



A guide to your Council

Our Local Governance Statement
April 2020

www.timaru.govt.nz

A guide to your Council: Local Governance Statement

Council Contact Details

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Hours (except Statutory Holidays)

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Hours (except Statutory Holidays)

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Hours (except Statutory Holidays)

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Contents

Who are we?	5
Timaru District Profile	5
Council Assets and Services	8
What does the Council do?	9
Purpose of Local Government	9
The Electoral System	9
Representation Arrangements	10
Governance	12
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
The Council Organisation	25
Council Activities	25
Council Support Services	43
Management Structure	44
Equal Employment Opportunities Policy	46
Communicating with Your Council	47
Consultation - Having Your Say	47
Requests for Official Information	49
Key Planning and Policy Documents	52
Appendices	55
Appendix One – Timaru District Council Bylaws	55

This Local Governance Statement provides information about Council; outlining 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 and every effort is made to ensure it is kept up to date over the three year period.

Who are we?

Timaru District Profile

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 on page 23.

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 2018 Census population was 49,296. 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 50,200. 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 28.2% in 2028 and 32.9% in 2043.

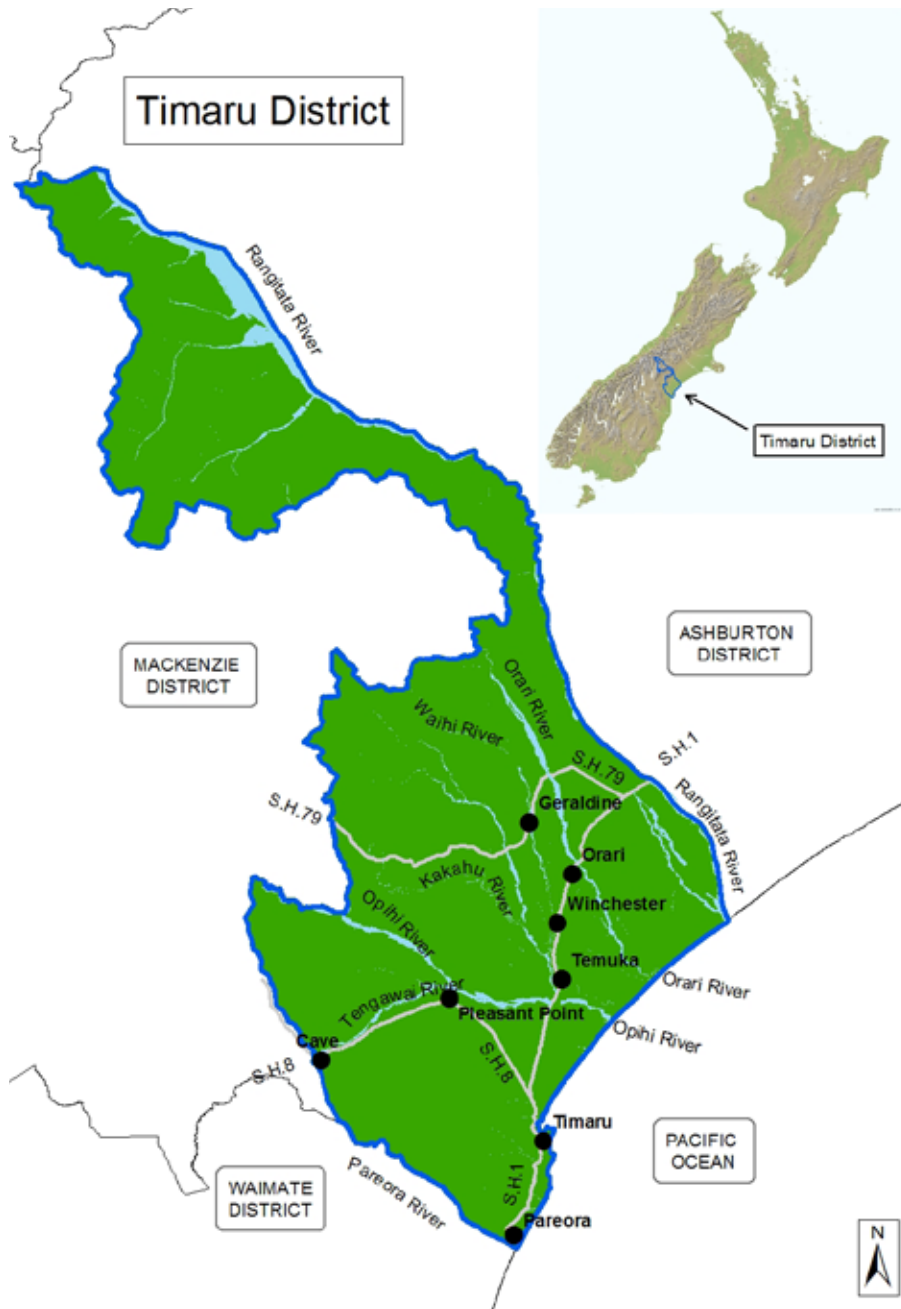
Around 80% of Timaru District residents live in or around the four main settlements - Timaru, Temuka, Geraldine and Pleasant Point.

*Based on Statistics NZ Population Projections

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. The South Canterbury District Health Board 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.

The district is also defined by a number of waterways, including the Orari, Opihi, Rangitata, Waihi and Pareora Rivers. The Rangitata and Pareora physically define the district and all waterways are highly valued by the community for their recreational, social, natural amenity and economic values.

The district has a number of outstanding natural features and landscapes, as well as areas of significant native vegetation habitats of native fauna. There are also numerous important heritage sites, buildings and places.

Council Assets and Services



- + Over 615 hectares of parks, reserves, sportsgrounds and gardens
- + 4 refuse transfer stations
- + Manages and enforces requirements of several pieces of legislation, including Local Government Act, Resource Management Act, Building Act, Civil Defence Emergency Management Act.
- + 4 public swimming pools
- + Bus shelters, cycleways, traffic lights
- + Over 1,800km of water supply reticulation
- + Leadership for the community

- + Community grants and funding
- + 11 piped water supply systems
- + 146km of piped stormwater drain
- + 297 bridges and culverts
- + 59km of off-road walking and cycling tracks
- + 1 sewage treatment plant
- + 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.

The Single Transferable Vote system (STV) system is currently used for the South Canterbury District Health Board elections. Electors rank candidates in order of preference. The number of votes required for a candidate to be elected (the quota) depends on the number of positions to be filled and the number of valid votes. The number of candidates required to fill all vacancies is achieved:

- by counting the elector's first preference and electing those candidates who reach the quota
- then by a transfer of spare votes (over the quota) from elected candidates in proportion to all voter's second preferences
- then by excluding the lowest polling candidates and transferring these votes to the voter's second preferences

These steps continue until enough candidates have reached the quota and have been 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 2018 resulted in the decision to retain the First Past the Post Electoral System for the next two elections.

Representation Arrangements

Timaru District Council

Currently the Timaru District Council has:

- an elected Mayor
- 9 Councillors elected over three wards
 - Timaru Ward - 6 Councillors
 - Pleasant Point - Temuka Ward – 2 Councillors
 - Geraldine Ward - 1 Councillor
- 3 Community Boards with 16 elected members:
 - Geraldine – 6 elected members and the 1 appointed Geraldine Ward Councillor
 - Pleasant Point – 5 elected members and the 2 appointed Pleasant Point – Temuka Ward Councillors
 - Temuka – 5 elected members and the 2 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
- undertake any other responsibilities delegated by the Council.

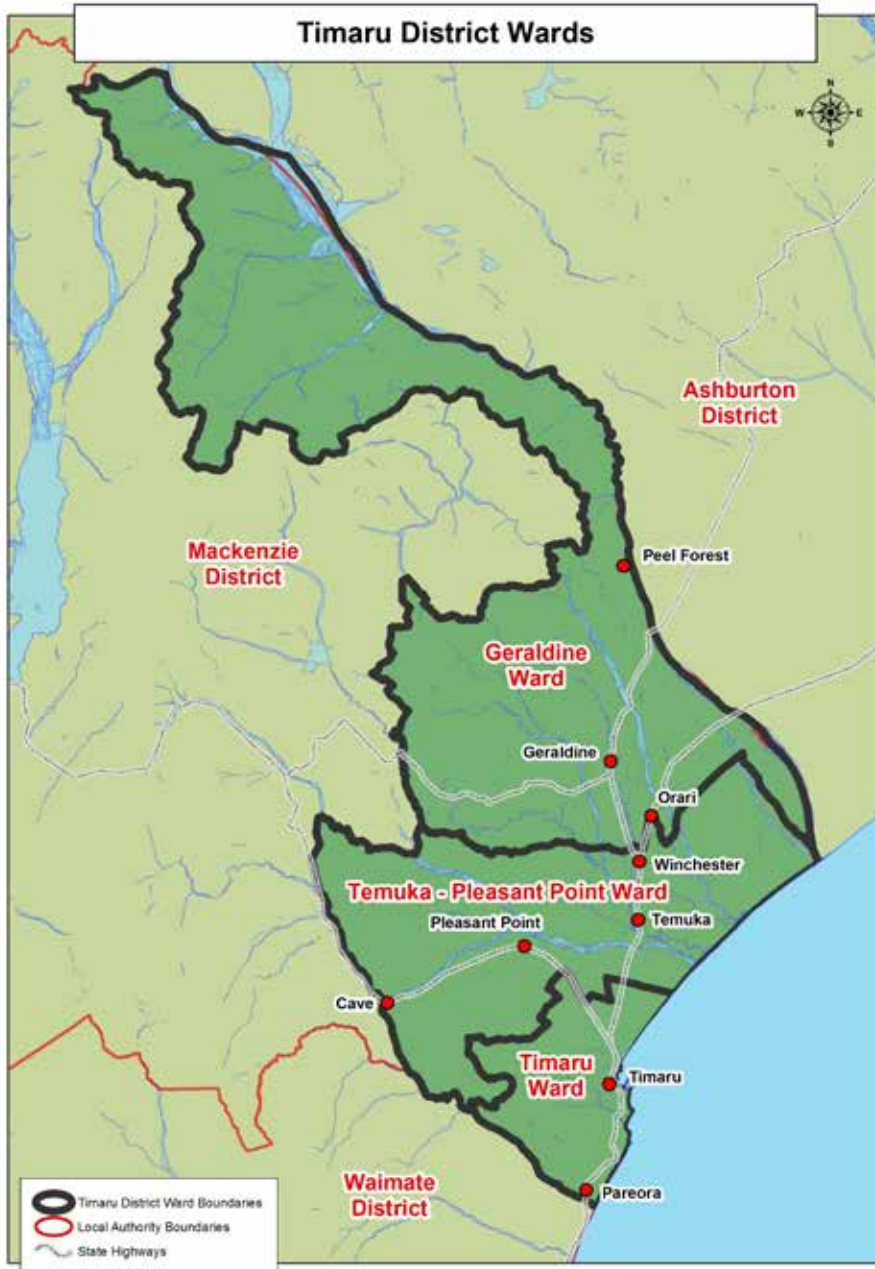
Review of Representation Arrangements

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 Maori wards
- whether to have community boards, and if so their boundaries and membership, and whether to subdivide a community for electoral purposes.



Timaru District Council



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COUNCILLORS



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Geraldine Community Board

	Phone	Email
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Janene Adams (Deputy Chairperson)	(03) 693 7693 022 614 1590	janeneadams@gmail.com
Jan Finlayson	(03) 693 7297 021 502 297	janfinlayson@xtra.co.nz
Jennine Maguire	03 693 9927 022 045 8755	info@geraldineglass.co.nz
Natasha Rankin	021 902 501	natasharankin@homail.com
McGregor Simpson	03 696 3963 021 147 2014	

Plus Geraldine Ward Councillor: Gavin Oliver

Pleasant Point Community Board

	Phone	Email
John McDonald (Deputy Chairperson)	(03) 614 7619 027 860 7966	jdmcdonald60@gmail.com
Neville Gould	(03) 614 7760	tengawai@slingshot.co.nz
Raewyn Hessel	(03) 614 7356 027 385 5857	sturaehessel@gmail.com
Anne Lemmens	03 614 8914 0274 625 308	annelemmens2019@gmail.com
Ross Munro	03 614 7179 021 443 940	rossm@gmail.com

Plus Pleasant Point-Temuka Ward Councillors: Richard Lyon (Chairperson) and Paddy O'Reilly

Temuka Community Board

	Phone	Email
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Plus Pleasant Point-Temuka Ward Councillors: Richard Lyon and Paddy O'Reilly (Chairperson)

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)
- 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)
- employing the Chief Executive (under the Local Government Act, 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
- 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)
- 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
- 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 proposals 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 judgment

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

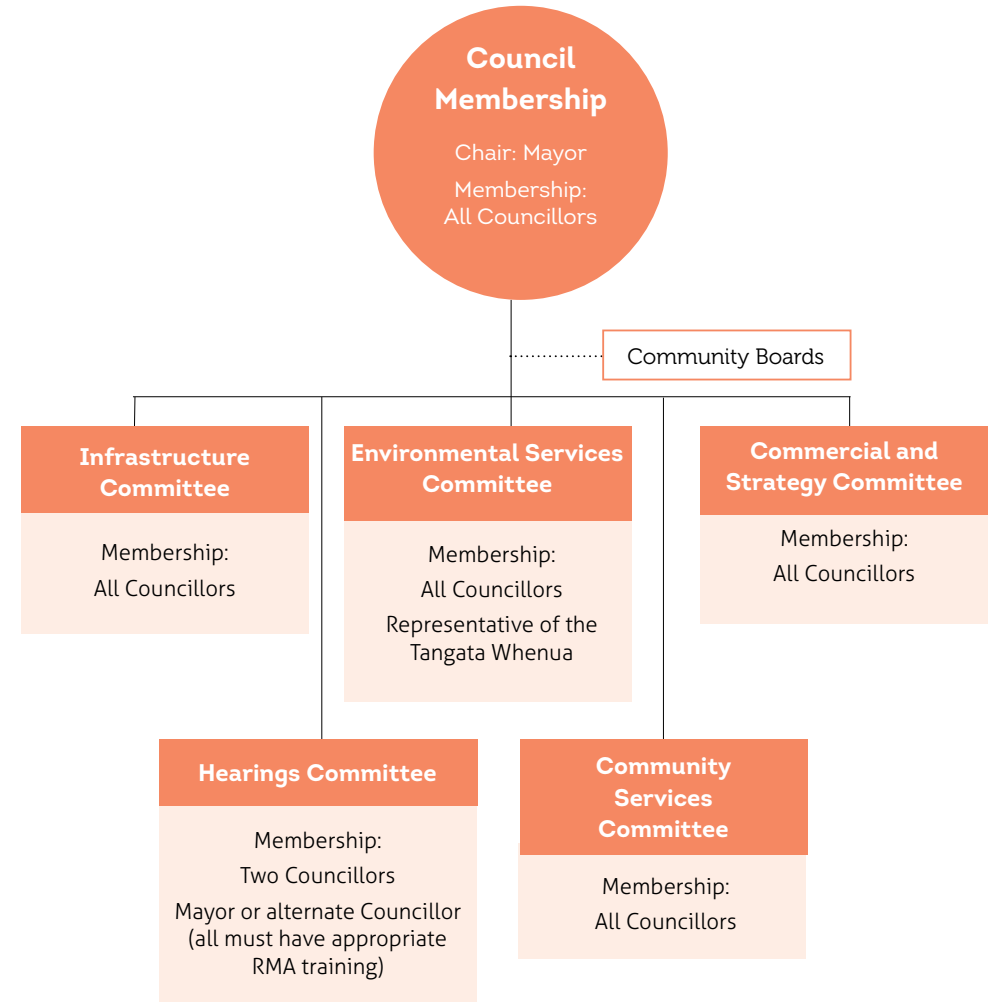
Members must ensure that the Council uses resources prudently and for lawful purposes, and that the Council maintains sufficient resources to meet its statutory obligations.

For a copy of the Code of Conduct, contact the Council or download a copy from our website – www.timaru.govt.nz

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 2019 elections, the Council confirmed the following standing committee structure and delegations:



Authorities for Committees

The Local Government Act 2002, Section Four of the Public Bodies Contracts Act 1959, the Resource Management Act 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;
- 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; or
- the power to make a bylaw; or
- the power to borrow money, or purchase or dispose of assets, other than in accordance with the Long Term Plan; or
- the power to adopt a Long Term Plan, Annual Plan, or Annual Report; or
- 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 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.

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.

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

Relationship with Ngāi Tahu

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). 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 Kurī, Ngāti Tūāhuriri, Ngāti Irakehu, Ngāti Huirapa and Ngāti Te Ruahikihiki. Chiefs from these hapu occupied and established themselves as mana whenua in various parts of the takiwā; Ngāti Huirapa in the Timaru District.

Te Rūnanga and Papatipu Rūnanga (ngā rūnanga)

The Act recognises Te Rūnanga o Ngāi Tahu (Te Rūnanga) as the iwi authority within the Ngāi Tahu takiwā. Te Rūnanga 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 – whose takiwā centres on Arowhenua and extends from Rakaia to Waitaki, sharing interests with Ngāi Tūāhuriri ki Kaiapoi between Hakatere and Rakaia, and thence inland to Aoraki and the Main Divide.

Te Rūnanga o Waihao – whose takiwā centres on Wainono, sharing interests with Te Rūnanga o Arowhenua to Waitaki, and extends inland to Omarama and the Main Divide.

Under s15 of the Te Rūnanga O Ngāi Tahu Act, Te Rūnanga must consult with papatipu rūnanga in forming a view on any matter. In practice, Te Rūnanga encourages councils, other government agencies and individuals to consult directly with papatipu rūnanga on issues in their takiwā. Te Rūnanga 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 (RMA) processes from time to time but they are not mana whenua or the iwi authority.

Treaty of Waitangi and Duties of Local Authorities

The Council is required to take into account the principles of the Treaty of Waitangi when carrying out its duties under the Local Government Act 2002 (s4) and the Resource Management Act 1991 (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. The Council is also required to engage directly with mana whenua in relation to policy-making and decision-making under both the Local Government Act (LGA) and the RMA.

Section 81 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 the 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, and Annual Plan recognises these obligations and provides for adequate resourcing and timeframes to ensure an appropriate level of engagement on relevant Council projects.

Council Relationship with Mana Whenua

The 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 the Council to meet its statutory requirements under the LGA and RMA. The 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. Aoraki Environmental Consultancy Ltd is mandated by Te Rūnanga O Arowhenua to help advise Councils and other agencies on issues of interest to Arowhenua Rūnanga, to facilitate consultation with Arowhenua Rūnanga, and to ensure timely and appropriate input into policy, plans and processes on behalf of Te Rūnanga O Arowhenua. The 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. Rangatiratanga and kaitiakitanga involve care for the natural environment and also the economic, social and spiritual wellbeing of the people and communities who live within and depend upon the natural environment. 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 me wahi 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.

While mana whenua are interested in all aspects of local governance, limitations on people's time and resources means some things are prioritised.

Current priorities include:

- exploring potential for transfer of powers to make decisions over ancestral land
- appropriate use of traditional place names
- management of significant sites
- stormwater management
- effects of industrial development/ expansion at Washdyke.

The Council organisation

Council Activities

The activities and services Council provides are organised into nine Groups. These are summarised below and explained over the next few pages.

DEMOCRACY

COMMUNITY SUPPORT

- Airport
- Community Funding
- Community Facilities (includes public toilets, cemeteries)
- Economic Development and District Promotions
- Emergency Management
- Safer Communities
- Social Housing

DISTRICT PLANNING AND REGULATORY SERVICES

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

RECREATION AND 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 AND FOOTPATHS

- Cycleways and Walkways
- Roading and Footpaths (includes parking facilities)

SEWER

STORMWATER

WASTE MINIMISATION

WATER SUPPLY

GROUP: DEMOCRACY

Activity: Democracy

The Democracy activity supports and guides 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. This is focused around progressing Council's Strategic Direction, with the overall goal of improving community well-being.

The activity 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:

- Advocacy on issues that affect the district
- Allocating funding to Council activities
- Consultation with the community
- Communicating decisions, policy and activities to communities and stakeholders
- Developing and implementing strategy, policy and plans, such as the Long Term Plan and the District Plan
- Civic functions, such as citizenship ceremonies, award ceremonies and parades
- Elections and Representation reviews
- Administering statutory governance functions (e.g. Standing Orders, Delegations Registers)
- Partnering with external agencies
- Performance, planning and accountability. The development and adoption of key Council planning and accountability mechanisms, such as the Long Term Plan, Annual Plan and the Annual Report
- Maintenance of Sister City relationships with Eniwa (Japan), Weihai (China), Orange (Australia) and Orange (United States)
- Overall monitoring of the Council operation.

Democracy is managed within the Commercial and Strategy Group.

GROUP: COMMUNITY SUPPORT

The Community Support activities provided by Council includes:

- Airport
- Community Facilities (includes Cemeteries and Public Toilets)
- Community Funding
- Economic Development and District Promotions
- Emergency Management
- Safer Communities
- Social Housing

Activity: Airport

The Council manages the Richard Pearse airport located approximately 10 kilometres northwest of Timaru. The airport provides a key business and community link from the district to Wellington with daily return flights. The Council owns and manages the asset – the main airport facility, including the terminal building and runway. Council is responsible for ensuring the airport is run to legislative and Civil Aviation rules and provides other services such as car parking and land for lease to commercial and private aircraft hangars and aviation orientated industry.

The Airport is managed by the Infrastructure Group.

Activity: Community Facilities

Community Facilities includes cemeteries and public toilets. Council currently operates eight cemeteries for burial and cremation interments at Timaru, Temuka, Pleasant Point, Geraldine, Arundel, Woodbury, Mesopotamia and Pareora West. The day to day maintenance and interments at Mesopotamia and Woodbury cemeteries are managed by local communities.

Council provides 45 public toilet facilities throughout the district. Toilet facilities range from central city complexes that are open 24 hours, to envirotilets in remote areas. Services associated with public toilets (e.g. cleaning, maintenance) are managed by the Council and carried out by contract.

Cemeteries are managed by the Parks and Recreation unit which is part of the Community Services Group. Public Toilets are managed by the Property unit which is part of the Commercial and Strategy Group.

Activity: Community Funding

Community Funding involves assisting groups with projects and activities through various Council funding schemes, where they comply with Council policies. Council policy is focused on local events, rural community halls, museums and community services and on substantial donations or loans for improved or new facilities. Funding support is also provided to community groups through low interest loans. Council administers the Creative Communities Scheme supported by Creative NZ. This activity also includes internal grants for rate remissions, a sport and recreation sewer charge and over 65's and over 80's swimming concessions.

The Community Funding activity is managed by the People and Digital Group.

Activity: Economic Development and District Promotions

This activity is concerned with promoting and assisting economic development and visitor opportunities in the district.

Council makes a major contribution to economic development through the provision of infrastructure and facilities and other services provided to the community. It is an advocate for district and individual businesses where needed.

Aoraki Development and Promotions Limited (Aoraki Development), a Council Controlled Organisation (CCO) of Council, is the economic development arm of Council.

Key objectives for Aoraki Development include actively attracting and assisting the establishment of new business, assisting businesses to retain and attract a skilled workforce, encouraging new opportunities and facilitating the growth of existing businesses.

The District Promotions component, called Aoraki Tourism, covers visitor tourism and destination marketing. This is currently delivered in house and is focused on delivering a renewed tourism strategy. It has recently been decided that responsibility for visitor and district promotions will move to Council's CCO, Aoraki Development; the transition of this activity to Aoraki Development is currently in progress.

Economic Development (including the performance of Aoraki Development) is overseen by the Commercial and Strategy Group with reporting through to Council. District Promotions is managed by the Community Services Group, however the intention is for this activity to Council CCO Aoraki Development.

Activity: Emergency Management

Communities that are safe, vibrant and growing are the cornerstone of emergency management. Developing resilient communities in an effective, adaptable and sustainable way is achieved through the '4Rs': Readiness, Reduction, Response and Recovery. Timaru District Council is an active member of the Canterbury Civil Defence Emergency Management Group (CDEM) and closely coordinates with neighbouring local authorities and other agencies to deliver services. By coordinating with partner emergency, health and welfare agencies, emergency events can be managed more effectively and in a manner that the community can support. Council works with communities in writing community and agency response plans, facilitating strong communication networks, and providing best practice training for volunteers and staff.

Emergency Management is managed by the Environmental Services Group.

Activity: Safer Communities

The Safer Communities activity helps to enhance the safety of the community, both now and in the future. It includes targeted programmes, such as dealing with graffiti, run in conjunction with strategic partners with the aim of helping to reduce crime, raise awareness of issues and facilitate communication.

Safer Communities is managed by the Community Services Group.

Activity: Social Housing

Council has 236 social housing units that fill a need in the community for quality but affordable housing for those in need. This compliments other rental property provided by central government community housing, rest homes and the private sector. Demand for the units is high, with an occupancy rate of 95%+ and a large waiting list. A comprehensive social housing policy sets the criteria for tenant selection, and requires the activity to be self-funding without any rates input.

The Social Housing area is managed by the Property unit which is part of the Commercial and Strategy Group.

GROUP: DISTRICT PLANNING AND ENVIRONMENTAL SERVICES

District Planning and Environmental Services activities provided by Council include:

- Building Control
- District Planning
- Environmental Compliance

These activities are concerned with consenting, compliance, monitoring and enforcement functions across a wide cross-section of statutes that focus on the protection of community health, well-being, safety and amenity.

Activity: Building Control

Building Control 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 and monitoring building work, issuing Code Compliance Certificates, Certificates of Public Use, and processing Land and Project Information Memorandums, providing advice on building related matters and enforcing numerous other provisions under the Act. The Act's main purpose is to provide for the regulation of building work, the establishment of a licensing regime for building practitioners, and the setting of performance standards for buildings. As a result of a 2016 amendment to the Building Act, Council has a requirement to ensure that all potentially earthquake prone buildings within the district are assessed within the statutory time frame, for the purpose of identifying their level of structural compliance.

Activity: District Planning

The District Planning Activity is primarily concerned with managing how land is used and how subdivision is undertaken in the district. The key tool for managing this is the Timaru District Plan. This outlines the district's resource management issues and objectives, policies, methods and rules. These are used to achieve integrated management of the effects of the use, development, or protection of land and associated natural and physical resources of the district.

On a day to day basis, the activity is concerned with providing advice on district planning matters, processing land use and subdivision consent applications, providing policy advice and monitoring work. The activity also provides policy advice on planning and development, conservation, design, heritage and environmental issues that affect the district.

Activity: Environmental Compliance

The Environmental Compliance activity is primarily concerned with preserving, improving, and promoting public health and safety in the district. It deals with a multitude of issues such as food safety, disease containment, noise control, hazardous substances, liquor licensing, environmental nuisance, gambling control, parking enforcement and animal control. The activity is also responsible for the general administration, review and enforcement of the Timaru District Consolidated Bylaw 2018. The bylaws cover a wide variety of issues in the community that require rules, ranging from premises such as tattooists and ear piercing businesses, to overgrown or overhanging vegetation.

Council has two shared service arrangements with Mackenzie District Council and Waimate District Council, to provide health protection, bylaw, liquor and health licencing services.

This activity administers the District Licensing Committee which considers applications and renewals relating to liquor licences, including Special Licences obtained for selling liquor at events or special occasions under the Sale and Supply of Alcohol Act.

These activities are managed by the Environmental Services Group.

GROUP: RECREATION AND LEISURE

Recreation and Leisure activities provided by Council includes:

- Cultural and Learning Facilities
- Parks
- Recreational Facilities

Activity: Cultural and Learning Facilities

Aigantighe Art Gallery

The Aigantighe (pronounced egg-and-tie) Art Gallery is a public art gallery in Timaru that collects, exhibits, preserves, researches and educates about visual art. Its rich and growing permanent art collection is shown in the original House Gallery through revolving exhibitions, while temporary exhibitions are held in the 1978 extension. The Aigantighe is regarded as the regional art gallery of South Canterbury due to its focus on regional art both in the permanent collection and in the temporary exhibition programme. The gallery is open 6 days a week and is free to visit.

The Art Gallery is managed by the Community Services Group.

South Canterbury Museum

The South Canterbury Museum is a regional museum of nature, history and culture located in Timaru. It provides access to unique collections of local heritage items, images, archives and information, long term displays, a programme of short term exhibitions, a variety of public programmes and services and heritage programmes for schools both at the museum and around the District (Government funded). The museum is open 6 days a week with free admission.

The Museum is managed by the Community Services Group.

Timaru District Libraries

Timaru District Libraries provide public library services delivered from facilities in Timaru, Temuka and Geraldine and online. Temuka and Geraldine libraries also double as Council Service Centres, with an Information Centre at Temuka. The main Timaru library provides a public library service and coordinates branch services. Library facilities are heavily used for other community purposes such as study places, computers, WiFi, photocopying, and historical collections for in-library reading, writing, research, relaxation and communication. The libraries are also meeting places for groups and a place for the sharing of community information.

Timaru District libraries cooperate nationally with other agencies to enable access to Interloan services and various online databases. Free internet and computer use is provided via the Aotearoa People's Network Kaharoa, funded jointly by the government and Council. Library deliveries are also made to housebound people and rest homes. The Timaru Library is open seven days per week and Temuka and Geraldine Library/Service Centres six days. All facilities are free to visit and membership is free to Timaru District residents.

Libraries are managed by the Community Services Group.

Halls and Theatres

The Council owns and manages the Theatre Royal in Timaru (currently closed for a major upgrade). This Category B Heritage building seats up to 1,000 people. The theatre is the premier venue for visiting cultural and entertainment shows and also available for community use.

The Council also provides or supports a number of other venues, including:

Facilities owned and managed solely by TDC

These include the Caroline Bay Hall, Lounge, Entertainment Centre and Sound Shell, Pleasant Point Hall, Temuka Alpine Energy Centre, Winchester Hall and Washdyke Community Hall and Sports Centre. These facilities are managed entirely by Council, including hall bookings, maintenance, upgrades and payment of rates and insurance.

Facilities owned by Council and managed by committees

11 community halls are owned by Council (e.g. Clandeboye, Pleasant Valley, Taiko Halls). These halls are managed by local communities through committees, who are responsible for upkeep and annual expenses. The Westend Hall in Timaru is also owned by Council and available to the public but leased and managed by the Masonic Lodge. Council will occasionally provide funding for major structural or capital work, or support halls through existing TDC community funding schemes.

Facilities operated by the Council but not owned

There are also a number of halls owned by community organisations (e.g. Claremont, Seadown and Fairview halls). These are supported via targeted rates which are collected on behalf of the hall owners.

The Theatre Royal and Halls owned by Council are managed by the Commercial and Strategy Group.

Activity: Parks

The Parks activity provides and manages over 615 hectares (excluding Crown leases) of parks, reserves, sports grounds and gardens throughout the district. The district's parks network is grouped into five main categories as follows:

Premier Parks

Premier Parks are parks of particular significance to the district and are generally developed and maintained to a high standard. Examples are the Timaru Botanic Gardens, Caroline Bay and parts of Temuka and Geraldine Domains.

Sports and Recreation Parks

Sports and Recreation Parks are primarily used for active sport and recreation and may provide for other community activities. Examples include the Pleasant Point Domain, Gunnion Square in Temuka and Aorangi Park in Timaru.

Neighbourhood Parks

Neighbourhood Parks are developed urban parks and usually contain a children's playground. Examples include Cornwall Park and Lough Park in Timaru.

Amenity Parks

Amenity Parks cover a wide range of purposes, from developed areas with mown grass, gardens or trees through to undeveloped natural green areas providing corridors for native fauna along rivers and streams. Generally these areas enhance the environment with open spaces and plantings. Examples include Kennedy Park in Geraldine, independently managed rural domains, Patiti Point Reserve and Centennial Park in Timaru.

Natural Parks

Natural Parks provide opportunities for people to experience nature. Predominantly located in rural areas, these include native bush areas, wetlands and riparian areas. Many of the areas include walking tracks, mountain biking tracks and picnic areas with facilities in each area to support the particular activities catered for. Examples include the Claremont Bush and Otipua Wetland in Timaru and Pekapeka Gully in Geraldine.

Forestry

The Council manages a small forestry programme comprising mixed aged and species plantations. Forestry is planted primarily on over 235 hectares of reserve land unsuitable for other uses, with 58 separate sites. The primary species planted are Radiata Pine (65%), Douglas Fir/Oregon Pine (28%), Macrocarpa (5%) and Poplar/Other species (2%). The forestry resource is wholly owned by the Council and is operated as a land management activity, with some investment return.

Fishing Huts and Motor Camps

Council manages two fishing huts sites on reserve land, subject to the Reserves Act 1977. Fishing huts sites are located at South Rangitata and Stratheona near Pleasant Point.

Land on which privately owned fishing huts are located is leased to hut owners, who are responsible for all hut and site maintenance.

Five motor camps are managed on domain reserves at Geraldine, Temuka, Pleasant Point, South Rangitata and Winchester. Geraldine, Temuka and Winchester are open permanently, while Pleasant Point and South Rangitata are seasonal. All motor camps, except Pleasant Point, are leased under management agreements. The Pleasant Point Motor Camp is managed by the Council with local businesses supporting its operation.

Parks and Forestry are managed by the Community Services Group. Fishing Huts and Motor Camps are managed by the Commercial & Strategy Group.

Activity: Recreational Facilities

Swimming Pools

The district's premier swimming complex, the Caroline Bay Trust Aoraki Centre (CBay) is located at Maori Park, Timaru. CBay opened in July 2012. It incorporates a 50 metre outdoor pool and an indoor complex featuring a ten-lane 25 metre lap pool, a programme pool, a 250m² leisure pool with a lazy river and learn to swim area, an attached toddlers pool and wet playground, a chillax area featuring a spa pool, a steam room and sauna as well as a Fitness facility. There is also a café and retail space within the facility.

Pool complexes are also provided at the following locations:

- Geraldine – 25 metre outdoor pool and learners pool
- Pleasant Point – 25 metre outdoor pool and learners pool
- Temuka – 30 metre outdoor pool and toddlers pool

Southern Trust Events Centre

This facility is a triple basketball court complex located on Aorangi Park, Timaru. It was previously operated by the Aorangi Stadium Trust, however Council assumed operational management in 2012. It also contains a fitness studio which is available for hire by non-profit groups, several tenanted rooms (main tenants are Sport Canterbury and South Canterbury Basketball) and a lounge facility which is also available for hire.

Recreational Facilities are managed by the Community Services Group.

GROUP: ROADING AND FOOTPATHS

Roading and Footpaths includes the following activities provided by Council:

- Roading and Footpaths
- Cycleways and Walkways
- Parking Facilities
- Road Safety

Roading and Footpaths is concerned with provision of the land transport network and associated assets and services throughout the district. It delivers both asset (such as roads, signs, and infrastructure) and non-asset functions (such as street cleaning, garden/berm maintenance, temporary traffic management and road safety initiatives).

Timaru District is a regional transportation hub, servicing significant agricultural areas, associated processing plants and a significant port operation. Council currently manages over 1,700km of sealed and unsealed roads, 297 bridges (including single lane bridges, weight restricted bridges, large culverts and footbridges), 312km of footpath, drainage facilities (e.g. soak pits, culverts), street furniture, signs, bus stops, carparks, traffic signals, kerb and channel, 4,406 street lights, cycleways, road marking and some minor structures. Overall management of the assets is provided by the Council, with operational work carried out by contractors.

The activity also includes managing the parking asset (e.g. parking meters and carparks). Monitoring parking compliance in the district is carried out by the Environmental Services Group.

Council also provides many cycleways and walkways throughout the district. These range from cycleways in the road corridor, to combined walkways and cycleways that are off-road, such as beside urban and rural streams. Off road walkways and cycleways are often managed jointly between the Parks and Recreation Unit and the Land Transport Unit.

Service delivery is influenced by a complex array of government legislation and policies as well as national and regional strategies. The Council also has several strategies that help guide delivery, headlined by the Timaru Transportation Strategy, with other strategies for active transport, off road walking and cycling, public transport, road safety, lifecycle management and parking.

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

This activity is managed by the Infrastructure Group

GROUP: SEWER

Timaru District Council Sewer Services include the collection, treatment and disposal of domestic and industrial wastewater.

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. Sewer services are not currently available for any rural zoned areas. Rural houses manage their own effluent. Approximately 80% of the total district residential population receives the sewer service.

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

The Sewer activity looks after an asset base consisting of the main wastewater treatment plant in Timaru, three oxidation ponds at the inland towns of Geraldine, Pleasant Point and Temuka, 24 sewer pump stations, and a reticulation network of approximately 354km of pipeline and nearly 4,000 manholes. The assets at the main wastewater treatment plant at Aorangi Road in Timaru consist of a milliscreen plant for industrial wastewater; a domestic wastewater treatment system consisting of a network of screening structures, treatment ponds, and pump station; a reception facility for tankered discharges; and an ocean outfall for discharging of the treated wastewater.

Environment Canterbury has granted Council consent to discharge to the ocean until 2045.

This activity is managed by the Infrastructure Group.

GROUP: STORMWATER

Activity: Stormwater

Timaru District Council provides stormwater services in the urban townships of Timaru, Temuka, Geraldine and Pleasant Point. The schemes range from piped to open channel systems and comprise Council's primary stormwater networks. Stormwater is disposed to soakpits, surface water bodies (e.g. drains, rivers) or the ocean, depending on the scheme.

Rural stormwater is managed mainly through land drainage with minimal conveyances provided in Winchester, Cave and Pareora.

The management of stormwater is critical for the safety of the community and the protection of public and private property. If not effectively collected and drained, stormwater can become a significant hazard and can cause damage to structures and properties. The discharge of stormwater also has the potential to cause adverse effects on the environment and subsequently the wellbeing of communities. The natural attributes of rivers, lakes and other freshwater bodies can be degraded by excessive sediment and contaminant inputs or by the flow rates and volumes of stormwater discharges. Council has a responsibility to ensure that stormwater is managed in a manner that sustainably supports the environmental, social, cultural and economic wellbeing of the communities it serves.

The activity looks after an asset base of around 146km of pipeline, 33km of open channel, 6 detention dams, 1 retention and filtration basin, 2 pump stations, over 2,344 manholes, 216 soak pits, over 3,000 sumps, and secondary/overland flow paths.

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.

Stormwater schemes in residential areas are designed to cope with a 1 in 5-year return rainfall event (i.e. the event has a 20% chance of occurring in any one year). In industrial and commercial zones they are designed to cope with a 1 in 10 year return rainfall event (i.e. the event has a 10% chance of occurring in any one year). Rainfall events of this size may cause temporary ponding, while some surface flooding may result where events exceed this size.

For larger rainfall events, stormwater systems are designed to flow along escape routes or secondary flow paths such as roads and gullies, to prevent damage to structures. These are generally designed for a 1 in 50 year return rainfall event (i.e. the event has a 2% chance of occurring in any one year).

This activity is managed by the Infrastructure Group.

GROUP: WASTE MINIMISATION

Waste Minimisation addresses the management of waste generated in the Timaru district. This involves the safe and effective collection, recycling, recovery and disposal of waste materials with a focus on minimising waste. Since 2006, the Council has operated the 3-2-1-ZERO kerbside collection in the District. This highly successful system provides 85% of the district's households with organic waste, recycling and rubbish bins which are collected regularly with materials sorted and managed at the Redruth Resource Recovery Park.

The vision for Waste Minimisation is:

"A sustainable community that is able to reuse, recycle and recover discarded resources and minimise residual waste to landfill, while ensuring protection of public health and the environment."

Council manages the overall activity including the services listed below and owns waste minimisation sites and facilities where operational work is carried out by contractors. Waste Management New Zealand Ltd (WMNZ) is contracted until June 2021 to provide kerbside collection, transfer stations, landfill, composting and recycling operations. Council services provided are:

- Kerbside collection service to urban and some rural residents for organic (green) waste, recycling and rubbish
- Transfer station facilities at Geraldine, Pleasant Point, Temuka and Timaru (Redruth) incorporating:
 - o recycling, composting and rubbish dropoff
 - o escrap dropoff
 - o scrap metal and cleanfill dropoff
 - o household hazardous waste dropoff
 - o reusable goods dropoff
- Waste Minimisation facilities at Redruth Resource Recovery Park including:
 - o landfill
 - o recycling and composting facilities
 - o a retail shop for reusable materials called "The Crow's Nest" at Redruth. This also offers a kerbside collection service for large reusable goods
- An off-site scrap metal recycling drop-off
- Information and education resources for the public and businesses
- 3-2-1-ZERO waste minimisation support for public zero waste events

This activity is managed by the Infrastructure Group.

- 3-2-1-Zero Public Place Recycling
- Implementation of business and community waste minimisation programmes such as the modern cloth nappy programme

Under the Waste Minimisation Act 2008, Councils must complete a Waste Management and Minimisation Plan (WMMP) every six years that assesses the provision of existing services and provides options for the delivery of future services.

A full review was conducted in conjunction with the 2018-28 LTP. This commenced with a waste assessment in 2017 which highlighted the need for continuing to implement waste diversion opportunities and an increased focus on community education. Following discussion with the community as part of consultation on the 2018-28 LTP, these priorities continue to be at the forefront of the WMMP.

This activity is managed by the Infrastructure Group.

GROUP: WATER SUPPLY

The Water Supply activity provides for the safe and effective abstraction of water from the source, and treatment, storage and distribution of water to urban and rural parts of the district. Quality water is delivered for residential, commercial, industrial and stockwater purposes. Water is not supplied for irrigation or horticultural purposes.

Over 19,000 residential and non-residential properties are served through the following 12 individual water supplies (see map) operated on behalf of the residents of the Timaru District.

Urban Water Supply Schemes:

- Geraldine
- Peel Forest
- Pleasant Point
- Temuka
- Timaru
- Winchester

Rural Drinking Water and Stockwater Supply Schemes:

- Downlands
- Orari
- Seadown
- Te Moana

Stockwater only Schemes:

- Beautiful Valley
- Rangitata – Orari Water Race

Urban water schemes operate as individual water supplies but are managed and funded via a single budget. 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.

Water sources for the schemes include rivers, and bores. Environment Canterbury (ECan) allocates water to the Council via resource consents, which set upper limits on the amount of water that can be taken from each water source.

Water supply assets managed include 19 water intakes, 12 treatment plants, 35 reservoirs and 24 pump stations. The total length of the pipe networks is approximately 1,854 kilometres.

The urban schemes are generally on-demand at the tap. The rural drinking water and stockwater schemes are flow control supplies (using restrictors) to private storage tanks except the Seadown scheme which supplies directly to stockwater troughs. The Seadown scheme is currently under review to enable more efficient supply and use of water. The Rangitata-Orari water race scheme supplies stockwater to water races on or adjacent to scheme properties.

This activity is part of the Infrastructure Group.

Council Support Services

Communications – coordinating media relations. This is part of the Community Services Group

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. This is part of the People and Digital Group.

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

Information Management and Technology Services – is responsible for information management services including computer systems, Geographic Information Systems (GIS), and database systems and records management. This is part of the People and Digital Group.

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. This is part of the Commercial and Strategy Group.

Property – manages Council land and properties including social housing, public toilets, community halls and the Theatre Royal. This is part of the Commercial and Strategy Group.

Strategy and Corporate Planning coordinates and manages the Council's corporate planning cycle, and provides policy and strategy advice to Council. This is part of the Commercial and Strategy Group.

Programme Management – coordinates and advises Council managers in respect of project management and delivery, the management of risk, and business improvement opportunities. This is part of the Commercial and Strategy Group

Risk Management and Business Improvement – coordinates and advises council managers in respect of the management of risk and business improvement opportunities. This is part of the Commercial and Strategy Group.

Management Structure

Chief Executive

The Local Government Act 2002 requires the Council to employ the Chief Executive, whose responsibilities are to employ other staff on behalf of the Council, implement the Council's decisions and provide advice to the Council. Under the Local Government Act 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 to the Council for:

- advising the Council and implementing decisions of the Council; and
- 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

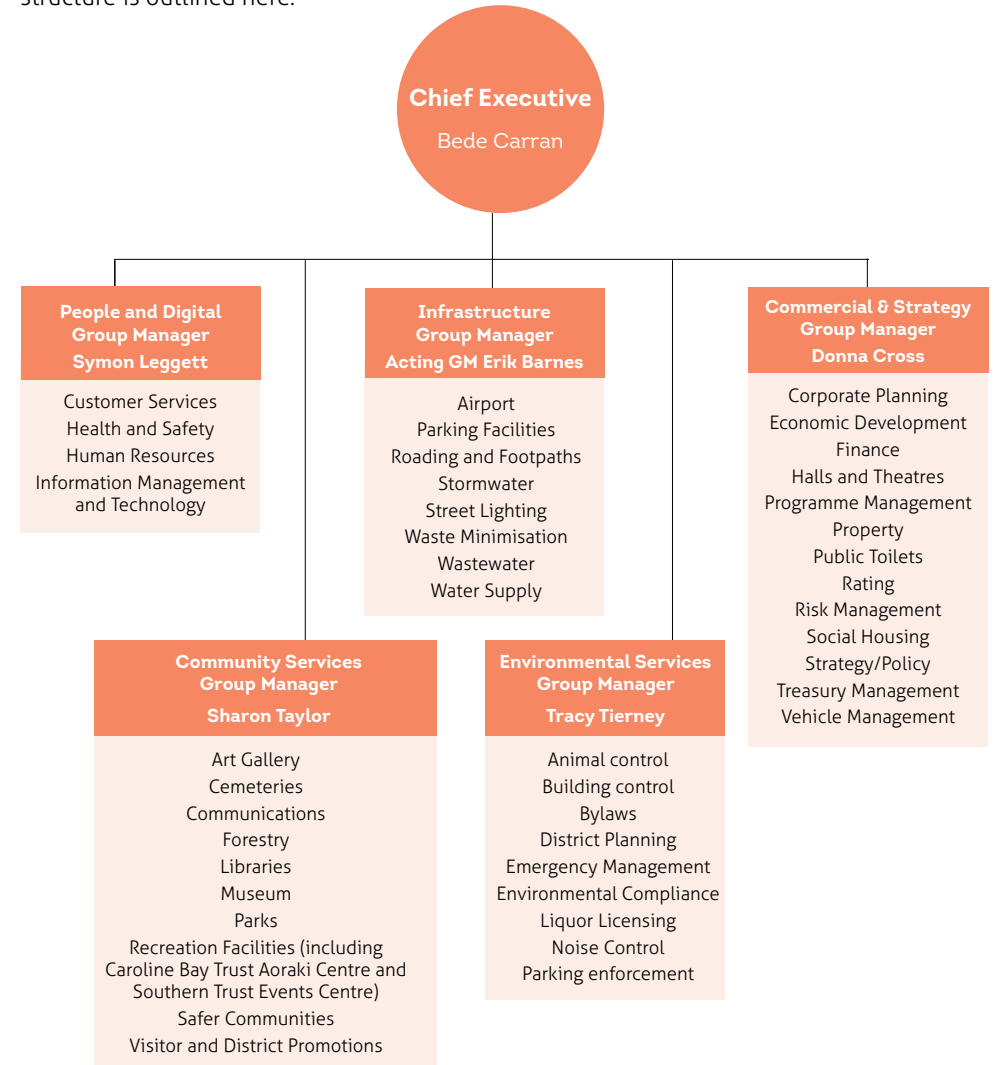
The Senior Leadership Team consists of the Chief Executive as Chairperson and five Group Managers. The Senior Leadership Team meets regularly to:

- consider and make policy recommendations to the Council
- deal with overall planning
- 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. The Senior Leadership Team receives advice from other senior staff.

Group Management Structure

Each Group Manager is accountable to the Chief Executive and is responsible for the Council activities which fall within his/her 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:

- a. Recruitment
- b. Education and corporate training
- c. Individual training opportunities
- d. 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.

Communicating with your Council

There are many ways to have your say about the Council's business. 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 Advisor 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 and Gambling Act
- 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 section 82 of the Local Government Act. 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. 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/facebook
- 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.

Other ways to contact Timaru District Council

For general comments, suggestions, enquiries or service requests outside of formal consultation processes, there are a number of ways to contact the Council:

- **Phone the Council** on (03) 687 7200
- **Use the Council website**
 - o **Fix-it form** – for requests for services (e.g. blocked drain, pothole) - www.timaru.govt.nz/tell-us/fix-it-form
 - o **General Enquiry/Feedback Form** – for general feedback or enquiries - 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
- **Facebook** Go to our Facebook page www.facebook.com/TimaruDC
- **Email** enquiry@timdc.govt.nz, either directly or through the Council website
- **Write to The Chief Executive**, PO Box 522, Timaru 7940

Requests for Official Information

Timaru District Council is bound by the Local Government Official Information and Meetings Act 1987 (LGOIMA) and the Privacy Act 1993 (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 LGOIMA is to promote democracy and transparency in Local Government by making information freely available. LGOIMA covers information held by District 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
- 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 LGOIMA. No reason need be given unless the information is required urgently.

Privacy Act requests are governed by the Privacy Act 1993 and means that you have the right to request, view and correct any information we hold about you. 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. Your request should include your name, address details, and specific details of the information you want (where possible). Officers are willing to assist people in framing their requests. You should also include how you want the information delivered to you.

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. Your request may be redirected to the appropriate person within Council. Council may also ask that the request be confirmed in writing so that we are responding with the correct information.

How the Council Responds

Procedures are set out in the 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 person (within 20 working days)
- 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.

Refusal of Requests

The information requested must be made available unless there is a reason under the 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 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

Key Planning and Policy Documents

A full list of Council's plans, policies and Bylaws can be viewed on the Council website www.timaru.govt.nz

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
- 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. It is required by Section 93 of the Local Government Act 2002.

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.

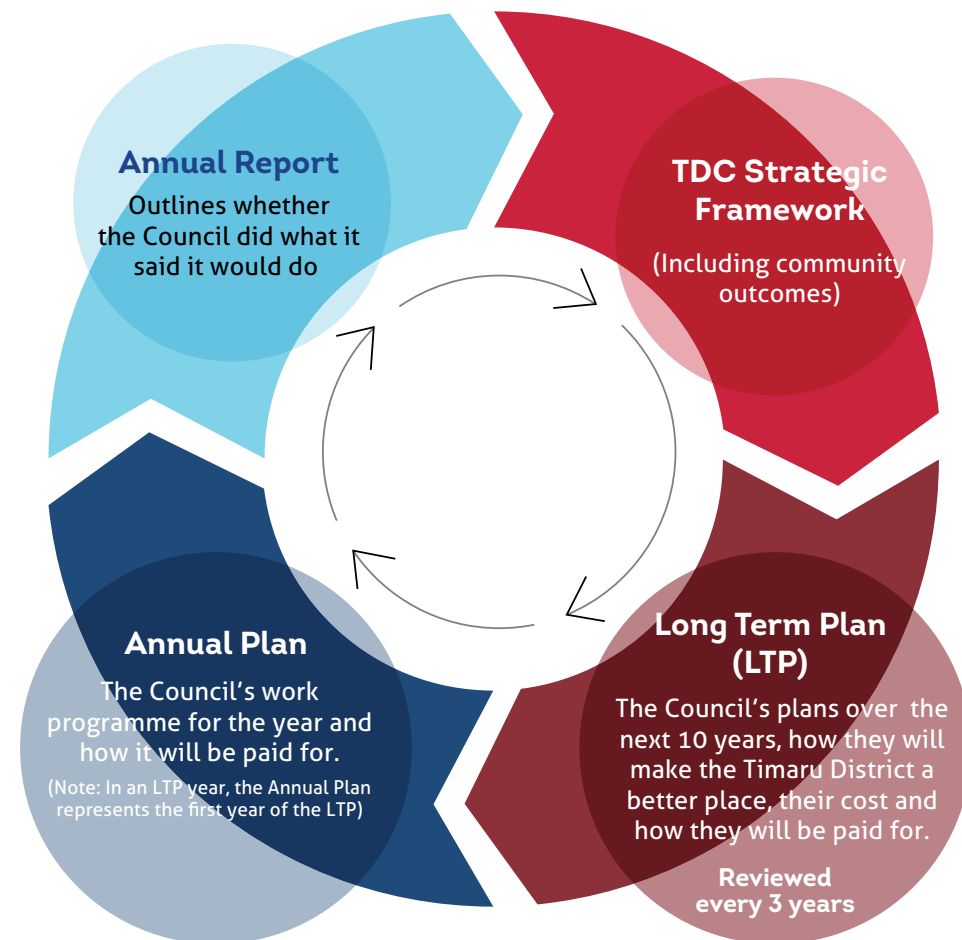
The plan specifies the Council's objectives, policies and rules for land use and governs the management and mitigation of the effects of land use in the district.

Annual Plan

The Annual Plan is a one year snapshot of the work 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) 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 Section 95 of the Local Government Act 2002.

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



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 October 31). The Annual Report is required by Section 98 of the Local Government Act 2002 and is audited by Audit New Zealand.

Activity Management Plans

Activity Management Plans form the building blocks of the 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 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 description of the bylaw and associated information follows:

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

Section 76AA of the Local Government Act 2002 requires Council to adopt a policy setting out a general approach to determining significance of proposals and decisions, how Council will respond to community preferences for engagement and how to engage with communities on other matters.

This policy enables Council and the community to identify the degree of significance attached to decisions, issues, assets, proposals and activities and provides clarity about how and when communities will be engaged.

The policy must also list which assets Council considers to be strategic assets under the Act.

Appendices

Appendix One

Timaru District Council Bylaws

Ch.	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"> ■ maintaining Standards of public health and safety; ■ protecting the public from nuisances; ■ minimising the potential for offensive behaviour; and to ■ manage land associated with or under the control of the council for the wellbeing and enjoyment of the public.
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

2 King George Place

PO Box 522, Timaru 7940

T (03) 687 7200

E enquiry@timdc.govt.nz

Temuka Service Centre

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T (03) 687 7591

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73 Talbot Street, Geraldine

T (03) 693 9336

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