

# A guide to your Council

Local Governance Statement 2025-2028



TIMARU



DISTRICT COUNCIL

Te Kaunihera ā-Rohe  
o Te Tihi o Maru

[timaru.govt.nz](https://timaru.govt.nz)

# Contacting the Council

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## Office Locations

### Main Office

2 King George Place, Timaru  
E-mail: [enquiry@timdc.govt.nz](mailto:enquiry@timdc.govt.nz)

Hours (except Statutory Holidays)  
Monday - Friday 8.30am - 5pm

### Geraldine Library and Service Centre

80 Talbot Street, Geraldine  
Tel (03) 693 9336  
Email: [libger@timdc.govt.nz](mailto:libger@timdc.govt.nz)

Hours (except Statutory Holidays)  
Monday - Friday 8.30am - 5pm  
Saturday 10am - 1pm

### Temuka Library, Service and Information Centre

72-74 King Street, Temuka  
Tel (03) 687 7591

Email: [temuka.library@timdc.govt.nz](mailto:temuka.library@timdc.govt.nz)

Hours (except Statutory Holidays)  
Monday - Friday 8.30am - 5pm  
Saturday 10am - 1pm

# Contents

What is a local governance statement?	4
Who are we?	5
Council Assets and Services	10
What does the Council do?	12
Governance	15
Timaru District Councillors	16
Community Boards	17
Elected Members – Role and Conduct	19
Governance Structure and Processes	23
Working with manawhenua	29
The Council organisation	31
Getting in touch with your Council	35
Key Planning and Policy Documents	41
Appendices	44

# What is a local governance statement?

This Local Governance Statement provides information about how Timaru District Council makes decisions and engages with the residents of the Timaru District.

Section 40 of the Local Government Act 2002 requires the Council to produce this statement within six months following a triennial general election of the members of the local authority.

The Local Governance Statement covers the following broad categories of information:

- functions, responsibilities and activities of the Council
- local legislation effecting Council
- electoral arrangements
- the way elected members make decisions
- the way elected members relate to each other and to the management of Council
- governance structure and processes
- systems for public access to the Council, its elected members
- process to request official information
- key policies of the local authority

# Who are we?

## Ngāi Tahu as Mana Whenua of Timaru District

Ngāi Tahu are a Treaty Partner of the Crown and are mana whenua of the area administered by the Timaru District Council. Ngāi Tahu is the collective representation of whānau and hapū who share a common ancestry and are tangata whenua (people of the land). Information on Council’s relationship with mana whenua is provided later in this document.

## Our Geography and Climate

The Timaru District covers 2,737 square kilometres of South Canterbury. Two rivers naturally define its northern and southern boundaries, the Rangitata and the Pareora with the district stretching along the gentle curve of the South Canterbury coastline.

Timaru district is the sixth largest by area in the Canterbury region and enjoys a temperate climate with an annual average of around 1,826 hours of sunshine and 573mm of rain.

## Our Environment

The diverse landscapes of the Timaru District include rolling downlands, tussock land, coastal plains and wetlands, forest remnants, river gorges and rugged mountain ranges.

The coastal plains to the north and downlands to the south are highly modified for intensive cropping, meat, wool and dairy production. Pasture and exotic woodlots dominate the modified hills and downs from Peel Forest to Cave, with additional shrub and forest remnants.

Limestone outcrops and volcanic sediment add to the diversity of the landforms.

## Our Economy

GDP in the Timaru District was provisionally -0.6% for the year to June 2025. The decline is lower than the NZ national figure of -0.8%. These figures highlight that the economy in our district is weaker, along with the rest of the nation, and a direct consequence of households tightening their belts with retail trade activity, construction, manufacturing and the primary sector all facing with challenging environments.

The Timaru District economy is strongly influenced by its agricultural heritage. From its birth in pioneering sheep farming, our richly productive agricultural sector has grown to become New Zealand’s “food bowl”.

Today’s farming is heavily influenced by dairy, with horticulture, intensive cropping, meat and wool also playing an important role. Significant manufacturing, processing,

## Who are we?

engineering and distribution operations contribute to extensive export and domestic supply of a wide range of goods and services.

This provides an array of employment opportunities across all sectors from trades and manufacturing to the professional, service and primary sectors. The Timaru District prides itself on having one of the lowest unemployment rates in New Zealand, and in 2023/24 the District had a 2024/25 unemployment rate of 4.3%, national average 5%.

The wider South Canterbury region enjoys reliable and accessible water for irrigation and industry – indeed some of the most affordable resource in the country. This continues to provide the impetus for the development and growth of successful food processing and exporting operations.

### **Our Demographics**

Timaru District's population is the fourth largest in Canterbury and at 30 June 2024 was estimated at 49,500, with an average growth rate over the last 5 years of 0.5%. Population projections, based on a medium growth scenario, project the district's population to increase to 49,700 by 2033, reaching 51,600 in 2053 (+0.2% average annual increase). In recent years the 'natural' population increase has been negative, with the number of deaths exceeding births. This reflects the age makeup of the district's population.

The population is expected to age in the future, with Timaru District currently having a higher-than-average ageing population compared to all of New Zealand. Virtually all growth in future years is projected to be in age groups 65+, with the proportion of 65+ projected to increase by close to 30% in the 2023-53 period.

Around 80% of Timaru District residents live in or around the four main settlements – Timaru, Temuka, Geraldine and Pleasant Point.

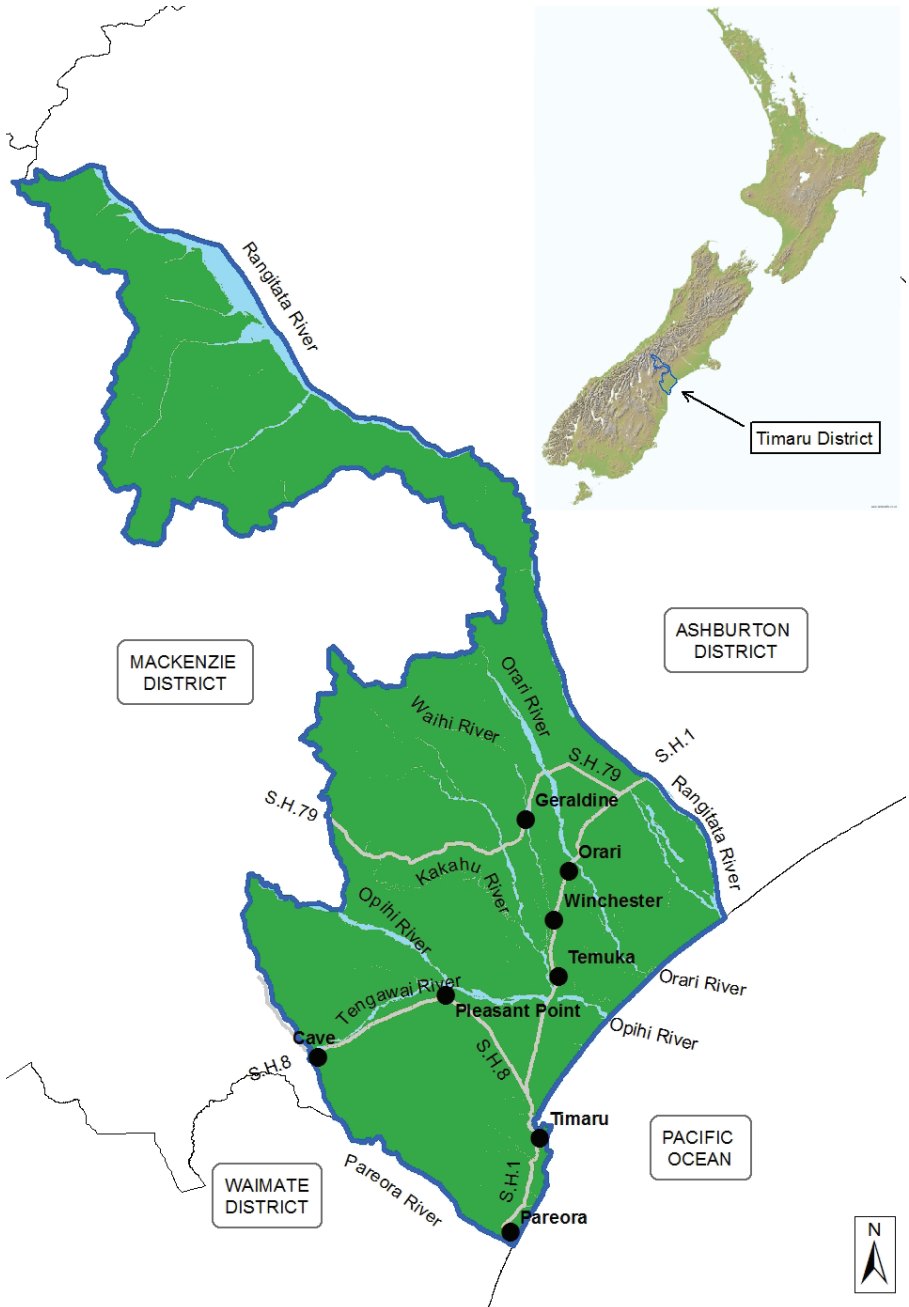
## Our Communities

Timaru is the largest community, housing nearly two thirds (31,845 estimated population as of June 2024) of the total population of the district. The next largest community is Temuka (4,840), followed by Geraldine (3,120) and Pleasant Point (1,520).

In recent years, Timaru District has become increasingly culturally diverse, with more residents bringing a vibrant mix of languages, traditions, and perspectives from Māori, Pacific, Asian, African and other ethnic communities. This growing diversity is contributing to a more vibrant and inclusive local culture, reflected in everything from community events to school classrooms and local businesses. Our District is also a refugee settlement location, with more than 200 Syrian and Kurdish former refugees now calling Timaru home.

Our communities are well serviced with education, health and recreational services along with a vast range of clubs and organisations. Health New Zealand – Te Whatu Ora South Canterbury is the major health provider, with Ara Institute of Canterbury providing tertiary education services.

# Who are we?





# Council Assets and Services

## Our assets

Council manages over \$1.7 billion in assets throughout the district on behalf of residents.

Some examples of these assets are:



## Our services

The services Council provide, enabled directly and indirectly by our assets, help to support our community.

These services include:

### Democracy

- Governance
- Key documents (Long Term Plan, Annual Plan, Annual Report)
- Citizenship Ceremonies
- Community engagement and consultation

### Corporate Activities

- Information Technology
- Customer Services
- Communications
- People and Capability
- Financial Services
- Risk and Legal
- Management

### Community Support

- Emergency Management
- Economic Development
- Community Funding
- Community Development

### District Planning & Environmental Services

- Building Control
- Animal Control
- District Planning
- Environmental compliance
- Liquor Licensing

### Recreation & Leisure

- Learn 2 swim
- Art Gallery exhibitions
- Weekly story time
- Museum exhibitions
- Garden maintenance

### Roading & Footpaths

- Road Safety programmes
- Street cleaning
- Road, footpath and bridge maintenance

### Stormwater

- Collection and disposal of stormwater run-off

### Wastewater

- Collection and disposal of wastewater

### Water Supply

- Supply and delivery of drinking water

### Waste Management

- 4-bin kerbside collection
- Hazardous waste drop-offs
- Community Education

**350km**  
FOOTPATHS

**280**  
Bridges

**4567**  
Streetlights

**993km**  
Sealed  
roads

**12**  
Treatment  
plants

**2035km**  
Water  
pipelines

**146km**  
Stormwater  
pipeline



**19**  
Reservoirs

**23**  
Pump  
stations

**3**  
Oxidation  
ponds

**11**  
Emergency  
Management  
Sirens

**469km**  
Wastewater  
pipeline



# What does the Council do?

## Purpose of Local Government

Section 10 of the Local Government Act 2002 states that the purpose of local government is:

- to enable democratic local decision-making and action by, and on behalf of, communities; and
- to promote the social, economic, environmental and cultural well-being of communities in the present and for the future

At the time of adopting the Local Governance Statement, the Government is in the process of updating the purpose of the Act through the Local Government (System Improvements) Amendment Bill.

In meeting its purpose, Timaru District Council has a variety of roles including:

- provision and management of local network infrastructure such as roads, drinking water, wastewater, and stormwater, and community infrastructure like libraries, art gallery, parks and recreation facilities
- administering regulatory services relating to building, plumbing and drainage, environmental health, alcohol licensing, animal control, parking, and general bylaws
- advocacy on behalf of the local community to central government, regional council and other non-government organisations • emergency management (civil defence) planning and training.

## The Electoral System

The Local Electoral Act 2001 controls the conduct of local elections. There are two Electoral Systems used for electing local government organisations – First Past the Post (FPP) and Single Transferable Vote (STV).

The Timaru District Council currently undertakes its elections under the First Past the Post (FPP) electoral system. Electors vote by indicating their preferred candidate(s) and the candidates who receive the most votes are declared elected.

## Opportunities to change the Electoral System

Under the Local Electoral Act 2001, the Council can resolve to change the electoral system to be used at the next two elections, or conduct a binding poll on the question, or electors can demand a binding poll.

A poll can be demanded by at least five per cent of eligible electors putting their names, addresses, and signatures on a petition demanding that the poll be held.

Once changed, an electoral system must be used for at least the next two elections, (i.e. the electoral system cannot be changed for one election and then changed back for the next election).

The Council's last review of the electoral system in 2022 resulted in the decision to retain the First Past the Post Electoral System, which continued for the 2025 election.

## Representation arrangements

### Timaru District Council

Currently the Timaru District Council has:

- an elected Mayor
- Nine Councillors elected over three wards
  - Timaru Ward - six Councillors
  - Pleasant Point - Temuka Ward – two Councillors
  - Geraldine Ward – one Councillor
- Three Community Boards with 16 elected members:
  - Geraldine – six elected members and the one appointed Geraldine Ward Councillor
  - Pleasant Point – five elected members and the two appointed Pleasant Point – Temuka Ward Councillors
  - Temuka – five elected members and the two appointed Pleasant Point – Temuka Ward Councillors

While electors vote for the candidates in their respective ward, the Mayor is elected by a separate vote across the District.

The existing representation structure was confirmed by the Council following the last Representation review in 2024. There are currently no Māori Wards in the District.

## What does the Council do?

### Community Boards

The Timaru District community boards are constituted under section 49 of the Local Government Act 2002 and are elected every three years at the local authority elections.

The role of Community Boards is to:

- represent and act as an advocate for the interests of their community;
- consider and report on all matters referred to it by the Council and any issues of interest or concern to the community board;
- make an annual submission to the Council on expenditure in the community;
- maintain an overview of services provided by the Council within the community;
- communicate with community organisations and special interest groups in the community and;
- undertake any other responsibilities delegated by the Council.

### Review of Representation Arrangements

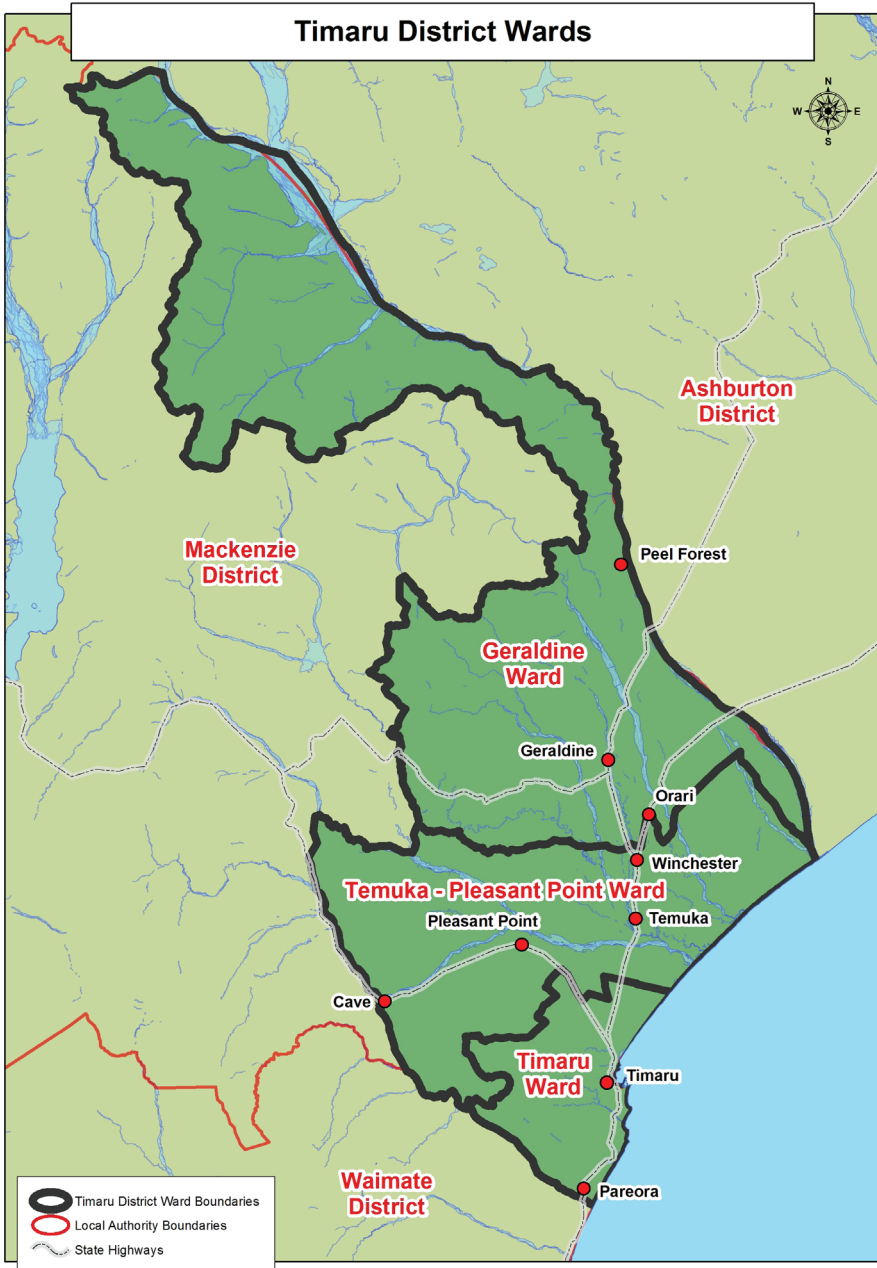
The Council is required to review its representation arrangements at least once every six years, and to follow the procedure set out in the Local Electoral Act 2001 when conducting the review. The Council's last review of the electoral system in 2024 resulted in no change to representation arrangements, and retaining the First Past the Post electoral system.

The next representation review of the Timaru District Council will occur in 2030 for local government elections in 2031 and 2034.

The review must consider:

- the number of elected Councillors;
- whether Councillors should be elected "district wide" or by wards;
- the number of wards in the District;
- whether there should be Māori wards, and:
- whether to have community boards, and if so their boundaries and membership, and
- whether to subdivide a community for electoral purposes.

# Governance



# Timaru District Councillors



**MAYOR** Nigel Bowen

027 622 1111

nigel.bowen@timdc.govt.nz

## Councillors

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**Scott Shannon** (Deputy Mayor)

Pleasant Point-Temuka Ward

027 672 6889

scott.shannon@timdc.govt.nz



**Chris Thomas**

Timaru Ward

027 297 9643

chris.thomas@timdc.govt.nz



**Graeme Wilson**

Timaru Ward

027 433 5216

graeme.wilson@timdc.govt.nz



**Owen Jackson**

Timaru Ward

021 049 9717

owen.jackson@timdc.govt.nz



**Peter Burt**

Timaru Ward

027 688 2013

peter.burt@timdc.govt.nz



**Stacey Scott**

Timaru Ward

021 688 588

stacey.scott@timdc.govt.nz



**Michelle Pye**

Pleasant Point-Temuka Ward

021 136 0515

michelle.pye@timdc.govt.nz



**Stu Piddington**

Timaru Ward

027 437 8896

stu.piddington@timdc.govt.nz



**Philip Harper**

Geraldine Ward

027 267 3291

philip.harper@timdc.govt.nz

# Community Boards

## Geraldine Community Board

	Phone	Email
Andy McKay (Chairperson)	021 285 7404	andy.mckay@timdc.govt.nz
Shane Minnear (Deputy Chair)	029 646 6327	shane.minnear@timdc.govt.nz
Rosie Woods	027 222 7663	rosie.woods@timdc.govt.nz
Sarah Foley-Smith	027 596 3838	sarah.foley-smith@timdc.govt.nz
Rachel Wilson	027 756 0054	rachel.wilson@timdc.govt.nz
Jan Finlayson	021 502 297	jan.finlayson@timdc.govt.nz
Plus Geraldine Ward Councillor Philip Harper		

## Pleasant Point Community Board

	Phone	Email
Leanne Fifield (Chairperson)	027 228 9648	leanne.fifield@timdc.govt.nz
Anna Lyon (Deputy Chair)	027 560 6883	anna.lyon@timdc.govt.nz
Cale Toomey	027 413 1555	cale.toomey@timdc.govt.nz
Kathy Wilkins	021 260 3933	kathy.wilkins@timdc.govt.nz
Amy-Lee Trainor	027 604 6707	amy-lee.trainor@timdc.govt.nz
Plus Pleasant Point/Temuka Ward Councillors Michelle Pye and Scott Shannon		

## Temuka Community Board

	Phone	Email
Charles Scarsbrook (Chairperson)	027 615 5500	charles.scarsbrook@timdc.govt.nz
Nicola Nimo (Deputy Chair)	021 662 942	nicola.nimo@timdc.govt.nz
Ali Talbot	027 205 7604	ali.talbot@timdc.govt.nz
John Jackson	027 202 5180	john.jackson@timdc.govt.nz
Kathy Campbell	027 350 6113	kathy.campbell@timdc.govt.nz
Plus Pleasant Point/Temuka Ward Councillors Michelle Pye and Scott Shannon		

# Elected Members – Role and Conduct

## Role of Elected Members

The Mayor and Councillors of the Timaru District Council have the following roles:

- setting the policy direction of the Council;
- monitoring the performance of the Council; law-making (bylaws) and overseeing compliance with the relevant Acts of Parliament (e.g. Local Government Act 2002);
- determining expenditure and funding requirements of the Council through the Long Term Plan and Annual Plan processes;
- representing the interests of the District (on election all members must make a declaration that they will perform their duties faithfully and impartially, and according to their best skill and judgment in the best interests of the District), and;
- employing the Chief Executive (under the Local Government Act 2008, the local authority employs the Chief Executive, who in turn employs all other staff on its behalf)

## Role of the Mayor

The Mayor is elected by the District as a whole and as one of the elected members shares the same responsibilities as other members of the Council. In addition, the Mayor has the following roles:

- Presiding member at Council meetings – the Mayor is responsible for ensuring the orderly conduct of business during meetings (as determined in Standing Orders);
- Ex-officio member of all Council committees;
- Lead development of the Council’s plans (including the Long Term Plan and Annual Plan), policies and budgets for consideration by the Council;
- Advocates on behalf of the community – this role may involve promoting the community and representing its interests regionally, nationally or internationally;
- Ceremonial head of the Council, and;
- Providing leadership and feedback to other elected members on teamwork and chairing committees

The Mayor has the following powers:

- to appoint the Deputy Mayor unless the Mayor chooses not to exercise this power, in which case the elected members make the appointment;
- to establish council committees;
- to appoint the chairperson of each committee (which may be him or herself), and;
- to serve as a member of each Council committee.

### Role of the Deputy Mayor

The Deputy Mayor exercises the same roles as other elected members. In addition, if the Mayor is absent or incapacitated, or if the office of Mayor is vacant, then the Deputy Mayor must perform all of the responsibilities and duties, and may exercise the powers of the Mayor (as summarised above). The Deputy Mayor may be removed from office by resolution of the Council.

### Role of the Committee Chairperson

A committee chairperson is responsible for presiding over meetings of the committee, ensuring that the committee acts within the powers delegated by the Council and as set out in the Council’s Delegations Manual. A committee chairperson may be removed from office by resolution of the Council.

### Elected Members Legislation Regarding Conduct

Elected members have specific obligations as to their conduct in the following legislation:

- Schedule 7 of the Local Government Act 2002, which includes obligations to act as a good employer in respect of the Chief Executive and to abide by the current code of conduct and standing orders;
- the Local Authorities (Members’ Interests) Act 1968, which regulates the conduct of elected members in situations where there is, or could be, a conflict of interest between their duties as an elected member and their financial interests (either direct or indirect);
- the Secret Commissions Act 1910, which prohibits elected members from accepting gifts or rewards which could be seen to sway them to perform their duties in a particular way, and; the Crimes Act 1961 regarding the acceptance of gifts for acting in a certain way and the use of official information for private profit.

### Elected Members Code of Conduct

All elected members are required to adhere to a Code of Conduct. Adopting a code is a requirement of the Local Government Act 2002. Once adopted, a code may only be amended by a 75% or more vote of the Council. The code sets out the Council’s agreed standards of behaviour in the following circumstances: relationships with other elected members, relationships with staff, relationships with the community, contact with the media, confidential information, conflicts of interest, standing orders, ethics, disqualification of members from office or if an elected member is or has become an undischarged bankrupt.

The code of conduct is based on the following general principles:

### **Accountability**

Members should be accountable to the public for their actions and the manner in which they carry out their responsibilities and should cooperate fully and honestly with the scrutiny appropriate to their particular office.

### **Duty to uphold the Law**

Members should uphold the law, and on all occasions, act in accordance with the trust the public places in them.

### **Honesty and integrity**

Members should not place themselves in situations where their honesty and integrity may be questioned, should not behave improperly and should on all occasions avoid the appearance of such behaviour.

### **Leadership**

Members should promote and support these principles by example and should always endeavour to act in the best interests of the community.

### **Objectivity**

Members should make decisions on merit including making appointments, awarding contracts, or recommending individuals for rewards or benefits. Elected members should also note that, once elected, their primary duty is to the interests of the entire district, not the ward that elected them.

### **Openness**

Members should be as open as possible about their actions and those of the Council and should be prepared to justify their actions.

### **Personal judgement**

Members can and will take account of the views of others but should reach their own conclusions on the issues before them, and act in accordance with those conclusions.

### **Public interest**

Members should serve only the interests of the district as a whole and should never improperly confer an advantage or disadvantage on any one person.

## Elected Members – Role and Conduct

### **Respect for others**

Members should promote equality by not discriminating unlawfully against any person and by treating people with respect, regardless of their race, age, religion, gender, sexual orientation, or disability. They should respect the impartiality and integrity of the Council staff.

### **Stewardship**

Members must ensure that the Council uses resources prudently and for lawful purposes, and that the Council maintains sufficient resources to meet its statutory obligations.

For a copy of the Code of Conduct, contact the Council or download a copy from our website – [www.timaru.govt.nz](http://www.timaru.govt.nz)

# Governance Structure and Processes

## Council Committees and Subcommittees

The Council reviews its committee structures after each triennial election. Committees deal with policy and issues as listed below. Following the 2025 elections, the Council confirmed the following Council and standing committee structure and delegations:

### Council

Chair: Mayor Nigel Bowen  
Deputy Chair: Cllr Scott Shannon  
Membership: 10 Councillors  
Quorum: 5 members  
Meeting Frequency: Monthly

**Purpose:** Responsible for all Timaru District Council's statutory functions, responsibilities, and powers.

## Committees

### Development and Growth Committee

Chair: Cllr Scott Shannon  
Deputy Chair: Cllr Peter Burt  
Membership: 6 Councillors  
Meeting Frequency: Monthly

**Purpose:** Focuses on the District's development capacity, demand for development capacity, constraints on this demanded capacity, and options for addressing these constraints.

### Delegations:

- General decision-making powers for committees
- Approve traffic resolutions effecting changes to road usage under the Parking or Traffic Bylaws

## Governance Structure and Processes

### **Strategic Planning Committee**

Chair: Clr Michelle Pye

Deputy Chair: Clr Graeme Wilson

Membership: 6 Councillors

Meeting Frequency: Monthly

**Purpose:** Concerned with Council's corporate strategy as a cohesive enterprise, with a focus on understanding the impact of decision-making on Council's financial position now and in the future.

#### **Delegations:**

- General decision-making powers for the committees
- 

### **Projects and Procurement Committee**

Chair: Clr Stacey Scott

Deputy Chair: Clr Stu Piddington

Membership: 7 Councillors

Meeting Frequency: Monthly

**Purpose:** Focused on significant projects from budget approval, procurement, tendering, delivery, and post-delivery reporting.

#### **Delegations:**

- General decision-making powers for committees
  - Accept tenders in conjunction with the Chief Executive for items projects approved in the Council's Budget exceeding \$750,000 (GST Excl.)
  - Approve the procurement strategy for significant projects presented to the Committee in accordance with Council policy.
  - Recommend the Procurement Policy to Council for approval
-

## **Audit and Risk Committee**

Chair: Bruce Robertson (External Appointee)

Deputy Chair: Cllr Scott Shannon

Membership: 3 Councillors, 2 external appointments

Meeting Frequency: 4 per year

**Purpose:** Provides elected members and the community with confidence that Council is managing its risks and strengthening internal controls

### **Delegations:**

- provides oversight on behalf of Council, and provides advice and makes recommendations to Council (and/or other Committees) but is not authorised to make decisions on behalf of Council
  - appoint a Deputy Chair
- 

## **Hearings Committee**

Chair: Mayor Nigel Bowen

Deputy Chair: To be appointed

Membership: 5 Councillors

Meeting Frequency: As required

**Purpose:** undertakes adjudicative functions as required for Resource Management Act 1991 matters, specifically delegated by Council, as well as any of the hearing's functions delegated under the Dog Control Act 1996 that require Council level determinations.

### **Delegations:**

#### **Resource Management Act 1991**

- Matters relating to hearing and making of decisions on resource consent applications, including joint hearings.
- The making of recommendations on requirements for a designation or heritage order.

#### **Other**

- To appoint a Deputy Chair.
  - To establish a Sub-committee.
  - Consideration of any matter relating to applications or enforcement action referred to the Committee by the Group Manager Regulatory.
  - Matters relating to hearings under the provisions of the Dog Control Act 1996.
-

## Governance Structure and Processes

- To review any objections to existing or proposed road encroachments and authority to make a final decision.
  - Any other matter that requires Council to hold a hearing that the Mayor refers to the Hearings Committee.
- 

### **People, Performance and Appointments Committee**

Chair: Mayor Nigel Bowen

Membership: 6 Councillors

Meeting Frequency: 4 per year

**Purpose:** focuses employment Initiatives, Chief Executive appointment and reviews and the external appointments process for Council Controlled Organisations/ Council Controlled Trading Organisations.

#### **Delegations:**

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

### **General decision-making powers of the Committees**

To enable the committees to operate fulsomely, a general set of decision-making powers includes:

- Appoint a deputy chair
- Maintain minutes detailing any committee decisions
- Perform their responsibilities, within the approved long-term plan and annual plan budgets.
- Develop, monitor, and review strategy and policy; and make recommendations to Council.
- Recommend service level changes and new initiatives to the Council as part of the long-term plan and annual plan processes.

- Ensure appropriate consultation and communication is undertaken with the community and agencies affecting the activities of the committee.
- Approve any consultation processes where committee approval is required, the committee has directed officers to seek approval, or the chief executive considers it appropriate to seek committee approval.
- Approve submissions to external bodies/organisations on legislative and regulatory proposals.
- Develop and approve the statement of proposal for new or amended bylaws for consultation.
- Recommend to Council new or amended bylaws for adoption.
- Establish any subcommittee and approve its terms of reference.
- Consider and make decisions usually within the chief executive's delegations that the chief executive has referred to the committee for decision making.
- Perform the responsibilities of another committee, where it is necessary to make a decision prior to the next meeting of that other committee.
- Discuss and approve a forward agenda for the committee

### **District Licencing Committee**

Chair: Sharyn Cain (External Appointee)

Membership: 3 (appointed by Council recommendation)

Meeting Frequency: As required

Purpose: determines licencing applications for managers premises to sell and supply alcohol

### **Subcommittees**

Appendix Two details the Subcommittees of the Council.

### Meeting Processes

The legal requirements for Council meetings are set down in the Local Government Act 2002 and the Local Government Official Information and Meetings Act (LGOIMA) 1987.

Members of the public are entitled and are welcome to attend all public meetings of the Council and its Committees. In certain circumstances, as defined in the Local Government Official Information and Meetings Act 1987, the public may be excluded from certain parts of a meeting.

Although meetings are open to the public, members of the public do not have speaking rights other than at the “public forum” session available at the beginning of Council and Community Board meetings. Up to the first half hour of these meetings is set aside for members of the public to raise issues of concern.

During meetings, the Mayor and Councillors must follow Standing Orders (a set of procedures for conducting meetings). The Mayor or Committee Chairperson is responsible for maintaining order at meetings and may, at his or her discretion, order the removal of any member of the public for disorderly conduct, or remove any member of the Council who does not comply with Standing Orders.

Copies of agendas, together with any supporting papers, will be available for public inspection at least two days prior to a meeting, during normal business hours at the Council offices in King George Place, Timaru, Service Centres in Geraldine and Temuka and the Timaru Library in Sophia Street, Timaru, or through the Council’s website, [www.timaru.govt.nz](http://www.timaru.govt.nz).

Minutes of meetings must be kept as evidence of the proceedings of the meeting, and these are made publicly available, subject to the provisions of the Local Government Official Information and Meetings Act 1987.

An updated schedule of meetings for the following month is published in the Timaru Courier newspaper. Details of meetings, agendas and minutes are also available on the Council’s website [www.timaru.govt.nz](http://www.timaru.govt.nz)

Council and Committee meetings are livestreamed and the recording is available following the meeting.

## Working with manawhenua

The Council recognises that Kati Huirapa o Arowhenua holds manawhenua status from the Rakaia to Waitaki in the south including the Timaru District Council.

In recognising its relationship with manawhenua Council is required to take appropriate account of the principles of the Treaty of Waitangi when carrying out its duties under the Local Government Act (LGA) 2002 and the Resource Management Act 1991. The relationship between manawhenua and the Timaru District Council reflecting, at a local level, the partnership relationship between the Crown and its Treaty Partners.

Section 81 of the LGA requires all local authorities to establish and maintain processes to provide opportunities for manawhenua to contribute to Council's decision-making processes. It also requires councils to consider ways to foster the development of the capacity of manawhenua to contribute to these processes and to provide manawhenua with relevant information.

The RMA has specific requirements for Council to engage with manawhenua when preparing and reviewing the district plan and to consider tangata whenua values as part of decision-making on resource consent applications. While engagement with is provided specifically within the project planning for the District Plan Review and other key Council projects it is important that the Long Term Plan recognises these obligations and provides for adequate resourcing and timeframes to ensure an appropriate level of engagement on relevant Council projects.

It is also important that Council recognises its relationship with manawhenua under all legislation it administers, not just the LGA and the RMA. It is also important that the Council look for opportunities to strengthen its role and relationship with manawhenua in any government legislative reforms process.

Council will ensure all its key policy and decision-making processes include opportunities for discussion with mana whenua, through their mandated representatives, at the earliest opportunity and before any decisions are made; and endeavour to provide resources to help facilitate that engagement.

Council shall provide opportunities for mana whenua to engage in the development of key policy and plans, including long term plans and annual plans, and on resource management plans, policies and strategies including the process, timing and content of plan or policy development and review. Opportunities are also considered for appointments on planning and resource consent hearing committees.

## Working with manawhenua

To assist in this commitment, the Council has signed a Service Level Agreement with Aoraki Environmental Consultancy Limited (AEC). AEC is mandated by Arowhenua to help advise councils and other agencies on issues of interest to Arowhenua Runanga, to facilitate consultation with Arowhenua and to ensure timely and appropriate input into policy, plans, resource consents and processes on behalf of Arowhenua.

Council will continue to offer places for manawhenua representatives on Council Committees, including the Community Partnerships Committee and the Local Arts Scheme Committee, and other bodies as appropriate, and seek regular engagement with manawhenua to discuss matters of common interest and foster general relationships.

Council's Senior Management Team are available to meet with manawhenua representatives as required.

Manawhenua interests in Council activities are broad. Arowhenua has a strong connection to the land including within the Timaru District. Arowhenua has a deep sense of responsibility to ensure the whenua (land) and wai (water) will continue to provide for their mokopuna - 'for those who come after us'.

Current specific projects between the Council and manawhenua include:

- Exploring potential for transfer of powers to make decisions over ancestral land.
- Appropriate use of traditional place names.
- Spatial planning for growth of the district.
- Protection and enhancement of mahika kai (traditional food and other natural resources and the places where those resources are obtained).
- Management and protection of significant sites including rock art, wahi tapu and wahi taoka sites.
- Stormwater and sewerage management.
- Management of natural hazards including flooding and coastal erosion.
- Effects of industrial development and expansion at Waitarakao / Washdyke.

# The Council organisation

## Groups of activities

### Democracy

#### Community Support

- Airport
- Climate Change and Sustainability
- Community Development
- Community Facilities (includes public toilets, cemeteries)
- Economic Development
- Emergency Management
- Social Housing

#### Corporate Activities

- Chief Executive
- People and Capability
- Information Technology
- Financial Services
- Risk and Legal Services
- Communications and Engagement
- Customer Services
- Management
  - Infrastructure
  - Planning and Regulatory
  - Land Transport Unit
  - Drainage and Water
  - Parks and Recreation

### District Planning & Environmental Services

- Building Control
- District Planning
- Environmental Compliance (includes environmental health, animal control, parking enforcement)

### Recreation & Leisure

- Cultural and Learning Facilities (includes art gallery, halls, Theatre Royal, libraries, museum)
- Parks (includes parks, fishing huts, motor camps, forestry)
- Recreational Facilities (includes Caroline Bay Trust Aoraki Centre, swimming pools, Southern Trust Events Centre)

### Roading & Footpaths

### Stormwater

### Wastewater

### Water Supply

### Waste Management

### Management Structure

#### Chief Executive

The Local Government Act 2002 requires the Council to employ the Chief Executive, whose employs other staff on behalf of the Council.

Under the Local Government Act 2002, the Chief Executive is the only person who may lawfully give instructions to a staff member. Any complaints about individual staff members should therefore be directed to the Chief Executive.

The Chief Executive is directly responsible for:

- advising the Council and implementing decisions of the Council;
- ensuring all functions, duties and powers are properly performed, and;
- ensuring the effective, efficient and economic management of the activities of the Council.

#### Senior Leadership Team

The Senior Leadership Team includes the Chief Executive and 10 General Managers.

The Senior Leadership Team meets regularly to:

- consider and make policy recommendations to the Council;
- deal with overall planning, and;
- co-ordinate and control Council affairs.

The Senior Leadership Team considers a wide range of matters referred by the Council or Committees as well as issues arising from staff and external sources.

#### Chief Executive – Nigel Trainor

- Executive Support
- Programme Office

#### Chief Financial Officer – Andrea Rankin

- Financial Services
- Accounts Payable and Receivable
- Rating
- Procurement
- Payroll

#### Chief Information Officer – Justin Bagust

- Information Management and Technology
- Records Management

#### General Manager Corporate – Stephen Doran

- Communications
- Risk and Assurance
- Legal Services
- Democracy
- Corporate Planning, Reporting and Strategy
- Policy
- Customer Services
- Community Partnerships

**General Manager Recreation Facilities  
– Mike Wrigley**

- CBay facility
- Aorangi Stadium
- Distinct pools

**General Manager People and  
Capability – Andrea McAlister**

- Health and Safety
- Wellbeing and organisational development
- People operations

**General Manager Drainage and Water  
– Andrew Lester**

- Water Supply
- Stormwater
- Wastewater

**General Manager Land Transport –  
Suzy Ratahi**

- Road Safety
- Parking Facilities
- Corridor Management
- Network Infrastructure
- Road and Footpath Network Management

**General Manager GLAM – Michael  
Priest**

- Aigantighe Art Gallery
- District Libraries
- Museum

**General Manager Assets and  
Infrastructure – Andrew Dixon**

- Property
- Airport
- Waste management
- Forestry
- Parks

**General Manager Regulatory,  
Development and Growth – Paul  
Cooper**

- Building Control
- District Planning
- Infrastructure Planning
- Environmental Compliance
- Climate Change
- Emergency Management
- Animal Control
- Parking Enforcement

## **Equal Employment Opportunities Policy**

The Timaru District Council is committed to the principle of equal employment opportunity (EEO) in the recruitment, employment, training and promotion of its employees.

To ensure all personnel policies reflect the fundamental principles of EEO in:

- Recruitment
- Education and corporate training
- Individual training opportunities
- Employment conditions

The organisation will provide:

- A welcoming, positive environment that does not discriminate against any group
- Good, safe working conditions
- Opportunities for the enhancement of the abilities of individual employees.

## **Remuneration Policy**

The Timaru District Council is committed to the principle of fair, equitable, and transparent remuneration for its employees.

To ensure all remuneration practices reflect sound and consistent principles in:

- Pay setting and review
- Equity and consistency across roles
- The relative size, responsibilities, and requirements of positions
- Compliance with legislative requirements

The organisation will ensure remuneration decisions are made in a fair and nondiscriminatory manner and support the attraction and retention of a capable and skilled workforce.

# Getting in touch with your Council

Timaru District Council is your council – representing the interests of the Timaru District community. We are committed to making it as easy as possible for you to speak with Councillors and staff.

## Phone the Council

(03) 687 7200

## Use the Council website

**Fix-it form** – for requests for services (e.g. blocked drain, pothole) - [www.timaru.govt.nz/tell-us/fix-it-form](http://www.timaru.govt.nz/tell-us/fix-it-form)

**General Enquiry/Feedback Form** – for general feedback or enquiries - [www.timaru.govt.nz/tell-us/contact-us](http://www.timaru.govt.nz/tell-us/contact-us)

## Use the Snap-Send-Solve App

Download it from the Apple Store or Google Play, snap a photo of the issue (e.g. pothole, water leak), add any notes and send via the App - [www.snapsendsolve.com](http://www.snapsendsolve.com)

## Facebook

Go to our Facebook page [www.facebook.com/TimaruDC](http://www.facebook.com/TimaruDC)

## Instagram

Go to our Instagram page [www.instagram.com/timarudistrict](http://www.instagram.com/timarudistrict)

## Email

[enquiry@timdc.govt.nz](mailto:enquiry@timdc.govt.nz), either directly or through the Council website

## Write to the Chief Executive

PO Box 522, Timaru 7940

The Local Government Act 2002 (Sections 75 to 90) sets out obligations for all local authorities in relation to community consultation and involvement in decision-making, including involvement of Maori in decision-making processes.

## Consultation – Having Your Say

### Public Forum

Prior to each Council, Committee or Community Board meeting, up to half an hour is set aside for any member of the public to ask questions of, or put a particular case to, the Council or a Community Board on policy matters or matters relating to a particular ward. To request to speak at a meeting you can fill out our online form here [www.timaru.govt.nz/council/council-and-committee-meetings/public-forum-request](http://www.timaru.govt.nz/council/council-and-committee-meetings/public-forum-request) or contact the Democracy and Executive Support Team on (03) 687 7200.

### Special Consultative Procedures (SCP)

The Council must consult on various plans and policies using what is called the Special Consultative Procedure (SCP). An SCP must be used when the Council is consulting on:

- the Long Term Plan (or any LTP amendment)
- making, amending or reviewing District Bylaws
- where other legislation may require it, such as the Building Act 2004 and Gambling Act 2003, and;
- any other circumstance where the Council decides an SCP should be used

A SCP involves:

#### **Step 1: Prepare a statement of proposal and a summary**

The Council must prepare a description of the proposed decision or course of action.

This should include the problem or issue the proposal intends to address and a summary of options considered. The statement must be available for distribution throughout the community and must be available for inspection at the office of the Council and may be made available elsewhere. The statement of proposal must be included on an agenda for a Council meeting. The Council also has to prepare a full and fair summary of the proposal, which must be distributed as widely as it considers being reasonably practicable.

#### **Step 2: Public notice**

The Council must publish a notice in one or more daily newspapers, or in other newspapers of equivalent circulation, of the proposal and of the consultation being undertaken.

#### **Step 3: Receive submissions**

The Council must acknowledge all written submissions and offer submitters a reasonable opportunity to make an oral submission (i.e. to speak in support of

their written submission). The Council must allow at least one month for people to make written submissions

**Step 4: Deliberate in public**

All meetings where the Council deliberates on the proposal or hears submissions must be open to the public, unless there is some reason to exclude the public under the Local Government Official Information Meetings Act 1987. Similarly, all submissions must be made available to the public unless there is reason to withhold them under the Act.

**Step 5: Follow up**

A copy of the Council’s decision and a summary of its reasons must be provided to submitters. There is no prescribed format for such a summary

**Other Consultation**

Other consultation carried out by the Council with the community must give effect to the principles of consultation under S82 of the Local Government Act 2002. This may include consultation such as on an Annual Plan, reviews of financial policies and proposals to establish a Council Controlled Organisation.

Although consultation is not always required, the Council may consult on other policies, plans or issues as it deems necessary as per its Significance and Engagement Policy. Consultation processes vary depending on outcome sought, geographic scope, and community interest. Methods may include:

- written and oral submissions;
- surveys;
- face to face interviews;
- public meetings;
- focus groups;
- working parties;
- social media, and;
- referendums.

**Contacting the Council Elected Members**

Councillors and Community Board members are the elected representatives of their respective communities. They welcome contact from the residents they represent.

Contact details for Council’s elected members and Community Board members can be found earlier in this publication.

## Requests for Official Information

Timaru District Council is bound by the Local Government Official Information and Meetings Act 1987 (LGOIMA) and the Privacy Act 2020 (which covers requests for personal information). The term “Official Information” refers to all information (with a few exceptions) held by a local authority or a Council Controlled Organisation of that local authority.

The purpose of the LGOIMA is to promote democracy and transparency in local government by making information freely available. LGOIMA covers information held by councils and meetings of public bodies, including those not open to the public. The purposes of the Act are to:

- make information held by local authorities more readily available;
- promote the open and public transaction of business at meetings of local authorities;
- enable more effective participation by the public in the actions and decisions of local authorities;
- promote the accountability of local authority members and officials, and thereby to promote good local government;
- provide proper access by each person to official information relating to that person, and;
- protect official information where it is in the public interest and for the preservation of personal privacy

### Requesting Information

There are two types of requests for official information:

- Local Government Official Information and Meeting Act Requests (LGOIMA)
- Privacy Requests

Any person or group can request information under the LGOIMA. No reason need be given unless the information is required urgently.

Privacy requests are governed by the Privacy Act 2020 and means a person has the right to request, view and correct any information held about them. Personal information, however, can only be requested by the person concerned or by a properly authorised agent of that person.

It is preferable that all requests are made in writing. Any request should include the applicant’s name, address details, and specific details of the information sought (where possible). Officers are willing to assist people in framing their requests. The request should also include the format in which the information should be delivered.

## Written requests

Written requests for information should be addressed to the Chief Executive, Timaru District Council, PO Box 522, Timaru who will arrange for the appropriate reply to be given.

### Verbal enquiries

These can be made direct to an officer of Council. The request may be redirected to the appropriate person within Council. Council may also ask that the request be confirmed in writing to respond that we respond with the correct information.

## How the Council responds

Procedures are set out in the relevant acts, which covers responses to requests. Reasonable assistance must be given to people making requests.

Under LGOIMA, there are time limits on:

- transferring requests if Timaru District Council is not the right agency;
- deciding whether or not to grant a request and notifying the applicant (within 20 working days), and;
- providing the information.

There may be privacy, confidentiality, legal, cultural and/or commercial factors or reasons that affect a decision to supply information.

Information will be supplied as soon as reasonably practical, and in no case later than 20 working days from the receipt of the request. This deadline may, however, be extended if there are good reasons for doing so, as per the LGOIMA.

## Refusal of Requests

The information requested must be made available unless there is a reason under the relevant Acts for not releasing it.

## Release of “Confidential Information”

Information which has previously been treated as confidential or handled by the Council or its predecessors “in committee” can only be released by the Chief Executive following a written application and subject to it not being contrary to the public interest to release such information.

Where a person is not satisfied that they have received what they required, or such information has been refused, they have a right to request the Ombudsman’s Office or Privacy Commissioner to investigate the Council’s handling of the request.

## Getting in touch with your Council

### Costs

There may be a charge for providing official information under the LGOIMA (e.g. photocopying or time, where extensive research is involved). However, the Council will contact the persons seeking information before any charges are incurred. More information on Council charges can be found on the website at the following link:

[www.timaru.govt.nz/council/publications/policies/council-charges-requests-under-the-localgovernment-official-information-and-meetings-act-1987](http://www.timaru.govt.nz/council/publications/policies/council-charges-requests-under-the-localgovernment-official-information-and-meetings-act-1987)

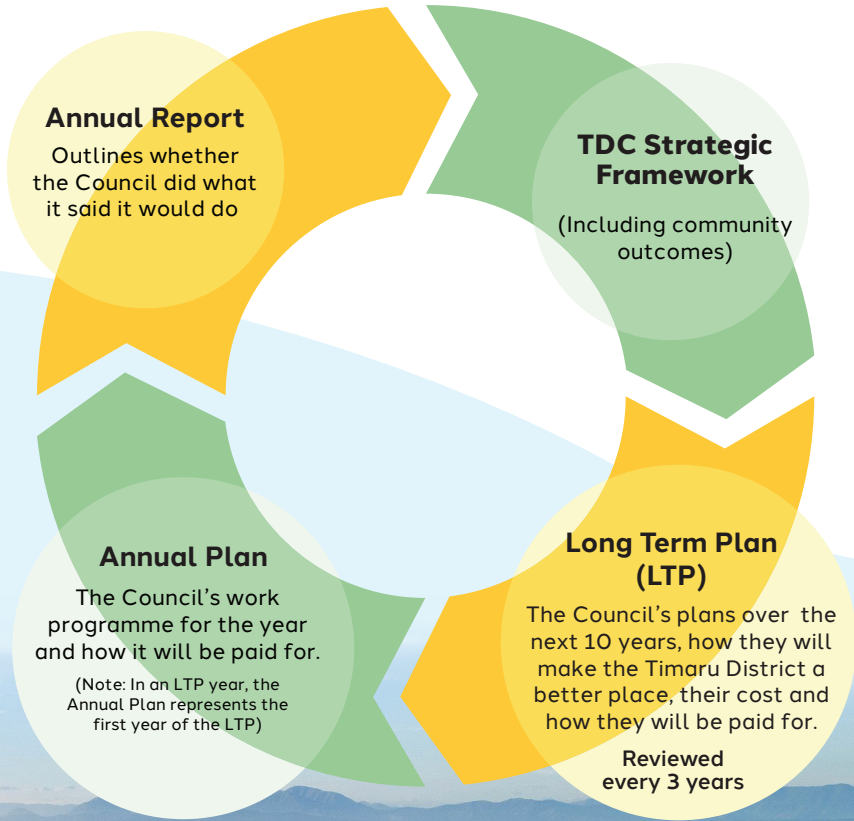
A full list of Council's plans, policies and Bylaws can be viewed on the Council website at the following link:

[www.timaru.govt.nz/council/publications](http://www.timaru.govt.nz/council/publications)



# Key Planning and Policy Documents

Local Government Planning Cycle – indicating where these key documents fit in the planning cycle



## Long Term Plan (LTP)

The Long Term Plan is the Council's key strategic and future planning document.

It includes the outcomes the Council is aiming to achieve, the financial framework the Council will operate within and an overview of the Council's future plans for its activities over the next ten years, including:

- the levels of service it will provide;
- how the Council will measure its performance;
- the costs of providing each activity, and;
- where revenue will be sourced for each activity

The LTP is reviewed every three years and at that time, Council looks for input from the residents, ratepayers and other stakeholders in the district. This is required by S93 of the Local Government Act 2002 and is audited by Audit New Zealand.



## District Plan

The District Plan is the key Council document that deals with managing land use in the district.

The District Plan is a requirement of the Resource Management Act 1991 (RMA). The purpose of the District Plan is to encourage the sustainable management of the district's natural and physical resources.

The plan specifies the Council's objectives, policies and rules for land use and governs the management and mitigation of the effects of this in the district.

## Annual Plan

The Annual Plan is a one year snapshot of the Council's programme for the year ahead. The first year of the LTP always represents the Annual Plan for that year.

Annual Plans produced between LTP reviews (Year 2 and 3 of the LTP) update information for this year with more recent information. These plans are based on the relevant year of the LTP (i.e. Year 2 or Year 3), and outline that year's work programme, identify variations and amendments from the LTP and detail financial matters, including the Council's budget and sources of funding.

The Annual Plan is required by S95 of the Local Government Act 2002.



## Annual Report

The Annual Report outlines the Council's actual performance against what was planned. This includes reporting on the achievements in the work programme, performance measures and financial targets.

Reports are for each financial year (i.e. 1 July to 30 June). The report must be completed within four months of the end of the financial year (i.e. by 31 October). The Annual Report is required by S98 of the Local Government Act 2002 and is audited by Audit New Zealand.



## Activity Management Plans

Activity Management Plans form the building blocks of Council's LTP. They describe the Council services and assets in detail and outline technical information regarding asset condition, levels of service, future maintenance and development work programmes. Activity Management Plans are living documents that guide the management of Council's assets and services. A major review of the plans is completed prior to the development of each Long Term Plan.

## Council Bylaws

Bylaws are rules created by a local authority specifically for the regulation of its area of responsibility and for the benefit of the community as a whole. The Council adopted the last Timaru District Consolidated Bylaw on 28 April 2018. The next review of bylaws is due no later than 10 years after this date.

A schedule of Council bylaws is attached in Appendix 1. Full details can be found on the Council website [www.timaru.govt.nz/council/publications/bylaws](http://www.timaru.govt.nz/council/publications/bylaws)

## Significance and Engagement Policy

Council is required to define what level of 'significance' a decision it makes has. The Significance and Engagement Policy provides Council with criteria to determine the level of significance of a decision. The purpose of determining the level of significance is to help determine the appropriate nature and extent of the consultation, if any, the Council should undertake with its community prior to making a decision. The Policy is required under the Local Government Act 2002 and is reviewed every three years through the Long Term Plan process.

The policy must also list which assets Council considers to be strategic assets; the Local Government Act 2002 provides guidance on the identification of strategic assets.

# Appendices

## Council Bylaws

Bylaws are rules created by a local authority specifically for the regulation of its area of responsibility and for the benefit of the community as a whole. The Council adopted the last Timaru District Consolidated Bylaw on 28 April 2018. The next review of bylaws is due no later than 10 years after this date. A schedule of Council bylaws is attached in Appendix 1.

Full details can be found on the Council website  
[www.timaru.govt.nz/council/publications/bylaws](http://www.timaru.govt.nz/council/publications/bylaws)

## Council Subcommittees

Subcommittees are subordinate decision-making bodies established pursuant to clause 30 and 31 of Schedule 7 of the Local Government Act 2002. The subcommittees perform a variety of functions as set out in Appendix Two.

## Significance and Engagement Policy

Council is required to define what level of 'significance' a decision it makes has. The Significance and Engagement Policy provides Council with criteria to determine the level of significance of a decision. The purpose of determining the level of significance is to help determine the appropriate nature and extent of the consultation, if any, the Council should undertake with its community prior to making a decision. The Policy is required under the Local Government Act 2002 and is reviewed every three years through the Long Term Plan process.

The policy must also list which assets Council considers to be strategic assets; the Local Government Act 2002 provides guidance on the identification of strategic assets.

To view our Significance and Engagement Policy head over to this link  
[www.timaru.govt.nz/council/publications/policies/significance-and-engagement-policy](http://www.timaru.govt.nz/council/publications/policies/significance-and-engagement-policy)

If you'd like to view any other Council policies you can find them here  
[www.timaru.govt.nz/council/publications/policies](http://www.timaru.govt.nz/council/publications/policies)

## Appendix One

### Timaru District Council Bylaws

Chapter	Title	Description
1	Introductory and Miscellaneous	Includes provisions and terms common to all bylaw chapters
2	Public Places	Regulates a diverse range of activities, including: <ul style="list-style-type: none"><li>■ maintaining Standards of public health and safety;</li><li>■ protecting the public from nuisances;</li><li>■ minimising the potential for offensive behaviour; and to</li><li>■ manage land associated with or under the control of the council for the wellbeing and enjoyment of the public.</li></ul>
3	Trading in Public Places	Regulates the conduct of persons selling goods on streets, roads, footpaths, Council Property and other public places and using vehicles to sell goods and services to the general public
4	Liquor Ban in Public Places	Prohibits and controls and possession of liquor in public places.
5	Skateboards	Regulates the riding of skateboards and other similar devices on footpaths.
6	Control of Dogs	Gives effect to the Timaru District Council Dog Control Policy 2018 by specifying the standards of control which must be observed by dog owners.
7	Parks, Reserves, Beaches and Tracks	Allows for the use of parks, reserves, beaches and recreational tracks in a manner that will not impinge upon the enjoyment of others or cause damage to natural areas and improvements.
8	Cultural and Recreational Facilities	Enables Council to control and set standards for the operation of the cultural and recreational facilities under the ownership or control of Council..

## Appendices

9	Cemeteries	Regulates the purchase of plots, interment procedures, erection of structures and maintenance of cemeteries.
10	Traffic	Provide rules and guidelines for the movement of traffic in the Timaru District.
11	Traffic Speed Limits	Sets the speed limits on all roads within the Timaru District.
12	Licences for Vehicle Stands on Streets	Enables control of those areas permitted to be used as vehicle stands and to outline conditions that can be imposed.
13	Parking	Allows for areas where public parking is available and provide the rules and guidelines for these areas.
14	Waste Minimisation	Provides for the regulation and management of kerbside collection, waste on commercial premises and regulates and monitors commercial waste operators and waste handling facilities in the district.
15	Water Services	Enables Council to meet its statutory duties and obligations and to set standards of supply, installation, and control of water supply, stormwater drainage, sewerage and trade waste.
16	Water Races	Define Council's requirements for water races and to provide for the protection of water races.
17	The Keeping of Animals, Poultry and Bees	Sets out the requirements for the keeping of animals, poultry and bees in urban zoned areas.
18	Health Protection – Pools, Beauty Facilities, Skin Piercing and Tattooing	Enables Council to meet its statutory duties and responsibilities and to prevent the transfer of communicable diseases and infections in public swimming and spa pool facilities or from beauty facilities skin piercing or tattooing practices.
19	Airport Charges	Authorises Council to levy and collect charges for the use of the airport including all land and buildings.

## Appendix Two

### Timaru District Council Subcommittees

Subcommittee	Function
Local Arts Scheme	Decision-making on Creative Communities funding applications
Sister Cities	Sister City and Friendship relationships.
Community Partnerships	Multi-agency forum that brings together representatives to collaboratively identify, discuss, and respond to community issues and opportunities.
Youth Initiatives	Decision-making on allocation of Youth Initiatives Funding and appointment of two youth representatives to the Subcommittee.
Community Funding	Consideration of applications made under the Donations and Loans Policy and recommendations to the Community Services Committee.
Rates Remission	Decision making on rates remissions appeals where application declined or partly remitted.
Civic Honours	Appointments Decision-making on selection of person for Council's Hall of Fame and consider and decision-making on selection of persons for Community Award and carry out Civic award ceremonies.
Museum Collection	Overall responsibility for accessions and deaccessions in accordance with the Museum Collection Policy

**T I M A R U**



**DISTRICT COUNCIL**

Te Kaunihera ā-Rohe  
o Te Tihi o Maru

**Timaru District Council**

2 King George Place  
PO Box 522, Timaru 7940

**T** (03) 687 7200

**E** [enquiry@timdc.govt.nz](mailto:enquiry@timdc.govt.nz)

**Temuka Service Centre**

72-74 King Street, Temuka

**T** (03) 687 7591

**Geraldine Service Centre**

73 Talbot Street, Geraldine

**T** (03) 693 9336

[timaru.govt.nz](http://timaru.govt.nz)