



AGENDA

Commercial and Strategy Committee Meeting Tuesday, 8 October 2024

Date Tuesday, 8 October 2024

Time following the Community Services Committee

Location Council Chamber
Timaru District Council
King George Place
Timaru

File Reference 1710550

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 8 October 2024, at the conclusion of the Community Services Committee meeting.

Commercial and Strategy Committee Members

Peter Burt (Chairperson), Allan Booth (Deputy Chairperson), Gavin Oliver, Sally Parker, Stu Piddington, Michelle Pye, Owen Jackson, Stacey Scott, 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 27 August 2024

Author: Steph Forde, Corporate and Strategic Planner

Recommendation

That the Minutes of the Commercial and Strategy Committee Meeting held on 27 August 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 27 August 2024**



MINUTES

Commercial and Strategy Committee Meeting Tuesday, 27 August 2024

Ref: 1710550

**Minutes of Timaru District Council
Commercial and Strategy Committee Meeting
Held in the Council Chamber, Timaru District Council, King George Place, Timaru
on Tuesday, 27 August 2024 following the Community Services Committee**

Present: Clrs Allan Booth (Deputy Chairperson), Gavin Oliver, Sally Parker, Stu Piddington, Michelle Pye, Owen Jackson, Stacey Scott, Scott Shannon, Mayor Nigel Bowen

In Attendance: **Officers:** Nigel Trainor (Chief Executive), Stephen Doran (Group Manager Corporate and Communications), Andrea Rankin (Chief Financial Officer), Samantha Molyneux (Operations Coordinator – Community Services)

Community Board: Gaye Broker (Temuka Community Board), Ross Munro (Pleasant Point Community Board), Shane Minear (Geraldine Community Board)

1 Apologies

Apologies Received

Resolution 2024/23

Moved: Mayor Nigel Bowen

Seconded: Clr Scott Shannon

That the apology of Clr Peter Burt 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

Clr Stu Piddington requested an update to understand Aorangi Stadium's Request For Proposal (RFP) process being issued and then recalled.

The Chief Executive went onto explain feedback was received from Assessor's that whilst the assessment criteria covered capacity and capability well, there wasn't enough criteria for the design portion. The design was well referenced in the RFP documentation, but was not weighted enough in the assessment criteria percentages. This has now been loaded on GETS.

Another item was raised regarding the accounts for the 2024/2025 financial year and the lack of oversight on these budgets two months into the 2025 financial year.

The Chief Financial Officer responded that there was a significant amount of work at the beginning of the year to get the budgets structured and phased, with the end of financial year requiring a lot of accuracy checking and some of the accruals are still being transacted. Rather than give information for July which could essentially change, they were looking at a July/August combination.

Elected Members made further comments about being able to see the budget versus actual variances and that Council Officers look at the calendar for the next year to bring reports into Council Meetings in a timely manner.

When additional questions were asked regarding the timing of the reporting, it was explained that in a perfect world, the aim was to supply these in 10 business days and if there is not a meeting then the intention is to email when they're available for questions.

Clr Stu Piddington questioned whether our financial systems were good enough to which the Chief Financial Officer explained that the reporting functions aren't as good as they could be. She explained that they carry out payables and receivables, accruals that may or may not have been processed. These are extracted into the database which is imported into a Microsoft Excel template and from there they switch back to the other system, make changes, refresh the system and template, and then push it back for review and feedback with commentary against the reporting before delivering it to Elected Members. It is not similar to a system like Xero where you can push a button and produce a report. They are looking at what can be done to make this process more efficient.

5 Declaration of Conflicts of Interest

No conflicts of interest were declared.

6 Chairperson's Report

5.1 Presentation of Chairperson's Report

Resolution 2024/24

Moved: Clr Michelle Pye

Seconded: Mayor Nigel Bowen

The Chairperson has attended a number of meetings including; Various meetings including workshops, went to the recent South Canterbury Chamber of Commerce Business Excellence Awards and the Local Government New Zealand Annual Conference.

Carried

7 Confirmation of Minutes

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

Confusion in the last minutes about who paid for the costs of closing a road permanently. It wasn't about temporary management around the mitre 10 building and hasn't been captured correctly.

It was requested that they be amended to accurately reflect the discussion and take out the reference to temporary traffic management and closure as the process is actually road stopping.

The question was regarding the permanent road closure and who paid the costs of closing that road permanently.

The developer paid for its closure.

Resolution 2024/26

Moved: Clr Michelle Pye

Seconded: Clr Stacey Scott

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.

Carried

8 Reports

8.1 Actions Register Update

- 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.
- 2 Councillor Michelle Pye noted in the previous minutes the rates strike was to be removed. The Rangitata huts is not completed and needs to stay on the register until it is. An update was requested as it was last discussed in May and told it's a four month process.
- 3 Group Manager of Infrastructure explained that they are currently managing the variation to the Reserve Management Plan and the intention to go to hut owners and wider public as to what those changes are and the consultation process. It was requested that a defined timeline be provided on this topic to the Elected Members by the next Standing Committee meeting.
- 4 The Prime Port Grant was spoken too by the Chief Executive who contacted Prime Port and the grant has been spent on the original intention it was provided for and they've also put their own capital funding into it also. The work has been completed for the site to enable that project to proceed.

Resolution 2024/27

Moved: Mayor Nigel Bowen

Seconded: Clr Sally Parker

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

Carried

9 Consideration of Urgent Business Items

No items of urgent business were received.

10 Consideration of Minor Nature Matters

No matters of a minor nature were raised.

11 Public Forum Items Requiring Consideration

There were no public forum items.

12 Exclusion of the Public**Resolution 2024/28**

Moved: Mayor Nigel Bowen

Seconded: Cllr Stu Piddington

That the public be excluded from 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
13.1 - Public Excluded Minutes of the Commercial and Strategy Committee Meeting held on 30 July 2024 Matters dealt with in these minutes: 13.1 - Bad Debts Written Off as at 30 June 2024	Section 48(1) of the Local Government Official Information and Meetings Act 1987.	<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>

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

13.1 Bad Debts Written Off as at 30 June 2024

14 Readmittance of the Public

Resolution 2024/29

Moved: Mayor Nigel Bowen

Seconded: Clr Owen Jackson

That the meeting moves out of Closed Meeting into Open Meeting.

Carried

The Meeting closed at 12:58pm.

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**Clr Allan Booth
Deputy Chairperson**

8 Reports

8.1 Actions Register Update

Author: Steph Forde, Corporate and Strategic Planner

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	Management Plan for the Reserve (Rangitata Huts)		
Date Raised:	16 April 2024	Status:	In Progress
Issue Owner	Group Manager Property & Group Manager Infrastructure	Completed Date:	
<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 an end of May 2024 deadline. A Draft Management Plan is currently underway with the Parks and Recreation Manager. Infrastructure is currently managing the variation to the Draft Management Plan.</p> <p>Update September 2024: A letter has gone out of lessees explaining the issue and the process going ahead. A report is to be presented to the Infrastructure Committee seeking approval to notify the intent to review the management plan and seek feedback.</p>			

Information Requested	Road Stopping and Closures Costs		
Date Raised:	11 June 2024	Status:	Complete
Issue Owner	Group Manager Infrastructure & Chief Executive	Completed Date:	27/8/24
<p>Background: In the 8.2 Financial report April 2024, Councillors requested clarity of the road stopping and closure costs. Verbal update provided to C+S Committee 27/8. Stressed the difficulty in stripping out road closure cost from lump sum project contracts. Moving forward costs will be identified as it's a requirement by the Ministry of Transport that we report those costs to him as the basis of the code revision.</p>			

Information Requested	Prime Port Grant		
Date Raised:	30 July 2024	Status:	Complete
Issue Owner	Group Manager Corporate and Communications	Completed Date:	27/8/24

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.

Verbal update provided to C+S Committee 27 August 2024. Grant that was given has been spend on what it's been given to them for plus Prime Port added their own capital funding, for which the work has been completed for that site to enable the project to have proceeded.

9 Consideration of Urgent Business Items

10 Consideration of Minor Nature Matters

11 Public Forum Items Requiring Consideration