



Terms of Reference and Delegations

For the 2025- 2028 Triennium
Adopted by the Timaru District Council
26 May 2026



Timaru District Council

2025 - 2028

NIGEL BOWEN

nigel.bowen@timdc.govt.nz
027 622 1111
Mayor



SCOTT SHANNON

scott.shannon@timdc.govt.nz
027 672 6889
**Temuka - Pleasant Point
Ward Councillor**



PETER BURT

peter.burt@timdc.govt.nz
027 688 2013
Councillor



MICHELLE PYE

michelle.pye@timdc.govt.nz
021 360 515
**Temuka - Pleasant Point
Ward Councillor**



PHILIP HARPER

philip.harper@timdc.govt.nz
027 267 3921
Geraldine Ward Councillor



STACEY SCOTT

stacey.scott@timdc.govt.nz
021 688 588
Councillor



OWEN JACKSON

owen.jackson@timdc.govt.nz
021 049 9717
Councillor



CHRIS THOMAS

chris.thomas@timdc.govt.nz
027 297 9643
Councillor



STU PIDDINGTON

stupiddington@timdc.govt.nz
027 437 8896
Councillor



GRAEME WILSON

graeme.wilson@timdc.govt.nz
027 433 5216
Councillor



Contents

1	Introduction	5
	General	5
	Definition of Committees	5
2	Council.....	6
	Decision Making Powers	6
3	Committee Overview	8
	Expectations of Committees.....	8
	General Decision Making Powers for the new Committees.....	8
4	Audit and Risk Committee.....	10
	Functions.....	10
	Delegations	11
5	Development and Growth Committee.....	12
	Functions.....	12
	Delegations	13
6	District Licensing Committee	14
	Functions.....	14
	Delegations	15
7	Hearings Committee	16
	Delegations	16
8	People Performance and Appointments Committee	19
	Functions.....	19
	Delegations	19
9	Projects and Procurement Committee	21
	Functions.....	21
	Delegations	22
10	Strategic Planning Committee	23
	Functions.....	23
	Delegations	24
11	Community Boards	25
	General	25
	Functions of the Community Boards.....	25
	Delegations to the Community Boards	25
	Temuka Community Board	26
	Pleasant Point Community Board	26
	Geraldine Community Board	26
	Subcommittees.....	27
12	Civic Honours Appointments Subcommittee.....	27
	Functions.....	27
	Delegations	27
13	Community Funding Subcommittee	29
	Functions.....	29
	Delegations	29

14 Community Partnerships Subcommittee	30
Delegations	30
15 Local Arts Scheme Subcommittee	31
Functions.....	31
Delegations	31
16 Museum Collections Subcommittee	33
Functions.....	33
Delegations	33
17 Rates Remission Subcommittee.....	34
Functions.....	34
Delegations	34
18 Sister Cities Subcommittee.....	35
Functions.....	35
Delegations	35
19 Youth Initiatives Subcommittee	36
Functions.....	36
Delegations	36
Joint Standing Committees	37
20 Downlands Water Supply Committee	37
21 Joint Shareholders Committee	40
Primary Purpose	41
Delegations	43
22 Specific Role Descriptions and Delegations	44
Mayor	44
Deputy Mayor.....	46
Chairperson People Performance and Appointments Committee	47
Chairperson Development and Growth Committee	47
Chairperson Community Funding Subcommittee	48
Chief Executive	49
23 Record of Amendments	52

1 Introduction

General

- 1.1 These are the Terms of Reference and delegations for the Timaru District Council, and its Committees, Subcommittees, Joint committees and Individual Elected Members.
- 1.2 It also sets out the responsibilities of and delegations to particular roles, including the Mayor, Deputy Mayor, and Chief Executive.
- 1.3 Timaru District Council's functions are wide-ranging and include powers and functions under many statutes and regulations. It would be impossible for the full Council to deal with everything itself. Delegation to Committees, Subcommittees, Individual Elected Members, Chairperson(s), Deputy Chairperson(s), and Council Officers is necessary for the Council to be efficient, effective, and appropriate for achieving its objectives of service delivery.
- 1.4 These terms of reference will ensure the Council that its powers and functions are exercised at an efficient, effective and appropriate level.
- 1.5 A delegate is not obliged to exercise a power or delegated function. If a delegate considers that the circumstances support a power or function's referral back to a delegatee then explicit provision is made for this.
- 1.6 Amendments to these Terms of Reference will be recorded in an amendment register contained in an appendix to this document

Definition of Committees

- 1.7 In relation to Council a committee is:
 - 1.7.1 A Committee comprising all or some of the members of Council;
 - 1.7.2 A Standing Committee or Special Committee appointed by Council or the Mayor;
 - 1.7.3 A Joint Committee appointed under 30A of [Schedule 7](#) of the [Local Government Act 2002](#); and
 - 1.7.4 Any Subcommittee of a Committee described in 1.7.1, 1.7.2 and 1.7.3.
- 1.8 The Terms of Reference and Delegations to Committees and Subcommittees are set out in full in this document. In respect of these Committees:
 - 1.8.1 The Committees have no decision-making powers other than those set out in these Terms of Reference.
 - 1.8.2 Any Committee may request expert advice through the Chief Executive where necessary.
 - 1.8.3 The Committees may make recommendations to their governing Committee or Council, or Chief Executive as appropriate.

2 Council

Council has many functions, powers and responsibilities, which for efficiency and effectiveness are delegated to Committees, other subordinate decision-making bodies, Community Boards, an Elected Member, or the Chief Executive.

Council	
Chairperson	Mayor Nigel Bowen
Deputy Chairperson	Deputy Mayor Scott Shannon
Membership	All ten elected members
Quorum	Five
Meeting Frequency	Monthly

Decision Making Powers

The following powers are unable to be delegated:

- 2.1 The power to make a rate;
- 2.2 The power to make a bylaw;
- 2.3 The power to borrow money, or purchase or dispose of assets, other than in accordance with the Long Term Plan;
- 2.4 The power to adopt a Long Term Plan, Annual Plan, or Annual Report;
- 2.5 The power to appoint a Chief Executive;
- 2.6 The power to adopt policies required to be adopted and consulted on under the Local Government Act in association with the Long Term Plan or developed for the purpose of the Local Governance Statement;
- 2.7 The power to adopt a remuneration and employment policy; and
- 2.8 The power to transfer responsibility for water service delivery under the [Local Government \(Water Services\) Act 2025](#).

Council has also decided to retain, and not delegate the following powers:

- 2.9 The power to appoint and discharge the Deputy Mayor;
- 2.10 The power to approve or amend the Code of Conduct for Elected Members;
- 2.11 The power to approve or amend the Council's Standing Orders;
- 2.12 The power to establish a Joint Committee with another local authority or other public body;
- 2.13 The power to make the final decision on a recommendation from the Ombudsman where it is proposed that Council does not accept the recommendation;
- 2.14 The power to establish and determine the structure, Terms of Reference, and delegated authorities of committees;

- 2.15 Any other matter which from time to time may not legally be delegated by the Council;
- 2.16 The powers and duties conferred or imposed on the local authority by the [Public Works Act 1981](#) to acquire land compulsorily;
- 2.17 Approval of a Long Term Plan or Annual Plan consultation document prior to community consultation;
- 2.18 Approval of a draft bylaw prior to community consultation;
- 2.19 Resolutions required to be made by a local authority under the [Local Electoral Act 2001](#), including the appointment of Electoral Officer;
- 2.20 The power to appoint Elected Member Council representation on any body;
- 2.21 The power to authorise or otherwise commit the Council to any expenditure exceeding that in the current Annual Plan / Long Term Plan;
- 2.22 The power to cease any significant activity or to start any new significant activity;
- 2.23 The making of submissions in consultation with Council Officers where appropriate to any external body where the subject of the submission is not the responsibility of a Standing Committee;
- 2.24 Adoption of the Local Governance Statement;
- 2.25 Adoption of the Triennial Agreement;
- 2.26 Power to sell or dispose of parks, reserves and endowment properties.
- 2.27 Power to approve leases over ten years in term, including any renewals or where the lease is significant;
- 2.28 Road Naming;
- 2.29 Removal of healthy, mature, or high-profile trees;
- 2.30 The power, as a water service provider, to enter significant contracts, arrangements or change proposals for water service delivery;
- 2.31 The power to delegate water services bylaw powers and functions as per the [Local Government \(Water Services\) Act 2025](#) to Committees, Officers, or a Water Organisation;
- 2.32 Power to initiate an Iwi Participation Agreement/ Mana Whakahono a Rohe (MWR) or enter into negotiations regarding a MWR if Iwi initiated, determine the contents of the MWR, and to determine disputes that arise in course of negotiating MWR under sections 58M, 58O, 58P, 58Q, 58R, 58S, 58T of the [Resource Management Act 1991](#) (RMA);
- 2.33 Power to review policies and processes to ensure they are consistent with the Iwi Participation Agreement/MWR, and to undertake reviews of the MWR as required (S58T RMA);
- 2.34 Decision to use the streamlined planning process to prepare a planning instrument (s80C RMA);
- 2.35 Power to apply to the Environment Court for a rule to have legal effect from date other than standard date (s86D RMA); and
- 2.36 The approval of a plan or change to a plan (Sch.1, Part 1, Cl 17 RMA)

3 Committee Overview

Expectations of Committees

Within the scope of a Committee's function, each committee is expected to:

- 3.1 Observe and pursue the goals, objectives and strategies in any strategic plan adopted by the Council.
- 3.2 Maintain regular communications with other Committees and the Council to ensure that the widest possible good is achieved for the community.
- 3.3 Ensure appropriate consultation and communication is undertaken with the community and agencies affecting the activities of the committee.
- 3.4 Monitor and respond to changes in legislation governing their area of responsibility.
- 3.5 Support Council Officers in the achievement of programmes and projects contained in the Long Term Plan and Annual Plans.

General Decision Making Powers for the new Committees

To enable the new committees to operate fully, a general set of decision-making powers are provided:

- 3.6 Appoint a Deputy Chairperson.
- 3.7 Maintain minutes detailing any Committee decisions.
- 3.8 Perform their responsibilities, within the approved Long Term Plan and Annual Plan budgets.
- 3.9 Develop, monitor, and review strategy and policy; and make recommendations to Council.
- 3.10 Recommend service level changes and new initiatives to the Council as part of the Long Term Plan and Annual Plan processes.
- 3.11 Ensure appropriate consultation and communication is undertaken with the community and agencies affecting the activities of the Committee.
- 3.12 Approve any consultation processes where Committee approval is required, the Committee has directed officers to seek approval, or the Chief Executive considers it appropriate to seek Committee approval.
- 3.13 Approve submissions to external bodies/organisations on legislative and regulatory proposals except:
 - 3.13.1 If there is insufficient time for the matter to be determined by the committee before the submission 'close date', in which case the submission can be agreed by the relevant Committee Chairperson, Deputy Chairperson, Mayor and Chief Executive (and all Councillors must be advised of the submission and provided copies if requested).

- 3.13.2 If the submission is of a technical and operational nature, in which case the submission can be approved by the Chief Executive (in consultation with the relevant Committee Chairperson and Deputy Chairperson prior to lodging the submission).
- 3.13.3 During the formal pre-election period, in which case submissions are approved by the Chief Executive.
- 3.14 Develop and approve the statement of proposal for new or amended bylaws for consultation.
- 3.15 Recommend to Council new or amended bylaws for adoption.
- 3.16 Establish any Subcommittee and approve its Terms of Reference.
- 3.17 Consider and make decisions usually within the Chief Executive's delegations that the Chief Executive has referred to the Committee for decision making.
- 3.18 Perform the responsibilities of another Committee, where it is necessary to make a decision prior to the next meeting of that other Committee.
- 3.19 Discuss and approve a forward agenda for the Committee.
- 3.20 Approve applications for temporary road closures under para 11(e) of [schedule 10](#) of the [Local Government Act 1974](#), and funding, and then recommend to Council for final approval.

4 Audit and Risk Committee

- 4.1 The Audit and Risk Committee provides independent oversight and assurance to Council on risk management, financial reporting, audit activities, insurance, legal risks, compliance, and internal control systems. The Committee monitors Council's governance and accountability frameworks and makes recommendations to Council on matters affecting organisational risk and assurance.

Audit and Risk Committee	
Type of Committee	Council Committee
Subordinate to	Council
Legislative basis	Committee established pursuant to s 41A (3) of the Local Government Act 2002 and appointed under cl 30 of Schedule 7 of the Local Government Act 2002 (LGA)
Membership	The Mayor, Bruce Robertson (Independent Chairperson), Deputy Mayor (Deputy Chairperson), Chairperson of Strategic Planning Committee (Clr Michelle Pye), two additional Councillors (Clr Graeme Wilson and Clr Stacey Scott) and Janice Fredric (Independent Member) <i>This committee will have at least one and up to two External Appointees (one of whom shall be appointed the Chairperson).</i> <i>The Chairperson may invite other elected members to attend meetings of this Committee as observers.</i>
Chairperson	Independent Member Bruce Robertson
Deputy Chairperson	Deputy Mayor Scott Shannon
Quorum	Three – including at least one independent member
Meeting Frequency	Quarterly

Functions

- 4.2 Liaise with external auditors, including review of the audit plan, and review of audit findings.
- 4.3 Review the Accounting Policies, Annual Report, the Audit Report, and be involved in any special audits or discussions with the appointed auditor on technical matters;
- 4.4 Review the internal audit programme and any internal audit findings;
- 4.5 Review Council's insurance programme and make recommendations to Council in relation to renewals;
- 4.6 Provide oversight of legal risks, claims or proceedings provided (excluding the approval of any legal settlements);
- 4.7 Recommend the Annual Report to the Council for adoption;

- 4.8 Provide oversight of compliance with statutory responsibilities relating to financial responsibilities;
- 4.9 Review risk including technical insurance matters and participation in national risk management practices, health and safety risk management and implementation of risk management processes;
- 4.10 Monitoring of corporate risk assessment and the internal controls instituted; and
- 4.11 Note any strategic risk be referred to Council.

Delegations

Council delegates to the Audit and Risk Committee the following general powers, duties and responsibilities:

- 4.12 Provides oversight on behalf of Council, and provides advice and makes recommendations to Council (and/or other Committees) but is not authorised to make decisions on behalf of Council; and
- 4.13 To appoint a Deputy Chairperson.

5 Development and Growth Committee

- 5.1 The Development and Growth Committee provides strategic oversight of district growth, urban development, infrastructure planning, environmental management, transport, economic development, and regulatory frameworks. The Committee guides long-term planning for growth and development and makes decisions on matters within its delegated authority.

Development and Growth Committee	
Type of Committee	Council Committee
Subordinate to	Council
Subordinate Committees	None
Legislative basis	Committee established pursuant to s 41A (3) of the Local Government Act 2002 and appointed under cl 30 of Schedule 7 of the Local Government Act 2002 (LGA)
Membership	Mayor Nigel Bowen (s 41A(5) LGA 2002), Deputy Mayor Scott Shannon (Chairperson), Four Councillors (Clr Peter Burt, Clr Owen Jackson, Clr Chris Thomas and Clr Philip Harper)
Chairperson	Deputy Mayor Scott Shannon
Deputy Chairperson	Clr Peter Burt
Quorum	Three
Meeting Frequency	Monthly

Functions

- 5.2 Development capacity planning;
- 5.3 Infrastructure capacity assessment including asset management planning;
- 5.4 Monitoring demand and supply of residential, commercial and industrial land;
- 5.5 Future Development Strategy and regional development planning;
- 5.6 Corridor management;
- 5.7 [Resource Management Act 1991](#);
- 5.8 [Building Act 2004](#);
- 5.9 Natural hazards, resilience, natural environment reporting and climate change;
- 5.10 [Land Transport Act 1998](#) and Regional Land Transport planning;
- 5.11 Economic development and tourism (including, to the extent relevant inputs into Council Controlled Organisation (CCO) /Council Controlled Trading Organisation (CCTO) oversight;
- 5.12 Department of Internal Affairs benchmarking;

- 5.13 Monitor Long Term Plan Infrastructure Strategy delivery;
- 5.14 Develop and recommend infrastructure strategy, including the requirements set out at s 101B of the LGA 2002; and
- 5.15 Provide direction on the resolution of appeals of the Proposed District Plan.

Delegations

Council delegates to the Development and Growth Committee the following general powers, duties and responsibilities:

- 5.16 General decision-making powers for committees;
- 5.17 Approve significant traffic resolutions effecting changes to road usage under the Parking or Traffic Bylaws, or traffic resolutions referred to it by the Chief Executive, and through sub-delegation the General Manager Land Transport, who are otherwise authorised to act as the road controlling authority; and
- 5.18 Delegate to the Chairperson of the Development and Growth Committee the function of consulting with the Planning Manager on consent orders in respect of appeals against resource consents or plan changes.

6 District Licensing Committee - Timaru

6.1 The District Licensing Committee exercises Council's statutory responsibilities under the Sale and Supply of Alcohol Act 2012, including determining alcohol licence applications, special licences, and related regulatory matters.

District Licensing Committee - Timaru	
Type of Committee	Statutory Council Committee
Subordinate to	Council
Subordinate Committees	None
Legislative Basis	Committee established pursuant to sections 186-198 of the Sale and Supply of Alcohol Act 2012 .
Membership	Clr Peter Burt, Clr Owen Jackson, Clr Wilson (4 November 2026) <i>Each licensing committee consists of 3 members appointed by the territorial authority for that territorial authority's district. A person may be approved for inclusion on the list for a period of up to 5 years and may be approved for any 1 or more further periods of up to 5 years. Members do not need to be elected Members.</i>
Chairperson	Commissioner (Sharyn Cain)
Deputy Chairperson	Clr Peter Burt
Quorum	3 - The Commissioner or Deputy and two elected DLC members from each Committee
Meeting Frequency	As required

Functions

Pursuant to section 187 of the [Sale and Supply of Alcohol Act 2012](#) the District Licensing Committee's functions are:

- 6.2 to consider and determine applications for licences and manager's certificates;
- 6.3 to consider and determine applications for renewal of licences and manager's certificates;
- 6.4 to consider and determine applications for temporary authority to carry on the sale and supply of alcohol in accordance with section 136;
- 6.5 to consider and determine applications for the variation, suspension, or cancellation of special licences;
- 6.6 to consider and determine applications for the variation of licences (other than special licences) unless the application is brought under section 280;
- 6.7 with the leave of the chairperson for the licensing authority, to refer applications to the licensing authority;

- 6.8 to conduct inquiries and to make reports as may be required of it by the licensing authority under section 175;
- 6.9 any other functions conferred on licensing committees by or under this Act or any other enactment.

Delegations

Council delegates to the District Licensing Committee the following general powers, duties and responsibilities under the Sale and Supply of Alcohol Act 2012:

- 6.10 All the relevant powers, duties and responsibilities conferred by the Sale and Supply of Alcohol Act and the authority to take appropriate action in exercise of those powers, duties and responsibilities;
- 6.11 Delegates specifically to the Chairperson or Commissioner of the District Licensing Committee Acceptance or refusal to accept late applications for special licences.

The delegations to this committee do not derogate from the existing or future delegations of these powers to the Chairperson, Commissioner or relevant officers listed in the existing Council Delegation Manual.

7 Hearings Committee

- 7.1 The Hearings Committee conducts hearings and makes decisions or recommendations on regulatory, statutory, and quasi-judicial matters referred to it, including resource management, designation, heritage, and enforcement matters, together with any other hearings required by legislation or Council.

Hearings Committee	
Type of Committee	Council Committee
Subordinate to	Council
Legislative basis	Committee established pursuant to s 41A (3) of the Local Government Act 2002 and appointed under cl 30 of Schedule 7 of the Local Government Act 2002 (LGA)
Membership	The Mayor, Four additional Councillors Clr Peter Burt, Clr Michelle Pye, Clr Scott Shannon, Clr Stacey Scott. <i>All Elected Members on this Committee must have completed and passed the appropriate training required by the Resource Management Act 1991.</i>
Chairperson	Mayor Nigel Bowen
Quorum	Two
Meeting Frequency	As required

Delegations

Council delegates to the Hearings Committee the following general powers, duties and responsibilities:

- 7.2 [Resource Management Act 1991](#) (RMA)
- 7.3 Matters relating to hearing and making of decisions on resource consent applications, including joint hearings; and
- 7.4 The making of recommendations on requirements for a designation or heritage order.
- 7.5 Delegated Authority to Specifically:
- 7.6 Extension of existing use rights and granting of certificate (s10 & s139);
- 7.7 Authority to allow certain building work to continue where it has been subsequently made unlawful by a district plan (s10B);
- 7.8 Power to extend time periods and requirement to consider matters before extending a time limit (s37 & s37A);
- 7.9 Power to direct applicant to provide evidence before hearings; power to make directions about conduct of hearings (s41B & s41C);
- 7.10 Power to strike out a submission (s41D);
- 7.11 Power to make directions about hearings to protect sensitive information (s42);

- 7.12 Powers regarding the preparation commissioning and provision of reports (s42A);
- 7.13 The power to commission reports and request further information in respect of a resource consent application and to set a time that the applicant has to provide the information and tell the applicant of that time (s92, s92A & s92B);
- 7.14 The power to determine whether a consent application should be publicly or limited notified and all considerations/decisions needed within these sections (s95, s95A, s95B, s95C, s95D, s95E, s95F and s95G);
- 7.15 Authority to determine issues concerning joint considerations by two or more consent applications in relation to the same proposal (s102 and s103);
- 7.16 Duty to take matters into consideration and to exclude other matters when considering an application (s104);
- 7.17 Power to determine resource consent applications and impose conditions on resource consent;
- 7.18 Power to decline subdivision consent. Power to impose a bond as one of the conditions on resource consent. Conditions relating to bonds, power to enter on to land to ensure work for which bond is given, is being completed. Recording reasons for decisions on resource consent applications in writing. Power to impose conditions on subdivision consents. Authority to vary or cancel a condition specified in a consent notice. Authority to receive and consider an objection, require further information, commission a report and determine the objection (s104A, s104B, s104C, s104D, s105, s106, s108, s108AA, s108A, s109, s113, s220, s221(3), s357C, s357CA and s357D);
- 7.19 Power to grant extension of period after which a consent will lapse (s125);
- 7.20 Power to change or cancel conditions imposed on a resource consent, power to change the conditions of a resource consent on a review under s128, to give notice of a review, or to cancel resource consent (s127, s128, s129, s130, s131, and s132);
- 7.21 To issue an amended resource consent that corrects minor mistakes or defects in the consent (s133A);
- 7.22 Power to determine whether to publicly notify Council's notice of requirement for a designation, and to either confirm, modify, impose conditions or withdraw the requirement (s168A);
- 7.23 Power to determine whether to publicly notify a notice of requirement for a designation (s169);
- 7.24 The making of a recommendation on a notice of requirement for a designation (s171);
- 7.25 Power to determine whether to publicly notify Council's notice of requirement for a heritage order and power to make decision on Council's notice of requirement for a heritage order (s198A and s191);
- 7.26 Power to hear and make recommendations and/or decisions on notice of requirements (Sch.1 Part 1, Cl 9);

- 7.27 Power to hear and make recommendations on provisions and matters raised in submissions (Sch. 1, Part 1, Cl 10);
- 7.28 Power to amend an operative policy statement or plan to correct minor errors (Sch. 1, Part 1, Cl 20A);
- 7.29 Power to hear and consider a plan or change, and make recommendations on such plan change requests (Sch. 1, Part 2, Cl 29(4));
- 7.30 Consideration of any matter relating to applications or enforcement action referred to the Committee by the Group Manager Regulatory Development and Growth;
- 7.31 Matters relating to hearings under the provisions of the [Dog Control Act 1996](#);
- 7.32 To review any objections to existing or proposed road encroachments and authority to make a final decision;
- 7.33 Any other matter that requires Council to hold a hearing that the Mayor refers to the Hearings Committee;
- 7.34 To appoint a Deputy Chairperson; and
- 7.35 To establish a Sub-committee.

The delegations to this committee do not derogate from the existing or future delegations of these powers to Hearings Commissioner(s) or the Planning Manager.

8 People Performance and Appointments Committee

- 8.1 The People Performance and Appointments Committee provides governance oversight of Chief Executive employment matters, organisational people-related governance issues, and external governance appointments. The Committee oversees appointment processes and acts as a formal interface between Council and the Chief Executive on employment and performance matters.

People Performance and Appointments Committee	
Type of Committee	Council Committee
Subordinate to	Council
Subordinate Committees	None
Legislative basis	Committee established pursuant to s 41A (3) of the Local Government Act 2002 and appointed under cl 30 of Schedule 7 of the Local Government Act 2002 (LGA)
Policy Basis	External Governance Appointments Policy – adopted 24 February 2026 (#1827272)
Membership	Mayor Nigel Bowen (Chairperson), Deputy Mayor Scott Shannon, Four Councillors (Clr Peter Burt, Clr Michelle Pye, Clr Graeme Wilson, Clr Stacey Scott) <i>The Chairperson may invite independent members of the Audit and Risk Committee to attend meetings of this Committee as observers. All Elected Members may attend.</i>
Chairperson	Mayor Nigel Bowen
Deputy Chairperson	Deputy Mayor Scott Shannon
Quorum	Three
Meeting Frequency	Quarterly

Functions

- 8.2 Appoint new director and trustee appointments in accordance with the Council's External Governance Appointments Policy, and provide a recommendation to Council; and
- 8.3 Communicate between Council and the Chief Executive on industrial and employment issues and Chief Executive performance.

Delegations

Council delegates to the People Performance and Appointments Committee the following general powers, duties and responsibilities:

- 8.4 General decision-making powers for committees;
- 8.5 Delegated authority to conduct the process for new director and trustee appointments in accordance with the Council External Governance Appointments Policy and provide a recommendation to Council;
- 8.6 Delegated authority to provide a means of communication between Council and the Chief Executive on industrial/staff issues, and deal with contractual matters between Council and the Chief Executive; and
- 8.7 Delegation to Chairperson of People Performance and Appointments Committee to co-opt and appoint additional member in the event of a conflict or perceived conflict of interest.

9 Projects and Procurement Committee

- 9.1 The Projects and Procurement Committee provides governance oversight of significant capital projects and procurement activities. The Committee monitors project delivery, approves procurement strategies and delegated contract decisions, and oversees major projects to ensure delivery aligns with approved scope, budget, and strategic objectives.

Projects and Procurement Committee	
Type of Committee	Council Committee
Subordinate to	Council
Subordinate Committees	None
Legislative basis	Committee established pursuant to s 41A (3) of the Local Government Act 2002 and appointed under cl 30 of Schedule 7 of the Local Government Act 2002 (LGA)
Membership	Mayor Nigel Bowen (s 41A(5) LGA 2002), Clr Stacey Scott (Chairperson), Five Councillors (Clr Stu Piddington, Clr Graeme Wilson, Clr Owen Jackson, Clr Peter Burt, Clr Chris Thomas)
Chairperson	Clr Stacey Scott
Deputy Chairperson	Clr Stu Piddington
Quorum	Four
Meeting Frequency	Monthly

Functions

- 9.2 As directed by Council resolution to govern the progression of significant projects to post-delivery reporting;
- 9.3 Approve procurement strategies for significant projects;
- 9.4 Endorse business cases for projects prior to council approval;
- 9.5 Accept tenders within its delegated authority;
- 9.6 Monitor significant capital projects and their progression for the duration of the project;
- 9.7 Monitor contract approvals and costs on a quarterly basis;
- 9.8 Approve scope change or variations to current projects;
- 9.9 Noting that unless otherwise provided for, Council retains the power to approve funding for all significant business case decisions, and any significant changes in service.

Delegations

Council delegates to the Projects and Procurement Committee the following general powers, duties and responsibilities:

- 9.10 General decision-making powers for committees;
- 9.11 Accept tenders in conjunction with the Chief Executive for items and projects approved in the Council's Budget exceeding \$750,000 (GST Excl.) (Delegation 4.2.2);
- 9.12 Approve the procurement strategy for significant projects presented to the Committee in accordance with Council policy;
- 9.13 Recommend the Procurement Policy to Council for approval;
- 9.14 Approve significant scope change or variations relevant to the size of the project, up to the value of \$50,000 where the change falls within the original Council approved project cost;
- 9.15 Delegate to the Chairperson the authority to approve variations or scope changes to the value of \$10,000 where the decision cannot wait until the next meeting; and
- 9.16 Oversee delivery of the Theatre Royal and Museum Redevelopment project, the Aorangi Park Redevelopment project, the Claremont Water Treatment Plant project and the Authority Altitude upgrade project, including reviewing project reporting and approving scope, budget or timeframe changes within the Committee's delegated financial limits.

10 Strategic Planning Committee

10.1 The Strategic Planning Committee provides strategic oversight of Council's long-term planning, financial performance, financial strategy, and organisational direction. The Committee leads development and monitoring of the Long Term Plan and Annual Plan, oversees Council-controlled organisations, and guides strategic responses to local government reform and future challenges.

Strategic Planning Committee	
Type of Committee	Council Committee
Subordinate to	Council
Subordinate Committees	None
Legislative basis	Committee established pursuant to s 41A (3) of the Local Government Act 2002 and appointed under cl 30 of Schedule 7 of the Local Government Act 2002 (LGA)
Membership	Mayor Nigel Bowen (s 41A(5) LGA 2002), Clr Michelle Pye (chairperson), Four councillors (Clr Stacey Scott, Clr Graeme Wilson, Clr Philip Harper, Clr Stu Piddington)
Chairperson	Clr Michelle Pye
Deputy Chairperson	Clr Graeme Wilson
Quorum	Three
Meeting Frequency	Monthly

Functions

- 10.2 Development of the Council's Long Term Plan and Annual Plan;
- 10.3 Monitoring of non-financial performance results in relation to the Council's Long Term Plan and Annual Plan;
- 10.4 Monitoring financial performance including operating and capital expenditure, revenue, debt and investments and how they align with Council's financial strategy;
- 10.5 Provide strategic direction for Local Government reforms;
- 10.6 Shared Service Arrangements;
- 10.7 Council Controlled Organisation (CCO) /Council Controlled Trading Organisation (CCTO) oversight including the drafting of the Letter of Expectations and reviewing the draft Statement of Intent for adoption, or approval of the response by Council, receiving quarterly reports and/or economic updates and the draft annual report; and

- 10.8 Develop and recommend financial strategy, including investments, hedging, significant financial assumptions, and debt management requirements set out in s 101A LGA 2002.

Delegations

Council delegates to the Strategic Planning Committee the following general powers, duties and responsibilities:

- 10.9 General decision-making powers for committees;
- 10.10 Draft the Letter of Expectations and review the Statement of Intent of the CCO/CCTO for recommendation to Council for final approval;
- 10.11 Receive quarterly reports and/or economic updates of the CCO/CCTO's; and
- 10.12 Endorse draft CCO/CCTO annual reports.

11 Community Boards

General

- 11.1 Council has established three Community Boards: the Temuka Community Board, Pleasant Point Community Board, and Geraldine Community Board. Community Boards provide a mechanism for local representation and advocacy, enabling communities to participate in Council's decision-making processes.

Functions of the Community Boards

- 11.2 A Community Board may make recommendations on any matters relating to Council's Annual Plan, Long Term Plan (in its entirety), Revenue and Policies relevant to the Board's area of responsibility, including review of representation arrangements required under the [Local Electoral Act 2001](#).

Delegations to the Community Boards

Council delegates to the Community Boards the following general powers, duties and responsibilities:

- 11.3 Where a Community Rate has been established, to determine how the monies so collected and provided for in the annual budget will be spent, in accordance with legislation and pursuant to formal written advice from officers presented to a meeting of the Community Board;
- 11.4 Where a Community Board has access to strategic funding, to determine how the monies provided will be spent, in accordance with legislation and pursuant to formal written advice from officers presented to a meeting of the Community Board;
- 11.5 In the case of the Temuka and Geraldine Community Boards, to make recommendations to the Public Trustee on Thomas Hobson Trust grant applications; and
- 11.6 If the Community Board considers it appropriate to make a submission to an external body / organisation on a matter this must be consulted on with the Chief Executive and raised for determination by the Community Board, within an agenda.

Temuka Community Board

Type of Committee	Temuka Community Board
Membership	Alison Talbot, Charles Scarsbrook (Chairperson), John Jackson, Kathy Campbell, Nicola Nimo, Cllr Michelle Pye (Temuka – Pleasant Point Ward Councillor) and Cllr Scott Shannon (Temuka – Pleasant Point Ward Councillor)
Chairperson	Charles Scarsbrook
Deputy Chairperson	Nicola Nimo
Quorum	Four
Meeting Frequency	Six Weekly

Pleasant Point Community Board

Type of Committee	Pleasant Point Community Board
Membership	Amy-Lee Trainor, Anna Lyon (Deputy Chairperson), Cale Toomey, Kathy Wilkins Leanne Fifield (Chairperson), Cllr Michelle Pye (Temuka – Pleasant Point Ward Councillor), and Cllr Scott Shannon (Temuka – Pleasant Point Ward Councillor)
Chairperson	Leanne Fifield
Deputy Chairperson	Anna Lyon
Quorum	Four
Meeting Frequency	Six Weekly

Geraldine Community Board

Type of Committee	Geraldine Community Board
Membership	Andy McKay (Chairperson), Jan Finlayson, Rachel Wilson, Rosie Woods, Sarah Foley-Smith, Shane Minnear (Deputy Chairperson) and Cllr Philip Harper (Geraldine Ward Councillor)
Chairperson	Andy McKay
Deputy Chairperson	Shane Minnear
Quorum	Four
Meeting Frequency	Six Weekly

Subcommittees

12 Civic Honours Appointments Subcommittee

- 12.1 The Civic Honours Appointments Subcommittee provides oversight of Council's civic recognition programmes by assessing nominations, selecting recipients for Community Awards and the Hall of Fame, and overseeing associated civic honours activities and ceremonies.
- 12.2 The Civic Honours Appointments Subcommittee has been formed following the merger of the Community Awards Selection Panel and the Hall of Fame Selection Subcommittee.

Civic Honours Subcommittee	
Type of Committee	Subordinate decision-making body
Subordinate to	Council
Legislative basis	Subcommittee established pursuant to clause 30 and 31 of Schedule 7 of the Local Government Act 2002 and Subcommittee delegated powers by Council pursuant to clause 32 of Schedule 7 of the Local Government Act 2002 (LGA).
Policy Basis	Hall of Fame Policy - adopted 29 January 2019 (#1240703) Community Awards Policy - adopted 30 April 2019 (#829842)
Membership	Mayor Nigel Bowen, Deputy Mayor (Scott Shannon) and three Councillors (Clr Stu Piddington, Clr Peter Burt, Clr Owen Jackson) <i>With authority to select and appoint three Council representatives to form the Advisory Panel</i>
Chairperson	The Mayor
Quorum	Three
Meeting Frequency	One intake a year – on or around 30 June.

Functions

- 12.3 To make decisions on the selection of a person(s) for Council's Hall of Fame;
- 12.4 To consider and make decisions on the selection of a person(s) for a Community Award; and
- 12.5 Carry out Civic award ceremonies.

Delegations

Council delegates to the Civic Honours Subcommittee the following general powers, duties and responsibilities provided that the use of these do not conflict with the relevant stated policies of Council:

- 12.6 Authority to consider and make decisions on nominations for Civic Awards and Hall of Fame Awards, and matters pertaining to the awards presentation ceremony;
- 12.7 Authority to appoint four council representatives for the Civic Awards Advisory Panel;
- 12.8 That minutes of subcommittee meetings contain details of subcommittee decisions made under delegated authority; and
- 12.9 Sub-delegation is prohibited.

13 Community Funding Subcommittee

13.1 The Community Funding Subcommittee oversees the assessment of community funding applications and provides recommendations to Council on the allocation of grant funding to support community initiatives and projects across the district.

Community Funding Subcommittee	
Type of Committee	Subordinate decision-making body
Subordinate to	Council
Legislative basis	Subcommittee established pursuant to clause 30 and 31 of Schedule 7 of the Local Government Act 2002 and Subcommittee delegated powers by Council pursuant to clause 32 of Schedule 7 of the Local Government Act 2002 (LGA).
Policy Basis	Community Funding Policy - adopted 20 January 2025 (#1584961)
Membership	Mayor Nigel Bowen and four Councillors (Clr Owen Jackson, Clr Philip Harper, Clr Chris Thomas, Clr Graeme Wilson) of which one Councillor to represent the rural wards.
Chairperson	Clr Owen Jackson
Deputy Chairperson	Clr Philip Harper
Quorum	Three
Meeting Frequency	Twice Annually

Functions

13.2 To consider applications made under the Community Funding Policy and make recommendations to Council.

Delegations

Council delegates to the Community Funding Subcommittee the following general powers, duties and responsibilities provided that the use of these do not conflict with the relevant stated policies of Council:

- 13.3 The power to make recommendations to Council for funding where provision has been made for Community Funding in the annual Budget;
- 13.4 Delegated authority to consider applications submitted under the Community Funding Policy that are not NZ Representative or Quick Response Grants, and make recommendations to Council (4.7.18 Grants);
- 13.5 Delegated authority to Members of the Community Funding Subcommittee together with / Community Partnership Team Leader to determine applicants to be interviewed in support of grant applications (4.7.18 Grants); and
- 13.6 That minutes of subcommittee meetings contain details of subcommittee decisions made under delegated authority.
- 13.7 Sub-delegation is prohibited.

14 Community Partnerships Subcommittee

14.1 The Community Partnerships Subcommittee provides a collaborative forum between Council and community organisations to support community wellbeing, safety, social development, and emergency response preparedness through partnership-based approaches.

Community Partnership Subcommittee	
Type of Committee	Subordinate decision-making body
Subordinate to	Council
Legislative basis	Subcommittee established pursuant to clause 30 and 31 of Schedule 7 of the Local Government Act 2002 and Subcommittee delegated powers by Council pursuant to clause 32 of Schedule 7 of the Local Government Act 2002 (LGA).
Membership	Mayor Nigel Bowen and an additional Councillor (Cllr Owen Jackson), plus a representative from Age Concern South Canterbury, Alpine Energy, Alzheimers South Canterbury, Anglican Care South Canterbury, Arowhenua Runanga, Cancer Society South Canterbury, CCS Disability Action, Citizens Advice Bureau, Connect Church, Department of Corrections, Greypower, Health NZ, Life Church, Mid-South Island Women's Refuge, Ministry of Justice, Ministry of Social Development, Multicultural Aoraki, National Public Health Services, NZ Fire Services (New Zealand Fire and Emergency), NZ Police, Oranga Tamariki, Presbyterian Support South Canterbury, Primary Schools Principals' Association, Refugee Settlement Services, SC Chamber of Commerce, Secondary Schools Principals' Association, South Canterbury Neighbourhood Support, St John, Te Aitaraiki Trust, The Y, Timaru Christian Ministers' Association and Timaru Community Patrol.
Chairperson	The Mayor
Deputy Chairperson	Maria Parish (Mid-South Island Women's Refuge and Family Safety Services)
Quorum	Six with at least one Council Elected Representative
Meeting Frequency	Quarterly

Delegations

Council delegates to the Community Partnerships subcommittee the following duties and responsibilities provided they do not conflict with the stated policy of the Council:

- 14.2 To appoint a Deputy Chairperson;
- 14.3 Authority to deal with policy issues and budgetary matters associated with community safety and wellbeing;
- 14.4 To provide, as appropriate, welfare organisation and support during an emergency;
- 14.5 Authority to appoint or remove any other relevant community group or agency to the subcommittee; and
- 14.6 Sub-delegation is prohibited.

15 Local Arts Scheme Subcommittee

15.1 The Local Arts Scheme Subcommittee administers the Creative Communities Scheme on behalf of Council by assessing applications and allocating arts funding to support local creative and cultural initiatives in accordance with Creative New Zealand requirements.

Local Arts Scheme Subcommittee	
Type of Committee	Subordinate decision-making body
Subordinate to	Council
Legislative basis	Subcommittee established pursuant to clause 30 and 31 of Schedule 7 of the Local Government Act 2002 and Subcommittee delegated powers by Council pursuant to clause 32 of Schedule 7 of the Local Government Act 2002 (LGA).
Membership	Two Councillors (Clr Owen Jackson, Clr Scott Shannon), one representative from each of the local Community Arts Councils (Jan Finlayson, Geraldine Arts Council), up to three Community Representatives (Richard Taylor, Sharleyne Diamond and Kera Baker (Māori Arts Community Representative)). <i>One whom community representative must have a good knowledge of local Māori arts activities.</i>
Chairperson	Clr Owen Jackson
Deputy Chairperson	Jan Finlayson (Geraldine Arts Council)
Quorum	Two, with a least one Council Elected Representative
Functions	Decision-making on selection of person for Council's Hall of Fame and Consider and decision-making on selection of persons for Community Award and carry out Civic award ceremonies.
Meeting Frequency	Twice Annually

Functions

15.2 To make decisions on Creative Communities Funding applications as per the delegations and [Creative New Zealand Guidelines](#).

Delegations

Council delegates to the Local Arts Scheme Subcommittee the following general powers, decision making powers, duties and responsibilities in accordance with the Creative New Zealand Guidelines provided they do not conflict with the stated policy of the Council:

That in respect of matter requiring financial input:

- 15.3 Delegated authority to approve funding within the allocation granted by Creative New Zealand; and
- 15.4 That minutes of subcommittee meetings contain details of subcommittee decisions made under delegated authority.

Other

- 15.5 To appoint a Chairperson;
- 15.6 To appoint a Deputy Chairperson;
- 15.7 Authority to appoint up to three Community Representatives, one whom must have a good knowledge of local Māori arts activities in accordance with the [Creative Communities Scheme Administrators Guidelines](#); and
- 15.8 Sub-delegation is prohibited.

16 Museum Collections Subcommittee

16.1 The Museum Collections Subcommittee provides governance oversight of the Timaru District Council Museum Collection, including decisions relating to the acquisition and disposal of collection items in accordance with the Museum Collection Policy.

Museum Collections Subcommittee	
Type of Committee	Subordinate decision-making body
Subordinate to	Council
Legislative basis	Subcommittee established pursuant to clause 30 and 31 of Schedule 7 of the Local Government Act 2002 and Subcommittee delegated powers by Council pursuant to clause 32 of Schedule 7 of the Local Government Act 2002 (LGA).
Policy Basis	Museum Collection Policy adopted 29 January 2019 (#1240714)
Membership	Mayor Nigel Bowen, Clr Stu Piddington, Clr Stacey Scott, Clr Philip Harper), Two Members of the South Canterbury Historical Society. <i>The Subcommittee must comprise of an equal number of South Canterbury Historical Society members and Timaru District Councillors, including a Councillor as Chairperson. The Museum Director advises the Subcommittee but has no voting power at Subcommittee meetings.</i>
Chairperson	Clr Philip Harper
Quorum	Four
Meeting Frequency	As required

Functions

16.2 Overall responsibility for accessions and deaccessions in accordance with the Museum Collection Policy.

Delegations

Council delegates to the Museum Collections Subcommittee the following general powers, duties and responsibilities provided that they do not conflict with the stated policies of Council:

- 16.3 Overall responsibility for accessions and deaccessions in accordance with the Museum Collection Policy;
- 16.4 Power to delegate administration of accessioning items into the collection;
- 16.5 That minutes of subcommittee meetings contain details of subcommittee decisions made under delegated authority; and
- 16.6 Sub-delegation is prohibited.

17 Rates Remission Subcommittee

17.1 The Rates Remission Subcommittee provides an independent review and decision-making process for rates remission appeals, ensuring applications are considered consistently and in accordance with Council's Rates Policy.

Rates Remission Subcommittee	
Type of Committee	Subordinate decision-making body
Subordinate to	Council
Legislative basis	Subcommittee established pursuant to clause 30 and 31 of Schedule 7 of the Local Government Act 2002 and Subcommittee delegated powers by Council pursuant to clause 32 of Schedule 7 of the Local Government Act 2002 (LGA).
Policy Basis	Rates Policy adopted 1 July 2024 (#1566638)
Membership	Mayor Nigel Bowen and three additional Councillors (Clr Graeme Wilson, Clr Scott Shannon, Clr Michelle Pye)
Chairperson	The Mayor
Quorum	Three
Meeting Frequency	As required

Functions

17.2 To consider and make decisions on rates remissions appeals, where applications are declined or partly remitted.

Delegations

Council delegates to the Rates Remission Subcommittee the following general decision making powers, duties and responsibilities and that subject to the following limitations the Rates Remission Subcommittee shall have power to act in all matters concerning the functions granted by Council provided they do not conflict with the stated policy of the Council:

17.3 Authority to remit or postpone rates pursuant to Council Rates Policy (5.37 Local Government (Rating) Act 2002;

17.4 Delegated authority as outlined in the Rates Policy to hear and make a final decision on appeals, where an application for remission has been declined or only partly remitted (as applies in the policy);

17.5 That minutes of Subcommittee meetings contain details of subcommittee decisions made under delegated authority; and

17.6 Sub-delegation is prohibited.

18 Sister Cities Subcommittee

18.1 The Sister Cities Subcommittee provides governance and leadership for Council's Sister City and Friendship relationships, fostering cultural and economic exchanges and further promote overseas relationships.

Sister Cities Subcommittee	
Type of Committee	Subordinate decision-making body
Subordinate to	Council
Legislative basis	Subcommittee established pursuant to clause 30 and 31 of Schedule 7 of the Local Government Act 2002 and Subcommittee delegated powers by Council pursuant to clause 32 of Schedule 7 of the Local Government Act 2002 (LGA).
Membership	Mayor Nigel Bowen, Deputy Mayor (Scott Shannon), one additional Councillor (Cllr Peter Burt), the Chief Executive of Venture Timaru (Nigel Davenport), A member of Education South Canterbury (Kerri Doy) and the Community Partnership Team Leader or equivalent role.
Chairperson	Mayor Nigel Bowen
Quorum	Three
Meeting Frequency	Quarterly

Functions

18.2 To facilitate Sister City and Friendship Relationships

Delegations

Council delegates to the Sister Cities Subcommittee the following general powers, duties and responsibilities provided they do not conflict with the stated policy of the Council:

18.3 Authority to conduct the existing Sister City and Friendship relationships within budget; and

18.4 To appoint special purpose working parties to assist with those relationships.

That in respect of matters requiring financial input:

18.5 The subcommittee has the delegated authority to approve funding where provision has been made in the annual Budget; and

18.6 That minutes of subcommittee meetings contain details of subcommittee decisions made under delegated authority.

Other

18.7 To appoint a Deputy Chairperson; and

18.8 Sub-delegation is prohibited.

19 Youth Initiatives Subcommittee

19.1 The Youth Initiatives Subcommittee supports youth development and participation by allocating Youth Initiatives funding and ensuring young people have a direct role in decisions affecting youth-focused projects and activities within the district.

Youth Initiative Subcommittee	
Type of Committee	Subordinate decision-making body
Subordinate to	Council
Legislative basis	Subcommittee established pursuant to clause 30 and 31 of Schedule 7 of the Local Government Act 2002 and Subcommittee delegated powers by Council pursuant to clause 32 of Schedule 7 of the Local Government Act 2002 (LGA).
Policy Basis	Community Funding Policy - adopted 20 January 2025 (#1584961)
Membership	Three Councillors (Mayor Nigel Bowen, Cllr Stacey Scott, Cllr Scott Shannon), a Youth Services Worker and two youth representatives (Mazaiah Tuala, Oliver Burgess).
Chairperson	Mazaiah Tuala (Youth Representative)
Quorum	Three with at least one Council Elected Representative present
Meeting Frequency	Twice annually

Functions

19.2 To make decisions on the allocation of Youth Initiatives funding.

Delegations

Council delegates to the Youth Initiatives subcommittee the following general powers, duties and responsibilities provided they do not conflict with the stated policy of the Council :

That in respect of matters requiring financial input:

19.3 The power to approve funding where provision has been made for the Youth Services Funding Scheme in the annual Budget; and

19.4 That minutes of subcommittee meetings contain details of subcommittee decisions made under delegated authority.

Other

19.5 Authority to appoint a Deputy Chairperson;

19.6 Authority to select and appoint two youth representatives for the duration of the triennium;

19.7 Authority to select and reappoint a youth representative, in the event a youth representative resigns; and

19.8 Sub-delegation is prohibited.

Joint Standing Committees

20 Downlands Water Supply Committee

20.1 The Downlands Water Supply Committee provides joint governance and strategic oversight of the Downlands Water Supply Scheme on behalf of Timaru, Mackenzie, and Waimate District Councils, supporting the effective management, maintenance, development, and long-term sustainability of the scheme.

Downlands Water Supply Committee	
Type of Committee	Joint Council Committee
Legislative basis	The Downlands Joint Standing Committee ("the Downlands Committee") is a joint committee of the Timaru, Waimate and Mackenzie District Councils (collectively referred to as "the Councils") established pursuant to the provisions of the Local Government Act 2002 .
Membership	Timaru District Council: Elected Members Mayor Nigel Bowen, Deputy Mayor Scott Shannon; and Cllrs Philip Harper, Stacey Scott, Michelle Pye. Mackenzie District Council: Elected Members Deputy Mayor Rit Fisher and Cllr Mark Adams (Alternate) Waimate District Council: Elected Member Cllr Sandy McAlwee Joint Mackenzie District Council and Waimate District Council representative Jamie Eggleton
Chairperson	Cllr Stacey Scott
Deputy Chairperson	Mackenzie District Council Cllr Rit Fisher
Quorum	One Elected Member from Each Council and Two other appointed members.
Meeting Frequency	Quarterly

Downlands Water Supply Committee Terms of Reference (2015)

To give effect to the purpose of these Terms of Reference the Councils agree:

- 1. The Memorandum of Agreement between the Ministry of Works and the Levels, Geraldine, Waimate and Mackenzie County Councils dated 29 November 1960, as amended by amendments dated 1 April 1979 and 28 November 1993, is revoked.*
- 2. The Waimate District Council and Mackenzie District Council will each enact a water services bylaw which has enforcement provisions that are consistent with the enforcement provisions contained in the Timaru District Council's Chapter 7 - Water Services Bylaw.*
- 3. The Councils agree the Timaru District Council shall be appointed as the Downlands Scheme Manager, with responsibilities including, but not limited to:*

- (i) The receiving and processing of applications from the Downlands Scheme's consumers, and prospective consumers, in respect of water to be supplied by the Downlands Scheme.*
 - (ii) The ongoing inspection and maintenance of all works comprising the Downlands Scheme.*
 - (iii) Investigating and promoting viable means of improving and extending all works comprising the Downlands Scheme.*
 - (iv) Investigating and promoting viable means of water treatment and conservation, and any means of obtaining additional water for the Downlands Scheme.*
 - (iv) Undertaking any other matters that will assist in the efficient, cost effective and productive management of the Downlands Scheme.*
- 4. The Waimate District Council and Mackenzie District Council shall resolve the powers of enforcement, inspection and administration vested in those territorial authorities in relation to the provision of water services (and any other regulatory matter required to assist in the efficient management of the Downlands Scheme) shall be delegated to the Timaru District Council.*
 - 5. The Waimate District Council and Mackenzie District Council shall pursuant to the provisions of the Act appoint selected officers or agents of the Timaru District Council to be enforcement officers for the Waimate and Mackenzie Districts. The Waimate District Council and Mackenzie District Council shall also issue warrants, as required by the Act, to those selected enforcement officers stipulating their powers in relation to the administration of the Downlands Scheme.*
 - 6. The formation of the Downlands Committee and the means of appointing its member and office holders are set out in clause 1 and 2 of the Agreement in Relation to Joint Committee executed by the Councils.*
 - 7. The members of the Downlands Committee may meet together for the despatch of business, adjourn or otherwise regulate their meetings as they think appropriate.*
 - 8. The Downlands Committee shall supply agendas to their members detailing the business to be brought before that meeting together with relevant attachments which must be sent to every member not less than two clear working days before the day appointed for the meeting.*
 - 9. Questions arising at any meeting of the Downlands Committee shall be decided by a majority of votes of those present, each member having only one vote. In the case of an equality of votes, the chairman shall have a casting vote. If the standing orders of any of the Councils do not provide for the Downlands Committee Chairman to have a casting vote, each Council shall amend its standing orders accordingly.*
 - 10. The quorum necessary for the transaction of business of the Downlands Committee shall consist of each elected member of the Councils and two (2) other appointed members.*
 - 11. The Downlands Committee shall keep minutes recording:*
 - (a) The names of the members present at each meeting; and*

(b) All resolutions and proceedings at all meetings of the Downlands Committee.

- 12. The Downlands Committee may provide any advice and develop and recommend any strategies, policies and procedures necessary to assist the Timaru District Council in fulfilling its responsibilities as the Downlands Scheme Manager.*
- 13. All members of the Downlands Committee shall be remunerated by their respective appointing Council.*
- 14. The Councils each resolve to undertake to collect all monies in relation to water supplied by the Downlands Scheme within its district, which will be accounted for and forwarded to the Timaru District Council for payment into a nominated bank account operated in accordance with any local authority accounting regulations presently in force.*

21 Joint Shareholders Committee

21.1 The Joint Shareholders Committee acts on behalf of the shareholder councils to provide governance oversight of the Water Organisation, coordinate shareholder interests, monitor organisational performance, oversee strategic direction, and facilitate regional collaboration on water services and related infrastructure matters.

Joint Shareholders Committee	
Type of Committee	Joint Committee of the Shareholders (Joint Councils)
Legislative basis	The Joint Shareholders Committee ("the JSC") is a joint committee of the Timaru and Mackenzie District Councils (collectively referred to as "the Councils") established pursuant to the provisions of the Local Government Act 2002 .
Membership	Timaru District Council: Mayor Nigel Bowen, Clr Stacey Scott, Clr Michelle Pye and Clr Peter Burt (Alternate) Mackenzie District Council: Mayor Scott Aronsen, Clr Rit Fisher, Clr Mark Adams and Clr Phillipa Guerin (Alternate)
Chairperson	Timaru District Council Mayor Nigel Bowen
Deputy Chairperson	Mackenzie District Council Clr Mark Adams
Quorum	A total of four elected members or appointed alternates, with a least two members being from each Council. Where the JSC is providing a forum for the Shareholders to meet and exercise their powers in relation to the Company, the requirements of the Company's constitution and shareholders' agreement will prevail.
Alternate Appointees	Each Council to the JSC must have an alternate appointed by the relevant Shareholder. The alternate may attend and vote at meetings of the JSC, but only if a primary member from their Council is unable to do so.
Liaison Attendees	The shareholders are supportive of attendance by neighbouring Councils from within the Canterbury region attending the JSC's meetings, receiving agendas, being engaged on significant proceedings, and encouraged to participate in the JSC's proceedings. The following Councils will be invited to nominate a liaison attendee (and when required nominee) to attend non Public Excluded meetings of the JSC, and engage as appropriate in the business of the JSC: • Waimate District Council • Ashburton District Council • Waitaki District Council The liaison attendee is not a member of the JSC, and has no additional rights as a result of this invitation.
Meeting Frequency	As scheduled by the Committee
Terms of Reference	

Primary Purpose	Govern as shareholders their Company which provides Water Services for the combined districts of Timaru District Council and Mackenzie District Council, and the relevant aspects of the Downlands water scheme. - Specifically the JSC is established to: - coordinate shareholder activity, and to exercise the rights and responsibilities delegated to the JSC by the Councils; and - Review and comment on the Water Organisation's Water Services Strategy; and - hold the board to account for strategy and performance by seeking board explanation of, and responsibility for, WO Strategy, performance, and how they have meet the JSC's Statement of Expectations; and - safeguard the WO's purpose, outcomes and values as reflected in the Shareholders Agreement, Constitution and Statement of Expectations; and - perform the functions and make the decisions necessary to fulfil the JSC's responsibilities listed below.
Secondary Purpose	Coordinate between the Councils and neighbouring territorial authorities in the Canterbury Region, and advise shareholders on opportunities and options to progress possibilities around: - shared services, and professional collegiality in water service delivery - the Downlands Water Scheme - spatial planning and co-ordination of infrastructure planning and delivery - opportunities arising from the Simplifying Local Government reforms
Project Purpose	Provide governance oversight of the project to establish the WO, specifically: - To establish and then enable a working group called the "Council Establishment Group (CEG)" to provide elected member oversight of the project. - To resolve Project matters brought to it for decision making in accordance with the Commitment Agreement, and any subsequent Council direction.
General Purpose	Provide a forum for shareholder representatives to meet, discuss and coordinate on relevant issues and, through their representatives, exercise their powers in respect of the Company.
Governance oversight responsibilities	Governance oversight of the Company, including by: 1 Receiving and considering the half-yearly and annual reports of the Company; 2 Receiving and considering other information from the Company the JSC may request on behalf of the Shareholders and/or receive from time to time; 3 Undertaking performance and other monitoring of the Company; 4 Considering and providing recommendations to the Shareholders on proposals from the Company;

	5 Providing co-ordinated feedback, and recommendations as needed, on any matters requested by the Company or any Shareholder; 6 Prepare draft Statement of Expectations (including an interim Statement of Expectations) for review and comment by the WO, consider comments, and adopt and provide the final Statement of Expectations to the WO in accordance with the process published under s 229 of the Local Government (Water Services) Act 2025; 7 Receiving and considering recommendations from the Company to the Shareholders regarding the draft Statement of Expectations; 8 Agreeing when Shareholder meetings, or resolutions in lieu of Shareholder meetings, are required, without prejudice to Shareholder and board rights to call meetings under the Company's constitution; 9 Seeking and interviewing candidates for the Company's board as needed and approving director appointments and/or removals in accordance with the shareholders agreement, its skills matrix, and any other relevant policy; 10 Approving the remuneration of directors of the Company; 11 Monitoring the performance of the board of the Company; and 12 Providing recommendations to the Shareholders regarding changes to these terms of reference, the Shareholders' Agreement and the constitution of the Company.
Shareholders' Responsibilities	To the extent that each Shareholder delegates its relevant powers to the JSC member it appoints, the JSC will provide a forum for the Shareholders to meet and exercise their powers in relation to the Company.
Decision Making	The JSC will strive to make all decisions by consensus. In the event that a consensus on a particular matter before the JSC is not able to be reached, each member of the JSC has a deliberative vote. In the situation where there is an equality of votes cast on a matter, the Chairperson does not have a casting vote and therefore the matter subject to the vote is defeated and the status quo is preserved. Other than for those matters for which the JSC has effective decision-making capacity through these terms of reference, each Shareholder retains its full powers to make its own decisions on matters referred to it by the JSC.
Remuneration	Each Shareholder will be responsible for remunerating its representative on the JSC for any costs associated with that person's membership of the JSC.
Administration	Reports to be considered by the JSC may be submitted by any of the Shareholders or the Company
Code of conduct and standing orders	The following will apply to the members of the JSC: • the Timaru District Council's Standing Orders, and • the Timaru District Council's Code of Conduct with the addition of cl 2 "Te Tiriti o Waitangi" provisions from the Mackenzie District Council.
Audio Visual Link	For clarity members have the right to attend by audio visual link, subject to the standing orders, and will be counted for the purposes of a quorum.

Variation	These Terms of Reference may be amended by agreement of the Shareholders.
Delegations	Governance oversight responsibilities - Each Shareholder will delegate to the JSC the responsibilities and powers necessary to participate in and carry out the JSC governance oversight responsibilities. Shareholders' responsibilities - Each Shareholder will delegate to its appointed JSC Representative and, in accordance with these terms of reference, that person's alternate, all responsibilities and powers in relation to the agreement of: - when Shareholder meetings, or resolutions in lieu of Shareholder meetings, are required (without prejudice to Shareholder and Board rights to call meetings under the Company's constitution); and - the appointment, removal and remuneration of directors.

22 Specific Role Descriptions and Delegations

22.1 Council assigns specific leadership responsibilities and delegated authorities to designated positions to ensure the efficient and effective conduct of Council business. These roles support governance, organisational leadership, statutory compliance, decision-making, and the implementation of Council's strategic direction.

Mayor

The following delegations have been specifically provided to the Mayor through legislation, Council, Council's delegations manual, or this terms of reference document:

22.2 [Civil Defence Emergency Management Act 2002](#)

Section	Description	Delegation
12, 13	Obligation to form and for the Mayor or the Mayor's nominee to be a member of a Civil Defence Emergency Management Group.	Mayor or nominee
25	Power to declare a state of local emergency and the Power to declare a local transition period (after a declaration of a state of local emergency has been declared)	Mayor (or Deputy Mayor in the Mayor's absence) or Elected Member Nominated (in the absence of the Mayor and Deputy Mayor)
68, 71, 72	Power to declare, extend and terminate a state of local emergency.	Mayor (or Deputy Mayor in the Mayor's absence) or Elected Member Nominated (in the absence of the Mayor and Deputy Mayor)

22.3 [Civil Defence Emergency \(refer delegations manual 4.6.1\)](#)

Description	Delegation
In the event of a Civil Defence Emergency, the Chief Executive, in consultation with the Mayor (or their representative) can approve unbudgeted expenditure up to \$2,000,000.	Chief Executive in conjunction with the Mayor (or their representative)

22.4 Bank Accounts (refer delegations manual 4.7.4)

Description	Delegation
Authorised to operate Timaru District Council Mayor's Welfare accounts.	Any two of the following: Mayor, Deputy Mayor, Chief Financial Officer, Executive Support Manager

22.5 Grants (refer delegations manual 4.7.18)

Description	Delegation
Authority to approve NZ Representative and Quick Response Grants as per the Community Funding Policy.	The Mayor with General Manager Corporate
Authority to allocate the Russell Hervey Library Fund for the purposes of the Timaru District Library.	General Manager Gallery, Libraries, Archives and Museum together with Chief Financial Officer and the Mayor

22.6 Council Seal (refer delegations manual 6.8)

Description	Delegation
Approving any document under seal	The Mayor (or in their absence, any Councillor) and the Chief Executive, or any General Manager)

22.7 Submissions (refer delegations manual 6.27)

Description	Delegation
Submissions to central government and other external agencies where the content of the submission aligns with the responsibility of the committee. Submissions may be approved by the Chairperson and Deputy Chairperson where timeframes do not allow for approval by the Committee or Council.	Chairperson/Deputy Chairperson Mayor/Deputy Mayor

22.8 Voting

Description	Delegation
Authority to cast a vote on behalf of the Council where Council has voting rights.	Mayor or any Councillor or the Chief Executive where delegated by the Mayor

Deputy Mayor

The following delegations have been specifically provided to the Deputy Mayor through legislation, Council's delegations manual, or this terms of reference document:

22.9 Civil Defence Emergency Management Act 2002

Section	Description	Delegation
25	Power to declare a state of local emergency and the Power to declare a local transition period (after a declaration of a state of local emergency has been declared)	Mayor (or Deputy Mayor in the Mayor's absence) or Elected Member Nominated (in the absence of the Mayor and Deputy Mayor)
68, 71, 72	Power to declare, extend and terminate a state of local emergency.	Mayor (or Deputy Mayor in the Mayor's absence) or Elected Member Nominated (in the absence of the Mayor and Deputy Mayor)

22.10 Bank Accounts (refer delegations manual 4.7.4)

Description	Delegation
Authorised to operate Timaru District Council Mayor's Welfare accounts.	Any two of the following: Mayor, Deputy Mayor, Chief Financial Officer, Executive Support Manager

22.11 Submissions (refer delegations manual 6.27)

Description	Delegation
Submissions to central government and other external agencies where the content of the submission aligns with the responsibility of the committee. Submissions may be approved by the Chairperson and Deputy Chairperson where timeframes do not allow for approval by the Committee or Council.	Chairperson/Deputy Chairperson Mayor/Deputy Mayor

Chairperson People Performance and Appointments Committee

The following delegations have been specifically provided to the Chairperson of the People Performance and Appointments Committee through legislation, Council, Council's delegations manual, or this terms of reference document:

22.12 People Performance and Appointments Committee (refer 8.7)

Description	Delegation
To co-opt and appoint additional member in the event of a conflict or perceived conflict of interest.	Chairperson of People Performance and Appointments Committee (Mayor)

Chairperson Development and Growth Committee

The following delegations have been specifically provided to the Chairperson of the Development and Growth Committee through legislation, Council, Council's delegations manual, or this terms of reference document:

22.13 Resource Management Act 1991 (refer delegations manual 5.46)

Section	Description	Delegation
58I and 58J	Ability to amend each of its documents as directed by a national planning standard and take any action that is directed by a national planning standard, and to do so within the time specified.	Planning Manager in conjunction with the Chairperson of the Development and Growth Committee

22.14 Development and Growth Committee (refer 5.18)

Description	Delegation
The function of consulting with the Planning Manager on consent orders in respect of appeals against resource consents or plan changes.	Chairperson of Development and Growth Committee

Chairperson Community Funding Subcommittee

The following delegations have been specifically provided to the Chairperson of the Community Funding Subcommittee through legislation, Council, Council's delegations manual, or this terms of reference document:

22.15 Community Funding Subcommittee (refer 13.7)

Description	Delegation
To approve or decline requests for extensions to accountability timeframes, where such requests cannot reasonably be considered at a scheduled meeting of the Subcommittee*	Chairperson Community Funding Subcommittee

* Any decision made under this delegation must be reported back to the Community Funding Subcommittee.

Chief Executive

Council has delegated the following matters to the Chief Executive under clause 32 of Schedule 7 of the Local Government Act 2002:

22.16 Role of the Chief Executive:

22.16.1 The Chief Executive is responsible for:

- a. Implementing the decisions of the local authority.
- b. Providing advice to members of the local authority and to its community boards.
- c. Ensuring that all responsibilities, duties, and powers delegated to them, or to any person employed by the local authority, or imposed or conferred by an Act, regulation, or bylaw, are properly performed or exercised.
- d. Ensuring the effective and efficient management of the activities of the local authority.
- e. Maintaining systems to enable effective planning and accurate reporting of the financial and service performance of the local authority.
- f. Providing leadership for the staff of the local authority.
- g. Employing, on behalf of the local authority, the staff of the local authority (in accordance with any remuneration and employment policy).
- h. Negotiating the terms of employment of the staff of the local authority (in accordance with any remuneration and employment policy).

22.16.2 The Chief Executive is responsible for ensuring, as far as practicable, that the management structure of the local authority:

- i. Reflects and reinforces the separation of regulatory responsibilities and decision-making processes from other responsibilities and decision-making processes.
- j. Is capable of delivering adequate advice to the local authority to facilitate the explicit resolution of conflicting objectives.

22.17 Delegations by the Chief Executive

- 22.17.1 The Chief Executive may delegate to any other officer of the Council any of their powers except any power that the law requires the Chief Executive to exercise.
- 22.17.2 For the purpose of performing their duties, the Council delegates to the Chief Executive all of its responsibilities, duties and powers to act on any matter, subject to the restrictions (if any) set out in these terms of reference or Council resolution.
- 22.17.3 Delegations to the Chief Executive exclude any power, responsibility or duty that has been expressly retained by Council, or expressly delegated to a Community Board, Committee, Subcommittee (including an Officer Subcommittee) or Hearing Panel.
- 22.17.4 The Chief Executive may sub-delegate any of their responsibilities, duties, or powers except any power that the law requires the Chief Executive is to exercise.

22.18 Temporary Delegations

- 22.18.1 The Chief Executive may appoint Council officers in an acting role, so that that officer will then be charged with the duties associated with that acting role, and will receive the delegated powers, duties and responsibilities relevant to the position in which they are acting.

22.19 Power of Chief Executive to appoint enforcement officers and issue warrants

- 22.19.1 The Chief Executive has the power to appoint enforcement officers, authorised officer, authorising officers, and/or any other type of officers specified or defined in local government legislation that the Council must administer and/or enforce.
- 22.19.2 The Chief Executive has the power to issue warrants to staff and contractors/consultants carrying out Council business.
- 22.19.3 The form of the warrants issued to Council officers will be determined by decision of the Chief Executive from time to time.
- 22.19.4 A list of current warrants must be maintained for the Chief Executive by the Commercial and Strategy Group.
- 22.19.5 The Chief Executive will report to Council on any new or changed warrants on an annual basis.

Council has delegated the following matters to the chief executive under clause 32 of Schedule 7 of the Local Government Act 2002:

22.20 Civil Defence Emergency (refer delegations manual 4.6.1)

Description	Delegation
In the event of a Civil Defence Emergency, the Chief Executive, in consultation with the Mayor (or their representative) can approve unbudgeted expenditure up to \$2,000,000.	Chief Executive in conjunction with the Mayor (or their representative)

22.21 Terms of Reference Document Changes

Description	Delegation
To approve minor administrative updates to the Terms of Reference Document, with any changes to delegations to be reported back to Council for confirmation	Chief Executive in conjunction with the Mayor

23 Record of Amendments

23.1 Council assigns specific leadership responsibilities and delegated authorities to designated positions to ensure the efficient and effective conduct of Council business. These roles support governance, organisational leadership, statutory compliance, decision-making, and the implementation of Council's strategic direction.

Version	Date	Resolution	Summary of Amendments
1	26.05.2026		
	26.05.2026	2026/95	2.27: Amend lease threshold to be 10 years. Delegation to Mayor and Chief executive for approval to approve administrative updates to this document outside of Council.
	26.05.2026	2026/104	5.18/22.14: Delegation approval for consent orders for appeals against resource consents or plan change.
	30.06.2026	2026/119	22.15: Delegation approval to approve or decline extensions to funding accountability timeframes
	30.06.2026	2026/111	15: Approval of reduction in Local Arts Scheme Subcommittee meeting frequency
	21.07.2026	2026/133	21: Joint Shareholder Committee Membership Change
2			Published Terms of Reference Document