



# AGENDA

## Infrastructure Committee Meeting Tuesday, 15 April 2025

**Date** Tuesday, 15 April 2025

**Time** Following Environmental Services Committee

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

**File Reference** 1752319

## **Timaru District Council**

**Notice is hereby given that a meeting of the Infrastructure Committee will be held in the Council Chamber, Timaru District Council Building, 2 King George Place, Timaru, on Tuesday 15 April 2025, at the conclusion of the Environmental Services Committee meeting.**

### **Infrastructure Committee Members**

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

Quorum – no less than 5 members

### **Local Authorities (Members' Interests) Act 1968**

Committee members 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.

Andrew Dixon  
**Group Manager Infrastructure**

## Order Of Business

<b>1</b>	<b>Apologies .....</b>	<b>5</b>
<b>2</b>	<b>Public Forum .....</b>	<b>5</b>
<b>3</b>	<b>Identification of Items of Urgent Business.....</b>	<b>5</b>
<b>4</b>	<b>Identification of Matters of a Minor Nature .....</b>	<b>5</b>
<b>5</b>	<b>Declaration of Conflicts of Interest .....</b>	<b>5</b>
<b>6</b>	<b>Confirmation of Minutes .....</b>	<b>6</b>
6.1	Minutes of the Infrastructure Committee Meeting held on 18 February 2025 .....	6
<b>7</b>	<b>Schedules of Functions Attended .....</b>	<b>17</b>
7.1	Schedule of Functions Attended by the Chairperson .....	17
<b>8</b>	<b>Reports .....</b>	<b>18</b>
8.1	Actions Register Update .....	18
8.2	Temporary Road Closure Applications - Section 342 and Schedule 10, Clause 11(e) LGA .....	21
8.3	Claremont Water Treatment Plant Upgrade Strategy - Steering Groups .....	49
<b>9</b>	<b>Consideration of Urgent Business Items.....</b>	<b>53</b>
<b>10</b>	<b>Consideration of Minor Nature Matters.....</b>	<b>53</b>
<b>11</b>	<b>Public Forum Items Requiring Consideration.....</b>	<b>53</b>
<b>12</b>	<b>Exclusion of the Public.....</b>	<b>53</b>
13.1	Public Excluded Minutes of the Infrastructure Committee Meeting held on 18 February 2025 .....	53
<b>13</b>	<b>Public Excluded Reports.....</b>	<b>55</b>
<b>14</b>	<b>Readmittance of the Public.....</b>	<b>56</b>



- 1      Apologies**
- 2      Public Forum**
- 3      Identification of Items of Urgent Business**
- 4      Identification of Matters of a Minor Nature**
- 5      Declaration of Conflicts of Interest**

## **6 Confirmation of Minutes**

### **6.1 Minutes of the Infrastructure Committee Meeting held on 18 February 2025**

**Author:** Jessica Kavanaugh, Team Leader Governance

#### **Recommendation**

That the Minutes of the Infrastructure Committee Meeting held on 18 February 2025 be confirmed as a true and correct record of that meeting and that the Chairperson's electronic signature be attached.

#### **Attachments**

- 1. Minutes of the Infrastructure Committee Meeting held on 18 February 2025**



# MINUTES

## Infrastructure Committee Meeting Tuesday, 18 February 2025

Ref: 1752319

**Minutes of Timaru District Council  
Infrastructure Committee Meeting  
Held in the Council Chamber, Timaru District Council Building, 2 King George Place, Timaru  
on Tuesday, 18 February 2025 Following Environmental Services Committee at 9.49am**

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

**In Attendance:** **Officers:** Nigel Trainor (Chief Executive), Andrew Dixon (Group Manager Infrastructure), Stephen Doran (Group Manager Corporate and Communications), Andrea Rankin (Chief Financial Officer), Nicole Timney (Group Manager Property), Justin Bagust (Chief Information Officer), Jacky Clarke (Programme Delivery Manager), Tyler Zandrack (Senior Finance Business Partner), Bill Steans (Parks & Recreation Manager), Suzy Ratahi (Land Transport Manager), Maddi Gourlay (Marketing and Communications Advisor), Steph Forde (Corporate and Strategic Planner), Jessica Kavanaugh (Team Leader Governance)

**Public:** Brett King, Fraser O'Malley (WSP)

**1 Apologies**

There were no apologies received.

**2 Public Forum**

There were no public forum issues.

**3 Identification of Items of Urgent Business**

Clr Stu Piddington requested that that item 13.1 Airport Land Lease Agreements in the public excluded agenda be brought into public meeting so the people are aware of the discussion that goes around it.

**Resolution 2025/1**

Moved: Clr Sally Parker

Seconded: Clr Peter Burt

That the current report 13.1 Airport Land Lease Agreements be moved into public except page 7 of the report that has private information on leases owners and costs which will be redacted under section 48(1) of the Local Government Official Information and Meetings Act 1987 section 7(2)(a) The withholding of the information is necessary to protect the privacy of natural persons, including that of deceased natural persons.

**Carried**

**4 Identification of Matters of a Minor Nature**

here were no matters of a minor nature were raised.



**5 Declaration of Conflicts of Interest**

No conflicts of interest were declared.

**6 Chairperson's Report****6.1 Presentation of Chairperson's Report**

Since the last meeting the Chair of the Infrastructure Committee reported she had had the following engagements:

- Workshops
- Council meeting
- Citizenship Ceremony
- Report briefing with Group Manager Infrastructure
- Geraldine Stakeholder Liaison Group Meeting for the Geraldine Water Headworks Resilience Strategy.
- Tour of organic processing facility
- Aigantighe Art Gallery opening
- Visited Mara Kai, the Community Garden with Joy Sylvia

**Resolution 2025/2**

Moved: Cllr Sally Parker

Seconded: Mayor Nigel Bowen

That the Infrastructure Committee receive and note this report.

**Carried**

**7 Confirmation of Minutes****7.1 Minutes of the Infrastructure Committee Meeting held on 19 November 2024****Resolution 2025/3**

Moved: Mayor Nigel Bowen

Seconded: Cllr Michelle Pye

That the Minutes of the Infrastructure Committee Meeting held on 19 November 2024 be confirmed as a true and correct record of that meeting and that the Chairperson's electronic signature be attached.

**Carried**

## **8 Reports**

### **8.1 Actions Register Update**

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

Peel Forest:

- The project progressing well
- Received tenders for the actual construction / deconstruction
- Tenders currently being processed and will be presented to next Tenders & Procurement Committee on 4 March.

Question was asked regarding consents from both Timaru District Council and Environment Canterbury if there was anything unexpected conditions that we did not foresee that may incur extra cost or did they go as planned. The Group Manager Infrastructure confirmed consent was basically as the draft conditions as were advised previously.

### **Resolution 2025/4**

Moved:     Clr Scott Shannon

Seconded: Clr Gavin Oliver

**Carried**

### **8.2 Temporary Road Closure applications - Section 342 and Schedule 10, Clause 11(e) LGA 1974**

The Land Transport Manager spoke to the report to seek the Committee's approval of temporary road closure application(s), as per Section 342 and Schedule 10, Clause 11(e) of the Local Government Act 1974.

The Land Transport Manager advised this was their standard 6 weekly report on for road closures across the district and budgets have been updated.

Clr Shannon asked about the road closures in Centennial Park and asked for clarification on how it had ended up costing \$2,500. The Land Transport manager advised that it was just the advanced warning and Traffic Management Plan.

**Resolution 2025/5**

Moved: Mayor Nigel Bowen

Seconded: Cllr Allan Booth

That the Infrastructure Committee:

- Approves temporary closure of Centennial Park Scenic Drive for the Lovelock Memorial Fun Run 2025 on 15 March 2025 from 6:00 am to 1:00pm under Section 342 and Schedule 10, Clause 11(e) of the Local Government Act 1974.
- Approves Run Timaru to charge a \$2 to \$50 entry fee for this event under Schedule 10, Clause 11B of the Local Government Act 1974.
- Approves traffic management for The Lovelock Memorial Fun Run 2025 to be funded from the Community Events and Programmes budget.

**Carried**

**8.3 Strathallan Corner Redevelopment - Concept Design Endorsement**

The Development Manager spoke to this report to present the concept design for Strathallan Corner for consideration and endorsement.

Elected members invited to provide feedback on the design and on the budget.

Confirmed the Chief Executive has signed the funding agreement with Ministry of Business, Innovation & Employment.

Discussion:

- Final design details still being worked out; including what to use in place of timber, to repurpose materials where possible and the use of aggregate or pavers. Half height privacy screens will be affixed to the veranda poles to give privacy and improve the aesthetic view of the toilet. This will be designed in-house.
- Discretionary funding – who decides that – officers will confirm during detailed design phase however direction is to spend what is required to achieve good functionality but not to overload the site. “Simple and nice don’t go overboard”.
- Plantings
- Removal of statue and its future placement
- Discussion regarding involvement of AECL / Iwi – cultural advice
- Archaeological assessment – discussion of risk to timelines if discoveries are made.
- Cllr Gavin Oliver asked if there had been any conversation with the sculptor of the Boxer. He requests that they be advised that the statue will be removed from the site during the redevelopment. Council Officers confirmed that this would occur at the right time.

**Resolution 2025/6**

Moved: Cllr Sally Parker

Seconded: Cllr Owen Jackson

That the Infrastructure Committee;

1. Endorse the redevelopment of Strathallan Corner in accordance with the concept (and preliminary) designs.

**Carried**

## Attachments

### 1 Strathallan Corner Redevelopment Budget 17 February 2025

#### Strathallan Corner Redevelopment Budget

##### Stage One - Toilets Upgrade

Activity	Detail	Cost	Notes
Project Management		\$ -	Internal cost
Consents (resource, building, services)		\$ 6,420.00	
Iwi engagement	AECL/Runanga	\$ 20,000.00	May include artwork
	Designer	\$ 20,000.00	
Fencing		\$ 3,000.00	
Demolition of existing toilet, dependent structures		\$ 75,000.00	
Removal of existing services	Power	\$ 2,000.00	
	Plumbing	\$ 2,000.00	
	Drainage	\$ 2,000.00	
	Isolation	\$ 2,000.00	
Landfill		\$ 2,000.00	
Asbestos / Lead testing		\$ 2,389.00	
Toilet Block		\$ 150,000.00	
Engineers		\$ 2,200.00	
Delivery from Auckland		\$ 8,450.00	
Delivery from Airport		\$ 1,000.00	
Slab Width increase		\$ 5,000.00	
Cranage		\$ 5,000.00	
Foundation	Incl retaining wall, trenching	\$ 30,000.00	
PDW drawings	DO	\$ 3,000.00	
GeoTech	MFL	\$ 4,500.00	
New Services	Water	\$ 2,000.00	
	Sewerage	\$ 2,000.00	
	Power (Alpine)	\$ 2,000.00	
Alpine Energy facility remediation	Cable mapping	\$ 2,000.00	
	Lowering Entry	\$ 10,000.00	
	Consents	\$ 3,000.00	
	Engineer	\$ 5,000.00	
Bob Fitzsimmons statue	Removal, reinstatement (incl plinth), transportation, storage	\$ 10,000.00	
Temporary toilets	Incl servicing, cleaning	\$ 7,356.00	
Privacy screens	Design	\$ 5,000.00	
	Material, Cut, Install	\$ 10,000.00	
Bluestone cladding		\$ 23,000.00	
Timber cladding		\$ 15,000.00	
Vinyl wrap		\$ 4,000.00	
Cladding installation		\$ 1,500.00	
Verandah		\$ 16,600.00	
Accessible path and paving		\$ 8,000.00	
Arborist work		\$ 6,000.00	
Archaeological assessment		\$ 5,425.00	
Temporary traffic management		\$ 10,000.00	
Drawings / As built		\$ 6,000.00	
Compliance	Certification etc	\$ 5,000.00	
Contingency @ 15%		\$90,000	
<b>Sub Total Stage One</b>		<b>\$ 594,840.00</b>	

**Stage Two - Strathallan Corner Redevelopment**

Activity	Detail	Cost	Notes
Project Management		\$ -	Internal cost
Design Contract		\$ 101,670.00	Plus time/cost (minimal)
Fencing		\$ -	Covered above
Demo Inspections		\$ 3,000.00	
Demolition	Fountain	\$ 20,000.00	
	Walls	\$ 10,000.00	
	Levels	\$ 20,000.00	
	Planters	\$ 10,000.00	
	Retaining walls	\$ 15,000.00	
Landfill		\$ 2,000.00	
Structural Engineers		\$ 5,500.00	
Cranage		\$ 2,000.00	
PDW drawings	DO	\$ 3,000.00	
Geotech	MFL	\$ 4,500.00	
New Services	Water	\$ 2,000.00	
	Sewerage	\$ 3,000.00	
	Power	\$ 2,000.00	
Site amenities (pending concept design)	Paths and paving/concrete	\$ 100,000.00	
	Terracing	\$ 30,000.00	
	Furniture	\$ 30,000.00	Discretionary TBC
	Signage	\$ 20,000.00	Discretionary TBC
	Planting	\$ 60,000.00	Discretionary TBC
	Play features, sculpture, artwork	\$ 150,000.00	Discretionary TBC
	Drinking fountain	\$ 6,000.00	Discretionary TBC
	Lighting	\$ 10,000.00	Discretionary TBC
	Posts and canopy	\$ 80,000.00	Discretionary TBC
Temporary traffic management		\$ 15,000.00	
Drawings / As built		\$ 6,000.00	
Compliance	Certification etc	\$ 5,000.00	
Contingency @ 15%		\$ 150,000	
<b>Sub Total Stage Two</b>		<b>\$ 865,670.00</b>	
<b>TOTAL (incl contingency @15%)</b>		<b>\$ 1,460,510.00</b>	

**8.4 Airport Land Leases Agreements**

The Group Manager Infrastructure spoke to this report for Council to consider rates that should be charged for land leases at the airport.

Discussion:

- There was discussion about the amount of the increase and the timeline for conducting reviews.
- The charges for the leases are well behind market rental. There was discussion regarding commercial / private and community -orientated activities at the airport and whether the charges should be the same. Councillors support market rent for private and commercial leases. Lesser rent should be applied to community orientated activities such as the South Canterbury Aero Club and Aviation Heritage Museum.
- There was discussion around whether there was compliance in respect of the Revenue and Financing Policy.
- Council officers are requested to provide Councillors with a schedule of the airport leases.
- There was discussion around budget lines included in the report.

**Resolution 2025/7**

Moved: Cllr Sally Parker

Seconded: Cllr Stu Piddington

That the Infrastructure Committee resolve;

1. That the lease rate per square metre of land for the expired leases or leases that expire in the next 12 months be set at \$15 per square metre, with the exception of the lease for the South Canterbury Aviation Heritage Centre which are set at \$3 per square metre due to the public benefit; and

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

Against: Mayor Nigel Bowen and Clr Michelle Pye

**Carried 8/2**

#### **Resolution 2025/8**

Moved: Mayor Nigel Bowen

Seconded: Clr Michelle Pye

The compliance with the Council Revenue and Financing Policy is noted.

**Carried**

#### **Resolution 2025/9**

Moved: Clr Michelle Pye

Seconded: Clr Stacey Scott

That the lease review dates based on market valuations are set at 24 months with CPI increases at alternate years.

**Carried**

#### **Resolution 2025/10**

Moved: Mayor Nigel Bowen

Seconded: Clr Owen Jackson

That the South Canterbury Aviation Heritage Centre lease be set at 20% of the market value at time of review.

**Carried**

#### **Resolution 2025/11**

Moved: Deputy Chairperson Gavin Oliver

Seconded: Clr Stacey Scott

That the South Canterbury Aero Club lease be set at 50% of the market value at the time of review.

**Carried**

## **6 Consideration of Urgent Business Items**

There were no items of Urgent Business.

**7 Consideration of Minor Nature Matters**

There were no items of a minor nature raised.

**8 Public Forum Items Requiring Consideration**

There were no public forum items requiring consideration.

**9 Exclusion of the Public****Resolution 2025/12**

Moved: Cllr Sally Parker

Seconded: Cllr Peter Burt

That the public be excluded from the following parts of the proceedings of this meeting, namely,—

**13.2 Delivery of Parks Services**

The general subject of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows at 10.48am:

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Plain English Reason
<b>13.2 - Delivery of Parks Services</b>	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	To protect commercially sensitive information

\*I also move that Brett King be permitted to remain at this meeting, after the public has been excluded, because of their knowledge of item 13.2 Delivery of Parks Services. This knowledge, which will be of assistance in relation to the matter to be discussed, is relevant to that matter because he is a specialist advisor in this area.

**Carried**

**Note**

Section 48(4) of the Local Government Official Information and Meetings Act 1987 provides as follows:

- “(4)Every resolution to exclude the public shall be put at a time when the meeting is open to the public, and the text of that resolution (or copies thereof)—
  - (a)shall be available to any member of the public who is present; and
  - (b)shall form part of the minutes of the local authority.”

**10 Public Excluded Reports**

**13.2 Delivery of Parks Services**

**11 Readmittance of the Public**

**Resolution 2025/13**

Moved: Mayor Nigel Bowen

Seconded: Cllr Sally Parker

That the meeting moves out of Closed Meeting into Open Meeting at 11.40am.

**Carried**

**The Meeting closed at 11.41am.**

.....  
**Cllr Sally Parker**  
**Chairperson**



## **7 Schedules of Functions Attended**

### **7.1 Schedule of Functions Attended by the Chairperson**

**Author:** Jessica Kavanaugh, Team Leader Governance

**Authoriser:** Stephen Doran, Group Manager Corporate and Communications

#### **Recommendation**

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

#### **Functions Attended by the Chairperson for the Period 19 February 2025 and 31 March 2025.**

<i>25 February 2025</i>	Local Water Done Well Steering Group
<i>4 March 2025</i>	People and Performance Committee Meeting
<i>4 March 2025</i>	Citizenship Ceremony
<i>4 March 2025</i>	Council Meeting
<i>4 March 2025</i>	Tenders and Procurement Committee
<i>11 March 2025</i>	Meeting with member of the community re NZTA proposed – no stopping restrictions
<i>18 March 2025</i>	Council Workshop
<i>19 March 2025</i>	Local Water Done Well Steering Group
<i>25 March 2025</i>	Water Update

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

#### **Attachments**

**Nil**

## 8 Reports

### 8.1 Actions Register Update

**Author:** Jessica Kavanaugh, Team Leader Governance

**Authoriser:** Stephen Doran, Group Manager Corporate and Communications

#### Recommendation

That the Infrastructure Committee receives and notes the updates to the Actions Register.

#### Purpose of Report

- 1 The purpose of this report is to provide the Infrastructure Committee with an update on the status of the action requests raised by Councillors at previous Committee meetings.

#### Assessment of Significance

- 2 This matter is assessed to be of low significance under the Council's Significance and Engagement Policy as there is no impact on the service provision, no decision to transfer ownership or control of a strategic asset to or from Council, and no deviation from the Long Term Plan.

#### Discussion

- 3 The actions register is a record of actions requested by Councillors. It includes a status and comments section to update the Infrastructure Committee on the progress of each item.
- 4 There are currently two items on the actions register.
- 5 Two items are marked as ongoing.
- 6 No items are marked as completed.
- 7 There are no items are marked as removed.

#### Attachments

1. Infrastructure Services Actions Required [!\[\]\(5a0d662075632df1b39c9e3427a70093\_img.jpg\)](#) 

### Information Requested from Councillors (Infrastructure Committee)

Key ■ = Completed, for removal ■ = 60+ Days ■ = 90+ Days ■ = Removed

<b>Information Requested</b>	Update on Peel Forest Landfill		
<b>Date Raised:</b>	08 August 2023	<b>Status:</b>	Complete
<b>Issue Owner</b>	Group Manager Infrastructure	<b>Completed Date:</b>	
<p>Background: The Councillors requested an update on the work at the Peel Forest Landfill.</p> <p>Update: LINZ approval has been granted, and now ECan consent process is ongoing (oral update on timeframe to be provided at the meeting).</p> <p>February 2024 Update: Liaison continues with Aoraki Environmental Consultants. Consent application is almost complete for lodging and work is now commencing on the preparation of tender documentation.</p> <p>March 2024 Update: Report being presented to Infrastructure Committee following requests at last meeting. Consent application is ready to be filed.</p> <p>April 2024 Update: Consents are due to be lodged and work is underway preparing tender documentation. The next funding round for the Ministry for the Environment Contaminated Sites Remediation Fund is late September and we are investigating to see if we are eligible to apply for this. The breakdown of costs to provide clarity to the committee is underway.</p> <p>June 2024 Update: Consent applications have now been lodged and tender documentation is being prepared. Investigation into the Ministry for the Environment Contaminated Sites Remediation Fund continues. The cost breakdown was emailed to Councillors on 2 May 2024.</p> <p>July 2024 Update: Further requests for information were received for the consents and these have been responded to. Application for the Ministry for the Environment Contaminated Sites Remediation Fund which we are seeking to be considered as a priority outside of the usual funding rounds has been submitted. Looking to proceed to expression of interest process for works once funding has been confirmed, this will provide opportunity to contractors to understand the project and obtain necessary pre-qualifications so they are eligible to tender.</p> <p>August 2024 Update: A commissioner's decision has determined that Council is now required to obtain a land use consent for the refuse removal. This will be a limited notification application with owners of Dennistoun Road properties. This is in addition to the Environment Canterbury consent.</p> <p>October 2024 Update: There have been 2 submissions received in relation to the TDC consent and we are awaiting the close date of Environment Canterbury's limited notification to see if any submissions have been made. The two applications will be managed together so if required there will only be one hearing. We</p>			

are awaiting notice from the Ministry for the Environment in relation to the funding application which we anticipate will be soon. With the consents getting close we are now able to proceed with registration of interest for the work in the coming weeks.

November 2024 Update: Funding has been confirmed from the Ministry for the Environment's Contaminated Sites and Vulnerable Landfills Fund for 50% of the works up to \$6.055M, the deed to secure the funding, commits Council to carrying out the remediation and sets out the work programme including specific milestones that need to be achieved and a process for any levy waiver to be factored into overall funding. The deed is currently being finalised and will be signed by the Chief Executive by the end of November. A pre-hearing conference was held with a submitter to discuss concerns regarding the consents and try to resolve prior to hearing, to date we are still in discussions. A hearing date has been tentatively booked for 9 December. The registration of interest process which included a compulsory site visit is complete and tender documentation is due to be issued in early December. Tenders will close in the New Year. It is anticipated that the contractor will be establishing the site in early March.

February 2025 Update: The deed for the funding from MfE has now been executed. The Timaru District Council consent was granted on 8 January and the Environment Canterbury Consents were granted on 16 January following the hearing on 9 December. Tenders closed on 12 February and the evaluation panel are working through the process to appoint a contractor for the works. A report will be presented to the Tenders and Procurement meeting on 4 March 2025.

April 2025 Update: The Contract for the remedial works has now been let to Rooney Earthmoving Limited for \$5,383,187.66 excluding GST. This excludes landfill fees which have been estimated at \$6,330,000 excluding GST. This action can now be closed.

<b>Information Requested</b>	Report on reductions in Walking, Cycling and Road Safety Programmes – (Action requested in Commercial & Strategy Committee)		
<b>Date Raised:</b>	18 February 2025	<b>Status:</b>	
<b>Issue Owner</b>	Group Manager Infrastructure	<b>Completed Date:</b>	
<p><b>Background:</b> The financials show a decline in funding from NZTA, due to Council having received the final funding allocation after the LTP had been adopted. The impact is a reduction in the walking, cycling and road safety programmes. A full report of reductions within these programmes is to return to standing committee.</p> <p>April 2025 Update: This information has been incorporated into the annual plan budgeting process as per workshop with Councillors on 18 March. Please confirm if action can be closed or if further information needs to be submitted. The Walking and Cycling maintenance budget has been reduced from \$500,000 to \$201,320 in the Annual Plan. The capital renewal budget has also been reduced, from \$2 million to \$1.5 million. While this will result in fewer physical works being undertaken, it is still expected to meet the Long Term Plan level of service relating to the percentage of footpath renewals. However, it may impact the level of service target for customer satisfaction with footpaths</p>			

**8.2 Temporary Road Closure Applications - Section 342 and Schedule 10, Clause 11(e) LGA**

**Author:** Katie Ryan, Transport Community Engagement Advisor  
Susannah Ratahi, Land Transport Manager

**Authoriser:** Andrew Dixon, Group Manager Infrastructure

**Recommendation**

That the Infrastructure Committee:

1. Approve temporary closure of Domain Avenue (Fergusson Drive to Hayhurst Street) for the Temuka ANZAC Day Commemorations on 25 May 2025 from 6:00 am to 12:00 pm under Section 342 and Schedule 10, Clause 11(e) of the Local Government Act 1974.
2. Approve traffic management for the Temuka ANZAC Day Commemorations be funded from the Land Transport Community Events and Programmes budget.
3. Approve temporary closure of Queen Street (King Street to Edward Street) and Memorial Avenue (Queen Street to Princes Street) for the Timaru Dawn Service on 25 May 2025 from 5:00 am to 7:30 am under Section 342 and Schedule 10, Clause 11(e) of the Local Government Act 1974.
4. Approve traffic management for Timaru Dawn Service to be funded from the Community Events and Programmes budget.
5. Approve temporary closure of Talbot Street (Hislop Street to Cox Street (State Highway 79) for the Geraldine ANZAC Day Service 2025 on 25 April 2025 from 9 am to 9:45 am under Section 342 and Schedule 10, Clause 11(e) of the Local Government Act 1974.
6. Approve traffic management for Geraldine ANZAC Day Service 2025 to be funded from the Community Events and Programmes budget.
7. Approve temporary closure of George Street (Stafford Street to Station Street) and Station Street (Cain Street to George Street) for the Mountainview High School Ball 2025 on 2 May 2025 from 6:30 pm to 8:00 pm under Section 342 and Schedule 10, Clause 11(e) of the Local Government Act 1974.
8. Approve Mountainview High School to charge \$65 entry fee for this event under Schedule 10, Clause 11B of the Local Government Act 1974
9. Approve traffic management for Mountainview High School Ball 2025 to be funded from the Community Events and Programmes budget.
10. Approve temporary closure of:
  - Mulvihill Rd (SH79 to Rapuwai Rd),
  - Rapuwai Rd (Mulvihill Rd to Winchester Hanging Rock Rd),
  - Winchester Hanging Rock Rd (Rapuwai Rd to Limestone Rd),
  - Limestone Rd (Winchester Hanging Rock Rd to Saddle Rd)
  - Saddle Rd (Limestone Rd to South Boundary Rd)
  - South Boundary Rd (Saddle Rd to Draffin Rd)
  - Draffin Rd (South Boundary Rd to Galbraith Rd)

Galbraith Rd (Draffin Rd to Gully Bush Rd)

Gully Bush Rd (Galbraith Rd to Matthew Rd)

Matthew Rd (Gully Bush Rd to Gardiner Rd)

Gardiner Rd (Matthew Rd to Main Waitohi Rd)

Main Waitohi Rd (Gardiner Rd to Winchester Hanging Rock Rd)

Mount Gay Rd (Hazelburn Rd to Rockwood Rd)

Rockwood Rd (Mount Gay Rd to State Highway 8)

for the 2025 Rally of South Canterbury on 10 May 2025 and 7:30 am to 12:00 pm under Section 342 and Schedule 10, Clause 11(e) of the Local Government Act 1974.

11. Approve South Canterbury Car Club Inc. to charge \$800 to \$1,400 entry fee for this event under Schedule 10, Clause 11B of the Local Government Act 1974.
12. Approve temporary closure of Sophia Street (King George Place to The Royal Arcade) for the Showcase on Sophia on 23 May 2025 from 4:30 pm to 7:30 pm under Section 342 and Schedule 10, Clause 11(e) of the Local Government Act 1974.
13. Approve traffic management for Showcase on Sophia to be funded from the Community Events and Programmes budget.

### **Purpose of Report**

- 1 The purpose of this report is to seek the Committee's approval of temporary road closure application(s), as per Section 342 and Schedule 10, Clause 11(e) of the Local Government Act 1974.

### **Assessment of Significance**

- 2 This matter is deemed to be of low significance under Council's Significance and Engagement Policy as the process is in accordance with legislation and Council policies. However, it should be acknowledged that due to the nature of, and volumes of visitors expected at the event(s) proposed, there is likely to be community interest.

### **Background**

- 3 Under Section 342 and Schedule 10, Clause 11(e) of the Local Government Act 1974 Council (or a Committee of the whole) may close any road or part of a road to all traffic or any specified type of traffic (including pedestrian traffic) for a period or periods not exceeding in the aggregate 31 days in any year for any exhibition, fair, show, market, concert, film-making, race or other sporting event, or public function. This is provided that no road may be closed for these purposes if that closure would, in the opinion of the council, be likely to impede traffic unreasonably.
- 4 Council officers operate a temporary road closure application process that enables organisations in the Timaru District to apply for temporary road closures for their events. All applications are assessed against key criteria including event type/activities planned, temporary traffic management arrangements, and impact on stakeholders.
- 5 Council budgets allow for funding of traffic management for community events and the following classification system is used to determine whether events are eligible for this funding and where responsibility for costs is held.

	Commercial Events	Community Events
<b>Definition</b>	Where the primary activity is the sale or marketing of goods or services	Where the primary activity is entertainment, recreation, celebration or commemoration
<b>Responsibility for preparation of temporary traffic management plan (including associated costs).</b>	Event	Council and/or Council's contractor
<b>Responsibility for implementing temporary traffic management plan (including associated costs)</b>	Event	Council and/or Council's contractor

### Discussion

- 6 The following temporary road closure applications have been assessed by Council officers and require decision on approval by the Committee. Records of application assessment including full Council officer recommendations are included as Attachment 1. Council should consider approval or decline of each application individually.

Event Name / Organisation	Event type	Event date and traffic management set up/pack down times	Proposed closure area	Officer recommendation
<b>Temuka ANZAC Day Commemorations</b>	Community	25 April 2025 6:00am to 12:00pm	Domain Avenue (Fergusson Drive to Hayhurst Street)	<b>Recommended</b>
<b>Timaru ANZAC Day Commemorations</b>	Community	25 April 2025 5:00am to 7:30am	Queen Street (King Street to Edward Street)  Memorial Avenue (Queen Street to Princes Street)	<b>Recommended</b>
<b>Geraldine ANZAC Day Commemorations</b>	Community	25 April 2025 9:00am to 9:45am	Talbot Street (Hislop Street to Cox Street)	<b>Recommended</b>
<b>Mountainview High School Ball</b>	Community	2 May 2025 6:30pm to 8:00pm	George Street (Stafford Street to Station Street)  Station Street (Cains Terrace to George Street)	<b>Recommended</b>
<b>2025 Rally of South Canterbury</b>	Commercial	10 May 2025 7:30am to 12:00pm	Mulvihill Rd (SH79 to Rapuwai Rd)  Rapuwai Rd (Mulvihill Rd to Winchester Hanging Rock Rd)	<b>Recommended</b>

			<p>Winchester Hanging Rock Rd (Rapuwai Rd to Limestone Rd)</p> <p>Limestone Rd (Winchester Hanging Rock Rd to Saddle Rd)</p> <p>Saddle Rd (Limestone Rd to South Boundary Rd)</p> <p>South Boundary Rd (Saddle Rd to Draffin Rd)</p> <p>Draffin Rd (South Boundary Rd to Galbraith Rd)</p> <p>Galbraith Rd (Draffin Rd to Gully Bush Rd)</p> <p>Gully Bush Rd (Galbraith Rd to Matthew Rd)</p> <p>Matthew Rd (Gully Bush Rd to Gardiner Rd)</p> <p>Gardiner Rd (Matthew Rd to Main Waitohi Rd)</p> <p>Main Waitohi Rd (Gardiner Rd to Winchester Hanging Rock Rd)</p> <p>Mount Gay Rd (Hazelburn Rd to Rockwood Rd)</p> <p>Rockwood Rd (Mount Gay Rd to State Highway 8)</p>	
<b>Showcase on Sophia</b>	Community	23 May 2025 4:30 pm to 7:30 pm	Sophia Street (King George Place to The Royal Arcade)	<b>Recommended</b>



**Options and Preferred Option**

- 7 Option one is that the Committee: approves the following applications for temporary road closure under Section 342 and Schedule 10, Clause 11(e) of the Local Government Act 1974, including all conditions proposed by Officers:

Event Name / Organisation	Event type	Event date and traffic management set up/pack down times	Proposed closure area	Officer recommendation
<b>Temuka ANZAC Day Commemorations</b>	Community	25 April 2025 6:00am to 12:00pm	Domain Avenue (Fergusson Drive to Hayhurst Street)	<b>Recommended</b>
<b>Timaru ANZAC Day Commemorations</b>	Community	25 April 2025 5:00am to 7:30am	Queen Street (King Street to Edward Street)  Memorial Avenue (Queen Street to Princes Street)	<b>Recommended</b>
<b>Geraldine ANZAC Day Commemorations</b>	Community	25 April 2025 9:00am to 9:45am	Talbot Street (Hislop Street to Cox Street)	<b>Recommended</b>
<b>Mountainview High School Ball</b>	Community	2 May 2025 6:30pm to 8:00pm	George Street (Stafford Street to Station Street)  Station Street (Cains Terrace to George Street)	<b>Recommended</b>
<b>2025 Rally of South Canterbury</b>	Commercial	10 May 2025 7:30am to 12:00pm	Mulvihill Rd (SH79 to Rapuwai Rd)  Rapuwai Rd (Mulvihill Rd to Winchester Hanging Rock Rd)  Winchester Hanging Rock Rd (Rapuwai Rd to Limestone Rd)  Limestone Rd (Winchester Hanging Rock Rd to Saddle Rd)  Saddle Rd (Limestone Rd to South Boundary Rd)  South Boundary Rd (Saddle Rd to Draffin Rd)  Draffin Rd (South Boundary Rd to Galbraith Rd)	<b>Recommended</b>

			Galbraith Rd (Draffin Rd to Gully Bush Rd)  Gully Bush Rd (Galbraith Rd to Matthew Rd)  Matthew Rd (Gully Bush Rd to Gardiner Rd)  Gardiner Rd (Matthew Rd to Main Waitohi Rd)  Main Waitohi Rd (Gardiner Rd to Winchester Hanging Rock Rd)  Mount Gay Rd (Hazelburn Rd to Rockwood Rd)  Rockwood Rd (Mount Gay Rd to State Highway 8)	
<b>Showcase on Sophia</b>	Community	23 May 2025 4:30 pm to 7:30 pm	Sophia Street (King George Place to The Royal Arcade)	<b>Recommended</b>

- Approve that traffic management for the Temuka Anzac Day Commemorations, Temuka Anzac Day Commemorations, Geraldine Anzac Day Commemorations and Mountainview High School Ball be funded from the Community Events and Programmes budget. The 2025 Rally of South Canterbury is funding its own traffic management.
- Approve Mountainview High School to charge \$65 entry fee and approve South Canterbury Car Club Inc. to charge \$800 to \$1,400 entry fee for this event under Schedule 10, Clause 11B of the Local Government Act 1974.
- This option incurs some cost to Council as outlined in the Financial Implications section below. These costs are within available budgets. Option 1 is the preferred option.

- 8 Option two is that the Committee approves the temporary road closure applications as per Option 1, under Section 342 and Schedule 10, Clause 11(e) of the Local Government Act 1974, with additional conditions to be advised by the Committee. This option incurs some cost to Council as outlined in the Financial Implications section below.
- 9 Option three is that the Committee advises alternate decisions to approve and/or decline the temporary road closure applications under Section 342 and Schedule 10, Clause 11(e) of the Local Government Act 1974, including advising any additional conditions if applicable. This option may result in the proposed event or events being unable to proceed as planned and cancelled.

## Consultation

- 8 Under the Local Government Act 1974 Schedule 10, Council is required to:
- Publicly notify the intent to temporarily close roads for events
  - Publicly notify Council/Committee decisions to temporarily close roads for events
  - Consult with NZ Police and New Zealand Transport Agency prior to approving temporary road closures for events.
- Council officers have undertaken requirements a) and c) for all applications considered in this report.
- 11 The attached application review records outline feedback received from NZ Police and New Zealand Transport Agency (Attachment 1).
- 12 The temporary road closure application process requires applicants to produce a communications plan advising how they intend to communicate with key stakeholders and people impacted by the event. Communications plans for all applications considered in this report have been received and approved by Council officers. Implementation of these plans is noted as a condition of approval should the temporary road closure proceed. Council officers would further notify emergency services of confirmed closures.

## Relevant Legislation, Council Policy and Plans

- 13 Local Government Act 1974
- 14 Timaru District Council Long Term Plan 2024-34

## Financial and Funding Implications



- 15 Council has an approved Land Transport Community Events and Programmes budget of \$100,000 (excluding GST) for the current financial year within the Land Transport activity, which provides funding for traffic management for community events.
- 16 The following costs would be incurred by Council if these events were approved to proceed (all costs are estimates and exclude GST):

Event Name	Cost to prepare temporary traffic management plan	Cost to implement temporary traffic management plan
Temuka ANZAC Day Commemorations	\$450.00 + GST	\$2,135.00 + GST
Timaru ANZAC Day Commemorations	\$450.00 + GST	\$2,135.00 + GST
Geraldine ANZAC Day Commemorations	\$450.00 + GST	\$2,135.00 + GST
Mountainview High School Ball	\$450.00 + GST	\$1,202.50 + GST
Showcase on Sophia	\$225.00 + GST	\$960.00 + GST
<b>TOTAL (for approval in this paper)</b>	<b>\$10,592.50 + GST</b>	
<b>Previously approved</b>	<b>\$72,658.80 + GST</b>	
<b>Cost to date</b>	<b>\$83,251.30 + GST</b>	
<b>Estimated cost of events yet to be approved during FY 2024/25</b>	<b>An estimated \$17,000 includes 4 further Artisan Markets.</b>	

**Other Considerations**

- 17 Council officers consider that temporary road closure presents some reputational, financial and health and safety risks to Council, however, these are mitigated by the proposed conditions of road closure including planned communications activity, provision of insurance cover and compliance with relevant regulations, legislation and bylaws respectively.

**Attachments**

1. **Attachment 1- Review records**  

# Temporary Road Closure

## Application Review Record

Section 342 and Schedule 10, Clause 11(e) of the Local Government Act 1974



Event details	
Event name:	Temuka ANZAC Day Commemorations
Event organisation:	Temuka Returned Services Association
Event contact details:	Vicky Howey 021 1018005
Event date/time:	25/4/2025 6am to 12pm
Road/road section to be closed:	Domain Avenue from Fergusson Drive to Hayhurst Street
Event type:	Community

Officer application assessment result	Recommended
Recommendations	
<p>That Timaru District Council (or a Committee of the whole) <b>approve</b> temporary closure of <b>Domain Avenue from Fergusson Drive to Hayhurst Street</b> for the <b>Temuka ANZAC Day Commemorations</b> on <b>25/04/2025 from 6am to 12pm</b> under Section 342 and Schedule 10, Clause 11(e) of the Local Government Act 1974.</p> <p>That Timaru District Council (or a Committee of the whole) <b>approve</b> traffic management for <b>Temuka ANZAC Day Commemorations</b> to be funded from the Community Events and Programmes budget.</p> <p>That approval is subject to the following conditions:</p> <ul style="list-style-type: none"> <li>that <b>Temuka Returned Services Association</b> has public liability insurance in place for the event, covering a minimum of \$1,000,000.</li> <li>that temporary closure is undertaken in accordance with the approved Temporary Traffic Management Plan</li> <li>that communications activity is undertaken in accordance with the approved communications plan</li> <li>that all staff at the event (including volunteers) comply with any instructions from NZ Police, Council Officers and Traffic Management staff.</li> <li>that <b>Temuka Returned Services Association</b> will meet the cost of any damage to public property, including roads, caused by the event.</li> <li>that following the event, all streets and surrounding areas will be left in a clean and tidy condition.</li> <li>that <b>Temuka Returned Services Association</b> will ensure compliance with any other relevant regulation/bylaw pertaining to the event is met (for example, health and safety, food/liquor licenses, waste management).</li> </ul>	
Costs	
TMP design cost is \$450. TMP physical work cost is \$2,135	
Officer Name: Paul Forbes	Officer date: 30/1/2025

## Application Assessment

Information checklist
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Applicant has fully completed all fields in 'Section 1 – Contact Details' of the Application Form	Yes
Applicant has fully completed all fields in 'Section 2 – Event Details' of the Application Form	Yes
Applicant has confirmed understanding of all obligations in section 4	Yes
Applicant has supplied proof of public liability insurance for the event	Yes
Applicant has supplied Communications Plan	Yes
COMMERCIAL EVENTS ONLY: Applicant has supplied a Temporary Traffic Management Plan (TTMP)	NA
COMMUNITY EVENTS ONLY: Applicant has supplied a map of the proposed temporary closure area/event route	Yes
Applicant has signed and dated declaration in 'Section 5 – Declaration'.	Yes

<b>Applicant has satisfied all information requirements</b>	<b>Yes</b>
<b>Officer comments:</b> <b>No comments</b>	

NZTA / NZ Police Consultation	
<b>NZTA</b>	
Contact name:	Theresa Allan
Contact date:	22/01/2025
NZTA comments and TDC actions (if applicable):	Nil received
<b>NZ Police</b>	
Contact name:	Vicki Walker & Anthony Callon
Contact date:	22/01/2025
NZ Police comments and TDC actions (if applicable):	Nil received

Communications plan	
<b>Communications Plan provides the following information:</b> <ul style="list-style-type: none"> <li>• Lists affected stakeholders</li> <li>• Describes how stakeholders will be affected by temporary road closure</li> <li>• Outlines key messages</li> <li>• Includes action/implementation plan detailing how and when stakeholders will be communicated with</li> <li>• Includes procedure for managing complaints</li> <li>• Includes procedure for how the plan will be monitored</li> </ul>	Yes

Communications Plan is approved:	Yes
Officer comments – no comment	

Traffic management	
COMMERCIAL EVENTS ONLY: Temporary Traffic Management Plan approved	NA
Officer comments:	
COMMUNITY EVENTS ONLY: TTMP prepared by Council contractor and approved	Yes
TTMP Preparation costs	\$450
Estimated TTMP Implementation costs	\$2,135
Officer comments: potentially less design costs when traffic management provider have finished design.	

Event charges	No
Officer comments: N/A	

Key dates	
Action	Date
Advertising intent of road closure <i>Ensure this is at least 2 weeks before Council/Committee report is due so that any feedback can be put in report.</i>	23/01/2025
Council/Committee report due	4 Feb 2025
Council/Committee decision	18 Feb 2025
Advertising confirmation of road closure	

# Temporary Road Closure

## Application Review Record

Section 342 and Schedule 10, Clause 11(e) of the Local Government Act 1974



Event details	
Event name:	Timaru ANZAC Commemoration 2025
Event organisation:	South Canterbury Returned Services Association
Event contact details:	Fiona Davies
Event date/time:	25/4/2025 5am to 7:30am
Road/road section to be closed:	Queen Street from King Street to Edward Street Memorial Avenue from Queen Street to Princes Street
Event type:	Community

Officer application assessment result	Recommended
Recommendations	
<p>That Timaru District Council (or a Committee of the whole) <b>approve</b> temporary closure of <b>Queen Street from King Street to Edward Street and Memorial Avenue from Queen Street to Princes Street</b> for the <b>Timaru Dawn Service</b> on 25/4/2025 5am to 7:30am <b>under</b> Section 342 and Schedule 10, Clause 11(e) of the Local Government Act 1974.</p> <p>That Timaru District Council (or a Committee of the whole) <b>approve</b> traffic management for <b>Timaru Dawn Service</b> to be funded from the Community Events and Programmes budget.</p> <p>That approval is subject to the following conditions:</p> <ul style="list-style-type: none"> <li>that <b>South Canterbury Returned Services Association</b> has public liability insurance in place for the event, covering a minimum of \$1,000,000.</li> <li>that temporary closure is undertaken in accordance with the approved Temporary Traffic Management Plan</li> <li>that communications activity is undertaken in accordance with the approved communications plan</li> <li>that all staff at the event (including volunteers) comply with any instructions from NZ Police, Council Officers and Traffic Management staff.</li> <li>that <b>South Canterbury Returned Services Association</b> will meet the cost of any damage to public property, including roads, caused by the event.</li> <li>that following the event, all streets and surrounding areas will be left in a clean and tidy condition.</li> <li>that <b>South Canterbury Returned Services Association</b> will ensure compliance with any other relevant regulation/bylaw pertaining to the event is met (for example, health and safety, food/liquor licenses, waste management).</li> </ul>	
Costs	
<p>TMP Design \$450 TM delivery \$2,135</p>	



<b>Officer Name:</b> Paul Forbes	<b>Officer date:</b> 20/02/2025

### Application Assessment

Information checklist	
Applicant has fully completed all fields in 'Section 1 – Contact Details' of the Application Form	Yes
Applicant has fully completed all fields in 'Section 2 – Event Details' of the Application Form	Yes
Applicant has confirmed understanding of all obligations in section 4	Yes
Applicant has supplied proof of public liability insurance for the event	Yes
Applicant has supplied Communications Plan	Yes
COMMERCIAL EVENTS ONLY: Applicant has supplied a Temporary Traffic Management Plan (TTMP)	NA
COMMUNITY EVENTS ONLY: Applicant has supplied a map of the proposed temporary closure area/event route	Yes
Applicant has signed and dated declaration in 'Section 5 – Declaration'.	Yes

<b>Applicant has satisfied all information requirements</b>	<b>Yes</b>
<b>Officer comments:</b>	
<i>If No:</i>	

NZTA / NZ Police Consultation	
<b>NZTA</b>	
<b>Contact name:</b>	Theresa Allan
<b>Contact date:</b>	22/01/2025
<b>NZTA comments and TDC actions (if applicable):</b>	Nil received
<b>NZ Police</b>	
<b>Contact name:</b>	Vicki Walker & Anthony Callon
<b>Contact date:</b>	22/01/2025
<b>NZ Police comments and TDC actions (if applicable):</b>	Nil received

Communications plan	
<b>Communications Plan provides the following information:</b>	Yes

<ul style="list-style-type: none"> <li>• Lists affected stakeholders</li> <li>• Describes how stakeholders will be affected by temporary road closure</li> <li>• Outlines key messages</li> <li>• Includes action/implementation plan detailing how and when stakeholders will be communicated with</li> <li>• Includes procedure for managing complaints</li> <li>• Includes procedure for how the plan will be monitored</li> </ul>	
Communications Plan is approved:	Yes
Officer comments	

Traffic management	
COMMERCIAL EVENTS ONLY: Temporary Traffic Management Plan approved	NA
Officer comments:	
COMMUNITY EVENTS ONLY: TTMP prepared by Council contractor and approved	Yes
TTMP Preparation costs	\$450
Estimated TTMP Implementation costs	\$2,135
Officer comments: potentially less design costs when traffic management provider have finished design.	

Event charges	No
Officer comments: n/a	

Key dates	
Action	Date
Advertising intent of road closure <i>Ensure this is at least 2 weeks before Council/Committee report is due so that any feedback can be put in report.</i>	Online from 20 February 2025
Council/Committee report due	3 April 2025
Council/Committee decision	15 April 2025
Advertising confirmation of road closure	16 April 2025

# Temporary Road Closure

## Application Review Record

Section 342 and Schedule 10, Clause 11(e) of the Local Government Act 1974



Event details	
Event name:	Geraldine ANZAC Day Service 2025
Event organisation:	Geraldine RSA
Event contact details:	Michelle Brown
Event date/time:	25 April 2025 9am to 9.45am
Road/road section to be closed:	Talbot Street from Hislop Street to Cox Street (State Highway 79)
Event type:	Community

Officer application assessment result	Recommended
Recommendations	
<p>That Timaru District Council (or a Committee of the whole) <b>approve</b> temporary closure of <b>Talbot Street from Hislop Street to Cox Street (State Highway 79)</b> for the <b>Geraldine ANZAC Day Service 2025</b> on <b>25 April 2025 9am to 9.45am</b> under Section 342 and Schedule 10, Clause 11(e) of the Local Government Act 1974.</p> <p>That Timaru District Council (or a Committee of the whole) <b>approve</b> traffic management for <b>Geraldine ANZAC Day Service 2025</b> to be funded from the Community Events and Programmes budget.</p> <p>That approval is subject to the following conditions:</p> <ul style="list-style-type: none"> <li>that <b>Geraldine RSA</b> has public liability insurance in place for the event, covering a minimum of \$1,000,000.</li> <li>that temporary closure is undertaken in accordance with the approved Temporary Traffic Management Plan</li> <li>that communications activity is undertaken in accordance with the approved communications plan</li> <li>that all staff at the event (including volunteers) comply with any instructions from NZ Police, Council Officers and Traffic Management staff.</li> <li>that <b>Geraldine RSA</b> will meet the cost of any damage to public property, including roads, caused by the event.</li> <li>that following the event, all streets and surrounding areas will be left in a clean and tidy condition.</li> <li>that <b>Geraldine RSA</b> will ensure compliance with any other relevant regulation/bylaw pertaining to the event is met (for example, health and safety, food/liquor licenses, waste management).</li> </ul>	
Costs	

TMP design cost is \$450. TMP physical work cost is \$2,135

**Officer Name:** Paul Forbes

**Officer date:** 30/1/2025

### Application Assessment

Information checklist	
Applicant has fully completed all fields in 'Section 1 – Contact Details' of the Application Form	Yes
Applicant has fully completed all fields in 'Section 2 – Event Details' of the Application Form	Yes
Applicant has confirmed understanding of all obligations in section 4	Yes
Applicant has supplied proof of public liability insurance for the event	Yes
Applicant has supplied Communications Plan	Yes
COMMERCIAL EVENTS ONLY: Applicant has supplied a Temporary Traffic Management Plan (TTMP)	NA
COMMUNITY EVENTS ONLY: Applicant has supplied a map of the proposed temporary closure area/event route	Yes
Applicant has signed and dated declaration in 'Section 5 – Declaration'.	Yes

Applicant has satisfied all information requirements	Yes
<b>Officer comments:</b> No comments	

NZTA / NZ Police Consultation	
<b>NZTA</b>	
Contact name:	Theresa Allan
Contact date:	22/01/2025
NZTA comments and TDC actions (if applicable):	Nil received
<b>NZ Police</b>	
Contact name:	Vicki Walker & Anthony Callon
Contact date:	22/01/2025
NZ Police comments and TDC actions (if applicable):	Nil received

Communications plan	
Communications Plan provides the following information: <ul style="list-style-type: none"> <li>Lists affected stakeholders</li> </ul>	Yes

<ul style="list-style-type: none"> <li>• Describes how stakeholders will be affected by temporary road closure</li> <li>• Outlines key messages</li> <li>• Includes action/implementation plan detailing how and when stakeholders will be communicated with</li> <li>• Includes procedure for managing complaints</li> <li>• Includes procedure for how the plan will be monitored</li> </ul>	
Communications Plan is approved:	Yes
Officer comments	

Traffic management	
COMMERCIAL EVENTS ONLY: Temporary Traffic Management Plan approved	NA
Officer comments:	
COMMUNITY EVENTS ONLY: TTMP prepared by Council contractor and approved	Yes
TTMP Preparation costs	\$450
Estimated TTMP Implementation costs	\$2,135
Officer comments: potentially less design costs when traffic management provider have finished design.	

Event charges	No
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Key dates	
Action	Date
Advertising intent of road closure <i>Ensure this is at least 2 weeks before Council/Committee report is due so that any feedback can be put in report.</i>	23/01/2025
Council/Committee report due	3 April 2025
Council/Committee decision	15 April 2025
Advertising confirmation of road closure	16 April 2025

Monitoring			
Action	Date	Officer Name	Associated Record numbers
On-site records received			
Site Audit record (if applicable) Insert content here			

# Temporary Road Closure

## Application Review Record

Section 342 and Schedule 10, Clause 11(e) of the Local Government Act 1974



Event details	
Event name:	Mountainview High School Ball 2025
Event organisation:	Mountainview High School
Event contact details:	Catherine Smith 0211213921
Event date/time:	2 May 2025 from 6:30pm to 8:00pm
Road/road section to be closed:	George Street from Stafford Street to Station Street Station Street from Cairns Terrace to George Street
Event type:	Community

Officer application assessment result	Recommended
Recommendations	
<p>That Timaru District Council (or a Committee of the whole) <b>approve</b> temporary closure of <b>George Street from Stafford Street to Station Street and Station Street from Cain Street to George Street</b> for the <b>Mountainview High School Ball 2025</b> on <b>2 May 2025 from 6:30pm to 8:00pm</b> under Section 342 and Schedule 10, Clause 11(e) of the Local Government Act 1974.</p> <p>That Timaru District Council (or a Committee of the whole) <b>approve Mountainview High School</b> to charge \$65 entry fee for this event under Schedule 10, Clause 11B of the Local Government Act 1974</p> <p>That Timaru District Council (or a Committee of the whole) <b>approve</b> traffic management for <b>Mountainview High School Ball 2025</b> to be funded from the Community Events and Programmes budget.</p>	
<p>That approval is subject to the following conditions:</p> <ul style="list-style-type: none"> <li>that <b>Mountainview High School</b> has public liability insurance in place for the event, covering a minimum of \$1,000,000.</li> <li>that temporary closure is undertaken in accordance with the approved Temporary Traffic Management Plan</li> <li>that communications activity is undertaken in accordance with the approved communications plan</li> <li>that all staff at the event (including volunteers) comply with any instructions from NZ Police, Council Officers and Traffic Management staff.</li> <li>that <b>Mountainview High School</b> will meet the cost of any damage to public property, including roads, caused by the event.</li> <li>that following the event, all streets and surrounding areas will be left in a clean and tidy condition.</li> <li>that <b>Mountainview High School</b> will ensure compliance with any other relevant regulation/bylaw pertaining to the event is met (for example, health and safety, food/liquor licenses, waste management).</li> <li>that <b>Mountainview High School</b> has the authority to charge \$65 entry fee for the event.</li> </ul>	

Costs	
Total cost excluding GST is \$1,652.50	
Officer Name: Paul Forbes	Officer date:11/02/2025

### Application Assessment

Information checklist	
Applicant has fully completed all fields in 'Section 1 – Contact Details' of the Application Form	Yes
Applicant has fully completed all fields in 'Section 2 – Event Details' of the Application Form	Yes
Applicant has confirmed understanding of all obligations in section 4	Yes
Applicant has supplied proof of public liability insurance for the event	Yes
Applicant has supplied Communications Plan	Yes
COMMERCIAL EVENTS ONLY: Applicant has supplied a Temporary Traffic Management Plan (TTMP)	NA
COMMUNITY EVENTS ONLY: Applicant has supplied a map of the proposed temporary closure area/event route	Yes
Applicant has signed and dated declaration in 'Section 5 – Declaration'.	Yes

Applicant has satisfied all information requirements	Yes
Officer comments:	
<i>No comment</i>	

NZTA / NZ Police Consultation	
NZTA	
Contact name:	Theresa Allan
Contact date:	11/02/2025
NZTA comments and TDC actions (if applicable):	Nil received
NZ Police	
Contact name:	Vicki Walker & Anthony Callon
Contact date:	11/02/2025
NZ Police comments and TDC actions (if applicable):	Nil received

Communications plan
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<b>Communications Plan provides the following information:</b> <ul style="list-style-type: none"> <li>• Lists affected stakeholders</li> <li>• Describes how stakeholders will be affected by temporary road closure</li> <li>• Outlines key messages</li> <li>• Includes action/implementation plan detailing how and when stakeholders will be communicated with</li> <li>• Includes procedure for managing complaints</li> <li>• Includes procedure for how the plan will be monitored</li> </ul>	Yes
<b>Communications Plan is approved:</b>	Yes
<b>Officer comments</b>	

Traffic management	
<b>COMMERCIAL EVENTS ONLY: Temporary Traffic Management Plan approved</b>	NA
<b>Officer comments:</b>	
<b>COMMUNITY EVENTS ONLY: TTMP prepared by Council contractor and approved</b>	Yes
<b>TTMP Preparation costs</b>	\$450 +GST
<b>Estimated TTMP Implementation costs</b>	\$1,202.50 +GST
<b>Officer comments:</b>	

<b>Event charges</b>	Yes
<b>Officer comments: e.g. the Applicant has specified \$65 entry fees for this event.</b>	

Key dates	
Action	Date
Advertising intent of road closure <i>Ensure this is at least 2 weeks before Council/Committee report is due so that any feedback can be put in report.</i>	Online 11/2/2025
<b>Council/Committee report due</b>	3/04/2025
<b>Council/Committee decision</b>	15/04/2025
Advertising confirmation of road closure	Online 16/2/2025

# Temporary Road Closure

## Application Review Record

Section 342 and Schedule 10, Clause 11(e) of the Local Government Act 1974



Event details	
Event name:	2025 Rally of South Canterbury
Event organisation:	South Canterbury Car Club Inc.
Event contact details:	Howard Atwill – <a href="mailto:sccarclub.operations@xtra.co.nz">sccarclub.operations@xtra.co.nz</a> – 027 3075104
Event date/time:	10 May 2025 7:30am to 12noon
Road/road section to be closed:	Mulvihill Rd from 2km from SH79 to Rapuwai Rd Rapuwai Rd From Mulvihill Rd to Winchester Hanging Rock Rd Winchester Hanging Rock Rd From Rapuwai Rd to Limestone Rd Limestone Rd From Winchester Hanging Rock Rd to Saddle Rd Saddle Rd From Limestone Rd to South Boundary Rd South Boundary Rd From Saddle Rd to Draffin Rd Draffin Rd From South Boundary Rd to Galbraith Rd Galbraith Rd From Draffin Rd to Gully Bush Rd Gully Bush Rd From Galbraith Rd to Matthew Rd Matthew Rd From Gully Bush Rd to Gardiner Rd Gardiner Rd From Matthew Rd to Main Waitohi Rd Main Waitohi Rd From Gardiner Rd to Winchester Hanging Rock Rd Mount Gay Rd From Hazelburn Rd to Rockwood Rd Rockwood Rd From Mount Gay Rd to State Highway 8
Event type:	Commercial

Officer application assessment result	Recommended
Recommendations	
<p>That Timaru District Council (or a Committee of the whole) <b>approve</b> temporary closure of</p> <p><b>Mulvihill Rd from 2km from SH79 to Rapuwai Rd</b>  <b>Rapuwai Rd From Mulvihill Rd to Winchester Hanging Rock Rd</b>  <b>Winchester Hanging Rock Rd From Rapuwai Rd to Limestone Rd</b>  <b>Limestone Rd From Winchester Hanging Rock Rd to Saddle Rd</b>  <b>Saddle Rd From Limestone Rd to South Boundary Rd</b>  <b>South Boundary Rd From Saddle Rd to Draffin Rd</b>  <b>Draffin Rd From South Boundary Rd to Galbraith Rd</b>  <b>Galbraith Rd From Draffin Rd to Gully Bush Rd</b>  <b>Gully Bush Rd From Galbraith Rd to Matthew Rd</b>  <b>Matthew Rd From Gully Bush Rd to Gardiner Rd</b>  <b>Gardiner Rd From Matthew Rd to Main Waitohi Rd</b>  <b>Main Waitohi Rd From Gardiner Rd to Winchester Hanging Rock Rd</b>  <b>Mount Gay Rd From Hazelburn Rd to Rockwood Rd</b>  <b>Rockwood Rd From Mount Gay Rd to State Highway 8</b></p>	

for the 2025 Rally of South Canterbury on **10 May 2025 and 7:30am to 12noon under** Section 342 and Schedule 10, Clause 11(e) of the Local Government Act 1974.  
That Timaru District Council (or a Committee of the whole) **approve** South Canterbury Car Club Inc. to charge \$800 to \$1,400 entry fee for this event under Schedule 10, Clause 11B of the Local Government Act 1974.

That approval is subject to the following conditions:

- that South Canterbury Car Club Inc. has public liability insurance in place for the event, covering a minimum of \$1,000,000.
- that temporary closure is undertaken in accordance with the approved Temporary Traffic Management Plan
- that communications activity is undertaken in accordance with the approved communications plan
- that all staff at the event (including volunteers) comply with any instructions from NZ Police, Council Officers and Traffic Management staff.
- that South Canterbury Car Club Inc. will meet the cost of any damage to public property, including roads, caused by the event.
- that following the event, all streets and surrounding areas will be left in a clean and tidy condition.
- that South Canterbury Car Club Inc. will ensure compliance with any other relevant regulation/bylaw pertaining to the event is met (for example, health and safety, food/liquor licenses, waste management).
- that South Canterbury Car Club Inc. has the authority to charge \$800 to \$1,400 entry fee for the event.

#### Costs

Not applicable

**Officer Name: Paul Forbes**

**Officer date: 26/11/2024**

### Application Assessment

#### Information checklist

Applicant has fully completed all fields in 'Section 1 – Contact Details' of the Application Form	Yes
Applicant has fully completed all fields in 'Section 2 – Event Details' of the Application Form	Yes
Applicant has confirmed understanding of all obligations in section 4	Yes
Applicant has supplied proof of public liability insurance for the event	Yes
Applicant has supplied Communications Plan	Yes
COMMERCIAL EVENTS ONLY: Applicant has supplied a Temporary Traffic Management Plan (TTMP)	Yes
COMMUNITY EVENTS ONLY: Applicant has supplied a map of the proposed temporary closure area/event route	NA
Applicant has signed and dated declaration in 'Section 5 – Declaration'.	Yes

**Applicant has satisfied all information requirements**

**Yes**

Officer comments:

*If No: Application to be returned to applicant to inform resubmission.*

#### NZTA / NZ Police Consultation

##### NZTA

Contact name: Theresa Allan

Contact date: 11/02/2025

NZTA comments and TDC actions (if applicable): Nil received

##### NZ Police

Contact name: Vicki Walker & Anthony Callon

Contact date: 11/02/2025

NZ Police comments and TDC actions (if applicable): Nil received

#### Communications plan

Communications Plan provides the following information:

- Lists affected stakeholders
- Describes how stakeholders will be affected by temporary road closure
- Outlines key messages
- Includes action/implementation plan detailing how and when stakeholders will be communicated with
- Includes procedure for managing complaints
- Includes procedure for how the plan will be monitored

Yes

Communications Plan is approved:

Yes

Officer comments

#### Traffic management

COMMERCIAL EVENTS ONLY: Temporary Traffic Management Plan approved

Yes

Officer comments: Will be approved following Council approval of the Road Closures

COMMUNITY EVENTS ONLY:

TTMP prepared by Council contractor and approved

NA

TTMP Preparation costs

\$

Estimated TTMP Implementation costs

\$

Officer comments:

Event charges	Yes
Officer comments: e.g. the Applicant has specified \$800 to \$1,400 entry fees for this event.	

Key dates	
Action	Date
Advertising intent of road closure <i>Ensure this is at least 2 weeks before Council/Committee report is due so that any feedback can be put in report.</i>	<b>21 February 2025</b>
<b>Council/Committee report due</b>	<b>3 April</b>
<b>Council/Committee decision</b>	<b>15 April</b>
Advertising confirmation of road closure	<b>16 April</b>

# Temporary Road Closure

## Application Review Record

Section 342 and Schedule 10, Clause 11(e) of the Local Government Act 1974



Event details	
Event name:	Showcase on Sophia
Event organisation:	The Y Central South Island
Event contact details:	Jo Skudder
Event date/time:	23 May 2025 from 4:30pm to 7:30pm
Road/road section to be closed:	Sophia Street from King George Place to The Royal Arcade
Event type:	Community

Officer application assessment result	Recommended
Recommendations	
<p>That Timaru District Council (or a Committee of the whole) <b>approve</b> temporary closure of <b>Sophia Street from King George Place to The Royal Arcade</b> for the <b>Showcase on Sophia</b> on <b>23 May 2025 from 4:30pm to 7:30pm</b> under Section 342 and Schedule 10, Clause 11(e) of the Local Government Act 1974.</p> <p>the whole) <b>approve</b> traffic management for <b>Showcase on Sophia</b> to be funded from the Community Events and Programmes budget.</p>	
<p>That approval is subject to the following conditions:</p> <ul style="list-style-type: none"> <li>that <b>The Y Central South Island</b> has public liability insurance in place for the event, covering a minimum of \$1,000,000.</li> <li>that temporary closure is undertaken in accordance with the approved Temporary Traffic Management Plan</li> <li>that communications activity is undertaken in accordance with the approved communications plan</li> <li>that all staff at the event (including volunteers) comply with any instructions from NZ Police, Council Officers and Traffic Management staff.</li> <li>that <b>The Y Central South Island</b> will meet the cost of any damage to public property, including roads, caused by the event.</li> <li>that following the event, all streets and surrounding areas will be left in a clean and tidy condition.</li> <li>that <b>The Y Central South Island</b> will ensure compliance with any other relevant regulation/bylaw pertaining to the event is met (for example, health and safety, food/liquor licenses, waste management).</li> </ul>	
Costs	
<p>S J Allen have been engaged by TDC to provide the traffic management services on our behalf.            TMP design cost is \$225 + GST            TM delivery cost is \$960 + GST</p>	
Officer Name:	Paul Forbes
Officer date:	20/02/2025

## Application Assessment

Information checklist	
Applicant has fully completed all fields in 'Section 1 – Contact Details' of the Application Form	Yes
Applicant has fully completed all fields in 'Section 2 – Event Details' of the Application Form	Yes
Applicant has confirmed understanding of all obligations in section 4	Yes
Applicant has supplied proof of public liability insurance for the event	Yes
Applicant has supplied Communications Plan	Yes
COMMERCIAL EVENTS ONLY: Applicant has supplied a Temporary Traffic Management Plan (TTMP)	NA
COMMUNITY EVENTS ONLY: Applicant has supplied a map of the proposed temporary closure area/event route	Yes
Applicant has signed and dated declaration in 'Section 5 – Declaration'.	Yes

Applicant has satisfied all information requirements	Yes
Officer comments:	

NZTA / NZ Police Consultation	
NZTA	
Contact name:	Theresa Allan
Contact date:	20/02/2025
NZTA comments and TDC actions (if applicable):	Nil received
NZ Police	
Contact name:	Vicki Walker & Anthony Callon
Contact date:	20/02/2025
NZ Police comments and TDC actions (if applicable):	Nil received

Communications plan	
Communications Plan provides the following information: <ul style="list-style-type: none"> <li>• Lists affected stakeholders</li> <li>• Describes how stakeholders will be affected by temporary road closure</li> <li>• Outlines key messages</li> <li>• Includes action/implementation plan detailing how and when stakeholders will be communicated with</li> </ul>	Yes

<ul style="list-style-type: none"> <li>Includes procedure for managing complaints</li> <li>Includes procedure for how the plan will be monitored</li> </ul>	
Communications Plan is approved:	Yes
Officer comments	

Traffic management	
COMMERCIAL EVENTS ONLY: Temporary Traffic Management Plan approved	NA
Officer comments:	
COMMUNITY EVENTS ONLY: TTMP prepared by Council contractor and approved	Yes
TTMP Preparation costs	\$220 + GST
Estimated TTMP Implementation costs	\$960 + GST
Officer comments:	

Event charges	No
Officer comments: nil	

Key dates	
Action	Date
Advertising intent of road closure <i>Ensure this is at least 2 weeks before Council/Committee report is due so that any feedback can be put in report.</i>	20 February 2025
Council/Committee report due	3 April
Council/Committee decision	15 April
Advertising confirmation of road closure	16 April



### 8.3 Claremont Water Treatment Plant Upgrade Strategy - Steering Groups

**Author:** Andrew Lester, Drainage and Water Manager

**Authoriser:** Andrew Dixon, Group Manager Infrastructure

#### **Recommendation**

1. That a Project Steering Group be established for the Claremont Water Treatment Plant Renewal Programme.
2. That the Project Steering Group consists of;
  - (a) The Mayor
  - (b) Chairperson of Infrastructure Committee
  - (c) Deputy Chairperson of Infrastructure Committee
  - (d) The Chief Executive
  - (e) Group Manager Infrastructure
  - (f) Drainage and Water Manager
  - (g) Principal Three Waters Specialist
  - (h) Project Manager
3. That a Technical Group be established for the Claremont Water Treatment Plant Renewal Programme
4. That the Technical Group consists of;
  - (a) Group Manager Infrastructure
  - (b) Drainage and Water Manager
  - (c) Principal Three Waters Specialist
  - (d) Water Services Operations Engineer
  - (e) Project Manager
  - (f) Any other Drainage and Water staff as required (e.g. Water Treatment)
  - (g) Design Representative

#### **Purpose of Report**

- 1 The purpose of this report is to brief the Infrastructure Committee on progress to date for the Claremont Water Treatment Plant (WTP) Renewal Programme and to seek approval for the establishment of Project and Technical Steering Groups in support of the Programme.

#### **Assessment of Significance**

- 2 This project is assessed as being of low-medium significance in terms of Council's Significance and Engagement Policy. Although an approved Long Term Plan project this level of significance has been determined because of the potential impact of this project on the Timaru

Community and potentially the wider Timaru District Community through the urban water rate.

### Background

- 3 The background to Timaru's Water Supply and Claremont WTP is well documented, with the following key milestones:
  - (a) The current dual reservoirs were completed 1960. They are earth embankments with solid concrete lining. At the time they were the largest in the country. The sole source for water at that time was from Pareora Gorge. This source in one form or another had serviced the previous bluestone reservoirs above Centennial Park since 1881.
  - (b) The rest of the Claremont WTP facility and the Gleniti Pump Station were commissioned 1964.
  - (c) A second water source for Claremont WTP from the Opihi River, near Pleasant Point, was commissioned 1977. This enabled operators to control which source Claremont WTP was being supplied from.
  - (d) The Gleniti Reservoir was commissioned 1988, delivering water supply to the expanding Gleniti residential area and generally improving water pressure across Timaru.
  - (e) The dual reservoirs at Claremont WTP had polypropylene covers added 1996/97 following maintenance of the concrete lining.
  - (f) The Ozone system for water treatment was commissioned 1999.
  - (g) The current control building including office and control systems was completed 2020/21.
- 4 The Infrastructure Committee through resolution 2024/28 8<sup>th</sup> October 2024 approved the Claremont Water Treatment Plant Upgrade Strategy and a budget reallocation of reservoir cover upgrade funds towards the budget for replacing the Ozone plant with UV treatment.
- 5 The Claremont Water Treatment Plant Upgrade Strategy seeks to address:
  - Drinking water compliance standards
  - Taste and Odour Issues
  - Treated Water Security
- 6 Upgrading Claremont WTP had been earmarked for funding in previous Long Term Plans but had been deferred due to resource constraints.

### Discussion

- 7 A review of progress on the Claremont WTP project to date, alongside observations of other significant Council capital projects, has highlighted the necessity for dedicated project management resources and the establishment of a robust project governance structure.
- 8 Establishing a project steering group will broaden accountability, cost control, enhance transparency, and improve engagement with Elected Members throughout the process. This will ensure the project objectives, budgets and timelines are monitored with clear and timely communication should any issues arise.
- 9 Given the complexities of the brownfield development, it is recommended that a technical group is also established to play a crucial role in maintaining the ongoing operations of the existing plant during construction, ensuring the operability of the new plant, overseeing the

commissioning of the new plant, and managing the subsequent decommissioning of the old plant.

- 10 Assigning a dedicated project management resource will ensure that their focus is solely on the Claremont WTP project, and that they are not diverted to other operational issues that may arise outside of the project. It is proposed that the project manager is an external appointment and one that has had previous project management experience in the construction of new water treatment plants.

### Options and Preferred Option

- 11 **Option 1 – establish the Project and Technical Steering Groups as recommended (preferred option)**

The Project Steering Group is envisaged to promote buy-in from Elected Members and Senior Leadership while providing guidance at a strategic level. The Technical Group is required to run concurrently with the Project Steering Group to focus on operability of the resulting WTP. It is anticipated that unit Subject Matter Experts (SME's) will be involved with the Technical Group on an as required basis.

- 12 **Option 2 – establish a Project Steering Group only**

Having a Project Steering Group is seen as of great benefit to Strategy momentum, however without the Technical Steering Group there is risk of insufficient technical-level steer which may compromise the effective delivery of the finalised upgraded Treatment Plant.

- 13 **Option 3 – no Steering Group**

An alternative option is to have no Steering Group. This is not recommended as this places the project at risk of cost over-runs and delays.

### Consultation

- 14 The projects subject to the Strategy have been consulted on in the Long Term Plan 2024 – 2034. Any re-phasing and changes to final budgets will be covered in subsequent Annual Plans.

### Relevant Legislation, Council Policy and Plans

- 15 Timaru District Council Long Term Plan 2024 – 2034
- 16 New Zealand Drinking Water Quality Assurance Rules 2022

### Financial and Funding Implications

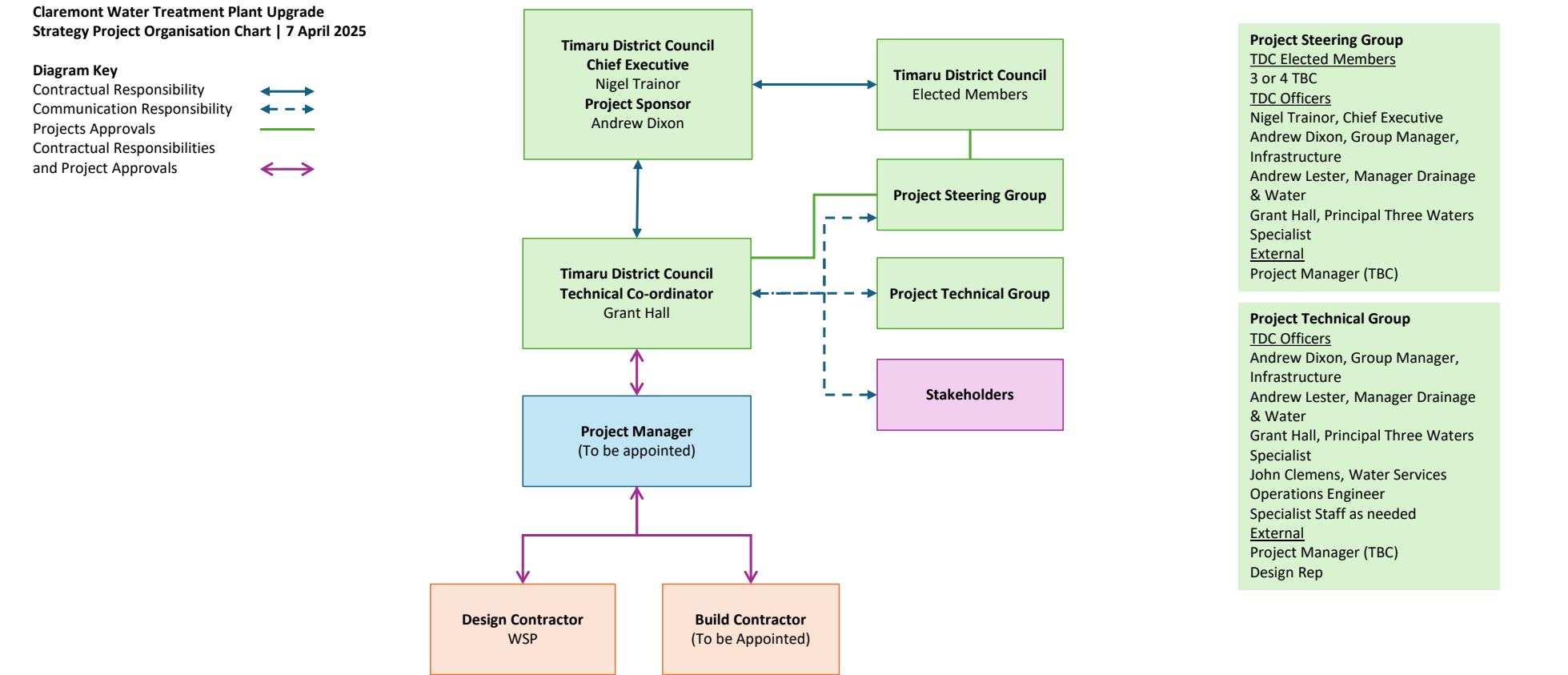
- 17 Funding for the Claremont WTP project is already allocated in the Long Term Plan 2024 - 2034

### Other Considerations

- 18 Continuation of the Claremont Water Treatment Plant Upgrade Strategy is supported by the Long Term Plan 2024 – 2034 and the Water Supply Asset Management Plan 2024 – 2034.

### Attachments

1. **Proposed Claremont Treatment Plant Project Groups**  



**9 Consideration of Urgent Business Items****10 Consideration of Minor Nature Matters****11 Public Forum Items Requiring Consideration****12 Exclusion of the Public****Recommendation**

That the public be excluded from—

- \*(a)the whole of the proceedings of this meeting; or
- \*(b)the following parts of the proceedings of this meeting, namely,—

**13.1 Public Excluded Minutes of the Infrastructure Committee Meeting held on 18 February 2025**

The general subject of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Plain English Reason
<b>13.1 - Public Excluded Minutes of the Infrastructure Committee Meeting held on 18 February 2025</b>  <b>Matters dealt with in these minutes:</b>  13.1 - Airport Land Lease Agreements  13.2 - Delivery of Parks Services	Section 48(1) of the Local Government Official Information and Meetings Act 1987.	The public excluded minutes of the meeting held on 18 February 2025 are considered confidential pursuant to the provisions of the LGOIMA Act of 1987.  The specific provisions of the Act that relate to these minutes can be found in the open minutes of the meeting held on 18 February 2025.

\*I also move that [\[name of person or persons\]](#) be permitted to remain at this meeting, after the public has been excluded, because of their knowledge of [\[specify\]](#). This knowledge, which will be of assistance in relation to the matter to be discussed, is relevant to that matter because [\[specify\]](#)

.

\*Delete if inapplicable.

**Note**

[Section 48\(4\)](#) of the Local Government Official Information and Meetings Act 1987 provides as follows:

- “(4) Every resolution to exclude the public shall be put at a time when the meeting is open to the public, and the text of that resolution (or copies thereof)—
  - (a) shall be available to any member of the public who is present; and
  - (b) shall form part of the minutes of the local authority.”

## **13      Public Excluded Reports**

## **14      Readmittance of the Public**