



# MINUTES

## Ordinary Council Meeting Tuesday, 2 March 2021

Ref: 1407909

**Minutes of Timaru District Council  
Ordinary Council Meeting  
Held in the Council Chamber, 2 King George Place, Timaru  
on Tuesday, 2 March 2021 at 3pm**

**Present:** Mayor Nigel Bowen (Chairperson), Cr Allan Booth, Cr Peter Burt, Cr Barbara Gilchrist, Cr Richard Lyon, Cr Gavin Oliver, Cr Paddy O'Reilly, Cr Sally Parker, Cr Stu Piddington, Cr Steve Wills (via Zoom Video Link)

**In Attendance:** Chief Executive (Bede Carran), Group Manager Commercial and Strategy (Donna Cross), Group Manager People and Digital and Acting Group Manager Community Services (Symon Leggett), Group Manager Infrastructure (Andrew Dixon), Acting Group Manager Environmental Services (Erik Barnes), Chief Financial Officer (Azoora Ali – via Zoom Video Link), Strategy and Corporate Planning Manager (Mark Low), Governance Advisor (Jo Doyle)

**Community Boards** Stephanie McCullough – Temuka Community Board

### **1 Opening Prayer and Waiata**

Tony Kippax of St Mary's Anglican Church in Geraldine offered a prayer for the work of Council followed by the singing of the Timaru District Council Waiata.

### **2 Apologies**

#### **Resolution 2021/17**

Moved: Mayor Nigel Bowen

Seconded: Cr Barbara Gilchrist

That the apology received from Jan Finlayson of Geraldine Community Board be accepted.

**Carried**

### **3 Public Forum**

Graeme Mould of Geraldine Fire Brigade Crash Rescue Team advised Council of activities in the area.

Graeme has been involved in the fire service for 37 years and was involved in forming the Road Crash Rescue team, they receive on average 130 calls per year, half of which are motor vehicle accidents with varying outcomes.

The team consists of a group of five which is made up of volunteer firemen and medics. The team was formed to train and sharpen their techniques and to attend competitions involving other teams in New Zealand, Australia and the world.

A high level of training is involved, and this means an officer can arrived confident, skilled with the knowledge that they can deal with any situation in the correct way. This ensures the best outcome for patient which is the main goal and focus.

The competitions are attended with no financial or personal gain, the community is the winner and information is then shared with other brigades in the area.

Realistic road incidents are set as scenarios at the competitions, and the team are given thirty minutes to deal with the situation. This team performed well in New Zealand and were invited to Australia as a wild card team which they won. This meant an invitation to the world event in Romania where they placed 14 out of 36 teams, all of which were paid professionals.

The ongoing support with post-traumatic stress was discussed, and each member is provided life-long support from FENZ, and teams have extensive debriefing sessions.

The team currently have twenty members, but are constantly recruiting to ensure there are members to come up through the ranks.

Currently the Geraldine Fire Service are working to try and provide a helicopter pad behind the fire station to reduce the need for transporting patients to Timaru to be airlifted to Christchurch.

It was reported that Geraldine are very proud of the teams achievements, and the town feels safe in their hands.

Graeme provided a message for all drivers to slow down and keep attention at intersections to try and reduce the number of accidents on the road.

#### **4 Identification of Urgent Business**

##### **Resolution 2021/18**

Moved: Mayor Nigel Bowen

Seconded: Cr Steve Wills

That a public excluded verbal update be provided on the Venture Timaru director appointment process.

**Carried**

##### **Resolution 2021/19**

Moved: Cr Steve Wills

Seconded: Cr Stu Piddington

That the provision of rates billing for Environment Canterbury by Timaru District Council be discussed as item 9.9.

**Carried**

#### **5 Identification of Matters of a Minor Nature**

##### **Resolution 2021/20**

Moved: Cr Allan Booth

Seconded: Mayor Nigel Bowen

That the condition of state highway one through Timaru be discussed.

**Carried**

**6 Declaration of Conflicts of Interest**

There were no conflicts of interest.

**7 Confirmation of Minutes****7.1 Minutes of the Council Meeting held on 9 February 2021****Resolution 2021/21**

Moved: Mayor Nigel Bowen

Seconded: Cr Gavin Oliver

That the Minutes of the Council Meeting held on 9 February 2021 be confirmed as a true and correct record of that meeting and that the Chairperson's electronic signature be attached.

**Carried**

**7.2 Minutes of the Extraordinary Tenders and Procurement Committee Meeting held on 26 January 2021****Resolution 2021/22**

Moved: Cr Peter Burt

Seconded: Cr Barbara Gilchrist

That the Minutes of the Extraordinary Tenders and Procurement Committee Meeting held on 26 January 2021 be confirmed as a true and correct record of that meeting and that the Chairperson's electronic signature be attached.

**Carried**

**7.3 Minutes of the Tenders and Procurement Committee Meeting held on 2 February 2021****Resolution 2021/23**

Moved: Cr Sally Parker

Seconded: Cr Paddy O'Reilly

That the Minutes of the Tenders and Procurement Committee Meeting held on 2 February 2021 be confirmed as a true and correct record of that meeting and that the Chairperson's electronic signature be attached.

**Carried**

**7.4 Minutes of the Extraordinary Tenders and Procurement Committee Meeting held on 17 February 2021****Resolution 2021/24**

Moved: Mayor Nigel Bowen

Seconded: Cr Barbara Gilchrist

That the Minutes of the Extraordinary Tenders and Procurement Committee Meeting held on 17 February 2021 be confirmed as a true and correct record of that meeting and that the Chairperson's electronic signature be attached.

**Carried**

## **8 Schedules of Functions Attended**

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

#### **Resolution 2021/25**

Moved: Cr Steve Wills

Seconded: Mayor Nigel Bowen

That the report be received and noted.

**Carried**

### **8.2 Schedule of Functions Attended by the Chief Executive**

#### **Resolution 2021/26**

Moved: Cr Steve Wills

Seconded: Cr Richard Lyon

That the report be received and noted.

**Carried**

## **9 Reports**

### **9.1 Affixing of the Common Seal**

Council was advised of the affixing of the Common Seal to Warrants of Appointment.

#### **Resolution 2021/27**

Moved: Cr Sally Parker

Seconded: Cr Gavin Oliver

That the affixing of the Common Seal to the following document be noted:

14 January 2021          Warrants of Appointment

**Carried**

### **9.2 Contracts Let From Tenders and Procurement Committee**

Council was advised of contracts let by the Tenders and Procurement Committee.

**Resolution 2021/28**

Moved: Mayor Nigel Bowen

Seconded: Cr Sally Parker

**That the following information on a contract let by the Tenders and Procurement Committee, be received.**

<b>Contract Description</b>	<b>Number of Tenders</b>	<b>Price Range</b>	<b>Successful Tenderer and Price</b>
<b>Contract 2470 – Pareora Pipeline Renewal Section 3</b>	<b>6</b>	<b>\$8,166,012.27 to \$11,725,708.61</b>	<b>Paul Smith Earthmoving 2002 Ltd \$8,166,012.27</b>
Tenders were evaluated using Timaru District Council weighted attributes method.			

All prices exclude GST

**Carried**

**9.3 2021 Bandquet Festival - Proposed Liquor Control Area**

This report was not discussed as the event has been postponed until October 2021 because of Covid-19 alert levels.

**9.4 Health and Safety Update**

Council was presented with a Health and Safety report that has been requested as a regular report from the Audit and Risk Committee.

The focus of the organisation is largely focused on continuous improvement, the working relationship with contractors and to improve practices within facilities where public engage are considered priorities.

**Resolution 2021/29**

Moved: Cr Steve Wills

Seconded: Cr Barbara Gilchrist

That the report be received and noted.

**Carried**

### **9.5 Review of Rates Discount Policy**

Council was presented with a proposal Council to repeal the current Rates Discount Policy, this will be included for consultation with the community as part of the Long Term Plan (LTP) consultation process.

This policy is optional and has been in place since 2002, it sets a 2.5% discount which is applied before the first rates instalment date to increase early payment.

There are potential equity issues with the policy as a group of ratepayers effectively subsidise those that do not have the financial means to pay earlier and receive the discount.

Discussion was held around retaining this policy and the feedback from public through the consultation document is seen valuable for making the decision.

#### **Resolution 2021/30**

Moved: Cr Richard Lyon

Seconded: Cr Steve Wills

1. That Council agree in principle to the repeal the Rates Discount Policy; and
2. That Council agree to the inclusion of the proposal to repeal the Rates Discount Policy in the Long Term Plan Consultation Document in order to seek feedback from the community on the decision to repeal the Policy.

**Carried**

### **9.6 Review of Rates Remission and Postponement Policy**

The Rates Remission and Postponement Policy was presented for adoption. This policy is a requirement as part of the Long Term Plan.

It was noted that there are no material changes to the policy, only minor amendments to ensure the delegations are relevant.

The school sewerage rates were discussed and whether these costs would be met by the Ministry of Education for day to day running of schools.

An error was detected with buildings undergoing earthquake strengthening, item 16.7 should read "granted".

Confirmation was requested in regard to Community Halls, does this include all halls or just those owned by Council.

#### **Resolution 2021/31**

Moved: Cr Peter Burt

Seconded: Cr Gavin Oliver

1. That Council adopts the Rates Remission and Postponement Policy as presented.
2. That Council approves the amendment to the Delegations Manual to include the following delegation:
  - (a) Authority to approve remissions on rates penalties in accordance with the Rates Remission and Postponement Policy:

- (i) Group Manager Commercial and Strategy
- (ii) Chief Financial Officer
- (iii) Senior Rates Officer
- (iv) Rates Officer
- (v) Customer Services Manager
- (vi) Customer Services Team Leader.

**Carried**

### **9.7 Draft Infrastructure Strategy 2021-2051**

Council was presented with the indicative capital and operating expenditure for Roading, Water, Sewer, Stormwater and Waste Minimisation over the next 30 years. Significant projects, options, cost and timing of Council decisions required to implement these were highlighted.

This is a follow up report which includes specific issues, pricing and timing of the projects.

The need to replace the landfill was discussed and noted as its life has shortened from approximately 35 years to 28 years (and the Infrastructure Strategy has a 30 year time horizon) based on current waste volumes which is due to more economic activity, in particular the increase in industrial waste.

#### **Resolution 2021/32**

Moved: Cr Stu Piddington

Seconded: Cr Barbara Gilchrist

1. That the Draft Infrastructure Strategy 2021-51 significant capital expenditure projects including details of estimated cost, options and decision timing are noted.
2. That the Draft Infrastructure Strategy 2021-51 financial summary information be noted.

**Carried**

### **9.8 Draft Financial Strategy 2021-31**

The draft Financial Strategy was presented for Council's consideration prior to being audited as part of the supporting information to the Long Term Plan (LTP) Consultation Document.

Having a Financial Strategy is a legislative requirement for the Long Term Plan and will form part of the Supporting Information to be adopted on 30 March 2021. The Strategy addresses key financial drivers including Council's capital expenditure, the level of debt it is comfortable assuming during the 10 years of the LTP and its forecast rates collection.

Financial modelling in the budgets has been produced based on a debt cap of 210%. This enables Council to meet its capital works programme and hold rates increases to 4.9% beyond Year one, and ensures there is headroom if the Local Government Cost Index is higher than forecast. The Act requires a quantified limit for rates increases, the usual practice for councils is to include a quantified limit that is higher than the rate increase in the budget.

The ambitious capital works programme and the ability to achieve a completion rate of 90% was discussed. There are risk factors with possible delays such as consents and archaeological



discoveries. The average over previous years has been 60-70%, this is an area Audit New Zealand are currently analysing as part of the LTP audit.

Better planning and visibility over the programme and capital and the scale of tenders that are ready to be delivered is expected to assist in achieving this goal.

The growth projection is based on the Infometrics projections produced as a basis for the LTP population and household projections. This is reviewed every three years.

### **Resolution 2021/33**

Moved: Cr Barbara Gilchrist

Seconded: Cr Peter Burt

That Council endorses the draft Financial Strategy as supporting information for the long Term Plan Consultation Document.

**Carried**

## **9.9 Timaru District Council and Environment Canterbury Rates Billing**

This item was identified as urgent business.

Background was provided that nine years ago there was an agreement between Timaru District Council and Environment Canterbury (ECan) to merge the billing of rates to achieve cost savings. It was noted that Timaru District Council do receive a fee for collecting these rates.

It was now felt that the ECan rates are causing confusion and misunderstanding amongst ratepayers in the Timaru District.

The suggestion was Timaru District Council should separate its rates collection from ECan and separate rates bills are sent to the community.

Council discussed the significance of the amount received before a decision could be considered. It was noted that all territorial authorities collect ECan's rates on its behalf and ECan do not currently have the ability to undertake their own rates' collection.

It was noted at this stage that Cr Peter Burt has a possible conflict of interest and will not vote on this item.

It was noted it would not be possible to do anything for the next rating year (2021/22) and the Agreement provides for a period of notice. An officers report was requested to provide the background and consider the options.

### **Resolution 2021/34**

Moved: Cr Steve Wills

Seconded: Cr Richard Lyon

That Council recommends a report to provide history and consider options of separating the Environment Canterbury rates from Timaru District Council rates in order to alleviate confusion about rates for the community.

Carried

**10 Consideration of Urgent Business Items**

The urgent business items were discussed in item 9.9 and in the public excluded section of the meeting.

**11 Consideration of Minor Nature Matters**

Cr Booth advised that he has received complaints from residents who live on streets close to state highway one between Newmans Street and Benvenue Hill.

The heavy usage on this road is causing loud noise at night, the road is in a bad state and the empty trucks bounce over the uneven road surface.

Waka Kotahi have advised that this road will continue to be patched as it is not in the current renewal programme, but may be in the next financial year.

The state of this part of the road is considered unsatisfactory in the current condition, there are safety concerns for loss of sleep for residents and this is considered a low level of service which is unacceptable, Evans Street carries more heavy vehicles than the North Western motorway in Auckland.

Roads are not depreciated and are cash funded from the allocation from Government, this is divided up New Zealand wide, and large metro areas get priority.

The Mayor will write a letter to Waka Kotahi, the Regional Land Transport Committee and the local Minister of Parliament.

**12 Public Forum Items Requiring Consideration**

There were no public forum items to be considered.

**13 Resolution to Exclude the Public**

**Resolution 2021/35**

Moved: Cr Sally Parker

Seconded: Cr Paddy O'Reilly

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

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Plain English Reason
<p><b>13.1 - Public Excluded Minutes of the Council Meeting held on 9 February 2021</b></p>	<p>s7(2)(a) - The withholding of the information is necessary to protect the privacy of natural persons, including that of deceased natural persons</p> <p>s7(2)(b)(i) - The withholding of the information is necessary to</p>	<p>To protect a person's privacy</p> <p>To prevent disclosing a trade secret</p> <p>Commercial sensitivity</p> <p>To protect all communications between a legal adviser and</p>

	<p>protect information where the making available of the information would disclose a trade secret</p> <p>s7(2)(b)(ii) - The withholding of the information is necessary to protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information</p> <p>s7(2)(g) - The withholding of the information is necessary to maintain legal professional privilege</p> <p>s7(2)(h) - The withholding of the information is necessary to enable any local authority holding the information to carry out, without prejudice or disadvantage, commercial activities</p> <p>s7(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)</p>	<p>clients from being disclosed without the permission of the client.</p> <p>To enable commercial activities</p> <p>To enable commercial or industrial negotiations</p>
<p><b>13.2 - Public Excluded Minutes of the Extraordinary Tenders and Procurement Committee Meeting held on 26 January 2021</b></p>	<p>s7(2)(b)(ii) - The withholding of the information is necessary to protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information</p>	<p>Commercial sensitivity</p>
<p><b>13.3 - Public Excluded Minutes of the Extraordinary Tenders and Procurement Committee Meeting held on 17 February 2021</b></p>	<p>s7(2)(b)(ii) - The withholding of the information is necessary to protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information</p>	<p>Commercial sensitivity</p>

**Carried**

**14 Public Excluded Reports**

**13.1 Public Excluded Minutes of the Council Meeting held on 9 February 2021**

**13.2 Public Excluded Minutes of the Extraordinary Tenders and Procurement Committee Meeting held on 26 January 2021**

**13.3 Public Excluded Minutes of the Extraordinary Tenders and Procurement Committee Meeting held on 17 February 2021**

**15 Readmittance of the Public**

**Resolution 2021/36**

Moved: Cr Steve Wills

Seconded: Mayor Nigel Bowen

That the meeting moves out of Closed Meeting into Open Meeting.

**Carried**

**The meeting closed at 4.47pm.**

**Minutes confirmed 30 March 2021.**

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**Mayor Nigel Bowen**  
**Chairperson**