

Agenda

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

Tuesday 16 December 2025

10:15am

Council Chamber
Waimate District Council
125 Queen Street
Waimate

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 16 December 2025, 10:15 AM.

Elected Members

Craig Rowley	Chairperson
Sandy McAlwee	Deputy Mayor
John Begg	Councillor
Jakki Guilford	Councillor
Stacey Hall	Councillor
Paul Harrison	Councillor
Peter Paterson	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

Order Of Business

Opening	5
1 meeting opening	5
2 Public Forum.....	5
3 Apologies	5
4 Visitors	5
5 Conflicts of Interest	5
6 Identification of Major (Urgent) or Minor Items Not on the Agenda	5
Minutes	6
7 Confirmation of Minutes.....	6
7.1 Minutes of the Council Meeting held on 18 November 2025.....	6
8 Receipt of Minutes	15
8.1 Minutes of the Waimate District Civic Awards Committee Meeting held on 27 November 2025.....	15
8.2 Minutes of the WDC Community and Sports Grants Committee Meeting held on 19 November 2025.....	20
8.3 Minutes of the Waimate Community ANZAC Group Meeting held on 11 December 2025.....	25
Reports	31
9 Mayor's Report.....	31
9.1 Mayor's Report.....	31
10 Deputy Mayor's Report.....	36
Nil	
11 Councillors' Report.....	37
11.1 Councillors' Report	37
12 Chief Executive's Report	39
12.1 Chief Executive's Activity Report	39
13 Council Actions Report	40
13.1 Outstanding Council Actions Report - Public	40
14 Human Resources Report	42
Nil	
15 Audit and Risk Committee Report	43
15.1 Audit and Risk Committee Chair's Report	43
16 General Reports.....	45
16.1 Finance Report for the 4 months ended 31 October 2025	45
16.2 Budget Carry Forwards from 2024/25 to 2025/26	54
16.3 Canterbury Local Authorities' Triennial Agreement 2025-2028	58
16.4 Consideration of Funding Allocation - Southern Canterbury A&P Association Inc.....	68

16.5	Additional Waimate Event Centre Court Hire Youth Charge.....	76
17	Consideration of Major (Urgent), Minor or public forum Items not on the Agenda....	105
	Nil	
	Public Excluded	106
18	Exclusion of the Public Report	106
18.1	Public Excluded Minutes of the Council Meeting held on 18 November 2025.....	106
18.2	Outstanding Council Actions Report - Public Excluded.....	106
19	Re-admittance of the Public Report.....	107
	Meeting Closure	107

OPENING

1 MEETING OPENING

DEPUTY MAYOR SANDY MCALWEE WILL OPEN THE COUNCIL MEETING.

2 PUBLIC FORUM

3 APOLOGIES

The Chair will call for any apologies.

4 VISITORS

5 CONFLICTS OF INTEREST

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

Local Authorities (Members' Interests) Act 1968

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

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

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

a. Standing Orders 3.7.5 – Major Items

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

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

b. Standing Orders 3.7.6 – Minor Items

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

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

MINUTES**7 CONFIRMATION OF MINUTES****7.1 MINUTES OF THE COUNCIL MEETING HELD ON 18 NOVEMBER 2025**

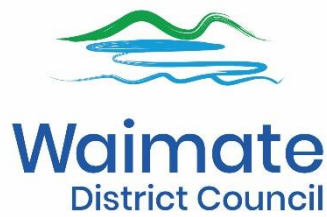
Author: Karalyn Reid, Committee Secretary and PA to the Mayor
Authoriser: Tina Stevenson, Corporate Services Group Manager
Attachments: 1. Minutes of the Council Meeting held on 18 November 2025

PURPOSE

To present the unconfirmed Minutes from the Council Meeting held on 18 November 2025 for confirmation.

RECOMMENDATION

That the Minutes of the Council Meeting held on 18 November 2025 be adopted as a true and correct record.



MINUTES

Ordinary Council Meeting

18 November 2025

**MINUTES OF WAIMATE DISTRICT COUNCIL ORDINARY COUNCIL MEETING
HELD AT THE COUNCIL CHAMBER, WAIMATE DISTRICT COUNCIL, 125 QUEEN STREET,
WAIMATE ON TUESDAY 18 NOVEMBER 2025, COMMENCING AT 10:15AM**

PRESENT: Mayor Craig Rowley (Chair), Deputy Mayor Sandy McAlwee, Cr John Begg, Cr Jakki Guilford, Cr Stacey Hall, Cr Paul Harrison, Cr Lisa Small, Cr Rick Stevens

IN ATTENDANCE: Stuart Duncan (Chief Executive), Michelle Jones (Executive Support Manager), Dan Mitchell (Asset Group Manager), Dylan Murray (Regulatory and Compliance Group Manager), Tina Stevenson (Corporate Services Group Manager), Shey Taylor (Strategic Planner/Policy Advisor), Nicole Timney (Community and Strategy Group Manager)
Karalyn Reid (Committee Secretary) via Microsoft teams, Aleisha Macpherson (Corporate Services Assistant)

PARTIAL ATTENDANCE: Grace Aikman (Acting Human Resources Manager)

OPENING

1 MEETING OPENING

Mayor Craig Rowley opened the Council Meeting expressing his appreciation to the Chief Executive and staff involved for the outstanding result in the Department of Internal Affairs approving Council's plan for keeping water services local and in-house in the Waimate District.

He noted there would be a lot of challenges ahead, but he was sure Council would be able to plan, fund and manage water services affordably, as was promised to ratepayers.

The Chair welcomed those present to the meeting, and announced the meeting was being livestreamed.

2 PUBLIC FORUM

There was one speaker at the Public Forum:

Mr Ian McIlraith addressed Council, requesting a trial of an earlier opening time at the Norman Kirk Swimming Pool on a Saturday morning. Mr McIlraith's email had been circulated for the information of Council prior to the meeting. The Mayor thanked Mr McIlraith for his attendance at the Public Forum and offered to meet with Mr McIlraith to further discuss his request.

3 APOLOGIES

Nil

4 VISITORS

Nil

5 CONFLICTS OF INTEREST

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

6 IDENTIFICATION OF MAJOR (URGENT), MINOR OR PUBLIC FORUM ITEMS NOT ON THE AGENDA

There were no Major, Minor or Public Forum items identified.

MINUTES

7 CONFIRMATION OF MINUTES

7.1 MINUTES OF THE COUNCIL MEETING HELD ON 28 OCTOBER 2025

RESOLUTION 2025/105

Moved: Cr Jakki Guilford

Seconded: Cr John Begg

That the Minutes of the Council Meeting held on 28 October 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

MOTION

Moved: Mayor Craig Rowley

Seconded: Cr Lisa Small

That the Mayor's Report is accepted.

Note:

5 November: Meeting with Fire & Emergency NZ (FENZ) – FENZ have confirmed they have no budget, however Council will prepare and offer payment options to transfer the assets over.

6 November: Waitaki MP Miles Anderson did not attend the Rotary meeting.

10 DEPUTY MAYOR'S REPORT

Nil

11 COUNCILLORS' REPORT

11.1 COUNCILLORS' REPORT

RESOLUTION 2025/106

Moved: Cr Rick Stevens

Seconded: Cr Lisa Small

That the Councillors' Report is accepted.

CARRIED

Note:

Cr Paul Harrison noted that the LGNZ Dunedin training for New Councillors was good, however he has also appreciated the local in-house training.

Cr Jakki Guilford highlighted she had concerns around the future of Local Government following South Island Minister James Meager's meeting with South Island Councils. The Mayor suggested that both the Rangitata and Waitaki MP be invited to come and present to Council early in the New Year.

12 CHIEF EXECUTIVE'S REPORT

12.1 CHIEF EXECUTIVE'S ACTIVITY REPORT

RESOLUTION 2025/107

Moved: Mayor Craig Rowley

Seconded: Cr Peter Paterson

That the Chief Executive's Activity Report is accepted.

CARRIED

13 COUNCIL ACTIONS REPORT

13.1 OUTSTANDING COUNCIL ACTIONS REPORT - PUBLIC

RESOLUTION 2025/108

Moved: Cr Jakki Guilford

Seconded: Cr Rick Stevens

That the Outstanding Council Actions Report – Public is accepted.

CARRIED

Note:

Council were given the background to the outstanding item 'Licence to use Response Assets - Fire and Emergency NZ (FENZ)'. The Chief Executive together with the Corporate Services Group Manager will work towards providing more palatable payment options for the two Council purchased fire trucks in a letter to FENZ.

14 HUMAN RESOURCES REPORT**14.1 HUMAN RESOURCES REPORT****RESOLUTION 2025/109**

Moved: Cr John Begg

Seconded: Deputy Mayor Sandy McAlwee

That the Human Resources Manager's report is accepted.

CARRIED**15 AUDIT AND RISK COMMITTEE REPORT**

Nil

16 GENERAL REPORTS**16.1 FINANCE REPORT FOR THE 2 MONTHS ENDED 31 AUGUST 2025****RESOLUTION 2025/110**

Moved: Cr John Begg

Seconded: Cr Stacey Hall

That the Finance Report for the 2 months ended 31 August 2025 is accepted.

CARRIED**16.2 EXPENDITURE VARIATION REPORT FOR THE 3 MONTHS ENDED 30 SEPTEMBER 2025****RESOLUTION 2025/111**

Moved: Cr Lisa Small

Seconded: Cr Rick Stevens

That the Expenditure Variation Report for the 3 months ended 30 September 2025 is accepted.

CARRIED**Note:**

Council discussed consultancy costs around Three Waters, and heard there will be more to come as staff work with assistance from external consultants to set up, fund and manage water services in-house, along with Annual Plan and Long Term Plan process budget support.

16.3 QUARTERLY TREASURY DASHBOARD REPORT 30 SEPTEMBER 2025**RESOLUTION 2025/112**

Moved: Cr Jakki Guilford

Seconded: Cr Paul Harrison

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

CARRIED

Note:

Council noted a Bancorp representative has been scheduled to present to Council at the December Open Workshop.

16.4 RISKPOOL - TRUST DEED PROPOSED AMENDMENTS

Council considered supporting proposed amendments to the Riskpool Trust Deed, as circulated by Local Government Mutual Funds Trustee Ltd (LGMFT), the trustee for the New Zealand Mutual Liability Riskpool Scheme (Riskpool).

RESOLUTION 2025/113

Moved: Cr Jakki Guilford

Seconded: Cr John Begg

1. That the Riskpool – Trust Deed Proposed Amendments report is accepted; and
2. That Council notes the purpose and effect of the proposed amendments as outlined in this report and the attached papers; and
3. That Council approves Waimate District Council consenting to the amendments to the Riskpool Trust Deed, as set out in the attached letter dated 21 August 2025; and
4. That Council authorises the Corporate Services Group Manager to sign and return the attached consent form on behalf of Council.

CARRIED

16.5 ENFORCEMENT POLICY REVIEW

Council considered the reviewed Enforcement Policy.

RESOLUTION 2025/114

Moved: Cr John Begg

Seconded: Cr Rick Stevens

1. That the Enforcement Policy report is accepted; and
2. That Council adopts the Enforcement Policy as presented.

CARRIED

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

RESOLUTION 2025/115

Moved: Cr Rick Stevens

Seconded: Cr Paul Harrison

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
18.1 - Outstanding Council Actions Report - Public Excluded	<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
18.2 - Alpine Energy Limited Shareholder Dashboard - Quarter 2 of the 2026 Financial Year	<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

CARRIED

19 RE-ADMITTANCE OF THE PUBLIC REPORT**RESOLUTION 2025/116**

Moved: Deputy Mayor Sandy McAlwee

Seconded: Cr Lisa Small

That Council moves out of Closed Council into Open Council.

CARRIED**MEETING CLOSURE**

There being no further business, the Chair declared the meeting closed at 11.40am.

The Minutes of this meeting are to be confirmed at the Ordinary Council Meeting scheduled on 16 December 2025.

.....
CHAIRPERSON

8 RECEIPT OF MINUTES**8.1 MINUTES OF THE WAIMATE DISTRICT CIVIC AWARDS COMMITTEE MEETING
HELD ON 27 NOVEMBER 2025**

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

Authoriser: Tina Stevenson, Corporate Services Group Manager

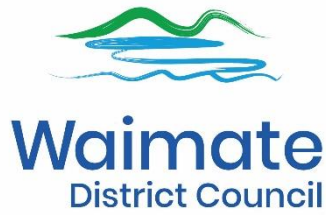
Attachments: 1. Minutes of the Waimate District Civic Awards Committee Meeting
held on 27 November 2025

PURPOSE

For the unconfirmed minutes of the Waimate District Civic Awards Committee Meeting held on 27 November 2025 to be presented for the information of the Council, with the permission of the Chair.

RECOMMENDATION

That the unconfirmed minutes of the Waimate District Civic Awards Committee Meeting held on 27 November 2025 be received.



MINUTES

Waimate District Civic Awards Committee Meeting

27 November 2025

**MINUTES OF WAIMATE DISTRICT COUNCIL
WAIMATE DISTRICT CIVIC AWARDS COMMITTEE MEETING
HELD AT THE COUNCIL CHAMBER, WAIMATE DISTRICT COUNCIL, 125 QUEEN STREET,
WAIMATE ON THURSDAY 27 NOVEMBER 2025, COMMENCING AT 11:00AM**

PRESENT: Mayor Craig Rowley, Cr Peter Paterson, Community Representative Janice Mehrrens, Service Club Representative Lyn Stringer
APOLOGIES: Community Representative Bridget Wilson
ABSENT: Te Runanga o Waihao Representative (vacant)
IN ATTENDANCE: Karalyn Reid (Committee Secretary)

OPENING

1 APOLOGIES

APOLOGY

COMMITTEE RESOLUTION 2025/5

Moved: Member Janice Mehrrens

Seconded: Member Lyn Stringer

That the apology received from Bridget Johnson be accepted.

CARRIED

2 VISITORS

Nil

3 CONFLICTS OF INTEREST

Nil

MINUTES

4 CONFIRMATION OF MINUTES

**4.1 MINUTES OF THE WAIMATE DISTRICT CIVIC AWARDS COMMITTEE MEETING
HELD ON 3 MARCH 2025**

COMMITTEE RESOLUTION 2025/6

Moved: Member Janice Mehrrens

Seconded: Mayor Craig Rowley

That the Minutes of the Waimate District Civic Awards Committee Meeting held on 3 March 2025 be adopted as a true and correct record.

CARRIED

REPORTS

5 GENERAL BUSINESS

5.1 WAIMATE DISTRICT CIVIC AWARDS COMMITTEE ELECTION OF CHAIR

COMMITTEE RESOLUTION 2025/7

Moved: Mayor Craig Rowley
Seconded: Cr Peter Paterson

That Janice MEHRTENS be nominated as Chairperson for the 2026 Civic Awards selection process. There were no further nominations, so Janice MEHRTENS was duly elected.

CARRIED

5.2 ADOPTION OF WAIMATE DISTRICT CIVIC AWARDS CRITERIA

COMMITTEE RESOLUTION 2025/8

Moved: Member Lyn Stringer
Seconded: Member Janice Mehrtens

That the Waimate District Civic Awards Committee Criteria is adopted, as presented.

CARRIED

5.3 2026 WAIMATE DISTRICT CIVIC AWARDS PROGRAMME AND FUNCTION ARRANGEMENTS

COMMITTEE RESOLUTION 2025/9

Moved: Member Lyn Stringer
Seconded: Member Janice Mehrtens

That the arrangements are accepted, and nominations are open for the 2026 Waimate District Civic Awards.

- a. **Function date and time:** Wednesday 4 March 2026, 5:30pm.
- b. **Venue:** Event Centre, Function Room
- c. **Catering:** That Whitehorse Lions be contacted to ascertain their feedback on a donation of \$350 towards catering for the 2025 function. The Committee felt that a grazing table would encourage guests to mingle, otherwise platters could be extended to include biscuits and cheese.
- d. **Flowers:** The Waimate Floral Art Group be asked to prepare table art and sprays for recipients for the 2025 function.
- e. **Entertainment:** The Waimate Community Choir have confirmed entertainment for the 2026 function, however, ask for the function date to be held in March at the earliest. The Committee suggested contacting local schools to see if any wished to also entertain with an item.

- f. **Special Guests:** Commander Clive Holmes (RNZ Navy) be invited to present the Youth Award, and Waitaki MP Miles Anderson. Former Navy representative Grant Finlayson would also be invited in a private capacity.
- g. **Photographer:** Lindsey Willoughby be invited to take the official photographs for the evening.
- h. **Format:** Same as previous years.
- i. **Advertising/promotion:** Waimate Trader, Social Media
- j. **Selection Meeting:** Thursday 29 January, 11:00am

Nominations are now open and close on Friday 23 January 2026, 4pm.

CARRIED

MEETING CLOSURE

There being no further business, the Chair closed the meeting at 11.17am.

The minutes of this meeting are to be confirmed at the Waimate District Civic Awards Committee Meeting scheduled on Thursday 29 January.

.....
CHAIRPERSON

**8.2 MINUTES OF THE WDC COMMUNITY AND SPORTS GRANTS COMMITTEE
MEETING HELD ON 19 NOVEMBER 2025**

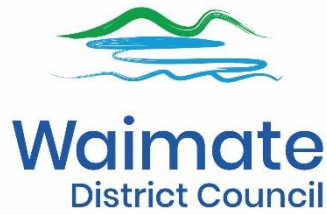
Author: Karalyn Reid, Committee Secretary and PA to the Mayor
Authoriser: Nicole Timney, Community Services and Strategy Group Manager
Attachments: 1. Minutes of the WDC Community and Sports Grants Committee Meeting held on 19 November 2025

PURPOSE

For the unconfirmed minutes of the WDC Community and Sports Grants Committee Meeting held on 19 November 2025 be presented for the information of the Council, with the permission of the Chair.

RECOMMENDATION

That the unconfirmed minutes of the WDC Community and Sports Grants Committee Meeting held on 19 November 2025 be received.



MINUTES

Community and Sports Grants Committee Meeting

19 November 2025

**MINUTES OF WAIMATE DISTRICT COUNCIL
COMMUNITY AND SPORTS GRANTS COMMITTEE MEETING
HELD IN THE CHAMBERS, WAIMATE DISTRICT COUNCIL, 125 QUEEN STREET, WAIMATE
ON WEDNESDAY 19 NOVEMBER 2025, COMMENCING AT 1:02PM**

PRESENT: Deputy Chair Jayne Smith, Mayor Craig Rowley, Community Representative Marilyn Anderson, Community Representative Carol Cross, Councillor Paul Harrison, Community Representative Chris Mercer, Community Representative Lynne Rooney, Vacant position Te Runanga o Waihao Representative

APOLOGIES: Nigel Davenport (Sport South Canterbury)

IN ATTENDANCE: Di Lowry (Committee Secretary), Nicole Timney (Community & Strategy Group Manager)

OPENING

Deputy Chair Jayne Smith opened the meeting with a karakia and welcomed everyone, especially newly elected Councillor Paul Harrison and returning Mayor Craig Rowley. Introductions commenced as it was Councillor Harrison's first meeting.

1 APOLOGIES

APOLOGY

COMMITTEE RESOLUTION 2025/8

Moved: Community Representative Chris Mercer

Seconded: Community Representative Lynne Rooney

That the apology received from Sport South Canterbury Representative Nigel Davenport be accepted.

CARRIED

2 VISITORS

Nil

3 CONFLICTS OF INTEREST

Nil

MINUTES

4 CONFIRMATION OF MINUTES

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

COMMITTEE RESOLUTION 2025/9

Moved: Community Representative Marilyn Anderson

Seconded: Community Representative Chris Mercer

That the Minutes of the WDC Community and Sports Grants Committee Meeting held on 30 May 2025 be adopted as a true and correct record.

CARRIED

REPORTS

5 GENERAL BUSINESS

5.1 CORRESPONDENCE REPORT

COMMITTEE RESOLUTION 2025/10

Moved: Community Representative Carol Cross

Seconded: Community Representative Lynne Rooney

An email was received from Chair Hazel Fish resigning her position on this committee.

That the Correspondence Report be accepted.

CARRIED

5.2 NOMINATION OF CHAIR - WDC COMMUNITY AND SPORTS GRANTS COMMITTEE

COMMITTEE RESOLUTION 2025/11

Moved: Community Representative Marilyn Anderson

Seconded: Community Representative Lynne Rooney

That the Community and Sports Grants Committee elect a new Chair for the next three years.

The Deputy Chair called for nominations and Community Representative Marilyn Anderson nominated Jayne Smith, seconded by Community Representative Lynne Rooney.

There were no other nominations, therefore Jayne Smith was duly elected Chair of the Community and Sports Grants Committee.

CARRIED

5.3 CONSIDERATION OF APPLICATIONS - WAIMATE DISTRICT COUNCIL COMMUNITY GRANT

COMMITTEE RESOLUTION 2025/12

Moved: Community Representative Lynne Rooney

Seconded: Community Representative Marilyn Anderson

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

	Applicant Name	Approved
1	Waimate Whitehorse Lions Club	\$923.50
2	Pound Paws Rescue	\$678.90
3	Positive Waimate Inc.	\$401.25
4	Waimate Community Market	\$2,060.00

CARRIED

5.4 CONSIDERATION OF APPLICATIONS - WAIMATE DISTRICT COUNCIL SPORTS GRANT

COMMITTEE RESOLUTION 2025/13

Moved: Community Representative Chris Mercer

Seconded: Community Representative Marilyn Anderson

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

	Applicant Name	Approved
1	Waimate Disc Golf Inc.	\$3,000.00
2	Waimate Caledonian Society Inc.	\$1,604.00

CARRIED

5.5 SPORT NZ RURAL TRAVEL FUND

There were no applications submitted for this round.

MEETING CLOSURE

There being no further business, the Chair closed the meeting at 1.51 p.m. with a karakia.

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

.....
CHAIRPERSON

8.3 MINUTES OF THE WAIMATE COMMUNITY ANZAC GROUP MEETING HELD ON 11 DECEMBER 2025

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

Authoriser: Tina Stevenson, Corporate Services Group Manager

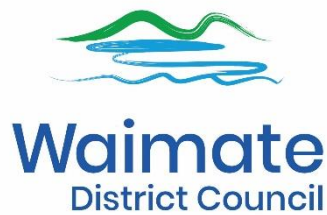
Attachments: 1. Minutes of the Waimate Community ANZAC Group Meeting held on 11 December 2025

PURPOSE

For the draft unconfirmed minutes of the Waimate Community ANZAC Group Meeting held on 11 December 2025 to be presented for the information of the Council, with the permission of the Chair.

RECOMMENDATION

That the unconfirmed minutes of the Waimate Community ANZAC Group Meeting held on 11 December 2025 be received.



DRAFT MINUTES

Waimate Community ANZAC Group Meeting

11 December 2025

**DRAFT MINUTES OF WAIMATE DISTRICT COUNCIL
WAIMATE COMMUNITY ANZAC GROUP MEETING
HELD AT THE COUNCIL CHAMBER, 125 QUEEN STREET, WAIMATE
ON THURSDAY 11 DECEMBER 2025, COMMENCING AT 11:00AM**

- PRESENT:** Mayor Craig Rowley, Waimate Ministers Association Rep John Begg, Waimate RSA Barry Casey, Member Bridget Johnson (Community Representative), Waimate Red Cross Susan Foley, Member Rob Boswell (Waimate RSA President)
- APOLOGIES:** Cr Paul Harrison, Jeannie Hogarth (Red Cross), Waimate High School Principal Jo Hunnikin
- IN ATTENDANCE:** Karalyn Reid (Committee Secretary), Aleisha Macpherson (Corporate Services Assistant)

OPENING

1 APOLOGIES

COMMITTEE RESOLUTION 2025/9

Moved: Waimate Ministers Association Rep John Begg

Seconded: Member Bridget Johnson

That the apology received from Cr Paul Harrison, Jeannie Hogarth (Red Cross), and Waimate High School Principal Jo Hunnikin be accepted.

CARRIED

2 VISITORS

Nil

3 CONFLICTS OF INTEREST

Nil

MINUTES

4 CONFIRMATION OF MINUTES

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

COMMITTEE RESOLUTION 2025/10

Moved: Mayor Craig Rowley

Seconded: John Begg

That the Minutes of the Waimate Community ANZAC Group Meeting held on 21 May 2025 be adopted as a true and correct record.

CARRIED

REPORTS

5 GENERAL BUSINESS

5.1 ELECTION OF OFFICERS

COMMITTEE RESOLUTION 2025/11

Moved: Barry Casey

Seconded: Bridget Johnson

That Mayor Craig ROWLEY be nominated for the position of Chairperson of the Waimate Community Anzac Committee. There were no other nominations so Mayor Craig ROWLEY was duly confirmed as Chairperson.

CARRIED

5.2 CORRESPONDENCE REPORT

COMMITTEE RESOLUTION 2025/12

Moved: Barry Casey

Seconded: Susan Foley

That the Correspondence Report is received.

CARRIED

5.3 WAIMATE DISTRICT ANZAC GROUP - TERMS OF REFERENCE

COMMITTEE RESOLUTION 2025/13

Moved: Mayor Craig Rowley

Seconded: John Begg

That the Waimate District Anzac Group Terms of Reference is accepted with the amendments below.

CARRIED

Amendments

1. The Group will receive an annual grant of \$1,000 from the Waimate District Council: This be changed to \$2,000.
2. The Chair and Deputy Chair be elected annually: The Chair be elected annually.

5.4 FINANCIAL REPORT

COMMITTEE RESOLUTION 2025/14

Moved: Mayor Craig Rowley

Seconded: Bridget Johnson

That the Waimate Community Anzac Group's financial report is accepted.

CARRIED

Note:

It was agreed accommodation for one night as well as a petrol voucher be offered to the guest speaker for the 2026 Civic Service.

The Chair to talk to the Chief Executive to request a funding top up to cover expenses of the 2026 Civic Service, and that the annual grant from Council be increased to \$3,000 for future years.

The Committee noted feedback from the Waimate High School requesting that prefects that assist with Anzac duties be permitted to attend the RSA breakfast between the Dawn and 10:30am Civic Service and it was agreed that up to four prefects can attend the breakfast. The cost per head (currently \$20) be added to the Committee's reimbursement to the RSA of the 50% share of morning tea following the Civic Service

5.5 UPDATING WAR MEMORIALS TO REFLECT OTHER CONFLICTS

RECOMMENDATION

That the Updating War Memorials to reflect Other Conflicts report is accepted, and that contact be made with the NZ Remembrance Army to enquiry on funding; and if required an application be made to the Council's Heritage Grant Fund for funding for the two plaques, one being the general acknowledgement of military service since the world wars, and another to commemorate Private Wright.

Note:

The Committee discussed the request by the NZ Remembrance Army, as provided in the agenda, to update Waimate's war memorials to reflect other conflicts, and noted the email from Barry Casey noting Private D N Wright, of Esk Valley, was lost in active service in Vietnam. No other known soldiers have been lost in any other wars or conflicts or operational deployments.

The RSA advised all war memorials currently commemorate those who had lost their lives due to conflict, apart from Willowbridge memorial.

The Committee discussed funding and agreed to one plaque that didn't detail all the conflicts, but with the wording from the NZ Remembrance Army's letter being :

"to acknowledge military service, honouring men and women who have served from the world wars through to today's peacekeeping and operational deployments"

The Committee also agreed that a donation box be left at the 10.30am Civic Service to go toward the cost of the plaques.

MOTION: EVENT AHEAD SIGNAGE FOR CIVIC SERVICE**COMMITTEE RESOLUTION 2025/15**

Moved: Waimate Red Cross Jeannie Hogarth

Seconded: Member Bridget Johnson

That the Committee agreed that a “event ahead” (or similar) sign be displayed in future at each end of the State Highway Anzac Service closure to warn motorists to slow down,.

CARRIED

Note:

The Mayor will continue to lobby Member of Parliaments and Central Government to review the cost and requirements of state highway road closures for local events.

MEETING CLOSURE

There being no further business, the Chair closed the meeting at 11.30am.

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

.....
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

MAYORAL ACTIVITY



Opening Glenavy School new Classroom Block

CANTERBURY MAYORAL FORUM



Pictured: Canterbury Mayoral Forum. Back row, L to R: Mayor Liz McMillan (Ashburton), Mayor Scott Aronsen (Mackenzie), Mayor Dan Gordon (Waimakariri), Mayor Craig Mackle (Kaikōura), Mayor Phil Mauger (Christchurch) Mayor Lydia Gliddon (Selwyn). Front row, L to R: Mayor Craig Rowley (Waimate), Mayor Marie Black, Deputy Chair (Hurunui), Mayor Nigel Bowen, Chair (Timaru), Chair Dr Deon Swiggs (Canterbury Regional Council), Mayor Melanie Tavendale (Waitaki).

1. The Canterbury Mayoral Forum is the primary mechanism for local government communication, coordination, and collaboration in Waitaha Canterbury. The Forum comprises mayors from the 10 territorial authorities in Waitaha, and the Chair of the Canterbury Regional Council.
2. The Mayoral Forum and Secretariat are supported by the Regional Council but remains a separate entity.

3. At the meeting on Friday 28 November, Timaru District Mayor Nigel Bowen was re-elected Chair, and Hurunui District Mayor Marie Black was re-elected Deputy Chair. Chair Bowen said he was delighted to be leading the Forum again, and the group was excited about what the next triennium's work programme would bring to Waitaha.
4. "There is a lot to look forward to. The Forum is poised to continue showcasing what an amazing place our wonderful region is by showing leadership on key issues."
5. The Forum also discussed the challenges that the communities of Waitaha will face over this term, including the Government's proposed changes to the governance arrangements of regional councils, which would result in regional councillors being replaced with a new governing body.
6. The Forum acknowledges the proposal and notes that members are still working through what it would mean for each community and collectively as a region.
7. Chair Bowen said the Forum has been signalling the need for local Government reform for some time and welcomed the opportunity to contribute to this important korero.
8. "Each Mayor and the Regional Council Chair is working with their communities to understand what the Government's proposal could mean for Waitaha residents. For the Forum, this will be an ongoing conversation, and we will work through the details of the proposals together as well as the legislative changes that we expect to come later this year.
9. "It's important to remember that there could be opportunities in the Government's proposed changes. The Forum encourages anyone who has a view on the proposals to make a submission. "In the meantime, the Forum remains focused on our work programme and it's business as usual."
10. At the meeting, the Forum endorsed the Canterbury Local Authorities' Triennial Agreement 2025-28 for ratification by the region's councils. The agreement outlines the commitment of local councils in the Waitaha Canterbury region to work together effectively. This agreement is mandated under the Local Government Act and is reviewed and ratified every three years.
11. The Canterbury Mayoral Forum is made up of Kaikōura District Mayor Craig Mackle, Hurunui District Mayor Marie Black, Waimakariri District Mayor Dan Gordon, Christchurch City Mayor Phil Mauger, Selwyn District Mayor Lydia Gliddon, Ashburton District Mayor Liz McMillan, Timaru District Mayor Nigel Bowen, Waimate District Mayor Craig Rowley, Mackenzie District Mayor Scott Aronsen, Waitaki District Mayor Melanie Tavendale, and Canterbury Regional Council Chair Dr Deon Swiggs.
12. The next Canterbury Mayoral Forum meeting will be on Friday, 20 February 2026.

MAYOR'S TASKFORCE FOR JOBS TUIA PROGRAMME

13. It's been a pleasure hosting Arlin through the Mayor's Taskforce for Jobs Tuia Programme this year, and below please find his email of appreciation.

Kia ora Craig,

I would like to express my deepest appreciation to you for giving me the opportunity to follow in the footsteps of my tīpuna and take part in the Tuia Kaupapa journey.

It has been an honour to represent the Waimate District, and I hope that my experience encourages other rangatahi to step forward and embrace this kaupapa in the future.

Tuia has strengthened my connection to my culture and significantly supported my development as a leader. It has highlighted the importance of hapori, and shown me that when we come together as a district, we create a powerful sense of belonging for everyone.

Thank you to you and members of Council for your continued support of this kaupapa.

I wish you well in your continued role as our Mayor! Nga mihi nui



Tuia I Runga – Pohara Marae, Hamilton



Tuia I Raro – Taheke Marae, Rotorua



Tuia I Roto Waikawa Marae, Picton



Tuia i Raho, Houngarea Marae, Hawkes Bay



Tuia Te Here Tangata, Wainuiomata Marae, Wellington

EXTERNAL MEETINGS & FUNCTIONS ATTENDED BY THE MAYOR

To present for the information of Council a register of external meetings and functions attended by the Mayor outside of Waimate District Council meetings and general business from 12 November 2025 to 5 December 2025.

Date	Meetings and Functions
13 November 2025	LGNZ Rural & Provincial Meeting – Wellington
17 November 2025	Mayor's catchup with Mayor's Taskforce for Jobs (MTFJ) Coordinator – Council
17 November 2025	Monday Morning Meeting with Chief Executive and Deputy Mayor – Council
19 November 2025	WDC Community and Sports / Rural Travel Fund Grants Meeting – Council
21 November 2025	Mayoral Chat with Gareth (The Breeze) – via cellphone
24 November 2025	Governance Workshop – Makikihi
25 November 2025	Council Rural Water Schemes Meeting – Council
25 November 2025	Local Water Done Well Webinar – Council
26 November 2025	Meeting with Police Inspector and Chief Executive – Council
26 November 2025	Waimate MTFJ Check in Online Meeting– Microsoft teams
27 November 2025	Waimate District Civic Awards Committee Meeting – Council
27 November 2025	Canterbury Mayoral Forum Civil Defence Emergency Management Joint Committee – Microsoft teams
27 November 2025	Canterbury Mayoral Forum Working Dinner – Christchurch
28 November 2025	Canterbury Mayoral Forum Meeting – Christchurch
1 December 2025	Monday Morning Meeting with Chief Executive and Deputy Mayor – Council
1 December 2025	Glenavy School New Classroom Opening – Glenavy
1 December 2025	Waitaki Waihao Local Leadership Group Hui – Timaru

RECOMMENDATION

That the Mayor's Report is accepted.

10 DEPUTY MAYOR'S REPORT

Nil

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 November 2025 to 5 December 2025.

Deputy Mayor Sandy McAlwee	
Date	Meetings and Functions
24 November 2025	Governance Workshop – Makikihi
25 November 2025	Rural Water Schemes Meeting – Council
30 December 2025	Living Landscapes Field Day at Craigmores Station - Maungati

Cr John Begg	
Date	Meetings and Functions
18 November 2025	Meeting with TeManaOra (Community and Public Health) – Waimate
19 November 2025	Canterbury Climate Workshop – Timaru
24 November 2025	Governance Workshop – Makikihi
25 November 2025	Local Water Done Well Webinar – Council
30 November 2025	Living Landscapes Field Day at Craigmores Station – Maungati

Cr Jakki Guilford	
Date	Meetings and Functions
14 November 2025	Ratepayer meeting on District Marketing – Waimate
17 November 2025	CentreCare Counselling Board Meeting – Waimate
24 November 2025	Governance Workshop – Makikihi
25 December 2025	Local Water Done Well Webinar – Council
1 December 2025	Waitaki Waihao Local Leadership Group Hui – Timaru

Cr Stacey Hall	
Date	Meetings and Functions
24 November 2025	Governance Workshop - Makikihi
25 November 2025	Local Water Done Well Webinar – Council

Cr Paul Harrison	
Date	Meetings and Functions
18 November 2025	Waimate2Gether Meeting – Waimate
24 November 2025	Governance Workshop – Makikihi
25 November 2025	Rural Water Schemes Meeting – Council
25 November 2025	Local Water Done Well Webinar – Council
1 December 2025	Glenavy School New Classroom Opening – Glenavy

Cr Peter Paterson	
Date	Meetings and Functions
24 November 2025	Governance Workshop – Makikihi
25 November 2025	Local Water Done Well Webinar – Council
27 November 2025	Waimate District Civic Awards Committee Meeting – Council

Cr Lisa Small	
Date	Meetings and Functions
24 November 2025	Governance Workshop – Makikihi
25 November 2025	Rural Water Schemes Meeting – Council
25 November 2025	Local Water Done Well Webinar – Council
1 December 2025	Glenavy School New Classroom Opening – Glenavy

Cr Rick Stevens	
Date	Meetings and Functions
25 November 2025	Local Water Done Well Webinar – Council
1 December 2025	Meeting with Ratepayer – Waimate
3 December 2025	Waimate District Resource Trust AGM – Waimate

RECOMMENDATION

That the Councillors' Report is accepted.

12 CHIEF EXECUTIVE'S REPORT**12.1 CHIEF EXECUTIVE'S ACTIVITY REPORT****Author:** Stuart Duncan, Chief Executive**Authoriser:** Stuart Duncan, Chief Executive**Attachments:** Nil**PURPOSE**

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

MEETINGS AND FUNCTIONS ATTENDED

2. Meetings and functions attended by the Chief Executive from 8 November to 5 December 2025:

Date	Meetings and Functions
10 November 2025	Canterbury Chief Executives Forum – Rolleston
10 November 2025	Canterbury Civil Defence Emergency Management Coordinating Executive Group Meeting – Rolleston
11 November 2025	Armistice Day Service – Waimate
25 November 2025	Rural Water Scheme Meeting for Cannington-Motukaika, Waihaorunga and Waikakahi – Council Chambers
26 November 2025	Meeting with Inspector Vicki Walker from NZ Police – Council office
27 November 2025	Canterbury Mayoral Forum Dinner – Christchurch
28 November 2025	Canterbury Mayoral Forum Meeting – Christchurch

RECOMMENDATION

That the Chief Executive's Activity Report is accepted

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

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

Authoriser: Tina Stevenson, Corporate Services Group Manager

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

PURPOSE

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

RECOMMENDATION

That the Outstanding Council Actions Report – Public is accepted.

Meeting	Officer/Director	Section	Subject
Council 23-Apr-24	Duncan, Stuart	General Reports	Licence to use Response Assets (Fire and Emergency New Zealand)
RESOLUTION 2024/52			
<ol style="list-style-type: none"> 1. That the License to Use Response Assets (Fire and Emergency New Zealand) report is accepted; and 2. That Council recommends that the Chief Executive negotiate the transfer of debt and that the appliance remains in community if possible; and 3. That Council delegates the Chief Executive to negotiate directly with Fire and Emergency New Zealand. 			
CARRIED			
Note:			
08 Dec 2025: Letter has been sent to FENZ proposing payment options for the full transfer of ownership of the rural fire appliances currently registered to Council.			

Meeting	Officer/Director	Section	Subject
Council 28-Jan-25	White, Stacey	General Reports	St Andrews Closed Landfill Assessment of Remedial Options
RESOLUTION 2025/20			
<ol style="list-style-type: none"> 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 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. 			
CARRIED			
Note:			
10 Dec 2025: The Waimate District Council has engaged Tonkin + Taylor to prepare a summary letter and outline high level short-listed options involved in undertaking remediation at the St Andrews historic landfill, comprising full removal of waste from the closed landfill site and in-situ (reactive) management.			

Meeting	Officer/Director	Section	Subject
Council 16-Sep-25	Jones, Michelle	General Reports	Local Government Funding Agency Annual Report to 30 June 2025
RESOLUTION 2025/99			
That the Local Government Funding Agency Annual Report to 30 June 2025 report is accepted.			
CARRIED			
Note:			
08 Dec 2025 Paper is being drafted by the Chief Executive and will be circulated to elected members via email. Comms to follow once feedback received.			

14 HUMAN RESOURCES REPORT

Nil

15 AUDIT AND RISK COMMITTEE REPORT

15.1 AUDIT AND RISK COMMITTEE CHAIR'S REPORT

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

Authoriser: Tina Stevenson, Corporate Services Group Manager

Attachments: Nil

PURPOSE

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

REPORT ON MEETING: 9 DECEMBER 2025

3. This meeting was the first this triennium for the newly appointed Committee following the recent election. There had been an opportunity to meet and discuss the working brief for the Committee during a Governance Workshop on 24 November 2025.

Chair's Written Report

4. The written report focussed on two key areas for the Committee to consider, being reference to the current Terms of Reference, and the work programme. Areas of responsibility identified in the Terms of Reference were considered, and those additional areas the Committee may wish to engage in. It was agreed that this would be an item for debate at our March 2026 meeting, to allow Committee members to reflect of the role of the Committee, and how it can independently assist Council in its responsibilities.
5. On a similar theme, work programme items were discussed, and also agreed that this would be further reviewed and signed off during our March 2026 meeting.
6. The Chair took the opportunity to present key learnings from two recent forums presented by the Office of the Auditor General. The first of these, on the subject of an overview of Local Government was highlighted in the written report. The second was on matters associated with the implementation of water service reforms. That forum highlighted processes for optimising investment, through marketplace procurement, asset management, and project management. Presenters also spoke about accounting for transfer from Council to new entities, asset valuations, appointment of auditor and monitoring items.

Health and Safety Report

7. This report highlighted recent accidents involving staff members and identified recent happenings with the Dare 2 Care Health and Safety Committee. Members acknowledged work being undertaken in this space.

Human Resources Report

8. This report provided members with information on current staffing levels, together with an overview of the pressures being faced in the employment market.

Budget Carry Forwards

9. This report was accompanied by a series of detailed spreadsheets identifying 99 projects or activities that staff are recommending, being unspent budgetary amounts transferred from the last financial year to 2025/2026 financial year. Members took the opportunity to ask staff

about resourcing requirements and potential impact on the planned activity and project delivery for this financial year.

10. Following discussion members resolved to support the request, albeit noting the workload will need to be addressed when preparing our draft annual plan for 2026/2027 which will be commencing early next calendar year.

Audit Reports for the 2025 Annual Report

11. Contained within the agenda were reports to Council and to management, highlighting matters raised by Audit staff during the review processes. Staff spoke to these issues, and elected members expressed understanding of, and satisfaction with staff responses. A number of issues were signified as being closed out. There will be a further report to the March 2026 meeting addressing progress on those matters that remain open.
12. The meeting was advised of an additional audit fee request of \$10,110 plus GST for work associated with drinking water standards and with roading valuation – the latter occurring largely as a result of a recent change in valuer.
13. The Corporate Services Group Manager and Chair recently discussed this request with the Audit Director. Aspects of that conversation were shared with members. After discussion, members reluctantly agreed to make payment of the requested amount.

Major Projects Report

14. Staff took the opportunity to speak to this report, highlighting project status and risk related issues. Members may give thought to site visits to one or more of these projects before construction is complete.

Risk Register

15. Members acknowledged the risks identified, together with the regular review processes. Particular discussion was held in respect to the risks posed to the organisation articulated in the sections on Human Resources, and consequences of Central Government legislation.
16. During the Committee's March 2026 meeting the areas where we would like staff to prepare a deep dive risk review will be identified to be reported to our June 2026 meeting.

Insurance Update – Public Excluded

17. During the Public Excluded portion of the meeting, a presentation was received from our insurers on the cover levels available to Council under its Public Liability and Professional Indemnity Policies.

In Closing

18. Members were thanked for their input. The Chair asked members to give thought over the next couple of months to matters that they would like included in the 2026 calendar year work programme, to review the Terms of Reference, and finally to consider the content of reports and advise if any further information may be required to assist with decision making.

David Ward, Chair

RECOMMENDATION

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

16 GENERAL REPORTS

16.1 FINANCE REPORT FOR THE 4 MONTHS ENDED 31 OCTOBER 2025

Author: Jacqueline Michael, Accounting Assistant

Authoriser: Tina Stevenson, Corporate Services Group Manager

Attachments: Nil

PURPOSE

- To present the finance report to 31 October 2025 to Council.

**Waimate District Council
Statement of Financial Performance
For the 4 months ended 31 October 2025**

		Year to date				
	Variance Note	Actual \$000	Budget \$000	Variance Favourable (unfavourable) \$000	Variance %	Full Year Budget \$000
Operating revenue						
Rates (net of remissions)		\$ 8,497	\$ 8,468	\$ 29	0%	\$ 17,479
Development and financial contributions	4	215	70	144	206%	210
NZ Transport Agency subsidy	5	792	833	(41)	(5%)	4,298
Fees and charges	6	659	566	93	16%	1,407
Interest revenue	7	12	26	(14)	(55%)	85
Other revenue	8	782	721	61	8%	4,515
Total operating revenue		10,956	10,684	272	3%	27,994
Operating expenditure						
Employment benefit expenses	9	2,263	2,305	42	2%	6,990
Depreciation and amortisation	10	2,413	2,542	129	5%	7,920
Roading expenses (including consultancy)	11	1,212	1,276	64	5%	3,788
Finance costs	12	11	241	229	95%	601
Other expenses	13	2,156	2,960	804	27%	10,080
Total operating expenditure		8,055	9,323	1,268	14%	29,378
Total surplus/(deficit)		\$ 2,901	\$ 1,361	\$ 1,540	113%	\$ (1,384)

- For the 4 months ended 31 October 2025, Council recorded a surplus of \$2.901M, compared to a budgeted surplus of \$1.361M; therefore, Council is tracking \$1.540M favourable to budget.
- The surplus has resulted in a combination of less borrowings and an increase of cash at year end compared to the budgeted position.

MAJOR VARIANCES TO BUDGET

- Development and financial contributions are above budget due to capital contributions for stormwater drainage above budget by \$78,500 (Actual:\$123,200; Budget:\$44,700). Sewer maintenance capital contributions are above budget by \$46,600 (Actual:\$52,400; Budget:\$5,800). Rural financial contributions for open space and recreational reserves for district planning are above budget by \$5,400 (Actual:\$12,400; Budget:\$7,000).
- Subsidies from NZ Transport Agency are below budget (Actual:\$792,000; Budget:\$833,000), primarily due to timing of some works.
- Fees and charges are above budget due to building control consent fees above budget by \$57,300. Building control LIM fees are \$10,600 above budget. Building accreditation fees are above budget by \$7,000. Building fees and charges are influenced by economic conditions and activity in the building industry and real estate market. Waimate lakes camp fees above budget by \$22,300 due to timing of income and Victoria camp fees above budget by \$6,000 due to high occupancy of cabins.

7. Interest revenue is below budget due to the timing of recognition of interest on LGFA borrower notes and will correct by year end.
8. Other revenue above budget mainly due to Waimate Event Centre insurance proceeds for fire received \$120,000 (Actual:\$120,000; Budget:\$nil). Event Centre rental income reduced due to inability to charge due to fire damage (Actual:\$nil; Budget:\$19,000). Council property land lease is below budget by \$12,300 due to timing of payments (Actual:\$8,500; Budget:\$20,800).
9. Employment benefit expenses remain below budget, primarily due to ongoing staff vacancies. While the labour market is beginning to loosen, there are additional factors influencing recruitment and role stability, such as potential reconfiguration of positions within teams. These adjustments, combined with anticipated changes driven by recent government reforms in water services, may lead to increased employment benefit expenses in the future, potentially exceeding budget forecasts.
10. The monthly property, plant and equipment processes have been updated. Depreciation expenses remain below budget mainly due to Three waters timing and deferral of capital projects and roading depreciation rates yet to be updated following the 2025 roading revaluation.
11. Roothing expenses are below budget due to:
 - Emergency reinstatement costs below budget by \$88,700 (Actual:\$43,600; Budget:\$132,300). This expenditure was for Te Akataramea road rockfall clearance. The budget is to repair storm damage.
 - Roothing professional services below budget by \$39,000 (Actual: \$133,300; Budget:\$172,300). ongoing staff vacancies, cost not fully recovered.
 - Culvert and concrete ford main below budget by \$23,500(Actual: \$13,200; Budget \$36,700) due to timing of work.
 - Roothing unseal pavements above budget by \$39,700(Actual: \$66,800; Budget: \$27,100). Large number of repairs in July due to wet conditions 61% to annual budget.
 - Drainage maintenance above budget by \$92,800 (Actual:\$233,600; Budget:\$140,800) due to timing of work 52% of annual budget completed.
12. Finance costs are less than budgeted due to reduced borrowings and timing of accruals (Actual \$11,400; Budget \$240,800).
13. Other expenses are below budget mainly due to:
 - Insurance below budget \$445,000 (Actual:\$19,000; Budget:\$464,000) yet to be analysed and processed.
 - Council owned property rates yet to be processed \$218,800 (Actual:\$nil; Budget: \$218,800).
 - Consultancy expenditure above budget due to Local water done well (Actual: \$78,000; Budget \$nil). I.T business unit consultants above budget by \$20,000 due to Magiq software upgrades.
 - Health and liquor license contract below budget by \$24,700 (Actual:\$nil; Budget:\$24,700) due to timing of Invoice, yet to be received by Timaru District Council.
 - Waste management urban refuse collection contractors below budget by \$80,700 in part due to Waste levy funding assistance, refined allocation of costs, and timing of claims (Actual:\$163,200; Budget:\$243,900).
 - Waste Management disposal/RRP operation contract below budget by \$44,200 in part due to Waste levy funding assistance, refined allocation of costs, and timing of claims (Actual:\$100,000; Budget:\$144,200).

- Other expenditure items below budget include staff training (\$30,900), advertising expenses (\$5,000) and protective clothing (\$6,000).

Waimate District Council

Statement of Financial Performance by Activity Group

For the 4 months ended 31 October 2025

Activities	2025/26 Actuals \$000	2025/26 Budget \$000	Variance \$000	Comments
Community Facilities				
Camping	49	(29)	79	Waimate camp fee above budget \$22,300. Victoria camp & cabin fees above budget \$6,000. St. Andrews recreational reserve camp fee above budget \$5,800. Waimate lakes Insurance cost below budget \$18,200. Waimate lakes repairs and maintenance cost below budget \$16,700.
Event Centre	206	23	183	Insurance proceeds Event Centre fire above budget \$120,000. Insurance cost below budget by \$70,000. Rental Income below budget \$20,000.
Cemeteries	23	17	6	
Property	92	(123)	215	Community housing repairs and maintenance below budget \$8,000. Insurance cost below budget Council property (\$47,500), rental property (\$2,500), Local government centre (\$42,200), Public Toilet (\$4,300). Victoria park insurance cost below budget \$8,000. Victoria park camp fees above budget \$4,000.
Parks and Public Spaces	214	125	90	Knottingley park grounds maintenance below budget \$7,000. Morven reserves depreciation and amortisation below budget \$25,000. Insurance cost below budget \$18,000.
Swimming Pool	108	57	50	Repairs and maintenance cost below budget \$3,000. Plant & Machinery expenses below budget \$6,200. Rates cost below budget \$3,200. Subscriptions cost below budget \$1,000.
Total Community Facilities	692	70	622	
Community Services				
Economic Development and Promotions	103	108	(4)	Economic development grants and subsidies below budget \$35,000
Community Support	48	35	13	Grants expenses below budget \$12,000.
Library	89	83	6	
Emergency Management	50	40	10	
Total Community Services	289	265	24	
District Planning & Reg. Serv.				
Building Control	132	55	77	Consent fees above budget \$57,300. Lim fees above budget \$10,600. Accreditation fees above budget \$7,000.
Resource Management	45	51	(6)	Resource consent income below budget \$5,200.
Environmental Services	58	34	24	Regulatory expenditure below budget \$24,700.
Animal Management	79	99	(19)	Animal control fees below budget \$17,000.
Total District Planning & Reg. Serv.	321	238	83	

Waimate District Council

Statement of Financial Performance by Activity Group

For the 4 months ended 31 October 2025

Activities	2025/26 Actuals \$000	2025/26 Budget \$000	Variance \$000	Comments
Organisation and Governance				
Community Representation	172	188	(16)	Governance subscription above budget by \$12,700. Insurance below budget \$58,000.
Central Administration	(199)	(300)	101	Chief Executive(CE) business unit staff training and conference below budget \$10,000. CE business unit general expenses below budget \$14,000. I.T Business unit software cost below budget \$29,400. Regulatory & Compliance business unit general expense below budget \$27,600.
Investments and Finance Strategy	82 274	(129) 270	211 4	Finance cost below budget due to reduce borrowing
Total Organisation and Governance	329	29	300	
Roading and Footpaths				
Roading and Footpaths	(446)	(387)	(58)	Emergency reinstatement costs below budget by \$88,700. Roothing professional services below budget by \$38,900. Roothing unseal pavements are above budget by \$39,600. NZTA Subsidies below budget \$40,900. Drainage maintenance above budget \$92,800.
Water Supply				
Rural Water Supply	551	340	211	Depreciation below budget by \$90,200. Insurance cost below budget \$17,000. Capital Contribution above budget by \$8,000. Utilities cost below budget \$50,000.
Urban Water Supply	273	197	76	Capital Contribution above budget by \$6,500. Depreciation below budget by \$10,000. Insurance below budget \$13,100. Contractors cost below budget \$5,000. Operational maintenance below budget \$3,000. Asset Management Plan cost below budget \$4,300.
Total Water Supply	824	538	287	
Sewerage and Sewage	205	160	45	Capital Contribution above budget \$46,600. Insurance cost below budget \$23,600. Consultancy CCTV investigations above budget (Actual;\$27,000; Budget \$nil)
Waste Management	513	383	130	Urban refuse contractors cost below budget \$80,700. Disposal charged on collection cost below budget \$27,800. RRP Disposal contractors cost below budget \$44,200. Insurance cost below budget \$6,200.
Stormwater	173	66	108	Capital Contribution above budget \$78,500. Consultancy expenditure below budget \$26,000
Grand Total	2,901	1,361	1,540	

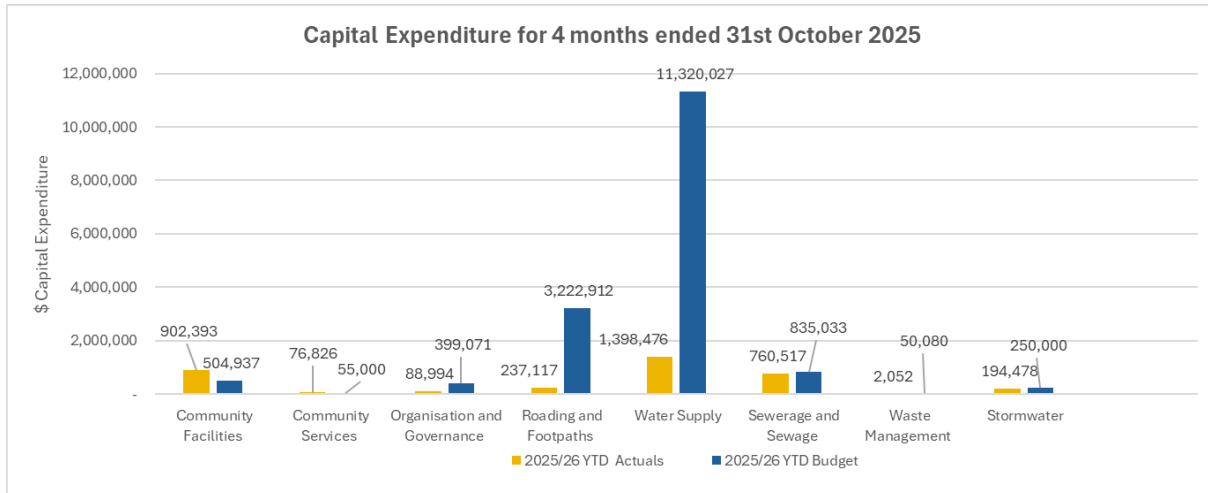
Waimate District Council

Statement of Financial Position

As at 31 October 2025

	Movement Note	Actual 31 October 2025 \$000	Actual 30 June 2025 \$000	Movement \$000	Full Year Budget \$000
Assets					
Current Assets					
Cash and cash equivalents		2,922	4,344	(1,422)	196
Receivables	14	6,123	3,094	3,029	2,852
Inventories		297	252	44	234
Other financial assets		4	2	(1)	3
Total Current Assets		9,346	7,692	1,650	3,286
Non Current Assets					
Property, plant and equipment		538,309	539,186	(876)	558,902
Forestry assets		2,325	2,325	-	169
Intangible assets		1,339	1,378	(39)	1,471
Other financial assets		21,678	21,681	-	23,701
Total Non Current Assets		563,651	564,570	(916)	584,244
Total Assets		572,997	572,262	734	587,530
Liabilities					
Current Liabilities					
Payables and revenue in advance		1,993	4,188	(2,193)	2,381
Borrowings		-	-	-	-
Provisions		9	9	-	10
Employee entitlements		838	812	26	689
Total Current Liabilities		2,840	5,009	(2,167)	3,080
Non Current Liabilities					
Provisions		82	82	-	82
Borrowings		7,489	7,489	-	20,169
Total Non Current Liabilities		7,571	7,571	-	20,252
Equity					
Public Equity		101,917	99,069	2,846	110,835
Reserves		(2,354)	(2,409)	55	(17,212)
Revaluation reserves		463,023	463,021	-	470,575
Total Equity		562,585	559,681	2,901	564,198
Total Liabilities and Equity		572,997	572,262	734	587,530

14. Trade and other receivables have increased from 30 June 2025 to 31 October 2025, largely due to Instalment 2 of rates due for payment.

TOTAL CAPITAL EXPENDITURE BY GROUP

*Note: Year to date Actuals (yellow) includes capital work in progress on 30 June 2025.
The Total Budget (blue) includes Downlands Rural Water Scheme 14% share of capital projects.*

Totals:	Spend to date (including WIP at 30 June 2025)	\$	3,660,855
	WIP carried forward from 30 June 2025 (Water Supply)	\$	-705,540
	WIP carried forward from 30 June 2025 (Sewerage)	\$	-486,750
	WIP carried forward from 30 June 2025 (Stormwater)	\$	-194,478
	WIP carried forward from 30 June 2025 (Roading)	\$	-44,182
	WIP carried forward from 30 June 2025 (Operational)	\$	<u>-759,741</u>
	Total spends to 31 October 2025	\$	1,470,164
	 Total 2025/2026 Budget (excluding carry forwards)	\$	16,637,060
	% of total budget available spent		9%

15. Further detail on capital spends are as follows:

Project	Total Spends to 31 Oct 2025	2025/26 Budget	Remaining Budget
Community Facilities			
Buildings - Capital	8,184	10,000	1,816
Cemeteries - Ash and burial berms	-	10,000	10,000
Community Housing - Hot Water Cylinders & Furn&Fitting	1,698	4,900	3,202
Community Housing - Painting	-	32,753	32,753
Knottingley Park - Playground equipment	-	10,000	10,000
Property - Paint Tennant Street dwelling	3,447	5,284	1,837
Property - Tennant St building capital	931	4,000	3,069
Property - Theatre building capital projects	-	10,000	10,000
Property - Utilities yard office extension	-	78,000	78,000
Urban Reserves - Playground Safety Matting	-	250,000	250,000
Victoria Park Camping - Terraflake show er floor	-	20,000	20,000
Waimate Event Centre - Refurbishment post fire	201,977	-	(201,977)
Waimate Lakes Camping - Carpark development	12,250	-	(12,250)
Waimate Lakes Camping - Landscaping, fencing and plantings	-	20,000	20,000
Waimate Lakes Camping - Pipe renew als	1,976	10,000	8,024
Other Projects	-	40,000	40,000
Total Community Facilities	230,463	504,937	274,474
Community Services			
Promotions - District signage	739	-	(739)
Library - Books	11,397	55,000	43,603
Emergency Management - Equipment renew als	21,892	-	(21,892)
Total Community Services	34,028	55,000	20,972
Organisation and Governance			
Asset Management - SCADA	-	10,000	10,000
Corporate Services - Computers / Hardw are	-	15,000	15,000
Corporate Services - Furniture & Fittings	-	15,000	15,000
Corporate Services - Magiq Upgrades	14,000	-	(14,000)
Corporate Services - Servers	-	30,000	30,000
Parks - Isuzu tipper truck replacement	-	60,000	60,000
Parks - John Deere mow er replacement	11,739	70,000	58,261
Parks - Vehicle Replacement	-	40,000	40,000
Roading - Vehicle Replacement	-	49,000	49,000
Utilities - Digger / excavator replacement	-	43,000	43,000
Utilities - Fuel storage tank and mobile fuel tanker	-	40,000	40,000
Other Projects	18,243	27,071	8,828
Total Organisation and Governance	43,982	399,071	355,089

Project	Total Spends to 31 Oct 2025	2025/26 Budget	Remaining Budget
Roading and Footpaths			
Resealing	-	1,322,860	1,322,860
Drainage construction	16,636	175,843	159,207
Culvert replacement	2,347	160,987	158,640
Kerb and channel renew al	-	298,707	298,707
Concrete ford renew al	-	45,900	45,900
Pavement rehabilitation	-	834,258	834,258
Structures component rep.	145,359	206,907	61,548
Sign renew al	5,711	71,126	65,415
Footpath renew al	4,174	66,324	62,150
Minor improv. (non-sub)	-	40,000	40,000
Development	18,708	-	(18,708)
Total Roding and Footpaths	192,935	3,222,912	3,029,977
Water Supply			
Cannington - Drinking Water Compliance Upgrade	13,559	1,200,000	1,186,441
Cannington - Pratts Turbidity meter	10,562	15,000	4,438
Cannington - Renew al Maintenace of weir	112	14,000	13,888
Cannington - Renew als	2,003	48,000	45,997
Hook / Waituna - Drinking Water Intake/Plant Compliance Upgrade	73,027	1,320,000	1,246,973
Hook / Waituna - Line renew al upper Nortons Reserve Rd	-	38,000	38,000
Hook / Waituna - PVC Tavistock Hook supply link	71,212	2,390,900	2,319,688
Hook / Waituna - Renew als	4,396	62,700	58,305
Hook / Waituna - Source / WTP generator	18,000	6,000	(12,000)
Low er Waihao - Booster generator	20,903	34,000	13,097
Low er Waihao - Denitrification	48,907	-	(48,907)
Low er Waihao - Glenavy Tow nship Mains Renew al	21,642	70,000	48,358
Low er Waihao - Glenavy Tow nship Restrictor Renew al	-	10,000	10,000
Low er Waihao - Renew als	-	13,000	13,000
Low er Waihao - Source / WTP generator	48,917	70,000	21,083
Otaio / Makikihi - Makikihi Tow nship Mains Renew al	7,128	135,250	128,122
Otaio / Makikihi - Makikihi Tow nship Restrictor Renew al	-	10,000	10,000
Otaio / Makikihi - Renew als	1,155	13,000	11,845
Otaio / Makikihi - Source / WTP generator	21,803	34,000	12,197
Urban Water - Rising Main Renew als	224,116	523,000	298,884
Urban Water - Softw are and code upgrades	-	70,000	70,000
Urban Water - Te Kiteroa Main, Booster and Reservoir	4,139	708,000	703,861
Urban Water - Timaru Road pump renew als	11,861	-	(11,861)
Waihaorunga - Drink Water Intake/Plant Compliance Upgrade	12,040	1,200,000	1,187,960
Waihaorunga - Melford reservoir telemetry	-	17,000	17,000
Waihaorunga - Renew als	-	25,000	25,000
Waihaorunga - Source / WTP generator	-	47,000	47,000
Waikakahi - Drinking Water Intake/Plant Compliance Upgrade	13,422	2,900,000	2,886,578
Waikakahi - Pump renew als	-	13,000	13,000
Waikakahi - Renew als	-	22,000	22,000
Waikakahi - Source / WTP generator	22,403	79,000	56,597
Water Supply Schemes - Capital	-	209,377	209,377
Other Projects	41,628	22,800	(18,828)
Total Water Supply	692,937	11,320,027	10,627,090

Project	Total Spends to 31 Oct 2025	2025/26 Budget	Remaining Budget
Sewerage and Sewage			
Waimate Urban Renew als	268,082	726,533	458,451
WWTP Electrical/control Renew al	5,685	100,000	94,315
WWTP various equipment	-	8,500	8,500
Total Sewerage and Sewage	273,767	835,033	561,266
Waste Management			
Wheelie Bin Replacements	2,052	8,500	6,448
Public place refuse and recycling facilit	-	7,000	7,000
Miscellaneous Capital	-	1,000	1,000
Extend seal at RRP	-	33,580	33,580
Total Waste Management	2,052	50,080	48,028
Stormwater			
Park Road catchment investigation	-	150,000	150,000
LGC overland flow renew al	-	100,000	100,000
Total Stormwater	-	250,000	250,000
Grand Total	1,470,164	16,637,060	15,166,896

16. Procurement is now underway to enable the new Lower Waihao water source at Bells Pond to be commissioned. This involved the construction of >4km of connecting pipework and the installation of a new intake structure. Additional treatment processes have also been contracted.
17. Procurement is underway for the upgrade of the Cannington, Waihaorunga and Waikakahi mixed-use rural water supplies. Waikakahi is provisional whilst modelling is undertaken to confirm (or not) whether this scheme can be connected to the new Lower Waihao source.

RECOMMENDATION

That the Finance Report for the 4 months ended 31 October 2025 is accepted.

16.2 BUDGET CARRY FORWARDS FROM 2024/25 TO 2025/26

Author: Jacqueline Michael, Accounting Assistant

Authoriser: Tina Stevenson, Corporate Services Group Manager

Attachments: 1. Budget Carry Forward 2025/26 [↓](#) 

PURPOSE

1. For Council to approve the budget carry forwards to 2025/26, to enable management budgets to be updated.

BACKGROUND

2. Operational and capital expenditure projects that are budgeted and funded in Council's Long Term Plan and Annual Plans are sometimes unable to be completed during the financial year for a variety of reasons.
3. Managers have identified projects and capital items proposed to be carried forward to the 2025/26 financial year, so that management budgets can be updated to reflect these carry forward items.
4. The budget carry forwards were considered by the Audit and Risk Committee (the Committee) at their meeting on 9th December 2025, and the Committee recommended Council approve the budget carry forwards to 2025/26.

PROPOSAL

5. That Council approves the budget carry forwards to 2025/26, in order for management budgets to be updated.

ASSESSMENT OF SIGNIFICANCE

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

CONSIDERATIONS**Budget**

7. Please refer to the attached summary for budgetary considerations.
8. The timing of budgeted projects (operational and capital) has an impact on cashflow, and timing (and therefore cost) of Council's borrowing requirements.

Cost-effectiveness

9. Cost-effectiveness is considered when projects are included in the Long-Term Plan/Annual Plan.

RECOMMENDATION

1. That the Budget Carry Forwards from 2024/25 to 2025/26 report is accepted; and
2. That Council approves the Budget Carry Forwards to 2025/26, as presented.

Item	Department Manager	Cost Centre	Description	Reason for Carry Forward	2024/25 Annual Plan	2024/25 Carry Forward (from 2023/24)	2024/25 Total Budget	2024/25 Total Actuals	Under/(Over) Spends to 30 June 2025	Proposed carry forward to 2025/26	2025/26 LTP Budget	2025/26 Total Budget (inc carry fwd)
		Operational Items										
1	Dan Mitchell	Urban Refuse Collection	Waste Levy Expenditure	Carry forward - SWAP Audit costs	35,500	-	35,500	6,988	28,512	28,512	13,000	41,512
2	Dave Inwood	Waikakahi	Electricity	Possible cheaper contract rate but carrying forward to accommodate increase in power bills 2025/26	70,000	-	70,000	54,428	15,572	10,000	70,000	80,000
3	Dave Inwood	Waimate Urban Water	Operational Maintenance	Stock-take electronic inventory management system	8,000	-	8,000	-	8,000	8,000	8,000	16,000
4	Dave Inwood	Waimate Urban Water	General Expenses	Likely require modifications due to Local Water Done Well transition	8,000	-	8,000	824	7,176	5,000	8,000	13,000
5	Dave Inwood	Waimate Urban Water	Operational Contractor system support	Likely require modifications due to Local Water Done Well transition	12,600	-	12,600	6,120	6,480	6,480	13,300	19,780
6	Dave Inwood	Sewer Maintenance	Consultancy - CCTV investigations	Remote location setups security and safety	65,000	-	65,000	26,491	38,509	35,000	2,000	37,000
7	Dave Inwood	Sewer Maintenance	Operational Contractor system support	Quality Assurance consultant due to no current in-house expertise	10,800	-	10,800	1,440	9,360	5,000	11,400	16,400
8	Dave Inwood	Sewer Maintenance	Contractor	Septage receipt area upgrade	6,500	-	6,500	466	6,034	6,000	6,500	12,500
9	Dave Inwood	Sewer Maintenance	Operational Maintenance	Internal pipes realignment	5,000	-	5,000	-	5,000	5,000	5,000	10,000
10	Dave Inwood	Storm Water	Consultants	Likely required for Local Water Done Well transition	41,063	-	41,063	-	41,063	40,000	20,000	60,000
11	Dave Inwood	Storm Water	Operational Contractor system support	Quality Assurance consultant due to no current in-house expertise	9,200	-	9,200	998	8,202	5,000	9,800	14,800
12	Dylan Murray	Building Control	Conferences, Seminars & Training	Building Act Reform is ongoing, with likely changes requiring investment in more training.	10,000	15,000	25,000	5,168	19,832	10,000	10,000	20,000
13	Dylan Murray	Building Control	Computer - Software Main	To offset the unbudgeted cost of upgrading to Objective Build.	40,000	-	40,000	32,107	7,893	7,893	40,000	47,893
14	Dylan Murray	District Planning	Regulatory Expenses - District Plan Costs	District Plan Review paused by Central Government but will likely resume once Resource Management Act reform passes.	100,000	149,205	249,205	43	249,162	249,162	100,000	349,162
15	Dylan Murray	District Planning	Subdivision Contribution Reserve Expenditure	Applications for funding from this Reserve are pending.	21,224	-	21,224	-	21,224	21,224	-	21,224
16	Dylan Murray	District Planning	Consultancy	District Plan Review paused by Central Government but will likely resume once Resource Management Act reform passes.	5,000	-	5,000	-	5,000	5,000	5,000	10,000
17	Dylan Murray	Health & Safety Business Unit	Training & Seminars - Health and Safety	Health & Safety Advisor position will be upgraded to full-time with Local Water Done Well. This is a likely upgrade with purchase of Health & Safety software will need to occur. This will preempt additional training requirements.	10,000	2,400	12,400	4,690	7,710	7,710	10,000	17,710
18	Justin Chetwynd	IT Business Unit	Consultants	Required for MagiQ/SharePoint Integration	25,000	55,000	80,000	11,588	68,413	68,413	25,000	93,413
19	Justin Chetwynd	IT Business Unit	Corporate Services - MagiQ Upgrades	Required for MagiQ upgrade project	70,000	-	70,000	33,874	36,126	36,126	-	36,126
20	Justin Chetwynd	IT Business Unit	IT & GIS Training and Seminars	ALGIM + GIS Conference	8,000	2,000	10,000	-	10,000	10,000	8,000	18,000
21	Michelle Jones	Economic Development	General Expenses - Council initiatives	Tuia Programme expenses committed	-	119,929	119,929	3,197	116,732	2,600	-	2,600
22	Michelle Jones	Economic Development	General Expenses - Haka/Waihaorunga ward initiatives	A&P Association expense committed	-	8,300	8,300	-	8,300	8,320	-	8,320
24	Michelle Jones	Economic Development	ED expenditure - Initiatives Ctr Cain	Mayor requested funds be transferred to Mayoral ED initiative to enable the projects identified by Cr Cain to be completed. Outgoing Canterbury Mayors (x4) gifts expenses committed \$125.20	-	5,535	5,535	61	5,474	5,474	-	5,474
25	Michelle Jones	Promotions	Promotions - Brochures	Visitor Guide delayed from 2024/25, produced October 2025	10,000	5,721	15,721	-	15,721	12,322	-	12,322
26	Michelle Jones	Promotions	Promotions - Video & Photographs	Required for Council promotional videos	500	10,500	10,500	-	10,500	10,500	500	11,000
27	Michelle Jones	Promotions	Advertising	Increased Explore Waimate advertising	9,000	-	9,000	3,138	5,862	5,000	9,000	14,000
28	Michelle Jones	Chief Executive Business Unit	Computer Support / Website expenses	Website engagement improvements	36,120	53,993	90,113	37,485	52,628	52,628	37,436	90,064
29	Michelle Jones	Chief Executive Business Unit	Conferences, Seminars & Training	Provide staff training opportunities	10,000	18,512	28,512	299	28,213	28,213	10,000	38,213
30	Nicole Timney	Grants General	Grants - Wte Historical Society	Contacting Wte Historical Society to enquire if they are applying	-	25,000	25,000	-	25,000	25,000	-	25,000
31	Nicole Timney	Grants General	Grants - Creative NZ	External funding, will be advertising more widely the availability of this fund	19,764	9,288	29,052	21,569	7,483	7,483	19,764	27,247
32	Nicole Timney	Waimate Event Centre	General Expenses	Development of new sessions and associated equipment. Floor resurfacing patches until full floor in December 2026.	18,000	31,405	49,405	6,966	42,439	36,434	9,000	45,434
33	Nicole Timney	Waimate Event Centre	Repairs & Maintenance	Deferred repair & maintenance, repainting and refresh of foyer	18,000	7,225	25,225	13,301	11,924	11,924	18,000	29,924
34	Nicole Timney	Strategy	LTP Expenses (includes Advertising)	Will be required for LTP with WDW and possible changes with LG Systems Improvement Bill	7,000	10,329	17,329	623	16,706	16,706	7,000	23,706
35	Steven Johnston	Hunter Recreational Reserve	Property Expenses	Removal of forestry slash post logging	20,000	-	20,000	-	20,000	20,000	-	20,000
36	Tina Stevenson	Forestry	Planting Costs - Reserves	To provide for planting of reserves.	1,244	-	1,244	-	1,244	1,244	113	1,357
37	Tina Stevenson	Forestry	Consultancy	To provide for specialised external support for pre-harvest of Waihaio.	9,693	15,000	24,693	6,101	18,592	18,592	12,409	31,001
38	Tina Stevenson	Forestry	Reserves - Pruning & Thinning	To provide for pruning and thinning of reserves.	12,812	-	12,812	-	12,812	12,812	2,109	14,921
39	Tina Stevenson	Governance	Consultancy	To offset increased Audit & Risk Chair costs.	10,000	-	10,000	3,099	6,901	5,000	20,000	25,000
40	Tina Stevenson	Corporate Services Business Unit	Consultancy	To provide for external assistance to support reviews (e.g. ratings), fraud training costs and assist with offsetting unbudgeted expenditure for rates officer cover.	6,000	45,000	51,000	16,872	34,128	34,128	6,000	40,128
41	Tina Stevenson	Corporate Services Business Unit	Postage	To offset anticipated postage costs.	50,000	-	50,000	37,770	12,230	10,000	40,000	50,000
42	Tina Stevenson	Corporate Services Business Unit	Conferences, Seminars & Training	To provide for staff training opportunities, particularly new employees, and professional development obligations.	8,900	5,000	13,900	4,053	9,847	6,750	8,250	15,000
Total Operational Items for carry forward (excluding roading)					807,920	593,842	1,401,762	339,759	1,062,003	900,650	564,581	1,465,231

Item	Department Manager	Cost Centre	Description	Reason for Carry Forward	2024/25 Annual Plan	2024/25 Carry Forward (from 2023/24)	2024/25 Total Budget	2024/25 Total Actuals	Under/(Over) Spends to 30 June 2025	Proposed carry forward to 2025/26	2025/26 LTP Budget	2025/26 Total Budget (inc carry fwd)
Capital Items												
43	Dan Mitchell	Council Property	Property - Theatre building capital projects	Fire Alarm upgrade	24,000	-	24,000	-	24,000	24,000	10,000	34,000
44	Dan Mitchell	Rental Property	Property - Tennant St building capital	Carry forward - ventilation upgrade	13,200	9,027	22,227	-	22,227	22,227	4,000	26,227
45	Dan Mitchell	Rental Property	Property - Paint Tennant Street dwelling	External painting required	5,284	5,284	10,568	-	10,568	10,568	5,284	15,852
46	Dan Mitchell	Community Housing	Community Housing - Painting	Required maintenance	32,753	-	32,753	-	32,753	32,753	32,753	65,506
47	Dan Mitchell	Public Toilets	Public Toilets - Glenavy & St Andrews facilities	BOF BOF Funding Project to complete	448,800	-	448,800	180,219	268,581	268,581	-	268,581
48	Dan Mitchell	Disposal/RRP Operation	Waste Management - Extend seal at RRP	Extend existing seal	-	76,090	76,090	65,250	10,840	10,840	33,580	44,420
49	Dan Mitchell	Asset Management Unit	Asset Management - SCADA	Scada improvements required	58,000	-	58,000	-	58,000	58,000	10,000	68,000
50	Dave Inwood	Cannington	Cannington - Pratts pump/house power supply	Mains cable resilience	18,600	-	18,600	-	18,600	18,600	-	18,600
51	Dave Inwood	Cannington	Cannington - Renewal Maintenance of weir	Partially complete	-	14,252	14,252	-	14,252	14,252	14,000	28,252
52	Dave Inwood	Cannington	Cannington - Renewals	Mixed-Use Rural Point Of Entry project	11,000	5,279	16,279	8,700	7,579	7,579	48,000	55,579
53	Dave Inwood	Hook/Waituna	Hook / Waituna - Source / WTP generator	Part of Otiao upgrade \$100k at new Water Treatment Plant	51,000	-	51,000	-	51,000	51,000	6,000	57,000
54	Dave Inwood	Hook/Waituna	Hook / Waituna - Renewals	Natural burial install	11,150	16,942	28,092	-	28,092	28,000	62,700	90,700
55	Dave Inwood	Hook/Waituna	Hook / Waituna - Flow Meter Replacement	Part of Otiao upgrade	6,000	-	6,000	-	6,000	6,000	6,100	12,100
56	Dave Inwood	Lower Waihao	Lower Waihao - Denitrification	Awaiting tender & construct	-	678,243	678,243	183,801	494,442	494,442	-	494,442
57	Dave Inwood	Lower Waihao	Lower Waihao - Glenavy line renewal	Construction partly complete	145,100	-	145,100	1,231	143,869	143,869	-	143,869
58	Dave Inwood	Lower Waihao	Lower Waihao - Renewals	Rural Glenavy Pipe to link with township	28,000	-	28,000	3,646	24,354	24,354	13,000	37,354
59	Dave Inwood	Lower Waihao	Lower Waihao - Flow Meter Renewal	Glenavy township project	-	6,334	6,334	-	6,334	6,334	6,200	12,534
60	Dave Inwood	Otaia/Makikihi	Otaia / Makikihi - Source / WTP generator	Part of Otiao upgrade \$100k at new Water Treatment Plant	51,000	-	51,000	-	51,000	51,000	34,000	85,000
61	Dave Inwood	Otaia/Makikihi	Otaia / Makikihi - Flow Meter Replacement	Makikihi Mains upgrade	5,000	-	5,000	-	5,000	5,000	1,400	6,400
62	Dave Inwood	Waihaorunga	Waihaorunga - Pump replacements	Divert to Point Of Entry project scope	29,000	-	29,000	4,053	24,947	24,947	-	24,947
63	Dave Inwood	Waimate Urban Water	Urban Water - Te Kiteroa Main, Booster and Reservoir	Mains renewal combine with current year budget	708,000	791,913	1,499,913	178,385	1,321,528	1,321,528	708,000	2,029,528
64	Dave Inwood	Waimate Urban Water	Urban Water - Extension Bakers/Court/Hunts/Fitzmaurice Roads	Mains renewal combine with current year budget	540,000	-	540,000	1,231	538,769	538,769	-	538,769
65	Dave Inwood	Waimate Urban Water	Urban Water - Booster	Mains renewal combine with current year budget	-	310,736	310,736	4,860	305,876	305,876	-	305,876
66	Dave Inwood	Waimate Urban Water	Bakers/Court/Hunts/Fitzmaurice Roads	Mains renewal combine with current year budget	358,000	111,233	469,233	292,168	177,065	177,065	523,000	700,065
67	Dave Inwood	Waimate Urban Water	Urban Water - Rising Main Renewals	Mains renewal combine with current year budget	-	117,085	117,085	3,118	113,967	113,967	-	113,967
68	Dave Inwood	Waimate Urban Water	Urban Water - Lateral Renewals	Mains renewal combine with current year budget	-	117,085	117,085	3,118	113,967	113,967	-	113,967
69	Dave Inwood	Waimate Urban Water	Urban Water - Waimate Reservoir Cover Replacement	Tender to be awarded, over budget	100,000	-	100,000	-	100,000	100,000	-	100,000
70	Dave Inwood	Waimate Urban Water	Urban Water - Main line valve renewals	Mains renewal combine with current year budget	-	86,460	86,460	-	86,460	86,460	-	86,460
71	Dave Inwood	Waimate Urban Water	Urban Water - Pressure Management	Part of rising main renewal (new format)	-	77,100	77,100	-	77,100	77,100	-	77,100
72	Dave Inwood	Waimate Urban Water	Urban Water - Timaru Road pump renewals	Treatment & Compliance for Drinking Water Standards	43,000	25,850	68,850	26,155	42,695	42,695	-	42,695
73	Dave Inwood	Sewer Maintenance	Sewer - Garlands Road low pressure sewer extension	Offset budget overrun for Gorge Road sewer	-	198,255	198,255	124,733	73,522	73,522	-	73,522
74	Dave Inwood	Sewer Maintenance	Sewer - Pond Bypass Valves Renewal	Design complete await install	-	12,600	12,600	-	12,600	12,600	-	12,600
75	Dave Inwood	Sewer Maintenance	Sewer - Disposal Field Border Dyke Maintenance	Consent obtained by others for physical works	-	8,700	8,700	-	8,700	8,700	-	8,700
76	Dave Inwood	Storm Water	Stormwater - Rapid soakage devices	Design complete, awaiting construction	50,000	-	50,000	-	50,000	50,000	-	50,000
77	Dylan Murray	Civil Defence	Emergency Management - Equipment renewals	Radios currently being upgraded. Possible timing issue with invoice.	48,200	-	48,200	-	48,200	48,200	-	48,200
78	Justin Chetwynd	IT Business Unit	Corporate Services - Elected Member Devices	Purchase new laptops for Councillors	16,200	-	16,200	-	16,200	16,200	-	16,200
79	Justin Chetwynd	IT Business Unit	Corporate Services - Telephone/PABX Upgrade	Project costs ran into 2025-26	-	15,000	15,000	7,448	7,552	7,552	-	7,552
80	Justin Chetwynd	IT Business Unit	Corporate Services - ESRI Server upgrade	Project delayed until 2025-26	10,000	-	10,000	5,000	5,000	5,000	-	5,000
81	Michelle Jones	Promotions	Promotions - District signage	Expenditure has been committed to complete project	-	74,148	74,148	42,798	31,350	31,350	-	31,350
82	Michelle Jones	Promotions	Promotions - Storage for Community Xmas Tree	Amount required reduced	-	21,000	21,000	-	21,000	21,000	-	21,000
83	Steven Johnston	Waimate Lakes	Waimate Lakes Camping - Pipe renewals	Pipe renewals Brians Gully by Utilities department	10,000	18,537	28,537	2,533	26,004	26,004	10,000	36,004
84	Steven Johnston	Waimate Lakes	Waimate Lakes Camping - Landscaping, fencing and plantings	This budget was committed prior to June 2025, with the invoice and work completed in August 2025. Extending Car park and tree maintenance/removal	20,000	-	20,000	-	20,000	20,000	20,000	40,000
85	Steven Johnston	Waimate Lakes	Waimate Lakes Camping - Chlorine dosing Te Aka & W	Upgrading by Utilities department	10,000	-	10,000	-	10,000	10,000	-	10,000
86	Steven Johnston	Victoria Camp & Cabins	Victoria Park Camping - Upgrade Tennant St cabins	Upgrade of Cabins related increased usage	-	14,184	14,184	-	14,184	14,184	-	14,184
87	Steven Johnston	Cemeteries	Cemetery - Reseal Driveway	Project continued into 2025/26 and plans to complete by December 2025	50,000	-	50,000	12,524	37,476	37,476	-	37,476
88	Steven Johnston	Cemeteries	Cemetery - Signage upgrade	Project to complete in 2025/26	-	9,098	9,098	741	8,357	8,357	-	8,357
89	Steven Johnston	Morven Recreational Reserve	Morven Reserve - Hall painting	Project to complete in 2025/26	80,000	-	80,000	-	80,000	80,000	-	80,000
90	Steven Johnston	Victoria Park - Gardens	Victoria Park - Upgrade glasshouse heating system	Complete replacement of heating system required in the show house, to be completed 2025/26	20,000	-	20,000	7,789	12,211	12,211	-	12,211
91	Steven Johnston	Swimming Pool	Swimming Pool - Toddler pool upgrade	Project to be completed in 2025/26	5,000	-	5,000	-	5,000	5,000	5,000	10,000
92	Tina Stevenson	Forestry	Forestry - Land access	Waihao pre-harvest land access	-	49,500	49,500	3,690	45,810	45,810	-	45,810
93	Tina Stevenson	Corporate Services Business Unit	Corporate Services - Cleaners Vehicle	Cleaners vehicle replacement was delayed from 2024/25 due to the favourable condition of vehicle. Replacement will be revisited during 2025/26.	40,000	-	40,000	-	40,000	40,000	-	40,000
94	Tina Stevenson	Corporate Services Business Unit	Corporate Services - Furniture & Fittings	Budget required to continue desk replacements and refresh of meeting room furniture, along with appliance replacements.	15,000	18,000	33,000	19,063	13,937	13,500	15,000	28,500
Total Capital Items for carry forward (excluding roading)					3,832,398	2,896,616	6,729,014	1,707,683	5,021,332	4,650,472	1,577,738	6,228,210

Roading Department												
Item	Department Manager	Cost Centre	Description	Reason for Carry Forward	2024/25 Annual Plan	2024/25 Carry Forward (from 2023/24)	2024/25 Total Budget	2024/25 Total Actuals	Under/(Over) Spends to 30 June 2025	Proposed carry forward to 2025/26	2025/26 LTP Budget	2025/26 Total Budget (Inc carry fwd)
Operational Items												
94	Rob Moffat	Roading	Structures Maintenance	Bridge painting to be completed 2025/26	164,862	-	164,862	75,657	89,205	60,000	168,159	228,159
Total Operational items for carry forward Roading					164,862	-	164,862	75,657	89,205	60,000	168,159	228,159
Item	Department Manager	Cost Centre	Description	Reason for Carry Forward	2024/25 Annual Plan	2024/25 Carry Forward (from 2023/24)	2024/25 Total Budget	2024/25 Total Actuals	Under/(Over) Spends to 30 June 2025	Proposed carry forward to 2025/26	2025/26 LTP Budget	2025/26 Total Budget (Inc carry fwd)
Capital Items												
95	Rob Moffat	Roading	Minor Improvements	\$124,800 local Share carry forward to subsidised Programme - repurposed budget *	390,000	-	390,000	1,105	388,895	124,800	40,000	164,800
96	Rob Moffat	Roading	Dust control/seal extension	\$30,000 local Share carry forward to subsidised Programme - repurposed budget *	60,000	-	60,000	-	60,000	30,000	-	30,000
97	Rob Moffat	Roading	Capital Development	\$3,000 local Share carry forward to subsidised Programme - repurposed budget *	50,000	-	50,000	-	50,000	50,000	-	50,000
98	Rob Moffat	Roading	Minor - Non subsidised	\$48,430 local Share carry forward to subsidised Programme - repurposed budget *	50,000	-	50,000	1,570	48,430	48,430	-	48,430
99	Rob Moffat	Roading	Structure Component Renewals	Used for Farm Road Bridge	202,850	-	202,850	74,132	128,718	100,000	206,907	306,907
Total Capital items for carry forward Roading					752,850	-	752,850	76,807	676,043	353,230	246,907	600,137
*NZTA has advised that additional funding may be available for the Pothole Prevention activity class. The proposed carry-forward would attract additional NZTA subsidy, enabling an increased level of work to be delivered in key areas of the programme through this budget repurposing. The local share of \$206,230 may attract NZTA Subsidy of \$644,469												

16.3 CANTERBURY LOCAL AUTHORITIES' TRIENNIAL AGREEMENT 2025-2028

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

Authoriser: Tina Stevenson, Corporate Services Group Manager

Attachments: 1. Draft Canterbury Local Authorities Triennial Agreement [↓](#) 

PURPOSE

1. Council are presented with the draft Canterbury Local Authorities' Triennial Agreement 2025-2028 (the Agreement) for ratification and to authorise the Mayor to sign on behalf of the Waimate District Council.

BACKGROUND

2. Section 15 of the Local Government Act 2002 (the Act) requires local authorities within a regional council area to enter into a Triennial Agreement (the Agreement) by 1 March following triennial local body elections.
3. The Agreement mandates the work of the Mayoral Forum, the Chief Executives Forum and other regional forums and working groups.
4. The parties to the Agreement are the 11 local authorities of Canterbury. To comply with the Local Government Act, all councils are required to ratify the Agreement no later than 1 March 2026.
5. The purpose of a triennial agreement is to ensure that appropriate levels of communication, co-ordination and collaboration are maintained between local authorities within the region. Agreements must include:
 - a. Protocols for communication and co-ordination between councils
 - b. The process by which councils will comply with section 16 of the Act, which applies to significant new activities proposed by regional councils, and
 - c. Processes and protocols through which all councils can participate in identifying, delivering and funding facilities and services of significance to more than one district.
6. Triennial agreements may also include commitments to establish joint governance arrangements to give better effect to the matters set out above.
7. A triennial agreement may be varied by agreement between all the local authorities within a region and remains in force until local authorities ratify a new agreement.

Canterbury Triennial Agreement

8. The secretariat has drafted the agreement at the direction of the outgoing Mayoral Forum. The attached draft was adopted at the 28 November 2025 meeting.
9. Council is asked to note that section 12 still has two options and will be updated to reflect the legislation at ratification.
10. The Agreement includes terms of reference for the Mayoral Forum and mandates it as the primary mechanism for implementing the Agreement in Canterbury (Agreement, paragraph 14). The Agreement (paragraph 16) also mandates the Chief Executives Forum and other regional forums and working groups.

Engagement with Te Rūnanga o Ngāi Tahu

11. The Mayoral Forum terms of reference, which form part of the Agreement, provide (paragraph 5(c)) that:
The Canterbury Mayoral Forum shall have the power to invite people to attend and participate in its meetings on a permanent and/or issues basis. The Forum has issued a standing invitation to the Kaiwhakahaere or other representative/s of Te Rūnanga o Ngāi Tahu to attend and participate in meetings of the Forum. The Canterbury Mayoral Forum has extended an invitation to the chairs of the Papatipu Rūnanga to meet biannually with the Mayoral Forum.
12. Engagement with Papatipu Rūnanga through biannual meetings commenced in February 2021. At these meetings the Forum and Rūnanga chairs began discussing how they would like to engage with each other as Canterbury's leaders, however these discussions were not concluded by the end of the previous local government term.
13. Following adoption of the Triennial Agreement the secretariat will draft letters for the Chair of the Mayoral Forum to send to both the Kaiwhakahaere of Te Rūnanga o Ngāi Tahu and the chairs of the Papatipu Rūnanga to confirm these arrangements.

Cost, Compliance and Communication

14. Member councils meet their own costs for meeting attendance (travel, accommodation and Mayoral Forum working dinners). When guests are invited to working dinners, the cost of their meals will come from the regional forums levy councils pay annually. Mayors and Chief Executives pay personally for any alcoholic beverages consumed.
15. The Chief Executives' Forum has a regional forums budget for approved collaborative projects. This is funded by a levy on member councils to an agreed formula. The levy for 2025-2028 is \$63,000.
16. The Mayoral Forum may choose to levy councils for specific project work if required, over and above the Chief Executives regional forums budget. This is decided on a case-by-case basis.
17. Selwyn District Council provides meeting rooms and covers catering costs for regional forums that meet in its premises.
18. Environment Canterbury covers secretariat salaries and overheads and some Mayoral Forum meeting costs (room hire and lunch). Environment Canterbury also acts as fund-holder for any grants obtained from central government.

Risk Assessment and Legal Compliance

19. The Agreement complies with requirements in section 15 of the Local Government Act 2002.
20. The Agreement needs to be ratified by the parties to the agreement – the 10 territorial authorities in Canterbury and the regional council – no later than 1 March 2026.

Communication

21. When all councils have ratified the Agreement, the secretariat will publish it on the Mayoral Forum's website at <https://canterburymayors.org.nz/>.

PROPOSAL

22. That Council consider and ratify the Agreement and authorise the Mayor to sign on behalf of Council.

ASSESSMENT OF SIGNIFICANCE

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

CONSIDERATIONS

24. There are no other known considerations.

Legislation

25. Section 15 of the Local Government Act 2002 (the Act).

RECOMMENDATION

1. That the Canterbury Local Authorities' Triennial Agreement 2025-28 report be accepted; and
2. That Council ratifies the Canterbury Local Authorities' Triennial Agreement 2025-28 and authorises the Mayor to sign on behalf of the Waimate District Council.

Canterbury Local Authorities' Triennial Agreement 2025-2028

Background

1. Section 15 of the Local Government Act 2002 (the Act) requires local authorities within a regional council area to enter into a Triennial Agreement (the Agreement) by 1 March following triennial local body elections.
2. The purpose of the Agreement is to ensure appropriate levels of communication, co-ordination and collaboration between local authorities within the region. The agreement must include:
 - protocols for communication and co-ordination between the councils
 - the process by which councils will comply with section 16 of the Act, which applies to significant new activities proposed by regional councils
 - processes and protocols through which all councils can participate in identifying, delivering and funding facilities and services of significance to more than one district.
3. Agreements may also include commitments to establish joint governance arrangements to give better effect to the matters set out in paragraph 2 above.

Parties to the Agreement

4. The Parties to the Agreement are the Kaikōura, Hurunui, Waimakariri, Selwyn, Ashburton, Timaru, Mackenzie, Waimate and Waitaki District Councils, the Christchurch City Council, and the Canterbury Regional Council (Environment Canterbury).

Standing together for Canterbury

5. The Parties agree to work collaboratively and in good faith for the good governance and sustainable development of their districts, cities and region.

Communication

6. The Parties value and will maintain open communication, collaboration and trust. In the interest of "no surprises", the Parties will give early notice of potential disagreements between, or actions likely to impact significantly on, other Parties.

Significant new activities

7. When a Party is considering a major policy initiative or proposal that may have implications for other Parties, they will give early notification to the affected Parties and share the information with the Canterbury Mayoral Forum and the Canterbury Chief Executives Forum.
8. The Canterbury Regional Council will provide early advice to the Canterbury Chief Executives Forum and the Canterbury Mayoral Forum of any significant new activity, in addition to other requirements specified in s.16 of the Act.

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Local government structure in Canterbury

9. Notwithstanding the spirit of co-operation and collaboration embodied in the Agreement, the Parties, individually or collectively, reserve the right to promote, consult and/or research change to the structure of local government within the Canterbury region.
10. This right is consistent with the intent to improve the effectiveness and efficiency of local government (Local Government Act 2002 s.24AA), having regard to communities of interest and community representation.

Regional Policy Statement review

11. The Agreement applies to any change, variation or review of the Canterbury Regional Policy Statement.

Collaboration

12. The Parties commit to working collaboratively to:
 - enable democratic local decision-making and action by, and on behalf of, communities
 - [promote the social, economic, environmental, and cultural well-being of communities in the present and for the future (Local Government Act 2002, s.10)].

[or]

 - *[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 to support local economic growth and development by fulfilling the purpose set out above (Local Government (Systems Improvement) Amendment Bill (clause 6)]*
13. Collaboration may be undertaken on a whole-of-region, or sub-regional, basis.
14. The primary mechanism to implement this Agreement is the Canterbury Mayoral Forum. The Forum will meet quarterly and operate in accordance with its agreed terms of reference, which are attached as **Appendix 1**.
15. The Canterbury Mayoral Forum will:
 - continue to provide governance of the Canterbury Water Management Strategy
 - develop and lead implementation of a sustainable development strategy for Canterbury region for the local government triennium 2025-2028
 - advocate for the interests of the region, its councils and communities.
16. The Canterbury Mayoral Forum will be supported by the Canterbury Chief Executives Forum and other regional forums and working groups as agreed from time to time.
17. The Chief Executives Forum will:
 - report quarterly to the Canterbury Mayoral Forum on delivery of its work programme to implement and manage collaborative projects and agreed actions of the Canterbury Mayoral Forum
 - identify and escalate to the Canterbury Mayoral Forum strategic issues and opportunities for collaboration from the Policy, Corporate and Operational Forums and other regional and sub-regional working groups.
18. As requested by the Canterbury Mayoral Forum, Environment Canterbury will host a permanent regional forums secretariat and resource this from the regional general rate.

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Other agreements

19. This Agreement does not prevent the Parties from entering into other agreements among themselves or outside the Canterbury region. Any other such agreement should not, however, be contrary to the purpose and spirit of this Agreement.

Agreement to review

20. A triennial agreement may be varied by agreement between all the local authorities within the region and remains in force until local authorities ratify a new agreement.
21. Any one or more of the Parties can request an amendment to this Agreement by writing to the Chair of the Canterbury Mayoral Forum at least two weeks before a regular quarterly meeting of the Forum.
22. The Canterbury Mayoral Forum will review the Agreement no later than the final meeting before triennial local body elections and recommend any changes to the incoming councils.

Authority

23. This Canterbury Local Authorities' Triennial Agreement 2025-2028 is signed by the following on behalf of their respective authorities:

COUNCIL	SIGNATURE	DATE
Ashburton District Council Mayor		
Canterbury Regional Council Chair		
Christchurch City Council Mayor		
Hurunui District Council Mayor		
Kaikōura District Council Mayor		

IN-CONFIDENCE

Mackenzie District Council Mayor
Selwyn District Council Mayor
Timaru District Council Mayor
Waimakariri District Council Mayor
Waimate District Council Mayor
Waitaki District Council Mayor

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Appendix 1: Canterbury Mayoral Forum terms of reference

1. Name

The name of the group shall be the Canterbury Mayoral Forum.

2. Objectives

- (a) To provide a forum to enable Canterbury councils to work more collaboratively with each other and with central government and other key sector leaders in Canterbury to identify opportunities and solve problems together.
- (b) To identify and prioritise issues of mutual concern and foster co-operation, co-ordination and collaboration to address these issues (including where appropriate joint work plans).
- (c) To formulate policies and strategies on matters where all member councils may act collaboratively in determining plans for the co-ordination of regional growth.
- (d) To ensure increased effectiveness of local government in meeting the needs of Canterbury communities.
- (e) To act as an advocate to central government or their agencies or other bodies on issues of concern to members.
- (f) To develop and implement programmes, which are responsive to the needs and expectations of the community.

3. Principles

In pursuit of these objectives the Canterbury Mayoral Forum will observe the following principles.

- (a) Establish and maintain close liaison with other local government networks to ensure as far as possible the pursuit of common objectives and the minimisation of duplication.
- (b) Establish and maintain close liaison with Ministers of the Crown and local Members of Parliament.
- (c) Establish and maintain close liaison with a wide number of diverse stakeholders and key sector organisations within the region.
- (d) Exercise its functions with due regard to the tangata whenua and cultural diversity of the Canterbury community.
- (e) Keep the local community informed about its activities by proactively releasing information about key projects in a timely manner, as agreed by the member councils.
- (f) Encourage member councils to promote and apply cross-boundary structures and systems.
- (g) Establish a provision for reporting back to its respective Councils.

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4. Powers

- (a) The Canterbury Mayoral Forum shall have the power to:
 - (i) levy for any or all of its objects in such amount or amounts as may be mutually determined and acceptable to individual local authorities
 - (ii) determine and make payments from its funds for any or all of the purposes of its objects
 - (iii) receive any grant or subsidy and apply monies for the purposes of such grant or subsidy
 - (iv) fund appropriate aspects of the Forum's activities regionally.
- (b) The Canterbury Mayoral Forum does not have the power to legally bind any council to any act or decision unless that act or decision has been agreed to by decision of that council.

5. Membership

- (a) Membership of the Canterbury Mayoral Forum shall be open to the following councils:
 - Ashburton District Council
 - Canterbury Regional Council
 - Christchurch City Council
 - Hurunui District Council
 - Kaikōura District Council
 - Mackenzie District Council
 - Selwyn District Council
 - Timaru District Council
 - Waimakariri District Council
 - Waimate District Council
 - Waitaki District Council
- (b) Each member council shall be represented by its Mayor (or Chair in the case of Canterbury Regional Council) and supported by its Chief Executive. On occasions where the Mayor or Chair cannot attend, a council may be represented by its Deputy Mayor or Deputy Chair.
- (c) The Canterbury Mayoral Forum shall have the power to invite people to attend and participate in its meetings on a permanent and/or issues basis.
- (d) The Canterbury Mayoral Forum shall extend an invitation to the Chairs of the ten Waitaha Papatipu Rūnanga to meet at least annually with the Forum

6. Chairperson

- (a) The Canterbury Mayoral Forum shall select a Chair at the first meeting immediately following the Triennial Elections. This appointment may be reviewed after a period of 18 months.
- (b) The Chair selected will preside at all meetings of the Canterbury Mayoral Forum.
- (c) The Canterbury Mayoral Forum shall select a Deputy Chair at the first meeting immediately following the Triennial Elections.
- (d) The Canterbury Mayoral Forum may appoint spokespersons from its membership for

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issues being considered, in which case each member council agrees to refer all requests for information and documents to the duly appointed spokespersons.

7. Meetings

- (a) Meetings will be held as required with an annual schedule, covering a calendar year, to be determined by the members. Meetings will be held quarterly at venues to be determined.
- (b) Special meetings may be called at the request of four members.
- (c) The secretariat will prepare an agenda for Mayoral Forum meetings in consultation with the Chair and the Chief Executives Forum.
- (d) Agendas for meetings will be issued, and minutes will be taken and circulated.
- (e) A summary of each meeting will be drafted and shared on the Canterbury Mayoral Forum website for members to distribute within their councils as a high-level record of the meeting.
- (f) Approved minutes and approved final reports and papers will be made available via the Canterbury Mayoral Forum website as agreed by the Canterbury Mayoral Forum.

8. Decision making

- (a) The practice of the Forum will be to determine issues before it by consensus.
- (b) If the consensus is to determine issues by voting, the determination shall be determined by a majority of votes of the authorities represented at the meeting through the Mayor or Chair or their nominated representative.

9. Secretariat

The Canterbury Mayoral Forum will appoint Environment Canterbury to carry out the secretariat function on such terms and conditions as it shall decide for the discharge of duties. This includes taking minutes, keeping any books and accounts and attending to any other business of the forum.

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16.4 CONSIDERATION OF FUNDING ALLOCATION - SOUTHERN CANTERBURY A&P ASSOCIATION INC.

Author: Nicole Timney, Community Services and Strategy Group Manager

Authoriser: Stuart Duncan, Chief Executive

Attachments:

1. SC A&P Association Inc Letter of Request for Funding [!\[\]\(801e99145fad6ede5611e1f5d0ccd0ef_img.jpg\)](#) [!\[\]\(1616aee0ace599326979924bf59f440c_img.jpg\)](#)
2. Financial Contributions and Subdivisions Section 10 - Objective 5 [!\[\]\(afd8d2971aad06a3ae8f241f53b4fe64_img.jpg\)](#)
3. Subdivision Recreation Reserve Contributions Fund Policy Point 2 - F & G [!\[\]\(3ffa013636de1c02ddd6c5568615b1ff_img.jpg\)](#) [!\[\]\(e4368615b64185e42d43302cad7b0388_img.jpg\)](#)

PURPOSE

1. For Council to consider the request for a grant of \$40,000, inclusive of GST, from the Subdivision Recreation Reserve Contribution Fund from the Southern Canterbury A&P Association Incorporated for upgrades to the Shears Pavilion at the Waimate Showgrounds.

BACKGROUND

2. The Southern Canterbury A&P Association Inc. has requested a \$40,000 grant from the Subdivision Recreation Reserve Contribution Fund to upgrade the Shears Pavilion at the Waimate Showgrounds. The upgrades include electrical infrastructure improvements, pavilion extension for storage, and heating enhancements for winter events. This request aligns with the District Plan and Council policies supporting recreational and community facilities.
 - a. **Funding request overview:** The association seeks \$40,000 inclusive of GST for pavilion upgrades to support community and agricultural events.
 - b. **Policy alignment:** The grant request complies with the District Plan and Council's Subdivision Recreation Reserve Contributions Fund Policy, supporting recreational facilities that reflect district culture and heritage.
 - c. **Council options:** Council may approve the full grant, approve a lesser amount, or decline the request, with authority delegated to the Chief Executive for fund release upon invoicing.
 - d. **Financial context:** Previous grants totalling \$86,818 have been provided to the association for related projects, and approving this grant would minimally impact the reserve fund balance, supporting ongoing community infrastructure development.
3. In October 2025 Waimate District Council received correspondence from the Southern Canterbury A&P Association Inc. requesting a grant of \$40,000, inclusive of GST, from the Subdivision Recreation Reserve Contribution Fund (SRRCF).
4. The letter (attachment 1) outlines what upgrades the association requires to complete along with reasons for the upgrades. This includes upgrades to the electrical infrastructure, an extension to the pavilion for more storage and a heating upgrade for use during winter events.
5. The request for funding from the SRRCF to support the maintenance of an agricultural and pastoral building used for a range of community and recreational events is in line with the provisions of both the District Plan and Council's SRRCF Policy which governs the use of the fund.
6. Under Section 10 of the District Plan (attachment 2: Section 10, Objective 5), which addresses financial contributions and subdivision, Objective 5 outlines the purpose of recreation, open space and reserve funds. These funds are intended to support recreational facilities and opportunities that enhance community wellbeing and reflect the character of the district. The proposed use of the funds aligns with the objectives, as the facility provides a recreational service that is closely aligned with the district's culture and heritage.

7. In relation to Council's policy (attachment 3: Section 2, Clauses F & G), the proposal meets the intent of Section 2 Clauses F and G. Clause F allows for funding to be directed towards maintaining a privately owned facility where it provides a satisfactory alternative to a publicly owned one, particularly in areas where no such alternative public facility exists. Clause G further supports this request, as developing an equivalent publicly owned facility would be prohibitively expensive.
8. Accordingly, the request is consistent with both the District Plan and Council policy criteria for the use of the Subdivision Recreation Reserve Contributions Fund.

PROPOSAL

9. For Council to approve the grant of \$40,000, inclusive of GST, from the Subdivision Recreation Reserve Contributions Fund towards the upgrades of the Shears Pavilion at the Waimate Showgrounds as outlined in Attachment 1 for the Shears Pavilion.

Options

9. Council approves the request by the Southern Canterbury A&P Association Inc. and grants \$40,000, inclusive of GST, towards the upgrades to the Shears Pavilion and gives authority to the Chief Executive to award the grant upon receipt of an invoice from the association; or
10. Council approves the request by Southern Canterbury A&P Association Inc. and grants a lesser amount to be determined by Council and gives authority to the Chief Executive to release the funds on receipt of an invoice for the agreed amount; or
11. Council declines the request for the grant.

ASSESSMENT OF SIGNIFICANCE

12. This matter is not deemed significant under the Council's Significance and Engagement Policy.

CONSIDERATIONS

13. Given the positive rural and urban community connection and the project's alignment with Council's District Plan and Subdivision Recreation Reserve Contributions Fund Policy, officers recommend that Council consider the awarding of a grant of \$40,000, inclusive of GST, to enable further development of the Shears Pavilion. This funding mechanism has minimal impact on rates and supports a project that enhances agricultural recreational infrastructure, promotes active lifestyles, and strengthens community engagement with the rural community.

Territorial or Regional Council Regulations, Plans or Bylaws

14. Subdivision Recreation Reserve Contributions Fund Policy.
15. Waimate District Council District Plan 2014.

Risk

16. The Southern Canterbury A&P Association Inc. intends to apply for other grants including a lottery grant. The awarding of this grant demonstrates Council's willingness to support local recreational and pastoral agricultural endeavours and supports the application for a lottery grant.
17. Declining the grant could result in delays for the association in applying for other external funding opportunities.

FINANCIAL

18. Council has already approved contributions to the Association totalling \$86,818 inclusive of GST as listed below:
- a. 2017 Council grant of \$50,000 inclusive of GST for the new Pavilion
 - b. 2019 Council grant of \$18,250 inclusive of GST for the Dog and Agility Park
 - c. 2020 Council grant of \$5,000 inclusive of GST for the Pavilion
 - d. 2025 Council grant of \$9,568 inclusive of GST as a contribution to power upgrade
 - e. 2025 Council grant of \$2,000 inclusive of GST for the Dog and Agility Park
 - f. 2025 Council annual grant of \$2,000 inclusive of GST, again for the Dog and Agility Park

Budget

19. Funds are drawn from the Subdivision Contribution Reserve Fund. Draw down will result in an estimated reserve net balance of \$376,038, if agreed upon, there would be minimal impact. Given the reserve is dependent on economic activity, and committed funding of other activities, it is difficult to accurately predict the reserve balance in the future.

RECOMMENDATION

1. That the Consideration of Funding Allocation: Southern Canterbury A&P Association Inc. shears Pavilion Upgrade report be accepted; and
2. That Council approves the request by Southern Canterbury A&P Association Inc. to grant funds of \$40,000 (Forty Thousand Dollars) inclusive of GST, giving authority to the Chief Executive to release funds upon receipt of invoice from the Association.



WAIMATE DISTRICT COUNCIL

STUART DUNCAN

CEO

WAIMATE

Waimate 30 October 2025

Hi Stuart,

I am reaching out to you following our recent phone discussion regarding the upcoming building project at the A&P Shears Pavilion, located at the Waimate Showgrounds. The total cost of the project is expected to exceed \$139,000.

The reasons for this urgent upgrade are as follows:

1. Electrical upgrade – The A&P Shears Pavilion was constructed on outdated electrical infrastructure dating back to the 1950s. As a result, we have experienced several blackouts during past events, which highlights the urgency of this upgrade.
2. A&P Shears Pavilion extension – The Pavilion has exceeded its capacity, and we urgently require additional storage space for cleaning supplies, beverage storage, and other equipment (such as chairs and tables). An extension to the west side of the existing Pavilion is essential for us to adequately serve Waimate, the surrounding community, and the various clubs that host events at the Pavilion.
3. Heating upgrade – The A&P Shears Pavilion, with its 960sqm of floor space, currently lacks an adequate heating system. To ensure the community can utilize the Pavilion year-round, an urgent upgrade to the heating system is necessary.

P.O. Box 153 Waimate mail: info@scshow.co.nz mob 027 523 7878 www.scshow.co.nz

February 2014

Section 10 – Financial Contributions and Subdivision

Objective 4 - Esplanade Provision

Development of a system of esplanade areas adjacent to and along important waterways, lakes and the coast, and access strips to these esplanade areas, which

- enables protection of the margins and retaining the natural character of lakes and rivers, and
- provides for public access to and along, and the recreational use of the margins of lakes and rivers, where it is appropriate in terms of conservation values and public safety.

Policies

- 4A. To require esplanade strips of up to 20 metres width along waterways, lakes and the coast to be created upon subdivision of lots within rural areas which have particular value for access or recreation and protection of margins, water quality and aquatic habitats.
- 4B. To enable the creation of up to 20 metre esplanade strips along waterways, lakes and the coast upon subdivision of lots in areas which are assessed at the time of subdivision as having value for access or recreation, or which enable protection of margins, water quality or aquatic habitats.
- 4C. To provide for esplanade reserves upon subdivision of land where protection of conservation values requires land management practices which are unlikely to occur with current land use.
- 4D. To negotiate easements for access for the public across private land to enable access to waterways, lakes and the coast within the District which are valued for recreational purposes and because of their conservation values.

Explanation and Reasons

- The public desire a reasonable level of access to waterways within the District, particularly for recreational purposes.
- There are areas adjacent to waterways within the District which have significant conservation value or which contribute to the maintenance and enhancement of water quality and aquatic habitats. It is desirable that these areas receive protection to retain those conservation values.
- Esplanade strips enable public access onto properties while permitting existing land uses to continue.
- Some waterways and their margins have significant conservation values which require protection that can only be achieved if the land is reserved for that purpose.
- To enable the public to enjoy esplanade areas and the District's waterways it is necessary that access to these areas and waterways be made available. The Council is authorised under the Act to negotiate access arrangements across private land for the purpose of public access to waterways.

Objective 5 – Recreation, Open Space and Reserves

A conveniently distributed and accessible range of public open space and recreational areas and facilities to meet the diverse needs of residents and visitors to the District.

Policies

- 5A To encourage and, where possible, provide for a range of recreation opportunities within the District.
- 5B To ensure the provision of open spaces and recreational facilities and areas within or in reasonable proximity to new residential subdivisions to meet the future needs of the community.
- 5C To require contributions towards public open space and recreation facilities and areas from residential subdivision and development to provide for:
 - i additional parks, walkways and cycleways needed as a result of additional household and/or visitor growth;
 - ii additional open space needed for visual relief or enhancement;
 - iii development and maintenance of neighbourhood parks and local open space to a level at which they are useable and enjoyable.

Waimate District Plan

10/5

Section 10 – Financial Contributions and Subdivision

February 2014

- iv development and maintenance of recreational facilities which serve the local and district community.
- 5D To require financial contributions for the provision and maintenance of open space and recreation facilities where the construction or operation of larger developments, including utilities:
- i involves permanent on-site staff; or
 - ii attracts visitors directly or indirectly, or
 - iii results in the loss of actual or potential open space quality or recreational opportunities;
- and there is a connection between the development and the need for the provision and maintenance of open space and recreation facilities.

Contributions will not be required where sufficient alternative provision has been made.

Explanation and Reasons

The use of contributions by way of land or cash at the time of subdivision or development will assist the Council in acquiring further reserves to improve the availability of these or to improve and maintain the quality and facilities of existing recreation and open space areas. These new or improved recreation areas and facilities will serve the people who will be housed or work in or near the new subdivisions or developments. The basis for the contribution is the additional, actual or potential demand anticipated for recreational and open space land consequent to subdivision and development - that is, its "effects" in terms of land use intensification. Contributions are not to be imposed as a tax on development, but can be in the form of land (where provision is practicable such as from larger "green field" sites) or cash.

With regard to recreation and open space contributions payable by developments, their purpose is:

- To provide conveniently located open space and recreation facilities for construction and permanent workers/staff associated with developments/utilities.
- To provide open space and recreation facilities for visitors to an area where the development/utility is related to the attraction of those visitors.
- To mitigate or off-set the effects of development/utility on the quality and amenity values of existing open space or recreation values, whether temporary or permanent.
- To provide open space and recreation facilities to compensate for the loss of actual or potential recreational and open space opportunities resulting from the development/utility which loss cannot be dealt with satisfactorily by conditions relating to the development site.

Construction workers accommodation camps or similar (e.g. to construct utilities) are subject to the recreation and open space contributions.

Open space and recreation contribution requirements in the Plan apply across the full spectrum of development, except network utilities. The nature of some developments however will be such that they do not result in any adverse effects on recreation and open space provision and values or generate demand for additional facilities. This is particularly the case with some utilities which do not have permanent on site staff, generate little visitor demand, and do not result in the loss of open space quality or recreational opportunities. Mitigation of any effects may be by alternative means provided as part of a development, negating the need for a contribution. The level of contribution required for a development will be dependent on such factors in considering resource consent applications to reduce or waive any contribution required.

1. SCOPE

Reserve Contributions should generally be applied to:

A conveniently distributed and accessible range of public open space and recreation areas and facilities that meet the diverse needs of residents and visitors to the district including, but not limited to the following:

- Purchase of new reserves
- Vesting of new reserves from subdivision
- Development of reserves and levels of service to meet new needs

These reserves may include:

- Neighbourhood parks – small to medium sized reserves to provide for informal, local, passive and active recreation and open space;
- Reserves for amenity purposes within and adjoining non-residential areas;
- Pedestrian and cycling linkages linking areas of interests or between other reserves and community facilities;
- Sports and Events parks;
- Garden and heritage parks;
- District or regional parks;
- Protection and conservation of natural, cultural and heritage areas and features while providing for passive recreation.

Reserves may contain plantings or hard landscaping, along with associated infrastructure such as seating, lighting, play equipment, toilets, water features and artworks.

2. POLICY STATEMENT

The following matters are to be taken into account in deciding whether and how reserve contributions are to be utilised:

- a Where possible the use of contributions should be in accordance with the Council's reserves, open space and recreation strategy.
- b Until a reserves, open space and recreation strategy is in place Council will take into account 2.C to 2.G below.
- c Where possible, reserve contributions should be spent either in the general locality where they were collected from or on recreation or open space assets that will provide benefit for residents of that area, e.g. a district facility.
- d Whether the local area is sufficiently well served with the amount and quality of open space and recreation opportunities now and in the future.
- e Whether any lack of open space and recreation opportunities now and in the future, is best addressed by purchase of land or reserves, establishment of new facilities on Council land or upgrading of existing reserves and facilities, or some other form of provision.
- f Whether community or privately owned facilities or land will provide a satisfactory alternative to publicly owned land and facilities with regards to provision of good quality, conveniently located open space and recreation opportunities and their

level of public accessibility and likely utilisation and therefore whether funding of such facilities is appropriate.

- g Whether maintenance of existing reserves, open space and recreational facilities will provide a satisfactory level of open space and recreational opportunities for communities now and in the future.

3. STRATEGY

That Council ensure that recreational open spaces are 'forward looking' and will provide for the existing and likely future needs of the residents and visitors to Waimate, that Council develop, by the 30th November 2017, a reserves, open space and recreation strategy. This strategy will provide a basis for the development of all parks, gardens and green space reserves and should include:

- i Inventory of existing reserves and recreation land and facilities owned by the Council including the functions they fulfil, capital and operational maintenance needs.
- ii Inventory of other community owned open space and recreation facilities that are used by the public and considered to be a general benefit to the District.
- iii Assessment of the open space and recreation needs of residents within Waimate, and the smaller townships such as Morven, Makikihi, Glenavy, St Andrews and Hakataramea and whether the local area is adequately served with the amount and quality of open space and recreation opportunities now and in the future.
- iv Assessment of whether any lack of open space and recreation opportunities now and in the future, is best addressed by purchase of land or reserves, establishment of new facilities, on Council land or upgrading of existing reserves and facilities or some other form of provision.
- v Whether community or privately owned facilities or land will provide a satisfactory alternative to publicly owned land and facilities with regard to provision of good quality, conveniently located open space and recreation opportunities and to their level of public accessibility and likely utilisation and therefore whether funding of such facilities is appropriate.
- vi How the strategy should be funded and in particular the role of reserve contributions in this funding.

16.5 ADDITIONAL WAIMATE EVENT CENTRE COURT HIRE YOUTH CHARGE

Author: Nicole Timney, Community Services and Strategy Group Manager

Authoriser: Stuart Duncan, Chief Executive

Attachments: 1. **Waimate Event Centre Youth Audit Report 2025**  
2. **Waimate Event Centre Fees & Charges 2025-2026**  

PURPOSE

1. The purpose of the report is to introduce a new price band of \$5 per head per hour for court use to the current fees and charges schedule 2025/26 for the Waimate Event Centre to cater for court hire by school age children and youth from Monday to Friday between the hours of 9.00am to 5.00pm.

BACKGROUND

2. The Waimate Event Centre serves members of the community for functions and sporting activities. This includes schools and youth during and directly after school hours.
3. As part of a drive to increase the use of the event centre and further participation in sports, in collaboration with South Canterbury Sports, a youth audit was commissioned to better understand the use of the centre and any barriers to participation. See attached audit report.
4. One of the outcomes was the reduction in cost to use the space and one of the options was a discounted rate on certain days or times.
5. The introduction of a new price band of \$5 per head per hour for court hire for school age children and youth of the district to allow sports and training sessions between the hours of 9.00am to 5.00pm Monday to Friday when the courts are not booked for other activities would enable a positive outcome from this report.
6. For clarification, this is for school age attendees only during specified days and times. Outside of those days and times, normal fees would apply.
7. We do not anticipate any issues with the regular out of school activities due to the number of attendees being over ten when the courts are booked at the normal rate of \$50.
8. This initiative is solely to cater for smaller groups of school age attendees when cost becomes a barrier and hinders their opportunity to utilise the courts for training practice and play. Given a certain number, it is more cost effective to revert to court cost of \$50 per hour as per current fees and charges schedule.
9. We anticipate this will increase the use of the courts for soccer, futsal, badminton and basketball both by the schools and individuals after school.
10. Other recommendations from the report have been addressed or in the process of completion as appropriate.

PROPOSAL

11. The introduction of a new price band to the fees and charges for the Waimate Event Centre of \$5 per head per hour for court hire for children and youth from Monday to Friday between the hours of 9.00am to 5.00pm for the purpose of participation in sports.

Options

12. Option 1 – Approve the introduction of a new price band of \$5 per head per hour for court hire for children and youth from Monday to Friday between the hours of 9.00am to 5.00pm.
13. Option 2 – Continue with current price structure and address the new price band during the Annual Plan process.

ASSESSMENT OF SIGNIFICANCE

14. This matter is not deemed significant under the Council's Significance and Engagement Policy.

CONSIDERATIONS

15. There is a noticeable decline in the use of the facility by schools and directly after hours by children and youth unless they are part of a larger organised activity. This initiative seeks to improve participation by smaller groups who would like to train or use the facility outside of being part of a larger organised activity.

Legislation

16. Local Government Act 2002 – Long Term Plan process.

FINANCIAL

17. This initiative will increase use of the centre therefore increase income and utilise otherwise unused court time.

RECOMMENDATION

1. That the Additional Waimate Event Centre Court Hire Youth Charge report is accepted; and
2. That Council approves the introduction of a new price band to the fees and charges for the Waimate Event Centre of \$5 per head per hour for court hire for children and youth from Monday to Friday between the hours of 9.00am to 5.00pm, effective immediately.



Youth Friendly Spaces Audit Report

WAIMATE EVENT CENTRE

OCTOBER 2025



Team Leader

Petra Jellyman



CONTENTS PAGE

1.	Executive Summary	3
2.	Introduction	4
3.	Methodology	5
3.1	Quantitative Feedback	5
3.2	Quantitative Feedback	6
4.	Findings	8
4.1	Audit Scorecard	8
4.2	Scorecard Feedback	10
4.2.1	What do you like about this space?	10
4.2.2	Do you think this space is designed to be used by young people?	10
4.2.3	What would you change about this space that is easy to do?	10
4.2.4	What would you change if you could change anything?	11
4.3	Focus Group Feedback	12
4.3.1	Safety	12
4.3.2	Appeal	13
4.3.3	Accessibility	14
4.3.4	Well-Resourced	15
4.3.5	Youth Friendly	16
4.3.6	Other Feedback	17
5.	Recommendations	19
5.1	Reduce the cost to access the space	19
5.2	Improve the cleanliness of the courts	19
5.3	Increase outdoor appeal and usage	19
5.4	Make better use of current indoor facilities	21
5.5	Improve the resourcing of the Event Centre	21
5.6	Increase opportunities for access and involvement	22
6.	Conclusion	23

Cover image courtesy of Waimate District Council.



1. Executive Summary

In October 2025, the Waimate Event Centre (*Event Centre*) was audited by young people on its youth-friendliness. Using the Youth Relevant Design Check Card and Youth Friendly Spaces Audit, young people audited the space on its safety, appeal, accessibility, resourcing, and youth-friendliness. The Waimate Event Centre performed averagely in the Youth Friendly Spaces Audit, scoring 53% in the youth friendliness scores and producing a poor Net Promoter Score of -35. While the youth auditors appreciate the space that has been created and the resources that are available to them at the Event Centre, they are most likely to go to the Centre for organised sports. Factors such as the costs to use the facilities at the EventCentre, and the times that it is open to the public, make it difficult for young people to use the space to its full potential.

The youth auditors commented positively on the staff at the Event Centre, and the openness and versatility of the space. Although the young people liked that they could use the space for a variety of sports and training, they felt that more thought needed to be given to the cost to use the space, the cleanliness of the courts, and the ability for young people to access the space around school hours.

Overall, the recommendations from the youth auditors were to:

- Reduce the cost to access the space;
- Improve the cleanliness of the courts;
- Increase outdoor appeal and usage;
- Make better use of current indoor facilities;
- Improve the resourcing of the Event Centre; and
- Increase opportunities for access and involvement.



2. Introduction

In October 2025, a team of youth auditors, led by team leader Petra Jellyman, completed a Youth Friendly Spaces Audit on the Waimate Event Centre. This audit report appraises the youth-friendliness of the facility based on data gathered from the audit. It has been compiled by an independent youth audit team leader and peer-reviewed by a young person. Both the team leader and peer reviewer are trained in the principles of best-practice youth-friendly space design. The audit covers the Five Factors of Youth Relevant Design: safety, appeal, accessibility, resourcing and youth-friendliness. Robust engagement took place with the young people, also referred to in this report as youth auditors, who have developed a range of recommendations for this space. They also provided detailed feedback about what they liked about the space, what changes they would like to see, and general feedback.

The audit was completed by 14 auditors ranging in age from Year 9 to Year 13 (13 to 18 years old). This was a large group of young people who all played a variety of sports and were frequent users of the Event Centre. We would have liked to have had some insights from young people who are not current users of the space, and in any future engagement, there needs to be an emphasis placed on gathering these perspectives. The auditors came up with many insightful suggestions for improvements of the space, which are reflective of the fundamental sentiments that young people hold towards the Event Centre.

3. Methodology

The audit was conducted by team leader Petra, who led a team of young people through the Event Centre and audited the space against a set of Youth Relevant Design Principles. The audit was held on Monday, October 13, from 4.30 pm to 8.30 pm at the Event Centre. To begin, the ReVision team facilitated whanaungatanga and icebreaker activities, then took the young people through the audit process and gave them an overview of the space. They were accompanied by Nicole Timny from Waimate District Council, who gave a brief insight to the auditors as to what Waimate District Council would like to see from this process. Shaun Campbell and Amanda Everett from Sport Canterbury also attended, and Peter and Rob from the Event Centre were present while the group went through the introductions.

Peter took the young people on a tour through the Event Centre and spoke about the different areas and spaces that are available for use. The young people had been talked through the Youth Friendly Space Scorecard before the walking tour, and took the opportunity to assess the space using their audit scorecards as they went through.

Once the tour was completed, a focus group discussion was held that dove into the insights of the group of young people and discussed the Five Principles of Youth Relevant Design. Normally, two separate audits of the same space would be completed to capture the youth-friendliness of the space at different times, such as during the day and night or when the space is busy and quiet. It was not necessary to recomplete the whole walking tour once it got dark, with the group instead focusing on the outside of the building at dusk. They used the time saved to delve deeper into the focus group discussion. Using the scorecard and a focus group allowed the gathering of both qualitative and quantitative feedback.

3.1 Quantitative Feedback

During the audit, each youth auditor completed a Youth Friendly Spaces Scorecard. As they assessed the space, the young people were asked to think about the Centre under the following categories:

- **Transport Options**
This looks at whether the space has bike stands, a bus stop within 100 metres, bus links to other key spaces young people use, and whether bike stands, pathways to roads and car parks are well-lit.
- **Location**
This assesses whether the space is close to other places young people already hang out, whether the entrance is well-lit and well-signposted, and if there are ramps where required.
- **Atmosphere**



This section measures the appeal of the space's atmosphere, including whether music is playing (where applicable), soft spaces to relax that are not 'in the way', the space has colour, art, plant life, safe spaces to leave belongings, charging ports, and the friendliness of staff.

- **Cost**
Young people look at whether there is free admission and discounts with student ID, discounted admission on certain days or times, and free Wi-Fi.
- **Bathrooms**
Spaces are scored on whether there are gender-neutral bathrooms, showers, disability bathrooms and disability showers, where applicable.
- **Support**
Young people look for and feel safer when spaces have youth workers or staff who are easy to approach and available to help.

Each of these categories included questions that required either a yes, no or not-applicable answer. As the auditors walked around the space, they assessed it using the items on the scorecard and recorded whether these items were provided, if applicable. The results for each section are a sum of how many 'yes' answers there were out of all of the 'yes' and 'no' answers. This total then produced a percentage of how well that area scored.

Alongside a score for each category, the audit also produced a Net Promoter Score (NPS). Every young person was asked how likely they would be to recommend the space to a friend on a scale from zero (not very likely) to ten (extremely likely). Scores between zero and six were considered 'detractors', while scores of nine or ten were considered 'promoters'. Any ratings of seven or eight were neutral and did not detract or add to the overall score. The team leader then subtracted the percentage of detractors from the percentage of promoters, generating the NPS for the space. Any NPS of greater than zero is commendable, as it indicates that the auditors were more likely to recommend the space to others than not.

3.2 Qualitative Feedback

As well as providing youth-friendly scores, the Youth Friendly Spaces Audit also gathered qualitative feedback in the form of recommendations and anecdotal feedback.

At the end of the audit, the team leader ran a focus group with all the auditors, asking them for feedback about the space, guided by the 5 Factors of Youth Relevant Design. These factors included:

- **Safety**
Any space that young people frequent should be safe, and when their needs are met, the rest of the communities' needs are likely to be met too.



- **Appeal**
A space is going to be more appealing and successful when people want to use it for its intended purpose.
- **Accessible**
Any space needs to be accessible; all young people should be able to use it, even if their circumstances are different.
- **Well-Resourced**
A space that is well-resourced with young people in mind will be well-used.
- **Youth-Friendly**
You can tell a youth-friendly space by the feeling you get when you walk in – young people are wanted here.

This focus group produced valuable feedback directly from young people, which was later developed into the recommendations found in this report. In conjunction with the focus group, young people also had the option to give their feedback through qualitative questions on the scorecard, which asked:

- What do you like about this space?
- Do you think this space is designed to be used by young people?
- What would you change about this space that is easy to do?
- What would you change about this space if you could do anything?

4. Findings

4.1 Audit Scorecard

Monday, October 13 2025, at 4:30 PM

SECTIONS	SCORES
Transport Options	69%
Location	79%
Atmosphere	50%
Cost	0%
Bathroom	56%
Support	67%

TOTAL: **53%**

NET PROMOTER SCORE: **-35**

The Waimate Event Centre performed averagely in the youth friendliness scores. These scores represent how the young people rated each of the scorecard categories. A total score of 53% suggests the space has partially considered young people in its development. However, there is room for its youth friendliness to be improved significantly, which will be explored in the remainder of this report.

Some considerations to take into account with the quantitative scores are as follows:

- Ramps where required; overall, the building has ramps where required. The main spots that are not accessible to all people are the floating mezzanine floors near the courts. The young people were thinking a lot about how these areas could be better utilised to help minimise court-side congestion, especially on a game day, which is reflected in this score.
- The support score is low as it takes into account the availability of youth workers in a space. In the qualitative feedback, the auditors emphasised that the staff available are great, and young people appreciate the way they work.



- Path to road well lit; the scorecard was completed during the day session of the audit, and this was ticked off as suitable. When the auditors went back through the outdoor spaces in the evening, once it was darker, this area was highlighted by the young people as needing additional lighting.
- Art/plants may not be relevant to the space. The auditors felt that while additions like plants or even a plant wall 'would be cool', they would not necessarily be practical for the space. They worried that the addition of plants (such as potted indoor plants in the foyer) would lead to young people absentmindedly picking leaves that would end up on the courts, or generally making a mess in the space. Murals are a great way to add interest and encourage practical youth participation in a space (through their design and implementation). However, the auditors noted that these should be avoided in the main court space. They were also uncertain about additions of murals on the outside of the building, as it is currently 'the nicest looking building in Waimate.' The young people appreciate that the building looks fresh and new.

The Net Promoter Score represents the overall likelihood of a young person recommending the space to another young person. As outlined in the previous sections, this score is determined by subtracting the percentage of detractors (the auditors who gave scores between zero and six) from the percentage of promoters (the auditors who gave scores of nine or ten). Any NPS of greater than zero indicates that there were more promoters than detractors. Based on this, a Net Promoter Score of -35 is a low score as there were more detractors than promoters amongst the auditors, indicating that they were unlikely to recommend the space to their peers. The qualitative feedback and recommendations indicate why the young people gave the space this score and how it can be improved. A large contributing factor to this score was the cost to access the Event Centre and use its facilities. Options to mitigate this barrier are explored later in the report, alongside other suggestions to improve the space.



4.2 Scorecard Feedback

During the audit, each auditor was asked to write down on their scorecard what they liked about the space, if they thought the space was designed to be used by young people, what they would change that is easy to do, and what they would change if they could change anything at all. Below is a summary of their feedback.

4.2.1 What do you like about this space?

Overall, the young people like this space and the services it offers. Most notably, the young people appreciated having courts and a space they could go to play a variety of sports. They emphasised that sports are an important part of young people's lives in Waimate, and that there are not many other youth groups available outside of this area. They like how versatile the space is, how many different sports are on offer, and how open and light the space is. Other young people commented on "how nice the workers are," as something they strongly appreciate about the Event Centre.

4.2.2 Do you think this space is designed to be used by young people?

The auditors largely felt that the Event Centre was designed with young people in mind. Commonly, they felt that the openness ("room to run") and variety of sports on offer made the space significantly more youth-friendly. Although many young people felt that the space was designed to be used by them, some felt less certain as the space "just has the core necessities," and has been designed for the whole community. This was not necessarily a drawback for others, who appreciated that different programmes and clubs have access to the space, and that it can be used by all of the community. One young person stated that the space was not designed with young people in mind, as there is no free Wi-Fi, and it "costs too much" to use. This sentiment, while not repeated in this section of the scorecard, was reflected throughout the group in other feedback areas.

4.2.3 What would you change about this space that is easy to do?

The youth auditors had three main suggestions that they believed would make the most positive impact on the usability of the space.

They were very clear that they would most like to see a change in the cleaning of the courts. They noted that the courts are normally dusty, which creates a slippery surface that is difficult to play on. They would like to see the courts cleaned more regularly to rectify this issue. This could be achieved through having a clean broom available for groups to use prior to or after training/playing on the courts, or an increased maintenance schedule.



Following closely, the young people noted that cost is a large barrier to accessing the Event Centre. They had a myriad of suggestions to address this, which are all explored in a section below of the report.

The auditors also suggested that having the Event Centre open on the weekends would be beneficial to young people, as it can be difficult to find a time to use the space outside of school hours/organised sports.

One young person also suggested the addition of a vending machine to the space.

4.2.4 What would you change about this space if you could change anything?

With the previous question encouraging young people to make suggestions that they felt would be relatively easy to implement, this section assessed changes that the auditors wanted to see made to the space without constraints. Notably, many of the young people repeated ideas that they had expressed in the previous section, affirming that the simple changes that the young people wanted to see made in the space were the ones that they thought would be the most impactful.

Cheaper or free entry, and having the space open on the weekends were the top two suggestions for this section. The auditors reiterated the importance of cleaning the courts, and more auditors mentioned that it would be good to have food options available.

Another requested addition to the Event Centre was a “rebound” / “shooting” machine for basketball. This would allow a dedicated hoop for shooting practice and the ability for individuals to train by themselves with more efficiency, helping young people develop muscle memory and consistency with their shots. We suggest talking further with the young people about the specifications of the equipment they would prefer.

If able to change anything, the auditors suggested adding additional space or sports options. This kind of addition would help cater to a larger range of young people, and would allow individual or regular users to have a space for fun while others have courts booked. Some suggested the addition of outdoor facilities, with options including an outdoor basketball hoop, football net and an all-weather hockey turf. Outdoor facilities were discussed later on in the focus group; the auditors believed that, in addition to improving access to these amenities, these changes would improve the overall ‘vibe’ of the space from the outside.

One young person also suggested adding a ‘lounge’ type area to the Event Centre. Spaces that are comfortable and do not feel ‘in the way’ are important for young people to feel comfortable or at home in a space.

4.3 Focus Group Feedback

After the audit, the youth auditors came together for a focus group, guided by the 5 Factors of Youth Relevant Design, to gather further feedback for the space.

4.3.1 Safety

The young people agreed that they felt safe in the Event Centre. They noted that there are lots of exits, which are all well signposted, and that there is always someone at reception if they need. They noted that it is good that the showers in the bathrooms are all in cubicles. However, one youth auditor commented that it would be a good addition to have toilet spray available in the bathrooms, especially as they are internal rooms with no window ventilation.

The young people did have a few suggestions for changes that would help make the space feel safer. One of these was to improve the outdoor lighting. Some noted that they struggled to see the path that leads from the entrance to the road clearly in the dark, which led to them tripping. They suggested that small lights near the edge of the path or in the garden lining the path would help resolve this issue. Another place the young people identified that could use more lighting was the car park. Young people are most likely to wait outside the Event Centre for a ride to arrive, and, especially in winter, it gets dark very early, which could leave young people waiting in the dark after their clubs or activities have finished. The auditors also said that they found it difficult to park in the Event Centre carpark in the evening due to low light levels and tight parking spaces; they preferred to park on the street instead (which also has minimal lighting).

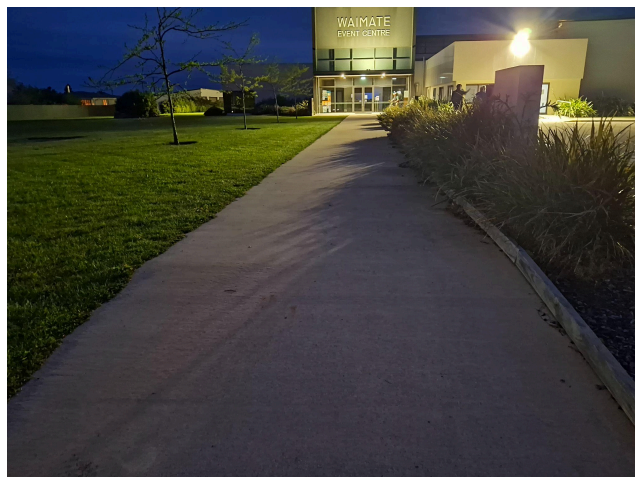


Figure 1: Photo showing the path to the entrance of Waimate Event Centre. Suggestion that ground-level lighting be installed in the garden. Taken 13/10/2025

Inside the Event Centre, the auditors said they would like to see blinds returned (or frosted glass as a more permanent fixture) to the gym window that overlooks the court space. The young people did not like the feeling of being watched by members of the public while trying to train for their respective sports. Auditors who were users of the gym space also agreed that this would be a helpful addition, and identified the same concerns while using the gym space.

The auditors noted that there can be a large amount of congestion courtside when there are games or tournaments in the Event Centre. They suggested that the mezzanine spaces could be better utilised to help encourage members of the public off the court side, but still be able to view the games below. The auditors thought that layered seating would help provide people with a view of the courts below and allow for more spectators to view from above.

4.3.2 Appeal

A space is more appealing when young people are engaged with it.

Outside the Event Centre, the auditors recommended installing additional seating. This could be in the form of bench seats or picnic tables, or ideally, both. Seating would create safe spaces for young people to wait for a ride after finishing up at the Event Centre, or to sit out of the way while waiting for something to begin. Seating would also help make the Event Centre look more 'alive' from the outside. The auditors thought that once the trees become more established, the outside will look more put-together. They felt that the addition of seating and outdoor amenities would help pull this exterior space together.



Figure 2: Photo showing youth auditors standing where they would like to see a range of seating. Taken 13/10/2025

Inside the Centre, the auditors thought that the addition of music would help make the space more appealing. They agreed that it would be positive if the space had background music playing while it is being used. It would be good for the groups or young people using it to be able to connect to the speakers or have some control over the music. Some suggestions for this included an iPad on the wall for people to queue music on, being able to add songs to a playlist, or the ability for someone from a group to connect and play music. There is a New Zealand business called AMS Nightlife that has a product called CrowdDJ that allows customers to pick songs from an approved playlist. This is being used by Christchurch City Council facilities.¹



Figure 3: Image of a Scan to Play crowdDJ sign at Matatiki Hornby Centre in Christchurch. Taken 15/10/2025

The young people thought that the main court area probably had enough colour already and that more colour or an art piece would be distracting in that area. They thought the big hallway to the right when walking from the foyer through to the courts would be the best spot to potentially add a mural. This would create some added visual interest in the space, and, if commissioned by young people, would be a way for young people who may not generally use the space to connect with it.

4.3.3 Accessibility

Any space needs to be accessible, which includes disability access, physical movement to and around the space, and affordability to engage with the space.

As noted previously, one of the largest reasons young people do not use the space more often is its cost. The auditors noted that it is more common for people to visit the space when sports games are going on, as that is the only time it is free to enter. The cost to use the hoop as an individual is too much for young people to be able to use this space consistently. The young people believed that the cost to hire the space as a club or group was also tricky for organisations to manage.

For individual use, the auditors had the following suggestions to help make costs manageable for young people:

- A gold coin donation for time using the hoops.

¹ More information about crowdDJ can be found at www.amsnightlife.co.nz/crowddj.



- A membership type fee to use the hoops, similar to the gym or squash courts, where they are available for certain hours and with ground rules in place to protect the space.
- A dedicated afternoon free for young people to come along and use the courts
- A student discount to use the space/hoops

4.3.4 Well-Resourced

A space that is resourced with young people in mind is a space that will be well-used.

The auditors would like to see easier access to the free Wi-Fi at the Event Centre. Having access to Wi-Fi is important for young people needing to contact parents or arrange a 'pick up'. The auditors also explained that Wi-Fi would help them access live streams and updates for games that are going on in the Event Centre - 'Glory League' style (Glory League is a tool that captures game footage for players and others to watch, keep track of stats, and review highlights).

Along this line of thought, the auditors were pleased to see the number of outlets available for use. However, some thought that the addition of USB or USB-C outlets would also be helpful, as young people may have a charging cable with them without a charger adapter.

The auditors also discussed how it is difficult to access food in the space. They wanted to see some clarity around where food can be taken at the Event Centre, as some have been told that it is okay on carpeted areas, and others were not able to bring their kai past the foyer. Young people often come to the space after school, so they are tired and hungry, and food is an important part of refuelling the body to be ready for training or a game. The auditors understood the necessity for restrictions on food in the Event Centre, as they value having a clean and tidy court space to use. However, they believe that being able to eat at the Event Centre would be good for the users of the space.

As well as clarity around where people can bring and eat their own food, the auditors suggested that having food on site to purchase would be a good addition. Having cheap food nearby would be a great way to attract young people to use the space. The auditors suggested the addition of vending machines stocking snacks and drinks, or opening up the function room on sports nights as a 'canteen', where food can be purchased and eaten.

When asked if they could add one thing to the Event Centre, suggestions included:

- A golf simulator or driving range.
- A basketball shooting machine.
- All-weather turf outside.
- Making the climbing wall more challenging.
- Football goals outside that are available all season.
- An ice bath.



- A little court at the end of the space for young children to play, or bring back the little playground/soft play equipment.
- A shop for gear (balls, mouthguards) and snacks.

As reflected in the above suggestions, young people would like to see more diversity in the activities that they can partake in at the Event Centre. Young people are benefitting from having a space that they can use to better their sporting abilities, and they would like to be able to utilise the space in different ways for this.

4.3.5 Youth-Friendly

You can tell a youth-friendly space by the feeling you get when you walk in – young people feel wanted there.

The young people noted that the staff at the Event Centre are great; they create a welcoming environment for everyone who enters, with one young person stating, “Peter is chill.”

While young people would like to be able to spend more time at the Event Centre, it is not often open at times that they are available. They can attend after school; however, the courts are likely to be booked at that time for various trainings. The auditors noted that it would be great to see the Event Centre open on the weekends, when more young people would be available to use the space. If the Event Centre were to be opened on a weekend day, they thought it would be good to have a system set up where one court is there to play social basketball on and one court open as a ‘free for all’. For those who are keen sportspeople, opening early (before school starts) would be a great way to get in an early morning training.

The young people advised that while the Event Centre is open and discounted during the school holidays, it appears most of the activities organised are geared towards a younger age group. They thought that splitting the day so that their younger peers had an opportunity to hang out and participate in the morning would encourage older young people to attend in the afternoons or early evening.

Young people only feel like they have a chance to input into the Event Centre if they belong to a committee of a club that uses the space. Young people ref, coach, and play sports in this facility; however, they do not regularly have a chance to feed into the decisions being made for the space. Engaging with young people for ongoing decision-making would help young people feel ownership over (and connection to) the Event Centre. Consultation processes, like surveys or a focus group that could be called upon, could work for the Event Centre to keep up to date with what young people would like to see in the space.

Outside the Event Centre, the auditors would like to see a half basketball court. They thought that this would fit best in the field on the left-hand side of the Event Centre. They pictured the court closer to the roadside, with the hoop facing the path leading to the main entrance, with the entrance on the right. This is so that the court can be seen clearly from the road, and leave enough space for seating and a football goal



further up the field. Rotating the court like this would also mean that most rebounds would go back towards the Event Centre rather than the road.



Figure 4: Photo showing the preferred site for the basketball half-court. Taken 13/10/2025

Finally, the auditors would like to see a football goal outside that stays out all year round for practice. The auditors noted that it is important for these areas to be well-lit so that they feel safe and are not misused at night. They thought flood lights would be best over the basketball courts so that young people could continue to use this after it gets dark (as it is dark very early during winter months). For seating, the auditors would like to see a shaded picnic table area near the gardens towards the main entrance. They would also like to see some basic bench seats just outside the main entrance doors. Having seating here would serve as a waiting spot for young people needing rides home or who are early to training. It would also mean that young people could sit and hang out while using the basketball court and football goal.

4.3.6 Other Feedback

At the end of the focus group, the team leader asked the youth auditors some final questions about what else they liked about the space, if there was anything they did not like, or if they had any other final suggestions or recommendations.

The auditors discussed the different ways that the Event Centre is currently being used outside of mainstream sports. The auditors noted that the Event Centre is used for roller skating, with some saying that they would like to join this, while others were concerned that this damages the court surfaces. The auditors suggested that the space could also be used for dance or an after-school art club. They thought that



using the court space for events for young people could work. For example, the mezzanine could be set up for a band to use for events, or as a comfy space to hang out.

The auditors advised that, currently, word of mouth is the way that young people are most likely to find out what is happening at the Event Centre. Some commented that they just “[know what goes on there, as it’s the same every year](#),” while others indicated that they rely on seeing how full the car park is or whose car is there to know what is happening. They suggested that the Event Centre could look into creating its own social media accounts (on Instagram and Facebook) to post updates when the space is booked, a weekly calendar, or update people when there’s something new going on. They suggested advertising with food and music could help promote the Event Centre and make it seem “[more fun](#)”. The young people suggested using existing platforms such as the ‘Waimate Discussion Group’ on Facebook to help spread messages further. Outside of social media, the auditors suggested using the local high school notices as a way of communicating with young people when something is on.

The auditors thought it would be a good idea to put a physical noticeboard inside the main foyer for all of the community to use. This could be used by the Event Centre, its users, and other community clubs and organisations to promote what they have to offer.



5. Recommendations

5.1 Reduce the cost to access the space

While there are large costs associated with running a centre of this size, the cost of using the space is a significant barrier for young people to use it. It can also make it tricky for clubs or schools to use the space. Reducing the cost for community groups and target audiences may help encourage a wider range of users. The following is a list of suggestions to make the Event Centre less costly for young people to use.

To reduce the financial barriers to accessing the space, the Events Centre should trial and/or implement:

- Gold coin donation to use the hoops.
- A dedicated afternoon for young people to come for free.
- Student discounts on services.
- A membership fee (like the gym or squash courts) to use the basketball hoops.
- Free/easier to access Wi-Fi.

5.2 Improve the cleanliness of the courts

The young people identified that the courts being dusty or slippery makes playing on them difficult and sometimes dangerous. We are commonly given feedback about the cleanliness of spaces when conducting audits, as it is often a strongly off-putting factor for young people, and affects the practical use of the space.

The Events Centre should:

- Provide cleaning equipment for users to use, such as a clean broom, brush and shovel, and mop.
- Actively consider how some activities, such as roller skating, may negatively impact cleanliness, and how this effect can be mitigated. The state of the Courts is considered a top priority.

5.3 Increase outdoor appeal and usage

Making changes to the outside of the Event Centre will help increase street appeal, encourage the use of community facilities such as a basketball hoop, and increase safety at night with better lighting. Many of these changes have flow-on effects to the components of the Net Promoter Score, reflecting the fact that any changes would increase the likelihood that other young people are recommended to visit.

Additional amenities and outdoor offerings could include:

- Seating, such as basic bench seats near the entrance to wait on, or picnic tables on the grass near the garden near the main entrance. Having some covered seating, such as the picnic table area, is also worth exploring, as this would be used by young people as a waiting area.
- Installing a half basketball court, possibly on the grass to the left of the Event Centre
- Providing a football goal that is available all year round, and ideally on the grass to the left of the Event Centre
- Improving lighting, particularly by adding small lights on the edge of the pathway leading to the main entrance, increase carpark lighting for safety, and flood lights on outdoor hoops.

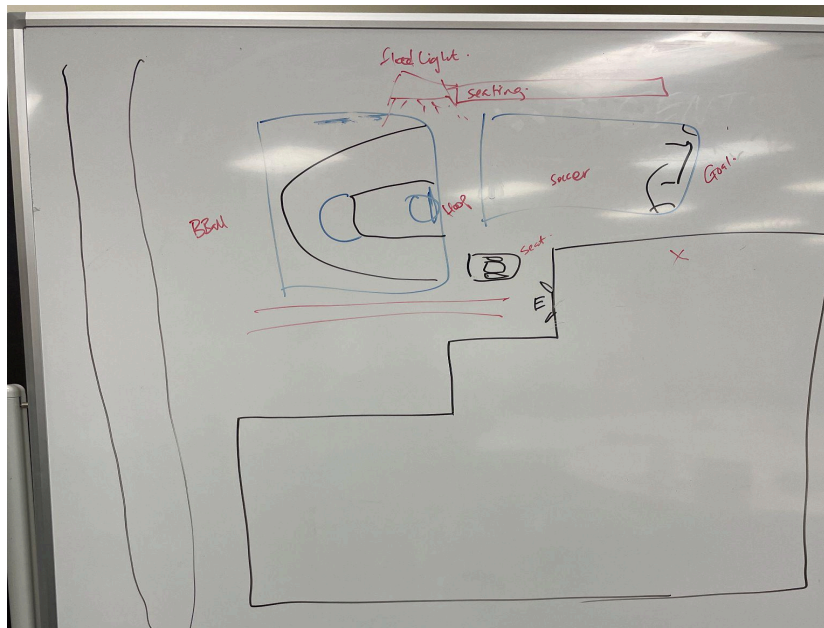


Figure 5: Photo showing a rough drawing of the preferred placement of the half-court, soccer goal, and seating.

Taken 13/10/2025



5.4 Make better use of current indoor facilities

The Event Centre is already well equipped with thought-out resources for the community to use. Adjustments to how these resources and facilities are utilised would help make the space more youth-friendly.

The Event Centre could consider improving the utility of current facilities by:

- Having music available, as young people would like to have the ability to connect to the speakers, an iPad to queue music, or a way to request songs like 'crowdDJ'.
- Equipping the mezzanine space with:
 - o Tiered seating (to help with court-side congestion).
 - o A comfy 'hangout' space (to give young people somewhere to go between games or training).
 - o Or, use it during community events as a band space.
- Making deodorising spray available in the main bathrooms.
- Frosting or installing curtains over the interior gym windows.
- Making the Wi-Fi easier to access or free to use.
- Making the climbing wall more challenging.
- Encouraging the use of existing facilities, such as the cricket pitch, and making use of rooms such as the function room by opening it up during games.

5.5 Improve the resourcing of the Event Centre

If there was an opportunity to expand the resources available to the Event Centre, young people would like to see the following:

- Food availability improved, including by:
 - o Making the rules around where food can or cannot be clearer.
 - o Installing a vending machine or opening up the function room and kitchen as a 'canteen' style space during game days.
- A basketball rebound machine.
- A mural on the interior main hallway wall (near the coloured cubbies).
- Somewhere for children to be, such as a mini court or play area in the corner near the climbing wall.
- Gear available to purchase or hire, such as mouthguards or balls.



5.6 Increase opportunities for access and involvement

It would be beneficial for the Event Centre to increase the ways people can find out about what is happening there or in the Waimate district, making it more of a community hub. It would also be good to see more meaningful consultation incorporated into how the Centre operates.

To achieve this, the Event Centre could:

- Create a social media account or utilise existing channels (Facebook and Instagram) to advertise weekly schedules or one-off events at the Event Centre.
- Use the school notices to advertise events that the Centre would like people to attend.
- Put a noticeboard in the main foyer that is open for the community to use.
- Consult with young people by using surveys or a suitable 'Youth Advisory Group' model to keep in touch with young people, and hear about what else they would like to see in the space. This could take the form of a "baskets and brainstorming" night or another event where soft engagement can take place.
 - When making decisions about the implementation of the recommendations in this report, young people must have the opportunity to weigh in on how these are implemented.

With the Event Centre currently being open from 9-5 on weekdays, young people only have the opportunity to stop by for two hours each day, where they are likely already coming in for training, or busy attending after-school jobs and other commitments. Increasing the opportunities available for young people to come along would encourage them to make better use of the space.

Suggestions to mitigate this problem include:

- Opening on weekends. There could be a court reserved for 'free-for-all' style play.
- Opening in the mornings before school.
- Encouraging older young people to come along during holidays by setting aside a specific time for them to attend.



6. Conclusion

Thank you for reading this Youth Friendly Spaces Audit report and considering the above recommendations to make the Waimate Event Centre more youth-friendly. We appreciate you allowing us to feed into the development of the space and for taking the time to discuss and answer any questions we had.

We encourage you to meet with us to discuss any of the feedback or recommendations in this report and how you might like to act on these. This step in the audit process is particularly valuable in order to further understand the recommendations made in this report.

Following best practice youth engagement, it is important for us to give feedback to the young people who participated in the audit on how their voices have been used and taken on board by the audited space. We will follow up with you three months from the date this report is sent to you to ask about how this report has been received and if there is any action to report back to the youth auditors.

Petra Jellyman

Youth Audit Team Leader

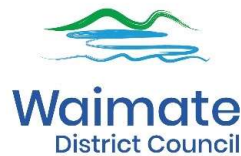
Piper Pengelly

Peer Reviewer

Hannah Dunlop

Project Coordinator

ReVision



2025/26 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 30 June 2025, but have not been advertised in terms of the Local Government Act 2002 or individual specific Acts.

All fees and charges are GST inclusive

WAIMATE EVENT CENTRE	
The Waimate Event Centre reserves the right to adjust the final account based on increased level of use, additional services provided and any damage incurred.	
Casual Hire	
Casual hire – per person per ½ hour for basketball hoops	\$ 4.50
Casual hire – per person per hour for badminton, netball shots, table tennis	\$ 9.00
Court Hire – per court	
Per hour	\$ 50.00
One session — up to four hours	\$ 180.00
Two consecutive sessions — up to nine hours	\$ 350.00

All fees and charges are GST inclusive

Three consecutive sessions — full day and evening	\$ 480.00
Meeting Room, Club Room, Mezzanine Floor or Gallery (up to 20 people)	
Per hour	\$ 35.00
One session — Up to four hours	\$ 120.00
Two consecutive sessions — up to nine hours	\$ 200.00
Three consecutive sessions — full day and evening	\$ 250.00
Function Room Hire	
Per hour	\$ 50.00
One session — Up to four hours	\$ 180.00
Two consecutive sessions — up to nine hours	\$ 350.00
Three consecutive sessions — full day and evening	\$ 450.00
Cricket Pitch (up to 6 people in netted area)	
Casual per person per hour	\$ 10.00
Per hour	\$ 30.00
One session — Up to four hours	\$ 100.00
Two consecutive sessions — up to nine hours	\$ 150.00
Three consecutive sessions — full day and evening	\$ 220.00
Kitchen or Bar Hire	
Tea and Coffee per sitting i.e. morning tea, lunch, afternoon tea	\$ 22.00
Per hour	\$ 35.00
One session — Up to four hours	\$ 120.00
Two consecutive sessions — up to nine hours	\$ 200.00
Three consecutive sessions — full day and evening	\$ 250.00
Offices Downstairs	
Per hour	\$ 15.00
Per day	\$ 70.00

All fees and charges are GST inclusive

In-line Skating (approved skates required)	
Children (under 15 years) — per hour	\$ 10.00
Adult — per hour	\$ 15.00
Skate hire — per hour	\$ 3.00
Climbing Wall (minimum of 6 climbers)	
Children (under 15 years) — per hour	\$ 10.00
Adult — per hour	\$ 15.00
Family Pass (two adults, two children) — per hour	\$ 40.00
Supervision fees — per hour, per supervisor (Where supervision is provided by Event Centre);	\$ 50.00
Pre-approved supervision must be registered with Event Centre.	
School Groups and Birthday Parties (minimum 10)	
Climbing, skating or a combination of activities	Price on request
School Holiday Programmes (as scheduled — Contact Event Centre for details)	
Activities will be charged as advertised. Children under the age of 14 years are very welcome but must be accompanied by an adult/parent/guardian.	
Other Charges	
Public Holiday Surcharge	15%
After Hours unlock/lock up (bookings outside of advertised opening hours i.e. before 9am and/or after 8pm Monday to Friday)	\$ 70.00
After hours staff charge — per hour (for any booking outside of advertised opening hours)	\$ 50.00
Cancellation of booking — charge may apply \$30 or 15% whichever is greater (within 30 days of the booking date)	\$ 30.00
Additional cleaning — per hour minimum charge	\$ 50.00
Event bond — may apply	\$ 1,000.00
Tournament/Season Bond	\$ 500.00
Damage to Event Centre	Actual Cost
Catering — A list of caterers provided upon request	
User clubs storage (per annum)	\$ 70.00
Data Projector and Screen	\$ 15.00

All fees and charges are GST inclusive

Television - day rate	\$ 15.00
Hire carpet tiles per court (does not include installation — hire only)	\$ 350.00
Electronic Key Tag (for authorised Fitness Centre/Squash Club area)	
New or replacement electronic key tag	\$ 30.00
Note: key tags no longer required can be returned to Waimate District Council and a \$5.00 refund will be provided	

**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
18.1 - Public Excluded Minutes of the Council Meeting held on 18 November 2025	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
18.2 - Outstanding Council Actions Report - Public Excluded	<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

19 RE-ADMITTANCE OF THE PUBLIC REPORT
MEETING CLOSURE