



AGENDA

Commercial and Strategy Committee Meeting Tuesday, 30 July 2024

Date Tuesday, 30 July 2024

Time following the Community Services Committee

Location Council Chamber
Timaru District Council
King George Place
Timaru

File Reference 1688445

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 30 July 2024, at the conclusion of the Community Services Committee meeting.

Commercial and Strategy Committee Members

Clrs 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

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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 11 June 2024

Author: Rachel Scarlett, Governance Advisor

Recommendation

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.

Attachments

- 1. Minutes of the Commercial and Strategy Committee Meeting held on 11 June 2024**



MINUTES

Commercial and Strategy Committee Meeting Tuesday, 11 June 2024

Ref: 1688445

**Minutes of Timaru District Council
Commercial and Strategy Committee Meeting
Held in the Council Chamber, Timaru District Council, King George Place, Timaru
on Tuesday, 11 June 2024 following the Community Services Committee at 1.05pm.**

- Present:** Clrs Peter Burt (Chairperson), Allan Booth (Deputy Chairperson), Gavin Oliver, Sally Parker, Stu Piddington, Michelle Pye, Owen Jackson, Stacey Scott, Scott Shannon
- In Attendance:** **Community Board Members:** Charles Scarsbrook (Temuka Community Board), Michael Thomas (Pleasant Point Community Board)
- Officers:** Nigel Trainor (Chief Executive), Andrew Dixon (Group Manager Infrastructure), Paul Cooper (Group Manager Environmental Services), Beth Stewart (Group Manager Community Services), Stephen Doran (Group Manager Corporate and Communications), Nicole Timney (Group Manager Property), Mike Wrigley (Acting Recreational Facilities Manager), Diana Sommerville (Senior Finance Business Partner), Jessica Kavanaugh (Team Leader Governance), Rachel Scarlett (Governance Advisor)

1 Apologies

1.1 Apologies Received

Resolution 2024/17

Moved: Clr Peter Burt

Seconded: Clr Owen Jackson

That the apology of Mayor Nigel Bowen 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

No matters of a minor nature were raised.

5 Declaration of Conflicts of Interest

No conflicts of interest were declared.

6 Chairperson's Report

6.1 Presentation of Chairpersons Report

Resolution 2024/18

Moved: Clr Peter Burt

Seconded: Clr Scott Shannon

The Chairperson has attended a number of meetings including: Long Term Plan Workshops, Long Term Plan submissions and deliberations, Citizenship Ceremonies, ANZAC Services, Tenders and Procurement, Council Meetings, District Licensing hearings and deliberations.

Carried

7 Confirmation of Minutes

7.1 Minutes of the Commercial and Strategy Committee Meeting held on 16 April 2024

Resolution 2024/19

Moved: Clr Stacey Scott

Seconded: Clr Owen Jackson

That the Minutes of the Commercial and Strategy Committee Meeting held on 16 April 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 Executive spoke to this 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.

Update included:

1. Rates Penalties to be reported on in the July 2024 Meeting.
2. Capital Projects and reforecasting, the MAGIQ programme is now live and being used by officers.
3. Management Plan for the Reserve (Rangitata Huts) is currently underway.

Resolution 2024/20

Moved: Clr Owen Jackson

Seconded: Clr Allan Booth

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

Carried

8.2 Financial Report April 2024

The Chief Executive spoke to this report to outline progress on implementing year three of the 2021-31 Long Term Plan (LTP) and report on the financial results for the period ended 30 April 2024.

Discussion included, room for improvement for the Finance reports, it has been requested to capitalise monthly.

A breakdown of the Community Support Operating Expenditure 'other expenses' was discussed, along with, a suggestion for the vested assets to be a separate line item in the reporting.

The Chief Executive provided a breakdown of the Statement of Cash Flow.

Councillors queried costs associated with road stoppings. The importance of understanding the financial implications when projects come to council was discussed. It was agreed to clarify the road stopping and closures costs.

Resolution 2024/21

Moved: Clr Michelle Pye

Seconded: Clr Scott Shannon

That the summary financial results to 30 April 2024 be received and noted.

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 2024/22

Moved: Clr Peter Burt

Seconded: Clr Gavin Oliver

That the public be excluded from the following parts of the proceedings of this meeting on the grounds under section 48 of the Local Government Official Information and Meetings Act 1987 as follows at 1.27pm:

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 16 April 2024	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)(h) - The withholding of the information is necessary to enable any local authority holding the information to carry out, without prejudice or disadvantage, commercial activities	To protect a person's privacy, including the privacy of deceased persons To enable Council to carry out commercial activities

Carried

13 Public Excluded Reports

13.1 Public Excluded Minutes of the Commercial and Strategy Committee Meeting held on 16 April 2024

14 Readmittance of the Public

Resolution 2024/23

Moved: Clr Peter Burt

Seconded: Clr Scott Shannon

That the meeting moves out of Closed Meeting into Open Meeting at 1.30pm

.Carried

The Meeting closed at 1.30pm.

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Clr Peter Burt

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.			

8.2 Bad Debts Written Off as at 30 June 2024

Author: Ashlea Whyte, Finance Manager

Authoriser: Andrea Rankin, Chief Financial Officer

Recommendation

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

Purpose of Report

- 1 This report outlines the work Council Officers undertake to write off bad debts, the amount and details of these debts.

Assessment of Significance

- 2 This matter has been assessed as of low significance in accordance with the Timaru District Council significance and engagement policy as this is consistent with Council policy and a low financial impact. The bad debt write off procedure is an operational process of Council.

Discussion

- 3 Delegation to write off bad debts is provided to the Chief Executive up to the value of \$50,000. No debts have been identified above \$50,000 which would require Council approval to write off.
- 4 Officers have resolved a small number of debts that, due to the age of the matter, are impacted by the Limitation Act 2010 which means Council is unable to make a claim on a debt which is six years after the matter arose. These debts have now been written off. We currently have \$48,789 registered with our debt collection agency. If monies are not received within the statutory timeframe, these will subsequently be written off.
- 5 For the twelve months to 30 June 2024, a total of \$28,868.30 has been written off within Officer delegations and the tables below summarise the totals for each year.

DATE	ACTIVITY RESPONSIBLE	AMOUNT (\$)	TOTAL PER ANNUM (\$)
2009	RC6769 - Water	3,209	3,209
2011	Animal Control	217	217
2013	Animal Control	271	271
2015	Animal Control	370	
	Notice to Fix	140	
	Transfer Station	327	837
2016	Animal Control	1,520	
	Health Licence	682	
	Land Transport	997	

	Transfer Station	137	3,336
2017	Animal Control	1,202	
	Health Licence	65	
	Towing of Vehicle	378	1,645
2018	Health Licence	270	
	Transfer Station	454	
	Trim Vegetation	83	
	Towing of Vehicle	155	
	Remove Fencing	596	
	Impound of Vehicle	269	
	Impound dog	409	
	Unregistered dog	204	2,440
2019	Engineering Design	3,483	3,483
2021	Health Licence	519	519
2022	Health Licence	301	
	Planning	1,054	
	Property	720	
	STEC – Court Hire	1,021	3,096
2023	Animal Control	10	
	Planning	1,686	
	Property	994	
	Adjustment - Impounding	-43	
	Stormwater Lateral	65	
	Transfer Station	2,154	4,866
2024	Property	825	
	Transfer Station	51	876
TOTAL			24,795

DATE	ACTIVITY RESPONSIBLE	AMOUNT (\$)	TOTAL PER ANNUM (\$)
2013	Timaru Library	331	331
2014	Timaru Library	475	475
2015	Timaru Library	589	589
2016	Timaru Library	672	672
2017	Temuka Library	484	
	Timaru Library	896	1,380

2018	Timaru Library	628	628
TOTAL			4,075

- 6 Approximately 0.03% of income is written off per year. Officers work closely with customers to resolve issues early and Officers will provide a full summary of the debts written off in the Public Excluded section of the Commercial and Strategy Committee meeting, in accordance with the Privacy Act 2020.
- 7 Officers will work towards a Debt Recovery Policy to align with the Long Term Plan.

Attachments

Nil

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 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

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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