



**COUNCIL MEETING**

**Commencing at 3pm**

**on**

**Tuesday 31 October 2017**

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

## **TIMARU DISTRICT COUNCIL**

**Notice is hereby given that a meeting of the Timaru District Council will be held in the Council Chamber, District Council Building, King George Place, Timaru on Tuesday 31 October 2017, at 3pm.**

**The meeting will be preceded by a citizenship ceremony at 2pm.**

### **Council Members**

Mayor Damon Odey, Cllrs Nigel Bowen, Peter Burt, Dave Jack, Andrea Leslie, Richard Lyon, Paddy O'Reilly, Sally Parker, Kerry Stevens, Tracy Tierney and Steve Wills

### **LOCAL AUTHORITIES (MEMBERS' INTERESTS) ACT 1968**

Councillors 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.

Bede Carran  
**CHIEF EXECUTIVE**

# TIMARU DISTRICT COUNCIL MEETING

31 OCTOBER 2017

## AGENDA

<b>Item</b>	<b>Page</b>	
1		<b>Opening Prayer</b>
2		<b>Apologies</b>
3		<b>Public Forum</b>
4		<b>Identification of Urgent Business</b>
5		<b>Identification of Matters of a Minor Nature</b>
6		<b>Declaration of Conflicts of Interest</b>
7	1	<b>Confirmation of Minutes – Council Meeting – 19 September 2017</b>
8	8	<b>Schedule of Functions Attended by the Mayor and Deputy Mayor and Councillors</b>
9	10	<b>Schedule of Functions Attended by the Chief Executive</b>
10	12	<b>Timaru District Council Annual Report 2016/17</b>
11	14	<b>2018 Council Meeting Calendar</b>
12	15	<b>Orari-Temuka-Opihi-Pareora Water Zone Committee Progress</b>
13		<b>Consideration of Urgent Business Items</b>
14		<b>Consideration of Minor Nature Matters</b>
15		<b>Public Forum Items Requiring Consideration</b>
16	16	<b>Exclusion of the Public</b>
1	17	<b>Receipt of Council Minutes</b>
2	21	<b>Receipt of Extraordinary Council Minutes</b>
3	To be circulated	<b>Property Matter</b>
4	24	<b>Readmittance of the Public</b>

**TIMARU DISTRICT COUNCIL**  
**FOR THE MEETING OF 31 OCTOBER 2017**

**Report for Agenda Item No 7**

**Prepared by**     **Bede Carran**  
                          **Chief Executive**

**Confirmation of Minutes –Council Meeting 19 September 2017**

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Minutes of the September Council meeting.

**Recommendation**

**That the minutes of the Council meeting held on 19 September 2017, excluding the public excluded items, be confirmed as a true and correct record.**

## TIMARU DISTRICT COUNCIL

### MINUTES OF A MEETING OF THE TIMARU DISTRICT COUNCIL HELD IN THE COUNCIL CHAMBER, DISTRICT COUNCIL BUILDING, KING GEORGE PLACE, TIMARU ON TUESDAY 19 SEPTEMBER 2017 AT 3PM

**PRESENT** Mayor Damon Odey, Cirs Nigel Bowen, Dave Jack, Andrea Leslie, Richard Lyon, Paddy O'Reilly, Sally Parker, Kerry Stevens and Steve Wills

**APOLOGIES** Clr Peter Burt  
Jarrod Marsden – Geraldine Community Board  
Raewyn Hessel – Pleasant Point Community Board

**IN ATTENDANCE** Nachiko Schollum, Eric Lindblom, Barrie Suter – Sister Cities Committee (for presentation, item 3)  
Nicole Begg – Inline speed skater (for presentation, item 4)  
Grace Piddington, Lisa Ou – Eniwa Exchange Students (for item 5)  
Lloyd McMillan – Temuka Community Board (for public part of meeting)  
Chief Executive (Bede Carran), Group Manager Infrastructure (Ashley Harper), Group Manager Corporate Services (Tina Rogers), Acting Group Manager Environmental Services (Paul Cooper), Group Manager Community Services (Sharon Taylor), District Planning Manager (Mark Geddes), Development Manager (Frazer Munro), Corporate Planning Manager (Ann Fitzgerald), Council Secretary (Joanne Brownie)

**OPENING PRAYER** Morven Sidal of St Davids Union Church offered a prayer for the work of the Council.

**1 SUFFRAGE DAY**

The Mayor noted that today is Suffrage Day, which has been acknowledged by the white Kate Sheppard camellias on the councillor tables, provided by Fay Hammond of the local branch of the National Council of Women, members of which were in the public gallery. The Mayor thanked the National Council of Women for its help in marking this important day.

**2 DECLARATION OF NEW COUNCILLOR NIGEL BOWEN**

Nigel Bowen who as a result of the by-election held during the period commencing Monday 14 August 2017 to Tuesday 5 September 2017 made and signed the declaration as required by the provisions of Clause 14, Schedule 7 of the Local Government Act 2002.

**3 SISTER CITIES AWARDS**

The Mayor presented awards to Nachiko Schollum, Eric Lindblom and Barrie Suter for their outstanding services to the Sister Cities Committee over many years. The Mayor acknowledged the work Nachiko, Eric and Barrie had done for the sister cities relationships and commended them for their commitment.

**4 PRESENTATION OF AWARD TO NICOLE BEGG FOR SERVICES TO SKATING**

The Mayor presented an award to Nicole Begg, on behalf of the Timaru District Council, for her services to skating. Nicole has performed at the top level both nationally and internationally in the sport of in-line skating, representing Timaru, South Canterbury and New Zealand, while at the same time acting as an effective ambassador for our District. Nicole has also shared her knowledge and experience to encourage young skaters in Timaru, and to re-establish the sport of skating in our District.

**5 SISTER CITY EXCHANGE STUDENTS REPORTS ON TRIP TO ENIWA, JAPAN**

Exchange students Lisa Ou from Craighead and Grace Piddington from Roncalli College gave a report on their trip to one of Timaru's sister cities - Eniwa, Japan. Both students found the experience valuable and were appreciative of the opportunity to take part in the exchange scheme.

**6 IDENTIFICATION OF URGENT BUSINESS**

Proposed Clr Lyon  
Seconded Clr Stevens

"That a property matter be considered, with the public excluded, as urgent business at this meeting."

MOTION CARRIED

**7 DECLARATION OF CONFLICTS OF INTEREST**

There were no conflicts of interest declared.

**8 CONFIRMATION OF MINUTES**

Proposed Clr Wills  
Seconded Clr Leslie

"That the minutes of the Council meeting held on 8 August 2017, excluding the public excluded items, be confirmed as a true and correct record."

MOTION CARRIED

**9 SCHEDULE OF FUNCTIONS ATTENDED BY THE MAYOR, DEPUTY MAYOR AND COUNCILLORS**

Proposed Clr Jack  
Seconded Clr Parker

"That the schedule of duties and functions attended by the Mayor, Deputy Mayor and Councillors be received and noted."

MOTION CARRIED

**10 SCHEDULE OF FUNCTIONS ATTENDED BY THE CHIEF EXECUTIVE**

Proposed Clr Wills  
Seconded Clr Stevens

“That the schedule of duties and functions attended by the Chief Executive be received and noted.”

MOTION CARRIED

**11 PROPOSED SISTER CITIES RELATIONSHIPS AND VISITS**

The Council considered a report by the Mayor, tabled at the meeting, requesting approval for travel to Orange, Australia to further cement the sister city relationship with this city, which has not been very active over recent times. The Council agreed that formalising and strengthening the relationship with Orange NSW would be worthwhile for the district.

Proposed Clr Stevens  
Seconded Clr Lyon

“That the Council authorises the Mayor and the Chairman of the Community Development Committee to travel to Orange NSW to finalise and sign a Memorandum of Understanding in regards to staff placements and to strengthen sister city relationships, with their travel expenses met from the Sister City budget.”

MOTION CARRIED

**12 TIMARU DISTRICT HOLDINGS LTD ANNUAL REPORT FOR THE YEAR ENDED 30 JUNE 2017 AND APPOINTMENT OF PROXY**

The Council considered a report by the Group Manager Corporate Services, together with the TDHL Annual Report for the year ended 30 June 2017.

Proposed Clr Jack  
Seconded Clr O'Reilly

“That the TDHL Annual Report for the year ended 30 June 2017 be received and noted.”

MOTION CARRIED

Proposed Clr Wills  
Seconded Clr O'Reilly

“That Clr David Jack be appointed as proxy to represent the Council at TDHL's Annual General Meeting on 5 October 2017.”

MOTION CARRIED

Proposed Clr Wills  
Seconded Clr Parker

“That Clr Andrea Leslie be appointed as alternative proxy to represent the Council at TDHL's Annual General Meeting on 5 October 2017.”

MOTION CARRIED

**13 CIVIC FINANCIAL SERVICES LIMITED**

The Council considered a report by the Group Manager Corporate Services, seeking approval for a Special Resolution regarding Civic Financial Services Ltd selling a property and the funds from the sale returning to shareholders. The Group Manager Corporate Services confirmed that funds resulting from the sale would be by way of dividend back to Council. Council's determination of how those funds are to be expended, will be part of the Long Term Plan process.

Proposed Clr Wills  
Seconded Clr Jack

"That the Special Resolution, as presented, be approved."

MOTION CARRIED

**14 STATEMENT OF PROPOSAL FOR EASTER SUNDAY SHOP TRADING POLICY 2017**

The Council considered a report by the Environmental Compliance Manager and Corporate Planning Manager seeking adoption of the Statement of Proposal (SOP) (separately circulated with agenda) for the Easter Sunday Shop Trading Policy 2017.

Proposed Clr Jack  
Seconded Clr Parker

- (a) "That this report be received.
- (b) That the Statement of Proposal and Summary for the proposed Easter Sunday Shop Trading Policy be adopted for public release and submissions be invited in accordance with sections 83 and 87 of the Local Government Act 2002."

MOTION CARRIED

**15 STATEMENT OF PROPOSAL FOR PROPOSED ADDITIONAL RESOURCE MANAGEMENT FEES AND CHARGES**

The Council considered a report by the Planner seeking adoption of the Statement of Proposal (separately circulated with agenda) for the proposed additional Resource Management Fees and Charges for 2017/18 for public release inviting submissions.

Proposed Clr Stevens  
Seconded Clr Leslie

- a) "That this report be received.
- b) That the Statement of Proposal for proposed additional Resource Management Fees and Charges be adopted for public release and submissions be invited in accordance with sections 83 and 87 of the Local Government Act 2002."

MOTION CARRIED



**16 STATEMENT OF PROPOSAL FOR CONSOLIDATED BYLAW AND DOG CONTROL POLICY 2017**

The Council considered a report by the Environmental Compliance Manager and the Corporate Planning Manager seeking adoption of the Statement of Proposal (SOP)(separately circulated with agenda) for the Consolidated Bylaw and Dog Control Policy 2017.

Proposed Clr Jack  
Seconded Clr Bowen

- a) "That this report be received.
- b) That the Statement of Proposal and Summary for proposed Consolidated Bylaw and Dog Control Policy 2017 be adopted for public release and submissions be invited in accordance with sections 83 and 86 of the Local Government Act 2002."

MOTION CARRIED

**17 RECEIPT OF COMMUNITY BOARD AND COMMITTEE MINUTES**

Proposed the Mayor  
Seconded Clr Lyon

"That the minutes of the following meetings, excluding the public excluded sections, be received:

Temuka Community Board	21 August 2017
Pleasant Point Community Board	22 August 2017
Geraldine Community Board	23 August 2017
Environmental Services Committee	5 September 2017
Infrastructure Committee	5 September 2017
Community Development Committee	5 September 2017
Policy and Development Committee	5 September 2017."

MOTION CARRIED

**18 EXCLUSION OF THE PUBLIC**

Proposed the Mayor  
Seconded Clr Wills

"That the Council resolves to exclude the public on the grounds contained in Section 48(1) of the Local Government Official Information and Meetings Act:

- **Confirmation of Minutes**

- Tenders

- **Property Matter**

- Section 7(2)(b)(ii)

The withholding of the information is necessary to protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information.

**Rail Crossing**  
Section 7(2)(j)

The withholding of the information is necessary to enable the local authority holding the information to carry on, without prejudice or disadvantage, negotiations.

**Hearing Panel Members and Directorship**  
Section 7(2)(a)

The withholding of the information is necessary to protect the privacy of natural persons, including that of deceased natural persons.”

MOTION CARRIED

**19 READMITTANCE OF THE PUBLIC**

Proposed the Mayor  
Seconded Cllr Stevens

“That the public be readmitted to the meeting.”

MOTION CARRIED

The meeting concluded at 4.07pm.

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Chairperson

**TIMARU DISTRICT COUNCIL**  
**FOR THE MEETING OF 31 OCTOBER 2017**

**Report for Agenda Item No 8**

**Schedule of Functions Attended by the Mayor, Deputy Mayor and Councillors**

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**Functions Attended by the Mayor**

- 11 September 2017* Spoke to Mountainview High School students  
Attended Sister City Committee meeting
- 12 September* Attended Council workshop  
Spoke to Mountainview High School students
- 13 September* Met with Timaru Municipal Band representative
- 15 September* Spoke to Timaru Boys High School students  
Attended Donations and Loans Subcommittee workshop  
Spoke to Timaru Girls High School students
- 16 September* Met with Aoraki Development Chief Executive  
Attended Alzheimers South Canterbury Annual Memory walk
- 17 September* Attended 77th Battle of Britain Commemoration service
- 18 September* Met with Timaru Herald Editor  
Met with Aoraki Development Board Chairperson
- 19 September* Attended Council workshop  
Met with Aoraki Development Board representatives  
Conducted a citizenship ceremony  
Chaired Council meeting
- 20 September* Attended Identity and Signage meeting  
Met with Ministry for Vulnerable Children Oranga Tamariki representative
- 21 September* TDHL conference call  
Attended Timaru Municipal Band 150 year celebration
- 26 September* Attended welcome for new Chinese Consulate General, Christchurch
- 27 September* Meet and Greet - James Sheahan Catholic School Rugby team from Sister City of Orange, Australia
- 28 September* Attended PrimePort AGM meeting and function

2 October Met with Timaru Yacht Club representatives

3 October Attended Citizens Advice Bureau 40th anniversary

5 October Chaired TDHL Board meeting

9 October Attended Sister City Committee meeting

11 October Attended Identity and Signage meeting

12-13 October Attended Zone 5 and 6 Meeting, Cromwell

15 October Attended South Canterbury Seafarers Service  
Attended Passchendaele Commemorative Service

17 October Attended Standing Committee meetings'

17-20 October Visited Sister City of Orange, Australia

In addition to these duties I met with 2 members of the public on issues of concern to them.

#### **Functions Attended by the Deputy Mayor**

18 September Attended Orari-Temuka-Opihi-Pareora Water Zone Committee meeting

21 September Attended Timaru Municipal Band 150 year celebration

22 September Attended Post Office Savings Bank reunion

28 September Attended PrimePort AGM meeting

2 October Attended Orari-Temuka-Opihi-Pareora Water Zone Committee meeting

16 October Attended Orari-Temuka-Opihi-Pareora Water Zone Committee meeting

19 October Welcomed the HMNZ Taupo into port  
Attended Orari-Temuka-Opihi-Pareora Water Zone Committee refresh panel meeting

#### **Recommendation**

**That the report be received and noted.**

**TIMARU DISTRICT COUNCIL**  
**FOR THE MEETING OF 31 OCTOBER 2017**

**Report for Agenda Item No 9**

**Schedule of Functions Attended by the Chief Executive**

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**Functions Attended by the Chief Executive**

<i>12 September 2017</i>	Attended Council workshop Attended Civil Defence training
<i>13 September</i>	Met with Hunter Downs Water Limited representatives
<i>14 September</i>	Attended Worksafe Forum
<i>18 September</i>	Attended Institute of Directors function
<i>19 September</i>	Met with Aoraki Development Board representatives Attended citizenship ceremony Attended Council meeting Addressed South Canterbury Small Bus Owners meeting
<i>20 September</i>	Attended Council Decision Making Managing the Risks webinar
<i>21 September</i>	TDHL conference call Attended Timaru Municipal Band 150 year celebration
<i>22 September</i>	Attended Exhibition at South Canterbury Museum
<i>27 September</i>	Met with Environment Canterbury Representative
<i>28 September</i>	Attended PrimePort Timaru Ltd Annual General Meeting and function Met with NZTA Regional Relationships director
<i>3 October</i>	Attended Civil Defence training Attended Audit and Risk Subcommittee meeting Met with Hunter Downs Water Limited representatives
<i>4 October</i>	Attended BERL Adjusters webinar Met with Department of Internal Affairs representatives
<i>5 October</i>	Attended TDHL Board meeting
<i>10 October</i>	Attended visit to Taratahi, Washdyke farm
<i>11 October</i>	Met with PrimePort Timaru Ltd Chief Executive

*16 October*            Attended Canterbury Mayoral Operations Forum

*17 October*            Attended Standing Committee meetings

*19 October*            Attended Business After 5 function

*18 October*            Attended Civil Defence Emergency collaboration meeting

*20 October*            Attended Rating Valuation meeting

**Recommendation**

**That the report be received and noted.**

**TIMARU DISTRICT COUNCIL**  
**FOR THE MEETING OF 31 OCTOBER 2017**

**Report for Agenda Item No 10**

**Prepared by**        **Tina Rogers**  
                             **Group Manager Corporate Services**

**Mark Low**  
**Corporate Planning Manager**

**Timaru District Council Annual Report 2016/17**

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**Purpose of Report**

1. The purpose of this report is to approve and adopt the 2016/17 Annual Report (separately circulated).

**Background**

2. An annual report is a statutory requirement of Section 98 of the Local Government Act 2002. It outlines the achievements of Council and financial performance against the work programme proposed in the second year of the 2015-25 Long Term Plan.
3. The purposes of an Annual Report are:
  - a) *to compare the actual activities and the actual performance of the local authority in the year with the intended activities and the intended level of performance as set out in respect of the year in the long-term plan and the annual plan; and*
  - b) *to promote the local authority's accountability to the community for the decisions made throughout the year by the local authority.*

*(Local Government Act 2002 S98:2)*
4. The report must be formally adopted by the Council by 31 October. It includes summarised information of the Council's achievements and performance across its Groups of Activities. It also provides overall financial information on the performance of the Council and against each Group of Activities. The content of the Annual Report is specified in Schedule 10 of the Local Government Act 2002.

**Draft Annual Report**

5. A draft of Sections 2 and 3 of the Annual Report was presented to the Audit and Risk Subcommittee on 2 October. A verbal update on the annual audit was presented. No issues have been identified by Audit New Zealand.

### **Annual Report Summary**

6. A summary of the Annual Report is also prepared and made available to the community.

### **Audit New Zealand**

7. Our auditors, Audit New Zealand, have conducted their annual audit of Council activities. An unqualified opinion is expected and will be provided to Council on 31 October 2017 after the Annual Report is approved by the Council.

### **Recommendations**

- 1 **That the Council approves the Annual Report 2016/17.**
- 2 **That the Timaru District Council Annual Report 2016/17 be adopted under Section 98 of the Local Government Act 2002.**



**TIMARU DISTRICT COUNCIL**  
**FOR THE MEETING OF 31 OCTOBER 2017**

**Report for Agenda Item No 11**

**Prepared by Bede Carran**  
**Chief Executive**

**Council Meeting Calendar 2018**

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The draft meetings calendar for next year has been separately circulated.

The calendar is based on the normal six weekly schedule, where possible.

The Senior Leadership Team has reviewed and approved the calendar.

**Recommendation**

**For adoption**

TIMARU DISTRICT COUNCIL

FOR THE MEETING OF 31 OCTOBER 2017

Report for Agenda Item No 12

Prepared by **Barbara Gilchrist**  
ECan - Zone Facilitator

**Orari-Temuka-Opihi-Pareora (OTOP) Zone Committee Progress**

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**Background**

- 1 The OTOP Zone Committee's primary focus for 2017 is completing the Healthy Catchments Project (previously referred to as the 'Sub-regional Process'). This collaborative project involves the committee working with the community to develop a package of water management solutions for the zone. Solutions will include flow and allocation limits, nutrient limits and practical actions.

**Process**

- 2 As part of the Healthy Catchments Project, the Zone Committee has engaged with a wide range of parties who share an interest in water management in South Canterbury. This includes catchment groups, industry bodies and Opuha Water Limited. These groups have made presentations to the committee, who have then considered these at a series of workshops, supported by scientific and technical input from Environment Canterbury staff. The information presented is often complex, and decisions made by the Committee may affect the cultural, social and economic well-being of the community. The Committee has made considerable progress, making decisions on some key water management components, however there are still some areas requiring further discussion. For this reason, the Committee has decided to allow more time to consider all the information with which they have been presented, and to ensure the solutions package reflects this.

**Proposed Timeline**

STAGE 1	Working with community to establish <b>project outcomes</b>	COMPLETE
STAGE 2	Seek community feedback on the <b>current social, cultural, economic and biophysical state</b> of the zone.	COMPLETE
STAGE 3	Seek community feedback on the implications of 3 <b>scenarios</b> ;  Continue managing water in similar ways to now. Optimise the use of existing water in the zone Introduce additional alpine water	COMPLETE
STAGE 4	Draft Solutions Package developed and available for council and public consultation	Dec. 2017
STAGE 5	Community engagement and feedback	Jan-Mar 2018
STAGE 6	Finalised Solutions Package presented to councils	April 2018

**Recommendation**

**That the Timaru District Council receives and notes this report.**

**TIMARU DISTRICT COUNCIL**  
**FOR THE MEETING OF 31 OCTOBER 2017**

**Report for Agenda Item No 16**

**Prepared by**     **Bede Carran**  
                          **Chief Executive**

**Exclusion of the Public**

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**Recommendation**

**That the Council resolves to exclude the public on the grounds contained in Section 48(1) of the Local Government Official Information and Meetings Act:**

**Tenders**

Section 7(2)(b)(ii)

The withholding of the information is necessary to protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information.

**Rail Crossing**

Section 7(2)(j)

The withholding of the information is necessary to enable the local authority holding the information to carry on, without prejudice or disadvantage, negotiations.

**Hearing Panel Members and  
Directorship**

Section 7(2)(a)

The withholding of the information is necessary to protect the privacy of natural persons, including that of deceased natural persons.

**Property**

Section 7(2)(b)(ii)

The withholding of the information is necessary to protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information.