



COUNCIL MEETING

Commencing at 3pm

on

Tuesday 5 April 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 5 April 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

5 APRIL 2016

AGENDA

Item	Page	
1		Opening Prayer – Alan Cummins, Timaru Hospital Chaplain
2		Apology – Cllr Tony Brien
3		Public Forum
4		Identification of Urgent Business
5		Identification of Matters of a Minor Nature
6	1	Confirmation of Minutes – Council Meeting – 23 February 2016
7	7	Confirmation of Minutes – Council Budget Meeting – 15 March 2016
8	13	Schedule of Functions Attended by the Mayor and Deputy Mayor and Councillors
9	16	Schedule of Functions Attended by the Chief Executive
10	17	Contract Let by the Chief Executive Under Delegated Authority
11	18	2016/17 Annual Plan – Next Steps
12	21	Elected Member Additional Responsibilities and Remuneration
13	26	2016 Local Authority Elections - Order of Candidate Names
14	28	Statement of Proposal for Food Act 2014 Fees and Charges
15	41	Food Act Fees Joint Committee Agreement and Terms of Reference
16	47	Statement of Proposal for Resource Management Act Fees and Charges
17	57	Receipt of Community Board and Committee Minutes
18		Consideration of Urgent Business Items
19		Consideration of Minor Nature Matters
20		Public Forum Items Requiring Consideration
21	58	Exclusion of the Public
1	59	Confirmation of Minutes – Council Meeting – 23 February 2016
2	62	Readmittance of the Public

**TIMARU DISTRICT COUNCIL
FOR THE MEETING OF 5 APRIL 2016**

Report for Agenda Item No 6

**Prepared by Peter Nixon
Chief Executive**

Confirmation of Minutes – Council Meeting 23 February 2016

Minutes of the February Council meeting.

Recommendation

That the minutes of the Council meeting held on 23 February 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 23 FEBRUARY 2016 AT 3PM

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

APOLOGIES Clrs Steve Earnshaw and Pat Mulvey
Raewyn Hessel – Pleasant Point Community Board (for in attendance)
Jan Finlayson – Geraldine Community Board (for in attendance)

IN ATTENDANCE Noeline Clarke – Temuka Community Board (for public part of meeting)
Chief Executive (Peter Nixon), Group Manager District Services (Ashley Harper), Group Manager Community Services (Sharon Taylor), Corporate Planning Manager (Mark Low), Group Manager Regulatory Services (Chris English), Finance Manager (Adrian Hodgett)(for item 7), Council Secretary (Joanne Brownie)

OPENING PRAYER Wendy Sanson from the Salvation Army, offered a prayer for the work of the Council. The Mayor read a letter from the Prayer Roster Coordinator advising that the ministers appreciate the continued opportunity to open the Council meetings in prayer and thanking the Mayor and councillors for their welcome and support.

1 PUBLIC FORUM

Ian Geary – Water, Noise and Dust Issues at Washdyke

Mr Geary referred to ongoing problems he has had with two issues associated with his property at Washdyke.

Firstly, he is unhappy that he has had to spend a significant amount of money to comply with the water supply requirements in relation to a subdivision which he undertook some years ago. He is confused as to what water scheme he is on, having thought he was connected to the Timaru urban water supply but then being told he is connected to the Seadown supply. He intends to take his complaint to court.

Secondly in regard to the Rooney's shingle crushing operation next door to Mr Geary's property, he has ongoing issues with the amount of noise and dust the crushing machine creates. Mr Geary is of the view that it is not a permitted activity and therefore Rooney's should not be using the crushing machine. He referred to Fulton Hogan being required to desist from using a similar plant at levels quarry in the past due to the effect on the neighbouring properties.

Councillors asked questions from Mr Geary to clarify several points.

2 CONFIRMATION OF MINUTES COUNCIL MEETING 15 DECEMBER 2015

Proposed Clr Stevens
Seconded Clr Wills

“That the minutes of the Council meeting held on 15 December 2015, excluding the public excluded items, be confirmed as a true and correct record.”

MOTION CARRIED

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

Proposed Clr Jack
Seconded Clr Stevens

“That the report be received and noted.”

MOTION CARRIED

4 SCHEDULE OF FUNCTIONS ATTENDED BY THE CHIEF EXECUTIVE

Proposed Clr Wills
Seconded Clr Brien

“That the report be received and noted.”

MOTION CARRIED

5 CONTRACTS LET BY THE CHIEF EXECUTIVE UNDER DELEGATED AUTHORITY

Proposed Clr Stevens
Seconded Clr Tierney

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

Contract Number / Description	Number of Tenders	Price Range \$	Successful Tenderer and Price
Contract 2153 – Hally Terrace Rehabilitation	6	\$541,779.22 to \$717,007.18	Fulton Hogan Ltd \$541,779.22
Tenders were evaluated by the Lowest Price Conforming Tender Method			
Contract 2183 Pleasant Point Watermain Renewal	7	\$464,478.25 to \$733,704.27	Downer \$464,478.25
Tenders were evaluated by the Weighted Attribute Method			

All prices exclude GST.”

MOTION CARRIED

6 DELEGATIONS TO COMMITTEES – SPLIT VOTES

Council considered a report by the Chief Executive on split vote decisions at Standing Committee meetings, which are currently referred to Council for a final decision.

Proposed Clr Jack
Seconded Clr Stevens

“That the Council alters the delegations to the four Standing Committees by the removal of the condition requiring ‘*That the Committee will refer to Council for consideration any matters in respect of which there is reasonable disagreement by the Committee*’.”

MOTION CARRIED

7 FINANCIAL AND WORK PROGRAMME REPORT FOR THE PERIOD ENDED 31 DECEMBER 2015

The Council considered a report by the Finance Manager, Corporate Planning Manager and Corporate Planner outlining progress against Council’s work programme and financial results for the period ended 31 December 2015. Councillors asked a number of questions and sought clarification on certain items.

Proposed Clr Stevens
Seconded Clr Burt

“That the report be received and noted, and thanks be extended to the council officers who prepared the report.”

MOTION CARRIED

8 HALL OF FAME SELECTION COMMITTEE RECOMMENDATION - REVIEW GUIDELINES

The Council considered a recommendation from the Hall of Fame Selection Committee to add a clause to the guidelines.

Proposed Clr Wills
Seconded Clr Stevens

“That the Hall of Fame Guidelines be adopted with the additional clause ‘Nominations will not be reconsidered unless there is new information supplied in support of the nominee’.”

MOTION CARRIED

9 POLICY RECOMMENDATIONS – FRAUD AND CORRUPTION, CODE OF CONDUCT, STANDING ORDERS

The Council considered recommendations from the Policy and Development Committee meeting of 9 February 2016 recommending the adoption of the Fraud and Corruption policy, the Code of Conduct for Elected Members policy and amendments to Council’s Standing Orders.

Proposed Clr Tierney
Seconded Clr Brien

“That Council approves the Fraud and Corruption Control for Elected Members Policy, the Code of Conduct of Elected Members Policy and the amendments to Standing Orders recommended by the Policy and Development Committee.”

MOTION CARRIED UNANIMOUSLY

10 RECEIPT OF COMMITTEE MINUTES

Proposed the Mayor
Seconded Clr Jack

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

Local Arts Scheme Assessment Committee	7 December 2015
Policy and Development Committee	9 February 2016
Resource Planning and Regulation Committee	9 February 2016
District Services Committee	9 February 2016
Community Development Committee	9 February 2016.”

MOTION CARRIED

11 EXCLUSION OF THE PUBLIC

Proposed Clr Jack
Seconded Clr Lyon

“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:

Confirmation of Minutes

Property

Section 7(2)(j)

The withholding of the information is necessary to enable the local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)

Orari-Opihi-Pareora

Water Management

Committee Refreshment

Section 7(2)(a)

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

Confirmation of Minutes

Funding Applications

Section 7(2)(a)

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

Fraser Park Trust

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).”

MOTION CARRIED

12 READMITTANCE OF THE PUBLIC

Proposed Clr Jack
Seconded Clr Burt

“That the public be readmitted to the meeting.”

MOTION CARRIED

The meeting concluded at 4.05pm.

Chairperson

**TIMARU DISTRICT COUNCIL
FOR THE MEETING OF 5 APRIL 2016**

Report for Agenda Item No 7

**Prepared by Peter Nixon
 Chief Executive**

Confirmation of Minutes – Council Budget Meeting 15 March 2016

Minutes of the Council budget meeting.

Recommendation

That the minutes of the Council Budget meeting held on 15 March 2016, be confirmed as a true and correct record.

TIMARU DISTRICT COUNCIL

MINUTES OF THE BUDGET MEETING OF THE TIMARU DISTRICT COUNCIL HELD IN THE COUNCIL CHAMBER, DISTRICT COUNCIL BUILDING, KING GEORGE PLACE, TIMARU ON TUESDAY 15 MARCH 2016 AT 9AM

PRESENT Mayor Damon Odey (Chairperson), Clrs Tony Brien, Peter Burt (from 9.10am), David Jack, Richard Lyon, Pat Mulvey, Kerry Stevens, Tracy Tierney and Steve Wills

APOLOGIES Clr Steve Earnshaw

IN ATTENDANCE Chief Executive (Peter Nixon), Group Manager District Services (Ashley Harper), Group Manager Corporate Services (Tina Rogers), Group Manager Community Services (Sharon Taylor), Group Manager Regulatory Services (Chris English), Corporate Planning Manager (Mark Low), Environmental Health Manager (Paul Cooper)(for item 1), Council Secretary (Joanne Brownie)

Aoraki Development Board members – Brett King (Chairperson), Nicky Hyslop, Brian Rae and Mark Rogers – for the Aoraki Development item

OPENING PRAYER Marty Redhead from Trinity Presbyterian Church, offered a prayer for the work of the Council.

1 FOOD ACT 2014 – COST RECOVERY FOR TIMARU DISTRICT COUNCIL AND PROPOSED INCREASE FOR FOOD AND HYGIENE REGULATIONS FEES

The Council considered reports by the Environmental Services Manager explaining some of the implications of the new Food Act and outlining the background to a proposed fee increase for food premises in the Timaru District.

Clr Burt joined the meeting.

a Proposed Clr Mulvey
Seconded Clr Tierney

“That Council supports the approach taken and approves the draft Statement of Proposal for adoption of the final document at the Council meeting on 5 April 2016 and;

That Council appoints Clr Peter Burt and Clr Tony Brien to the Joint Committee for Setting Food Fees and Charges.”

MOTION CARRIED

b Proposed Clr Jack
Seconded Clr Mulvey

“That fees for food premises registered under Food Act 1981, Health (Registration of Premises) Regulations 1966 and the Food Hygiene Regulations 1974, are increased on 1 July 2016 to:

- Class A - High Risk Premises - \$375.00
- Class B - Low Risk Premises - \$256.25.”

MOTION CARRIED

2 TIMARU AIRPORT FACILITIES ENHANCEMENT

The Council considered a report by the Group Manager District Services on the scope, scale, cost and revenues associated with the Timaru Airport Facilities Enhancement. The GM District Services further explained the details around the proposed changes and the background to how the estimated upgrading costs were calculated. A barrier arm control mechanism is proposed for the carpark, rather than a pay and display system as the barrier arm will be more efficient and overcomes such difficulties as delayed flights, and chasing up unpaid parking fees.

Some concern was expressed that the estimated costs have increased since the Council initially approved the project in December 2015 and Air NZ has not yet confirmed its requirements nor signed an agreement. However the meeting was advised that no physical work will be undertaken until an agreement with Air NZ has been reached. Timaru was fortunate to retain a regional air service when last year Air NZ discontinued services to some provincial centres. It is important to support the new service for the economic and social benefit of our district and there will be opportunity to capitalise on Air NZ’s investment in the promotion of whats on in our District and being able to encourage people to fly to Timaru.

Proposed Clr Mulvey
Seconded Clr Wills

- 1 “That \$725,000 be included in the Budget for the airport terminal upgrade.
- 2 That \$575,000 be included in the Budget for the carpark upgrade.
- 3 That carparking charging commence with an annual revenue projection of \$106,000.
- 4 That design and documentation for the approved enhancements be prepared in early 2016.
- 5 That physical work commence from 1 July 2016, subject to satisfactory agreement with Air NZ.”

MOTION CARRIED

3 PROPOSED ANNUAL PLAN AND BUDGET FOR THE PERIOD 1 JULY 2016 TO 30 JUNE 2017

The Council considered the draft budget and fees and charges for the 1 July 2016 to 30 June 2017 year and the covering report by the Group Manager Corporate Services and Corporate Planning Manager. The Corporate Planning Manager explained that changes in legislation allow Councils more flexibility

around Annual Plans, with public consultation required only if there are any significant or material changes to the Long Term Plan. At this stage it is proposed not to consult on the Annual Plan as there are no significant or material changes to the LTP. Council agreed with the suggested information sharing approach outlined in the report, as in depth consultation took place last year as part of the LTP and further consultation would place unnecessary cost on ratepayers without adding value.

Council went through the draft budget document and a number of questions were asked and issues clarified.

Otipua Wetland

Council considered a recommendation from the Community Development Committee of 9 February for \$30,000 per annum to be put in the Budget for routine maintenance of the Otipua Wetlands, subject to support from other interested parties. ECan has offered \$10,000 as a contribution to the project and the Mayor advised he will speak to ECan regarding ongoing financial support for the wetlands. It was noted that the Otipua Wetlands Trust still wants to be involved, especially around projects.

Proposed Clr Mulvey
Seconded Clr Wills

- a “That \$20,000 be included in the Budget for the Otipua Wetland on the basis that a \$10,000 contribution is provided by ECan.
- b That \$20,000 be included in the Budget on an annual basis for routine maintenance acknowledging the wetlands is now Council land.
- c That a co-funding arrangement be progressed for the future.”

MOTION CARRIED

Aoraki Development

The Council considered the draft budget and Statement of Intent for Aoraki Development for 2016/17. The budget had been presented to those councillors who were able to meet with Aoraki Development on 11 March. Reference was made to the significant changes to the structure arising from Council’s new Economic Development strategy, which has resulted in the Chamber of Commerce and the tourism function being separated from Aoraki Development’s operation. Council acknowledged it will need to provide some operational funding for Aoraki Development for its office space, Chief Executive, vehicle and support staff.

Aoraki Development Board members joined the meeting to speak to its draft budget and Statement of Intent, noting that the paper presented reflects as closely as possible, the new TDC Economic Development Strategy. AD’S Chairperson advised that it has prepared a sound operational budget for achieving a limited scope of work. AD is aware that there is additional funding in Council’s economic development account if there is a specific project. In this situation AD would bring a business case to Council for consideration. The current AD Chief Executive will be leaving on 9 May and Aoraki Development is currently recruiting for a replacement. The Mayor reinforced that the new Chief Executive will need to be fully engaged with Council and other key organisations in the district. The meeting noted the importance of agreed measurable Key

Performance Indicators so that AD (and Council) knows how well AD has achieved its aims.

Aoraki Development representatives retired from the meeting.

Further consideration was given to the Aoraki Development budget, with it being noted that previously Council paid ADBT for both economic development and tourism plus \$26,000pa for events.

Proposed Clr Tierney
Seconded Clr Lyon

“That \$530,000 be allocated to Aoraki Development and \$50,000 be allocated for promotions/tourism.”

MOTION CARRIED

Rural Sector

Reference was made to the impact on the rural sector of the changes in the rate differentials. A suggestion was made that Council could lessen the rate burden on this area of the community if possible. With Timaru District Holdings Ltd benefitting from the current buoyant economy and its property portfolio investment, an opportunity may be available to use additional dividends to TDHL to offset rates, while still continuing to reduce debt.

It was noted that both the Temuka and Geraldine Community Boards had expressed concern at the impact of the change in differentials on rural ratepayers, particularly given the recent low dairy payout announcement. There was general support for softening the impact if possible, noting that some debt has already been retired, and what is proposed will be applied across the whole ratepayer base.

Proposed Clr Lyon
Seconded Clr Mulvey

“That \$200,000 from TDHL dividends be applied to rates.”

MOTION CARRIED

Overall Resolutions

a Proposed Clr Tierney
Seconded Clr Stevens

“That Council notes the proposed 2016/17 Annual Plan and Budget.”

MOTION CARRIED

b Proposed Clr Jack
Seconded Clr Wills

“That Council notes its earlier decision to fund Aoraki Development \$500,000 and apply \$50,000 to promotions.”

MOTION CARRIED

- c Proposed Clr Tierney
Seconded Clr Lyon

“That the comments from the Temuka, Pleasant Point and Geraldine Community Boards be noted.”

MOTION CARRIED

- d Proposed Clr Stevens
Seconded Clr Wills

- 1 “That the changes to the Annual Plan process and consultation provisions be noted.
- 2 That the proposed notification/information sharing approach for the 2016/17 Annual Plan be confirmed, and the Annual Plan not be consulted on.”

MOTION CARRIED

The meeting concluded at 3pm.

Chairperson

TIMARU DISTRICT COUNCIL
FOR THE MEETING OF 5 APRIL 2016

Report for Agenda Item No 8

Prepared by Peter Nixon
Chief Executive

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

Functions Attended by the Mayor

- 2 February* Attended Women's Refuge Annual General Meeting
Met with the Mayor and Chief Executive of Waitaki District Council
- 3 February* Attended Business After 5 function at Aorangi Park
Took part in powhiri for World Bike Polo Championships
- 4 February* Chaired TDHL Board meeting
- 9 February* Attended Standing Committee meetings
- 10 February* Attended Canterbury Regional Transport Committee meeting
Attended digital connectivity meeting
- 11 February* Attended Health and Safety presentation
- 16 February* Met with communications consultant
Attended communications strategy meeting
- 17 February* Judged signage competition in Geraldine
Attended meeting of Education South Canterbury to discuss
international education in the region
- 18 February* Attended Mayoral Forum in Oamaru
Attended District Licensing Committee meeting
- 23 February* Conducted citizenship ceremony
Chaired Council meeting
Attended Economic Transition Working Group meeting
- 24 February* Welcomed international students to the District
Attended presentation by Forsyth Barr
Attended PrimePort Board dinner
- 25 February* Attended PrimePort Timaru Ltd board meeting
Attended District Licensing Committee meeting
Attended Canterbury Mayoral Forum dinner in Christchurch

- 26 February* Attended Mayoral Forum in Christchurch
Attended Civil Defence Emergency Management Joint Committee meeting
- 1 March* Attended Balance Agri-Nutrients opening at Washdyke
Attended RMA Amendment Act workshop
Attended Geraldine Visitor Signs Design Competition Awards Presentation
- 2 March* Opened Elloughton Gardens redevelopment
Met with Aoraki Migrant Centre Coordinator
Attended Sister Cities Committee meeting
- 4 March* Attended Air New Zealand Regional Mayoral Forum in Auckland
- 8 March* Spoke to Temuka Probus group
- 14 March* Met with MP Jo Goodhew
Attended opening of new Timaru Community Corrections building
Met with Town and Country Club and Highfield Golf Club representatives
- 15 March* Chaired Council Budget meeting
- 16 March* Met with CPIT representative
Met with CPIT and Eniwa University representatives
Welcomed Eniwa exchange students
- 17 March* Met with Timaru Herald representatives
Attended Library Conference Opening
- 18 March* Attended Variety Bash Presentations
- 21 March* Attended District Town Centre Study workshop
- 22 March* Attended Standing Committee meetings
Attended Council/TDHL workshop
Chaired TDHL meeting
- 23 March* Met with Waitaki Tourism representative
Presented new mobility scooter to 'Scooterman'
Attended Youth Initiatives Committee meeting
PrimePort Timaru Ltd teleconference

In addition to the above duties I met with 7 members of the public on matters of concern to them

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

- 1 February* Attended Orari-Temuka-Opihi-Pareora Water Zone Committee meeting in Geraldine
- 15 February* Hosted Whakatane District Council representatives on a

	wastewater treatment fact-finding visit
<i>20 February</i>	Opened National Dahlia Society of NZ exhibition
<i>25 February</i>	Attended opening of new mozzarella plant at Clandeboye Attended opening of Holcim facility
<i>6 March</i>	Opened Children's Day at Caroline Bay Presented prizes at Pleasant Point Golf Club Tournament
<i>7 March</i>	Attended Orari-Temuka-Opihi-Pareora Water Zone Committee meeting in Pleasant Point and field trip to Pareora
<i>19-20 March</i>	Attended Trustpower Awards in Dunedin
<i>27 March</i>	Opened Country Music Awards

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

<i>14 February</i>	Clr Mulvey opened St Johns new building in Temuka
<i>27 March</i>	Clr Wills was a judge at the Morris Minor convention

Recommendation

That the report be received and noted.

TIMARU DISTRICT COUNCIL
FOR THE MEETING OF 5 APRIL 2016

Report for Agenda Item No 9

Prepared by Peter Nixon
Chief Executive

Schedule of Functions Attended by the Chief Executive

Functions Attended by the Chief Executive

<i>3 February</i>	Met with Chief Executive Aoraki Polytechnic
<i>4 February</i>	Attended TDHL Board meeting
<i>9 February</i>	Attended Standing Committees
<i>11 February</i>	Attended Health and Safety presentation
<i>15 February</i>	Attended Chief Executive forum Attended Civil Defence Emergency Management meeting
<i>16 February</i>	Met with Communications consultant Attended communications strategy meeting
<i>19 February</i>	Attended SC Museum exhibition opening
<i>23 February</i>	Attended citizenship ceremony Attended Council meeting Attended Economic Development Transition Group meeting
<i>14 March</i>	Met with Town and Country Club and Highfield Golf Club representatives
<i>15 March</i>	Attended Council Budget meeting
<i>16 March</i>	Attended LGNZ Sector workshop on Local Government Excellence Programme
<i>17 March</i>	Met with Timaru Herald representatives
<i>21 March</i>	Attended District Town Centre Study workshop
<i>22 March</i>	Attended Standing Committee meetings Attended Council/TDHL workshop Chaired TDHL meeting

Recommendation

That the report be received and noted.

TIMARU DISTRICT COUNCIL
FOR THE MEETING OF 5 APRIL 2016

Report for Agenda Item No 10

Prepared by Peter Nixon
Chief Executive

Contract Let by the Chief Executive Under Delegated Authority

Recommendation

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

Contract Number / Description	Number of Tenders	Price Range \$	Successful Tenderer and Price
Contract 2158 – Hillview Crescent Timaru, Kerb and Channel Renewal	6	\$193,601.82 to \$510,845.00	Paul Smith Earthmoving 2002 Ltd \$193,601.82

Tenders were evaluated by the Lowest Price Conforming Tender Method

All prices exclude GST

TIMARU DISTRICT COUNCIL
FOR THE MEETING OF 5 APRIL 2016

Report for Agenda Item No 11

Prepared by **Mark Low**
 Corporate Planning Manager

2016/17 Annual Plan – Next Steps

Purpose of Report

The purpose of this report is to outline next steps relating to the Annual Plan 2016/17.

Background

Council is required to prepare an Annual Plan for the 2016/17 year. This is founded on Year Two of the 2015-2025 LTP (adopted by Council in June 2015) and essentially represents a 'fine tuning' of this year. The Plan includes the reviewed budget and work programme proposed for the 2016/17 financial year. The next Long Term Plan will be prepared for the ten years beginning 1 July 2018.

Changes to the Local Government Act 2002 in 2014 mean that the Council's approach to preparing and consulting on an Annual Plan has changed. The new Annual Plan process is not about re-litigating issues already decided in the LTP. The legislative changes mean that:

- There is no requirement to prepare information that duplicates the LTP content. As such, the Annual Plan is an exceptions based document and the Annual Plan 2016/17 content is reduced.
- A Council is not required to prepare a "Draft Annual Plan" or Draft Annual Plan Summary.
- Consultation on an Annual Plan is not required unless the differences to the LTP are 'significant' or 'material' or the Council chooses to. The Annual Plan is not required to go through a formal Special Consultative Procedure as previously carried out. If consultation is carried out, it must give effect to the consultation principles under the LGA (S82).
- Where consultation occurs, a Consultation Document (CD) must be prepared. The focus of the CD can only be around the 'significant' and 'material' changes between the 2016/17 year in the LTP 2015-25 and the Annual Plan 2016/17.

Council considered the proposed Annual Plan and Budget 2016/17 on 15 March. At that meeting:

- The proposed budget was approved, with some changes/additions as listed below:
 - Confirmation of Airport upgrade funding for terminal and carpark funding
 - Additional funding of \$20k for Otipua Wetlands maintenance and development (+\$10k to be provided from Environment Canterbury for 2016/17)
 - Additional funding of \$20k for Aoraki Development bringing their funding to \$530k. \$50k of previous funding amount in the budget was allocated to tourism.

- TDHL additional dividend of \$200k to be applied against rates
- All other budgets/fees approved as drafted
- It was agreed that as there are no significant or material changes to Year Two of the LTP, the 2016/17 Annual Plan will not be consulted on, as allowable under the provisions of LGA Section 95:2a.
- It was agreed to notify and share information, outlining the Annual Plan 2016/17 major projects, changes, the rates impact and summary financial information to the wider community.

As a result of these changes, the overall rate increase is 1.54% (*LTP: 5.33%*), with primary drivers for the reduced rate increase being:

- Careful review of all expenditure
- Inflation component below that forecast
- Interest rates reduced
- Roading contracts finalised
- Some amended timing of capital expenditure resulting in lower interest and depreciation costs
- Increased dividend payout.

Next Steps

A draft information brochure outlining the Annual Plan has been prepared and will be sent to Councillors separately. This will be distributed with *The Courier* community newspaper on 14 April. This information will also be available on the Council's website. Stakeholders will be written to outlining the Annual Plan process for this year and directing them to related information.

Steps for the remainder of the process through to the adoption of the Annual Plan 2016/17 are:

- | | |
|---------------------|--|
| 14 April | Annual Plan 2016/17 Information brochure distributed via The Courier and Council website |
| April - June | Prepare final Annual Plan document |
| 21 June | Annual Plan 2016/17 distributed to Council |
| 28 June | Annual Plan 2016/17 and Rates Resolution adopted. |

Food Act Fees and RMA Fees Consultations

As outlined elsewhere in this agenda, the Food Act Fees and RMA Fees are subject to separate consultation processes under respective legislation. This requires use of the Special Consultative Procedure under Section 83 of the LGA 2002. Food Act Fees will be consulted on jointly with Mackenzie and Waimate District Councils. Submissions for these processes open on 14 April and close on 16 May.

Options

Section 95 of the Local Government Act 2002 requires the Council to prepare and adopt an annual plan for each financial year.

Identification of Relevant Legislation, Council Policy and Plans

Local Government Act 2002

Timaru District Long Term Plan 2015-25

Assessment of Significance

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

Consultation

Community consultation carried out in preparing the Annual Plan has included pre-consultation with community boards on projects in their communities and related information.

Extensive consultation occurred on the 2015-25 Long Term Plan, including the 2016/17 (Year Two) year of the plan. The Council considered all feedback and adopted the plan in June 2015.

Any feedback received on the Annual Plan 2016/17 information will be directed to assist with future annual and long term plans.

Other Considerations

There are no other considerations.

Funding Implications

There are no funding implications above the existing Annual Plan budget.

Conclusion

Changes to the LGA 2002 have enabled a new approach to the preparation and engagement on the Annual Plan 2016/17. This year, the plan will not be consulted on, but information about the plan will be distributed across the district. The Annual Plan will be adopted in June.

Recommendations

- (a) That this report be received and noted.**
- (b) That the Group Manager Corporate Services be delegated authority to make changes to the Annual Plan 2016/17 Information brochure based on Council's consideration.**
- (c) That the Annual Plan 2016/17 Information brochure be approved for public release.**

TIMARU DISTRICT COUNCIL
FOR THE MEETING OF 5 APRIL 2016

Report for Agenda Item No 12

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

Elected Member Additional Responsibilities and Remuneration (File C5/23)

Purpose of Report

This report is to enable the Council to consider elected member additional responsibilities and remuneration for the 2016/17 year.

Background

The Remuneration Authority has set base salaries for all elected members of local authorities including community boards.

For Timaru District Council the salaries have been set at:

	Current Remuneration	Proposed remuneration 2016/17
Mayor	\$112,200 (including vehicle)	\$115,005 (including vehicle)
Councillors (Base fee)	\$32,400	\$33,210
Deputy Mayor	\$45,230	Recommendation to be made to Remuneration Authority
Committee Chairperson	\$40,120	
Deputy Committee Chairperson	\$33,595	
Geraldine Community Board	\$5,100	\$5,228
Geraldine Community Board Chairperson	\$10,200	\$10,455
Pleasant Point Community Board	\$4,000	\$4,100
Temuka Community Board	\$5,200	\$5,330

The Mayor's salary is reduced if a car is provided by the Council to the Mayor which is available for private usage.

Community Board chairmen, who are not Councillors, receive twice the salary of a community board member provided that confirmation of additional roles is provided. Currently this only applies to the Geraldine Community Board. Application to the Remuneration Authority can be made for additional responsibilities if considered appropriate. No additional payments have been sought previously.

Councillors can also receive extra pay for positions of additional responsibility (including deputy mayor) and taking on significant extra duties during a District Plan process. A pool equivalent to 2.0 times of one base councillor salary (\$66,420 for Timaru District Council) is available to provide additional pay for those that take on additional responsibilities or duties. Previously this pool was 1.5 times the base councillor salary (\$44,700 in 2013).

The Remuneration Authority has identified the commonly required roles of deputy mayor and committee chairperson as positions of additional responsibility that can be recognised. The Authority requires information relating to the significant extra workload and/or responsibility required on an on-going basis to carry out such positions. Information regarding the responsibilities that currently occur for Timaru District Council councillors, as has previously been provided to the Remuneration Authority, is attached in Appendix 1.

Previously the Remuneration Authority has limited the additional remuneration applicable to the Deputy Mayor and Committee Chairpersons to be 40% and 25% respectively. These restrictions have now been removed.

A council is not required to distribute the entire pool. Any unspent funds cannot be carried over to the next financial year, with the exception of funds for additional duties to support the District Plan process. Prior approval for that carryover must be sought from the Remuneration Authority.

The Council needs to consider the additional responsibilities undertaken by Councillors and how the pool of up to \$66,420 might be distributed for these additional responsibilities subsequent to the election. Currently the additional payments from the pool total \$48,490 and are made up from:

Deputy Mayor	\$12,830	40%	
Committee Chairs (x4)	\$ 7,720	24%	(\$30,880 total)
Deputy Chairs (x4)	\$ 1,195	4%	(\$ 4,780 total).

Options

The Council needs to consider the additional responsibilities as drafted in Appendix 1. These need to be confirmed or amended as necessary.

The options available are to allocate the pool in any manner and make a recommendation to the Remuneration Authority.

Identification of Relevant Legislation

Local Government Act 2002, Remuneration Authority Act 1977

Assessment of Significance

This matter is not deemed significant in terms of the Council's Significance and Engagement Policy.

Consultation

No consultation has occurred on this matter.

Other Considerations

A recommendation to the Remuneration Authority is required by 16 May 2016 so that the Remuneration can issue their determination prior to 1 July 2016.

The Remuneration Authority is also undertaking further work regarding payments for elected members participating in district planning hearing processes but this will not be addressed until the 2017/18 determination.

Funding Implications

The remuneration is provided for in Council's budget based on the previous amount of the pool. If the pool was fully utilised this would result in a small over expenditure.

Recommendations

- 1. That the Council considers the additional responsibilities in Appendix 1 and makes a recommendation to the Remuneration Authority.**
- 2. That the Council considers the options for distributing the pool of up to \$66,420 for the 2016/17 year to reflect additional responsibilities and makes a recommendation to the Remuneration Authority.**

Appendix 1

Timaru District Council positions of additional responsibilities

Committee Chair (CC)

Responsibilities in addition to those of a councillor:

- Chairing meetings of the committees in the areas of council activity and business within their area of responsibility
- Representing the council to a high standard in the areas of council activity and business within their area of responsibility, recognising that conduct in the role of CC reflects on council as a whole
- Promoting and supporting good governance by the council
- Developing a clear understanding of the terms of reference of their committees, and of the scope and range of the specific areas of council activities and business within their area of responsibility to allow them to carry out their role as CC
- Ensuring sufficient familiarity with council Standing Orders and procedures to be able to chair council committee meetings and any other sessions of council for which they have responsibility
- Undertaking sufficient preparation before meetings they are chairing to effectively carry out their role as CC
- Ensuring any meetings they chair act within the powers delegated by the council as set out in the council Delegation Manual
- Managing the progress of business during meetings, including ensuring adherence to the council Code of Conduct, Standing Orders and any other statutory obligations and requirements
- Ensuring that all meeting participants have an opportunity to make an appropriate contribution within the bounds of Standing Orders and due process
- Maintaining and ensuring due order and decorum throughout meetings they chair
- Commenting to the media (or other agencies) as the council spokesperson on issues arising that pertain to their committee or that are on the agenda in the areas of council activity and business within their area of responsibility, but only if delegated to do so by council
- Liaising with appropriate council staff in respect of the areas of council activity and business within the CC area of responsibility
- Providing political leadership in building a political consensus around council issues in the areas of council activity and business that are within their area of responsibility
- Recognising and contributing to issues that cut across specific areas of council activity and business within the CC area of responsibility
- Working closely with other elected members of council to ensure smooth council decision-making
- Keeping abreast of all issues concerning council activity and business within their area of responsibility.
- Member of the Industrial Relations Subcommittee.

Deputy Mayor

Responsibilities in addition to those of a councillor:

- Supporting the Mayor in his/her role and deputising for him/her in his/her absence
- Keeping abreast of all issues facing council, to allow for relative ease when deputising for the Mayor, should that need arise
- Representing the council to a high standard, recognising that conduct in the role of Deputy Mayor reflects on council as a whole
- Representing the council in a strong, competent and articulate manner in the council area and to any external agencies or groups
- Ensuring sufficient familiarity with council Standing Orders and procedures to be able to deputise competently for the Mayor in chairing council meetings and other sessions of council
- Representing the council in various local, regional and/or national settings, both formal and informal, as appropriate
- Working closely with other elected members of council to ensure smooth council decision-making
- Ensuring sufficient familiarity with the processes and procedures of various civic functions to be able to correctly follow the obligations of such civic functions in the event of deputising for the Mayor, should that need arise.
- Member of the Industrial Relations Subcommittee.

Deputy Committee Chairperson (DCC)

Responsibilities in addition to those of a councillor:

- Act in the absence of the Chair
- Chair at least one committee meeting each year
- Work closely with, and support the Committee Chairperson
- Undertake training as necessary to develop their knowledge of the committee portfolio and the ability to step into the role as necessary
- Ensuring sufficient familiarity with council Standing Orders and procedures to be able to chair council committee meetings and any other sessions of council for which they have responsibility
- Undertaking sufficient preparation before meetings they are chairing to effectively carry out their role as CC
- Ensuring any meetings they chair act within the powers delegated by the council as set out in the council Delegation Manual
- Managing the progress of business during meetings, including ensuring adherence to the council Code of Conduct, Standing Orders and any other statutory obligations and requirements
- Ensuring that all meeting participants have an opportunity to make an appropriate contribution within the bounds of Standing Orders and due process
- Maintaining and ensuring due order and decorum throughout meetings they chair
- Working closely with other elected members of council to ensure smooth council decision-making
- Keeping abreast of all issues concerning council activity and business within their area of responsibility.

TIMARU DISTRICT COUNCIL
FOR THE MEETING OF 5 APRIL 2016

Report for Agenda Item No 13

Prepared by **Mark Low**
 Electoral Officer

2016 Local Authority Elections - Order of Candidate Names

Purpose of Report

The purpose of this report is to seek a decision on the order in which the candidates' names are to be shown on the voting documents for the 2016 Local Authority Elections for the Timaru District Council.

Background

Clause 31 of the Local Electoral Regulations 2001 allows the Council to resolve whether the names of candidates are to be arranged on voting documents in:

- alphabetical order of surname; or
- pseudo-random order; or
- random order.

Where a resolution is to be made, it must be made by 30 June. Where a resolution is not made approving one of these options, the Local Electoral Regulations require that candidates' names are in alphabetical order of surname.

Options

Council has three options to decide from:

Option 1 – Alphabetical Order of Surname

This is simply listing candidates' names alphabetically by surname.

Option 2 – Pseudo-Random Order (i.e. one randomised order for all voting documents)

Candidates' surnames are randomly selected and the order selected is the order appearing in all voting documents relevant to that issue. The names are randomly selected by a method such as drawing out of a container.

If a local authority has determined that pseudo-random order is to be used, the Electoral Officer must state, in the public notice required to be given, the date, time and place at which the order of the candidates' names will be arranged. Any person is then entitled to attend while the arrangement is in progress.

Option 3 – Random Order (i.e. all voting documents have a different order)

This is where all candidate surnames are randomly selected by using computer software and the order of surnames is different on each voting document.

In 2013 Option 3 – Random Order was adopted (all voting documents have a different order).

Identification of relevant legislation, Council policy and plans

Local Electoral Act 2001

Local Electoral Regulations 2001

Assessment of Significance and Engagement

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

Consultation

Consultation is not required on this matter. The decision is a resolution of Council.

Other Considerations

Environment Canterbury and the Geraldine Licensing Trust have resolved on random order for their section of the voting documents. The South Canterbury District Health Board is yet to decide.

Funding Implications

The cost of any decision made by the Council will not have a significant effect in conducting the Election.

Conclusion

For every triennial election, Council has the option to choose the order in which candidate's names are to be shown on the voting document. Where no resolution is made, alphabetical order of surnames will be used.

Recommendation

That the Council considers this report and resolves accordingly.

TIMARU DISTRICT COUNCIL
FOR THE MEETING OF 5 APRIL 2016

Report for Agenda Item No 14

Prepared by **Mark Low**
 Corporate Planning Manager

Statement of Proposal for Food Act 2014 Fees and Charges

Purpose of Report

The purpose of this report is to adopt the Statement of Proposal for Fees and Charges under the Food Act 2014 for public consultation.

Background

The Food Act 2014 came into force on 1 March 2016 replacing the Food Act 1981 and the Food Hygiene Regulations 1974. The new Act changes the way food premises operate and are regulated. The Act provides Council with the ability to fix fees and recover the direct and indirect cost of its functions under the new Act.

Council has previously agreed that there be a joint consultation process with the Waimate and Mackenzie District Councils, and that a Joint Committee comprising two elected members from each Council will consider submissions and make recommendations to each Council on the fees and charges. A separate report establishing this committee is included in the agenda.

Options

Section 205 (2) of the Food Act requires Council to use the special consultative procedure in Section 83 of the Local Government Act 2002 to set these fees and charges.

Adoption of the Statement of Proposal regarding the proposed fees and charges and release for consultation is a necessary and legally required part of the process to get to the point of adoption of the final fees.

Identification of Relevant Legislation, Council Policy and Plans

Food Act 2014
Local Government Act 2002

Assessment of Significance

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

Consultation

Consultation on the Statement of Proposal will include:

- A summary of the proposal delivered via the *Courier* on Thursday 14 April to all Timaru District residents. The summary will also appear in local Waimate and McKenzie newspapers.
- Document mailout to all registered food premises
- Availability through the Council offices, libraries and website.

Key dates for the consultation process are:

14 April	Statement of Proposal released for consultation and submissions open
16 May	Submissions close
Week of 30 May	Joint Committee hearings on Statement of Proposal and final decisions made (<i>days as required, hearing date to be confirmed following close of submissions</i>)
28 June	Food Act 2014 fees and charges adopted

Other Considerations

There are no other considerations.

Funding Implications

Consultation on this matter has been budgeted for.

Conclusion

Council is required to use the Special Consultative procedure to provide the public with the opportunity to make submissions and offer feedback on the proposed fees and charges.

Recommendations

- 1 That this report be received.
- 2 That the **Statement of Proposal and Summary for the proposed Food Act 2014 Fees and Charges be adopted for public release and submissions be invited in accordance with sections 83 of the Local Government Act 2002.**

Statement of Proposal Fees and Charges under the Food Act 2014

Let us know what you think about the proposed fees under the Food Act 2014

Contents —

1. The Food Act 2014 – A New Approach
2. Fees under the Food Act 2014
3. Proposed fees
4. Reasons for the proposed fees
5. Options to be considered
6. Have your say

Purpose of this Statement of Proposal

This statement of proposal has been prepared as part of consultation regarding the proposed fees to be charged under the Food Act 2014.

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.

This statement of proposal has been prepared in accordance with the requirements of section 83 of the Local Government Act 2002. It includes making publicly available—

- The proposed fees and the rationale behind them;
- Other reasonably practicable options; and
- A description of the consultation and submission process, including the period within which views on the proposal may be provided.

1 The Food Act 2014 - A New Approach

The Food Act 2014 came into force on 1 March 2016 replacing the Food Act 1981 and the Food Hygiene Regulations 1974.

The new Food Act 2014 (the Act) has resulted in changes to the way food premises operate and are regulated.

The central feature of the new Act is that businesses will be regulated according to the level of food safety risk that their food presents to the public. The new law recognises that each business is different, as opposed to the old Food Act 1981 and its one size-fits-all approach to food safety.

Food providers involved in higher risk activities will operate under a Food Control Plan (FCP), whereas those involved in lower risk activities, like selling pre-packaged goods or growing vegetables, will operate under a National Programme (NP).

Under the new Act lower risk businesses and providers have fewer requirements and costs. In addition providers who operate under a FCP and demonstrate consistent and effective compliance with the Act are also able to incur lower costs through reduced audit frequency.

Existing food premises operating under the Food Hygiene Regulations 1974 have a three year transition period from March 2016 to March 2019 to move to FCP's. New food premises must operate under a FCP from 1 March 2016.

Council currently charges fees under the Food Hygiene Regulations 1974 to recover the costs of environmental health functions for food premises. The Council is now proposing to set fees to recover the costs of carrying out its functions under the new Act.

Council's roles in the food sector under the Food Act 2014

Registration	Assessing applications for registration or variation of food control plans and applications for registration of national programmes.
Verification	Auditing ongoing compliance with the requirements of the Act and risk-based measures and the applicability and effectiveness of risk-based measures to a food business.
Compliance	Investigating complaints and instigating appropriate corrective and preventative actions for non-compliance.
Monitoring	Monitoring compliance with the requirements of the Act.

2

Fees under the Food Act 2014

The Act provides the Council with the ability to fix fees to recover the direct and indirect costs of its functions under the new Act.

There are a range of methods available to Council for recovering costs including—

- Fixed fees or charges
- Fees or charges based on a scale or formula or an hourly or unit basis
- Fees or charges for actual and reasonable costs
- Estimated fees or charges paid before the provision of service and further payment or refund after the provision of the service
- Refundable or non-refundable deposits
- Fees or charges imposed on users of services or third parties

3

Proposed fees

Council is proposing a mix of fixed fees and fees based on an hourly rate.

Fixed fees are proposed for services like registration where the process has very few variables. The benefit of a fixed fee is that it gives business owners certainty regarding how much a service will cost.

In other instances there is likely to be more variability in the costs for the services provided, and hourly rate charge is considered more appropriate.

For example an hourly rate is being proposed for Food Control Plan audit close outs that take longer than 15 minutes. It means those businesses that require more follow up due to non-compliance are charged directly, rather than compliant businesses having to share this cost.

This approach also provides an incentive for businesses to reduce verification costs.

The proposed fees are detailed in the table below

(1) New Registration	
FCP – single site	\$150 fixed fee plus \$150 per hour after the first hour
FCP – multi site	\$225 fixed fee plus \$150 per hour after the first hour
NP	\$150 fixed fee plus \$150 per hour after the first hour
Consultancy (optional) - new business set up assistance/pre opening 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
FCP – multi site audit	\$300 fixed fee plus \$150 per 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

Notes:

GST - All proposed fees include GST

FCP - Food Control Plan

FCP Audit – this will include 15 minutes of staff time for any follow ups.

FCP Audit Close out over 15 minutes – this applies where non - compliance and follow up matters take longer than 15 minutes

Multi Site – More than 1 site owned by the same operator, with 1 Food Control Plan

NP - National Programme

Payment of Fees and Charges – Payment of registration fees is upon application and any other fees are payable with 20 days from invoice date

Travel Charges – A fixed travel charge has been calculated for each District Council area (zone). This applies per zone per visit.

Explanation of how the proposed fees apply

(1) & (2) New Registration and Registration Renewals

The proposed fee for new or renewal registration is a fixed charge for the cost of the administration process to check and lodge the information and produce documentation.

If further time (more than 1 hour) is required to complete a new registration, this will be charged at a rate of \$150 per hour.

New businesses can request consultancy assistance at an hourly rate of \$150.

A mentoring service for assistance with food control plans or national programmes is available for those businesses requiring assistance. A fixed fee of \$300 is proposed for this service.

(3) Compliance and Monitoring fees

It is proposed that an annual fixed fee be charged to all food premises that have a Food Control Plan, and a 2 yearly fixed fee for those with a National Programme.

This fee covers Council's responsibility to monitor compliance on matters such as food labelling, surveillance, data collection, sampling and testing and meeting reporting requirements.

(4) Verification (Audit) Fee

It is proposed that the cost of verifying a Food Control Plan for a single audit is charged to the food business as a fixed charge. The proposed charge is based on an average of 2 hours staff time being required. For a multi-site audit an hourly rate of \$150 per hour for time over 2 hours is proposed in addition to the fixed charge, as multiple site visits will be required.

Included in each verification fee is an allowance of 15 minutes for close out (follow up work) in order to sign off full compliance. If more than 15 minutes is required then time will be charged out at \$150 per hour

(5) Complaint Driven Investigations

It is proposed that complaint driven investigations resulting in the issue of an improvement notice by food safety officer and its review, is charged to the food business on an hourly rate of \$150 per hour. In addition, actual travel costs plus disbursements will be charged to the business owner.

Where the outcome of a complaint requires no action, no charge is proposed as the complaint has not been validated.

(6) Exemption

Within the new legislation there is an option for businesses to apply for an exemption to the requirement for a Food Control Plan or a National Programme. It is proposed that the application and assessment process for this be charged out at \$150 per hour.

(3) Travel Charges

The proposed fixed charge for each zone is based on the following:

- 85 cents per km
- Staff travel time charged at \$150 per hour

Actual travel costs are charged at 85 cents per km and \$150 per hour for staff travel time.

Examples scenarios of how the proposed fees would apply for a 12 month period

Scenario 1

A new café, with a single site, is established and requires a Food Control Plan:

- New registration fee \$150 (plus \$150 per hour after the first hour)
- Compliance & Monitoring fee \$ 75
- Verification/audit charge \$300
*initially this is an annual verification audit, but following 2 successful audits, moves to once every 18 months
- Travel charge either \$10, \$30 or \$55 depending on zone

Scenario 2

An existing business with a single site:

- Registration renewal \$150
- Compliance & Monitoring fee \$ 75
- Verification/audit charge \$300
*initially this is an annual verification audit, but following 2 successful audits, moves to once every 18 months
- Travel charge either \$10, \$30 or \$55 depending on zone

Scenario 3

An existing food business, owned by 1 operator, with 1 Food Control Plan and more than 1 site (multi-site).

- Registration renewal \$225
- Compliance & Monitoring fee \$ 75
- Verification/audit charge \$300 (plus \$150 per hour after the first 2 hours)
*initially this is an annual verification audit, but following 2 successful audits, moves to once every 18 months
- Travel charge either \$10, \$30 or \$55 depending on zone

+If the verification audit identifies small/minor issues and the business owner supplies evidence of completion to the auditor within the agreed timeframe the audit can then be closed out in less than 15 minutes so there is no extra charge.

If follow up matters take longer than 15 minutes – such as staff having to follow up for requested items or undertake another visit then a charge of \$150 per hour will apply.

4 Reasons for the proposed fees

As required in s198 (2) of the Food Act Council has taken the following principles into account when proposing the fees to be charged.

Equity	<p>Council considers it is equitable to recover the full direct costs of its statutory functions from the direct beneficiaries of those functions.</p> <p>The direct beneficiaries of Council's functions of registration, verification and compliance and monitoring are the food businesses which must register and be audited under the Act. Without registration and verification, they cannot operate.</p> <p>Consumers also receive benefits from Council's Food Act functions when Council investigates complaints, monitors compliance and educates on food safety. Where Council follows up a complaint that requires no action it is considered that this cost should not be recovered from the food business but met by the public via general rates.</p>
Efficiency	<p>Council considers that costs should be allocated and recovered in order to ensure maximum benefits are delivered at minimum cost. For this reason fixed fees have been proposed where there is likely to be little variation in the time required to undertake a particular function, as this requires less staff time to calculate and invoice.</p>
Justifiability	<p>The proposed fees have been determined on estimated time and costs to carry out the statutory functions. Estimations have been calculated based on Council's experience so far of how long each part of the process takes.</p>
Transparency	<p>The proposed fees are allocated to individual functions to ensure transparency and enable tracking of costs for the delivery of that function.</p>

5 Options considered

Options	Advantages and Disadvantages
Fixed fees for all charges	<p>A fixed fee gives certainty for operators and requires less staff time to administer.</p> <p>This option would mean higher performing businesses would effectively be subsidising poor performers.</p> <p>For example there would be no opportunity to recover actual costs from those operators who required extensive follow up after verification audits, or to charge actual costs for complaint investigations where the complaint is substantiated.</p> <p>With fixed fees all operators end up having to share these costs.</p>
Recover none of the costs from operators	<p>The full cost of Council's functions under the Act would need to be recovered from rates.</p> <p>This option does not incentivise good performance in food businesses and could be seen to undermine the intent of the legislation.</p> <p>This approach is not consistent with Council's Revenue and Financing policy.</p>
<p>A mixed model of fixed fees and charging actual costs</p> <p>Council's preferred option</p>	<p>This model allows for those fees that can be fixed easily and with a degree of accuracy to be fixed, while those open ended tasks within an activity can be charged per hour to ensure costs are recovered.</p> <p>This option gives flexibility and is in keeping with the Act's intention to incentivise good performance.</p>

6 Have your say

Let us know what you think about our proposed Food Act fees

You can do this by:

- Going to the Council website www.timaru.govt.nz and completing the online feedback form
- Cutting out the following page, 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?

If you have any questions about the proposed fees or need further information you can contact Paul Cooper, Environmental Services Manager (Timaru District Council) (paul.cooper@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

Submissions close 5.00pm Monday 16 April

Timeline for considering the proposed fees

14 April 2016 – 16 May 2016	Consultation period
16 May 2016	Submissions close
Week of 30 May 2016 (to be confirmed)	Joint Committee of Timaru, Waimate and Mackenzie District Councils consider submissions
June 2016	Councils decisions on fees to be charged
1 July 2016	New fee structure applicable

Food Act 2014 Proposed Fees and Charges Submission Form

(format as per LTP submission form - freepost)

Your details

First Name: _____

Last Name: _____

Organisation: _____

Phone (landline or mobile): _____

Email address*: _____

Postal Address*: _____

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

Yes

No

*we require your email address and/or your postal address

** must complete

Your Feedback

Q1 Council is proposing a mixed model of fixed and hourly rate fees.

Do you agree with this approach?

Yes

No

Don't Know/Other

Comments: _____

Other Feedback

Please use the space below for other feedback you have regarding the proposed fees and charges.

TIMARU DISTRICT COUNCIL
FOR THE MEETING OF 5 APRIL 2016

Report for Agenda Item No 15

Prepared by **Paul Cooper**
 Environmental Services Manager

Food Act Fees Joint Committee Agreement and Terms of Reference

Purpose of Report

To confirm the appointment of a Joint Committee for considering and hearing Food Act Fees submissions, including the Agreement.

Background

The Local Government Act 2002 requires that a Joint Committee cannot be appointed unless agreement has been reached with every other local authority that is to appoint members of the committee. The Agreement must specify:

- the number of members of each local authority
- how the Chairperson and Deputy Chairperson are to be appointed
- the Terms of Reference
- what responsibilities (if any) are to be delegated to the committee by each local authority
- how the agreement may be varied.

An Agreement and Terms of Reference has been drafted and is attached to this report.

Options

This is required to appoint a Joint Committee.

Identification of Relevant Legislation, Council Policy and Plans

Local Government Act 2012.

Assessment of Significance

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

Consultation

The Waimate District Council have considered and approved the agreement. The Mackenzie District Council will consider on 29 March 2016.

Other Considerations

There are no other considerations.

Funding Implications

There are no funding implications.

Recommendations

- 1 That the Timaru District Council approves entering into agreement with the Mackenzie District Council and Waimate District Council under clause 30A of Schedule 7 of the Local Government Act 2002 in relation to the consideration and hearing of submissions on the Food Act fees, and**
- 2 That the Timaru District Council delegates to the Chief Executive the power to execute agreements under clause 30A of Schedule 7 of the Local Government Act 2002 on behalf of Timaru in relation to the Food Act Fees Joint Committee agreement.**
- 3 That the Timaru District Council confirms the appointment of Councillor Peter Burt and Councillor Anthony Brien to the Joint Committee.**

AGREEMENT IN RELATION TO JOINT COMMITTEE

Dated this day of 2016

BETWEEN **TIMARU DISTRICT COUNCIL** a territorial authority duly constituted pursuant to the Local Government Act 2002.

AND **WAIMATE DISTRICT COUNCIL** a territorial authority duly constituted pursuant to the Local Government Act 2002.

AND **MACKENZIE DISTRICT COUNCIL** a territorial authority duly constituted pursuant to the Local Government Act 2002.

(collectively referred to as “the Councils”)

BACKGROUND:

- A Section 205 of the Food Act 2014 allows a territorial authority to fix fees to recover the direct and indirect costs of any of the following functions under the Act – registration, verification and compliance and monitoring activities.

- B To allow for the setting of these fees the Councils agree to form a joint standing committee, pursuant to the Local Government Act 2002 (“the Act”), to be known as “The Food Act Fees Joint Standing Committee.”

- E Clause 30A of Schedule 7 of the Act require that an agreement must be entered into by the Councils specifying membership of its joint committee, the election of chairpersons and deputy chairpersons, the terms of reference for the joint committee, the delegated responsibilities and the means of varying the agreement relating to the joint committee. This Agreement sets out each of these matters as required by the Act.

IT IS HEREBY AGREED:

1. The Councils shall, appoint a joint standing committee to be known as the Food Act Fees Joint Standing Committee (“the Food Act Fees Committee”).
2. Membership of the Food Act Fees Committee shall consist of two (2) elected members from each of Timaru District Council, Waimate District Council and Mackenzie District Councils (making a total of six (6) members).
3. The Food Act Fees Committee shall at its first meeting appoint its chairperson and deputy chairperson by simple majority vote. The term of these appointments is until July 1, 2016.
4. The Terms of Reference for the Food Act Fees Committee are set out in Schedule 1 hereto. The Councils acknowledge they are bound by the Terms of Reference and will comply with them.
5. The Food Act Fees Committee be delegated responsibility:
 - to consider and hear submissions on the Proposed Food Act Fees
 - to recommend a final set of fees to the Councils for adoption
6. This Agreement (including the Terms of Reference) may be varied by mutual agreement of the Councils at any time with any such mutually agreed variation to be recorded in writing, signed by the Councils and attached to a copy of this Agreement.

Signed on behalf of the)

TIMARU DISTRICT COUNCIL)

In the presence of:)

Signed on behalf of the)

WAIMATE DISTRICT COUNCIL)

In the presence of:)

Signed on behalf of the)

MACKENZIE DISTRICT COUNCIL)

In the presence of:)

Schedule 1

TERMS OF REFERENCE

The Food Act Fees Joint Standing Committee (“the Food Act Fees 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 (“the Act”).

PURPOSE:

- To consider and hear submissions relating to consultation on Proposed Food Act Fees to be set under Section 205 of the Food Act 2014.
- To recommend to the Councils, the final set of Food Act fees to be adopted.

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

1. The formation of the Food Act Fees 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.
2. The members of the Food Act Fees Committee may meet together for the despatch of business, adjourn or otherwise regulate their meetings as they think appropriate.
3. The Food Act Fees 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.
4. Questions arising at any meeting of the Food Act Fees 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 Food Act Fees Committee Chairperson to have a casting vote, each Council shall amend its standing orders accordingly.

5. The quorum necessary for the transaction of business of the Food Act Fees Committee shall consist of four (4) members, with each of the Councils represented.
6. The Food Act Fees Committee shall keep minutes recording:
 - (a) The names of the members present at each meeting; and
 - (b) All resolutions and proceedings from each meeting.
7. The Food Act Fees Committee may provide any advice and develop and recommend any strategies, policies and procedures necessary.
8. All members of the Food Act Fees Committee shall be remunerated by their respective appointing Council.

TIMARU DISTRICT COUNCIL
FOR THE MEETING OF 5 APRIL 2016

Report for Agenda Item No 16

Prepared by **Mark Low**
 Corporate Planning Manager

Statement of Proposal for Resource Management Act Fees and Charges

Purpose of Report

The purpose of this report is to adopt the Statement of Proposal for Fees and Charges under the Resource Management Act 1991 for public consultation.

Background

Section 36(2) of the Resource Management Act 1991 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.

In previous years, this requirement has been met via the Annual Plan Special Consultative Procedure as the proposed fees and charges have been included in the draft of the Annual Plan.

Changes to the Local Government Act 2002 in 2014 mean that there is no requirement for Council to consult on the Annual Plan using the Special Consultative procedure if there are no significant or material changes to what was agreed in the LTP.

For 2016/17, there are no significant or material changes proposed and Council has decided that consultation is not required.

This has resulted in the need for a separate consultation using the Special Consultative Procedure to set Resource Management Act Fees and Charges, due to the requirements in the Resource Management Act.

Options

Proposed Fees and Charges

Section 36(4) of the Resource Management Act requires Council 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:
 - o 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
 - o where the need for the local authority's actions to which the charge relates is occasioned by the actions of those persons; or
 - o 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.

The criteria under S.36(4) of the Resource Management Act 1991 (RMA) have been considered when fixing the District Planning fees and charges. Having regard to:

- that (on the whole) it is the applicant (or the person's) actions that create the need for the Council's action; and
- it is generally the applicant that benefits from the Council's action in processing most District Planning related applications.
- it is considered appropriate that the charges seek to recover 100% of the reasonable costs incurred by the Council in relation to the activity that the charge relates. While there may be a general public good obtained by the Council's action in administering resource management matters, these are not tangible and definable benefits as referred to in s.36(4) RMA. Although not specifically relevant to the fixing of charges under s.36 RMA, it is noteworthy context that general rates pay a large proportion of the costs associated with the District Planning activity.

Regarding 'reasonable costs', the Fees and Charges have been reviewed and it is considered that no increase is required for 2016/17. The only fees changes being recommended is the introduction of a new category of staff charge "Other Council Staff" and increasing the bond application fee.

Regarding the balance between individual benefit and the community benefit, Council's Fees and Charges are currently such that the affected individual pays 100% of the cost of services.

The draft Statement of Proposal has been prepared in line with this.

However, Council has the option of adjusting the proposed Fees and Charges and the ratio of 100% of costs being paid by the affected persons to some of this cost being apportioned to the general ratepayer.

Consultation

Section 36(2) of the Resource Management Act 1991 requires Council to use the Special Consultative Procedure to set these fees and charges.

Adoption of the Statement of Proposal regarding the proposed fees and charges and release for consultation is a necessary and legally required part of the process to get to the point of adoption of the final fees.

Identification of Relevant Legislation, Council Policy and Plans

Resource Management Act 1991

Local Government Act 2002

Revenue and Financing Policy

Assessment of Significance

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

Consultation

Consultation on the Statement of Proposal will include:

- A summary of the proposal delivered via the *Courier* on Thursday 14 April
- Availability through the Council offices, libraries and website.

Key dates for the consultation process are:

14 April	Statement of Proposal released for consultation and submissions open
16 May	Submissions close
To be determined	Council Hearing to consider submissions (if required)
28 June	Resource Management Act fees and charges adopted

Other Considerations

There are no other considerations.

Funding Implications

Consultation on this matter has been budgeted for.

Conclusion

The proposed fees and charges for 2016/17 reflect the reasonable costs Council is likely to incur, and are such that the affected person or persons are incurring 100% of the costs of the Council's actions.

Council is required to use the Special Consultative Procedure to provide the public with the opportunity to make submissions and offer feedback on the proposed fees and charges.

Recommendations

- (d) That this report be received.
- (e) That Council gives consideration to confirming or amending the current Fees and Charges and the ratio of 100% of costs being paid by the affected persons to some of this cost being apportioned to the general ratepayer.
- (f) That, where changes are recommended under b), the Group Manager Corporate Services is delegated to make appropriate changes to the Statement of Proposal and Summary
- (g) That, where changes are recommended under b), the Annual Plan 2016/17 budget is adjusted to reflect the recommended fee regime.
- (h) That the Statement of Proposal and Summary for the proposed Resource Management Act Fees and Charges be adopted for public release and submissions be invited in accordance with Section 83 of the Local Government Act 2002.

Timaru District Council

Statement of Proposal

Resource Management Act Fees and Charges for 2016/17

Contents

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

Purpose of this Statement of Proposal

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

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:
 - o 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
 - o where the need for the local authority's actions to which the charge relates is occasioned by the actions of those persons; or
 - o 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.

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

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 (<i>including Aoraki Environmental Consultancy</i>)	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

- Section 36 of the Resource Management Act 1991 enables Council to charge additional fees to recover actual and reasonable costs where the Lodgement Fee is inadequate.
- When the total cost to process an application exceeds the Lodgement Fee in Table One, the additional fees are charged at the rates specified in Table Two of this fee schedule.
- 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 Lodgment Fee is a deposit only and may not be the complete charge. There may be additional fees or a part refund as explained above.
- 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 the 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 persons 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

Cutting out the following page, 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?

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

Submissions close 5.00pm Monday 16 April

Timeline for considering the proposed fees

14 April 2016 – 16 May 2016	Consultation period
16 May 2016 5pm	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* _____

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

Yes

No

*we require your email address and/or your postal address

** must complete

Your Feedback

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

TIMARU DISTRICT COUNCIL
FOR THE MEETING OF 5 APRIL 2016

Report for Agenda Item No 17

Prepared by Peter Nixon
Chief Executive

Receipt of Committee Minutes

Minutes of Community Board and Committee Meetings

Recommendation

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

Temuka Community Board	7 March 2016
Pleasant Point Community Board	8 March 2016
Geraldine Community Board	9 March 2016
Community Development Committee	22 March 2016
District Services Committee	22 March 2016
Resource Planning and Regulation Committee	22 March 2016
Policy and Development Committee	22 March 2016

TIMARU DISTRICT COUNCIL
FOR THE MEETING OF 5 APRIL 2016

Report for Agenda Item No 21

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

- Fraser Park
- Consent issues

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

Section 7(2)(a)

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