



AGENDA

Commercial and Strategy Committee Meeting Tuesday, 27 August 2024

Date Tuesday, 27 August 2024

Time following the Community Services Committee

Location Council Chamber
Timaru District Council
King George Place
Timaru

File Reference 1701616

Timaru District Council

Notice is hereby given that a meeting of the Commercial and Strategy Committee will be held in the Council Chamber, Timaru District Council, King George Place, Timaru, on Tuesday 27 August 2024, at the conclusion of the Community Services Committee meeting.

Commercial and Strategy Committee Members

Clr Peter Burt (Chairperson), Clr Allan Booth (Deputy Chairperson), Clr Gavin Oliver, Clr Sally Parker, Clr Stu Piddington, Clr Michelle Pye, Clr Owen Jackson, Clr Stacey Scott, Clr Scott Shannon and Mayor Nigel Bowen

Quorum – no less than 5 members

Local Authorities (Members' Interests) Act 1968

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

Nigel Trainor
Chief Executive

Order Of Business

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- 1 Apologies**
- 2 Public Forum**
- 3 Identification of Items of Urgent Business**
- 4 Identification of Matters of a Minor Nature**
- 5 Declaration of Conflicts of Interest**
- 6 Chairperson's Report**

7 Confirmation of Minutes

7.1 Minutes of the Commercial and Strategy Committee Meeting held on 30 July 2024

Author: Rachel Scarlett, Governance Advisor

Recommendation

That the Minutes of the Commercial and Strategy Committee Meeting held on 30 July 2024 be confirmed as a true and correct record of that meeting and that the Chairperson's electronic signature be attached.

Attachments

- 1. Minutes of the Commercial and Strategy Committee Meeting held on 30 July 2024**



MINUTES

Commercial and Strategy Committee Meeting Tuesday, 30 July 2024

Ref: 1701616

**Minutes of Timaru District Council
Commercial and Strategy Committee Meeting
Held in the Council Chamber, Timaru District Council, King George Place, Timaru
on Tuesday, 30 July 2024 following the Community Services Committee**

Present: Mayor Nigel Bowen, Clrs Gavin Oliver, Stu Piddington, Michelle Pye, Owen Jackson, Stacey Scott, Scott Shannon

In Attendance: Michael Thomas (Pleasant Point Community Board)

Officers: Nigel Trainor (Chief Executive), Paul Cooper (Group Manager Environmental Services), Andrew Dixon (Group Manager Infrastructure), Beth Stewart (Group Manager Community Services), Stephen Doran (Group Manager Corporate and Communications), Nicole Timney (Group Manager Property), Andrea Rankin (Chief Financial Officer), Maddison Gourlay (Communications and Marketing Advisor), Meghan Taylor (Executive Operations Coordinator), Jess Hurst (Community Development Team Lead – Minutes)

1 Apologies

1.1 Apologies

Mayor Nigel Bowen to chair the meeting due to the absence of both the Chairperson and Deputy Chairperson of the Committee.

Resolution 2024/23

Moved: Mayor Nigel Bowen

Seconded: Clr Sally Parker

That the apologies of Peter Burt, Allan Booth and Sally Parker be received and accepted.

Carried

2 Public Forum

There were no public forum items.

3 Identification of Items of Urgent Business

No items of urgent business were received.

4 Identification of Matters of a Minor Nature

4.1 Minor Nature Item for discussion

The Committee agreed to consider the following as a minor nature item at this meeting:

- Scott Base grant clarification

5 Declaration of Conflicts of Interest

No conflicts of interest were declared.

6 Chairperson's Report

6.1 Presentation of Chairperson's Report

No report was presented.

7 Confirmation of Minutes

7.1 Minutes of the Commercial and Strategy Committee Meeting held on 11 June 2024

Resolution 2024/24

Moved: Clr Scott Shannon

Seconded: Clr Gavin Oliver

That the Minutes of the Commercial and Strategy Committee Meeting held on 11 June 2024 be confirmed as a true and correct record of that meeting and that the Chairperson's electronic signature be attached.

Carried

8 Reports

8.1 Actions Register Update

The Chief Financial Officer spoke to the report to provide the Commercial and Strategy Committee with an update on the status of the action requests raised by councillors at previous Commercial and Strategy Committee meetings.

The following actions are to be closed

- Rates Penalties
- Capital projects and reforecasting
- Management plan for the Reserve (Rangitata Huts)

The update included discussion on the following action requests:

1. Rates penalties – Penalties for 2024 totalled \$437,000. The amount budgeted in the Long Term Plan was \$536,000. The total outstanding is \$885,500, representing 0.96 of total rates collected. There are 19 abandoned properties owing a total of \$100,000.
2. Capital projects and reforecasting – now that a new financial year has started, reforecasting will get back to three-monthly. There was discussion around three-monthly reporting being too far apart to make well-informed decisions. Councillors would be happy with an email update, the Chief Financial Officer would need to check legislation requirements. The intention is to put a draft June set of accounts to the next Council meeting.

3. Management plan for the Reserve (Rangitata Huts) – meeting was held on 28th May, letters have gone out to hut holders.
4. Road stopping and closure costs – it was understand that this action request is relating to temporary traffic management (TTM) around Mitre 10 and queries around who paid for the TTM plan. The process is ongoing, applicants usually pay. This will need to be checked once the process is complete.

Resolution 2024/25

Moved: Mayor Nigel Bowen

Seconded: Clr Owen Jackson

That the Commercial and Strategy Committee receives and notes the updates to the Actions Register.

Carried

8.2 Bad Debts Written Off as at 30 June 2024

The Chief Financial Officer spoke to outline the work Council Officers undertake to write off bad debts, the amount and details of these debts.

Resolution 2024/26

Moved: Mayor Nigel Bowen

Seconded: Clr Gavin Oliver

That the Commercial and Strategy Committee receive and note the report Bad Debts Written Off as at 30 June 2024.

Carried

9 Consideration of Urgent Business Items

No items of urgent business were received.

10 Consideration of Minor Nature Matters**10.1 Scott Base clarification sought**

Clr Stu Piddington sought clarification around a grant that was given to Prime Port for specialist equipment as part of the Scott Base development. It was agreed that more background information was required, and this would be an action for officers.

11 Public Forum Items Requiring Consideration

There were no public forum items.

12 Exclusion of the Public

Resolution 2024/27

Moved: Clr Stacey Scott
 Seconded: Clr Gavin Oliver

That the public be excluded from—

- *(a)the whole of the proceedings of this meeting; or
- *(b)the following parts of the proceedings of this meeting, namely,—

13.1 Bad Debts Written Off as at 30 June 2024

The general subject 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(1) 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	Plain English Reason
13.1 - Bad Debts Written Off as at 30 June 2024	s7(2)(a) - The withholding of the information is necessary to protect the privacy of natural persons, including that of deceased natural persons	To protect a person's privacy, including the privacy of deceased persons

Carried

Note

[Section 48\(4\)](#) of the Local Government Official Information and Meetings Act 1987 provides as follows:

- “(4)Every resolution to exclude the public shall be put at a time when the meeting is open to the public, and the text of that resolution (or copies thereof)—
 - (a)shall be available to any member of the public who is present; and
 - (b)shall form part of the minutes of the local authority.”

13 Public Excluded Reports

13.1 Bad Debts Written Off as at 30 June 2024

14 Readmittance of the Public

Resolution 2024/28

Moved: Clr Michelle Pye
 Seconded: Clr Stu Piddington

That the meeting moves out of Closed Meeting into Open Meeting at 5.01pm.

Carried

The Meeting closed at 5.01pm.

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Mayor Nigel Bowen

Chairperson

8 Reports

8.1 Actions Register Update

Author: Rachel Scarlett, Governance Advisor

Authoriser: Stephen Doran, Group Manager Corporate and Communications

Recommendation

That the Commercial and Strategy Committee receives and notes the updates to the Actions Register.

Purpose of Report

- 1 The purpose of this report is to provide the Commercial and Strategy Committee with an update on the status of the action requests raised by councillors at previous Commercial and Strategy Committee meetings.

Assessment of Significance

- 2 This matter is assessed to be of low significance under the Council's Significance and Engagement Policy as there is no impact on the service provision, no decision to transfer ownership or control of a strategic asset to or from Council, and no deviation from the Long Term Plan.

Discussion

- 3 The Actions register is a record of actions requested by councillors. It includes a status and comments section to update the Commercial and Strategy Committee on the progress of each item.

Attachments

1. **Commercial and Strategy Committee Actions Required** [↓](#) 

Information Requested from Councillors (Commercial and Strategy Committee)

Information Requested	Rates Penalties		
Date Raised:	16 April 2024	Status:	In Progress
Issue Owner	Chief Financial Officer	Completed Date:	
<p>Background: The Councillors requested a report on the budget for rates penalties including the amount owed over two years. Update: Work is in progress and a report will be ready for the July meeting.</p>			

Information Requested	Capital Projects and reforecasting		
Date Raised:	16 April 2024	Status:	In Progress
Issue Owner	Chief Financial Officer	Completed Date:	
<p>Background: The Councillors requested a report that includes capital projects funds and a recommendation of reforecasting every month. Update: A capital projects list went before Council on May 7. The incorporation of reforecasting into the reports is in the process of being actioned by Council Officers.</p>			

Information Requested	Management Plan for the Reserve (Rangitata Huts)		
Date Raised:	16 April 2024	Status:	Complete
Issue Owner	Group Manager Property & Group Manager Infrastructure	Completed Date:	28 May
<p>Background: The Councillors requested the Group Manager Property liaise with Group Manager Infrastructure and the Parks & Recreation Manager to create a plan moving forward with a end of May 2024 deadline. Update: A meeting to form an action plan to developing the Rangitata Reserve management plan was held on 28 May with the work now underway and the action complete.</p>			

Information Requested	Road Stopping and Closures Costs		
Date Raised:	11 June 2024	Status:	
Issue Owner	Group Manager Infrastructure & Chief Executive	Completed Date:	
Background: In the 8.2 Financial report April 2024, Councillors requested clarity of the road stopping and closure costs.			

Information Requested	Prime Port Grant		
Date Raised:	30 July 2024	Status:	
Issue Owner	Group Manager Corporate and Communications	Completed Date:	
Background: Consideration of minor nature item 10.01 - Clr Stu Piddington requested clarification around a grant given to Prime Port for specialist equipment as part of the Scott Base development.			

9 Consideration of Urgent Business Items**10 Consideration of Minor Nature Matters****11 Public Forum Items Requiring Consideration****12 Exclusion of the Public****Recommendation**

That the public be excluded from—

- *(a)the whole of the proceedings of this meeting; or
- *(b)the following parts of the proceedings of this meeting, namely,—

13.1 Public Excluded Minutes of the Commercial and Strategy Committee Meeting held on 30 July 2024

The general subject 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(1) 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	Plain English Reason
<p>13.1 - Public Excluded Minutes of the Commercial and Strategy Committee Meeting held on 30 July 2024</p> <p>Matters dealt with in these minutes:</p> <p>13.1 - Bad Debts Written Off as at 30 June 2024</p>	<p>Section 48(1) of the Local Government Official Information and Meetings Act 1987.</p>	<p>The public excluded minutes of the meeting held on 30 July 2024 are considered confidential pursuant to the provisions of the LGOIMA Act of 1987.</p> <p>The specific provisions of the Act that relate to these minutes can be found in the open minutes of the meeting held on 30 July 2024.</p>

Note

[Section 48\(4\)](#) of the Local Government Official Information and Meetings Act 1987 provides as follows:

- “(4)Every resolution to exclude the public shall be put at a time when the meeting is open to the public, and the text of that resolution (or copies thereof)—
 - (a)shall be available to any member of the public who is present; and
 - (b)shall form part of the minutes of the local authority.”

13 Public Excluded Reports

14 Readmittance of the Public