn Compton	No	Urban water scheme report	Completed	9 days
12.10.24	Martyn Smith	Yes	Information on Waimate District signage	Completed	17 days
26.09.24	Andrew Morrall	No	Rating data request: Miriam Prudence Black (Morrall)	Withdrawn	
20.09.24	Richard Wagstaff, NZCTU	No	Funding shortfall public transport	Completed	20 days
17.10.24	Catherine Hinton	Yes	Historic survey and subdivision permits for 14 and 14A Exeter Street	Completed	3 days
05.11.24	Jessica Durham, CLCA	No	District Licensing Committees	Transferred	
27.10.24	Vincent Lin, Glenavy Store	Yes	Waste management costs for Glenavy Store	Completed	4 days
06.11.24	Dray Mark, Parliament	No	Council's role as a Building Consent Authority	Completed	20 days
08.11.24	Adam, 350 Aotearoa	No	Fast Track Bill projects	Completed	13 days
08.11.24	Georgia Marriott	No	District Plan 2014 NZCPS and penguin populations	Completed	5 days
08.11.24	Leanne Sadler, Hope Legal	Yes	Resource Consent 220038	Completed	5 days
21.11.24	Sam Vernon	No	GIS data identifying areas for development	Completed	3 days
21.11.24	Karen Anderson, Canine Research	No	Dog Control activity	Completed	3 days
25.11.24	Rodney Keillor, research student	No	1968 valuation: 68 Keillor Road	Completed	3 days
03.12.24	Daisy Cadigan, Parliament	No	New Government Speed Setting Rule	Completed	16 days

## WAIMATE DISTRICT COUNCIL LGOIMA REQUESTS 1 JULY 2024 - 30 JUNE 2025

05.12.24	Jade Kemp, Maynard Marks	No	Resource consent: 0 Henrys Road, Waimate	Completed	6 days
10.12.24	Phil Wild	Yes	Expenditure relating to opening of Waimate Library	Completed	4 days
11.12.24	Jay Randle, Abuse in Care Inquiry	No	Council amenities, honours, memorials, streets named after proven abuse in care perpetrators or institutions	Completed	10 days
13.12.24	Phoenix Dingle, Taxpayers Union	No	Members of Committees	Completed	14 days
18.12.24	Georgia Marriott, Environmental Law	No	Monitoring indigenous biological diversity	Completed	11 days
19.12.24	Phil Wild	Yes	Breakdown of expenditure opening of Waimate Library	Completed	0 days
20.12.24	Murray Ludemann	Yes	Te Reo at Library opening and fee paid to Runanga representative/s	Completed	2 days
01.01.25	Errol Brassett	No	Premises listing consented to discharge trade waste	Completed	10 days
08.01.25	Daniel Bradfield	No	Resource Consent decision originally submitted by Meridian Energy March 2022	Completed	4 days
16.01.25	Marnie Blank	No	Resource consents: 170017, 180028, 190034, 210044, 240029	Completed	0 days
17.01.25	Devon Alexander	No	Waimate landscape study	Completed	1 day
04.02.25	Brittany Meafou	No	Impact of drinking water outages on enteric disease	Completed	12 days
04.02.25	Sarah Sneyd, Alcohol Heathwatch	No	Liquor license data	Transferred	1 day
05.02.25	Marsha Mason, Fulton Hogan	No	Resource consents for gravel extraction	Completed	11 days
04.02.25	Richard Ford, Landpro	No	Status Under Operative District Plan - Activities on Surface Water	Completed	9 days
11.02.25	Bridget Cooper, FENZ	No	Fire risk complaints: 31 Allan Street	Completed	2 days
15.02.25	Basil Walker, Queenstown	No	File on SIRRL's proposed Waimate South Island Resource Recovery Ltd	Withdrawn	-
21.02.25	Benn Bathgate, Stuff	No	Building fraud activity Jonathan Hall (Kodiak Consulting)	Completed	0 days
28.02.25	Virginia Warbrick	No	Data on Council petitions	Completed	14 days
28.02.25	Dara Charmela Cabug	No	Availability of Resource Consent Data	Completed	3 days
14.03.25	Sam Warren Taxpayers Union	No	Ratepayers Report 2023/2024 financial year	Completed	16 days
14.03.25	Madison Rhodes-Caddock, Pacificom	No	Waimate Resource Recovery Centre entrance upgrade	Completed	1 day
14.03.25	Nikki MacDonald	No	Raised pedestrian crossings	Completed	17 days
14.03.25	Gary Holmes	No	Amount paid FY24,23,22 One Music NZ for music licensing fees	Completed	3 days
21.03.25	Josh Churchill, Nelson Boys College	No	Roadside Fire Hydrants	Completed	11 days
21.03.25	Jan Spriggs	No	Council's borrowing	Completed	17 days
26.03.25	Leaton Rhodes	No	Dangerous, Affected, and Insanitary Buildings Registry	Completed	3 days
31.03.25	Jessica Durham, Alcohol Harm Reduction Project	No	District Licensing Applications Jan-December 2024	Transferred	
03.04.25	Mike Lee	No	Landfill locations and status	Completed	9 days
04.04.25	Hannah Collett, MDC	No	User pay toilets	Completed	0 days
04.04.25	Laura Birch	No	LGOIMA request and Privacy Act Requests received, number of Ombudsman Complaints against Council 5 years	Completed	7 days
17.04.25	Christine Mitchell	Yes	Dates of Boil Water Notices for Waikakahi Rural Water Scheme	Completed	4 days

## WAIMATE DISTRICT COUNCIL LGOIMA REQUESTS 1 JULY 2024 - 30 JUNE 2025

23.04.25	Phil Wild	Yes	Monies/Koha paid to Re Runanga O Waihao 5 financial years	Completed	5 days
24.04.25	Cr Sandy McAlwee	Yes	Information on forestry/carbon forestry by Grampians Station	Completed (modified)	3 days
25.04.25	Cr Rick Stevens	Yes	Various: Council staff living within district, Council wage percentage rates; valuation Council forestry blocks; specifications driveway ramp, Maori Road bridge upgrade	Completed	2 days
28.04.25	Scott Edgar, Edgar Planning	No	Resource Consent: RM230010	Completed	2 days
29.04.25	Erica Tebbutt	No	Mobility parking spaces	Completed	5 days
30.04.25	Cr Sandy McAlwee	Yes	Forestry data former Kaiwarua Station land	Completed	0 days
30.04.25	David Baker, Rapid QS	No	Mayor and Chief Executive's Expenses	Completed	20 days
02.05.25	Lesley Tennent, Otaio	No	Information on former Waimate County Councillor: Harry Bell Spearman Johnstone	Completed	2 days
07.05.25	Vanessa Sinclair	Yes	Breakdown of all consultation document costs for LTP 2021-31	Completed	10 days
14.04.25	Georgina Hamilton, Gresson Dorman	No	RS 230010: Grampians Station Information	Completed (information note held)	20 days
11.05.25	Hayden Don	Yes	Video footage fly tipping incident	Completed (denied - privacy)	3 days
13.05.25	Peter Collins, Waimate2gether	Yes	Land adjacent to C. Olerenshaws property incorporates entrance to quarry site off SH82	Completed	7 days
20.05.25	Vanessa Sinclair	Yes	Breakdown of Audit costs LTP 2021-31 consultation process	Completed	3 days
02.06.25	Mason Wrenford	No	Comprehensive, exhaustive, and complete list of all roads within the jurisdiction of your agency, as a Road Controlling Authority (RCA), (within a provided list of parameters)	Completed	4 days
04.06.25	Sam Warren NZ Taxpayers Union	No	Council personnel, management, communications, core services, payments to third parties, Audit and Risk for the 2023/24 financial year	Completed	8 days
08.06.25	Kim Hobson Access Security	No	Water Testing Data	Completed	13 days
13.06.25	Peter McKeown, Property Advisor	No	Forestry Consent for Grampians Station	Completed	1 day
10.06.25	Vanessa Sinclair	Yes	Christmas tree expenses budget and costs	Completed	13 days
17.06.25	Jodie Bruning	No	Gene technology bill	Completed	9 days
19.06.25	David Baker	Yes	Council construction projects under \$500,000	Completed (refused)	3 days
24.06.25	David Baker (new request)	Yes	Five Council constructon projects under \$500,000	Completed	20 days
25.06.25	Gwynn Compton	No	Policies around use of generative AI	Completed	1 day
26.06.25	Allan Pope	No	Makikihi application for tramway crossing - William Quinn	Completed	4 days







**16.11 ANNUAL REPORT TO THE ALCOHOL REGULATORY AND LICENSING AUTHORITY 2024-25**

**Author:** Dylan Murray, Regulatory and Compliance Group Manager

**Authoriser:** Stuart Duncan, Chief Executive

**Attachments:**

1. **Waimate District Licensing Committee ARLA Annual Report 2024-25**  
2. **Waimate District Council Liquor Survey 2024-25**  

**PURPOSE**

1. To inform the Council on liquor licensing matters, and to retrospectively seek endorsement of the Annual Report to the Alcohol Regulatory and Licensing Authority (ARLA).

**BACKGROUND**

2. Section 199 of the Sale and Supply of Alcohol Act 2012 (the Act) requires that at the end of each financial year each the territorial authority must prepare and send to ARLA, a report of the proceedings and operations of its District Licensing Committees (DLC) during the year.
3. As per previous annual reports, ARLA has specified the form and content required in the report.
4. This report is a public record for the purposes of the Act, and a copy must be made available for inspection on Council's website for a period of not less than five years. ARLA or the DLC must, on payment of any reasonable fee it has prescribed, provide a copy of each report to any person who requests one.

**PROPOSAL****Options**

5. The provision of an annual report is a statutory requirement.

**ASSESSMENT OF SIGNIFICANCE**

6. This matter is not deemed significant within Council's Significance and Engagement Policy.

**CONSIDERATIONS**

7. There are not considered to be any other relevant issues.

**Legislation**

8. Sale and Supply of Alcohol Act 2012.

**Territorial or Regional Council Regulations, Plans or Bylaws**

9. Joint Local Alcohol Policy.

**FINANCIAL**

10. There are no funding implications associated with this report.

**RECOMMENDATION**

1. That the Annual Report to the Alcohol Regulatory and Licensing Authority 2024-25 report is accepted; and
2. That Council receives and adopts the Annual Report to the Alcohol Regulatory and Licensing Authority.

# Waimate District Licensing Committee

## Annual Report to the Alcohol Regulatory and Licensing Authority

For the year 2024-2025

**Date:** 28 July 2025

**Prepared by:** Debbie Fortuin  
Environmental Compliance Manager  
Timaru District Council

### Introduction

The purpose of this report is to inform the Alcohol Regulatory and Licensing Authority (the Authority) of the general activity and operation of the Waimate District Licensing Committee (DLC) for the year 2024-2025.

There are three DLC's operating in the South Canterbury area under a single Commissioner, this model having been adopted during the implementation of the Sale and Supply of Alcohol Act 2012 (the Act) in December of 2013. The three DLC's are that of the Timaru, Waimate and Mackenzie Districts.

This report will relate to the activities of all the DLC's in the body of the text and to the Waimate DLC alone in the Annual Return portion of the report at the rear of this document. This satisfies the requirements of the territorial authority set out in section 199 of the Act.

### Overview of DLC Workload

#### DLC Structure and Personnel

The table below shows the current membership of the three DLC's under the Commissioner. No changes occurred during the reporting period.

	Name	Role
<b>Commissioner (Independent of Council Role)</b>	Sharyn Cain	Deputy Mayor - Waimate District Council
<b>Timaru DLC Members</b>	Peter Burt	Deputy Chair, Councillor - Timaru District Council
	Gavin Oliver	Councillor - Timaru District Council
<b>Mackenzie DLC Members</b>	Anne Munro	Mayor – Mackenzie District Council
	Scott Aronsen	Councillor – Mackenzie District Council
<b>Waimate DLC Members</b>	Craig Rowley	Mayor - Waimate District Council
	Lisa Small	Councillor – Waimate District Council
	Sandy McAlwee	Councillor – Waimate District Council

Total costs for Waimate District Council Liquor Licensing activities for this period were calculated at \$35,000.00. This was made up of elected members allowances (DLC), travel costs, administration costs, staff costs, solicitors fees and an additional 0.5FTE liquor licensing inspector for the liquor licensing activity.

In terms of Council staff delivering licensing services to the community and the DLC, there are 2 FTE's licensing inspectors, a 0.5FTE licensing administrator and the secretary to the three DLC's, who also manages the activity, for the 3 councils.

#### Hearings

There was one DLC hearing held during the reporting period for Waimate DLC. This related to an objection of a renewal of an on-license due to issues with late night noise and patron behaviour. The on-license in this case was issued with additional discretionary conditions to address the concerns of the DLC and the objectors.

A new off license application attracted an influx of objections (in excess of 200), which corresponded with the inception of the community participation bill. The application did not go to hearing as it was withdrawn by the applicant, however the sheer volume of objections resulted in a significant burden on administration staff.

#### Monitoring Visits

Overall, compliance during the 2024/2025 year was excellent. A total of 10 premises were visited equating 48% of the total licensed premises. No issues were observed during these visits.

#### **Local Alcohol Policy**

The Timaru, Mackenzie and Waimate District Councils jointly prepared and developed a Local Alcohol Policy, which originally came in to force on 24 March 2016.

The Joint LAP was reviewed and adopted on 13 February 2024. A copy of the LAP can be viewed at the following link: [https://www.timaru.govt.nz/\\_\\_data/assets/pdf\\_file/0004/869143/Local-Alcohol-Policy-adopted-13-February-2024.pdf](https://www.timaru.govt.nz/__data/assets/pdf_file/0004/869143/Local-Alcohol-Policy-adopted-13-February-2024.pdf)

#### **Statistical Information**

Statistical information about the operation of the DLC for the year 2024 - 2025 is in the prescribed form and follows overleaf.

- Annual return
- Current listing of licenced premises
- District Licensing Committee Meetings held

# Waimate District Licensing Committee

## Annual Return

July 2024 – June 2025

On-licence, Off-licence and Club Licence Applications Received						
Application Type	Number Received in Fee Category – Very Low	Number Received in Fee Category – Low	Number Received in Fee Category – Medium	Number Received in Fee Category – High	Number Received in Fee Category – Very High	Total
On-licence new						
On-licence variation						
On-licence renewal			2	1		3
Off-licence new			3			3
Off-licence variation						
Off-licence renewal		1	1			2
Endorsed On Renewal	1					1
Club licence new						
Club licence variation						
Club licence renewal		1				1
<b>Total number</b>	<b>1</b>	<b>2</b>	<b>6</b>	<b>1</b>	<b>0</b>	<b>10</b>
<b>Total fee paid to ARLA (GST incl.)</b>	<b>\$17.25</b>	<b>\$69.00</b>	<b>\$310.50</b>	<b>\$86.25</b>	<b>\$-</b>	<b>\$483.00</b>

Annual Fees for Existing Licences Received						
Licence Type	Number Received in Fee Category – Very Low	Number Received in Fee Category – Low	Number Received in Fee Category – Medium	Number Received in Fee Category – High	Number Received in Fee Category – Very High	Total
On-licence			6	1		6
Endorsed On	1					1
Off-licence		1	5			7
Club licence	3	2	1			6
<b>Total number</b>	<b>4</b>	<b>3</b>	<b>12</b>	<b>1</b>	<b>0</b>	<b>20</b>
<b>Total fee paid to ARLA (GST incl.)</b>	<b>\$69.00</b>	<b>\$103.50</b>	<b>\$621.00</b>	<b>\$86.25</b>	<b>\$-</b>	<b>\$879.75</b>

Managers' Certificate Applications Received	
Application Type	Number Received
Managers' certificate new	14
Managers' certificate renewal	23
<b>Total number</b>	<b>37</b>
<b>Total fee paid to ARLA (gst incl.)</b>	<b>\$1063.75</b>

Special Licence Applications Received			
	Number Received in Category – Class 1	Number Received in Category – Class 2	Number Received in Category – Class 3
Special licence	5	11	22

Temporary Authority Applications Received	
	Number Received
Temporary authority	1

Permanent Club Charter Payments Received	
	Number Received
Permanent club charter payments	0
<b>Total fee paid to ARLA (GST incl.)</b>	

<b>Total paid to ARLA</b>	<b>\$2426.50</b>
---------------------------	------------------

## Number of District Licensing Committee Meetings Held

Date	Number
July 2024	2
August 2024	5
September 2024	3
October 2024	4
November 2024	3
December 2024	3
January 2025	2
February 2025	3
March 2025	4
April 2025	4
May 2025	4
June 2025	4

## Waimate District Licensing Committee

### List of Licenced Premises

As at 30 June 2025 = 21

Applicant	Licence Type
Waimate Bowling Club Incorporated	Club Licence
Waimate Golf Club Incorporated	Club Licence
Waimate Town & Country Club Incorporated	Off Licence
Point Bush Estates Limited	Endorsed Off/Remote Sellers Licence
Maungati Golf Club Incorporated	Club Licence
Murray Stephen Alan David	On Licence
Glencoe Hotel Limited	On Licence
Glencoe Hotel Limited	Off Licence
Waimate Town & Country Club Incorporated	Club Licence
Waimate Rugby Football Club Incorporated	Club Licence
KSK PVT Limited	Off Licence
The Waimate Limited	On Licence
The Waimate Limited	On Licence
Waihao Forks Hotel 2022 Limited	Off Licence
Waihao Forks Hotel 2022 Limited	On Licence
Makikihi Country Hotel Limited	On Licence
Makikihi Country Hotel Limited	Off Licence
T & P Sodhi Holdings Limited	On Licence
Riddhisiddhi Investment Limited	On Licence
Riddhisiddhi Investment Limited	Off Licence
Luso Holdings Limited	Off Licence

## Response ID ANON-5UAY-QVA7-3

Submitted to ARLA for DLC Annual Reports 2024-2025  
Submitted on 2025-07-25 15:13:57

## Questions relating to the make up of your DLC

1 Please select your District Licensing Committee.

Please select your District Licensing Committee.:  
65 WAIMATE\*\*\*See Timaru above \*\*\*

2 Please provide a generic email address to which general correspondence will be certain of a response.

Please provide a generic email address to which general correspondence will be certain of a response:

liquoradmin@timdc.govt.nz

3 Please provide the name, email and contact number of your Committee's Secretary.

Please provide the name, email and contact number of your Committee's Secretary. :

Debbie Fortuin  
debbie.fortuin@timdc.govt.nz  
03-6877200

4 Please name each of your Licensing Inspectors and provide their email and contact number.

generic email:

Sharon Hoogenraad, sharon.hoogenraad@timdc.govt.nz  
Petro Simpson, petro.simpson@timdc.govt.nz  
03-6877200

## New Licenses 2024-2025

1 In the 2024-2025 year, how many total Applications did your committee grant for New 'on licences'?

report:

0

2 In the 2024-2025 year, how many total Applications did your committee refuse for New 'on licences'?

report:

0

3 In the 2024-2025 year, how many total Applications did your committee grant for New 'off licences'?

report:

2

4 In the 2024-2025 year, how many total Applications did your committee refuse for New 'off licences'?

report:

0

5 In the 2024-2025 year, how many total Applications did your committee grant for New 'club licences'?

report:

0

6 In the 2024-2025 year, how many total Applications did your committee refuse for New 'club licences'?

report:

0

## New Managers' Certificates 2024-2025

1 In the 2024-2025 year, how many new managers' certificates did your committee issue?

report:

14

2 In the 2024-2025 year, how many new applications for managers' certificates did your committee refuse?

report:

0

## Licence Renewals 2024-2025

1 In the 2024-2025 year, how many licence renewals did your committee issue?

report:

7

2 In the 2024-2025 year, how many licence renewals did your committee refuse?

report:

0

3 As at 30 June 2025, what is the total number of On-Licences (new and existing) in your licensing district?

report:

8

4 As at 30 June 2025, what is the total number of Off-Licences (new and existing) in your licensing district?

report:

7

5 As at 30 June 2025, what is the total number of Club-Licences (new and existing) in your licensing district?

As at 30 June 2025, what is the total number of Club-Licences (new and existing) in your licensing district?:

4

## Managers' Certificate Renewals 2024-2025

1 In the 2024-2025 year, how many managers' certificate renewals did your committee issue?

report:

23

2 In the 2024-2025 year, how many managers' certificate renewals did your committee refuse?

report:

0

3 In the 2024-2025 year, how many applications for managers' certificates were withdrawn?

report:

0

## Questions

1 Please comment on any changes or trends in the Committee's workload in 2024-2025.

report:



With the implementation of the Sale and Supply of Alcohol (community participation) Amendment Bill, we have received an influx of submissions that total in the 100's for each application that has been objected to. This has created a significant administrative burden.

2 Please comment on any new initiatives the Committee has developed/adopted in 2024-2025.

report:

No New initiatives implemented

#### LAPs

1 Has your Territorial Authority developed a Local Alcohol Policy?

Yes

2 If the answer is yes, at what stage is your LAP?

In Force

3 If the answer to question 2 is 'in force', what effect do you consider your Local Alcohol Policy is having?

report:

Consistency of decision-making, restricts areas for licensed premises' location.

4 If the answer to question 2 is 'in force', when is your Local Alcohol Policy due for review – date?

report:

13 Feb 2030.

#### Operations

1 Please comment on the ways in which you believe the Sale and Supply of Alcohol Act 2012 is, or is not, achieving its objective. Note: the objective of the Sale and Supply of Alcohol Act 2012 is that: A) The sale, supply, and consumption of alcohol should be undertaken safely and responsibly; and B) The harm caused by the excessive or inappropriate consumption of alcohol should be minimised.

report:

Meets the objective in conjunction with our joint LAP which compliments the legislation for local conditions as it has some stricter restrictions as compared with the act.

2 What changes or trends in licensing have you seen since the Act came into force?

report:

None noted

3 What changes to practices and procedures under the Act (if any) would you find beneficial?

report:

Stricter controls for remote sales and off licenses.

Recognition of craft breweries alongside wine cellar doors

Possibly changes to require Class 1 large club premises to have a Duty Manager on-site at all times alcohol available for sale, in line with taverns which require duty managers. Please note that some clubs are larger than some taverns and are not required to have a duty manager on-site at all times.

Review statutory fees for liquor licensing as a matter of priority as current fees are not adequate to cover costs going forward, especially given the additional resourcing required to meet the provisions of administering the Community Participation Amendment Bill.

#### Last Step

1 Please provide to [ARLA@justice.govt.nz](mailto:ARLA@justice.govt.nz) a separate detailed list of the names, addresses and types of licenced premises currently operating in your licensing district as prescribed in s 65(1) of the Act.



Last step:

see attachment

File upload:

Waimate Liquor Premises 30 June 2025.docx was uploaded

**16.12 RECREATIONAL TRACK GRANT APPLICATION - WHITEHORSE MTB RIDERS INC.**

**Author:** Di Lowry, Grants Administrator  
**Authoriser:** Nicole Timney, Community Services and Strategy Group Manager  
**Attachments:** 1. Recreational Track Grant Criteria [↓](#)   
2. Whitehorse MTB Riders Inc. [↓](#) 

**PURPOSE**

1. To provide the relevant information for Council to consider this funding application from Whitehorse MTB Riders Inc.

**BACKGROUND**

2. Council acknowledges that the ongoing development of recreational tracks is important for the wellbeing of residents and an attraction to visitors. The Waimate District Council has allocated \$20,000 per annum towards a contestable grant to support clubs and/or groups to develop new tracks and maintain/improve existing tracks.
3. Council receives applications on a six-monthly basis in February and August each year with \$10,000 available for each round. Applications are to be decided by Council.
4. The Recreational Track Grant is open for projects including track signage, GIS mapping and/or be for the development of new recreational tracks and/or the improvement of existing tracks and/or the maintenance of existing tracks.

**PROPOSAL**

5. Whitehorse MTB Riders Inc is seeking funding to join two of the upgraded sections to complete the upgrade of the entire bush section of the Whitehorse Big Easy (please see map in the attachment) to bring it in line with the Grade 2 national standard. This will enhance the track for users and make the surface safer for riders and walkers.
6. The total cost of the project is \$12,000.00 excluding GST, which includes a \$2,000.00 contribution of volunteer labour to manage and provide ongoing maintenance of the project, as well as identifying, sourcing and installing a culvert. The applicant is requesting \$10,000.00 excluding GST.

**Options**

7. That Council supports the Recreational Track Grant application of \$10,000 from the Whitehorse MTB Riders Inc., or
8. That Council supports a lower amount of grant to the Whitehorse MTB Riders Inc., or
9. That Council does not support the grant application in this instance.

**ASSESSMENT OF SIGNIFICANCE**

10. This item is not deemed significant under Council's Significant and Engagement Policy.

**CONSIDERATIONS**

11. The MTB Riders Inc. approached Council for the same grant on 18 March 2025.

**FINANCIAL**

12. A budget of \$20,000 is allocated for the 2025/2026 financial year and \$10,000 is available for this first round of the 2025/26 financial year.

**RECOMMENDATION**

1. That the Recreational Track Grant Application - Whitehorse MTB Riders Inc. report is accepted; and
2. That Council considers the funding application from Whitehorse MTB Riders Inc.

# RECREATIONAL TRACK GRANT CRITERIA AND ELIGIBILITY



## ABOUT THE GRANT

This was a new grant established in the 2018/19 financial year.

Council acknowledges that the ongoing development of recreational tracks is important for the wellbeing of local residents and an attraction to visitors. Sport and recreation clubs and groups often lead these developments with volunteer input including labour and fundraising. The Waimate District Council has therefore agreed to allocate \$20,000 per annum towards a contestable grant to support clubs and/or groups to develop new tracks and maintain/improve existing tracks. For safety reasons groups may also apply for track signage from this grant.

Council will receive applications on a six monthly basis in February and August each year with \$10,000 available for each round. If funding is not fully allocated during each round it will be carried forward to the next funding round.

## CRITERIA

Applications to the Waimate District Council Recreational Track Grant must:

- Be for projects that take place in the Waimate District
- Be for track signage, GIS mapping and/or
- Be for development of new recreational tracks, and/or
- Improvement of existing tracks, and/or
- Maintenance of existing tracks

If a new track is being developed demonstrate that:

- The new track will be maintained
- The tracks being developed must be publicly accessible
- Identify the community benefit that will result
- Be collaborative in nature and demonstrate community support

## CONDITIONS OF ASSISTANCE

- The projects for which grants are sought **must** be capable of completion within one year of receiving the grant. Refunds **may be** requested if the project is not completed within the one year.
- Applicants will be asked for proof of their project being finalised by completing an **accountability form**.
- Future applications **will not** be considered by Council unless a project accountability form has been completed by the original applicant for previous funding within two months of project completion.
- Applications must include two (2) written quotes.
- Applicants may be requested to supply additional information.

**THE RECREATIONAL TRACK GRANT DOES NOT PROVIDE FUNDING FOR:**

- Administration costs
- Salaries
- Ongoing operational costs e.g. office rental
- Costs that cannot be verified with appropriate quotes
- Activities that have already begun and/or been completed (unless of a staged nature)
- Fundraising activities

**FURTHER INFORMATION**

For assistance in applying for a Recreational Track Grant please contact:

Grant Administrator

Phone: 03 689 7771

Email: [info@waimatedc.govt.nz](mailto:info@waimatedc.govt.nz)

Drop into:

Waimate Information Centre

15 Paul Street

Waimate

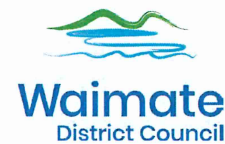
Post to:

Waimate District Council

P O Box 122

Waimate 7960

## GRANT APPLICATION



☐ Heritage
 ☒ Recreational Track
 ☐ WDC Community
 ☐ WDC Sports

1. Full name of organisation, group, or individual:

Whitehorse MTB Riders Inc

2. Address of organisation, group, or individual:

992 Waimate Highway  
Otaio RD1



3. Name and address of contact person:

Paul Buckley  
992 Waimate Highway  
Otaio RD1  
Timaru 7971

Telephone number: Day 021 1804 356

Night 021 1804 356

Email paul@spectrumcolour.co.nz

4. Are you GST registered?

Yes ☒ Do **NOT** include GST in your budget\*

No ☐ Include GST in your budget

GST number: 118-243-226

5. Objectives of your organisation (use separate sheet if necessary).

Please see additional sheet.

6. Describe the project for which you are seeking financial assistance (use separate sheet if necessary).

Please see additional sheet.

7. Project timeline.

Start date: Spring 25

Completion date: Spring 25

\*If you are GST registered we will contact you for a GST invoice after the grant decision has been made



8. What is your organisation's contribution to the project (please include both financial and volunteer contribution)?

Club volunteer hours to project manage, public notification and ongoing	+	\$
maintenance	+	\$1000
Identify drainage requirements, source culvert and install	+	\$1000
		\$
<b>Total own contribution:</b>	<b>(8)</b>	2000

9. Please detail all other sources of funding received relevant to this project

	\$
	\$
<b>Total other funding:</b>	<b>(9)</b> 0

10. Have you applied to any other organisation for funding for this project?

Result date (if known)	Grant	Amount Requested
		\$
		\$
		\$

11. Please detail the complete costs of the project. Please include at least two quotes where relevant. (If you are GST registered do not include the GST.)

250721_QUO_001_Rev 0 - Quote from m3 Contracting	+	\$10000
Club contribution as above	+	\$2000
		\$
		\$
		\$
		\$
		\$
		\$
<b>Total project cost:</b>		12000
<b>Less own contribution:</b>	<b>(8)</b>	2000
<b>Less other funding:</b>	<b>(9)</b>	0
<b>Total requested from Council:</b>		\$10000

12. Has your organisation previously received a grant from Council within the last five (5) years? If so, state years received and amounts.

Year	Grant	Amount
2020	+ Recreational Track Grant	+\$9200 plus GST
2022	+ Recreational Track Grant	+\$10000 "
2022	+ Recreational Track Grant	+\$10000 "
2023	+ Recreational Track Grant	+\$8000 "
2025	+ Recreational Track Grant	+\$10000 "

## 13. Who will benefit from the grant to your organisation?

All users of the Whitehorse Big Easy trail will benefit from this project, in particular young, older and less experienced/fit riders and walkers. The improved trail surface and overall lowered gradient helps to encourage a greater variety of locals and visitors to get outdoors, experience the Ecosanctuary and access the Whitehorse Monument and lookout area by walking or riding. An increase in the population seeking active exercise outdoors can only be beneficial in terms of improved health outcomes.

As with our other projects, the further enhancement of these fantastic trails means that Waimate in general will benefit greatly from increased visitors to the town as the number of visiting mountain bikers is driven upwards by improved and expanded riding and walking options.

**YOUR DECLARATION**

We hereby declare that the information supplied in this application is correct. If the application is successful, we agree to provide an accountability report with receipts (which will be sent to us with our grant) stating that the funding received has been spent on the project/programme/service or activity stated in this application. We also agree to participate in any funding audit of our organisation conducted by Waimate District Council.

We also consent to Waimate District Council collecting, retaining and using the personal contact details of the persons listed in this application. We confirm that we obtained the consent of the persons listed in this application to provide these details and we have the authority to commit the organisation to this application. We acknowledge our right to have access to this information. This consent is given in accordance with the Privacy Act 1993.

Name:	Paul Buckley	+
Signature of applicant: <small>Typing your name is the equivalent of a handwritten signature.</small>	Paul Buckley	
Position of signatory:	Club Secretary	+
Date:	21/7/2025	+

**Checklist**

Have you:

- Answered every question?
- Attached at least two quotes where relevant?
- Attached a copy of your most recent reviewed Annual Accounts (not older than 12 months)?
- Attached proof of bank account number (printed/verified deposit slip or bank statement)?
- Attached all other relevant documents?
- Returned your accountability form (if you have previously received a grant)?

**QUESTIONS AND COMPLETED APPLICATIONS**

Grant Administrator  
Phone: 03 689 7771  
Email: [info@waimatedc.govt.nz](mailto:info@waimatedc.govt.nz)

Drop into:  
Waimate Information Centre  
15 Paul Street  
Waimate

Post to:  
Waimate District Council  
P O Box 122  
Waimate 7960

A. PO Box 122, Waimate 7960 | P. +64 3 689 7771 | E. [info@waimatedc.govt.nz](mailto:info@waimatedc.govt.nz) | W. [waimatedc.govt.nz](http://waimatedc.govt.nz) | Page 3 of 3



**Whitehorse MTB Riders Inc – Recreational Track Grant Application Jul 23****Question 5 - Objectives of your organisation**

Whitehorse MTB Riders Inc is a group of passionate mountain bikers committed to putting Waimate firmly on the national mountain biking map. We continue to build, develop, and maintain the fantastic mountain bike trails on the hillside above the town along with the riverside trails in the township.

We advocate for and encourage riders of all abilities, both local and visiting, to get out mountain biking and to gain the benefits that the sport has to offer in terms of health and wellbeing. The profile and popularity of the trails that Waimate has to offer has grown considerably in recent years with riders from Oamaru to Timaru frequenting the area on a daily basis. This has huge benefits to Waimate in general. We often meet visitors from further afield with riders from Wanaka, Dunedin and Nelson not uncommon. We recently had a second article in the national magazine NZ Mountain Biker which really showcased what we have achieved with the help of council and club funding.

Our trails are used extensively in The Big Easy multisport event each year, raising money for local charities as well as development and maintenance of the track network. We also assist with management of this event. In addition, we host racing and club rides with neighbouring mountain bike clubs - South Canterbury Mountain Bike Club and Mountain Biking North Otago.

In November last year we ran a brand-new event – The Whitehorse Funduro – which showcased all our trails to downhill mountain biking enthusiasts from around the South Island. This was very successful, with approx. 70 entrants of all ages from Christchurch, Methven, Ashburton, Oamaru and Dunedin taking part, as well as locals from Waimate and Timaru. We are very proud when accomplished riders tell us how impressed they are with what we have achieved here.

Recent work completed by the club, apart from regular maintenance, includes the completion of the extensive regrading of corners in the lower section of Twisted Monster, construction of a brand new hand built Grade 5 trail and m3 Contracting's work to upgrade a further section of trail on the Whitehorse Big Easy.

**Question 6 - Describe the project for which you are seeking financial assistance**

We are, as always, incredibly grateful to have been awarded the Recreational Track Grant previously to continue upgrade work on The Whitehorse Big Easy trail designed to improve accessibility to everything that the Whitehorse area offers, to a wider range of ages and abilities of user. The intention was to follow on from the first upgraded section above the bridge. However, the very unusually wet autumn and the consequently saturated ground lead meant that it was unsafe to work on this lower section. m3 Contracting generously offered to bring in much larger, more expensive machinery to work on a section higher up without an increase in cost and were able to complete well over 1000m of track! They were also able to create extensive drainage using culvert provided by the club which will be hugely beneficial in preserving the trail integrity.

We would like to apply for this round of the Recreational Track Grant to join these two upgraded sections to complete the upgrade of the entire bush section of the Whitehorse Big Easy to bring it in line with the Grade 2 national standard. As before, this work will make the upgraded section a much less daunting climb for less capable riders and walkers as well as a much more pleasant experience for even the most experienced riders. The much-improved surface also means that it is much safer for all users as it is far less likely to unbalance riders or walkers with camber or surface issues. The improved drainage will also serve to improve trail longevity as well as avoiding standing wet areas on track.

We enclose a map showing the section to be upgraded with this funding, with an indication of the already upgraded sections on either side. This section is approximately 700m in length.

We would like to engage a professional trail builder to continue with this extremely beneficial track upgrade and attach two quotes for the proposed works.

Thank you for your consideration of our application.







21<sup>st</sup> July 2025

Ref: 250721\_QUO\_001\_Rev 0

Paul Buckley Club Secretary  
Whitehorse MTB Riders Inc  
992 Waimate Highway Otaio RD1  
Timaru 7971

By email via [paul@spectrumcolour.co.nz](mailto:paul@spectrumcolour.co.nz)

Dear Paul,

M3 Contracting is pleased to offer our quotation for the following works:

Upgrade work on the Whitehorse Big Easy trail – this is a continuation of the works already undertaken by us, and will involve connecting the two previously upgraded sections by completing work on the trail between them, and will include:

- Removing the steep sections of trail by cut/fill or realigning the trail
- Widening narrow sections of trail
- Cambering corners
- Installing drainage features (side drains, swales, culverts)
- Smoothing the trail surface

The works will generally involve a 2.5T Excavator, 3T Dumper and Plate Compactor.

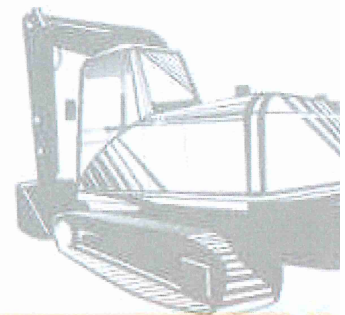
The works do not include the supply of any Culvert materials.

The price to undertake these works is \$10,000 excluding GST.

If you have any questions, please do not hesitate to contact the undersigned.

Kind Regards

Andrew Bailey  
General Manager



M3 CONTRACTING, SOUTH ISLAND, NEW ZEALAND

## Quote

---

**Date** 21/7/2025

**To** Whitehorse MTB Riders Inc  
992 Waimate Highway, Otaio RD1  
Timaru 7971

**From** Active Systems Ltd  
84 Connell St  
Waverley  
Dunedin  
New Zealand

---

**For** Upgrade work on the Whitehorse Big Easy trail, so the trail will comply with the NZCT Grade 2 (Easy) standard, to complete trail that lies between the two recently competed sections above bridge within the bush.

- Measuring the existing trail and marking the modifications to be made.
  - Regrade parts of the trail that are over the required grade by lowering high sections and using the created fill to build up low sections, or realigning and widening the trail.
  - Leveling any off-camber trail areas
  - Even out the overall trail surface
- 

Sub	\$11,400.00
GST	1,710.00
<b>TOTAL</b>	<b>\$13110.00</b>

Yours sincerely



Hamish Seaton

Updated 12 July 2018

DO NOT PRINT

**OPTIONAL TEMPLATE FOR APPLYING PUBLIC BENEFIT ENTITY SIMPLE FORMAT REPORTING – CASH  
(NOT-FOR-PROFIT)****STEP ONE - BASIC INFORMATION**

Please complete the following information for your entity, this will then flow into the Performance Report.

Full name of entity: For the year ended:


**Whitehorse Mountainbike Riders Inc****Performance Report**

For the year ended:  
30 June 2025

**Contents**

	Page
<b>Non-Financial Information:</b>	
Entity Information	1
Statement of Service Performance	2
<b>Financial Information:</b>	
Statement of Receipts and Payments	3
Statement of Resources and Commitments	4
Notes to the Performance Report	5

*[If the entity has an Independent Auditors Report or Independent Review Report - add this to your contents and attach to the Performance Report]*

Whitehorse Mountainbike Riders Inc	
Entity Information	
"Who are we?", "Why do we exist?"	
For the year ended: 30 June 2025	
Legal Name of Entity:	Whitehorse Mountainbike Riders Inc
Type of Entity and Legal Basis (if any):	Incorporated Society and Registered Charity
Registration Number:	CC52437
Entity's Purpose or Mission:	
<p>To be beneficial to the Waimate community by developing and maintaining mountainbike (MTB) trails that will be readily accessible for the long term and free of cost to use.</p> <p>To be beneficial to the Waimate Community by promoting health and fitness through the use of MTB trails for cyclists, walkers and runners.</p> <p>To develop and maintain a MTB trail that will start at the end of Point Bush Road and will finish at the Whitehorse monument, and that the trail will be of a gradient that is suitable for most MTB riders (average gradient 5%). This trail will be called: Whitehorse Big Easy.</p> <p>To increase the extent and capacity of trails within the Waimate District for mountain biking.</p>	
Entity Structure: Incorporated Society	
Main Sources of the Entity's Cash and Resources: Subscriptions, donations and grants.	
Main Methods Used by the Entity to Raise Funds: Participating in the organisation of an annual "Whitehorse Big Easy Run, Walk, Bike" event in Waimate. Organising and hosting our own Whitehorse Funduro event. Applications for trail development and maintenance grants from local Trusts and District Council.	
Entity's Reliance on Volunteers and Donated Goods or Services: All office holders, committee members and club members are volunteers.	
Contact details	
Postal Address:	992 Waimate Highway RD1 Waimate 7971
Email/Website:	<a href="mailto:paul@spectrumcolour.co.nz">paul@spectrumcolour.co.nz</a>
	<a href="https://www.facebook.com/Whitehorse-MTB-Riders-2020597934825601">https://www.facebook.com/Whitehorse-MTB-Riders-2020597934825601</a>



**Whitehorse Mountainbike Riders Inc****Statement of Service Performance**

"What did we do?"

For the year ended  
30 June 2025

Description of the Entity's Outcomes:

Maintenance and adjustments to existing trails and development of new trails throughout the year continue to add to the user's experience.

An increasing number of riders using the Big Easy trails was noted.

A very successful new event - The Whitehorse Funduro was held in November and will likely become an annual fundraiser

# Whitehorse Mountainbike Riders Inc

## Statement of Receipts and Payments

"How was it funded?" and "What did it cost?"

For the year ended:

30 June 2025

	Notes	Actual 2024-25 \$	Actual 2023-24 \$
<b>Receipts</b>			
Donations, fundraising, grants and other similar receipts		13,077	18,720
Fees, subscriptions and other receipts from members		205	245
Interest, dividends and other investment income receipts		255	341
GST Refunds		381	1,209
<b>Total Operating Receipts</b>		<b>13,918</b>	<b>20,516</b>
<b>Expenses</b>			
Track Development		20,485	9,298
Withholding Tax		84	113
Chemical		-	-
Signage		-	69
Advertising		-	-
Affiliation Fees		431	375
Charities Services		51	51
Event Costs		564	-
GST Payments		1,012	1,161
Repairs		138	119
<b>Total Operating Payments</b>		<b>22,765</b>	<b>11,067</b>
<b>Operating Surplus or (Deficit)</b>		<b>(8,847)</b>	<b>9,449</b>
<b>Capital Receipts</b>			
Receipts from the sale of resources		-	-
Receipts from borrowings		-	-
<b>Capital Payments</b>			
Purchase of Equipment		-	-
		-	-
<b>Increase/(Decrease) in Bank Accounts and Cash</b>		<b>(8,847)</b>	<b>9,449</b>
Bank accounts and cash at the beginning of the financial year		18,221	8,772
<b>Bank Accounts and Cash at the End of the Financial Year</b>		<b>9,374</b>	<b>18,221</b>
<b>Represented by:</b>			
Cheque account		9,374	18,221

This performance report has been approved by the [Trustees/  
Committee/Officers/Board], for and on behalf of [Entity name]:

Date

Date

Signature

Signature

Name

Name

Position

Position

Page 111

<div><div>Whitehorse Mountainbike Riders Inc</div><div>Notes to the Performance Report</div><div>For the year ended 30 June 2025</div></div>	
<div>1</div>	<div>Note 1: Accounting Policies    "How did we do our accounting"</div>
<div><div>Basis of Preparation</div><div>Whitehorse Mountainbike Riders Inc is permitted by law to apply PBE SFR-C (NFP) Public Benefit Entity Simple Format Reporting - Cash (Not-For-Profit) and has elected to do so. All transactions are reported in the Statement of Receipts and Payments and related Notes to the Performance Report on a cash basis.</div></div>	
<div><div>Goods and Services Tax (GST)</div><div>Whitehorse Mountainbike Riders Inc is registered for GST. Amounts recorded in the Performance Report are inclusive of GST (if any). GST owing, or GST refunds due as at balance date are shown in the Statement of Resources and Commitments.</div></div>	

**16.13 WAIMATE DISTRICT COUNCIL PERFORMANCE MEASUREMENTS REPORT 2024-2025**

**Author:** Liz Rose, Administration Support Officer

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

**Attachments:** 1. WDC Performance Measurements 2024-2025  

**PURPOSE**

1. For Council to receive the performance measure reporting for the quarter 4, March 2025 to June 2025, and accumulative annual data from July 2024 to June 2025.

**BACKGROUND**

2. This is the fourth-year reporting of performance measures from the Long Term Plan 2021-2031 with the full year results to be included in the Annual Report 2024-2025.
3. The reporting has been checked by relevant managers prior to collation, then a second check with Group Managers.
4. This information, once accepted, will be placed in the Annual Report 2024-2025. Further detail will also be included on variance reporting, in accordance the Public Benefit Entity Financial Reporting Standard (PBE FRS) 48 Service Performance Reporting disclosure.

**PROPOSAL**

5. Presentation of the full year performance reporting July 2024 to June 2025. It is proposed that Council proceeds with accepting the report.
6. Group Managers will be present for this item to answer any queries.

**Options**

7. Council may:
  - a. Accept the performance reporting as presented; or
  - b. Accept the performance reporting, with amendments.

**ASSESSMENT OF SIGNIFICANCE**

8. This item is not relevant under the Council's Significance and Engagement Policy.

**CONSIDERATIONS**

9. Where required there are some Waimate District Council 2025 Resident Bi-Annual Survey measurements included in the annual performance measures presented in this paper. We expect to receive the fully benchmarked results in September 2025 when we will be able to give further information and context to the results.

**Legislation**

10. Local Government Act (2002).

**Territorial or Regional Council Regulations, Plans or Bylaws**

11. Long Term Plan 2021-2031, Annual Report 2024-2025

**Risk**

12. There is no identified risk.

**FINANCIAL**

13. There are no financial considerations.

**Cost-effectiveness**

14. Cost effectiveness consideration is not applicable.

**RECOMMENDATION**

1. That the Performance Measure Reporting July 2024 to June 2025 which includes Quarter 4 measures be accepted; and
2. That Council accept the Performance Reporting as presented, or with amendments.

WDC Performance Measure Reporting : Q4 2024-25														
Water Supply														
Performance Measure		Target	2024/25 Results against target	2024 Result	Q1		Q2		Q3		Q4		Annual	
M = Mandatory					3 Months to September 2024		3 Months to December 2024		3 Months to March 2025		3 Months to June 2025		July 2024 - June 2025	
● Achieved ● Not achieved — No change														
Provide safe drinking water														
(M) The extent to which the drinking water supplies comply with the following parts of the drinking water		100%	●		Performance Rating	Compliance Rate	Performance Rating	Compliance Rate	Performance Rating	Compliance Rate	Performance Rating	Compliance Rate	Performance Rating	Compliance Rate
Cannington-Motukaika	Level 1 Bacteriological Measures													
	T1 Treatment Rules	100%	●		All Met	100%	All Met	100%	All Met	100%	All Met	100%	All Met	100%
	D1.1 Distribution System Rule	100%	●		All Met	100%	All Met	100%	All Met	100%	All Met	100%	All Met	100%
	Level 1 Protozoa Measures													
Waihaorunga	T1 Treatment Rules	100%	●		All Met	100%	All Met	100%	All Met	100%	All Met	100%	All Met	100%
	Level 1 Bacteriological Measures													
	T1 Treatment Rules	100%	●		All Met	100%	All Met	100%	All Met	100%	All Met	100%	All Met	100%
	D1.1 Distribution System Rule	100%	●		All Met	100%	All Met	100%	All Met	100%	All Met	100%	All Met	100%
Waikakahi	Level 1 Protozoa Measures													
	T1 Treatment Rules	100%	●		All Met	100%	All Met	100%	All Met	100%	All Met	100%	All Met	100%
	Level 2 Bacteriological Measures													
	T2 Treatment Monitoring Rules	100%	●		Partially Met	75%	Partially Met	75%	All Met	100%	All Met	100%	Partially Met	85%
	T2 Chlorine Rules	100%	●		Partially Met	67%	Partially Met	67%	Partially Met	67%	None Met	0%	Partially Met	52%
	D2.1 Distribution System Rule	100%	●		All Met	100%	All Met	100%	All Met	100%	All Met	100%	All Met	100%
	Level 2 Protozoal Measures													
	T2 Treatment Monitoring Rules	100%	●		Partially Met	75%	Partially Met	75%	All Met	100%	All Met	100%	Partially Met	85%
	T2 Filtration Rules	100%	●		Partially Met	17%	None Met	0%	None Met	0%	None Met	0%	Partially Met	4%
	T2 UV Rules	100%	●		None Met	0%	None Met	0%	None Met	0%	None Met	0%	None Met	0%
	Level 2 Bacteriological Measures													
	T2 Treatment Monitoring Rules	100%	●		Partially Met	88%	Partially Met	92%	Scheme reclassified January 1st 2025				Partially Met	90%
	T2 Chlorine Rules	100%	●		Partially Met	67%	Partially Met	58%					Partially Met	63%
	D2.1 Distribution System Rule	100%	●		All Met	100%	All Met	100%					All Met	100%
	Level 2 Protozoal Measures													
	T2 Treatment Monitoring Rules	100%	●		Partially Met	88%	Partially Met	92%	Scheme reclassified January 1st 2025				Partially Met	90%
	T2 Filtration Rules	100%	●		Partially Met	50%	Partially Met	83%					Partially Met	67%
	T2 UV Rules	100%	●		All Met	100%	All Met	100%					All Met	100%
	Level 3 Bacteriological Measures													
	T3 Bacterial Rules	100%	●		Scheme reclassified January 1st 2025				Partially Met	80%	Almost Met	99%	Partially Met	90%
	D3.29 Microbiological Monitoring Rule	100%	●						All Met	100%	All Met	100%	All Met	100%
	Level 3 Protozoal Measures													
	T3 Protozoal Rules	100%	●		Scheme reclassified January 1st 2025				Partially Met	87%	Almost Met	100%	Partially Met	93%
	Level 3 Bacteriological Measures													
	T3 Bacterial Rules	100%	●		Partially Met	32%	Partially Met	33%	Partially Met	33%	Partially Met	35%	Partially Met	33%
	D3.29 Microbiological Monitoring Rule	100%	●		All Met	100%	All Met	100%	All Met	100%	Partially Met	33%	Partially Met	83%
	Level 3 Protozoal Measures													
	T3 Protozoal Rules	100%	●		None Met	0%	None Met	0%	None Met	0%	None Met	0%	None Met	0%
	Level 3 Bacteriological Measures													
	T3 Bacterial Rules	100%	●		Almost Met	95%	Partially Met	90%	Almost Met	95%	All Met	100%	Almost Met	95%
	D3.29 Microbiological Monitoring Rule	100%	●		All Met	100%	All Met	100%	All Met	100%	All Met	100%	All Met	100%
	Level 3 Protozoal Measures													
	T3 Protozoal Rules	100%	●		Almost Met	97%	Almost Met	97%	Almost Met	96%	All Met	100%	Almost Met	97%
	Level 3 Bacteriological Measures													
	T3 Bacterial Rules	100%	●		Partially Met	89%	Partially Met	92%	Partially Met	93%	Almost Met	100%	Partially Met	94%
	D3.29 Microbiological Monitoring Rule	100%	●		All Met	100%	All Met	100%	All Met	100%	All Met	100%	All Met	100%
	Level 3 Protozoal Measures													
	T3 Protozoal Rules	100%	●		Partially Met	88%	Partially Met	94%	Partially Met	95%	Almost Met	100%	Partially Met	94%
Provide a continuous, appropriate and safe water system throughout the district with excellent customer service														
Median attendance and resolution times for urgent and non-urgent callouts for water supply faults or unplanned interruptions to the urban network (M) <sup>1</sup>	Attendance to urgent callout	≤ 1 hour	●	0:07 (h:m)	No urgent callouts		0:28 (h:m)		0:10 (h:m)		No urgent callouts		0:14 (h:m)	
	Resolution for urgent callout	≤ 24 hours	●	2:25 (h:m)	No urgent callouts		6:14 (h:m)		0:58 (h:m)		No urgent callouts		2:06 (h:m)	
	Attendance to non-urgent callout	≤ 24 hours	●	20:38 (h:m)	4:49 (h:m)		16:17 (h:m)		18:37 (h:m)		45:38 (h:m)		21:38 (h:m)	
	Resolution for non-urgent callout	≤ 72 hours	●	29:08 (h:m)	5:50 (h:m)		20:25 (h:m)		25:53 (h:m)		74:24 (h:m)		27:53 (h:m)	

Total number of complaints received about:		Urban water supply							
Drinking water clarity, drinking water taste, drinking water odour, drinking water pressure or flow, continuity of supply, Council's response to these issues (M)		≤ 10 complaints per 1,000 connections	●	6	0	0.97	2.9	0.4	5.3
		Rural water supply							
		≤ 40 complaints per 1,000 connections	●	69	4.5	16.5	24.8	8.9	60.1
Percentage of residents receiving the service satisfied with water supply services		> 86%	●	Survey not undertaken	Survey to be undertaken in 2025	Survey to be undertaken in 2025	Survey to be undertaken in 2025	70%	70%
Provide reliable, efficient and well planned water infrastructure and services that meets the needs of the community									
The average consumption of drinking water per day per resident within the Waimate District (M)		≤ 500 litres per person per day	●	469 litres	463.3	531.1	432.4 (using updated population)	462.7	462.7
Percentage of real water loss from Council's network reticulation systems (M) <sup>2</sup>		≤ 35%	●	21.26%	21.42%	18.80%	18.65%	17.49%	17.49%
Reactive maintenance (system failure) or programmed work in the Waimate urban area that exceed 8 hours of not suppling drinking water to the community or a consumer		< 1 per year	●	0	0	0	0	0	0
Reactive maintenance (system failure) or programmed work in the Rural Water Supplies that exceed 3 days of not suppling drinking water to the community or a consumer		< 1 per year	●	0	0	0	0	0	0
<sup>1</sup> Attendance - from the time Council receives notification to the time that service personnel reach site. Resolution - from the time Council receives notification to the time that service personnel confirm resolution of the fault or interruption. Urgent attendance and resolution time - urgent performance measures require 1 hour attendance, 24 hours resolution for loss of supply of drinking water. Council has 4 hours attendance, 48 hours resolution for loss of drinking water supply in the rural areas for practical reasons, due to geospatial distance and 96 hours onsite storage policy. The rural consumers of the Waimate District are not at risk of having no drinking water because of the greater attendance and resolution times, as they are required to have 96 hours onsite storage. <sup>2</sup> Estimated assumed water loss per litre per second on minimum night flow methodology. Estimated assumed water loss per connection per day based on minimum night flow methodology. At present Council only has meters at the Timaru Road and Manchesters Road plants. Meters have been installed throughout the urban supply which will be monitored through automated reading. Future reporting will utilise data from the new meters which will allow for a more robust estimate of real water loss. The reported results do not include the rural network, as the									



WDC Performance Measure Reporting : Q4 2024-25								
Stormwater								
Performance Measure M = Mandatory ● Achieved ● Not achieved — No change	Target	2024/25 Results against target	2024 Result	Q1 3 Months to September 2024	Q2 3 Months to December 2024	Q3 3 Months to March 2025	Q4 3 Months to June 2025	Annual July 2024 - June 2025
Maintain reliable stormwater network services								
Number of flooding events that occur in our systems (M)	0	●	0	0	0	0	0	0
Number of habitable floors affected in flooding events in the district per 1,000 properties connected (M)	0	●	0	0	0	0	0	0
Number of blockages in the Council's urban stormwater transmission (i.e. piped, open drain)	≤ 3	●	0	1	2	0	0	3
Deliver stormwater services according to required environmental standards								
Compliance with resource consents for discharge from stormwater system (M)	No abatement notices, infringement notices, enforcement orders and convictions	●	0	0	0	0	0	0
Maintain excellent customer service for stormwater systems								
Median response time to attend a flooding event (M) <sup>1</sup>	≤ 120 minutes	●	0:00(h:m)	0:00(h:m)	0:00(h:m)	0:00(h:m)	0:00(h:m)	0:00(h:m)
Number of complaints received about the performance of the stormwater system (M)	≤ 1.5 per 1,000 properties	●	0	1.6	0.5	0	0	2.1
<sup>1</sup> Flooding event means an event where stormwater enters a habitable floor. Measured from the time of notification to the time service personnel reach the site. If there are no flooding events the response times will be zero.								

WDC Performance Measure Reporting: Q4 2024-25 Waste Management									
Performance Measure ● Achieved ● Not achieved — No change		Target	2024/25 Results against target	2024 Result	Q1 3 Months to September 2024	Q2 3 Months to December 2024	Q3 3 Months to March 2025	Q4 3 Months to June 2025	Annual July 2024 - June 2025
Convenient and accessible waste management services									
Residents receiving the service are satisfied with waste management services		≥ 75%	●	Survey not undertaken	Survey to be undertaken in 2025	Survey to be undertaken in 2025	Survey to be undertaken in 2025	75%	75%
Council provides access to kerbside refuse and recycling collection		≥ 70%	●	78.00%	77.59%	77.59%	77.37%	77.37%	77.48%
Council manages the waste management services wisely									
Compliance with resource consent conditions		Full compliance	●	Not compliant	Not compliant	Not compliant	Not compliant	Not compliant	Not compliant
Reduce the percentage of residual waste to landfill		< 49%	●	28.81%	42.06%	30.90%	33.81%	34.77%	35.39%
Public information and programmes promote waste minimisation and appropriate sorting of waste									
Number of fly tipping incidents in the district		≤ 15	●	22	6	7	9	12	34
Percentage of organics and recyclables in refuse collection bin	Organics	≤ 22%	N/A	No swap audit this year	Next Solid Waste Analysis Protocol Audit 2025	Next Solid Waste Analysis Protocol Audit 2025	Next Solid Waste Analysis Protocol Audit 2025	Next Solid Waste Analysis Protocol Audit 2025	Next Solid Waste Analysis Protocol Audit 2025
	Recyclables	≤ 49%							

WDC Performance Measure Reporting: Q4 2024-25									
Sewerage									
Performance Measure		Target	2024 Results against target	2024 Result	Q1 3 Months to September 2024	Q2 3 Months to December 2024	Q3 3 Months to March 2025	Q4 3 Months to June 2025	Annual July 2024 - June 2025
M = Mandatory ● Achieved ● Not achieved — No change									
Maintain reliable sewerage network services									
Number of dry weather overflows from the sewerage system (M)		≤ 2 per 1,000 connections	●	2	1	0	0	0	1
Number of blockages in Council's urban sewer transmission reticulation		≤10	●	4	2	1	3	1	7
Deliver sewer services according to required environmental standards									
Compliance with Resource Consents for discharge from sewerage system (M)		No abatement notices, infringement notices, enforcement orders and convictions	●	0	0	0	0	0	0
Maintain excellent customer service for sewerage system									
Median attendance and resolution times to sewerage overflows resulting from blockages or other faults (M)	Attendance	Median attendance time ≤ 60 minutes	●	0:22 (h:m)	0:22 (h:m)	0:00(h:m)	0:00(h:m)	0:00(h:m)	0:08 (h:m)
	Resolution	Median resolution time ≤ 12 hours	●	4:52 (h:m)	52:25 (h:m)	0:00(h:m)	0:00(h:m)	0:00(h:m)	52:25 (h:m)
Total complaints received about: Sewer odour, sewerage system faults, sewerage system blockages, the WDC response to sewerage system issues (M)		≤ 3 complaints per 1,000 connections	●	3.4	2.2	1.6	1.6	0.5	4.3
People receiving the service are satisfied with sewerage services		≥ 97%	●	Survey not undertaken	Survey to be undertaken in 2025	Survey to be undertaken in 2025	Survey to be undertaken in 2025	86%	86%

WDC Performance Measure Reporting: Q4 2024-25								
Rooding								
Performance measure	Target	2024/25 Results against target	2024 Result	Q1 3 Months to September 2024	Q2 3 Months to December 2024	Q3 3 Months to March 2025	Q4 3 Months to June 2025	Annual July 2024 - June 2025
M = Mandatory ● Achieved ● Not achieved — No change								
Provide quality roads and footpaths								
Resident satisfaction with sealed roads	≥ 66%	●	Survey not undertaken	Survey to be undertaken in June 2025	Survey to be undertaken in 2025	Survey to be undertaken in June 2025	42%	42%
Resident satisfaction with unsealed roads	≥ 55%	●	Survey not undertaken	Survey to be undertaken in June 2025	Survey to be undertaken in 2025	Survey to be undertaken in June 2025	38%	38%
Average quality of ride on sealed local roads (M)	Smooth travel exposure ≥ 93%	●	94%	Survey to be undertaken in June 2025	Survey to be undertaken in 2025	Survey to be undertaken in June 2025	93%	93%
Respond to customer complaints and requests in a timely manner								
Percentage of customer service requests relating to roads and footpaths responded to within 10 working days (M)	≥ 95%	●	98%	100%	100%	100.00%	100.00%	100.00%
Provide a safe transport environment								
The change from the previous year in the number of fatalities and serious injury crashes on local road network (M)	Number of fatalities and serious injury crashes is less than the previous year on an annual basis	●	3	2	2	0	3	4
Provide well maintained footpaths								
Compliance with footpath prioritisation model	No more than 7km non-compliant	●	3.2km	To be reported in Q4	To be reported in Q4	To be reported in Q4	3.02	3.02
Resident satisfaction with footpaths	≥ 58%	●	Survey not undertaken	Survey to be undertaken in June 2025	Survey to be undertaken in 2025	Survey to be undertaken in June 2025	47%	47%
Percentage of footpaths that fall within a condition rating of fair, 1-3 (M) as detailed in the Rooding Asset Management plan	≥ 85%	●	91%	To be reported in Q4	To be reported in Q4	To be reported in Q4	90%	90%
Provide adequate asset renewal								
Percentage of the sealed local road network that is resurfaced (M)	> 5.25%	●	4.70%	Resealing to be completed by 31 March 2025	Resealing to be completed by 31 March 2025	Resealing complete. Paperwork in by 30 April 2025.	5.8%	5.8%
Annual quantity of metal spread on unsealed roads	13,000m³	●	15,694m³	4281m³	2611.5	2439	4823	15520

WDC Performance Measure Reporting: Q4 2024-25 Organisation and Governance								
Performance measure ● Achieved ● Not achieved — No change	Target	2024/25 Results against target	2024 Result	Q1 3 Months to September 2024	Q2 3 Months to December 2024	Q3 3 Months to March 2025	Q4 3 Months to June 2025	Annual July 2024 - June 2025
Provide good quality governance for the community in an open and transparent manner								
Ordinary Council meetings are recorded and made available to public	100% live streamed	●	None of these meetings recorded and made available to the public	Three Ordinary Council meetings were held. None were live streamed.	Three Ordinary Council meetings were held. None were live streamed.	Three Ordinary Council meetings were held. None were live streamed.	Three Ordinary Council Meetings were held. None were livestreamed.	None of these meetings were live streamed
Compliance with Local Government Act planning, accountability and regulatory requirements	Statutory Local Government Act planning, accountability and regulatory requirements are achieved	●	The 2022/23 Annual Report received an unmodified audit report from Audit NZ dated 31 October 2023	No audit opinions were received during this period.	The 2023/24 Annual Report received an unmodified audit report from Audit NZ dated 31 October 2024	No audit opinions were received during this period.	The Long Term Plan 2025-34 received an unmodified opinion with an emphasis of matter for uncertainty over water service delivery from Audit NZ dated 30 June 2025	The 2023/24 Annual Report received unmodified opinion from Audit NZ and the Long Term Plan 2025-34 received unmodified opinion with an emphasis of matter for uncertainty over water service delivery from Audit NZ
Response time to Local Government Official Information and Meeting Act (LGOIMA) requests	100% responded to within statutory timeframe	●	99%	100% for 19 processed requests	100% for 22 processed requests	100% for 16 processed requests	100% for 26 processed requests	100% for 83 processed requests
Residents are satisfied with performance of elected members	≥ 84%	●	Survey not undertaken	Survey to be undertaken in 2025	Survey to be undertaken in 2025	Survey to be undertaken in 2025	55%	55%
Communicate with the community								
Resident satisfaction with sufficiency of the information supplied by Council	≥ 69%	●	Survey not undertaken	Survey to be undertaken in 2025	Survey to be undertaken in 2025	Survey to be undertaken in 2025	53%	53%
Advocate for the community								
Formal Waimate District Council submissions are made to agencies	≥ 4 submissions per year	●	3	3	2	2	1	8

WDC Performance Measure Reporting: Q4 2024-25 District Planning & Regulatory									
Performance measures ● Achieved ● Not achieved — No change		Target	2024/25 Results against target	2024 Result	Q1 3 Months to September 2024	Q2 3 Months to December 2024	Q3 3 Months to March 2025	Q4 3 Months to June 2025	Annual July 2024 - June 2025
Perform statutory functions as required									
Retain accreditation as Building Consent Authority		Associated audit processes ensure accreditation retained	●	Retained accreditation	Retained accreditation	Retained accreditation	Retained accreditation	Retained accreditation	Retained accreditation
District Plan and bylaws reviewed within statutory timeframe		100% reviewed and adopted within statutory timeframe	●	District Plan and bylaws remain current	District Plan and bylaws remain current	District Plan 10 year review beginning and bylaws remain current	District Plan 10 year review beginning and bylaws remain current	District Plan 10 year review beginning and bylaws remain current	District Plan 10 year review beginning and bylaws remain current
Deliver timely, efficient processing of consents and related requirements									
Building consent processing within statutory timeframes and average processing time		100% of building consents granted within 20 working days	●	96.74%	98%	92% (35/38)	100%	96.00%	96.59%
Resource consent processing to take place within statutory timeframes and average processing time	Non-notified	100% of resource consents processed within 20 working days (non-notified)	●	66.67%	67%	73% (19 of 26) New planner means backlog now cleared	100%	100%	83%
	Notified	100% of resource consents processed within 70 working days (notified)	●	100%	100%	100	100%	100%	100%
Investigate and respond to public complaints									
Response to food hygiene related complaints		All complaints actioned within 48 hours	●	100%	100%	0 complaints	100% (1 complaint)	100% (1 complaint)	100%
Response to late night party noise		All complaints actioned within 2 hours	●	100%	100%	100% (4 complaints)	100% (8 complaints)	100% (3 complaints)	100%
Response to environmental complaints		All complaints actioned within 10 working days	●	100%	100%	93.75% (30/32 complaints)	90% (10/11 complaints)	92.31% (12/13 complaints)	93%
Resource consents are monitored to ensure compliance									
Percentage of implemented resource consents monitored	Notified land use consents	100% of implemented subdivision consents and notified land use consents monitored annually	●	100%	100%	100%	100%	100%	100%
	Non-notified land use consents	50% of implemented non-notified land use consents monitored annually	●	100%	100%	100%	100%	100%	100%
Protect the public from dog and animal related nuisances and dangers									
Response to wandering stock and animal related complaints		All complaints actioned within 2 hours	●	98.26%	100%	100% (45 reports)	100% (61 reports)	100% (51 complaints)	100%
Response to dog attacks on people and animals *word "animals" changed from "stock"	Attacks on people	Initial contact with all complainants within 2 hours of attack notified	●	100%	100% on 2 attacks	100% (1 complaint)	100% (1 complaint)	100% (0 complaints)	100%
	Attacks on animals	Initial contact with all complainants within 2 hours of attack notified	●	100%	100% on 4 attacks	100% (2 complaints)	100% (2 complaints)	100% (2 complaints)	100%
Percentage of known dogs in the district registered by 1 December		≥ 95% of all known dogs registered	●	100%	97%	99% (2858/2870)	99% (2858/2859)	100% (2821/2821)	100% (2821/2821)
Provide quality customer services that meet the expectations of the community									
User satisfaction with building services (results via internal user survey)		≥ 44%	●	Not measured	Not measured	Not measured	Not measured	Not measured	Not measured
User satisfaction with resource consent services (results via internal user survey)		≥ 44%	●	No surveys returned	5 surveys distributed, none returned	No surveys returned	No surveys returned	No surveys returned	No surveys returned

WDC Performance Measure Reporting: Q4 2024-25									
Community Services									
Performance measure ● Achieved ● Not achieved — No change		Target	2024/25 Results against target	2024 Result	Q1 3 Months to September 2024	Q2 3 Months to December 2024	Q3 3 Months to March 2025	Q4 3 Months to June 2025	Annual July 2024 - June 2025
Provide quality community services that meet the expectations of the community									
User satisfaction with library services		≥ 91%	●	Survey not undertaken	Survey to be undertaken in 2025	Survey to be undertaken in 2025	Survey to be undertaken in 2025	73%	73%
Improve individual, community and business awareness of the risks from hazards and assist them to build resilience to emergency events									
Percentage of residents who feel Council has provided them with enough information to be able to cope when there is an emergency		≥ 66%	●	Survey not undertaken	Survey to be undertaken in 2025	Survey to be undertaken in 2025	Survey to be undertaken in 2025	53%	53%
Number of emergency management community engagement activities		6 per year	●	8	3	1	6	6	16
Civil Defence Emergency Management personnel appropriately trained and prepared to assist community in the event of an emergency									
Annual Group exercise		1 annually	●	1	0	1	0	0	1
Civil Defence Emergency Management personnel within the EOC offered training		2 training opportunities per year	●	20	11	3	5	4	23
Manage and allocate community funding scheme grants									
All grants administered by Council are fully subscribed.	WDC Sports = Yes Creative NZ Communities = No Sport NZ Rural Travel = No WDC Community = No WDC Heritage = No Recreational Track = Yes	All grants fully subscribed	●	2 of 6 fully subscribed	To be reported in Q4	To be reported in Q4	To be reported in Q4	WDC Sports = No Creative NZ Communities = No Sport NZ Rural Travel = No WDC Community = No WDC Heritage = No Recreational Track = Yes	1 of 6 fully subscribed
Support economic development in the District									
Annual progress of economic development strategy economic indicators	Gross domestic product (GDP) per capita = Yes Number of building consents issued = No Dollar figure spent by visitors to the district = Yes Employment rate = No Average mean household income = Yes Housing affordability = No Average weekly rent = Yes	Year on year increase	●	\$66,107 (2024) ● 184 (2024) \$22.2M (2024) ● 45.8% (2024) \$100,107 (2024) ● 3.9 (2024) \$368 (2024)	To be reported in Q4	To be reported in Q4	To be reported in Q4	GDP = \$71,471 Building Consents = 44 Tourism Expenditure = \$24.1m Employment Rate = 51.4% Average income = \$102,565 Housing Affordability = 4.0 Average Weekly Rent = \$350	GDP = \$71,471 Building Consents = 44 Tourism Expenditure = \$24.1m Employment Rate = 51.4% Average income = \$102,565 Housing Affordability = 4.0 Average Weekly Rent = \$350
Positive perception of living in Waimate District		≥ 93%	●	Survey not undertaken	Survey to be undertaken in 2025	Survey to be undertaken in 2025	Survey to be undertaken in 2025	85%	85%
Information and Library services, programmes and material are accessible to district residents, schools and visitors									
Provide educational programmes at the library		≥ 4 programmes provided annually	●	15	5	1	1	64	64
Visitors to Explore Waimate website		Number of visitors increases annually	●	39,973	8,649	11,156	11,621	9,782	41,208

WDC Performance Measure Reporting: Q4 2024-25								
Community Facilities								
Performance measure ● Achieved ● Not achieved — No change	Target	2024/25 Results against target	2024 Result	Q1 3 Months to September 2024	Q2 3 Months to December 2024	Q3 3 Months to March 2025	Q4 3 Months to June 2025	Annual July 2024 - June 2025
Provide high quality community facilities that meet the expectations of the community								
Resident satisfaction with public toilets	≥ 55%	●	Survey not undertaken	Survey to be undertaken in 2025	Survey to be undertaken in 2025	Survey to be undertaken in 2025	78%	78%
User satisfaction with camping facilities	≥ 75%	●	Survey not undertaken	Survey to be undertaken in 2025	Survey to be undertaken in 2025	Survey to be undertaken in 2025	76%	76%
Resident satisfaction with cemetery facilities and services	≥ 76%	●	Survey not undertaken	Survey to be undertaken in 2025	Survey to be undertaken in 2025	Survey to be undertaken in 2025	84%	84%
Resident satisfaction with parks and public spaces	≥ 89%	●	Survey not undertaken	Survey to be undertaken in 2025	Survey to be undertaken in 2025	Survey to be undertaken in 2025	87%	87%
User satisfaction with swimming pool facilities	≥ 83%	●	Survey not undertaken	Survey to be undertaken in 2025	Survey to be undertaken in 2025	Survey to be undertaken in 2025	77%	77%
User satisfaction with Event Centre facilities	≥ 75%	●	Survey not undertaken	Survey to be undertaken in 2025	Survey to be undertaken in 2025	Survey to be undertaken in 2025	75%	75%
Camping facilities are well maintained and tidy	Less than 5 complaints per year	●	0	0	0	1	0	1
Cemeteries are well maintained	Less than 5 complaints per year	●	2	0	0	0	1	3
Provide safe community facilities for the community and visitors								
Community facilities meet legislative safety requirements (Local Government Centre, Library, Regent Theatre, Event Centre)	Building Warrant of Fitness (WOF), Fire Regulations and Licence requirements are current	●	Yes	Yes	Yes	Yes	Yes	Yes
All Council playgrounds are inspected and documented for maintenance every two months	2 monthly inspections	●	Yes	Yes	No	No	No	No
Maintain Pool Safe accreditation	Accreditation maintained	●	Yes	Yes	Yes	Yes	Yes	Yes
Community housing units are tenanted and well managed								
Occupancy rate of community housing units	90% or greater occupancy	●	99.50%	99%	99%	100%	100.00%	100.00%
Rent charge for community housing units is equal to, or less than market rental	Equal to, or less than market rental	●	Yes	Yes	Yes	Yes	Yes	Yes
Provide accessible and accurate cemetery records								
Cemetery records updated to reflect new interments	100% of cemetery records are updated within a month	●	100%	100%	100%	100%	100%	100%



**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 22 July 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 1 of the 2026 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 - Chief Executive's Performance Review</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)(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

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