

Agenda

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

Tuesday 24 March 2026

10:15 AM

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 24 March 2026, 10:15 AM.

Elected Members

Craig Rowley	Chairperson
Sandy McAlwee	Deputy Mayor
John Begg	Councillor
Jakki Guilford	Councillor
Stacey Swale	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 Jakki Guilford Will open the meeting.

2 PUBLIC FORUM

3 APOLOGIES

The Chair will call for any apologies.

4 VISITORS

5 CONFLICTS OF INTEREST

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

Local Authorities (Members' Interests) Act 1968

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

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

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

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

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

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

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

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

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

MINUTES

7 CONFIRMATION OF MINUTES

7.1 MINUTES OF THE COUNCIL MEETING HELD ON 24 FEBRUARY 2026

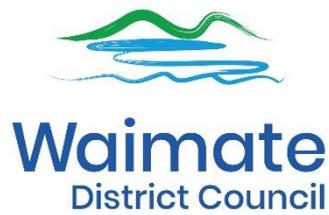
Author: Aleisha Macpherson, Corporate Services Assistant
Authoriser: Tina Stevenson, Corporate Services Group Manager
Attachments: 1. Minutes of the Council Meeting held on 24 February 2026

PURPOSE

To present the unconfirmed Minutes of the Council Meeting held on 24 February 2026 for confirmation.

RECOMMENDATION

That the Minutes of the Council Meeting held on 24 February 2026 be adopted as a true and correct record



MINUTES

Ordinary Council Meeting

24 February 2026

**MINUTES OF WAIMATE DISTRICT COUNCIL
ORDINARY COUNCIL MEETING
HELD AT THE COUNCIL CHAMBER, WAIMATE DISTRICT COUNCIL, 125 QUEEN STREET,
WAIMATE
ON TUESDAY 24 FEBRUARY 2026 10:15 AM**

PRESENT: Mayor Craig Rowley, Deputy Mayor Sandy McAlwee, Cr John Begg, Cr Stacey Swale, Cr Paul Harrison, Cr Peter Paterson, Cr Lisa Small, Cr Rick Stevens

APOLOGIES: Cr Jakki Guilford

IN ATTENDANCE: Stuart Duncan (Chief Executive), Michelle Jones (Executive Support Manager), Dan Mitchell (Asset Group Manager), Tina Stevenson (Corporate Services Group Manager), Nicole Timney (Community and Strategy Group Manager), Aleisha Macpherson (Corporate Services Assistant),

PARTIAL ATTENDANCE: Dylan Murray (Regulatory and Compliance Group Manager), Grace Aikman (Human Resources Manager).

OPENING

1 MEETING OPENING

Cr Harrison opened the meeting with a selection of quotes and humorous anecdotes. The Mayor acknowledged the passing of former Mackenzie District Council Mayor Anne Munroe, and invited those in attendance to observe a minutes silence.

2 PUBLIC FORUM

John Foley came to speak on the current state of the Waimate Museum/Courthouse. The ownership of the building is a issue under contention. Weather tightness measures have been undertaken by Council and further consideration is continuing.

3 APOLOGIES

APOLOGY

RESOLUTION 2026/14

Moved: Cr Rick Stevens

Seconded: Cr Lisa Small

That the apology received from Cr Guilford be accepted.

CARRIED

4 VISITORS

Nil

5 CONFLICTS OF INTEREST

Nil

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

Nil

MINUTES**7 CONFIRMATION OF MINUTES****7.1 MINUTES OF THE COUNCIL MEETING HELD ON 27 JANUARY 2026****RESOLUTION 2026/15**

Moved: Cr John Begg

Seconded: Cr Lisa Small

That the Minutes of the Council Meeting held on 27 January 2026 be adopted as a true and correct record.

CARRIED**8 RECEIPT OF MINUTES**

Nil

REPORTS**9 MAYOR'S REPORT****9.1 MAYOR'S REPORT****RESOLUTION 2026/16**

Moved: Mayor Craig Rowley

Seconded: Cr John Begg

That the Mayor's Report is accepted.

CARRIED**10 DEPUTY MAYOR'S REPORT**

Nil

11 COUNCILLORS' REPORT**11.1 COUNCILLORS' REPORT****RESOLUTION 2026/17**

Moved: Cr Rick Stevens

Seconded: Cr Lisa Small

That the Councillors' Report is accepted.

CARRIED**12 CHIEF EXECUTIVE'S REPORT****12.1 CHIEF EXECUTIVE'S ACTIVITY REPORT****RESOLUTION 2026/18**

Moved: Deputy Mayor Sandy McAlwee

Seconded: Cr Peter Paterson

That the Chief Executive's Activity Report is accepted.

CARRIED**13 COUNCIL ACTIONS REPORT****13.1 OUTSTANDING COUNCIL ACTIONS REPORT - PUBLIC****RESOLUTION 2026/19**

Moved: Cr Lisa Small

Seconded: Cr Stacey Swale

That the Outstanding Council Actions Report – Public is accepted..

CARRIED**14 HUMAN RESOURCES REPORT****14.1 HUMAN RESOURCES REPORT****RESOLUTION 2026/20**

Moved: Mayor Craig Rowley

Seconded: Cr John Begg

CARRIED**15 AUDIT AND RISK COMMITTEE REPORT**

Nil

16 GENERAL REPORTS**16.1 FINANCE REPORT FOR THE 6 MONTHS ENDED 31 DECEMBER 2025****RESOLUTION 2026/21**

Moved: Cr John Begg
Seconded: Cr Rick Stevens

That the Finance Report for the 6 months ended 31 December 2025 is accepted.

CARRIED**16.2 EXPENDITURE VARIATION REPORT FOR THE 6 MONTHS ENDED 31 DECEMBER 2025****RESOLUTION 2026/22**

Moved: Cr Rick Stevens
Seconded: Cr Peter Paterson

That the Expenditure Variation Report for the 6 months ended 31 December 2025 is accepted.

CARRIED**16.3 QUARTERLY TREASURY DASHBOARD REPORT 31 DECEMBER 2025**

For Council to receive the Quarterly Treasury Dashboard for the period ended 31 December 2025.

RESOLUTION 2026/23

Moved: Cr Rick Stevens
Seconded: Deputy Mayor Sandy McAlwee

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

CARRIED**16.4 SECTION 44A AMENDMENT TO THE WAIMATE DISTRICT PLAN - NATIONAL ENVIRONMENTAL STANDARDS FOR DETACHED MINOR RESIDENTIAL UNITS**

The purpose of this report is to seek Council approval for amendments to the Waimate District Plan which are required by section 44A of the Resource Management Act (RMA).

RESOLUTION 2026/24

Moved: Mayor Craig Rowley
Seconded: Deputy Mayor Sandy McAlwee

1. That the Section 44A Amendment to the Waimate District Plan – National Environmental Standards for Detached Minor Residential Units (NES-DMRU) report is received; and
2. That Council authorises the amendments to the District Plan (detailed under separate cover), required under section 44A of the Resource Management Act to remove any duplication and conflict with the NES-DMRU; and
3. That Council notes staff will complete the amendment process, including updating the District Plan and maintaining the record of amendments.

CARRIED

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

Nil

PUBLIC EXCLUDED

18 EXCLUSION OF THE PUBLIC REPORT

RESOLUTION TO EXCLUDE THE PUBLIC

MOTION

Moved: Cr John Begg
 Seconded: Cr Paul Harrison

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

The general subject matter of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under section 48 of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48 for the passing of this resolution
<p>18.1 - Public Excluded Minutes of the Council Meeting held on 27 January 2026</p>	<p>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</p>	<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</p>
<p>18.2 - Outstanding Council Actions Report - Public Excluded</p>	<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)(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>	<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</p>

<p>18.3 - Late Item: Lower Waihao Water Treatment Plant Upgrade</p>	<p>s7(2)(f)(i) - free and frank expression of opinions by or between or to members or officers or employees of any local authority</p> <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>	<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</p>
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19 RE-ADMITTANCE OF THE PUBLIC REPORT

RESOLUTION 2026/25
 Moved: Cr Lisa Small
 Seconded: Deputy Mayor Sandy McAlwee
 That Council moves out of Closed Council into Open Council.

CARRIED

18.3 LATE ITEM: LOWER WAIHAO WATER TREATMENT PLANT UPGRADE

For Council to consider options available for the upgrade of the Lower Waihao Water Treatment Plant and the potential combination with the Waikakahi Mixed-Use Rural Water Supply.

RESOLUTION 2026/26
 Moved: Mayor Craig Rowley
 Seconded: Cr Rick Stevens

1. That the Lower Waihao Water Treatment Plant Upgrade report is accepted; and
2. That Council approves the construction of the 30l/s Lower Waihao Water Treatment Plant for \$3,130,367.31 and notes the estimated unbudgeted expenditure to be \$3,428,742.64 to complete the project; and
3. That Council approves continuation with the current procurement process for the Waikakahi Mixed-Use Rural Water Supply; and
4. That Council brings its decision into the public section of the meeting.

CARRIED

Note: The additional investment allows for a significant amount of growth within the scheme and presents opportunities for self-suppliers to connect in the future, and improvements to levels of service for areas like Glenavy.

MEETING CLOSURE

There being no further business, the Chair declared the meeting closed at 12.07pm.

The Minutes of this meeting are to be confirmed at the Ordinary Council Meeting scheduled on 24 March 2026.

.....

CHAIRPERSON

8 RECEIPT OF MINUTES**8.1 MINUTES OF THE WAIMATE DISTRICT CIVIC AWARDS COMMITTEE MEETING HELD ON 29 JANUARY 2026**

Author: Aleisha Macpherson, Corporate Services Assistant

Authoriser: Tina Stevenson, Corporate Services Group Manager

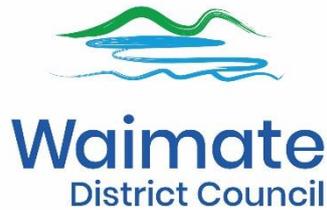
Attachments: 1. Minutes of the Waimate District Civic Awards Committee Meeting held on 29 January 2026

PURPOSE

For the unconfirmed minutes of the Waimate District Civic Awards Committee Meeting held on 29 January 2026 to be presented for the information of the Council, with the permission of the Chair.

RECOMMENDATION

That the unconfirmed minutes of the Waimate District Civic Awards Committee Meeting held on 29 January 2026 be received



UNCONFIRMED MINUTES

**Waimate District Civic Awards
Committee Meeting**

29 January 2026

**MINUTES OF WAIMATE DISTRICT COUNCIL
WAIMATE DISTRICT CIVIC AWARDS COMMITTEE MEETING
HELD AT THE COUNCIL CHAMBER, WAIMATE DISTRICT COUNCIL, 125 QUEEN STREET,
WAIMATE
ON THURSDAY 29 JANUARY 2026, COMMENCING AT 11.00AM**

PRESENT: Chair Janice Mehrtens (Community Representative), Mayor Craig Rowley,
Member Bridget Johnson (Community Representative), Member Lyn Stringer
(Service Club Representative (Rotary), Cr Peter Paterson

IN ATTENDANCE: Aleisha Macpherson (Corporate Services Assistant)

OPENING

1 APOLOGIES

Nil

2 VISITORS

Nil

3 CONFLICTS OF INTEREST

Nil

MINUTES

4 CONFIRMATION OF MINUTES

**4.1 MINUTES OF THE WAIMATE DISTRICT CIVIC AWARDS COMMITTEE MEETING
HELD ON 27 NOVEMBER 2025**

COMMITTEE RESOLUTION 2026/1

Moved: Chair Janice Mehrtens

Seconded: Member Lyn Stringer

That the Minutes of the Waimate District Civic Awards Committee Meeting held on 27 November 2025 be adopted as a true and correct record.

CARRIED

REPORTS

5 GENERAL BUSINESS

5.1 2026 CIVIC AWARDS

NOTE:

The Committee discussed next steps in relation to the 2026 Civic Awards function.

Four nominations for individual awards were received no others. The four nominations we have recieved will be carried over until that time.

Discussion was held around moving the awards to October/November, still to remain on a Wednesday night. New date proposed is 14th October 2026 at 5.30pm. Nominations are to now close and reopen July 1st until the 1st of September. Corporate Services Assistant to write to each of the nominators explaining that we have only received nominations in certain categories and the Civic Awards ceremony has been postponed until the new date above and their nominations will carry over to the new proposed date. Corporate Services Assistant to check and book Event Centre now.

Corporate Services Assistant to make Lindsey Willoughby (photographer) and Grant Finlayson (award presenter) and others aware of the date change also including the Floral art group (Flowers), Lions (Catering)

Terms of reference: These are to be reviewed/amended at the next meeting.

MEETING CLOSURE

There being no further business, the Chair closed the meeting 11.18am.

The minutes of this meeting are to be confirmed at the Waimate District Civic Awards Committee Meeting scheduled on 20 February 2026.

.....
CHAIRPERSON

REPORTS

9 MAYOR'S REPORT

9.1 MAYOR'S REPORT

Author: Michelle Jones, Executive Support Manager
Authoriser: Tina Stevenson, Corporate Services Group Manager
Attachments: Nil

PURPOSE

1. 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 14 February 2026 to 13 March 2026.

BUSHTOWN MINIATURE RAILWAY

2. On Saturday 21 February, I was pleased to attend and officially launch the Bushtown Miniature Railway. The event was well supported by the community, with fine weather contributing to a successful afternoon. I was joined by the Mayoress in cutting the ribbon and taking the inaugural ride, marking the culmination of significant effort by the Bushtown Waimate volunteers and supporters. The miniature railway adds a valuable new attraction to the site, enhancing Bushtown's offering as a family-friendly heritage destination.



CANTERBURY MAYORAL FORUM

3. The Canterbury Mayoral Forum met at the Commodore Hotel in Christchurch on 20 February 2026 to discuss regional priorities, central government reforms, infrastructure planning, climate adaptation, and strategic planning for Canterbury.

Key agenda items and discussions

4. The Canterbury Mayoral Forum submissions to central government legislative reforms affecting local government:
 - a. [Simplifying Local Government Proposal](#)
 - b. [Rates Target Model Proposal](#)
 - c. [Natural Environment and Planning Bills](#)
 - d. [Emergency Management Bill](#)
5. A discussion with Sir Brian Roche, Public Service Commissioner on a range of central government matters of particular interest to local government.

Canterbury Mayoral Forum Plan 2026–2028

6. Confirming the draft vision, priorities and actions for the Mayoral Forum Plan for Canterbury for the 2026-2028 triennium.
7. The full draft plan will be brought to the May Mayoral Forum meeting for adoption. It will then be available on the Canterbury Mayoral Forum website.

Regional spatial planning and Canterbury Water Management Strategy

8. An update on the preparatory work that is underway to enable Canterbury to be ready to meet proposed statutory obligations and time frames for preparation of a regional spatial plan as required under the draft Planning Bill.
9. The forum also received an update on the October to December 2025 region wide work underway to implement the [Canterbury Water Management Strategy](#), noting the progress on establishment of local leadership groups and potential options for the future focus for the groups.

Climate adaptation and emissions reduction planning

10. A progress report on the implementation of the [Canterbury Climate Partnership Plan](#), noting work on a regional natural and climate hazards inventory, options for tools to assist councils to support climate adaptation and resilience planning and a report on Emissions Reduction - transition risks and opportunities.

Regional energy strategy and infrastructure planning

11. An update on the Regional Energy workstream including the draft Regional Energy Strategic Framework, and the targeted engagement that has been undertaken with stakeholders, mana whenua and community groups
12. The forum also received a presentation from Infrastructure New Zealand and Simpson Grierson on their "[Connecting Canterbury: Strengthening Infrastructure for Growth](#)" White Paper.
13. Key discussion points included:
 - a. Canterbury's growing economy presents opportunities and challenges for infrastructure in the region, which was the impetus for the paper.
 - b. Discussion noted the suggested move from project by project of working to a more integrated approach to infrastructure with coordinated actions.
 - c. An example provided in the White Paper was the opportunity to work together on replacing and future-proofing bridges and culverts across Canterbury.
 - d. It was agreed that this is a worthwhile piece of work that sets up a good platform, and we need to work together to progress the ideas included in the Paper.

Regional deal preparation with central government

14. An update on preparatory work for a future regional deal with central government, with terms of reference for a Governance and Working Group to oversee and progress this work.

EXTERNAL MEETINGS & FUNCTIONS ATTENDED BY THE MAYOR

Date	Meetings and Functions
18 February 2026	Mayors Taskforce for Jobs Video – Waimate
19 February 2026	Canterbury Regional Land Transport Committee – Christchurch
19 February 2026	Civil Defence Emergency Management Joint Committee – Christchurch
19 February 2026	Canterbury Mayoral Forum Dinner – Christchurch
20 February 2026	Canterbury Mayoral Forum – Christchurch
21 February 2026	Bushtown Miniature Railway Launch – Waimate
24 February 2026	Citizenship Ceremony – Waimate Event Centre
24 February 2026	Aoraki Foundation Launch of Waimate Fund – Waimate
26 February 2026	Grand Opening of Haywood Engineering Retail Shop – Waimate
2 March 2026	Waimate Women’s Institute Annual General Meeting – Waimate
4 March 2026	Ministry of Social Development Meeting – Council Office

RECOMMENDATION

That the Mayor’s Report is accepted.

10 DEPUTY MAYOR'S REPORT

Nil

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

Author: Aleisha Macpherson, Corporate Services Assistant
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 14 February 2026 to 13 March 2026.

Deputy Mayor Sandy McAlwee	
Date	Meetings and Functions
16 February 2026	Downlands Meeting – Timaru District Council
17 February 2026	Chief Executive Performance Review – Council Chambers (Observer)
23 February 2026	Haka Valley Wallaby Eradication Programme Meeting – Cattle Creek
24 February 2026	Citizenship Ceremony – Waimate Event Centre

Cr Jakki Guilford	
Date	Meetings and Functions
17 February 2026	Chief Executive Performance Review – Council Chambers
20 February 2026	LGNZ Update on Standing Orders Webinar – Remote
26 February 2026	LGNZ Tax & Remuneration for Elected Members - Remote
27 February 2026	LGNZ Upcoming reforms impacting Local Government - Remote
5 March 2026	LGNZ Personal Safety Webinar – Remote

Cr Paul Harrison	
Date	Meetings and Functions
17 February 2026	Chief Executive Performance Review – Council Chambers (Observer)
18 February 2026	Waimate2gether – Waimate
23 February 2026	Haka Valley Wallaby Eradication Programme Meeting – Cattle Creek
24 February 2026	Citizenship Ceremony – Waimate Event Centre
24 February 2026	Aoraki Foundation Launch of Waimate Fund - Waimate
11 March 2026	ANZAC Committee Meeting – Council Chambers

Cr Stacey Swale	
Date	Meetings and Functions
17 February 2026	Chief Executive Performance Review – Council Chambers
24 February 2026	Citizenship Ceremony – Waimate Event Centre
24 February 2026	Aoraki Foundation Launch of Waimate Fund - Waimate
25 February 2026	Meeting with Sheffield – Independent CE performance advisors - Remote

Cr Lisa Small	
Date	Meetings and Functions
16 February 2026	Morven Reserves Meeting - Morven
17 February 2026	Chief Executive Performance Review – Council Chambers (Observer)
24 February 2026	Citizenship Ceremony – Waimate Event Centre
24 February 2026	Aoraki Foundation Launch of Waimate Fund - Waimate

Cr Rick Stevens	
Date	Meetings and Functions
17 February 2026	Chief Executive Performance Review – Council Chambers
17 February 2026	Waimate Historical Society Special Board Meeting - Waimate
24 February 2026	Citizenship Ceremony – Waimate Event Centre
24 February 2026	Aoraki Foundation Launch of Waimate Fund - Waimate
27 February 2026	Waimate Historical Society Board Meeting - Waimate
10 March 2026	Bookarama Meeting - Waimate
10 March 2026	Waimate Historical Society Board Meeting - Waimate

Cr John Begg	
Date	Meetings and Functions
24 February 2026	Citizenship Ceremony – Waimate Event Centre
24 February 2026	Aoraki Foundation Launch of Waimate Fund - Waimate

Cr Peter Paterson	
Date	Meetings and Functions
17 February 2026	Chief Executive Performance Review – Council Chambers (Observer)
20 February 2026	LGNZ National Council Meeting - Remote
24 February 2026	Citizenship Ceremony – Waimate Event Centre
24 February 2026	Aoraki Foundation Launch of Waimate Fund - Waimate

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. External meetings and functions attended by the Chief Executive from 14 February 2026 to 13 March 2026:

Date	Meetings and Functions
20 February 2026	Local Government New Zealand National Council meeting – via Zoom
23 February 2026	Canterbury Mayoral Forum Webinar – Microsoft Teams
24 February 2026	Citizenship Ceremony – Waimate Event Centre
5 March 2026	Alpine Energy Shareholders Officers meeting – via Microsoft Teams
10 March 2026	Meeting with Environment Canterbury Councillor Nick Ward – Waimate
10 March 2026	Meeting with Whitestone Chief Executive – Council office

RECOMMENDATION

That the Chief Executive's Activity Report is accepted

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

Author: Aleisha Macpherson, Corporate Services Assistant
Authoriser: Tina Stevenson, Corporate Services Group Manager
Attachments: 1. Outstanding Actions Report - Public [↓](#) 

PURPOSE

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

RECOMMENDATION

That the Outstanding Council Actions Report – Public is accepted

Meeting	Officer/Director	Section	Subject
Council 23/04/2024	Duncan, Stuart	General Reports	Licence to use Response Assets (Fire and Emergency New Zealand)
RESOLUTION 2024/52			
Moved: Deputy Mayor Sharyn Cain Seconded: Mayor Craig Rowley			
<ol style="list-style-type: none"> 1. That the License to Use Response Assets (Fire and Emergency New Zealand) report is accepted; and 2. That Council recommends that the Chief Executive negotiate the transfer of debt and that the appliance remains in community if possible; and 3. That Council delegates the Chief Executive to negotiate directly with Fire and Emergency New Zealand. 			
			CARRIED
Note:			
16 Feb 2026: Follow-up email sent to FENZ on 13/02/26 seeking response to letter sent on 16/12/25, with the aim of providing a verbal update at the Council meeting on 24/02/26.			
18 Mar 2026: Chief Executive to provide verbal update.			

Meeting	Officer/Director	Section	Subject
Council 28/01/2025	White, Stacey	General Reports	St Andrews Closed Landfill Assessment of Remedial Options
RESOLUTION 2025/20			
Moved: Mayor Craig Rowley Seconded: Cr John Begg			
<ol style="list-style-type: none"> 1. That the St Andrews Closed Landfill Assessment of Remedial Options report, together with the St Andrews Assessment of Remedial Options Report (under separate cover) is accepted for finalisation by Environment Canterbury, as presented; and 2. That Council seeks advice and information on the implications of the report and agrees that staff seek joint conversations with all stakeholders on possible remediation options. 			
			CARRIED
Note:			
10 Dec 2025: The Waimate District Council has engaged Tonkin + Taylor to prepare a summary letter and outline high level short-listed options involved in undertaking remediation at the St Andrews historic landfill, comprising full removal of waste from the closed landfill site and in-situ (reactive) management.			
19 Jan 2026: No further updates at this time.			
17 Mar 2026: No further updates at this time.			

Meeting	Officer/Director	Section	Subject
Council 16/09/2025	Jones, Michelle	General Reports	Local Government Funding Agency Annual Report to 30 June 2025
RESOLUTION 2025/99			
Moved: Cr Rick Stevens Seconded: Deputy Mayor Sharyn Cain			
That the Local Government Funding Agency Annual Report to 30 June 2025 report is accepted.			
			CARRIED
Note:			
18 March 2026: Paper is being drafted by the Chief Executive and will be circulated to elected members via email. Comms to follow once feedback received.			

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

1. For the Human Resources Manager to update Council.

RECRUITMENT

2. The Road Asset Information Technician commenced employment on 10 March 2026.
3. Recruitment for the Governance Support and PA to the Mayor position is in its final stages, with selection expected to have occurred by the time of this meeting.
4. Recruitment for the Finance Manager role is underway and is being managed through an external recruitment agency. The process is progressing well, with appointment anticipated to be either confirmed or in the final stages by the time of this meeting.
5. Recruitment for the Graduate Planner role is in the final stages, with selection underway. The role is expected to be filled by the time this report is read and attracted strong interest.
6. Recruitment for the Assistant Engineer role is also in the final stages, with the position expected to be filled from the current pool of applicants.
7. Recruitment for Senior Roding Officer roles is ongoing, noting a more limited pool of applicants.
8. The staff headcount reflected in the table is based on employees in active employment as of 16 March 2026 and does not include individuals who have accepted offers but have not yet commenced, nor does it include current or upcoming vacancies.

Staff Headcount

Date	Total Headcount	Parental Leave	Permanent Full Time*	Permanent Part Time**	Fixed Term	Casual	Vacant
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	-
11/02/2026	90	0	53	22	12	3	9
16/03/2026	88	0	54	22	9	3	8

* 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

15.1 AUDIT AND RISK COMMITTEE CHAIR'S REPORT

Author: Aleisha Macpherson, Corporate Services Assistant
Authoriser: Tina Stevenson, Corporate Services Group Manager
Attachments: Nil

PURPOSE

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

REPORT ON MEETING: 17 MARCH 2026

3. All elected members of the Council were in attendance during this meeting.

Chair's Written Report

4. My report addressed two key issues for the Committee
 - a) Terms of Reference - The agenda contained a Terms of Reference document with identified track changes specific to the deletion of internal audit references. The Committee resolved to ask Council to adopt the Terms of Reference with suggested changes. The Committee acknowledged a review of their performance would be undertaken at the midpoint of this triennium.
 - b) Work Programme - The Committee agreed with the Chair's suggestion to add regular reports about the establishment of the Water Entity, and on the potential impact and cost of Central Government legislation to the work programme. With those additions, the work programme was adopted.

Health and Safety Report

5. This report identifies recent accidents and hazards and gave an update on Council's Dare 2 Care team report. Council's recently appointed Senior Health, Safety and Wellness advisor, was introduced to the Committee.

Audit Matters

6. Debbie Bradfield, Associate Audit Director for Audit NZ, was present during discussion on these items.
 - a) Audit Proposal Letter - In resolving to accept the Audit NZ proposal to conduct audits for the 2026, 2027 and 2028 financial years, together with acceptance of the audit fee for 2026, Committee members made specific reference to the budgeted hours proposed, which are significantly lower than previous years actual hours.
 - b) Audit Engagement Letter - In resolving to recommend that the mayor sign this letter for the 2026 – 2028 period, Committee members noted the Council and Audit NZ responsibilities associated with the audit.
 - c) 2026 Audit Plan - The Committee noted the timelines for both interim and final audit work, together with identified focus areas of –
 - i) Fair value and assessment of property, plant and equipment
 - ii) Local Water Done Well

- iii) Investment in Alpine Energy Limited
 - iv) The risk of management override of internal controls
- d) Discussion on audit matters concluded with a report from the Corporate Services Group Manager outlining progress against recommendations made to Council in previous management reports.

Risk Register

- 7. Committee members reviewed the contents of the risk register, discussed current global events acknowledging that they may have an impact on Councils' future work programme priorities, and agreed to continue receiving this report quarterly.
- 8. Council's risk management policy was reviewed with minor amendments proposed. In doing so, the Committee noted the roles and responsibilities it is required to provide direction on, including reviewing the risk management framework, advising Council on matters of risk, and reviewing disaster management and business continuity plans – the latter was requested to be included on the next Committee agenda.
- 9. Staff were requested to prepare a deep dive paper on human resources for the next Committee meeting.
- 10. The Committee discussed the risk appetite proposal, noting categories of low, moderate, and high appetite. Examples of each were considered. It was noted that since the policy was adopted in September 2022 there have been several reviews, but no changes.

Major Projects Report

- 11. Staff spoke to the status of several current and future projects, noting that current global matters may impact directly on both cost and timing of some projects – and on several activities. The need to be nimble was noted.

Legislative Reform

- 12. The Committee received a staff update on current Central Government legislative proposals and acknowledged submission processes and potential timeframe for impact.

Policy Status Report

- 13. In addressing the content of this staff report, Committee members referred to several “expired” policies and requested that staff give these priority attention and report status to our next Committee meeting.

In Closing

- 14. Staff were acknowledged and thanked for preparing well written, detailed reports for members' consideration.

David Ward, Chair

RECOMMENDATION

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

16 GENERAL REPORTS

16.1 DELEGATIONS POLICY REVIEW

Author: Shey Taylor, Strategic Planner/Policy Advisor
Authoriser: Tina Stevenson, Corporate Services Group Manager
Attachments: 1. Delegations Policy  

PURPOSE

1. For Council to consider the reviewed Delegations Policy for approval.

BACKGROUND

2. The purpose of the delegations in this Delegations 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.
3. The proposed changes come at the request of the Human Resources Manager, Community and Strategy Group Manger, Corporate Services Group Manager, and Assets Group Manager.
4. The proposed changes to the Delegations Policy are to:
 - a. Update the Water Services Committee Delegation to match the specific language of the Water Services Committee Terms Of Reference adopted by Council on 27 January 2026.
 - b. Update Audit and Risk Committee Delegations
 - c. Update the Chief Executive's delegated authority to commit Council to expenditure (within approved budgets).
 - d. Update delegated financial limits relating to the approval of tax-related matters.
 - e. Update delegated financial limits relating to the approval of payroll-related matters.
 - f. Align financial and statutory delegations with the updated organizational structure of Council's Water Services Internal Business Unit.
 - g. Update position titles that have changed.
 - h. Add financial and statutory delegations for new and existing positions.
 - i. Removal of Appendix I relating to the Chief Executives Covid-19 Emergency Expenditure.
 - j. Addition of new appendix item relating to the statutory delegations subdelegated from the Chief Executive in relation to Human Resources.

PROPOSAL

5. Update Water Services Committee titles to accurately reflect the adopted Terms of Reference.
 - 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 (nominated by Runanga, agreed by Ngai Tahu and appointed by Council).

- e. Councillor (by appointment of Council)
- f. Councillor (by appointment of Council)
- g. Councillor (by appointment of Council)
6. Update the Audit and Risk Committee delegations to reflect the Terms of Reference changes agreed to at the 18 March 2026 meeting.
7. Increase the Chief Executives delegation to commit council to expenditure from \$750,000 to \$1,500,000 (within approved budgets), to alleviate contracts between these limits from having to be resolved by Council. This change will reduce risks associated with the timeliness of securing of contracts.
8. Increase the limit of authorised bank signatories to jointly approve bank transactions up to \$1,000,000, with transfers over \$1,000,000 requiring Chief Executive authorisation.
9. Increase the delegated financial authority in approving purchases and contracts relating to tax matters from \$250,000 to \$500,000, to alleviate CE approval for regular tax payments (primarily GST).
10. Increase the delegated financial authority in approving purchases and contracts relating to payroll matters from \$250,000 to \$300,000, to reflect current practices.
11. Remove the Community and Strategy Group Manager position as bank signatory, to align with current practice.
12. The following position titles have been added to Delegations and Warrants in respect of Water Supply, Stormwater, and Sewerage.
 - a. Three Waters Operations Manager
 - b. Three Waters Technician
 - c. Three Waters Assistant Engineer
 - d. Three Waters Supervisor
 - e. Asset Management Data Specialist
 - f. Three Waters Trainee Technician
13. The following position titles have been added to Delegations and Warrants in respect of Roding.
 - a. Senior Roding Officer
 - b. Assistant Roding Engineer
14. The following position titles have been added to Delegations and Warrants in respect of Planning.
 - a. Senior Planner
 - b. Intermediate Planner
 - c. Graduate Planner
15. The following position titles have been removed from the document as the positions have been disestablished.
 - a. Accountant
 - b. Human Resources Advisor
 - c. Climate Change and Biodiversity Officer
 - d. Drivers Licence Programme Coordinator
16. In the creation of a new position, the Finance Manager has been delegated the following responsibilities.

- a. Designated as a bank signatory
 - i. Approve all tax payments and tax related matters (within limits)
 - ii. Approve Payroll payments and all payroll related matters (within limits)
- b. Authority to raise journals
- c. Authority to authorise journals
- d. Initiate Purchase orders
- e. Approve purchase orders and contracts up to \$10,000
- f. Approve purchase orders and contracts relating to tax matters (within limits)
- g. Approve purchase orders and contracts relating to payroll matters (within limits)

Assets

17. The following position titles have been disestablished or replaced.
 - a. Asset Group Administrator
 - b. Administration Support Officer - Asset Group
 - c. Administration Officer - Asset Group
 - d. Project Manager
 - e. Three Waters Compliance Administrator
 - f. Utilities Supervisor
 - g. Water Technician
18. The following position titles have been established or have replaced a previous position.
 - a. Asset Group Administration Officer
 - i. May initiate purchase orders
 - b. Asset Management Data Specialist
 - i. May initiate purchase orders
 - c. Finance And Data Analyst Lead
 - i. May initiate purchase orders
 - d. Three Waters Administrator
 - i. May initiate purchase orders
 - ii. May approve purchase orders and contracts up to \$2,000
 - e. Three Waters Assistant Engineer
 - i. May initiate purchase orders
 - ii. May approve purchase orders and contracts up to \$70,000
 - f. Three Waters Operations Manager
 - i. May initiate purchase orders
 - ii. May approve purchase orders and contracts up to \$10,000
 - g. Three Waters Supervisor
 - i. May initiate purchase orders
 - ii. May approve purchase orders and contracts up to \$5,000
 - h. Three Waters Technician
 - i. May initiate purchase orders

- i. Three Waters Administration Technician
 - i. May initiate purchase orders
- j. Three Waters Trainee Technician
 - i. May initiate purchase orders

Community and Strategy

19. The following position titles have been granted a financial delegation.
- a. Librarian Support
 - i. May initiate purchase orders

Corporate Services

20. Raise the delegated financial authority of the Corporate Services Group Manager regarding approving purchase orders and contracts from \$40,000 to \$70,000.
21. Raise the delegated financial authority of the IT Manager regarding approving purchase orders and contracts from \$5,000 to \$10,000.
22. The following position titles have been granted a financial delegation.
- a. Finance Manager
 - i. May initiate purchase orders
 - ii. May approve purchase orders and contracts up to \$10,000
 - b. Governance Support and PA to Mayor
 - i. May initiate purchase orders

Office of the Chief Executive

23. The following position titles have been granted a financial delegation.
- a. Mayor's Task Force for Jobs Coordinator
 - i. May initiate purchase orders

Regulatory and Compliance

24. The following position titles have been granted a financial delegation.
- a. Emergency Management advisor
 - i. May initiate purchase orders
 - b. Senior Health, Safety, and Wellbeing Advisor
 - i. May initiate purchase orders.
 - c. Graduate Planner
 - i. May initiate purchase orders.

Appendix I: HR Delegations

25. Pursuant to section 42 of the Local Government Act 2002, the Chief Executive may subdelegate authority for decision making powers to Council staff relating to the negotiation and employment of staff.
26. While this delegation is not required to be included in the Delegations Policy, it is recommended that it be included as an appendix for clear reference and any avoidance of doubt.

Options

27. Council accepts the Delegations Policy without amendment or,

28. Council accepts the Delegations Policy with amendments.

ASSESSMENT OF SIGNIFICANCE

29. This item is not deemed significant under Council's Significance and Engagement Policy.

FINANCIAL

Budget

30. There are no budget requirements related to implementing these changes.

RECOMMENDATION

1. That the Delegations Policy Review report is accepted; and
2. That Council adopts the Delegations Policy as presented, or with amendments

Delegations Policy			
Approved by:	Council		
Sponsor:	Corporate Services Group Manager		
Date approved:	24/03/2026		
Next review:	2026	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.

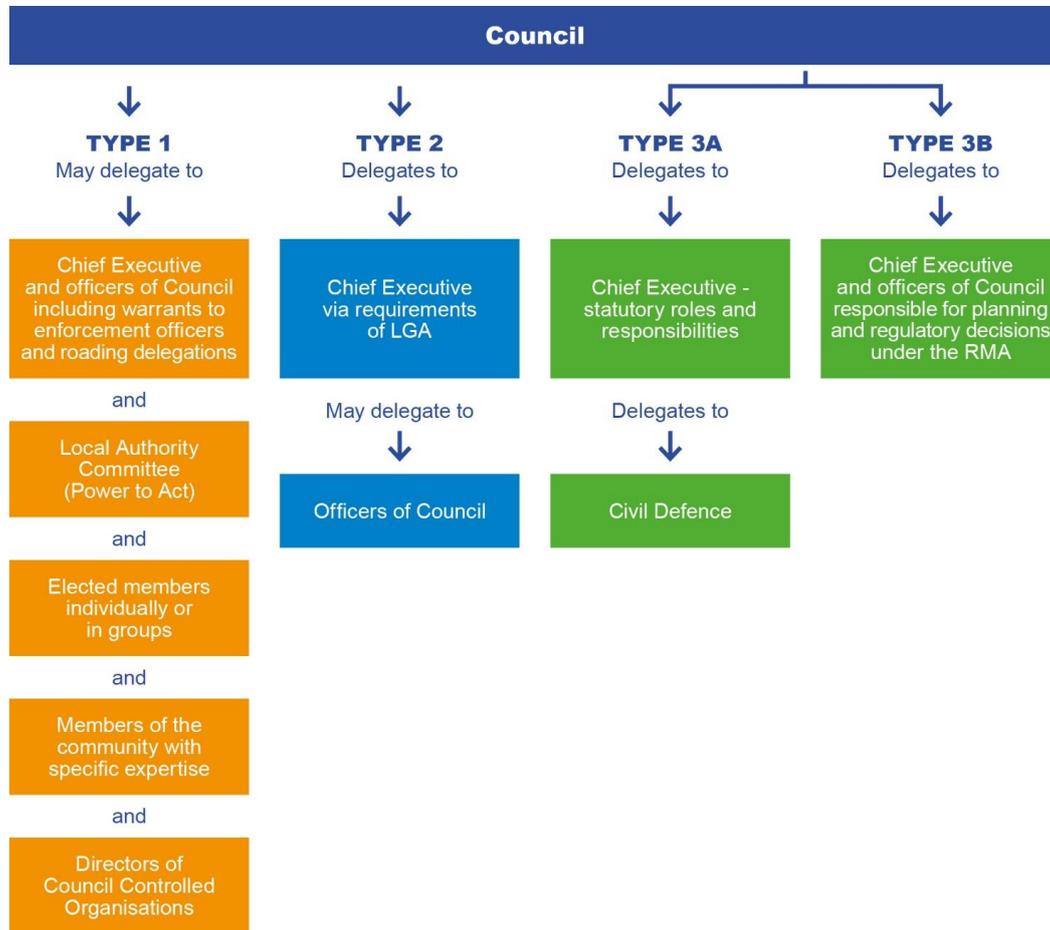
Note: All amounts stated in this policy are GST exclusive.

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.

2. Types of Delegations



Note: This framework relates to delegations not appointments

2.1 Type 1 Delegations

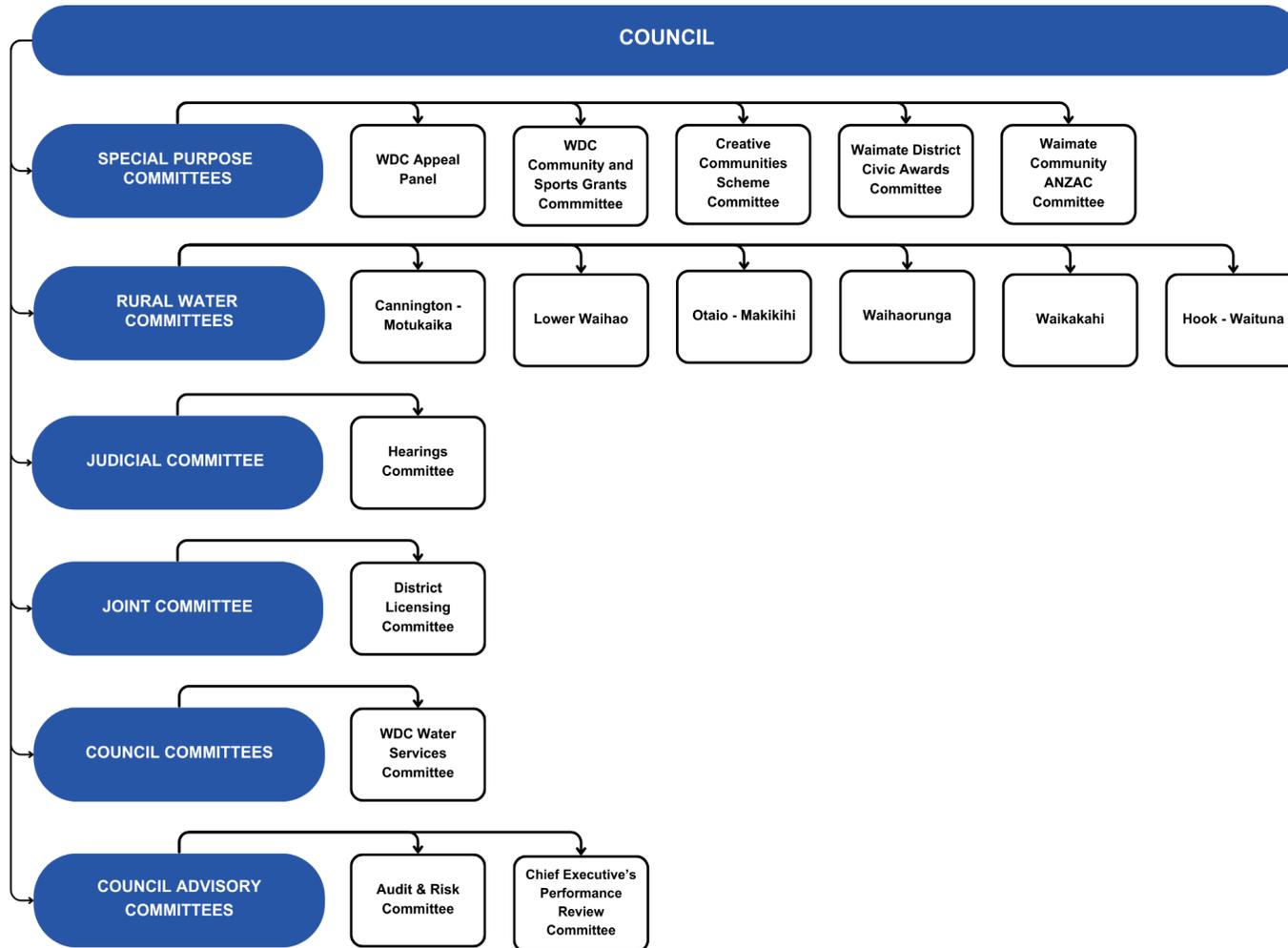
From	To	List of such delegations affixed at specified Schedule
Council	Council Committees with power to act	Schedule 1A – Delegations to Council Committees
Council	Audit and Risk Committee, being a Council Advisory Committee	Schedule 1AA – Delegations to Audit and Risk Committee
Council	Chief Executive (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
<p>Council Committees – WDC Water Services Committee</p>
<p>This committee is comprised of:</p> <ul style="list-style-type: none"> • One independent external Chair • One Deputy Chair • Two independent external appointees • Three WDC Councillors • <u>Independent Chair (on recommendation of the Chief Executive and agreed by the Mayor and Deputy Mayor)</u> • <u>Deputy Chair (to be selected from the five members below)</u> • <u>Independent Appointee (on recommendation of the Chief Executive and agreed by the Mayor and Deputy Mayor)</u> • <u>Independent Runanga appointee (nominated by Runanga, agreed by Ngai Tahu and appointed by Council).</u> • <u>Councillor (by appointment of Council)</u> • <u>Councillor (by appointment of Council)</u> • <u>Councillor (by appointment of Council)</u> <p>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:</p> <ul style="list-style-type: none"> • Water Supply • Stormwater • Sewerage <p>To achieve this purpose, the WDC Water Services Committee is delegated the following powers:</p> <p><u>Power to Act</u></p> <p>The Committee has the power to:</p> <ul style="list-style-type: none"> • Resolve only on matters relating to Waimate District Councils water assets and activities. • Co-op 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. <p><u>Power to Recommend</u></p> <p>The Committee can make recommendations to Council on matters or proposals relevant to Council's water assets and activities that:</p> <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 Councils water assets and activities. <p><u>Limits of Authority</u></p> <p>This Committee has no authority to sub-delegate any of the powers granted in this section.</p> <p>The Committee's "Power to Act" pursuant to these delegations is subject to:</p> <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 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 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 ~~\$1,500,000~~ ~~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.

Schedule 1D Delegations in Respect of Roothing

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 Roothing 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 Roothing Manager, or in his absence, Council's Roothing 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 Roothing 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 Roothing Contractor makes a road closure, they are required to notify Council's Roothing Manager or Roothing Officer immediately.

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

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

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

Removal of abandoned motor vehicles:

- Council's Roothing Manager and Council's Roothing 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 Roothing 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	
<ul style="list-style-type: none"> • Asset Group Manager • Three Waters Systems Lead • <u>Three Waters Operations Manager</u> • <u>Three Waters Technician</u> • Three Waters Administration Technician • <u>Utilities Supervisor Three Waters Supervisor</u> 	<ul style="list-style-type: none"> • Three Waters Manager • <u>Three Waters Assistant Engineer</u> • Three Waters Compliance Lead • Three Waters Quality Assurance Lead • Water Technician/s • <u>Asset Management Data Specialist</u> • <u>Three Waters Trainee Technician</u> • 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
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 Rooding	
<ul style="list-style-type: none"> • Asset Group Manager • Rooding Officer • <u>Senior Rooding Officer</u> 	<ul style="list-style-type: none"> • Rooding Manager • Compliance Officer • <u>Assistant Rooding Engineer</u>
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	
<ul style="list-style-type: none"> • Building Control Manager • Compliance Officer (when applicable) 	<ul style="list-style-type: none"> • Building Control Officer/s
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	
<ul style="list-style-type: none"> • Regulatory & Compliance Group Manager • Compliance Officer 	<ul style="list-style-type: none"> • Senior Planner • Intermediate Planner • Graduate Planner
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	
<ul style="list-style-type: none"> • 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

Plus any other relevant sections of the Food Act 2014 and its regulations (such as Food Regulations 2015) that may be applicable	
Warrants in respect of District Planning and Regulatory Services: Food Safety	
<ul style="list-style-type: none"> • Regulatory & Compliance Group Manager (when applicable) • Food Safety Officer as Contracted to the Council 	
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	
<ul style="list-style-type: none"> • 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	
<ul style="list-style-type: none"> • Regulatory & Compliance Group Manager • Senior Animal Control Officer • Compliance Officer • After Hours 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	
<ul style="list-style-type: none"> • Regulatory & Compliance Group Manager • Senior Animal Control Officer • Compliance Officer • After Hours 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 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.
 - 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.

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.

- 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~~ Finance Manager
 - Regulatory & Compliance Group Manager

Up to \$~~1,000,000~~750,000 may be transacted jointly by any two officers of Council designated above as authorising officers. Transfers in excess of \$~~1,000,000~~750,000 must be authorised by the Chief Executive.

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

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 Finance Manager
Finance and Data Analyst Lead
Accounting Assistant
Corporate Services Group Manager
Corporate Services Assistant
Rates Officer

Officers delegated to authorise journals – except for those journals they may raise
Accountant Finance Manager
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	\$1,500,000 \$750,000
Asset Group Manager	yes	\$200,000
Community & Strategy Group Manager	yes	\$40,000
Corporate Services Group Manager	yes	\$70,000 \$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 Finance Manager , Accounting Assistant - Tax-related matters only	nil	\$250,000 \$500,000
Human Resources Manager, Human Resources Advisor , Accountant Finance Manager – Payroll-related matters only	nil	\$250,000 \$300,000

Position	Contractual / expenditure authority within budgeted levels in the Long Term Plan / Annual Plan	
	Initiate Purchase Orders	Approving Purchase Orders and Contracts
Asset Group Manager	yes	\$200,000
Asset Group Administrator <u>Asset Group Administration Officer</u>	yes	nil
Administration Support Officer <u>Asset Group Asset Management Data Specialist</u>	yes	nil
<u>Finance and Data Analyst Lead</u>	<u>yes</u>	<u>nil</u>
Administration Officer <u>Asset Group</u>	<u>yes</u>	<u>nil</u>
<u>Project Manager</u>	<u>yes</u>	<u>\$70,000</u>
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
<u>Three Waters Assistant Engineer</u>	<u>yes</u>	<u>\$70,000</u>
<u>Three Waters Operations Manager</u>	<u>yes</u>	<u>\$10,000</u>
Utilities Supervisor <u>Three Waters Supervisor</u>	yes	\$5,000
<u>Three Waters</u> Technician	yes	nil
<u>Three Waters Trainee Technician</u>	<u>yes</u>	<u>nil</u>

Position	Contractual / expenditure authority within budgeted levels in the Long Term Plan / Annual Plan	
	Initiate Purchase Orders	Approving Purchase Orders and Contracts
Three Waters Administration Technician	yes	nil
Roading Manager	yes	\$100,000
Road Asset Information Technician	yes	nil
Senior Roothing Officer	yes	nil
Roothing Officer	yes	nil
Assistant Roothing Engineer	yes	nil
Technical Support Officer- Roothing	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

Position	Contractual / expenditure authority within budgeted levels in the Long Term Plan / Annual Plan	
	Initiate Purchase Orders	Approving Purchase Orders and Contracts
Senior Librarian	yes	nil
<u>Librarian Support</u>	<u>yes</u>	<u>nil</u>
Corporate Services Group Manager	yes	\$70,000 40,000
Accountant <u>Finance Manager</u>	yes	\$10,000
Accounting Assistant	yes	nil
Accounts Payable/Reception	yes	nil
Cleaning Team Supervisor	yes	nil
Committee Secretary and PA to the Mayor <u>Governance Support and PA to Mayor</u>	yes	nil
Corporate Services Assistant	yes	nil
Finance Support Team Leader	yes	\$5,000
GIS Analyst	yes	nil
IT Manager	yes	\$10,000 5,000
IT Support Technician	yes	nil
Rates Officer	yes	nil
Executive Support Manager	yes	\$10,000
Communications Officer	yes	nil
Employment Coordinator <u>MTFJ Coordinator</u>	yes	nil

Position	Contractual / expenditure authority within budgeted levels in the Long Term Plan / Annual Plan	
	Initiate Purchase Orders	Approving Purchase Orders and Contracts
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
Climate Change and Biodiversity Officer	yes	nil
Building Control Manager	yes	\$5,000
Building Control Officer	yes	nil
Compliance Officer	yes	nil
Emergency Management Advisor Officer & Health and Safety Advisor	yes	nil
Senior Health, Safety, & Wellbeing Advisor	yes	nil
Graduate 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

Position	Contractual / expenditure authority within budgeted levels in the Long Term Plan / Annual Plan	
	Initiate Purchase Orders	Approving Purchase Orders and Contracts
Human Resources Advisor	yes	nil
Emergency Work - this is unbudgeted expenditure		
Roading Manager	≤\$20,000	\$20,000
Senior Roothing Officer	≤\$20,000	\$20,000
Roothing Officer	≤\$20,000	\$20,000
Roothing Technician	≤\$20,000	\$20,000
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. Roothing Emergency work will require a different authoriser to approve.</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 <i>appoints</i>	
Minister of CD <i>employs</i>	
Chief Executive Department of CDEM <i>appoints</i>	
Director of CDEM <i>may appoint</i>	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.

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:
	shall be served notice of requirement and to arrange its public notification. <ul style="list-style-type: none"> To request further information or commission reports. 	Level 5
Section 221	Issue consent notice: <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	Completion certificate: <ul style="list-style-type: none"> To certify a completion certificate. 	Level 1
Section 223	Approval of survey plan: <ul style="list-style-type: none"> To certify a survey plan. 	Level 1
Section 224	Restrictions upon deposit of survey plan: <ul style="list-style-type: none"> To issue certificate pursuant to section 224 of the RMA. 	Level 1
Section 226	Restriction upon issue of certificates of title: <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	Creation of esplanade strips by agreement: <ul style="list-style-type: none"> To approve the creation of a voluntary esplanade strip. 	Level 1
Section 237B	Access strips by agreement: <ul style="list-style-type: none"> To approve the creation of a voluntary access strip easement. 	Level 1
Section 240	Covenant against transfer of allotment: <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	Amalgamation of allotments: <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	Survey plan approved subject to grant or reservation of easements: <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	Application for an enforcement order or interim enforcement order: <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,	Issue and effect of abatement notices: <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 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 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.	No
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	As per SSAA

#	Power to be delegated	SSAA	Officer	Conditions
			Compliance Manager Timaru District Council and Chief Executive Timaru District Council *	
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
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

#	Power to be delegated	SSAA	Officer	Conditions
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 members of the district licensing committee	Sections 192(1) and 192(4)	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
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	As per SSAA

#	Power to be delegated	SSAA	Officer	Conditions
			Committee, Environmental Compliance Manager Timaru District Council and Chief Executive Timaru District Council *	
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 District Council and Chief Executive Timaru District Council *	As per SSAA
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
BCM/BCM	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	

Building Act 2004		CE	RCM	BCM	RSO	BCO	Contracted BCO or Technical Leader (off-site)	CO
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)	
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			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
	leased in conjunction with any specified other or others of those allotments.							
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	
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				

Building Act 2004		CE	RCM	BCM	RSO	BCO	Contracted BCO or Technical Leader (off-site)	CO
Section 102	Authority to issue compliance schedules upon payment of the charge fixed by the Council.			Y	Y (RSO only)	Y	Y	
Sections 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)	
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			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
	building code to at least the same extent as before the alteration.							
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)	
Sections 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)
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		Y	Y		Y	Y	Y

Building Act 2004		CE	RCM	BCM	RSO	BCO	Contracted BCO or Technical Leader (off-site)	CO
	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.							
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						
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	Y	Y

Building Act 2004		CE	RCM	BCM	RSO	BCO	Contracte d BCO or Technical Leader (off-site)	CO
						(With agreement of BCM)	(With agreement of BCM)	(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.~~

Appendix I

Statutory Delegations Subdelegated from the Chief Executive
Human Resources Delegations
<p><u>Introduction</u></p> <p>Pursuant to section 42 of the Local Government Act 2002, the Chief Executive is responsible to the Council for:</p> <ul style="list-style-type: none"> (a) employing the staff of the Council and negotiating the terms of employment; and (b) ensuring, so far as is practicable, that the management structure of the Council: <ul style="list-style-type: none"> o reflects and reinforces the separation of regulatory responsibilities and decision-making processes from other responsibilities and decision-making processes; and o is capable of delivering adequate advice to the Council to facilitate the explicit resolution of conflicting objectives. <p>Pursuant to the above authority, the Chief Executive has made the delegations specified in this appendix.</p> <p>Note: The powers of the Chief Executive that are specified in this appendix have been included for reference purposes and were not enacted by this policy.</p>
<p><u>Delegation</u></p> <p>The Human Resources Manager is authorised to sign and execute the following routine employment related documentation subject to the express written consent of the Chief Executive being obtained prior to execution.</p> <ul style="list-style-type: none"> - Letter of Offer - Individual Employment Agreement (IEA) - Position Description <p>The Human Resources Manager is further authorized to sign and execute variations and revisions of the above documents, subject to the same requirements of express written consent of the Chief Executive.</p> <p>This delegation does not extend to any employment documentation outside those specified above, and any exercise of this delegation must be consistent with all applicable organizational policies, procedures, and legislative requirements.</p>

16.2 FEES AND CHARGES 2026/27

Author: Aleisha Macpherson, Corporate Services Assistant

Authoriser: Tina Stevenson, Corporate Services Group Manager

Attachments: 1. Fees and Charges 2026/27  

PURPOSE

1. For Council to adopt the Waimate District Council Fees and Charges for 2026/27.

BACKGROUND

2. The proposed Fees and Charges for 2026/27 were reviewed by Council Managers and presented to Elected Members at an open workshop on 3 March 2026 for consideration of any amendments.
3. The proposed fees included new fees to be introduced in several areas, this includes:
 - a) Roding – Temporary Traffic Management Plan and Road Closure Approval for Road Works.
 - b) Roding – Application Fees and Licences.
 - c) Planning and Regulatory – Building Consent Fees.
 - d) Planning and Regulatory – Project Information Memorandum (PIM) Costs.
 - e) Planning and Regulatory – Other Fees.
 - f) Community Facilities – Camping.
 - g) Community Facilities – Swimming Pool.
 - h) Community Facilities – Event Centre.
4. A small number of fees have also been superseded by a new fee, this includes:
 - a) Roding – Vehicle Access – Kerb & Channel
 - b) Roding – Abandoned Vehicle Recovery – Administration fee for vehicle recovery & removal cost.

PROPOSAL

5. For Council to adopt the Waimate District Council Fees and Charges for 2026/27, effective 1 July 2026.

Options

6. Adopt the Waimate District Council Fees and Charges for 2026/27; as presented or;
7. Adopt the Waimate District Council Fees and Charges for 2026/27; with amendments.

ASSESSMENT OF SIGNIFICANCE

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

Legislation

9. Legislation has been considered when setting Fees and Charges, to ensure requirements are fulfilled, including:
 - a. Local Government Act 2002
 - b. Amusement Devices Regulations 1978
 - c. Building Control Act 2004

- d. Dog Control Act 1996
- e. Food Act 2014
- f. Health Act 1956
- g. Impounding Act 1956
- h. Resource Management Act 1991
- i. Sale and Supply of Alcohol Act 2012
- j. Utilities Access Act 2010
- k. Waste Minimisation Act 2008

Territorial or Regional Council Regulations, Plans or Bylaws

- 10. Waimate District Council Consolidated Bylaw 2018.

Risk

- 11. If the Fees and Charges are not adopted until after 1 July 2026, the current fees and charges will be retained until such time as they are amended.

FINANCIAL

- 12. The proposed Fees and Charges 2026/27 were considered in conjunction with the draft 2026/27 financial budgets, Funding Apportionments for Fees and Charges, and Revenue and Financing Policy, in particular Section 101(3).

Budget

- 13. Any budget requirements to implement the new fees and charges will be provided for from within existing budgets, e.g. signage.
- 14. The impact of the fee changes have been considered whilst preparing the draft 2026/27 financial budgets.

Cost-effectiveness

- 15. Cost-effectiveness has been considered with the proposed Fees and Charges for 2026/27.

RECOMMENDATION

- 1. That the Fees and Charges 2026/27 report is accepted; and
- 2. That Council adopts the Waimate District Council Fees and Charges for 2026/27, effective 1 July 2026, as presented.

2026/27 PROPOSED FEES AND CHARGES

Discretion

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

Officers: At Council charge-out labour rates

Expenses: At the actual costs incurred by Council

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

Miscellaneous Fees

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

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

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

All fees and charges are GST inclusive

WATER SUPPLY	2026/27
URBAN WATER, SEWAGE AND STORMWATER	
Any new service connection to the urban water supply or sewer network, made part way through the rating year, will be invoiced a part year water or sewer charge (as specified in the Rating Information) for the months remaining in that year from the time of connection. Thereafter it will be charged at an annual targeted rate, on the property rates. For those water service connections regarded as "Extraordinary Supply" with a flow meter, please see section "Extra Ordinary Water Supply"	
Part year supply of water, sewage and stormwater based on annual targeted rate	Part year portion of targeted rates
Network Application Fees	
Application for Connections, Alterations, Disconnections – per valuation number, lot or dwelling, for a primary application for one (1) three water service (i.e. Urban water, or sewer, or storm water).	\$ 285.00
Application for Connections, Alterations, Disconnections – connected to a primary application for a single valuation number, lot or dwelling, for each additional three water service required (i.e. Urban water, or sewer, or storm water).	\$ 150.00
Additional works over and above a standard Application	Actual Cost
Hydraulic Modelling — per connection (as required)	\$ 660.00 plus difference to cover actual costs
Engineers Fees	
Pre- Application Meeting	First (1) hour free
Application Meetings and Site Inspections	
Asset Group Manager, per hour	\$ 165.00
Assistant Engineer, per hour	\$ 130.00
Three Waters Manager, per hour	\$ 135.00
Utility Physical Works	
Urban Water, Sewer, Stormwater	Actual Cost
Capital Contribution	
For a newly created lot due to subdivision, or an existing parcel of land within the newly designated urban/business zone for the Waimate Township that previously have not paid any vacant rates for utilities. Capital Contributions are also required for additional connections/services requested for an existing Lot/property.	
Urban Water - Connection 15 - 20mm ID nominal bore (\leq 400m ³ per year usage)	\$ 4,030.00
Urban Water - Connection greater than (>) 20mm ID nominal bore	\$ 6,045.00
Stormwater	\$ 2,520.00
Sewer — Urban	\$ 8,150.00
Sewer — High Street Extension - Gravity Main	\$ 8,514.20
Sewer — High Street Extension - Pumped Main	\$ 12,361.08
Sewer — Timaru Road Extension	\$ 15,000.00
Sewer — Mill Road Extension	\$ 18,395.14
Sewer — King Street Extension	\$ 23,303.67
Extraordinary Water Supply	
Properties in excess of one hectare, or all other purposes for which water is supplied other than Ordinary Supply, shall be deemed to be an Extraordinary Supply and may be subject to conditions and limitations. Such purposes include: spa or swimming pool in excess of 10m ³ , commercial business, trade/industrial, fire protection systems. Conditions include water metering and volumetric charging.	
Any water used in excess of 200m ³ within a six month period is charged at the specified rate.	\$2.00 per m ³
Urban Water Backflow Preventer	
Backflow inspection and testing	\$ 175.00
Tradewaste Consent (Wastewater)	
Application for Tradewaste, Consent Alterations, Disconnections – per valuation number, lot or building.	\$ 288.00

WATER SUPPLY	2026/27
Inspection / Re-inspection fee for non-compliant works or missing information (per inspection)	\$ 288.00
Charge for works that are not remedied after non-compliant inspection. Monthly Fee per site -	\$ 115.00
Additional works over and above a standard Application or inspection	Actual Cost
Other Fees	
Water meter reading on request outside of the normal cycle (including Final reading)	\$ 90.00
Application is required to take bulk water from the Urban supply. Bulk water will be charged at per m ³ take. Council will provide a metered, double checked stand pipe with conditions of use.	\$6.00 per m ³
Pipeline Location for Minor project (≤ 4 hours total) and notification of works around the water supply network infrastructure	No Charge
Pipeline Location for Major projects (> 4 hours total) and notification of works around the water supply network infrastructure	Actual Cost
Unauthorised actions, resulting in damage to the network supply infrastructure, and or contamination to the Urban water supply	Actual Cost
Unauthorised water tampering or take from the Urban supply	\$2,000.00 plus actual cost
RURAL WATER SUPPLY	
Any new point of supply connection, or increase to a water allocation, from a rural water supply made part way through the rating year will be charged the per litre charge (as specified in the Rating Information) for the months remaining in that year from the time of connection. Thereafter it will be charged at an annual targeted rate, on the property rates.	
Part year supply of water based on annual targeted rate	Part year portion of targeted rates
Application Fees	
Connection, Alteration, or Disconnection (primary application)	\$ 288.00
Additional Connections, Alterations, or Disconnections (Connected to primary application)	\$ 150.00
Additional works over and above a standard Application	Actual Cost
Hydraulic Modelling — per connection (as required)	\$ 660.00 plus difference to cover actual costs
Engineers Fees	
Pre- Application Meeting	First (1) hour free
Application Meetings, Engineering review and Site Inspections	
Asset Group Manager, per hour	\$ 165.00
Assistant Engineer, per hour	\$ 130.00
Three Waters Manager, per hour	\$ 135.00
Utility Physical Works	
Rural Water	Actual Cost
Capital Contribution	
Capital Contribution for all rural water schemes	\$2.55 per litre per day
Water Connections	
Glenavy Developments - Bignall Lane, Cherry Lane, Stocker Lane (Note: allocation 1000L per day)	Capital Contributions paid at time of Resource Consent
Willowbridge Water Extension	\$ 2,719.75
Other Fees	
Restrictor Frost Plug (available at Waimate District Council Office)	No Charge
Restrictor Screen (available at Waimate District Council Office)	No Charge
Installation of Restrictor Frost Plug	\$ 105.00
Installation of Restrictor Screen	\$ 115.00
Replacement of Restrictor Face Plate (for reasons other than fair wear and tear)	\$ 155.00
Replace Point of Supply — Restrictor unit and associated fittings (for reasons other than fair wear and tear)	Minimum \$410 plus difference to cover actual cost
Pipeline Location (Minor project ≤ 4 hours total) and notification of works around water scheme network infrastructure	No Charge
Pipeline Location (Major project > 4 hours total) and notification of works around water scheme network infrastructure	Actual Cost
Unauthorised actions, resulting in damage to the water scheme network infrastructure and or contamination to the Rural water supplies	Actual Cost
Staff Charge Out Fees	Actual Cost
Unauthorised Water Tampering or take from the Rural supplies	\$2,000.00 plus actual cost
Emergency Additional Supply	
Business Hours (8.00am - 4.30pm Mon — Fri)	\$ 320.00
After Hours, Weekends and Public Holidays	\$ 425.00
Temporary Water Allocation	
Temporary water allocation is charged at three times the normal scheme rate plus re-jetting fees	Temporary water allocation is charged at three times the normal scheme rate plus re-jetting fees of \$125 per visit (two visits required)

WATER SUPPLY	2026/27
Waste water	
Effluent disposal into Waimate Waste Water Treatment Plant at the grit trap on Racecourse Road	\$20.00 per m3

All fees and charges are GST inclusive

WASTE MANAGEMENT	2026/27
Multi Bin (Refuse, Recycling, Organics and Glass) Kerbside Collection	
Multi bin set can be allocated to a property during the financial year and will be payable in advance based on months remaining and thereafter it will be charged on your rates.	
Application relating to a Multi Bin set (Refuse, Recycling, Organics and Glass)	\$ 70.00
Application-relating to additional or large size bins (Refuse, Recycling, Organics and Glass)	\$ 70.00
Additional or large size bins can be allocated to a property during the financial year and will be payable in advance based on months remaining and thereafter it will be charged on your rates. <i>Note : an appointment may need to be made with Envirowaste Services Limited to discuss options and sizes, before allocating bins.</i>	
Special event bins	Actual cost
Bin Lid Clip	\$ 12.00
Bin Towbar Attachment	\$ 18.00
Resource Recovery Park	
Refuse (Rubbish)	
Refuse — <i>Rubbish</i> (All loads, including Timber)	\$12.00 Minimum charge \$ 449/tonne (\$0.45/kg)
Greenwaste or Hardfill	
Green Waste only — NO FOOD WASTE (All loads)	\$12.00 Minimum charge \$ 184/tonne (\$0.18/kg)
Cleanfill — Virgin Excavated Natural Material (VENM) (All loads) <i>(e.g. clay, soil, rock)</i>	\$12.00 Minimum charge \$80/tonne (\$0.08/kg)
Cleanfill — Hardfill (All loads) <i>(e.g. bricks, blocks, concrete)</i>	\$12.00 Minimum charge \$98/tonne (\$0.10/kg)
Recyclables and Escrap	
Recyclables (Glass [clear, brown, green], Cans [aluminium, tin/steel], Plastic, Paper & Cardboard)	No Charge
Unique Recyclables	
• Commercial mixed recyclables — <i>delivered to the RRP</i>	\$12.00 Minimum charge \$ 229/tonne (\$0.23/kg)
• Polystyrene	No Charge
• Car Seat	\$ 8.00
Escrap — all items excluding charged items listed below	No Charge
• Televisions	\$ 20.00
• Computer monitors	\$ 18.00
• Whiteware (dropped off) — General	\$ 30.00
• Whiteware (dropped off) — Fridges, Freezers and Heat Pumps	\$ 35.00
Tyres — <i>Tyres will not be accepted if they are still on the wheel rims (NB. Wheel rims are "Recyclables")</i> <i>A maximum of five (5) tyres can be disposed of at a time.</i>	
• Light Vehicle Tyres, <u>without</u> wheel rim — Motorbike, car, 4x4, light truck and any other small motorised vehicle tyres	No Charge
• Heavy Vehicle Tyres, <u>without</u> wheel rim — Heavy Truck	No Charge
• Heavy Plant Tyres, <u>without</u> wheel rim — Tractor, Forklift, Loader, Digger	No Charge
Hazardous Waste	
Waste oil	No Charge
Gas Bottles	No Charge
Vehicle Batteries	No Charge
Household Batteries (Alkaline & Lithium)	No Charge
Hazardous waste such as:	
• Chemicals	
• Paint	

WASTE MANAGEMENT	2026/27
<ul style="list-style-type: none"> Medical waste Are NOT accepted at the Waimate Resource Recovery Park. Please Contact Redruth Resource Recovery Park (03 687 7200) for disposal of Hazardous Waste (domestic quantities).	
Public Weigh	
Public access and use of weigh bridge during opening hours	\$ 10.00
Administration Fees	
Drive Off Administration Fee	\$ 50.00

All fees and charges are GST inclusive

ROADING & FOOTPATHS	2026/27
Access to the Road Corridor for Utilities and Private Services	
Private and Utility Corridor access request for Minor work in berm and footpath <ul style="list-style-type: none"> Less than 14 days from commencement to final reinstatement and Works completion notice lodgement. Work in road berm up to 6m² and/or 20m length. Work in footpath than 1m². Excludes Temporary Traffic Management Work in road pavement less than 1m² 	\$ 207.00
Private & Utility Corridor access request for Standard work <ul style="list-style-type: none"> Less than 14 days from commencement to final reinstatement and Works completion notice lodgement. Work in road berm less than 500m length Work in footpath less than 20m² Work in road sealed pavement less than 20m² Excludes Temporary Traffic Management Single Road trench crossing 	\$ 460.00 plus actual cost of additional work incurred
Global CAR and TMP request for minor work multiple sites (no road closures). Not required for inspection activities.	\$ 1,035.00
Private & Utility Corridor access request for Major Work <ul style="list-style-type: none"> Less than 28 days from commencement to final reinstatement and Works completion notice lodgement. Multiple Road trench crossing Work in road berm more than 500m length. Pipe size greater than 225 mm Global request for minor work on multiple sites 	\$ 713.00 plus actual cost of additional work incurred
Private & Utility Corridor access request for Project work. <ul style="list-style-type: none"> Greater than 28 days from commencement to final reinstatement and Works completion notice lodgement. For project work, which have a duration greater than 56 days from commencement to final reinstatement the Council Corridor manager may choose to issue approvals for separable potations of the work Projects may incur additional charges for inspections and monitoring, depending on the complexity of the project. Projects which have not submitted preliminary notification may incur additional processing fee if approval is required in less than 28 days 	\$ 1,725.00 plus actual cost of additional work incurred
Utility corridor access request for Project Works Preliminary Notification <i>Required for all projects</i>	No charge
Additional weekly fee where surface restoration is not completed by the agreed date.	\$ 206.00
Seal Opening reseal texturing per m ²	\$ 26.00
Water pipe or cable installed through road culvert annual fee	\$ 178.00
Temporary Traffic Management Plan And Road Closure Approval For Road Works	
Temporary Traffic Management plan application (includes Road Closure for work on the Road)	\$ 250.00
Additional charge for complex plans	Actual Cost
Extension for Traffic Management and/or CAR	\$ 150.00
Traffic Overweight Permit	
Traffic Overweight Permit	\$ 172.50
Structural checking and inspections where required	Actual cost
Applications Fees and Licences	
Regular Dairy Stock Crossing Licence (5 yearly)	\$ 971.00
Road Encroachment, Cattle Stop, Gate	\$ 433.00
Approval for private services in the road reserve (eg Deed of Grant)	\$ 433.00
Complex private services applications	Actual cost
Bond — for Asset Protection, new build <i>This bond will only be refunded on demonstration that there has not been any damage or interference with any works or property owned, constructed, acquired or used by Waimate District Council.</i>	\$ 3,245.00
Vehicle Access	
Kerb and Channel and footpath crossing construction excluding application fee	Actual cost + application fee
Rural and urban vehicle access, application fee	\$ 324.00
RAPID numbers	
RAPID number set up new location and supply plate	\$ 103.00
RAPID number plates — replacement or additional supply only	\$ 41.00
Development Contributions Footpaths	
Urban Residential 1 footpath contribution per metre of Frontage	\$ 170.00
Temporary Road Closures for Events	
Application fee for administering the Road Closure. Per event and group of roads up to 10km. Additional staff time will be charged for events over 10km based on actual cost. Administering the Road Closure of any kind for non-commercial or not-for-profit Community Events where no consultation required.	\$ 690.00
<i>Advertising and Traffic Management for these are at the event organisers cost.</i>	
Abandoned Vehicle Recovery	
Administration fee vehicle recovery	\$ 150.00

ROADING & FOOTPATHS	2026/27
Removal Cost	Actual cost
All Applications	
Additional fee for administration of unauthorised or non notification of activities in the road reserve	\$ 324.00
Non-compliance fee inspection fee per hour (minimum charge 1 hour)	\$ 165.00
Council may charge at cost for the repair and inspection fee for any damage to a Road, Street, footpath or berm incurred as a result of house relocation, building, demolition or other activities.	Actual Cost
Roading Staff per hour for additional inspections and administration	\$ 165.00
External advertising	Actual Cost

All fees and charges are GST inclusive

ORGANISATION & GOVERNANCE	2026/27
INFORMATION SERVICES	
Specific requests for copies of records or information held under the Local Government Official Information and Meetings Act 1987	First 60 minutes no charge
Labour charge rate (in excess of the first hour). A charge may be applied for the searching for relevant material, abstracting and collating, copying, transcribing and supervising access for time spent by staff once a decision to release information has been made. Copying fees for information are at published rates. A deposit may be required if a fee applies.	\$38.00 per 30 mins plus disbursements (\$76.00 per hour)
Council Document Reproduction (e.g. Annual Plan, Annual Report, Meeting Agenda)	
Printing/Photocopying per A4 page/black and white	\$ 0.30
Printing/Photocopying per A4 page/colour	\$ 2.50
Full document — Inc. binding. Organisations and individuals who request copies will be charged this fee. Note: These documents are available from the Waimate District Council website at no cost.	\$ 25.00

All fees and charges are GST inclusive

PLANNING AND REGULATORY	2026/27
BUILDING	
Building Consents	
Building consent fees excludes BRANZ Levy, DBH Levy and Building Consent Authority Accreditation Levy charges. Travel charges (based on district rating zones) and inspection fees are listed under Additional Building Consent Fees. NOTE: Building Research Association New Zealand (BRANZ) and Ministry of Business, Innovation and Employment (MBIE) levies, are to be paid in addition to the total fee, as set by statute and may be subject to change.	
Objective Build Fees - Building Consent and PIM Application (No charge if issued with building consent)	
Estimated Value of Work / 2026-27	
\$0 - \$124,999	\$ 92.00
\$125,000 - \$499,999	\$ 431.25
\$500,000 - \$999,999	\$ 862.50
\$1,000,000 - \$2,499,000	\$ 1,293.75
\$2,500,000 and Over	\$ 2,156.25
Project Information Memorandum (PIM) ONLY	\$ 92.00
Certificate of Acceptance Application (COA)	
Value of work equal to or less than \$124,999	\$ 92.00
Value of work greater than \$125,000	\$ 402.50
Amendment Applications	
\$0 - \$124,999	\$ 92.00
\$125,000 - \$499,999	\$ 431.25
\$500,000 - \$999,999	\$ 862.50
\$1,000,000 - \$2,499,000	\$ 1,293.75
\$2,500,000 and Over	\$ 2,156.25
<i>Note: A negative fee (reduction in the value of work) will have a \$92 fixed fee associated to the amendment application</i>	
Supporting Applications	
Application for Code Compliance Certificate	No Charge
Application for Certificate for Public Use	\$ 92.00
Other Applications	
Extension of Time	No Charge
Application for an Exemption to a Building Consent	\$ 92.00
Building Consent Processing Fees	
Log Fire — includes Project Information Memorandum (PIM), Code Compliance Certificate (CCC), Processing. Excludes inspections.	\$ 201.00
Project Value \$0.00 - \$5,000 (Carports etc.) — includes PIM, CCC, Processing. Excludes inspections.	\$ 111.00
Project Value \$5,001 - \$15,000 (Minor Alterations, Additions, Garage, Farm Buildings) — includes PIM, CCC, Processing. Excludes inspections.	\$ 380.70
Project Value \$15,001 - \$25,000 (Sleepout, Alteration, Additions, Farm Buildings) — includes PIM, CCC, Processing. Excludes inspections.	Residential: \$ 576.15 Commercial/ Industrial: \$663.15
Project Value \$25,001 - \$50,000 (Large Alterations, Additions, Commercial) — includes PIM, CCC, Processing. Excludes inspections.	Residential: \$ 641.75 Commercial/ Industrial: \$788.75
Project Value \$50,001 - \$100,000 (Large Alterations, Additions, Farm Buildings, Commercial, Industry) — includes PIM, CCC, Processing. Excludes inspections.	Residential: \$ 1,323.00 Commercial/ Industrial: \$1,470.00
Project Value \$100,001 - \$300,000 (New Dwelling, Commercial, Industrial, Processing) — includes PIM, CCC, Processing. Excludes inspections.	Residential: \$ 1,822.00 Commercial/ Industrial: \$1,969.00
Project Value \$300,001 - \$500,000 (New Dwelling, Commercial Industrial, Processing) — includes PIM, CCC, Processing. Excludes inspections.	Residential: \$ 2,452.00 Commercial/ Industrial: \$ 2,599.00
Project Value \$500,001 - \$1,000,000 (New Dwelling, Commercial Industrial, Processing) — includes PIM, CCC, Processing. Excludes inspections.	Residential: \$ 3,082.00 Commercial/ Industrial: \$ 3,229.00

PLANNING AND REGULATORY	2026/27
Project Value greater than \$1,000,001 (New Dwelling, Commercial Industrial, Processing) — includes PIM, CCC, Processing. Excludes inspections.	\$ 3,229.00 plus actual hours processing at \$200.00 per hour
Building Consent Fees	
Additional fee, where processing time has exceeded 3 hours	\$ 200.00 per hour
Inspection Fee, (plus applicable travel charge)	\$ 195.00
Travel Charges, as per rating zones — Zone 1	\$ 38.45
— Zone 2	\$ 66.55
— Zone 3	\$ 120.75
Septic Tank	
Septic tank & effluent field only and travel charge	\$ 615.00
Project Information Memorandum (PIM) Costs	
Log Fire	\$ 30.00
Under \$15,000 (Garage, carports, minor alterations, additions)	\$ 150.00
Over \$15,000 (All residential dwellings, alterations, garages, farm buildings)	\$ 450.00
All commercial & industrial work (new and alterations)	\$ 450.00
PIM for 70sqm Non-Consented Small Standalone Dwelling plus:	\$ 450.00
Administration fee for receiving and recording documentation at 2 yrs for 70sqm Non-Consented Small Standalone Dwelling	\$ 150.00
Extension application fee for 70sqm Non-Consented Small Standalone Dwelling PIM where work not completed within 2 years	\$ 200.00
Certificate of Acceptance	
Lodging and administration	\$ 350.00
Technical process — per hour	\$ 270.00
Inspection (plus applicable travel charge)	\$ 200.00
Other Fees	
Marquees over 100m ² (plus applicable travel charge)	\$ 297.50
Processing Fees — Plan check/amended plans — per hour	\$ 200.00
Processing Fee - Plan check / Variation Application Approval - Per 1/2 hr	\$ 100.00
Scanning Fee — per Building Consent Application	\$ 75.00
Scanning Fee - Hard copy PIM application - 70sqm Non-Consented Small Standalone Dwelling	\$ 75.00
Compliance schedule (includes Compliance Schedule Statement)	\$ 350.00
Compliance schedule amendments	\$ 225.00
Warrant of Fitness reminders/acknowledgement of receipt	\$ 100.00
Warrant of Fitness audit plus travel zone charge	\$ 250.00
Dangerous or Insanitary Building Notice preparation	Actual cost
Dangerous or Insanitary Building - Investigation	\$ 200.00 per hour
Dangerous or Insanitary Building - Site inspection plus travel fee	\$ 200.00 per hour
Statistical reports — per year	\$ 300.00
Statistical report — one off	\$ 50.00
Reports and advisory functions	Actual cost
Fire and Emergency New Zealand — section 46 notice. (plus any FENZ charges)	Current NZ Fire Service Charge
Notice to Fix — preparation	\$300.00
Notice to Fix — investigations, plus travel charge	\$ 200.00 per hour
Notice to Fix — site inspection, plus travel charge	\$ 200.00 per hour
Certificate under Sale and Supply of Alcohol Act 2012	\$ 170.00
Application to extend time for which a building consent is valid	\$ 130.00
Property file access and view records:	
Owner	\$ 15.00
Non-owner	\$ 45.00
Pool fencing modification plus additional inspection fee and travel charge	\$ 260.00
Monitoring pool fencing	\$ 195.00
Re-inspection pool fencing	\$ 195.00
Investigation of illegal building work plus additional inspection fee and travel charge	Actual cost

PLANNING AND REGULATORY	2026/27
Section 1(2) Territorial Authority Exemption Change (Additional \$195.00 per hour may be charged for more than 1 hour processing)	\$ 200.00
Section 37 - Certificate if Resource Consent required	\$ 200.00
Section 73 – Building on land subject to Natural Hazard	\$ 200.00
Section 77 — Construction of building on 2 or more allotments	\$ 200.00
Certificate of Public Use plus inspection and travel charge	\$ 400.00
Certificate of Public Use — second application for the same building consent plus inspection and travel charge	\$ 800.00
Certificate of Public Use — third and subsequent application for same building consent plus inspection and travel charge	\$ 1,200.00
Record of Title	\$35.00
Waiver/Modification — Application	\$ 200.00
Waiver/Modification — processing	\$ 200.00 per hour
Waiver/Modification — site inspection, plus travel charge	\$ 200.00 per hour
Change of Use — Extension of life - Subdivision of building (Assessment and Record)	\$ 200.00
Change of Use — processing	\$ 200.00 per hour
Change of Use — site inspection, plus travel charge	\$ 200.00 per hour
Earthquake Prone Buildings — Registration and maintenance of Earthquake Prone Buildings registrations per building in National Database	\$ 420.00
If technical assessments or reviews are required in addition to above fee, this additional time will be charges at \$150 per hour.	\$150.00 per hour
Contractors and Consultants — Council requires some applications to be referred to Contractors or Consultants for specialised checking and comment. The fees charged by these contractors/consultants are in addition to any other fees charges in relation to that application and will be charged to the Applicant.	Actual cost
Levies	
BRANZ Levy exemption up to \$20,000	No Charge
BRANZ Levy on value over the exemption amount of \$19,999.99	\$1.00 per \$1,000 of project value
MBIE Levy exemption up to \$20,444	No Charge
MBIE Levy on value over the exemption amount of \$20,444 (including GST)	\$1.75 per \$1,000 of project value
Building Consent Authority Accreditation Levy (minimum charge \$1.00)	\$1.75 per \$1,000 of project value
RESOURCE MANAGEMENT	
The Lodgement Fee will be required to accompany the Resource Consent Application. An invoice will be sent for additional fees. The Lodgement Fee is a deposit only and may not be the complete charge. There may be additional fees or a part refund as explained above.	
If applications for resource consent and applications to change or cancel conditions are not processed within the statutory time frames, discounts shall be paid on administrative charges. The discounts shall be in accordance with the Regulations to the Resource Management Act 1991.	
Section 36 of the Resource Management Act 1991 enables Council to charge additional fees to recover actual and reasonable costs where the Lodgement Fee is inadequate.	
When the total cost to process an application exceeds the Lodgement Fee, Charge Out Rates may apply.	
Council also reserves its discretion to refund part of the fixed fee if the work required to process the application is less than usual.	
These fees will not be refunded if the application is declined or withdrawn.	
For Financial Contributions please see the Waimate District Council Financial Contributions Policy or the Waimate District Plan.	
For any fee requiring a deposit, there is a threshold either side of the final cost whereby the amount to be refunded or recovered is less than \$100, it will be absorbed to cover the processing cost	
Resource Consent Applications	
Notified Consent	\$5,000.00 deposit
Limited Notified (service only) Consent	\$4,000.00 deposit
Non-notified Subdivision Consent	\$1,500.00 deposit
Non-notified Land Use Consent	\$1,250.00 deposit
Non-notified Land Use Consent (small scale, full plans present at submission)	\$700.00 deposit
Non-notified Subdivision Consent — Change to flats plan or unit title	\$700.00 deposit
Consent compliance monitoring — paid at time of grant of a Resource Consent application which requires monitoring	\$ 270.00
Additional monitoring of resource consents and monitoring of non-compliance with the Waimate District Plan or the Resource Management Act 1991 — per hour or part thereof	\$ 180.00
Lodgements	
Revocation of Easements (not included in Subdivision Consent)	\$ 500.00
Existing Allotments Section 226 Certificate (new titles created)	\$ 500.00
Section 223 Certificate (subdivision sealing completion)	\$ 500.00
Section 224(c) Certificate including Section 223 Certificate	\$ 700.00
Removal of building line restriction	\$ 500.00

PLANNING AND REGULATORY	2026/27
Certificates of Compliance	\$ 500.00
Permitted Boundary Activity	\$500.00 deposit
Permitted Marginal or Temporary Activity	\$500.00 deposit
Permitted Activity Compliance Monitoring – paid at time of grant of an application which requires monitoring	\$ 180.00
Change or cancellation of conditions	\$700.00 deposit
Existing use rights and existing use certificate	\$ 500.00
Extension of time	\$500 deposit
Charge Out Rates	
Pre-application advice — after the first hour of staff time (per hour or part thereof)	\$ 180.00
Staff time charge out rate — per hour or part thereof	\$ 180.00
Public Notices	Actual cost
Other Applications	
Outline Plan & Outline Plan Waiver	\$500.00 deposit
Alteration to a designation	\$1,500.00 deposit
Extension of time to a designation	\$1,500.00 deposit
Private Plan change	\$12,500.00 deposit
Notice of requirements for designations	\$5,000.00 deposit
Right of Way Approval (not included in Subdivision Consent)	\$ 500.00
Certificates for Licensed Motor Vehicle Dealer (LMVD)	\$ 175.00
Certificates under the Sale and Supply of Alcohol Act 2012	\$ 175.00
Other application type, not specified elsewhere	\$1,000.00 deposit
Disbursements	
Consultants/Legal Advice	Actual cost
Commissioning Special Reports	Actual cost
Hearing Fees	
Hearing Fee per hour or part thereof (minimum charge-out of one hour)	\$620.00
Commissioner or hearing members	Actual cost
ENVIRONMENTAL SERVICES	
Licensing	
Camping Grounds	\$ 400.00
Offensive Trades	\$ 320.00
Annual Mobile shop or stall permit/public trader	\$ 192.00
Annual Multiple Mobile shop outlets for same produce/same trader	\$185 for first unit + 25% for each additional unit
Monthly Mobile Shop or stall permit/public trader	\$ 130.00
One Day Mobile Shop/Stall or Hawkers permit/public trader	\$ 52.00
Boarding House	\$ 225.00
Circus	\$ 225.00
Funeral Directors	\$ 320.00
Transfer Fee of Health Licence (i.e. following sale of business)	\$ 145.00
Stereo Seizures	\$150.00 plus recovery of actual seizure costs
Re-inspection for non-compliance — by-laws, health, liquor, dangerous goods, roading	\$187 per hour
Verification audit / site audit (food control plans)	\$360 fixed fee + \$90 per half hour after first 2 hours
Special Inspections	Hourly rate plus mileage
Water samples — Labour plus hospital testing minimum	Actual cost
Keeping of Animal Permits	\$ 85.00
Public Health - Low Risk (Beauty Therapists (make-up only)) - non-transferable	\$ 215.00
Public Health - High Risk (Skin Piercing, Tattoos etc) - non-transferable	\$ 320.00
Footpath Dining — Licence to Occupy	\$ 215.00
Food Act 2014	
New Registration	
Payment of application fees is upon application and any other fees are payable within 20 days from invoice date.	
Food Control Plan — Single Site	\$180 fixed fee + \$ 90.00 per half hour after first hour
Food Control Plan — Multi-Site	\$270 fixed fee +

PLANNING AND REGULATORY	2026/27
	\$ 90.00 per half hour after first hour
National Programme	\$180 fixed fee + \$ 90.00 per half hour after first hour
Optional Consultancy — new business set up assistance / pre-opening visit	\$ 180.00 per hour
Optional Food Plan Control Mentoring	\$ 360.00
Registration Renewal	
Food Control Plan — Single Site — 12 month renewal	\$180 fixed fee \$ 80.00 per half hour after first hour
Food Control Plan — Multi-Site — 12 month renewal	\$ 270.00 fixed fee \$ 80.00 per half hour after first hour
National Programme — 24 month renewal	\$ 270.00 fixed fee \$ 80.00 per half hour after first hour
Food Control Plan Mentoring	\$360.00
Compliance and Monitoring	
Food Control Plan — Annual (including those Food Control Plans registered before 1 March 2016)	\$ 90.00
National Programme — 24 month	\$ 180.00
Verification (Audit)	
Food Control Plan — Single Site Audit	\$ 360.00 plus \$ 90.00 per half hour after first two hours
Food Control Plan — Multi-Site Audit	\$ 360.00 plus \$ 90.00 per half hour after first two hours
Food Control Plan Audit Close-out over 15 minutes	\$ 180.00 per hour
National Programme 1 — Check (one-off)	\$ 180.00 per hour
National Programme 2 — Audit (three-yearly)	\$ 180.00 per hour
National Programme 3 — Audit (two-yearly)	\$ 180.00 per hour
Complaint Driven Investigation	
Complaint resulting in issue of improvement notice by Food Safety Officer and its review	\$ 180.00 per hour plus actual mileage and disbursements
Exemption	
Application and Assessment	\$ 180.00 per hour
Travel Charges	
Fixed Charge for Waimate District	\$ 50.00
Miscellaneous Fees	
Re-inspection for Non Compliance — All licences	\$ 180.00 per hour
Environmental Health Regulatory Functions and Enforcement	\$ 180.00 per hour
Domestic Food Business Levy	\$ 111.84
MPI Titiro Database license charge - per premises charged at time of verification	\$ 7.40
Gaming Venue Licensing	
Gaming Venue Relocation Licence.	\$416 plus \$180 per hour or part thereof
Liquor Licensing	
As set by the sale and supply of Alcohol (Fees) Regulations 2013 — may be subject to change	
Note: Applicants can apply to the Secretary of the Liquor Licensing Committee for a reduction of one fee category for Low Risk events in Special Licence category.	
On Licence / Off Licence / Club Licence — Category	
Very low	\$ 368.00
Low	\$ 609.50
Medium	\$ 816.50
High	\$ 1,023.50
Very high	\$ 1,207.50
Annual Licence Fees — Category	
Very low	\$ 161.00
Low	\$ 391.00
Medium	\$ 632.50
High	\$ 1,035.00
Very high	\$ 1,437.50
Special Licence / Fees	
Class 3 — One or two small events	\$ 63.25
Class 2 — Three to twelve small events, or one to three medium events	\$ 207.00
Class 1 — One large event; more than three medium events; more than twelve small events	\$ 575.00

PLANNING AND REGULATORY	2026/27
Other Application Fees	
Manager's Certificate Application and Renewals	\$ 316.25
Temporary Authority	\$ 296.70
Temporary Licence	\$ 296.70
Appeal to ARLA (paid to ARLA)	\$ 517.50
Extract of Register	\$ 57.50
Permanent Club Charter	\$ 632.50
Public notification administration fee	\$ 50.00
DOG AND ANIMAL MANAGEMENT	
Registration Per Dog	
Registration — Non-Working Dogs	\$ 120.00
Registration — Neutered Non-Working Dogs and Dogs under 12 months	\$ 65.00
Registration — Selected Owner	\$ 35.00
Registration — Working Dogs and Farm Pets	\$ 35.00
Classified Dangerous Dogs 150% of applicable fee	Applicable registration fee plus 50%
General	
Selected Owner Permit (SOP) Application fee including one inspection (apply once only)	\$ 60.00
Licence to keep three or more dogs including one inspection (apply once only)	\$ 50.00
Dual fee – Selected Owner Permit and Licence to keep three or more dogs	\$ 70.00
SOP Re-inspection fee	\$ 30.00
Replacement Tags	\$ 5.00
Collars — Various Sizes	As per schedule
Penalties	
Late Registration Fee — Percentage of base fee	Applicable registration fee plus 50%
Drop-Off / Call-Out Fee (where dog is not impounded)	\$ 50.00
Dog Impounding	
Seizure & custody (from private place)	\$ 50.00
1st impoundment in 12 month period — per dog (from public place)	
Dog wearing tag	\$ 95.00
Dog not wearing tag	\$ 130.00
2nd impoundment in 12 month period — per dog (from public place)	
Dog wearing tag	\$ 110.00
Dog not wearing tag	\$ 160.00
3rd impoundment in 12 month period — per dog (from public place)	
Dog wearing tag	\$ 130.00
Dog not wearing tag	\$ 160.00
Infringement Fee	\$ 200.00
Other Fees	
Daily sustenance	\$ 20.00
Impounded dog microchipping	\$ 50.00
Surrender	\$ 60.00
Barking Collar Hire (including \$25.00 refundable bond)	\$ 50.00
Impounding — other than dogs	
Animal Control Officers charge-out rate — per hour	\$ 140.00
Administration fee for impounding	25% of total fee
Daily sustenance	\$10 per day per head
Freight	Actual cost
PLANNING AND REGULATORY - GENERAL	
Record of Title	\$35.00
Copy of By-Laws	\$ 80.00
Waimate District Plan	\$ 215.00 plus postage
Land Information Memorandum — Residential and Rural properties of less than 2.5 hectare	\$450.00
Land Information Memorandum — Non-Residential and Rural properties greater than 2.5ha. Processing of LIM to a maximum of 4 hours. Charge out fee applies thereafter (\$150 per hour)	\$650.00
Amusement Device (as set by legislation)	\$ 11.50
Additional Amusement Device (as set by legislation)	\$ 2.30
Litter Infringement — As permitted under the Litter Act 1979	\$ 400.00
Clean-up relating to litter and illegal dumping	\$ 60.00 administration fee plus contractor's actual costs
Consent Applications	
Note: All consents etc. with a deposit fee will be charged at time and cost.	
Upon completion of the application (i.e. when consent is either granted or declined) Council will render a final account for its services. This account may include charges for any or all of the following:	
<ul style="list-style-type: none"> Postage, photocopying, advertising, mileage (site visit and property identification), property identification (signage), pre-hearing meetings, consultant fees, legal cost, planning cost, engineering cost, environmental health cost, planning staff cost, hearing cost (proportion of cost for daily hearing), monitoring fee (dependant on conditions set). 	

<p>PLANNING AND REGULATORY</p>	<p>2026/27</p>
<ul style="list-style-type: none"> The deposit lodged with the application will be credited against this final account. 	
<ul style="list-style-type: none"> Interim Account: In some cases, where completion of a consent is delayed, or takes a long time, an interim account may be rendered. 	

All fees and charges are GST inclusive

COMMUNITY SERVICES	2026/27
LIBRARY	
Membership	No Charge
Replacement Card (Adult & Children)	\$ 5.00
Borrowing	
New Fiction — per three weeks	\$ 2.50
Magazines — per three weeks	\$ 1.50
DVDs — Childrens only (no adults)	No charge
E-books	No Charge
Overdue Charges	
Adult Category 1-13 days overdue — per item	\$ 2.50
Adult Category 14-20 days overdue — per item	\$ 4.00
Adult Category 21 days overdue onwards — per item	\$ 5.00
Child and Young Adult Category overdue	No Charge
Lost Items after 30 days	Replacement plus \$15.00 admin charge
Services	
Interloan (minimum charge)	\$ 10.00 Plus any charges from lending library
Reserves (Adult and Children)	No Charge
Internet use	No Charge
Scanning — per scan	\$ 2.00
Printing/Photocopying per A4 page/black and white	\$ 0.30
Printing/Photocopying per A3 page/black and white	\$ 0.60
Printing/Photocopying per A4 page/colour	\$ 2.50
Printing/Photocopying per A3 page/colour	\$ 4.50
<i>Note: No charge for school children's projects. Black and white copies, maximum 5 copies</i>	
ECONOMIC DEVELOPMENT – MARKETING	
Brochure Display — Waimate District Tourism Business	No Charge
Brochure Display — non-Waimate District Tourism Business (except official visitor guides)	\$ 155.25

All fees and charges are GST inclusive

COMMUNITY FACILITIES	2026/27
CAMPING	
Victoria Park Motor Camp	
Standard Cabins & Bunkroom	
Per person — per night	\$ 55.00
Per child (under 12 years) per night	\$ 15.00
Single person — per week (conditions apply)	\$ 310.00
Additional person — per week	\$ 105.00
Ensuite Cabins	
Per night — up to 2 people	\$ 125.00
Additional person — per night (greater than two people per night)	\$ 30.00
Per week — up to 2 people (conditions apply)	\$ 720.00
Additional person — per week (greater than two people per week)	\$ 125.00
Camping — Power Sites	
Per person — per night up to 6 nights	\$ 30.00
Per child (under 12 years) — per night	\$ 5.00
Family Pass (2 adults and 2 dependent children over 5) per night	\$ 60.00
Approved Long Term Single adult — per week (conditions apply)	\$ 210.00
Approved Long Term Two adults — per week (conditions apply)	\$ 260.00
Camping — Non-power Sites	
Per person — per night	\$ 25.00
Per child (under 12 years) — per night	\$ 5.00
Family Pass (2 adults and 2 dependent children over 5) per night	\$ 45.00
Approved Long Term Single adult — per week (conditions apply)	\$ 125.00
Approved Long Term Two adults — per week (conditions apply)	\$ 180.00
Other Charges	
Shower — Non-campers, per person	\$ 7.00
Knottingley Park	
Camping — Power Sites	
Per person — per night up to 6 nights	\$ 30.00
Per child (under 12 years) — per night	\$ 5.00
Family Pass (2 adults and 2 dependent children over 5) per night	\$ 60.00
Approved Long Term Single adult — per week (conditions apply)	\$ 210.00
Approved Long Term Two adults — per week (conditions apply)	\$ 260.00
Camping — Non-power Sites	
Per person — per night	\$ 25.00
Per child (under 12 years) — per night	\$ 5.00
Family Pass (2 adults and 2 dependent children over 5) per night	\$ 45.00
Approved Long Term Single adult — per week (conditions apply)	\$ 125.00
Approved Long Term Two adults — per week (conditions apply)	\$ 180.00
Other Charges	
Shower — Non-camper, per person	\$ 7.00
Dump Station	\$ 7.00
Waimate Lakes	
Season Ticket	
Season Pass — two adults & two dependants 5 to 15 years old (under 5 free)	\$ 525.00
Half-season pass - two adults and two dependants 5 - 15 years (under 5 free) from 16 January 2027 to close of 26/27 season.	\$ 375.00
Single person season ticket - single site for one adult for whole season for 26/27 season.	\$ 400.00
Additional dependant adult — per person (16 years and over)	\$ 25.00
Additional dependant child — per child (5 to 15 years old)	\$ 5.00
Casual Campers	
Single or couple pass per night	\$ 20.00
Family pass-per night — two adults & two dependants 5 to 15 years old (under 5 free)	\$ 35.00
Additional dependant adult camper — per person (16 years and over) — per night	\$ 10.00

COMMUNITY FACILITIES	2026/27
Additional dependant child camper — per child (5 to 15 years old) — per night	\$ 6.00
Moored Yachts	
Waimate Lakes – Living on moored yachts same fees apply as to campers	
St Andrews Domain	
Camping — Power Sites	
Per person — per night up to 6 nights	\$ 25.00
Per child (under 12 years) — per night	\$ 6.00
Family Pass (2 adults and 2 dependent children over 5) per night	\$ 50.00
Approved Long Term Single adult — per week (conditions apply)	\$ 200.00
Approved Long Term Two adults — per week (conditions apply)	\$ 250.00
Camping — Non-power Sites	
Per person — per night	\$ 20.00
Per child (under 12 years) — per night	\$ 6.00
Family Pass (2 adults and 2 dependent children over 5) per night	\$ 40.00
Approved Long Term Single adult — per week (conditions apply)	\$ 120.00
Approved Long Term Two adults — per week (conditions apply)	\$ 175.00
Other Charges	
Shower — Non-camper, per person	\$ 6.00
Dump Station	\$ 6.00
Morven Reserve Camping	
Powered and non-powered sites, per person — per night	\$ 10.00
<i>Morven Reserve committee collects and manages fees.</i>	
CEMETERIES (WAIMATE AND OTAIO CEMETERIES)	
Interments	
Ashes	\$ 355.00
Stillborn and Babies (up to 12 months)	\$ 285.00
Children (1 - 12 years)	\$ 605.00
Adult	\$ 1,310.00
Extra Depth (double)	\$ 1,410.00
Old Cemetery Plot Opening — Concrete Plot	\$ 590.00
Plot Purchase (including concrete beam)	
Ash Plots	\$ 415.00
Stillborn and Babies (up to 12 months)	\$ 375.00
Children (1 - 12 years)	\$ 515.00
Adult	\$ 1,255.00
Additional Charges	
Interments — Saturdays, Sundays or Statutory Holidays, also Monday to Friday after 3.00pm May to September and after 4.00pm October to April	\$ 610.00
Ashes Interments on Saturdays, Sundays or Statutory Holidays	\$ 530.00
Dig Grave — Saturdays, Sundays or Statutory Holidays	\$ 530.00
Ashes Dig Saturdays, Sundays or Statutory Holidays	\$ 300.00
Triple Depth Plot — Old Cemetery only	\$ 855.00
Record search (in excess of one per day)	\$ 32.00
SWIMMING POOL	
Admission	
Adult — per swim	\$ 7.00
Child — per swim	\$ 4.00
Pre-School Child — per swim	No Charge
65 to 79 years — per swim GOLD CARD	\$ 3.50
65 to 79 years - Season Ticket GOLD CARD	\$ 85.00
80 years and over	No Charge
Aqua-aerobics class — per class	\$ 9.00
Family Season Ticket	\$ 190.00
Adult Concessions — per 20 swims	\$ 90.00
Child Concessions — per 20 swims	\$ 50.00
Gold Card Concessions - per 20 swims	\$ 50.00
Aqua-aerobics Concessions — 5 classes	\$ 40.00
Aqua-aerobics Concessions — 10 classes	\$ 75.00
Adult Season Ticket	\$ 170.00
Child Season Ticket	\$ 85.00
Spectator/Guardian	No Charge
Pool Hire	
Schools — per hour	\$ 60.00
Swimming Club — per hour	\$ 60.00
Non-profit — per 30 mins	\$ 30.00
Other — per hour	\$ 70.00

COMMUNITY FACILITIES	2026/27
Provision of Life Guard — per hour (two may be required)	\$ 50.00
PARKS	
Victoria and Knottingley Parks and Reserves	
Non-commercial — additional charges may apply depending on requirements	No Charge
Commercial – does not include rubbish removal and/or electricity usage <i>Commercial is defined as any event that has exclusive use of the space and charges an entry fee for access to the site.</i>	\$ 255.00
Weddings	\$ 125.00
Seddon Square / Boland Park	
Non-commercial — additional charges may apply depending on requirements	No Charge
Commercial – does not include rubbish removal and/or electricity usage <i>Commercial is defined as any event that has exclusive use of the space and charges an entry fee for access to the site.</i>	\$ 255.00
Power for Seddon Square — Charges will be fixed on individual requests taking usage into account.	
Parks and Reserves	
Charges may apply to some activities held on Parks and Reserves land dependant on activity type.	Price on request
Special event bin set – four 240L bins (Refuse, Recycling, Organics and Glass)	Actual cost
WAIMATE EVENT CENTRE	
The Waimate Event Centre reserves the right to adjust the final account based on increased level of use, additional services provided and any damage incurred.	
Casual Hire Primary & Secondary School Students	
Casual Hire - Per person per hour for badminton, basketball hoops, soccer, table tennis (Monday to Friday, 9am to 5pm only). <i>If the terms of this fee are not met, the below charges apply.</i>	\$ 2.00
Casual Session	
Casual session - per person per session for Adults 18 years and over. Board games and recreational activities, includes and tea and coffee (Function Room and Courts only - Tuesday 10am to 12noon) <i>If the terms of this fee are not met, the below charges apply.</i>	\$ 2.00
Casual Hire	
Casual hire – per person per ½ hour for basketball hoops	\$ 4.50
Casual hire – per person per hour for badminton, netball shots, table tennis	\$ 9.00
Court Hire – per court	
Per hour	\$ 50.00
One session — up to four hours	\$ 180.00
Two consecutive sessions — up to nine hours	\$ 350.00
Three consecutive sessions — full day and evening	\$ 480.00
Meeting Room, Club Room, Mezzanine Floor or Gallery (up to 20 people)	
Per hour	\$ 35.00
One session — Up to four hours	\$ 120.00
Two consecutive sessions — up to nine hours	\$ 200.00
Three consecutive sessions — full day and evening	\$ 250.00
Function Room Hire	
Per hour	\$ 50.00
One session — Up to four hours	\$ 180.00
Two consecutive sessions — up to nine hours	\$ 350.00
Three consecutive sessions — full day and evening	\$ 450.00
Cricket Pitch (up to 6 people in netted area)	
Casual per person per hour	\$ 10.00
Per hour	\$ 30.00
One session — Up to four hours	\$ 100.00
Two consecutive sessions — up to nine hours	\$ 150.00
Three consecutive sessions — full day and evening	\$ 220.00
Kitchen or Bar Hire	
Tea and Coffee per sitting i.e. morning tea, lunch, afternoon tea	\$ 22.00
Per hour	\$ 35.00
One session — Up to four hours	\$ 120.00
Two consecutive sessions — up to nine hours	\$ 200.00
Three consecutive sessions — full day and evening	\$ 250.00
In-line Skating (approved skates required)	
Children (under 15 years) — per hour	\$ 10.00
Adult — per hour	\$ 15.00
Skate hire — per hour	\$ 4.00
Climbing Wall (minimum of 6 climbers)	
Children (under 15 years) — per hour	\$ 10.00
Adult — per hour	\$ 15.00
Family Pass (two adults, two children) — per hour	\$ 40.00
Supervision fees — per hour, per supervisor (Where supervision is provided by Climbing Club and or Event Centre Staff)	\$ 50.00
Pre-approved supervision must be registered with Event Centre.	
School Groups and Birthday Parties (minimum 10)	
Climbing, skating or a combination of activities	Price on request

COMMUNITY FACILITIES	2026/27
School Holiday Programmes (as scheduled — Contact Event Centre for details)	
Activities will be charged as advertised. Children under the age of 14 years are very welcome but must be accompanied by an adult/parent/guardian.	
Other Charges	
Public Holiday Surcharge	15%
After Hours unlock/lock up (bookings outside of advertised opening hours i.e. before 9am and/or after 8pm Monday to Friday)	\$ 75.00
After hours staff charge — per hour (for any booking outside of advertised opening hours)	\$ 55.00
Cancellation of booking — charge may apply \$35 or 15% whichever is greater (within 30 days of the booking date)	\$ 35.00
Additional cleaning — per hour minimum charge	\$ 55.00
Event bond — may apply	\$ 1,000.00
Tournament/Season Bond	\$ 500.00
Damage to Event Centre	Actual Cost
User clubs storage (per annum)	\$ 70.00
Data Projector and Screen	\$ 15.00
Television - day rate	\$ 15.00
Hire carpet tiles per court (does not include installation — hire only)	\$ 350.00
Electronic Key Tag (for authorised Fitness Centre/Squash Club area)	
New or replacement electronic key tag	\$ 35.00
Note: key tags no longer required can be returned to Waimate District Council and a \$10.00 refund will be provided	
COMMUNITY HOUSING	
Single unit 1 person, per week	\$ 200.00
Double unit 1 person, per week	\$ 215.00
Couples unit 2 people, per week	\$ 235.00

16.3 HERITAGE GRANT APPLICATIONS - FEBRUARY 2026

Author: Di Lowry, Grants Administrator

Authoriser: Nicole Timney, Community Services and Strategy Group Manager

Attachments:

1. **Heritage Grant Criteria** [↓](#) 
2. **Waimate Edwardian Heritage Group** [↓](#) 
3. **Rebecca Murray (Becs Murray Photography Ltd)** [↓](#) 

PURPOSE

1. To provide the relevant information for the Council to consider the funding applications:
 - a. Waimate Edwardian Heritage Group
 - b. Rebecca Murray (Becs Murray Photography Ltd)

BACKGROUND

2. The Heritage grant is open for projects that include archaeological and traditional sites, buildings and sites with Historic Place classifications, notable and heritage trees, and other buildings or sites Council considers worthy of assistance and the recording of any aspect of the district's heritage.
3. There are two rounds per year, in February and August. A maximum of \$1,000.00 plus GST is available to applicants. Some applicants are not registered for GST, therefore apply for a grant inclusive of GST and those that are registered can apply for the \$1,000.00 plus GST. Further to that, applicants cannot apply for more than 50% of the total cost of the project.

PROPOSALS

4. Waimate Edwardian Heritage Group is requesting funding to fix one rotting wall of the 1920s Langdale building (which is otherwise sound), currently housed at Bushtown. The building is significant not only for its age and history, but also because of the mural depicting early Waimate bush covered hills.
5. The total cost of the project is \$2,767.00, GST inclusive. The applicant is requesting \$1,167.00 GST inclusive. The applicant has been informed that should the application be successful; the grant limit is \$1,000.00 inclusive of GST.
6. Rebecca Murray's business, Becs Murray Photography Ltd, is requesting funding to assist with the creation of a comprehensive photographic record of halls and war memorials across the Waimate District. Documentation will include memorials located at community halls, Marae, schools, churches, civic memorial sites and heritage war memorial trees and commemorative plantings. This photographic documentation and copyrights for the images will be gifted in its entirety to Waimate District Council and the Waimate Returned and Services' Association (RSA) to be used for non-commercial purposes including heritage preservation, education, public display, archival records and community engagement.
7. The total cost of the project is \$3,552.00, GST exclusive. The applicant is aware that if the application is successful, the grant limit is \$1,000.00 plus GST.

OPTIONS

8. The Council supports the applicant up to 50% which equates to the maximum of \$1,000.00 inclusive or exclusive of GST depending on the GST registered status of the applicant, or
9. The Council does not support the grant application.

ASSESSMENT OF SIGNIFICANCE

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

FINANCIAL

9. The Heritage Grant Reserve Fund as of 30 June 2025 has a balance of \$4,122.09, therefore these proposals can be accommodated.

COST-EFFECTIVENESS

11. Cost-effectiveness consideration is not applicable.

RECOMMENDATION

1. That the Heritage Grant Applications – February 2026 report is accepted; and
2. That Council considers the funding application from Waimate Edwardian Heritage Group.
3. That Council considers the funding application from Rebecca Murray (Becs Murray Photography Ltd).

HERITAGE GRANT CRITERIA AND ELIGIBILITY



ELIGIBLE PROJECTS

- Archaeological and traditional sites.
- Buildings and sites with Heritage New Zealand classifications and/or listed in the Waimate District Plan.
- Other buildings or sites the Council consider worthy of assistance.
- Notable and heritage trees.

ELIGIBLE WORK

- In the case of heritage value buildings, preference will be given to assisting with the restoration or strengthening of the structure or fabric.
- In the case of heritage or notable trees, preference will be given to work to enable conservation or protection of the tree/s.
- Recording any aspect of the District's heritage.
- Funding priority will be given to buildings and sites that are in public ownership, eg community enhancement groups, incorporated societies, trusts etc.

INELIGIBLE APPLICATIONS

- Projects for ordinary maintenance and repair of heritage buildings and sites, with the exception of war memorials.
- Projects for Council owned heritage buildings or heritage sites.
- Ongoing operational costs e.g. office rental, salaries.
- Costs that cannot be verified with appropriate quotes.
- Activities that have already begun and/or been completed (unless of a staged nature).
- Fundraising activities.
- Any other reason the Council considers not appropriate for funding.

CONDITIONS OF ASSISTANCE

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

You may also be asked to:

- Agree to registration of the heritage building, tree or site in the Waimate District Plan; and/or
- A Heritage New Zealand Pouhere Taonga Act covenant; and/or
- A QEII National Trust covenant.

MISCELLANEOUS

- Not more than 50% of the total cost of a project will be granted from the fund, up to a maximum of \$1,000.

FURTHER INFORMATION

For assistance in applying for a Heritage Grant please contact:

Grant Administrator
Phone: 03 689 7771
Email: info@waimatedc.govt.nz

Drop into:
Waimate Information Centre
15 Paul Street
Waimate

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

GRANT APPLICATION



Heritage Recreational Track WDC Community WDC Sports

1. Full name of organisation, group, or individual:
WAIMATE EDWARDIAN HERITAGE GROUP

2. Address of organisation, group, or individual:
[Redacted] cent, Waimate.



3. Name and address of contact person:
[Redacted] scent, Waimate

Telephone number: Day [Redacted]
Night [Redacted]
Email [Redacted]@e.co.nz

4. Are you GST registered?
Yes Do NOT include GST in your budget*
No Include GST in your budget

GST number:

5. Objectives of your organisation (use separate sheet if necessary).
A group of people who enjoy visiting & enjoying Edwardian History promoting our town that has many buildings built in that time. To help other groups and organisations promote our history

6. Describe the project for which you are seeking financial assistance (use separate sheet if necessary).
"Langdale"
A small two roomed building used for public display purposes (Presently a large tin collection) Also find supporting document & photos. The east wall has rotten weather boards & windows. The rest of the building is very sound.

7. Project timeline.
Start date: 8th April 2026
Completion date: 30th May 2026

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

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

40 hrs x \$30 Volunteer with building skills \$ 1,200
 Cost of insidentials not accounted for \$ 200
 Paint short fall of what we have approx \$ 200
 \$
Total own contribution: (8) \$1,600

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

\$
 \$
 \$ N/A
 \$

Total other funding: (9) 0

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

Result date (if known)	Grant	Amount Requested
		\$ No
		\$
		\$

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

Waimate ITM Cost of Timber \$ 1,167-00
 Volunteers as a value \$ 1200-00
 Cost of insidentials \$ 400-00
 \$
 \$
 \$

Total project cost: 0 2,767-00
 Less own contribution: (8) 0 1,600-00
 Less other funding: (9) 0 —
Total requested from Council: \$ 1,167-00

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

Year	Grant	Amount
		\$ N/A
		\$
		\$
		\$

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

Bushtown Heritage Park + the general Public who visit Bushtown on their open public days by seeing tidy building with displays being protected from the weather

YOUR DECLARATION

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

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

Name:

John A. Cales

Signature of applicant:

Typing your name is the equivalent of a handwritten signature.

Position of signatory:

President Waimate Edwardian Heritage Group

Date: 25/02/2026

Checklist

Have you:

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

QUESTIONS AND COMPLETED APPLICATIONS

Grant Administrator

Phone: 03 689 7771

Email: info@waimatedc.govt.nz

Drop into:

Waimate Information Centre

15 Paul Street

Waimate

Post to:

Waimate District Council

P O Box 122

Waimate 7960

A. PO Box 122, Waimate 7960 | P. +64 3 689 7771 | E. info@waimatedc.govt.nz | W. waimatedc.govt.nz | Page 3 of 3

25/02/2026

To the Waimate District Council - Heritage Fund Application

In support of the Waimate Edwardian Heritage Group, Heritage Fund Application I will give explanation of our group and involvement with Waimate Bushtown.

Firstly, our group has been in existence for twenty years starting after the 2004 very successful celebrations of the 150 years of European settlement of the Studholme family.

In 2014 Lanes cottage was donated to Bushtown and the Waimate Edwardian Heritage Group by Margaret & Harold Prue of Waimate to be restored by the Edwardian members, of which Harold and Margaret were members. The cottage, built in 1879 had extensive strengthend and refurbishing in keeping of the time it was built. It is now in its permanent location and furnished in keeping of times passed, and last weekend with public open day many people young and old were fascinated by what is in the two rooms, like coal range, Richard John Seddon's brother's wooden chest, windup record player plus what ladies would have used for cooking.

"Langdale" building was built around the 1920s and was situated on Keillors Road, Willowbridge. Now why this building was shifted to be near Lanes Cottage was Lanes Cottage couldn't accommodate nine children so this two roomed building fitted well with the past where a two room building was built by Frederick & Matilda Lane, one room for the girls and one for the boys.

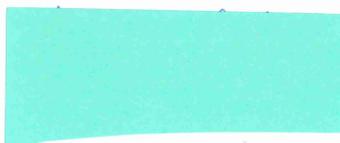
Now on the end of this building at Bushtown is a mural painted by Pat Baker one of our Edwardian Members, depicting early times when Waimate had bush covered hills being milled for timber to build Waimate, Timaru and Oamaru, so this is another good reason to maintain the wall that is rotting. Again last weekend I saw a lot of the public standing admiring the mural and within that mural there is a challenge can you find certain things.

So for many years the Waimate Edwardian Heritage Group has worked very close with Bushtown always having appropriately dress Edwardian folk on any public days at Bushtown helping them to achieve some of their goals.

I hope the attached photos gives a picture of what the Edwardian Group have achieved over the years, it's about two different community groups helping and working together for the betterment of Waimate and other attraction that grew and step further was the miniature train which the Mayor cut the ribbon last weekend to declare its operation.

To date the Edwardian Group have given many many hours of volunteer hours and last year volunteers put new iron on the roof and all of Lanes cottage exterior was painted at our cost.

I do hope the decision makers are well aware of what has been achieved and the events that take place at Bushtown.



The two buildings that have been relocated to Bushtown + refurbished by the Waimate Edwardian Heritage Group supporting Bushtown with buildings + public open days.



Langdale



Waimate Edwardian Heritage Group

'LANGDALE'

The two roomed Langdale building was built around 1920 to house a bathroom and pantry storage room for a dwelling built in 1899 situated on Keillors Road, Willowbridge.

It is believed the building was at a later stage used as a facility to store and sell berry fruit.

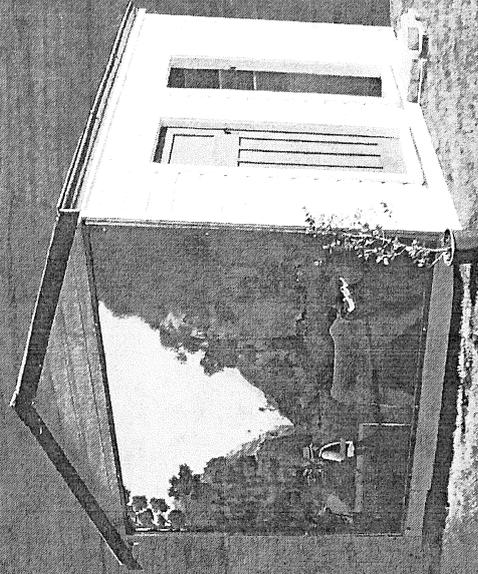
The building was donated by the present owners Brian and Jennie Kitchen from their property 'Langdale' at Willowbridge.

Acknowledgement: - Waimate Edwardian Heritage Group and Keith Wallace

EARLY WAIMATE BUSH MURAL

This mural was commissioned by the Waimate Edwardian Heritage Group and painted by local artist and Group member Patricia Baker.

The heritage theme depicts tree felling activities in the early days of the settlement of the Waimate Bush.



www.bushtown.co.nz



Mural Painted by Pat Baker

Edwardian Member.

Mural on the end of
"Langdale" building.





97 QUEEN STREET
 WAIMATE
 Canterbury
 Phone: 036897427
 admin@waimateitm.co.nz

QUOTATION
20002719



GST: 135 239 021

Customer

WAIMATE EDWARDIAN HERITAGE GROUP

WAIMATE EDWARDIAN GROUP

Delivery Address

WAIMATE EDWARDIAN HERITAGE GROUP

Quote Expiry Date: 25 Mar 2026

Branch	Sales Rep	Quote Date	Account No.	Cust Order No.
WAIMATE ITM	TM	23 Feb 2026	2644	Langdale Building

PRODUCT NO	DESCRIPTION	QTY	UOM	UNIT PRICE EXC GST	DISC	LINE TOTAL EXC GST
1003082	TIMBER W/BOARD RUST 190 14/4.100	57.4	LM	\$15.25		\$875.35
1003055	TIMBER H3 RS 75*50 4/2.700	10.8	LM	\$4.63		\$50.00
1031870	TIMBER H3.2 PG KD 90X19 NO 2 CLEARS 1/6.000	6.0	LM	\$5.62		\$33.72
1003061	TIMBER H4 RS 100*25 MERCH 1/2.700	2.7	LM	\$2.67		\$7.21
1003060	TIMBER H4 RS 150*25 MERCH 1/6.000	6.0	LM	\$4.00		\$24.00
1038863	NAILS GJ 75*3.15 2KG NZNL	1.0	EA	\$24.50		\$24.50

All prices are subject to Waimate ITM terms and conditions of sale.
 We reserve the right to revise the pricing after 14 days from the date of quote.
 Items are subject to availability.

Total Ex GST	\$1,014.71
GST	\$152.20
Total Inc GST	\$1,167.00

Bank Details: 06 0889 0417221 00
 IKAWAI HOLDINGS LTD
 Please use reference: 2644

QUOTE ACCEPTED

By : _____
 Date : _____

For Product
 Information, Scan the
 QR Code:



Re: Website enquiry from John Coles

A customer has filled out a general contact form, with the following information:

Name	John Coles
Company name	Waimate Edwardian Heritage Group
Region/Suburb	
Email	
Phone	
Message	Could I have a price for the following timber. Rusticated W/B 190mm 57.4 LM H3 RS 75 x 50 10.8 LM H3.2 PG KD 90 x 20. 6 LM H4 RS 100 x 25. Merch 2.7 LM H4 RS 150 x 25. Merch 6 LM Nails GJ 75 x 3.15 2 KG NZNL 1 pack

You can reply to John using the standard reply function in your email app, or via the email address they supplied above.

Note: This message is for the named person's use only. It may contain confidential, proprietary or legally privileged information. If you receive this message in error, please immediately delete it and all copies of it from your system. Thank you.

Note: This message is for the named person's use only. It may contain confidential, proprietary or legally privileged information. If you receive this message in error, please immediately delete it and all copies of it from your system. Thank you.

— Screenshot 2026-02-19 153608.png —

Re: Website enquiry from John Coles

Subject: Re: Website enquiry from John Coles
From: Sales - South Pacific Timber <orders@southpacifictimber.co.nz>
Date: 24/02/2026, 2:29 pm
To: [REDACTED]

Hi John Coles, Daniel Coles here ;) thanks for your enquiry. Was nice to speak to you on phone. I have attached an image with dimensions of our "Rusticated 200" which finishes at 180mm. W/BD 180 X 18 RUSTICATED SCALLOP H3.2 PP FJ (SP68) \$22.73+gst per l/m
*sold in 6.3m lengths

1,304-00
38-34

75 X 50 RAD H3.2CCA RS \$3.55+gst per l/m
*sold in 6m lengths

63-54

90 X 19 RAD CLEAR S H3.2 CCA KD D4S \$10.59+gst per l/m
*sold in random long lengths.

-Have no stock history or code for -100 X 25 RS

22-50

150 X 25 RAD WET FR2 H4 CCA RS \$3.75+gst per l/m\
*sold in 4.8m lengths

-We only have bags of nails;
75 X 3.15 GALV JOLT HEAD 500GM \$5.23 +gst each

10-46
1,438-84
CST 215-82

Please note the freight to Waimate would be aprox a few hundred dollars as discussed - is based on weight and cube.

\$ 1,654-66

Any questions please let me know.

Kind Regards,
Daniel
Sales Team
South Pacific Timber (1990) Ltd
T 0800 778 462
W southpacifictimber.co.nz
A 170 Stoddard Road,
Mount Roskill
Auckland 1041

On Tue, 24 Feb 2026 at 12:27, SPT Website <wordpress@southpacifictimber.co.nz> wrote:

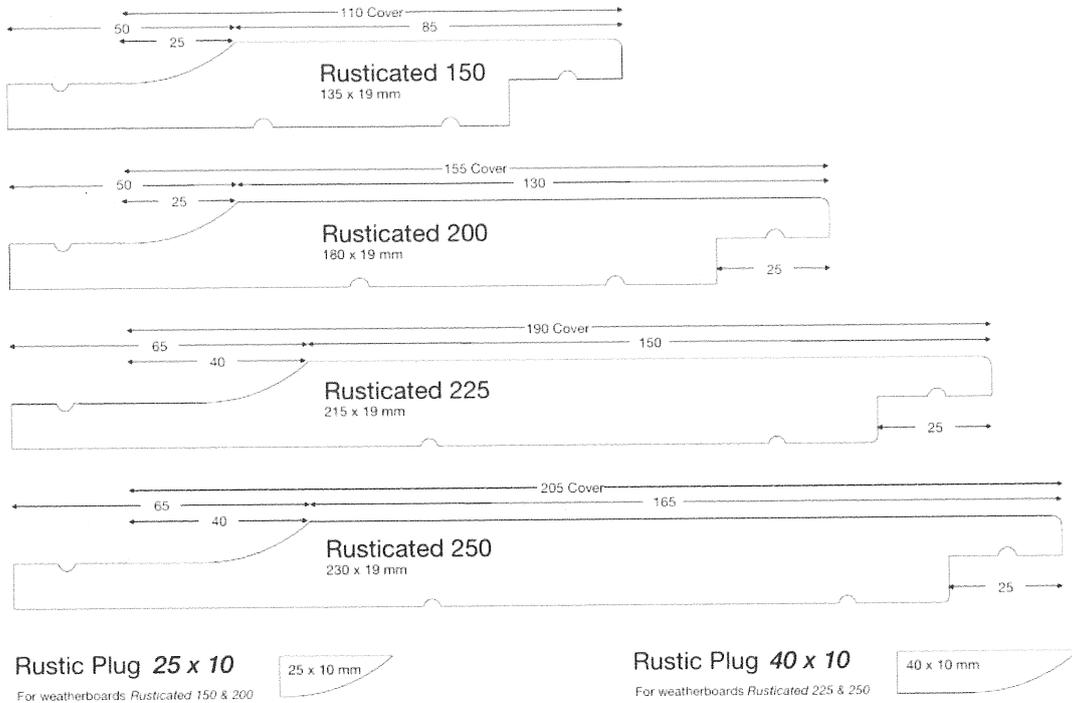
South Pacific Timber

Hi there,

Re: Website enquiry from John Coles

Rusticated Weatherboard

Horizontal Cladding - H3.2 treated NZ Radiata



Attachments:

Screenshot 2026-02-19 153608.png

93.4 KB

Incidentals that may be needed:

Assorted nail sizes

Screws + hinges

Builder's pencil

Metak + Turps

Putty

nail punch

No more nails

Sand paper

Sanding block

Paint brushes

Paint roller

Fuel for generator

Tx screws

Tx driving tool

Builder line

Saw horses

Paint stirring stick

Use of draw saw

Hand saw

Reciprocating saw blades

To the Members of the Waimate Edwardian Heritage Group
Annual Financial Review Report

I have reviewed the Financial Statements, which provide information about the past financial years position of the Group as at 31 March 2025.

It is my responsibility to express an independent opinion on the Financial Statements as presented and to report my opinion to you.

“Based on my review, nothing has come to my attention that causes me to believe that these financial statements do not present fairly, in all respects, the financial position of the Waimate Edwardian Heritage Group as at 31 March 2025. Or of its financial performance for the year ended”

In my opinion, the Financial Accounts attached fairly reflect the financial position of the Group as at 31st March 2025.

I completed the review on 11th April 2025.



Waimate 7924

COPY



**Waimate Edwardian Heritage Group Accounts
Year Ending 31 March 2025**

Cheque Acct

Opening at	
1/4/24	\$ 1,124.65
Income	\$ 206.39
Expenses	-\$ 278.45
Closing at	\$ 1,052.59
Variance	-\$ 72.06

Savings Account

Opening at	\$ 3,964.80
Income	\$ 232.90
Expenses	\$ -
Closing at	\$ 4,197.70
Variance	\$ 232.90

Total (Current plus Savings)

Opening at	\$ 5,089.45
Income	\$ 439.29
Expenses	-\$ 278.45
Closing at	\$ 5,250.29
Variance	\$ 160.84

Remove

Add item



Receipts & Payments 1 April 2024 to 31 March 2025

Current Account

Receipts

<u>Events</u>		
Powered by OpenForms	\$	-
<u>Wardrobe</u>		
Costume Hire	\$	-
<u>Lanes Cottage/Langdale</u>		
Opening Cottage	\$	-
<u>Fund Raising</u>		
	\$	-
<u>Membership Subs</u>		
24/25	\$	160.00
25/26	\$	15.00
<u>Donations/Gifts</u>		
Other	\$	5.00
<u>Other</u>		
Interest	\$	26.39

Payments

<u>Events</u>		
Visit Waimate Museum (donation)	-\$	50.00
St Andrews Maheno (donation)	-\$	100.00
<u>Wardrobe</u>		
	\$	-
<u>Lanes Cottage/Langdale</u>		
	\$	-
<u>Fund Raising</u>		
	\$	-
<u>Donations/Gifts</u>		
Leaving Gift for M Mather	-\$	18.45
<u>Other</u>		
Newsletter	\$	-
Transfer to Savings	-\$	60.00
AGM/Admin	-\$	50.00
Other	\$	-

Total

\$ 206.39

-\$ 278.45

Savings Account

Receipts

Transfer from Current Acct	\$	60.00
Interest	\$	172.90
		\$ 232.90

Payments

\$ -

NB No withdrawals made from savings account in year 2024/2025

Notes to Accounts

Note 1

Note 2



Heritage Grant Application Form



Submitted on 27 February 2026, 8:28AM
 Receipt number 3
 Related form version 1

Before you start

The link below will help you understand:

- whether you are able to apply for funding
- which projects and costs are eligible and ineligible

[Heritage Grant Eligibility](#)

What do you require?

- Applicant details
- Bank details with evidence to verify bank account
- Project details
- List of costs with evidence
- List of income sources with evidence (wherever possible)

PART 1: APPLICANT DETAILS

Name and contact details

Are you applying as an individual or group? Individual

Name Rebecca Jane Murray (Becs Murray Photography Ltd)

Street address [REDACTED]

Suburb [REDACTED]

Town/City Waimate 7924

Postcode 7924

Email address [REDACTED]

Telephone [REDACTED]

Bank details

Name on bank account Rebecca Murray

Bank account number [REDACTED]

Select one of the following options

Council staff member

PART 2: PROJECT DETAILS

Project name

Photographic Documentation of War Memorials in the Waimate District

Brief description of project

Becs Murray Photography Limited was established in December 2024.

This project proposes the creation of a comprehensive photographic record of halls and war memorials across the Waimate District. The documentation will include memorials located within or adjacent to:

Community halls
 Marae
 Rural and district schools
 Churches
 Standalone civic memorial sites
 Heritage war memorial trees and commemorative plantings

The project recognises that remembrance in the Waimate District is distributed across everyday civic, educational, and landscape settings, rather than concentrated in a single monument. The resulting photographic archive will preserve evidence of how local communities have commemorated military service and sacrifice over time.

Community halls form a central component of the project. In rural districts, halls frequently act as the primary location for remembrance and often contain:

Honour boards
 Rolls of service
 Memorial plaques
 Framed photographs and commemorative furnishings

The halls to be photographed are those recognised by the Waimate District Council as community halls and centres, including rural settlements throughout the district. These sites represent both social history and commemorative practice and are particularly vulnerable to alteration or loss through refurbishment or closure.

Rural and district schools have historically played a significant role in war commemoration, particularly following the First and Second World Wars. Memorials in schools commonly honour:

Former pupils
 Teachers and staff
 Members of the immediate local community

These memorials are typically found in:

- School halls
- Entrance foyers
- Gateways and grounds
- Plaques mounted within classrooms or assembly spaces

Schools within the Waimate District, including Waimate Main School, Waimate High School (Perry Hall), and rural schools such as Makikihi, Ikawai, and Waituna, reflect this long-standing commemorative tradition. School memorials are often under-recorded and may be at risk where buildings are altered, replaced, or closed.

The project will also document standalone civic war memorials that are not associated with halls or schools. These sites form the most visible and formal expressions of district-wide remembrance.

Key memorials include:

- Waimate First World War Memorial, located in the Waimate Gardens /

Victoria Park area and unveiled in 1923, commemorating local service personnel who died in the First World War

- Waimate Second World War Memorial Clock Tower, located on Queen Street (SH82), commemorating those who died in the Second World War
- Waimate South African (Boer) War Memorial, located near Victoria Terrace and John Street, commemorating early overseas service

These memorials are formally recorded in national heritage registers and are central to public remembrance within the district.

Heritage war memorial trees are a recognised form of commemoration in New Zealand, particularly following the First World War. They may take the form of:

- Individual memorial trees
- Small group plantings
- Avenues of remembrance
- Trees planted with plaques or markers

Unlike built monuments, memorial trees are living heritage assets. Their commemorative purpose can be lost through storm damage, removal, pruning, or changes in land use unless they are formally documented. For each memorial tree or planting, photographs will record:

- The tree or group of trees in context
- Any associated plaques or inscriptions
- Spatial relationship to nearby halls, schools, reserves, or roads
- The wider setting that conveys commemorative intent

The project will result in:

A permanent digital photographic archive of district war memorials
Improved accessibility for:

Heritage management
Research and education
Community and commemorative use

A baseline record to support:

Future conservation
Interpretation projects
Risk management for vulnerable heritage assets

By including halls, schools, monuments, and memorial trees, the project captures both formal and informal expressions of remembrance, ensuring a holistic record of how war service has been commemorated in the Waimate District.

This project addresses a recognised heritage risk: the gradual loss of undocumented memorials in rural and everyday settings. By systematically photographing these sites, the project preserves not only physical details but also context, placement, and community meaning.

The project aligns closely with national heritage documentation frameworks and reflects best practice in the recording of commemorative landscapes.

The photographic documentation produced as part of the Photographic Documentation of War Memorials in the Waimate District will be gifted in full to the Waimate District Council and the Waimate Returned and Services' Association (RSA).

This gift includes all final image files and associated documentation, to be held, used, and reproduced by the Waimate District Council and the Waimate RSA for non-commercial purposes such as heritage preservation, education, public display, archival records, and community engagement.

The gift is made in recognition of the cultural, historical, and commemorative significance of the District's war memorials, and with the intention that these photographic records support their ongoing care, remembrance, and accessibility for current and future generations.

Disclosure note: My husband, Dylan Murray, is a Group Manager at Waimate

District Council and member of the Waimate RSA.

Start date

13/04/2026

Finish date

12/04/2027

PROJECT DETAILS (budget)

Are you GST registered?

Yes

DO NOT include GST in your budget

GST number



Project costs

To add another cost item, press 'Add Item', and to remove a cost item, press 'Remove'

Item 1	Name of item Budget
	<p>Detail Photographic Documentation of War Memorials – Waimate District All amounts are GST exclusive.</p> <p>Travel – Vehicle mileage -Travel to community halls, rural schools, standalone memorials, and memorial trees across the full district: 900 km x \$0.95/km (IRD mileage rate) = \$743.00 Photography time - On-site photography across all sites (halls, schools, memorials, trees): 7 days x \$300/day = \$1826.00 Post-production & file management - Image selection, editing, metadata, naming, and archival preparation: 14 hours x \$50/hour = \$609.00 Equipment allowance - Camera, lenses, tripod, storage media (depreciation only): Flat allowance = \$217.00 Access, liaison & incidentals - Keys, caretaker coordination, school access, koha, contingencies: Allowance = \$157.00</p> <ul style="list-style-type: none"> - Mileage is calculated using the IRD standard rate for private vehicle use and reflects the expanded geographic scope of the project. - Photography and processing rates are modest and appropriate for documentary heritage recording, not commercial photography. - No capital equipment purchase is requested. <p>It is not practical or appropriate for Becs Murray Photography Limited to obtain a quote from another photography business, as this would not constitute an independent or meaningful market comparison. The project is non-commercial, with outputs gifted to Council and the RSA, and a competitive quoting process would not add value.</p>
	<p>Amount 3,552</p>

Total costs \$3552.00

What is your contribution to the project? (please enlist both financial and volunteer contribution)

Please add any financial contribution you are making to the project, including confirmed funding from other organisations, raffles, donations etc. List them all separately. Volunteer contributions can be listed as volunteer hours for the project or as a dollar value of the hours worked. If you are putting a dollar value, please include the hourly rate calculation for the volunteers.

Item 1	Item
--------	------

The Shortfall Contribution

Detail

I am aware that only \$1000 is available. I have not sought funding support from anywhere else and I am seeking financial support to offset the actual cost. I will contribute additional unpaid hours - site attendance, processing and reporting time beyond the costs listed. This is a project for the community, not for commercial gain.

Amount
2,552

Total income \$2552.00

Have you applied to any other organisation for funding for this project and awaiting outcome?

Item 1	Name of organisation
	Amount requested

Total amount requested \$0.00

Costs less income \$1000.00
This is the maximum amount you can request

Amount you are requesting from Council 1,000

Has your organisation recieved a grant from Waimate District Council within the last five years? If so, please provide information below

Item 1	Year
	Name of grant
	Amount

Project details (Evidence)

Upload evidence for verification of bank account	Proof_of_Account_2026-02-26.pdf
Evidence supporting project costs listed <small>e.g. quotes</small>	Budget_Table_GST_Exclusive_Waimate_War_Memorials.docx
Evidence supporting project income (if any) <small>e.g. quotes</small>	

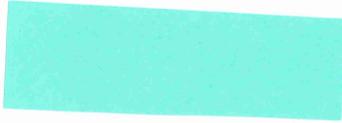
PART 3: DECLARATION

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

and we have the authority to commit the organisation to this application. We acknowledge our right to have access to this information. This consent is given in accordance with the Privacy Act 2020.

Signature

Name of signatory: Rebecca Murray



Position of signatory

Director - Becs Murray Photography Ltd

Date

27/02/2026

Project Budget (GST Exclusive)

Photographic Documentation of War Memorials & Halls – Waimate District

All amounts are GST exclusive.

Budget Item	Description	Calculation	Cost (NZD, excl. GST)
Travel – Vehicle mileage	District-wide travel	900 km × \$0.95/km	\$743.48
Photography time	On-site photography	7 days × \$300/day	\$1826.09
Post-production & file management	Editing and archival prep	14 hrs × \$50/hr	\$608.70
Equipment allowance	Camera & equipment depreciation	Flat allowance	\$217.39
Access, liaison & incidentals	Keys, coordination, koha	Allowance	\$156.52
TOTAL PROJECT COST			\$3552.18

Di Lowry

From: Rebecca Aitchison
Sent: Tuesday, 10 March 2026 8:11 pm
To: Di Lowry
Subject: Fwd: Financial Statements
Attachments: Income summary - Income summary - myIR.pdf; AR_Extract_9302302_10Mar26.pdf

[EMAIL SECURITY WARNING] This email is from an external source - think before you click attachments and links! Follow your training and report suspicious emails.

Kia ora Di,

Becs Murray Photography Ltd was established in December 2024 and financial reporting was first due after the end of the 2024-25 financial year (31 March 2025).

The company did not earn any revenue between December 2024 - 31 March 2025 therefore was exempt from providing a report..

The company will provide one for the 2025-2026 financial year but this is not due until after 31 March 2026.

So there are no financial reports for Becs Murray Photography Ltd available.

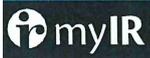
Attached is the Annual Return Extract from the Companies Office and the Income Tax Return from IRD.

The company is young and most (but not all) of the work I have done in 2025-26 has been pro bono.

I'm not sure what else I can provide at this point other than a snapshot of the company bank balance.

Nga mihi nui,

Rebecca Murray
Becs Murray Photography Ltd



< More...

Income summary

BECS MURRAY PHOTOGRAPHY LIMITED

Income summary

Income period

Select an income period. The displayed income will automatically update with your selection.

- Current tax year
- Last income tax year
- Calendar year
- Last 12 months
- Other

From

To

There is no income data to show for this period.

Summary

Total income :	\$0.00
Total deductions :	\$0.00
Net income :	\$0.00

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[Conditions of use](#)

For more info on government services go to



Te Kāwanatanga o Aotearoa
New Zealand Government



PLEASE DO NOT RETURN THIS EXTRACT TO THE COMPANIES OFFICE

Annual Return Company Extract

BECS MURRAY PHOTOGRAPHY LIMITED

9302302

NZBN: 9429052538223

Additional NZBN Information

Providing additional information about your business will make it faster and easier for you to work with other businesses and the government. You can decide which additional details are kept private on the Companies Register and the New Zealand Business Number (NZBN) Register by selecting either the 'public' or 'private' option. There is one exception - the 'Trading Details' section - which will automatically be made visible to the public. Public information can be viewed by anyone who searches the website. Private information can only be seen by authorised persons and the Registrar.

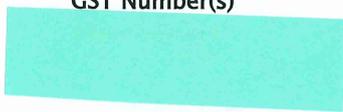
Learn more about the ways Companies Register data can be accessed by visiting our Data Services page at <https://www.companiesoffice.govt.nz/data-services/>

While it's voluntary to provide this additional company information, the more details you provide, the easier it will be for others like your customers and suppliers to do business with you.

For more information please go to <https://companies-register.companiesoffice.govt.nz/nzbn>

Current Invoicing Details

GST Number(s)



GST Number(s) View Settings

Private

Australian Business Number

Australian Business Number View Settings

Current Contact Details

Revised Invoicing Details

The company's Goods and Services Tax (GST) number(s), if any. This is a number used for tax purposes in New Zealand.

Public

Private

The company's Australian Business Number (ABN) (if any). The ABN is a unique 11 digit number that identifies your business or organisation to the Australian government and community.

Public

Private

Revised Contact Details



PLEASE DO NOT RETURN THIS EXTRACT TO THE COMPANIES OFFICE

Annual Return Company Extract
BECS MURRAY PHOTOGRAPHY LIMITED
9302302
NZBN: 9429052538223

Phone Number(s) & Purpose(s)



[Empty box for phone numbers and purposes]

The contact phone numbers for the company and the primary purpose for each number (if there is more than one).

Phone Number(s) View Settings
Private

[] Public [] Private

Email Address(es) & Purpose(s)
becsmurrayphotos@icloud.com

[Empty box for email addresses and purposes]

The company's contact email address(es), and a purpose description for each (if there is more than one).

Email Address(es) View Settings
Public

[] Public [] Private

Office Address



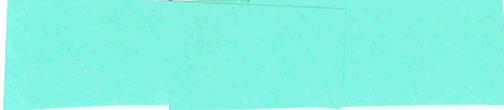
[Empty box for office address]

The physical address in New Zealand where the company's administrative headquarters are located.

Office Address View Settings
Private

[] Public [] Private

Delivery Address



[Empty box for delivery address]

The primary, physical address in New Zealand at which the company wishes to receive physical deliveries of goods and other items that are not postal deliveries



PLEASE DO NOT RETURN THIS EXTRACT TO THE COMPANIES OFFICE

Annual Return Company Extract
BECS MURRAY PHOTOGRAPHY LIMITED
 9302302
 NZBN: 9429052538223

Delivery Address View Settings
 Private

Public Private

Postal Address



Street,

The New Zealand address the company uses to receive physical postal deliveries.

Postal Address View Settings
 Private

Public Private

Invoice Address



The New Zealand address the company uses to receive deliveries of invoices.

Invoice Address View Settings
 Public

Public Private

Current Trading Details

Trading Name(s)
 No trading name

Revised Trading Details

Any other names the company uses for business purposes.



PLEASE DO NOT RETURN THIS EXTRACT TO THE COMPANIES OFFICE

Annual Return Company Extract
BECS MURRAY PHOTOGRAPHY LIMITED
 9302302
 NZBN: 9429052538223

Website(s) & Purpose(s)
 No website

The website address(es) of the company's public-facing websites (if any) and the primary purpose of each website (if there is more than one).

Trading Area(s)
 South Island

The geographic areas where the company routinely conducts, or is available to conduct, its business activities in New Zealand. Trading areas can be found at <https://companiesoffice.govt.nz/nzbn-info-trading-areas>

Industry Classification(s)
 M699110 Commercial photography service

To identify the class(es) of business activity undertaken by the company using the New Zealand government business industry classification (BIC) codes. To find your BIC code and description visit www.businessdescription.co.nz



PLEASE DO NOT RETURN THIS EXTRACT TO THE COMPANIES OFFICE

Annual Return Company Extract
BECS MURRAY PHOTOGRAPHY LIMITED
9302302
NZBN: 9429052538223

Entity Type: NZ Limited Company
Incorporated: 23 Dec 2024
Current Status: Registered
Constitution Filed: No
Annual Return Filing Month: April

Ultimate Holding Company

Does this company have an ultimate holding company?
No

Revised Ultimate Holding Company Details

[Empty box for Revised Ultimate Holding Company Details]

Company Addresses

Registered Office
F Street,
V Street,

Revised Company Address Details

[Empty box for Revised Company Address Details]

Directors

Waimate,

Revised Director Details

[Empty box for Revised Director Details]

Date and place of birth
Provided

Shareholdings

Total Number of Shares: 100
Extensive Shareholdings: No

Revised Shareholding Details



PLEASE DO NOT RETURN THIS EXTRACT TO THE COMPANIES OFFICE

Annual Return Company Extract
BECS MURRAY PHOTOGRAPHY LIMITED
9302302
NZBN: 9429052538223

100

[Redacted] e,

[Redacted] d By:

Designation:

Date:

For further details relating to this company, check <https://app.companiesoffice.govt.nz/co/9302302>
 Extract generated 10 March 2026 06:02 PM NZDT

16.4 RECREATIONAL TRACK GRANT APPLICATION - WHITEHORSE MTB RIDERS INC.

Author: Di Lowry, Grants Administrator

Authoriser: Nicole Timney, Community Services and Strategy Group Manager

Attachments: 1. **Recreational Track Grant Criteria** [↓](#) 
2. **Whitehorse MTB Riders Inc** [↓](#) 

PURPOSE

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

BACKGROUND

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

PROPOSAL

5. Whitehorse MTB Riders Inc is seeking funding to continue the work on upgrading the Whitehorse Big Easy, focussing on the section below the creek bridge. This section requires some extensive work as there are some gradients which require cut and fill work, along with resurfacing to bring the trail in line with the national Grade 2 specification. This section of track is also prone to damage during flooding of the creek in heavy rain. Part of the proposal is rerouting the trail by constructing a new track on higher ground, then regrading and resurfacing which will make the climb to the Whitehorse more accessible and enjoyable for a wide range of users.
6. The total cost of the project is \$8,695.64 excluding GST, which includes approximately 100 hours contribution of volunteer labour to provide design and realignment assistance and manage the ongoing maintenance of the project. The applicant is requesting \$8,695.64 excluding GST (or \$10,000 including GST).

Options

7. That Council supports the Recreational Track Grant application of \$8,695.64 excluding GST from the Whitehorse MTB Riders Inc., or
8. That Council supports a lower amount of grant to the Whitehorse MTB Riders Inc., or
9. That Council does not support the grant application in this instance.

ASSESSMENT OF SIGNIFICANCE

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

CONSIDERATIONS

11. The Whitehorse MTB Riders Inc. approached Council for the Recreational Track grant in March and then August 2025 of which you awarded the full requested amounts of \$10,000 inclusive of GST.

FINANCIAL

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

RECOMMENDATION

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

RECREATIONAL TRACK GRANT CRITERIA AND ELIGIBILITY



ABOUT THE GRANT

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

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

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

CRITERIA

Applications to the Waimate District Council Recreational Track Grant must:

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

If a new track is being developed demonstrate that:

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

CONDITIONS OF ASSISTANCE

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

THE RECREATIONAL TRACK GRANT DOES NOT PROVIDE FUNDING FOR:

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

FURTHER INFORMATION

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

Grant Administrator

Phone: 03 689 7771

Email: info@waimatedc.govt.nz

Drop into:

Waimate Information Centre

15 Paul Street

Waimate

Post to:

Waimate District Council

P O Box 122

Waimate 7960



Recreational Track Grant Application Form



Waimate
District Council

Submitted on	26 February 2026, 6:23PM
Receipt number	1
Related form version	1

Before you start

The link below will help you understand:

- whether you are able to apply for funding
- which projects and costs are eligible and ineligible

[Recreational Track Grant Eligibility](#)

What do you require?

- Applicant details
- Bank details with evidence to verify bank account
- Project details
- List of costs with evidence
- List of income sources with evidence (wherever possible)

PART 1: APPLICANT DETAILS

Name and contact details

Are you applying as an individual or group?	Group
Full name of group	Whitehorse MTB Riders Incorporated

Details of contact person

Name	Paul Buckley
Street address	992 Waimate Highway
Suburb	Otaio
Town/City	Timaru
Postcode	7971
Email address	paul@spectrumcolour.co.nz
Telephone	0211804356

Bank details

1 of 5

Name on bank account	Whitehorse MTB Riders Inc
Bank account number	[REDACTED]
Select one of the following options	Other: Previous Applicant

PART 2: PROJECT DETAILS

Objectives of your organisation

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

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

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

In November 2024 we ran a brand-new event – The Whitehorse Funduro – which showcased all our trails to downhill mountain biking enthusiasts from around the South Island. This was very successful, with approx. 70 entrants of all ages from Christchurch, Methven, Ashburton, Oamaru and Dunedin taking part, as well as locals from Waimate and Timaru. We are very proud when accomplished riders tell us how impressed they are with what we have achieved here. We ran this event again in November 2025 and the support from out of town riders including from Christchurch and Queenstown was phenomenal and the feedback from both those areas was amazing – this is especially impressive as both Queenstown and Christchurch have incredible mountain biking trails.

Recent work completed by the club, apart from many volunteer hours for regular maintenance, includes the completion of the extensive regrading of corners in the lower section of Twisted Monster, construction of a brand new hand built Grade 5 trail which has now been completed with a top section machine built by m3 Contracting using funds raised by the club, and installation of new map boards.

Project name Whitehorse Big Easy Upgrade - Lower Section below Bridge

Brief description of project

We are, as always, incredibly grateful to have been awarded the Recreational Track Grant previously to continue upgrade work on The Whitehorse Big Easy trail designed to improve accessibility to everything that the Whitehorse area offers, to a wider range of ages and abilities of user. With funds from the last successful grant application, we have now completed the massive upgrade of the bush section of the Whitehorse Big Easy above the creek bridge. We recently reinstated the iconic lower bench seat on the newly rebuilt section to complete the work.

We would like to apply for this round of the Recreational Track Grant to continue the work on upgrading the Whitehorse Big Easy, focusing now on the section below the creek bridge.

This section of the trail requires some quite extensive work to achieve two objectives. Firstly, as with the bush section, there are some gradients that require cut and fill work along with resurfacing to bring the trail in line with national Grade 2 specification. Secondly, this section of track is prone to

damage during flooding of the creek in heavy rain due to its location very close to creek level. We propose to move these sections of the trail to higher ground so this will mean rerouting the trail by constructing new track. Once this regrading and rerouting work is completed, the track will be further enhanced with the addition of a layer of AP20 or similar to protect the surface as this area is naturally quite damp. This regrading and surfacing will again help to make the climb to the Whitehorse monument more accessible and more enjoyable to a wider range of users. We would like to engage a professional trail builder to continue with this extremely beneficial track upgrade and attach two quotes for the proposed works. Thank you for your consideration of our application.

Start date

22/04/2026

Finish date

01/07/2026

PROJECT DETAILS (budget)

Are you GST registered?

Yes

DO NOT include GST in your budget

GST number

118-243-226

Project costs

To add another cost item, press 'Add Item', and to remove a cost item, press 'Remove'

Item 1

Name of item

Engagement of professional trail builder

Detail

A professional trail builder will be engaged to carry out the significant works to realign and surface the section of the Whitehorse Big Easy from the 4WD track to the bridge. \$8695.64 + GST (\$10000 inc GST)

Amount

8,695.64

Total costs

\$8695.64

What is your contribution to the project? (please enlist both financial and volunteer contribution)

Please add any financial contribution you are making to the project, including confirmed funding from other organisations, raffles, donations etc. List them all separately. Volunteer contributions can be listed as volunteer hours for the project or as a dollar value of the hours worked. If you are putting a dollar value, please include the hourly rate calculation for the volunteers.

Item 1

Item

Volunteer Hours

Detail

We will provide all additional labour for the project as volunteer hours where required along with assistance in design of the realignment and online notifications for work safety and progress reports. Approx 50 hours. We will also cover costs and provide volunteer labour for the upkeep and maintenance of the trail. Approx 50 hours per year plus cost of supplies.

Amount
0

Total income

\$0.00

Have you applied to any other organisation for funding for this project and awaiting outcome?

Item 1	Name of organisation	Amount requested
Total amount requested		\$0.00
Costs less income <small>This is the maximum amount you can request</small>		\$8695.64
Amount you are requesting from Council		8,695.64

Has your organisation recieved a grant from Waimate District Council within the last five years? If so, please provide information below

Item 1	Year 2022	Name of grant Recreational Track Grant	Amount 10000
Item 2	Year 2022	Name of grant Recreational Track Grant	Amount 10000
Item 3	Year 2023	Name of grant Recreational Track Grant	Amount 8000
Item 4	Year 2025	Name of grant Recreational Track Grant	Amount

10000

Item 5

Year
2025

Name of grant
Recreational Track Grant

Amount
10000

Project details (Evidence)

Upload evidence for verification of bank account

printed bank details.jpg

Evidence supporting project costs listed
e.g. quotes

Iron_Horse_Trail_Quote_Whitehorse_Updated.pdf
Quote Whitehorse Big Easy - Trail upgrade work 2026-02-23.pdf

Evidence supporting project income (if any)
e.g. quotes

Latest financial statement
This can be a copy of the audited accounts, an income and expenditure statement or a copy of the unaudited management accounts.
If your group or organisation has reserves which are not being used for this project you should include your reserves statement or policy.

WHMTB Inc Financial Report Year Ended 30.06.2025 fillable.pdf

PART 3: DECLARATION

We hereby declare that the information supplied in this application is correct. If the application is successful, we agree to provide an accountability report with receipts (which will be sent to us with our grant) stating that the funding received has been spent on the project/programme/service or activity stated in this application. We also agree to participate in any funding audit of our organisation conducted by Waimate District Council. We also consent to Waimate District Council collecting, retaining and using the personal contact details of the persons listed in this application. We confirm that we obtained the consent of the persons listed in this application to provide these details and we have the authority to commit the organisation to this application. We acknowledge our right to have access to this information. This consent is given in accordance with the Privacy Act 2020.

Signature

Name of signatory: Paul Buckley



Position of signatory

Club Secretary and Treasurer

Date

26/02/2026



IRON HORSE TRAIL

Trail Construction & Maintenance

021 296 9111 | Andrew@bikeparknz.co.nz

QUOTE

Client:	Whitehorse Mountain Bike Riders
Project:	Big Easy Trail Regrade & Drainage Works
Date:	12 February 2026
Quote No:	IHT-0226-02

Scope of Works

- Regrade existing trail surface to restore flow and correct rutting
- Repair and reshape section from the 4WD track to the bridge
- Address over-grade sections using cut-to-fill methodology
- Recut and reshape selected sections higher up the hill
- Separate trail from creek to minimise water damage during rainfall
- Install culverts where necessary for improved drainage
- Allowance for up to 12m³ of AP20 metal (if required)

Pricing

Description	Amount (NZD)
Trail Regrade & Drainage Works (Incl. GST)	\$10,000.00
Total	\$10,000.00

Terms & Conditions

- Price includes GST
- Valid for 30 days from date of issue
- Works subject to suitable weather conditions
- Any additional materials or variations to be discussed prior to implementation
- Payment due within 14 days of invoice

Prepared by:

Andrew Bailey

Iron Horse Trail

Phone: 021 296 9111

Email: Andrew@bikeparknz.co.nz

Quote

Date 26/2/2025

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

From Active Systems Ltd
84 Connell St
Waverley
Dunedin
New Zealand

For Upgrade work on the Whitehorse Big Easy trail section below the bridge, so the trail will comply with the NZCT Grade 2 (Easy) standard and improve susceptibility of this section to damage from creek flooding.

This includes:

- Measuring the existing trail and marking the modifications to be made.
 - Removing the steep sections of trail by cut/fill or realigning the trail
 - Widening narrow sections of trail
 - Realigning trail where proximity to creek is causing damage during flood
 - Installing drainage features (side drains, swales, culverts)
 - Smoothing the trail surface
 - Supply up to 12m³ of AP20 gravel as required
-

Sub	\$10,250.00
GST	1,537.50
TOTAL	\$11,787.50

Yours sincerely



Hamish Seaton

Updated 12 July 2018

DO NOT PRINT

OPTIONAL TEMPLATE FOR APPLYING PUBLIC BENEFIT ENTITY SIMPLE FORMAT REPORTING – CASH (NOT-FOR-PROFIT)

STEP ONE - BASIC INFORMATION

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

Full name of entity:

For the year ended:

Whitehorse Mountainbike Riders Inc**Performance Report****For the year ended:
30 June 2025****Contents**

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

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

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

<p>Whitehorse Mountainbike Riders Inc Statement of Service Performance "What did we do?" For the year ended 30 June 2025</p>
<p>Description of the Entity's Outcomes:</p> <p>Maintenance and adjustments to existing trails and development of new trails throughout the year continue to add to the user's experience.</p> <p>An increasing number of riders using the Big Easy trails was noted.</p> <p>A very successful new event - The Whitehorse Funduro was held in November and will likely become an annual fundraiser</p>

Whitehorse Mountainbike Riders Inc Statement of Receipts and Payments "How was it funded?" and "What did it cost?" For the year ended: 30 June 2025			
	Notes	Actual 2024-25 \$	Actual 2023-24 \$
Receipts			
Donations, fundraising, grants and other similar receipts		13,077	18,720
Fees, subscriptions and other receipts from members		205	245
Interest, dividends and other investment income receipts		255	341
GST Refunds		381	1,209
Total Operating Receipts		13,918	20,516
Expenses			
Track Development		20,485	9,298
Withholding Tax		84	113
Chemical		-	-
Signage		-	69
Advertising		-	-
Affiliation Fees		431	375
Charities Services		51	51
Event Costs		564	-
GST Payments		1,012	1,161
Repairs		138	119
Total Operating Payments		22,765	11,067
Operating Surplus or (Deficit)		(8,847)	9,449
Capital Receipts			
Receipts from the sale of resources		-	-
Receipts from borrowings		-	-
Capital Payments			
Purchase of Equipment		-	-
		-	-
Increase/(Decrease) in Bank Accounts and Cash		(8,847)	9,449
Bank accounts and cash at the beginning of the financial year		18,221	8,772
Bank Accounts and Cash at the End of the Financial Year		9,374	18,221
Represented by:			
Cheque account		9,374	18,221

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

Date	Date
Signature	Signature
Name	Name
Position	Position

Whitehorse Mountainbike Riders Inc Statement of Resources and Commitments "what the entity owns?" and "what the entity owes?" As at 30 June 2025		
SCHEDULE OF RESOURCES		
	This Year \$	Last Year \$
Bank Accounts and Cash (from Statement of Receipts and Payments)*	9,374	18,221
Money Owed to the Entity*		
Description*	Amount	Amount
GST Receivable	1,972	300
Other Resources*		
Equipment	2,475	2,475
SCHEDULE OF COMMITMENTS		
	This Year \$	Last Year \$
Money Payable by the Entity*		
Description*	Amount*	Amount*
GST Payable	-	-

Whitehorse Mountainbike Riders Inc

Notes to the Performance Report

For the year ended
30 June 2025

Note 1: Accounting Policies "How did we do our accounting"

Basis of Preparation

Whitehorse Mountainbike Riders Inc is permitted by law to apply PBE SFR-C (NFP) Public Benefit Entity Simple Format Reporting - Cash (Not-For-Profit) and has elected to do so. All transactions are reported in the Statement of Receipts and Payments and related Notes to the Performance Report on a cash basis.

Goods and Services Tax (GST)

Whitehorse Mountainbike Riders Inc is registered for GST. Amounts recorded in the Performance Report are inclusive of GST (if any). GST owing, or GST refunds due as at balance date are shown in the Statement of Resources and Commitments.

16.5 PROPOSAL FOR WINTER CAMPING AT THE LAKES CAMPGROUND

Author: Steven Johnston, Parks and Reserves Manager
Authoriser: Dan Mitchell, Asset Group Manager
Attachments: Nil

PURPOSE

1. For Council to consider implementation of winter camping at the Lakes Campgrounds.

BACKGROUND

2. In 2025 Parks and Reserves successfully implemented a permanent position of Lakes Supervisor at the Lakes Campgrounds. Prior to this change, the supervisor had been employed on a short-term contract, and the position was re-advertised each year prior to the opening of the new season.
The new position means that the supervisor is contracted at 1FTE (40hrs) when the season is open, and 15hrs/week during the winter months when the camping season is closed. The supervisor lives at the Lakes supervisors house at Waitangi East campground during the off-season.
3. During the off-season period in 2025, the supervisor successfully completed considerable work at the campgrounds that would previously have required Waimate-based Parks and Reserves staff to complete. This resulted in multiple accolades from the public regarding the enhanced state of the campgrounds when the season opened. The increased cost of the supervisors' additional hours was, in part, offset by the implementation of a caravan storage process at Waitangi East campground.
4. During the 25-26 season, the supervisor was approached by multiple persons who requested the ability to camp on the lake shore during the winter months. Traditionally, all campgrounds are closed, and most are inaccessible except to certified self-contained Freedom Campers. The users of the campgrounds stated that the weather is generally favourable during the winter months for fishing (the fishing season is open year-round) and for other boating activities.
5. With the introduction of the additional hours for the supervisor and that person's presence at the Lakes during the off-season, winter camping has now become a viable option to consider.

PROPOSAL

6. That the Waimate District Council considers the proposal for winter camping at the Lake Waitangi East campground for a trial period over the 2026 off-season.

ASSESSMENT OF SIGNIFICANCE

7. This is not deemed significant within the Significance and Engagement Policy.

CONSIDERATIONS

8. The acceptance of this proposal would be a furtherance of the Councils core-function of enhancement of Community services and facilities.
9. Acceptance of the proposal would mean the following:
 - i. That Waitangi East campground remains open for campers during the off-season winter months on a trial basis for 2026.
 - ii. That the opening of winter camping begin immediately after the end of the current summer camping season on Monday 04 May 2026 and would close on Sunday 30th August 2026, two weeks prior to the opening of the 26/27 summer season. This two-

week period is to allow all Lakes campgrounds to be prepared for the summer camping season.

- iii. That one toilet block would remain open in the Waitangi East campground for the use of campers and that the toilet block would be cleaned on a regular basis by the supervisor within that persons contracted hours.
 - iv. That no rubbish collection be available to campers. Rubbish collection has a reasonably high maintenance and removal cost.
 - v. That supervision of any and all campers during this period be conducted by the Lakes Supervisor as a continuance of that persons duties and with no change from the contractual requirements during the summer camping season.
 - vi. That the cost for an overnight stay during the winter months be \$10/adult/night and \$5/child/night (5-15yrs) with under-fives camping free. This costing is less than summer camping costs and considers that there would be no rubbish collection at the campground. The age limits for pricing are in line with summer camping processes.
10. Note: During the winter months of 2025, 50 caravans were stored at Waitangi East campground at a cost to the owners of \$1.50/day. This resulted in an income of approx. \$10,000. Anecdotal evidence would suggest that there will be in excess of 70 caravan owners taking the opportunity to store their caravans over the winter months, with a potential income of \$13,000. It is likely that winter camping will enhance the off-season income for the Lakes campgrounds.

Legislation

11. Local Government Act 2002.
12. Resource Management Act 1991.

Territorial or Regional Council Regulations, Plans or Bylaws

13. Waimate District Plan.

Risk

14. The single risk for Council is that no campers utilise the winter camping process. This risk is, however, minimal based on the anecdotal evidence. Note: The caravan storage income is likely to increase during 2026, and this increase income would compensate for the reasonably small cost of toilet cleaning and maintenance should numbers of campers be lower than anticipated.

FINANCIAL

15. Cost to campers would be as stated above. If the opportunity for winter camping is taken up by moderate numbers of campers, the overall income for the Lakes will increase.
16. The Waimate Lakes Camping activity is not rate funded.
17. Current income from all sources is \$311,292.79 to approximately the end of February. Assuming income tracks as per last year, this may be approximately \$327,000 by the end of the financial year (excluding proposed winter camping income.)
18. The 2024/25 Season generated \$306,396.97 from all sources.

RECOMMENDATION

1. That the Proposal for winter camping at the lakes campground report is accepted; and
2. That the Council accept the proposal for winter camping on a trial basis at Waitangi East Lakes campground and amend the Fees and Charges accordingly; or
3. That the Council does not accept the proposal for winter camping on a trial basis at Waitangi East Lakes campground.

16.6 CONSIDERATION FOR ACCEPTANCE OF GIFTED LAND, KEANE PARK, GLENNAVY

Author: Steven Johnston, Parks and Reserves Manager

Authoriser: Dan Mitchell, Asset Group Manager

Attachments:

1. **Photo Summary** [↓](#) 
2. **Valuation** [↓](#) 

PURPOSE

1. For Council to consider the opportunity to accept the gifting of Keane Park, Glenavy from the Bridging Waitaki Charitable Trust Group to the Waimate District Council.

BACKGROUND

2. On 6th June 2001 a small community group set up a trust to develop an area of land on the main road of Glenavy opposite the Glenavy Store. The land, commonly called Keane Park, was gifted to the community by the estate of Joe and Connie Keane. The intention of this group was to develop the land into a recreational rest area with toilet facilities and assets that depicted the history of Glenavy and its residents.
3. Over the following 20 years the group, subsequently named the Bridging Waitaki Charitable Trust Group, developed the park and successfully ran a number of community events such as the annual Salmon Run. The Park was developed with the addition of a large public shelter, a toilet, a gravel turning bay, a large 800 year old matai log and various other displays showing the history of Glenavy. In 2004 the original Glenavy police station and gaol was refurbished and moved to the site.
4. Support for the development of the park came from multiple community groups and sponsors such as Glenavy Salmon Association, Waimate Rotary, Glenavy Young Farmers, Meridian Energy, the local school and the Waimate District Council.
5. The property is non-rateable. In 2017 Council agreed to clean the toilet as part of the development process.
6. The current charitable group, however, has declined in numbers over the past decade. The group now considers that they are no longer capable of maintaining the Park and wish to gift the land and its assets to the Waimate District Council.

PROPOSAL

7. That the Waimate District Council accept the gift of Keane Park from the Bridging Waitaki Charitable Trust Group. Secondly that the Waimate District Council continue to maintain the park as a recreational rest area for the benefit of Glenavy residents and passing motorists.

ASSESSMENT OF SIGNIFICANCE

8. This is not deemed significant within the Significance and Engagement Policy

CONSIDERATIONS

9. The acceptance of this gift from the Glenavy community group would be a furtherance of the Councils core-function of enhancement of Community services and facilities while also facilitating community development.
10. Acceptance of the proposal would mean the following:
 - i. That the Waimate District Council continue to clean the on-site toilet. This task has been part of the Councils cleaning service since 2017 and will not affect current budgets.
 - ii. That Parks and Reserves would mow the park as and when required out of current budgets (see Financials).

- iii. That, at a pre-determined time, the Council would replace the current eco-toilet with a second-hand toilet currently in stock. Timeframe would be approximately 3-6 months from acceptance of the process and would cost approximately \$3,000 (see Financials).

Legislation

11. Local Government Act 2002.
12. Resource Management Act 1991.

Territorial or Regional Council Regulations, Plans or Bylaws

13. Waimate District Plan.

Risk

14. No identifiable risks.

Financial

15. Mowing: Typically, mowing of this type is contracted to a Rural Mower (Ross Brown). A quote from Mr Brown indicates that a fortnightly mow would be required at a cost of \$100 per mow equating to \$2,400/year.
16. Spraying for weeds and general upkeep of vegetation. Again, this work would be contracted to the Rural Mower at a cost of \$200 per year.
17. Replacement of toilet. The operating process of the current on-site toilet (eco-toilet) is in functioning condition and does not need to be replaced. The current above-ground unit is in below-average condition, however, and needs replacing. This is not, however, urgent. Parks and Reserves currently have a second-hand unit from another park that can be utilised. Approximate cost of replacing the above-ground unit would be \$3,000.

Property Value

18. \$260,000. Valuation prepared by QV Property Consultants. Report attached.

RECOMMENDATION

1. That the Consideration for acceptance of gifted land, Keane Park, Glenavy report is accepted; and
2. That Council accept the gift of Keane Park from the Bridging Waitaki Charitable Trust; or
3. That Council does not accept the gift of Keane Park from the Bridging Waitaki Charitable Trus



20 Years



20 years of Keane Park

On State Highway 1, Glenavy

Compiled by Chris Paul and Rosemary Zwies
Current trustees of Bridging Waitaki Group Trust
(and many others)

First recorded community meeting was on the 6th of June 2001. 4 sections of land were being given to the Glenavy –Waitaki Bridge Salmon Assoc. Inc. by Mr & Mrs Joe and Connie Keane for the community's use.

A rowdy meeting was held, with some people against this proposition as they envisioned rates being increased; even though we were going to ask Waimate District Council (WDC) to waiver them.

Mr Bill Dean, lawyer from Oamaru, spoke at the meeting about forming a non-charitable organisation.

Chris Paul and myself had a meeting or two with WDC and in due time rates were waived.

An AGM was held in 2002 and Mr Errol Findlay was appointed 1st president of this new venture. The committee comprised of Chris Paul, Nola Searle, Bob Hollamby, Rosemary and Barry Zwies. The secretary was Kaye McPherson. Quotes were then gotten to level the area. The Charles Brothers did a lot of work initially; doing all the rail fencing along the Highway and inside the Park. They employed Andy Couper who fenced the southern boundary.

Many people put in hours of voluntary work developing gardens and planting trees many of which were given to the organisation by Haymans in Morven. Glenavy Women's Institute and Glenavy School were involved as well. Russell Goodsir and Barry Zwies did stone work at the entrance and in the railing fence. Stone that came from Waimaru Farm.





May 2002

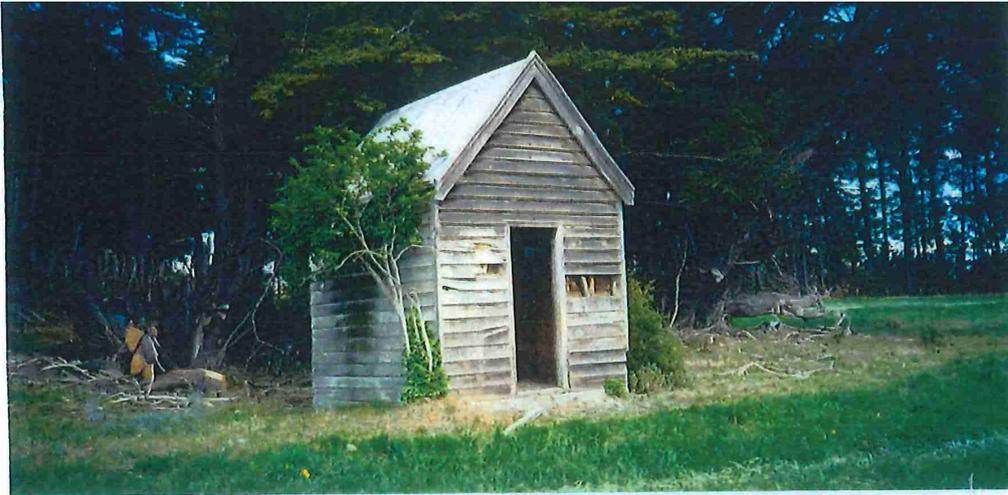
Lyn McCulloch



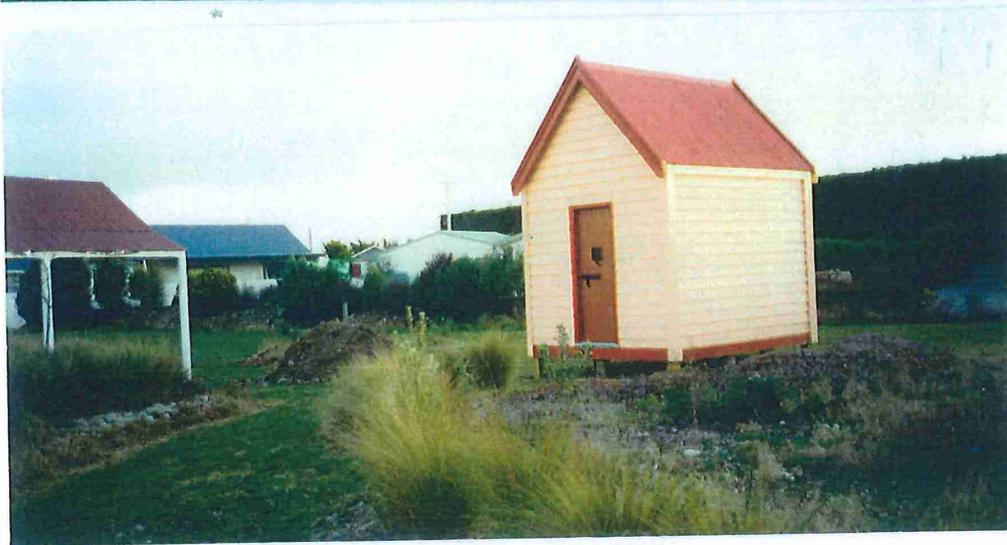
Smithy, Chris & Frank



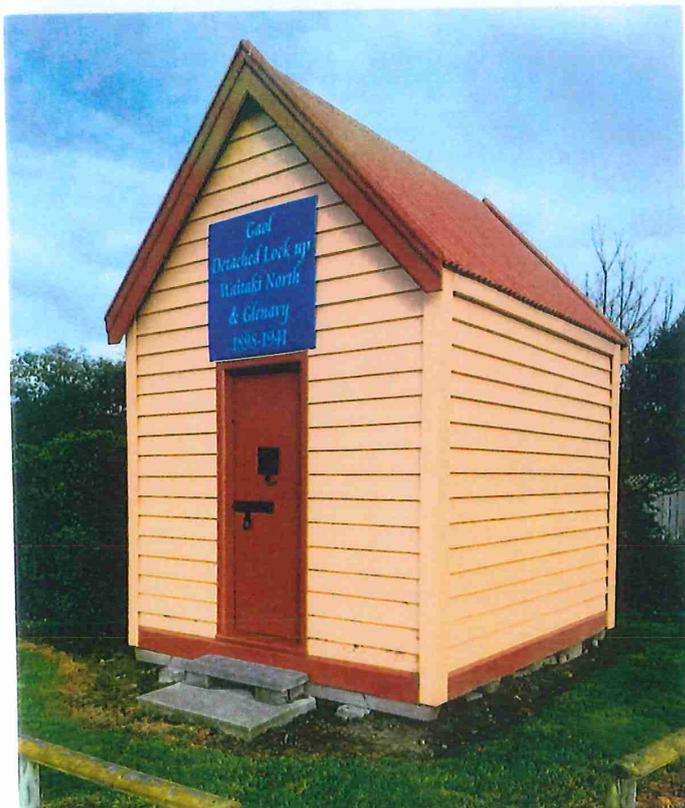
Lyn McCulloch
Smithy
Chris Paul
Rosemary Zwies



Gaol as it was on 1 Van't Klooster farm previously owned by Taylor

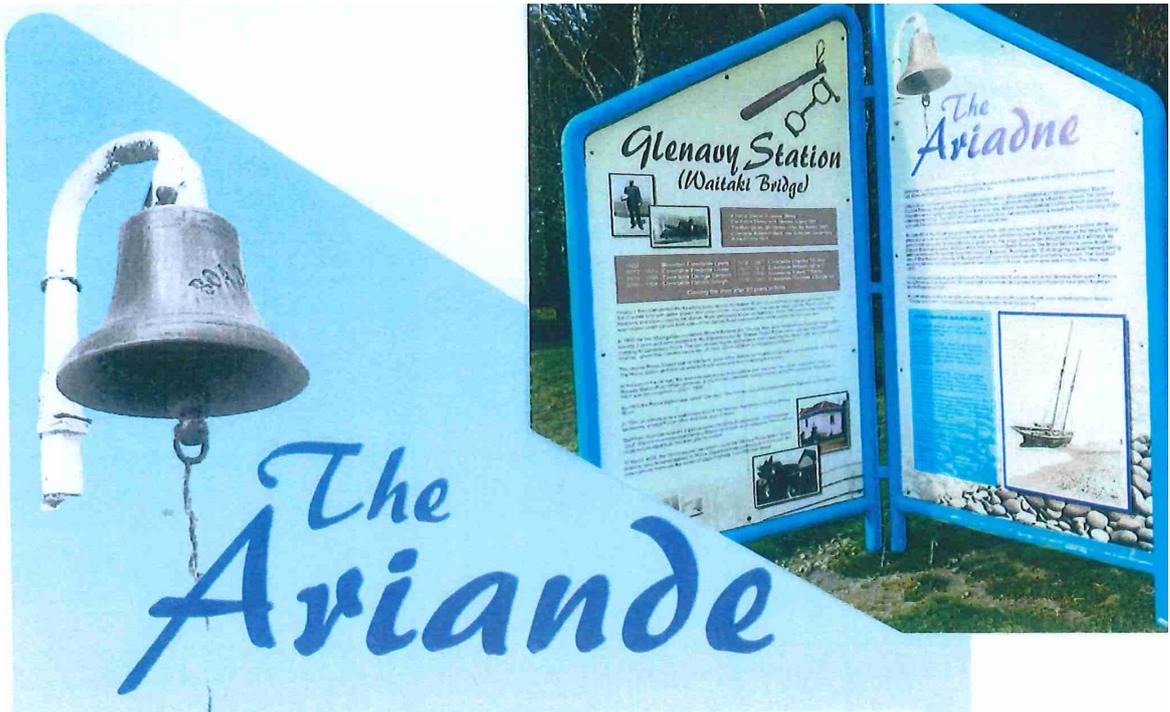


24 June 2004



Reconditioned Gaol by Cliff Ormandy, who put in many hours into this project

Shifted to its present site 4 April 2016 by George Jenkins and Hiab truck



Sensational sale and salvage of the grounded Ariadne at the Waitaki Mouth was watched by a young Glenavy lad, Archie McCulloch whose farm bordered the sea.

Lloyds of London agent from Christchurch Captain Willis, after consultation with Oamaru Harbor Master Captain Ramsay, despatched Messers Field and Ferrier, a Stevedoring firm to effect the salvage. For several days men were engaged saving valuable furniture, ship stores anchors and sails (cruising and racing of fine french canvas). The yacht and salvaged goods to be auctioned and widely advertised. The morning of the sale was fine but southerly causing the sea to rise.

Mr John Mill of Port Chalmers purchased the hull for 230. The hull was not a good deal as a violent storm arose and all that remained in the morning was masts attached to chains. The rest strewn on the beach. Good walnut and mahogany furniture fetched a good price. The ships chronometer bought cheap at 5 shillings by Captain Shand who owned a tobacconists shop in Itchen Street Oamaru. The Ships Bell bore name Ariadne, but time removed the paint to reveal the insignia Bodicea. Purchaced for 15 shillings by a local farming family, now at Mrs Mitchell's property at Weston who still uses it to summon staff and family to meals. The lead keel weighing 80 tons and lead ingots used for ballast worth 14 a ton, sank in sand and shingle. The loss was 2000

There was a lot washed up on the beach. People collected it and was sold in the Glenavy Hotel yard. Farmers bought the sails for tarpaulines, the ships bell, a barometer and a hand-forged fastener have been found on North Otago properties.

A lot of people visited he Ariadne when it was stranded on the coast. People even walked out from Oamaru. "Things were taken. I heard people took copper kettles from the kitchen."

Installed end c
2008 ex BP sig
M.J. Ireland Sig
for \$2,182.50

GLENAVY MAN RECALLS ARIADNE WRECK

Glenavy man Mr Archie McCulloch vividly recalls the wrecking of the Ariadne near the Waitaki River Mouth on Sunday, 25th March 1901.

Mr McCulloch was 7 years old and his family owned a property north of the Waitaki River mouth. There were no trees then so had a good view of the coast from their house. Archie recalled his father saying "There is something queer about that ship - its teeking with a favorable wind."

His neighbors saw the ship's navigation lights close inshore that night and the next day when his mother awoke she saw 'Sticks' in the air. These sticks were the Ariadne's masts Archie's father said that the ship must have run aground. He was very suspicious at the time.

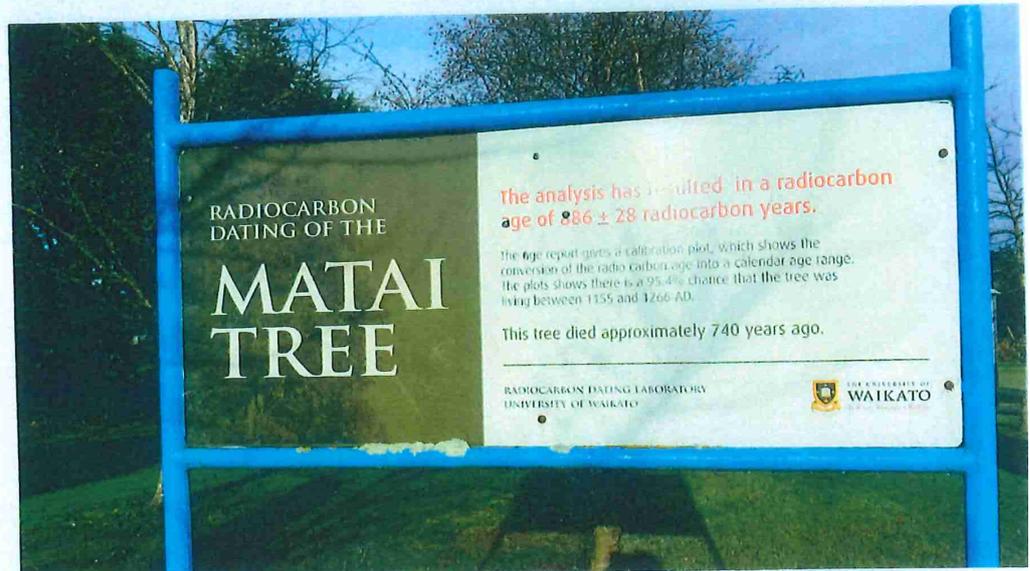
The following Sunday we went on board with Dad. The waves had brought the shingle round so we could walk onto the Ariadne without getting our feet wet. We didn't venture below the decks because there was considerable water there, but I did knock my head on the corner of the deckhouse when climbing out."

Mr McCulloch remembered the Ariadne as a fair sized yacht costing several million to build today.

"Shipping was one of the things I was interested in. We used to see lots of ships going up and down the coast. Mostly small cargo boats. The coast is bare now."

Mr McCulloch believed the Ariadne could have been pulled off the shingle but the insurance people wouldn't take responsibility for it and not long afterwards a storm rose and broke her up.







10 May, 2018



Originally bought as an "Enviro Portaloo" in 2007

A 5000L square tank was installed beneath the toilet in February 2013 with the help of Meridian Energy - \$3232.98.

Modified and major repairs carried out in 2018.

In many ways it is the ideal toilet, being small, strong and with no light. It is not prone to being a gathering point and being vandalised.

This toilet has never had water to flush or wash, but there is toilet paper and hand sanitiser.

Glen Billett regularly cleaned the toilet until the end of 2017 when the Waimate District Council (WDC) agreed to let us use their cleaners.

We want to thank the WDC for the daily cleaning, otherwise I think we would have had to remove it.

Recently the roof has had leaking problems.





KEANNE PARK, GLENAVY

WAIMATE DISTRICT COUNCIL C/- STEVEN JOHNSON

FAIR VALUE ASSESSMENT FOR FINANCIAL REPORTING PURPOSES

PREPARED BY: CHRISTINE WRIGHT-STOW

DATE: 26 FEBRUARY 2025



1.0 EXECUTIVE SUMMARY

The executive summary is part of our fair value assessment and must be read together with the report attached herein. All comments, exclusions and limitations contained in the full report relate directly to this executive summary. No part of this report should be read in isolation. No inspection has been made; this is a desktop inspection.

PROPERTY DETAILS

Property Address:	7 Innes Street, Glenavy, Waimate
Valuation Reference:	25162/1700
Brief Description:	A residential zoned site currently utilised as a passive reserve in the township of Glenavy. Improvements on the site include a restored gaol cell, a covered eating area and a septic eco-toilet.
Site Area:	4047 m ²
Zoning:	Residential

INSTRUCTIONS

Purpose of Valuation:	Financial Reporting Purposes
Prepared For:	Waimate District Council
Scope of works:	We confirm that Quotable Value has complied with these requirements. A scope of work has been provided in accordance with IVS101.

COMPLIANCE

	The valuation has been completed in compliance with:
PBE IPSAS	Public Benefit Entity International Public Sector Accounting Standards (PBE IPSAS) and in particular PBE IPSAS 17 – Property, Plant and Equipment.
Guidance Papers:	Australia and New Zealand (ANZ) valuation and Property Standards effective 1 July 2025 and particular ANZVGP502 – Valuations of Real Property, Plant & Equipment for use in New Zealand Financial Reports.
IVS	International Valuation Standards (IVS), effective 31 January 2025 and with regard to: IVS 100 Valuation Framework IVS 101 Scope of Works IVS 102 Bases of Value IVS 103 Valuation Approaches IVS 104 Data and Inputs IVS 105 Valuation Models QV has complied with these requirements and deviations from these standards occur only where listed below: <ul style="list-style-type: none"> o The property has not been inspected and is valued on a desk top basis only. o This is a short form report and does not comply with IVS 106 Documentation and Reporting.



VALUATION

Basis of Valuation:	Fair Value Assessment for Financial Reporting Purposes
Effective Date of Valuation:	22 December 2025
Date of Inspection (Desktop):	Not applicable - Desktop
Fair Value (Land)	\$240,000
Fair Value (Improvements)	\$20,000
Total	\$260,000 (inclusive of GST, if any)
	Two hundred and sixty thousand dollars only (inclusive of GST, if any)

IDENTIFICATION OF VALUER

A handwritten signature in blue ink that reads 'C Ferguson'.

Prepared By: Cameron Ferguson, Registered Valuer
Involvement: Reviewed Analysis / Reviewed Report

A handwritten signature in blue ink that reads 'CWright-Stow'.

Prepared By: Christine Wright-Stow, Valuer
B.App Mgt (HRM), Grad Dip Val
Involvement: Analysis / Report Preparation

Waimate District Council, - Desktop Fair Value Assessment for Financial Reporting Purposes, 'Keanne Park, Glenavy'



2.0 REPORT AND VALUATION

2.1 INSTRUCTIONS

Quotable Value has been engaged by Waimate District Council to assess the Fair Value for Financial Reporting Purposes of Keanne Park, 7 Innes Street (SHW1), Glenavy.

Basis of Valuation	Fair Value assessment for financial reporting purposes.
Date of inspection:	Not applicable – Desktop Assessment
Date of valuation:	22 December 2025
Scope of works:	We confirm that Quotable Value has complied with these requirements. A scope of works has been provided in accordance with IVS101.

2.2 IDENTIFICATION AND STATUS OF THE VALUER

The market valuation has been carried out by Quotable Value Limited. The Valuer, Christine Wright-Stow and Registered Valuer, Cameron Ferguson are competent to undertake the valuation and is in a position to provide an objective and unbiased opinion and has no material connection or involvement with the subject of the valuation or the party commissioning the valuation.

2.3 FAIR VALUE "HIGHEST AND BEST USE"

The values of the assets have been considered on a Fair Value basis in accordance to PBE IPSAS 17 under a highest and best use scenario.

"Fair Value" as defined under IFRS 13 Fair Value Measurement is the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction between market participants at the measurement date.

Other commonly used terms to describe fair value include "market value" and "open market value".

2.4 HIGHEST AND BEST USE

Highest and Best Use is defined as the most probable use of the asset that is physically possible, appropriately justified, legally permissible, financially feasible, and which results in the highest value.



2.5 COMPLIANCE STATEMENT

In completing this Asset Valuation, QV Asset & Advisory has no interest or relationship with any party that would impair its objectivity or independence.

The statements of fact presented in the report are correct to the best of Valuer's knowledge:

Compliance Statement (International Valuation Standards):

- The statements of fact presented in the report are correct to the best of Valuer's knowledge.
- The analyses and conclusions are limited only by the reported assumptions and conditions;
- The Valuers have no interest in the subject properties.
- The Valuer's fee is not contingent upon any aspect of the report.
- The valuation was performed in accordance with an ethical code and performance standards.
- The Valuers have satisfied professional education requirements.
- The Valuers have experience in the location and category of the property being valued.
- No one, except those specified, has provided professional assistance in preparing the report.

We confirm that we are not aware of any conflicts of interest or pecuniary interests in the property being valued, either on the part of Quotable Value or the principal valuer undertaking this report.

2.6 NATURE AND SOURCE OF THE INFORMATION TO BE RELIED UPON

Market sales information obtained from QV's database and where required additional sales details obtained from other sources such as Real Estate Institute of NZ database. Zoning and planning information from the Waimate District plan.

2.7 NON-PUBLICATION CLAUSE

Neither the whole nor any part of this Valuation Report may be included in any published financial statement nor published in any other way without QV approval of the form and context in which it may appear.



3.0 VALUATION METHODOLOGY

3.1 VALUATION METHODOLOGY

In determining the Fair Value for the properties included within the schedule, there are typically three approaches that can be employed to provide value parameters, namely the Direct Sales Comparison approach, Income Approach or in the situation where the asset is specialised and no market evidence exists the Optimised Depreciated Replacement approach.

The Direct Sales Comparison approach is an estimate of value based on a comparison of the asset to similar assets that have recently sold. Adjustments are made to allow for factors such as; age of sale, size, location, quality, condition, marketability, age, shape of site, access, contour, aspect and tenure.

The Income Approach is a fair value based valuation approach. It reflects what a prudent investor would pay for an asset, given an expected return with consideration of the risks involved in the investment. There are two widely used income approaches, Capitalisation of Income and Discounted Cash Flow.

The Capitalisation of Income approach is the most widely used approach however the Discounted Cash Flow Approach is also used and is particularly used on property with an uneven income stream such as commercial and industrial properties. These approaches look at the relationship between the income of a property and its expected returns. Capitalisation rates and yields are assessed by comparing the subject property to similar properties that have recently sold with adjustments for factors taken into consideration for factors such as tenure, quality of construction, condition, size, lease terms, quality of tenant and security of income. The capitalisation rate must in essence reflect the rates of return actually being achieved for comparable investments in the market.

The Optimised Depreciated Replacement Cost approach is only used when the fair value of an asset cannot be determined by reference to the price in an active market for the same asset or a similar asset. Under these circumstances, depreciated replacement cost is considered to be the most appropriate basis for determination of the fair value. The Optimised Depreciated Replacement Cost (ODRC) begins with assessing the replacement cost of the assets as at the date of valuation less an allowance for any physical and economic obsolescence to date and for any over-design. The balance of the replacement cost less all forms of obsolescence and over design represents the fair value of the asset.

3.2 BUILDING VALUATION PROCESS

All buildings have been valued with reference to comparable sales or on the optimised depreciated replacement cost approach. Where the fair value of an asset can be determined by reference to the price in an active market for the same asset or a similar asset, the fair value of the asset is determined using this information. Where fair value of the asset is not able to be reliably determined using market-based evidence, depreciated replacement cost is considered to be the most appropriate basis for determination of the fair value.

QV have considered the highest and best use of the property when formulating which approach to undertake the building valuation with. Where market-based evidence exists, structures have been valued on a market basis in relation to market-based net rates per square metre.



4.0 LAND DETAILS

4.1 LEGAL DESCRIPTION

Certificate of Title:	CB433/208
Legal:	Town Section 70-73 Township of Glenavy
Tenure:	Fee Simple
Area:	4047 square metres more or less
Registered Proprietor:	Bridging Waitaki Group Trust
Registered Interests:	There are no reserve designations or interest registered on the title.

4.2 RESOURCE MANAGEMENT

Local Authority:	Waimate District Plan
Status of Plan:	Operative as of 28 February 2014
Zoning:	Residential 1
Permitted Activities:	The Residential 1 zone incorporates the areas of Waimate Urban Area, St Andrews, Makahiki, Morven, Glenavy and Hakataramea. Minimum residential density is 360m ² where public sewage treatment and reticulation is available and 850m ² where public sewage treatment and reticulation is not available. Maximum % of the net site area is 35%. We presume the subject would be connected to a reticulated sewage system.

Description/Comments:

We have carried out appropriate investigations, and it would appear that the property complies with the provisions of the District Plan. However, we have not sought town planning advice or written confirmation to verify such. If required, the zoning should be verified by application to council for the issue of a Land Information Memorandum.

4.3 ENVIRONMENTAL CONSIDERATIONS

As at the date of this valuation we have no knowledge of any adverse effects or contamination of the land which may have resulted through previous uses.

Our valuation is based upon the assumption that the land is not contaminated. If at a later stage contamination of the land is found to exist, this could have a significant impact on our assessed value. In such circumstances the report should be referred back to the principal valuer for comment.

4.4 RATING VALUATION

Valuation Date:	1 June 2023
Valuation Reference:	25162 / 700
Land value	\$200,000
Value of improvements	\$30,000
Capital Value	\$230,000

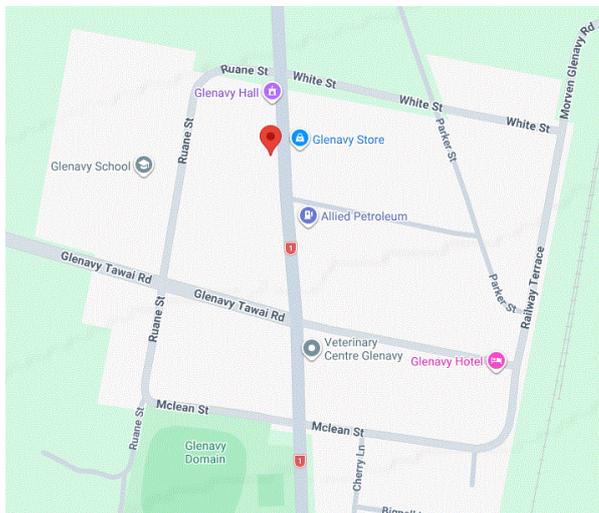
Waimate District Council, - Desktop Fair Value Assessment for Financial Reporting Purposes, 'Keanne Park, Glenavy'



This valuation is for rating purposes only. Often these assessments are undertaken on an indexed or desktop basis and may vary significantly from current market values.

4.5 LOCATION

Suburb: Glenavy, Waimate District
 Physical Position: The subject is centrally located in the small township of Glenavy, within the Waimate District.
 Built Environs: Glenavy is a small rural community in the Waimate District of South Canterbury.



Source: Google Maps

4.6 SITE DESCRIPTION

Site Area: 4047m²
 Contour: Flat landscape
 Site Boundaries: Regular shape
 Services: We assume all normal services are provided on or near to the site.

Waimate District Council, - Desktop Fair Value Assessment for Financial Reporting Purposes, 'Keanne Park, Glenavy'



4.7 SITE PLAN



Source – QV Maps

Waimate District Council, - Desktop Fair Value Assessment for Financial Reporting Purposes, 'Keanne Park, Glenavy'



5.0 LAND VALUATION

5.1 LAND VALUATION PROCESS

Land is valued as vacant and incorporates the influences of size, contour, quality, location, zoning, designation and current and potential usage.

We have assumed an open market "willing buyer willing seller" scenario. This is effectively the price an informed purchaser would have to pay to acquire a similar property.

Where there is a designation held against the land, adjustments have been made to reflect that designation. We highlight that there is no designation or reserve status on this property.

5.2 VALUATION CONSIDERATIONS

The land has been valued in accordance with the highest and best use scenario. We proceed on the basis that there is currently no designation in place nor is there any legal restriction upon transfer of ownership.

6.0 VALUATION

We conclude the market value of the property as at 22 December 2025 to be:

\$260,000 (Inclusive of GST, if any)

(Two Hundred and Sixty Thousand Dollars, inclusive of GST, if any)

A handwritten signature in blue ink that reads "C Ferguson". The signature is fluid and cursive.

Prepared By: Cameron Ferguson, Registered Valuer

Involvement: Reviewed Analysis / Reviewed Report

A handwritten signature in blue ink that reads "CWright-Stow". The signature is fluid and cursive.

Prepared By: Christine Wright-Stow, Valuer

B.App Mgt (HRM), Grad Dip Val

Involvement: Analysis / Report Preparation

Waimate District Council, - Desktop Fair Value Assessment for Financial Reporting Purposes, 'Keanne Park, Glenavy'



7.0 VALUATION CONDITIONS

STRUCTURAL SURVEY

This report is not a building, environmental, geotechnical or boundary survey and no responsibility is taken for the omission of building or other defects which may not be apparent without such surveys including "Leaky Building Syndrome". All plumbing and wiring, fittings and devices are assumed to be in proper working condition unless stated otherwise, and to conform to current building codes and bylaws. Any heating installations, which do not conform to current codes and/or bylaws, have been valued accordingly.

PROPERTY SERVICES

In preparing this report and unless stated, services to the property have not been tested, and are assumed to be in proper working condition i.e. water supply, power, phone supply, wastewater and stormwater disposal systems and other services.

LAND INFORMATION MEMORANDUM

Our valuation is made on the basis that there is no outstanding requisition from the Local Authority in respect of the land or improvements and that the property complies with both the Building and Resource Managements Acts. Should this not prove to be the case we reserve the right to reconsider the assessed Market Value.

INFORMATION SUPPLIED BY OTHER PARTIES

Where it is stated in the report that information has been supplied to us by another party, this information is believed to be reliable but we can accept no responsibility if this should prove not to be so. Where information is given without being attributed directly to another party, this information has been obtained by our search of records and examination of documents or by enquiry from Government or other appropriate departments.

LAND SURVEY

We have made no survey of the property and unless otherwise stated assume that all improvements lie within the title boundaries. No guarantee is given that the land is not subject to statutory rights not recorded on the relevant Computer Register and not apparent from normal inspection of the property. We assume no responsibility in connection with such foregoing matters.

NOXIOUS SUBSTANCES/CONTAMINATED SITES

Substances such as asbestos, other chemicals, toxic waste or other potentially hazardous materials, could if present, adversely affect the value of the property. The stated value is based on the assumption that there is no material on or in the property that would cause loss in value. No responsibility is assumed for any such conditions and the recipient of this report is advised that the valuer is not qualified to detect such substances, quantify the impact, or estimate the remedial cost. No historical search of land use has been made.

PROFESSIONAL INDEMNITY INSURANCE

We certify that Quotable Value holds current professional negligence insurance for an amount not less than the subject valuation.

PURPOSE

This valuation has been completed for the specific purpose stated and is not to be used for any other purpose. No responsibility is accepted in the event that this report is used for any other purpose.

THIRD PARTIES

Our responsibility in connection to this valuation is limited solely to the client to whom the valuation is addressed. No other party may rely on this valuation.

PUBLICATION

Neither the whole nor any part of this valuation or any reference thereto may be included in any document, circular or statement without our approval of the form and context in which it will appear.

Waimate District Council, - Desktop Fair Value Assessment for Financial Reporting Purposes, 'Keanne Park, Glenavy'



8.0 RECORD OF TITLE



**RECORD OF TITLE
UNDER LAND TRANSFER ACT 2017
FREEHOLD
Search Copy**



Identifier **CB433/208**
Land Registration District **Canterbury**
Date Issued 15 April 1932

Prior References
 CBPR88/95 WA 50/217

Estate Fee Simple
Area 4047 square metres more or less
Legal Description Town Section 70-73 Township of Glenavy

Registered Owners
 Bridging Waitaki Group Trust

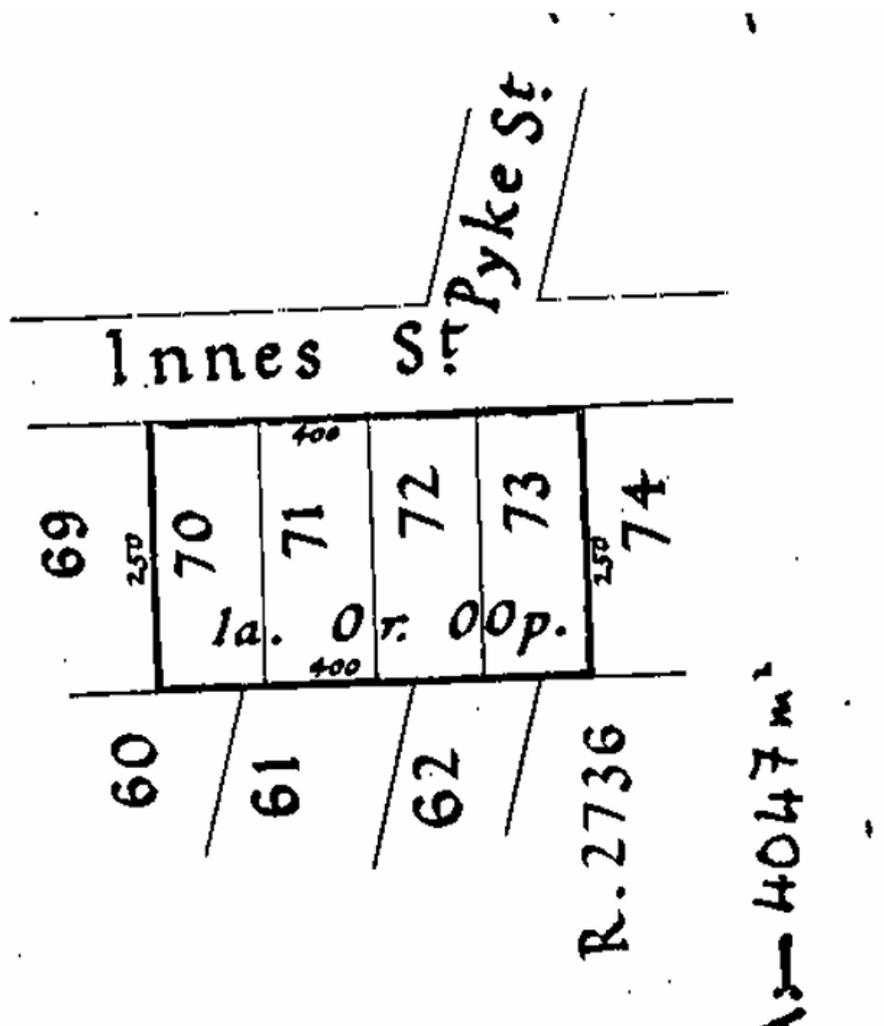
Interests

Waimate District Council, - Desktop Fair Value Assessment for Financial Reporting Purposes, 'Keanne Park, Glenavy'



Identifier

CB433/208



Waimate District Council, - Desktop Fair Value Assessment for Financial Reporting Purposes, 'Keanne Park, Glenavy'

16.7 WATER SERVICES COMMITTEE - MEMBERSHIP

Author: Dan Mitchell, Asset Group Manager
Authoriser: Stuart Duncan, Chief Executive
Attachments: Nil

PURPOSE

1. For Council to consider and approve the Water Services Committee Membership.

BACKGROUND

2. At the 27 January 2026 Ordinary Council Meeting, Council approved the establishment of the Water services Committee, the Terms of reference, and the composition and appointment of the membership of the Committee.
3. The Independent Chair, Ross Waugh, has already been appointed.
4. Whilst three members of the Committee were noted to be current elected members, the individuals are yet to be formally appointed.

PROPOSAL

5. It is proposed that the following members are appointed to the Committee:
 - (i) Mayor Craig Rowley
 - (ii) Councillor Peter Paterson
 - (iii) Councillor Jakki Guilford

Options

6. Council can review the proposed membership.

ASSESSMENT OF SIGNIFICANCE

7. This matter is not deemed significant under the Waimate District Council Significance and Engagement Policy

Legislation

8. Local Government Act 2002

Budget

9. There are no known budget considerations associated with these appointments

Cost-effectiveness

10. Cost-effectiveness consideration is not applicable.

RECOMMENDATION

1. That the Water Services Committee – Membership report is accepted; and
2. That Council approves the following appointments to the Water Services Committee:
 - (i) Mayor Craig Rowley
 - (ii) Councillor Peter Paterson
 - (iii) Councillor Jakki Guilford

16.8 RISKPOOL: TRUST DEED AMENDMENTS - CONSULTATION OUTCOME

Author: Tina Stevenson, Corporate Services Group Manager

Authoriser: Tina Stevenson, Corporate Services Group Manager

Attachments: 1. Riskpool Update March 2026 [↓](#) 

PURPOSE

1. For Council to receive an update regarding Riskpool's Trust Deed amendments and consultation outcome.

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 11 March 2026.

Trust Deed Amendments

7. Proposed Trust Deed amendments were discussed and Council's endorsement received at the November 2025 Council meeting.
8. The consultation process has now concluded.
9. The required threshold of member approval was reached in February, with 71 of the 75 Riskpool members providing written consent as at the date of the letter.
10. The Deed of Amendment and Restatement has now been executed and the amendments are in effect.
11. Additionally a small number of formatting issues were addressed during the amendment process.

PROPOSAL

12. That Council receives Riskpool's Update.

ASSESSMENT OF SIGNIFICANCE

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

CONSIDERATIONS**Risk**

14. There is no risk associated with receiving the update.

FINANCIAL

15. There are no direct financial implications associated with the Trust Deed amendments.

RECOMMENDATION

That the Riskpool: Trust Deed Amendments – Consultation Outcome report is received.



11 March 2026

Stuart Duncan
Waimate District Council
PO Box 122
WAIMATE 7960

stuart.duncan@waimatedc.govt.nz

Dear Stuart

RISKPOOL: TRUST DEED AMENDMENTS – CONSULTATION OUTCOME

We write further to our letter of 21 August 2025 commencing consultation on proposed amendments to the Riskpool Trust Deed. The consultation process has now concluded.

In accordance with clause 17.1 of the Trust Deed, the amendments required the written consent of not less than 90% of Members in order to take effect. With 75 Members of the Riskpool Scheme, this required approval from at least 68 Members.

We are pleased to advise that the required threshold was reached on 2 February 2026. As at the date of this letter, 71 of the 75 Riskpool Members have provided written consent to the amendments as circulated, representing approximately 95% support from the membership.

The Board greatly appreciates the careful consideration given to the proposed amendments by Members and the constructive engagement shown throughout the consultation process.

The Deed of Amendment and Restatement, a draft of which was circulated on 21 August 2025, has now been executed by the trustee, Local Government Mutual Funds Trustee Limited, and Civic Financial Services Limited. As the required level of Member consent has been achieved, the amendments are now in effect.

During the course of the consultation process, we identified a small number of cosmetic and formatting issues in the Trust Deed. We have taken the opportunity to address these as part of the amendment and restatement process. For transparency, we have included both a clean copy of the amended Trust Deed and a version showing those corrections in mark-up.

For completeness, we enclose the following documents:

- i. A copy of the executed Deed of Amendment and Restatement, including a clean copy of the final amended and executed Trust Deed;
- ii. A copy of the Trust Deed showing the final cosmetic amendments in mark-up against the draft circulated on 21 August 2025; and
- iii. Where applicable, a copy of your Council's signed and dated consent form.

On behalf of the Board, thank you again for your engagement and support.

If you have any questions or would like to discuss any of the matters outlined above, please don't hesitate to contact me at: stephen.ferson@riskpool.org.nz

Ngā mihi



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

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

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 24 February 2026	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	s7(2)(a) - the withholding of the information is necessary to protect the privacy of natural persons, including that of deceased natural persons s7(2)(i) - the withholding of the information is necessary to enable Council to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7
18.3 - Approval to proceed with the construction of the Otaio-Makikihi / Hook-Waituna Water Treatment Plant	s7(2)(b)(ii) - the withholding of the information is necessary to protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information s7(2)(i) - the withholding of the information is necessary to enable Council to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7
18.4 - Alpine Energy Limited - Shareholder Dashboard - Quarter 3 of the 2026 Financial Year & Asset Investment Portfolio Review Summary	s7(2)(b)(ii) - the withholding of the information is necessary to protect information where the making available of the information would be likely unreasonably to prejudice the	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

	<p>commercial position of the person who supplied or who is the subject of the information</p> <p>s7(2)(h) - the withholding of the information is necessary to enable Council to carry out, without prejudice or disadvantage, commercial activities</p>	<p>reason for withholding would exist under section 6 or section 7</p>
<p>18.5 - Alpine Energy Limited Draft Statement of Corporate Intent 2027-2029</p>	<p>s7(2)(b)(ii) - the withholding of the information is necessary to protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information</p> <p>s7(2)(h) - the withholding of the information is necessary to enable Council to carry out, without prejudice or disadvantage, commercial activities</p>	<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</p>

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