

Agenda

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

Tuesday 27 January 2026

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 27 January 2026, commencing at 10:15am.

Elected Members

Craig Rowley	Chairperson/Mayor
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

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OPENING

1 MEETING OPENING

Cr Stacey Hall 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), MINOR OR PUBLIC FORUM ITEMS NOT ON THE AGENDA

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

a. Standing Orders 3.7.5 – Major Items

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

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

b. Standing Orders 3.7.6 – Minor Items

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

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

MINUTES**7 CONFIRMATION OF MINUTES****7.1 MINUTES OF THE COUNCIL MEETING HELD ON 16 DECEMBER 2025**

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

Authoriser: Tina Stevenson, Corporate Services Group Manager

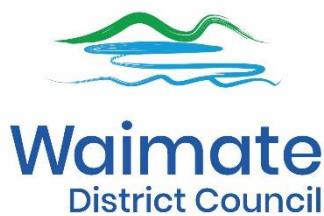
Attachments: 1. Minutes of the Council Meeting held on 16 December 2025

PURPOSE

To present the unconfirmed Minutes of the Council Meeting held on 16 December 2025 for confirmation.

RECOMMENDATION

That the Minutes of the Council Meeting held on 16 December 2025 be adopted as a true and correct record.



MINUTES

Ordinary Council Meeting

16 December 2025

**MINUTES OF WAIMATE DISTRICT COUNCIL ORDINARY COUNCIL MEETING
HELD AT THE COUNCIL CHAMBER, WAIMATE DISTRICT COUNCIL, 125 QUEEN STREET,
WAIMATE ON TUESDAY 16 DECEMBER 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

APOLOGIES: Cr Peter Paterson

IN ATTENDANCE: Stuart Duncan (Chief Executive), Michelle Jones (Executive Support Manager), Dan Mitchell (Asset Group Manager), Dylan Murray (Regulatory and Compliance Group Manager), Nicole Timney (Community and Strategy Group Manager)

Karalyn Reid (Committee Secretary), Aleisha Macpherson (Corporate Services Assistant)

PARTIAL ATTENDANCE: Tina Stevenson (Corporate Services Group Manager), Jacqueline Michael (Accounting Assistant)

OPENING

1 MEETING OPENING

Deputy Mayor Sandy McAlwee opened the Council Meeting with three quotes by Winston Churchill about success, perseverance and politics.

2 PUBLIC FORUM

There were no speakers at the Public Forum.

3 APOLOGIES

RESOLUTION 2025/117

Moved: Cr Lisa Small
Seconded: Cr Rick Stevens

That apologies from Cr Peter Paterson be received and accepted.

CARRIED

4 VISITORS

Nil

5 CONFLICTS OF INTEREST

The Chair called for Conflicts of Interests: Cr Paul Harrison declared he had a conflict of interest in Item: 16:4 Consideration of Funding Allocation – Southern Canterbury A & P Association Inc, being a member of the Committee, and would not partake in the discussion or decision making.

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

There were no major/minor items identified.

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

RESOLUTION 2025/118

Moved: Cr Jakki Guilford
Seconded: Cr Rick Stevens

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

CARRIED

Note:

Mayor Rowley updated Council on a meeting he and the Parks and Reserves Manager had with Ian McIlraith following the Public Forum held at the 18 November Ordinary Council Meeting. The costs associated with opening the Norman Kirk Swimming Pool additional hours on a Saturday morning were explained to Mr McIlraith, however the Parks and Reserves Manager would look into the possibility of using double lanes to separate the lap swimmers from the younger users of the pool as an alternative solution.

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

RESOLUTION 2025/119

Moved: Mayor Craig Rowley
Seconded: Cr John Begg

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

CARRIED

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

RESOLUTION 2025/120

Moved: Cr Lisa Small
Seconded: Cr Jakki Guilford

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

CARRIED

8.3 MINUTES OF THE WAIMATE COMMUNITY ANZAC GROUP MEETING HELD ON 11 DECEMBER 2025**RESOLUTION 2025/121**

Moved: Mayor Craig Rowley
Seconded: Cr John Begg

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

CARRIED**REPORTS****9 MAYOR'S REPORT****9.1 MAYOR'S REPORT****RESOLUTION 2025/122**

Moved: Mayor Craig Rowley
Seconded: Cr Rick Stevens

That the Mayor's Report is accepted.

CARRIED**10 DEPUTY MAYOR'S REPORT**

Nil

11 COUNCILLORS' REPORT**11.1 COUNCILLORS' REPORT****RESOLUTION 2025/123**

Moved: Cr Lisa Small
Seconded: Cr Paul Harrison

That the Councillors' Report is accepted.

CARRIED**12 CHIEF EXECUTIVE'S REPORT****12.1 CHIEF EXECUTIVE'S ACTIVITY REPORT****RESOLUTION 2025/124**

Moved: Mayor Craig Rowley
Seconded: Cr Jakki Guilford

That the Chief Executive's Activity Report is accepted.

CARRIED

13 COUNCIL ACTIONS REPORT**13.1 OUTSTANDING COUNCIL ACTIONS REPORT - PUBLIC****RESOLUTION 2025/125**

Moved: Cr Rick Stevens

Seconded: Cr John Begg

That the Outstanding Council Actions Report – Public is accepted.

CARRIED**14 HUMAN RESOURCES REPORT**

Nil

15 AUDIT AND RISK COMMITTEE REPORT**15.1 AUDIT AND RISK COMMITTEE CHAIR'S REPORT****RESOLUTION 2025/126**

Moved: Mayor Craig Rowley

Seconded: Cr Jakki Guilford

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

CARRIED**16 GENERAL REPORTS****16.1 FINANCE REPORT FOR THE 4 MONTHS ENDED 31 OCTOBER 2025****RESOLUTION 2025/127**

Moved: Cr Jakki Guilford

Seconded: Cr Rick Stevens

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

CARRIED

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

Council considered the budget carry forwards to 2025/26 to enable management budgets to be updated, as presented to Audit and Risk Committee Meeting held on 9 December 2025.

RESOLUTION 2025/128

Moved: Cr Jakki Guilford

Seconded: Cr John Begg

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.

CARRIED

Note:

Council noted that projects would be brought back to the budgeting process for review, and that there would be a different approach around budgeting for the upcoming Long Term Plan process involving engaging with the community around their priorities for projects and the level of expected services. Some preliminary work has been undertaken looking at the effect on rates with the 3 Waters removed.

Council agreed it is essential there is involvement with the community and accordingly there would be a better understanding on where rates are spent.

16.3 CANTERBURY LOCAL AUTHORITIES' TRIENNIAL AGREEMENT 2025-2028

Council considered the draft Canterbury Local Authorities' Triennial Agreement 2025-2028 for ratification and giving authorisation to the Mayor to sign on behalf of the Waimate District Council.

RESOLUTION 2025/129

Moved: Cr John Begg

Seconded: Cr Rick Stevens

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 authorised the Mayor to sign on behalf of the Waimate District Council.

CARRIED

Note:

Council agreed the Canterbury Mayoral Forum was influential to collectively lobby and advocate on behalf of Canterbury councils, as well as offering valuable sub-forums for the Chief Executive and other Council senior staff, and noted the group will be important to assist with the Government's proposal around reorganising regional government.

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

Council considered 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.

Cr Paul Harrison declared he had a conflict of interest in Item: 16:4 Consideration of Funding Allocation – Southern Canterbury A & P Association Inc, and stepped away from the Council table for this item.

RESOLUTION 2025/130

Moved: Cr John Begg

Seconded: Cr Stacey Hall

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 inclusive of GST, from the Subdivision Recreation Reserve Contribution Fund giving authority to the Chief Executive to release funds upon receipt of invoice from the Association.

CARRIED

Note:

Council agreed the facility was widely used by the community and for hosting major events, and is a stand-by Civil Defence building with good resources, and asked for some data on the facility's usage to be circulated out of session.

16.5 ADDITIONAL WAIMATE EVENT CENTRE COURT HIRE YOUTH CHARGE

Council considered a new fee of \$5 per head per hour for court use for the Waimate Event Centre to cater for court hire by school age children from Monday to Friday between the hours of 9.00am to 5.00pm.

RESOLUTION 2025/131

Moved: Mayor Craig Rowley

Seconded: Cr John Begg

1. That the Additional Waimate Event Centre Court Hire Youth Charge report is accepted; and
2. That Council approves the introduction of a new Fees and Charges price band for the Waimate Event Centre of \$2 per head per hour for court hire for primary and secondary school students from Monday to Friday between the hours of 9.00am to 5.00pm with immediate effect, as a trial until the next review.

CARRIED

Note:

Council agreed since no additional staff or resources would be required that a \$2 per head per hour fee would encourage as much participation as possible.

Council discussed and asked that low-cost ideas identified in the audit to promote usage and better use of the facility be explored, and congratulated the young people involved for participating in such a helpful and positive audit. They requested the Youth Friendly Spaces Audit on the Waimate Event Centre be publicised via social media.

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

Nil

PUBLIC EXCLUDED

18 EXCLUSION OF THE PUBLIC REPORT

RESOLUTION TO EXCLUDE THE PUBLIC

RESOLUTION 2025/132

Moved: Cr Rick Stevens

Seconded: Deputy Mayor Sandy McAlwee

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

CARRIED

19 RE-ADMITTANCE OF THE PUBLIC REPORT

RESOLUTION 2025/133

Moved: Cr John Begg
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 11.19am.

The Minutes of this meeting are to be confirmed at the Ordinary Council Meeting scheduled on 27 January 2026.

.....
CHAIRPERSON

8 RECEIPT OF MINUTES

Nil

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



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).

MAYORAL FORUM

1. The Mayoral Forum met at the Commodore Hotel in Christchurch on 28 November.

Agenda items included

2. Selection of Chair – Mayor Nigel Bowen, and Deputy Chair – Marie Black
3. A discussion on the role and mandate of Canterbury Mayoral Forum, and adoption of the Canterbury Local Authorities' Triennial Agreement 2025-2028, noting the Agreement requires ratification by member councils by 1 March 2026
4. A discussion on an approach to review and update the Mayoral Forum's Plan for Canterbury 2023-2025 for the 2025-2028 triennium
5. An update on July to September 2025 region wide work underway to implement the Canterbury Water Management Strategy, noting establishment of local leadership groups, including discussions on the refinement of catchment boundaries, are progressing
6. An overview of work undertaken by the Canterbury Biodiversity Champions during the 2022-2025 local government term and agreement to reinstate the Canterbury Biodiversity Champions Councillor group for the 2025-2028 local government term

7. A progress report on the implementation of the Canterbury Climate Partnership Plan and a decision to continue the Canterbury Climate Champions Reference Group (Chair: Mayor Dan Gordon)
8. Approval of the continued development of a Canterbury regional deal proposal, noting the proposed budget for development of the regional deal proposal is subject to individual council decisions. Mayors Black, Bowen, Gliddon, Gordon, McMillan and Chair Swiggs were appointed to the Canterbury Regional Deal governance group
9. An update on the Regional Energy workstream and agreement to continue with the development of a regional approach for energy in the Canterbury region, noting that funding to progress the work, including preparation of a regional energy strategy and action plan/roadmap, is subject to member councils funding decisions
10. A local government update from Department of Internal Affairs representatives, with a focus on central government's proposal to reorganise local government "Simplifying Local Government – a draft proposal"

EXTERNAL MEETINGS & FUNCTIONS ATTENDED BY THE MAYOR

11. To present for the information of Council a register of external meetings and functions attended by Mayor Rowley outside of Waimate District Council meetings and general business from 6 December 2025 to 16 January 2026.

Date	Meetings and Functions
6 December 2025	Waimate High School AgHub Fundraiser – Waimate
8 December 2025	Meeting with ratepayer re swimming pool – Council
8 December 2025	Monday Morning Meeting with Chief Executive and Deputy Mayor – Council
8 December 2025	Audit and Risk Committee Meeting – Council
9 December 2025	Mayors Taskforce for Jobs Mayors Update – Microsoft Teams
11 December 2025	Waimate Community Anzac Group Meeting – Council
11 December 2025	Long Term Plan 2027 Project Team Meeting – Council
13 December 2025	Opening Strawberry Fare – Waimate
15 December 2025	Monday Morning Meeting with Chief Executive and Deputy Mayor – Council
15 December 2025	South Canterbury visit from Department of Internal Affairs representatives – Council
16 December 2025	Local Government New Zealand (LGNZ) National Council Forum – via Zoom
17 December 2025	Media appointment with Stuff NZ journalist – via phone
17 December 2025	LGNZ Rate Capping with Department of Internal Affairs – via Zoom
18 December 2025	District Licensing Committee Training – Timaru District Council
23 December 2025	LGNZ Significant Reform Announcements Forum with Ministers – via Zoom

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 6 December 2025 to 16 January 2026.

Deputy Mayor Sandy McAlwee	
Date	Meetings and Functions
9 December 2025	Audit and Risk Committee Meeting – Council
17 December 2025	LGNZ Rates Capping with Department of Internal Affairs (delayed viewing) – via Zoom
18 December 2025	District Licensing Committee Training – Timaru District Council

Cr Jakki Guilford	
Date	Meetings and Functions
9 December 2025	Audit & Risk Committee Meeting – Council
11 December 2025	Wastewater Environmental Performance Standards Taumata Arowai online information session (delayed viewing)
12 December 2025	Resource Management Reform information session - online
16 December 2025	Local Government New Zealand (LGNZ) with National Council (delayed viewing) – via Zoom
17 December 2025	LGNZ Rates Capping with Department of Internal Affairs (delayed viewing) – via Zoom

Cr Paul Harrison	
Date	Meetings and Functions
9 December 2025	Audit and Risk Committee Meeting (as observer) – Council
17 December 2025	Waimate2gether Meeting – Waimate

Cr Lisa Small	
Date	Meetings and Functions
9 December 2025	Audit & Risk Committee Meeting (as observer) – Council
15 December 2025	Morven Reserves Committee Meeting – Waimate
17 December 2025	LGNZ Rates Capping with Department of Internal Affairs – via Zoom
18 December 2025	District Licensing Committee Training – Timaru District Council

RECOMMENDATION

That the Councillors' Report is accepted

12 CHIEF EXECUTIVE'S REPORT**12.1 CHIEF EXECUTIVE'S ACTIVITY REPORT**

Author: Michelle Jones, Executive Support Manager

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 6 December 2025 to 16 January 2026:

Date	Meetings and Functions
8 December 2025	Canterbury Operations Forum – Rolleston
10 December 2025	ANZ function – Timaru
15 December 2025	South Canterbury visit from Department of Internal Affairs representatives – Council office
17 December 2025	Local Government New Zealand rates capping discussion with Department of Internal Affairs – via Zoom

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	License to use Response Assets (Fire and Emergency New Zealand)

RESOLUTION 2024/52

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:**

16 Jan 2026: Awaiting response from FENZ to letter sent 16/12/2025

Meeting	Officer/Director	Section	Subject
Council 28-Jan-25	White, Stacey	General Reports	St Andrews Closed Landfill Assessment of Remedial Options

RESOLUTION 2025/20

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.

19 Jan 2026: No further updates at this time.

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:**

16 Jan 2026: As per above comment from 16/09/25: For considering comms re LGFA as requested by Council.

Meeting	Officer/Director	Section	Subject
Council 16-Dec-25	Timney, Nicole	General Reports	Additional Waimate Event Centre Court Hire Youth Charge

RESOLUTION 2025/131

1. That the Additional Waimate Event Centre Court Hire Youth Charge report is accepted; and
2. That Council approves the introduction of a new Fees and Charges price band for the Waimate Event Centre of \$2 per head per hour for court hire for primary and secondary school students from Monday

to Friday between the hours of 9.00am to 5.00pm with immediate effect, as a trial until the next review.

CARRIED

Meeting	Officer/ Director	Section	Subject
Council 16-Dec-25	Timney, Nicole	General Reports	Consideration of Funding Allocation - Southern Canterbury A&P Association Inc.

RESOLUTION 2025/130

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 inclusive of GST, from the Subdivision Recreation Reserve Contribution Fund giving authority to the Chief Executive to release funds upon receipt of invoice from the Association.

CARRIED

14 HUMAN RESOURCES REPORT**14.1 HUMAN RESOURCES REPORT****Author:** Grace Aikman, Acting Human Resources Manager**Authoriser:** Stuart Duncan, Chief Executive**Attachments:** Nil**PURPOSE**

1. For the Acting Human Resources Manager to update Council.

RECRUITMENT

2. Recruitment activity has commenced strongly for 2026, with a number of key roles either recently filled, currently advertised, or in various stages of the recruitment process. It has been encouraging to see a strong pool of applicants across the roles advertised to date, marking a positive start to the year.
3. We successfully appointed a Senior Health, Safety and Wellbeing Advisor, with the selected candidate scheduled to commence on 25 February 2026. The appointee joins us from another council and is expected to transition smoothly into the role. With this appointment, the Emergency Management Advisor will be able to focus exclusively on emergency management responsibilities, as the health and safety component will be removed from their position title.
4. Recruitment for the Cleaning Team Supervisor position is currently in its final stages. The previous Supervisor's last day was 16 January 2026, following their departure shortly after the holiday period.
5. Recruitment for the Cleaning Team Supervisor role also included an expression of interest for a Casual Cleaner, prompted by ongoing challenges in covering staff leave.
6. Advertising has commenced for a Road Asset Information Technician within the Roading Team. This vacancy arises from the promotion of the previous incumbent to the Assistant Roading Engineer role.
7. The Finance Manager position has been advertised due to an internal movement linked to preparations for the establishment of the Three Waters entity. The staff member in the Accountant role will transition to the Finance and Data Analyst Lead role within the Three Waters structure, commencing 2 March 2026. The Finance Manager vacancy effectively replaces the former Accountant role.
8. Separately, an expression of interest was issued for a fixed-term Communications Assistant through Student Job Search to help support increasing workload demands within the Communications team. Interest in this role has been limited so far, and options for progressing this support role will continue to be explored.
9. Recruitment for the After-Hours role is currently progressing, with a potential candidate under consideration. Should this not proceed, the position may be re-advertised. In the interim, coverage is in place internally through the Regulatory and Compliance team.
10. The following staff headcount is based on currently employed staff as of 19 January 2026 but does not include staff who have been offered and accepted a position with us but not yet started, nor any vacancies we are or will be recruiting for.

Staff Headcount

Date	Total Headcount	Parental Leave	Permanent Full Time*	Permanent Part Time**	Fixed Term	Casual
As at 18/6/2024	80	0	50	21	5	4
18/3/2025	89	1	54	23	7	4
22/7/2025	82	0	51	22	4	5
14/9/2025	83	0	53	22	6	2
7/10/2025	82	0	53	23	5	1
17/11/2025	88	0	52	22	12	2
27/11/2025	88	0	52	22	12	2
19/01/2026	89	0	53	21	12	3

* 37.5 hours per week or more ** Less than 37.5 hours per week

RECOMMENDATION

That the Human Resources Manager's report is accepted.

15 AUDIT AND RISK COMMITTEE REPORT

Nil

16 GENERAL REPORTS**16.1 ESTABLISHMENT OF WAIMATE DISTRICT COUNCIL WATER SERVICES COMMITTEE**

Author: Nicole Timney, Community Services and Strategy Group Manager

Authoriser: Stuart Duncan, Chief Executive

Attachments:

1. WDC Water Services Committee Terms of Reference December 2025 
2. WDC Water Services Remuneration December 2025 
3. Waimate Water Services Delivery Plan Final (under separate cover) 

PURPOSE

1. The purpose of this report is to seek the approval of Council for the establishment of the Waimate District Council Water Services Committee (WDC Water Services Committee), agree the composition and membership of the Committee, the terms of reference and remuneration for external appointees of the Committee.

BACKGROUND

2. Council's Water Services Delivery Plan and Internal Business Unit (IBU) proposal, being the community's preferred position, has been accepted by the Department of Internal Affairs and is programmed to be fully operational by 1 July 2027.
3. The IBU agreed model retains direct Council ownership and operating responsibility, ensuring strong accountability to the local community and alignment with broader Council objectives.
4. Operational responsibilities are to be delegated to the WDC Water Services Committee to ensure efficient decision making and are clearly defined in the Local Government (Water Services) Act. The act will help guide future delegation considerations as the WDC Water Services Committee transitions itself and the department in line with the Water Services Delivery Plan.
5. The WDC Water Services Committees focus will be the establishment of the processes, systems and information required as outlined in the Water Services Delivery Plan and it will uplift the operations and governance responsibility of the water department with immediate effect upon adoption of the establishment of a Water Committee.
6. It is imperative that robust governance arrangements are established that are enduring. This will involve establishing very clear decision-making frameworks, underpinned by appropriate delegations, that provide the WDC Water Services Committee with enough authority to efficiently deliver the three waters activities.
7. Confidence is obtained through utilisation of a mix of independent experts and elected members. Ensuring the correct balance between democratic oversight and expertise is critical for success.
8. Council effectively maintains oversight through several mechanisms. It would need to adopt a draft Water Services Strategy for parallel consultation with the 2027 – 2037 Long term Plan, including supporting documents, which include:
 - a. The Strategic Asset Management Plan
 - b. The Asset Management Plans
 - c. The Investment Delivery Plan

9. It is important to note that the key components of Local Water Done Well are:
 - i. Fit for purpose service delivery models
 - ii. Ensuring water services are financially sustainable
 - iii. The introduction of greater government oversight, economic, and quality regulation
10. Monitoring the regulatory performance will be a key role for the WDC Water Services Committee. These regimes ensure that all water service providers maintain an appropriate level of service that aligns with Government aspirations and are, effectively, non-negotiable.
11. The Terms of Reference (attached to this report) are transitional. The establishment of the WDC Water Services Committee is to focus on the implementation of the accepted Water services Delivery Plan (a supplementary to this report), ensuring that delegations are sought to create efficiency in governance and operations, and establishing policy that is appropriate.
12. Appropriate policy settings will ensure that efficiency gains are realised, alongside ensuring that conditions are comparable with Council Controlled Organisations. Retaining staff across the organisation through this critical transition is paramount.
13. Notwithstanding this, deviation from either the 2025-2034 Long Term Plan (prior to 1 July 2026), the 2026-2027 Annual Plan (post 1 July 2026), or the Water Services Strategy and supporting documentation (post 1 July 2027) would require Council approval.
14. The WDC Water Services Committee is to serve as an independent governance body overseeing the operations of the internal business unit (IBU). As such the Committee will have no delegated powers to sub-delegate. Its role is to provide strategic direction to, and governance oversight of Waimate District Council's water services. The duties of the committee are outlined in the Terms of Reference attached to this report.
15. Community accountability is obtained through several mechanisms (but not limited to):
 - i. Consultation on the Water Service Strategy Summary
 - ii. Commerce Commission Information Disclosures
 - iii. Water Service Authority Annual Performance Reports
16. External independent members of the Committee will sign a separate contract (or similar) with the Waimate District Council on terms and conditions relating to their role on the WDC Water Services Committee.
17. The Council can elect to review any delegated authority vested in the Committee, or the terms of reference by giving notice to the Committee with explanation of the reasons for review.
18. The WDC Water Services Committee will provide a report to each Audit and Risk Committee Meeting. The report will cover significant financial and / or compliance risks, alongside any mitigation applied. The report content can be refined with feedback from the Audit and Risk Committee over time.
19. A further quarterly report to Council meetings will be provided. The report must include financial reports, a detailed work programme including DIA reporting requirements, Compliance status, and any risks or issues. The report content can be refined through feedback received from Council over time.

PROPOSAL

20. This paper proposes four items:

- a. **Item 1:** Agree and approve the establishment of the Waimate District Council Water Services Committee, here in to be referred to as the WDC Water Services Committee; and
- b. **Item 2:** Review and approve the terms of reference for the WDC Water Services Committee; and
- c. **Item 3:** Agree and approve the composition and appointment of membership to the Committee; and
- d. **Item 4:** Agree and approve the remuneration of external Committee members.

21. **Item 1:** The establishment of the WDC Water Services Committee, reference to the reason, purpose and makeup of the committee is noted on pages 11, 12 and 13 of the Final Water Services Delivery Plan. The main purpose of the Committee is to provide strategic direction to, and governance and assurance oversight of the water services for Council. The Organisational Delivery information will be annexed to and form part of the terms of reference for the formation and operation of the committee. The relevant section of the Water Services Delivery Plan outlines:

- a. The decision-making process diagram.
- b. The description, purpose, membership, proposed competencies and decision-making responsibility of the Committee.
- c. The specific tasks of the Committee.

22. **Item 2:** The terms of reference for the WDC Water Services Committee is attached for review and agreement and for Council to approve and adopt. The newly established WDC Water Services Committee will review the terms of reference and refer back to Council for discussion and further consideration as and when required.

23. **Item 3:** The outline of the Council appointed WDC Water Services Committee is detailed in the Water Services Delivery Plan on page 12. It is proposed that the following persons are appointed to the WDC Water Services Committee:

- a. Independent Chair (On recommendation of the Chief Executive and agreed by the Mayor and Deputy Mayor)
- b. Deputy Chair (to be selected from the five members below)
- c. Independent Appointee (On recommendation of the Chief Executive and agreed by the Mayor and Deputy Mayor)
- d. Independent Runanga Appointee (Appointed by Runanga and agreed by Ngai Tahu)
- e. Councillor (By appointment of Council)
- f. Councillor (By appointment of Council)
- g. Councillor (By appointment of Council)

24. **Item 4:** The remuneration of external Committee members is outlined in the attached remuneration schedule, comprising of an agreed amount for the Independent Chair, Runanga Appointee and the Independent Appointee.

25. It is noted for the purpose of full transparency that Council appointed Councillors will not receive any extra remuneration for their services on the Committee.

Options

26. Option 1 – That Council approves:
 - a. The establishment of the Waimate District Council Water Services Committee, here in to be referred to as the WDC Water Services Committee; and
 - b. The attached terms of reference for the WDC Water Services Committee; and
 - c. The composition and appointment of the membership of the Committee as outlined in point 23 of this paper; and
 - d. The remuneration of external Committee members as noted in the attached remuneration schedule.
27. Option 2 – That Council acknowledges the outline of the purpose and criteria for the WDC Water Services Committee which has been agreed to in Water Services Delivery Plan but wishes to make amendments.
28. Option 3 – That Council declines the proposed four items and reworks the establishment of the WDC Water Services Committee and resubmits changes for approval to the Department of Internal Affairs (DIA).

ASSESSMENT OF SIGNIFICANCE

29. This matter is not deemed significant under the Council's Significance and Engagement Policy; the establishment of a Water Committee has been widely discussed with the community during the consultation process to create an internal water business unit.

CONSIDERATIONS

30. There are no further considerations.

Legislation

31. Long Term Plan 2025 – 2034.
32. Local Government Act 2002.
33. Local Government (Water Services) Act 2025.
34. Local Government (Water Services Preliminary Arrangements) Act 2024

FINANCIAL

35. Provision for the establishment of the WDC Water Services Committee formed part of the Water Services Delivery Plan financial modelling. An annual allowance of \$100,000 was budgeted. There was an immaterial variance from the 2025-2034 Long Term Plan. Resultantly there will be an unfavourable variance in the latter part of the 2025/26 financial year.

RECOMMENDATION

1. That the Establishment of Waimate District Council Water Services Committee report is accepted; and
2. That Council approves:
 - (a) The establishment of the Waimate District Council Water Services Committee, here in to be referred to as the WDC Water Services Committee; and
 - (b) The attached terms of reference for the WDC Water Services Committee, and
 - (c) The composition and appointment of the Committee members (as outlined in point 23):
 - (i) Independent Chair (on recommendation of the Chief Executive and agreed by the Mayor and Deputy Mayor)
 - (ii) Deputy Chair (to be selected from the five members below)
 - (iii) Independent Appointee (on recommendation of the Chief Executive and agreed by the Mayor and Deputy Mayor)
 - (iv) Independent Runanga Appointee (appointed by Runanga and agreed by Ngai Tahu)
 - (v) Councillor (by appointment of Council)
 - (vi) Councillor (by appointment of Council)
 - (vii) Councillor (by appointment of Council), and
3. Approves the remuneration of external Committee members as noted in the attached remuneration schedule:
 - (a) Independent Chair - \$1,391.30 plus GST if any per ordinary meeting plus reasonable expenses.
 - (b) Independent Appointees - \$1,391.30 plus GST if any per ordinary meeting plus reasonable expenses.



WDC Water Services Committee Terms of Reference

Purpose

The purpose of the WDC Water Services Committee is to provide strategic direction to, and governance oversight of Waimate District Council's water services:

- a. Overseeing the development of Councils Water Service Strategy.
- b. Monitoring the implementation of Councils Water Service Delivery Plan 2025, and reporting progress to the Department of Internal Affairs as required.
- c. Overseeing the development of budgets for relevant planning processes, including for Water Services Strategy, Annual Plan and reforecasting processes.
- d. Maintaining oversight of significant water projects, including capital infrastructure, resource consents and other key strategic projects.
- e. Monitoring financial performance and expenditure against budget.
- f. Overseeing regulatory and legislative compliance of waters activities, including non-financial performance and information disclosures.
- g. Considering emerging legislation, policy announcements, and industry trends, and the broader impacts of these on its water services delivery.
- h. Exercising Councils statutory regulatory functions under the following Acts and Regulations (and any amendments) that are not elsewhere delegated to staff and that relate to matters within the Waimate district;

in a manner that promotes the current and future interests of the community (Local Government Act 2002, Local Government (Water Services Preliminary Arrangements) Act 2024 and Local Government (Water Services) Act 2025.

The WDC Water Services Committee will operate as per the Organisational Delivery section outlined in the Water Services Delivery Plan approved by the Department of Internal Affairs in November 2025. The outline of the Organisational Delivery is detailed on pages 11, 12 and 13.

Further, the WDC Water Services Committee is by default, an extension of council and will adopt Standing Orders to regulate meetings ensuring open, transparent, and fair decision-making. These rules must comply with the Local Government Act 2002 and Local Government Official Information and Meetings Act 1987.

Membership

Membership of the Committee comprises:

- One (1) Independent external Chair
- Deputy Chair (To be either internal or external from committee group)
- One (1) Runanga Appointee
- One (1) Independent external Appointee



- Three (3) Councillors

The quorum is four members.

Meeting Frequency

The WDC Water Services Committee will meet on a monthly cycle, or on an as-required basis as determined by the Chair and Asset Group Manager. This frequency will be reviewed mid-2026. Committee members shall be given not less than 5 working days' notice of meetings.

Power to act

The Committee has the power to:

1. Resolve only on matters relating to Waimate District Council's water assets and activities.
2. Co-opt suitably qualified people to the Committee to assist the Committee in meeting its responsibilities. With the exception of the Chairperson, co-opted members do not have voting rights.
3. If any matter is of such strategic or policy importance or urgency, then, with endorsement of the appropriate Chairperson, the matter shall be referred direct to Council.
4. All media correspondence must follow the Waimate District Council Media Communications Policy and refer media and responses to the Mayor and Chief Executive, including the Communications Team.

Power to recommend to Council

The Committee can make recommendations to Council on matters or proposals relevant to Council's water assets and activities that:

1. Are outside of or in conflict with Council's Long Term Plan, Water Services Strategy, or policy direction.
2. Have strategic policy importance, except that the Committee shall have the power to resolve in respect of Council's water assets and activities.

Delegation of powers

The committee has no powers to sub-delegate.

The Council can elect to review any delegated authority vested in the Committee, or the terms of reference by giving notice to the Committee with an explanation of the reasons for the review.

Limits of authority

The Committee's "power to act" pursuant to these delegations is subject to:

1. Matters being related solely to Council's water assets and activities.
2. An overriding responsibility to ensure that its actions and decisions are always within the law.
3. An overriding responsibility to ensure that its actions and decisions are within Council Policy, or if in conflict with a Council policy, that this is explicitly identified in a report to Council and any relevant resolutions.

For clarification, Council cannot delegate the matters in cl 32(1)(a) to (h), Schedule 7, LGA 2002 and pertinent to the WDC Water Services Committee. These matters include the power to make



a rate, make a bylaw, the power to borrow money or purchase or dispose of assets, the power to adopt policies that must be adopted and consulted on under the LGA 2002 or for the local governance statement, and the power to adopt a remuneration and employment policy.

- Council engaged Beca to review its planned investment and that it is sufficient to meet the required performance standards (see Beca report, Appendix 2).

Organisational Delivery

To strengthen governance and assurance for water services, the Council is intending to establish a Water Services Committee. This will serve as an independent governance body overseeing the operations of the internal business unit. Its role is to ensure strategic alignment, regulatory compliance, and community accountability, as illustrated below. The Committee's role, membership and terms of reference will be reviewed after 2 years as we move from establishment and compliance with the new requirements of the Local Government (Water Services) Bill, to business-as-usual.

Specific tasks for the Water Services Committee will include:

- Monitor the performance of the Business Unit to ensure it is meeting the financial and non-financial performance and compliance requirements required under water legislation.
- Provide an independent assessment to the Council on the compliance and financial sustainability of the delivery of water services including:
 - Investment and revenue sufficiency.
 - Debt funding arrangements and ratios.
 - Ongoing financial sustainability.
 - That the accounts presented in the annual plans and annual report are ring fenced.
- Oversee the preparation of and recommend to Council to adopt the Water Services Strategy and the associated water services annual budgets and annual reports.
- Recommend to Council to adopt any proposed changes to prices and price tariff methodology. The Water Services Committee will also have a role in consultation on the proposed price tariff changes.

The Water Services Business Unit will continue to be the basis for organisational delivery. There are some proposed changes (still subject to consultation with staff) to enhance the capability to deliver on the changes to water services. It is proposed that some current roles will have an enhanced focus on just water services delivery, while some new roles will increase the financial and asset management capability in the Business Unit given changes to planning and reporting requirements under the Local Government (Water Services) Bill, including the introduction of economic regulation. The Financial Lead will take a primary role in ensuring the revenues and costs attributable to water services are appropriately accounted to meet the financial planning and reporting requirements for water services, which will be subject to the separated reporting and audit requirements under the [Bill/Act]. The Asset Manager role will lead asset management planning and asset management improvement, play a key role in providing the required regulatory disclosures and support the preparation and delivery of the Water Services Strategy.



WDC Water Services Committee

Remuneration Schedule December 2025

The appointment of external members to the Waimate District Council Water Services Committee requires the Council to recompense the time and effort of the external appointees.

It is the Council's intention to appoint:

1. An Independent Chair
2. Two (2) Independent Appointees, one to be a Runanga representative

The independent appointments will collectively bring relevant skills and experience in network infrastructure, rural water, and public health/environmental regulatory compliance.

It is proposed that remuneration will be paid for time and effort on an ordinary meeting basis, the frequency of which is envisaged to be monthly.

Remuneration will be **\$1,391.30 plus of GST if any per ordinary meeting plus reasonable expenses.**

The remuneration will be reviewed from time to time by full Council.

It is made clear in this remuneration schedule that remuneration is not available to appointed Councillors who will sit on this committee.

16.2 WDC WATER SERVICES COMMITTEE - POLICY REVIEW

Author: Shey Taylor, Strategic Planner/Policy Advisor

Authoriser: Nicole Timney, Community Services and Strategy Group Manager

Attachments: 1. Asset Management Policy January 2026 [!\[\]\(8598a6c426d71ae19605d46138ac97d9_img.jpg\)](#) [!\[\]\(ceb442541e207d7d1a4fbb0fd10db474_img.jpg\)](#)
2. Delegations Policy 19 January 2026 [!\[\]\(8167d39834a376bc94395f7a3e0a0fd2_img.jpg\)](#) [!\[\]\(c52330402cfe4258a655ac351ffd6fd1_img.jpg\)](#)

PURPOSE

1. The purpose of this report is to inform Council of the policy changes required to support the immediate establishment of the new WDC Water Services Committee and water services internal business unit (IBU), including the delegation of appropriate authority and the policy framework necessary to enable the committee and IBU to operate in accordance with relevant legislation.

BACKGROUND

2. Water services continue to be delivered as an activity of Council. As a result, many existing Council policies remain appropriate and continue to apply without amendment. However, recent changes in legislation requires that certain policies be updated to ensure the IBU can operate within a compliant governance, policy, and delegation framework.
3. This report identifies and amends several of those policies that require immediate changes to empower the WDC Water Services Committee in the stand up of the IBU. The proposed changes are targeted and do not alter Council's overall governance role.
4. Further updates regarding new roles and appropriate financial delegations for Water Services will be brought back to Council in February for review and adoption.
5. Separate to the updates for the establishment of the WDC Water Services Committee, there are required updates under the Dog Control Act 1996 and the removal of delegations from a committee which has now been deleted.

Policies requiring immediate amendment

6. **Dog Control Act 1996**
 - a. Remove delegations to a committee which has now ceased to operate.
7. **Delegations Policy**
 - b. Amendments are required to support the establishment of relevant decision-making arrangements including powers, delegations, and limits of authority of the WDC Water Services Committee.
 - c. Replace the source of water service activities delegations from the Local Government Act 2002 to the Local Government (Water Services) Act 2025.
8. **Asset Management Policy**
 - a. Updates to disclose regulatory requirements that govern Council's role as a water service provider under the Local Government (Water Services) Act 2025.
 - b. Asset Management Practice Levels relating to water services will be maintained at the Core/Intermediate level but will continue to be evaluated with the development of the Water Services Strategy.

Policies requiring ongoing development

9. **Financial/Development Contributions**
 - a. As a part of its financial regulation, the IBU is required to have a policy on development contributions for drinking water, storm water and sewerage.

- b. Council will continue to use financial contributions derived from the RMA for activities outside of the drinking water, storm water and sewerage.
- c. This policy will be developed in parallel with the production of the Water Services Strategy and will be adopted as part of the Long Term Plan 2027-2037 financial policies.

PROPOSAL

10. Council approves the proposed changes to the Delegations Policy and Asset Management Policy, with or without further amendment to what is proposed.

ASSESSMENT OF SIGNIFICANCE

11. The proposed changes are not considered significant under Council's Significance and Engagement Policy.

CONSIDERATIONS

12. Any amendments to the proposed policy changes may delay the implementation of the WDC Water Services Committee.

Legislation

13. Local Government Act 2002.
14. Local Government (Water Services) Act 2025.
15. Local Government (Water Services Preliminary) Act 2024

Risk

16. Any amendments to the proposed policy changes may delay the implementation of the WDC Water Services Committee. Such a delay may impact the timeline of Council's Water Service Delivery Plan.

FINANCIAL

17. Provision for the establishment of the WDC Water Services Committee formed part of the Water Services Delivery Plan financial modelling. An annual allowance of \$100,000 was budgeted.

Budget

18. The proposed changes do not impact the budgets of Council.

RECOMMENDATION

1. That the WDC Water Services Committee - Policy Review report is accepted; and
2. That Council approves the changes to the Delegations Policy and Asset Management Policy with the proposed amendments; and
3. That Council acknowledge the ongoing development of Council policy to meet the requirements of water service delivery legislative and regulatory requirements.

Asset Management Policy



Approved by:	Council		
Sponsor:	Asset Group Manager		
Date approved:	27/01/2026		
Next review:		Resolution:	

POLICY OVERVIEW

1. Purpose

1.1 The purpose of the Appropriate Level of Asset Management Policy is to:

- satisfy the requirements outlined in the 2020 IIMM, Section 2.1.5
- determine the appropriate level of sophistication for asset management of infrastructure activities (Roading, Utilities – (Water, Stormwater & Wastewater), Solid Waste, Community Property, and Parks & Reserves) to be managed.
- ensure that Council's service delivery is optimised to deliver the purpose of local government (as defined in the Local Government Act 2002), agreed community outcomes and levels of service, manage related risks, and optimise expenditure over the entire lifecycle of the service delivery, using appropriate assets and non-asset solutions as required.
- [ensure that Council's asset management practices support compliance with all applicable legislative and regulatory requirements relevant to Council's activities.](#)

2. Background

2.1 Asset and Activity Management Plans (AMPs) have been developed as a tool for authorities to describe how they intend to manage assets, meet the level of service agreed with the community and understand expenditure and funding requirements. In the process of completing AMP's a wide range of data is reviewed to support decision making.

2.2 Authorities that manage assets on behalf of their communities need to define an appropriate level of asset management for the activity being managed.

2.3 The Office of the Auditor General (OAG) may review AMPs as part of the Long Term Plan (LTP) audit. The OAG have chosen to use the International Infrastructure Management Manuals (IIMM) as the benchmark to measure the standard of AMP's against. These documents have been compiled with significant New Zealand industry input and are recognised internationally as best practice.

3. Statutory and Legal

- 3.1 Local Government Act 2002: Schedule 10 (Groups of Activities)
- 3.2 In accordance with best practice defined in IIMM 2020

PROCEDURES

4. Policy Principles

- 4.1 Council shall adhere to the following principles in its infrastructure asset management planning:
 - Service delivery needs form the basis of infrastructure asset management
 - Effective consultation will be used to determine appropriate Levels of Service
 - Plans will reflect the strategy of Council and drive its operations
 - Infrastructure asset management decision making will be transparent and accountable
 - Council will be aware of the need to invest in infrastructure asset management in order to continue delivering services effectively
 - Infrastructure asset management will be integrated within Council's strategic, tactical and operational planning frameworks
 - Infrastructure asset management will be integrated with other planning including the integration of asset management with corporate, financial, business and budgetary planning using asset management plans and summaries in Council's LTP
 - Informed decision making will utilise a lifecycle management and inter-generational approach
 - Whole-of-life costs will be considered through procurement practice and before initiating any major works, significant renewals of assets and the introduction of new activities
 - Appropriate decision making tools and criteria on a whole of network or individual project basis including as appropriate the use of lifecycle benefit and cost analysis, risks to assets, business case development, optimised decision making and multi-criteria analysis will be utilised
 - Sustainability will be integrated into all aspects of AMP development. Sustainable management will be focussed on providing for present needs whilst sustaining resources for future generations
 - The implications of changes in demand and the potential to manage demand will be taken into account as far as resources allow
 - Structured planning will provide input and direction and take account of the Community Outcomes
 - Reporting on assets and asset management performance as appropriate for management, benchmarking and mandatory reporting requirements will be undertaken
 - Consideration will be given to what is the most useful data, including type quality,

1

frequency, that needs to be collected to form plans and demonstrate achievement of levels of service

- Council's Procurement Policies will be followed
- Integration with neighbouring authorities and other agencies (e.g., New Zealand Transport Agency) and co-ordination with external network utilities will occur as appropriate

5. Relevant Activities

5.1 The Appropriate Level of Infrastructure Asset Management Policy applies to the following activities:

- Roading
- Utilities – Water, Wastewater and Stormwater
- Parks and Reserves
- Solid Waste
- Community Property

6. Asset Management Practice Levels

6.1 For the purposes of this Policy, three levels of asset management practice are defined as follows:

- **'Core' Asset Management**

Asset management which relies primarily on the use of an asset register, maintenance management systems, top-down condition assessment, simple risk assessment and defined levels of service, in order to establish a long-term cashflow projection.

- **'Intermediate' Asset Management**

'Intermediate' asset management practice is undertaken at a level between 'Core' and 'Advanced' practice. The focus is to build on the basic technical asset management planning of 'Core' practice by introducing improved maintenance management and more comprehensive asset management techniques (as appropriate). Further use is made of risk management, asset lifecycle management, and service standard optimisation techniques.

- **'Advanced' Asset Management**

Asset management which employs predictive modelling, risk management and optimised decision-making techniques to establish asset lifecycle treatment options and related long term cashflow predictions.

6.2 The level of sophistication has been determined against the following parameters:

- District and Community Populations
- Issues affecting the district and each activity
- The cost and benefits to the community
- Legislative requirements
- The size, condition and complexity of the assets
- The risk associated with failures
- The skills and resources available to the organisation

- Customer expectation
- Sustainability

7. Council Infrastructure Asset Management

7.1 Infrastructure Asset Management practice by activity area shall be managed to a minimum of the following levels:

Activity AM Level	Roading	Utilities (Water, Wastewater, and Stormwater)	Solid Waste	Parks & Reserves	Community Property
Advanced					
Core / Intermediate	<i>Waka Kotahi driven additional requirements</i>	<i>Regulator driven additional requirements</i>			
Core					

7.2 Notwithstanding the above, the minimum NZ Transport Agency requirements relating to the Transport Activity, and regulatory requirements for Water, Wastewater and Stormwater shall be met.

8. Supplementary Requirements for Water Service Delivery

8.1 Under the Local Government (Water Services) Act 2025, Council's role as a water service provider is subject to additional legislative and regulatory requirements. In carrying out its responsibilities for the provision, funding, and ongoing maintenance of water services and associated infrastructure, Council must comply with specific obligations that apply to water service providers alongside its broader duties under general local government legislation.

Delegations Policy



Approved by:	Council		
Sponsor:	Corporate Services Group Manager		
Date approved:	27/01/2026		
Next review:		Resolution:	

1. Introduction

1.1 Purpose and Principles of Delegations

The purpose of the delegations in this Delegations Policy (**Policy**) is to provide a clear framework and hierarchy to identify, confirm, and record all existing and required delegations of authority relating to Waimate District Council (**Council**).

1.2 Scope

This Policy will define:

- The role of elected members, including judicial special purpose committees and sub-committees;
- The role of Chief Executive;
- The role of senior Council management;
- The role of other Council staff;
- The role of community members or groups agreeing to accept a delegated role from Council;
- Financial delegations;
- Liability and indemnity in relation to the exercise of delegated authority; and
- Powers and voting rights of persons assigned or agreeing to a delegated authority.

The scope of this Policy does not extend to partnerships with private sector organisations nor to any roles that Council may assume in relation to advancing community outcomes together with its influencing agencies and organisations, (unless set out by agreement between all parties in a Memorandum of Understanding (MOU)).

1.3 Responsibility

Responsibility to observe this Policy lies with all elected members and staff and to all members of the community agreeing to accept a delegated authority from Council, and to any community organisation receiving delegations as part of a **MOU** with Council.

1.4 Amendments to this Policy

This Policy is to be maintained by Council's policy analyst who will amend the Policy in accordance with:

- Any instruction to that effect given by Council and any delegate authorised to amend this Policy; or
- Any need for typographical, grammatical or other minor amendment where the intention of Council in the matter of a delegation is not altered.

1.5 Background

The enactment of the Local Government Act 2002 (**LGA**) has had implications for the way in which all territorial local authorities in New Zealand operate their methods of delegating authority. The key sections of the LGA in relation to delegations are:

Section 41 – Governing bodies

...

- (2) A territorial authority must have a governing body consisting of members and a mayor elected in accordance with the Local Electoral Act 2001.
- (3) A governing body of a local authority is responsible and democratically accountable for the decision-making of the local authority.

...

Section 41A – Role and powers of mayors

- (1) The role of a mayor is to provide leadership to—
 - (a) the other members of the territorial authority; and
 - (b) the people in the district of the territorial authority.
- (2) Without limiting subsection (1), it is the role of a mayor to lead the development of the territorial authority's plans (including the long-term plan and the annual plan), policies, and budgets for consideration by the members of the territorial authority.
- (3) For the purposes of subsections (1) and (2), a mayor has the following powers:
 - (a) to appoint the deputy mayor;
 - (b) to establish committees of the territorial authority;
 - (c) to appoint the chairperson of each committee established under paragraph (b), and, for that purpose, a mayor—
 - (i) may make the appointment before the other members of the committee are determined; and
 - (ii) may appoint himself or herself.
- (4) However, nothing in subsection (3) limits or prevents a territorial authority from—
 - (a) removing, in accordance with clause 18 of Schedule 7, a deputy mayor appointed by the mayor under subsection (3)(a); or
 - (b) discharging or reconstituting, in accordance with clause 30 of Schedule 7, a committee established by the mayor under subsection (3)(b); or
 - (c) appointing, in accordance with clause 30 of Schedule 7, 1 or more committees in addition to any established by the mayor under subsection (3)(b); or
 - (d) discharging, in accordance with clause 31 of Schedule 7, a chairperson appointed by the mayor under subsection (3)(c).
- (5) A mayor is a member of each committee of a territorial authority.
- (6) To avoid doubt, a mayor must not delegate any of his or her powers under subsection (3).
- (7) To avoid doubt,—
 - (a) clause 17(1) of Schedule 7 does not apply to the election of a deputy mayor of a territorial authority unless the mayor of the territorial authority declines to exercise the power in subsection (3)(a);

(b) clauses 25 and 26(3) of Schedule 7 do not apply to the appointment of the chairperson of a committee of a territorial authority established under subsection (3)(b) unless the mayor of the territorial authority declines to exercise the power in subsection (3)(c) in respect of that committee.

Section 42 – Chief Executive

(1) A local authority must, in accordance with clauses 33 and 34 of schedule 7, appoint a chief executive.

(2) A chief executive appointed under subsection (1) is responsible to his or her local authority for –

- (a) implementing the decisions of the local authority; and
- (b) providing advice to members of the local authority and to its community boards, if any; and
- (c) ensuring that all responsibilities, duties, and powers delegated to him or her or to any person employed by the local authority, or imposed or conferred by an Act, regulation, or bylaw, are properly performed or exercised; and
- (d) ensuring the effective and efficient management of the activities of the local authority; and
 - (d)(a) facilitating and fostering representative and substantial elector participation in elections and polls held under the Local Electoral Act 2001; and
- (e) maintaining systems to enable effective planning and accurate reporting of the financial and service performance of the local authority; and
- (f) providing leadership for the staff of the local authority; and
- (g) employing, on behalf of the local authority, the staff of the local authority (in accordance with any remuneration and employment policy); and
- (h) negotiating the terms of employment of the staff of the local authority (in accordance with any remuneration and employment policy).

...

(3) A chief executive appointed under subsection (1) is responsible to his or her local authority for ensuring, so far as is practicable, that the management structure of the local authority –

- (a) reflects and reinforces the separation of regulatory responsibilities and decision-making processes from other responsibilities and decision-making processes; and
- (b) is capable of delivering adequate advice to the local authority to facilitate the explicit resolution of conflicting objectives.

(4) For the purposes of any other Act, a chief executive appointed under this section is the principal administrative officer of the local authority.

Schedule 7 Clause 32 – Delegations

(1) Unless expressly provided otherwise in this Act, or in any other Act, for the purposes of efficiency and effectiveness in the conduct of a local authority's business, a local authority may delegate to a committee or other subordinate decision-making body, community board, or member or officer of the local authority any of its responsibilities, duties or powers except –

- (a) the power to make a rate; or
- (b) the power to make a bylaw; or
- (c) the power to borrow money, or purchase or dispose of assets, other than in accordance with the long-term plan; or
- (d) the power to adopt a long-term plan, annual plan, or annual report; or

- (e) the power to appoint a chief executive; or
- (f) the power to adopt policies required to be adopted and consulted on under this Act in association with the long-term plan or developed for the purpose of the local governance statement; or
- (g) *[Repealed]*
- (h) the power to adopt a remuneration and employment policy.

(2) Nothing in this clause restricts the power of a local authority to delegate to a committee or other subordinate decision-making body, community board, or member or officer of the local authority the power to do anything precedent to the exercise by the local authority (after consultation with the committee or body or person) of any power or duty specified in sub-clause (1).

(3) A committee or other subordinate decision-making body, community board, or member or officer of the local authority may delegate any of its responsibilities, duties, or powers to a subcommittee or person, subject to any conditions, limitations, or prohibitions imposed by the local authority or by the committee or body or person that makes the delegation.

(4) A committee, subcommittee, other subordinate decision-making body, community board, or member or officer of the local authority to which or to whom any responsibilities, powers, or duties are delegated may, without confirmation by the local authority or committee or body or person that made the delegation, exercise or perform them in the like manner and with the same effect as the local authority could itself have exercised or performed them.

(5) A local authority may delegate to any other local authority, organisation, or person the enforcement, inspection, licensing, and administration related to bylaws and other regulatory matters.

(6) A territorial authority must consider whether or not to delegate to a community board if the delegation would enable the community board to best achieve its role.

(7) To avoid doubt, no delegation relieves the local authority, member, or officer of the liability or legal responsibility to perform or ensure performance of any function or duty.

(8) The delegation powers in this clause are in addition to any power of delegation a local authority has under any other enactment.

Note: All amounts stated in this policy are GST exclusive.

1.6 Legislation

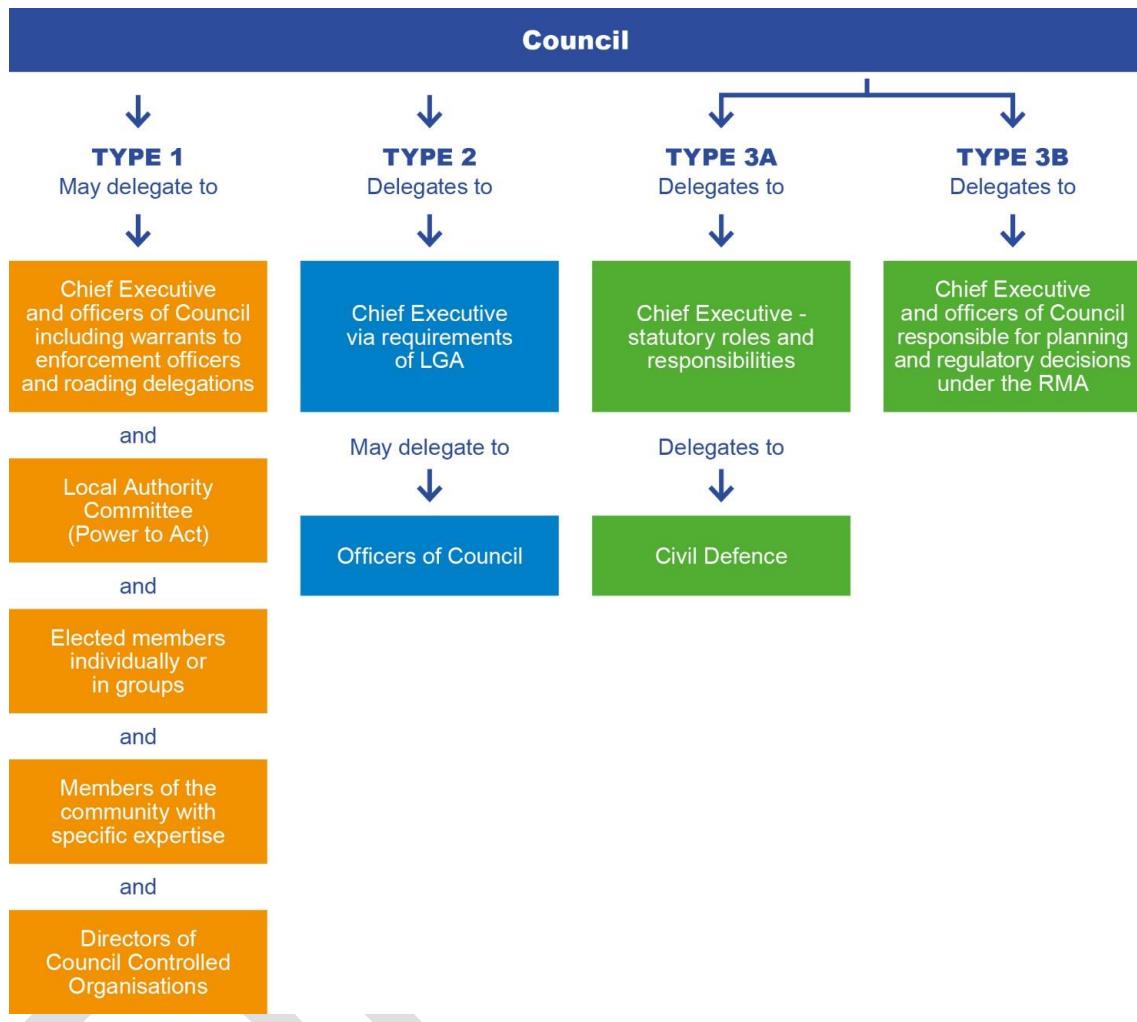
In fulfilling its purpose, the Council exercises powers and fulfils responsibilities conferred on it by a large number of statutes, chief among these are:

- LGA;
- Local Government Act 1974 ;
- Local Electoral Act 2001;
- Local Government (Rating) Act 2002;
- Local Government Official Information and Meetings Act 1987;
- Local Government (Water Services) Act 2025;
- Local Government (Water Services Preliminary Arrangements) Act 2024
- Resource Management Act 1991 (**RMA**);
- Privacy Act 1993;
- Employment Relations Act 2000;
- Building Act 2004; and

- Food Act 2014.

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2. Types of Delegations



2.1 Type 1 Delegations

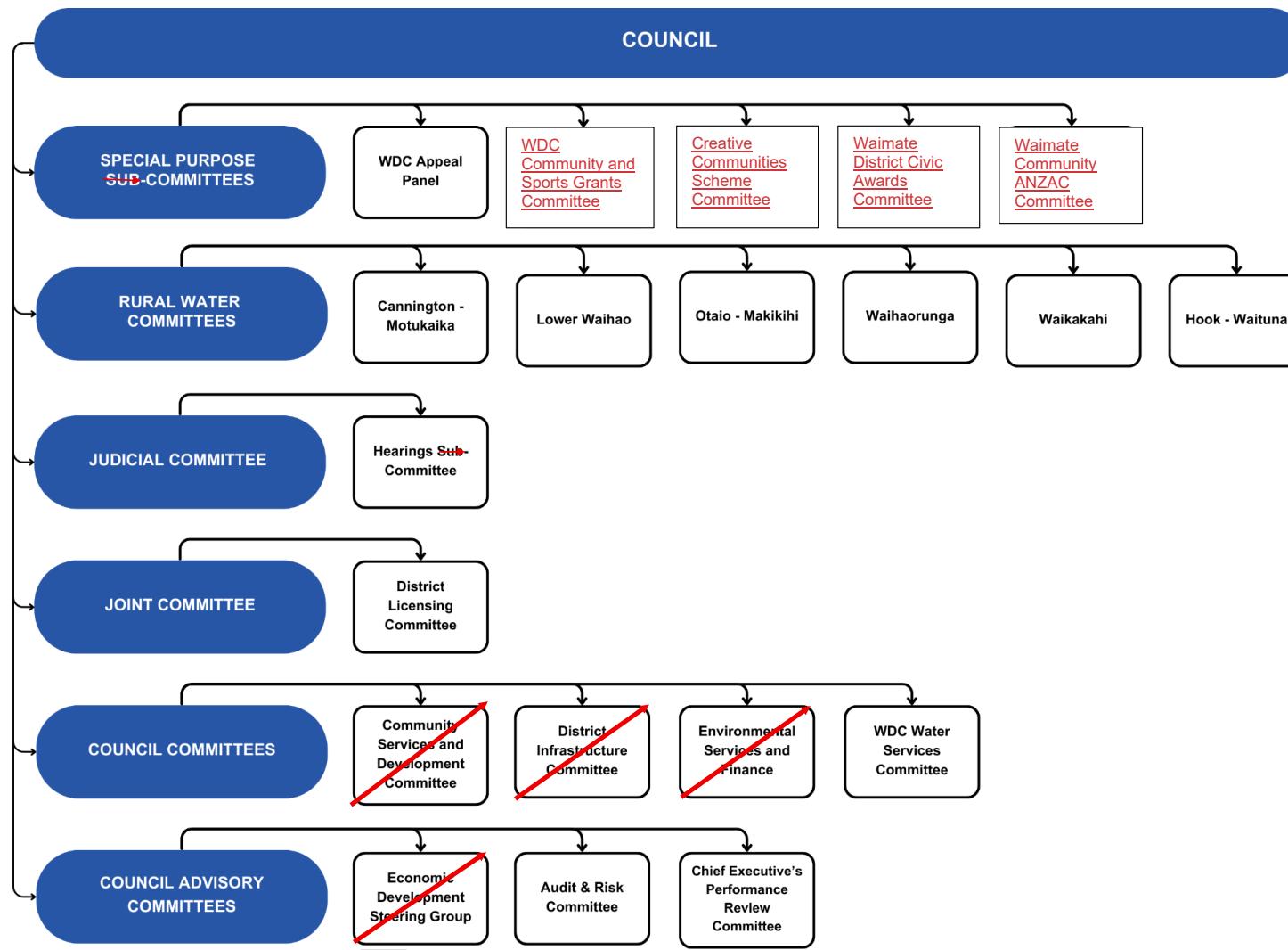
From	To	List of such delegations affixed at specified Schedule
Council	Council Committees with full power to act	Schedule 1A – Delegations to Council Committees
Council	Audit and Risk Committee, being a Council Advisory Committee	Schedule 1AA – Delegations to Audit and Risk Committee
Council	Chief Executive (where it is useful to record these specifically in addition to the general responsibilities of a chief executive in terms of section 42 of the LGA)	Schedule 1B – Delegations to Chief Executive from Elected Members
Council	Community organisation by way of MOU	Schedule 1C – Delegations from Council by way of MOU with Community Groups
Council	Elected members and staff	Schedule 1D – Delegations in Respect of Roading
Council	Enforcement officers and other staff	Schedule 1E – Warrants

2.2 Type 2 Delegations

From	To	List of such delegations affixed at specified Schedule
Chief Executive	Full powers to Senior Managers, from time to time, especially in periods of known absence.	N/A – appointed and period of appointment is written and signed on a case by case basis.
Chief Executive	Other Council staff financial authority to expend or commit Council to expenditures.	Schedule 2A – Council Staff, Financial Authority to expend or commit Council to expenditure

2.3 Type 3 Delegations

From	To	List of such delegations affixed at specified Schedule
Council	Chief Executive	Schedule 3A – Civil Defence Schedule 3B – Planning and Regulatory
Chief Executive	Civil Defence	Schedule 3A – Civil Defence Schedule 3A(i) – Requisitioning Powers under the Civil Defence Emergency Management Act 2002 Schedule 3A(ii) – Delegation of Powers under the Civil Defence Emergency Management Act 2002
Council	Planning	Schedule 3B – Planning and Regulatory
Council	Regulatory	Schedule 3B – Planning and Regulatory



Schedule 1A**Delegations to Council Committees**

Schedule 1A – Delegations to Council Committees		
Council Committees – Community Services and Development Committee		
<p>This committee is comprised of the Mayor and all Elected Members.</p> <p>The purpose of this committee is to provide strategic direction, governance oversight, and resolve policy issues associated with the following functions of Council:</p> <p class="list-item-l1">• Library</p> <p class="list-item-l1">• Promotions</p> <p class="list-item-l1">• Strategy</p> <p class="list-item-l1">• Community Support</p> <p class="list-item-l1">• Economic Development</p> <p class="list-item-l1">• Relevant Policy Development</p> <p class="list-item-l1">• Bylaw Production (Excluding Adoption)</p> <p>To achieve this purpose, the Community Services and Development Committee is delegated the following powers:</p> <p class="list-item-l1">• Approve external submissions</p> <p class="list-item-l1">• Appoint Councillors and Council representatives on to external Committees</p> <p class="list-item-l1">• Adopt policies and approve amendments to relevant policy documents relating to the functions of that Committee as listed in this policy (not including the adoption of policies to be adopted and consulted on under the LGA in association with the LTP or developed for the purpose of the Local Government Statement)</p> <p class="list-item-l1">• Approve grant applications and amend grant criteria</p> <p class="list-item-l1">• Approve road stoppings</p> <p class="list-item-l1">• Approve unbudgeted expenditure of up to \$10,000</p> <p class="list-item-l1">• Approve revisions and remedy omissions to existing fees and charges</p> <p class="list-item-l1">• Adopt the special consultative procedure provided for in sections 82 to 87 of the LGA in respect of matters under the Committee's jurisdiction, including the Bylaw making process, up to but not including adoption of that Bylaw</p>		

Schedule 1A – Delegations to Council Committees**Council Committees – District Infrastructure Committee**

This committee is comprised of the Mayor and all Elected Members.

The purpose of this committee is to provide strategic direction, governance oversight, and resolve policy issues associated with the following functions of Council:

• Three Waters	• Waste Management	• Roading and Footpaths
• Property	• Parks and Reserves	• Relevant Policy Development
• Bylaw Production (Excluding Adoption)		

To achieve this purpose, the District Infrastructure Committee is delegated the following powers:

- Approve external submissions
- Appoint Councillors and Council representatives on to external Committees
- Adopt policies and approve amendments to relevant policy documents relating to the functions of that Committee as listed in this policy (not including the adoption of policies to be adopted and consulted on under the LGA in association with the LTP or developed for the purpose of the Local Government Statement)
- Approve grant applications and amend grant criteria
- Approve road stoppings
- Approve unbudgeted expenditure of up to \$10,000
- Approve revisions and remedy omissions to existing fees and charges
- Adopt the special consultative procedure provided for in sections 82 to 87 of the LGA in respect of matters under the Committee's jurisdiction, including the Bylaw making process, up to but not including adoption of that Bylaw

Schedule 1A – Delegations to Council Committees**Council Committees – Environmental Services and Finance**

This committee is comprised of the Mayor and all Elected Members.

The purpose of this committee is to provide strategic direction, governance oversight, and resolve policy issues associated with the following functions of Council:

- Regulatory and Environmental services
- Resource Management
- Forestry
- Building Control
- Animal Control
- Audit and Risk
- Civil Defence Emergency Management
- Investments and Finance
- Governance – Community Representation

To achieve this purpose, Environmental Services and Finance is delegated the following powers:

- Approve external submissions
- Appoint Councillors and Council representatives on to external Committees
- Adopt policies and approve amendments to relevant policy documents relating to the functions of that Committee as listed in this policy (not including the adoption of policies to be adopted and consulted on under the LGA in association with the LTP or developed for the purpose of the Local Government Statement)
- Approve grant applications and amend grant criteria
- Approve road stoppings
- Approve unbudgeted expenditure of up to \$10,000
- Approve revisions and remedy omissions to existing fees and charges
- Adopt the special consultative procedure provided for in sections 82 to 87 of the LGA in respect of matters under the Committee's jurisdiction, including the Bylaw making process, up to but not including adoption of that Bylaw

Schedule 1A – Delegations to Council Committees	
Council Committees – WDC Water Services Committee	
This committee is comprised of:	
<ul style="list-style-type: none">• One independent external Chair• One Deputy Chair• Two independent external appointees• Three WDC Councillors	
The purpose of this committee is to provide strategic direction to, and governance oversight of Waimate District Council's water services. Council's water service activities are:	
<ul style="list-style-type: none">• Water Supply• Stormwater• Sewerage	
To achieve this purpose, the WDC Water Services Committee is delegated the following powers:	
<u>Power to Act</u>	
The Committee has the power to:	
<ul style="list-style-type: none">• Resolve only on matters relating to Waimate District Council's water assets and activities.• Co-opt suitably qualified people to the Committee to assist the Committee in meeting its responsibilities. With the exception of the Chairperson, co-opted members do not have voting rights.• If any matter is of such strategic or policy importance or urgency, then, with endorsement of the appropriate Chairperson, the matter shall be referred direct to Council.	
<u>Power to Recommend</u>	
The Committee can make recommendations to Council on matters or proposals relevant to Council's water assets and activities that:	
<ul style="list-style-type: none">• Are outside of or in conflict with Council's Long Term Plan, Water Services Strategy, or policy direction.• Have strategic policy importance, except that the Committee shall have the power to resolve in respect of Council's water assets and activities.	
<u>Limits of Authority</u>	
This Committee has no authority to sub-delegate any of the powers granted in this section.	
The Committee's "Power to Act" pursuant to these delegations is subject to:	
<ul style="list-style-type: none">• Matters being related solely to Council's water assets and activities.• An overriding responsibility to ensure that its actions and decisions are always within the law.• An overriding responsibility to ensure that its actions and decisions are within Council policy, or if in conflict with a Council policy, that this is explicitly identified in a report to Council and any relevant resolutions.	

Schedule 1A – Delegations to Council Committees**Special Purpose Sub-Committees – WDC Appeal Panel**

Council's WDC Appeal Panel has been granted the following delegated authority:

Dog Control Act 1996

- Section 22 - Power to hear and determine any objection to the classification of any person as a probationary owner
- Section 23 – Power to determine to terminate a probationary owner classification early
- Section 26 – Power to hear and determine any objection to the disqualification of any person from being the owner of any dog
- Section 31 – Power to hear and determine any objection to the classification of any dog as a dangerous dog
- Sections 33B/33D – Power to hear and determine any objection to the classification of a dog as menacing
- Section 55 – Power to hear and determine any objection to any requirement of a notice issued in respect to a barking dog

Schedule 1AA – Delegations to Audit and Risk Committee**Council Advisory Committees – Audit and Risk Committee**

Audit and Risk Committee has the delegated authority to:

- Engage and confirm with the external auditor the terms of the auditor's appointment and engagement, including the nature and scope of the audit and timetable
- Approve the appointment of any internal auditor, internal audit programmes, audit engagement letters and letters of undertaking for audit functions
- Approve additional services provided by the external auditor
- Approve, coordinate and monitor special investigations
- Seek independent advice within budget
- Seek any information it requires from the Chief Executive who will co-operate with any reasonable request made by the Audit and Risk Committee.

Audit and Risk Committee has no financial delegation from Council.

Audit and Risk Committee may not delegate any of its responsibilities, duties, or powers.

Schedule 1A Delegations to Council Committees

Council is obliged, in accordance with the LGA, to adopt Standing Orders. The Standing Orders contain rules for the conduct of the proceedings of the local authority, committees and subcommittees. Their purpose is to enable local authorities to exercise their decision-making responsibilities in a transparent, inclusive and lawful manner.

2.4 Council Committees

The Mayor has established the following Standing Committees, in accordance with section 41A of the LGA, to deal with governance and policy issues associated with the functions listed for each committee:

Community Services and Development Committee

- Library
- Promotions
- Strategy
- Community Support
- Economic Development
- Bylaw making process up to but not including adoption
- All Policies relating to Community Services and Development

District Infrastructure Committee

- Three Waters
- Waste Management
- Reading and Footpaths
- Parks and Reserves includes Parks and Public Spaces, Swimming, Camping, Cemeteries
- Bylaw making process up to but not including adoption
- All Policies relating to District Infrastructure
- Property

Environmental Services and Finance

- Regulatory and Environmental Services
- Building Control
- Civil Defence Emergency Management
- Resource Management
- Dog and Animal Control
- Investments and Finance
- Forestry
- Audit and Risk
- Governance – Community Representation

- Information Technology
- Bylaw making process up to but not including adoption
- All Policies relating to Environmental Services and Finance

Council Committee composition

Each of the Council Committees comprises all Councillors together with the Mayor.

Council Committee delegations

Council Committees have delegated authority to:

- Approve external submissions;
- Appoint Councillors and Council representatives on to external Committees;
- Adopt policies and approve amendments to relevant policy documents relating to the functions of that Committee as listed in this policy (not including the adoption of policies to be adopted and consulted on under the LGA in association with the LTP or developed for the purpose of the Local Government Statement);
- Approve grant applications and amend grant criteria;
- Approve road stoppings;
- Approve unbudgeted expenditure of up to \$10,000;
- Approve revisions and remedy omissions to existing fees and charges; and
- Adopt the special consultative procedure provided for in sections 82 to 87 of the LGA in respect of matters under the Committee's jurisdiction, including the Bylaw making process, up to but not including adoption of that Bylaw.
-

Schedule 1AA – Delegations to Audit and Risk Committee

The Audit and Risk Committee has delegated authority to:

- Engage and confirm with the external auditor the terms of the auditor's appointment and engagement, including the nature and scope of the audit and timetable;
- Approve the appointment of any internal auditor, internal audit programmes, audit engagement letters and letters of undertaking for audit functions;
- Approve additional services provided by the external auditor;
- Approve, coordinate and monitor special investigations;
- Seek independent advice within budget; and
- Seek any information it requires from the Chief Executive who will co-operate with any reasonable request made by the Audit and Risk Committee.

The Audit and Risk Committee has no financial delegation from Council.

The Audit and Risk Committee may not delegate any of its responsibilities, duties or powers.

Schedule 1B Delegations to Chief Executive from Elected Members

Functions

The Chief Executive is the head of the Council's staff appointed under section 42 of the LGA.

Delegations to Chief Executive

In order to fulfil these responsibilities the Chief Executive is delegated all the powers, functions and duties necessary for the management of the Council's activities and the implementation of Council policy except:

- (a) Those reserved to the Council under clause 32 to Schedule 7 of the LGA; and
- (b) Any other powers, functions and duties specifically identified as being reserved to the Council or a committee under this Policy.

The Chief Executive may delegate any of these responsibilities, duties or powers, except any the law requires the Chief Executive to exercise.

Specific Delegations

For the avoidance of doubt, the Chief Executive's delegations include the powers detailed in the following bullet points:

- To commit Council expenditure up to a limit of \$750,000 (within approved budget);
- To approve cash investment with approved counterparties up to a value of \$2,000,000 for a term of six months;
- To initiate, negotiate, resolve or withdraw from legal proceedings in any Court. This includes prosecutions, debt recovery and Resource Management Act appeals and all other legal proceedings. To commence any prosecution the Chief Executive will do so in accordance with the "Guidelines for the laying of informations" adopted by Council from time to time;
- To make submissions to outside organisations on behalf of Council, following consultation with elected members;
- To undertake all directives approved by Council resolution;
- To sell or purchase property or land up to the value of \$40,000 without Council resolution, but with approval of His Worship the Mayor (refer to Property or Land Sale Purchase and Lease Policy 410);
- To approve contingency expenditure up to a limit of \$500,000 in the case of emergency or an unexpected event etc.;
- To accept, negotiate or decline contracts, tenders, purchasing agreements or any other arrangements for:
 - The employment of staff, consultants and advisers
 - The supply of goods and services, plant items or other assets to the Council
 - The provision of services by Council, and the sale, leasing, or disposal of goods, plant capital items (excluding real estate property) or other assets owned by the council and the settlement of claims for compensation
 - Easements, rights of way, caveats, registrable interests and similar minor dealings with property
- To issue trespass notices on Council owned or occupied land and to sub-delegate the issuance of trespass notices to appropriate persons; and
- The Chief executive may issue warrants to staff, and any contractors, and may change the warrants. A record of all current warrants must be kept.

Schedule 1C Delegations from Council by way of MOU with Community Groups**Public Hall Committees**

St Andrews Hall Committee	Ikawai Memorial Community Centre Committee
Arno Soldiers Memorial Hall Committee	Waihaorunga Hall Committee
Glenavy Community Hall Trust Committee	Hunter Public Hall Committee
Southburn Amenities Society Inc. Committee	Studholme Hall Committee
Hook Soldiers Memorial Hall Committee	Kurow Memorial Hall
Willowbridge Hall Committee	Waituna Hall Committee
Makikihi Hall Committee	Otaio Community Hall Committee
Lyalldale Hall Committee	Bluecliffs Hall Committee
Maungati Community Hall Committee	Morven Hall Committee

Preamble

Traditionally Council's relationship with some rural hall committees has been simply that Council arranges and pays their insurance premium and then invoices the hall committee. Upon request from the hall community, Council will conduct the invoicing of a hall rate to the households in the hall community and return these funds to the committee, for the up-keep and management of the hall.

In addition to these arrangements, three of the above rural hall or reserve committees (St Andrews, Glenavy and Morven Reserve) receive additional services from Council. These halls/reserves provide Council with approved invoices, and Council pays these invoices from funds held on the hall/reserve's behalf.

Rural Water Scheme Committees

Cannington-Motukaika	Lower Waihao
Otaio-Makikihi	Waihaorunga
Waikakahi	Hook-Waituna

Preamble

The rural water scheme committees are sub-committees of Council. The committees are made up of elected members of Council and elected local people for the management for each of the rural water schemes (Lower Waihao is not currently constituted due to the lack of persons standing for election). Council's rural water scheme members obtain financial, technical and legal information from Council, and make recommendations to Council for the management of the schemes, including water rates and charges for each scheme.

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Schedule 1D Delegations in Respect of Roading

Council delegate powers to roading officers to make day to day decisions on their behalf:

- Authority to perform temporary closure of public roads is delegated to Council's Roading Manager, and in his absence, Council's Asset Group Manager. These may be effected for events, by empowering legislation "Land Transport Act 1998" or for the purposes by more broadly empowering legislation contained at section 342 of the Local Government Act 1974;
- Where an unplanned or emergency road closure is necessary, authority to perform this is delegated to Council's Roading Manager, or in his absence, Council's Roading Officers. These officers must report back to Asset Group Manager; and
- Whilst recognising that it is generally undesirable to delegate any power of Council to a third party, it is recognised that in an emergency situation, it may be desirable for Council's Roading Contractor to have the delegated authority to make unplanned road closures, in order to protect life or property. In all such circumstances where Council's Roading Contractor makes a road closure, they are required to notify Council's Roading Manager or Roading Officer immediately.

Placement of give way and stop signs may be made by Council's Roading Manager.

Designation of a section of Road as "no stopping" may be made by Council's Roading Manager.

Council's Roading Manager and Council's Roading Officers are appointed to the position of the Road Corridor Manager.

Removal of abandoned motor vehicles:

- Council's Roading Manager and Council's Roading Officer are delegated the authority to exercise the powers of Council contained in section 356 of the Local Government Act 1974, relating to the removal of abandoned motor vehicles, or under the Transport Act, to take possession of and remove from any road to a place of safety, any motor vehicle that appears to be abandoned.

Private activities on public roads:

- Council's Roading Manager is delegated the authority to approve or reject the following private activities on public roads upon written application by a member of the public:
 - Location of temporary buildings on road reserves;
 - Permits to lay conduit pipes along, over or under streets;
 - Road encroachments;
 - Permits for overweight vehicles;
 - The installation of "no overtaking" lines;
 - Vehicle crossing permits to certify that roads have been formed and completed in accordance with Council's requirements;
 - Stock lanes;
 - Stock underpass and crossings;
 - Cattle stop;
 - Grazing road berm;
 - Cultivation of road berm;
 - Storage on road berm;
 - Structures on road berm;
 - Road planting/trees on road reserves; and
 - Road opening notice.

Schedule 1E Warrants

Warrants in respect of Water Supply, Stormwater, and Sewerage	
• Asset Group Manager	• Three Waters Manager
LGA	
Section 171	General power of entry
Section 172	Power of entry – enforcement purposes
Section 173	Power of entry in cases of emergency
Section 174	Authority to act (powers of entry)
Section 178	Require certain information
Section 181	Construction of works on private land
Section 182	Power of entry – utilities
Section 193	Power to restrict water supply
Water Services Act 2021	
Section 21	Duty to supply safe drinking water
Section 22	Duty to comply with drinking water standards
Section 24	Duty to take reasonable steps to supply aesthetically acceptable drinking water
Section 25	Duty to provide sufficient quantity of drinking water
Section 27	Duty to protect against risk of backflow
Section 28	Duties relating to end-point treatment
Local Government (Water Services) Act 2025	
Section 161	Power to enter land and carry out work
Section 172	Power to enter road and carry out work
Section 176	Power to enter level crossing and carry out work
Section 177	Urgent work permitted
Sections 278 – 290 and 295	Compliance Officer – All relevant powers
Section 297	Power to serve compliance order (Asset Group Manager only)
Litter Act 1979	
Section 7	Powers and duties of officers
Technicians can install back-flow preventers	
Power to administer and enforce relevant Bylaws	
Warrants in respect of Roading	
• Asset Group Manager	• Roading Manager
• Roading Officer	• Compliance Officer
LGA	
Section 171	General power of entry
Section 172	Power of entry – enforcement purposes
Section 173	Power of entry in cases of emergency
Section 174	Authority to act (powers of entry)
Section 178	Require certain information
Section 181	Construction of works on private land
Section 182	Power of entry – utilities
Section 193	Power to restrict water supply

Litter Act 1979	
Section 7	Powers and duties of officers
Power to administer and enforce relevant Bylaws	

Warrants in respect of Building Control	
• Building Control Manager	• Building Control Officer/s
• Compliance Officer (when applicable)	
Building Act 2004	
General	To carry out all functions under the Building Act 2004
LGA	
Section 171	General power of entry
Section 172	General power of entry – enforcement purposes
Section 173	Power of entry in cases of emergency
Section 174	Authority to act (power of entry)
Amusement Devices Regulations 1978	
Regulation 23	Powers of entry
RMA	
Section 332(1)(a)	Power of entry for inspection
Health Act 1956	
Section 128	Power of entry and inspection
Power to administer and enforce relevant Bylaws	
Plus any relevant sections of the above mentioned Acts and regulations made under them which may be applicable	

Warrants in respect of District Planning and Regulatory Services: Planning	
• Regulatory & Compliance Group Manager	• Resource Planner/s
• Compliance Officer	
RMA	
Section 22	Direct any person to provide certain information
Section 322	Issue and serve any person an abatement notice
Section 330	Emergency works and power to take preventative or remedial action
Section 332(1)	Power of entry for inspection
Section 333	Power of entry for survey
Section 343C	Issue an infringement notice
Power to administer and enforce relevant Bylaws.	
An "Inspector" under the general bylaws of Council	
Plus any relevant sections of the RMA and its regulations which may be applicable	
LGA	
Section 171	General power of entry
Section 172	General power of entry - enforcement purposes
Section 173	Power of entry in cases of emergency
Section 174	Authority to act (powers of entry)
Litter Act 1979	
Section 7	Powers and duties of officers

Warrants in respect of District Planning and Regulatory Services: Sale and Supply of Alcohol	
• Regulatory & Compliance Group Manager	
• Liquor Licensing Inspector/s as Contracted to the Council	
Sale and Supply of Alcohol Act 2012	
Section 267	Powers of entry on licensed premises
Power to administer and enforce relevant Bylaws	

Warrants in respect of District Planning and Regulatory Services: Environmental Services	
<ul style="list-style-type: none"> • Regulatory & Compliance Group Manager (when applicable) • Group Manager Environmental Services • Environmental Compliance Manager • Environmental Health Officer and Support Officer as Contracted to the Council 	
Health Act 1956	
Section 34	Immediate abatement of nuisance (without notice) by Environmental Health Officer
Section 41	Authority to issue cleansing orders
Section 81	Disinfection of premises by Environmental Health Officer
Section 82	Disinfection of premises by Environmental Health Officer on receipt of a notice from the medical officer of health
Section 83	Destruction of infected articles
Section 128	Power of entry and inspection
Section 134	Environmental Health Officer may obtain name and address
LGA	
Section 171	General power of entry
Section 172	General power of entry - enforcement purposes
Section 173	Power of entry in cases of emergency
Section 174	Authority to act (powers of entry)
Litter Act 1979	
Section 7	Powers and duties of officers
Health (Burial) Regulations 1946	
Regulation 20	Inspection of mortuaries
Camping Ground Regulations 1985	
Regulation 15	Regular inspection of camping grounds
Health (Registration of Premises) Regulations 1996	
Regulation 5	Inspection of registered premises
Food Act 2014	
Section 54	Authority to refuse to process an application for registration
Section 55	Authority to require further information to be provided
Section 57	Authority to refuse to register a food control plan
Section 60	Authority to impose conditions on registration of a food control plan
Section 62	Authority to suspend all or any operations under a registered food control plan
Section 63	Authority to extend the suspension if considered necessary
Section 67	Authority to cancel the registration of a food control plan
Section 84	Authority to refuse to process an incomplete application for registration
Section 85	Authority to require an applicant to supply further information
Section 89	Authority to impose conditions on registration of a food business
Section 90	Authority to suspend all or any operations of a registered food business that is subject to a national programme
Section 91	Authority to extend the suspension (of operations of a registered food business that is subject to a national programme) if considered necessary
Section 95	Authority to cancel the registration of a food business that is subject to a national programme
Section 184	Authority to provide relevant information required under the Food Act 2014 to Ministry of Primary Industries
Section 294	Right of access and related powers and duties of verifiers and verification agencies

Warrants in respect of District Planning and Regulatory Services: Food Safety	
• Regulatory & Compliance Group Manager (when applicable)	
Food Act 2014	
Section 219	Power to issue and cancel infringement notice
Section 296	Powers in sections 292 and 293 of the Food Act 2014 exercisable by food safety officers
Section 299	Powers to facilitate entry, search, and seizure
Section 300	Information powers and evidence gathering
Section 301	Powers of examination, identification, and rectification, and associated detention powers
Section 302	Power to issue improvement notice
Section 304	Powers to take, purchase, and sample
Section 305	Power to interrupt operations and give certain directions
Section 306	Powers to seize, condemn, and require disposal
Section 307	Power to restrict use of or close place
Section 308	Other powers
Section 310	Powers to enter
Section 311	Power to enter without search warrant
Section 312	Power to test samples of food or examples of food related accessories
Section 324	Power to execute a search warrant
Section 326	Powers under search warrant
Section 331	Application for compliance order
Power to administer and enforce relevant Bylaws	

Warrants in respect of District Planning and Regulatory Services: Food Safety Administration	
• Chief Executive or Regulatory	• Compliance Manager
Food Act 2014	
Section 303	Authority to review food safety officer decision's to issue an improvement notice

Warrants in respect of District Planning and Regulatory Services: Animal Control	
• Regulatory & Compliance Group Manager	• Senior Animal Control Officer
LGA	
Section 171	General power of entry
Section 172	General power of entry – enforcement purposes
Section 173	Power of entry in cases of emergency
Section 174	Power to act (powers of entry)
Litter Act 1979	
Section 7	Powers and duties of officers
Dog Control Act 1996	
Section 14(1),(2)	Power of entry
Section 15,(1),(2)	Power of entry to supply dogs with food, water or shelter and/or seize the dog
Section 17(1),(2)	Powers of warranted officers
Section 19(1)	Power to request information about owner
Section 25	Disqualification of owners
Section 28(7)	Powers of entry to seize dog where person fails to comply– Animal Control Officer
Section 31	Power to classify dangerous dogs
Section 33A	Power to classify dogs as menacing

Section 50(1)	Power to seize and impound dog not wearing proper collar or disc
Section 55(1)	Barking dogs – power of entry, issue written notice or remove the dog
Section 56(2)	Barking dogs causing distress – power to remove the dog
Section 57(2)	Dogs attacking – liability for fine on summary conviction
Section 59(1)	Power to seize and destroy dog at large in vicinity of protected wildlife
Section 60(1)	Power to destroy dog running at large among stock or poultry (note this power may not be exercised without written authority from Council's Chief Executive)
Section 64(2),(3)	Power to destroy dog where order made for destruction (note this power may not be exercised without written authority from Council's Chief Executive)
Section 69(1)	Power to impound and subsequently dispose of dog
Section 70(3),(5),(7)	Custody of dog removed for barking
Section 71(1),(5),(8)	Retention of dog threatening public safety
Impounding Act 1955	
Section 32(1),(3)	Power to declare specified fenced paddock or yard adjacent to a road to be a temporary pound and appoint a keeper of the pound
Section 35	Stock straying on roads – power to impound
Section 36	Recovery of stock – power of entry to recover escaped stock while being taken to a pound
Section 42(1)	Disposal of wild stock – power to impound and destroy wild stock straying on roads
Section 44	Provisionary pound is of insufficient size – power to extend the size of a temporary pound
Section 47	Pound keeper to detain stock until charges paid
Section 49	Stock not claimed to be sold at auction
Section 50(1),(2)	Sales of impounded stock
Section 52(1)	Destruction of suffering or worthless stock
Section 53	Disposal of unsold stock
Power to administer and enforce relevant Bylaws	
Plus any other relevant sections of the above Acts and the regulations made under them that may be applicable	

Warrants in respect of District Planning and Regulatory Services: Noise Control	
• Regulatory & Compliance Group Manager	• Senior Animal Control Officer
• Compliance Officer	
RMA	
Section 22	Power to direct any person to supply information relating to noise control
Section 322	Issue and serve any person an abatement notice with regard to noise control
Section 327	Issue an excessive noise direction
Section 328	Compliance with excessive noise direction - powers of entry and seizure
Section 332	Power of entry for inspection
Power to administer and enforce relevant Bylaws	
Plus relevant sections of the RMA that may be applicable	
Bylaws	
Regulatory & Compliance Group Manager and in his/her absence the Chief Executive be given delegation to approve minor requests for dispensations to Council bylaws including temporary dispensation to the liquor banned areas	

3. Schedules for Type 2 Delegations

Schedule 2A **Council Staff, Financial Authority to expend or commit Council to expenditure**

The guiding document for approval of financial transactions and the acceptance of contractual arrangements on behalf of Council is the Long-Term Plan (**LTP**). The LTP contains our community's desired outcomes, translated into strategic objectives and devolved into annualised budgets looking ten years ahead. The budgets within the LTP are subject to community approval by the submission and community consultation process.

Where an item of expenditure is being considered that does not fall within the programme of work shown within Council's LTP, then that item of expenditure must be evaluated in terms of Council Policy 301, Significance and Engagement Policy.

Council's delegations of financial authority are based on a recognition of the over-arching authority created by the annual process whereby Council's elected members approve a budget to be in place for a 12 month period commencing 1 July each calendar year.

Expenditure within Budget

Where an item of expenditure falls within the budget approved by Council's elected ~~members, and~~ members and is equal to or below the delegated level assigned to a Council Manager (refer table of "List of Delegations to Departmental Staff" below), that item of expenditure may be approved by Council's manager for the department relevant to that expenditure.

Where an item of expenditure falls within the budget approved by Council's elected members and is greater than the delegated level assigned to a Council Manager (refer table of "List of Delegations to Departmental Staff" below), approval must be given by Council's Chief Executive.

Where an item of expenditure falls within the budget approval by Council's elected members, and is **\$750,000 or greater**, approval must be given by ordinary resolution of Council's elected members.

Budget Over-Runs

Where a manager of Council becomes aware that actual expenditure within an activity will exceed its approved budget, the manager is required to advise Council's Chief Executive, as soon as is practicable.

Unbudgeted Expenditure¹

Unbudgeted expenditure is that which is of a nature that falls outside of Council's approved budget. Where any manager wishes to make unbudgeted expenditure this must be approved by the Chief Executive before the expenditure is committed. The Chief Executive will report the total (and detail) of unbudgeted expenditure to an ordinary meeting of Council, following each financial year quarter.

Council's Managers may delegate authority for financial approvals to staff roles within their departments. In order to facilitate the practical day to day running of Council's operations, Council's managers may delegate (subject to their own expenditure limit) financial authority to named staff roles to incur and approve expenditure on behalf of Council, within their departments approved budget.

Approval Process for Invoices and Contracts

- The approval process is intended to align the scale of the expenditure with the seniority of the approving officer.
- In approving an invoice/contract, the Council officer is signifying that:
 - The expenditure falls within Council's programme of work shown in Annual Budget, (or if outside LTP has been approved by Council following subjection to the Significance and Engagement Policy, and public consultation if required)
 - The expenditure falls within the officer's delegated approval limit.
 - The expenditure is in accordance with the relevant purchase order issued by Council where appropriate.
 - The invoice is a bona fide invoice.

¹ For the Chief Executive's emergency financial delegation in terms of unbudgeted expenditure, specifically in relation to response to the COVID-19 emergency, see Appendix I.

- The quality of the goods or service is acceptable.
- The price charged on the invoice is as quoted or acceptable.
- The accounting coding applied to the invoice is correct.
- In some circumstances it may be appropriate for a manager to approve an invoice for payment that will be allocated to a number of departments across Council, provided it is a regular (i.e. monthly, annual etc.) expense that is usual in nature and expected. Examples include motor vehicle registrations and electricity charges. The manager approving this type of invoice must continue to adhere to the conditions of their delegation as with any invoice approval.

Authorisation Process for Invoices

Authorisation is essentially a financial or management audit function, whereby the authorising officer (usually the Accountant, Accounting Assistant, Corporate Services Assistant, or an additional bank signatory) provides a second layer of assurance that the approving officer has acted within their personal approval limit and provides a second opinion on the correctness of the accounting coding.

Council Officer Designated as Bank Signatories and to Authorise Payment

- Bank, transfer, and invest funds held by the Council in accordance with Council policy, subject to the observance of appropriate internal controls;
- Sign and countersign bills of exchange, promissory notes and other negotiable instruments, withdrawal notices or authorise electronic payments on behalf of Council;
- Approve all tax payments and tax related matters.
 - Chief Executive
 - Corporate Services Group Manager
 - Accountant
 - Community & Strategy Group Manager
 - **Regulatory & Compliance Group Manager**

Up to \$750,000 may be transacted jointly by any two officers of Council designated above as authorising officers. Transfers in excess of \$750,000 must be authorised by the Chief Executive.

- Approve payroll payments and all payroll related matters;
 - Human Resources Manager
 - Human Resources Advisor
 - Accountant

Raising, authorisation and posting of general ledger journals

Every general ledger journal must be subject to a two-step process, where it is firstly raised by an officer of Council with the appropriate delegation.

A second and separate officer of Council with the appropriate delegation must then:

- (a) Check that the journal is correct in nature and that appropriate supporting documentation is on file; and
- (b) Check that the posting of the journal to the general ledger has been performed correctly and evidence this by signing the journal document in the "authorised" area.

Officers delegated to raise journals
Accountant
Accounting Assistant
Corporate Services Group Manager
Corporate Services Assistant
Rates Officer

Officers delegated to authorise journals – except for those journals they may raise
Accountant
Chief Executive
Corporate Services Group Manager

Financial Limits

Position	Contractual / expenditure authority within budgeted levels in the Long Term Plan / Annual Plan	
	Initiate Purchase Orders	Approving Purchase Orders and Contracts
	GST exclusive	GST exclusive
Chief Executive	nil	\$750,000
Asset Group Manager	yes	\$200,000
Community & Strategy Group Manager	yes	\$40,000
Corporate Services Group Manager	yes	\$40,000
Executive Support Manager	yes	\$10,000
Human Resources Manager	yes	\$10,000
Regulatory & Compliance Group Manager	yes	\$40,000
Corporate Services Group Manager, Accountant, Assistant Accountant - Tax-related matters only	nil	\$250,000

Position	Contractual / expenditure authority within budgeted levels in the Long Term Plan / Annual Plan	
	Initiate Purchase Orders	Approving Purchase Orders and Contracts
Human Resources Manager, Human Resources Advisor, Accountant - Payroll-related matters only		
Asset Group Manager	yes	\$200,000
Asset Group Administrator	yes	nil
Administration Support Officer – Asset Group	yes	nil
Administration Officer – Asset Group	yes	nil
Project Manager	yes	\$70,000
Waste Management Officer	yes	\$5,000
Three Waters Manager	yes	\$70,000
Three Waters Compliance Administrator	yes	\$2,000
Three Waters Quality Assurance Lead	yes	\$2,000
Three Waters Systems Lead	yes	\$2,000
Three Waters Compliance Lead	yes	\$2,000
Utilities Supervisor	yes	\$5,000
Water Technicians	yes	nil
Roading Manager	yes	\$100,000
Road Asset Information Technician	yes	nil

Position	Contractual / expenditure authority within budgeted levels in the Long Term Plan / Annual Plan	
	Initiate Purchase Orders	Approving Purchase Orders and Contracts
Senior Roading Officer	yes	nil
Roading Officer	yes	nil
Assistant Roading Engineer	yes	nil
Technical Support Officer- Roading	yes	nil
Parks & Reserves Manager	yes	\$40,000
Parks & Reserves Supervisor	yes	\$5,000
Lifeguard Supervisor	yes	nil
Sexton/Gardener	yes	nil
Community & Strategy Group Manager	yes	\$40,000
Administration Support Officer	yes	nil
Administration Officer Event Centre	yes	nil
Administration Assistant Event Centre	yes	nil
Supervisor Event Centre	yes	nil
Librarian	yes	nil
Strategic Planner and Policy Advisor	yes	nil
Senior Librarian	yes	nil
Corporate Services Group Manager	yes	\$40,000
Accountant	yes	\$10,000

Position	Contractual / expenditure authority within budgeted levels in the Long Term Plan / Annual Plan	
	Initiate Purchase Orders	Approving Purchase Orders and Contracts
Accounting Assistant	yes	nil
Accounts Payable/Reception	yes	nil
Cleaning Team Supervisor	yes	nil
Committee Secretary and PA to the Mayor	yes	nil
Corporate Services Assistant	yes	nil
Finance Support Team Leader	yes	\$5,000
GIS Analyst	yes	nil
IT Manager	yes	\$5,000
IT Support Technician	yes	nil
Rates Officer	yes	nil
Executive Support Manager	yes	\$10,000
Communications Officer	yes	nil
Employment Coordinator	yes	nil
Graphic Designer	yes	nil
Communications and Promotions Officer	yes	nil
Driver Licence Programme Coordinator	yes	nil
Regulatory & Compliance Group Manager	yes	\$40,000
Senior Animal Control Officer	yes	nil

Position	Contractual / expenditure authority within budgeted levels in the Long Term Plan / Annual Plan	
	Initiate Purchase Orders	Approving Purchase Orders and Contracts
Climate Change and Biodiversity Officer	yes	nil
Building Control Manager	yes	\$5,000
Building Control Officer	yes	nil
Compliance Officer	yes	nil
Emergency Management Officer & Health and Safety Advisor	yes	nil
Planner	yes	nil
Intermediate Planner	yes	nil
Senior Planner	yes	nil
Regulatory Support Officer	yes	nil
Senior Regulatory Support Officer	yes	nil
Human Resources Manager	yes	\$10,000
Human Resources Advisor	yes	nil
Emergency Work - this is unbudgeted expenditure		
Roading Manager	≤\$20,000	\$20,000
Senior Roading Officer	≤\$20,000	\$20,000
Roading Officer	≤\$20,000	\$20,000
Roading Technician	≤\$20,000	\$20,000

Position	Contractual / expenditure authority within budgeted levels in the Long Term Plan / Annual Plan	
	Initiate Purchase Orders	Approving Purchase Orders and Contracts
Emergency Work (when Emergency is declared) This is unbudgeted expenditure		
Civil Defence Controller	nil	≤\$100,000
Emergency Work (when Emergency Operations Centre is activated) This is unbudgeted expenditure		
Civil Defence Logistics Manager	≤\$100,000	\$20,000
Civil Defence Logistics Support	≤\$20,000	nil
Contingency expenditure in the case of emergency or an unexpected event. This is unbudgeted expenditure		
Chief Executive	≤\$500,000	≤\$500,000
<p>Note: The initiator of a purchase order cannot approve that order. The only exception is the Chief Executive and Civil Defence Logistics Manager for emergency work. Roading Emergency work will require a different authoriser to approver.</p>		

All capital projects and contracts must be approved by the Chief Executive, or Asset Group Manager for Asset Group projects, prior to commencing procurement.

4. Schedules for Type 3 Delegations

Schedule 3A Civil Defence

Delegated Authorities for the Civil Defence and Emergency Management (**CDEM**) organisation in New Zealand are controlled by the Civil Defence Emergency Management Act 2002 (**CDEMA**). The CDEMA provides for the following hierarchy of Delegations.

Nationally

Role	Where powers/obligation derive from or are recorded
Parliament appoints	
Minister of CD employs	
Chief Executive Department of CDEM appoints	
Director of CDEM may appoint	Section 9 of the CDEMA provides that the Director has all the powers that are reasonably necessary or expedient to enable the Director to perform his or her functions, including, in the event of a National state of emergency, to control the activities of CDEM groups and group controllers.
National Controller of CDEM	Section 10 of the CDEMA provides that for the purposes of dealing with a National State of Emergency the National Controller may be delegated any of the powers of the Director of CDEM.

Regionally

Role	Where powers/obligations derive from or are recorded
Canterbury Civil Defence Emergency Management Group	Section 12 of the CDEMA provides that each regional council and territorial local authority within Canterbury is required to unite and function as a joint standing Committee.
Waimate District Groups Representative	Section 16 of the CDEMA provides that each regional council and territorial local authority must provide one representative or group, usually their chairperson.
Group Controller	Section 18 of the CDEMA provides for wide powers in the event of a declared emergency (see sections 86 to 89, 91 and 92 of the CDEMA). Delegation may be given to: Group EOC Manager, Group Operations Manager, Group Logistics Manager, Group Welfare Manager and Group Public Information Manager (these persons may also delegate powers to persons on duty working for them).
	Section 90 of the CDEMA provides for wide powers to requisition in the event of a declared emergency. Delegation to requisition may be given to: Group Logistics Manager and Deputy Group Logistics Manager.

Locally

Role	Where Powers/Obligations Derive From or are Recorded
Mayor (or delegated representative in the Mayors absence)	Sections 68, 71, and 72 of the CDEMA provide the power to declare, extend, and terminate a state of emergency.
Council Civil Defence Controllers	Section 26 of the CDEMA provides for the appointment of Direct Waimate Districts Emergency Operations and other obligations under the CDEMA.

Schedule 3A(i) Requisitioning Powers under the Civil Defence Emergency Management Act 2002

The appointed Group Controller for the Canterbury Civil Defence Emergency Management Group delegates the use of the requisitioning powers under section 90 of the Civil Defence Emergency Management Act 2002 (**CDEMA**) to the persons performing the appointments of Group Logistics Manager or Deputy Group Logistics Manager in the Group Emergency Coordination Centre.

This delegation is only applicable to an area or district in which a State of Emergency, having been declared under sections 66, 68 or 69 of the CDEMA, is in force and such requisitioning action is believed necessary for the preservation of life.

Schedule 3A(ii) Delegation of Powers under the Civil Defence Emergency Management Act 2002

The appointed Group Controller for the Canterbury Civil Defence Emergency Management Group delegates to the persons on duty performing the appointments of Group Emergency Coordination Centre Manager or Group Operations Manager or Group Planning Manager or Group Intelligence Manager or Group Logistics Manager or Group Welfare Manager or Group Public Information Manager in the Group Emergency Coordination Centre the authority to exercise the powers of sections 86 to 89, 91 and 92 of the Civil Defence Emergency Management Act 2002 (**CDEMA**). Further, these persons are authorised to also delegate these powers to persons on duty working for them.

This delegation is only applicable to an area or district in which a State of Emergency, having been declared under sections 66, 68 or 69 of the CDEMA, is in force. Further, any limitations, 'such as necessary for the preservation of life', detailed in the applicable section of the CDEMA must apply before any action is authorised.

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Schedule 3B Planning and Regulatory**Delegations under the Resource Management Act 1991****General Delegation Requirements**

- For the avoidance of doubt, the delegations set out in this Schedule 3B are in addition to, not substitution of, the delegations to the Chief Executive set out in other schedules of this Policy.
- If no delegation is made through the schedule of delegations or the general requirements then a decision is made by the Council or a Committee or Hearing panel selected by Council, or the Chief Executive exercising powers in accordance with delegations set out in other schedules of this Policy.
- All delegations to officers in Schedule 3B are direct delegations from Council to officers.
- That authority is delegated from Council to the Regulatory & Compliance Group Manager or Community & Strategy Group Manager, as appropriate, to determine the membership of the Hearings Committee for each resource consent application that requires a hearing to be held.
- That authority is delegated from Council to the Regulatory & Compliance Group Manager or Community & Strategy Group Manager, as appropriate, to determine those resource consent applications to be decided on by an independent commissioner (rather than the Hearings Committee). Such applications are likely to be for minor applications (such as limited notified applications that involve neighbour conflicts) or where Council has a potential conflict of interest. It is noted that applicants or submitters may request independent commissioners to hear and determine consent applications. In these cases the Regulatory & Compliance Group Manager or Community & Strategy Group Manager, as appropriate or in their absence the Resource Planner will appoint a suitable Commissioner/s.
- Delegations have been specified to the lowest level considered appropriate, however a decision may also be considered by Council.
- The resolution of appeals and enforcement action shall be carried out in accordance with the following:
 - a. That the Council delegate to the Regulatory & Compliance Group Manager or Community & Strategy Group Manager, as appropriate, and Chief Executive the power, to provide instructions to Council solicitors on its behalf to resolve enforcement action, or resource consent appeals, plan appeals or any other appeals before the Environment Court.
 - b. That the case of mediation or negotiation undertaken to resolve appeals on Environment Court appeals, the draft consent orders and memoranda of counsel be authorised by the Chief Executive prior to being forwarded to the Court.
 - c. In the absence of the Regulatory & Compliance Group Manager or Community & Strategy Group Manager, as appropriate, the Chief Executive is authorised to act in the above Officers capacity subject to the same limitations set out in the above delegation.
- Section 38 of the RMA provides that local authority may authorise any of its officers to carry out all or any of the functions and powers as an enforcement officer under the RMA. Rather than showing the officers who are authorised as enforcement officers, the Delegation Structure shows that the levels at which decisions are made about enforcement action. The Council decides who should be Enforcement Officers who hold warrant cards under section 38(5) of the RMA.

Specific Delegations

Specific delegations are set out in the schedule attached with the delegation structure, referred to in the schedule is set out below.

Delegation Structure

The delegation structure is as follows:

Level 1 Any one of the following officers acting alone: Regulatory & Compliance Group Manager, Community & Strategy Group Manager, Chief Executive, or any person acting as the Regulatory & Compliance Group Manager, or Community & Strategy Group Manager.

Level 2 Any two of the following officers acting together: Chief Executive, Regulatory & Compliance Group Manager, Community & Strategy Group Manager, or Resource Planner.

Level 3 Any one of the following officers acting alone: Resource Planner or external contractor.

Level 4 Enforcement/Monitoring - Any one of the following officers acting alone: Regulatory & Compliance Group Manager, Community & Strategy Group Manager, Resource Planner, or any person appointed as an Enforcement Officer under section 38(5) of the RMA.

Level 5 District Plan Policy - The following officer: Regulatory & Compliance Group Manager or Community & Strategy Group Manager, as appropriate.

The powers, functions and duties to:		Delegation from Council to:
Section 36	Administrative charges: <ul style="list-style-type: none"> Considering an application for remission of charges. To consider request to depart from a fixed payment charge to a time & cost charge. 	Level 1
Section 37	Power of waiver and extension of time limits: <ul style="list-style-type: none"> Power to waive or extend time limits on any application (notified or non-notified). 	Level 2 or 3
Section 38	Authorisation and responsibilities of enforcement officers: <ul style="list-style-type: none"> Ability to authorise enforcement officers and responsibilities of enforcement officers. 	Level 2 or 3
Section 41	Provisions relating to hearings: <ul style="list-style-type: none"> Ability to set a hearing date. 	Level 2 or 3
Section 88	Ability to reject applications: <ul style="list-style-type: none"> Ability to reject applications for inadequate information. 	Level 3
Section 91	Deferral pending application for additional consents: <ul style="list-style-type: none"> To defer processing an application. 	Level 2 or 3
Sections 95, 95A, 95B, 95C, 95D and 95E	Public notification, limited notification or non-notification of consent applications: <ul style="list-style-type: none"> To determine whether a resource consent is required to be publicly notified pursuant to section 95 of the RMA. To determine whether limited notification is required pursuant to section 95B of the RMA. To determine who may be adversely affected by the application pursuant to section 95D of the RMA. To determine if a person is an affected person pursuant to section 95E of the RMA. 	Level 2 Level 2 Level 2 Level 2
Section 99	Pre-hearing meetings: <ul style="list-style-type: none"> To determine whether a pre-hearing meeting is required. To determine who will chair any pre-hearing meeting (if one is required). 	Level 2 Level 2
Section 100	Obligation to hold a hearing: <ul style="list-style-type: none"> To decide if a hearing is required. To set a hearing date and organise a notice of hearing. 	Level 2 Level 3
Section 102	Joint hearings by 2 or more consent authorities: <ul style="list-style-type: none"> To decide if a hearing is required. 	Level 2
Sections 104, 104A	Determination of resource consent applications, including subdivisions and impose conditions:	

The powers, functions and duties to:		Delegation from Council to:
104B, 104C, 108 and 220	<ul style="list-style-type: none"> To approve and impose conditions on non-notified resource consent and subdivision consent applications, or notified consents where no submissions are received. <p>Note: by default and decision to decline an application is delegated to Council or a Committee or Panel delegated by the Council</p>	Level 1
Section 114	<p>Notification of decisions:</p> <ul style="list-style-type: none"> To organise the release of decisions. 	Level 3
Section 125	<p>Lapsing of consent:</p> <ul style="list-style-type: none"> To consider and make a decision on an application for extension of time for any other consent. 	Level 3
Section 127	<p>Change or cancellation of consent conditions:</p> <ul style="list-style-type: none"> To consider an application to cancel or vary a condition of resource consent that does not require a hearing. 	Level 1
Section 128	<p>Circumstances when consent conditions can be reviewed:</p> <ul style="list-style-type: none"> To review any other consent under section 128(1)(c) of the RMA because the information provided with the application contains inaccuracies. 	Level 2
Sections 129 and 132	<p>Notice of review:</p> <ul style="list-style-type: none"> To issue a notice of review. To decide on a review of consent conditions for application which did not require a hearing. 	Level 3 Level 1
Section 139	<p>Certificates of compliance:</p> <ul style="list-style-type: none"> To consider an application or certificate of compliance. To issue and sign a certificate of compliance as authorised officer. 	Level 2 Level 1
Sections 168, 168A, 169 and 171	<p>Notice of requirement – notification, hearing and recommendations:</p> <ul style="list-style-type: none"> To notify a requirement in accordance with section 168A and 169 of the RMA and determine which persons and bodies shall be served notice of requirement and to arrange its public notification. To request further information or commission reports. 	Level 1 Levels 1, 2 and 3
Section 176A	<p>Outline Plan:</p> <ul style="list-style-type: none"> To consider an application for an outline plan and recommend changes if necessary. To consider an application for a waiver of an outline plan. 	Level 2 Level 2
Section 181	<p>Alteration of designation:</p> <ul style="list-style-type: none"> To consider and make decisions on an application for an alteration of a designation. 	Level 1
Section 182(5)	<p>Removal of designation:</p> <ul style="list-style-type: none"> To consider an application to remove a designation or remove part of a designation. 	Level 5
Sections 184 and 184A	<p>Lapsing of designations:</p> <ul style="list-style-type: none"> To consider and decide on a longer time frame to give effect to a designation. 	Level 5
Sections 189, 189A, 190 and 191	<p>Notice of requirement for a Heritage Order – notification, hearing and recommendations:</p> <ul style="list-style-type: none"> To notify a requirement for a Heritage Order in accordance with section 189A and 190 of the RMA and determine which persons and bodies 	Level 5

The powers, functions and duties to:		Delegation from Council to:
	<p>shall be served notice of requirement and to arrange its public notification.</p> <ul style="list-style-type: none"> • To request further information or commission reports. 	Level 5
Section 221	<p>Issue consent notice:</p> <ul style="list-style-type: none"> • Impose as a condition requiring a consent notice or vary a condition of relating to a consent notice. • Certify a consent notice as Authorised Officer. 	Level 1 Level 1
Section 222	<p>Completion certificate:</p> <ul style="list-style-type: none"> • To certify a completion certificate. 	Level 1
Section 223	<p>Approval of survey plan:</p> <ul style="list-style-type: none"> • To certify a survey plan. 	Level 1
Section 224	<p>Restrictions upon deposit of survey plan:</p> <ul style="list-style-type: none"> • To issue certificate pursuant to section 224 of the RMA. 	Level 1
Section 226	<p>Restriction upon issue of certificates of title:</p> <ul style="list-style-type: none"> • To consider an application under section 226 of the RMA. • To issue a record of title pursuant to section 226 of the RMA. 	Level 1 Level 1
Section 235	<p>Creation of esplanade strips by agreement:</p> <ul style="list-style-type: none"> • To approve the creation of a voluntary esplanade strip. 	Level 1
Section 237B	<p>Access strips by agreement:</p> <ul style="list-style-type: none"> • To approve the creation of a voluntary access strip easement. 	Level 1
Section 240	<p>Covenant against transfer of allotment:</p> <ul style="list-style-type: none"> • Power to impose a condition requiring a covenant be registered. • Power to cancel a covenant against the transfer of allotment. • To certify a covenant or cancellation of covenant as authorised officer. 	Level 1 Level 1 Level 1
Section 241	<p>Amalgamation of allotments:</p> <ul style="list-style-type: none"> • To consider and decide on an application to cancel a condition in whole or in part under section 241(3) of the RMA. • Certification of documentation under section 241(4) of the RMA. 	Level 1 Level 3
Section 243	<p>Survey plan approved subject to grant or reservation of easements:</p> <ul style="list-style-type: none"> • Power to grant, surrender, transfer, vary or cancel or surrender easements under section 243 of the RMA. • To certify documentation under section 243 of the RMA. 	Level 1 Level 1
Sections 311, 314, 315, 316, 320 and 321	<p>Application for an enforcement order or interim enforcement order:</p> <ul style="list-style-type: none"> • To apply to the Environment Court for an enforcement order pursuant to section 314 of the RMA or for an interim enforcement order pursuant to section 320 of the RMA. • To make decisions on any matters relating to application for enforcement orders (including any application to change or cancel enforcement order). 	Level 4 Level 4
Sections 322, 323, 324, 325,	<p>Issue and effect of abatement notices:</p> <ul style="list-style-type: none"> • To issue abatement notices and to make decisions relating to abatement notices. 	Level 4 Level 4

The powers, functions and duties to:		Delegation from Council to:
325A and 325B	<ul style="list-style-type: none"> Compliance with abatement notice and cancellation of abatement notice. Restriction on abatement notices. 	Level 4
Section 327	Issue and effect of excessive noise direction: <ul style="list-style-type: none"> Compliance with excessive noise direction. 	Level 4
Sections 332 and 333	Power of entry for inspection and survey: <ul style="list-style-type: none"> Power of entry for inspection. Power of entry for survey connected with preparation, change or review of a policy statement or plan. 	Level 4 Level 4
Sections 343A-D	Infringement notices: <ul style="list-style-type: none"> Power to issue infringement notices. 	Level 4
Section 357	Objections to certain decisions and requirements of consent authorities: <ul style="list-style-type: none"> Consider and make decisions on application for objections for an application which does not require a hearing. To decide whether an objection requires a hearing. 	Level 1 Level 2
First Schedule, clauses 5 and 23	Preparation and change of plans: <ul style="list-style-type: none"> To determine which persons and bodies shall be served with a copy of any proposed District Plan, or Change to a District Plan, and to arrange public notification. To require further information, or to commission a report, in order to consider a request for a plan change. 	Level 5 Level 5

Delegations under other Acts

Local Government Act 1974

The powers, functions and duties to:		Delegation to:
Section 348	Right of ways <ul style="list-style-type: none"> To consider and make decisions on applications for rights of way. To certify a survey plan pursuant to section 348. 	Level 1 Level 1

Litter Act 1979

That the Asset Group Manager and the Three Waters Manager be granted delegated authority to be appointed and warranted as Litter Control Officers pursuant to sections 5 and 7 of the Litter Act 1979. The chief executive may appoint and warrant Council Litter Control Officers with the powers pursuant to, but not limited to, the Litter Act 1979.

Hazardous Substances and New Organisms Act 1996

That the Council reserves to itself and Ashburton District Council, as contractor, the powers pursuant to, but not limited to the Hazardous Substances and New Organisms Act 1996 (**HSNO Act**). That Council authorise the person appointed as the Hazardous Substances and New Organisms (**HSNO**) Enforcement Officer pursuant to the HSNO Act to exercise and carry out all or any of the functions and powers of an enforcement officer under the HSNO Act and any other matters which the HSNO Enforcement Officer may carry out in terms of the HSNO Act.

Dog Control Act 1996

All references to sections relate to sections of the Dog Control Act 1996 unless otherwise specified.

That functions and duties delegated to Council's special purpose sub-committee WDC Appeals Panel:

1. To hear and determine any objection to the classification of any person as a probationary owner pursuant to section 22.
2. To determine to terminate a probationary owner classification early pursuant to section 23.
3. To hear and determine any objection to the disqualification of any person from being the owner of any dog pursuant to section 26.
4. To hear and determine any objection to the classification of any dog as a dangerous dog pursuant to section 31.
5. To hear and determine any objection to the classification of a dog as menacing pursuant to section 33B and 33D.
- 6.1. To hear and determine any objection to any requirement of a notice issued in respect to a barking dog pursuant to section 55.

That functions and duties delegated to the Senior Animal Control Officer, in his/her absence to the Regulatory & Compliance Group Manager, in his/her absence the Chief Executive, or other appropriate Council Officer delegated by the Chief Executive:

1. To commence, pursuant to section 66, proceedings in accordance with section 21 of the Summary Proceedings Act 1957 where an infringement notice has been issued and to make any decision in any matter relating to such proceedings.
2. To classify any person as a probationary owner pursuant to section 21.
3. To disqualify any person from being the owner of any dog pursuant to section 25.
4. To extend any period of disqualification, pursuant to section 28(6).
5. To classify any dog as a dangerous dog, pursuant to section 31.
6. To classify any dog as a menacing dog under sections 33A and 33C.
7. To consent to the disposal of a dangerous dog pursuant to section 33.
8. To remit, reduce or refund dog control fees or part thereof, pursuant to section 39(3).
9. To dispose of any dog pursuant to sections 69 and 70(7).
10. To exercise all of the Council's powers pursuant to section 71 (retention of dog threatening public safety).
11. To provide register information pursuant to section 35(4).
12. To determine whether or not a dog should be delivered into custody of a control officer or dog ranger pursuant to section 35(5)(c).
13. To issue a replacement label or disc pursuant to section 46(3).
14. To require a probationary owner to undertake a dog owner education programme or a dog obedience course (or both) under section 23A.
15. To disqualify a person from being the owner of a dog pursuant to section 25.
16. To exempt, under section 33E(5), any dog or class of dog classified as menacing from the muzzling or control requirements under section 33E(1)(a).

17. To authorise the release of a dog from custody pursuant to sections 32(5)(b).
18. To issue instructions, under section 36A(3)(a), relating to the making available of a dog for verification that it has been implanted with a functioning microchip transponder.
19. Any other matters which the Senior Animal Control Officer may carry out in terms of the Dog Control Act.

Sale and Supply of Alcohol Act 2012

That Council reserves to itself and Timaru District Council, as contractor, the powers pursuant to, but not limited to the Sale and Supply of Alcohol Act 2012 (**SSAA**), the Sale and Supply of Alcohol (Fees) Regulations 2013 (**SSA Regulations**) and the Sale and Supply of Alcohol (Fee-setting Bylaws) Order 2013, described in **Table A**.

That Council delegates to the Chief Executive the powers pursuant to, but not limited to the SSAA and the SSA Regulations, described in **Table B**.

That Council delegates powers to Officers/Timaru District Council the powers pursuant to, but not limited to the SSAA and the SSA Regulations, described in **Table C**.

The Secretary of the District Licensing Agency is delegated to the Timaru District Council by contract.

Table A SSAA and SSA Regulations Delegations – Powers Reserved to Council and Timaru District Council

#	Power to be reserved to Council	SSAA / SSA Regulations	Conditions
1	Powers to adopt local alcohol policies or joint local alcohol policies	Sections 75, 76, 78, 79, 80, 84 and 88	As per SSAA. The reservation of these powers to Council does not restrict the power of Council to delegate to any subordinate decision-making body the power to do anything precedent to the exercise by Council of these powers.
2	Power to amend or revoke or review local alcohol policies	Sections 95, 96 and 97	As per SSAA. The reservation of these powers to Council does not restrict the power of Council to delegate to any subordinate decision-making body the power to do anything precedent to the exercise by Council of these powers.
3	Power to appoint district licensing committees	Section 186	As per SSAA
4	Power to appoint a member to be chairperson of a district licensing committee	Section 189(2)	As per SSAA
5	Power to appoint a member to be deputy chairperson of a district licensing committee	Section 189(3)	As per SSAA
6	Power to establish a list of persons approved to be members of the district licensing committee	Section 192	As per SSAA
7	Power to renew or remove an appointment to the list of approved members	Section 192 and 194	As per SSAA
8	Powers to assign a fees category to premises	Regulation 6(4)	As per SSA Regulations. Council may delegate this power in future once it has established policy to guide the exercise of this power.
9	Powers to make bylaws in relation to fees	Clause 3 Fee-setting Bylaws Order	As per SSA Regulations. These powers must be exercised in accordance with the LGA 2002 and the Bylaws Act 1910.

Table B SSAA Delegations – Powers Delegated to the Chief Executive

#	Power to be delegated	SSAA	Conditions	Sub-delegation allowed
1	Power to give notice of adoption of a local alcohol policy	Section 90	As per SSAA	Yes
2	Power to provide copy of local alcohol policy to licensing authority	Section 91	As per SSAA	Yes
3	Power to maintain and publish a list of persons approved to be members of the district licensing committee	Section 192(1) and 192(4)	As per SSAA	Yes
4	Power to appoint a chief licensing inspector	Section 197(5)	As per SSAA	Yes
5	Power to sub-delegate the powers of the chief executive under the SSAA	Section 198	As per SSAA. These powers are contained in sections 193 (Appointment of Commissioners), 196 (Secretary of Licensing Committees), 197 (Licensing Inspectors), 198 (Delegation of	No

#	Power to be delegated	SSAA	Conditions	Sub-delegation allowed
			functions, duties, or powers of Chief Executives) and include the powers, functions and duties of the secretary of licensing committees specified in sections 64, 66, 67, 72, 73, 102, 103, 128, 129, 140, 141, 220, 225, 283 and 284.	
6	Power to prepare and distribute an annual report of the district licensing committees	Section 199	As per SSAA	Yes
7	Power to authorise a person to appear in proceedings.	Section 204	As per SSAA	Yes
8	Power to authorise a person to appear in relation to appeal	Section 205	As per SSAA	Yes
9	Power to ensure that decisions of any district licensing committee are publicly available	Section 211(5)	As per SSAA	Yes

Table C SSAA Delegations – Powers to be delegated to Officers/Timaru District Council

#	Power to be delegated	SSAA	Officer	Conditions
1	Powers to issue licences, certificates and authorities	Section 64	Regulatory & Compliance Group Manager and Secretary of the Waimate District Licensing Committee, Environmental Compliance Manager Timaru District Council and Chief Executive Timaru District Council *	As per SSAA
2	Powers to keep records of applications	Section 66	Regulatory & Compliance Group Manager and Secretary of the Waimate District Licensing Committee, Environmental Compliance Manager Timaru District Council and Chief Executive Timaru District Council *	As per SSAA
3	Powers relating to certified extracts	Section 67	Regulatory & Compliance Group Manager and Secretary of the Waimate District Licensing Committee, Environmental Compliance Manager Timaru District Council and Chief Executive Timaru District Council *	As per SSAA
4	Powers to issue duplicate licence or certificate	Section 72	Regulatory & Compliance Group Manager and Secretary of the Waimate District Licensing Committee, Environmental Compliance Manager Timaru District Council and Chief Executive Timaru District Council*	As per SSAA
5	Powers relating to surrender of licence or manager's certificate	Section 73	Regulatory & Compliance Group Manager and Secretary of the Waimate District Licensing Committee, Environmental Compliance Manager Timaru District Council and Chief Executive Timaru District Council *	As per SSAA

#	Power to be delegated	SSAA	Officer	Conditions
6	Power to give notice of adoption of a local alcohol policy	Section 90	Regulatory & Compliance Group Manager and Secretary of the Waimate District Licensing Committee, Environmental Compliance Manager Timaru District Council and Chief Executive Timaru District Council *	As per SSAA
7	Power to provide copy of local alcohol policy to licensing authority	Section 91	Regulatory & Compliance Group Manager and Secretary of the Waimate District Licensing Committee, Environmental Compliance Manager Timaru District Council and Chief Executive Timaru District Council *	As per SSAA
8	Powers relating to objections to applications	Section 102	Regulatory & Compliance Group Manager and Secretary of the Waimate District Licensing Committee, Environmental Compliance Manager Timaru District Council and Chief Executive Timaru District Council *	As per SSAA
9	Powers relating to reports of Police, Medical Officer of Health and Inspectors	Section 103	Regulatory & Compliance Group Manager and Secretary of the Waimate District Licensing Committee and Environmental Compliance Manager Timaru District Council and Chief Executive Timaru District Council *	As per SSAA
10	Powers relating to objections to renewal applications	Section 128	Regulatory & Compliance Group Manager and Secretary of the Waimate District Licensing Committee, Environmental Compliance Manager Timaru District Council and Chief Executive Timaru District Council *	As per SSAA
11	Powers relating to reports of Police, Medical Officer of Health and Inspectors on renewal applications	Section 129	Regulatory & Compliance Group Manager and Secretary of the Waimate District Licensing Committee, Environmental Compliance Manager Timaru District Council and Chief Executive Timaru District Council *	As per SSAA
12	Powers relating to objections to special licence applications	Section 140	Regulatory & Compliance Group Manager and Secretary of the Waimate District Licensing Committee, Environmental Compliance Manager Timaru District Council and Chief Executive Timaru District Council *	As per SSAA
13	Powers relating to reports of Police, Medical Officer of Health and Inspectors on special licence applications	Section 141	Regulatory & Compliance Group Manager and Secretary of the Waimate District Licensing Committee, Environmental Compliance Manager Timaru District Council and Chief Executive Timaru District Council *	As per SSAA
14	Power to maintain and publish a list of persons approved to be	Sections 192(1)	Regulatory & Compliance Group Manager and Secretary of the Waimate District Licensing	As per SSAA

#	Power to be delegated	SSAA	Officer	Conditions
	members of the district licensing committee	and 192(4)	Committee, Environmental Compliance Manager Timaru District Council and Chief Executive Timaru District Council *	
15	Power to appoint a chief licensing inspector	Section 197(5)	Regulatory & Compliance Group Manager and Secretary of the Waimate District Licensing Committee, Environmental Compliance Manager Timaru District Council and Chief Executive Timaru District Council*	As per SSAA
16	Power to prepare and distribute an annual report of the district licensing committees	Section 199	Regulatory & Compliance Group Manager and Secretary of the Waimate District Licensing Committee, Environmental Compliance Manager Timaru District Council and Timaru District Council Chief Executive *	As per SSAA
17	Power to authorise a person to appear in proceedings.	Section 204	Regulatory & Compliance Group Manager and Secretary of the Waimate District Licensing Committee, Environmental Compliance Manager Timaru District Council and Chief Executive Timaru District Council *	As per SSAA
18	Power to authorise a person to appear in relation to appeal	Section 205	Regulatory & Compliance Group Manager and Secretary of the Waimate District Licensing Committee, Environmental Compliance Manager Timaru District Council and Chief Executive Timaru District Council *	As per SSAA
19	Power to ensure that decisions of any district licensing committee are publicly available	Section 211(5)	Regulatory & Compliance Group Manager and Secretary of the Waimate District Licensing Committee, Environmental Compliance Manager Timaru District Council and Chief Executive Timaru District Council *	As per SSAA
20	Powers relating to reports on manager's certificate applications	Section 220	Regulatory & Compliance Group Manager and Secretary of the Waimate District Licensing Committee, Environmental Compliance Manager Timaru District Council and Chief Executive Timaru District Council *	As per SSAA
21	Powers relating to reports on manager's certificate renewal applications	Section 225	Regulatory & Compliance Group Manager and Secretary of the Waimate District Licensing Committee, Environmental Compliance Manager Timaru District Council and Chief Executive Timaru District Council *	As per SSAA
22	Powers relating to variation, suspension or cancellation of special licences	Section 283	Regulatory & Compliance Group Manager and Secretary of the Waimate District Licensing Committee, Environmental Compliance Manager Timaru	As per SSAA

#	Power to be delegated	SSAA	Officer	Conditions
			District Council and Chief Executive Timaru District Council *	
23	Powers relating to hearing for variation, suspension or cancellation of special licences	Section 284	Regulatory & Compliance Group Manager and Secretary of the Waimate District Licensing Committee, Environmental Compliance Manager Timaru District Council and Chief Executive Timaru District Council *	As per SSAA

* Delegation to be exercised to the Environmental Compliance Manager Timaru District Council and Chief Executive Timaru District Council only in the absence of other delegated officers.

Liquor Licensing Inspectors

That Council's contracted Environmental Health Officers be confirmed as the Waimate District Liquor Licensing Agencies Inspector pursuant to, but not limited to section 197 of the SSAA to deal with the duties- pursuant to, but not limited to sections 99, 100, 101, 103, 141, 204, 205, 206, 220, 225 and 267 of the SSAA.

That Council's contracted Environmental Health Officers be appointed an Inspector under section 103 of the SSAA to deal with Special Liquor Licence duties under section 78 of the SSAA.

Any other matters the Environmental Health and Liquor Licensing Inspectors may carry out in terms of the SSAA.

Freedom Camping Act 2011

Power to be delegated	Section	Officer
To appoint enforcement officers under this Act and to arrange for the issue of warrants of appointment.	32	Regulatory & Compliance Group Manager
To decide whether or not to return seized and impounded property.	39	Regulatory & Compliance Group Manager
To dispose of seized and impounded property.	40	Regulatory & Compliance Group Manager

Gambling Act 2003

The Chief Executive or Regulatory & Compliance Group Manager have power to allocate gaming machines under the Council's Gambling Venue Policy.

Local Electoral Act 2001

Warwick Lampp from Electionz.com is delegated as the Council electoral officer (as per Council resolution 23 May 2017).

Building Act 2004

That pursuant to the Building Act 2004 and the LGA the Council delegate the power to consider exemptions for building consents under Part 1 and clauses 2(a) and 2(b) to Schedule 1 of the Building Act 2004 to the Building Control Manager and/or Regulatory & Compliance Group Manager subject to the delegated authority being exercised by either one of them in accordance with the criteria:

- That the application be received in writing;
- That the structures only be approved for exemption where the officer making the decision is satisfied that the building will either be constructed in accordance with the building code or where it is not so proposed that the building is unlikely to endanger people or adjoining property;
- That the application demonstrates that the structure will not conflict with section 6 of the Building Act, (i.e. purpose and principles);
- In making any decision the officers concerned will have regard to whether the structure is intended for human habitation, whether the detail provided with the application adequately demonstrates compliance with the code and the location of the building; and

- That the structure complies with the requirements of the Waimate District Plan.

Pursuant to the Building Act 2004 and the LGA the Council delegate all of its functions, powers and duties under the Building Act 2004 to:

- The Building Control Officers, subject to compliance with Waimate Building Consent Authority, Quality Assurance System (**QAS**) and excluding the power to set fees and/or charges under sections 219 and 281A to 281D of the Building Act 2004. For the avoidance of doubt, this exclusion does not prevent Building Control Officers from imposing fees and/or charges that have been set by, or in accordance with a methodology determined by Council.

Delegations to Building Consent Authority staff and contractors under the Building Act 2004

Abbreviations

BCA	Building Consent Authority
BCO	Building Control Officer
BCMBCM	Building Control Manager
CE	Chief Executive
CO	Compliance Officer
RCM	Regulatory & Compliance Group Manager
SRSO	Senior Regulatory Support Office

Building Act 2004		CE	RCM	BCM	RSO	BCO	Contracted BCO or Technical Leader (off-site)	CO
Section 33	Authority to determine the information required in applications for Project Information Memoranda.		Y	Y		Y	Y	
Section 34	Authority to issue Project Information Memoranda in accordance with the Building Act 2004.		Y	Y	Y			
Section 36	Authority to issue a development contribution notice attached to a project information memorandum.			Y		Y		
Section 48	Authority to request further reasonable information in respect of building consent applications.		Y	Y	Y	Y	Y	
Section 49	Authority to grant building consents and to impose appropriate conditions.			Y		Y	Y	
Section 50	Authority to refuse to grant building consents.			Y		Y	Y	
Section 51	Authority to issue building consents upon payment of the charge fixed by the Council.			Y	Y	Y	Y	
Section 52	Authority to extend the period of 12 months where reasonable progress has not been made and the building consent would otherwise lapse.			Y		Y	Y	
Section 53	Authority to collect levies on building consent applications.			Y	Y	Y	Y	
Section 67	Authority to grant waivers or modifications of the building code and to impose appropriate conditions.			Y		Y (With agreement of BCM)	Y (With agreement of BCM)	
Section 71	Authority to refuse to grant a building consent on land subject to or likely to be subject to natural hazards.			Y		Y (With agreement of BCM)	Y (With agreement of BCM)	
Section 72	Authority to grant a building consent on land subject to natural hazards in certain conditions as provided for in the Act and to determine whether the conditions have been met to enable consent approval to be given.			Y		Y (With agreement of BCM)	Y (With agreement of BCM)	

Building Act 2004		CE	RCM	BCM	RSO	BCO	Contracted BCO or Technical Leader (off-site)	CO
Section 74	Authority to revoke the certificate issued under Section 72 of the Act when mitigation of the hazard has occurred or the condition is no longer appropriate.			Y				
Section 75	Authority to grant a project information memorandum subject to a condition requiring that allotments may not be transferred or leased in conjunction with any specified other or others of those allotments.			Y		Y	Y	
Section 77	Authority to issue a certificate imposing a condition on the building consent that allotments may not be transferred or leased in conjunction with any specified other or others of those allotments.			Y		Y (With agreement of BCM)	Y (With agreement of BCM)	
Section 83	Authority to revoke the certificate issued under section 77 of the Act imposing a condition on the building consent that allotments may not be transferred or leased in conjunction with any specified other or others of those allotments.			Y				
Section 90	Authority to enter onto land and into buildings to undertake inspections of building work			Y		Y	Y	
Section 91	BCA Authority to issue code compliance certificate			Y		Y (With agreement of BCM)	Y (With agreement of BCM)	
Section 93	Authority to request further reasonable information in respect of code compliance certificate applications and to determine any further period agreed to between the owner and the BCA.			Y		Y	Y	
Section 94	Authority to determine whether a code compliance certificate should be issued.			Y		Y	Y	
Section 95	Authority to issue a code compliance certificate.			Y	Y	Y	Y	

Building Act 2004		CE	RCM	BCM	RSO	BCO	Contracted BCO or Technical Leader (off-site)	CO
Section 95A	Authority to refuse to issue a code compliance certificate.			Y				
Section 96	Authority to determine whether a certificate of acceptance should be issued.			Y				
Section 98	Authority to grant or refuse a certificate of acceptance.			Y		Y (With agreement of BCM)	Y (With agreement of BCM)	
	Authority to request further reasonable information in respect of certificate of acceptance applications.			Y				
	Authority to issue certificates of acceptance.			Y				
Section 102	Authority to issue compliance schedules upon payment of the charge fixed by the Council.			Y	Y (RSO only)	Y	Y	
Section s 106, 107 and 109	Authority to amend compliance schedules.			Y		Y	Y	
Section 112	Authority to determine whether a building consent should be issued for an alteration to an existing building. Authority to determine that after alteration, a building will continue to comply with the other provisions of the building code to at least the same extent as before the alteration.			Y		Y (With agreement of BCM)	Y (With agreement of BCM)	
Section 115	Authority to determine that reasonably practicable compliance with the provisions of the building code for means of escape from fire and for access and facilities for use by people with disabilities (where this is a requirement of the Disabled Persons Community Welfare Act 1975) will be achieved after a change of use to an existing building.			Y		Y (With agreement of BCM)	Y (With agreement of BCM)	

Building Act 2004		CE	RCM	BCM	RSO	BCO	Contracted BCO or Technical Leader (off-site)	CO
Section 116	Authority to determine that reasonably practicable compliance with the provisions of the building code for means of escape from fire and for access and facilities for use by people with disabilities (where this is a requirement of the Disabled Persons Community Welfare Act 1975) will be achieved after an extension to the intended life of a building or a subdivision that affects a building is given effect.			Y		Y (With agreement of BCM)	Y (With agreement of BCM)	
	Authority to determine that after alteration, a building will continue to comply with the other provisions of the building code to at least the same extent as before the alteration.			Y		Y (With agreement of BCM)	Y (With agreement of BCM)	
Section 124	Authority to exercise the powers of the Council in respect of buildings deemed to be dangerous, affected or insanitary under sections 121-123A of the Act.			Y		Y (With agreement of BCM)	Y (With agreement of BCM)	
Section s 126 and 220	Authority to apply to the District Court for an order authorising the Council to carry out work on default of the owner.	Y						
	Authority to enter on to land to do required work.		Y	Y				
	Authority to recover costs.		Y	Y				
	Authority to authorise entry on to land.		Y	Y				
Section 129	Authority to avert immediate danger or rectify insanitary conditions.	Y						
Section 133AT	Authority to determine whether a building consent should be issued for an alteration to a building or part of a building that is subject to an EPB notice.			Y		Y (With agreement of BCM)	Y (With agreement of BCM)	
Section 164	Authority to issue notices to fix.			Y		Y (With agreement of BCM)	Y (With agreement of BCM)	Y (With agreement of BCM)

Building Act 2004		CE	RCM	BCM	RSO	BCO	Contracted BCO or Technical Leader (off-site)	CO
Section 167	Authority to revoke or refuse to revoke a notice to fix.			Y		Y (With agreement of BCM)	Y (With agreement of BCM)	Y (With agreement of BCM)
Section 219	Authority to require a person to pay an additional charge where the standard set charge is inadequate for the Council to recover its actual and reasonable costs of providing a service and to collect levies payable under section 53.		Y	Y		Y (With agreement of BCM)	Y (With agreement of BCM)	Y (With agreement of BCM)
Section 221	Authority to place a charge on the land and to destroy or sell or otherwise dispose of any materials resulting from the doing of the work.		Y	Y				
Section 222	Authority to carry out inspections and to enter land on which building work is being carried out, and building work carried out on or off building site, and enter any building and any residential pool or immediate pool area and to enter premises to inspect the premises or building.		Y	Y		Y	Y	Y
Section 363	Authority to initiate prosecution for an offence. Protecting members of the public from using premises open to the public or intended for public use.	Y						
Section 363A	Authority to issue a certificate of public use.			Y		Y	Y	
Section 364	Authority to initiate prosecution for an offence. Offence for a residential property developer to transfer household unit without Code Compliance Certificate.	Y						
Section 365	Authority to initiate prosecution for offence. Offence to fail to comply with direction of authorised person.	Y						
Section 366	Authority to initiate prosecution for an offence. Offence to impersonate building consent authority or regional authority.	Y						

Building Act 2004		CE	RCM	BCM	RSO	BCO	Contracted BCO or Technical Leader (off-site)	CO
Section 367	Authority to initiate prosecution for an offence. Offence to wilfully obstruct execution of powers under this Act.	Y						
Section 368	Authority to initiate prosecution for an offence. Offence to remove or deface notice.	Y						
Section 369	Authority to initiate prosecution for an offence. Offence to make false statement.	Y						
Section 371	Where a person has committed an infringement offence, authority to determine whether to proceed under the Summary Proceedings Act 1957 or to issue an infringement notice.	Y						
Section 371B	Authority to issue infringement notices.			Y		Y (With agreement of BCM)	Y (With agreement of BCM)	Y (With agreement of BCM)
Section 375	Authority to initiate prosecution for an offence. Prosecution of offences.	Y						
Section 377	Authority to lay information for an offence. Filing charging documents.	Y						

Appendix I**COVID-19 EMERGENCY- EXTENSION OF CHIEF EXECUTIVE'S LEVEL OF FINANCIAL DELEGATION IN RELATION TO UNBUDGETED EXPENDITURE**

For the purposes of the COVID-19 emergency, the Chief Executive's financial delegation is set at \$500,000 per transaction, in order to allow for any unanticipated urgent expenditure. Any such unanticipated expenditure is to be reported back to the Waimate District Council Emergency Committee.

DRAFT

16.3 LOCAL GOVERNMENT NEW ZEALAND FOUR MONTHLY REPORT: JULY TO DECEMBER 2025

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

Authoriser: Tina Stevenson, Corporate Services Group Manager

Attachments: 1. LGNZ Four Monthly Report - July to December 2025 [!\[\]\(dc7a189c44f185f647680cc41e8d2bd7_img.jpg\) !\[\]\(df5cfd28f523ba46370d56ee162de3a1_img.jpg\)](#)

PURPOSE

1. For Council to receive and note the Local Government New Zealand (LGNZ) Four Monthly Report.

BACKGROUND

2. Council has been provided with LGNZ's latest four-monthly report for member councils, which covers the period July to mid December 2025, in order to include the post-election period and pre-Christmas reform announcements.
3. The next report will cover December 2025 to March 2026.
4. These reports are designed to be included on council agendas for consideration, discussion and feedback.

RECOMMENDATION

That the Local Government New Zealand Four Monthly Report: July to December 2025 is received.



LGNZ four-monthly report for member councils

// July-December 2025*





Contents

This report summarises LGNZ's work on behalf of member councils and is produced three times a year. It's structured around LGNZ's purpose: to serve local government by **championing**, **connecting** and **supporting** members.

Please put this report on the agenda for your next council meeting so that all councillors can review it and provide feedback. National Council and LGNZ Leadership Team members are very happy to join council meetings online to discuss the report or any aspect of it – just let us know.

This report complements our regular communication channels, including *Keeping it Local* (our fortnightly e-newsletter), providing a more in-depth look at what we do.

*This report covers just over five months, from July to mid December inclusive, to include all the post-election induction period and pre-Christmas reform announcements. The next report will cover December-March.

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LGNZ four-monthly report for member councils: July-December 2025* // 2



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Introduction

The reform storm

The next three years will heap reform on local government. Councils are already grappling with water reform but structural change and rates capping will stretch local government even further.

Local government needs strong political leadership and support to navigate reform and speak as an equal to Government. LGNZ's change in leadership, including National Council and the President, gives us an opportunity to reset priorities. Members need to see LGNZ being driven by members, for members. Members setting our advocacy priorities for the new triennium, as discussed in this report, is a critical part of that.

All the reform announcements are increasing pressure on elected members and staff. Providing feedback on structural reform, rates capping and resource management in the same tight timeframe will be extremely challenging for councils and LGNZ will be supporting you with draft submissions that you can use, informed by legal experts. We will also be engaging with officials and Ministers' offices, seeding stories in the media, and helping members speak directly to Ministers at our online and in-person events.

Post-election highlights

Between the elections and mid December, LGNZ has:

- Delivered Mayors Induction in Wellington;
- Run Elected Member Induction in 13 locations around New Zealand;
- Delivered Chairs Induction in Wellington;
- Held Metro, R&P and Regional sector meetings in Wellington;
- Attended zone meetings around the country and led engagement on advocacy priorities; and
- Responded to three major reform announcements via media standups, meetings with officials, information to members, and opportunities for member engagement including zooms with Ministers and officials:
 - Local government structure;
 - Rates capping; and
 - Resource management legislation.

Members have been very positive about the series of big reform explainers we've shared over the past few weeks. These respond to a key request from Elected Member Induction: to explain simply and clearly each key reform local government faces, to inform conversations around council tables:

- [RMA replacement explainer](#)
- [Rates capping explainer](#)
- [Structural reform explainer](#)
- [Funding and financing explainer](#)
- [Resource management reform explainer](#)
- [Building system explainer](#)

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- [Climate change explainer](#)
- [Transport explainer](#)
- [Emergency management explainer](#)

We're now very focused on the February deadlines for the Government's local government structure, rates band and resource management consultations. We will both influence policy on behalf of members and engage with members to inform our feedback and their own submissions.

Other highlights since July

In September, the Government announced a new regime for strengthening earthquake-prone buildings, driven by advocacy from LGNZ's seismic strengthening group led by Manawatū Mayor Michael Ford. This reform is expected to save New Zealanders more than \$8.2 billion in remediation and demolition costs.

Replacing the joint and several liability regime for buildings are also a significant win for LGNZ and will reduce councils' potential liability, with a shift to proportionate liability due to be in force by mid-2026.

Other highlights since our last four-monthly report include SuperLocal in July, which exceeded our attendance expectations. The programme, focused on doing the basics brilliantly, received extremely positive feedback.

With the support of the Local Government Funding Authority, Auckland, Hamilton, Tauranga, Wellington, Palmerston North, Hutt City, New Plymouth and Queenstown Lakes Councils, along with Rewire Aotearoa and EECA, we have now completed the final business case for the Ratepayer Assistance Scheme (RAS). The RAS will be off-balance sheet, offering ratepayers low-cost finance for rates-like charges (rates postponement, household electrification, and development contributions) as well as providing a return to councils. Minister Watts has expressed support for the RAS, which has the potential to be a game changer like the Local Government Funding Authority (which LGNZ also spearheaded). We have been working towards the RAS for several years and a government decision is imminent.

We ensured that the Policy.nz online platform for nationwide candidate information would stand up for the 2025 election, thanks to funding from a number of supporter councils. The platform went live on 29 August 2025, containing bios for 1,340 candidates from across 67 local councils and 11 regional councils. Analysis shows more people used Policy.nz in 2025 than in any previous election.



Champion

Government relations

In the past week alone, we met separately with Local Government Minister Simon Watts, Labour Leader Chris Hipkins, and Green Party local government spokesperson Celia Wade-Brown to discuss recent proposals impacting local government. Ensuring local government input – so reforms are robust and enduring – was central to all these discussions.

Over the past three months, we have engaged in detailed discussions with Beehive offices, including the Prime Minister's local government advisor and advisors to Ministers Watts, Bishop, Mitchell, Upston, Seymour and Penk. We received advance briefings on the resource management, local government structure, and rates band consultations, enabling us to prepare for those announcements (outlined below).

We were also given early notice of Minister Penk's changes to building liabilities and the earthquake-prone building system. LGNZ strongly advocated for these reforms. This allowed us to publicly endorse the changes, which were reported in the media, as constructive collaboration between central and local government.

The Ratepayer Assistance Scheme (discussed further below) has been another key advocacy focus. LGNZ met with Minister Costello, Minister Penk, Under Secretary Simon Court, Cameron Luxton, Andy Foster, Jamie Arbuckle, and Dr David Wilson to demonstrate how RAS will deliver genuine cost-of-living relief for New Zealanders.

Next week, we will meet with RMA spokespeople from across political parties to assess the details of the recently released bill. And on 23 December (11.30am–12.15pm), LGNZ will host a webinar with Ministers Bishop and Watts, giving our members the opportunity to ask questions about the recent proposals they have released.

Media

Media is a key advocacy tool for LGNZ to both inform the public and advocate to central government by building momentum around an issue. Since August 2025, LGNZ has responded to almost 300 media enquiries and released 26 media releases. We've also appeared in more than 200 media stories across radio, print, digital and television. The range of topics included rates capping, structure of local government, elections, elected member abuse and local government funding and financing. A detailed breakdown of coverage is published in *Keeping it Local*, our fortnightly email newsletter to all members.

We revisited the work undertaken by the Electoral Reform Working Group with media, resulting in an excellent explainer article appearing in the [Post](#), the [Press](#) and the [Waikato Times](#).

Candidate nominations and elections have been a focus of our proactive media. We provided a [local elections media guide](#), and run briefing sessions with media outlets to help build more stories, which resulted in substantial coverage around the elections.



SuperLocal attracted media interest from across the country, with 18 journalists attending from 11 media outlets over the two days and covering a wide range of local government issues.

Local government structure

On 25 November, the Government released a proposal to replacing regional councillors with a board of all Mayors in that region – who would then develop a plan to reorganise all councils (and/or service delivery) in that region over the next two years.

Before the announcement went public, we had a confidential briefing from DIA and received embargoed details from the Government, which gave us time to prepare. We held a media standup, [issued a media release](#) and our points were covered by a wide range of media.

That same evening, senior advisors to Minister Bishop and Watts visited LGNZ. They are keen to keep engaging with LGNZ to work through the proposal in detail.

LGNZ has set up a zoom with Ministers Bishop and Watts for Mayors, Chairs and CEs on Tuesday 23 December, to discuss structure among other issues.

LGNZ sees a significant opportunity to improve the proposal and get a better result for New Zealanders and local government, especially given the proposal lacks detail about how the new system will work in practice. The transition to any new structure will also be critical to the success of any new system.

National Council has agreed to set up a working group to make sure LGNZ's submission is driven by member input and these meetings will start from mid January.

Rates capping

The Government is consulting on the proposed formula and economic indicators for setting the target range, including whether 2-4% is appropriate.

DIA proposed a targeted consultation but we have convinced them that all councils should be able to submit, which they have agreed to.

The range proposed would apply to all rates (general rates, including the uniform annual charge, as well as targeted rates). It will exclude water charges and other non-rates revenue like fees and charges.

Councils would retain discretion over spending choices. However, they would need to comply with the new core services requirements and narrower purpose statement set out in the Local Government (System Improvements) Amendment Bill once this bill becomes law.

Extreme circumstances would allow exceptions to the target range. For example, global economic crises or recovery from natural disasters. There would be a regulator to review the cap, provide oversight over compliance and manage the variations process.

We are providing opportunities for members to engage with the Minister on 23 December and with DIA officials this Wednesday.

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National Council has agreed to set up a working group that will start meeting in mid January to inform LGNZ's submission, which will focus on what economic indicators the rates range should be based on.

Local government funding and financing

Ratepayer Assistance Scheme (RAS)

The Ratepayer Assistance Scheme (RAS) is a broad-based ratepayer loan scheme that is off-council balance sheet. The RAS will provide enormous benefits to ratepayers, with low-cost finance for rate-like charges. It will help ease the cost-of-living pressures New Zealanders are currently dealing with while enabling housing development, improving our housing stock with property improvement loans, and provide relief to people on fixed-income with rates postponement. It will also have benefits for councils, given it will be off-balance-sheet and provide an ROI.

Rather than people having to pay rates, development charges and property improvement costs upfront, the RAS allows payments to be spread across a long period of time (up to 20-30 years for certain products). And because the scheme leverages the high security of rates and proximity to local and central government, interest rates will be lower than equivalent bank rates. Much of this saving will be passed on to ratepayers.

LGNZ has taken a critical leadership roles in developing the Ratepayer Assistance Scheme (RAS), much as we did for the Local Government Funding Authority. Like the LGFA, it has the potential to be a game changer for local government. We have convened wider collaboration and been a consistent champion and driver.

The final business case is now with the Minister and sets up a "go/no-go" decision. The business case, while conservative, clearly demonstrates the viability of the RAS as well as the public benefit it would deliver, with significant savings.

LGNZ acknowledges these supporting councils:

- Auckland
- Tauranga
- Wellington
- Palmerston North
- New Plymouth
- Queenstown Lakes
- Hutt City
- Hamilton

Other partners include LGFA, Rewire Aotearoa and EECA.

The Strategic Advisory Group, chaired by Mayor Nick Smith, along with Cameron Bagrie and Stuart Henderson, complemented the wider project governance and has been invaluable in testing critical strategic issues. The Strategic Advisory Group has agreed to endorse the RAS to the Minister. This written endorsement accompanied the final business case.



Infrastructure funding and financing

The Government has released two proposed changes to local government funding for consultation. These relate to Pillar 2 of the Government's Going for Housing Growth programme and will be of most relevance to growth councils, particularly those near their debt limits. They align with LGNZ's previous advocacy on funding and finance tools.

- The Infrastructure Funding and Finance Amendment Bill will streamline the levy approval process, broaden the scope of the IFF Act to let the other entities use this, and make other changes to improve the Act. The due date for submissions will be known when this bill passes its first reading, likely to be early 2026.
- The development levies consultation will inform legislation to be introduced early in 2026. This will replace the current development contributions system. It enables growth paying for growth infrastructure, given changes to planning requirements to enable 30 years of enabled housing supply. Councils will be able to change to development levies from 2027.

LGNZ will submit on both bills. As well as circulating drafts for member comment and use, we are engaging with member councils most likely to be impacted by the changes to development levies, and also with those who have the most experience with the IFF Act process.

Local Government Quarterly Economic Insights

Our latest quarterly economic insights produced by Infometrics was shared with members on 11 December. This is a member-exclusive offering from LGNZ.

The [December edition](#) included the following insights:

- Data showing the increase of days spent in a state of emergency. Storm- and flooding-related emergencies are happening much more now than 10 years ago.
- The 8.8%pa average rise in rates in 2025 followed a 12%pa increase in 2024, and a 9.8%pa increase in 2023. The wider property rates and related services increase contributed 9.9% of total annual inflation, behind food (29% of total inflation) and household energy (12% of total). This data was specifically requested by members.

The [September edition](#) compared the cost of rates to taxes faced by households, presented historic information on council investment in three waters infrastructure, and looked into public transport data (comparing pre-Covid and current use).

DIA metrics release (aka council profiles or report cards)

These profiles were released in July on DIA's [website](#). They cover a range of financial metrics for councils. LGNZ successfully advocated for improvements to DIA's approach, including the provision of contextual information and links to council websites. The profiles will be updated yearly, and future iterations will cover additional metrics including asset management, service provision, and governance performance.

LGNZ worked with media outlets to ensure both sides of the story were told, emphasising it would be better if these metrics [showed outcomes](#) as well as expenditure – which was picked up by [Stuff](#), [RNZ](#), the [Press](#) and other outlets. Councils like Gisborne District also used these key messages to [give local context](#).



Regional deals

We are still anticipating the first Regional Deal by the end of this year, with two more to be agreed next year. The Government has signalled that it may call for new proposals next year.

In July, the Government announced it had signed memorandums of understanding with three regions – Auckland, Otago Central Lakes, and Western Bay of Plenty, which allowed negotiations on deals for those areas to begin.

It also outlined what would be up for negotiation, including:

- Improved central government coordination
- Early collaboration with councils on system reforms
- Providing councils with new funding and financing tools
- Supporting regions to unlock growth sectors

Water services reform

As of early December, 56 councils (individually, or as part of a joint entity) had their Water Service Delivery Plans approved, and implementation of these plans is now underway.

Previously the Minister has raised concerns with smaller councils that have chosen to go it alone about their financial sustainability. Councils have to demonstrate that their model is financially sustainable and will meet all required standards, and a failure to do so means that their Water Service Delivery Plan has to be rejected, opening those councils up to ministerial intervention.

Consultation on the Commerce Commission's draft decisions on information disclosure has concluded. The Commission will make final decisions by February, and the information disclosure requirements will apply to all regulated suppliers from this time.

The Wastewater Environmental Performance Standards have now been finalised and apply from 19 December 2025. These standards will replace all existing regional council rules and policies for public wastewater treatment plants and networks. We shared them with members in late November.

Resource management reform

On 9 December, the Government introduced legislation to replace the Resource Management Act. Two new bills will create a more enabling, directive and simpler system, with the following features:

- Councils have less discretion and make decisions on fewer things.
- The public have less opportunity to have their say – and on fewer issues. Most public participation will be in plan development rather than consenting.
- If a council wants to place conditions on landowners that are more stringent than national direction in a specific range of areas, the council will need to compensate these landowners. The specific areas include heritage, outstanding landscapes or features, and sites of significance to Māori. Compensation could be through monetary payments, rate or fee reductions, extra development rights, land swaps or targeted grants.
- Transition arrangements will mean new consents will have to comply with parts of the new legislation before the full system comes into force.



- Urgent legislation will be passed by the end of this year to extend consents due to expire before 2031. The Government wants these consents to be considered under new regional combined plans: this means these consents will be extended till after 2031.
- The legislation will now go through a full select committee process. After the first reading, we'll know the deadline for submissions – but we expect this to be tight.

We held a media standup after the Government's announcement and issued [this media release](#).

LGNZ has established a Resource Management Reference Group comprised of a small group of elected members and council staff, which met for the first time on Tuesday 25 November. This will ensure member views are represented in LGNZ's RM policy and advocacy work.

LGNZ's RM submission will include expert legal support from Buddle Findlay. We also held an Ako Hour for elected members with Buddle Findlay Partner David Allen. [Register by logging into Ākona here](#).

In mid-August, the second Resource Management Act amendment bill, which introduces a range of "quick fixes" to the RMA while replacement legislation was being prepared, passed into law. This legislation was amended after the Select Committee stage, with changes including:

- The Government giving itself the ability to "modify or remove provisions in local council plans if they negatively impact economic growth, development capacity, or employment". We noted this was significant overreach and would not be subject to select committee scrutiny or consultation.
- Suspending the requirement for councils to complete 10-year plan and regional policy statement reviews, ahead of the RMA being replaced.
- Broadening what water discharges can be allowed as a permitted activity, in response to concern from some councils that some farms would require resource consents for "routine on-farm activities".

LGNZ submitted on (and largely supported) the proposed changes to national direction and the Going for Housing Growth (GfHG) discussion document. These complement the second amendment bill and will be implemented before the RMA is replaced (except for the GfHG changes, which will be introduced at the same time as the eventual replacement legislation).

Transport

The Government introduced the Land Transport (Revenue) Amendment Bill to Parliament earlier in November. This will enable more flexible use of tolling for new (and in some cases, existing) roads, as the Government signalled earlier this term. It also modernises the Road User Charges (RUC) system, as a first step towards a new E-RUC system – something that LGNZ has long advocated for.

While tolling is unlikely to be used by councils directly, because local roads generally lack viable traffic volumes, we support greater use of tolling and included it in our funding and financing toolkit launched last year. We will be submitting on this legislation in support of both the tolling and RUC changes.

The Transport Forum had its final meeting before local elections in August. This gave an opportunity for the forum to reflect on its work over the last two years.



Work is continuing on how LGNZ can shape the work the Government doing on emergency works funding, including how to better shift funding from reactive repairs to proactive mitigation works.

Climate change

The Independent Reference Group on Climate Adaptation proposed a framework for climate adaptation in July 2025. The national adaptation framework is intended to establish an enduring, long-term approach to climate adaptation in New Zealand.

Recently the Government released its response. Its climate adaptation framework has implications for local government, including a new requirement to undertake adaptation planning in priority areas, and new requirements around decision-making on adaptation investments. Disappointingly the framework did not adequately address the question of 'who pays' for post event adaptation or the need for addressing existing development in high-hazard areas.

Other policy issues

Seismic strengthening

In late September, the Government announced it would comprehensively reform the earthquake-prone building system, after strong advocacy from LGNZ. The changes will refocus the system on the highest risk buildings and remove low risk areas from the regime entirely.

While we still need to see the details of the legislation, LGNZ strongly supports this change and has worked closely with the Minister for Building and Construction and his officials to ensure the reforms work for councils. We will be drafting a supportive submission on the legislation once it is introduced.

Electoral Reform Working Group

The working group's final report was sent to MPs and Minister. The chair of the working group, Hon Dr Nick Smith, and other members met with Minister Watts on 13 October to discuss their proposals. Officials from DIA, at the request of Minister Watts, will engage shortly with the working group on proposals for potential changes to the electoral system ahead of the 2028 elections.

Building system reforms

The busy programme of building system reforms continues. Legislation to end the system of joint and several liability and allow for the easier amalgamation of Building Consent Authority (BCA) functions is expected early next year. Legislation allowing "granny flats" up to 70sqm to be built without the need for a building consent passed into law last month.

The Government has announced major, welcome changes to the building consent system, including replacing the system of joint and several liability with proportionate liability (which is used in New South Wales). This is a major win for local government and has been a long-standing advocacy priority for LGNZ.

Under the existing system, councils can be liable for all costs of building defects if other parties are unable to pay or have ceased trading. This has driven risk-averse behaviour due to the substantial financial risk that councils assume when signing off building consents and inspections.



Under the new system, the Building Act 2004 will be amended to ensure each party will only be responsible for the share of the work they carry out. Further details will be provided in due course on what this will look like in practice, including how indemnity insurance and home warranties will work.

LGNZ has engaged regularly with Minister Penk and MBIE officials about these and other changes in the building and construction space, and we will continue to do so as further details are worked through. Legislation to amend the Building Act is expected to be introduced to Parliament in early 2026.

Emergency management reform

The Emergency Management Bill was introduced on 9 December. This legislation will replace the current CDEM Act. It will introduce minimum levels of service for local government, which could have significant implications for members. We will be producing a draft submission and sharing it with members in late January (we expect a February deadline for submissions).

Advocacy priorities

Having clear advocacy priorities set by members has helped LGNZ focus our effort in the right places. Now we're asking members to set our advocacy priorities for the new triennium.

Sector meetings in November [developed a longlist](#), which we sense checked with zone meetings, as well as emailing all members. The new National Council is clear that members must drive advocacy priorities. National Council will produce a shortlist from the member longlist at its February meeting, which members will rank in order of priority at the February sector meetings.

We have also produced a stocktake of achievements against our previous advocacy priorities as at October 2025. [Read the stocktake.](#)



Connect

SuperLocal25

SuperLocal25 was held from 15-17 July at Te Pae in Christchurch with record attendance and very strong level of sponsorship.

We asked attendees to fill in a survey detailing their feedback and received a significant amount of anecdotal feedback. The survey's overall sentiment score lifted significantly compared to 2024, with a ratio of positive-to-negative comments of 6:1 (last year it was 4:1). Overall scores also lifted compared to 2024.

What attendees liked most

- Networking was a standout — especially 'connect and refuel' breaks.
- Praise for ministerial speakers, particularly Minister Seymour and Minister Bishop.
- High value placed on breakout sessions, especially practical and reform-focused content.
- Specific positive mention of Mayor Nick Smith's session on electoral reform

SuperLocal26

Planning for SuperLocal26 in Rotorua is well under way, including our theme, sponsorship proposal, budget and programme format. We have decided to include the Friday morning (as well as the Wednesday and Thursday), so that we can accommodate Ministers in the programme (as it is a House sitting week).

We are working closely with RotoruaNZ on the attendee experience, tailored to Rotorua. This includes early engagement with mana whenua.

Potential sponsors and exhibitors have already begun enquiring about SuperLocal26.

2026 events calendar and forward planning

In July, we circulated our draft events calendar for feedback then in December [shared an updated version](#).

Engagement at Zone meetings

Four zones met in November and LT members attended these events, where we also ran advocacy priorities sessions.

- Zone 6 held a well-attended mini-conference in Dunedin with a broad range of speakers that received extremely positive feedback from attendees, and was attended by Director Member Services Amanda Wells and Director Policy Simon Randall.
- Zone 2 met in Karapiro with good turnout and a focus on upcoming reforms and changes for local government, and was attended by Simon and Principal Government Relations Advisor Paul Hunt.



- Zone 3 met in Palmerston North and was well attended, with LGNZ's reset top of mind along with local government reform and was attended by Interim CE Scott Necklen and Director Partnerships & Advocacy Ranjani Ponnuchetty.
- Zone 4 met in Kapiti, and handed over to new Chair Brady Dyer at this meeting, which Amanda attended.
- Zone 1 met online to conduct NC and Chair appointments, and we gave members the priorities survey for them to provide feedback. Scott and Paul joined the meeting.

Sector meetings

Networking function

The night before the November sector meetings, our networking function drew a strong crowd of well over 100. DIA Secretary for Local Government Paul James was our guest speaker, delivering a short address and taking questions. We will continue to provide networking opportunities at our All-of-our-local-government meetings and sector meetings.

R&P

At its November meeting, the Rural sector selected Mayor Ben Bell as Chair while the Provincial sector selected Mayor Nigel Bowen as Chair. We have synthesised the priorities developed by R&P into LGNZ's long list of priorities, as discussed in the separate Advocacy priorities paper. We have met with Mayor Ben and Mayor Nigel to work through key themes discussed at the November meeting, to design a programme for the R&P meeting in February.

Metro

Mayor Grant Smith is the Metro sector chair for this triennium. Metro sector's November meeting's advocacy priorities discussion focused on LGNZ and membership-related priorities. Mayor Grant, Mayor Sophie and Mayor Mahé were meeting before Christmas to discuss Metro's longlist of advocacy priorities for the triennium, which will be used to inform our policy and government relations work.

Mayor Grant has been connecting with Christchurch and Auckland to discuss connection with Metro sector and membership.

In the future, Metro meetings will be themed and run on separate dates from Regional sector and Rural & Provincial sector meetings. The February metro meeting will focus on business and property issues.

Regional

There has been significant change around the Regional sector table, with two of the 11 regional Chairs having previously served as Chair. The Regional Sector's November meeting followed a very successful and well attended Chairs Induction (the previous day). This first meeting focussed on key upcoming reforms like resource management and rates capping. The sector also had a very engaged session on advocacy priorities.

We have worked closely with the new sector chair, Chair Deon Swiggs, to front and respond to the Government's proposal for structural reform. We held a briefing for regional council Chairs early the day after the announcement and have provided targeted comms to members.



There was a second online meeting of our Regional sector on 10 December to discuss impacts of the upcoming resource management and rates capping announcements.

Before the elections, the Regional sector has had its final online meeting of the triennium. This covered water regulation through discussions with both the Commerce Commission and Taumata Arowai; reflections on key policy portfolios; and engagement with Minister Shane Jones and Minister Mark Patterson on regional development and their views on role and functions of regional councils into the future.

Upcoming February All-of-local-government and sector meetings

We are currently refreshing our theme for the February All-of-local-government meeting given the impact pre-Christmas reform announcements will have on council's work programme. We have requested Sir Brian Roche as a keynote speaker, to talk about where public services are best delivered and how central and local government can work together efficiently. Government representation will be a key part of this event, which will be hosted at Parliament.

We are mindful that the February AOLG will be the first time the whole sector has the opportunity to get together in a room, so we're aiming to strike a good balance between networking opportunities and policy content that members find useful and can take back to council tables.

Invites for February sector meetings will go out before Christmas.

Elections 2025

Policy.nz was stood up for 2025 thanks to LGNZ raising funds from councils to ensure it was viable. The site gave voters clear, accessible information about who is standing and what they stood for. It went live with local election content on 31 August and was supported by a nationwide campaign across the NZ Herald, The Spinoff, iHeart Radio, Phantom Billstickers and LGNZ's social channels.

In terms of other election-related work, we ran a social media campaign encouraging people to vote and engage. We delivered significant media engagement around the elections, including providing data to media.

Te Maruata

Feedback from Te Maruata members on the SuperLocal conference in July was positive. Particular highlights included the sessions on Māori wards and Te Ngana a Tū, Te Pou o Rongo – understanding leadership responsibilities and challenges within council from a Te Ao Māori perspective. Members also valued the opportunity to engage with other Māori councillors.

A Te Maruata Whānui hui was held on 30 July and included a presentation from the Local Government Commission on their review of the Code of Conduct. Te Maruata noted that greater consideration of Māori values was needed to guide conduct expectations. Moko Tepania has joined the Local Government Commission's stakeholder group on the review of the Code of Conduct.

The final Te Maruata Whānui hui was held on 27 August and the final Te Maruata Rōpū Whakahaere was held on 19 September. Agenda items include an update on inductions and onboarding following the elections in October, the elections process for the new Te Maruata Kōmiti, an update from



Creative New Zealand on their Toi Ora Strategy and an update from LGNZ on current priorities and mahi.

An information pack on Māori Wards was prepared by LGNZ, in response to a request from Te Maruata. The information pack included LGNZ's position that all wards should be treated the same (based on agreed messaging from National Council), key messages, FAQs and useful links. While none of the information is new, the information pack brought together relevant information together in one document for easy access.

The election of the new Te Maruata governance group – Te Rōpū Whakahaere – took place in Wellington on 27 November 2025. The new co-chairs are Dinnie Moeahu (New Plymouth District Council) and Aubrey Ria (Gisborne District Council). Other Te Rōpū Whakahaere members are:

- Metro rep – Kylie Wihapi (Porirua City Council)
- Regional rep – Hinewai Ormsby (Hawke's Bay Regional Council)
- R&P rep – Aubrey Ria (Gisborne District Council)
- YEM – Bridgit Bell (Manawatū District Council) and Wahine Murch (Taupō District Council)
- CB – Irene Wakefield (Horowhenua District Council / Te Awahou Foxton Community Board)
- Wahine – Toni Boynton (Whakatāne District Council)
- Tane – Iwi Te Whau Jr (Bay of Plenty Regional Council)
- At large – Dinnie Moeahu (New Plymouth District Council), Iaean Cranwell (Environment Canterbury), Bonita Bigham (Taranaki Regional Council), Arama Morunga (Northland Regional Council)

The first meeting of the new Rōpū Whakahaere was held on 5 December 2025. The agenda was focused on identifying priorities for the new term, understanding what support LGNZ can provide and confirming arrangements for future events and hui, including Waitangi 2026.

Young Elected Members

YEM held a very successful pre-SuperLocal hui.

The election of the YEM Committee took place on Friday 5 December and the committee elected its chair on Monday 8 December.

Following the elections, the first meeting of the committee will be held before Christmas. Committee members include:

- Chair – Alex Crackett (Invercargill City Council)
- Deputy Chair – Bridgit Bell
- Zone 1 – Felicity Foy (Far North District Council)
- Zone 2 – Justin Ros (Kawerau District Council)
- Zone 3 – Charlotte Melser (Whanganui District Council)
- Zone 4 – Kaz Yung (Hutt City Council)
- Zone 5 – Megan Fitzgerald (Ashburton District Council, Methven Community Board)
- Zone 6 – Alex Crackett (Invercargill City Council)



- Te Maruata – Bridget Bell (Manawatū District Council) and Wahine Murch (Taupō District Council)
- Community Board – to be appointed by CBEC in the New Year
- At large (two roles) – Fisher Wang (Rotorua Lakes Council) and Rebecca Ryan (Waitaki District Council)

Community Boards

The relationship guide we launched at SuperLocal attracted a lot of interest, with a strong stream of visitors to CBEC's stand in the exhibition space. We will continue to promote this resource to councils and community boards.

The election of a new Community Boards Executive Committee will occur in early 2026.

Women in Local Government

We held a very successful breakfast ahead of SuperLocal, with the Hon Tracey Martin an extremely well-received speaker. We will be looking to reengage with women elected members in the New Year.



Support

Ākona

All elected members have been loaded into Ākona and we encourage anyone having difficulties with access to get in touch. We relaunched the Ākona platform in October so that it would provide a better learning experience for elected members.

The most popular Ākona courses since the elections have been:

- Responsibilities of the Chair
- Council asset management
- Intergenerational costing
- Asset maintenance
- Asset management plans

There are now 24 catalogues of learning available, covering skills like dealing with media, public speaking and te reo pronunciation as well as the more technical aspects of elected members' roles.

Ākona also houses all LGNZ guides and is the source of all information and learning connected with local government reforms.

The first Ako hours of the triennium are now live and open for registration in Ākona. We had a record number of attendees at the first Ako hour of the triennium, on resource management with legal expert David Allen, a partner at Buddle Findlay (who will also be supporting development of our resource management submission).

Work on our new local government accreditations continues with Victoria University, and we remain on track for a 2026 launch.

Ahead of the elections, Alicia McKay released a very popular Ako hour. This event was a taster for the bespoke curriculum she is building for LGNZ, ready for release in the New Year.

Induction

More than 400 elected members attended our range of induction events around the country, which were the result of months of planning. Registrations exceeded expectations and budget.

Mayors Induction

Mayors Induction on 20-21 November in Wellington was attended by 52 Mayors (and included non-member Mayors).

The Prime Minister joined us for lunch on the second day and we hosted an update and q+a with Minister of Local Government Simon Watts.

Session topics included:

- Managing the relationship with your CE
- Setting up decision making structures



- Dealing with emergency situations

We had exceptional feedback, particularly from new Mayors.

Chairs Induction

Chairs Induction was also well-attended and held in conjunction with sector meetings, after Chairs had been elected. Fourteen Chairs, Mayors or Deputy Chairs attended the day, which covered similar ground to Mayors School with a specific regional council focus. It also attracted very positive feedback with 100% of respondents either Very Satisfied or Satisfied with the experience.

Elected Member Induction

We delivered induction for elected members in 13 different locations around the country. Elected members have told us that this year's induction was outstanding and this is borne out by our feedback survey results, with an average satisfaction score of 4.6 out of 5. After attending induction, 91% of attendees felt either "very confident" or "confident" about their role.

LGNZ struggled to deliver quality inductions in 2022 and 2019, and received a lot of negative feedback about those events. This makes our 2025 results even more meaningful.

Inductions were the result of months of planning and significant commitment by staff during October-November.

Pre-elected learning

We made online learning modules freely available to anyone considering standing for council, so that they could understand how councils delivering for communities and what being a councillor actually entails. These pre-election resources were very popular, with over 2000 people accessing the site and 1,061 actively engaging in multiple activities.

LGNZ Māori strategy

Building our internal capability in te ao Māori to be effective for all our members has been a specific focus for LGNZ over the last three years. Establishing a Kaitohutohu Whakarae (Māori) - Māori Chief Advisor to provide cultural leadership and mentoring, lead our engagements with Te Maruata and manage our relationships with hapū, iwi and Māori communities has been a key pillar of our strategy.

We will continue to attend Waitangi. This is now an annual event for LGNZ, providing an opportunity to build relationships with iwi, Māori communities, Ministers and local MPs. In 2026, we are aiming to sign an updated relationship agreement with the Iwi Chairs Forum, highlighting our joint commitment to local democracy. Our delegation will include our President, VP, Te Maruata Co-chairs, Interim CE, and Director Partnerships and Advocacy. The week will include meetings with iwi, attending the powhiri, holding a stall at Waitangi to promote local government, meetings with MPs and participating in other activities such as providing breakfast to attendees of the dawn ceremony in partnership with Woolworths Waitangi and panel discussions.

Te Korowai – CouncilMARK

Te Korowai continues to strengthen its role as LGNZ's sector-led continuous improvement programme, providing councils with an independent, trusted assessment of organisational

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performance. It builds on the robust framework originally developed under CouncilMARK while moving away from its more audit-focused approach. By adding qualitative insights and narrative to DIA's mandatory benchmarking, the programme helps councils understand and to communicate the "why" behind performance and make stronger, evidence-based decisions.

Councils are navigating significant shifts in responsibilities, expectations, and financial settings given current and upcoming Government reform. These changes will require many to realign strategy and plans under increased public and political scrutiny. In this environment, Te Korowai is being positioned as a tool that enhances organisational resilience—providing a strong evidence base and high levels of transparency to help councils understand their capability, demonstrate sound governance, and work confidently through a rapidly changing landscape. Assessments, under the new model, have now been completed for six councils, with flexible engagement options ranging from the Integrity Survey through to full assessments.

At SuperLocal, we hosted two fully subscribed workshops (around 50 participants each), chaired by Mayor Tamah Talley (Central Otago District Council) alongside Sarah Stevenson (Independent Evaluation Panel Member) and Tanya Winter (CE, Ōtorohanga District Council). The workshops highlighted how Te Korowai helps councils focus and prioritise resources, while complementing DIA benchmarks.

We are currently working with a number of councils, who are at different stages of the process.

Road Efficiency Group

REG is a partnership between LGNZ, NZ Transport Agency Waka Kotahi and all road controlling authorities. It supports councils and transport partners with guidance, tools and insights that improve planning, investment and service delivery. It improves decision-making and systems and processes, allowing you to deliver transport services more effectively.

We have completed the first year of the 2024-2027 The Road Efficiency Group (REG) programme supporting a high-quality learning programme, including a greater focus on in-person workshops and Asset Management Plan reviews.

Governance support

We are currently supporting several councils to navigate sensitive issues. Alongside this work are the numerous calls we receive for general advice and support.

Work continues on updating LGNZ's suite of governance guides. The first products of the shelf were the Standing Orders' templates and the Standing Orders' Guide. The templates and Guide were updated to reflect legislative changes made over the last three years and to incorporate additional guidance where this has been requested, for example, information on workshops following advice from the Ombudsman and clarity on the new quorum rules.

We have also updated:

- Guidance for new Mayors and Chairs;
- The community boards' governance guide;
- The tax guide for elected members;



- Elected Members' Guide to Governance and Local Government;
- Designing governance and decision-making structures;
- Elected Members' Guide to the LG (Rating) Act 2002;
- Standing Orders Guide

LGNZ has received a number of queries from councils about whether our Code of Conduct template will be updated. We had plans to streamline the Code of Conduct template, based on feedback from users. However, we will not be doing this as the Local Government (System Improvements) Amendment Bill will see the Secretary for Local Government able to adopt a code of conduct for all councils. The Local Government Commission has been charged with developing this model Code of Conduct by the end of 2025. We submitted on the draft code, and have engaged with the commission throughout the process.

A Guide to help councils determine governance and decision-making structures was developed and circulated to councils. This Guide is intended to assist councils to look at the pros and cons of different governing arrangements, such as the pros and cons of establishing committees, whether committees should have delegated responsibilities, or simply be advisory, and whether they should be committees of the whole, or not.

16.4 RISKPOOL: UPDATE TO MEMBERS

Author: Tina Stevenson, Corporate Services Group Manager

Authoriser: Tina Stevenson, Corporate Services Group Manager

Attachments: 1. Riskpool: Update to Members 17 December 2025 

PURPOSE

1. For Council to receive an update regarding Riskpool's current work, recent developments in domestic litigation and progress in their reinsurance negotiations.

BACKGROUND

2. Riskpool was established in 1997 by local authorities and Civic Assurance (now Civic Financial Services Ltd) to provide collective risk protection for local government entities across New Zealand. It was formed in response to an unreliable and expensive commercial insurance market, particularly following the withdrawal of key insurers from local government liability cover.
3. Structured as a not-for-profit mutual fund with a Board of Trustees (the Board) acting in the best interests of members, Riskpool successfully operated for 20 years, returning \$178.7 million in claims to its members in comparison to \$147.5 million in contributions. Waimate District Council was a member of the Riskpool Scheme in that period.
4. Since 2017, the Scheme has been in a managed wind-down phase. The Board's focus is now primarily on resolving legacy claims, pursuing recoveries from reinsurers, and ensuring sound trust governance.
5. Although the Riskpool Scheme is in a managed wind down phase, the Board is currently managing a number of significant workstreams relating to Riskpool.
6. Attached is an update that has been provided by Riskpool's General Counsel, dated 17 December 2025.

Trust Deed Consultation

7. Proposed Trust Deed amendments were discussed and Council's endorsement received at the November 2025 Council meeting.
8. Presently 85% of members have provided signed consents approving the amendments, with 90% required to put the changes into place.

Domestic Litigation

9. Riskpool is currently defending significant domestic litigation arising from the Supreme Court's 2023 decision in Local Government Mutual Funds Trustee Ltd v Napier City Council [2023] NZSC 97, which addressed claims involving both weathertight and non-weathertight issues.
10. Two of these claims went to trial in the Wellington High Court in September 2025, which concluded at the beginning of October. The key issue to be determined by the High Court is the consequence of these claims having been late notified pursuant to the terms of the Scheme documents (which includes the Trust Deed, Scheme Rules and the Protection Wording).
11. A judgment is expected around March/April 2026. Riskpool anticipate that the decision will offer meaningful clarity for both Riskpool and reinsurers, allowing Riskpool to move forward with the resolution of the remaining legacy claims.

Reinsurance

12. Reinsurance remains Riskpool's principal source of funds for settled or accepted claims. The majority of the Scheme's historical liabilities are expected to be met from reinsurance.

13. The process of ensuring reinsurers meet their obligations is complex, involving multi-layered “towers” of reinsurance for each fund year.
14. Riskpool continue to engage in constructive and proactive dialogue with reinsurers, supported by both their London-based brokers and English and New Zealand counsel.

Member Engagement

15. The Riskpool Board is committed to keeping its members well informed and engaged as key developments affecting the Scheme progress.

PROPOSAL

16. That Council receives Riskpool’s Update.

ASSESSMENT OF SIGNIFICANCE

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

CONSIDERATIONS**Risk**

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

FINANCIAL

20. No budgetary provisions have been made for Riskpool calls.
21. If further future calls are likely Riskpool intends to provide members with as much advance notice as possible to support budget planning.

RECOMMENDATION

That the Riskpool: Update to Members report is received.



17 December 2025

Stuart Duncan
Waimate District Council
PO Box 122
WAIMATE 7960

stuart.duncan@waimatedc.govt.nz

Dear Stuart

RISKPOOL: UPDATE TO MEMBERS

We write to update you on Riskpool's current work, recent developments in domestic litigation, and progress in our reinsurance negotiations, as we continue to manage legacy claims and safeguard the collective interests of our membership.

Response to August Call

Thank you to all councils who responded to Riskpool's August 2025 funding call. All amounts called have been received. Your continued engagement and support are valued and essential as we continue progressing several key workstreams, summarised below.

We recognise that many Member Councils operate under tight fiscal constraints, and that advance warning of any call for funding is essential. The Board manages the financial needs of the Scheme carefully and, at this stage, we do not anticipate making a further call to Members in the financial year ending 30 June 2026.

Any future call for funding will depend primarily on two factors:

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

Should developments in either area indicate that a further call is likely in future, we will provide Members with as much advance notice as possible to support budget planning.

Trust Deed Consultation

We would also like to thank those Councils who have responded to the proposed Trust Deed amendments to date. Of Riskpool's 75 Members, the Trust Deed amendments require approval from 90%, approximately 68 Councils. As at the date of this letter:

64 Councils, approximately 85% of the membership, have provided signed consents approving the amendments; and

11 Councils have decisions pending or are currently considering the proposal. We are actively following up with these Members.

We recognise that the timing of local government elections has affected the ability of some Councils to consider the amendments. We are happy to accommodate this where needed and will continue to work with those still progressing approvals.

We will update all Members once the full set of responses is received.

Domestic Litigation

As indicated in our previous correspondence, Riskpool is currently defending significant domestic litigation arising from the Supreme Court's 2023 decision in *Local Government Mutual Funds Trustee Ltd v Napier City Council [2023]* NZSC 97, which addressed claims involving both weathertight and non-weathertight issues.

Two of these claims went to trial in the Wellington High Court in September, which concluded at the beginning of October. The key issue to be determined by the High Court is the consequence of these claims having been late notified pursuant to the terms of the Scheme documents (which includes the Trust Deed, Scheme Rules and the Protection Wording). A judgment is expected around March/April next year. We anticipate that the decision will offer meaningful clarity for both Riskpool and reinsurers, allowing us to move forward with the resolution of the remaining legacy claims.

We will provide a further update to Members once the judgment has been released and its implications are understood.

Reinsurance

Reinsurance remains Riskpool's principal source of funds for settled or accepted claims. The majority of the Scheme's historical liabilities are expected to be met from reinsurance. To the fullest extent possible, the Board is prioritising this recovery as it is central to minimising any further financial impact on Members.

The process of ensuring reinsurers meet their obligations is complex, involving multi-layered "towers" of reinsurance for each fund year. The relevant reinsurance contracts are governed by English law and subject to the jurisdiction of the English commercial courts.

We continue to engage in constructive and proactive dialogue with reinsurers, supported by both our London-based brokers and English and New Zealand counsel. We will continue to provide updates as the recovery process advances.

Riskpool's Ongoing Engagement with Members

Riskpool was established to provide collective risk protection for local government in New Zealand, and the Board remains mindful of, and committed to that founding purpose. We continue to operate in line with the principles on which the Scheme was created: shared responsibility, prudent financial management, and mutual support among Members. Consistent with those principles, the Board is committed to keeping you well informed and engaged as key developments affecting the Scheme progress.

Please do not hesitate to contact me at stephen.ferson@riskpool.org.nz if your Council has any questions or would like further detail on any of the matters outlined above.

Thank you again for your ongoing engagement and support.

Ngā mihi nui,



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

**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 16 December 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
18.3 - Consideration of Land Purchase - Park Road, Waimate	<p>s7(2)(f)(i) - free and frank expression of opinions by or between or to members or officers or employees of any local authority</p> <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
18.4 - Statutory Land Management Application - Res 814 Blk VI Waitaki SD-Gravel	s7(2)(h) - the withholding of the information is necessary to enable Council to carry out, without prejudice or disadvantage, commercial activities	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7

19 RE-ADMITTANCE OF THE PUBLIC REPORT

MEETING CLOSURE