



AGENDA

Ordinary Council Meeting Tuesday, 10 December 2024

Date Tuesday, 10 December 2024

Time 2pm

Location Council Chamber
District Council Building
King George Place
Timaru

File Reference 1727333

Timaru District Council

Notice is hereby given that a meeting of the Ordinary Council will be held in the Council Chamber, District Council Building, King George Place, Timaru, on Tuesday 10 December 2024, at 2pm.

Council Members

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

Quorum – no less than 5 members

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.

Nigel Trainor

Chief Executive

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- 1 Opening Prayer and Waiata**
- 2 Apologies**
- 3 Public Forum**
- 4 Identification of Urgent Business**
- 5 Identification of Matters of a Minor Nature**
- 6 Declaration of Conflicts of Interest**

7 Confirmation of Minutes

7.1 Minutes of the Council Meeting held on 22 October 2024

Author: Steph Forde, Corporate and Strategic Planner

Recommendation

That the Minutes of the Council Meeting held on 22 October 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 Council Meeting held on 22 October 2024**



MINUTES

Ordinary Council Meeting Tuesday, 22 October 2024

Ref: 1727333

**Minutes of Timaru District Council
Ordinary Council Meeting
Held in the Council Chamber, District Council Building, King George Place, Timaru
on Tuesday, 22 October 2024 at 2pm**

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

In Attendance: Nigel Trainor (Chief Executive), Andrew Dixon (General Manager Infrastructure), Justin Bagust (Chief Information Officer), Paul Cooper (General Manager Environment), Beth Stewart (Group Manager Community Services), Nicole Timney (Group Manager Property), Andrea McAlister (Acting Group Manager People and Capability), Stephen Doran (Group Manager Corporate and Communications), Steph Forde Corporate and Strategic Planner), Maddison Gourlay (Marketing and Communications Advisor), Steve Compton (Minutes)

1 Opening Prayer

Mayor Bowen performed the Karakia

2 Apologies

Apologies were received from Ali Talbot (Temuka Community Board) and Ross Munro (Pleasant Point Community Board).

Mayor Bowen advised of a change to the Order of Business for the meeting, bringing forward item 9.1, the presentation from Students participating in the Eniwa Student Exchange, in order to allow them to return to their schools in a timely manner.

9.1 Sister Cities - Eniwa Student Exchange presentations

Three students, Hayden James (Roncalli), Ella Laming (Craighead) and Kiah Kaulave (Timaru Girls High) shared their experience of their Eniwa, Japan 2024 student exchange.

The students presented their thoughts to the Council on the highlights, challenges, and differences in the Education system and cultural differences.

Clr Oliver asked how the schools dealt with students mobile phones

The students advised that the general consensus was that schools were a little stricter than in NZ, but students were universal in their ability to plan and hide their tech from teachers.

Clr Pye asked if the students had any advice for future participants?

The students agreed that the best advice was to go for it, take a positive attitude and that learning a bit of basic Japanese would definitely be helpful

Mayor Bowen noted that a local radio station might want to host a Q&A with the Students

The students all thanked the Council for the wonderful opportunity and were thanked in turn for presenting at the meeting.

Resolution 2024/74

Moved: Clr Gavin Oliver

Seconded: Deputy Mayor Scott Shannon

That the Sister Cities, Eniwa Student Exchange verbal presentations be received and noted.

Carried

3 Public Forum**3.1 Public Forum - Dr Phil Driver**

Dr Phil Driver presented a ten-minute report collating Climate Change information noting the potential effects of disparate global phenomena on the local economy, recommending a leadership group be formed (with suggested initial funding of \$100,000 per annum) of local leaders and stakeholders to collate and disseminate the information in order to facilitate the Council making better decisions around future spending and funding.

A copy of his report was then handed out to Councillors and Questions called for.

Clr Scott noted a recent article in Farmers Weekly, and noted that the alternative crop mentioned in the report was not able to be processed locally, and not suitable for the local climate/soil conditions

Dr Phil Driver pointed to the investment being made elsewhere (Canada) and the variety mentioned was being used as an example of a lower water use crop (compared to Cattle) It was also noted the failure of one meat alternative business ("Beyond Meat") as a signifier of consumers dislike of plant based foods

Dr Phil Driver stated that 4 out of 5 businesses fail within first 5 years and that there are "good and bad" businesses. Noted that his report was asking the council to look at the opportunities available, and his concern that no-one was taking global events and trends into consideration when looking at local decision making

Clr Piddington noted that a Climate Advisor had been set up, and if Dr Driver felt the need for a group, why didn't he set it up?

Dr Driver advised he would be happy to be part of any group utilising his professional background, but felt it needed to be made up of local leaders and stakeholders

Mayor Bowen thanked Dr Driver for his time and report and noted the council would consider at the end of this meeting under item 12 of the Agenda

3.2 Public Forum - Russell Lund

Russell Lund was welcomed to the meeting and thanked the Council for the opportunity to speak and noted that he was at the meeting to provide re-assurance around the Theatre and Library restoration projects, urging the Council not to commit to an unnecessary overspend in these strained times. Mr Lund provided a history of his work on a number of heritage and historic building projects across NZ and made the following points:

- Library Roof issue – the fault lay in the design and the joints on the roof leaking – felt that a 12-18 month maintenance programme would resolve the issue and he noted that the building is unique in NZ

- Theatre Royal – noted that there were positives in that it is almost functioning. There is not a request for change of use (which can lead to significant issues), so this limits the potential for project scope creep
- Noted that the extra fly lines required were to be used for touring groups (theatre/drama etc), and that the Pareto Principle of 80/20 should be considered – (the 80/20 rule – in this case, 80% of the costs can come from trying to fulfill the final 20% of the wish-list)
- From his experience, the building could be strengthened to 65/70% (noting that banks happy to lend at 70%)
- Noted that the Theatre is not a leaky building
- Finally, asked the Council to consider the impact of the loss of the building, and the message it would send to the owners of other historic buildings

Clr Scott thanked Mr Lund for the presentation and asked if he was aware of the meeting that morning looking at the options available for the Theatre Royal/Heritage Hub project. Mr Lund confirmed he had not been at the meeting, but stressed the need for control. The Chief Executive noted that there were options, and asked if Mr Lund would be happy to spare the time to go through them with him to which Mr Lund confirmed he is happy to do this.

4 Identification of Urgent Business

Environment Canterbury Rates Error Issue Update
Local Water Done Well - Unitary Authority Options
Smithfield Closure Revenue Impact

5 Identification of Matters of a Minor Nature

Local Water Done Well Update
Art Gallery – Fire Sprinkler System Housing Structure
Aorangi Stadium Project Timeline

6 Declaration of Conflicts of Interest

Mayor Bowen declared a Conflict of Interest with item 9.8 – 2024 Brews on the Bay – Proposed Liquor Control Area.

7 Confirmation of Minutes

7.1 Minutes of the Council Meeting held on 17 September 2024

Resolution 2024/75

Moved: Clr Allan Booth
Seconded: Clr Owen Jackson

That the Minutes of the Council Meeting held on 17 September 2024 be confirmed as a true and correct record of that meeting and that the Chairperson's electronic signature be attached.

Carried

8 Schedules of Functions Attended

8.1 Schedule of Functions Attended by the Mayor, Deputy Mayor and Councillors

Resolution 2024/76

Moved: Mayor Nigel Bowen

Seconded: Cllr Gavin Oliver

That the Schedule of Functions Attended by the Mayor, Deputy Mayor and Councillors detailed in page 20 of the Agenda be received and noted.

Carried

8.2 Schedule of Functions Attended by the Chief Executive

Resolution 2024/77

Moved: Mayor Nigel Bowen

Seconded: Deputy Mayor Scott Shannon

That the Schedule of Functions Attended by the Chief Executive detailed in page 22 of the Agenda be received and noted.

Carried

9 Reports

9.2 Dangerous, Affected and Insanitary Buildings Policy Hearing

Mayor Bowen welcomed Christopher Templeton to the meetings and referred to page 24 of the Agenda.

Mr Templeton noted the definition of Heritage vs Scheduled buildings as defined under the 2004 Buildings Act, and that he felt it was shortsighted to treat Heritage and Listed buildings as the same

Noted that the public should be made aware of any building in these categories under risk of demolition, and that demolition should be the last resort after remediation and support.

The concern was that the buildings would simply be left until declared unsafe and then demolished.

There were no questions and Mayor Bowen noted this would be picked up by Council Officers and thanked for the submission

Mayor Bowen welcomed the Senior Policy Advisor and Building Control Manager to the meeting

The Senior Policy Advisor noted that the purpose of the report was to hear from Mr Templeton and to receive the submissions. Officers will prepare an update of the policy including written submissions (including today from Mr Templeton) so that comments and proposed amendments (if any) can be presented in the December Council Meeting, and asked the Council for further items for consideration

Mayor Bowen noted a previous conversation with Chris Thomas of Age Concern (Public Gallery) and key point around point 24 of the health submission around interagency groups which have been set up in some areas to provide pathways for referral: “the stated guidelines and information to ensure that people living in severe domestic squalor are assisted in a consistent, sustainable and efficient way” – the key concern was how does the policy support those living in those environments, and what are the support mechanisms? Noted that the health submission points out that there has been interagency groups and acknowledged that it might not be set out in this policy, but might need to be referred to/pointed to.

Clr Pye asked for information or an example from other NZ Councils about how they deal with Heritage buildings in the final report

Clr Shannon asked for information around our obligations under the Health Act, are they covered elsewhere as wants to avoid duplication The Building Control Manager confirmed “yes” to queries from Clrs Shannon and Pye and advised Officers will look at making necessary judgements and amendments to the policy

Resolution 2024/79

Moved: Deputy Mayor Scott Shannon

Seconded: Clr Michelle Pye

That Council:

1. Notes all written submissions received during the consultation period; and
2. Acknowledges the submitter who has spoken to their submission; and
3. Notes that all feedback will be considered as part of the deliberations on the Dangerous, Affected and Insanitary Buildings Policy.

Carried

9.3 Actions Update Register

The purpose of this report is to provide the Council with an update on the status of the action requests raised by councillors at previous Council meetings.

1. **Budget Reallocation Trial** – Mayor Bowen noted that this was a question for senior Officers around whether that rule was still being adhered to The Chief Executive confirmed there had only been one example via the Infrastructure Committee (Capital Expenditure (CapEx) moved from Covers to Plant)

2. **Subtrades** - Mayor Bowen noted that it was key that this came through to elected members, and requested a plan to see what can be done by the end of the Financial Year (June 2025)
3. **Small Trades** - The Chief Executive noted crossover noted with 9.1.ii., and discussion held around advantage of bringing small trades inhouse (e.g. cleaning (BAU), electricians) for maintenance

The Chief Executive noted that a report on the Electricians would be brought to the next meeting but there are advantages to bringing inhouse. Also working on report on cleaning submissions, noting that there are different specialisms to consider

The Chief Executive also noted that this would be looking at moving the spending from CapEx to Operational Expenditure (OpEx) budgets

Mayor Bowen also requested that painting and maintenance be brought into the report and the Chief Executive confirmed that was being looked at, as well as carpentry and plumbing.

Mayor Bowen asked for an estimated timeline through to June for each service

4. **Underutilised Assets** - Mayor Bowen requested a timeline on this Action
The Chief Executive advised this has been put back on the priority list as Officers prioritised resource on the Theatre Royal and Heritage Facility project.
5. **Financial Template Action** - To be kept on Actions Register until such time as the new template is received by Council.
6. **Social Housing** – The Chief Executive confirmed a report will be presented in the December meeting following a workshop scheduled for the week prior
7. **Asset Management Role** – The Chief Executive confirmed recruitment process is live and ongoing
8. **Council Properties** – Mayor Bowen noted at the last meeting the need for a divestment policy was discussed. The Chief Executive advised that a policy in place at Waimate District Council is being looked at
9. **Coastal Erosion** – Noted that the report is to be presented today.
10. **Parks Capital Grant** – Confirmed the removal from the register and noted in the minutes
11. **Parks Budget** – Confirmed the removal from the register and noted in the minutes
12. **Monthly Financials** – Clr Pye noted the delay in receiving monthly financial update and Mayor Bowen suggested single page update would be beneficial
The Chief Executive noted that this has been committed to
13. **Special Funds** – Confirmed the removal from the register and noted in the minutes

Mayor Bowen advised this can be closed off and removed from the register.

Clr Piddington concerned at deferred maintenance cost of \$4.5million, and asked to know who is dealing with this?

The Chief Executive advised the responsibility for Maintenance belongs in respective Units that use them

Mayor Bowen noted historic review of placing all maintenance in Property Unit, under previous Chief Executive and this may need to be reviewed to ensure that expertise for maintenance is all in one place

The Chief Executive advised that the issue is always the same, the lack of budget in Long Term Plan (LTP) for maintenance and noted that building assessments are getting done, and staff are being trained in Asset Management for those buildings.

Mayor Bowen noted the key point is that Council has oversight of it, perhaps quarterly reports, and requested an update report of where we are and where we are heading.

The Chief Executive noted the need to pull money from OpEx, hence the need for status of buildings and ensure there is the budget for the maintenance, which is a challenge

General agreement that maintenance of these assets is critical

Resolution 2024/80

Moved: Clr Owen Jackson

Seconded: Clr Peter Burt

That the Council receives and notes the updates to the Actions Register.

Carried

9.4 Release of Public Excluded Items

Resolution 2024/81

Moved: Mayor Nigel Bowen

Seconded: Clr Michelle Pye

That the Council notes the following public excluded items have been released to the public;

1. Geraldine Community Board - Item 13.1 Advice on Purchase of Land and Buildings in the Geraldine Area 19 April 2023
2. Geraldine Community Board - Item 13.2 Advice on Purchase of Land and Buildings in the Geraldine Area 06 March 2024

Carried

9.5 Timaru District Holdings Ltd: Appointment of proxy for Annual Meeting

The members agreed that Mayor Nigel Bowen and Deputy Mayor Scott Shannon would be the proxy and alternative proxy at the Annual General Meeting of TDHL.

Resolution 2024/82

Moved: Clr Allan Booth

Seconded: Clr Stacey Scott

That Council appoint Mayor Bowen and Deputy Mayor Shannon as proxy and alternative proxy respectively to represent Council and vote on all matters arising at the Annual General Meeting of Timaru District Holdings Ltd.

Carried

9.6 Venture Timaru Ltd: Appointment of proxy for Annual Meeting

The members agreed that Mayor Nigel Bowen and Deputy Mayor Scott Shannon would be the proxy and alternative proxy at the Annual General Meeting of Venture Timaru Ltd.

Resolution 2024/83

Moved: Clr Sally Parker

Seconded: Clr Peter Burt

That Council appoint Mayor Bowen and Deputy Mayor Shannon as proxy and alternative proxy respectively to represent it and vote on all matters at the Annual Meeting of Venture Timaru Ltd.

Carried

9.7 Adoption of 2025 Meetings Calendar

Mayor Bowen noted that there were 2 options, one which allowed for more frequent shorter meetings, which would also allow urgent items to be addressed in a more timely fashion.

General discussion over concerns that Officers time would be spent preparing for meetings versus delivery of work

Group Manager Corporate and Communications noted that there needed to be an expectation from Council that there could be a delay in returning reports. Also noted that there was a minor amendment of Option 1 around Standing Committee Meeting dates near Easter moving to avoid a clash with the Proposed District Plan Hearings that are already scheduled.

Resolution 2024/84

Moved: Mayor Nigel Bowen

Seconded: Clr Michelle Pye

That Council;

1. Receive the "Adoption of 2025 Meetings Calendar Report" and;
2. Adopt option 4.2 ('option 2') of the proposed 2025 meetings' calendar.

Carried

9.8 2024 Brews on the Bay - Proposed Liquor Control Area

Mayor Nigel Bowen down as Chair for this item of the Agenda due to a declared conflict of Interest. Deputy Mayor, Scott Shannon took on the role of Chair for this item of the Agenda.

Chair Scott Shannon welcomed Group Manager Environmental Services and Chief Licensing Inspector/ Enforcement Officer to the meeting

The report was taken as read and floor opened to questions

Discussion included the need for the temporary ban, and the Council was advised that this had been in situ in prior years as standard. It was also noted that this was a joint venture between the Police, the event organiser and Council

Resolution 2024/85

Moved: Clr Peter Burt

Seconded: Clr Owen Jackson

1. That a temporary liquor control area is put in place over the entire Caroline Bay (map shown Attachment 1) to ban liquor for the period 8.00am 2 November 2024 to 8.00pm 2 November 2024 excluding the area licensed for the event.

Carried

Deputy Mayor Shannon ceded control of the meeting to Mayor Bowen who resumed the duties of the Chair.

9.9 Three Month Provisional Financial Performance Report to 30 September 2024

The Chief Executive offered the apologies of the Chief Financial Officer who was unable to attend the meeting, presented the report as read and gave an overview of the key points including that revenue is 493K below budget, mainly driven through subsidies and grants that are behind, particularly Land Transport Unit (LTU). This is offset by fees and charges and some development and financial contributions

Other key points noted were personnel costs being over budget, in part because of the full staff roll, a potential upcoming issue with staff costs as they look to recruit summer staff (e.g. at local swimming pools), depreciation costs are on budget, and finance costs are lower, noting that we have more borrowings at lower interest rates, so a net positive variance there.

Also noted was "Other expenses" has a positive variance, around Consultancy costs within Corporate Activities, and that all the other reports are tabled for each department. The Chief Executive also advised that the majority of staff sit in Corporate, and they need to be unbundled and re-attributed to their respective units.

The Chief Executive advised that there is a small surplus of \$219,000 against a budget of deficit of \$3million so at the end of September we are doing relatively well.

Also noted was CapEx is behind planned expenditure, and the Group Manager Infrastructure will be giving Water and Roading a push along however some of this work is seasonal and therefore expenditure is not linear over the Financial Year. Recreation and Leisure relates to the buildings and two large community facility projects (Theatre Royal and Heritage Facility and Aorangi Stadium projects).

Mayor Bowen opened the floor to questions.

Clr Pye asked for thanks to be passed along to the CFO for the changes in the presentation of the report, and queried the Waste expenses (\$329,000 above budget), as concerned that there would be a repeat of the deficit issue again, and should we be charging more for waste collection?

Group Manager Infrastructure advised there are efforts to bring that back into line as there

were some costs in the earlier part of the financial year which should be balanced later in the year, and they believe they have the budget in place to deal with expected costs

Clr Piddington questioned why the Corporate Loan Interest is \$824,000 below the budgeted amount

Chief Executive advised looking at Corporate, it is 1217 versus budget of 63, and comparing to other units being under budget, highlights the journal to allocate this to all the other departments has not happened.

Clr Piddington also questioned the outcome of previous discussions around the District Plan Consultancy fee, and asked what the final overspend is going to be there (currently \$188,000)

Group Manager Environmental Services advised that this is a phasing issue, and looking at the budget out to the end of the financial year it should come in under budget

Clr Piddington requested a note to that effect in future reports.

Clr Piddington asked for clarification on "Sewer development and Financial Contributions" income of \$162,000, but it says not budgeted for, so what is it and why?

Chief Executive advised it would be a financial contribution to some infrastructure, and the GM Infrastructure will come back to Council on that, but did note that it is actual cash, not vested assets.

Clr Piddington questioned why vehicles bought for Parks was over budget. Did we get more vehicles, or was it not budgeted for?

Group Manager Infrastructure advised when the LTP 2024-34 was prepared, \$540,000 was for replacement of Councils fleet at that time, and as per section 17a review to Council we indicated the need for a further \$500,000 in CapEX which was approved and was not in the original budget. This is reporting against the LTP budget and so is a re-forecast effectively. Clr Piddington requested a note to that effect in future reports.

Clr Jackson requested clarity re p69, under "Governance and Strategy", Elected Members Salaries is out by \$69,000

Chief Executive advise this was due in part to the previous Financial Year.

Clr Jackson noted that no Downlands Contributions have been received

Group Manager Infrastructure advised these contributions come in as new connections are made available, and take up has not been as expected, therefore it is showing that there are not likely to be many contributions.

Clr Pye noted that it looked as though Council was borrowing money to put into the bank

Chief Executive advised this was due to covenants stipulating available statutory minimum working capital.

Resolution 2024/86

Moved: Clr Stu Piddington

Seconded: Clr Michelle Pye

That Council receives and notes the three-month provisional financial performance report update for the period 1 July to 30 September 2024.

Carried

Motion

Resolution 2024/87

Moved: Mayor Nigel Bowen

Seconded: Clr Gavin Oliver

That the meeting be extended beyond two hours.

Carried

9.10 Final Adoption by Timaru District Council of the 'Our Waitarakao Strategy'

Mayor Bowen welcomed Group Manager Environmental Services and Senior Scientist – Natural Hazards Chris Fauth (CF), from Environment Canterbury to the meeting, and author of the report, Principal Strategy Advisor Bridget Lange (BL) also from Environment Canterbury who attended the meeting online.

GM Environmental Services noted that this was an example of what can be achieved when different agencies come together and work well, and handed over to BL taking the strategy and report as read

BL thanked for the support of Council and drew attention to an editing mistake to the strategy in the Agenda Pack, apologising for the mistake. Noted that this will be amended in the final version of the Strategy in line with what was agreed with the Steering Group. Noted that we are seeking the adoption of the Strategy approved by the steering group and that that version is the correct one.

Specifically, referred to p103 of the Agenda pack (page 20 of the Strategy itself), under "Ongoing Actions" in the first paragraph should say:

"Sustainable increase in the expected natural range of ecosystem cover within the catchment, with an intergenerational ambition of 15% of catchment land coverage being returned to indigenous dominant healthy ecosystems. This effort will focus on public and/or marginal non-productive land that is voluntarily made available through the goodwill for this purpose. Such ecosystems will be broadly classified as those contributing positively towards strategy outcomes one and two."

BL noted this was not a fundamental change in meaning

In addition, this has been a great story for all involved with genuine effective collaboration of the four partners with effective communication with the community and stakeholders. There has been a high level of engagement.

BL noted that the community response has been positive with a high level of engagement, with recognition of this being a special place in need of protection.

BL also noted that the phased approach to community engagement allowed for ideas and feedback and engagement from a diverse spectrum of the community, allowing them to find common ground and shared aspirations.

BL noted this was a real collaborative effort, and passed to CF to discuss strategy

CF took the document as read and wanted to advise on actions going forwards if adopted. Noted that they are looking for a sustainable project that lasts. With small and incremental actions co-invested and shared with everybody, which would lead to an overall big change given time.

CF further noted that at the next LTP, there would be the opportunity to look at bigger ticket items/decisions/plans for the area in order that they could be in the best possible position to take advantage of any funding opportunities

Chair thanked the teams for their efforts and opened the floor for questions

Clr Booth queried what was available in the budget?

CF responded here is budget set aside for 3 years to do investigative work around pest control/planting but would be looking to landowners and industries for contributions. The current budget is \$100,000 per annum.

Clr Oliver noted that this was an awesome project and thanked all involved.

Clr Pye endorsed Clr Oliver's view, and the view that this is a great example of team managing some of the initial pushback.

Resolution 2024/88

Moved: Clr Sally Parker

Seconded: Clr Peter Burt

That Council

1. Adopts the Our Waitarakao: Waitarakao Washdyke Lagoon Catchment Strategy with minor amendments on page 20 (Attachment 1).
2. Notes that the Our Waitarakao: Waitarakao Washdyke Lagoon Catchment Strategy was formally endorsed by the Our Waitarakao Strategy Development Steering Group on 27 September 2024.

Carried

9.11 CityTown Programme Update - Year One Deliverables

Mayor Bowen welcomed Group Manager Infrastructure and Development Manager to the meeting, referring to page 124 of Agenda.

GM Infrastructure noted that they are here to update Council and look for commitment to move forward. There are a number of strands: e.g. new toilet block and other projects to refresh the Central Business District (CBD).

Development Manager noted the previous resolution from the Council within the LTP Budget allocation was generously provided to fund the project which was framed, but was somewhat open-ended as to what the funds were to be applied for, but was referred to the

relevant chapters in the masterplan. Noted that happy to take report as read and open the floor to questions

Clr Piddington asked about the “slippery tiles” issue

Development Manager advised that just under \$30K has been spent on enhancements out of a \$500K budget, which is the work that has been done outside the C&L building. We are expecting to spend the full \$500K on this within the financial year. They are lining up with the renewals that need to take place.

Clr Piddington also requested that communication go out on this matter to inform the community what was being done and when.

Development Manager advised the planning work for this was underway.

Discussion took place about budget items in the masterplan.

There is money in the masterplan budget for events activation to increase local footfall, to see what gaps there are between VT and CBD Groups.

Further discussion was had about the feedback that had been received, and what officers can do in response to them. Some limitations were raised because of the regulatory settings we have and that our policies could be more enabling. Work was happening with Gap Filler to see how our settings compare with other districts.

CLlr Scott expressed some disappointment with the vibrancy list, with it’s lack of tangible items and disagreed with the calculation of some of the costs and questioned where the additional budget was coming from.

It was noted that this total spend was split over a number of years so didn’t fit in this years budget and didn’t include the \$200,000 operational budget that included many of the vibrancy measures. This was to be funded from cost saving measures.

It was stressed that the funding wouldn’t be spent until the money has been found. Noting that businesses in the CBD are waiting for action to happen.

Further discussion was had about the positive benefits of the project, with particular discussion on earthquake prone buildings, and Sophia Street Car Park and use of car park occupancy data and the plans over replacement of outdated parking meters.

The GM infrastructure said the project was paused until the completion of soil testing, which would better inform the amount of work that needed to take place.

Some more discussion was had around the Terrace footbridge, including the costs and viability of the project. It was through that we need to package the project up to see how much the market would price it at.

Clarity was sought on us not spending the \$200,000 until it was found.

Resolution 2024/89

Moved: Clr Allan Booth

Seconded: Clr Owen Jackson

In Favour: Clrs Allan Booth, Peter Burt, Gavin Oliver, Sally Parker, Stacey Scott, Scott Shannon and Owen Jackson

Against: Clrs Stu Piddington and Michelle Pye

Abstained: Mayor Nigel Bowen

Carried 7/2

That Council;

1. Receive and note stakeholder feedback on the CityTown Masterplan and proposed Next Steps; and
2. Approve the redevelopment of Strathallan Corner in conjunction with the new toilet construction; and
3. Endorse the prioritisation and budget allocation for the FY2024-25 vibrancy Initiatives.

Carried

9.12 Potential future Coastal Erosion - Redruth Landfill

Mayor Bowen welcomed Waste Operations Manager and Group Manager Infrastructure to the meeting, referring to page 150 of the Agenda and taking the report as read

Waste Operations Manager noted that erosion inevitable but will likely take over 100 years, and the rail line provides an effective buffer, which Kiwirail are vociferous about maintaining

General discussion included risks associated with high rainfall and associated potential flooding of the adjacent Saltwater Creek.

Also considered was the impact on future generations, and need to understand costings, but it was noted that investigations would come at a cost.

Resolution 2024/90

Moved: Clr Peter Burt

Seconded: Clr Michelle Pye

That the Council receives and notes the Redruth Resource Recovery Park and landfill – Erosion and Inundation Assessment.

Carried

10 Consideration of Urgent Business Items

10.1 Environment Canterbury Rates Error Issue

Mayor Bowen requested for report on ECan Rates issue, reports to Date with outline of what has been done to remedy it, and do we continue charging through effectively

Group Manager Corporate and Communications advised the rates resolution is being passed at tomorrow's ECan meeting, and as soon as that is done, the final calculations will be made, and they will go out in the 2nd quarter mailout (due in December), and any payments made in instalment one will be taken off then

Mayor Bowen noted the second part was the assessment of the benefit of the \$200,000 revenue for the service versus the engagement officers are exposed to with the community. Talking to ECan

councillors, they do not receive any feedback because they do not administer the collection of the rates.

The Chief Executive noted officers are looking at the possibility of sending out two bills in future, one under TDC letterhead, the other under ECan letterhead.

Resolution 2024/91

Moved: Mayor Nigel Bowen

Seconded: Clr Stu Piddington

Mayor Nigel Bowen moved that a report be brought back to Council with information on the progress of resolving the rating issue, benefits of providing this service on behalf of Environment Canterbury and that officers look into options to invoice the rates separately.

Carried

10.2 Local Water Done Well – Unitary Authority Options

Resolution 2024/88

Moved: Mayor Nigel Bowen

Seconded: Clr Stu Piddington

Mayor Nigel Bowen requested a paper be brought to Council on an initial pathway for a unitary authority to deliver Water Services.

Carried

10.3 Smithfield Closure Revenue Impact

Resolution 2024/88

Moved: Mayor Nigel Bowen

Seconded: Clr Stu Piddington

Mayor Bowen requested a report from the Group Manager Infrastructure on the impact of the Smithfield closure on revenue.

Carried

Noting items 10.1, 10.2 and 10.3 were moved, seconded and unanimously carried as stated above as one motion but have been separated for the purposes of these minutes.

11 Consideration of Minor Nature Matters

11.1 Local Water Done Well Update

Clr Piddington raised the minor nature item requesting an update on the progress of Local Water Done Well.

The Chief Executive advised that meetings have taken place with Department of Internal Affairs (DIA) and neighbouring local councils, a project team has been set up with existing internal resources and one external financial member, and they are working on the Local Water Done Well Delivery Plan. The team are looking to bring a report to the Infrastructure Standing Committee Meeting in November.

Noted that the water financials as a standalone entity looks to be sustainable, however, there will be a financial impact for the Council which needs to be assessed.

The DIA have been impressing on us, that the CCO model will be preferred, either standalone or with neighbouring councils to be determined.

Ashburton and Waitaki District Councils are currently working towards setting up their own Council Controlled Organisations (CCO's) however they are not against a merger at this stage.

The 5 councils (Ashburton, Timaru, Waitaki, Waimate and Mackenzie) are working well together at this stage and the external member of the Timaru project team will bring the other four Councils together to look over financials in due course.

Confirmed that concern is over stranded overheads, and confirmed that approximately 12% of current staff working in Water (plus back office)

Chair noted that DIA concerned at the potential for 60/70 CCO's, and this is partly why we need to further the conversation around Unitary Authorities and working better together particularly with Waimate and Mackenzie.

11.2 Art Gallery - Fire Sprinkler System Housing Structure

Clr Allan Booth requested information regarding the placement of the Fire Sprinkler System storage structure and described it as an eyesore outside an Art Gallery.

Group Manager Community Services and Property Projects Officer were invited to the meeting.

Group Manager Community Services advised that there were a number of contributing factors and regulations to the positioning of this infrastructure including: ease of access for emergency services; proximity to combustible materials (including natural material such as trees); proximity to other structures and buildings; proximity to the hydrant valves; conversations, review and subsequent advice from Heritage New Zealand and Fire and Emergency New Zealand; and opportunity to utilise the façade of the structure for advertising purposes which will reduce the operating costs associated with advertising directly on the main building. It was noted that there was no alternative site within the grounds.

Property Projects Officer added that the structure is not yet complete, and when complete the appearance of the housing will be in the same style and colour as the main building, and allow for advertising space when complete.

The site plan distributed to Councillors, along with contributing factors mentioned, highlights that there is no alternate option.

Clr Booth questioned why the structure couldn't be adjacent to the modern part of the building, as most modern buildings allow for it to be included into the design. Property Projects officer advised that this would trigger a consent amendment as it would affect a separate part of the building, would increase cost and also pose a risk of water entering the art store. It was also noted that in a brand new building, these housing structures can be incorporated into the design.

11.3 Aorangi Stadium Project Timeline

Clr Piddington requested an update on the timeline moving forward with the Aorangi Stadium Project

The Chief Executive advised that the Tenders have been received and are being evaluated which will be followed by a paper to the Tenders and Procurement Committee on the 19th November and planning for a Council meeting on the same day to consider the outcome and recommendation from that Committee.

12 Public Forum Items Requiring Consideration

12.1 Public Forum Consideration– Dr Phil Driver

Recommendation

The Members agreed that there is already a number of projects underway, some with funding via Council through Sustainable South Canterbury, through Venture Timaru, through industry bodies, and Clr Pye noted that it does not seem like a good investment of \$100K trying to fix a national problem at a local level.

12.2 Public Forum Consideration - Russell Lund

Clr Piddington questioned whether we could utilise Mr Lund’s expertise to review the design of the Theatre Royal Project.

The Chief Executive advised that he will connect with Mr Lund to discuss.

13 Public Excluded Reports

Nil

The meeting closed at 5.05pm.

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Chairperson

7.2 Minutes of the Council Meeting held on 31 October 2024

Author: Steph Forde, Corporate and Strategic Planner

Recommendation

That the Minutes of the Council Meeting held on 31 October 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 Council Meeting held on 31 October 2024**



MINUTES

Ordinary Council Meeting Thursday, 31 October 2024

Ref: 1727333

**Minutes of Timaru District Council
Ordinary Council Meeting
Held in the Council Chamber, District Council Building, King George Place, Timaru
on Thursday, 31 October 2024 at 2pm**

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

In Attendance: Nigel Trainor (Chief Executive), Andrew Dixon (General Manager Infrastructure), Paul Cooper (General Manager Environment), Andrew Dixon (Group Manager Infrastructure), Beth Stewart (Group Manager Community Services), Nicole Timney (Group Manager Property), Stephen Doran (Group Manager Corporate and Communications), Maddison Gourlay (Marketing and Communications Advisor), Steve Compton (Minutes)

1 Opening Prayer

2 Apologies

Nil

3 Public Forum

3.1 New Pump Shed at Aigantighe

Grant Keeley spoke to the new sprinkler pump shed outside the Aigantighe Art Gallery, describing it as an eyesore and not in keeping with the original building, and questioned why it had been placed where it is?

Chair thanked GK for his time and noted that the process of the meeting was for a presentation, which would then be considered by council at the end of this meeting under item 10 of the agenda

Chair also noted that this had been discussed at the recent Ordinary Council Meeting and asked for questions.

No questions were asked.

3.2 Theatre Royal

Chris Thomas spoke to the decisions around the Theatre Royal project, noting that he was there as an individual, and not a representative of the Performing Arts Community.

He spoke to the potential benefits and opportunities of refurbishing and modernising the existing Theatre Royal, that this would be the best local option for fundraising and would

give the best of both worlds in terms of maintaining heritage of the building and attracting touring shows.

He also spoke to the disadvantages of other options and urged Council to make a decision to move forward at this meeting.

Chair thanked Mr Thomas for his presentation and opened the floor to questions.

Cllr Burt noted his agreement with CT and sought commitment of Performing Arts Community in fundraising

Mr Thomas reiterated that not at the meeting as a representative but noted belief that there was the will to get behind the Theatre Royal, and not the other options, and noted that there were talks underway with Community Funders already.

Cllr Oliver queried the dismissal of the new theatre option and whether the dislike was for the "Cookie-cutter" option versus the Heritage option?

Mr Thomas said he felt that the new option would not have the same emotional investment and economic driver factors of refurbishment.

4 Identification of Urgent Business

No items of urgent business were received.

5 Identification of Matters of a Minor Nature

Clr Piddington had raised two matters of minor nature prior to the meeting:

1. Queried the funding around the theatre project, and wanted to confirm, the Chief Executive (CE) had spoken to the Ministry of Business, Innovation and Employment (MBIE)?
2. Queried around the procurement process with regards to the Theatre project

It was noted that the Chief Executive, Nigel Trainor would speak to both of these queries as part of Item 7.3 of the agenda.

6 Declaration of Conflicts of Interest

Mayor Nigel Bowen declared a perceived conflict of interest in relation to item 7.3, due to having an interest in a local hospitality business in the area. He noted that he would be abstaining from the vote, and would be happy to hand over the Chair for the meeting if Councillors were not comfortable for him to remain in place.

All Councillors confirmed that they were happy for Mayor Nigel Bowen to retain the Chair and abstain from the vote with the exception of Clr Piddington.

7 Reports

7.1 Briefing from Audit and Risk Committee Independent Chair on Annual Report 2023/24

Independent Audit and Risk Committee Member Janice Frederic spoke to the meeting, noting that chair Bruce Robertson unable to attend due to a flight.

She noted the hard work of the TDC team, and the Audit NZ teams, and that no controversial items to be addressed

She also noted the systemic challenges present, which can be followed up late, noted the importance of the report as a review of performance in the previous year.

Noted that an email had been received from BR confirming his comfort with the report

Resolution 2024/74

Moved: Clr Peter Burt

Seconded: Clr Sally Parker

That councillors receive and note the report from the Independent Chair of the Audit and Risk committee.

Carried

7.2 Adoption of Annual Report 2023/24

Group Manager Corporate and Communications presented the report, acknowledging that it was a significant team effort and although it was challenging there were a lot of positive changes and learnings to how they undertook the project.

Noted that the changes between the final and agenda version included two of the performance measures were the wrong colour, and the library performance measure said it was achieved, when it was not achieved.

Chief Financial Officer noted that there was a \$2,000 tax credit added, and some minor changes to layout for additional notes and disclosures.

Audit Director Rudi Tomlinson spoke from Audit New Zealand, noting the challenges involved, but the positive working relationship with council officers. Noted how getting it right this year should set the council up well for next year's audit.

He also highlighted that the report was unqualified and that it was the first time in a number of years that it had been signed off within deadline.

Discussion included queries around vested assets, particularly the value of Aorangi Stadium, it being noted that the valuation had been undertaken by CBRE and was as per the accounting standards.

There was also discussion of the level of control council had over some the measures of achievement, such as the airport. It was noted that the measures in this document were set in 21-31, some were mandatory. It was suggested that the council could revise the measures through the next LTP project.

The was also a request for consistency in language, specifically with regards to Mana Whenua, vs Manawhenua.

Resolution 2024/75

Moved: Mayor Nigel Bowen

Seconded: Clr Peter Burt

That the Representative Letter be signed by the Mayor and the Chief Executive.

Carried

Resolution 2024/76

Moved: Clr Allan Booth

Seconded: Clr Stacey Scott

That the Council receives and notes the Annual Report for the year ended 30 June 2024.

Carried

The mayor thanked all the teams involved at Audit New Zealand and Council officers.

7.3 Public consultation on future provision for performing arts in Timaru District

The Chief Executive spoke to the report outlining the four options being presented for decision today.

Noted that option 1b has a commitment to the Museum, which enables access to the remainder of I MBIE. Also noted that option 2b commits to a new Museum on the same Barnard St site.

Also noted the status of the buildings being discussed:

- i. Library – described as being in moderate condition, some seismic issues that Council has been advised are relatively easy to fix, and the roofing needs to be replaced. A very high-level estimate for the cost would be \$2.5million
- ii. Museum – Described as being in poor condition. The newer part of the building has moisture getting in, with ceilings and walls saturated. The older part of the building also has issues. The building requires \$3million investment if it is not being replaced.

He then discussed the options to improve the Theatre for future use.

Option 1 has a Quantity Survey (QS) of \$29.2million, which includes Fixtures, Fittings and Equipment (FF&E), Consultancies and refurbishment fees etc. The sale of potential land was put in as \$750,000 and was not material to the decision. It only has a \$35,000 per annum effect on the financials.

He noted that the Council has borrowed \$2.4million with the work currently done, and the Council has spent close to \$7million, putting in \$2.4, and the remainder was MBIE funding. Noted that this loan still has to be serviced and comes in under Operating Expenses (OpEx)

The revenue model has been thoroughly worked through by staff and figures have been based on 70% occupancy, which is lower than some (some are getting 85%) to be conservative.

Rates required for:

- i. Option 1 - \$2.2million, which is 1.2% below the Long Term Plan (LTP). Mainly because the LTP includes the Museum.
- ii. Option 1b – Brings the Museum cost in at a capital cost of \$15million plus \$3million for the display fit out. Also noted that the potential Sale of the Museum site, which is not material to the decision. Noted that the MBIE funding would be available, and if Council commits to this option, with appropriate time frames, this funding will be honoured. That has a saving over the LTP of \$300,000 which is a 0.3% reduction in rates, which shows that the LTP was robust
- iii. Option 2 – New standalone, comes in \$720,000 below, savings not as good as option 1.
- iv. Option 2b – includes the Museum, and the figures include the MBIE funding, but this is not guaranteed for a new build.
- v. Option 3 – A new facility for the library site, noted that MBIE will not be assisting with funding for this option.
- vi. Option 4 – Noted that while there is a saving, there are still costs included, such as servicing the loan, and this also does not include the Museum (\$3million investment).

The Chief Executive spoke to the effect on rates, p21/22, and noted that these figures were not per individual ratepayer, but per Ratings unit (23,390 ratings units).

- i. Option 1 -\$96/annum/ratepayer unit (against the LTP of \$146)
- ii. Option 1b: \$123/annum/ratepayer unit (against the LTP of \$146) – also noted that the LTP had an error where all the costs for the Heritage Hub went against the theatre, and it wasn't split out. But there is a \$14 saving against the LTP for this option
- iii. Option 2: \$30/annum/ratepayer saving
- iv. Option 2b. \$3/annum/ratepayer saving
- v. Option 3: \$9/annum/ratepayer saving

Noted that Option 1 offers the best savings opportunity but misses the \$3m investment.

The CE stated that the Council recommends Option 1b, as it best balances the financials, heritage, desire for a new theatre and new museum, and it is in line with the LTP. He also

noted that option 1 is second choice, but there is a need to consider the Museum. It was further noted that MBIE are on board with option 1b.

With regards to procurement – the Council will have to go to the market for architecture and design we want to go to the local market. If the decision is to progress with the Museum, there would be the potential for a different procurement process

Group Manager Corporate and Communications noted that the stakeholder feedback for option 1b is positive, and a letter has been received from Heritage NZ which is supportive of that option and securing the heritage of that building.

Discussions included the procurement methods for the job, with it being favoured that it should go to the local market.

Concerns were raised that the scope had crept, and that officers had been asked only how much it would be to reopen the building. It was noted that the back of house items that were the bulk of the cost were considered essential to the theatre. There was disquiet noted about spending so much front of house.

There was also discussion about the library roof and the amount to remedy in the LTP budget, as well as the merits of just building new through option 4, rather than trying to make good with old buildings.

There was some concern raised about the costs, and a request for a more detailed breakdown of back of house vs front of house costs.

There was also discussion of the impact of loss or retention of MBIE funding on rates bills, the earthquake strength of the theatre building, whether the costs included the exterior works, and the timeline for a staged museum.

There was concern raised over deferred maintenance of our current cultural buildings and the current state of the museum.

Resolution 2024/77

That the letter from Heritage New Zealand to be accepted as part of the minutes

Moved: Clr Peter Burt

Seconded: Clr Owen Jackson

Abstained: Clr Nigel Bowen

Carried

Resolution 2024/78

To move the amendment (That the CE was delegated up to \$24 million from a budget of \$30 million) as per the substantive motion.

Moved: Clr Stacey Scott

Seconded: Clr Michelle Pye

Abstained: Clr Nigel Bowen

Carried

Resolution 2024/79

Moved: Deputy Mayor Scott Shannon

Seconded: Clr Owen Jackson

That council delegates to the Chief Executive up to \$24M to progress phase 1, whilst maintaining an overall budget of \$30M of option 1(b) informed by community consultation up to date.

In Favour: Clrs Peter Burt, Sally Parker, Stacey Scott, Scott Shannon, Michelle Pye and Owen Jackson

Against: Clrs Allan Booth, Gavin Oliver and Stu Piddington

Abstained: Clr Nigel Bowen

Carried 6/3

8 Consideration of Urgent Business Items

There were no items of Urgent Business to consider

9 Consideration of Minor Nature Matters

The matters of a minor nature raised were considered at part of item 7.3.

10 Public Forum Items Requiring Consideration

No further discussion was held on Aigantighe, the Theatre item was resolved as part of item 7.3.

11 Public Excluded Reports

Nil

The meeting closed at 5.04pm.

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Chairperson

8 Schedules of Functions Attended

8.1 Schedule of Functions Attended by the Chief Executive

Author: Alana Hobbs, Executive Support Coordinator

Authoriser: Nigel Trainor, Chief Executive

Recommendation

That the Schedule of Functions Attended by the Chief Executive be received and noted.

Functions Attended by the Chief Executive for the Period 7 October 2024 and 22 November 2024.

<i>8 October 2024</i>	Attended Standing Committee meetings Attended Council workshop
<i>10 October 2024</i>	Met with representatives from PwC New Zealand
<i>21 October 2024</i>	Attended Chief Executives Forum Attended Civil Defence Emergency Management Coordinating Executive Group meeting
<i>22 October 2024</i>	Attended Council workshop Attended Tenders and Procurement Committee meeting Attended Council meeting Attended Hall of Fame Ceremony for Dr John William Elder, David Thew and John McBeth
<i>24 October 2024</i>	Attended Chief Executives Hui
<i>30 October 2024</i>	Met with representatives from South Canterbury Chamber of Commerce
<i>30 October 2024</i>	Attended Infrastructure Chief Executive Forum with local executives
<i>8 November 2024</i>	Attended Te Moana Users meeting
<i>12 November 2024</i>	Met with Timaru District Holdings Limited Chair and General Manager
<i>18 November 2024</i>	Attended Official Opening of Geraldine Health Limited
<i>19 November 2024</i>	Attended Standing Committee meetings
<i>20 November 2024</i>	Attended LGNZ Combined Sector meeting

Meetings were also held with various ratepayers, businesses and/or residents on a range of operational matters.

Attachments

Nil

8.2 Schedule of Functions Attended by the Mayor, Deputy Mayor and Councillors

Author: Alesia Cahill, Executive Support Manager

Authoriser: Nigel Bowen, Mayor

Recommendation

That the Schedule of Functions Attended by the Mayor, Deputy Mayor and Councillors be received and noted.

Functions Attended by the Mayor for the Period 7 October 2024 to 24 November 2024.

- 8 October 2024 Attended Standing Committee meetings
- Attended Council workshop
- 9 October 2024 Signed the Buller Declaration on the State of the New Zealand Health System
- 10 October 2024 Attended Safer Communities Subcommittee meeting
- 12 October 2024 Participated in Spinathon Snap Fitness “I am Hope” fundraiser
- 14 October 2024 Visited Opihi College for Mayors Taskforce for Jobs
- Facilitated the Timaru Community Drop-in
- 15 October 2024 Attended Donations and Loans Subcommittee meeting
- 16 October 2024 Facilitated the Temuka Community Drop-in
- Facilitated the Geraldine Community Drop-in
- Attended Westpac and Canterbury/West Coast Air Rescue Trust BA5
- 18 October 2024 Waited outside the stadium during the Alliance Smithfield closure meeting and spoke to multiple media providers and employees
- 21 October 2024 Interviewed by TVNZ Breakfast on Alliance closure
- Attended Alliance Smithfield closure working group meeting
- 22 October 2024 Attended Council workshop
- Chaired Tenders and Procurement meeting
- Led Citizenship Ceremony
- Chaired Council meeting
- Led Hall of Fame Ceremony for three new inductees

<i>23 October 2024</i>	Interviewed by RNZ on Alliance closure
<i>24/25 October 2024</i>	Attended Zone 5&6 Conference in Dunedin
<i>30 October 2024</i>	Met with South Canterbury Chamber of Commerce representatives Attended and spoke at Timaru Kāhui Ako Student Leadership Event Met with the Irish Ambassador Attended event with Irish Ambassador Attended Timaru Boys High School Prizegiving
<i>31 October 2024</i>	Attended Investor Day with Forsyth Barr
<i>1 November 2024</i>	Spoke to OJ on the Breeze for monthly Mayoral Musings Attended Waitarakao River Rating meeting
<i>4 November 2024</i>	Meet and received letters from Waimataitai students to gift to new Timaru residents Attended CWMS ZC Review workshop #2
<i>5 November 2024</i>	Attended Regional Public Service meeting with MSD Attended Community Housing Discussion Attended and spoke at the Leadership Forum Attended Alliance Smithfield Jobs Fair
<i>6 November 2024</i>	Attended TDHL AGM and Workshop Attended SC Justice of the Peace Association AGM
<i>7 November 2024</i>	Took part in the Civil Defence Pandora exercise
<i>8 November 2024</i>	Attended Infometrics Economic Update Met with Te Moana Users group Attended Alliance Smithfield catch up
<i>9 November 2024</i>	Attended Get to the Point Day & Official Opening of Central South Trail Pleasant Point to Cave Section
<i>11 November 2024</i>	Attended Seismic Review Steering Group meeting in Wellington
<i>12 November 2024</i>	Attended Pleasant Point Community Board meeting
<i>13 November 2024</i>	Attended Seafarers Centre AGM Attended Geraldine Community Board meeting

- 14 November 2024* Spoke with Tuia Programme Coordinator
Received Bee Project Community gifting ceremony
Led Mayors Taskforce for Job Industry Training Awards
- 15 November 2024* Chaired Council meeting
- 16 November 2024* Presented at Whakanuia Awards (Disability Prizegiving)
- 17 November 2024* Officially opened the new Halstead Road, Pleasant Point Playground
- 24 November 2024* Attended Temuka Lions Club Anniversary Celebration, 50 years
1974 – 2024

In addition to these duties I met with and spoke to 67 members of the public on issues of concern to them.

Functions Attended by the Deputy Mayor for the Period 7 October 2024 to 24 November 2024

- 19 October 2024* Attended and spoke at the I Am Climate Hope Tour
- 20 October 2024* Attended and lay wreath at Seafarers' service and attended Church Service
Attended Royal NZ Naval Association - Trafalgar Day Luncheon
- 22 October 2024* Attended Hall of Fame ceremony
- 26 October 2024* Attended and spoke at Temuka 150th Celebration
- 3 November 2024* Attended 1-week IoD course in Christchurch
- 11 November 2024* Attended and spoke at Temuka Armistice Day service
- 14 November 2024* Attended Mayors Taskforce for Job Industry Training Awards
- 18 November 2024* Attended Eniwa Exchange Student shortlisting meeting
- 23 November 2024* Opened and spoke at Te Rito White Ribbon Event

Functions Attended by the Councillors on Behalf of the Mayor for the 7 October 2024 to 24 November 2024

- 11 November 2024* Peter Burt attended and spoke at Temuka Armistice Day service

Attachments

Nil

9 Reports

9.1 Venture Timaru Quarterly Report - 01 July to 30 September 2024

Author: Steph Forde, Corporate and Strategic Planner

Authoriser: Stephen Doran, Group Manager Corporate and Communications

Recommendation

That Venture Timaru's quarterly report for the period 01 July to 30 September 2024 be received and noted.

Purpose of Report

- 1 To present the Venture Timaru quarterly report for their Economic Development and Visitor Promotion operations for the period 01 July – 30 September 2024.

Assessment of Significance

- 2 This matter is assessed to be of low significance under the Council's Significance and Engagement Policy. This is a regular report to the Council on the progress of Venture Timaru against its Statement of Intent (SoI) which is considered by Council annually.

Discussion

- 3 Venture Timaru's Quarterly Report for the period ending 30 September 2024 is attached. This is provided by Venture Timaru to Council (as shareholder) as required by the SoI.
- 4 The financial statements and progress on the non-financial monitoring indicators to 30 September 2023 are also outlined in the attached report.
- 5 Key points include: Alliance Smithfiled plant closure; decision from Ministry for Foreign Affairs and Trade via Antarctica NZ not to proceed with the redevelopment of Scott Base in Timaru; outlook improving for agriculture sector particularly dairy payout increases; and housing market recovery.

Attachments

1. **Venture Timaru Quarterly Report for the period 01 July to 30 September 2024** [↓](#) 



MEMORANDUM

FROM: Nigel Davenport – Venture Timaru Chief Executive
TO: Timaru District Mayor and Councilors
SUBJECT: Venture Timaru Operational Update for the quarter to 30 September 2024
DATE: 22nd November 2024

Background

Please find attached an update relating to our Economic Development and Visitor Promotion operations for the quarter to 30 Sept 2024.

Local Economy

The announcement by Alliance to close the Smithfield plant came as a shock for many with just over 600 workers affected. We along with the Mayor & TDC, James Meager MP, MSD and The Chamber of Commerce have collaborated with local service providers to ensure all affected workers, and their families have received the appropriate support and guidance needed. VT, Chamber and MSD held a job fair early November which was attended by over 400 individuals and 41 employer, training provider and support agency exhibitors. The employers in attendance all had jobs on offer and indicated that 90-95 individuals secured jobs before the Job Fair with them, 50 more were offered jobs at the Fair, and they were following up with almost 200 people after the fair.

Whilst the loss of an estimated \$80 m p.a of wages and associated service provider income will be felt across our community, the above and the proactive and coordinated response by all areas of our community has been hugely appreciated by the Smithfield workers and is a testament to the true spirit and care of our region. *Refer attached examples of feedback received*

The decision made by Antarctica NZ (at the request of the Minister for Foreign Affairs & Trade)) in August to reassess their plans to redevelop Scott Base was also a blow to us locally. They have indicated they no longer wish to utilise the land set aside for the development down on at Primeport and are currently looking at new designs that they can construct within the MFAT. Having partnered with PrimePort and council over many months to successfully attract this once-in-a-lifetime project, this recent development is a massive disappointment and has happened as a result of factors, completely outside of our control locally. We continue to advocate both directly into MFAT and via our local MP that the Government tangibly evidence their support for the provinces by mandating this project still proceeds here in Timaru.

Economic activity in the District fell 0.9% in the year to September 2024, a deeper fall than the national economy, which was flat, according to Infometrics provisional GDP estimates. Weakness in transport, construction, wholesale, and manufacturing has contributed to our weak GDP result. We have experienced several quarters of GDP decline, although encouragingly this reduced to a 0.3%pa decline in the September 2024 quarter. Employment growth of our residents was flat in the year to September 2024, whilst the closure of the Alliance Smithfield meat works is yet to register in terms of employment and GDP.

Our population grew 1.0% in the year to June 2024, down from 2.1% in 2023, with slower population growth flowing through to slower employment and consumer spending growth. Consumer spending was tracking strongly over recent quarters, but slipped to just 0.5%pa growth in the September 2024 quarter, for an annual increase of 4.8% in the year to September 2024. Softer consumer spending is likely in coming quarters, reflecting household caution in the wake of the Smithfield closure, on top of weaker economic activity and population growth.



The outlook for agriculture has started to improve, most notably the dairy payout, with our dairy farmers expected to receive an additional \$98m this season, taking the annual pay-out to \$525m. Meat prices have improved too, led by beef, with a sluggish recovery for lamb and mutton prices.

Our tourism sector has performed strongly, but is starting to succumb to a stalling in international tourism recovery, and pullback in domestic tourism. Guest nights at commercial accommodation slipped down 0.6% in the year to September 2024, with domestic and international guest nights falling 9%pa in the September 2024 quarter.

Our housing market has started an earnest recovery, with a 6.3%pa rise in house values in the September 2024 quarter, ahead of a decrease of 0.3%pa nationally. However, renewed interest in house purchases is yet to translate to construction. New dwelling consents continue to slide, down 17% in the year to September 2024 nationally and in the District, with just 39 new dwelling consented in the quarter. Offsetting the softness in residential construction, non-residential consents jumped up in the September 2024 quarter, buoyed by \$22m of consents for industrial buildings.

Source: Infometrics

Statement of Intent – Three Year Operational Objectives

Support EXISTING BUSINESS to grow and prosper	
2024/25 Operational Activities	<ul style="list-style-type: none"> Realign a targeted industry engagement plan as to future plans, challenges, barriers, productivity improvements, decarbonisation etc.. Identify & assist existing business and industry expansion plans - access to key enablers water, power, people & supporting infrastructure & services Key stakeholder participation in the development of a South Canterbury Energy Strategy.
2024/25 KPI's	<ul style="list-style-type: none"> Energy Strategy Completed & Implemented. Detail expansion plan assistance provided to local business
Latest Update	<ul style="list-style-type: none"> Engaged with AIRNZ reps over ongoing flight cancellations. They are fully committed to Timaru service, addressing disruptions, and exploring the best way to service our area. Talks are progressing on all options available to enhance our schedule of flights and minimise disruptions. Along with Mayor and TDC CE met with a local building company on timeframes to progress subdivision requests for housing in-fill and also their desire for more consistency across the building consent process for "same plan" house construction. TDC CE progressing. Barkers factory expansion is underway, and we continue to work with them to identify opportunities for them to source raw product locally – potential new horticulture ventures. Two known expansion plans for local food processors have been deferred o/a current economic climate but we anticipate these being reignited over the next year. Whilst one of these processors is recognised as one of the most efficient production facilities within their group, their freight and distribution costs are one of the highest which is a clear barrier to them progressing their expansion plans. Having resilient and cost competitive multi-modal transport links is a critical to ensuring we retain and grow existing, and attract new, industry. A key issue to address. Collating details on individual decarbonisation activity for our large process heat users who are keen to tell this story to collectively evidence the steps being taken as this has been identified as a key workforce attraction topic. The South Canterbury Energy Strategy is to be reignited under the guidance of Alpine Energy. This will be aligned to the Canterbury Mayoral Forums Regional Energy Stocktake which is currently underway – VT has representation in both initiatives. Nearly 60 businesses/organisations were engaged with across the Sept 2024 quarter where we also prepositioned the aspirational Towards 2050 initiative. A few themes from these engagements included: <ul style="list-style-type: none"> Tough winter, Softened labour market seeing a noticeable increase in both the volume and quality of job applicants, however many have deferred recruitment decisions as trading conditions challenging. Market demand for some food processors down, lessening production Initial concerns about dry winter and potential for water restrictions impacting primary production since negated to some extent by recent weather. Ongoing struggle to attract teachers and teacher aid to the region



Attract & Assist NEW BUSINESS to the District	
2024/25 Operational Activities	<ul style="list-style-type: none"> Establish a Business & Investment attraction "hunter/gatherer" role. Develop enhanced Business Attraction resources for the district. Assist TDHL to secure tenancy for 13ha Washdyke Industrial Park.
2024/25 KPI's	<ul style="list-style-type: none"> Min 4 New Medium/Large Businesses committed to establish in Timaru District. Commitments in place for tenancy of Washdyke Industrial Park
Latest Update	<ul style="list-style-type: none"> Tania Stoddart appointed 26 August as VT's new Business Development Manager. The role will oversee Business Attraction, Towards 2050 facilitation and data gathering & analysis. Our districts unique selling points and strengths are being collated into "Make Timaru your Business" business attraction campaign which will be launched prior to years end – and initially targeted nationally into key entities, professional advisors, academic institutions/R&D's etc.. Hard copy and social media channels to be fully utilised for the campaign with supporting updated Information Memorandum developed able to be tailored to each specific opportunity identified. No new medium/large business engaged with by VT have committed to Timaru in the initial Sept 2024 quarter with the main current engagements summarised as follows: <ul style="list-style-type: none"> Global logistics company have deferred plans for a local facility for 18-24 months o/a need to complete 4 concurrent Australian and Auckland like developments first. Timaru remains firmly in their sights Future foods entity remain very interested in establishing a facility here within the Food Processing and Manufacturing environment – attracted by our central location, closeness to supply and utilities. Capital raise underway which will determine timeframes moving forward. The pressing need to attract a 3.5/4 star hotel locally has seen us update a local accommodation market overview which we have distributed to local known property owners who we understand are at various stages of discussions with differing hotel operators. Further early stage discussions underway with exciting opportunities within aviation (2), hospitality, aged care, and tourism sectors.

Assist business to attract, develop & maintain a skilled WORKFORCE	
2024/25 Operational Activities	<ul style="list-style-type: none"> Renew workforce attraction resources for industry and recruitment agencies. Amplify activity to "Expose Educate & Excite" our future workforce on local career pathways. (MyNextMove – MnM student transition initiative) Workforce Training – facilitate improved alignment of local training delivery that meets the needs of local industry.
2024/25 KPI's	<ul style="list-style-type: none"> # of new industry aligned locally provided training opportunities 20 pathway events, min 3500 students and 150 local businesses
Latest Update	<ul style="list-style-type: none"> New Workforce attraction video "what Makes Timaru Special?" launched and shared extensively to local business, recruitment agencies, educators etc. Refer Workforce Video Women in Trades Event 08th August. 22 exhibiting organisations (mix of local trades employers, training providers and employment support). 120 female attendees, a mix of jobseekers, school students and NEETS. Students from 5 different schools and the YMCA. Interview Skills session, run by Di Hay & Grant Jenkins for 50+ Year 12 students at Roncalli College. Worked with Multicultural Aoraki to utilise existing VT video resources to create a welcome to Timaru video resource for global newcomers to the District. Inspiring the Futures Craighead Diocesan: 5 Industry role models, 70 Year 7&8 students. Students ask questions to try guess what role models do for a job. Introduce new career roles and career advice. Inspiring the Futures Pilot: Former-refugee students. 25 students aged 14-25 (Some job seekers). 3 industry role models from different industries. Demystifying ideas around employment here in NZ, gender stereotypes, key skills, opportunities etc. With the Vocational Education changes for Polytechs, ITO's etc.. unwound by National Government we are to meet with Ara CE to seek their plans for the Timaru Campus and course deliver – content and mode. A fit for purpose industry informed training & development for existing and future workforce is top of the agenda along with exploring opportunities for the innovative development of an "educational hub" utilised by a variety of training providers potentially including targeted degree level courses delivered locally by University of Canterbury/Lincoln University. Along with Auckland, Hutt Valley, and Dunedin Cambers as Education to Employment (E2E) colleagues (MnM), we met with the Minister early October to present the merits of E2E seeking ongoing support beyond current contract expiry June 2025. Introducing TEC Skills Highway funding opportunity to local industry. Focussed on improving Literacy and Numeracy up to \$100K is available to fund bespoke training aligned to each business identified needs – forms, processes etc...



PROMOTE the district as destination of choice	
2024/25 Operational Activities	<ul style="list-style-type: none"> Further develop existing event offering, and attract new in/out of season events. Develop a Cruise Strategy in partnership with Primeport, tourist operators and community to grow Cruise Sector by providing the best possible experience for all cruise visitors.
2024/25 KPI's	<ul style="list-style-type: none"> Cruise Sector Economic Benefit reported on. Event ROI Economic Benefit for every \$ invested via Major Events Fund
Latest Update	<ul style="list-style-type: none"> Refresh of Event Facility and Business Event handbook resources is underway. Successful Major Event Fund recipients for 2024/25 advised in our June 2024 quarterly report to TDC – noting applications totalled \$555,947 v \$245,000 available. Cruise economic impact report – Released from CLIA (Cruise Lines Industry Association) and Cruise NZ. Key national findings in info graphic attached. The figures for Timaru show for the 2023-2024 season: <ul style="list-style-type: none"> 13 cruise days 15,687 pax on visit days 3,758 crew on visit days Passenger spending \$1.8m Crew spending \$0.2 Cruise lines spending \$1.2m. Total impact \$3.6m <p>When taking into account the passenger spending in port on retail, hospitality and Tours, plus cruise line costs (eg berthage, food and beverage, fuel and shore excursions arranged by the cruise lines) each passenger brings \$229.49 to Timaru District. The passenger and crew numbers are maximum capacity and do not always accurately reflect how many individuals visited Timaru.</p> With the support of the TDC's Major Events Fund we are excited to attract an International Tennis Federation 2nd Tier event to Timaru second week of Feb 2025. International livestreaming, ITF/WTF rankings, est 3750 attendees players, support staff and spectators. We are partnering with Primeport to develop a long term Cruise Strategy with this to commence Q2 2024/25. Traitors NZ shot at Claremont Castle screened in July receiving many plaudits https://thespinoff.co.nz/pop-culture/26-07-2024/why-this-season-of-the-traits-is-the-best-reality-tv-weve-ever-made SCOFF held 12-23 Sept involving 42 eateries and 30+ producers. Supporting sponsorship from Hospitality NZ and High Country Salmon, Mackenzie Region & Waimate District Council. National profile on Radio NZ with support ex AIRNZ via a Grabaseat prize package and promotion reaching 35,533 people with 74,055 impressions. Two Raw Sisters promotion with specially created SCOFF recipe shared on their socials and EDM. New Tourism Data dashboard launched on VT website refer https://www.vtdevelopment.co.nz/business/tourism-data Refresh of our Destination Management Plan commenced Sept and will be completed by December. VT's Di Hay has been elected as one of three South Island trustees for the Regional Tourism New Zealand national board. She joins representatives from Auckland, Bay of Plenty, Rotorua, Christchurch, and Queenstown, plus the independent chair. Key issue on the table for discussion is that work is now underway on a tourism growth roadmap. This work recognises the Government's ambition to grow exports value, and as New Zealand's second-highest export earner, tourism has a critical role to play in contributing to this.





Facilitate enabling and new to district INVESTMENT in infrastructure and community assets.	
2024/25 Operational Activities	<ul style="list-style-type: none"> Assist with identifying and processing key infrastructural opportunities of benefit to the district – (airport/port/ transport & logistics) Facilitate new residential development investment that provides typography diversity - property owner, developer, investor introductions. Coordinate and foster Central Government relationships to attract new investment to support local initiatives and prioritised projects.
2024/25 KPI's	<ul style="list-style-type: none"> Min 6 new residential developments progressed \$\$ of new to district investment Detail facilitated investment/development introductions made.
Latest Update	<ul style="list-style-type: none"> Assisting/endorsing Opuha Water and Timaru District Council with their respective Regional Infrastructure Investment applications to Kanoa to support resilience with dam R&M and acceleration of Councils Timaru Airport runway extension programme. VT along with Mayor, TDC CE and Chamber CE are engaged with the Canterbury Ambition initiative to collaboratively identify and prioritise the regions infrastructure needs and advocate into Central Government – initially via Regional Deals fund. Met with regional lead for Te Puni Kōkiri, the Governments principal policy advisor on Māori wellbeing and development, who in turn met with Arowhenua board representative . Jointly identifying local co-investment and collaborative economic development opportunities at scale with iwi, hapu and other entities to support Māori aspirations across manufacturing, processing, sustainability, housing and renewable energy. VT to meet with soon to be appointed new Commercial GM at Arowhenua to position opportunities. Timaru CBD Inner and near city Living project “Making it Happen” well advanced and with Council officers for review pending launch. Aligned to this we are currently engaged with/assisting 4 inner city living developments and a new to district developer/investor keen to explore similar opportunities. LINZ on behalf of SOUTH PAN will be progressing with installation of one of 5 x NZ reference stations at Timaru airport through Q1 next year. SouthPan is a joint NZ/Aus Government initiative tasked with providing satellite supported and freely accessible GPS at a significantly enhanced level. This will bring benefits right across our district to both industry and our personal lives -precision farming, civil engineering & construction, fleet monitoring, surveying etc... We are working with SouthPan to develop a Press Release to communicate this exciting news and associated economic benefits – likely PR out early Dec.. Investigating opportunities for the Smithfield site

MAKING IT HAPPEN

A guide to residential development in the Timaru City Centre

Information, ideas and inspiration for residential developers in the Timaru City Centre



Background	<p>Operationalising a “Timaru District Toward 2050” (T2050) long term focus will occur over the 2023-26 period and be completed in time to inform the Council’s Long Term Plan cycle in 2026. We will champion this aspirational vision for our district that, whilst challenging, will aim to ensure we maximise our potential across social, economic, and cultural areas. Engagement with key stakeholders and our wider communities will be a key feature of this work.</p> <p>The following copy of our joint press release provides this context in more detail.</p>
Key Points	<ul style="list-style-type: none"> • The initial (previously provided) aspirational report prepared for us by economist Benje Patterson was not the plan – but purely a report that set out 3 different scenarios whose primary purpose was to act as a <u>catalyst for us to start the conversation about our longer term future.</u> • Whilst the report was completed some months back it has been important we pre-positioned its findings with the Mayor and others in our community, to first seek their feedback and agreement that such a plan was both needed and the work was worthy of progressing. • This will not be VT or a TDC plan but <u>our Districts plan.</u> It will align to existing plans and strategies across various sectors and organisations.
Latest update	<ul style="list-style-type: none"> • T2050 has been pre-positioned with in excess of 60 individuals, businesses and organisations across Aug/Sept • The initiative was officially launched 4th November (delayed from proposed 28 Sept o/a Smithfield closure announcement) • The first engagement/consultation forum was held with leaders across key enabling sectors of our community on 5th November <ul style="list-style-type: none"> ○ Attendees represented: Health, Education, Iwi, Water, Energy, Regulatory/Planning, Business & Industry, Local Government, Infrastructure, Youth and Rural. ○ There was full agreement on the need for a longer term aspirational plan for our District and now is the “right time” ○ The forum collated our current foundations (Strengths/Uniqueness and associated challenges/opportunities) off which our plan will be formed. Education (of existing and future workforce), Energy and a “Can Do Timaru” enabling environment were some of the more prominent topics to come out of these initial discussions. ○ We also took time to discuss “blue sky opportunities” – those both aligned/adjacent to our existing strengths but also left field new to district opportunities. ○ The question of “for who are we doing the plan? was discussed at length with the consensus both at the forum and from subsequent feedback from participants being “Our People and Place” must be at the absolute centre of our plan. One such suggestion being a focus on “TŪPUNA PONO - Being Good (True) Ancestors”. ○ Forum input being collated and feedback to attendees and apologies for consideration and ongoing input/engagement • Engagements have also been undertaken with: <ul style="list-style-type: none"> ○ Temuka, Geraldine & Pleasant Point Community Boards ○ Multicultural Aoraki ○ Tongan Society ○ Samoan Society • We will be prioritising our meetings with Councillors to collate your input and thoughts on what an aspirational future looks like for our District. • T2050 wider engagement is ramping up and will continue over the next 6-9 months – ensuring as many voices as possible are heard to help inform the plan, the first draft of which to be available by 2025 year end at the latest. • Engagement outcomes/input will be communicated and detailed on our T2050 landing page where there is also a platform for all to provide input via a short questionnaire. Refer HAVE YOUR SAY - TOWARDS 2050



Feedback/Endorsements

Simon Carter: *We are immensely grateful for the ongoing support of Timaru District Council and Venture Timaru as one of the major funders of our staple events: the South Island Masters Games, Brews on the Bay, and the Timaru Seaside Festival. Venture Timaru's proactive and community-driven approach has been instrumental in bringing these events to life. Their dedication to fostering local growth and creating dynamic opportunities for the region is unparalleled. Their commitment to helping organisations like ours succeed reflects their vision of a vibrant, thriving Timaru. We are proud to partner with such a forward-thinking and passionate organisation that consistently goes above and beyond to support local initiatives.*

Grainstor: *I just wanted to take a moment to thank each of you and your teams for the tremendous effort and energy that went into making yesterday's Job Fair a success. The sense of community among local and even some not-so-local businesses was incredibly heartening, and it was clear how much thought went into the planning and execution of the event. The "have fun" mantra set at the briefing genuinely captured the spirit of the day. The positive energy and organization on-site were the foundation of a welcoming environment that allowed everyone to focus on connections and opportunities. I'm pleased to share that Farmers Mill welcomed a new team member today and we're hoping to extend another offer later this week. We're also all acutely aware of the distressing news surrounding the closure of the Alliance Smithfield meat works plant, and our thoughts are with those affected by this change. It's reassuring to know that with initiatives like yesterday's fair, there are avenues of support and opportunity for impacted workers. Thank you once again for everything you've done to bring this event to life. It was an inspiring day, and we're grateful for the chance to be a part of it.*

Silver Fern Farms: *Kia Ora team, Just a quick message from us here at Silver Fern Farms to thank you all for the hard work you put into yesterday's job fair. We spoke with some amazing people and managed to connect with around 25-30 people that we are hopeful we can match with suitable employment. It is amazing to see everyone is good spirits as well considering the circumstances - its brilliant support you are offering. Thank you very much for all your efforts and allowing us to be a part of it. Thanks again from all of us here at Silver Fern Farms 😊*

AWARDS RECOGNITION we were thrilled and humbled to be acknowledged by our peers in winning win both the Innovative use of Technology award, and then the Supreme Award, at the annual EDNZ Best Practice Awards recently, for the Mid & South Canterbury CoDrivr Virtual Reality Driving Simulator project.

Delivering a simulator into every secondary school across Mid & South Canterbury, providing our rangatahi with real road experiences without real world consequences to give them the confidence to start on their driver education and licensing journey has been so rewarding. Working with the developers Rhys, Claire and their team at GFactor of Dunedin to bring the collective vision of enhanced and accessible driver education to our next generation of drivers, to "reality" - a first for NZ. This initiative has only been possible with the unwavering support of our hugely



valued and equally determined funders and partners of which Timaru District Council and staff Suzy Ratahi and Daniel Naude have been a huge part - along with CODE - New Zealand's Centre of Digital Excellence, Fulton Hogan, Ashburton District Council, Ministry of Social Development NZ, Kānoa - Regional Economic Development & Investment Unit, Community Trust of Mid & South Canterbury, Brake, the road safety charity, Waimate District Council and the South Canterbury Transport and Logistics Group.



Financials

Venture Timaru			
Profit & Loss Statement			
1 July 2024 - 30 Sept 2024			
	YTD ACTUAL	YTD BUDGET	TDC SOI BUDGET
	30/09/2024	30/09/2024	2024/25
INCOME			
Economic Development Grant - TDC	\$ 186,250	\$ 186,252	\$ 745,000
Tourism Grant - TDC	\$ 102,000	\$ 102,000	\$ 468,000
MyNextMove Contract - ex MSD	\$ 36,527	\$ 36,527	\$ 176,700
Reg Apprenticeship Initiative - ex Kanoa (Provincial Development Unit)	\$ 97,394	\$ 97,394	\$ 300,000
Major Events Funding - Tourism ex TDC	\$ 115,000	\$ 140,000	\$ 245,000
Private Sector Partnership - TDC	\$ 710	\$ 700	\$ 13,000
Regional Events Funding - Tourism ex Central Government	\$ 62,495	\$ 62,495	\$ 71,995
Active Transport Strategy Trails - TDC	\$ -	\$ -	\$ 50,000
Other Income - ED	\$ 5,125	\$ 5,125	\$ 20,500
Other Income - Tourism	\$ 12,450	\$ 12,700	\$ 24,200
Interest Income	\$ 4,230	\$ 4,200	\$ 40,000
TOTAL INCOME	\$ 622,181	\$ 647,393	\$ 2,154,395
EXPENDITURE			
Development HR	\$ 115,336	\$ 126,783	\$ 461,010
Development expenses	\$ 64,059	\$ 65,537	\$ 339,490
Tourism HR & Expenses	\$ 105,448	\$ 112,406	\$ 517,200
MyNextMove Contract - ex MSD	\$ 32,452	\$ 32,590	\$ 190,000
Reg Apprenticeship Initiative - ex Kanoa (Provincial Development Unit)	\$ 97,394	\$ 97,394	\$ 300,000
Major Events Funding - Tourism ex TDC	\$ 115,000	\$ 140,000	\$ 245,000
Private Sector Partnership - TDC	\$ 710	\$ 700	\$ 13,000
Regional Events Funding - Tourism ex Central Government	\$ 62,495	\$ 62,495	\$ 71,995
Active Transport Strategy Trails - TDC	\$ -	\$ -	\$ 50,000
Special Projects - ex VT Reserves	\$ 9,554	\$ 9,550	\$ 95,000
TOTAL EXPENSES	\$ 602,448	\$ 647,455	\$ 2,282,695
Provision for taxation			
OPERATING SURPLUS/(DEFICIT)	\$ 19,733	-\$ 62	-\$ 128,300

Income – Tracking very much in line with YTD budget noting:

- Major Event Grants approved total \$245K for the 2024/25 year but we have only paid out \$115K as at 30/9/24 with residual to be paid out leading into the events scheduled for late 2024 and into 2025.
- We are undertaking work associated with the recently approved Active Transport Strategy (Trails related – hard copy, web and app based development of Districts walking and biking trails) with this work to be completed by Q2 2025.

Expenses:

- most notable variance is in HR expense underspend approx \$11K o/a new Business Development Manager role not appointed until end August.



Towards 2050 Press Release issued 4th Nov 2024:

Higher paid jobs, increased productivity, and an enviable quality of life for all that live here - it might sound too good to be true, yet realistically this needs to be what we aspire to for our district through to 2050 and beyond. As the economic and tourism agency for the district, Venture Timaru commissioned economist Benje Patterson of People and Places to project where the district could be by 2050 – primarily to kick start the conversation about our future.

The ensuing report, “Scenarios of an aspirational economic future for Timaru District”, looked at current trends across four key economic indicators - gross domestic product (GDP), job numbers, population growth and productivity - and assessed what the district would look like in 2050 if the status quo remained versus the hypothetical “a bit more” and “much better” scenarios. The report describes the “much better” scenario as the most “ambitious and transformational”, with employment increasing by 16,500 jobs and the district’s GDP nearly tripling.

The report highlights that maintaining the status quo presents challenges due to our aging population and rising death rate, a trend similar to most provincial areas across New Zealand. By 2050, 30 percent of our population will be at retirement age. To counteract this and keep our current level of employment, Timaru’s population will, as a minimum, need to increase from 50,200 to 53,000.

“The results were quite confronting – on current trends come 2050 we are neither better off nor do we maintain status quo, we actually go backwards, and this, being something I’m sure we all agree on, is simply not acceptable” said Nigel Davenport, Chief Executive of Venture Timaru. “Put bluntly we need to do much better to maintain and then enhance the vibrancy and prosperity of this great district of ours”.

Currently Timaru has a competitive advantage in the Food and Fibre, Logistics and Professional, scientific and technical services sectors.

“Moving forward it is important we play to and enhance our existing strengths but also explore and attract adjacent and new business while embracing innovation and creativity” say Davenport. Davenport believes now is the time to be bold, innovative and aspirational about the future of our district.

Mayor Bowen agrees “It’s time to take an aspirational approach to our future explore and offer new opportunities including breaking into new industries and markets, leading to more and higher-paying jobs”. “This is all about igniting a collaborative and cohesive aspirational approach to “all our district can be and so much more” come 2050 and beyond. Importantly, this will not be informed by individuals but by all of us” says Mayor Bowen.

“There will be no re-inventing any wheels, rather plans already underway across various sectors and areas will be brought together in a way that we can all grasp, advocate for and play our part in making happen” he says.

Davenport says while there is much more work to be done yet, he is excited about the next 1-2 years as Venture Timaru helps facilitate this important work with the wider community and help bring a Towards 2050 plan to life. “Wide spread engagement across our community is to get underway, as everyone who calls the district home has an important role to play, and we are keen to hear from everyone”.

“An online platform has been established to seek input from the wider community to help inform the Towards 2050 plan with this complimenting a variety of in person catch ups planned. “All are invited to share thoughts on how we can achieve a bolder, more innovative, and aspirational future for our District leading to 2050 and beyond”.

“All information gathered will be collated to help inform the development and subsequent implementation of a Towards 2050 plan which will encompass our communities aspirations for our District along with associated barriers to achievement and the opportunities to overcome these”.

We Love Timaru
July 11 at 1:56 PM · 🌐

Congratulations!! Well deserved U-Bake 🍩

Baking New Zealand
July 11 at 7:31 AM · 🌐

The results are in! 🍩 Here are New Zealand's best doughnuts...
South Island bakery U-Bake has taken out the top prize at Baking New Zealand's Decked Out.

We Love Timaru
August 16 at 11:40 AM · 🌐

On the menu 🍴

Want to find a great place to eat and have fun this weekend? Then head out to **Cafe Mes Amis - Orari Cafe and Mini Golf** for some delicious freshly made food and superb cakes and slices! Get competitive and enjoy a round of mini golf, themed with quirky aspects from around the cafe. Check out their Facebook page to see their delicious baked goods on offer. They are open daily from 7:30am - 4:30pm.

Venture Timaru
6 days ago · 🌐

How exciting is this? We're thrilled to be able to support bringing this to town with a grant from the Major Events Support Fund, which we administer for [Timaru District Council](#)

STUFF.CO.NZ

Timaru to serve up World Tennis Tour
Timaru's 'first-class' tennis centre has been confirmed as new host of host World Tennis Tour.

Fonterra's expansion a sign of confidence in region

South Canterbury

Rachael Comer

Fonterra's \$75 million expansion at its Studholme site in the Waimate District is "huge" for South Canterbury, the head of the district's tourism agency says.

Venture Timaru chief executive Nigel Davenport's comments come on the back of Wednesday's announcement that the dairy giant is expanding its factory at Studholme to create a hub for high value proteins.

Davenport said while the region was encountering "some challenging economic times, we will, as we always do come out the other side".

"The diversity and strength" of local industry sectors were a key reason for that, he said.

"As the Southern Hemisphere's largest dairy company, Fonterra's commitment to invest, and expand their already substantial local operations further with an eye to the future, is huge for us all."

He said it would provide even more opportunities across its supplier farmer network, as well as trades and servicing businesses and also provide career pathways for the region's youth.

Davenport said the news followed the announcement that Geraldine's Barker's factory is to undergo a massive expansion.

"Fonterra's announcement further amplifies the confidence businesses have that 'here is where they need to be to succeed' and our location is just a great place to do business."

He said South Canterbury was attractive for businesses because of its central



An aerial view of Waimate, home to Fonterra's Studholme site. JOHN BISSETT/THE TIMARU HERALD

South Island location and its accessibility and connectivity to key transport links. "And a skilled and knowledgeable workforce — all of which are encapsulated in an environment that is welcoming, collaborative, and openly business friendly."

Fonterra chief executive Miles Hurrell said the investment of about \$75m was part of the co-op's strategy to grow value through its world-leading ingredients business by partnering with customers who value the company's unique offering.

"We have valuable expertise in dairy science and innovation, making us leaders in the manufacture of dairy proteins and other advanced ingredient solutions," Hurrell said.

"The expansion of our Studholme site will allow us to increase production of this high-value product and ultimately grow returns to farmers."

Fonterra president global markets ingredients Richard Allen said the co-op's dairy ingredients were highly sought after by customers globally.

"We see significant opportunities in

the global high protein dairy category, which is projected to grow by close to US\$10 billion (NZ\$16,029,500,000) over the next four years, at an annualised growth rate of 7% per annum (Euromonitor 2024)," Allen said.

"Increasing our manufacturing capacity for functional proteins will enable us to continue to strengthen our offerings with existing customers as well as attract new business."

Site works at Studholme will begin next month with the first product expected to come off the line in 2026.

In addition to producing advanced proteins, the site will continue to support the South Island's milk processing as it has done since Fonterra acquired it in 2012.

Allen said the project team reviewed Fonterra's worldwide asset network before deciding on the Studholme site.

"It's pleasing to see we are able to expand an existing site to produce these high value ingredients."


"The Studholme site was chosen as it is the right size, relatively new and had been built with future expansion in mind. It makes sense economically and we're confident in the longevity of the site to supply these ingredients for the long term." Fonterra expects six new roles will be created at the site as a result of the project and a large number of contractors involved in the build will come from the Canterbury region.

The project will also support the conversion of Studholme's existing coal boiler to a coal-free alternative in line with Fonterra's commitment to exit coal by 2037.



Economic Development NZ
1,055 followers
1d • 🌐

This is a beautiful example of collaboration across Islands and EDAs. Congratulations, [Kelvin Wright](#), [Nigel Davenport](#), [Vaughan Cooper](#), [Chami Abeyasinghe](#), and [Stacey Hitchcock](#)!



Kelvin Wright • 1st
Tumu Whakarae - Te Puna Umanga
1d • 🌐


Collaborative mindsets, creating value, and sharing insights for NZ Inc.....

Great work by the collective to pull together a strategic collaboration with partner agencies to more efficiently progress food and fibre opportunities across the country

A huge thankyou to [AGMARDT \(The Agricultural and Marketing Research and Development Trust\)](#) for your continued support of this initiative and our other programs - without your support we wouldn't be able to do what we do.

Great strategic leadership from [Nigel Davenport](#) [Stacey Hitchcock](#) [Chami Abeyasinghe](#) [Vaughan Cooper](#) to create this partnership - love your work!

Venture Taranaki Trust



Collaborating across the regions: How economic development agencies are breaking down silos and...

agmardt.org.nz

👍 for Ffowcs-Williams and 4 others



My Next Move
Published by Liam Brown
September 25 at 3:55 PM • 🌐

Some snaps from last weeks [Inspiring the Future Aotearoa](#) career event at [Craighead Diocesan School, Timaru NZ](#) 🌟

This event was put on for Year 7 & 8 students to help ignite career thinking, breakdown industry stereotypes and to introduce some of the career pathways available in our region. We had 5 amazing role models attend from within our community. Students asked our role models 20 yes or no questions about their job and then had to guess what they thought it was. They then got to hear from role models about what they do and how they got started in their own careers.

Thank you to our superstar role models: [Tori from Total Automotive 2017 Ltd](#) 🚗, [Grace from Venture Timaru](#) 🏠, [Renee from New Zealand Police](#) 🚔, [Kellie from Sanford Limited](#) 🏢 and [Olivia from Precision Build NZ Ltd & Timaru District Council](#) 🏡



9.2 Presentation of Timaru District Holdings Limited Audited Annual Report 2023/24**Author:** Steph Forde, Corporate and Strategic Planner**Authoriser:** Stephen Doran, Group Manager Corporate and Communications**Recommendation**

That Council receives and notes the audited Timaru District Holdings Limited Annual Report for the financial year 01 July 2023 to 30 June 2024

Purpose of Report

- 1 The purpose of this report is to receive and note the Timaru District Holdings Limited (TDHL) audited Annual Report for the financial year 01 July 2023 to 30 June 2024.

Assessment of Significance

- 2 This matter is of low significance in terms of Council's Significant and Engagement policy. The priorities, business, and financial and non-financial performance of the company are in line with the agreed Statement of Intent for 2023/24.

Discussion

- 3 As a Council Controlled Organisation, TDHL is required to present an audited annual report including its financial statements to Council.
- 4 The Local Government Act 2002 sets out the statutory timeframe for which a Council Controlled Organisation must complete an Annual Report on the organisation's operations during the financial year. The timeframe for completion of the Annual Report is within three months after the end of the financial year.
- 5 TDHL received an unmodified audit report, with an emphasis of matter on the uncertainty over the value of investments in associates, on 26 September 2024. The audited annual report was authorised by the Chairperson and Deputy Chairperson on the 26 September 2024. The audited annual report and accompanying financial statements were presented to the shareholders at TDHL's annual meeting held on 06 November 2024.
- 6 The year end results are in line with the progress and forecasts reported to Council on a quarterly basis during the year.
- 7 The service level highlights were presented to Council on the 17 September 2024 in the TDHL Annual Management Report to 30 June 2024.

Attachments

1. **Timaru District Holdings Limited Audited Annual Report 2023/24** [↓](#) 



TDHL
Timaru District Holdings Ltd
Enabling Prosperity

Annual Report 2024



www.tdhl.co.nz

Timaru District Holdings Ltd
Annual Report for the year ended 30 June 2024

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Auditor's report



Timaru District Holdings Ltd

Annual Report for the year ended 30 June 2024

Directors' declaration

In the opinion of the Directors of Timaru District Holdings Limited ('the Company') the financial statements and notes, on pages 11 to 29:

- comply with New Zealand generally accepted accounting practice and present fairly the financial position of the Company as at 30 June 2024 and the result of operations for the year ended on that date;
- have been prepared using the appropriate accounting policies, which have been consistently applied and supported by reasonable judgments and estimates.

The Directors believe that proper accounting records have been kept which enable, with reasonable accuracy, the determination of the financial position of the Company and facilitate compliance of the financial statements with the Financial Reporting Act 2013.

The Directors consider that they have taken adequate steps to safeguard the assets of the Company, and to prevent and detect fraud and other irregularities. Internal control procedures are also considered to be sufficient to provide reasonable assurance as to the integrity and reliability of the financial statements.

The Directors are pleased to present the annual report including the financial statements of Timaru District Holdings Limited for the year ended 30 June 2024.



Mark F. Rogers (Chairperson)

Date: 26 September 2024



Rebecca L. Keoghan (Deputy Chairperson)

Date: 26 September 2024

Directory

Incorporation number	881487
Principal activities	Property – non-residential – renting or leasing
Registered office	2 King George Place Timaru 7910 New Zealand
Directors	Aaron W.K Bethune Peter J. Burt (ceased 6 December 2023) Rebecca L. Keoghan Sally B. Parker Mark F. Rogers Darren M. Evans (appointed 6 December 2023)
Shareholders	Timaru District Council 49,550,000 ordinary shares <hr style="width: 20%; margin-left: 0;"/> 49,550,000 ordinary shares <hr style="width: 20%; margin-left: 0;"/>
Auditor	Audit New Zealand, Christchurch On behalf of the Auditor-General



Timaru District Holdings Ltd
Annual Report for the year ended 30 June 2024

Highlights & Challenges



Timaru District Holdings Ltd

Annual Report for the year ended 30 June 2024

Chairman and General Manager Report

At TDHL, the significance of adhering to our strategy of growing a diverse investment portfolio has become increasingly apparent this year. The mid year loss of the Alpine dividend, due to the price path correction, coupled with the ongoing challenging trading conditions faced by both PrimePort and Alpine, has resulted in a notable decline in dividends and incorporated equity returns from our associates compared to previous years. However, this has been mitigated by a robust performance in the property portfolio, allowing us to fulfill our commitment to our shareholder by providing a sustainable, intergenerational return.

The events this year have reinforced the need to reinvest in the portfolio, pursue diversification options and continue to invest in relationships with our shareholder, joint venture partners and associates. It is through the strong relationships that we have built over the last 3 years that we are now better equipped to respond to the current challenges. A great example of this is the collaboration that is occurring with our fellow shareholders in Alpine through the joint director appointment process.

Looking ahead to 2024/25, we will continue to leverage our relationships for the betterment of the associates, actively engage with our shareholder to increase alignment to its 2024-34 Long Term Plan and continue to pursue and realise diversification opportunities that will ensure we can continue to provide a sustainable intergenerational return.

Financial performance

Our underlying operations remain strong with property revenue increasing 12.6%, which combined with disciplined cost controls and despite lower associate dividends, have supported a net cash surplus from operations of \$1.4m, down from \$2.3m last year.

The effects of reduced associate equity can be seen in the total comprehensive income for the year being \$6.6m, down from \$31.4m last year.

Despite the positive property portfolio revaluation, now valued at \$67.4m, this clearly illustrates the influence of the non cash incorporation of associate equity into TDHL's result.

We have prioritised our financial support to our shareholder through the \$1m dividend payment and \$1.5m in interest payments throughout the year. This resulted in total cash payments to Timaru District Council of \$2.5m.

The total assets have increased by \$5.6m to \$215.5m, while total liabilities have remained relatively static at \$30m, thus lifting shareholders equity by \$5.6m to a total of \$185.5m, maintaining shareholders funds to total assets in line with last year at 86%.



Timaru District Holdings Ltd

Annual Report for the year ending 30 June 2024



TDHL has a 50% shareholding in PrimePort Timaru Limited with the other 50% shareholding held by Port of Tauranga Limited. PrimePort plays a critical role connecting our district's exporters and importers to the world.



TDHL has a 47.5% shareholding in Alpine Energy Limited. The principal activity of Alpine Energy is electricity distribution to households and businesses in the South Canterbury region via its electricity distribution network.



TDHL owns 48Ha of industrial and commercial land and buildings across the Timaru District. The priority areas being 30Ha within the TimaruPort zone and 16Ha in the Washdyke industrial area.

Chairman and General Manager Report *cont*

Around the Board table this year we farewelled Peter Burt. We thank him for his service and contribution. In early 2024, we welcomed Darren Evans to the Board. We acknowledge the immediate and positive influence he is making.

In closing, we would like to extend our thanks and appreciation to the Mayor, Councillors, Chief Executive and Council Officers for their support throughout the year. As we move into 2024/25, we have already embarked on a programme of increased engagement and alignment with our shareholder and look forward to continuing this.



Mark F. Rogers (Chairperson)

Date: 26 September 2024



Frazer Munro (General Manager)

Date: 26 September 2024

Timaru District Holdings Ltd

Annual Report for the year ended 30 June 2024

Statement of objectives and performance

For the year ended 30 June 2024 in New Zealand dollars

Strategic Priorities	Performance Target	Achievement	
Intergenerational Investments Ensuring our intergenerational investments (PrimePort and Alpine) are well governed, meet the needs of our community, and provide a sustainable return.	Annually undertake at least one workshop with each associate on Board skills matrix, succession planning, strategic outlook and financial performance.	Target met. Board skills and succession planning is undertaken by the Board in consultation with fellow shareholders and supported by the engagement with the respective Board Chairs. Strategic and financial performance is achieved through reviewing quarterly reporting from the associates.	
Property Portfolio Manage and grow a property portfolio in a profitable manner that complements our associate investments and our shareholder's strategic priorities.	Achieve a three year rolling average return on investment of 7% or greater for Port property held for investment purposes.	Target met. Return of 7.3% achieved.	
New Investments & Diversification Pursue new and diverse investments that will grow the business.	Develop a Statement of Investment Policy and Objectives.	Target met. Policy developed, presented and discussed with Council in December 2023 and adopted by Board as final in March 2024.	
Providing Shareholder Return First and foremost, to provide the shareholder with a sustainable cash dividend and under specific circumstances support projects that align with the Shareholder's Strategic Priorities.	Pay a dividend to TDC of \$1m.	Target met. \$500k paid in December 2023 and \$500k paid in June 2024.	
	Hold at least one workshop with Council per annum.	Target met. Workshops held in December 2023, April 2024 and May 2024.	
	Achieve statutory compliance.	Target met. All statutory reporting time frames and compliance requirements met.	
	Review the Dividend Policy.	Target met. Completed in June 2024.	
Relationships + Partnerships Ensuring we invest time and effort into the relationships with our shareholder, joint venture partners, associates and future investment partners. Ensuring we are aligned to our shareholder's Long Term Plan.	That the TDHL Chair and/or GM presents the quarterly reports to Council	Target met. Chair and GM presented reports at 17 October, 12 December and 26 March Council meetings. The Board also welcomed the Mayor and CE for part of the April Board meeting.	
Financial Metrics			
EBITA (excluding revaluations)	\$3,749,767	\$3,961,000	Target met due to inclusion of shares of associate surplus within target.
Net Profit to S/H Funds	6.9%	3.4%	Targets not met. The significantly under budget incorporated associate equity is responsible for not meeting these targets, noting that these are non cash incorporations.
Net tangible assets/share	\$6.20	\$5.97	
Earnings per share	\$0.43	\$0.20	
Dividends per share	\$0.03	\$0.03	Target met. Total dividend of \$1m paid to Council.
Shareholder funds to total assets	87%	86%	Target not met due to reduced associates equity.

Statement of comprehensive income

For the year ended 30 June 2024 in New Zealand dollars

	Note	2024 \$000	2023 \$000
Revenue	3	3,313	2,943
Share of associate surplus	10	3,295	10,564
Revaluation of investment properties	8	3,682	10,167
		10,290	23,674
Operating expenses	5	(2,647)	(1,502)
Gain on sale of property held for sale	9	-	31
Operating profit before financing costs		7,643	22,203
Finance income		114	184
Finance expenses		(2,003)	(1,607)
Net financing costs	4	(1,889)	(1,423)
Profit before income tax		5,754	20,780
Income tax benefit/(expensive)	6	583	(92)
Profit for the year		6,337	20,688
Other comprehensive income			
Share of associate surplus - other comprehensive income	10	343	10,683
Other comprehensive income for the year, net of income tax		343	10,683
Total comprehensive income for the year		6,680	31,371

The accompanying accounting policies, notes and audit report should be read in conjunction with the financial statements.



Timaru District Holdings Ltd

Annual Report 2023/2024

Statement of financial position

As at 30 June 2024 in New Zealand dollars

	Note	2024 \$000	2023 \$000
Assets			
<i>Current assets</i>			
Cash and cash equivalents	7	986	1,663
Other financial assets		-	1,500
Trade and other receivables		185	634
Property held for sale	9	1,202	432
Total current assets		2,373	4,229
<i>Non-current assets</i>			
Right of use assets		8	16
Investment properties	8	67,398	62,684
Investments in associates	10	145,240	142,831
Deferred tax asset	6	471	131
Total non-current assets		213,117	205,662
Total assets		215,490	209,891

	Note	2024 \$000	2023 \$000
Liabilities			
<i>Current liabilities</i>			
Trade and other payables	11	414	1,020
Employee benefits		29	22
Income tax payable	6	624	899
Lease liabilities		9	7
Total current liabilities		1,076	1,948
<i>Non-current liabilities</i>			
Interest bearing loans and borrowings	12	28,881	28,081
Lease liabilities		-	9
Total non-current liabilities		28,881	28,090
Total liabilities		29,957	30,038
Equity			
Share capital	15	31,000	31,000
Retained earnings		128,674	123,337
Asset revaluation reserve		25,859	25,516
Total equity		185,533	179,853
Total liabilities and equity		215,490	209,891

Statement of changes in equity

For the year ended 30 June 2024 in New Zealand dollars

	Note	Share capital \$000	Retained earnings \$000	Asset revaluation reserve \$000	Total \$000
Balance at 1 July 2023	15	31,000	123,337	25,516	179,853
Total comprehensive income for the year					
Profit for the year		-	6,337	343	6,680
Total comprehensive income for the year		-	6,337	343	6,680
Transactions with owners of the Company					
Dividends paid during the year		-	(1,000)	-	(1,000)
Total transactions with owners		-	(1,000)	-	(1,000)
Balance at 30 June 2024		31,000	128,674	25,859	185,533

Balance at 1 July 2022	15	31,000	103,649	14,833	149,482
Total comprehensive income for the year					
Profit for the year		-	20,688	10,683	31,371
Total comprehensive income for the year		-	20,688	10,683	31,371
Transactions with owners of the Company					
Dividends paid during the year		-	(1,000)	-	(1,000)
Total transactions with owners		-	(1,000)	-	(1,000)
Balance at 30 June 2023		31,000	123,337	25,516	179,853

The accompanying accounting policies, notes and audit report should be read in conjunction with the financial statements.



Timaru District Holdings Ltd

Annual Report for the year ended 30 June 2024

Statement of cash flows

For the year ended 30 June 2024 in New Zealand dollars

Note	2024 \$000	2023 \$000
Cash flows from operating activities		
Cash received from customers	3,782	3,407
Cash paid to suppliers and employees	(2,321)	(2,131)
Interest received	114	184
Interest paid	(1,923)	(1,435)
Dividends received	1,700	2,278
Net cash from operating activities	1,352	2,303
Cash flows from investing activities		
Proceeds from other financial assets	1,500	4,000
Proceeds from sale of property held for sale	-	1,023
Acquisition of investment property	(3,319)	(6,343)
Acquisition of other financial assets	-	(3,000)
Net cash (to)/from investing activities	(1,819)	(4,320)
Cash flows from financing activities		
Proceeds from loans and borrowings	800	3,900
Dividends paid	(1,000)	(1,000)
Lease payments	(10)	(5)
Net cash from/(to) financing activities	(210)	2,895
Net (decrease)/ increase	(677)	878
Opening cash and cash equivalents 1 July	1,663	785
Closing cash and cash equivalents 30 June	7	1,663

Notes to the financial statements

1 Reporting entity

Timaru District Holdings Limited ("the Company") is a Council Controlled Trading Organisation as defined in the Local Government Act 2002. The Company is wholly owned by Timaru District Council. The Company began operation on 29 October 1997.

The entity consists of Timaru District Holdings Limited, and associated entities, PrimePort Timaru Limited (50%) and Alpine Energy Limited (47.50%). All entities are incorporated in New Zealand under the Companies Act 1993.

The Company's principal activity is property nonresidential renting or leasing.

The financial statements presented are for Timaru District Holdings Limited as at and for the year ended 30 June 2024.

2 Basis of preparation

The financial statements of Timaru District Holdings Limited have been prepared in accordance with the requirements of the Companies Act 1993, the Local Government Act 2002 and the New Zealand International Financial Reporting Standards.

The financial statements have been prepared in accordance with New Zealand Generally Accepted Accounting Practice ("NZ GAAP"). They comply with New Zealand equivalents to International Financial Reporting Standards ("NZ IFRS"), and other applicable Financial Reporting Standards, as appropriate for profit oriented entities.

For the purposes of complying with NZ GAAP, the Company is eligible to apply Tier2 Forprofit Accounting Standards (New Zealand equivalents to International Financial Reporting Standards Reduced Disclosure Regime ("NZ IFRS RDR") on the basis that it does not have public accountability and is not a large forprofit public sector entity. The Company has elected to report in accordance with NZ IFRS RDR and has applied disclosure concessions.

All accounting policies set out below have been consistently applied to all periods presented in these financial statements. Where applicable, certain comparatives have been restated to comply with the accounting presentation adopted in the current year to ensure consistency with the current year classification.

Changes in accounting policies

There have been no changes in accounting policies during the year. Accounting policies have been applied consistently to all years presented in these financial statements.

Amendment to NZ IAS 1

The Company adopted Disclosure of Accounting Policies (Amendments to NZ IAS 1 and IFRS Practice Statement 2) from 1 January 2023. The amendments require the disclosure of 'material', rather than 'significant', accounting policies. The amendments also provide guidance on the application of materiality to disclosure of accounting policies, assisting entities to provide useful, entity-specific accounting policy information that users need to understand other information in the financial statements. The amendments did not result in any changes to the accounting policies or accounting policy information disclosed in the financial statements.

Basis of measurement

The financial statements have been prepared on the historical cost basis, except for investment property which are measured at fair value, and associates which are equity accounted. Fair values have been determined for measurement purposes based on the methods outlined in the notes specific to the asset.

Where applicable, further information about the assumptions made in determining fair value is also disclosed in the notes specific to that asset or liability.

These financial statements are presented in New Zealand dollars (\$) which is the Company's functional currency, rounded to the nearest thousand dollars (\$000). They have been prepared on a GST exclusive basis except for receivables and payables that are stated inclusive of GST.

Use of estimates and judgements

The preparation of the financial statements in conformity with NZ IFRS RDR requires management to make judgements, estimates and assumptions that affect the application of accounting policies and the reported amounts of assets, liabilities, income and expenses. Actual results may differ from these estimates.

Timaru District Holdings Ltd

Annual Report for the year ended 30 June 2024

The principal areas of judgement in preparing these financial statements are set out below. Information about critical judgements in applying accounting policies that have the most significant effect on the amounts recognised in the financial statements is included in the following notes:

- Note 8 Valuation of investment property.

Foreign currency*Foreign currency transactions*

Transactions in foreign currencies are translated to the functional currency of the Company at exchange rates at the dates of the transactions.

Goods and Services Tax

All items in the financial statements are exclusive of goods and services tax (GST) with the exception of receivables and payables which are stated with GST included. Where GST is irrecoverable as an input tax then it is recognised as part of the related asset or expense. Timaru District Holdings Limited became registered for GST in January 2007 and all parent transactions prior to this time were recorded inclusive of GST.

Impairment

The carrying amounts of the Company's non financial assets are reviewed at each reporting date to determine whether there is any indication of impairment. If any such indication exists, then the asset's recoverable amount is estimated. Goodwill and indefinite lived intangible assets are tested annually for impairment.

An impairment loss is recognised if the carrying amount of an asset or its related cash generating unit (CGU) exceeds its estimated recoverable amount.

The recoverable amount of an asset or CGU is the greater of its value in use and its fair value less costs to sell. In assessing value in use, the estimated future cash flows are discounted to their present value using a pretax discount rate that reflects current market assessments of the time value of money and the risks specific to the asset or CGU. For the purpose of impairment testing, assets that cannot be tested individually are grouped together into the smallest group of assets that generates cash inflows from continuing use that are largely independent of the cash inflows of other assets or CGUs.

Cash and cash equivalents policy

Cash and cash equivalents means cash balances on hand, held in bank accounts, demand deposits and other highly liquid investments in which the Company invests as part of its day today cash management.

Derivative financial instruments

Derivatives held by associates are initially measured at fair value. Subsequent to initial recognition derivatives are measured at fair value and changes therein are generally recognised in profit or loss.

3 Revenue

	2024 \$000	2023 \$000
Property rentals	3,313	2,943
	3,313	2,943

Revenue is recognised when the performance obligation associated with the respective contract is satisfied and can be reliably measured.

Rental income from the investment property is recognised as revenue when due and paid by the Lessee and is spread evenly over the lease period. Rental income from investment property solely comprises of operating lease income from lease contracts in which the Company acts as a lessor (refer to note 20).

4 Net financing costs

	2024 \$000	2023 \$000
Interest income	114	184
Finance income	114	184
Interest expense	(2,003)	(1,607)
Finance expense	(2,003)	(1,607)
Net financing costs	(1,889)	(1,423)

Finance income and expenses policy

Finance income comprises interest income on funds invested using the effective interest method.

Finance expense comprise interest expense on interest bearing loans and borrowings. The interest expense component of interest bearing loans and borrowings is recognised as an expense using the effective interest rate method.

5 Operating expenses

	2024 \$000	2023 \$000
Directors' fees	209	208
Audit fees – Audit fees relating to the previous financial year	11	17
Audit fees – Annual accounts audit	35	27
Holding Company operating costs	1,025	803
Bad debts written off	1	-
Impairment/(reversal of impairment)	911	(13)
Depreciation – Lease assets	8	5
Employee benefits	447	455
	2,647	1,502

Timaru District Holdings Ltd

Annual Report for the year ended 30 June 2024

6 Income tax

	2024 \$000	2023 \$000
<i>Tax recognised in profit or loss</i>		
Current tax expense		
Current period	(244)	(132)
Total current tax expense	(244)	(132)
Deferred tax expense		
Origination and reversal of temporary differences	(339)	224
Total deferred tax (benefit)/expense	(339)	224
Total income tax (benefit)/expense	(583)	92
<i>Reconciliation of effective tax rate</i>		
Profit before tax	5,754	20,780
Income tax using the Company's domestic tax rate of 28%	1,610	5,818
Permanent differences	(1,717)	(5,088)
Imputation credits received on dividends	(476)	(638)
Income tax (benefit)/expense	(583)	92
<i>Deferred tax</i>		
Investment property	203	122
Property held for sale	259	4
Employee benefits	8	6
Lease liability	3	4
Right of use assets	(2)	(5)
Net deferred tax asset	471	131

The current tax liability of \$624,000 (2023: 899,000) represents the amount of income taxes payable in respect of current and prior periods.

Income tax policy

Tax expense comprises current and deferred tax and is calculated using rates enacted or substantively enacted at balance date. Current tax and deferred tax is recognised in profit or loss except to the extent that it relates to items recognised directly in equity or other comprehensive income, in which case the tax is recognised as an adjustment against the item to which it relates.

Current tax is the expected tax payable or receivable on the taxable income or loss for the year, using tax rates enacted or substantively enacted at the reporting date, and any adjustment to tax payable in respect of previous years.

Deferred tax is recognised in respect of temporary differences between the carrying amounts of assets and liabilities for financial reporting purposes and the amounts used for taxation purposes. Deferred tax is not recognised on the initial recognition of goodwill. A deferred tax asset is recognised only to the extent that it is probable that future taxable profits will be available against which the asset can be utilised.

7 Cash and cash equivalents

	2024 \$000	2023 \$000
Current assets		
Bank accounts	986	1,663
Total cash and cash equivalents in the statement of cash flows	986	1,663

8 Investment properties

	2024 \$000	2023 \$000
Opening balance	62,684	45,488
Change in fair value	3,682	10,167
Acquisition of investment property	2,713	7,029
Reclassifying showgrounds lot 7 to property held for sale	(1,681)	-
Closing balance	67,398	62,684
Amounts recognised in profit or loss for investment properties		
	2024 \$000	2023 \$000
Rental income from operating leases	3,313	2,943
Direct operating expenses from property that generated rental income	(631)	(563)
Direct operating expenses from property that did not generate rental income	(41)	(54)
Fair value gain recognised in other income	3,682	10,167
	6,323	12,493

Timaru District Holdings Ltd

Annual Report for the year ended 30 June 2024

Measuring investment property at fair value

Investment properties are land and buildings where the building is built to maximise the return on land and buildings as an “interim use”, are held for long term rental yield and are not occupied by the company. Investment property also includes property that is being constructed or developed for future use as investment property.

Properties leased to third parties under operating leases are generally classified as investment property unless:

- The occupants provide services that are integral to the operation of the company's business;
- The property is being held for future delivery of services.

Land where there are infrastructure services in place or there is a firm commitment to provide such infrastructure is classified as investment property. Buildings that are held for a currently undetermined future use, or that are vacant but held to be leased out under one or more operating leases, are classified as investment properties.

The classification of properties is done at the lowest possible level. Thus, where part of a property is occupied by a party other than the company, consideration is given to whether that portion of the building could be classified as an investment property. Classification as an investment property will be indicated if the section of the building could be separately sold or leased under a finance lease.

If the section of the property occupied by a party other than the company is unable to be sold or leased separately from the rest of the building, the building is assessed as a whole and will usually only be classified as investment property if the company occupies an insignificant portion of the total building.

Investment property is carried at fair value, based on valuation methodologies using direct sales comparison or a direct capitalisation of rental income using market comparison of capitalisation rates. These values are determined annually by external valuers. Gains or losses arising from a change in fair value are recorded in the Statement of Comprehensive Income.

Fair value measurement on property under construction is only applied if the fair value is considered to be reliably measurable.

If it is determined that the fair value of an investment property under construction is not reliably determinable but the company has an expectation that the fair value of the property will be reliably determinable when construction is complete, the investment property under construction will be measured at cost until either its fair value becomes reliably determinable or construction is completed (whichever is earlier).

Transfers are made to investment property when there is a change in use. This may be evidenced by ending of owner occupation, commencement of an operating lease to another party or commencement of construction or development for future use as investment property.

The Company leases out its investment properties. The Company classified these leases as operating leases, because they do not transfer substantially all of the risks and rewards incidental to the ownership of the assets.

The following table sets out a maturity analysis of lease payments, showing the undiscounted lease payments to be received after the reporting date.

	2024 \$000	2023 \$000
One year	1,882	2,254
Two years	1,570	1,878
Three years	1,562	1,618
Four years	1,440	1,239
Five years	1,093	943
More than five years	12,919	13,343
	20,466	21,275

9 Property held for sale

Property Held for sale are classified as held for sale if their carrying amount will be recovered principally through a sale transaction within the next financial year. Property held for sale is valued at the lower of carrying amount and fair value to sell less costs to sell.

Any impairment losses for writedowns of noncurrent assets held for sale are recognised in the profit or loss. Any increases in fair value (less costs to sell) are recognised up to the level of any impairment losses that have been previously recognised.

Property held for sale is not depreciated or amortised while they are classified as held for sale.

Sale of Showground

	2024 \$000	2023 \$000
Sale of property held for sale	-	663
Opening carrying value of Showgrounds	-	(620)
Reversal of impairment	-	(12)
Gain recognised as income	-	31

At 30 June 2023 Timaru District Holdings Limited had committed to selling Showgrounds lots 8 and 9 with an expected settlement date of October 2023. This contract has been renegotiated to extend the settlement date into FY2026 and to include Showgrounds lot 7 in the sale.

Timaru District Holdings commitments as at 30 June 2024 are to sell Showgrounds lots 7, 8 and 9. Showgrounds lot 7 has been reclassified from investment property to property held for sale to reflect the change in conditions. Upon reclassification the value of lot 7 was remeasured to its fair value less cost to sell and an impairment of \$910,870 has been recognised in the statement of comprehensive income.

Timaru District Holdings Ltd

Annual Report for the year ended 30 June 2024

10 Investments in associate companies

The interest in the associate companies has been reflected in the financial statements on an equity accounting basis, which shows the share of surplus/deficits in the profit for the year and the share of post acquisition increases/decreases in net assets in the statement of financial position.

For the purpose of equity accounting, all property, plant and equipment is stated at cost less accumulated depreciation and accumulated impairment losses with the exception of port land and other land which is recognised at fair value. Port land is revalued every year, other land is revalued cyclically every 3 years. Other land was last revalued in 2023.

An impairment assessment has been completed for the Company's investment in associate entities (Alpine Energy Limited and PrimePort Timaru Limited) as at 30 June 2024. No impairment loss has been recognised.

PrimePort Timaru Ltd

Principal activity: Port operator

Ownership: 50.0% (2023: 50.0%)

Balance date: 30 June

Results of Associate

	2024 \$000	2023 \$000
Share of Profit before tax	2,267	3,636
Taxation	(1,287)	(964)
Share of Profit After Tax	980	2,672
Share of Other Comprehensive Income	343	10,065
Share of Total comprehensive income	1,323	12,737
Interest in Associate		
	2024 \$000	2023 \$000
Balance at Beginning of Year	51,108	39,471
Recognised total comprehensive income	1,323	12,737
Dividends	(758)	(1,100)
Balance at End of Year	51,673	51,108
Share of Recognised total comprehensive income	1,323	12,737
Share of profit after tax	980	2,672
Share of other comprehensive income	343	10,065
Dividends Paid	(758)	(1,100)
Total movement in investment	565	11,637

Summarised financial information of PrimePort Timaru Limited presented on a gross basis

	2024 \$000	2023 \$000
Current Assets	5,742	4,211
Non Current Assets	160,368	152,583
Current Liabilities	2,679	30,511
Non Current Liabilities	60,089	24,070
Revenues	30,344	28,977
Profit or loss from continuing operations	2,500	5,049
Other Comprehensive Income	144	20,130
Total Comprehensive Income	2,644	25,474

10 Investments in associate companies (continued)

Alpine Energy Ltd
Principal activity: Electricity Distribution
Ownership: 47.50% (2023: 47.50%)
Balance date: 31 March

The financial statements of Alpine Energy are prepared for the year ended 31 March 2024. During the year, Alpine Energy discovered administrative errors in its previous nine years' Information Disclosure Schedules which it submitted to the Commerce Commission (the Commission). Details of the error and the amended Disclosure Schedules are available on Alpine Energy's website.

The amended information is under review by the Commerce Commission to determine the appropriate course of action. There is a range of possible actions that the Commerce Commission may take against Alpine Energy, depending on the outcome of its review which is expected to be finalised during the next financial year.

Until such time, the outcome of the review remains uncertain. The impairment assessment therefore does not take account of this matter because the possible effects cannot be determined with any certainty.

For the purpose of equity accounting all property plant and equipment is stated at cost less accumulated depreciation and impairment losses with the exception of land which is recognised at fair value. Land is revalued every 3 years and was last revalued in 2023.

Results of Associate	2024 \$000	2023 \$000
Share of Profit before tax	4,452	10,194
Taxation	(2,137)	(2,302)
Share of Profit After Tax	2,315	7,892
Share of Other Comprehensive Income	-	618
Share of Total comprehensive income	2,315	8,510

The accompanying accounting policies, notes and audit report should be read in conjunction with the financial statements.



Timaru District Holdings Ltd

Annual Report for the year ended 30 June 2024

Interest in Associate	2024 \$000	2023 \$000
Balance at Beginning of Year	91,723	84,391
Recognised total comprehensive income	2,315	8,510
Dividends	(471)	(1,178)
Balance at End of Year	93,567	91,723
Share of Recognised total comprehensive income	2,315	8,510
Dividends Paid	(471)	(1,178)
Total movement in investment	1,844	7,332

Summarised financial information of Alpine Energy Limited presented on a gross basis

	2024 \$000	2023 \$000
Current Assets	24,206	21,806
Non Current Assets	339,166	324,126
Current Liabilities	14,340	17,387
Non Current Liabilities	152,052	135,446
Revenues	86,108	80,346
Profit or loss from continuing operations	5,254	14,703
Other Comprehensive Income	(381)	2,692
Total Comprehensive Income	4,873	17,395

Consolidated Investment in Associates

	2024 \$000	2023 \$000
Balance at beginning of year	142,831	123,862
Recognised total comprehensive income	3,638	21,247
Dividends	(1,229)	(2,278)
Balance at End of Year	145,240	142,831

11 Trade and other payables

	2024 \$000	2023 \$000
Trade creditors and accruals	236	844
Interest payable	159	164
Sundry payables	13	12
GST payables	6	-
	414	1,020

Trade and other payables policy

Trade and other payables are initially measured at fair value and subsequently measured at amortised cost using the effective interest rate. These amounts represent liabilities for goods and services provided to the Company prior to the end of financial year which are unpaid. The amounts are unsecured and are usually paid within 30 days of recognition.

12 Interest bearing loans and borrowings

	Note	2024 \$000	2023 \$000
Non-current		7,200	6,400
Bank loans	14	21,681	21,681
Loans from Timaru District Council		28,881	28,081

The interest rates for the loans from Timaru District Council range from 6.97% to 7.09% (2023: 4.03% to 7.04%). These loans have no fixed repayment terms and are repayable within 366 days (2023: 366 days) after notice by the Council seeking repayment of the outstanding amount. The interest rate applied is linked to the bank bill rate for the period plus basis points agreed with the Council.

The interest rates for the bank loan facilities range from 6.92% to 7.45% (2023: 3.46% to 6.95%). The \$7,200,000 borrowing is on a fixed interest rate of 6.95% until 29 July 2024. The interest rate applied to the wholesale money market borrowing is reviewed every month by reference to the bank bill bid rate for that period. The average rate on the wholesale money market borrowing during the year is 6.43%.

Maturity dates of the interest rate instruments within the long term facility are:

	2024 \$000	2023 \$000
One to two years	7,200	6,400

Security

Timaru District Holdings Limited commercial bills are secured by a first ranking general security agreement over all property of the company. Loan from Timaru District Council to the Company is secured by Debenture over the company's assets.

Interest bearing loans and liabilities policy

Borrowings are initially recognised at fair value, net of transaction costs incurred.

Borrowings are subsequently measured at amortised cost. Any difference between proceeds (net of transaction costs) and the redemption amount is recognised in the profit and loss over the period of the borrowing using the effective interest method. Borrowings are classified as current liabilities unless the Company has an unconditional right to defer settlement of the liability for at least 12 months after balance date.

Timaru District Holdings Ltd

Annual Report for the year ended 30 June 2024

Financial instruments classification

Financial instruments are recognised in the Statement of Financial Position when the Company becomes party to a financial contract. They include cash and cash equivalents, short term investments, trade and other receivables, trade and other payables, interest bearing loans and borrowings, lease liabilities, shares in associate companies, related party receivables, and related party payables.

Financial assets (except for trade receivables without a significant financing component) and liabilities are initially measured at fair value plus, for an item not at fair value through profit and loss (FVTPL), transaction costs that are directly attributable to its acquisition or issue. A trade receivable without a significant financing component is initially measured at the transaction price.

Financial assets and liabilities are classified into the following categories:

Financial assets held at amortised cost

A financial asset is measured at amortised cost if it meets both of the following conditions, and is not designated as at FVTPL:

- the asset is held within a business model whose objective is to hold assets to collect contractual cash flows; and
- the contractual terms of the financial asset give rise on specified dates to cash flows that are solely payments of principal and interest on the amounts outstanding.

Financial assets at amortised cost are subsequently measured at amortised cost using the effective interest method. The amortised cost is reduced by impairment losses. Interest income, foreign exchange gains and losses and impairment are recognised in profit and loss. Any gain or loss on derecognition is recognised in profit and loss.

Financial assets held at amortised cost comprise: cash and cash equivalents, short term investments, trade and other receivables, and related party receivables.

Financial assets held at fair value through profit and loss

All financial assets not classified as measured at amortised cost or FVOCI are measured at FVTPL. This includes all derivative financial assets.

Financial assets at FVTPL are subsequently measured at fair value. Net gains and losses, including any interest or dividend income, are recognised in profit and loss.

Financial assets at FVTPL comprise derivative financial instruments.

Financial assets held at fair value through other comprehensive income

A financial asset is measured at fair value through other comprehensive income (FVOCI) if it meets both the following conditions, and is not designated as at FVTPL:

- the asset is held within a business model whose objective is achieved by both collecting contractual cash flows and selling financial assets; and
- the contractual terms of the financial asset give rise on specified dates to cash flows that are solely payments of principal and interest on the amounts outstanding.

Financial liabilities held at amortised cost

Financial liabilities not designated as at FVTPL on initial recognition are classified as at amortised cost. Financial liabilities at amortised cost are subsequently measured at amortised cost using the effective interest method. Interest expense and foreign exchange gains and losses are recognised in profit and loss. Any gain or loss on derecognition is recognised in profit and loss.

Financial liabilities held at amortised cost comprise: trade and other payables, interest bearing loans and borrowings, related party payables, and lease liabilities.

Impairment - financial assets

The Company recognises loss allowances for expected credit losses (ECLs) on financial assets measured at amortised cost.

ECLs are a probabilityweighted estimate of credit losses. Credit losses are measured as the present value of all cash shortfalls (i.e. the difference between the cash flows due to the entity in accordance with the contract and the cash flows that the Company expects to receive).

The gross carrying amount of a financial asset is written off when the Company has no reasonable expectations of recovering a financial asset in its entirety or a portion thereof.

The carrying value of financial assets and liabilities are as follows:

	2024 \$000	2023 \$000
Financial assets as per balance sheet		
<i>Measured at amortised cost:</i>		
Cash and cash equivalents	986	1,663
Other financial assets – short term deposits Receivables	-	1,500
Total financial assets	98	634
	1,084	3,797

GST receivable and prepayments do not meet the definition of a financial asset and have been excluded from the above table.

	2024 \$000	2023 \$000
Financial liabilities as per balance sheet		
<i>Measured at amortised cost:</i>		
Payables and accruals	398	1,020
Other financial assets – short term deposits Receivables	28,881	28,081
Total financial assets	29,279	29,101

GST payable, fringe benefit taxes and employee entitlements do not meet the definition of a financial liability and have been excluded from the above table.

Timaru District Holdings Ltd

Annual Report for the year ended 30 June 2024

14 Related parties

Key management personnel

Key management personnel comprise the Directors and the General manager and property manager .

Key management personnel compensation comprised of:

	2024 \$000	2023 \$000
Short term employee benefits	438	447
Post employment benefits	9	8
	447	455

Dividends paid

During the year a dividend of \$1,000,000 (2023: \$1,000,000) was paid to Timaru District Council.

Transactions involving related entities

The entities, the nature of the relationship and the types of transactions which the Company entered into during the period are detailed below:

Related entity	Nature of relationship	Types of transactions
Timaru District Council	Parent	Sales, purchases, loan payable, balance payable
Alpine Energy Limited	Associate	Sales, balance receivable
PrimePort Timaru Limited	Associate	Sales, balance receivable

The following transactions between related parties occurred during the year:

Related party	2024					
	Sale of goods and services \$000	Purchase of goods and services \$000	Dividend received \$000	Balances receivables \$000	Balances payable \$000	Loan payable \$000
Timaru District Council	56	1,924	-	-	121	21,681
Alpine Energy Limited	2	-	471	-	-	-
PrimePort Timaru Limited	106	40	758	-	-	-
	164	1,964	1,229	-	121	21,681

No related party debts have been written off or forgiven during the year. Refer to note 12 for Timaru District Council loan policy.

Related party	2023					
	Sale of goods and services \$000	Purchase of goods and services \$000	Dividend received \$000	Balances receivables \$000	Balances payable \$000	Loan payable \$000
Timaru District Council	40	2,722	-	-	125	21,681
Alpine Energy Limited	2	-	1,178	-	-	-
PrimePort Timaru Limited	96	-	1,100	3	-	-
	138	2,722	2,278	3	125	21,681

15 Share capital and reserves

	Number of shares		2024	2023
	2024	2023	\$000	\$000
<i>Shares</i>				
Balance 1 July	49,550,000	49,550,000	31,000	31,000
Balance at 30 June	49,550,000	49,550,000	31,000	31,000

At 30 June 2024, share capital comprised 49,550,000 shares (2023: 49,550,000). 18,550,000 shares (2023: 18,550,000) issued at a price of

\$1.35 each have been paid to \$185.50 (2023: \$185.50). This uncalled capital is security for the Letter of Credit facility of \$19,000,000 with ANZ Bank for the credit facilities. All issued shares rank equally.

Share capital policy

Ordinary shares are classified as equity. Incremental costs directly attributable to the issue of ordinary shares are recognised as a deduction from equity, net of any tax effects.

16 Contingencies

No contingent assets or contingent liabilities exist at balance date for Timaru District Holdings Limited (2023: nil). No contingent assets or contingent liabilities exist at balance date for PrimePort Timaru Limited (2023: nil).

Alpine Energy Limited group has contingent liabilities of \$730,000 as at 31 March 2024 in the form of performance and import guarantees to cover ongoing project work (2023: \$730,000).

The financial statements of Alpine Energy are prepared for the year ended 31 March 2024. During the year, Alpine Energy discovered administrative errors in its previous nine years' Information Disclosure Schedules which it submitted to the Commerce Commission (the Commission). Details of the error and the amended Information Disclosure Schedule are available on Alpine Energy's website. The amended information is under review by the Commerce Commission to determine the appropriate course of action. There is a range of possible actions that the Commerce Commission may take against Alpine Energy, depending on the outcome of its review which is expected to be finalised during the next financial year. Until such time, the outcome of the review remains uncertain. The impairment assessment therefore does not take account of this matter because the possible effects cannot be determined with any certainty.

17 Capital commitments

As at 30 June 2024 the Company has no outstanding capital commitments (2023: \$1,610,000).

As at 31 March 2024 Alpine Energy Limited had contracted capital commitments of \$8,819,000. (2023: \$8,755,000).

As at 30 June 2024 PrimePort had no capital commitments (2023:\$1,838,000).

18 Subsequent events

On 14 August 2024 Timaru District Holdings Limited entered into an agreement for a variation of the existing sale and purchase agreement relating to the Showgrounds property. The variation agrees to the inclusion of Showgrounds lot 7 and amended settlement of lots 8 and 9. Subject to satisfying conditions present in the agreement, settlement is expected to occur on or before 31 October 2025. Lots 79 are classified by Timaru District Holdings Limited as property held for sale as detailed in note 10 of the financial statements.

As disclosed in note 16 above, Alpine Energy have made relevant disclosures to the Commerce Commission in regard to errors identified in their Information Disclosure Schedules. No further information has been made available post balance date with the Commerce Commission review expected to be completed within the next financial year.

Timaru District Holdings Ltd

Annual Report for the year ended 30 June 2024

Statutory information

Directors	Mark F. Rogers (Chairperson)
<i>Timaru District Holdings Limited</i>	Rebecca L. Keoghan (Deputy Chairperson)
	Sally B. Parker
	Aaron W. K. Bethune
	Darren M. Evans (appointed 6 December 2023)
	Peter J. Burt (ceased 6 December 2023)

Entries made in the interests register

The following entries were recorded in the interests registers of the Company:

Mark F. Rogers <i>Chairperson</i>	Men at Work Limited Independent – Chairman PrimePort Timaru Limited – Director Kingsdown Salisbury Hall Society Incorporated – Treasurer MVHB Professional Services Limited – Shareholder and Director Te Runanga o Arowhenua Limited – Chairman The Rogers Family Trust – Trustee Westroads Limited – Chairman Cumberland Property Group Limited – Chairman Cumberland Rural Properties Limited – Chairman Takapo AMW Limited – Chairman Fulton Hogan Limited – Shareholder Institute of Directors Canterbury Branch – Committee Member (ceased April 2024)
Rebecca L Keoghan <i>Deputy Chairperson</i>	Keoghan Farm Limited – Director Gravity Dance Studio – Director Fire and Emergency NZ – Chairperson and Director Alpine Energy Ltd – Director Glen Elgin Family Trust – Trustee Glenfiddich Family Trust – Trustee
Sally B. Parker	Aorangi Stadium Trust – Trustee (Trust disestablished April 2024) Timaru District Council – Councillor Timaru Town and Country Club – Member (ceased February 2024) Te Whatu Ora – Employee NZNO New Zealand Nursing Organisation – Member
Aaron W. K. Bethune	Bethune Consulting Limited – Director Bethune Family Trust – Trustee Business Manager at Ruakura Energy / Ruakura Business Manager Tainui Group Holdings Spirit of Adventure Trust – Trustee (resigned October 2023)
Darren M. Evans	Calder Stewart Group – Chief Executive Officer Otautahi Community Housing Trust – Trustee Font Hill Property Limited – Beneficial shareholder
Peter Burt (Ceased)	Timaru District Council - Councillor Environment Canterbury - Zone Manager -South Canterbury Aspect Trust - Chairman Burt Family Trust - Trustee Timaru District Heritage Fund Trust Board of Trustees Inc - Trustee

Statutory Information continued

Interest in transactions

- All transactions with Directors were entered into during the normal course of business and at normal terms and conditions.

Use of Company information

- During the year there were no notices from Directors of the Company requesting to use Company information received in their capacity as Directors, which would otherwise have been available to them.

Shareholding by directors

There are no shareholdings held by directors.

Remuneration and other benefits to directors

Timaru District Council independently chose to undertake a review of Directors fees in August 2021. The fees were last set in 2014.

	Timaru District Holdings Limited	2024	2022
Director FY2024	Mark F. Rogers (Chairperson)	\$60,000	\$60,000
Director FY2024	Rebecca L. Keoghan (Deputy Chairperson)	\$43,750	\$43,750
Director FY2024	Sally B. Parker	\$35,000	\$35,000
Director FY2024	Aaron W. K. Bethune	\$35,000	\$35,000
Director FY2024	Darren M. Evans	\$18,846	\$-
Ceased 8 December 2021	Peter J. Burt	\$16,558	\$35,000
Total		\$209,154	\$208,750

Indemnity and Insurance: Directors and Employees

Timaru District Holdings Limited

- The Company has entered into an agreement to indemnify all Directors, Company Secretary, and Executive Officer, against loss resulting from the actions which arise out of the performance of their normal duties as director or advisor.

Dividends

Net dividends of 3 cents per fully paid share were paid during the year.

Short term employee benefits

The Company paid short term employee benefits of between:

\$110,000 - \$120,000 1 employee

240,001 - \$250,000 1 employee

Donations

During the year Timaru District Holdings Limited made no donations. (2023: \$175).

Auditors' Remuneration

During the year the following amounts were payable to the auditors of the company:

Company	Audit Work	Other Services
Timaru District Holdings Limited	\$34,775	\$0



Timaru District Holdings Ltd

Annual Report for the year ended 30 June 2024

Auditor's Report**Independent Auditor's Report****To the readers of Timaru District Holdings Limited's financial statements and statement of objectives and performance for the year ended 30 June 2024**

The Auditor-General is the auditor of Timaru District Holdings Limited (the Company). The Auditor-General has appointed me, John Mackey, using the staff and resources of Audit New Zealand, to carry out the audit of the financial statements and statement of objectives and performance of the Company on his behalf.

Opinion

We have audited:

- the financial statements of the Company on pages 11 to 29, that comprise the statement of financial position as at 30 June 2024, the statement of comprehensive income, statement of changes in equity and statement of cash flows for the year ended on that date and the notes to the financial statements that include accounting policies and other explanatory information; and
- the statement of objectives and performance of the Company on page 10.

In our opinion:

- the financial statements of the Company:
 - present fairly, in all material respects:
 - its financial position as at 30 June 2024; and
 - its financial performance and cash flows for the year then ended; and
 - comply with generally accepted accounting practice in New Zealand in accordance with New Zealand Equivalents to International Financial Reporting Standards Reduced Disclosure Regime; and
- the statement of objectives and performance of the Company presents fairly, in all material respects, the Company's actual performance compared against the performance targets and other measures by which performance was judged in relation to the Company's objectives for the year ended 30 June 2024.

Our audit was completed on 26 September 2024. This is the date at which our opinion is expressed.

The basis for our opinion is explained below. In addition, we outline the responsibilities of the Board of Directors and our responsibilities relating to the financial statements and the statement of objectives and performance, we comment on other information, and we explain our independence.

Auditor's Report

Basis for our opinion

We carried out our audit in accordance with the Auditor-General's Auditing Standards, which incorporate the Professional and Ethical Standards and the International Standards on Auditing (New Zealand) issued by the New Zealand Auditing and Assurance Standards Board. Our responsibilities under those standards are further described in the Responsibilities of the auditor section of our report.

We have fulfilled our responsibilities in accordance with the Auditor-General's Auditing Standards.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Emphasis of matter – uncertainty over the value of investments in associates

Without modifying our opinion, we draw attention to note 10 on pages 23 to 24, which outlines an uncertainty over the value of the Company's investments in associates. Alpine Energy Limited (one of the Company's associates) identified an error in the information it provided to the Commerce Commission for regulating prices. The Commerce Commission is considering the appropriate course of action, the outcome of which is currently unknown. As a result, this matter has not been taken into account in the impairment assessment for the Company's investments in associates.

Responsibilities of the Board of Directors for the financial statements and the statement of objectives and performance

The Board of Directors is responsible on behalf of the Company for preparing financial statements that are fairly presented and that comply with generally accepted accounting practice in New Zealand. The Board of Directors is also responsible for preparing the statement of objectives and performance for the Company.

The Board of Directors is responsible for such internal control as it determines is necessary to enable it to prepare financial statements and statement of objectives and performance that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements and the statement of objectives and performance, the Board of Directors is responsible on behalf of the Company for assessing the Company's ability to continue as a going concern. The Board of Directors is also responsible for disclosing, as applicable, matters related to going concern and using the going concern basis of accounting, unless the Board of Directors intends to liquidate the Company or to cease operations or has no realistic alternative but to do so.

The Board of Directors' responsibilities arise from the Local Government Act 2002.

Timaru District Holdings Ltd

Annual Report for the year ended 30 June 2024

Auditors Report**Responsibilities of the auditor for the audit of the financial statements and the statement of objectives and performance**

Our objectives are to obtain reasonable assurance about whether the financial statements and the statement of objectives and performance, as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion.

Reasonable assurance is a high level of assurance but is not a guarantee that an audit carried out in accordance with the Auditor-General's Auditing Standards will always detect a material misstatement when it exists. Misstatements are differences or omissions of amounts or disclosures and can arise from fraud or error. Misstatements are considered material if, individually or in the aggregate, they could reasonably be expected to influence the decisions of shareholders, taken on the basis of these financial statements and the statement of objectives and performance.

For the performance targets reported in the statement of objectives and performance, our procedures were limited to checking that the information agreed to the Company's statement of intent.

We did not evaluate the security and controls over the electronic publication of the financial statements and the statement of objectives and performance.

As part of an audit in accordance with the Auditor-General's Auditing Standards, we exercise professional judgement and maintain professional scepticism throughout the audit. Also:

- We identify and assess the risks of material misstatement of the financial statements and the statement of objectives and performance, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- We obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Company's internal control.
- We evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the Board of Directors.
- We evaluate the appropriateness of the reported statement of objectives and performance within the Company's framework for reporting its performance.
- We conclude on the appropriateness of the use of the going concern basis of accounting by the Board of Directors and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Company's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements and the statement of objectives and performance or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit

evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Company to cease to continue as a going concern.

- We evaluate the overall presentation, structure and content of the financial statements and the statement of objectives and performance, including the disclosures, and whether the financial statements and the statement of objectives and performance represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with the Board of Directors regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Our responsibilities arise from the Public Audit Act 2001.

Other information

The Board of Directors is responsible for the other information. The other information comprises the information included on pages 1 to 9, 30 and 31 but does not include the financial statements and the statement of objectives and performance, and our auditor's report thereon.

Our opinion on the financial statements and the statement of objectives and performance does not cover the other information and we do not express any form of audit opinion or assurance conclusion thereon.

In connection with our audit of the financial statements and the statement of objectives and performance, our responsibility is to read the other information. In doing so, we consider whether the other information is materially inconsistent with the financial statements and the statement of objectives and performance, or our knowledge obtained in the audit, or otherwise appears to be materially misstated. If, based on our work, we conclude that there is a material misstatement of this other information, we are required to report that fact. We have nothing to report in this regard.

Independence

We are independent of the Company in accordance with the independence requirements of the Auditor-General's Auditing Standards, which incorporate the independence requirements of Professional and Ethical Standard 1: *International Code of Ethics for Assurance Practitioners* (including International Independence Standards) (New Zealand) (PES 1) issued by the New Zealand Auditing and Assurance Standards Board.

Other than the audit, we have no relationship with, or interests in, the Company.



John Mackey
Audit New Zealand
On behalf of the Auditor-General
Christchurch, New Zealand



9.3 Timaru District Holdings Limited Quarterly Report - 01 July to 30 September 2024**Author:** Steph Forde, Corporate and Strategic Planner**Authoriser:** Stephen Doran, Group Manager Corporate and Communications**Recommendation**

That the Timaru District Holdings Limited quarterly report for the period 1 July to 30 September 2024 be received and noted

Purpose of Report

- 1 The purpose of this report is to present the Timaru District Holdings Limited quarterly report for the period 1 July to 30 September 2024.

Assessment of Significance

- 2 This matter is assessed to be of low significance under the Council's Significance and Engagement Policy. This is a regular report to the Council on progress of Timaru District Holdings Limited (TDHL) against its Statement of Intent (SoI) which is considered by Council annually.

Discussion

- 3 TDHL's quarterly report for the period ending 30 September 2024 is attached. This is provided by TDHL to Council (as shareholder) as required by the SOI.
- 4 Following the presentation of the updated SoI to Council at the July 2024 meeting, key areas of focus for TDHL are intergenerational investments, property portfolio, and new investments and diversification.
- 5 The activity updates for the period and commentary on the financial statements are outlined in the attached report. These indicate that there has been a positive start to the year, with TDHL being well placed to meet year-end forecasts.
- 6 The Chair and General Manager of Timaru District Holdings Limited will be in attendance to speak to the report.

Attachments

1. **TDHL Quarterly Report 1 July 2024 to 30 September 2024** [↓](#) 



The Chief Executive
Timaru District Council
nigel.trainor@timdc.govt.nz

25 November 2024

Dear Nigel

Report for period 1 July 2024 to 30 September 2024

Please find attached the TDHL report for the period 1 July 2024 to 30 September 2024. The report is prepared in accordance with the 2024/2025 Statement of Intent which can be found [here](#) and contains the financial statements, activity updates and commentary for financial year to 30 September 2024.

The statements show that at this early stage, TDHL is tracking ahead of budget. With the majority of TDHL's revenue forecast to be received in the second and fourth quarters of the financial year, we are well placed to meet our year end forecasts.

Regards

A handwritten signature in blue ink, appearing to read 'Frazer Munro', is written over a light blue circular stamp.

Frazer Munro
General Manager

tdhl.co.nz 
admin@tdhl.co.nz 
PO Box 178 Timaru 7910 

24/25 Q1 Quarterly Report

Report for the period 1 July 2023 to 30 September 2024

Activity and Performance Targets

The specific 2024/25 Activity and Performance Targets for TDHL are set annually in the **Statement of Intent** and are designed to support the higher-level Strategic Priorities and Outcomes. An assessment of TDHL's achievement against the activity targets is set out below:


<p>Intergenerational Investments</p> <p>Annually undertake at least one workshop with each associate on Board skills matrix, succession planning, strategic outlook and financial performance.</p> <p>+</p> <p>On track. Workshops planned for Q2 and Q3</p>	<p>Property Portfolio</p> <p>Achieve a three-year rolling average return on investment of 7% or greater for Port property held for investment purposes.</p> <p>+</p> <p>To be calculated at the end of the 2024/25 year.</p>	<p>New Investments and Diversification</p> <ul style="list-style-type: none"> Complete construction of Stage 1 of Lyndon Street. Review Capital Structure <p>=</p> <p>On track. Lyndon construction tenders issued. Capital review underway.</p>	<p>Shareholder Return</p> <ul style="list-style-type: none"> Pay a dividend to TDC of \$1.2m. Hold at least one workshop with Council per annum. Achieve statutory compliance <p>Dividend to be considered at the end of financial year. Workshop held 27 Aug. 2024 compliance achieved</p>
<p>Relationships + Partnerships</p> <p>That the TDHL Chair and/or GM presents the quarterly reports to Council. That TDHL undertakes an external Board Review</p> <p>+</p> <p>On track. Chair and GM presented reports at 1 July and 17 September Council meetings. Workshop held 27 August. Achieved - external Board review completed and shared with Council.</p>			

Timaru District Council



- The Chair and the GM continue to regularly engage with Councillors and officers on matters of joint interest.
- The Chair, deputy Chair and GM provided Councillors with performance and associate update in August.

Alpine Energy



- The collective appointment process successfully resulted in the appointment of 3 new directors to the Alpine Board.
- TDHL attended the Alpine AGM and workshop in August which included a TDHL/AEL Board to Board meeting.
- Alpine continues to engage with the Commerce Commission to remedy the price path correction.

PrimePort Timaru



- A TDHL and PrimePort Board to Board meeting was held in late September.
- With the joint venture agreement with Port of Tauranga now 10 years old, work is underway to reaffirm the objectives of partnership.
- Work on the joint District Plan Review submission and attendance at hearings continues.

Property Portfolio



- Construction works are ongoing for the restoration works at 117 Stafford St - the Union Bank building, with a programmed completion of late October.
- Engineering approval from TDC for the Lyndon St extension works was issued in October with the construction tender currently issued.

Financial Performance Targets	Measure	2024/25 SOI Target	Forecast
<p>An assessment of TDHL's achievement against the performance targets is set out below. It shows that targets are forecast to be achieved.</p> <p><i>The financial statements for the three months ending 30 September 2024 are attached.</i></p>	EBITA	\$2,341,051	✔ \$2,415,538
	Net Profit to S/H funds	6.8%	✔ 7.1%
	Net tangible assets per share	\$6.40	✔ \$6.56
	Earnings per share	\$0.45	✔ \$0.45
	Dividends per share	\$0.04	✔ \$0.04
	Shareholder funds to total assets	86%	⚠ 86%

Profit and Loss – For the 3 months ended 30 September 2024

- The year to date operating profit of \$270k is positive to budget of \$197k, as is the net income to date of - \$223k against budget of - \$301k. The negative net income is a reflection of the large quarterly and 6-monthly rental payments that are not received until 1 October onwards.
- Revenue is solely from property with the annual PrimePort dividend expected in Q2 and no Alpine dividend forecast.

PROFIT & LOSS	2023/2024 (YTD)	2024/2025 (YTD)	Budget 2024/2025 (YTD)	Budget 2024/2025 (Full Year)	Projection (YTD actual + budget)
Revenue	\$732,762	\$807,518	\$825,641	\$3,555,086	\$3,536,963
Cost of Sales	\$220,047	\$264,892	\$306,813	\$987,314	\$945,393
Gross Profit	\$512,715	\$542,626	\$518,828	\$2,567,772	\$2,591,570
Expenses	\$272,060	\$272,205	\$320,894	\$2,124,721	\$2,076,032
Operating Profit	\$240,655	\$270,421	\$197,934	\$443,051	\$515,538
Other Income	\$235,570	\$0	\$0	\$1,900,000	\$1,900,000
Earnings Before Interest & Tax	\$476,224	\$270,421	\$197,934	\$2,343,051	\$2,415,538
Interest Income	\$70,159	\$9,615	\$0	\$39,768	\$49,383
Interest Expenses	\$481,475	\$503,231	\$499,701	\$2,051,372	\$2,054,902
Earnings Before Tax	\$64,908	-\$223,195	-\$301,767	\$331,447	\$410,019
Tax Expenses	\$0	\$0	\$0	-\$117,195	-\$117,195
Earnings After Tax	\$64,908	-\$223,195	-\$301,767	\$448,642	\$527,214
Incorporation of Associate Surplus	\$0	\$0	\$0	\$13,376,850	\$13,376,850
Net Income	\$64,908	-\$223,195	-\$301,767	\$13,825,492	\$13,904,064
Retained Income	\$64,908	-\$223,195	-\$301,767	\$13,825,492	\$13,904,064

Movements in Equity – For the 3 months ended 30 September 2024

Movements in Equity	2024/2025 (YTD)
Equity - Opening Balance	\$185,525,493
Current Year Earnings	-\$223,195
Equity Dividends Paid	\$0
Total Equity	\$185,302,298

Balance Sheet – As at 30 September 2024

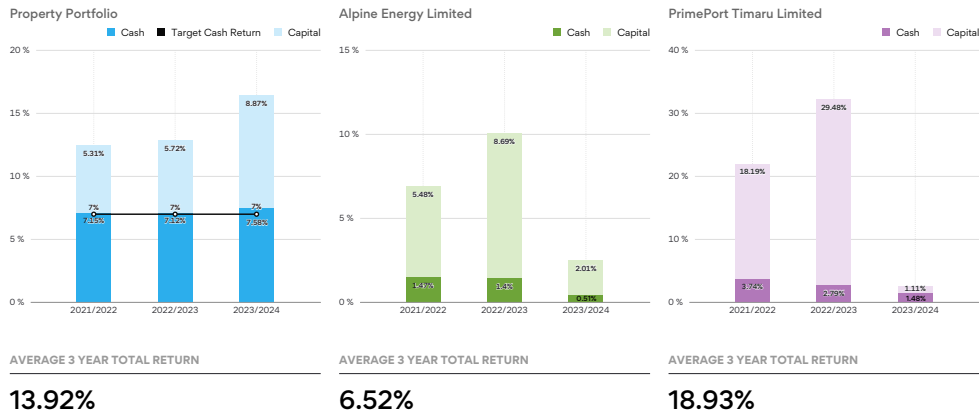
The positive influence of the the property revaluation and positive growth in associates has contributed to equity increasing to \$215m.

BALANCE SHEET	2023/2024 (YTD)	2024/2025 (YTD)
ASSETS		
Cash & Equivalents	\$2,614,257	\$525,154
Accounts Receivable	\$79,293	\$29,332
Other Current Assets	\$147,643	\$478,886
Total Current Assets	\$2,841,193	\$1,033,373
Investments or Other Non-Current Assets	\$206,825,320	\$214,470,002
Total Non-Current Assets	\$206,825,320	\$214,470,002
Total Assets	\$209,666,513	\$215,503,375
LIABILITIES		
Accounts Payable	\$786,603	\$697,499
Tax Liability	\$879,992	\$621,450
Other Current Liabilities	\$5,818	\$1,515
Total Current Liabilities	\$1,672,412	\$1,320,464
Long Term Debt	\$28,080,613	\$28,880,613
Total Non-Current Liabilities	\$28,080,613	\$28,880,613
Total Liabilities	\$29,753,026	\$30,201,077
EQUITY		
Retained Earnings	\$130,182,394	\$136,859,307
Current Earnings	\$64,908	-\$223,195
Other Equity	\$49,666,186	\$48,666,186
Total Equity	\$179,913,488	\$185,302,298
Total Liabilities & Equity	\$209,666,513	\$215,503,375

Statement of Cash Flows - For the 3 months ended 30 September 2024

	2023/2024 (YTD)	2024/2025 (YTD)
OPERATING ACTIVITIES		
Rentals	\$834,869	\$997,574
Interest received	\$70,159	\$9,615
Dividends Received from Alpine Energy	\$706,709	\$0
	\$1,611,737	\$1,007,189
Payments to suppliers and employees	(\$600,535)	(\$649,098)
Interest Payments & Line of Credit	(\$498,263)	(\$529,118)
	(\$1,098,798)	(\$1,178,216)
Cash Flow from Operating Activities	\$512,939	(\$171,027)
INVESTING ACTIVITIES		
Capital Works	(\$1,061,135)	(\$290,051)
Cash Flow from Investing Activities	(\$1,061,135)	(\$290,051)
FINANCING ACTIVITIES		
Cash Flow from Financing Activities	\$0	\$0
Change in Cash & Equivalents	(\$548,196)	(\$461,079)
Cash & Equivalents, Opening Balance	\$3,162,454	\$986,233
Cash & Equivalents, Closing Balance	\$2,614,257	\$525,154

Segmented Portfolio Return 2021/22 to 2023/24



The Property Portfolio returns include property available to lease on commercial terms. Legacy properties (e.g. 1 Unwin Street) and Capital Projects (e.g. Martin Street) are excluded from the calculation. FY24 returns based on all properties owned by TDHL are as follows; Cash 4.74%, Capital 5.87%, Total 10.61%.



- The graphs above show the last 3 years return from each of TDHL's investment sectors. The top graph shows percentage return and the lower graph shows absolute/dollar return.
- These show the strong cash and capital returns generated from the property portfolio and the predominance of the capital return that is generated by Alpine and PrimePort. It is important to note that Alpine and PrimePort are subject to 3 to 5 yearly asset revaluation cycles that results in a lumpy capital return profile. TDHL is required to revalue its property portfolio annually.
- The 2023/24 year presented challenging trading considerations for both associates which was further impacted by changes to tax legislation.

9.4 Affixing of the Common Seal

Author: Jessica Kavanaugh, Team Leader Governance

Authoriser: Stephen Doran, Group Manager Corporate and Communications

Recommendation

That the following warrants have been approved by the Chief Executive and are being reported to the Council for noting:


09 October 2024 – Approval of Warrants

12 November 2024 – Approval of Warrants

Purpose

1. To report the Chief Executive has approved the Warrant of Appointments and is reporting that as required under the delegation manual (Clause 3.4.5).
2. To note the names have been redacted for the privacy of the employees.


Attachments

1. **Approval of Warrant - 09.10.24** [↓](#) 
2. **Approval of Warrant - 12.11.24** [↓](#) 
3. **Approval of Warrant - 12.11.24** [↓](#) 

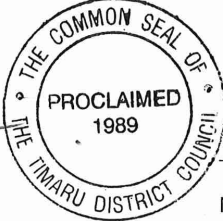


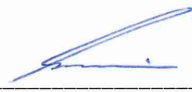
Approval of warrants

I, Nigel Trainor, Chief Executive of the Timaru District Council have delegated authority pursuant to clause 3.4 of the Timaru District Council delegations manual to appoint and authorise the Council Officers listed in the table below, and issue warrants to those Council Officers under the relevant legislation and the Council's bylaws, including delegating the exercise of powers under those warrants, and affixing the Council's common seal to warrants. I hereby approve the attached warrants.



 Nigel Bowen





 Nigel Trainor

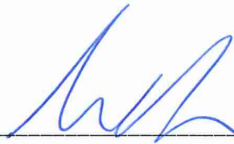
9/10/2024
Date

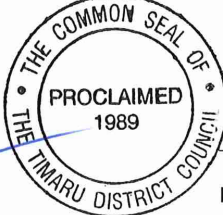

Name	Title	Unit
[REDACTED]	Enforcement Officer	First Security



Approval of warrants

I, Nigel Trainor, Chief Executive of the Timaru District Council have delegated authority pursuant to clause 3.4 of the Timaru District Council delegations manual to appoint and authorise the Council Officers listed in the table below, and issue warrants to those Council Officers under the relevant legislation and the Council's bylaws, including delegating the exercise of powers under those warrants, and affixing the Council's common seal to warrants. I hereby approve the attached warrants.


 _____ Nigel Bowen



 _____ Nigel Trainor

12/11/2024
Date

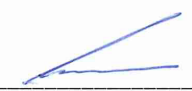
Name	Title	Unit
[REDACTED]	Enforcement Officer	First Security



Approval of warrants

I, Nigel Trainor, Chief Executive of the Timaru District Council have delegated authority pursuant to clause 3.4 of the Timaru District Council delegations manual to appoint and authorise the Council Officers listed in the table below, and issue warrants to those Council Officers under the relevant legislation and the Council's bylaws, including delegating the exercise of powers under those warrants, and affixing the Council's common seal to warrants. I hereby approve the attached warrants.





Nigel Bowen Nigel Trainor

12/11/2024

Date

Name	Title	Unit
[REDACTED]	Enforcement Officer	First Security
[REDACTED]	Enforcement Officer	First Security
[REDACTED]	Enforcement Officer	First Security

9.5 Release of Public Excluded Items

Author: Jessica Kavanaugh, Team Leader Governance

Authoriser: Stephen Doran, Group Manager Corporate and Communications

Recommendation

That the Council notes the following public excluded items have been released to the public;

1. Item 13.2 Parks Section 17a Review (redacted) 13 February 2024

Purpose of Report

- 1 The purpose of this report is to provide the Council with an updated status of Public Excluded items released to the Public.

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 following items have been released to the public and are available on the Timaru District Council website under the following link;
 - Council Report Item 13.2 Parks Section 17a Review (redacted)
<https://www.timaru.govt.nz/council/council-and-committee-meetings/meeting-dates-calendar/council/2024/council-13.02.24>

Attachments

Nil

9.6 Actions Register Update

Author: Steph Forde, Corporate and Strategic Planner

Authoriser: Stephen Doran, Group Manager Corporate and Communications

Recommendation

That the Council receives and notes the updates to the Actions Register.

Purpose of Report

- 1 The purpose of this report is to provide the Council with an update on the status of the action requests raised by councillors at previous Council 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 Council on the progress of each item.

Attachments

1. Council Actions Required [↓](#) 

Information Requested from Councillors (Council)

Information Requested	Budget Reallocation Trial				
Date Raised:	17 October 2023			Status:	On Going
Issue Owner	Chief Financial Officer	Due Date:	When presented	Completed Date:	
<p>Background: The Councillors requested that a trial is to commence that includes officers work to advise the Chair of the relevant committee when budget reallocation occurs which is each Group Managers responsibility and provide an update to the Commercial and Strategy Committee in the Financial Report. This trial will be reviewed in March.</p> <p>Update: This has been implemented in the Monthly Financial Update to the Commercial and Strategy Committee for September 2023 and will continue to feature in these reports until a review of the trial in March 2024.</p> <p>July 2024 Update: Budget reallocation will be continued on a trial basis pending a further review.</p> <p>September 2024 Update: This will remain on here until such time it is used for a report at which time we will review layout for approval for on going use.</p>					

Information Requested	Investigate Subcontracting Across Council				
Date Raised:	12 December 2023			Status:	On Going
Issue Owner	Group Manager Infrastructure	Due Date:	4 th February 2025	Completed Date:	
<p>Background: The Councillors requested a report on sub-contracting across council where sub-contracting is occurring with the consideration to if these services can be delivered in – house.</p> <p>Examples include – Street sweeping, rubbish collection.</p> <p>March 2024 Update: The Infrastructure Group is looking at alternative ways of carrying out various services, starting with the s17a review of Pa rks. Some of the identified opportunities will be included within the report on underutilised assets.</p>					

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May 2024 Update: Direction has now been received on Parks and Recreation services. Review of Public Place Waste Disposal is being carried out – seeking direction if there are other areas Councillors would like reviewed.

July 2024 Update: Officers met on 23 May to discuss potential efficiencies in the delivery of services across different groups. These included the use of in-house services across groups or consolidation of individual contracts within groups to take a Council wide approach. Examples are use of in-house parks resources for Council property grounds maintenance, consolidation of public refuse bins collection to gain economies of scale, or consolidation of cleaning services into a Council wide contract rather than contracts in individual groups. The outcome is to initiate the development of a 5 year delivery plan for services that can be delivered in house or packaged in a different way to ensure the best community outcomes.

August 2024 Update: Request for a road map to come back to Council.

September 2024 Update: The first business case (street sweeping) is being finalised for the group to review. This template will then be used for the other services that have been identified as there being potential opportunity for review. The list so far includes General Cleaning, Building Maintenance, Graffiti, Gardening, Commercial Waste, Public Place Waste and Security. The purpose of having a 5 year plan is around looking at contracts that may not be due to expire for some time but to have a plan for when they do expire.

October 2024 Update: The Street Sweeping business case has been completed with a recommendation to retain the status quo contracting this out. Business cases are currently being prepared for cleaning and electrical services. This will be an ongoing project over several months as we work through various services. Is Council seeking continued updates or comfortable that this piece of work is being managed and can be removed from the actions register.

December 2024 Update: Further investigation is underway connected to the action below “Investigate Small Trades’ and a report will be brought to Council on 4th February.

Information Requested	Investigate Small Trades				
Date Raised:	12 December 2023			Status:	On Going
Issue Owner	Chief Financial Officer	Due Date:	4 th February 2025	Completed Date:	
Background: The Councillors requested a report on Trades: investigate the value of small trades outside of large contracts with the consideration to these being offered in-house. With an analysis of both procurement and spend on invoices under \$10k. <ul style="list-style-type: none"> • Are we getting competitive pricing with a preferred supplier. • Do we get to a level whereby in-house provision of the particular trade could be the better way forward. 					

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Update: Investigation is in progress and will return to council once complete.

September 2024 Update: This is underway, working on electricians, plumbers, cleaners as a starting point.

December 2024 Update: Further investigation is underway connected to the action above 'Investigate Suncontracting Across Council' and a report will be brought to Council on 4th February.

Information Requested	Underutilised Assets				
Date Raised:	12 December 2023			Status:	Completed
Issue Owner	Group Manager Property	Due Date:	10 December 2024	Completed Date:	
<p>Background: The Councillors requested an investigation on assets that are not being utilised that could be sold. For example small pieces of land.</p> <p>Update: A property list has been sent to the Programme Delivery Manager for Infrastructure to check off and add or delete any properties, as well as note if they are available for possible sale/divestment. Manager of Property Services and Client Representative is working on the vertical property list. This should be tabled at the next meeting.</p> <p>March 2024 Update: Work is continuing on this to present to Council for consideration.</p> <p>26 March 2024: The Councillors agreed to merge this action with the following: Background: Cllr Michelle Pye requested a review of all "non core" assets to determine if we are getting a commercial return on them or if they would be better sold. Update: Working through this action as part of the Underutilised assets action. This portion is under investigation and will return to council once completed.</p> <p>May 2024 Update: The report on underutilised assets is being presented to the May Council meeting.</p> <p>July 2024 Update: Next report going to the 13 August Council meeting for an update and next group of properties for review.</p> <p>July 2024 Update: Requested is for a clearer process moving forward, including, information of advertising the assets, and assets put back on the table for discussion. This Action will be subject further discussion between CE and Officers.</p> <p>August 2024 Update: Request for an update to be presented at the 17 September Council meeting</p>					

#1595414

October 2024 Update: Development of a draft property divestment policy which will be presented to Council in December alongside an update on progress of sale of assets as agreed in prior Council resolutions.

December 2024 Update: Draft Divestment of Property Policy being presented to Council for consideration at December 10th Council Meeting. Suggest removal from Register with agreed quarterly reports on underutilised assets to be presented to Council starting March 2025.

Information Requested	Template for Financial Impact				
Date Raised:	12 December 2023			Status:	On Going
Issue Owner	Chief Financial Officer	Due Date:	When presented	Completed Date:	
<p>Background: The Councillors requested a template for financial impact when there is a recommendation to do something, rate or loan funded, ongoing costs, expiry of Capital projects.</p> <p>Update: This is a work in progress and will be developed over time when needed. This action can now be closed out as this will be an on-going activity.</p> <p>September 2024 Update: This will remain on here until such time it is used for a report. At this time we will review layout for approval for on going use.</p>					

Information Requested	Social Housing				
Date Raised:	7 March 2024			Status:	Ongoing
Issue Owner:	Group Manager Property	Due Date:	10 December 2024	Completed Date:	
<p>Background: Clr Michelle Pye requested a report on Social Housing and whether Council should be delivering this or a community trust that would be better placed to apply for funding and have a sole focus of solving housing issues for more vulnerable members of our community.</p> <p>Update: A report on this will be on the agenda for the 26 March meeting.</p> <p>May 2024 Update: For a social housing 17a review to be brought to the June meeting. This action was discussed in the report 9.1 Actions Register Update.</p>					

#1595414

May 2024 Update: Councillors requested List of social houses Council owns all 260 of them , and for the discussion to be taken offline for further information gathering. This action was discussed in the report 9.1 Actions Register Update

July 2024 Update: Report will be going up to the September Council meeting.

August 2024 Update: request to stay on the actions register until papers have been presented to Council September meeting

October 2024 Update: A Workshop has been scheduled for 19th November, which will be followed by a report to Council in December.

December 2024 Update: Workshop presented on 3rd December and reports included in December 10th Council meeting.

Information Requested	Asset Management Programme				
Date Raised:	26 March 2024			Status:	On Going
Issue Owner:	Group Manager Infrastructure	Due Date:	TBA	Completed Date:	
<p>Background: Councillors requested for an asset management programme regarding the Parks and Greenspaces s17a Review Options report to be brought back to Council</p> <p>May 2024 Update: The preparation of a Parks and Greenspaces Asset Management Plan is underway. This will inform maintenance programmes and Level of Service that can be delivered within approved budgets. The delivery of this will be partially in-house and external contracted services as resolved by Council at the last meeting, this work is expected to be completed later this year and will be reported back to Council at the 17 September 2024 meeting.</p> <p>May 2024 Update: Councillors requested for the employment of a person, and for the process to begin – and for the discussion to be taken offline for further information gathering</p> <p>July 2024 Update: The preparation of a Parks and Greenspaces Asset Management Plan is progressing. This involves the collection of asset components inventory, condition assessment and assessing this with Council levels of service delivery. The analysis will determine long term renewal and maintenance requirements that will be smoothed to ensure affordability. This information will inform maintenance programmes that can be delivered within approved budgets. The asset management plan is a significant piece of work that has only been completed by Transport and 3Waters to date. A report will be presented to Council at the meeting on 13 August 2024.</p> <p>August 2024 Update: Due to secondment this piece of work is not yet complete, currently moving to recruit a new team member for this role and this will be a priority piece of work once this role is filled.</p>					

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September 2024 Update: Recruitment underway to fill vacant role that will be responsible for this piece of work.

October 2024 Update: No further update – recruitment underway

December 2024 Update: Vacancy filled.

Information Requested	List of Council Owned Properties			
Date Raised:	26 March 2024	Status:	Ongoing	
Issue Owner:	GM Property/ GM Infrastructure	Due Date:	TBA	Completed Date: July 2024
<p>Background: Councillors requested a list of Council owned properties and an explanation of why Council owns them.</p> <p>Update: A list of council owned properties will go up with the Under Utilised Assets report as an appendices at the 13 August Meeting. This action can be closed out then.</p> <p>July 2024 Update: A timeline for this action will be discussed offline between the CE and Mayor.</p> <p>August 2024 Update: request for a full list of all council assets, including underutilised to come back to Council.</p> <p>October 2024 Update: List has been compiled of all Council Property and work is ongoing in the Infrastructure Group to investigate purpose/ use of land parcels with limited information other than rating unit number.</p> <p>December 2024 Update: GM Property - This list is attached to the Policy report in December 10th Council Meeting. Suggest removal from register or update to reflect ongoing investigation of Infrastructure into purpose/ use of land parcels.</p>				

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Information Requested	Monthly Financials				
Date Raised:	13 August 2024			Status:	On Going
Issue Owner:	Chief Financial Officer	Due Date:	January 2025	Completed Date:	
<p>Background: Councillors requested for monthly financials with reforecasting and a list of issues that Council is aware of including those with uncertain costs associated. This action was discussed in item 9.3 (Interim 2023/24 KPI and Draft Financial Performance Report to 30 June 2024)</p> <p>September 2024 Update – When monthly financials are completed for the month, these will be circulated. The first reforecast will be done for the six monthly accounts (January 2025).</p>					

Information Requested	Timaru Library Report				
Date Raised:	13 August 2024			Status:	Completed
Issue Owner:	GM Community Services/ GM Property	Due Date:	31 October 2024	Completed Date:	31.10.2024
<p>Background: Councillors requested a full report on the Timaru Library, along with a support paper for each of the options to include financials and what is included in each option. This item was discussed 9.8 (Public consultation on future provision for performing arts in Timaru District)</p> <p>October 2024 Update: Information to be provided during the Workshop on 22 October 2024 and report to Council on 31 October.</p> <p>December 2024 Update: Information supplied and Council decision made on Theatre Project. Further information will be supplied through the Vertical Infrastructure Quarterly Reporting Action. Request removal from register.</p>					

Information Requested	Refurbished theatre back of house				
Date Raised:	13 August 2024			Status:	Completed
Issue Owner:	GM Community Services/ GM Property	Due Date:	31 October 2024	Completed Date:	31.10.2024
<p>Background: Councillors requested further Information for the refurbished theatre back of house. This item was discussed 9.8 (Public consultation on future provision for performing arts in Timaru District)</p>					

#1595414

October 2024 Update: Information to be provided during the Workshop on 22 October 2024 and report to Council on 31 October.

December 2024 Update: Information supplied and Council decision made on Theatre Project. Request removal from register.

Information Requested	Vertical Infrastructure Maintenance Report (Quarterly)				
Date Raised:	22 October 2024			Status:	Ongoing
Issue Owner:	Chief Executive/ GM Property	Due Date:	4 February 2025	Completed Date:	
Background: Councillors requested quarterly reporting on the status of Council owned vertical infrastructure, including community facilities, to allow for oversight on the sufficiency of budget allocated to operating costs.					
December 2024 Update: Report on progress will be presented to Council on 4 th February 2025.					

Information Requested	Update on resolution of ECan Rates Error including future options				
Date Raised:	22 October 2024			Status:	Ongoing
Issue Owner:	CFO/ GM Corporate and Communications	Due Date:	September 2025	Completed Date:	
Background: Mayor Nigel Bowen requested that a report be brought back to Council with information on the progress of resolving the rating issue, benefits of providing this service on behalf of Environment Canterbury and that officers look into options to invoice the rates separately.					
November 2024 Update: Finance Manager presented verbal update to Commercial and Strategy Committee on 19 th November with progress to date. GM Corporate and Communications agreed to bring invoice formatting and colour coding options to separate TDC and ECan portions back to Council to consider for implementation in the 2025/26 financial year.					

Information Requested	Unitary Authority to deliver Water Services				
Date Raised:	22 October 2024			Status:	Complete
Issue Owner:	GM Infrastructure	Due Date:	December 2024	Completed Date:	19.11.2024

#1595414

Background: Mayor Nigel Bowen requested a paper be brought to Council on an initial pathway for a unitary authority to deliver Water Services.
 December 2024 Update: Report presented to 19th November Infrastructure Standing Committee. Request removal from register.

Information Requested	Smithfield Closure Revenue Impact			
Date Raised:	22 October 2024		Status:	Complete
Issue Owner:	GM Infrastructure	Due Date:	December 2024	Completed Date: 19.11.2024
Background: Mayor Bowen requested a report from the Group Manager Infrastructure on the impact of the Smithfield closure on revenue. December 2024 Update: Report presented to 19 th November Infrastructure Standing Committee. Request removal from register.				

#1595414

9.7 Updated Delegations Manual

Author: Jessica Kavanaugh, Team Leader Governance

Authoriser: Stephen Doran, Group Manager Corporate and Communications

Recommendation

That Council:

1. Receives and notes the amendments to the Delegations Manual; and
2. Authorise the proposed increase to permitted expenditure in the event of a Civil Defence Emergency from \$500,000 to \$2,000,000 by the Chief Executive in consultation with the Mayor (or representative) at para 4.1.9.

Purpose of Report

- 1 The purpose of this report is to present Council with an update on the changes that have been made to the Delegations Manual during the period 18 July 2023 to 30 June 2024.

Assessment of Significance

- 2 Reporting on the changes made to the Delegation Manual is considered of low significance in terms of the Council's Significance and Engagement Policy as this matter is operational in nature. There is no impact on levels of service, rates or strategic assets.

Discussion

- 3 The Delegations Manual (the "Manual") was adopted in August 2021. Under section 3.2.7 of the manual, the Chief Executive will report to Council on any new or changed delegations on an annual basis.
- 4 As a statutory body, Council exercises its powers and functions by delegation to various officers. The delegations are provided on an as requested basis so that there is an effective and efficient administration of its functions, activities and services. Officers must act according to and within the delegations provided to them and so delegations are important part of our administration. Delegations should be reviewed regularly to ensure that they are fit for purpose and fit the roles of various officers in carrying out their functions.
- 5 The purpose of the delegations contained within the Manual is to assist the Council in:
 - 5.1 Achieving the goals and objectives recorded in any Long Term Plan, Annual Plan, Strategic Plan or other approved documents;
 - 5.2 Implementing Council's decisions; and
 - 5.3 Carrying out Council's statutory roles and functions as provided in but not limited to legislation, regulations, policies, bylaws, and standards
- 6 The Manual is structured into the following sections
 - Delegations framework
 - Governance delegations

- Financial delegations
 - Statutory delegations, and
 - Non-statutory delegations
- 7 Council retains a number of delegations that cannot be further delegated including to the Chief Executive. These are specified in clause 32(1) schedule 7 of the Local Government Act 2002 and listed in the Delegations Manual section 1.2 “Legal Authority and Reserved Powers to Council”.
- 8 The governing body appoints only one employee, the Chief Executive. The Chief Executive is the Council’s principle administrative officer and as a consequence of their employment agreement, is delegated all of those tasks and accountabilities necessary for the Council to function and operate effectively and efficiently.
- 9 The Chief Executive may delegate to any other officer of the Council any of their powers except any power that the law requires only the Chief Executive to exercise.
- 10 The purpose of the delegations in the Delegations Manual are to meet Council’s statutory obligations and assist Council in achieving the goals and objectives recorded in any Long Term Plan, Annual Plan, Strategic Plan or other approved documents. The delegations recorded will assist Council in meeting the needs of its customers in a timely, efficient and effective manner.
- 11 Unit and Group Managers have been actively responsible for the review of this Manual to confirm it remains a living document ensuring subsequent updates are made as a result of officer title changes and both regulatory and non-regulatory changes.
- 12 A schedule of the changes made in the last 12 months is attached (attachment 1).
- 13 One change requires Council authorisation because it involves authorisation for the Chief Executive, in consultation with the Mayor (or their representative) to approve unbudgeted expenditure. Currently the threshold is \$500,000, Officer’s advice is that this may be insufficient, and in an emergency situation obtaining Council authorisation may be difficult and time consuming. Advice is that the threshold is increased to \$2,000,000. A significant natural event that necessitates an emergency declaration will require a significant response effort that maybe district wide. There will be costs associated with infrastructure initially to make sites safe that will require a high level contractor resources and costs. For example this could include slip clearing or repairs to retain access, bridge repairs, sewer and watermain repairs. There has been a number of recent events were first response costs have been nearing \$2.0 million.
- 14 Council may either:
- 14.1 Approve the increase; or
 - 14.2 Decline the increase; or
 - 14.3 Approve a different figure or terms.

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Attachments

1. **Schedule of Updates - Delegations Manual** [!\[\]\(30a147af384f9f71632c2ff17bc706c8_img.jpg\) !\[\]\(9b33568d5c136f08ca688ce48be37574_img.jpg\)](#)

Schedule of updates

Below are changes requested to position titles:

Date Approved	Unit	Change From	Change to	Rationale	Reference
13 Sept 2023	Finance	Financial Controller	Finance Manager	Role title change	1609228
27 Sept 2023	User Experience and Community Engagement	Communications Advisor	Communications and Engagement Advisor	Role title change	1646260/ 1646263/ 1646578/1646576
27 Sept 2023	User Experience and Community Engagement	Communications Manager	Communications and Engagement Manager	Role title change	1646260/ 1646263/ 1646578/ 1646576
11 Oct 2023	Finance	Management Accountant	Senior Accountant	Role title change	1635388
12 Oct 2023	Drainage and Water	Water Services Engineer	Water Services Reticulation Engineer	Role title change	1629849
12 Oct 2023	Drainage and Water	Water Services Project Engineer	Water Services Team Leader	Role title change	1629849
05 Dec 2023	Community Services	Group Coordinator Recreation and Cultural Services	Operations Coordinator Community Services	Role title change	1634431
08 Dec 2023	Waste	Waste Manager	Waste Operations Manager	Role title change	1636077

18 Dec 2023	Community Services	Group Manager Recreation and Cultural Services	Group Manager Community Services	Role title change	1636078/ 1634431
18 Dec 2023	Community Services	Customer Services Manager	Community Experience Manager	Role title change	1636078/ 1634431
11 Jan 2024	Parks	Parks Contract Manager	Parks Operations Officer	Role title change	1641527
19 Jan 2024	Environmental Services	Executive Assistance Environmental Services	Group Coordinator Environmental Services	Role title change	1646223
31 Jan 2024	Infrastructure	Safety Engineer	Special Projects Engineer	Role title change	1649056/1649058
28 April 2024	Finance	Financial Officer	Bank Reconciliation Officer	Role title change	1666671
22 May 2024	Finance	Financial Manager	Finance Manager	Correction in job title	1646755
22 May 2024	Property	Manager of Property Services and Client Representative	Group Manager Property	Role title change	1646755

Below are changes requested for new delegation:

Date Approved	Unit	Position Title	Change Required	Rationale	Reference
26 Oct 2023	Building	Building Compliance Monitoring Officer	Insert: Amusement Devics Regulations 1978 <ul style="list-style-type: none"> • R11 Power to inspect and issue a permit for amusement devices. • R23 Power of entry. 	To provide necessary delegations to carry out role.	1627667

			<p>Local Government Act 2002</p> <ul style="list-style-type: none"> Section 171,173 To be an authorised officer to act and enter private land. Section 172 Power of entry for enforcement purposes and require certain information. 		
13 Nov 2023	Infrastructure	Safety Engineer	<p>Insert:</p> <p>Amusement Devices Regulations 1978</p> <ul style="list-style-type: none"> R11 Power to inspect and issue a permit for amusement devices. R23 Power of entry. 	To provide necessary delegations to carry out role.	1630477
04 Dec 2023	Engagement and Culture	Wellbeing and Engagement Manager	Add financial delegation grade 9 \$1,000	Newly created role to provide necessary delegations to carry out role.	1634390
04 Dec 2023	Engagement and Culture	Health and Safety Manager	Add financial delegation grade 7 \$10,000	Newly created role to provide necessary delegations to carry out role.	1634390
05 Dec 2023	Infrastructure	Programme Delivery Manager	Add financial delegation grade 7 \$10,000	Newly created role to provide necessary delegations to carry out role.	1634409
05 Dec 2023	Infrastructure	Waste Operations Manager	Add financial delegation grade 6 \$20,000	Newly created role to provide necessary delegations to carry out role.	1634409
05 Dec 2023	Infrastructure	Airport Operations and Safety Manager	Add financial delegation grade 7 \$10,000	To provide necessary delegations to carry out role.	1635253

05 Dec 2023	Infrastructure	Safety Engineer	Add financial delegation grade 7 \$10,000	To provide necessary delegations to carry out role.	1635253
11 Jan 2024	Drainage and Water	Three Waters Compliance Officer	<p>Insert:</p> <p>Local Government Act 2002</p> <ul style="list-style-type: none"> · General power of entry under Section 171 for the purposes of doing anything that the local authority is empowered to do under this Act or any other Act. · Power of entry under Section 172 on behalf of the local authority for the purposes of enforcement following a breach of bylaw or commission of an offence under this Act. · Power of entry under Section 173 on behalf of the local authority for the purposes of an emergency. · Authority to act under Section 174 for the purposes of local authority entry onto private land. · To require certain information under Section 178 for the purposes of enforcement of an offence. · Construction of works on private land by the local authority under Section 181. · Power of entry on behalf of the local authority under Section 182 for the purpose of checking utility services. <p>Resource Management Act 1991</p> <ul style="list-style-type: none"> · Entry for emergency works and power to take preventative or remedial action under Section 330 in respect of a public work or natural or physical area over which the local authority has jurisdiction. <p>Timaru District Council Bylaws</p> <ul style="list-style-type: none"> · All functions and powers of an Authorised Officer pursuant to the Bylaws of the Timaru District Council, as provided in the following chapters: <ul style="list-style-type: none"> a. Water services; and 	To provide necessary delegations to carry out role.	1641755

			b. Water races.		
11 Jan 2024	Drainage and Water	Water Services Strategy Officer	<p>Insert:</p> <p>Local Government Act 2002</p> <ul style="list-style-type: none"> · General power of entry under Section 171 for the purposes of doing anything that the local authority is empowered to do under this Act or any other Act. · Power of entry under Section 172 on behalf of the local authority for the purposes of enforcement following a breach of bylaw or commission of an offence under this Act. · Power of entry under Section 173 on behalf of the local authority for the purposes of an emergency. · Authority to act under Section 174 for the purposes of local authority entry onto private land. · To require certain information under Section 178 for the purposes of enforcement of an offence. · Construction of works on private land by the local authority under Section 181. · Power of entry on behalf of the local authority under Section 182 for the purpose of checking utility services. <p>Resource Management Act 1991</p> <ul style="list-style-type: none"> ·Entry for emergency works and power to take preventative or remedial action under Section 330 in respect of a public work or natural or physical area over which the local authority has jurisdiction. <p>Timaru District Council Bylaws</p> <ul style="list-style-type: none"> · All functions and powers of an Authorised Officer pursuant to the Bylaws of the Timaru District Council, as provided in the following chapters: <ul style="list-style-type: none"> a. Water services; and b. Water races. 	To provide necessary delegations to carry out role.	1641755

<p>11 Jan 2024</p>	<p>Drainage and Water</p>	<p>Water Services Project Advisor</p>	<p>Insert:</p> <p>Local Government Act 2002</p> <ul style="list-style-type: none"> · General power of entry under Section 171 for the purposes of doing anything that the local authority is empowered to do under this Act or any other Act. · Power of entry under Section 172 on behalf of the local authority for the purposes of enforcement following a breach of bylaw or commission of an offence under this Act. · Power of entry under Section 173 on behalf of the local authority for the purposes of an emergency. · Authority to act under Section 174 for the purposes of local authority entry onto private land. · To require certain information under Section 178 for the purposes of enforcement of an offence. · Construction of works on private land by the local authority under Section 181. · Power of entry on behalf of the local authority under Section 182 for the purpose of checking utility services. <p>Resource Management Act 1991</p> <ul style="list-style-type: none"> · Entry for emergency works and power to take preventative or remedial action under Section 330 in respect of a public work or natural or physical area over which the local authority has jurisdiction. <p>Timaru District Council Bylaws</p> <ul style="list-style-type: none"> · All functions and powers of an Authorised Officer pursuant to the Bylaws of the Timaru District Council, as provided in the following chapters: <ul style="list-style-type: none"> a. Water services; and b. Water races. 	<p>To provide necessary delegations to carry out role.</p>	<p>1641755</p>
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<p>11 Jan 2024</p>	<p>Drainage and Water</p>	<p>Stormwater Engineer</p>	<p>Insert:</p> <p>Local Government Act 2002</p> <ul style="list-style-type: none"> · General power of entry under Section 171 for the purposes of doing anything that the local authority is empowered to do under this Act or any other Act. · Power of entry under Section 172 on behalf of the local authority for the purposes of enforcement following a breach of bylaw or commission of an offence under this Act. · Power of entry under Section 173 on behalf of the local authority for the purposes of an emergency. · Authority to act under Section 174 for the purposes of local authority entry onto private land. · To require certain information under Section 178 for the purposes of enforcement of an offence. · Construction of works on private land by the local authority under Section 181. <ul style="list-style-type: none"> · Power of entry on behalf of the local authority under Section 182 for the purpose of checking utility services. <p>Resource Management Act 1991</p> <ul style="list-style-type: none"> ·Entry for emergency works and power to take preventative or remedial action under Section 330 in respect of a public work or natural or physical area over which the local authority has jurisdiction. <p>Timaru District Council Bylaws</p> <ul style="list-style-type: none"> ·All functions and powers of an Authorised Officer pursuant to the Bylaws of the Timaru District Council, as provided in the following chapter: <p>Chapter 15 Water services</p>	<p>To provide necessary delegations to carry out role.</p>	<p>1641755</p>
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21 Jan 2024	Community Services	Marketing and Communications Advisor	<p>Insert:</p> <p>6.1 Advertising</p> <ul style="list-style-type: none"> - To authorise general advertising - Authority to issue works notices to property owners and residents in areas where works are to be carried out, subject to any other statutory provisions. <p>6.13 Media Statements</p> <ul style="list-style-type: none"> - To authorise media releases. - To provide any factual and statistical information to the media (all sensitive subject matter to be referred to the appropriate Group Manager) 	To provide necessary delegations to carry out role.	1646533
28 Mar 2024	Planning	Planning Manager - Consents, Compliance & Strategy	<p>Insert:</p> <p>Local Government Act 1974</p> <ul style="list-style-type: none"> • Section 348 Council’s powers and functions in respect of private ways. <p>Local Government Act 2002</p> <ul style="list-style-type: none"> • Sections 171, 173, 174 and 181 To be an authorised officer to act and enter private land. • Sections 172, 178, 182 Power of entry for enforcement purposes and require certain information. <p>Resource Management Act 1991</p> <ul style="list-style-type: none"> • Section 39B Appointment of commissioner(s) to hearings • Section 87E, 87F,87G Power to determine Council position on a request for direct referral, prepare reports and provide information to Environment Court 	To provide necessary delegations to carry out role.	1661042

		<ul style="list-style-type: none"> • Section 99 and 99A The power to invite or require parties to attend pre-hearing meetings. The power to refer parties to mediation. • Section 168A Power to determine whether to publicly notify Council’s notice of requirement for a designation, and to either confirm, modify, impose conditions or withdraw • Section 169 Power to determine whether to publicly notify a notice of requirement for a designation • Section 171 The making of a recommendation on a notice of requirement for a designation. • Section 189A and 191 Power to determine whether to publicly notify Council’s notice of requirement for a heritage order and power to make decision on Council’s notice of requirement for a heritage order. • Section 334 The authority to apply for a warrant for entry for search. • Section 335 The power to direct and execute a warrant for entry for search. • Section 338 The power to commence and manage a prosecution for an offence against the RMA. • Section Sch.1, Part 1, Cl 20A Power to amend an operative policy statement or plan to correct minor errors • Section Sch.1, Part 2, Cl 29(4) The signing of consent orders in respect of a resource consent appeal or on an appeal in respect of a plan change. Before signing the consent order, the delegate shall consult with the Chairperson of the Environmental Services Committee. • Section RMA All RMA functions, powers or duties not otherwise delegated to any committee, <p>Search and Surveillance Act 2012</p>		
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			<ul style="list-style-type: none"> Section Part4, Subpart3 - Search Warrants The authority to apply for and execute a search warrant. <p>Unit Titles Act 2010</p> <ul style="list-style-type: none"> Section 32 Power to issue certificate so that a unit plan can be deposited 		
28 Mar 2024	Planning	Planning Manager District Plan Review	<p>Insert:</p> <p>Local Government Act 1974</p> <ul style="list-style-type: none"> Section 348 Council’s powers and functions in respect of private ways. <p>Local Government Act 2002</p> <ul style="list-style-type: none"> Sections 171, 173, 174 and 181 To be an authorised officer to act and enter private land. Sections 172, 178, 182 Power of entry for enforcement purposes and require certain information. <p>Resource Management Act 1991</p> <ul style="list-style-type: none"> Section 39B Appointment of commissioner(s) to hearings Section 87E, 87F,87G Power to determine Council position on a request for direct referral, prepare reports and provide information to Environment Court Section 99 and 99A The power to invite or require parties to attend pre-hearing meetings. The power to refer parties to mediation. Section 168A Power to determine whether to publicly notify Council’s notice of requirement for a designation, and to either confirm, modify, impose conditions or withdraw Section 169 Power to determine whether to publicly notify a notice of requirement for a designation 	To provide necessary delegations to carry out role.	1661042

			<ul style="list-style-type: none"> • Section 171 The making of a recommendation on a notice of requirement for a designation. • Section 189A and 191 Power to determine whether to publicly notify Council’s notice of requirement for a heritage order and power to make decision on Council’s notice of requirement for a heritage order. • Section 334 The authority to apply for a warrant for entry for search. • Section 335 The power to direct and execute a warrant for entry for search. • Section 338 The power to commence and manage a prosecution for an offence against the RMA. • Section Sch.1, Part 1, Cl 20A Power to amend an operative policy statement or plan to correct minor errors • Section Sch.1, Part 2, Cl 29(4) The signing of consent orders in respect of a resource consent appeal or on an appeal in respect of a plan change. Before signing the consent order, the delegate shall consult with the Chairperson of the Environmental Services Committee. • Section RMA All RMA functions, powers or duties not otherwise delegated to any committee, <p>Search and Surveillance Act 2012</p> <ul style="list-style-type: none"> • Section Part4, Subpart3 - Search Warrants The authority to apply for and execute a search warrant. <p>Unit Titles Act 2010</p> <p>Section 32 Power to issue certificate so that a unit plan can be deposited</p>		
05 April 2024	Planning	Subdivision and Monitoring Officer	<p>Insert:</p> <p>Local Government Act 2022</p> <ul style="list-style-type: none"> • Section 171, 173, 174, and 181 To be an authorised officer to act and enter private land. 	To provide necessary delegations to carry out role.	1661950

			<ul style="list-style-type: none"> • Section 172, 178, and 182 Power of entry for enforcement purposes and require certain information. <p>Resource Management Act 1991</p> <ul style="list-style-type: none"> • Section 16 Duty to avoid unreasonable noise • Section 22 Duty to provide information • Section 35 Duty to gather information, monitor and keep records • Section 38(1)(a) Authorisation and responsibilities of enforcement officers • Section 42A Powers regarding the preparation commissioning and provision of reports • Section 223 To determine whether or not a survey plan, which has been submitted to the Council for approval, conforms to the relevant subdivision consent or certificate of compliance • Section 224 To determine whether or not the conditions of a subdivision have been complied with. • Section 322 Scope of abatement notice • Section 327 Issue and Effect an excessive noise direction • Section 328 Compliance with an excessive noise direction • Section 332 Power of entry for inspection • Section 333 Power of entry for survey under S 333 for purposes connected with any preparation, change or review of the District Plan • Section 343C Infringement Notices 		
05 April 2024	Planning	Intermediate Resource Consents Planner	<p>Insert:</p> <p>Building Act 2004</p> <ul style="list-style-type: none"> • Section 36 To issue a development contribution notice. 	To provide necessary delegations to carry out new role.	1661950

			<ul style="list-style-type: none"> • Section 37 The attachment or uplifting of a requirement for Resource Consent under the Building Act. (Note: The decision to require (or not) a resource consent under the District Plan will be identified by the District Planning Unit.) Section 39 To advise Heritage New Zealand of certain applications <p>Local Government Act 2022</p> <ul style="list-style-type: none"> • Section 171, 173, 174, and 181 To be an authorised officer to act and enter private land. • Section 172, 178, and 182 Power of entry for enforcement purposes and require certain information. <p>Resource Management Act 1991</p> <ul style="list-style-type: none"> • Section 22 Duty to provide information • Section 42A Powers regarding the preparation commissioning and provision of reports • Section 88(3) Authority to receive a resource consent application and determine whether the application meets the minimum requirements of the RMA, and to return that application if incomplete. • Section 92, 92A and 92B The power to commission reports and request further information in respect of a resource consent application and to set a time that the applicant has to provide the information and tell the applicant of that time. • Section 101 To determine the commencement date, time and place for the hearing of an application for resource consent. If the application is being heard by the Council’s Hearing Committee, the decision should be taken in consultation with the Chair of the Hearings Committee. 		
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			<ul style="list-style-type: none"> • Section 114 Authority to serve consent applicant and submitters with notice of the decision on an application • Section 223 To determine whether or not a survey plan, which has been submitted to the Council for approval, conforms to the relevant subdivision consent or certificate of compliance • Section 224 To determine whether or not the conditions of a subdivision have been complied with. • Section 322 Scope of abatement notice • Section 327 Issue and Effect an excessive noise direction • Section 328 Compliance with an excessive noise direction • Section 332 Power of entry for inspection • Section 333 Power of entry for survey under S 333 for purposes connected with any preparation, change or review of the District Plan • Section 343C Infringement Notices 		
28 April 2024	Corporate and Communications	Group Manager Corporate and Communications	Add financial delegation grade 5 \$50,000 purchasing delegation	To provide necessary delegations to carry out new role.	1668052
08 May 2024	IT	Chief Information Officer	Change credit card limit from \$3,000 to \$10,000	To provide necessary delegations to carry out role.	1670909
22 May 2024	Community Services	Customer Services Team Leader	Insert: Local Government (Rating) Act 2002 <ul style="list-style-type: none"> • Section 57,58 Power to add penalties for rates not paid by the due date. Remove reference to User Experience and Community and Engagement and replace with Community Services 	Reflect group title change	1646755

			Clause 6.9 Authority for all hall, stadium, motor camp and theatre bookings - remove reference to User Experience and Community Engagement and change to Community Services.		
22 May 2024	Finance	Chief Financial Officer	<ul style="list-style-type: none"> • Clause 4.3 Expenditure/contract limits \$250,000 Change job title from Group Manager Commercial and Strategy to Chief Financial Officer • Clause 4.7.3 The writing off of debts considered to be bad or uncollectible up to the value of \$5,000 Change job title from Group Manager Commercial and Strategy to Chief Financial Officer • Clause 4.7.15 Donations - Authority to establish and discharge security agreements associated with loans advanced by the Council. Change job title from Group Manager Commercial and Strategy to Chief Financial Officer • Clause 4.7.20 Investments - Authority to appoint independent advisor(s) Change job title from Group Manager Commercial and Strategy to Chief Financial Officer <p>Airport Authorities Act 1966</p> <ul style="list-style-type: none"> • section 4A&4B - Duty (as airport authority) to consult with every substantial customer in respect of any fixing/altering charges in the absence of written consent. Change job title from Group Manager Commercial and Strategy to Chief Financial Officer • section 9 - Duty (as airport authority) to pay unclaimed proceeds of sale of lost property and money into such bank account kept by the authority. Change job title from Group Manager 	To provide necessary delegations to carry out new role.	1646755

			<p>Commercial and Strategy to Chief Financial Officer</p> <p>Local Government (Rating) Act 2002</p> <ul style="list-style-type: none"> • section 52 - Authority to determine agreeable methods of payment. Change job title from Group Manager Commercial and Strategy to Chief Financial Officer 		
22 May 2024	Corporate and Communications	Group Manager Corporate and Communications	<p>Insert:</p> <ul style="list-style-type: none"> • Clause 4.4 Credit card \$5,000 limit change job title from Group Manager Commercial and Strategy to Group Manager Corporate and Communications <p>Local Government (Rating) Act 2002</p> <ul style="list-style-type: none"> • Section 72 Authority to give consent to Registrar of High Court to sell a rating unit by private treaty. - change Group Manager Commercial and Strategy to Group Manager Corporate and Communications and include Chief Executive and add Chief Financial Officer • Section 77-83 Authority to sell or lease abandoned land. change Group Manager Commercial and Strategy to Group Manager Corporate and Communications and include Chief Executive and add Chief Financial Officer. • Section 135 Authority to provide evidence of certain matters. change Group Manager Commercial and Strategy to Group Manager Corporate and Communications and add Chief Financial Officer. <p>Clause 6.11 Legal Opinions - Authority to obtain legal opinions and engage solicitors. Remove Strategy</p>	To provide necessary delegations to carry out new role.	1646755

			<p>and Corporate Planning Manager and change to Group Manager Corporate and Communications.</p> <p>Clause 6.13 To Provide Factual and Statistical Information to the Media – remove Strategy and Corporate Planning Manager and include Group Manager Corporate and Communications.</p>		
22 May 2024	Chief Executive	Executive Support Manager	<p>Insert:</p> <ul style="list-style-type: none"> • Clause 4.4 Credit card \$5,000 limit change job title from Governance and Executive Support Manager to Executive Support Manager • Clause 4.7.4 Authorised to operate Timaru District Council Mayor’s Welfare accounts change job title from Governance and Executive Support Manager to Executive Support Manager • Clause 6.1 To authorise general advertising change job title from Governance and Executive Support Manager to Executive Support Manager • Clause 6.6 – Arrangements for Civic or Mayoral Functions – Remove reference to Governance and Executive Support Manager and replace with Executive Support Manager and Executive Support Coordinator • Clause 6.11 Legal Opinions - Authority to obtain legal opinions and engage solicitors. Remove Strategy and Corporate Planning Manager and change to Group Manager Corporate and Communications. • Clause 6.13 To authorize media releases - remove Governance and Executive Support Manager and include Executive Support Manager 	To provide necessary delegations to carry out new role.	1646755
22 May 2024	Community Services	Group Manager Community Services	<p>Insert:</p> <p>Clause 4.4 Credit card \$5,000</p>	To provide necessary delegations to carry out new role.	1646755

			<p>Arts Council of New Zealand Toi Aotearoa Act 2014</p> <ul style="list-style-type: none"> • Making a grant under section 18(2)(b) change job title from Group Manager User Experience and Community Engagement to Group Manager Community Services <p>Timaru District Consolidated Bylaws(General)</p> <ul style="list-style-type: none"> • Authority to implement Bylaws – Chapter 8 – Cultural and Recreational Facilities change from Group Manager Recreation and Cultural Services to Group Manager Community Services. <p>Clause 6.9 Facility usage and hours of operation - Authority to set hours of operation for Council remove Group Manager Recreational and Culture.</p> <p>Clause 6.18 – Authority to approval allocation of community buildings and facilities – remove Group Manager Recreation and Cultural Services.</p>		
22 May 2024	Property	Group Manager Property	<p>Insert: Public Works Act 1981</p> <ul style="list-style-type: none"> • Section 239 Power to remove and/or dispose of abandoned property from public works land. Change Group Manager Commercial and Strategy to Group Manager Property and Group Manager Corporate and Communications. • Section 240 Removal of land from persons holding illegal possessions. Change Group Manager Commercial and Strategy to Group Manager Property and Group Manager Corporate and Communications. 	To provide necessary delegations to carry out new role.	1646755

			<p>Clause 6.9 Authority to set hours of operation for Public Toilets – remove Group Manager Commercial and Strategy and add Group Manager Property.</p> <p>Clause 6.18 – Authority to enter into new leases for Council properties on the following basis: - That the length of the lease be not more than 10 years including renewals – remove Group Manager Commercial and Strategy and include Group Manager Property.</p> <p>Clause 6.18 – Authority to enter into new leases for Council properties greater than 10 years – remove Group Manager Commercial and Strategy and include Group Manager Property.</p>		
22 May 2024	Governance	Governance Advisor	<p>Insert: Clause 6.1 To authorise general advertising add Governance Advisor</p>	To provide necessary delegations to carry out new role.	1646755
22 May 2024	Chief Executive	Executive Support Coordinator	<p>Insert: Clause 6.1 To authorise general advertising change job title from Governance and Executive Support Coordinator to Executive Support Coordinator.</p>	To provide necessary delegations to carry out new role.	1646755
22 May 2024	Chief Executive	Chief Executive	<p>Insert: Clause 6.4 Carbon Emission Units - Authority to operate Emissions Unit Register and Authority to execute carbon transactions - remove reference to Group Manager Commercial and Strategy and replace with Chief Executive.</p> <p>Clause 6.14 – To Grant a License to Occupy for 5 Years – remove Group Manager Commercial and Strategy and include Chief Executive.</p>	To provide necessary delegations to carry out new role.	1646755

			Clause 6.18 – Authority to enter into complete sale and purchase agreements and other relevant documentation when such transactions have been previously approved by Council – remove Group Manager Commercial and Strategy and include Chief Executive.		
06 June 2024	Art Gallery	Art Gallery Manager	Amend financial delegation from grade 7 \$10,000 to grade 4 \$20,000	To provide necessary delegations to carry out role.	1677144
06 June 2024	Finance	Bank Reconciliation Officer	Amend financial delegation from grade 9 \$1,000 to grade 5 \$2,000	To provide necessary delegations to carry out role.	1677144
06 June 2024	Building	Building Control Manager	Amend financial delegation from grade 7 \$10,000 to grade 4 \$20,000	To provide necessary delegations to carry out role.	1677144
06 June 2024	Airport	Chief Executive Airport	Amend financial delegation from grade 5 \$50,000 to grade 2 \$250,000	To provide necessary delegations to carry out role.	1677144
06 June 2024	Finance	Chief Financial Officer	Amend financial delegation from grade 5 \$50,000 to grade 2 \$250,000	To provide necessary delegations to carry out role.	1677144
06 June 2024	Information Technology	Chief Information Officer	Amend financial delegation from grade 5 \$50,000 to grade 2 \$250,000	To provide necessary delegations to carry out role.	1677144
06 June 2024	Community Experience	Community Experience Manager	Amend financial delegation from grade 7 \$10,000 to grade 4 \$20,000	To provide necessary delegations to carry out role.	1677144

06 June 2024	Infrastructure	Development Manager	Amend financial delegation from grade 6 \$20,000 to grade 4 \$20,000	To provide necessary delegations to carry out role.	1677144
06 June 2024	Planning	District Planning Manager to Planning Manager - Consents, Compliance & Strategy	Add financial delegation grade 4 \$20,000	To provide necessary delegations to carry out role.	1677144
06 June 2024	Planning	Planning Manager - District Plan Review	Add financial delegation grade 4 \$20,000	To provide necessary delegations to carry out role.	1677144
06 June 2024	Environmental Compliance	Environmental Compliance Manager	Amend financial delegation from grade 7 \$10,000 to grade 4 \$20,000	To provide necessary delegations to carry out role.	1677144
06 June 2024	Chief Executive	Executive Support Manager	Add financial delegation grade 5 \$2,000	To provide necessary delegations to carry out role.	1677144
06 June 2024	Corporate and Communications	Group Manager Corporate and Communications	Amend financial delegation from grade 5 \$50,000 to grade 2 \$250,000	To provide necessary delegations to carry out role.	1677144
06 June 2024	Engagement and Culture	Group Manager Engagement and Culture	Amend financial delegation from grade 3 \$100,000 to grade 2 \$250,000	To provide necessary delegations to carry out role.	1677144
06 June 2024	Environmental Services	Group Manager Environmental Services	Amend financial delegation from grade 3 \$100,000 to grade 2 \$250,000	To provide necessary delegations to carry out role.	1677144

06 June 2024	Community Services	Group Manager Community Services	Amend financial delegation from grade 3 \$100,000 to grade 2 \$250,000	To provide necessary delegations to carry out role.	1677144
06 June 2024	Information Technology	Helpdesk Team Leader	Amend financial delegation from grade 7 \$10,000 to grade 5 \$2,000	To provide necessary delegations to carry out role.	1677144
06 June 2024	Libraries	Libraries Manager	Amend financial delegation from grade 7 \$10,000 to grade 4 \$20,000	To provide necessary delegations to carry out role.	1677144
06 June 2024	Property	Group Manager Property	Change title from Manager of Property Services and Client Representative to Group Manager Property and Amend financial delegation from grade 5 \$50,000 to grade 2 \$250,000	To provide necessary delegations to carry out role.	1677144
06 June 2024	Museum	Museum Director	Amend financial delegation from grade 7 \$10,000 to grade 4 \$20,000	To provide necessary delegations to carry out role.	1677144
06 June 2024	Information Technology	Network Systems Team Leader	Amend financial delegation from grade 7 \$10,000 to grade 5 \$2,000	To provide necessary delegations to carry out role.	1677144
06 June 2024	Parks	Parks and Recreation Manager	Amend financial delegation from grade 5 \$50,000 to grade 4 \$20,000	To provide necessary delegations to carry out role.	1677144
06 June 2024	Recreation Facilities	Recreation Facilities Manager	Amend financial delegation from grade 5 \$50,000 to grade 4 \$20,000	To provide necessary delegations to carry out role.	1677144
06 June 2024	Corporate and Communications	Risk and Assurance Manager	Amend financial delegation from grade 6 \$20,000 to grade 5 \$20,000	To provide necessary delegations to carry out role.	1677144

06 June 2024	Emergency Management	Manager - Emergency Management	Amend financial delegation from grade 7 \$10,000 to grade 4 \$20,000	To provide necessary delegations to carry out role.	1677144
06 June 2024	Waste	Waste Operations Manager	Amend financial delegation from grade 6 \$20,000 to grade 4 \$20,000	To provide necessary delegations to carry out role.	1677144

Below are changes requested to remove delegations:

Date Approved	Unit	Position Title	Change Required	Rationale	Reference
18 Aug 2023	Engagement and Culture	Covid Business Continuity Officer	Remove	Role no longer exists	1609463
26 Oct 2023	User Experience and Community Engagement	Communications Advisor	Remove	Role no longer exists	1646260
26 Oct 2023	User Experience and Community Engagement	Communications Manager	Remove	Role no longer exists	1646260/ 1646578
26 Oct 2023	User Experience and Community Engagement	Administration Support User Experience and Community Engagement	Remove	Role no longer exists	1646260/ 1646578

04 Dec 2023	Recreation and Cultural Services	Group Manager Recreation and Cultural Services	Remove financial delegation	Role no longer exists	1634442
04 Dec 2023	Engagement and Culture	Wellbeing Advisor	Remove financial delegation	Role no longer exists	1634390
28 Mar 2024	Planning	District Planning Manager	Remove all statutory delegations	Role no longer exists	1661042
05 April 2024	Planning	Subdivision and Compliance Officer	Remove all statutory delegations	Role no longer exists	1661950
22 May 2024	User Experience and Community Engagement	Group Manager User Experience and Community Engagement	Remove Clause 4.4 Credit card \$5,000	Role no longer exists	1646755
22 May 2024	Recreation and Cultural Services	Group Manager Recreation and Cultural Services	Remove Clause 4.4 Credit card \$5,000	Role no longer exists	1646755
22 May 2024	Finance	Chief Financial Officer	Remove the Clause 4.7.3 The writing off of debts considered to be bad or uncollectible up to the value of \$2,000	Chief Financial Officer can write off debts considered to be bad or uncollectible up to the value of \$5,000, therefore this delegation was not required	1646755
22 May 2024	Group Manager	Group Manager Commercial and Strategy	Remove delegation to Group Manager Commercial and Strategy under clause 4.7.14 Authority to discontinue or restrict any service for non-payment and authorise resumption of service where appropriate.	Role no longer exists	1646755

22 May 2024	Directors	Directors	Remove delegation to Directors under clause 4.7.26 Small Claims - Authority to meet without prejudice small claims for by way of ex gratia payments not exceeding \$5,000	Role no longer exists	1646755
22 May 2024	Chief Executive	Governance and Executive Support Administrator	Remove all delegations	Role no longer exists	1646755
22 May 2024	Chief Executive	Governance Coordinator	Remove all delegations	Role no longer exists	1646755
06 June 2024	LTU	Active Transport Project Manager	Remove all financial delegations	Review of financial delegations	1677114
06 June 2024	Airport	Airport Operations & Safety Manager	Remove all financial delegations	Review of financial delegations	1677114
06 June 2024	Recreational Facilities	Aquatic Operations Team Leader	Remove all financial delegations	Review of financial delegations	1677114
06 June 2024	LTU	Asset Management System Analyst	Remove all financial delegations	Review of financial delegations	1677114
06 June 2024	Planning	Biodiversity Officer	Remove all financial delegations- - role no longer exists	Review of financial delegations	1677114

06 June 2024	Communication	Communications and Engagement Manager	Remove all financial delegations – role no longer exists	Review of financial delegations	1677114
06 June 2024	Corporate and Communications	Corporate Planner	Remove all financial delegations	Review of financial delegations	1677114
06 June 2024	Museum	Curator of Documentary History	Remove all financial delegations	Review of financial delegations	1677114
06 June 2024	Museum	Curator of Social History	Remove all financial delegations	Review of financial delegations	1677114
06 June 2024	Community Experience	Customer Services Team Leader	Remove all financial delegations	Review of financial delegations	1677114
06 June 2024	Library Services	Digital Services Officer	Remove all financial delegations	Review of financial delegations	1677114
06 June 2024	Planning	District Planning Manager	Remove all financial delegations	Review of financial delegations and role title change	1677114
06 June 2024	Engagement & Culture	Engagement & Culture Manager	Remove all financial delegations	Review of financial delegations	1677114
06 June 2024	Infrastructure	Executive Assistant Infrastructure	Remove all financial delegations	Review of financial delegations	1677114

06 June 2024	Finance	Finance Manager	Remove all financial delegations	Review of financial delegations	1677114
06 June 2024	Chief Executive	Governance Coordinator	Remove all financial delegations	Review of financial delegations – role no longer exists	1677114
06 June 2024	Chief Executive	Governance & Executive Support Administrator	Remove all financial delegations	Review of financial delegations – role no longer exists	1677114
06 June 2024	Chief Executive	Governance & Executive Support Manager	Remove all financial delegations	Review of financial delegations – role no longer exists	1677114
06 June 2024	Commercial and Strategy	Group Coordinator Commercial and Strategy	Remove all financial delegations	Review of financial delegations – role no longer exists	1677114
06 June 2024	Environmental Services	Group Coordinator Environmental Services	Remove all financial delegations	Review of financial delegations	1677114
06 June 2024	Community Services	Operations Coordinator Community Services	Remove all financial delegations	Review of financial delegations	1677114
06 June 2024	Commercial and Strategy	Group Manager Commercial and Strategy	Remove all financial delegations	Review of financial delegations – role no longer exists	1677114

06 June 2024	Health & Safety	Health & Safety Manager	Remove all financial delegations	Review of financial delegations	1677114
06 June 2024	Information Technology	Information Management Team Leader	Remove all financial delegations	Review of financial delegations	1677114
06 June 2024	LTU	Infrastructure Consents Team Leader	Remove all financial delegations	Review of financial delegations	1677114
06 June 2024	Information Technology	IT Development Team Leader	Remove all financial delegations	Review of financial delegations	1677114
06 June 2024	LTU	Land Transport Administrator	Remove all financial delegations	Review of financial delegations	1677114
06 June 2024	LTU	Land Transport Project Delivery Co-Ordinator	Remove all financial delegations	Review of financial delegations	1677114
06 June 2024	Engagement & Culture	Learning and Development Specialist	Remove all financial delegations	Review of financial delegations	1677114
06 June 2024	LTU	LTU Bylaws Officer	Remove all financial delegations	Review of financial delegations	1677114
06 June 2024	Finance	Senior Accountant	Remove all financial delegations	Review of financial delegations	1677114

06 June 2024	Library Services	Outreach Librarian	Remove all financial delegations	Review of financial delegations	1677114
06 June 2024	Parks	Parks and Recreation Asset Administrator	Remove all financial delegations	Review of financial delegations – role no longer exists	1677114
06 June 2024	Parks	Parks Operations Officer	Remove all financial delegations	Review of financial delegations	1677114
06 June 2024	Parks	Parks Horticulture Liaison Officer	Remove all financial delegations	Review of financial delegations	1677114
06 June 2024	Parks	Parks Project Coordinator	Remove all financial delegations	Review of financial delegations	1677114
06 June 2024	Water and Drainage	Principal Three Waters Specialist	Remove all financial delegations	Review of financial delegations	1677114
06 June 2024	Commercial and Strategy	Programme Delivery Manager	Remove all financial delegations	Review of financial delegations – role no longer exists	1677114
06 June 2024	Infrastructure	Programme Delivery Manager (Infrastructure)	Remove all financial delegations	Review of financial delegations	1677114

06 June 2024	Property	Property Administration Officer	Remove all financial delegations	Review of financial delegations	1677114
06 June 2024	Property	Property and Insurance Officer	Remove all financial delegations	Review of financial delegations	1677114
06 June 2024	Property	Property Facilities Officer	Remove all financial delegations	Review of financial delegations	1677114
06 June 2024	Property	Property Projects Officer	Remove all financial delegations	Review of financial delegations	1677114
06 June 2024	Property	Property Social Housing Officers	Remove all financial delegations	Review of financial delegations	1677114
06 June 2024	Finance	Revenue Team Leader	Remove all financial delegations	Review of financial delegations	1677114
06 June 2024	LTU	Road Engineering Technician	Remove all financial delegations	Review of financial delegations – role no longer exists	1677114
06 June 2024	LTU	Road Safety Coordinator	Remove all financial delegations from both roles of this title	Review of financial delegations	1677114
06 June 2024	LTU	Roading Officer (Previously Roading)	Remove all financial delegations from both roles of this title	Review of financial delegations	1677114

		Compliance Officer)			
06 June 2024	LTU	Roading Corridor Technician & Coordinator (previously Rooding Corridor Technician)	Remove all financial delegations	Review of financial delegations – role no longer exists	1677114
06 June 2024	LTU	Rooding Network Team Leader	Remove all financial delegations	Review of financial delegations	1677114
06 June 2024	Environmental Compliance	Team Leader Animal Control/Parking (formerly Senior Animal Control Officer)	Remove all financial delegations	Review of financial delegations	1677114
06 June 2024	Infrastructure	Special Projects Engineer	Remove all financial delegations	Review of financial delegations	1677114
06 June 2024	Finance	Senior Finance Business Partner	Remove all financial delegations	Review of financial delegations	1677114
06 June 2024	Library Services	Senior Librarian - Adult Services	Remove all financial delegations	Review of financial delegations	1677114

06 June 2024	Library Services	Senior Heritage Librarian	Remove all financial delegations	Review of financial delegations	1677114
06 June 2024	Recreational Facilities	Southern Trust Event Centre Team Leader	Remove all financial delegations	Review of financial delegations	1677114
06 June 2024	Commercial and Strategy	Strategy and Corporate Planning Manager	Remove all financial delegations	Review of financial delegations – role no longer exists	1677114
06 June 2024	Library Services	Adult Services Team Leader	Remove all financial delegations	Review of financial delegations	1677114
06 June 2024	Planning	Team Leader Consents and Compliance	Remove all financial delegations	Review of financial delegations	1677114
06 June 2024	Library Services	Team Leader Geraldine	Remove all financial delegations	Review of financial delegations	1677114
06 June 2024	Emergency Management	Team Leader & Emergency Management Advisor	Remove all financial delegations	Review of financial delegations	1677114
06 June 2024	Planning	Team Leader Policy	Remove all financial delegations	Review of financial delegations	1677114

06 June 2024	Library Services	Temuka Team Leader	Remove all financial delegations	Review of financial delegations	1677114
06 June 2024	Library Services	Youth Services Team Leader	Remove all financial delegations	Review of financial delegations	1677114
06 June 2024	LTU	Transport Community Engagement Advisor	Remove all financial delegations	Review of financial delegations	1677114
06 June 2024	LTU	Transportation Team Leader	Remove all financial delegations	Review of financial delegations	1677114
06 June 2024	Water and Drainage	Wastewater Compliance Officer	Remove all financial delegations	Review of financial delegations	1677114
06 June 2024	Water and Drainage	Wastewater Treatment Operator	Remove all financial delegations x4 roles	Review of financial delegations	1677114
06 June 2024	Water and Drainage	Wastewater Treatment Team Leader	Remove all financial delegations	Review of financial delegations	1677114
06 June 2024	Water and Drainage	Water Services Engagement Officer	Remove all financial delegations – role no longer exists	Review of financial delegations	1677114
06 June 2024	Water and Drainage	Water Services Reticulation Engineer	Remove all financial delegations	Review of financial delegations	1677114

06 June 2024	Water and Drainage	Water Services Operations Engineer	Remove all financial delegations	Review of financial delegations	1677114
06 June 2024	Water and Drainage	Water Services Team Leader	Remove all financial delegations	Review of financial delegations	1677114
06 June 2024	Water and Drainage	Water Treatment Operator	Remove all financial delegations x5 roles	Review of financial delegations	1677114
06 June 2024	Water and Drainage	Water Treatment Team Leader	Remove all financial delegations	Review of financial delegations	1677114
06 June 2024	Engagement & Culture	Wellbeing & Engagement Manager	Remove all financial delegations	Review of financial delegations	1677114

9.8 Annual Plan 2024/25 Three Month Service Performance Report for the period 01 July to 30 September 2024

Author: Steph Forde, Corporate and Strategic Planner

Authoriser: Stephen Doran, Group Manager Corporate and Communications

Recommendation

That Council receives and notes the three-month service performance report for the period 01 July to 30 September 2024

Purpose of Report

- 1 The purpose of this report is to outline progress on the performance measures included in the Annual Plan 2024/25, Year One of the 2024-34 Long Term Plan (LTP).

Assessment of Significance

- 2 This matter is considered to be of low significance in terms of Council's Significance and Engagement Policy as it is a regular report to Council on its KPI's.

Background

- 3 Council's three month reporting cycle includes progress reporting of 100 performance measures for the quarterly periods 01 July - 30 September, 01 October – 31 December, 01 January – 31 March, 01 April, and an Annual Report for the 12 month period ended 30 June each year.
- 4 This three month report is the first reporting period with the new service performance measures adopted in the 2024-34 LTP.
- 5 Performance measure results are reported, and commentary is supplied by Activity Managers.

Highlights

- 6 This section summarises the key activity highlights during the reporting period which are detailed in Attachment 1.
 - 6.1 Emergency Operations Centre training time was 293 hours for the reporting period.
 - 6.2 Mayors' Taskforce for Jobs Coordinator and related programme has commenced with two young people placed in employment.
 - 6.3 Long Term Plan 2024-34 was adopted and published within statutory timeframes.
 - 6.4 Artarama and South Canterbury Pottery Groups exhibition openings at the Art Gallery had 127 and 208 attendees respectively.
 - 6.5 353 children and 163 adults attended July School Holiday Programmes at the Timaru Children's Library.
 - 6.6 CBay gym has over 1,500 members.
 - 6.7 In-house Parks team has been recruited and commenced maintenance of high profile Timaru gardens.

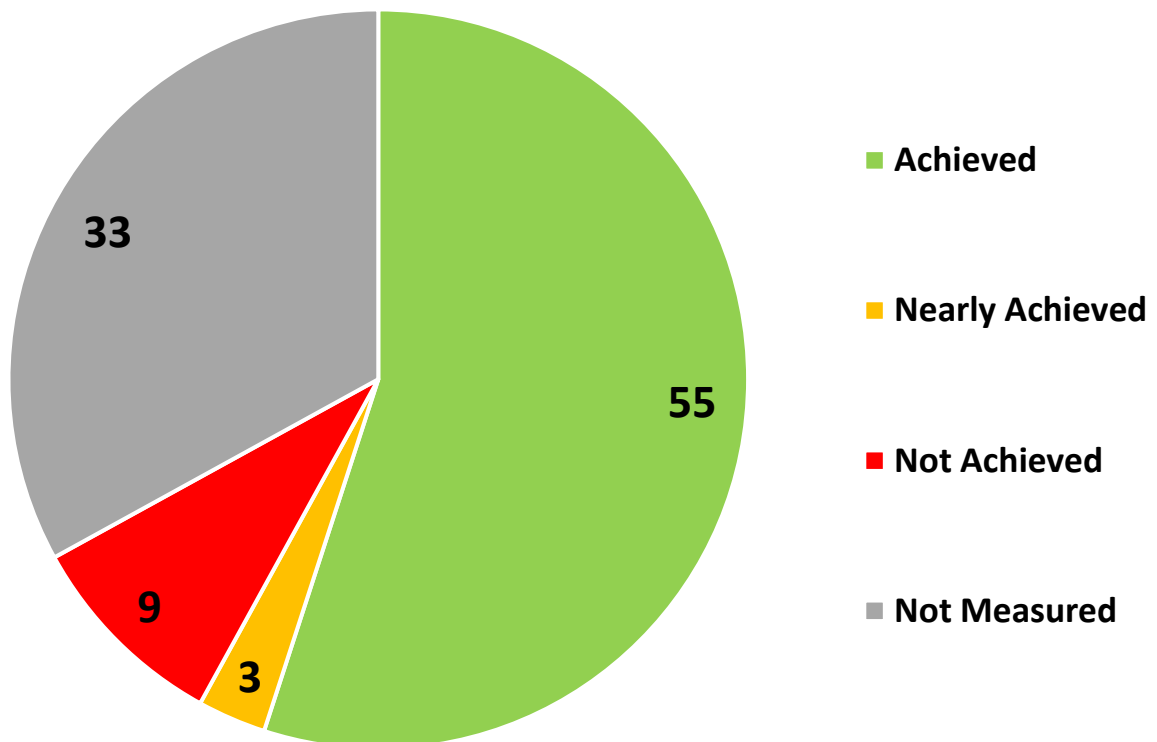
- 6.8 \$2.7 million was secured from NZTA through the Crown Resilience Fund to upgrade and enhance access along Kellands Hill Road and Cartwrights Road.
- 6.9 Geraldine Stormwater Discharge Consent was issued.
- 6.10 Completion of the Waste Management Asset Management Plan.

Issues

- 7 The section summarises the key activity issues during the reporting period which are detailed in Attachment 1.
 - 7.1 Vandalism and graffiti continue to be an issue across the district for Public Toilets and Parks and Recreation.
 - 7.2 Art Gallery collection storage is at capacity.
 - 7.3 NZTA’s National Land Transport funding priorities have resulted in significant funding shortfalls across bridge maintenance, safety upgrades and road upkeep with a potential direct impact to Councils footpath renewal cycle extending from 25 years to 75 years.
 - 7.4 Unexpected and unbudgeted events requiring immediate action in Waste Management to ensure compliance with Resource Consent requirements, totalling approximately \$50K, were completed at the Pleasant Point Soakage pit and sampling point at Redruth.

Overall Result

The below graph shows the overall performance result for the reporting period.



Results by Activity

- 8 The below tables show performance measures by Group of Activity as detailed in the LTP including the target, result for quarter 1, and expected performance for year end.
- 9 These results are colour coded in green, orange or red to show whether the measure is on target, marginal, or not achieved respectively.
- 10 Where a measure has an (M) included in the title, this identifies a performance measure that is required to be reported by legislation, Central Government, or a funding source (for example NZTA).
- 11 Not all performance measures that have a legislative component are mandatory performance measures.
- 12 Some measures are not included in this reporting period as they are reported on an annual/ biennial, or triennial basis such as the Community Survey, which is undertaken biennially to measure resident satisfaction across a number of activities.

Democracy (Page 33 LTP)

Performance Measure	Annual Target	Q1 Result	Expected year end result
Annual Plans and Long Term Plans adopted within statutory timeframes	Yes/ No	Yes	Achieved
Annual reports adopted within statutory timeframes	Yes	N/A*	Achieved
Council and committee meeting agendas made available to the public within statutory timeframes	Yes	Yes	Achieved
Responses to LGOIMA requests are provided according to statutory timeframes	Yes	Nearly Achieved	Nearly Achieved

*Not measured in this period

Community Support (Page 38/39 LTP)

Performance Measure	Annual Target	Q1 Result	Expected year end result
Civil Aviation Authority (CAA) accreditation maintained	Yes	Yes	Achieved
Occupied Council Housing complies with building regulations and Healthy Homes Standards in accordance with the Residential Tenancies Act	100%	99.15%	Achieved
Community Facilities (Cemeteries and Public Toilets) meet legislative safety and environmental requirements	100%	100%	Achieved

Corporate Activities

There are no performance measures for the Corporate Activities Group

District Planning and Environmental Services (Page 49-51 LTP)

Performance Measure	Annual Target	Q1 Result	Expected year end result
Building Consent Authority accreditation retained (M)	Yes	Yes	Achieved
Building Control consent average processing time (M)	<12 days	13.31 days	Achieved
% of building consent applications processed within statutory timeframes (M)	100%	97.62%	Achieved
Resource Consents processed within statutory timeframes	100%	92.11%	Nearly Achieved
Building and Planning services: Provide the local community and/ or local industry with regular updates and information at least four times per year. (M)	4 per year	1	Achieved
Provide Dog Control education to one school/ pre-school/ organisation per term	5 per year	6	Achieved
Information on the website is reviewed and updated quarterly for all regulatory activities	Yes	Yes	Achieved
Percentage of known dogs in District registered	95%	98.2%	Achieved
Percentage of Building Warrant of Fitness (BWOFF) audits completed (M)	20% per annum	6.67%	Nearly Achieved
% of scheduled audits of registered food premises completed or in progress (M)	100%	25.11%	Achieved
% of alcohol regulated premises that have been inspected each year	70%	16.41%	Nearly Achieved
% of food Businesses requiring escalation to the Registration Authority and/or Food Safety Officer for follow up due to non-compliance with correct processes or statutory requirements (M)	100%	100%	Achieved

Recreation and Leisure (Page 57-61 LTP)

Performance Measure	Annual Target	Q1 Result	Expected year end result
Number of Museum service users	25,000	6,618	Achieved
Number of Museum exhibitions and events	14	3	Achieved
Visitors to Libraries	200,000	71,891	Achieved
Online website and catalogue searches (Libraries)	400,000	360,590	Achieved
Library issues (physical and digital) of materials	500,000	141,929	Achieved
Community programme interactions (Libraries)	1,500	749	Achieved
Visitors to Art Galleries	15,000	3,688	Achieved
Online website searches and social media interactions (Art Galleries)	2,000	1,000	Achieved
Community Programmes (Art Galleries)	24	9	Achieved
Visitors to CBay*	300,000	85,124	Achieved
Aquatic swim for life participants	2,000	1,067	Achieved
Aquatic learn to swim participants	2,800	712	Achieved
CBay Fitness Memberships	1,200	1,507	Achieved
CBay Group Fitness class participants	57,600	17,160	Achieved
Aorangi Stadium – Bookings for special events	15 days	18	Achieved
Aorangi Stadium – Bookings by sports clubs and groups	120 days	45	Achieved
Recreation and Leisure facilities meet legislative safety requirements	Yes	Yes	Achieved
Number of Art Gallery exhibitions	15	4	Achieved
Art works conserved	5	1	Achieved
Museum collection items available online	18,500	23,050	Achieved
Parks and recreational open space hectares per 1,000 residents	13ha	13ha	Achieved
Kilometres of off-road walking and biking tracks	90km	93km	Achieved

*Visitors to District Pools will be measured in Q2 and Q3

Roading and Footpaths (Page 65-67 LTP)

Performance Measure	Annual Target	Q1 Result	Expected year end result
Response to customer services requests (M)	70%	85%	Achieved
Road condition- average quality of ride on sealed network (M)	92%	97%	Achieved
Resurfacing of road network (M)	6%	0.6%	Achieved
Rehabilitation of sealed road network (M)	1%	0%	Achieved
Footpath network resurfaced (M)	4%	2.05%	Achieved

Stormwater (Page 73/ 74 LTP)

Performance Measure	Annual Target	Q1 Result	Expected year end result
Number of flooding events in the Timaru District (M)	0	0	Achieved
Number of habitable floors affected by flooding events in the Timaru District (M)	0	0	Achieved
Compliance with Resource Consent conditions (M)	Yes	Yes	Achieved
Median response times to attend a flooding event (M)	Less than 1 hour	0	Achieved
Total complaints received about performance of stormwater system (M)	10 or fewer per 1,000 connected properties	0.09	Achieved

Wastewater (Page79 LTP)

Performance Measure	Annual Target	Q1 Result	Expected year end result
Median attendance times to sewerage overflow faults in the network (M)	Less than 1 hour	0.22 hours	Achieved
Median resolution times to sewerage overflow faults in the network (M)	Less than 8 hours	10.70 hours	Achieved
Total complaints received about odour, system faults, blockages and TDC response (M)	14 or fewer complaints received per 1,000 connections	2.13	Achieved

Water Supply (Page 84-86 LTP)

Performance Measure	Annual Target	Q1 Result	Expected year end result
Compliance with DWSNZ T3 Bacterial Rules (M)	All 8 schemes compliant	8	Achieved
Compliance with DWSNZ T3 Protozoal Rules (M)	All 8 schemes compliant	8	Nearly Achieved*
Median attendance time to urgent urban callouts (M)	Less than 1 hour	0.6 hours	Achieved
Median attendance time to urgent rural callouts (M)	Less than four hours	1.27 hours	Achieved
Median resolution time for urgent urban callouts (M)	Less than four hours	1.5 hours	Achieved
Median resolution time for urgent rural callouts (M)	Less than 8 hours	5.1 hours	Achieved
Median attendance and resolution time for all non-urgent callouts (M)	Time to be reported	8.4 hours	Achieved
Total complaints received about clarity, taste, odour, water pressure/ flow, continuity of supply, TDC response. (M)	26 or fewer complaints received per 1,000 connections	4.71	Achieved
Average consumption of drinking water per day per resident within Timaru District (M)	300L per day per resident	312	Not Achieved
Compliance with Resource Consent conditions	Yes	Yes	Achieved

*Possible technical non-compliance due to data issues

Waste Management

Performance Measure	Annual Target	Q1 Result	Expected year end result
Compliance with Resource Consent conditions	Yes	Yes	Achieved
Kerbside refuse collection waste volumes (M)	130kg per resident	34.62kg	Not Achieved
Total waste received at Transfer stations and resource recovery parks (M)	9,050 tonnes	2,288.35 tonnes	Not Achieved
Level of contamination of recycling (M)	Less than 10%	25.92%	Not Achieved

Attachments

1. Activity Highlights and Issues - Q1 2024/25  

Community Support

Activity – Community Facilities

Quarterly Highlights for Public Toilets	At the request of users via the Mayor, Station Street toilets has been painted and re-tiled. Fixtures have been returned in-situ, replaced where required. Total cost was \$20,520.60 ex GST.
Quarterly Issues for Public Toilets	Continued vandalism across most urban toilets, theft of plumbing parts and an increase in graffiti.

Quarterly Highlights for Cemeteries	Nothing of significance noted
Quarterly Issues for Cemeteries	Nothing of significance noted

Activity – Airport

Quarterly Highlights for Airport	Nothing of significance noted
Quarterly Issues for Airport	Nothing of significance noted

Activity – Emergency Management

<p>Quarterly Highlights for Emergency Management</p>	<p>A busy few months mainly focused on training. Total EOC training time for this quarter has been 293 and this has included the EOC function specific courses to upskill existing staff. Have also delivered a session to elected members. Have also begun arranging initial EOC training for all new staff members as part of their induction process.</p> <p>Volunteer training continues, both weekly for response team and scheduled monthly for community support teams as well as formal training courses.</p>
<p>Quarterly Issues for Emergency Management</p>	<p>The unit continues to focus on core tasks, with little capacity for additional tasks.</p> <p>The reviews that have come from the North Island Severe Weather Event have progressed to a series of recommendations and future strategies coming from Ministry level that have the potential to significantly change Emergency Management. This will need to be tracked as it progresses.</p> <p>While I attended the C10 course, this brings our total of active C10 staff to two, short of the five that we have committed under the C10 agreement. This will require more input from council staff.</p> <p>Volunteer recruitment remains a challenge, especially in the response team.</p>

Activity – Safer Communities

<p>Quarterly Highlights for Safer Communities</p>	<p>Highlights for this reporting period included our Mayors Taskforce for Jobs Coordinator starting the programme and already having two young people placed into employment. The first Age-Friendly Network working group meeting has taken place this reporting period, as well as meetings for E Korowai and Housing First. Senior officials from MBIE attended the Aoraki Settling-In Collective meeting to discuss refugee settlement. The Community Development Advisor continues to meet with various community agencies and stakeholders to foster community connections, as well as attend community events such as the Social Sector Forum.</p>
<p>Quarterly Issues for Safer Communities</p>	<p>The edits for the Need Help booklet are nearing completion. This has been a large undertaking to bring it up to an acceptable publishing standard, as well as waiting for various agencies to approve their content in the booklet.</p>

Activity – Social Housing

Quarterly Highlights for Social Housing	Nothing of significance reported
Quarterly Issues for Social Housing	There are no issues this quarter with Social Housing portfolio. All meet legislation and Healthy Homes requirements as per the Residential Tenancy Act.

Environmental Services

Activity – Building Control

Quarterly Highlights for Building Control	<p>In this quarter half of our technical team had their competency assessment completed with most of them increasing their level of competency which is great for team, Council and the local industry having the assurance they are in safe and competent hands.</p> <p>Two of our team started their Batchellor in Building Surveying level 7. This opportunity will be great for them and will bring a higher level of knowledge and experience to the team which they will all benefit from.</p> <p>The TA Consents Liaison Group, set up earlier this year to identify and create greater collaboration between council units involved with approving consents, has created a number of information documents for the industry and public. These have been shared with a selected group and will soon be publicly available on various pages via the council website. We are also looking at creating quarterly industry workshops starting next year which are designed to bring council and our local industry closer together in understanding how we operate and look at ways in which we can create efficiencies for all involved.</p> <p>Members of the Building team came up with an idea to invite Councillors along on a building inspection to have a look at what goes on and to gain further insight to the regulatory process and those that work within it. This invitation was initially taken up by 3 councillors, however we encourage more to take up the challenge, as we know it will be a valuable experience.</p>
Quarterly Issues for Building Control	<p>Staff sickness continued to be an issue to manage over this period, affecting most of the team with many being away at the same time with most needing more than a week off to recover.</p> <p>We have experienced further issues with how council units work in with each other and in most cases this has effected the compliance outcomes of the related consents or approvals and had a direct impact on our customers.</p> <p>We have experienced a few customers and members of the public challenging decisions we have made or complaints about their neighbours and the activities they have carried out. This has exhausted a significant amount of time for our team that takes us away from other BAU responsibilities.</p>

Activity – District Planning

Quarterly highlights for District Planning	<p>Hearings for B1 Rural Zones and B2 Urban Zones were completed and an extension of time to complete the District Plan decisions granted by the Ministry of the Environment.</p> <p>Resource Consents volumes increasingly being processed by internal planners.</p>
Quarterly issues for District Planning	<p>Uncertainty over proposed changes in resource management sector due to RM Reform by the new Coalition Government continues. Continuation of relatively high levels of staff sickness and unanticipated leave in consenting team. Economic growth appears to be slowing, hampering revitalisation of the center of Timaru. Increasing levels of non-compliance and need for enforcement action.</p>

Activity – Environmental Compliance

Quarterly highlights for Environmental Compliance	<p>Nothing of significance reported</p>
Quarterly issues for Environmental Compliance	<p>Liquor licensing and Animal Control have been impacted by staff resource. This has placed these teams under significant pressure to meet service levels.</p>

Governance and Strategy

Quarterly highlights for Democracy	<p>LTP Published within legislative timelines. Representation review completed and status quo option escalated to Local Government Commission for their determination. All targets met regarding public availability of meeting documents.</p>
Quarterly Issues for Democracy	<p>Work began on Annual Report, which was majority internally resourced.</p>

Recreation & Leisure

Activity – Museum

Quarterly highlights for Museum	Higher than average user numbers across Museum visitation and education programmes - a 16% increase over three year average. Figures include a one-off event with 430 people through during an afternoon.
Quarterly Issues for Museum	Council cancellation of planned new facility - requires major change of focus for Museum team along with new forward plan once a clear direction is established.

Activity – Art Gallery

Quarterly Highlights for Art Gallery	August was a popular month with high attendance of events and exhibitions such as Artarama prizegiving 127 and South Canterbury Pottery Groups opening which saw 208 people attend. Great to see local people celebrating the arts of people in our district.
Quarterly Issues for Art Gallery	The Gallery' collection storage is at capacity and alternative options are being explored by GM and SLT. Issues are expected to be ongoing until seismic strengthening is completed end of October 2024. Gallery is also currently without a compliant disabled toilet; this is expected to be resolved next financial year.

Activity – Libraries

<p>Quarterly highlights for Libraries</p>	<p>Most of the team leaders have been enrolled in an asset management training course and will be actively involved in constructing plans for the three locations.</p> <p>Staff at the service centres have been very busy throughout the quarter with rates rebates, seeing more people than ever before. Most of the rebates are completed at the counter thanks to the new form.</p> <p>Six third-year Otago Medical School students visited the Geraldine Library & Service Centre and Temuka Library, Service & Information Centre in August as part of their Community Contact Week. The students were on site to learn how public libraries contribute to the health and wellbeing of individuals in the community</p> <p>353 children and 163 adults attended July School Holiday Programme sessions at the Children’s Library. The new format (offering drop-in sessions every day) is enabling the library to increase our reach.</p> <p>The Children’s Library had a large number of school and kindy visits this quarter. The programmes were on a range of different topics and included educational activities to match. There are often a number of new card registrations following these visits. This includes:</p> <ul style="list-style-type: none"> - 100 pupils in July - 177 pupils in August - 396 pupils in September <p>Syrian Storytime held in Children's Library as part of Welcoming Week celebrations in September</p> <p>Geraldine Library had the shelving in their children’s area replaced with new cream coloured shelving in July. This has made the space brighter and more inviting for children.</p> <p>The library interacted with many community members during the Geraldine Community Board and Licensing Trust By-Election in August. Staff collected voting paper and learned how to use the new Special Vote Portal.</p> <p>In July, the Temuka Team Leader gave talks to Grey Power and a Friendship group at Temuka about the services that the library offers, as well as what council services can be accessed via the service centres.</p> <p>Two new groups began meeting at Temuka Library each week:</p> <ul style="list-style-type: none"> - Spin & Chatter – people bring in their spinning wheels and complete their own spinning or teach others to spin. - Crochet group – being held on a Friday afternoon at the same time as the Mahjong group. It has been great to see a wide range of ages attending. <p>Temuka Library set up its “seed library” exchange initiative in time for Spring. Working in collaboration with gardening enthusiasts in the community, the aim is to encourage people to grow healthy food, get active in the garden and share a knowledge and love of gardening.</p>
<p>Quarterly issues for Libraries</p>	<p>Intermittent issues with the internet connections, particularly at Temuka and Geraldine. Tony Heron, Senior Systems Network Engineer, is assisting with resolving these.</p>

Activity – Recreational Facilities

Quarterly Highlights for Recreational Facilities	Gym numbers still over 1500. Great recruitment for Summer Pools. Successful rollover to Active Carrot meaning customers now book into swim school online. Over 700 registered for what is normally a quiet term.
Quarterly Issues for Recreational Facilities	Facility has been busier than ever across all departments but rather than being an issue I see it a challenge for the team to keep meeting customer expectations

Activity – Parks & Recreation, incl Forestry

Quarterly Highlights for Parks	Kiwi Cycle Trail in Temuka Domain completed. Pleasant Point Domain additional length of trail added to complete a loop around the Domain In-house Parks team recruited for high profile Timaru garden maintenance
Quarterly issues for Parks	An increase in vandalism including graffiti noticed

Activity – Halls, Theatre Royal

Quarterly Highlights for Halls and Theatre	Bookings for Halls are higher than forecast for this quarter.
Quarterly Issues for Halls and Theatre	There are no issues to report for the Halls and Theatre for this quarter.

Roading and Footpaths

<p>Quarterly highlights for Roothing and Footpaths</p>	<p>We're excited to announce some significant achievements for our community! We secured \$2.7 million from NZTA through the Crown Resilience Fund to upgrade and enhance access along Kellands Hill Road and Cartwrights Road, ensuring a more resilient infrastructure.</p> <p>Additionally, our Active Transport Strategy has been officially adopted, setting the stage for new projects that will provide safe walking and cycling options for the community, leveraging the Better Off Funding we previously obtained from the government.</p> <p>The construction season has kicked off successfully, paving the way for these vital improvements. Furthermore, we have developed a new monthly reporting format that keeps our elected members informed and engaged with ongoing progress.</p> <p>These initiatives reflect our commitment to enhancing community safety, accessibility, and connectivity.</p>
<p>Quarterly Issues for Roothing and Footpaths</p>	<p>Recent announcements from NZTA's National Land Transport Fund have brought mixed news. While a "pothole prevention" fund has been introduced, this comes at the cost of reallocating funds from essential maintenance and renewal activities. Unfortunately, this shift leaves areas like bridge maintenance, safety upgrades, and road upkeep significantly underfunded, which will likely lead to more bridge restrictions, eventual closures, and increased strain on existing road infrastructure.</p> <p>A strategic project is underway to assess infrastructure deemed "unaffordable" by NZTA, aiming to proactively address vulnerabilities before disasters strike. This initiative, scheduled for this financial year, underscores the importance of planning ahead, especially with potential changes to emergency funding criteria that may reduce assistance rates and limit eligible events.</p> <p>Cuts to essential services such as vegetation management, road safety, and footpath maintenance are also concerning. Road safety promotion, sign replacements, and regular upkeep have all seen reductions, stretching timelines for necessary improvements and creating safety risks. Our current footpath renewal cycle could extend from 25 years to a staggering 75 years due to these cuts, impacting community accessibility.</p> <p>Despite these challenges, we continue to focus on maintaining a robust local network. While state highways elsewhere receive attention, our Long Term Plan has allowed us to anticipate funding shortfalls and plan accordingly, minimising disruptions to service levels. However, communities are still facing tough decisions—fund essential local work through rates or accept service drops that affect safety, accessibility, and productivity.</p> <p>The team has been actively managing speed management initiatives, particularly in Cave, where efforts focus on balancing safety with the needs of the trucking industry. This includes adjustments to lane widths and retrofitted speed cushions. Additionally, safety improvements are being considered for the Kennedy Street and SH79 area to address recent incidents, working with the New Zealand Transport Agency (NZTA) with funding solutions currently under review.</p>

	<p>In Pleasant Point, ongoing discussions with the Railway Society aim to tackle public safety concerns around the turntable area. Effective coordination with NZTA and legal stakeholders will be crucial for progressing this matter and finding a workable solution.</p> <p>With the introduction of the new Speed Limit Setting Rule 2024, the team is aligning with updated government requirements, which now mandate a benefit-cost assessment of all previous speed limit changes. Given the low traffic volumes and short lengths of the speed limit changes on the affected roads, the impact on travel time is expected to be minimal. While further consultation will be necessary, this process will build on earlier changes that received strong public support through historic community feedback and a previous formal consultation period. It's important to note that the team continues to receive requests from the community for additional speed limit reductions, reflecting ongoing public interest in enhancing road safety.</p>
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Sewer

Quarterly highlights for Wastewater	Work is underway on an air discharge consent application for Pleasant Point Oxidation Pond. This will be submitted next year. Once this is complete, applications for Temuka and Geraldine will get underway. Douglas St sewer main renewal is currently in construction
Quarterly issues for Wastewater	H2S is continuing to be managed at Aorangi Rd WWTP. A number of upgrade and renewal projects are underway at the plant

Stormwater

Quarterly highlights for Stormwater	Geraldine Stormwater Discharge Consent Issued
Quarterly issues for Stormwater	Timaru and Washdyke Consents outstanding without receipt of any RFI. Temuka Consent near issue after review of draft conditions.

Waste Management

<p>Quarterly highlights for Waste Management</p>	<p>The highlights for the Waste Management team in this quarter included the completion of the Asset Management Plan. Work on the Plan had been on-going for a year. Other highlights included the renewal of the Contract with Sustainable South Canterbury Trust (SSCT) for a further 6 years. The Contract had been rolled over for a number of years. SSCT are a significant partner, as they share and practice the circular economy principles that are the core of our Waste Management and Minimisation Plan.</p> <p>The new Organics Facility has begun operation at Redruth and will be officially opened in November. Although EnviroNZ have been managing this project TDC have been operationally and financially involved. We are also in the process of finalising our involvement with Tyrewise - there are still, a couple of contract matters to clarify.</p> <p>The Pleasant Point Soakage Pit remediation has been completed. This was required to ensure consent compliance following an issue that was raised by Ecan.</p>
<p>Quarterly Issues for Waste Management</p>	<p>An on-going issue is the unexpected and unbudgeted events that occur and require immediate action. There have been 3 such events recently that have required us to take action. 2 of these events related to our consents with Ecan requiring work to be completed at the Pleasant Point Soakage Pit and also at a sampling point at Redruth. The Pleasant Point works have now been completed and we are in the process of completing rectification work at the sampling point is well underway. All up these unexpected costs are approximately \$50,000. The works completed do ensure that we meet our consent requirements in these areas.</p> <p>In addition, we have had to replace the Inwards Weighbridge, which was over 20 years old. This cost was over \$30,000.</p>

Water Supply

<p>Quarterly highlights for Water Supply</p>	<p>Seadown Trunkmain upgrade construction is underway with work commencing on approaching landowners to negotiate placement of their new restricted connections. Work on a scheme management strategy underway in support of the roll out.</p>
<p>Quarterly issues for Water Supply</p>	<p>Restriction have been removed from Temuka. Working through a process to address data technical compliance issues across most schemes</p>

9.9 South Rangitata Reserve Management Plan Review

Author: Bill Steans, Parks & Recreation Manager

Authoriser: Andrew Dixon, Group Manager Infrastructure

Recommendation

That Council publicly notify the intention to undertake a comprehensive review of the South Rangitata Reserve (Reserve 5266) Management Plan.

Purpose of Report

- 1 The purpose of this report is to seek approval to publicly notify Council's intention to undertake a comprehensive review of the South Rangitata Reserve Management Plan.

Assessment of Significance

- 2 This matter is considered to be of low to medium significance with less than 500 people estimated to be affected. The South Rangitata Reserve is not a strategic asset but there is a legal requirement to consult when a review of the management plan is initiated. While the cost of reviewing the management plan is low it may have implications on future funding levels within the Reserve.

Discussion

- 3 In response to on-going issues at the Rangitata Huts through infrastructure failures, water quality and natural hazards a review of the South Rangitata Reserve Management Plan (Reserve 5266) is recommended.
- 4 The intention is to undertake a comprehensive review of the Reserve Management Plan. A report providing the detail of this project was presented to the Infrastructure Committee meeting on 8 October 2024 (Attachment 1).
- 5 The Infrastructure Committee supported the initiation the review that required public notification.
- 6 It was noted that the Infrastructure Committee did not have the statutory delegation to approve the initiation of the review process and resolved the following:

Resolution 2024/49

Moved: Cllr Peter Burt

Seconded: Mayor Nigel Bowen

That the Infrastructure Committee recommend that Council confirm the intention to review the South Rangitata Reserve Management plan is publicly notified.

- 7 Therefore, this matter is now referred to Council to consider approval to publicly notifying the intention to review the Rangitata South Reserve Management Plan.

Attachments

1. **South Rangitata Reserve Management Review Report to Infrastructure Committee**  

8.6 South Rangitata Reserve Management Plan Review**Author:** Bill Steans, Parks & Recreation Manager**Authoriser:** Andrew Dixon, Group Manager Infrastructure**Recommendation**

That the Infrastructure Committee confirm that the intention to review the South Rangitata Reserve Management plan is publicly notified.

Purpose of Report

- 1 This report is prepared to seek approval to notify Council's intention to review the South Rangitata Reserve Management Plan.

Assessment of Significance

- 2 There is a low to medium significance with less than 500 people estimated to be affected. The South Rangitata Reserve is not a strategic asset but there is a legal requirement to consult when a review of the management plan is initiated. While the cost of reviewing the management plan is low it may have implications on future funding levels within the Reserve.

Background

- 3 Reserve 5266 (South Rangitata Reserve) is located on the southern side of the Rangitata River mouth. The vested land is classified as a Local Purpose (soil, conservation, and fishing huts) Reserve in accordance with Section 23 of the Reserves Act 1977.
- 4 The Reserve occupies 9.3077 hectares of land and is accessible from Rangitata Huts Road.
- 5 The current South Rangitata Reserve Management Plan became operative in 2003 and as well as the passing of time, several factors have changed to the stage that it should now be reviewed.
- 6 The Reserves Act 1977 prescribes a statutory process for preparing and reviewing Reserve Management Plans. This is to notify the intention to review the plan, prepare a draft plan which considers any submissions for inclusion, notify the draft plan and call for submissions, consider the submissions and make any amendments before adopting a new plan.
- 7 The major draw of the area is fishing, with salmon being of particular importance. In the late 1800's the reserve land was controlled by the South Canterbury Acclimatisation Society.
- 8 Over one hundred privately owned fishing huts are located within the Reserve, each with a lease. A generic example of the lease agreement is provided in Attachment 1.
- 9 Until recently a camping ground operated in the centre of the reserve on the site of a former stream. The lease for the camping ground was terminated by the lease on 31 August 2024. Council has agreed that the camping ground remain closed as the wastewater treatment and disposal system is no longer fit for purpose.

Infrastructure Committee Meeting Agenda

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- 10 The water supply is deemed a private supply scheme that is operated by Council. It is a registered medium usage water supply and has less monitoring requirements than our larger schemes. The Rangitata Huts water supply has had historical instances of high nitrates but below maximum acceptable value (MAV). A reduction in nitrate MAV has been signalled that may require the need for a review of the water supply scheme.
- 11 The South Rangitata Reserve is located adjacent to the coast and the river making it susceptible to natural hazards of river flooding, coastal inundation from sea level rise, storm surges, tsunamis and sea level rise. There may also be a future risk of erosion from the river or the sea. These hazards are included in the proposed District Plan.

Discussion

- 12 Recent infrastructure issues, new information on coastal erosion and inundation and increasing standards for public infrastructure have raised concerns about the long term level of service that Council may need to provide.
- 13 These factors are an opportunity to review the Reserve Management Plan that will allow community consultation on options to manage these for the future.
- 14 Campers and lessees of fishing hut sites wish to see the camping ground continue to operate. One suggestion for this is a freedom camping site for self-contained campers. Information is being prepared to present to Council on a possible Freedom Camping Bylaw which could be instrumental if this approach is followed.
- 15 With potential climate change the future occupation of the site is at risk. However, the length of time permanent buildings will remain unaffected by these events is unknown.
- 16 Infrastructure and natural hazards are a consideration but need not delay the notification of Council's intention to review the South Rangitata Reserve Management Plan.
- 17 The statutory process to review the management plan will take longer than six months before a new plan can be adopted.

Options and Preferred Option

- 18 Option One (preferred option) is to initiate the review of the South Rangitata Reserve Management Plan by resolving to notify the review of the plan.
- 19 Option Two is to delay the review of the South Rangitata Reserve Management Plan. This has the disadvantage of the Reserve Management Plan not keeping up with events and not responding to future issues.

Consultation

- 20 A letter identifying issues in the Reserve and the process for reviewing the Reserve Management Plan was sent to all lessees on 9 September 2024.
- 21 On 21 September 2024 a meeting of South Rangitata Reserve Incorporated (the hut holders' society) and campers was attended by the Member of Parliament for Rangitata and Councillor Pye. Those present expressed a wish for the camping ground to reopen this summer.

Relevant Legislation, Council Policy and Plans

- 22 The Resource Management Act 1991, National Coastal Policy Statement, Canterbury Regional Coastal Plan, Canterbury Land and Water Regional Plan, and Timaru District Plan all impact on land use for the reserve.

Infrastructure Committee Meeting Agenda

8 October 2024

- 23 The Reserves Act 1977 prescribes the way different classifications of Reserves are managed and how Reserve Management Plans are prepared.

Financial and Funding Implications

- 24 The costs of reviewing the management plan are minimal, being officers' time, advertisements, publication and meeting costs and can be funded from existing approved budgets.

Other Considerations

- 25 There are no other considerations.

Attachments

1. Rangitata River Mouth Reserve Hut Site Lease

9.10 Dangerous, Affected and Insanitary Buildings Policy - deliberations and adoption

Author: Brendan Madley, Senior Policy Advisor
Jayson Ellis, Building Control Manager

Authoriser: Paul Cooper, Group Manager Environmental Services

Recommendation

That Council:

1. Deliberates on the submissions received and officer commenting; and
2. Adopts the “Dangerous, Affected and Insanitary Buildings Policy”.

Purpose of Report

- 1 The purpose of this report is to 1) present Council with officer commenting on the written submissions received during consultation, 2) facilitate deliberations on the content of the final policy (including changes from the draft policy where deemed appropriate), and 3) seek adoption of a final version of the policy.

Assessment of Significance

- 2 The Dangerous, Affected and Insanitary Buildings Policy is assessed as being of medium to high significance when considered against the criteria of the Significance and Engagement Policy. This is because it is assessed as high significance for any owner or manager of a dangerous, affected or insanitary building, and of low to medium significance for general members of the public.
- 3 Consultation has occurred in line with this assessment of significance, and to meet the requirement to undertake a Special Consultative Procedure.

Background

- 4 Council adopted a draft Dangerous, Affected and Insanitary Buildings Policy on 13th August 2024.
- 5 Consultation on the draft policy occurred between 19th August and 23rd September 2024.
- 6 Two submissions were received. Both submissions requested changes to the policy.
- 7 The two submissions were provided to Council on 22nd October 2024, and a Hearing held on the same date. One submitter spoke to their submission.
- 8 The two submissions are also attached to this report, for reference.

Discussion

- 9 Councillors should consider whether – in light of the submissions received and associated officer commenting – any changes to the draft policy are appropriate.
- 10 Officers propose amendments to the draft policy, including some which originated from submitters. The material changes are detailed in the following sections of this report, and reflected in the proposed final policy (attached, with track changes from the draft policy).

Submissions summary

- 11 Insanitary buildings – page 001 of the submissions attachment (refer top right corner):
- 11.1 This submitter requests that the insanitary building provisions of the policy are amended. Specifically, they seek the addition of: references to certain sections of the Health Act 1956; potential environmental interventions and resources available to Council, including internal staff, and; recognition of potentially complex situations that require multi-agency responses.
- 11.2 Officer comment: Officers believe that minimal changes are necessary. This policy is based on the requirements and definitions of the Building Act 2004. The definition of insanitary buildings differs between the Building Act 2004 and the Health Act 1956. The latter has a wider scope, whereas the definition in the Building Act 2004 relates to physical characteristics of buildings that may create insanitary conditions; for example, a building not having appropriate drinking water or plumbing. It would not seem appropriate to alter the provisions of this policy to reference the Health Act 1956 given that it is broadly out of scope. Officers propose amending Appendix A on page 9 of the proposed final policy to reference that, in some circumstances where insanitary risk/s relate to more than the physical characteristics of the building, Council may need to utilise its Health Act 1956 powers and collaborate with health agencies.
- 12 Heritage buildings – page 009 of the submissions attachment (refer top right corner):
- 12.1 This submitter argues that heritage buildings are a finite taonga, and thus should be afforded greater protection than non-heritage buildings; for example, by stating that demolition is a last resort, and any remediation should focus on stabilising the building without compromising its heritage, materials or structure. The submitter is concerned that, due to some neglectful owners, heritage buildings may be more likely to face demolition as remediation is less of a viable option. The submitter requests that Heritage New Zealand and the public be consulted unless there is an immediate risk to safety. The submitter requests that the definition of heritage building be amended in the policy to include the (v) definition in the Building Act “a place, or part of a place, that is included in a schedule of a district plan because of its heritage value”, in addition to (i) and (ii) already listed.
- 12.2 Officer comment: Officers agree that the draft policy lacks specific considerations or “protections” for heritage buildings relative to non-heritage buildings. If elected members believe that these buildings are worthy of additional protections, then officers propose the inclusion of clauses 12(iii) and 16, stating that consideration will be given to protecting heritage and cultural amenities when assessing a property owner’s proposal to remove risk/s, and that Council will encourage the protection of heritage so long as this does not compromise safety. As each dangerous, affected or insanitary building needs to be managed on a case-by-case basis, officers consider that the additional wording proposed by the submitter may limit the viable scope of options available to it to protect the public, and thus do not recommend their inclusion. Officers consider the submitter’s concern about potential “demolition by neglect” to be outside the scope of Council’s powers or this policy, as building owners enjoy private property rights to manage their buildings as they wish, providing there are no risks present (subject to separate legal and regulatory constraints, including the requirement to hold Building Warrants of Fitness which may mitigate some of the submitter’s concern). If risk/s are present, Council’s role is to ensure the removal of the risk, but the property owner

retains in most cases discretion as to how it is removed. Regarding submissions and the potential requirement to consult, officers agree that this change is appropriate as, in practice, these entities would be consulted. Clause 17 has been amended to reflect this change. Finally, the definition of “heritage building” has been updated to include reference to the Operative District Plan and Proposed District Plan. Officers do not propose including (v) directly as this references places; it is considered that “places” is broader than “buildings”, whereas the policy is concerned specifically with buildings.

- 12.3 Elected members requested information about how other local authorities approach heritage buildings in their policies. Officers have taken a sample of 14 local authorities, seeking to identify patterns and compare the proposed approaches. A summary of their policies (as relates to heritage buildings) is attached.
- 12.4 The 14 local authorities were selected to incorporate the largest (by population) and most well-resourced councils, local Mid-Canterbury and South Canterbury councils, and those considered as having significant heritage areas. Their policies were not viewed prior to being incorporated into the sample.
- 12.5 Relative to the sample, our current and draft policies are outliers in that they lack specific additional considerations or protections for heritage buildings. The proposed final policy moves Council closer to the norm. No policy provides for specific public consultation (unless, in some cases, if they are identified as a relevant stakeholder), probably because such a blanket provision is likely to have unintended consequences and undermine private property rights.
- 12.6 The policies of two councils reference potential dispensations or waivers. Officers consider that these are unlikely to result in the identified danger being removed, therefore would be disingenuous to include this suggestion into the policy.

Other amendments originating from officers

- 13 Officers propose several minor amendments that do not originate from submissions. These are:
 - 13.1 The insertion of clause 11, clarifying Council’s role throughout the process.
 - 13.2 Amending clause 12, clarifying that Council assesses plans to remove risk/s proposed by property owners (whereas the draft inferred that Council proactively develops these plans).
 - 13.3 The insertion of clause 13, noting that Council will utilise the same factors if it is empowered by a District Court order to be the decision-making (because a property owner has failed to remove risk/s or do so within the required timeframe).

Ministry of Business, Innovation and Employment (MBIE) feedback

- 14 Staff from the MBIE Building System Delivery & Assurance team have reviewed the proposed final policy. They stated that the policy meets all legal requirements, and encouraged engaging Heritage New Zealand Pouhere Taonga for assistance with any heritage buildings matters. Further, they highlighted the importance of managing each instance of a dangerous, affected or insanitary building on a case-by-case basis dependant on its unique circumstances. Officers infer that this means that it is desirable for Council to retain a degree of flexibility and discretion in the policy.

Options and Preferred Option

- 15 **Option 1 – Adopt the proposed Dangerous, Affected and Insanitary Buildings Policy as attached (Preferred Option).**
- 16 This option amends the draft policy based on officer recommendations. The changes and their associated rationale are outlined in the Discussion section of this report.
- 17 Officers consider that this option provides the best balance between incorporating submitter feedback and remaining within the scope and intention of the policy as required by the Building Act 2004.
- 18 **Option 2 – Make additional changes and adopt a different version of the Community Funding Policy.**
- 19 Elected members may consider additional changes necessary, beyond those identified by officers in this report. The advantages and disadvantages of this option are dependant on the specific changes that may be made.

Consultation

- 20 A consultation has occurred, consistent with the requirements of the Special Consultative Procedure.

Relevant Legislation, Council Policy and Plans

- 21 Building Act 2004
- 22 Local Government Act 2002

Financial and Funding Implications

- 23 The cost of the policy review, including consultation, has been met within existing budgets. No overspend is expected.
- 24 The policy content and its implementation are not expected to have financial implications that are outside of set budgets, especially because the policy is utilised on an infrequent basis.

Other Considerations

- 25 There are no other considerations.

Attachments

1. **Submissions received** [!\[\]\(e84f4dc0518e2685b866048632d78d45_img.jpg\) !\[\]\(6f06992deed1c766d6daef1d83491cc1_img.jpg\)](#)
2. **Proposed Dangerous, Affected and Insanitary Buildings Policy (track-changed from draft policy)** [!\[\]\(0a4a328abaa178eddaf71925ede2b4e6_img.jpg\) !\[\]\(cc3057811dc4ac2edefb2c09d2773b84_img.jpg\)](#)
3. **Comparison of approaches to heritage buildings** [!\[\]\(3a2f8b637c4b40f78c880d0c5a5c6159_img.jpg\) !\[\]\(dc7f1b4c84c764a8e4f8d1f5c2cb001d_img.jpg\)](#)

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Dangerous, Affected and Insanitary Buildings Policy Submission Form - 2024 review

First Name *

Hebe

Last Name *

Gibson

Organisation (if applicable)

National Public Health Service

Phone (landline or mobile)

Email *

[REDACTED]

Postal address

Do you want to speak to your submission at a Council Hearing? *

Yes No

The Hearings, if necessary, would be held in October. There will be the ability to present in person or remotely. If you select "Yes", we will contact you at the close of submissions to arrange your day and time.

Do you agree with the draft policy? *

Yes No

Provide any comments to support your view

What changes, if any, would you like to see to the draft policy?

Is there anything else you would like to add to your submission?

Upload files here

Please only upload .pdf, .doc or .docx files. 5MB max per file.

Other attached files: National Public Health Service Submission Final.pdf

Privacy Statement

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All submissions are public information and will be included on Council's website and/or in public documents located at Council offices and Libraries/Service Centres. This will include your name and, if applicable, the organisation you represent.

The contact information (phone number and/or email address and/or postal address) that you provide via the submission form will be accessible to and used by Council staff only for submission administration purposes; it will not be made publicly available. However, the content of attachments you provide with your submission - including any private and contact information - may not be redacted. Please contact us via submission@timdc.govt.nz if you have any questions about this, before making your submission.

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Health New Zealand
Te Whatu Ora

20 September 2024

Timaru District Council
2 King George Place
PO Box 522
Timaru 7940

Tēnā koutou,

Submission on Timaru District Council's Dangerous, Affected and Insanitary Buildings Policy

1. Thank you for the opportunity to submit on the Timaru District Council's Dangerous, Affected and Insanitary Buildings Policy (the Policy). This submission has been compiled by the National Public Health Service (NPHS) Te Waipounamu region, Health New Zealand – Te Whatu Ora. NPHS Te Waipounamu services the South Island including the Timaru District.
2. NPHS recognises its responsibilities to improve, promote and protect the health of people and communities of Aotearoa New Zealand under the Pae Ora (Healthy Futures) Act 2022 and the Health Act 1956.
3. Pae Ora requires the health sector to protect and promote healthy communities and health equity across different population groups by working together with multiple sectors to address the determinants of health.
4. NPHS is focused on the achievement of equitable health outcomes. We use the Ministry of Health's definition of equity:
*In Aotearoa New Zealand people have differences in health that are not only avoidable, but unfair and unjust. Equity recognises different people with different levels of advantage require different approaches and resources to get equitable health outcomes.*¹
5. This submission responds to some of the questions provided in the Timaru District Council's Dangerous, Affected and Insanitary Buildings Policy submission template.
6. This submission sets out matters of interest and concern to NPHS Te Waipounamu, and our recommendations are based on evidence about public health and equity, as well as the experience of public health officers.

¹ Ministry of Health – Manatū Hauora (2024, July 2). Achieving equity. <https://www.health.govt.nz/about-ministry/what-we-do/achieving-equity>

General Comments

- 7. We welcome the opportunity to comment on the Timaru District Council's Dangerous, Affected and Insanitary Buildings Policy.
- 8. Health and wellbeing are influenced by a wide range of factors beyond the health sector. These factors are often referred to as the 'social determinants of health', and can be described as the environmental, economic and social conditions in which people are born, grow, live, work and age.²
- 9. The diagram³ below shows how these determinants of health are complex and interlinked. A multisectoral and collaborative approach to improving health outcomes is necessary because many levers for health outcomes sit outside the health sector.⁴

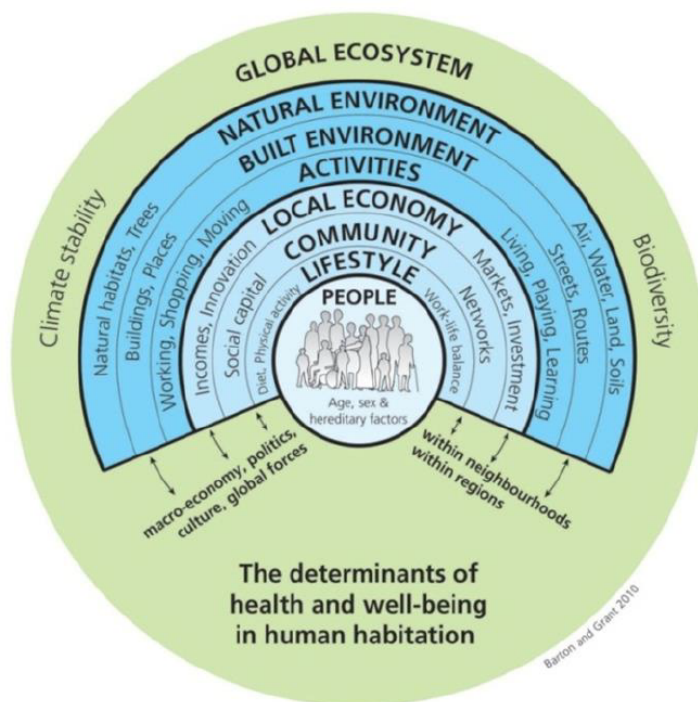


Figure 1: Social determinants of health

² Public Health Advisory Committee. (2004). *The Health of People and Communities. A Way Forward: Public Policy and the Economic Determinants of Health*. Public Health Advisory Committee.
https://mohlibrary.sofitlinkhosting.co.nz:443/liberty/OpacIlogin?mode=BASIC&openDetail=true&corporation=default_corp&action=search&queryTerm=uid%3D%225e0914be0a5a01e27fd294000051624%22&editionUid=5e0914be0a5a01e27fd294000051624&operator=OR&url=%2Fopac%2Fsearch.do
³ Barton, H. & Grant, M. (2006). A health map for the local human habitat. *The Journal of the Royal Society for the Promotion of Health*, 126(6), 252-253.
<https://journals.sagepub.com/doi/10.1177/1466424006070466>
⁴ World Health Organization. (2018). Key learning on Health in All Policies implementation from around the world – Information Brochure. Geneva, Switzerland: World Health Organization. Accessed from: <https://www.who.int/publications/item/WHO-CED-PHE-SDH-18.1>

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Specific Comments

10. NPHS Te Waipounamu commends Timaru District Council for the development and review of its Dangerous, Affected and Insanitary Buildings Policy (the Policy). Councils have an important role to play when responding to issues related to these types of buildings.
11. There are potential health implications associated with people living in insanitary and dangerous conditions. Councils have a range of legislative and regulatory tools available to them that can contribute to minimising the potential risks that insanitary and dangerous building conditions can pose to human health.
12. It is positive that Council recognises its legislative obligations under the Building Act 2004 in relation to dangerous and insanitary buildings but there are also relevant sections of the Health Act 1956 that may be applicable when considering and assessing buildings that might be deemed as insanitary. The Health Act 1956 is not referenced in the Policy, nor are the ways that this is applied by Council, particularly in respect of its powers and duties under Part 2 of that Act.
13. The Policy does not include sufficient detail about how Council intends to deal with situations where dangerous and insanitary conditions are likely to affect the health of individuals. In addition, there is no mention of the coordinated multi-agency approach that is often required when responding to these health-related issues.

Recommendations:

14. **NPHS Te Waipounamu recommends that the Policy refers to the relevant sections of the Health Act 1956.** Council's response to dangerous and insanitary buildings is intertwined with its roles in relation to sections 29, 41 and 42 of the Health Act 1956, which include specific definitions and actions associated with insanitary housing and Section 126 which defines infirm and neglected persons.
15. Section 29 of the Health Act 1956 defines the term nuisance which may relate to overcrowding and insanitary conditions that are likely to cause injury to the health of people, and dwellings that are unfit for human habitation. Incidents of severe domestic squalor can include extremely unhygienic conditions and hoarding, where the accumulation of material has led to the living environment being unclean, insanitary or dangerous. This section of the Health Act also applies

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to areas on land outside of the premises for the purposes of reducing harbourage for pests and accumulation on properties.

16. Sections 41 and 42 of the Health Act 1956 detail the circumstances in which Council may issue a cleaning order or require repairs and/or issue closing orders due in part to insanitary conditions likely to cause injury to the health of any persons living there.

17. Section 126 of the Health Act 1956 refers to infirm and neglected persons. These persons are often affected by dangerous and/or insanitary buildings and living conditions. A committal order can be sought by the Medical Officer of Health if they believe the person's health and well-being are at risk from the conditions in which they are living.

18. Although a Medical Officer of Health may invoke section 126 to deal with situations where infirm and neglected persons or domestic squalor is involved, this power must be exercised with restraint. The decision is made by the District Court and the threshold to deny someone the normal freedoms of life is very high. Application for a committal order should not be considered unless the Medical Officer of Health believes the person's health and well-being are at risk from the conditions in which they are living, and there are no other feasible options to address that risk.

19. The aim is to ensure there is appropriate support in place so that the person can remain living as independently as possible without significantly compromising their personal health or the health of the public. It is only when this is not possible, and all other courses of action have been explored and exhausted, that the powers of committal under section 126 the Health Act 1956 should be considered.

20. Nuisance conditions or substandard housing should be dealt with using the other appropriate legislative and regulatory tools available, rather than through invoking section 126.

21. NPHS Te Waipounamu recommends that the Policy includes details regarding responses and actions in relation to environmental interventions by the Council, for example cleansing orders, and the abatement of nuisance conditions under the Health Act 1956.

22. NPHS Te Waipounamu recommends that the Policy recognises the complex nature of people living in insanitary conditions and that it identifies how Council intends to liaise with agencies from a health perspective. A multi-agency response has been identified as a model of best practice. This will usually include Council (environmental health and building compliance staff), NPHS (Health Protection Officers and Medical Officers of Health), Fire and

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Emergency NZ, as well as appropriate health care providers (such as general practitioners, health of older persons services and/or mental health services) and relevant community support organisations.

23. When referring to assessing buildings, the Policy does encourage staff to seek advice from *Fire and Emergency NZ, or other professional or organisation deemed appropriate by council*. However, this liaison could be widened to specifically include other potential stakeholders that may be involved in helping to manage complex situations.

24. Interagency groups have been set up in some regions to provide pathways for referral, as well as guidelines and information to ensure that the people living in severe domestic squalor are assisted in a consistent, sustainable and efficient way.

25. **NPBS Te Waipounamu recommends that the role of key Council staff such as Environmental Health Officers is also documented in the policy.** These responsibilities may include ensuring the building meets Building Act 2004 and Health Act 1956, that they act to remedy insanitary or nuisance conditions, and that they refer to Medical Officer of Health where they consider further action is necessary.

Conclusion

26. NPBS Te Waipounamu does not wish to be heard with respect to this submission.

27. Thank you for the opportunity to submit on the Timaru District Council Dangerous, Affected and Insanitary Buildings Policy.

Ngā mihi,



Vince Barry
Regional Director
National Public Health Service
Te Waipounamu Region

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Health New Zealand
Te Whatu Ora

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Dangerous, Affected and Insanitary Buildings Policy Submission Form - 2024 review

First Name *

Christopher

Last Name *

Templeton

Organisation (if applicable)

Phone (landline or mobile)

[REDACTED]

Email *

[REDACTED]

Postal address

[REDACTED]

Do you want to speak to your submission at a Council Hearing? *

Yes No

The Hearings, if necessary, would be held in October. There will be the ability to present in person or remotely. If you select "Yes", we will contact you at the close of submissions to arrange your day and time.

Do you agree with the draft policy? *

Yes No

Provide any comments to support your view

I do not agree with the draft policy in that it does not make enough distinction and protection for heritage buildings, and can run the risk of letting owner of such buildings employ the technique of demolition by neglect.

What changes, if any, would you like to see to the draft policy?

I would like to see in the policy definitions under Heritage Buildings as well as clause (i) and (ii) of the Building Act definition, the definition specifically mention also buildings scheduled under a district plan.
I would like to see Heritage Buildings (both listed and scheduled) treated differently to non-Heritage buildings in that they are a public and finite Taonga and so therefore more weight should be given to remedial work to remove the danger - rather than demolition work to remove the danger. To this end, I would like to see a requirement to consult with Heritage New Zealand Pouhere Taonga regarding the most appropriate way of a building defect being resolved. Also in cases of public interest, (as mentioned in the alternative policy options) that consultation with the public and/or other heritage experts is applied to any buildings in question.

Is there anything else you would like to add to your submission?

Upload files here

[Browse](#)

Please only upload .pdf, .doc or .docx files. 5MB max per file.

Privacy Statement

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All submissions are public information and will be included on Council's website and/or in public documents located at Council offices and Libraries/Service Centres. This will include your name and, if applicable, the organisation you represent.

The contact information (phone number and/or email address and/or postal address) that you provide via the submission form will be accessible to and used by Council staff only for submission administration purposes; it will not be made publicly available. However, the content of attachments you provide with your submission - including any private and contact information - may not be redacted. Please contact us via submission@timdc.govt.nz if you have any questions about this, before making your submission.

All information is held by Council in accordance with the Privacy Act 2020. You have the right to access and correct personal information. Nothing in this Privacy Statement overrides, or will prevent Council meeting its obligations under, the Local Government Official Information and Meetings Act 1987, or any other relevant legislation.

Dangerous, Affected and Insanitary Buildings Policy



Approved by:	Timaru District Council
Group:	Environmental Services
Responsibility:	Building Control Manager
Date adopted:	TBC The policy becomes effective the day after the date of adoption
Review:	Every 5 years as required by the Building Act 2004, or as required This Policy does not cease to have effect because it is due for review, or being reviewed
Consultation:	Required – in accordance with s 83 LGA 2002 (Special Consultative Procedure)
Policy Type	Council External Operational

Policy Purpose

1. To reduce the potential risk posed to residents in the District by dangerous, affected and insanitary buildings; and
2. To provide a clear framework of how Council will manage dangerous, affected and insanitary buildings.

Scope

3. The Policy applies to all buildings within the Timaru District Council Territorial Authority District.

Definitions

4. For the purposes of the Policy the definitions in the table below shall apply.
5. Where a definition has the same meaning as a definition in the Act, the definition for the purposes of the Policy includes any subsequent amendment to the definition in the Act. For the avoidance of doubt, where a definition in the Act differs from a definition in the Policy, the definition in the Act has precedence.

Term	Definition
The Act	means the Building Act 2004
Affected building	has the same meaning as section 121A of the Act, as follows: a building is an affected building for the purposes of this Act if it is adjacent to, adjoining, or nearby – (a) a dangerous building as defined in section 121; or (b) a dangerous dam within the meaning of section 153.

<p>Authorised officer</p>	<p>has the same meaning as section 222 of the Act, as follows: means an officer of a territorial authority to whom either or both of the following applies:</p> <ul style="list-style-type: none"> (a) he or she is authorised to carry out inspections; or (b) he or she is authorised to enter the land – <ul style="list-style-type: none"> (i) by this Act; or (ii) by an order of the District Court made under section 227.
<p>Building</p>	<p>has the same meaning as section 8 of the Act, as follows: In this Act, unless the context otherwise requires, building –</p> <ul style="list-style-type: none"> (a) means a temporary or permanent movable or immoveable structure (including a structure intended for occupation by people, animals, machinery, or chattels); and (b) includes - <ul style="list-style-type: none"> (i) a mechanical, electrical, or other system; and (ii) a fence as defined in section 2 of the Fencing of Swimming Pools Act 1987; and (iii) a vehicle or motor vehicle (including a vehicle or motor vehicle as defined in section 2(1) of the Land Transport Act 1998) that is immovable and is occupied by people on a permanent or long term basis; and (c) includes any 2 or more buildings that, on completion of building work, are intended to be managed as one building with a common use and a common set of ownership arrangements; and (d) includes the non-moving parts of a cable car attached to or servicing a building; and (e) includes the moving parts of a cable car attached to or servicing a building.
<p>Council</p>	<p>means the Timaru District Council</p>
<p>Dangerous Building</p>	<p>has the same meaning as section 121 of the Act, as follows:</p> <ul style="list-style-type: none"> (1) A building is dangerous for the purposes of this Act, if - <ul style="list-style-type: none"> (a) In the ordinary course of events (excluding the occurrence of an earthquake), the building is likely to cause – <ul style="list-style-type: none"> (i) injury or death (whether by collapse or otherwise) to any persons in it or to persons on other property; or (ii) damage to other property; or (b) In the event of fire, injury or death to any persons in the building or to persons on other property is likely. (2) For the purpose of determining whether a building is dangerous in terms of subsection (1)(b), a territorial authority –

	<p>(a) may seek advice from members of the Fire and Emergency New Zealand who have been notified to the territorial authority by the board of Fire and Emergency New Zealand as being competent to give advice; and</p> <p>(b) if the advice is sought, must have due regard to the advice.</p>
Heritage building	<p>has the same meaning as section 7(a)(i) and 7(a)(ii) of the Act, as follows: means a building that is included on -</p> <p>(a) the New Zealand Heritage List/Rarangi Korero maintained under section 65 of the Heritage New Zealand Pouhere Taonga Act 2014; or</p> <p>(b) the National Historic Landmarks/Nga Manawhenua o Aotearoa me ona Korero Tuturu list maintained under s 81 of the Heritage New Zealand Pouhere Taonga Act 2014; <u>or</u></p> <p><u>is specified as a Heritage building in the Operative District Plan or Proposed District Plan.</u></p>
Household unit	<p>has the same meaning as section -7 of the Act, as follows:</p> <p>(a) means a building or group of buildings, or part of a building or group of buildings, that is –</p> <p>(i) used, or intended to be used, only or mainly for residential purposes; and</p> <p>(ii) occupied, or intended to be occupied, exclusively as the home or residence of not more than one household; but</p> <p>(b) does not include a hostel, boardinghouse, or other specialised accommodation.</p>
Insanitary building	<p>has the same meaning as section 123 of the Act, as follows: a building is insanitary for the purposes of this Act if the building –</p> <p>(a) is offensive or likely to be injurious to health because -</p> <p>(i) of how it is situated or constructed; or</p> <p>(ii) it is in a state of disrepair; or</p> <p>(b) has insufficient or defective provisions against moisture penetration so as to cause dampness in the building or in any adjoining building; or</p> <p>(c) does not have a supply of potable water that is adequate for its intended use; or</p> <p>(d) does not have sanitary facilities that are adequate for its intended use.</p>
Inspection	<p>has the same meaning as section 222 of the Act, as follows: means the taking of all reasonable steps -</p> <p>(a) to determine whether –</p>

	<ul style="list-style-type: none"> (i) building work is being carried out without a building consent; or (ii) building work is being carried out in accordance with a building consent; or (iii) a notice to fix has been complied with: <p>(b) to ensure that –</p> <ul style="list-style-type: none"> (i) in relation to buildings for which a compliance schedule is issued, the inspection, maintenance, and reporting procedures states in the compliance schedule are being complied with; or (ii) in relation to buildings that have specified systems, the requirement for a compliance schedule is being complied with: <p>(c) to enable an authority to –</p> <ul style="list-style-type: none"> (i) identify dangerous, earthquake-prone or insanitary buildings within its district; and (ii) carry out its functions or duties in relation to those buildings: <p>(d) to satisfy a territorial authority as to whether a certificate of acceptance for building work should be issued under section 96.</p>
<p>Owner</p>	<p>has the same meaning as section 7 of the Act, as follows: in relation to land and any buildings on the land –</p> <ul style="list-style-type: none"> (a) means the person who - <ul style="list-style-type: none"> (i) is entitled to the rack rent from the land; or (ii) would be so entitled if the land were let to a tenant at a rack rent; and (b) includes - <ul style="list-style-type: none"> (i) the owner of the fee simple of the land; and (ii) for the purposes of sections 32, 44, 92, 96, 97 and 176(c), any person who has agreed in writing, whether conditionally or unconditionally, to purchase the land or any leasehold estate or interest in the land, or to take a lease of the land, and who is bound by the agreement because the agreement is still in force.
<p>Territorial authority</p>	<p>has the same meaning as section 7 of the Act, as follows:</p> <ul style="list-style-type: none"> (a) means a city council or district council named in Part 2 of schedule 2 of the Local Government Act 2002; and - <ul style="list-style-type: none"> (i) in relation to land within the district of a territorial authority, or a building on or proposed to be built on any such land, means territorial authority; and (ii) in relation to any part of a coastal marine area (within the meaning of the Resource Management Act 1991) that is not

	<p>within the district of a territorial authority, or a building on or proposed to be built on any such part, means the territorial authority whose district is adjacent to that part; and</p> <p>(b) includes the Minister of Conservation or the Minister of Local Government, as the case may be, in any case in which the Minister of Conservation or the Minister of Local Government is the territorial authority under section 22 of the Local Government Act 2002.</p>
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Policy Statements

Approach to detecting dangerous, affected or insanitary buildings

- 6. Council will not proactively inspect all buildings within the District.
- 7. Council will leverage its professional relationships with partner agencies (such as emergency services [and social/ health agencies](#)) and its existing workforce undertaking business as usual activities to identify potentially dangerous, affected or insanitary buildings.
- 8. Council will [prioritise](#) quickly and efficiently respond to any information received regarding potentially dangerous, affected or insanitary buildings.
- 9. Council will give priority to buildings that have been determined to be immediately dangerous. Immediate action will be required in these situations to remove the danger, such as prohibiting any person from occupying or using the building. If necessary, the building will be secured to prevent entry.

~~10.1. If a building presents an immediate danger or health hazard to people within and/or around it, or to surrounding buildings, Council may choose to invoke its powers under section 129 of the Act.~~

Priorities and considerations of Council in acting on detected dangerous, affected or insanitary buildings

- 10. Once an identified building is assessed and confirmed as dangerous, affected or insanitary, Council will determine how to act on a case-by-case basis based on the circumstances of the matter.
- 11. [Council will require the property owner to provide it with a plan outlining how they intend to address and remove the confirmed risk/s. Under the Act, Council’s role is to assess whether a plan will result in the removal of the confirmed risk/s within a reasonable and proportionate timeframe.](#)
- 12. Council [officers](#) will consider the following factors when ~~determining~~ [accessing](#) how a property owner’s ~~plan is~~ to remove a confirmed risk/s:
 - (i) Facilitating the safety and wellbeing of affected persons.
 - (ii) The ability for risks to be mitigated.

(iii) The protection of heritage and cultural amenities.

~~13.~~ The potential unintended consequences of any decisions or actions.

13. If Council is the decision-maker due to a District Court order, it will apply the same criteria and considerations in preparing its plan to remove the confirmed risk.

14. If a building presents an immediate danger or health hazard to people within and/or around it, or to surrounding buildings, Council may choose to invoke its powers under section 129 of the Act.

Application of the Policy to heritage buildings

15. This Policy applies to heritage buildings in the same way that it applies to all other buildings.

~~14-16.~~ Council will encourage the protection of heritage buildings and cultural amenities wherever possible. For example, Council will encourage lower-impact or invasive methods where a risk can be remediated without compromising heritage values. However, such initiatives will not be permitted where they would undermine safety considerations.

~~15-17.~~ Where Council receives information regarding buildings which have a heritage classification under Heritage New Zealand Pouhere Taonga and/or under the Operative District Plan/heritage buildings, it will consider seeking advice/seek advice from and involve Heritage New Zealand Pouhere Taonga and Council's District Planning Unit, unless any immediate risk/s precludes this.

~~16-18.~~ Council will adhere to any relevant, heritage-related statutory requirements and processes, such as the Heritage New Zealand Pouhere Taonga Act 2014 and the Operative District Plan. For example, the demolition of buildings constructed prior to 1900 may trigger the archaeological provisions of the Heritage New Zealand Pouhere Taonga Act 2014.

State of emergency

~~17-19.~~ Where a state of emergency has been declared (or following a state of emergency, when a transition period has been declared) the council may choose to exercise powers under the Civil Defence Emergency Management Act 2002 instead of or in addition to powers under the Building Act 2004.

Costs

20. Council may issue a notice under section 124(2)(c) of the Act requiring work to be carried out on dangerous or insanitary buildings to reduce or remove the danger, or to prevent the building from remaining insanitary.

~~18-21.~~ If work required under such a notice issued by Council is not completed or proceeding with reasonable speed, Council may invoke its powers under section 126 of the Act and apply to the District Court to gain authorisation to carry out building work required in the notice.

~~19-22.~~ If Council carries out building work, it is entitled to recover costs associated with that work from the building owner, as set out in section 126(3) of the Act.

Monitoring

~~20-23.~~ The success of this policy in achieving its purposes will be indicated by:

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- (i) MBIE Performance Monitoring Assessment Reports; and
- (ii) Feedback from Council employees, partner agencies, stakeholders, and owners of dangerous, affected and insanitary buildings.

Reporting

~~21-24.~~ This policy will not be reported against on a regular basis.

~~22-25.~~ The Environmental Services Committee will:

- (i) Be advised if any dangerous, affected or insanitary buildings are detected in the district; and
- (ii) Receive a report at the conclusion of the incident which indicates how this policy performed and any identified opportunities for improvement.

Delegations, References and Revision History					
Delegations Identify here any delegations related to the policy for it to be operative or required as a result of the policy					
Delegation					Delegations Register Reference
To determine whether a building is dangerous, including seeking advice from Fire and Emergency NZ (FENZ) - Building Control Officer Team Leader Approvals; Building Control Officer Team Leader Inspections, Building Control Officer Team Leader Compliance					5.8
To determine whether a building is insanitary – Building Control Officer Team Leader Approvals; Building Control Officer Team Leader Inspections, Building Control Officer Team Leader Compliance					5.8
Authority to take action in relation to dangerous and insanitary buildings – Building Compliance Officer, Building Compliance and Enforcement Advisor					5.8
References Include here reference to any documents related to the policy (e.g. operating guidelines, procedures)					
Title					Relevant Reference within Document
Building Act 2004					Various
Revision History Summary of the development and review of the policy					
Revision	Owner	Date Approved	Approval By	Next Review	Doc Ref
1 (as the Earthquake-Prone, Dangerous and Insanitary)	Building Advisory Services Manager	31 October 2006	Council	-	#383300

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Buildings Policy)					
2 (as the Dangerous, Affected and Insanitary Buildings Policy)	Building Control Manager	27 November 2018	Environmental Services Committee	Within 12 months of adoption	#1209973
3	Building Control Manager	26 November 2019	Council	By November 2024	#1308032
4 – this document	Building Control Manager	TBC	Council	TBC	#1687446

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Appendix A: Procedures

Detect

Once Council has received information regarding a potentially dangerous, affected or insanitary building, it will:

- Check the details of the property against Council records;
- Have an authorised officer undertake an inspection of the building in question. In doing this, Council may seek advice from Fire and Emergency New Zealand, or any other professional or organisation deemed appropriate by Council, such as [a structural engineer](#), fire engineer, [health agencies](#), or legal counsel; and
- [Prepare an inspection record.](#)

[Note: an insanitary building may also require Council to invoke its powers the Health Act 1956, if there are risk/s present which are additional to those related to the building's physical characteristics. Depending on the unique circumstances, Council may utilise its Environmental Health Officers, and/or health agencies, and/or participate in a multi-agency response.](#)

Assess

All inspections of potentially dangerous, affected or insanitary buildings will involve an assessment of the building's condition in terms of the definitions in sections 121, 121A and 123 of the Act, and the current building code requirements. Inspection records will be prepared in all cases.

Act

Once Council is satisfied that a building is dangerous, affected or insanitary, it will determine how to act, the actions necessary and timeframe permitted to resolve the risk, and any mitigations to be taken in the meantime.

In making these decisions it will consider the principles and factors outlined earlier in this policy, and may also:

- Consult with the owner of the affected building to further determine the circumstances and decide on an appropriate course of action.
- Inspect any building, except a household unit, to identify whether it is dangerous, affected or insanitary. Authorised officers are entitled at all times, during normal working hours, to inspect any building to identify any dangerous or insanitary buildings and are not required to inform or obtain approval for inspections to determine whether or not a building is dangerous or insanitary, unless the building is a household unit. In the case of a household unit Council must either obtain consent of the occupier of the household unit or an order from a District Court.

- Invoke its powers under section 124, 126 or 129 of the Act where a mutually acceptable outcome cannot be reached, or where the situation requires.
- Inform complainants of the inspection results and Council's intended course of action to deal with the situation.

Record keeping

Any buildings identified as being dangerous or insanitary will have a requisition placed on Council's property database for the property on which the building is situated until the dangerous or insanitary condition is remediated.

In addition, the following information may be placed on any Land Information Memorandum (LIM):

- copies of any notices issued where a building is dangerous, affected or insanitary and requires evacuation of the building;
- copies of any letters sent to the owner, occupier and any other person where a building is dangerous or insanitary; and
- copies of any notices given under section 124(2) which identifies the work to be carried out on a building and the timeframe given to reduce or remove the danger or insanitary condition.

Approach of other local authorities to heritage buildings in Dangerous, Affected and Insanitary Building Policies

Local authority	Detailed reference?	Summary (statutory requirements/ references not included)
Ashburton District Council	Yes – see part 4, from p 5	Advise the owner to consult with Heritage New Zealand, and provide information about other requirements e.g. under the RMA. “Where possible, Council will seek a mutually acceptable solution that meets heritage objectives and Act requirements”. “Waivers of modifications of the building code” considered on a case-by-case basis.
Auckland Council	Yes – see 2.9, from p 7	No “automatic dispensation” for heritage buildings. Encourage non-damaging approaches, and will accept these where the risk is considered low or “full compliance” would have a significantly negative impact on heritage. Where compliance would damage a building to the extent that it would no longer be considered a heritage building, a dispensation or waiver may be made on a case-by-case basis.
Central Otago District Council	Yes – see Appendix One, p 5	Same approach for heritage and non-heritage buildings. Heritage considerations included when assessing plan to remove risk. “Seek to avoid demolition wherever possible”. Will engage qualified professionals to advise on heritage matters where necessary.
Christchurch City Council	Yes – see 8.2, p 3	Same approach for heritage and non-heritage buildings. Will seek advice from Heritage New Zealand where practicable. Heritage considerations included when assessing plan to remove risk. “Seek to avoid demolition wherever possible”. Will engage qualified professionals to advise on heritage matters where necessary.
Dunedin City Council	Yes – see 1.4, p 3	Heritage values considered when determining a course of action. “Seek to avoid demolition wherever possible”. Will engage qualified professionals to advise on heritage matters where necessary.

Hamilton City Council	Yes – see clauses 4(b) (p 3), and 23 and 24 (p 4)	Protect heritage value where possible without compromising health and safety. Assessed in the same manner as a non-heritage building. Inform relevant agencies, and consider the advice received from them or suitable professionals.
Hastings District Council	Yes – see 6.0, p 12	Heritage buildings should not pose a risk to safety. Will be assessed in the same way as a non-heritage building. Works on heritage buildings should seek to preserve the heritage fabric where possible.
Mackenzie District Council	Yes – see 5.2, p 5	Council will act similarly to a non-heritage building. Heritage values will be considered when determining a course of action. Heritage New Zealand and the landowner will be consulted. Will support owner to find solutions that “sustainably manages” heritage values, and provide longer time frames for resolution unless an immediate risk is present.
Napier City Council	No	N/A. Policy is silent on heritage buildings.
Tauranga City Council	Yes – see 8, p 4	Same approach as if non-heritage. Council will work with Heritage New Zealand to “remedy the building”. Consideration will be given to the importance of recognising traditional or cultural aspects of the building, and facilitating the preservation of significant cultural, historical or heritage value.
Waimate District Council	Yes – see 5.8, p 4	Assessed in the same way as non-heritage buildings. Discussions held with owners and Heritage New Zealand to attempt to identify a mutually acceptable way forward.
Waipa District Council	Yes – see 7.2, p 7	Applies equally to heritage and non-heritage buildings. Recognises the importance of heritage and will protect/ seek to avoid demolition “wherever possible” without compromising health and safety. Will inform certain authorities, and take into account any advice received. Will take into account the circumstances of each owner/ building, including whether it has undergone any recent building work. Will consider proactively working with owners to ensure managing and planning for the protection of buildings.

Waitaki District Council	Yes – see 4, p 8	Does not want “inherent heritage value” to be affected by structural improvement measures. Will inform and engage with Heritage NZ and other stakeholders to try to identify mutually acceptable plan to address risk/s. Will support heritage buildings where possible, but safety will take priority over heritage.
Wellington City Council	Yes – see 5, p 3	Heritage is valuable, and it is anticipated that work “will be done in a manner that protects its heritage values”. Owners of heritage buildings should consult with Council’s heritage advisors when developing a scheme of works.

The respective policies are accessible via hyperlink (click on the name in the Local Authority column). The hyperlinks are correct and active as at the time of publication.

9.11 Draft Property Acquisition, Management and Disposal Policy**Author:** Brendan Madley, Senior Policy Advisor**Authoriser:** Nicole Timney, Group Manager Property**Recommendation**

That Council:

1. Receive and note the draft “Property Acquisition, Management and Disposal Policy”; and
2. Approve the draft “Property Acquisition, Management and Disposal Policy” for a targeted consultation.

Purpose of Report

- 1 The purpose of this report is to present Council with the draft “Property Acquisition, Management and Disposal Policy”, to seek elected member input regarding the policy content, and to approve the policy for a targeted consultation.

Assessment of Significance

- 2 This report is considered of low significance when assessed against Council’s Significance and Engagement Policy. This is because the policy is a framework to guide decision making, rather than causing or necessitating specific decisions to be made. Once adopted, it will not directly impact the community, strategic assets, levels of service or other criteria in the assessment of significance matrix. The potential benefits and disbenefits of individual or aggregate property acquisitions or disposals is not a consideration for this paper.

Background

- 3 Council has been considering the disposal of potentially under-utilised property assets. As part of this consideration and following advice, elected members requested a review of the current Property Management Policy.
- 4 The Property Management Policy (attached) was adopted in July 2017 and is overdue for review.
- 5 Officers consider that the current policy requires extensive modification as it is silent on important matters such as acquisition and disposal principles and criteria. The draft policy – renamed as the Property Acquisition, Management and Disposal Policy – addresses these deficiencies.
- 6 Officers wish to acknowledge the Waikato and Waimakariri District Councils. Their equivalent policies have been identified as industry leading, and this policy incorporates significant material from them.

Discussion

- 7 The draft Property Acquisition, Management and Disposal Policy is intended to provide a framework to ensure that Council’s property portfolio is managed in a strategic and legally compliant manner.

- 8 The Property Acquisition, Management and Disposal Policy outlines the principles and criteria that Council will consider when resolving whether to acquire or dispose of property.
- 9 The policy's appendices (being the officers' toolkit for implementing the policy to give effect to its purposes) outlines:
 - 9.1 the processes that officers will follow to acquire or dispose of property; and
 - 9.2 how it will be determined whether a property is performing adequately, or alternately should be considered for re-allocation or disposal.
- 10 The policy does not commit Council to the acquisition or disposal of any specific properties. These decisions are made on a case-by-case basis by Council resolution informed by evidence, and the decision itself cannot be delegated.
- 11 The Local Government Act 2002 at schedule 7, clause 32(1)(c) prohibits Council from delegating the "purchase or disposal of assets other than in accordance with the long-term plan" "unless expressly provided otherwise [in legislation]". Therefore, all decisions relating to the acquisition or disposal of Council-owned or administered property will be made by resolution by Council, or in accordance with the Long Term Plan, or as expressly provided in legislation.
- 12 Notwithstanding this, Council may via resolution delegate:
 - 12.1 To the Chief Executive and/or Delegate anything precedent to the acquisition or disposal decision, such as the power to negotiate and enter into contracts to acquire or dispose of property or property rights so long as agreement is conditional upon ratification by the Council; or
 - 12.2 To the Chief Executive and/or Delegate the power to negotiate and enter into contracts to acquire or dispose of property or property rights within a range of specified values, terms and conditions. This delegation would need to be sufficiently detailed to avoid becoming an unlawful sub-delegation.
- 13 For clarity officers may undertake the acquisition, review and disposal processes envisaged in this policy, without Council resolution. These processes simply generate the required evidence for Council decision making. Whilst communications between officers and third parties about property acquisitions and disposals are not prohibited, these must be expressly contingent on Council approval, envisaged in the Long Term Plan, or otherwise statutorily authorised.
- 14 The main policy levers available to Council are outlined below.
- 15 Principles
 - 15.1 These are the foundational touchstones to guide conduct within the scope of this policy.
 - 15.2 The draft policy proposes seven principles.
 - 15.3 Elected members may consider that these principles require amendment prior to consultation being undertaken.
- 16 Acquisition and disposal criteria
 - 16.1 These are the factors that Council will consider when making specific property acquisition and disposal decisions, and the factors that officers will prepare advice against.
 - 16.2 The draft policy proposes 10 acquisition criteria and five disposal criteria.

16.3 Elected members may consider that these criteria require amendment prior to consultation being undertaken.

Options and Preferred Option

- 17 **Option One (preferred): Approve the attached “Draft Property Acquisition, Management and Disposal Policy” for targeted consultation.**
- 18 Officers believe that the draft policy is a sufficient basis for consultation. It incorporates material from policies that officers consider to be industry leading.
- 19 **Option Two: Amend the attached “Draft Property Acquisition, Management and Disposal Policy”, and approve the amended policy for targeted consultation.**
- 20 Council may identify improvements to the draft policy and determine that it requires amendment prior to targeted consultation. The advantages and disadvantages of this option are dependent on the amendments made.
- 21 As highlighted in the Discussion section, the main opportunities for amendment relate to the criteria, principles and delegations.

Consultation

- 22 It is proposed to undertake a limited and targeted consultation on the draft policy, consistent with the relatively low assessment of significance. A targeted consultation is where only identified, specified parties are invited to provide feedback; a public consultation, by contrast, allows any interested individual or party to provide feedback.
- 23 Officers advise that consultation with Arowhenua and Council’s Community Boards about the draft policy is appropriate.
- 24 Given the time of year, it is proposed that the consultation occur throughout January and February 2025. Their submissions and a proposed final policy would then return to Council in March or April 2025.

Relevant Legislation, Council Policy and Plans

- 25 Long Term Plan 2024-34
- 26 Property transactions are governed by several acts, including the:
- 26.1 Local Government Act 2002
 - 26.2 Reserves Act 1977
 - 26.3 Public Works Act 1981

Financial and Funding Implications

- 27 The implementation of this policy is expected to be able to be met within existing budgets and resourcing.
- 28 It is expected that the policy will lead to process improvements in Council’s management of its property assets, thereby providing a level of assurance that Council’s property portfolio is providing value for investment. It is also envisaged that the policy will generate better evidenced decision making.

Other Considerations

29 Clause 51 of the draft policy is inconsistent with Council's current Revenue and Financing Policy – adopted as part of the Long Term Plan 2024-34 – in regards to how the proceeds of sales may be utilised.

30 The Revenue and Financing Policy states at 6.7 and 6.8:

Proceeds from asset sales

6.7. Council may sell assets that are deemed to be surplus to requirements or that are not providing satisfactory returns. Proceeds may be invested, used to fund capital expenditure or operating expenditure associated with the activity which held the original asset.

6.8. Council may, in exceptional circumstances, choose to use proceeds of asset sales for expenditure in another activity.

31 By contrast, Clause 51 of the draft policy states:

51. The proceeds of sales will be prioritised to meet the cost of the transaction to the Property Group, the Activity Owner and any other applicable Council units. The balance will revert to Council's general funds.

32 The report authors recommend that elected members consider amending the Revenue and Financing Policy to expand the options for utilising the proceeds of sales. For instance, the proceeds of an asset sale may be of best use to Council for a purpose outside of the activity which held the asset.

33 Further, the report authors also recommend for reasons of financial prudence that elected members consider amending the Revenue and Financing Policy to remove the explicit reference at 7.2 to property sale proceeds possibly being used to fund operating expenditure, without an explicit reasoned decision.

7.2. Council has determined that the following sources may be used to fund operating expenditure:

- Rates revenue (including general rates and UAGC)
- Targeted rates
- Fees and charges
- Interest and dividends from investments
- Proceeds from asset sales
- Financial contributions
- Grants and subsidies
- Borrowing (noting 6.13 of this policy)
- Other operating revenue

- 34 Officers are signalling these two matters for future Council deliberations. These are not decisions able to be made by Council at this meeting as any amendment of the Revenue and Financing Policy is required to occur through a Special Consultive Procedure as part of a Long Term Plan amendment, such as is currently envisaged for the 2025-26 Annual Plan process. This timeframe aligns with the intended return of the proposed final policy to Council in March or April 2025.

Attachments

1. **Current Property Management Policy** [↓](#) 
2. **Draft Property Acquisition, Management and Disposal Policy** [↓](#) 

Property Management



Approved by:	Policy and Development Committee
Date Approved:	18 July 2017
Keywords:	Land, Building, Lease

1.0 Purpose

The purpose of the policy is to give direction to property unit staff charged with maintenance, insurance, leasing of Council land and buildings, with regard to relevant statutory processes.

2.0 Background

Council owns a wide variety and large extent of land and buildings, to enable Council to carry out its statutory obligations and provide services and facilities to the district community at large.

There are also 'strategic' purchases made from time to time for future service uses and developments. Land and buildings not required for Council's purposes may be leased if it is unable to, or is uneconomic to, be disposed of, to obtain an income and minimise Council outgoings.

Disposal of Legal road deemed surplus to requirements is subject to prior approval by the Infrastructure Committee, and progress thereafter is subject to statutory process, (Local Government Act or Public Works Act). Current leasing of road is arranged by the Infrastructure Group.

The leasing of reserve land, including esplanade reserves, is subject to the relevant provisions of the Reserve Act, subject to the classified status of the reserve.

3.0 Key Definitions

Glasgow Lease a perpetual lease, with terms of up to 21 year, i.e. those leases of land having twenty one year perpetually renewable leases, with no provision for rent review in the intervening period.

Endowment Land: land which has been transferred to Council, either from the Crown, or private sources, for Council to hold in trust for generation of income, or for community uses. The proceeds of sale of such land is required to be used in a way consistent with the endowment.

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4.0 Policy

Property Management

- a. That property management is usually a consequence and outcome of Council involvement in service delivery, and not a significant Council activity on its own (in terms of the Long Term Plan).
- b. That endeavours be made to dispose of:
 - 1. All property not required for specific Council purposes.
 - 2. All Glasgow lease properties.
- c. That endeavours be made to maximise the rentals for all leased properties, excluding social housing accommodation.
- d. That a programme of prudent preventive maintenance be followed, and an acceptable visual appearance be maintained for all properties.
- e. That replacement value insurance be effected for those properties which, in the opinion of the relevant Group Manager, are:
 - 1. Essential for Council operations; or
 - 2. Of recent construction, and there is little difference in premium between indemnity and replacement cover; or
 - 3. Buildings that have been financed from public subscriptions, or have been donated; or
 - 4. Where there is a moral responsibility or community need to replace the building in the event of its destruction.

Note: 1: This excludes social housing units built prior to 1980.

Note 2: Council is obligated by loan agreement with Housing Corporation New Zealand to arrange replacement insurance cover for social housing units built in 2007 to provide replacement cover for those particular units.
- f. The procedure for sale and purchase of property is outlined in Appendix A.

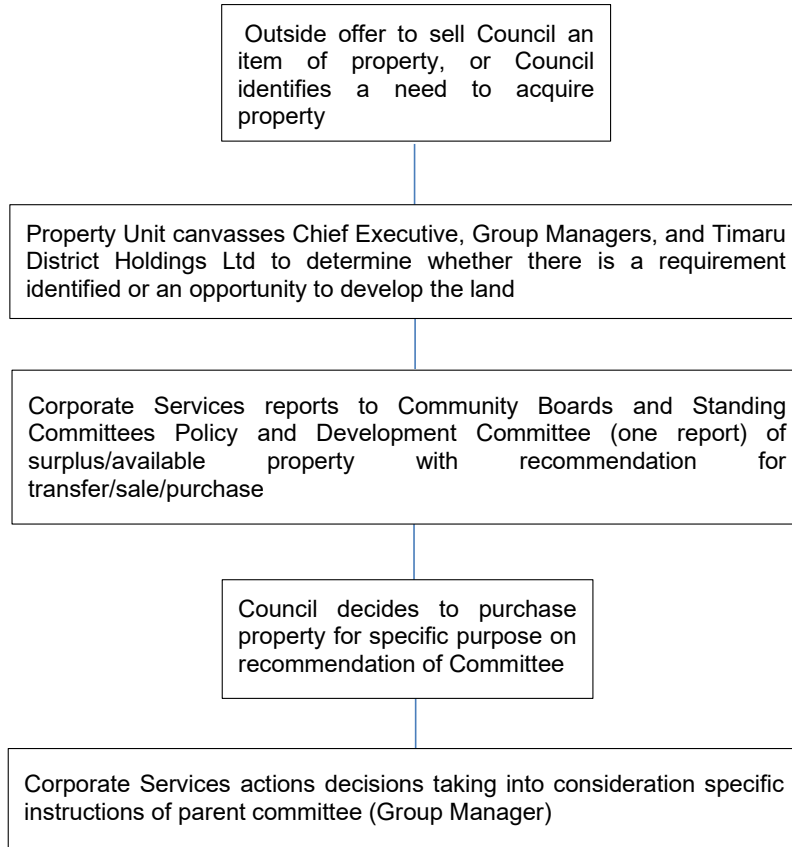
Property Purchase and Disposal

- a. Costs associated with maintaining and/or disposing of an unwanted property shall be the responsibility of:
 - 1. the Council activity which will receive the proceeds of any sale; or
 - 2. the Council activity which has had use of and gained benefit from the land in the past.
- b. Disposal of land held as Endowment:
 - 1. requires a resolution of Council in support of disposal.
 - 2. the statutory processes laid out in the Local Government Act 2002 are to be addressed prior to any preferential disposal.

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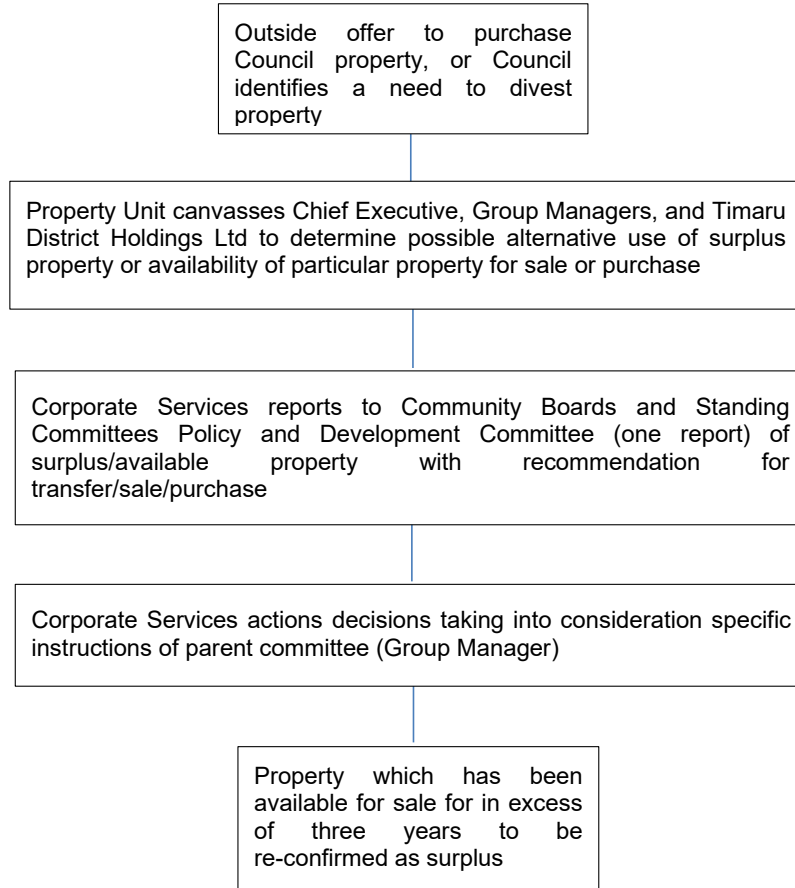
Appendix A

Flow Chart – Acquisition of Property



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Flow Chart – Sale of Property



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5.0 Delegations, References and Revision History					
<i>5.1 Delegations - Identify here any delegations related to the policy for it to be operative or required as a result of the policy</i>					
<i>5.2 Related Documents - Include here reference to any documents related to the policy (e.g. operating guidelines, procedures)</i>					
<i>5.3 Revision History – Summary of the development and review of the policy</i>					
5.1 Delegations					
Delegation			Delegations Reference		Register
<i>Include summary of delegation</i>			<i>Include</i>		<i>Delegations Register reference</i>
5.2 References					
Title			Document Reference		
<i>Property Management Policy Review report Policy and Development Committee 29 July 2014 & 18 July 2017</i>			<i>#889496 and 1080953; F545 – Policy and Development Standing Committee Reports</i>		
5.3 Revision History					
Revision #	Policy Owner	Date Approved	Approval by	Date of next review	Document Reference
1	<i>Property Manager</i>	<i>29 July 2014</i>	<i>Policy and Development Committee</i>	<i>July 2017</i>	<i>#831370; F3671 - Council Properties Policy</i>
2	<i>Property Manager</i>	<i>18 July 2017</i>	<i>Policy and Development Committee</i>	<i>July 2020</i>	<i>#831370; F3671 - Council Properties Policy</i>

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Property Acquisition, Management and Disposal Policy



Approved by:	Timaru District Council
Group:	Property
Responsibility:	Group Manager Property
Date adopted:	TBC The policy becomes effective the day after the date of adoption, unless otherwise specified
Review:	Every 6 years, or sooner if deemed required This Policy does not cease to have effect because it is due for review, or being reviewed
Consultation:	Required – targeted consultation with Community Boards and iwi
Policy Type	Internal; Strategic and Operational

Policy Purpose

1. To contribute to the Community Wellbeing Outcomes of Resilient Infrastructure, Enhanced Lifestyle and a Diverse Economy.
2. To provide a framework to ensure that the acquisition, management and disposal of Council’s property portfolio is strategic and legally compliant.
3. To outline the principles and processes that will govern the acquisition, management and disposal of Council’s property portfolio.

Scope

4. This policy applies to all Council employees, and all contractors and agents acting on behalf of Council when acquiring, managing, assessing the ongoing use of, and disposing of the following, or any combination of them:
 - (i) Land
 - (ii) Buildings fixtures and fittings
 - (iii) Council Infrastructure and Improvements
 - (iv) Vestings, offsetting and giftings (for example relating to subdivisions)
 - (v) Easements, Land Covenants and a variety of other land encumbrances (on both Council and non–Council owned Property)
 - (vi) Rights associated with air, riparian and subterranean property interests
 - (vii) Agreements, contracts, or other legal instruments that commit the Council to any of the above types of Property transactions, including land exchanges
5. For clarity, the Policy does not extend to:

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Property Acquisition, Assessment and Disposal Policy

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- (i) Licenses or leases
- (ii) Hireage of spaces and any other temporal use arrangements for Property
- (iii) Rights to attach equipment/signage to a building unless it is a permanent right
- (iv) Removable furniture, equipment, and other items not fixed to a real property asset
- (v) Intellectual property rights
- (vi) Naming rights
- (vii) the development, construction, alteration, renewal, replacement or demolition of buildings, fixtures and fittings, Council infrastructure and improvements on a site.

Definitions

- 6. Acquisition: to obtain or receive land or property through a method such as purchase or gift.
- 7. Delegated officer: a person identified in the Council's Delegations Manual as having the authority or responsibility to carry out a function as authorised by the Council.
- 8. Disposal: to sell or otherwise relinquish ownership of land or property.
- 9. Public work: infrastructure supporting delivery of council services such as playgrounds, libraries, roading, stormwater, wastewater or stormwater.

Policy Statements*Principles*

- 10. Council's approach to the acquisition, use, ongoing review, and disposal of its property portfolio is guided by the following principles.
- 11. Principle 1: Strategic approach: Decisions on the acquisition and disposal of land will be made in the wider context of long term trends, impacts, and will reflect and be consistent with Council's strategic future planning.
- 12. Principle 2: Fairness and the Public's Interest: All decisions will pursue the best interests of the community and ratepayers, with alternative options and their consequences considered.
- 13. Principle 3: Financial responsibility: The Council will exercise financial responsibility to get the best value for investment, and seek to maximise the value of its land assets and minimise whole-of-life costs. This includes consideration of the opportunity cost of retaining assets.
- 14. Principle 4: Information management: Information on Council-owned or administered land will be easily accessible, complete and kept up-to-date to enable informed decision making regarding the acquisition and disposal of land.
- 15. Principle 5: Statutory and regulatory compliance: The Council will operate within the framework of applicable statutes and regulations at all times.

16. Principle 6: Iwi relationship: Decisions to acquire, use or dispose of Property will be made while building and improving upon the partnering relationship between the Council and Arowhenua through ongoing and meaningful engagement that is robust, appropriate, accessible and respectful of tikanga Māori.
17. Principle 7: Transparency of Process: Processes will (where appropriate) be undertaken in an open and transparent manner to ensure the Council is seen to be responsibly managing public assets and funds. However, the Local Government Official Information and Meetings Act 1987 requires Council to consider privacy and commercial interests (among others) when making information public. Protecting property owner rights with respect to land acquisition and disposals will often require that certain information be kept confidential and that negotiation may, in some cases, include commercially sensitive information relating to businesses, lessees and other stakeholders. In addition, the Council will review, discuss, consider, and make decisions on commercial negotiations in a public excluded environment when there are sufficient and appropriate reasons.

Roles and Responsibilities

18. All decisions relating to the acquisition or the disposal of Council-owned or administered Property will be made by resolution by Council, or in accordance with the Long Term Plan.
19. Notwithstanding this, Council may via resolution delegate:
 - (i) To the Chief Executive and/or Delegate anything precedent to the acquisition or disposal decision, such as the power to negotiate contracts to acquire or dispose of property or property rights so long as agreement is conditional upon ratification by the Council; or
 - (ii) To the Chief Executive and/or Delegate the power to negotiate and enter into contracts to acquire or dispose of Property or Property rights within a range of specified values, terms and conditions.
20. For clarity, officers can undertake the initial stages of the acquisition and disposal processes without Council resolution, including investigating options and preparing business cases for Council consideration. Communications by officers with third parties about property acquisitions and disposals are permitted, however these must always be explained as contingent on Council resolution (unless the transaction is outlined in the LTP).
21. All officers will act within their delegations – as outlined in the Delegation Manual – at all times, unless an appropriate resolution allows otherwise.
22. Property acquisitions and disposals will be conducted by officers in line with the processes outlined in Appendices 1 and 3.
23. Activity Owners must notify and involve the Property Group at the inception of any potential property acquisition or disposal, to ensure that all legal requirements, this policy, and industry best practice are adhered to.
24. Any conflicts of interest by elected members or Council officers will be managed according to their respective policies, Standing Orders or Code of Conduct (as applicable) to ensure that all parties can have confidence in the integrity of the assessment, decision making and transaction processes.

Acquisitions

25. Timaru District Council acquires land for the following purposes, as outlined in this table.

Public works	Where the Council provides roads and other infrastructure for things like drinking water, stormwater wastewater (sewage), it may need to acquire land to provide either additional capacity to meet demand or increase levels of service provided by existing infrastructure for various reasons. In these instances, the Council acquires land through the Public Works Act 1981 and must comply with its obligations under this legislation.
Reserves and open spaces	Reserves and open space in the district are utilised by a range of active and passive users, and assets on council reserves provide for enhanced community use and enjoyment. Reserves assets vary from toilet blocks to playgrounds and community halls. Reserves and open spaces can also be acquired to protect and preserve ecological values, historic heritage, cultural value, geological value, or landscape values. The Council acquires reserves and open spaces to accommodate growth of our communities, and developers are required to contribute either funds (through financial or development contributions) or land towards providing this. If this land is classified as a reserve, the Council has obligations for their management, including rules for their disposal, under the Reserves Management Act 1977.
Esplanade strips/reserves	The Council acquires esplanade reserve when landowners subdivide titles along water bodies and the coast. Whilst esplanade reserves are vested as a separate title with the Council, esplanade strips are simply recognised by an instrument on the certificate of title of the underlying lot and therefore remain in private ownership, however there will likely be requirements relating to public access, fencing, planting and so on.
Offsetting	The Council may acquire land where a development is required under a resource consent to vest land in the Council to offset a negative effect of the development.
Strategic Investment	The Council may acquire land for the purpose of investment, where the acquisition is strategically important to the Council and/or the community, or to maximise value for rate payers.

26. The acquisition criteria are a guide for decision making by the Council when consider the potential acquisition of property. Every acquisition will be considered on its own merits, and no single criteria listed is necessarily of greater weight, nor is a acquisition required to meet every one of the criteria.

27. Criteria 1: Overall strategic fit of the acquisition

- (i) The acquisition is identified in a growth strategy, structure plan, asset management plan or similar.
- (ii) There are no other parcels of Council-owned or administered land which could address the need for land.
- (iii) The proposed site improves functionality or access to existing Council-owned or administered land.
- (iv) There are demonstrable social and environmental benefits to the acquisition.

- (v) The acquisition fills a gap or responds to a previously identified need, for example, as identified in the Council's annual property review.
- (vi) The acquisition provides a connection or improves safety and access to the coast, waterways, walkways, cycle tracks or other recreational connections.
- (vii) The acquisition is strategically important to the Council and/or the community.

28. Criteria 2: Identification in Long Term Plan or Annual Plan

- (i) The acquisition has been identified and budgeted for in the relevant Long Term Plan or Annual Plan.
- (ii) It is expected that it will be uncommon for any property to be acquired or disposed of outside of the Long Term Plan or Annual Plan process. If this occurs, the purchase or sale will be conducted in line with the relevant acquisition or disposal process listed in Appendix 1 or 3, and require a Council resolution which outlines the terms of agreement.

29. Criteria 3: Community requirements

- (i) Any known community interest or preferences for the acquisition opportunity, particular site or the need promoting the acquisition have been taken into account.
- (ii) The community's aspirations for the site support the planned usage of the site.

30. Criteria 4: Costs and land value

- (i) An appropriate source of funding has been identified.
- (ii) The whole-of-life costs of the acquisition have been taken into account.
- (iii) The funding of the acquisition will be equitable for current and future generations.
- (iv) A valuation of the land has been obtained.

31. Criteria 5: Restrictions on land use

- (i) Any restrictions from zoning or designations on the site are appropriate for the planned use of the site.

32. Criteria 6: Alternative ownership or acquisition options

- (i) Opportunities for alternative ownership arrangements on the site such as joint ventures or leases have been investigated.
- (ii) The consequences of any alternative ownership options have been identified.
- (iii) Opportunities for alternative methods of land acquisition other than land purchase, such as endowment, vesting, land exchange or partnerships have been explored.

33. Criteria 7: Site condition and suitability

- (i) The land's current use does not prevent or impede the planned use of the site.
- (ii) The land is suitable for its intended use.

- (iii) An indicative assessment (using the Property Assessment Matrix (see Appendix 2) and the best available current information) indicates that the property is unlikely to underperform.
- (iv) Any natural hazards identified on the site will not prevent or impede the planned use of the site.
- (v) Community interest, financial, timing or any other implications have been considered regarding removal or refitting of any existing structures, including the need to bring it up to building code standard.
- (vi) Reasonable access and functionality of the site for the intended purpose is achievable.
- (vii) A site check for contamination, landfill, drainage does not reveal anything which will prevent or impede the planned use of the site.

34. Criteria 8: Tenure

- (i) The Council has legal authority to undertake the activity proposed for the property.
- (ii) There are not any encumbrances on the title which prevent or impede the planned use of the site such as easements, caveats, memorials on titles, or outstanding Ngāi Tahu treaty settlements.
- (iii) There are no existing tenancies on the property which prevent or impede the planned use of the site.
- (iv) The findings of the property's LIM report do not include anything which would impede or prevent the intended use of the land, for example shared access, unpaid rates.

35. Criteria 9: Cultural heritage

- (i) Acquisition of the property promotes the Council's meaningful working relationship with Iwi.
- (ii) Priority may be given to acquisition which will protect ecological values, historic heritage, cultural value, geological value, or landscape values.

36. Criteria 10: Disadvantages of not proceeding with acquisition

- (i) There is a risk of the acquisition opportunity being lost or rendered unsuitable for intended use.
- (ii) Priority will be given where there are no alternatives available, and if the specific site is not purchased the identified need will not be able to be filled.

Management and ongoing review

- 37. Council's property portfolio will be reviewed on a regular basis to consider whether its use meets changing needs, priorities and preferences.
- 38. Each unit is required to complete the Property Assessment Matrix (see Appendix 2) for each property that they are responsible for within twelve months of this policy being adopted, and at least every three years thereafter as part of the Long Term Plan development process.

39. A property will be considered as potentially underperforming if they have scores where:

- (i) The cumulative score is less than 35.
- (ii) Any two or more criteria, rank as one or less.
- (iii) Any four or more criteria rank as two or less.

40. The Property Group must be notified if a property is considered potentially underperforming as per the Property Assessment Matrix.

41. In such instances, the Property Group will work with the Activity Owner to determine whether the performance of the property can be improved, or whether repurposing or disposal may be appropriate (see Appendix 3).

Disposals

42. The criteria below are a guide for decision making by the Council when considering the potential disposal of property. Every land disposal will be considered on its own merits and no one of the criteria listed is necessarily of greater weight, nor is a land disposal required to meet every one of the criteria.

43. Criteria 1: Property deemed to be surplus or under-performing by the Council

- (i) The property is under-performing as per the Property Assessment Matrix
- (ii) The property is considered surplus for one or more of the following reasons:
 - i. The land no longer contributes to the strategic goals of Timaru District Council or any growth strategy, asset management plan or similar.
 - ii. The land is no longer required for its intended purpose.
 - iii. The land is not required or suitable for any alternative Council purposes.
 - iv. The on-going costs of maintaining the property are not sustainable.

44. Criteria 2: Market considerations

- (i) The property market is not significantly depressed.
- (ii) There are likely to be interested parties for purchase of the property.
- (iii) The benefits of disposing of the property outweigh the financial costs of retaining the property.

45. Criteria 3: Tenure

- (i) The Council is able to legally dispose of the land in the manner proposed.

46. Criteria 4: User and community views

- (i) Any known user or community interest or preferences for the particular site and its retention or disposal have been taken into account.

47. Criteria 5: Cultural heritage

- (i) The land does not contribute to ecological values, historic heritage, cultural value, geological value, or landscape values.

48. The method and process through which Council acquired the property will dictate the specific disposal process and associated requirements.

49. The proceeds of sales will be prioritised to meet the cost of the transaction to the Property Group, the Activity Owner and any other applicable Council units. The balance will revert to Council’s general funds.

Monitoring

50. The success of this policy in achieving its purposes will be indicated by:

- (i) Feedback received from any internal audits.
- (ii) Whether property activities and transactions have been undertaken in line with legal requirements and following specified processes.

Reporting

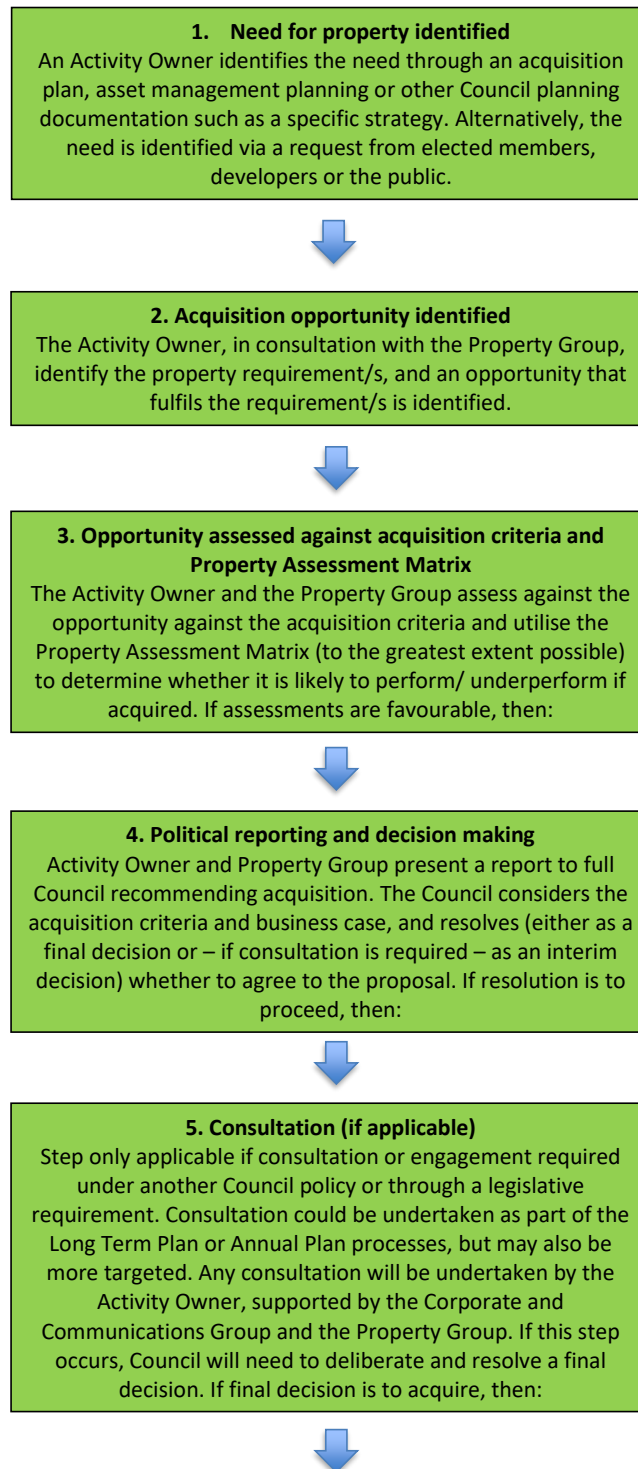
51. This policy will not be reported against on a regular basis.

52. The Audit and Risk Committee will be advised of property activities or transactions that breach this policy, including any potentially illegal or fraudulent activities.

Delegations, References and Revision History					
Delegations Identify here any delegations related to the policy for it to be operative or required as a result of the policy					
Delegation		Delegations Register Reference			
TBC					
References Include here reference to any documents related to the policy (e.g. operating guidelines, procedures)					
Title		Relevant Reference within Document			
TBC					
Revision History Summary of the development and review of the policy					
Revision	Owner	Date Approved	Approval By	Next Review	Doc Ref
1	Property Manager	29 July 2014	Policy and Development Committee	July 2017	#831370
2	Property Manager	18 July 2017	Policy and Development Committee	July 2020	#831370
3 ¹	Group Manager Property	TBC	Council	TBC	#1725357

¹ Renamed from Property Management Policy to “Property Acquisition, Management and Disposal Policy” #1725357
Property Acquisition, Assessment and Disposal Policy

Appendix 1 – Acquisition process



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6. Item added to the acquisition programme
 Budgeted for by the Activity Owner and entered into Council’s work programme. The Activity Owner and the Property Group agree the terms and extent of the acquisition in accordance with the approval provided by the resolution.

Note: additional Council reporting and resolution/s may be required throughout the process depending on the nature of the delegations provided by elected members to officers.



7. Acquisition undertaken by Property Group
 The Property Group undertakes the acquisition in accordance with the terms and process agreed between themselves and the Activity Owner.

Appendix 2 – Property Assessment Matrix

Criteria	Scoring Benchmark	Analysis
<p>1. <u>Strategic Relevance</u> (1-10)</p> <p>Is the function or purpose of the Property identified as a strategic priority for the Council that demonstrably supports a meaningful working relationship with iwi and the social, cultural, economic and environmental benefits associated with Council’s published Community Outcomes. For example, it may support/facilitate growth or provide improved amenity, functionality, safety, or access to (or for) the coast, waterways, walkways, cycle tracks, or other recreational connections</p>	<p>10 - The Property is required and critical to meet Council’s current and future strategic priorities as detailed in an Asset Management Plan, Infrastructure Strategy or other strategies and plans adopted by the Council.</p> <p>5 - The Property provides the most cost-effective option of several required to meet Council’s current and future strategic priorities as detailed in an Asset Management Plan, Infrastructure Strategy or other strategies and plans adopted by the Council.</p> <p>1 - The Property is one of several options that could meet Council’s strategic priorities.</p>	
<p>2. <u>Core Business/Activity</u> (1-10)</p> <p>Is the function the Property will fulfil considered a</p>	<p>10 – Core Council business. 5 – Not core Council business but desirable, and no one else is supplying the service. 1 - Service could be/possibly</p>	

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<p>core Council business/Activity?</p> <p>Is it detailed in an Asset / Activity Management Plan?</p>	<p>should be provided by the private or voluntary sector</p>	
<p>3. <u>Location</u> (1-5)</p> <p>In terms of the purpose for which the Property is held and utilised, how does its location complement/assist its function?</p>	<p>5 - The location is ideal. 4 - The location is good to very good. 3 - The location is good. 2 - The location is acceptable but could be better. 1 - The location is poor.</p>	
<p>4. <u>Sufficiency</u> (1-5)</p> <p>Is the Property sufficiently large or able to be adapted to accommodate the service and facilitate growth as required?</p>	<p>5 - The Property and/or improvements are large enough and have sufficient additional capacity to accommodate future development/growth (10-30%). 4 - The Property and/or improvements are only large enough for the current purpose. 3 - The Property and/or the improvements are too small, but this can be readily accommodated by improvements costing less than 20% of CV or acquiring adjacent Property. 2 - The Property and/or the improvements are too large (31%-50% more than required). 1 - The Property and/or improvements are too large (>50% more than required).</p>	
<p>5. <u>Functionality/Utility</u> (1-5)</p> <p>Is the Property fit for purpose? Notes: "Depreciation" is the loss in value from any cause. The two main components are physical depreciation and obsolescence.</p> <ul style="list-style-type: none"> • "Physical depreciation" is physical wearing out due to use and natural forces. • "Obsolescence" is the loss in value from causes other than 	<p>5 - The functional utility of the Property is estimated to be within 90% of that exhibited by a new Property designed and built specifically for the purpose. 4 - The functional utility of the Property is estimated to be within 75% to 90% of that exhibited by a new Property designed and built specifically for the purpose. 3 - The functional utility of the Property is estimated to be less than 75% of that exhibited</p>	

<p>physical decay or wear. It includes functional, economic, legal and technological obsolescence.</p>	<p>by a new asset Property built specifically for the purpose, but the asset can still be practically used for the purpose. 2 - Physical depreciation and/or obsolescence is of such a degree that the usefulness of the Property is moderately and noticeably constrained. 1 - Physical decay and/or obsolescence is of such a degree that the usefulness of the Property is significantly constrained.</p>	
<p>6. <u>Utilisation</u> (1-5) Is the Property well utilised? Note: Utilisation in this regard means the property is either: • Well utilised in terms of physical space; or • The Property attracts high use levels in relation to the number of people that benefit/use such Property with due consideration to the frequency of such use.</p>	<p>5 – At least 95% of the floor area and 85% of the land area are effectively utilised for the purpose. Alternatively, the Property exhibits a very high level of use for its intended purpose. 4 – At least 85% of the floor area and land area are effectively utilised for the purpose. Alternatively, the Property has a high level of use for its intended purpose. 3 – At least 70% of the floor area and land area are effectively utilised for the purpose. Alternatively, the Property has a reasonable level of use for its intended purpose. 2 – At least 50% of the floor area and land area are effectively utilised for the purpose. Alternatively, the Property has a low level of use for its intended purpose. 1 – Less than 50% of the floor area or land area are effectively utilised for the purpose. Alternatively, the Property is infrequently used in terms of its intended purpose. Note: The percentage utilisation estimated can include an allowance for future growth.</p>	
<p>7. <u>Provision/Tenure</u> (1-5) Is the Property/resulting service already provided</p>	<p>5 – The Property/resulting service fulfils local need, and there are no other providers or viable ownership options. 3 –</p>	

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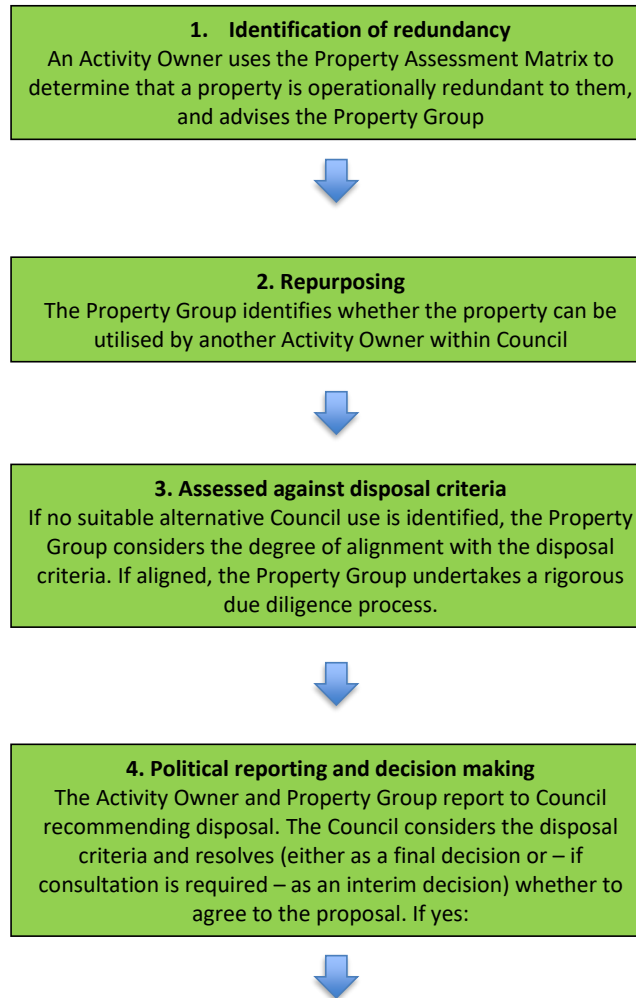
Property Acquisition, Assessment and Disposal Policy

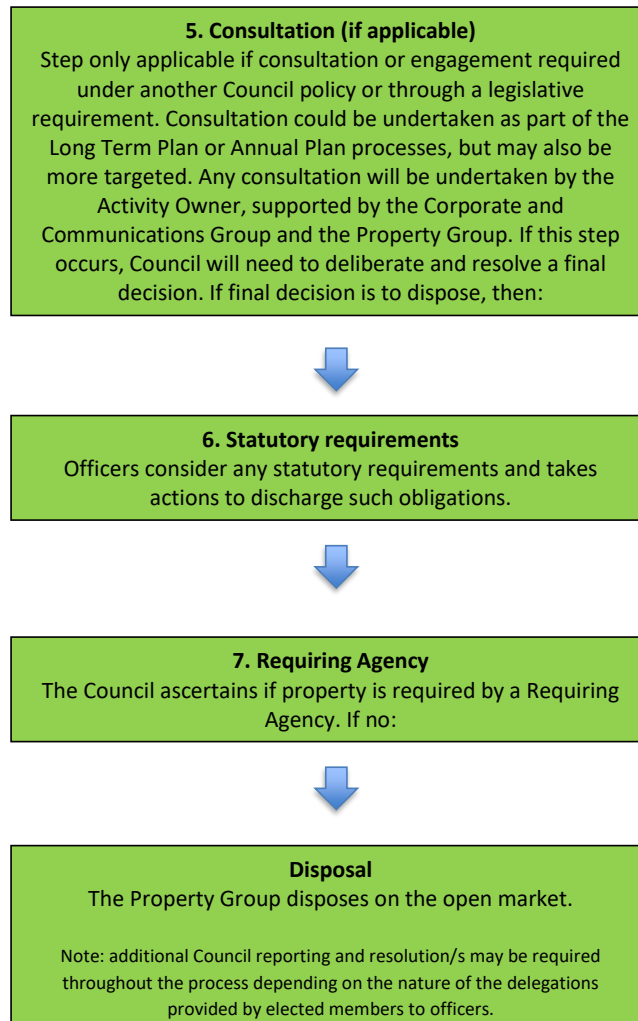
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<p>elsewhere locally by the Council or another provider? Are there opportunities to partner with others to deliver the Property/resulting service? Are there alternative ownership structures that could be practicable, such as an easement or lease?</p>	<p>The Property/resulting service will need to be provided temporarily but may be provided by others or from alternative ownership modes or another Property longer-term. 1-The Property/resulting service is already provided locally or can be provided locally by others.</p>	
<p>8. <u>Cost Efficiency</u> (1-5) Can the function be provided more cost effectively, and is it practical to do so?</p>	<p>5 - No, the function cannot be practically provided more cost-effectively. 3 - It may be possible to provide the function more cost effectively practically. 1 - Yes, the function can be practically provided more cost effectively</p>	
<p>9. <u>Return on Investment</u> (1-5) Does the Property achieve a good return on investment in terms of the resulting function and activity, economic return or strategic outcomes?</p>	<p>5 - The return from the Property is equal to or exceeds a fair market return. Alternatively, it delivers expected returns in line with Council policies. 4 - The return from the Property is between 90% and 100% of the fair market return or of expected returns in line with Council policies. 3 - The return from the Property is between 75% and 90% of the fair market return or of expected returns in line with Council's policies. 2 - The return from the Property is between 50% and 75% of the fair market return or expected returns in line with Council policies. 1 - The return from the Property is less than 50% of the fair market return or expected returns in line with Council policies</p>	
<p>10. <u>Capital Costs</u> (1-5) What are the capital costs required to maintain the Property in a state fit for purpose?</p>	<p>5 – Capital costs are < 14% of CV over the next thirty years. 4 – Capital costs are between 15-25% of CV over the next thirty years. 3 – Capital costs are between 26-40% of CV over the next thirty years. 2 – Capital costs are 41-60% of CV</p>	

	over the next thirty years. 1 – Capital costs are >60% of CV over the next thirty years.	
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Appendix 3 – Disposal process





Prior to sale or disposal, all Property must be subject to a rigorous due diligence process by the Property Group (and appropriate advisors) which includes:

- Identifying all possible parties (if any) with any claim on the Property
- Confirm whether any specific obligations exist in respect of such parties
- Confirmation of any legal or regulatory obligations in respect of the Property (including reviewing the Property’s underlying land status)
- Identifying whether any contractual obligation exists in respect of the Property.

Part of this due diligence investigation should also include the commercial viability of disposing of such Property and whether an application of such Property in an alternative manner would be a more viable option for the Council, e.g. leasing out of the Property.

10 Consideration of Urgent Business Items

11 Consideration of Minor Nature Matters

12 Public Forum Items Requiring Consideration

13 Exclusion of 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 Building Consent Authority Reform

13.2 Divestment of Property Update

13.3 Appointment of Directors to Timaru District Holdings Limited

13.4 Appointment of Directors to Venture Timaru Limited

13.5 Timaru District Holdings Limited and Venture Timaru Limited Director Fees

13.6 Section 17A Review - Council Social Housing

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 - Building Consent Authority Reform	s7(2)(f)(i) - The withholding of the information is necessary to maintain the effective conduct of public affairs through free and frank expressions of opinion by or between or to members or officers or employees of any local authority in the course of their duty	To maintain the effective conduct of public affairs
13.2 - Divestment of Property Update	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 s7(2)(i) - The withholding of the information is necessary to enable the Council to carry out,	To enable Council to carry out commercial activities To enable Council to carry out commercial or industrial negotiations

	without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	
13.3 - Appointment of Directors to Timaru District Holdings Limited	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
13.4 - Appointment of Directors to Venture Timaru Limited	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
13.5 - Timaru District Holdings Limited and Venture Timaru Limited Director Fees	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
13.6 - Section 17A Review - Council Social Housing	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 enable Council to carry out commercial activities

*I also move that [\[name of person or persons\]](#) be permitted to remain at this meeting, after the public has been excluded, because of their knowledge of [\[specify\]](#). This knowledge, which will be of assistance in relation to the matter to be discussed, is relevant to that matter because [\[specify\]](#)

*Delete if inapplicable.

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.”