



COUNCIL MEETING

Commencing at 3pm

on

Tuesday 28 June 2016

**Council Chamber
District Council Building
King George Place
Timaru**

TIMARU DISTRICT COUNCIL

Notice is hereby given that a meeting of the Timaru District Council will be held in the Council Chamber, District Council Building, King George Place, Timaru on Tuesday 28 June 2016, at 3pm.

The meeting will be preceded by a citizenship ceremony at 2pm.

LOCAL AUTHORITIES (MEMBERS' INTERESTS) ACT 1968

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

Peter Nixon
CHIEF EXECUTIVE

TIMARU DISTRICT COUNCIL MEETING

28 JUNE 2016

AGENDA

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2		Apology – Clr Brien
3		Public Forum – Denise Fitzgerald, GreyPower – Age Friendly Cities
4		Identification of Urgent Business
5		Identification of Matters of a Minor Nature
6	1	Confirmation of Minutes – Council Meeting – 10 May 2016
7	7	Schedule of Functions Attended by the Mayor and Deputy Mayor and Councillors
8	10	Schedule of Functions Attended by the Chief Executive
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10	12	Food Act 2014 Fees and Charges
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5	70	Readmittance of the Public

**TIMARU DISTRICT COUNCIL
FOR THE MEETING OF 28 JUNE 2016**

Report for Agenda Item No 6

**Prepared by Peter Nixon
 Chief Executive**

Confirmation of Minutes – Council Meeting 10 May 2016

Minutes of the May Council meeting.

Recommendation

That the minutes of the Council meeting held on 10 May 2016, excluding the public excluded items, be confirmed as a true and correct record.

TIMARU DISTRICT COUNCIL

MINUTES OF A MEETING OF THE TIMARU DISTRICT COUNCIL HELD IN THE COUNCIL CHAMBER, DISTRICT COUNCIL BUILDING, KING GEORGE PLACE, TIMARU ON TUESDAY 10 MAY 2016 AT 3PM

PRESENT Mayor Damon Odey (Chairperson), Clrs Tony Brien (via Skype call), Peter Burt, Steve Earnshaw, David Jack, Richard Lyon, Pat Mulvey, Kerry Stevens, Tracy Tierney and Steve Wills

IN ATTENDANCE Noeline Clarke – Temuka Community Board (for public part of meeting)
Neville Gould – Pleasant Point Community Board (for public part of meeting)

Chief Executive (Peter Nixon), Group Manager Corporate Services (Tina Rogers), Group Manager District Services (Ashley Harper), Group Manager Community Services (Sharon Taylor), Group Manager Regulatory Services (Chris English), Corporate Planning Manager (Mark Low), Council Secretary (Joanne Brownie)

OPENING PRAYER Les Gosling of the Albury/Pleasant Point Presbyterian Church, offered a prayer for the work of the Council.

1 PUBLIC FORUM

Ian Geary - Water, Noise and Dust Issues at Washdyke

Mr Geary addressed the Council again, on his two issues of concern - the rock crushing operation at Washdyke which is next door to his property, and what water supply his property is on. Following the February public forum when Mr Geary spoke to Council about his concerns, a reply was sent in response to the noise and dust issues from the crushing plant, and an email was sent confirming that he is connected to the Seadown Water Supply.

Mr Geary has the view that council officers demonstrate too much flexibility in their interpretation of regulations and are not consistent with monitoring the resource consent conditions of the rock crushing activity. He suggested that Council officers were making up conditions that they deem convenient at the time.

Despite confirmation from Council that he is outside the Timaru urban boundary and is on the Seadown Water Supply, Mr Geary maintains he is on the Timaru Water Supply and questioned the reply he had received from Council officers. He believes officers are exercising discretionary rights that they do not have and he wants to make councillors aware of his view on this.

The Mayor advised Mr Geary that Council will look at the issues he has raised again and respond both to him and to councillors.

Mr Harris – Overhanging Vegetation, Street Trees, Boy Racers and Footpaths

Mr Harris outlined to the Council his concerns going back to 2011 over trees growing over the footpaths, growing through the power lines, hedges growing over footpaths and tree branches too low in the vicinity of Domain Avenue, Catherine Street and the cemetery. He believes nothing has been done as a result of his complaints, despite a visit by the Mayor and letters in response to his concerns.

He also raised the issue of the fence around the property on the corner of Catherine and King Streets where a temporary fence has been erected preventing pedestrians from walking around the corner on that side of the road.

In regard to roading, he referred to a meeting in 2013 on the realignment of Domain Avenue to slow traffic, however Mr Harris believes that the measures have not resulted in the traffic slowing down. There are burnouts done at the eastern end of Domain Avenue, especially in the weekends. Council pointed out that this type of behaviour is a law enforcement issue.

Mr Harris believes that properties in his wider area do not receive adequate services for the rates that they pay. The Mayor advised Mr Harris that the Council looks at the services required across the whole district rather than expending rates collected from one area, in that area.

The Mayor advised Mr Harris that his issues will be followed up by the appropriate officers, and informed him that in regard to street trees, Council has had a street tree tour and is in the process of developing a policy.

2 IDENTIFICATION OF A MINOR NATURE ITEM

The Council agreed to discuss the Welcome to Timaru signs as a minor nature item.

3 CONFIRMATION OF MINUTES - COUNCIL MEETING 5 APRIL 2016

Proposed Clr Burt
Seconded Clr Stevens

“That the minutes of the Council meeting held on 5 April 2016, excluding the public excluded items, be confirmed as a true and correct record.”

MOTION CARRIED

4 SCHEDULE OF FUNCTIONS ATTENDED BY THE MAYOR, DEPUTY MAYOR AND COUNCILLORS

Proposed Clr Wills
Seconded Clr Jack

“That the schedule of functions attended by the Mayor, Deputy Mayor and Councillors be received and noted.”

MOTION CARRIED

5 SCHEDULE OF FUNCTIONS ATTENDED BY THE CHIEF EXECUTIVE

Proposed Clr Jack
Seconded Clr Mulvey

“That the schedule of functions attended by the Chief Executive be received and noted.”

MOTION CARRIED

6 FINANCIAL AND WORK PROGRAMME REPORT FOR THE PERIOD ENDED 31 MARCH 2016

The Council considered a report by the Finance Manager, Corporate Planning Manager and Corporate Planner on progress against Council’s work programme and financial results for the period ended 31 March 2016. The Council asked a number of questions and sought clarification on aspects of the work programme.

Proposed the Mayor
Seconded Clr Jack

“That the report be received and noted.”

MOTION CARRIED

7 LOCAL ARTS SCHEME ASSESSMENT COMMITTEE

The Council considered a report by the Chief Executive reviewing the governance reporting structure for the Local Arts Assessment Scheme.

Proposed Clr Wills
Seconded Clr Jack

“That the Local Arts Assessment Committee becomes a Subcommittee of the Community Development Committee with the same membership and delegations as previously held.”

MOTION CARRIED

8 DELEGATIONS MANUAL

The Council considered a report by the Group Manager Corporate Services presenting the Delegations Manual. Council officers were congratulated on the work they had done in preparing the manual.

Proposed Clr Tierney
Seconded Clr Jack

“That the Delegations Manual be adopted.”

MOTION CARRIED

9 RECEIPT OF COMMUNITY BOARD AND COMMITTEE MINUTES

Proposed the Mayor
Seconded Clr Stevens

“That the minutes of the following meetings, excluding the public excluded sections, be received:

Temuka Community Board	18 April 2016
Geraldine Community Board	20 April 2016
Community Development Committee	26 April 2016
District Services Committee	26 April 2016
Policy and Development Committee	26 April 2016.”

MOTION CARRIED

10 CONSIDERATION OF MINOR NATURE ITEM

The Mayor advised that the media had generated discussion on the issue of a Timaru slogan and the budgeted expenditure for upgrading the entrance signs to the District. The Mayor had fielded enquiries and appeared in various media, but explained that the issue has not yet been debated by the Council.

11 PUBLIC FORUM ISSUES REQUIRING CONSIDERATION

Mr Geary – Washdyke Issues

It was noted that Mr Geary’s concerns have been responded to by both the Group Manager Regulatory Services and the Group Manager District Services.

Mr Harris – Vegetation, Footpaths, Roading

In regard to Mr Harris’ varied concerns the Council noted that –

- homeowners have a responsibility to deal with overhanging vegetation from their properties and often it is a case of being a good neighbour and citizen.
- some issues are complex and there can be extenuating circumstances.
- Council is currently formulating a street tree policy.
- in regard to the temporary fence around the Catherine Street/King street corner property the Group Manager District Services is already in contact with the owner to resolve the issue, however an alternative pedestrian access will be looked at again.
- the burnout problem is not a road safety engineering issue but one for the police.

Council noted that the nature of today’s public forum suggests the perception that Council officers arbitrarily make decisions and it is important to confirm that this is not the case.

12 EXCLUSION OF THE PUBLIC

Proposed Clr Lyon
Seconded Clr Wills

“That the Council resolves to exclude the public on the grounds contained in Section 48(1) of the Local Government Official Information and Meetings Act:

Confirmation of Minutes

Property

Section 7(2)(i)

The withholding of the information is necessary to enable the Council to carry out, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations

Richard Pearse Airport
Section 7(2)(b)(ii)

The withholding of the information is necessary to protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information.”

MOTION CARRIED

13 READMITTANCE OF THE PUBLIC

Proposed Clr Jack
Seconded the Mayor

“That the public be readmitted to the meeting.”

MOTION CARRIED

The meeting concluded at 5.10pm.

Chairperson

TIMARU DISTRICT COUNCIL
FOR THE MEETING OF 28 JUNE 2016

Report for Agenda Item No 7

Prepared by Peter Nixon
Chief Executive

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

Functions Attended by the Mayor

- 3 May* Met with agency for Chief Executive recruitment
Met with Temuka Transport representative
Met with Pye Group representative
- 4 May* Spoke at Roncalli College Wellbeing Week
Met with ECan Commissioners
Met with SC Chamber of Commerce representative
Attended end of year dinner for Trevor Griffiths Rose Garden volunteers
- 5 May* Addressed Timaru Probus club
Met with Ara Institute representative
Met with Alliance Smithfield representative
- 6 May* Met with Alliance Freezing Works representative
Met with YMCA representative
Met with Talleys representative
Met with PrimePort Timaru Ltd Chief Executive
- 9 May* Met with Fonterra representative
Met with Motorcaravan Association Chief Executive
- 10 May* Met with Go Geraldine
Attended Resource Planning and Regulation Committee meeting on ECan's Clean Air Plan
Chaired Council meeting
- 11 May* Radio interview
Spoke to Timaru Travel Club
Met with Suicide Prevention Co-ordinator
Teleconference meeting with Waimate District Council Mayor
Met with Honeycrisp representative
- 12 May* Addressed Timaru Girls High School Social Studies Class
Met with Rooney Group representative
Met with Placemakers representative
Met with Hendersons Building representative
Chaired Safer Communities Committee meeting

16 May Met with Community College representative
 Met with Fulton Hogan representative
 Met with PrimePort Timaru Ltd Chief Executive
 Met with Real Estate Institute representative
 Attended SC Chamber of Commerce meeting

17 May Met with Mt Cook Alpine Salmon representative
 Met with Light Leathers representative
 Met with Farmers Mill representative
 Met with Thompson Engineering representative
 Met with Alpine Energy Ltd Chief Executive
 Met with Waihi Bush representative
 Met with Barkers representative

18 May Attended Institute of Directors course

19 May Teleconference with ECan Commissioners
 Attended Digital Strategy Group meeting in Christchurch

20 May Attended Audit and Risk Webinar
 Attended SC Sports Awards

21 May Opened new Geraldine Mountainbike track

22-29 May Attended international mayoral tourism forum in China

31 May Met with Todd Mudie Plasterers representative
 Met with SC Budget Advice representative
 Met with WINZ representatives
 Spoke at Museum flag exhibition opening

2 June Attended District Licensing Committee meeting
 Chaired Timaru District Holdings Ltd meeting

3 June Participated in custard square fundraiser
 Attended fishing company premises opening

7 June Attended ECan kindling fundraiser launch at South School
 Met with Graeme Dingle Trust representative

8 June Met with Lynn River representative
 Attended District Licensing Committee meeting

9 June Met with Deputy Auditor General and Canterbury Sector Manager
 Attended SC Mayoral Forum
 Attended SC Combined Spaces and Places meeting

10 June Attended Alpine Energy promotion of battery storage system
 Attended Ministry of Social Development meeting with Aoraki Principals

13 June Chaired the Industrial Relations Subcommittee meeting
 Read to St Josephs school children as part of book week

- 14 June* Attended Standing Committee meetings
- 15 June* Radio interview
 Teleconference meeting with ECan Chairperson
 Addressed Benvenue Ladies Probus Club
 Attended Elder Abuse Awareness Community Forum
 Met with Ara Institute representatives
- 16-17 June* Attended Rural Provincial Sectors forum in Wellington

In addition to the above duties I met with 11 members of the public on matters of concern to them.

Functions Attended and Duties Undertaken by Deputy Mayor in Addition to Councillor Duties

- 2 May* Attended Orari-Temuka-Opihi-Pareora Water Zone Committee meeting
- 3 May* Attended Chief Executive recruitment meeting
- 20 May* Presented St Johns District awards
- 25 May* Chaired Tenders Subcommittee meeting
- 29 May* Opened SC Aviation Heritage Centre
- 9 June* Addressed Lions meeting
- 13 June* Attended Industrial Relations Subcommittee meeting
 Attended Orari-Temuka-Opihi-Pareora Water Zone Committee meeting
- 18 June* Started Amazing Race in Geraldine

Functions Attended and Duties Undertaken by Councillors on Behalf of the Mayor in Addition to Councillor Duties

- 23 May* Cllr Tierney attended a Tourism NZ Board function in Christchurch
- 26 May* Cllr Burt officiated at the first gathering of the new SC Tongan Society

Recommendation

That the report be received and noted.

TIMARU DISTRICT COUNCIL
FOR THE MEETING OF 28 JUNE 2016

Report for Agenda Item No 8

Prepared by Peter Nixon
Chief Executive

Schedule of Functions Attended by the Chief Executive

Functions Attended by the Chief Executive

<i>4 May</i>	Met with ECan Commissioners Met with PrimePort Timaru Ltd Chief Executive
<i>5 May</i>	Met with Alliance Smithfield representative
<i>9 May</i>	Met with Motorcaravan Association Chief Executive
<i>10 May</i>	Attended Resource Planning and Regulation Committee meeting on ECan's Clean Air Plan Attended Council meeting
<i>31 May</i>	Attended Museum flag exhibition opening
<i>1 June</i>	Met with ECan Chief Executive
<i>2 June</i>	Attended TDHL Board meeting
<i>7 June</i>	Attended ECan kindling fundraiser launch
<i>9 June</i>	Met with Deputy Auditor General and Canterbury Sector Manager
<i>10 June</i>	Met with Alpine Energy Ltd Chief Executive and Corporate Services Manager
<i>14 June</i>	Attended Standing Committee meetings
<i>16-17 June</i>	Attended Rural Provincial Sectors forum in Wellington

Recommendation

That the report be received and noted.

TIMARU DISTRICT COUNCIL
FOR THE MEETING OF 28 JUNE 2016

Report for Agenda 9

Prepared by Peter Nixon
Chief Executive

Contracts Let by the Chief Executive Under Delegated Authority

Recommendation

That the following information on three contracts let by the Chief Executive under delegated authority, be received.

Contract Description	Number of Consultants Evaluated	Price	Successful Consultant
District Plan Review discussion documents and associated consultation for eight different topic areas	3	\$120,000 to \$127,200	PLANZ/Boffa Miskell
District Plan Review discussion documents and associated consultation for five different topic areas	3	\$79,500 to \$79,500	Opus
District Plan Review discussion documents and associated consultation for four different topic areas	3	\$14,700 to \$60,000	Davie Lovell Smith

Contracts were evaluated using a number of criteria including expertise on a particular topic, knowledge of the South Canterbury/Timaru District area, price, references from clients

All prices exclude GST

TIMARU DISTRICT COUNCIL
FOR THE MEETING OF 28 JUNE 2016

Report for Agenda Item No 10

Prepared by **Paul Cooper**
 Environmental Services Manager

Mark Low
 Corporate Planning Manager

Food Act 2014 Fees and Charges

Purpose of Report

The purpose of this report is to:

- Note the consultation that has been undertaken on the proposed Food Act 2014 Fees
- Consider the recommendations of the Joint Food Act Fees Standing Committee dated 27 May 2016
- Confirm the final Food Act 2014 Fees and Charges for adoption as part of the Annual Plan 2016/17.

Background

The Food Act 2014 came into force on 1 March 2016. It requires Councils to use the Special Consultative Procedure to consult with the community on proposed fees and charges under the new Act. The new fees and charges are effective from 1 July 2016.

At meetings on 15 March and 5 April 2016 Council agreed on a joint consultation with Waimate and Mackenzie District Councils on the proposed Fees and Charges, and that a Joint Committee be established to consider and hear submissions on the proposed Fees and Charges.

The Food Act Fees Hearing was held on 27 May 2016 and the Joint Food Act Fees Standing Committee considered the 11 submissions received on the Statement of Proposal.

Food Act Fees Hearing and Outcomes

The Committee reviewed the proposed fee structure as consulted on, taking into account the concerns raised by both oral and written submitters.

The Committee recommended the following regarding the proposed fees and charges:

- 1 That for new registration fees, any additional hours over and above the first hour, be charged in ½ hour increments at \$75 per half hour.
- 2 That the travel charges be zone based as per the Statement of Proposal.
- 3 That the verification/audit charge be based on a 2 hourly rate as per the Statement of Proposal, and any additional hours over and above the 2 hours, be charged in ½ hour increments at \$75 per half hour.

These changes above have been incorporated in the final Fees & Charges schedule included with this report.

The Committee also recommended:

- 4 That a policy be investigated in 12 months time, and if appropriate, based on the evidence, be developed to implement a tiered system of verification to reflect any significant savings to Council presented by low risk food businesses.
- 5 That it be recommended to Councils that display of the compliance certificate should be compulsory in food premises.

The Council needs to consider whether they will support these recommendations and confirm the proposals.

The minutes of the Joint Committee are attached for information.

Options

The options are:

- The proposed final set of Fees and Charges as attached be adopted
- The proposed final set of Fees and Charges be adopted with some changes.

It is noted that should either the Timaru, Waimate or Mackenzie District Councils make changes to the Fees and Charges as recommended by the Joint Committee the fee structure will not be aligned across the 3 districts. This added complexity may have cost implications for the Council requiring the different charge.

Identification of relevant legislation, Council policy and plans

Local Government Act 2002

Food Act 2014

Food Act Fees Joint Standing Committee Terms of Reference

Assessment of Significance and Engagement

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

Consultation

The proposal has been consulted on across the region using the Special Consultative Procedure as required by legislation.

Other Considerations

There are no other relevant considerations.

Funding Implications

The funding implications of the new fees and charges will mean changes to what Food Premise owners will pay compared to the previous regime. The Environmental Health activity within Council is seeking to recover the costs of this operation through the use of fees.

Conclusion

Council has completed the agreed joint consultation with Waimate and Mackenzie District Councils and the final set of Food Act Fees is now recommended for adoption.

Recommendations

- 1 That the report be received and noted.**
- 2 That the minutes and recommendations of the Joint Committee be received and noted.**
- 3 That Council consider and decide on the proposals regarding a tiered system of verification costs and display of compliance certificates as recommended by the Joint Standing Committee.**
- 4 That the Food Act Fees as revised and attached be adopted as part of the Annual Plan 2016/17.**

Timaru District Council Food Act 2014 Fees and Charges (Final)

(1) New Registration	
Food Control Plan (FCP) – single site	\$150 fixed fee plus \$75 per half hour after the first hour
FCP – multi site	\$225 fixed fee plus \$75 per half hour after the first hour
National Programme (NP)	\$150 fixed fee plus \$75 per half hour after the first hour
Consultancy (optional) - new business set up assistance/preopening visit	\$150 per hour
FCP Mentoring (optional)	\$300 fixed fee
(2) Registration Renewal	
12 month renewal - FCPs single site	\$150 fixed fee
12 month renewals - FCPs multi site	\$225 fixed fee
24 month renewals - NPs	\$200 fixed fee
FCP Mentoring	\$300 fixed fee
(3) Compliance and Monitoring	
FCP – annual <i>(incl those FCPs registered before 1 March 2016)</i>	\$75 fixed fee
NP – 24 month	\$150 fixed fee
(4) Verification (Audit)	
FCP – single site audit	\$300 fixed fee plus \$75 per half hour after the first 2 hours
FCP – multi site audit	\$300 fixed fee plus \$75 per half hour after the first 2 hours
FCP Audit close-out over 15 minutes	\$150 per hour
NP1 Check (one-off)	\$150 per hour
NP2 Audit – 3 yearly	\$150 per hour
NP3 Audit – 2 yearly	\$150 per hour
(5) Complaint driven investigation	
Complaint resulting in issue of improvement notice by Food Safety Officer and its review	\$150 per hour plus actual travel costs and disbursements
(6) Exemption	
Application & Assessment	\$150 per hour
(7) Travel Charges (applied to the fees above as appropriate)	
Zone One (Timaru District Council)	\$10 fixed charge per visit
Zone 2 (Mackenzie District Council)	\$55 fixed charge per visit
Zone 3 (Waimate District Council)	\$30 fixed charge per visit
Actual Travel Costs	Where applicable, charged at 85cents per km plus staff travel time at \$150 per hour

TIMARU, WAIMATE AND MACKENZIE DISTRICT COUNCILS

MINUTES OF THE FOOD ACT FEES HEARING HELD IN MEETING ROOM 1, DISTRICT COUNCIL BUILDING, KING GEORGE PLACE, TIMARU ON FRIDAY 27 MAY 2016 AT 10AM

PRESENT

Timaru District Council

Clr Tony Brien (Chairperson) and Clr Peter Burt

Mackenzie District Council

Clr Graham Smith and Clr Noel Jackson

Waimate District Council

Clrs Sharyn Cain and Sheila Paul

IN ATTENDANCE

Timaru District Council - Environmental Services Manager (Paul Cooper), Corporate Planning Manager (Mark Low), Corporate Planner (Ann Fitzgerald), Ian Shaw (Director Food and Health Standards Ltd)(for public part of meeting), Council Secretary (Joanne Brownie)

FOOD ACT FEES

1 APPOINTMENT OF CHAIRPERSON

Nominations were called for the position of Chairperson of the Committee.

Proposed Clr Burt
Seconded Clr Jackson

“That Clr Brien be appointed Chairperson of the Food Act Fees Hearing.”

There being no further nominations the motion was CARRIED, Clr Brien was declared chairperson and took the chair.

2 WELCOME AND INTRODUCTIONS

Clr Brien welcomed everyone to the meeting and the panel and officers introduced themselves.

3 FOOD ACT FEES

Verbal Submissions

The following submitters spoke in support of their written submissions, providing further background to their submissions –

Tracy Johnson - Designer Cakes, Felicity Gabites – JustEatCake, Rene Bullock – The Naked Chip, Rene Bullock – on behalf of Point Bush Estates Ltd.

Written Submissions

The following written submissions were received –

Timaru Boys High School Thomas House, Red Lunch Box, Mount Cook Hotel Collection, Moreh Home, St Andrews Diner, Temuka Rugby Football Club and Makikihi Country Hotel & Hospitality Services Ltd.

The Committee acknowledged the concerns raised by submitters and confirmed that it understands the differences in the scale of food operators and the complexities of the situation. However the responsibility is largely out of councils' control, having been passed on to local authorities by central government.

Summary of Issues

The Committee concluded that the main issues arising from the submissions are:

- It seems a duplication of systems to require databases of food operators to be kept regionally rather than centralised nationally
- Registered food operators should be required to display their compliance certificates at their premises (as per past practice)
- The Government should have been clear as to which premises would fall under the new legislation, before causing distress to operators who do not necessarily fall under the new legislation
- There is concern from small operators that there is not enough differentiation for lower risk activities
- Some food operators are concerned at the proposed fees and the apparent lack of justification, transparency and stepping of fees
- Operators are concerned at the effect the legislation will have on their businesses
- The costs involved in registration, compliance and monitoring will possibly increase the number of unregistered food operators.
- As the implementation of the Act proceeds local authorities will gain a better understanding of the situation for going forward.

Submission to Ministry for Primary Industries

The Committee agreed to send a letter to the Ministry of Primary Industries submitting that –

- Registration of food providers should be undertaken via a nationally centralised system, not regionally, as registering per region duplicates the registration system and ultimately increases costs for local authorities and food operators
- Display of the compliance certificate should be compulsory
- The government should have been certain as to which food premises would fall under the legislation, before it implemented the new Food Act.

4 EXCLUSION OF THE PUBLIC

Proposed Clr Cain
Seconded Clr Burt

“That the Committee resolves to exclude the public on the grounds contained in Section 48(1) of the Local Government Official Information and Meetings Act:

Environmental Health Contractual Services

Section 7(2)(b)(ii)

The withholding of the information is necessary to protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information.”

MOTION CARRIED

Ian Shaw retired from the meeting.

5 READMITTANCE OF THE PUBLIC

Proposed Clr Cain
Seconded Clr Smith

“That the public be readmitted to the meeting.”

MOTION CARRIED

Ian Shaw returned to the meeting.

6 DECISIONS

The Committee reviewed the fee structure set out in the Statement of Proposal, taking into account the concerns raised by both oral and written submitters.

Proposed Clr Burt
Seconded Clr Jackson

“That the final set of Food Act 2014 fees be recommended to the Timaru, Waimate and Mackenzie District Councils for adoption, subject to –

- 1 “That for new registration fees, any additional hours over and above the first hour, be charged in ½ hour increments at \$75 per half hour.
- 2 That the travel charges be zone based as per the Statement of Proposal.
- 3 That the verification charge be based on a 2 hourly rate as per the Statement of Proposal, and any additional hours over the first two hours be charged at 30 minute increments at \$75 per half hour.
- 4 That a policy be investigated in 12 months time, and if appropriate based on the evidence, be developed to implement a tiered system of verification to reflect any significant savings to Council presented by low risk food businesses.
- 5 That it be recommended to Councils that display of the compliance certificate should be compulsory in food premises.”

MOTION CARRIED

The Chairperson thanked the committee members and officers for their work.

The meeting concluded at 1.15pm.

Chairperson

TIMARU, DISTRICT COUNCIL
FOR THE MEETING OF 28 JUNE 2016

Report for Agenda Item No 11

Prepared by **Mark Geddes**
 District Planning Manager

Mark Low
 Corporate Planning Manager

Resource Management Act - Proposed Fees and Charges 2016/17 Submissions and Hearing

Purpose of Report

The purpose of this report is to consider the submission received and to provide relevant information for Council's consideration prior to adopting the RMA Fees and Charges for 2016/17.

Background

Section 36(2) of the RMA requires Council to seek public feedback on its proposed fees and charges through the Special Consultative Procedure under section 83 of the Local Government Act (LGA) 2002.

In the past, this was carried out in conjunction with consultation on the draft Long Term Plan (LTP) or Annual Plan. Amendments to the LGA in 2014 meant Council is not required to consult on the Annual Plan unless there are significant or material differences from the LTP.

Council determined that consultation was not required on the 2016/17 Annual Plan. However, due to RMA requirements, a separate Special Consultative Procedure has been used to consult on the proposed RMA Fees and Charges.

A copy of the Statement of Proposal that sets out the proposed Fees and Charges for 2016/17 is attached for information.

The Statement of Proposal notes that, other than minor changes to increase the Bond Application Fee from \$320 to \$350, and introducing a new category of staff charge "Other Council staff" at a rate of \$130 per hour, no increase in the Fees and Charges is proposed.

RMA Fees and Charges Submission

Submissions on the RMA Fees and Charges for 2016/17 closed on Monday 16 May 2016.

One submission was received from Mr G Hunter. Mr Hunter indicated that he did not wish to speak to his submission. A copy of Mr Hunter's submission is included with this report.

Officer Comments

Officer comments on Mr Hunter's submission are as follows:

"Confirmation is provided that the proposed fees and charges comply with Section 36(4) of the Resource Management Act 1991 and Section 150(4) of the Local Government Act 2002."

Options

The options are:

- The proposed RMA Fees and Charges for 2016/17 are adopted
- The proposed RMA Fees and Charges for 2016/17 are amended prior to adoption.

Identification of relevant legislation, Council policy and plans

Resource Management Act 1991

Local Government Act 2002

Assessment of Significance and Engagement

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

Consultation

As outlined above the Special Consultative Procedure has been used to consult on the proposed RMA Fees and Charges 2016/17.

Other Considerations

There are no other considerations relevant to this matter.

Funding Implications

The funding implications of the proposed Fees and Charges have been included in the 2016/17 budget.

Conclusion

The Special Consultative Procedure has been used to consult on the proposed RMA Fees and Charges for 2016/17, as required. One submission was received and is presented for consideration. The Fees can now be confirmed for adoption as part of the Annual Plan 2016/17.

Recommendations

- 1 That the report be received and noted.**
- 2 That the submission to the Resource Management Act - Proposed Fees and Charges 2016/17 be received and noted.**
- 3 That the Resource Management Act Proposed Fees and Charges for 2016/17 be confirmed for adoption as part of the Annual Plan 2016/17.**

Submission to the Timaru District Council proposals on Resource Management Act Fees and Charges.

15 May 2016

At the Council's Annual Plan meeting in June 2014 I asked in my submission if the Council's fees and charges for the Planning department complied with section 36 (4) of the Resource Management Act and with section 150 subsection (4) of the Local Government Act.

In reply the Council has only said that its Planning fees and charges are very similar to neighbouring Councils, Ashburton and McKenzie, and that the fees and charges comply with the Council's Revenue and Financing Policy. These answers were to questions I did not ask and neither of those answers exempt the Council from the requirements of the Resource Management Act. The Council appears reluctant to answer the question I asked.

I therefore ask the Council again, to clearly state whether or not its Planning fees and charges comply with the legal requirements of section 36 (4) of the Resource Management Act and with section 150 subsection (4) of the Local Government Act.

As a ratepayer I am concerned that if the Council is not able to show that its fees and charges are compliant with section 36 (4) of the RMA and section 150 subsection (4) of the Local Government Act it may then have a contingent liability should claims be made against it for that reason.

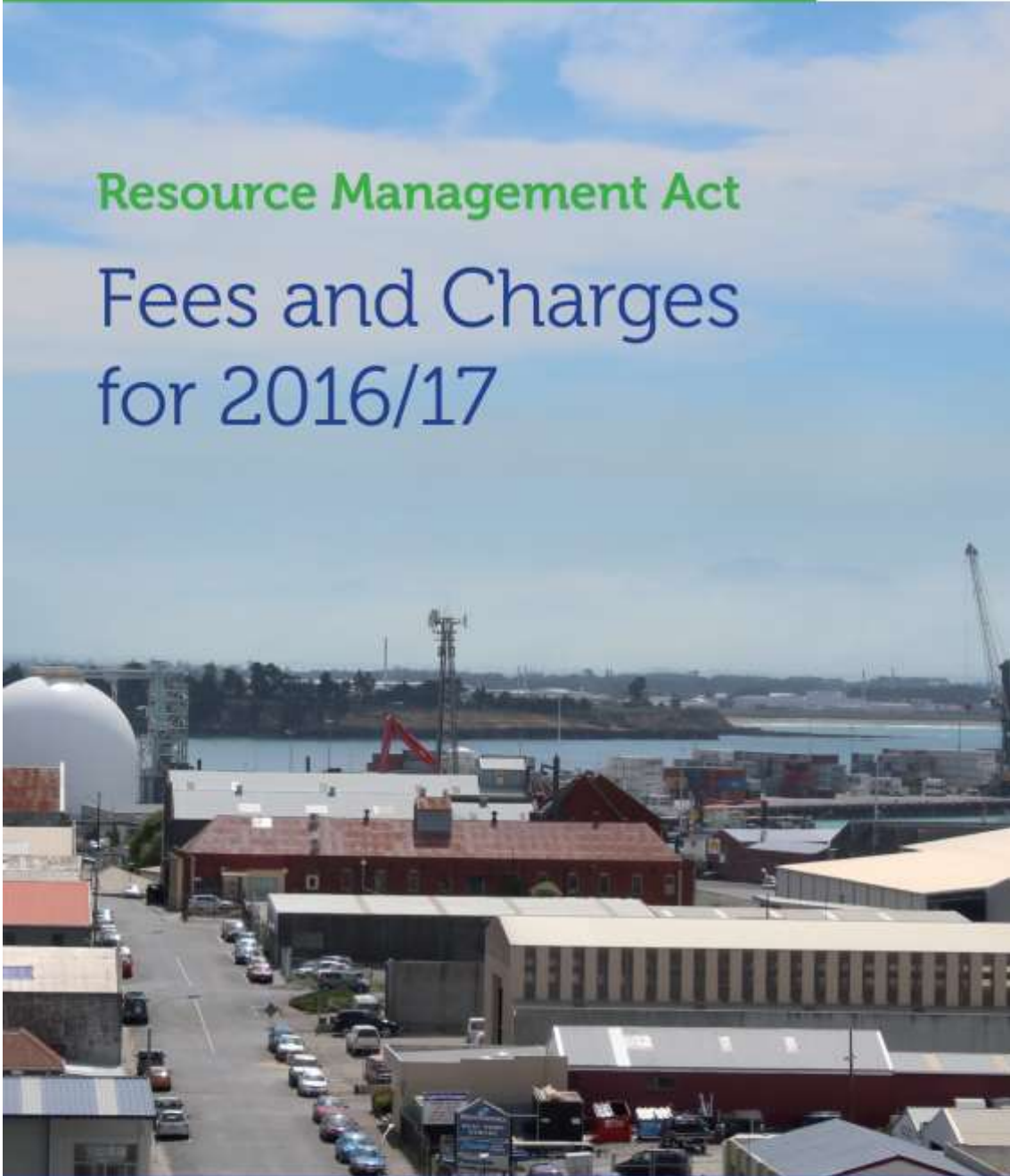


G R K Hunter
50 Kalaugher Rd.
R D 21
Geraldine 7991

Statement of Proposal



Resource Management Act Fees and Charges for 2016/17



Submissions close 5pm, Monday 16 May, 2016

www.timaru.govt.nz

Contents

1. Introduction
2. Reasons for the Proposed Fees and Charges
3. Schedule of Proposed Fees and Charges
4. Options
5. Have your say

This Statement of Proposal has been prepared as part of consultation regarding proposed fees to be charged under the Resource Management Act 1991.

Section 36(2) of the Resource Management Act requires Council to seek public feedback on its proposed fees and charges through the Special Consultative Procedure under section 83 of the Local Government Act 2002.

The special consultative procedure gives the public an opportunity to make submissions and provide feedback on the proposed fees. Once the submission period closes, hearings will be conducted if people indicate they want to speak in support of their submissions.

1. Introduction

The District Planning Unit of Council has a variety of functions that have an element of cost recovery. While some charges are set by statute, other statutes give local authorities the power to set charges.

This proposal considers fees and charges for:

- i. Resource consents: processing, monitoring and enforcing, administration;
- ii. Resource Management Act planning documents
- iii. A range of other District Planning matters.

Each financial year the Council reviews the fees and charges to ensure that:

- i. those who benefit from the services of the resource consent activity pay a fair and reasonable share of the costs of these services; and
- ii. the fees and charges reflect any changes in the cost of providing these services; and
- iii. the fees and charges align with Council's Revenue and Financing policy.

Section 101(3) of the Local Government Act 2002 and Section 36 (4) of the Resource Management Act 1991 provide that charges can be set for regulatory functions:

2. Reasons for the Proposed Fees and Charges

Council considers it is appropriate that 100% of the costs it incurs are charged to the affected individual rather than some of the cost being apportioned to the general ratepayer.

In fixing fees under Section 36 of the RMA, Council is required to have regard to the following:

- that the sole purpose of the charge is to recover reasonable costs incurred by the local authority in respect of the activity to which the charge relates.
- A particular person or persons should only be required to pay a charge to the extent that:
 - the benefit of the local authorities actions to which the charge relates is obtained by those persons as distinct from the community or the local authority as a whole; or
 - where the need for the local authority's actions to which the charge relates is occasioned by the actions of those persons; or
 - in a case where the charge is in respect of the local authority's monitoring functions under section 35(2)(a) (which relates to monitoring the state of the whole or part of the environment), to the extent that the monitoring relates to the likely effects on the environment of those persons' activities, or to the extent that the likely benefit to those persons of the monitoring exceeds the likely benefit of the monitoring to the community of the local authority as a whole.

3. Resource Management Act – Proposed Fees and Charges

The fees and charges for the 2016/17 year have been reviewed and Council considers that no increase is required.

Council is proposing only two minor changes to the existing fees and charges:

- i. Introducing a new category of staff charge 'Other Council Staff' at a rate of \$130 per hour
- ii. Increasing the Bond application fee from \$320 to \$350.

Proposed fees are as follows:

Table 1 Lodgement Fees

Lodgement Fees (Deposit)	2015/16	Proposed 2016/17
Notified Consent	\$4,000.00	\$4,000.00
Limited Notified (service only) Consent	\$3,000.00	\$3,000.00
Non-notified Subdivision Consent	\$700.00	\$700.00
Non-notified Land Use Consent which includes a monitoring fee for a single site inspection	\$900.00	\$900.00
Non-notified Subdivision Consent – Change to Flats Plan or Unit Title	\$700.00	\$700.00
Right of Way Approval (not included in Subdivision Consent)	\$650.00	\$650.00
Revocation of Easements and Consent Notices (not included in Subdivision Consent)	\$525.00	\$525.00
Existing Allotments Section 226 Certificate (new titles created)	\$525.00	\$525.00
Section 223 Certificate (survey plan approval)	\$410.00	\$410.00
Section 224(c) Certificate	\$410.00	\$410.00
Section 224(c) Certificate including Section 223 Certificate	\$410.00	\$410.00
Removal of Building Line Restriction	\$640.00	\$640.00
Certificates of Compliance	\$640.00	\$640.00
Change or Cancellation of Conditions	\$525.00	\$525.00
Existing Use Rights and Existing Use Certificate	\$525.00	\$525.00
Extension of Time	\$480.00	\$480.00
Outline Plan	\$640.00	\$640.00
Waiver of Outline Plan	Actual cost	Actual cost
Alteration to a Designation	\$1,100.00	\$1,100.00
Extension of Time to a Designation	\$1,100.00	\$1,100.00
Plan Change	\$10,500.00	\$10,500.00
Notice of Requirements for Designations or Heritage Order	\$5,100.00	\$5,100.00
Certificates for LMVD	\$640.00	\$640.00
Certificates under the Sale and Supply of Alcohol Act 2012	\$155.00	\$155.00
Overseas Investment Office Certificate	Actual cost	Actual cost
Pre-Lodgement Work Staff time conducting assessments, attending meeting(s) and writing correspondence prior to the lodgement of specific resource consent application(s) and private plan change(s).	Actual cost after first half hour free	Actual cost after first half hour free

Table 2 Charge Rates

Staff time rate:	2015/16	Proposed 2016/17
District Planning Manager	\$160.00 per hour	\$160.00 per hour
Senior Planner	\$130.00 per hour	\$130.00 per hour
Planner	\$110.00 per hour	\$110.00 per hour
Development Planning Advisor	\$110.00 per hour	\$110.00 per hour
Administration Staff	\$90.00 per hour	\$90.00 per hour
Other Council Staff	–	\$130.00 per hour
Public Notices	At Cost	At Cost
Disbursements	At Cost	At Cost
Consultants/Legal Advice (including Aoraki Environmental Consultancy)	At Cost	At Cost
Commissioning Special Reports	At Cost	At Cost
Charge Rates if monitoring of resource consent is required (imposed as a condition of a resource consent):		
Single Site Inspection (to be paid with the lodgement fee for Non-notified Land Use Consent)	\$200.00	\$200.00
Additional monitoring of resource consents and monitoring of non-compliance with the Timaru District Plan or the Resource Management Act 1991.	At Cost	At Cost
Hearing Costs:		
	2015/16	Proposed 2016/17
Hearings Committee	\$100.00 per hour for the chairperson \$80.00 per hour per member who is not the chairperson	\$100.00 per hour for the chairperson \$80.00 per hour per member who is not the chairperson
Commissioner	At Cost	At Cost
Other Charges		
	2015/16	Proposed 2016/17
Timaru District Plan	\$200.00 + postage	\$200.00 + postage
Annual update service to the District Plan	\$150.00 per year	\$150.00 per year
District RAPID Numbers (book)	\$75.00	\$75.00
Allocation of new Rapid Number (includes Plate)	\$50.00	\$50.00
Replacement Rapid Number Plate	\$25.00	\$25.00
Bond Application	\$320.00	\$350.00
Bond Refund	-	\$350.00
Notes	<ul style="list-style-type: none"> The Council also reserves its discretion to refund part of the fixed fee if the work required to process the application is less than usual. The Lodgement Fee will be required to accompany the application. An invoice will be sent for any additional fees. The Lodgement Fee is a deposit only and may not be the complete charge. There may be additional fees or a part refund as explained above. 	<ul style="list-style-type: none"> Discounts shall be paid on administrative charges for applications for resource consent and applications to change or cancel conditions that are not processed within the statutory timeframes. The discounts shall be in accordance with the Regulations to the Resource Management Act 1991. All Charges include GST

4. Options

Council reviewed the current staff charge out rate and lodgement fees and considers no increase is required for 2016/17.

Regarding the balance between individual benefit and community benefit, Council considers it is appropriate that 100% of the costs are met by the affected individual rather than some of this cost being apportioned to the general ratepayer.

5. Have your say

Let us know what you think about our proposed Resource Management fees.

You can do this by:

- Going to the Council website www.timaru.govt.nz and completing the online feedback form
- Complete the submission form included, filling it out with your feedback and Freepost it back to Council (instructions on the next page)
- Scanning your feedback form and emailing this to submission@timdc.govt.nz

Want more information?

Submissions close 5pm
Monday 16 May.

If you have any questions about the proposed fees or need further information you can contact Mark Geddes District Planning Manager (mark.geddes@timdc.govt.nz)
If you have any questions about the consultation process please contact Ann Fitzgerald (ann.fitzgerald@timdc.govt.nz) or Mark Low (mark.low@timdc.govt.nz).
Telephone 03 687 7200

Timeline

Timeline for considering the proposed fees.

14 April 2016 – 16 May 2016	Consultation period
5pm, 16 May 2016	Submissions close
To be determined	Council considers submissions
28 June 2016	Council decision on fees to be charged
1 July 2016	New fees apply

Resource Management Proposed Fees and Charges

Submission Form

Your details

First name:

Last name:

Organisation:

Phone (landline or mobile):

Email address:*

Postal address:*

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How to return this form via FreePost

Complete Your details and Your feedback sections

Put your form in a sealed envelope and address to:

FreePost Authority Number 95136
RMA Fees Submission
Timaru District Council
PO Box 522
TIMARU 7940

Thank you.

Do you want to speak about your submission at a Council Hearing? (tick a box)**:

Yes No

*we require your email address and/or your physical postal address. **must complete. If you do not complete we will assume you do not wish to speak.

Your feedback

Please use the space below to let us know what you think about the proposed fees and charges

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Need more room? Please use extra paper if required and attach with your submission.

TIMARU DISTRICT COUNCIL
FOR THE MEETING OF 28 JUNE 2016

Report for Agenda Item No 12

Prepared by **Mark Low**
 Corporate Planning Manager

Annual Plan 2016/17

Purpose of Report

The purpose of this report is to:

- Note the changes to the 2016/17 Annual Plan process and document given the 2014 amendments to the Local Government Act (LGA) 2002.
- Present the feedback received on the 2016/17 Annual Plan.
- Consider the adoption of the 2016/17 Annual Plan.

Background

Amendments to the LGA in 2014 changed the scope of the Annual Plan document, process and consultation requirements. The 2016/17 Annual Plan is the first Annual Plan since these amendments. In summary, the changes mean:

- Council is not required to consult on the Annual Plan unless there are significant or material differences from the Long Term Plan (LTP), but may choose to consult regardless.
- Council is required to prepare an Annual Plan, the purpose of which is to:
 - Contain the proposed annual budget and funding impact statement for 2016/17
 - Identify any variations from the financial statements and funding impact statement contained in the LTP 2015-25
 - Provide integrated decision-making and coordination of the resources of the local authority
 - Contribute to the accountability of the local authority to the community.

The plan should outline any significant or material differences from the LTP, and contain the information prescribed in part 2 of Schedule 10 of the LGA.

At the 15 March 2016 Council meeting, it was resolved:

“That the proposed notification/information sharing approach for the 2016/17 Annual Plan be confirmed, and the Annual Plan not be consulted on.”

An Information Brochure summarising what is planned for 2016/17 and noting the minor variations from the LTP was delivered via The Courier Newspaper on Thursday 14 April to all Timaru District residents.

This publication noted that Council was not seeking feedback on the Annual Plan, but that any comments received would be fed into the next Long Term Plan development. Feedback was required by 16 May 2016.

Annual Plan Feedback

Six items of feedback were received. Copies of the feedback, topics and officer comments relating to it are attached to this report.

Annual Plan Document

The content of the Annual Plan document has changed as a result of changes to the LGA, meaning less information is required for inclusion in the Plan. Reference is instead made to the relevant year of the Long Term Plan.

Options

Section 95 of the Local Government Act 2002 requires the Council to prepare and adopt an Annual Plan for each financial year. The Plan must be adopted before the commencement of the year to which it relates.

Identification of relevant legislation, Council policy and plans

Local Government Act 2002

Timaru District Council Long Term Plan 2015-25

Assessment of Significance and Engagement

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

Consultation

With regard to the Annual Plan, the Special Consultative Procedure has not been used for the reasons outlined above. However, an information publication was delivered to all Timaru District residents.

For both the Food Act 2014 Fees and the Resource Management Act (RMA) Fees and Charges, the Special Consultative Procedure was used as required by legislation to seek the community's views on the proposed fees.

For the Food Act Fees, a Hearing was held on 27 May 2016 and the minutes and recommendations of the Timaru, Waimate and Mackenzie District Councils Joint Committee are the subject of a separate agenda item.

For the RMA Fees and Charges, one submission was received and the matter is being considered as a separate agenda item.

Other Considerations

There are no other relevant considerations.

Funding Implications

There are no funding implications associated with this report.

Conclusion

The 2016/17 Annual Plan is based on Year 2 of the 2015-25 Long Term Plan. There are no significant or material differences from the Long Term Plan and in accordance with the Local Government Act Council determined that consultation was not required. Six items of feedback were received.

Recommendations

- 1 That the report be received and noted.**
- 2 That the feedback on the Annual Plan 2016/17, as attached, be considered by Council.**
- 3 That the feedback on the Annual Plan 2016/17 be received and noted and fed into the next Long Term Plan development.**
- 4 That in considering this matter Council gives regard to Sections 76, 77, 78, 80, 81 and 82 of the Local Government Act 2002. These sections cover all aspects of Council decision-making. In particular, Council has considered the views and preferences of persons likely to be affected by, or who have an interest in the matter.**
- 5 That the Timaru District Council Annual Plan 2016/17, including the Fees and Charges 2016/17 is adopted in accordance with Section 95 of the Local Government Act 2002.**

2016/17 Annual Plan Feedback and Officer Comments

Submitter: Barry Campbell

Feedback Hi, please advise when or indeed if the Timaru webcam is going to be fixed. It hasn't worked for around one and a half years now. I have rung and sent messages via the council maintenance system with a 'not sure' and a no reply respectively. I use this service a lot to check sea conditions in the bay – it saves driving all the way down there, I know it is also used by expats to keep an eye on our beautiful bay.

Also please spend more money (I don't care if you borrow it!) to fix our shocking roads and footpaths. I have been asking for my footpath (Catherine street east) to be done for 10 years-it is shocking and has a high foot traffic (as opposed to the cemetery and now redruth were new roading is/has been done) –I did get a lovely new curb and channel though

Topics:

- **Roading and Footpath upgrading - Roading and Footpaths**
- **Timaru Webcam - Corporate Planning**

Officer Comments:

Topic	Officer Comment
Roading & Footpaths upgrading Catherine Street Timaru	Footpath renewals are prioritised based on condition, usage and coordination with other renewal works to ensure effective use of funding. Funding of Timaru footpath renewals was increased by Council a few years ago and a backlog is declining. Catherine Street footpaths are programmed for 2016/17. Although visually they look in poor condition due to age, there are few tripping hazards and the footpaths continue to provide a reasonable level of service. There are currently higher priority footpaths for renewal.
Timaru Webcam	The existing webcam has hardware issues. Staff are currently working to improve the wireless connectivity in this area and get the camera fixed. At this stage, there is no definitive deadline on this, but is hoped to occur in the next 3-4 months.

Submitter: Green Party of Aotearoa New Zealand – MP Steffan Browning

Feedback Phase out the use of glyphosate and similar based herbicides from its streets, playgrounds and parks.

This submission requests that the Timaru District Council phase out the use of glyphosate and similar based herbicides from its streets, playgrounds and parks.

Glyphosate was listed by the World Health Organisation last year as a probable carcinogen, and glyphosate based herbicides have been shown to have other negative health and environmental effects, raising concern for community and worker health, and possible liability issues.

Effective non-toxic alternatives to glyphosate based herbicides are increasingly being used by councils.

Consideration of the negative effects of herbicides in the environment must be a clear part of the council's Long Term Plan, especially at a time when science validating community concerns is increasingly available. The Annual Plan process is an appropriate and quick way of ensuring urgent changes needed for improved community wellbeing.

Tourism – Clean green 100% Pure Aotearoa New Zealand branding is an important component of the success of tourism to your region and New Zealand generally. However roadside, playground and park spraying is contrary to that image, with many tourists surprised to see what appears to be a cavalier attitude to agricultural use here, especially in urban areas. Many countries have already severely restricted use of glyphosate based herbicides in urban areas, with some banning all uses. In fact, this April, the European Parliament called for a ban on all uses of glyphosate-based herbicides in private and public green areas, including spraying in and around public parks, playgrounds and gardens.

Christchurch City Council also recently voted to stop the use of glyphosate based herbicides in all areas open to the public. While that doesn't go as far as many overseas jurisdictions, or ensure full community safety from the herbicide, it is an appropriate move for a local authority to take when a threat to community, worker, and environmental health is recognised.

Continued use of glyphosate and similar based herbicides in your region, especially in urban areas, is a potential risk for the community, workers and for the tourism brand.

Significant scientific evidence has shown that:

1. Glyphosate affects bacteria's response to antibiotics
2. Glyphosate damages hormones and is a probable carcinogen
3. Glyphosate is often combined in weed killers with other active ingredients that are more toxic to animals and people than glyphosate by itself
4. When it enters waterways, glyphosate harms fish and other

- aquatic animals
5. Glyphosate negatively affects the natural behaviour of bees, causing them to forget where their hives are
 6. Glyphosate leaches into groundwater
 7. We don't know what a safe level of glyphosate is, as it has never been assessed by regulators at sub-lethal levels.

Supportive evidence can be found in my commissioned 44 page heavily referenced report; ***Glyphosate: No Safe Level 2016 report***
https://d3n8a8pro7vhm.cloudfront.net/beachheroes/pages/1997/attachments/original/1455059707/Glyphosate_Report_10-02.pdf

and summarised in an unreferenced; ***Two-page overview of glyphosate***

<https://d3n8a8pro7vhm.cloudfront.net/beachheroes/pages/1997/attachments/original/1453085529/Sprayfree-2pager-formatted.pdf>

Although an alternative strategy need not be more expensive, a full proposition on why Councils and contractors should consider more than purely immediate economic measures in deciding on weed management measures is in my document; ***Paradigm Shift: The Rationale for Chemical Free Weed Control*** found at

https://d3n8a8pro7vhm.cloudfront.net/beachheroes/pages/1997/attachments/original/1456438338/Paradigm_Shift_v5.pdf

Usefully some ***Alternatives to glyphosate for councils*** covers options effectively available now.

https://d3n8a8pro7vhm.cloudfront.net/beachheroes/pages/1997/attachments/original/1453071596/Alternatives_for_Councils.pdf

I wish to appear before the Council to present further on this submission.

Topic:

- **Use of Herbicides – Parks and Recreation**

Officer Comments:

Topic	Officer Comment
Use of Herbicides	Your comments are received and noted. There is currently a large amount of data relating to potential carcinogenic substances in our environment. We take great care to follow best practice in what and how we use herbicides. Council uses Growsafe Certified Applicators for all herbicide use. There is still much debate on the toxicity of many herbicides and long term effects, and we remain open to all options that can complete the tasks required in an efficient, cost effective and safe way.

Submitter: N Shaw

Feedback Toilets at north end of Caroline Bay

Please we beg of you give serious consideration to a toilet or toilet block at the north end of the playground at Caroline Bay. We love spending time in this area but it is such a drama when children suddenly need a toilet - often ending in disaster. Children can not hold on while we hurry quite a long way to the nearest toilet. Going past the paddling pool/waterfall does not help. We have lost count of people we witness holding children out in the bushes. We need the help of the Council in this serious matter, it will not go away. We await your action.

Topic:

- **Public Toilets – Property**

Officer Comments:

Topic	Officer Comment
Public Toilets	Currently, there are no plans to build a public toilet at the northern end of the Caroline Bay playground. However, funding has been allocated to upgrade the Caroline Bay public toilets (behind the Bay Hall) in the next financial year. There is also a possibility of the women's toilets at the back of Caroline Bay lounge being upgraded in the next year (sea side of the Caroline Bay lounge).

Submitter: Timaru Community Arts Council – Jeannette Cooke

Feedback Appoint an Events Coordinator

Thank you for your letter of 19 April setting out details of the Annual Plan consultation this year, and welcoming comments for future planning processes.

The Timaru Community Arts Council role is to promote the arts in all its forms throughout the district. A Creative Communities NZ workshop held on 19 April covered a number of topics including how to instill art, in its various forms, back into our communities. Timaru is fortunate in having some wonderful public art, eg the stone carvings at Aigantighe, and numerous stone and metal sculptures throughout the town – some which were purchased after a sponsored competition. This is a great example of community art. But Timaru needs to be revitalised. It needs investment and commitment from Council to bring more vibrancy and community participation to our town.

Last year the Geraldine Resource Centre had the opportunity to appoint an Events Coordinator on a short-term contract, someone to work across all sections of the community, liaising with local groups and coordinating local events. One new initiative was the Winter Lights Festival involving many groups and participants including the commercial area. Various workshops and entertainment were brought to the town – and Geraldine rocked!

Our Arts Council can see great benefit for an Events Coordinator being appointed by the Timaru District Council to liaise throughout the district, bringing like groups together, including the youth sector. The role would also need to include promotional work and be an instigator for new ideas.

Public community groups include the Aigantighe Gallery, the Drama League, SC Museum, the Library, schools and Ara Polytechnic etc. Timaru also has many talented artists, performers and entertainers involved in musical and cultural events. There are art groups, pottery, embroidery, metal workers, wood workers and weavers, to name just a few. Timaru has diverse ethnic groups and giving their indigenous art a place would ensure them a voice and recognition of what they have to offer.

Imagine the Arcade set up with art, live performance and mini-workshops? How about a graffiti wall to involve the young folk? Pop-up art and theatre? Market days in Stafford Street? Last time a market day was set up it clashed with the Geraldine Arts and Plants Market Day! More recently the District Choir concert clashed with an out-of-town Gilbert & Sullivan show. A week of activities leading up the Rose Festival? Pictorial boards along Stafford Street showing historical photos – before and now?

Volunteers do wonderful work through their various committees, and someone who could work across all sectors of the arts spectrum would bring back the vibrancy and liveliness that Timaru once enjoyed.

We look forward to your response.

Topic:

- **Community Events – Community Services**

Officer Comments:

Topic	Officer Comment
Community Events	Thank you for your suggestions, which are received and noted. As your suggestions would require budget to be allocated, your suggestion will be carried over to the next budget discussion in January 2017.

Submitter: Lyndsay Clarke

Feedback Dogs on Caroline Bay

Bans Dogs on the Bay and Beach

Dogs in prohibited areas of the Bay remains a problem. Uncontrolled dogs in prohibited areas of the Bay remains a problem. Dog poo on the Bay remains a problem. Dog owners are confused and ignorant about what "Dogs on the Bay" actually means!!

Dog Signage - There should be "No Dogs Allowed" signage at every entry point to the Bay, and at every exit point from the beach to the boardwalk. Dogs are regularly walked through the bay. Talk to the people working on the bay who see this happening daily.

Dogs on the beach remain a problem. Many daily walkers will not use the beach in winter months with boisterous dogs around. Dogs on the beach are impinging upon the enjoyment of the public.

Keep it simple and ban dogs on the Bay and the Beach. Do Oamaru allow dogs on the same beaches as their penguins?

Topic

- **Dogs on Caroline Bay – Environmental Services**

Officer Comments:

Topic	Officer Comment
Dogs on Caroline Bay	The Timaru Dog Control Policy 2013 is given effect by the Timaru District Consolidated Bylaw 2013. This document was consulted on with our Community and adjusted as appropriate through the review process conducted in 2013. The next opportunity for reviewing the Bylaw will be in 2017, with a view to implementing any changes in 2018. This would be the appropriate time for submissions to be made in relation to any suggested ban of dogs from Caroline Bay. The signage in relation to prohibited dog areas on Caroline Bay is, in the opinion of the writer, adequate and fit for purpose however a small minority within the dog owning community choose to ignore the signage. I agree with the submission that some dog owners need a reminder of the rules set out in the Bylaw. It is a good time to run a small operation during which Council Animal Control Officers can increase the frequency of patrols undertaken at Caroline Bay in order to reinforce the Bylaw. A short publicity campaign could be followed by increased patrols and the writing of infringement notices for anyone found in breach of the Bylaw.

Submitter: Lyndsay Clarke

Feedback Caroline Bay Improvements

Caroline Bay – Timaru's Jewel in the Crown

Seating At the bottom of the soundshell steps there is a small white painted retaining wall covered in ivy with a small garden edging to the grass. I suggest the ivy and small bedding plant garden is removed and replaced with permanent seating on a concrete foundation footing. This would reduce garden maintenance (ivy is labour intensive) and add extra entertainment seating. The area is approximately 55 metres long. The public would appreciate more seating. Similar permanent seating is already at the sides of the Soundshell stage (in the shade) and to the west of the Soundshell tree planting patch – facing the east back wall of the entertainment area!! Add seating on or near the beach. Not everyone can sit on the sand or carry a seat.

Light the Board Walk, Major Pathways, Entrances and Toilets Lighting the much used Board Walk, major pathways, entrances and toilets would make the bay safer and more user friendly for the public at night.

Piazza Lighting Change the colour of the Piazza Balustrade Lighting bulbs from a dull burnt yellow to a bright white for clarity, significance and safety. Frequently monitor the replacement of blown bulbs.

Stage Front Sides Replace border trees with low growing evergreen shrubs up to 3 metres and plant at least 1.5 metres from low concrete bordering fence. Some of the present trees are planted next to or close to the concrete fence!! Or replace with evergreen hedge same as border of Trevor Griffiths Rose Garden.

Security Cameras Covering most areas of the Bay To make the bay enjoyable, safe and secure install security cameras and increase police and security controls.

Glass Free Make the Bay glass free for public safety and to reduce the broken glass on the bay.

Smoke Free Make the Bay a Smoke Free, family friendly destination.

Cover the Skate Park Caroline Bay Skate Park Permanent Cover I believe is a Health and Safety issue. With the very hot summer we have had and children spending long hours at the Skate Park I think the Council need to prioritise this project and ask local service groups, architects and skaters to unite on this project. I have mentioned this project to a local Rotary Group President Lynette Wilson in the past and their group was willing to participate in the funding as they hold regular meetings at the Caroline Bay Hall and were concerned with the heat effect on our younger citizens in summer and the water pooling problems in the Skate Park floor in winter (poor construction issue).

The preference would be for a permanent all weather protection cover construction that covered both the Skate Park, the existing Exterior Concreted Walkway Surround and some of the grassed area so that parents and spectators would also be sheltered. A Permanent Skate Park Cover would allow users protection from the fierce summer sun during the 6 summer months (NZ has the highest rate of skin cancer in the world) and allow constant use in winter if rain was prevented from pooling on the Skate Park flooring and pooling. I have heard the council or fire service do from time to time pump water out of the Skate Park after rain so that the Skate Park can continue to be used. I suggest you contact Rotary President Lynette Wilson on 6886368 to discuss possible Rotary Funding Contribution and contact Kyle the owner of Riders HQ, Skateboards and Accessories on 0276478927 regarding the design of a permanent cover for the Skate Park. Would you consider putting this important health project out to the community as was done with the Permanent Sound Shell Stage Cover. The Skate Park is one of the most regularly frequented areas on Caroline Bay and our youngsters should be protected and respected.

Penguins Promote the penguins on the Bay – they are a fantastic tourist destination promotion. Add a penguin information kiosk near the volley ball area. Add penguin viewing seating on the sand. Add ore rubbish bins on Marine Parade to keep the popular area cleaner for local, national and international visitors and the penguins habitat.

Art on the Bay Add more local art work to blank walls on the Bay – Bay Hall Toilet Walls. Create spaces for open artwork exhibitions. Walking art work exhibitions with permanent weather proof display boards at selected intervals.

Cafes and Restaurants Revue the possibility of having a mix of cafes and restaurants on the Bay. An ideal situation would be on the west side of the Loop Road bank, double storeyed and facing the tranquil north west end of the beach and Benvenue Cliffs. Car parking, Public Toilets, Board Walk, Beach and Penguins are all in close vicinity.

Rubbish Bins Add Rubbish Bin outside Loop Road Toilets. Add Rubbish Bin outside the Roller Skating Rink Car Park Toilets. Add Rubbish Bins in the Makary Fountain area. Relocate the rubbish bin set at the eastern side of the Soundshell to a sunny location. Relocate the 2 sets of rubbish bins rarely used because they are hidden away at the top of the Soundshell steps to a publicly visible location.

Skating Rink Car Park Add a Information Noticeboard – “What To Do in South Canterbury” Useful information for mobile campers, holiday makers – Laundry, Supermarkets, Information Centre, Movie Theatre etc.

Toilets Before the Bay Hall Toilets are renovated make them user friendly. Extend the toilet partition lengths considerably so public users do not have to squeeze themselves against the not always clean toilet walls to close the toilet door. At present the area between the toilet pan and opened toilet door is approximately 3 to 4 inches. Widening the toilet booths would be practical. The Roller Skating Toilets have the same problem and have 4 square metres of unutilised space – poor planning. Provide hand soap and rubbish bins outside all toilet facilities.

Anzac Square Add more sideline seating to this popular park, used by local schools and sports teams.

Overhanging Shrubs and Trees on Footpaths Ask property owners to trim overhanging shrubs and trees. They are dangerous for footpath users, especially the elderly, parents pushing strollers and runners.

I look forward to your considered response/feedback to the issues I have raised.

Topics:

- **Caroline Bay various– Parks and Recreation**
- **Caroline Bay Toilets – Property**
- **Anzac Square – Parks and Recreation**
- **Overhanging Trees and Shrubs on Public Footpaths – Environmental Health**

Officer Comments:

Topic	Officer Comment
Caroline Bay Improvements	Others have differing views on some of these suggestions. Caroline Bay as we see it today has been developed following extensive consultation with residents where we received over 1200 written submissions. A staff member has since met with the submitter to discuss these issues.
• Seating	A small area of greenery helps soften the concrete and the thousands of seats present wouldn't be significantly added to.
• Lighting	Lighting the boardwalk will encourage more people to visit these areas after dark which has the potential to increase safety risks rather than lower them. A conscious decision was made not to light these areas for that reason.
• Piazza Lighting	The yellow light of the Piazza balustrade is consistent with the yellow light emitted by the surrounding street lights. This creates a consistent lighting environment. Council is progressively replacing the yellow street light bulbs with more efficient LED lights that emit a white light. When the street

<ul style="list-style-type: none"> • Stage Front Sides • Security Cameras • Glass Free • SmokeFree • Skate Park • Penguins • Art on the Bay • Café Restaurant • Rubbish Bins • Information Noticeboard 	<p>lights are replaced with LED lights the Pizza will be done at the same time. However this is not a priority at present and unlikely to be done in the next five years.</p> <p>Trees in the Soundshell wings overhang to provide shade and help screen views for paying concerts.</p> <p>There is currently extensive coverage of Caroline Bay by security cameras with a mix of direct surveillance and recorded images.</p> <p>This is a wonderful ideal but would be difficult to achieve in practice without increased signage and active enforcement.</p> <p>Council recently reviewed its SmokeFree Public Outdoor Area's policy and opted to continue with an educational rather than enforcement approach. Signage will be used to encourage the public to refrain from smoking in Council controlled areas such as playgrounds and sportsgrounds.</p> <p>Individuals and groups are welcome to submit a proposal and fund a shade covering for the Skatepark provided it doesn't compromise safety by obscuring security camera views, is low maintenance and aesthetically pleasing.</p> <p>The Timaru Penguin Group have produced information in different languages and have this available in the Visitor Centre and accommodation sites. The wish of the group, DoC and most of the public is to cater for the penguins in a natural environment.</p> <p>This is encouraged.</p> <p>It is Council policy to call for registration of interest for a café on Caroline Bay and this is about to happen.</p> <p>The bins are strategically located at the Bay based on usage assessed over twelve months of the year and access for servicing. It is considered that the current system works well.</p> <p>There is considerable site information available now. It is not appropriate to have commercial advertising in this prime recreation area and most visitors have access to the information via mobile apps and websites.</p>
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Topic	Officer Comment
Caroline Bay Toilets	Renovations will start July 2016. Partition sizes will be extended so that the cubicles will be longer. Hand soap is provided at these toilets. The Roller Skating toilets will be scheduled for upgrading at a later date as funds allow.
Topic	Officer Comment
Anzac Square Spectator Seating	Thank you for your suggestion, which is received and noted. As your suggestion would require budget to be allocated, your suggestion will be carried over to the next budget discussion in January 2017.
Topic	Officer Comment
Overhanging Shrubs and Trees on Footpaths	<p>The rules around overhanging trees and vegetation that impede the public use of footpaths are covered by the Timaru District Consolidated Bylaw 2013. Once a complaint is made to Council about a particular case, the Council Bylaw Officer will attend and decide if the particular circumstances breach the Bylaw. In most cases a simple conversation with the property owner resolves the issue, but where necessary the Bylaw can be enforced. Each complaint is dealt with on a case by case basis but is typically initiated by a member of the Community. The relevant Bylaw reads as follows:</p> <p>238.1 No person shall permit or allow vegetation to encroach on to or over any public place so as to obstruct or interfere with the free movement of persons using that public space. Provided that Council will from time to time prepare a policy as regards allowable overhanging vegetation. Refer to the Fifth Schedule of this chapter of the Bylaw.</p> <p>Fifth Schedule Bylaw Policy Purpose –The policy allows for pedestrians to use district footpaths without being injured or obstructed by overhanging branches or vegetation. The policy accepts that overhanging vegetation adds to the beauty of our urban areas but sets standards that allow free access.</p> <p>Policy</p> <ol style="list-style-type: none"> a) That there be sufficient clearance to give pedestrians free passage with vertical clearance to 2.4 metres; b) That officers are authorised to give written notice to trim or cut back obstructions which do not comply; c) That legal action is authorised by this policy where service of written notice has not resulted in compliance.

Submitter: Roger Fagg

Feedback Purchase property on the corner of Evans Street and Ranui Avenue for parking

That the Timaru District Council works with NZ Transport Agency to purchase property on the corner of Evans Street and Ranui Avenue for parking and remove the parking in Evans Street between Grassmere Street and Ranui Avenue.

Reason:

These properties are currently vacant – that being from the alleyway to the corner and the former TAB building at the rear. The removal of these properties and placement of car parking would enable the street line car parking Grassmere Street and Ranui Avenue to be removed thus making it safer to use the inside lane.

This lane is difficult to use at peak times when people are parking, exiting their vehicles thus holding up traffic or causing traffic to change lanes quickly.

The pictures below show the buildings in question and the parking that should be removed



The buildings that should be removed



The parking that should be removed and replaced with parking made available by the removal of the buildings on the corner.

Feedback Timaru District Council to pay a living wage to all those it employs and to those it contracts work to.

There is a worldwide growing trend to the payment of a living wage; this has resulted in some councils in New Zealand to not only consider this but make a commitment to do so.

I ask that this Council make the same commitment to pay staff a living wage by 2018 and that it seek contractors that undertake Council work to do the same with the making the Council making the commitment that it will only contract work out to those contractors paying a living wage by 2019.

Feedback Establishment of a working group to supervise the combining of the management staff of the Aigantighe Art Gallery and South Canterbury Museum and consider a trust structure to administer them.

While facilities like these are unlikely ever to provide a profit, expenditure are becoming extreme and consolidation of these must be considered. The Aigantighe Art Gallery with its large temporary display hall allows the possibility of an entrance fee being charged for both the Aigantighe Art Gallery and South Canterbury Museum temporary exhibits and without the consolidation of staff management, this may not be possible. The saving of one of the directors and other administrative staff would bring down expenditure while allowing expansion.

I consider that these measures can only be achieved by a working group outside the current Aigantighe Art Gallery and South Canterbury Museum management and that this working group considers other measures such as placing these two facilities into a trust to consider a trust structure to administer them and access outside funding.

Topics:

- **Carparking - Roading and Footpaths**
- **Living wage - Chief Executive**
- **Community Facilities ownership & management structures - Community Services**

Officer Comments:

Topic	Officer Comment
The purchase of property on the corner of Evans Street and Ranui Avenue for parking	The two sites would provide sufficient land for up to seven car parks only, that would not replace the current on street parking. Based on the rateable valuation of these properties, demolition and car park formation this would equate to a cost of approximately \$1.0 million or \$140,000 per parking space. This is not cost effective or value for money and poor use of ratepayer funds. There are proposals being developed by State Highways to improve safety on this road and providing an improved buffer for parked cars that would be a significantly lower cost.
Topic	Officer Comment
A commitment be made by the Timaru District Council to pay a living wage	<p>The Council has considered this previously and expressed concern at the additional direct cost plus the flow-on cost of implementing such a policy.</p> <p>The Government sets the adult minimum wage (currently \$15.25) and that is applied where appropriate. The living wage is now promoted nationally as \$19.25 per hour. The cost of living in South Canterbury, particularly around transport and housing, is vastly different from the big cities to the north but the living wage does not recognise regional differences.</p> <p>For the Council the direct impact of implementing the living wage as a minimum wage, ignoring the increases others would expect to retain relativity, would be nearly \$200,000 and the request in the feedback is not supported.</p>
Topic	Officer Comment
Working group to supervise the combining of the management staff of the Aigantighe Art Gallery and South Canterbury Museum and consider a trust structure to administer them	In 2014 when we had a vacancy at the Art Gallery for a senior staff member, all considerations were looked at as to possible structures. Included in that assessment was the possibility of a combined senior role overseeing both the Museum and Art Gallery. It was decided that both roles are quite unique in the knowledge and breadth of experience, and therefore different skillsets were required to maintain optimal function. Both of these roles are supported by a very hands-on Group Manager and they continue to work very collegially to ensure shared resources where possible.

**TIMARU DISTRICT COUNCIL
FOR THE MEETING OF 28 JUNE 2016**

Report for Agenda Item No 13

**Prepared by Tina Rogers
Group Manager Corporate Services**

Resolution to Set Rates (File R1/2)

Recommendation

That the attached resolution to set and assess rates for the year commencing on 1 July 2016 and ending on 30 June 2017, be adopted.

TIMARU DISTRICT COUNCIL

RESOLUTION TO SET RATES

Timaru District Council has adopted its Annual Plan for 2016-17. It has made no changes to its proposed rating policy and is now moving to set and assess the rates described in its rating policy.

1 That the Timaru District Council set the following rates under the Local Government (Rating) Act 2002, on rating units in the district for the financial year commencing 1 July 2016 and ending on 30 June 2017. Such rates shall become due and payable by instalments on the dates prescribed in clause 13 of this resolution.

2 All rates and charges are inclusive of the Goods and Services Tax (GST).

3 General Rate

That pursuant to Section 13(2)(b) and Section 14 of the Local Government (Rating) Act 2002 a general rate set as a rate in the dollar on the land value of all rating units within the Timaru District, assessed on a differential basis as described below:

Timaru District - Accommodation	\$0.01185
Timaru District - Commercial Central	\$0.01185
Timaru District - Commercial Other	\$0.01185
Timaru District - Community Services	\$0.00282
Timaru District - Industrial	\$0.01185
Timaru District - Primary	\$0.00102
Timaru District - Recreational	\$0.00282
Timaru District - Residential General	\$0.00282
Timaru District - Residential Multi Unit	\$0.00564

4 General Charge

That pursuant to Section 15(1)(a) of the Local Government (Rating) Act 2002 a uniform annual general charge of \$518.00 per rating unit be assessed on every rating unit within the Timaru District.

Provided that where any two or more separate rating units are owned by the same ratepayer; used jointly as a single unit and are contiguous or separated only by a road, railway, drain, water race, river or stream they shall be deemed to be one unit for the purpose of the setting and assessing of this uniform annual general charge.

5 Community Works and Services Rates

That pursuant to Section 16(3)(b) and (4)(a) of the Local Government (Rating) Act 2002 a targeted community works and services rate set as a rate in the dollar on the land value of all rating units within each of the community areas where the service is provided.

Geraldine	\$0.00154
Rural	\$0.00005
Temuka	\$0.00273
Timaru	\$0.00144

6 Aquatic Centre Rate

That pursuant to Section 16(3)(a) and (4)(b) of the Local Government (Rating) Act 2002 a uniform targeted annual aquatic centre rate assessed as a fixed amount per separately used or inhabited part of a rating unit for residential (general or multi-use) rating units, per rating unit for other rating units (being the same amount as the amount assessed per separately used or inhabited part of a residential (general or multi-use) rating unit).

Residential – per separately used or inhabited part	\$109.00
Other – per rating unit	\$109.00

7 Rural Fire Protection Rate

That pursuant to Section 16(3)(b) and (4)(a) of the Local Government (Rating) Act 2002 a targeted rural fire protection rate set as a rate in the dollar on the land value of all rating units excluding the urban areas of Pleasant Point, Geraldine, Temuka and Timaru.

Rural Fire Protection	\$0.00006
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8 Community Board Charges

That pursuant to Section 16(3)(b) and (4)(a) of the Local Government (Rating) Act 2002 a targeted uniform annual Community Board charge on each separately used or inhabited part of a rating unit within each of the Temuka, Geraldine and Pleasant Point Wards.

Geraldine	\$2.00
Pleasant Point	\$5.00
Temuka	\$3.50

9 Sewer Charge

That pursuant to Section 16(3)(b) and (4)(a) of the Local Government (Rating) Act 2002 a targeted annual charge for sewerage disposal set on each water closet or urinal connected either directly or through a private drain to a public sewerage drain subject to the proviso that every rating unit used exclusively or principally as a residence of not more than one household shall be deemed to have not more than one water closet or urinal.

Sewer Charge	\$369.00
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10 Waste Management Charge

That pursuant to Section 16 (4)(a) of the Local Government (Rating) Act 2002 a differential targeted rate on all rateable and non-rateable land to which the “three bin” waste collection service is actually provided

- (a) of \$279.00 per standard size “three bins” provided to each rating unit;
- (b) of \$379.00 per large “three bins” provided to each rating unit;
- (c) of \$71.00 per additional small (140 litres) recycling bin provided to each rating unit; and
- (d) of \$81.00 per additional large (240 litres) recycling bin provided to each rating unit; and
- (e) of \$111.00 per additional small (140 litres) compost bin provided to each rating unit; and
- (f) of \$131.00 per additional large (240 litres) compost bin provided to each rating unit; and

- (g) of \$136.00 per additional small (140 litres) rubbish bin provided to each rating unit; and
- (h) of \$196.00 per additional large (240 litres) rubbish bin provided to each rating unit.

11 Water Charges

That pursuant to Section 16(3)(b), (4)(b) and section 19 of the Local Government (Rating) Act 2002 targeted rates for the supply of water in the following areas as follows.

- (a) Geraldine, Pleasant Point, Peel Forest, Temuka, Timaru and Winchester urban supplies

A differential annual charge of \$287.00 per separately used or inhabited part on each rating unit or separately used or inhabited part of a residential rating unit receiving an ordinary water supply and \$143.50 per rating unit on all rating units situated within 100 metres from any part to the water works to which water can be but is not supplied within the urban areas.

- (b) Rural

- (i) **The Rangitata-Orari Water Supply District**

A targeted rate of \$17.30 per hectare within the rating unit.

- (ii) **The Te Moana Downs Water Supply District**

- a) A targeted rate of \$275.00 for each unit of water supplied;

- b) A targeted rate of \$530.70 for each tank except where there is more than one tank to any rating unit as a technical requirement of the scheme, in which case only one charge will apply.

- (iii) **The Orari Township Water Supply District**

A targeted rate of \$216.00 for each unit of water supplied.

- (iv) **The Seadown Water Supply District**

- a) A targeted rate of \$15.50 per hectare within the rating unit;

- b) A targeted rate of \$388.00 per separately used or inhabited part of a rating unit for each domestic supply;

- (v) **Beautiful Valley Water Supply District**

A targeted rate of \$3.69 per hectare within the rating unit.

- (vi) **Downlands Water Supply District**

On so much of the rating unit appearing on Valuation Rolls number 24640, 24660, 24670, 24680, 24690, 24700, 24710, 24820, 24840, 24850, 24860, and part 25033, as is situated within the Downlands Water Supply District.

- a) A targeted rate of \$518.00 for each separately used or inhabited part of a rating unit within the Pareora Township and for rating units used as halls within the scheme.

- b) A targeted rate of \$888.00 per rating unit for rating units used as schools within the Pareora Township.

- c) In addition a targeted rate of \$370.00 for each separate connection (excluding Pareora Township) to the water supply except where there is more than one connection to any rating unit as a technical requirement of the scheme, in which case only one charge will apply.
- d) In addition to the charge assessed in (c) above, a targeted rate of \$148.00 per unit of water or where water supplied in one half units a charge of \$74.00 per half unit.

(c) Water by Meter

A targeted rate for water supply, set under Section 19 of the Local Government (Rating) Act 2002 per cubic metre of water consumed to any rating unit situated in the following areas which has been fitted with a water meter:

Geraldine	\$0.60
Pleasant Point	\$0.60
Seadown	\$0.84
Temuka	\$0.60
Timaru	\$0.60
Winchester	\$0.60

12 Community Centre Charges

That pursuant to Section 16(3)(b) and (4)(a) of the Local Government (Rating) Act 2002, the following uniform targeted rates in respect of each separately used or inhabited part of a rating unit situated in the following Community Centre Areas:

Claremont Community Centre	\$20.00
Fairview Community Centre	\$30.00
Kingsdown Community Centre	\$36.00
Otipua Community Centre	\$20.00

13 Instalment Dates

The above rates and charges are due and payable on the following dates:-

All Ratepayers

Instalment	Due Date
1	20 September 2016
2	20 December 2016
3	20 March 2017
4	20 June 2017

The due date for metered water targeted rates will be the 20th of the month following invoice date.

14 Method of Calculation of Each Instalment

All Ratepayers

Instalments 1-4: Each instalment will be equal to one quarter (1/4) of the total year's rates (2016/2017).

15 Discount

That pursuant to Section 55 of the Local Government (Rating) Act 2002, the following discount will apply:-

A discount of 2.50% will be allowed on the total rates set, if the 2016/2017 rates, including any current penalties, are paid in full on or before 20 September 2016.

16 Penalties

That pursuant to Section 57 of the Local Government (Rating) Act 2002 the District Council prescribes the following penalties to be added to unpaid rates:-

(a) A Penalty

A penalty under section 58(1)(a) of 10% of the amount of the unpaid instalment or portion of instalment will be added if not paid on or before the instalment due date, on the following dates:

Instalment	Penalty Date
1	21 September 2016
2	21 December 2016
3	21 March 2017
4	21 June 2017

(b) Further Penalties

A further penalty under section 58(1)(b) and 58(1)(c) of 10% of the amount of the unpaid rates, including any penalties previously imposed will be added on 21 September 2016 and 21 March 2017 to all previous years' rates and penalties remaining unpaid as at those dates.

Penalties will not be applied to the metered water targeted rate

17 Payment of Rates

That rates shall be payable at any of the following places:

Timaru District Council offices, 2 King George Place, Timaru
Temuka Library, Information and Service Centre, 72-74 King Street, Temuka
Geraldine Library and Service Centre, 76 Talbot Street, Geraldine

between the hours of 9.00am to 5.00pm, Monday to Friday.

TIMARU DISTRICT COUNCIL
FOR THE MEETING OF 28 JUNE 2016

Report for Agenda Item No 14

Prepared by **Tina Rogers**
 Group Manager Corporate Services

Elected Members' Allowances and Recovery of Expenses Policy

Purpose of Report

The purpose of this report is to adopt the Policy on Elected Members' Allowances and Recovery of Expenses subsequent to the October 2016 election.

Background

The Council must regularly review its policy on Elected Members' Allowances and Recovery of Expenses. The policy was last reviewed prior to the 2013 election. The Remuneration Authority must approve these policies.

No changes have been made to the policy approved in 2013 for proposed policy attached.

The Remuneration Authority has requested that this policy be approved prior to the election.

Options

Council has the option of approving the policy as outlined in this report or amending it as seen fit. In any event the policy must be submitted to the Remuneration Authority for approval.

Identification of Relevant Legislation, Council Policy and Plans

Local Government Act 2002, Remuneration Authority Act 1977.

Assessment of Significance

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

Consultation

Not applicable.

Other Considerations

There are no other considerations.

Funding Implications

Funding has been allowed for the current level of allowances.

Conclusion

Approval of the rules is to be sought from the Remuneration Authority as set out in the following document.

The approved document and any attachments will be available for public inspection in accordance with the Remuneration Authority's determination.

Recommendation

That the Council gives its approval for the Policy on Elected Members' Allowances and Recovery of Expenses to be submitted to the Remuneration Authority for its approval.

TIMARU DISTRICT COUNCIL
**POLICY ON ELECTED MEMBERS’
ALLOWANCES AND RECOVERY OF EXPENSES**
**FOR THE ELECTORAL TENURE COMMENCING
8 OCTOBER 2016¹**

INTRODUCTION

This policy sets out rules on the claiming of expenses by elected members and the resources that will be available to them during their term of office.

Contact person for queries: Tina Rogers – Group Manager Corporate Services
Email: tina.rogers@timdc.govt.nz
Phone: 03 687 7227

AUTHENTICATION OF EXPENSE REIMBURSEMENTS AND ALLOWANCES

From time to time elected members incur expenses on the Council’s behalf, which need to be reimbursed. This reimbursement and the use of council supplied resources apply only to elected members personally, and only while they are acting in their official capacity as elected members.

Costs for expenses must have a justifiable business purpose, be moderate and conservative having regard to the circumstances, and be appropriate in all respects.

The process for reimbursement of claims includes the following principles:

- any expenses to be reimbursed must be on an actual and reasonable basis and in line with Council policy
- expense claims are approved by the Chief Executive, and full original receipts are required
- cost reimbursements will be made via the payroll system.

In the case of one-off expenditure such as travel to conferences, the process and prior approvals required are detailed in this policy.

In the case of vehicle mileage, travel time and communications, all limits set in this document do not exceed the Remuneration Authority’s Determination.

The Council’s internal audit work programme includes sampling expense claims and allowances paid to elected members and staff.

No allowances are paid without deduction of withholding tax.

All expenditure that falls under this policy is approved on the condition that it can be met within relevant budget provisions.

¹ The exact date from when this policy will apply is the day that elected members come into office after the 8 October 2016 local body elections.

DEFINITIONS

“Actual” means as evidenced by the original receipt attached to the claim form.

“Reasonable” means that it is within the amount specified by this policy or as deemed reasonable by the Mayor and/or Chief Executive.

“Council business” includes: formal council and community board meetings, committee meetings, workshops, seminars, statutory hearings, training courses, site visits, meetings with staff, meetings with community groups, meetings with members of the public. It does not include events where the primary focus is on social activity.

“Remuneration Authority” is an independent body established by the Remuneration Authority Act 1977, with responsibilities under the Local Government Act 2002 to determine remuneration and expense/allowance rules for local authority members.

ALLOWANCES AND EXPENSES BY GROUP OF MEMBERS

Position	Expense/Allowance	Description
All elected members	Taxis	<p>Taxis may be used for council business, instead of private vehicles or public transport, for the following reasons:</p> <ul style="list-style-type: none"> a) safety/security reasons, and b) when travelling outside Timaru District if a taxi is the most appropriate form of transport. <p>Taxis may not be used if significant travel distances mean that use of a taxi is not the most cost effective option. Rental cars booked by Chief Executive's staff should be considered as an option in such circumstances.</p> <p>Taxi charge vouchers should be used for planned travel within New Zealand. Costs paid for directly by the individual for unanticipated travel within in New Zealand or for international travel will be reimbursed on presentation of actual receipts.</p>
	Travel and attendance at conferences/ seminars/training programmes	<p>All elected members are entitled to payment of actual and reasonable registration, travel, accommodation, meal and related incidental expenses (including travel insurance) incurred in attendance at these events, held both within New Zealand and overseas, subject to:</p> <ul style="list-style-type: none"> a) related expenditure being accommodated within existing budgets, and b) the appropriate approvals as outlined in this policy <p>and excluding reimbursement for purchases from hotel mini-bars and charges for in-room video or cable movies.</p> <p>All travel and accommodation arrangements for elected members are to be made by Chief Executive's staff with the Council's preferred</p>

Position	Expense/Allowance	Description
		travel agents, at the most economic cost available (when possible) at the time of booking, unless all travel costs are being met privately or by an outside party.
	Exceptional circumstances for council related meetings	Staff may arrange overnight accommodation when travel or business requirements do not allow for the return on the same day, e.g. if it is unreasonable for an elected member to travel to their home after a late meeting.
	Domestic air travel	All elected members are entitled to utilise domestic air travel for council related travel, generally where travel by air is the most cost effective travel option.
	International air travel	As a general policy all elected member international air travel is by way of economy class, where all or part of the costs of the fares are to be met by the Council. The approval of the Council is required for exceptions, e.g. where Premium Economy or the equivalent air travel is desirable for health or other compelling reasons.
	Air points	No airpoints accumulated while on council business can be utilised for personal use.
	Private accommodation provided by friends/relatives	Payment of \$50 per night when staying in private accommodation, to cover accommodation, breakfast and dinner. It is intended that at least a portion of this allowance is paid to the accommodation provider.
	Car parking	Use of an assigned car park in Civic Offices for use on council business.
Mayor	Car	The Mayor will be provided with a vehicle that will also be available for his/her private use. A deduction will be made from his/her salary as determined by the Remuneration Authority. The Mayor will not be able to claim for vehicle mileage.
	Travel and conferences, courses and seminars	The prior approval of the Chief Executive is required for travel within New Zealand for: council business; attendance at conferences / courses / training events / seminars; other purposes associated with the position of mayor. The prior approval of the Council is required for all international travel, where costs or partial costs are paid for by council funds.
	Telephone costs	Full payment by the council of: a) home telephone line rental and associated toll charges, and b) cellphone based rental and all associated call

Position	Expense/Allowance	Description
		charges.
	Airline club	Given frequent travel requirements for the role, payment of an Air New Zealand Koru Club subscription.
	Entertainment and hospitality	The Mayor holds a purchasing card to pay directly for any entertainment or hospitality expenses incurred while carrying out council business. Full receipts and details of the names of parties entertained and reasons for the entertainment are to be provided. All expenditure on this card is approved by the Chief Executive.
Mayor, Councillors	Car parking	Use of an assigned carpark in Civic Offices for use on council business.
	Rental Cars	Rental cars may be utilised when attending meetings or conferences in other centres, where this is the most cost-effective travel option.
Mayor, Councillors and Community Board Chairs	Communications equipment	a) provision of a tablet. Full technical support is provided for council business, and b) provision of an annual allowance for any or all equipment provided by the elected member, as follows: i) \$150 for a PC ii) \$40 for a printer iii) \$60 for a telephone (mobile or handset).
	Stationery and consumables	Supply of reasonable amounts of paper and printer consumables for council business.
Councillors	Conferences, courses, seminars and training	The conference, course, seminar or training event must contribute to the Councillor's ability to carry out council business. Attendance at these events when held in New Zealand must be approved by both the Mayor (or the Deputy Mayor) and the Chief Executive. Attendance at these events when held overseas must be approved by the Council.
	Entertainment and hospitality	Reimbursement of costs incurred while hosting official visitors to the council, or while travelling on council business. These costs can cover a range of items including, but not limited to, tea/coffee, and catering. Alcohol costs are not met by the Council.
Councillors, Community Board Chairs	General community related expenses	From time to time councillors and board chairs may have unforeseen costs arise for items relating to community events, e.g. payment of koha, or purchasing a wreath for attendance at a commemorative event. Reimbursement of such expenditure should be previously approved by the

Position	Expense/Allowance	Description
		Chief Executive. The items should be appropriate to the occasion and expenditure should be moderate and conservative.
Councillors, Community Board members	Vehicle mileage	<p>Vehicle mileage will be paid for all travel on council business that exceeds, in any one day, the relevant threshold distance.</p> <p>The threshold distance will be personal to each elected member. It will depend on the distance of a round commuting trip from the elected member's home to their nearest council office:</p> <ul style="list-style-type: none"> a) members living more than 15 kilometres away from their nearest office may claim the allowance for round trip distances travelled more than 30 kilometres in any one day b) members living less than 15 kilometres away from their nearest office may claim mileage for round trip distances travelled more than their round trip from home to their nearest council office, in any one day. <p>Mileage will be paid up to the maximum rate per kilometre as set out in the current Remuneration Authority Determination.</p> <p>Mileage will be paid to eligible members on receipt of a completed and signed mileage claim, and approved by the Council Secretary.</p>
	Mobile phone expenses	<p>An allowance towards council generated calls, text and data through mobile phones:</p> <ul style="list-style-type: none"> a) \$400 for councillors and community board chairs b) \$300 for community board members.
	Landline and broadband connection	An allowance towards landline and broadband connection of \$250.
Community Board members	Travel time	Reimbursement at \$35 per hour for travel time (including travel to and from the member's residence) for travel undertaken on any one day to attend a Council or Community Board related meeting or event with a minimum threshold of one hour of time travelled. Only time in excess of this threshold will qualify for payment and only if the travel is by the quickest form of transport reasonable in the circumstances.
	Conferences/training/seminars	<p>Attendance at conferences, courses, seminars and training programmes requires the prior approval of the relevant community board. Exceptions to approval of the community board being required are:</p> <ul style="list-style-type: none"> a) when a board member is to be the Council's

Position	Expense/Allowance	Description
		<p>representative at a conference or event; in such cases the approval of the Council is required, and</p> <p>b) for RMA hearings training, as there is a separate budget for such training which is managed by staff.</p>

TIMARU DISTRICT COUNCIL
FOR THE MEETING OF 28 JUNE 2016

Report for Agenda Item No 15

Prepared by Peter Nixon
Chief Executive

Receipt of Community Board and Committee Minutes

Minutes of Community Board and Committee Meetings

Recommendation

That the minutes of the following meetings, excluding the public excluded sections, be received:

Pleasant Point Community Board	24 May 2016
Geraldine Community Board	25 May 2016
Resource Planning and Regulation Committee	14 June 2016
Community Development Committee	14 June 2016
District Services Committee	14 June 2016
Policy and Development Committee	14 June 2016

TIMARU DISTRICT COUNCIL
FOR THE MEETING OF 28 JUNE 2016

Report for Agenda Item No 19

Prepared by Peter Nixon
Chief Executive

Exclusion of the Public

Recommendation

That the Council resolves to exclude the public on the grounds contained in Section 48(1) of the Local Government Official Information and Meetings Act:

Confirmation of Minutes

Richard Pearse Airport

Section 7(2)(b)(ii)

The withholding of the information is necessary to protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information.

Tenders Subcommittee

Section 7(2)(b)(ii)

The withholding of the information is necessary to protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information

Property

Section 7(2)(i)

The withholding of the information is necessary to enable the Council to carry out, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations

Alpine Energy Ltd Directorship

Section 7(2)(a)

The withholding of the information is necessary to protect the privacy of natural persons, including that of deceased natural persons