

# A guide to your Council

Our Local Governance Statement  
March 2023



## Council Contact Details

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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

<b>Who are we?</b>	<b>5</b>
Timaru District Profile	5
Council Assets and Services	8
<b>What does the Council do?</b>	<b>9</b>
Purpose of Local Government	9
The Electoral System	9
Representation Arrangements	10
<b>Governance</b>	<b>12</b>
Timaru District Wards	12
Timaru District Council — Mayor, Councillors and Community Boards	13
Elected Members – Role and Conduct	15
Governance Structure and Processes	19
Relationship with Ngāi Tahu	21
<b>The Council Organisation</b>	<b>28</b>
Council Support Services	40
Management Structure	41
Equal Employment Opportunities Policy	43
<b>Talking with Your Council</b>	<b>44</b>
Consultation - Having Your Say	45
Requests for Official Information	47
<b>Key Planning and Policy Documents</b>	<b>48</b>
<b>Appendices</b>	<b>53</b>
Appendix One – Timaru District Council Bylaws	53

**This Local Governance Statement outlines the responsibilities, structure and governance processes of Council. It provides information about how Council engages with the community, makes decisions, and how the community can engage with decision-making and contribute to making our district a better place.**

This document is updated within six months of each triennial local authority election to reflect changes to statistical information and Council’s operations, structures and partnerships. Every effort is made to keep it up to date during the three year Council term.

S40 of the Local Government Act 2002 requires Council to produce the Local Governance Statement, and outlines the content that it must contain.

# 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.

## Geography and climate

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

Timaru District is the fourth largest district by population and sixth largest by area in the Canterbury region. It has a population density of 16.5 persons per square kilometre.

The district enjoys a temperate climate, with Timaru enjoying an annual average of around 1,826 hours of sunshine and 573mm of rain.

## Demographics

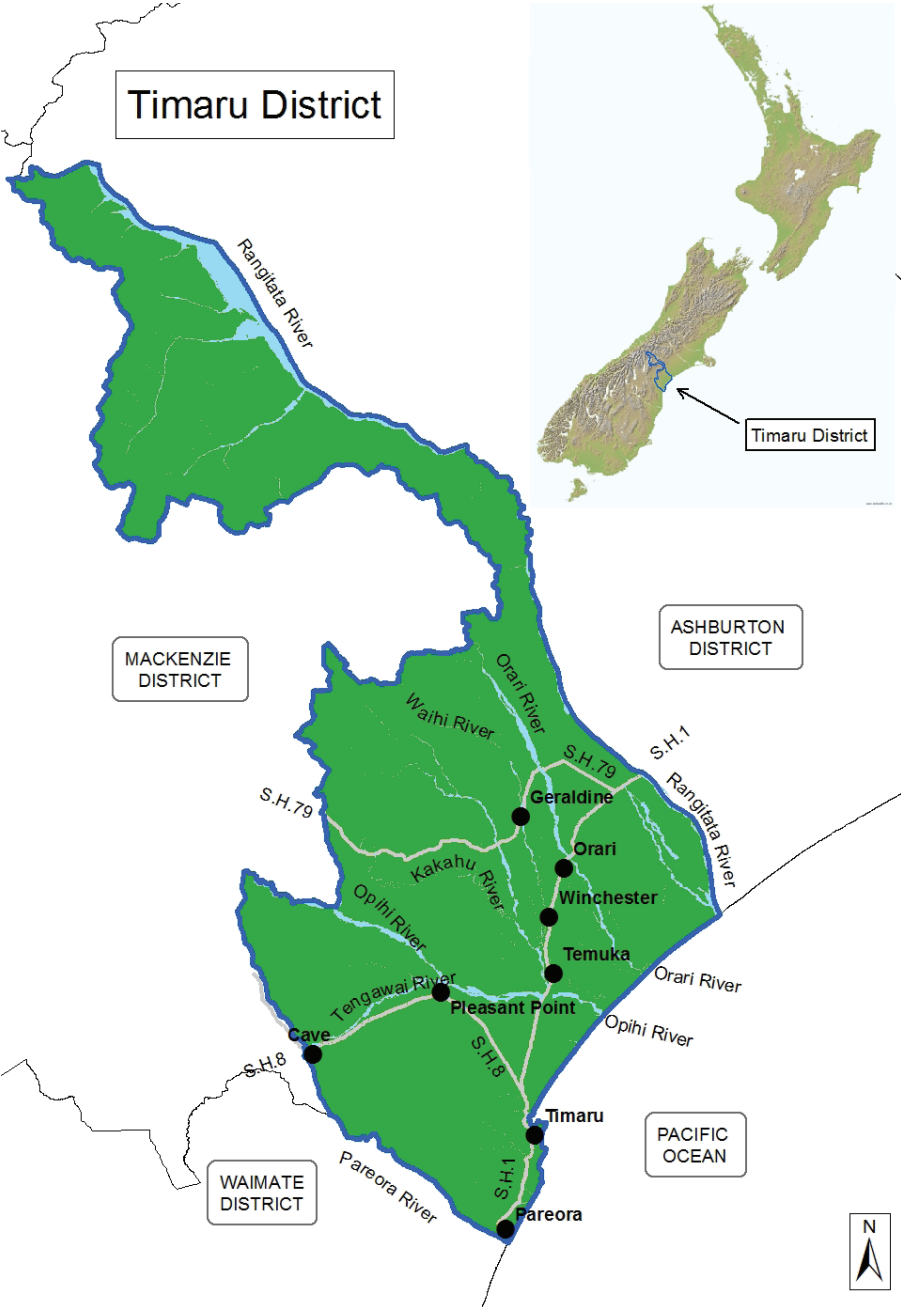
The estimated resident population of the Timaru District as at 30 June 2021\* was 48,500. The 2018 Census population was 46,296. Population projections, based on a medium growth scenario, project the district’s population to increase to 49,400 (+8.8%) by 2028, peaking in 2038 at 49,800. The rate of natural increase will become negative from around 2028 meaning there will be more deaths than births. This reflects the age makeup of the district’s population. Growth from 2028 will be reliant on net migration.

The population is expected to age in the future. Virtually all growth in future years is projected to be in age groups 65+, with the proportion of 65+ increasing from 20.1% in 2013 to 26.1% in 2028 and 30.24% in 2043.

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

\* Based on Statistics NZ Population Projections June 2022

Who are we?



## Our Economy

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, 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.

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. Large scale investment in water storage, quality and management is continuing, helping to ensure a robust, diverse economic future for the District.

## Our Communities

Timaru is the largest community, housing nearly two thirds (29,600) of the total population of the district. The next largest community is Temuka (4,120), followed by Geraldine (2,310) and Pleasant Point (1,220).

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

## 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 occasional shrub and forest remnants. Limestone outcrops and volcanic sediment add to the diversity of the landforms.

## Who are we?

### Council Assets and Services

**PUBLIC  
TOILETS**

**ONE**  
MUSEUM

**12** WATER  
TREATMENT  
PLANTS

**STORMWATER**  
RETENTION AND  
FILTRATION

**FOUR**  
RESOURCE  
RECOVERY  
CENTRES



**7**  
CEMETERIES

**24**  
SEWER PUMP  
STATIONS

**BUILDING**  
CONSENT  
AUTHORITY

**THREE** LIBRARIES /  
SERVICE CENTRES

**236**  
HOUSING  
UNITS

**1,700KM+**  
of sealed  
and unsealed  
roads

**THE CROW'S  
NEST** RECYCLED  
GOODS SHOP

**PLANNING  
FOR THE  
FUTURE**

**20**  
COMMUNITY  
HALLS

**4** **BIN**  
KERBSIDE RECYCLING

**300km+** FOOTPATHS,  
ON ROAD CYCLEWAYS  
AND WALKWAYS

**ONE**  
AIRPORT



**ONE**  
ART  
GALLERY

- + Leadership for the community
- + Over 615 hectares of parks, reserves, sportsgrounds and gardens
- + Manages and enforces requirements of several pieces of legislation, including Local Government Act, Resource Management Act, Building Act, Civil Defence Emergency Management Act.
- + CBay recreational facility, and 3 seasonal public swimming pools
- + Bus shelters, cycleways, traffic lights
- + Over 1,800km of water supply reticulation

- + Theatre Royal
- + Southern Trusts Event Centre
- + Community grants and funding
- + 11 piped water supply systems
- + 146km of piped stormwater drain
- + 280+ bridges and culverts
- + 59km of walking and cycling tracks
- + 1 sewage treatment plant
- + Approximately 235 hectares of forestry



# 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 actions 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

## 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 operates 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.

# What does the Council do?

## 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. This will be revisited for the 2025 election.

## Representation Arrangements

### Timaru District Council

Currently the Timaru District Council has:

- an elected Mayor
- Nine Councillors elected over three wards
  - o Timaru Ward - six Councillors
  - o Pleasant Point - Temuka Ward – two Councillors
  - o Geraldine Ward – one Councillor
- Three Community Boards with 16 elected members:
  - o Geraldine – six elected members and the one appointed Geraldine Ward Councillor
  - o Pleasant Point – five elected members and the two appointed Pleasant Point – Temuka Ward Councillors
  - o 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 2018. There are currently no Māori Wards in the District.

## 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.

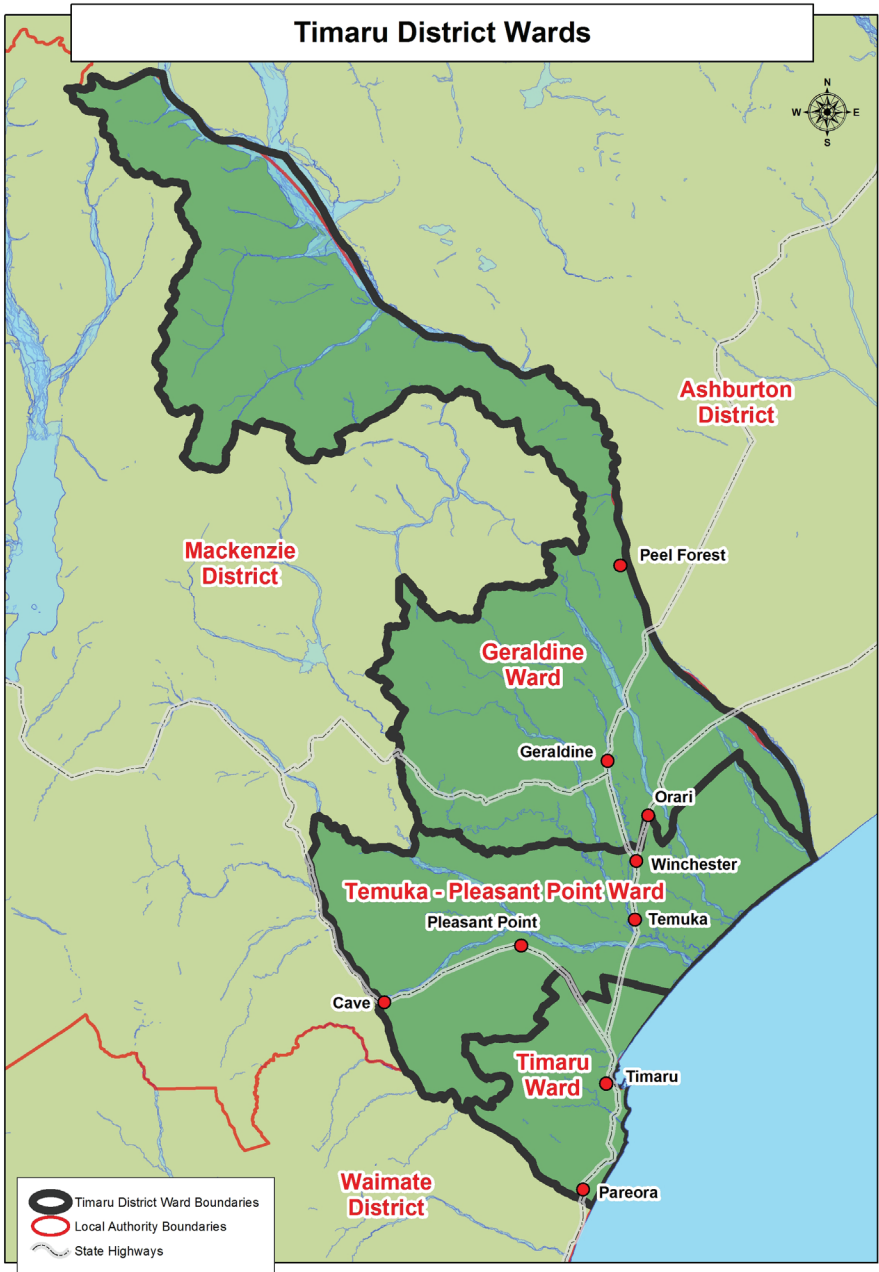
## Review of Representation Arrangements

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 2018 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 2024 for local government elections in 2025 and 2028.

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.



# Timaru District Councillors



**MAYOR** Nigel Bowen  
027 622 1111  
nigel.bowen@timdc.govt.nz

## COUNCILLORS

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**Scott Shannon** (Deputy Mayor)  
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**Allan Booth**  
Timaru Ward  
029 239 3487  
allan.booth@timdc.govt.nz

Geraldine Community Board

	Phone	Email
Janene Adams (Deputy Chair)	022 614 1590	Janene.adams@timdc.govt.nz
Jan Finlayson (Chair)	021 502 297	Jan.finlayson@timdc.govt.nz
Shane Minnear	029 646 6327	Shane.minnear@timdc.govt.nz
Wayne O'Donnell	027 221 1467	Wayne.o'donnell@timdc.govt.nz
Rosie Woods	027 222 7663	Rosie.woods@timdc.govt.nz
McGregor Simpson	03 696 3963	Mcgregor.simpson@timdc.govt.nz

Plus Geraldine Ward Councillor Gavin Oliver

Pleasant Point Community Board

	Phone	Email
Raewyn Hessel (Chair)	027 385 5857	Raewyn.hessell@timdc.govt.nz
Anna Lyon	027 560 6883	Anna.lyon@timdc.govt.nz
Ross Munro (Deputy Chair)	021 433 940	Ross.munro@timdc.govt.nz
Michael Thomas	021 718 311	Michael.thomas@timdc.govt.nz
Kathy Wilkins	021 260 3933	Kathy.wilkins@timdc.govt.nz

Plus Pleasant Point-Temuka Ward Councillors Michelle Pye and Scott Shannon

## Temuka Community Board

	Phone	Email
Aimee Baird	027 360 3054	Aimee.baird@timdc.govt.nz
Gaye Broker	027 244 7157	Gaye.broker@timdc.govt.nz
Nicola Nimo	021 662 942	Nicola.nimo@timdc.govt.nz
Charles Scarsbrook (Chair)	027 615 5500	Charles.scarsbrook@timdc.govt.nz
Ali Talbot (Deputy Chair)	027 205 7604	Ali.talbot@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.

### **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**

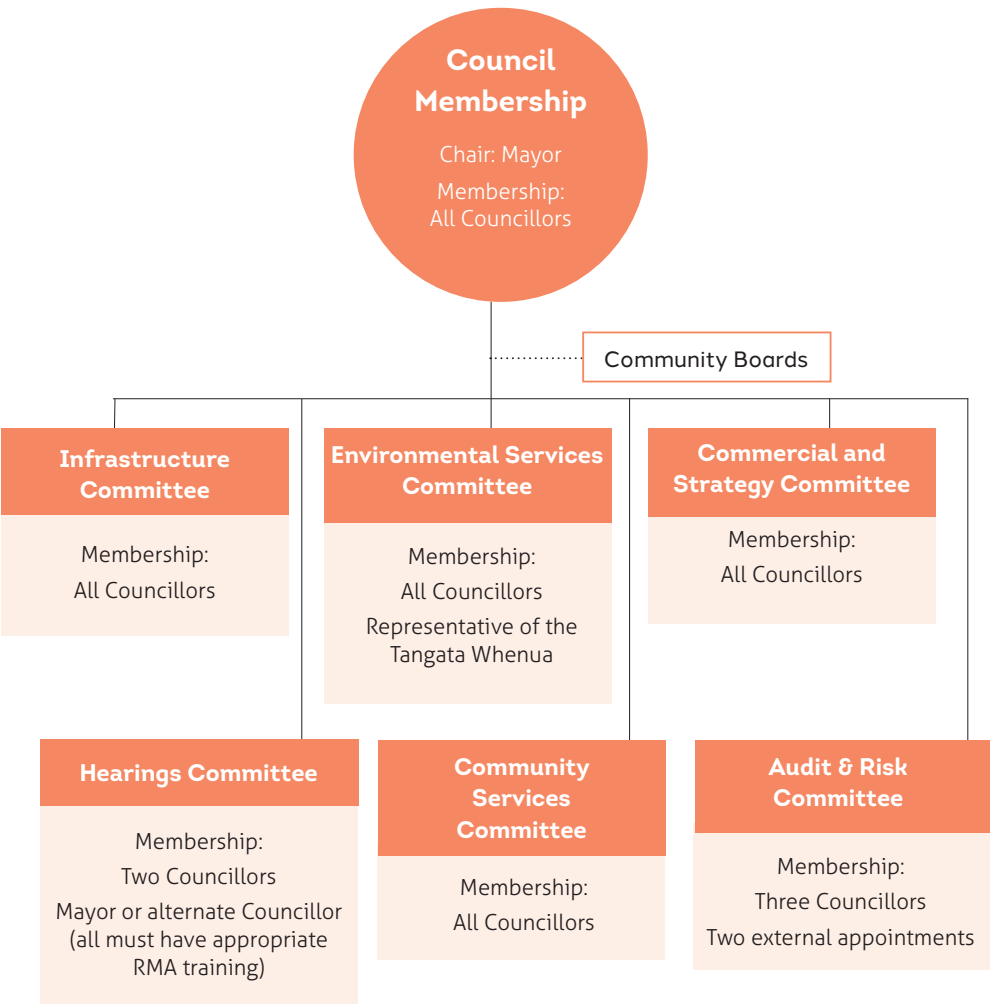
Members must ensure that the Council uses resources prudently and for lawful purposes, and that the Council maintains sufficient resources to meet its statutory obligations.

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 2022 elections, the Council confirmed the following standing committee structure and delegations:



### **Authorities for Committees**

The Local Government Act 2002, S4 of the Public Bodies Contracts Act 1959, the Resource Management Act 1991 and other relevant Acts, enable the Standing Committees of the Timaru District Council to exercise the functions, duties and powers of Council within the delegated areas of activity of each Committee.

Standing Committees may:

- delegate any of their functions to a subcommittee;
- have the delegated authority to form a subcommittee for a specific purpose;
- without confirmation by the Council, exercise or perform the powers or duties delegated to it, and;
- have the power to expend funds in respect to its area of responsibility, subject to the allocation of funds set aside for that purpose in the Long Term Plan, Annual Plan and Budget, or as otherwise specifically approved by Council.

Standing Committees do not have:

- the power to make a rate;
- the power to make a bylaw;
- the power to borrow money, or purchase or dispose of assets, other than in accordance with the Long Term Plan;
- the power to adopt a Long Term Plan, Annual Plan, or Annual Report;
- the power to appoint a Chief Executive, or;
- the power to adopt policies required to be adopted and consulted on, under an Act in association with the Long Term Plan or developed for the purpose of the Local Governance Statement.

**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.

### Relationship with Ngāi Tahu

#### Te Rūnanga o Ngāi Tahu as Mana Whenua of Timaru District

Te Rūnanga o Ngāi Tahu (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). They hold ancestral and contemporary relationships with the lands, waters, and ecosystems of their takiwā. Mana whenua are hapū or whānau who, through a combination of whakapapa and occupation (ahi ka) hold customary authority over the land and resources of an area or takiwā. Associated with mana whenua status are the rights and duties of rangatiratanga and kaitiakitanga.

#### Ngāi Tahu Takiwā

The Te Rūnanga o Ngāi Tahu Act 1996 acknowledges the takiwā of Ngāi Tahu as extending over most of the South Island south of a line from Kahurangi Point on the West Coast and Te Parinui o Whiti (White Bluff) near Cloudy Bay on the East Coast; and including offshore islands. The contemporary structure and membership of Ngāi Tahu is set out in the Te Rūnanga o Ngāi Tahu Act 1996. The Act recognises Ngāi Tahu as being descended from five primary hapū: Ngāti Kuri, Ngāi Tūāhuriri, Ngāti Irakehu, Ngāti Huirapa and Ngāi Te Ruahikihiki. Chiefs from these hapu occupied and established themselves as mana whenua in various parts of the takiwā; Kati Huirapa in the Timaru District.

#### Ngāi Tahu and Papatipu Rūnanga (ngā rūnanga)

The Te Rūnanga o Ngāi Tahu Act 1996 recognises Te Rūnanga o Ngāi Tahu as the iwi authority within the Ngāi Tahu takiwā. Ngāi Tahu is comprised of 18 papatipu (main) rūnanga who represent the whānau and hapū who hold mana whenua within the Ngāi Tahu takiwā. The takiwā of each rūnanga is described in the Te Rūnanga o Ngāi Tahu (Declaration of Membership) Order 2001. The papatipu rūnanga who represent those who hold mana whenua in the Timaru District and their respective takiwā are:

- Te Rūnanga o Arowhenua (Arowhenua) – whose takiwā centres on Arowhenua and extends from the south bank of the Rakaia River in the north to the north bank of the Waitaki River in the south and from the coast in the east to Aoraki and the main divide in the west. Te Rūnanga o Arowhenua share interests with Te Rūnanga o Waihao – whose takiwā centres on Morven and extends from the Waitaki River in the east to Omarama and the Main Divide in the west.

Under s15 of the Te Rūnanga o Ngāi Tahu Act, Ngāi Tahu must consult with papatipu rūnanga in forming a view on any matter. In practice, Ngāi Tahu encourages councils, other Government Agencies, and individuals to consult directly with papatipu rūnanga on issues in their takiwā.

Ngāi Tahu supports ngā rūnanga in these matters when requested by them and represents Ngāi Tahu whānui in tribal matters and in negotiations with the Crown. Ngāi Tahu whānui also have shareholdings and interests in commercial activities and entities. These commercial entities may make applications or lodge submissions on Resource Management Act 1991 (RMA) processes from time to time, but they are not mana whenua or the iwi authority.

### Treaty of Waitangi and Duties of Local Authorities

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 (s4), the RMA (s8). The relationship between Ngāi Tahu whānui and the Timaru District Council reflects, at a local level, the relationship between the Crown and its Treaty Partners; it is a partnership.

Council is also required to engage directly with mana whenua in relation to policy-making and decision-making under both the LGA, the RMA.

S81 of the LGA requires all local authorities to establish and maintain processes to provide opportunities for Māori to contribute to Council’s decision-making processes. It also requires councils to consider ways to foster the development of Māori capacity to contribute to these processes and to provide Māori with relevant information.

The RMA has specific requirements for Council to engage with tangata whenua through the iwi authority 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 tangata whenua 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 Ngāi Tahu 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 mana whenua in any government legislative reforms process.

## Council Relationship with Mana Whenua

Council considers it important to further develop relationships with the papatipu rūnanga who represent those who hold mana whenua in the Timaru District. Fostering these relationships is key to enabling Council to meet its statutory requirements under the LGA and RMA. 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 the 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. To assist in this commitment, the Council has signed a Service Level Agreement with Aoraki Environmental Consultancy Limited (AECL). AECL is mandated by Arowhenua to help advise councils and other agencies on issues of interest to Arowhenua Rūnanga, 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 also continue to offer places for Rūnanga representatives on Council Committees, including the Environmental Services Standing Committee, the Safer Communities Committee and the Local Arts Assessment Committee, and other bodies as appropriate, and seek regular engagement with papatipu rūnanga to discuss matters of common interest and foster general relationships.

Council's Senior Management Team will also be available to meet with ngā rūnanga representatives as required.



# Key Projects

Mana whenua interests in Council activities are broad. Arowhenua have a deep connection to the land including within the Timaru District. Arowhenua Rūnanga have developed a deep sense of responsibility to care for it, as it has cared for them and those who came before them. This way of life is known as kaitiakitanga and incorporates the responsibility to ensure that the whenua and wai will continue to provide for their mokopuna – ‘for those who come after us’.

For Arowhenua Rūnanga, exercising kaitiakitanga supports the philosophy of rangatiratanga, the value and practice of people exercising their independence, determining their choices for governing themselves, their lands, and all their treasures. Rangatiratanga has particular prominence, as it is the basis of Article 2 of Te Tiriti o Waitangi/The Treaty of Waitangi (1840).

Rangatiratanga is associated with sovereignty, leadership, autonomy to make decisions, and self-determination. This includes leadership within the whānau and community, as well as leadership within business activities in the private and public sectors. For Arowhenua Rūnanga, rangatiratanga in the cultural sphere relates to stewardship of others, advocating for others and the community, doing the right thing for their people, and ensuring wellbeing and generosity of spirit. In relation to the environment, rangatiratanga is about caring for wāhi tapu and wāhi taonga (sacred places and objects) and ensuring co-governance and co-management of natural resources. This in turn ensures that rangatahi (the younger generations) and the community know the history of the land and reserves that surround them, and that the land is safe, appreciated and used.

Mana whenua interests are not limited to ‘culturally significant sites.’ A township may have buildings or places that are prized for their architectural history, or providence, but a council is interested in all aspects of how the town functions. Similarly for mana whenua, wāhi tapu and wāhi taonga (sacred and treasured places) are highly valued and require special protection, but kaitiakitanga is a duty that extends over the entire takiwā and to all those living within it.

Mana whenua is interested in all aspects of local governance; however, it is accepted that there are limitations on individual’s time and resources. Consequently, some projects may have to be prioritised from time to time.

# Governance

Current priorities include:

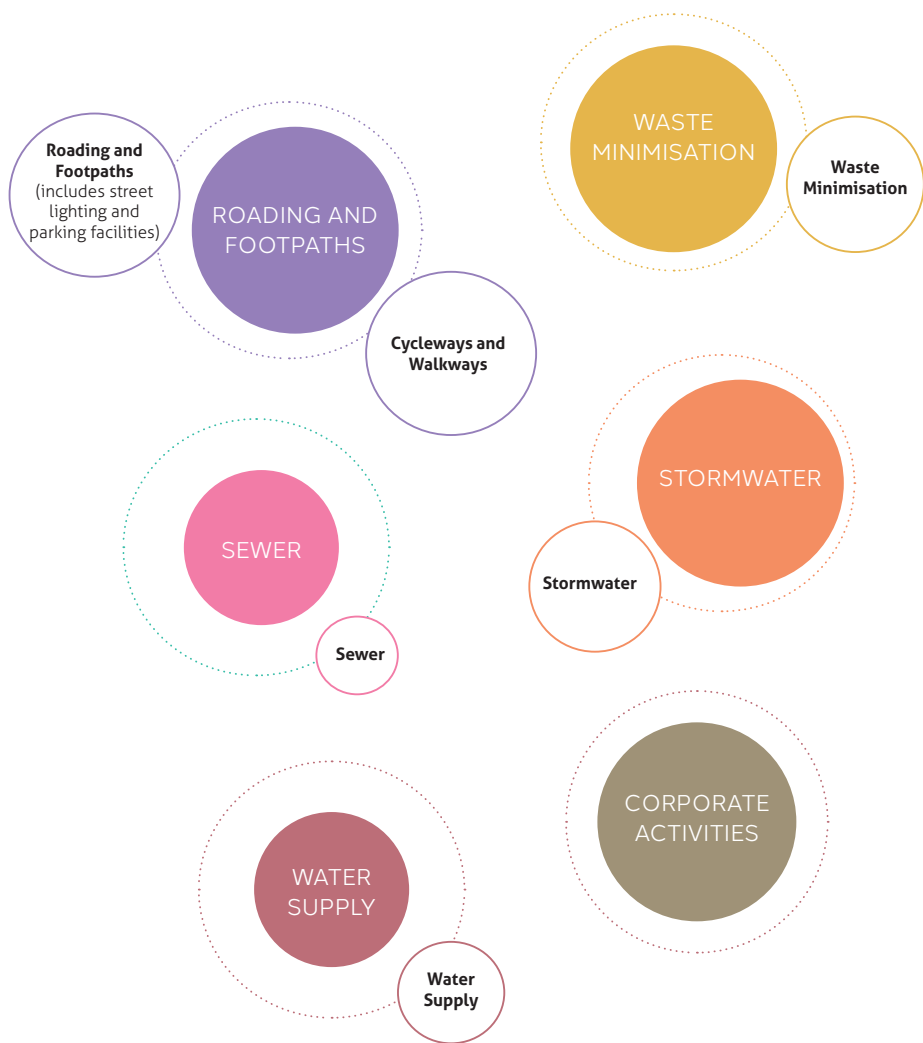
- Exploring potential for transfer of powers to make decisions over ancestral land;
- Appropriate use of traditional place names;
- Spatial planning for growth of the district;
- Protection and enhancement of mahinga kai (traditional food and other natural resources and the places where those resources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



# The Council organisation

Council has nine groups of activities as outlined below. We also have a Corporate Activities group that provides support across the organisation.





## Governance and Strategy

### What we do

Governance and strategy service and guide all the activities carried out by the Timaru District Council.

It enables the Council to function and provide stable, transparent, effective, efficient and accountable local governance to the District. The elected members of Council set direction, lead and make decisions based on Council's Strategic Direction, and with the overall goal of improving community wellbeing.

This includes all work associated with the elected Council and Community Boards in Geraldine, Pleasant Point and Temuka.

Elected members, being the community's representatives, make decisions within the framework of the Local Government Act 2002 (LGA) on behalf of and in the interests of the community.

Council and Community Boards are elected every three years.

The key functions include:

- Engagement with the community;
- Advocacy on issues that affect the district Civic functions, such as citizenship ceremonies, award ceremonies and parades;
- Elections and Representation reviews;
- Administering statutory governance functions such as Standing Orders, Delegations Registers;
- Maintaining Sister City relationships with Eniwa (Japan), Weihai (China), Orange (Australia) and Orange (United States);
- Developing and implementing Council wide strategies and policies;
- Partnering with external agencies;
- Performance, planning and accountability, including the development and adoption of key Council planning and accountability documents such as the Long Term Plan, Annual Plan and the Annual Report, and;
- Overall monitoring of the Council operation.

# Community Support

## What we do

The Community Support group includes Timaru Airport, Climate Change and Sustainability, Community Facilities (Cemeteries and Public Toilets), Community Funding, Economic Development and District Promotions, Emergency Management, Safer Communities and Social Housing.

**The focus of these activities is to help:**

- build strong, connected and supportive communities;
- support and celebrate diversity in our communities;
- provide high quality community facilities (cemeteries and public toilets);
- support people, organisations and the business community;
- assist vulnerable people in our communities, and;
- assist individuals and communities to be prepared and resilient in times of adversity.

# Environmental Services

## What we do

### Building Control

Council is responsible for administering and implementing the provisions of the Building Act 2004 (the Act). This involves balancing delivery of a customer focused service within legislative requirements, while managing the risk to the community and Council. Under the Act, Council must maintain accreditation as a Building Consent Authority. It is responsible for processing and granting building consents, inspecting building work, issuing Code Compliance Certificates, Certificates of Public Use. Processing Land and Project Information Memorandums, providing advice on building related matters and managing and enforcing numerous other provisions under the Act.

### District Planning

Council is responsible for promoting the sustainable management of the natural and physical resources within the district. This includes developing, and administering the District Plan and related policies, such as the Biodiversity policy, and processing applications for resource consents under the District Plan and administering the Built Heritage Protection Fund.

### Environmental Compliance

Council has monitoring and enforcement responsibilities under a range of legislation relating to food safety, noise control, hazardous substances, liquor licensing, environmental nuisance, gambling control and animal control. The Timaru District Consolidated Bylaw 2018 outlines rules and processes to protect the public.

These activities help ensure:

- the district's built and natural environment is safe to live, work and play in;
- building and land developments are managed in a safe and sustainable way and land is used appropriately through enforcing building and planning legislation;
- negative effect of activities that may occur in the district are minimised or managed (eg noise, animals, overhanging trees);
- commercial food premises practice a high standard of hygiene, and;
- the natural and built environment is managed sustainably.



# Recreation and Leisure

## What we do

Recreation and Leisure activities provide quality cultural, learning and recreation facilities for residents and visitors to enjoy.

### Cultural and Learning Facilities

- Aigantighe Art Gallery;
- South Canterbury Museum;
- Timaru District Libraries – facilities in Timaru, Geraldine, Temuka and online, with the Geraldine and Temuka Libraries doubling as Council Service Centres;
- Theatre Royal, and;
- Halls (including seven facilities owned and managed by Council, 11 community halls owned by Council and managed by community committees, and three halls owned by community organisations and funded by targeted rates, which Council collects on behalf of the hall owners).

### Parks

- Premier parks of particular significance to the district, such as Timaru Botanic Gardens, Caroline Bay and the Temuka and Geraldine Domains;
- Sports and recreation parks;
- Neighbourhood parks, in urban areas and often incorporating playgrounds;
- Amenity parks designed to provide opens spaces and plantings;
- Natural parks, located predominately in rural areas, often including walking and cycling tracks, and;
- Special purpose parks and civic spaces.

### Recreational Facilities

- Caroline Bay Trust Aoraki Centre (CBay)
- Swimming pools in Geraldine, Pleasant Point and Temuka, and;
- Southern Trust Events Centre.

# Roading and Footpaths

## What we do

We provide a transport network and associated assets and services throughout the district. This includes both infrastructure, such as roads, footpaths and signage, and non-asset functions, such as street cleaning, roadside garden maintenance, temporary traffic management and road safety initiatives.

This includes:

- over 1,700km of sealed and unsealed roads;
- more than 280 bridges (including single lane bridges, weight restricted bridges, large culverts and footbridges);
- approximately 300km of footpaths on road cycleways and walkways;
- at least 7,000 road signs more than 4,400 streetlights;
- more than 10,000 drainage facilities including catchpits or culverts, and;
- traffic signals, street furniture, bus stops, carparks, parking meters.

Funding for the roading and footpaths network is provided from rates, loans, and user charges together with funding assistance received from central government through Waka Kotahi (the New Zealand Transport Agency - NZTA). Waka Kotahi is also responsible for the State Highway network.

# Sewer

## What we do

Council collects and treat domestic and industrial wastewater and returns clean water to the environment.

Sewer systems are provided in the urban areas of Timaru, Temuka, Geraldine and Pleasant Point. These systems are linked via pipelines to the main wastewater treatment plant and ocean outfall in Timaru. A small collection scheme also serves the Arowhenua community which feeds into the Temuka pond for treatment. Approximately 80% of the total district residential population have a connection to the sewer system.

Timaru's industrial wastewater stream is treated separately from the domestic wastewater stream. Primary treatment is carried out onsite by industries to comply with tradewaste discharge limits set by Council, before discharging to the public wastewater system, and ultimately ocean discharge.

As part of providing this service we operate:

- three oxidation ponds at the inland towns of Geraldine, Pleasant Point and Temuka;
- 24 sewer pump stations;
- approximately 354km of pipeline, and;
- approximately 4,000 manholes.

# Stormwater

## What we do

Stormwater is rainwater that flows from surfaces like roofs, gardens, footpaths and roads.

Council manages and maintains a network of pipes, pumping stations and other infrastructure to safely dispose of stormwater run-off.

Where practicable Council is making increasing use of low impact design systems that – when not used for stormwater purposes – provide open green space for people to enjoy.

Our network includes:

- Approximately 146km of pipeline and 33km of open channel;
- Six detention dams and 1 retention and filtration basin to treat stormwater run-off and help prevent flooding;
- Several pump stations;
- Over 2,344 manholes, 216 soak pits, over 3,000 sumps, and;
- Secondary overland flow paths.

# Waste Minimisation

## What we do

Council provides a safe and effective waste collection, recycling, recovery and disposal service with a focus on minimising waste.

Approximately 85% of the district's households have organic waste, recycling and rubbish bins which are collected regularly. The materials are then sorted and managed at the Redruth Resource Recovery Park in Timaru.

Council manages the overall activity and owns waste minimisation sites and facilities where operational work is carried out by contractors. From 1 July 2021, EnviroWaste Services Ltd is contracted to provide kerbside collection, transfer stations, landfill, composting and recycling operations and waste minimisation education.

Services include:

- 4-bin kerbside collection Transfer stations in Temuka, Geraldine and Pleasant Point;
- Resource Recovery Centre in Timaru (Redruth);
- Reduction – community education for schools and businesses, public place recycling, zero waste events;
- Reuse – Crow's Nest shop;
- Recycling – via MRF and non-MRF recycling Recovery – composting, metal recovery and pyrolysis;
- Treatment – hazardous waste drop-offs, and;
- Disposal – Class A landfill (Redruth).

# Water Supply

## What we do

The Council's water supply service treats and distributes water that we source from groundwater bores and rivers in the district for residential, commercial, industrial and stockwater purposes. Our water supplies are required to comply with the New Zealand Drinking Water Standards.

Over 19,000 residential and non-residential properties are served through the following individual water supplies:

- Urban Water Supply Schemes: Geraldine, Peel Forest, Pleasant Point, Temuka, Timaru, Winchester Rural;
- Drinking Water and Stockwater Supply Schemes: Downlands, Orari, Seadown, Te Moana, and;
- Stockwater only Schemes: Beautiful Valley, Rangitata – Orari Water Race.

The Downlands scheme is managed and operated by Timaru District Council on behalf of residents of the Timaru, Mackenzie and Waimate districts. The policy for this scheme is determined by a Joint Standing Committee of the three Councils.

Our water supply network includes:

- 19 water intakes;
- 12 treatment plants;
- 35 reservoirs;
- 24 pump stations, and;
- Approximately 1,850 kilometres of water supply pipelines.

# Corporate Activities

## What we do

Corporate Activities are functions at Council that support other activities and assist the day to day running of our activities.

The key functions include:

- Financial Services – financial planning, monitoring, and reporting; administering the rating, accounts receivable and payable functions;
- Information Technology – providing high quality, secure and cost effective technology-based services;
- People and Capability – employee recruitment, training, performance and remuneration; health and safety;
- Customer Services – Council’s interface with our communities – assisting with payments, bookings, documentation, and answering general enquiries;
- Communications – managing the sharing of Council information with the community through a range of media, and;
- User Experience and Community Engagement – focused on improving engagement with the community, and ensuring that people’s interactions with Council are as user friendly as possible.

## Council Support Services

**Customer Services** – provides the main customer interface, including enquiries, cash receipting and telephone services. The unit is also responsible for requests for service, rates rebates, coordinating production of Land Information Memorandums (LIMS), hall and cemetery bookings. Duty Building and Planning Officers also operate daily in the Customer Services area.

**Human Resources** – manages Council staff resources on behalf of the Chief Executive. This includes recruitment, performance reviews, payroll, health and safety and training provision.

**Information Management and Technology Services** – is responsible for information management services including computer systems, Geographic Information Systems (GIS), and database systems and records management.

**Financial Services** – provides financial management services across Council, including budgeting reporting, cash flow management, investment of funds and raising of loans, management of the accounts payable and accounts receivable systems, rating matters and preparation of the annual financial statements.

**Property** – manages Council land and properties including social housing, public toilets, community halls and the Theatre Royal.

**Strategy and Corporate Planning** coordinates and manages the Council’s corporate planning cycle, and provides policy and strategy advice to Council.

**Programme Management** – coordinates and advises Council managers in respect of project management and delivery, the management of risk, and business improvement opportunities.

**Risk Management and Business Improvement** – coordinates and advises council managers in respect of the management of risk and business improvement opportunities.



# 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

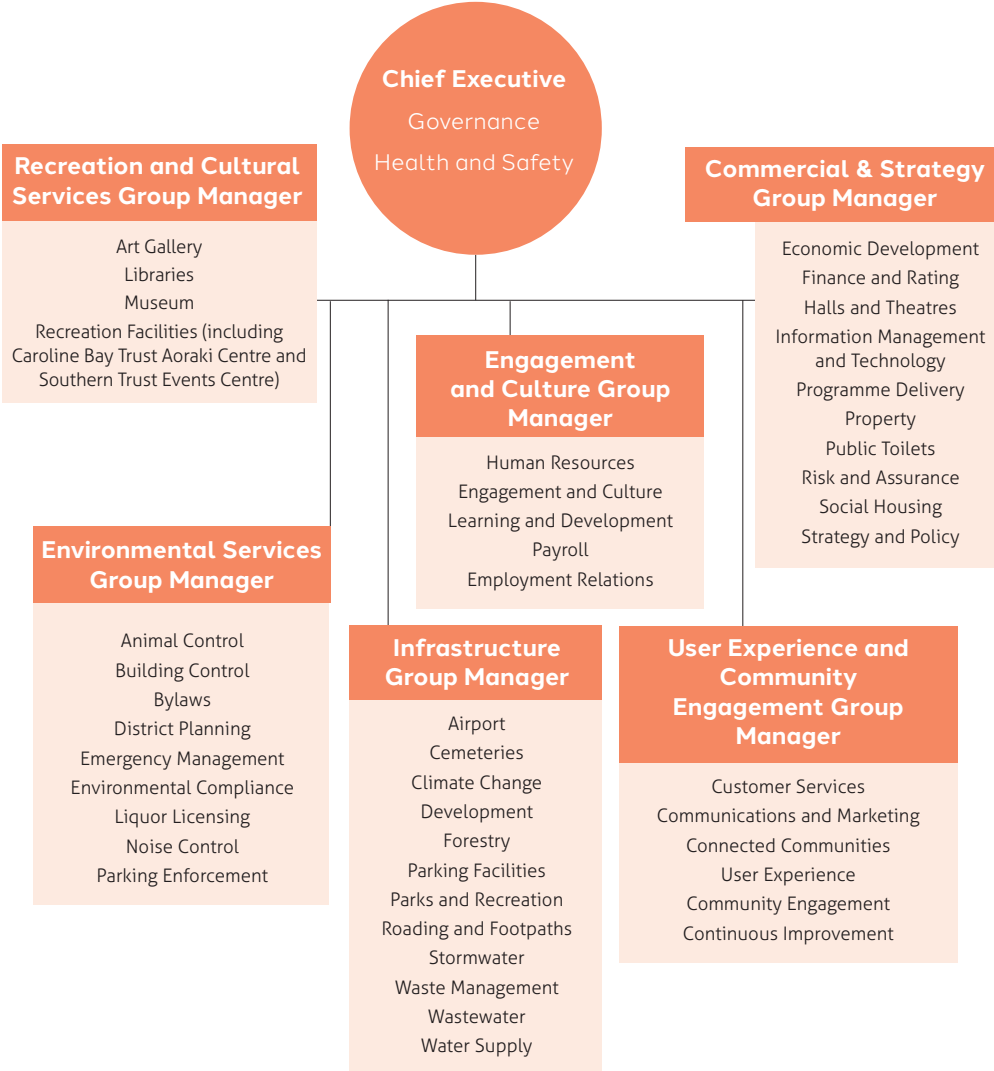
The Senior Leadership Team includes the Chief Executive and six Group Managers. The Senior Leadership Team meets regularly to:

- 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.

Group Management Structure

Each Group Manager is accountable to the Chief Executive and is responsible for the Council activities which fall within their Group. Each Group operates to meet the Council's objectives in the most effective and efficient manner possible. The existing structure is outlined here.



# 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.

## Talking 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** on (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 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 enquire about this opportunity, please contact the Governance 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.



**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:

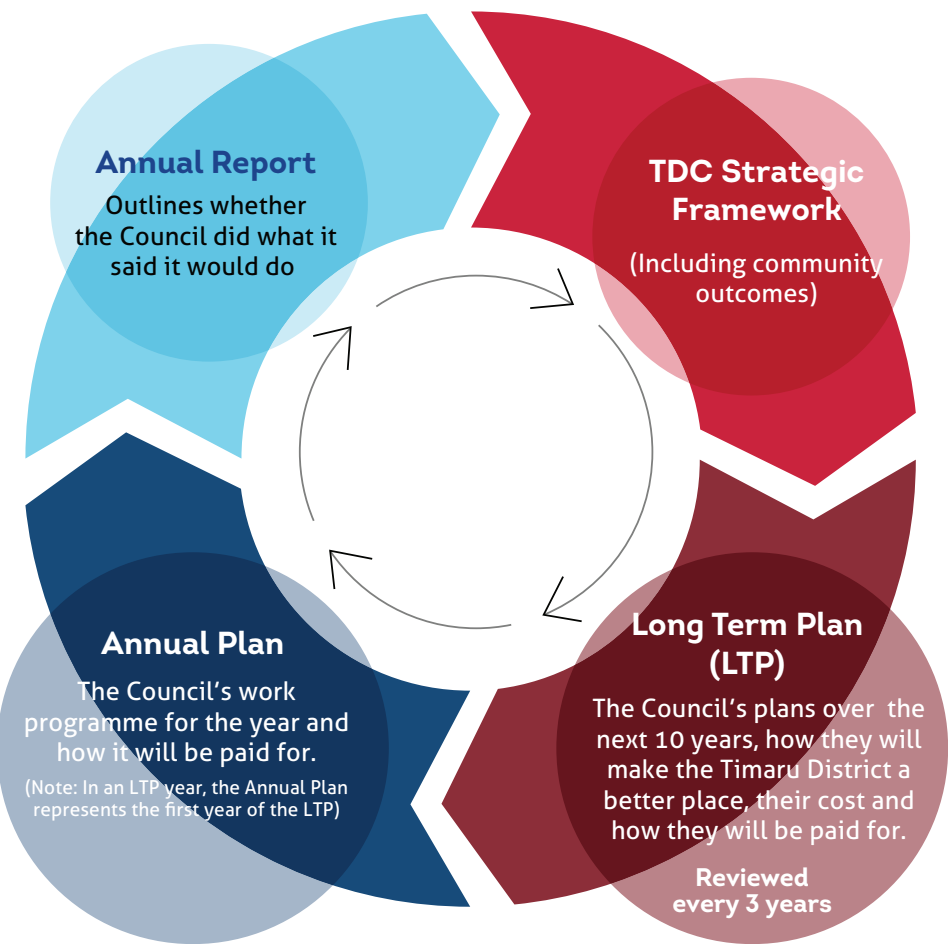
*[www.timaru.govt.nz/council/publications/policies/council-charges-requests-under-the-local-government-official-information-and-meetings-act-1987](http://www.timaru.govt.nz/council/publications/policies/council-charges-requests-under-the-local-government-official-information-and-meetings-act-1987)*

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



Some of the key documents include:

**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 years 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.

# Appendices

## 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 <https://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.

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..

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.

**T I M A R U**



**DISTRICT COUNCIL**

Te Kaunihera ā-Rohe  
o Te Tihi o Maru

**Timaru District Council**

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