



AGENDA

Commercial and Strategy Committee Meeting

Tuesday, 15 April 2025

Date Tuesday, 15 April 2025

Time Following the Community Services Committee

Location Council Chamber
Timaru District Council
King George Place
Timaru

File Reference 1752339

Timaru District Council

Notice is hereby given that a meeting of the Commercial and Strategy Committee will be held in the Council Chamber, Timaru District Council, King George Place, Timaru, on Tuesday 15 April 2025, at the conclusion of the Community Services Committee meeting.

Commercial and Strategy Committee Members

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

Quorum – no less than 5 members

Local Authorities (Members' Interests) Act 1968

Committee members are reminded that if you have a pecuniary interest in any item on the agenda, then you must declare this interest and refrain from discussing or voting on this item, and are advised to withdraw from the meeting table.

Nigel Trainor
Chief Executive

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

6 Confirmation of Minutes

6.1 Minutes of the Commercial and Strategy Committee Meeting held on 18 February 2025

Author: Jessica Kavanaugh, Team Leader Governance

Recommendation

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

Attachments

1. Minutes of the Commercial and Strategy Committee Meeting held on 18 February 2025



MINUTES

Commercial and Strategy Committee Meeting Tuesday, 18 February 2025

Ref: 1752339

**Minutes of Timaru District Council
Commercial and Strategy Committee Meeting
Held in the Council Chamber, Timaru District Council, King George Place, Timaru
on Tuesday, 18 February 2025 at 12.42pm Following the Community Services Committee**

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

In Attendance: **Community Board Members:** Rosie Woods (Geraldine Community Board)
Officers: Nigel Trainor (Chief Executive), Andrea Rankin (Chief Financial Officer), Stephen Doran (Group Manager Corporate and Communications), Nicole Timney (Group Manager Property), Justin Bagust (Chief Information Officer), Andrew Dixon (Group Manager Infrastructure), Paul Cooper (Group Manager Environmental Services and Acting Group Manager Community Services), Steph Forde (Corporate and Strategic Planner), Jessica Kavanaugh (Team Leader Governance), Ashlea Whyte (Finance Manager), Tyler Zandrack (Senior Finance Business Partner), Maddison Gourlay (Marketing and Communications Advisor), Meghan Taylor (Executive Operations Coordinator)

1 Apologies

1.1 Apologies Received

Resolution 2025/1

Moved: Clr Sally Parker

Seconded: Mayor Nigel Bowen

That the apologies of Pleasant Point Community Board Chairperson Raewyn Hessel and Temuka Community Board Deputy Chairperson Alison Talbot be received and accepted.

Carried

2 Public Forum

There were no public forum items.

3 Identification of Items of Urgent Business

No items of urgent business were received.

4 Identification of Matters of a Minor Nature

4.1 Minor Nature Items Presented

Clr Stu Piddington requested the Chief Executive give an update on process of Procurement for the Theatre Royal project.

5 Declaration of Conflicts of Interest

No conflicts of interest were declared.

6 Chairperson's Report**6.1 Presentation of Chairperson Report****Resolution 2025/2**

Moved: Clr Peter Burt

Seconded: Mayor Nigel Bowen

The Chairperson attended meetings, some of which included, Governance Meetings, Council Meetings, Citizenship Ceremonies, Aigantighe Art Gallery Heritage House Opening, organising of the WTT International Tennis Tournament in Timaru with Venture Timaru and other meetings as required.

Carried

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

Moved: Clr Peter Burt

Seconded: Clr Scott Shannon

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

Carried

8 Reports**8.1 Actions Register Update**

The Chairperson spoke to this report to provide the Commercial and Strategy Committee with an update on the status of the action requests raised by Councillors at previous Commercial and Strategy Committee meetings.

There was discussion on the progress of the Reserve Management Plan for Rangitata Huts. It was noted that consultation is being handled by the Parks Unit.

Chrome Platers Building action is to remain on the Actions register. The Group Manager Property provided the committee with an update on the progress of the Building and demolition methodology. There has been no confirmation on funding from any party. It was asked that a brief be prepared and meeting be arranged to update the Rangitata Member of Parliament.

Resolution 2025/4

Moved: Mayor Nigel Bowen

Seconded: Cllr Sally Parker

That the Commercial and Strategy Committee receives and notes the updates to the Actions Register.

Carried

8.2 Carry Forward and Reallocation of Capital Funds 2024/2025

The Group Manager Property spoke to this report to provide the Commercial and Strategy Committee with an overview of the funding required to be carried forward and reallocation of Capital funds to undertake repair work on the Caroline Bay Association Hall roof that is end of life.

Discussion included maintenance budgets, prioritisation of maintenance work required and asset management plans. The work being deferred to allow the reallocation from the Earthquake Prone budgets was discussed.

The prioritisation and urgent maintenance required for the Temuka Alpine Energy Stadium was discussed.

Savings transparency was discussed between Officers and Councillors for the annual plan.

Resolution 2025/5

Moved: Cllr Stacey Scott

Seconded: Mayor Nigel Bowen

That the Commercial and Strategy Committee approves:

1. \$1,267,624 in capital carried forward expenditure outlined in this report and that the 2024/25 forecast be amended to reflect this approved expenditure (noting it does not have an impact on rates for the current financial year).

Carried

Resolution 2025/6

Moved: Mayor Nigel Bowen

Seconded: Cllr Gavin Oliver

That the Commercial and Strategy Committee approves:

2. Approves the reallocation of \$260,000 of the Earthquake Prone Building Capital fund to the Halls Capital fund to complete the Reroof of the Caroline Bay Association Hall Roof.

Carried

8.3 Annual Plan 2024/25 Six Month Non-Financial Performance Report to 31 December 2024

The Corporate and Strategic Planner spoke to this report to outline progress on the performance measures included in the Annual Plan 2024/25 and Year One of the 2024-34 Long Term Plan (LTP).

Feedback was sought regarding the new report. It was asked that more information was included in the covering report with references to the page number of the attachment and correlating levels of service.

More information and context was sought on point 7.2 regarding the reduction on Building Consent numbers.

Discussion was had regarding the outsourcing of complex Resource Consents and the structure of the fees and charges.

Council's status for Healthy Homes compliance was raised. Council's Social Housing Portfolio is up to standard to meet the deadline of compliance by 1 July.

Clarification was obtained regarding the cost associated with Council's partnership with Workwear Recycle..

Resolution 2025/7

Moved: Cllr Michelle Pye

Seconded: Mayor Nigel Bowen

That the Commercial and Strategy Committee receive and note the six-month non-financial performance report to 31 December 2024.

Carried

8.4 Annual Plan 2024/25 Six Month Financial Reforecast Update

The Chief Financial Officer spoke to the report updating the Commercial and Strategy Committee on the six month financial forecast compared with the Annual Plan 2024/25 budget (Year One of the 2024-34 Long Term Plan (LTP)).

It was noted that there was an miscalculation in the report that forms part of the net debt cap headroom balance.

It was queried as to why the net debt calculation in this report, differs to the Council Borrowings and Investments report from Bancorp for the same quarter.

The impact delaying major projects has had on Councils income from subsidies and grants was discussed.

The decline in funding from NZTA and resulting impact was discussed. The impact is a reduction in the walking, cycling and road safety programmes. A full report of reductions within these programmes is to return to the committee.

Resolution 2025/8

Moved: Cllr Peter Burt

Seconded: Mayor Nigel Bowen

That the Commercial and Strategy Committee receive and note the 2024/25 six month Financial Reforecast Update to 31 December 2024.

Carried

8.5 Budget Reallocation Trial Update

The Chief Financial Officer gave a verbal update regarding the progress of the Budget reallocation trial action and introduced the new Senior Finance Business Partner. There was a process in place, however it was not fit for purpose. It is a part of the work programme of the Senior Finance Business Partner to develop a process with respective Unit Managers and Officers that is fit for purpose. The original intent of the Council Action Point was reiterated.

Resolution 2025/9

Moved: Cllr Peter Burt

Seconded: Cllr Allan Booth

That the Commercial and Strategy Committee receive and note the Budget reallocation trial update.

Carried

8.6 Council Investments and Borrowing

The Finance Manager spoke to the report to update Council on the status of Council's treasury activities at 31 December 2024.

Resolution 2025/10

Moved: Cllr Michelle Pye

Seconded: Cllr Scott Shannon

That the Commercial and Strategy Committee receives and notes the quarterly Council Investments and Borrowing report.

1 Carried

8.7 Bad Debts Written Off as at 31 December 2024

The Finance Manager spoke to this report to outline the work Council Officers undertake to write off bad debts, the amount and details of these debts.

The discussion highlighted a reduction in the number of transactions being written off, attributed to the implementation of the Debt Recovery Policy.

Resolution 2025/11

Moved: Cllr Peter Burt

Seconded: Cllr Scott Shannon

That the Commercial and Strategy Committee receive and note the report Bad Debts Written Off as at 31 December 2024.

Carried

9 Consideration of Urgent Business Items

No items of urgent business were received.

10 Consideration of Minor Nature Matters

10.1 Theatre Royal Project Procurement

The Chief Executive gave a verbal update on the projects procurement. The remaining contract consultants will be tendered separately due to the tight financial budget for the project. All procurement is being undertaken via a normal procurement process. The project Lead will manage the professional services.

11 Public Forum Items Requiring Consideration

There were no public forum items.

12 Exclusion of the Public

Resolution 2025/12

Moved: Cllr Peter Burt

Seconded: Cllr Sally Parker

That the public be excluded from the following parts of the proceedings of this meeting on the grounds under section 48(1) of the Local Government Official Information and Meetings Act 1987 as follows at 1.38pm:

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Plain English Reason
13.1 - Bad Debts Written Off as at 31 December 2024	s7(2)(a) - The withholding of the information is necessary to protect the privacy of natural persons, including that of deceased natural persons	To protect a person's privacy, including the privacy of deceased persons
13.2 - Public Excluded Minutes of the Commercial and Strategy Committee Meeting held on 19 November 2024 Matters dealt with in these minutes: 13.1 - Bad Debts Written Off as at 30 September 2024	Section 48(1) of the Local Government Official Information and Meetings Act 1987.	The public excluded minutes of the meeting held on 19 November 2024 are considered confidential pursuant to the provisions of the LGOIMA Act of 1987. The specific provisions of the Act that relate to these minutes can be found in the open minutes of the meeting held on 19 November 2024.

Carried

Note

13 Public Excluded Reports

13.1 Bad Debts Written Off as at 31 December 2024

13.2 Public Excluded Minutes of the Commercial and Strategy Committee Meeting held on 19 November 2024

13.1 Bad Debts Written Off as at 30 September 2024

14 Readmittance of the Public

Resolution 2025/13

Moved: Cllr Peter Burt

Seconded: Mayor Nigel Bowen

That the meeting moves out of Closed Meeting into Open Meeting 1.41pm.

Carried

The Meeting closed at 1.42pm.

.....
Cllr Peter Burt
Chairperson

7 Schedules of Functions Attended

7.1 Schedule of Functions Attended by the Chairperson

Author: Jessica Kavanaugh, Team Leader Governance

Authoriser: Stephen Doran, Group Manager Corporate and Communications

Recommendation

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

Functions Attended by the Chairperson for the Period 18 February 2025 and 01 April 2025.

<i>25 February 2025</i>	Workshop Activity Review
<i>27 February 2025</i>	Meet with Timaru District Council Staff member regarding Aorangi Park Tennis Wall
<i>3 March 2025</i>	Audit and Risk Committee Meeting
<i>4 March 2025</i>	Tenders and Procurement – People and Performance – Citizenship Ceremony – Workshop (Finance) – Council Meeting
<i>5 March 2025</i>	South Canterbury Education Hui
<i>18 March 2025</i>	Timaru District Council Annual Plan Workshop
<i>1 April 2025</i>	Annual Plan Workshop – Governance Time Councillors - Council Meeting Annual Plan consultation

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

Attachments

Nil

8 Reports

8.1 Actions Register Update

Author: Jessica Kavanaugh, Team Leader Governance

Authoriser: Stephen Doran, Group Manager Corporate and Communications

Recommendation

That the Commercial and Strategy Committee receives and notes the updates to the Actions Register.

Purpose of Report

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

Assessment of Significance

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

Discussion

- 3 The actions register is a record of actions requested by Councillors. It includes a status and comments section to update the Commercial and Strategy Committee on the progress of each item.
- 4 There are currently three items on the actions register.
- 5 Two items are marked as ongoing.
- 6 One item is marked as completed and are proposed to be marked as removed at the next meeting.
- 7 No items are marked as removed and will be taken off the list at the next meeting.

Attachments

1. **Commercial and Strategy Committee Actions Required** [↓](#) 

Information Requested from Councillors (Commercial and Strategy Committee)

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

Information Requested	Management Plan for the Reserve (Rangitata Huts)		
Date Raised:	16 April 2024	Status:	In Progress
Issue Owner	Group Manager Property & Group Manager Infrastructure	Completed Date:	
<p>Background: The Councillors requested the Group Manager Property liaise with Group Manager Infrastructure and the Parks & Recreation Manager to create a plan moving forward with an end of May 2024 deadline. A Draft Management Plan is currently underway with the Parks and Recreation Manager. Infrastructure is currently managing the variation to the Draft Management Plan.</p> <p>Update September 2024: A letter has gone out of lessees explaining the issue and the process going ahead. A report is to be presented to the Infrastructure Committee seeking approval to notify the intent to review the management plan and seek feedback.</p> <p>November 2024 update: At the October meeting the Infrastructure Committee considered a report on the intention to undertake a review the Rangitata Management plan and the public notification of this in accordance with the Reserves Act. The Committee supported the review and notification but did not have the delegated authority to approve this. The resolution was to request Council to approve. The referral has not been presented to Council to date.</p> <p>February 2025 update: The Parks Department have compiled a consultation letter for all Hut Holders and will also circulate through other avenues to reach all interested parties. Submissions will close at the end of April 2025 with hearings to follow at the next available Council meeting.</p> <p>18 February Meeting: Clrs asked to receive a copy of the consultation letter when it is circulated.</p> <p>April 2025: The consultation process is underway with all Hut Holders and interested parties utilising the campground to respond.</p>			

Information Requested	Chrome Platers Building		
Date Raised:		Status:	
Issue Owner	Group Manager Property	Due Date:	19 November 2024
		Completed Date:	

Background: Transferred from Infrastructure Committee Actions Register as delegation sits with Commercial and Strategy Committee for matters relating to property.

18 February 2025 Meeting: It was asked that a brief be prepared and meeting be arranged to be held with the Minister of the South Island/ Rangitata Member of Parliament to bring awareness to the situation and inform them of the history.

March 2025 Update: A meeting has been scheduled with the local MP for the 19 March 2025.

April 2025 Update: Mayor Nigel Bowen and Nicole Timney, GM Property met with local MP James Meager to discuss 2 North Street. We were encouraged to put forward the Stage 4 application in full and ask for 100% funding and it would be supported. We were to copy MP James Meager into the response and he will follow it up once it's with MfE.

Information Requested	Building Consent Numbers KPI		
Date Raised:	18 February 2025	Status:	Complete
Issue Owner	Group Manager Environmental Services	Completed Date:	31 March 2025
<p>Background: More information and context was sought on point 7.2 (Annual Plan 2024/25 Six Month Non-Financial Performance Report to 31 December 2024) regarding /the reduction on Building Consent numbers. From the previous quarter, what was it and what is it reduced by and to, in order to reach 39. Circulate the information to the Clrs.</p> <p>March Update: The information was circulated to Councillors on 31 March 2025. For the quarter July – Sept 2024 consents received 243, for the 2nd quarter Oct – Dec 2024 consents received 204, therefore the difference of 39. This action can now be closed out.</p>			

8.2 Bad Debts Written Off as at 31 March 2025

Author: Ashlea Whyte, Finance Manager

Authoriser: Andrea Rankin, Chief Financial Officer

Recommendation

That the Commercial and Strategy Committee receive and note the report Bad Debts Written Off as at 31 March 2025.

Purpose of Report

- 1 This report outlines the work Council Officers undertake to write off bad debts, the amount and details of these debts.

Assessment of Significance

- 2 This matter has been assessed as of low significance in accordance with the Timaru District Council significance and engagement policy as this is consistent with Council policy and a low financial impact. The bad debt write off procedure is an operational process of Council.

Discussion

- 3 Delegation to write off bad debts is provided to the Chief Executive up to the value of \$50,000. No debts have been identified above \$50,000 which would require Council approval to write off.
- 4 Officers have resolved a small number of debts that, due to the age of the matter, are impacted by the Limitation Act 2010 which means Council is unable to make a claim on a debt which is six years after the matter arose. These debts have now been written off. We currently have \$63,778 registered with our debt collection agency. If monies are not received within the statutory timeframe, these will subsequently be written off.
- 5 For the nine months to 31 March 2025, a total of \$6,373.58 has been written off within Officer delegations and the tables below summarise the totals for each year.

DATE	ACTIVITY RESPONSIBLE	AMOUNT (\$)	TOTAL PER ANNUM (\$)
2016	Animal Control	183	183
2017	Study Repayment	171	171
2018	Animal Control	70	
	Animal Control	110	
	Buildings - Swimming Pool	130	
	Community Lounge Hire	100	
	Remove Vehicle	178	
	Remove Vehicle	85	
	Properties – Various	2,136	
	Remove Vehicle	85	
	Transfer Station	190	3,084

2019	Wandering Dog	189	
	Impounding Animal	161	
	Remove Vehicle	100	
	Remove Vehicle	100	
	Remove Vehicle	627	1,177
2020	Animal Control	70	70
2024	Towing of Vehicle	130	130
	Building File Request	227	
	IQP Register – Old Fee Paid	16	
	Rubbish Dumping	110	
	Rubbish Dumping	110	
	Animal Control	43	
	Animal Control	43	
	Corridor Management	870	1,550
2025	Building	3	
	Social Housing	129	
	Social Housing	8	140
TOTAL			6,374

- 6 Approximately 0.03% of income is written off per year. Officers work closely with customers to resolve issues early and Officers will provide a full summary of the debts written off in the Public Excluded section of the Commercial and Strategy Committee meeting, in accordance with the Privacy Act 2020.

Attachments

Nil

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

That the public be excluded from—

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

13.1 Bad Debts Written Off as at 31 March 2025**13.2 Public Excluded Minutes of the Commercial and Strategy Committee Meeting held on 18 February 2025****13.3 Request for Funding - Geraldine Academy of Performance and Arts Inc.**

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

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Plain English Reason
13.1 - Bad Debts Written Off as at 31 March 2025	s7(2)(a) - The withholding of the information is necessary to protect the privacy of natural persons, including that of deceased natural persons	To protect a person's privacy, including the privacy of deceased persons
13.2 - Public Excluded Minutes of the Commercial and Strategy Committee Meeting held on 18 February 2025 Matters dealt with in these minutes: 13.1 - Bad Debts Written Off as at 31 December 2024 13.2 - Public Excluded Minutes of the Commercial and Strategy	Section 48(1) of the Local Government Official Information and Meetings Act 1987.	The public excluded minutes of the meeting held on 18 February 2025 are considered confidential pursuant to the provisions of the LGOIMA Act of 1987. The specific provisions of the Act that relate to these minutes can be found in the open minutes of the meeting held on 18 February 2025.

Committee Meeting held on 19 November 2024		
13.3 - Request for Funding - Geraldine Academy of Performance and Arts Inc.	<p>s7(2)(h) - The withholding of the information is necessary to enable any local authority holding the information to carry out, without prejudice or disadvantage, commercial activities</p> <p>s7(2)(i) - The withholding of the information is necessary to enable the Council to carry out, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)</p>	<p>To enable Council to carry out commercial activities</p> <p>To enable Council to carry out commercial or industrial negotiations</p>

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

*Delete if inapplicable.

Note

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

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

13 Public Excluded Reports

14 Readmittance of the Public