



# AGENDA

## Ordinary Council Meeting Tuesday, 3 June 2025

**Date** Tuesday, 3 June 2025

**Time** 2:00 pm

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

**File Reference** 1762521

## **Timaru District Council**

**Notice is hereby given that a meeting of the Ordinary Council will be held in the Council Chamber, District Council Building, King George Place, Timaru, on Tuesday 3 June 2025, at 2:00 pm.**

### **Council Members**

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

Quorum – no less than 5 members

### **Local Authorities (Members' Interests) Act 1968**

Councillors are reminded that if they have a pecuniary interest in any item on the agenda, then they 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 Opening Prayer and Waiata**
- 2 Apologies**
- 3 Public Forum**
- 4 Identification of Urgent Business**
- 5 Identification of Matters of a Minor Nature**
- 6 Declaration of Conflicts of Interest**

## **7 Confirmation of Minutes**

### **7.1 Minutes of the Council Meeting held on 6 May 2025**

**Author:** Jessica Kavanaugh, Team Leader Governance

#### **Recommendation**

That the Minutes of the Council Meeting held on 6 May 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 Council Meeting held on 6 May 2025**



# MINUTES

## Ordinary Council Meeting Tuesday, 6 May 2025

Ref: 1762521

**Minutes of Timaru District Council  
Ordinary Council Meeting  
Held in the Council Chamber, District Council Building, King George Place, Timaru  
on Tuesday, 6 May 2025 at 2:00 pm**

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

**In Attendance:** **Community Board Members:** Gaye Broker (Temuka Community Board), Jan Finlayson (Geraldine Community Board)

**Officers:** Nigel Trainor (Chief Executive), Stephen Doran (Group Manager Corporate and Communications), Paul Cooper (Group Manager Environmental Services and Acting Group Manager Community Services), Andrew Dixon (Group Manager Infrastructure), Andrea Rankin (Chief Financial Officer), Nicole Timney (Group Manager Property), Justin Bagust (Chief Information Officer), Paul Haggath (Team Projects Limited), Mike Wrigley (Recreation Facilities Manager), Philip Howe (Museum Director), Samantha Molyneux (Operations Coordinator Community Services), Matt Sisson (Property Projects Officer), Nigel Howarth (Procurement Lead), David Hooke (Projects Officer), Jessica Kavanaugh (Team Leader Governance), Jo Williams (Executive Assistant Infrastructure)

**Public:** Darel Hall, Barry Crossman, Anne Ellis, Alice Sollis, Chris Thomas

## 1 Opening Prayer

*Michelle Coe (Connect Church) conducted the opening prayer*

*Cllr Sally Parker led the waiata.*

## 2 Apologies

No apologies were received.

## 3 Public Forum

**Darel Hall** (General Manager, Cholmondeley Children's Centre)

Darel Hall presented to the Councillors an update on Cholmondeley Children's Centre, including the vision and background of the centre. Darel thanked the people of the District, volunteers, and donors for their support. The centre takes around 400 children a year and in the last two years, there have been five children from three Timaru District Schools. Darel provided the Councillors with his own personal story of his stay at the Cholmondeley Children's Centre during his youth.

Discussion included the referral process and differences to state care.

**Barry Crossman** (Resident Claremont Road, Timaru)

Barry Crossman presented the Councillors with a Claremont Road Speed Reduction Petition. Barry provided background on the communication with the Council over the past four years and advised there had been no changes made. Barry is representing 40 households requesting a more suitable speed on the road. The use of the road by school buses, school children, and cyclists is advised, along

with blind corners and an area of concern that has overgrown shrubbery on the corner of Barton Road and Claremont Road. It was requested to install temporary 80km signs until permanent signs can be installed and the shrubbery tidied up.

The Group Manager Infrastructure provided an update on the process of reducing speed, as well as the current Government priorities. It is also confirmed the shrubbery needs to be looked at and addressed.

It is requested that the Group Manager Infrastructure report back on the consultation and possible actions that can be taken for the stretch of road, including the reason there has been no speed reduction in the past and clean-up of the shrubbery. This information is required to be communicated with Barry Crossman.

### **3.1 Petition Received**

#### **Attachments**

- 1 Petition for Claremont Road (Redacted)

**Anne Ellis** (The Secretary, of The Friends of the Theatre Royal Inc.)

Anne Ellis provided the Councillors with the history of The Friends of the Theatre Royal including the purpose of the committee. Anne highlights the highly praised sporting and recreational activities Timaru offers, but it needs to have a venue to attract New Zealand-wide and overseas shows. The importance of the venue to be affordable for local groups and patrons. There is a concern with suggestions published in the Timaru Herald to reduce in size of the foyers leading to the circle and stalls along with the toilet extensions. It is requested that before such changes are made to consult with the interested stakeholders. The opportunity for fundraising was also mentioned.

**Alice Sollis** (Resident and member of the Theatre community)

Alice Sollis spoke to the Councillors and provided her previous experience in the Theatre Royal, along with her experience in many other theatres and productions around New Zealand. Alice agreed with Anne on the North extension and the crucial design elements to reduce queuing times, and additional hospitality and advised this expansion will create more toilets and better access. The different types of shows and uses for the Theatre were highlighted along with the last maintenance spend in 1993.

The Councillors acknowledged the passion and frustration around the project.

**Chris Thomas** (Resident and member of the Theatre community)

Chris Thomas advised the councillors against cutting back on the essential features of the Theatre and the importance of future-proofing. Chris also advised the Councillors of various fundraising ideas and opportunities.

The Councillors expressed their support for fundraising and the benefits of this.

### **4 Identification of Urgent Business**

No items of urgent business were received.

### **5 Identification of Matters of a Minor Nature**

The following matters of a Minor Nature were raised:

- Showgrounds and the culvert
- Caroline Bay Master Plan
- Regional Deals Infrastructure Fund / Airport extension

## **6 Declaration of Conflicts of Interest**

- Mayor Nigel Bowen declared he would abstain from item 9.1, and confirmed the Councillors' support for him to chair that item only.

## **7 Confirmation of Minutes**

### **7.1 Minutes of the Council Meeting held on 1 April 2025**

#### **Resolution 2025/45**

Moved: Cllr Peter Burt

Seconded: Cllr Sally Parker

That the Minutes of the Council Meeting held on 1 April 2025 be confirmed as a true and correct record of that meeting and that the Chairperson's electronic signature be attached.

**Carried**

### **7.2 Minutes of the Extraordinary Council Meeting held on 15 April 2025**

#### **Resolution 2025/46**

Moved: Cllr Scott Shannon

Seconded: Cllr Peter Burt

That the Minutes of the Extraordinary Council Meeting held on 15 April 2025 be confirmed as a true and correct record of that meeting and that the Chairperson's electronic signature be attached.

**Carried**

## **8 Schedules of Functions Attended**

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

#### **Resolution 2025/47**

Moved: Cllr Allan Booth

Seconded: Cllr Gavin Oliver

That the Schedule of Functions Attended by the Mayor, Deputy Mayor and Councillors be received and noted.

**Carried**

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

### **Resolution 2025/48**

Moved: Mayor Nigel Bowen

Seconded: Cllr Stacey Scott

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

**Carried**

## **9 Reports**

### **9.1 Theatre Royal and Museum Project**

The Acting Group Manager Community Services and the Project Director spoke to the report to seek Council approval to proceed with the Theatre Royal and Museum Redevelopment Project, update Council on progress and design development since the 31 October 2024 resolutions, to seek approval to progress the design and construction of the theatre and laneway, in line with the concept design report presented in Attachment 1 and the cost breakdown appended as Attachment 3, to seek approval to progress the design and construction of the museum in parallel with the theatre and laneway, to maximise and realise the opportunities and cost benefits of progressing the development as a cohesive precinct that has many common and shared facilities and to reaffirm the conditions attached to the secured Government Ministry of Business Innovation and Employment funding and to assure continued adherence to these conditions.

The process and timeframe for obtaining the funding from the Ministry of Business Innovation Employment (MBIE) and the contingency of 20% were discussed.

The expanded concept design and the process of the Museum project were clarified. This included the clarification that this is one project but it has a staged approach due to the MBIE funding. There was discussion on the deadline given by MBIE for the completion of the project, along with the commitment for the Museum, and professional fees for the project. There was clarification on the roof repairs on the theatre which is from insurance.

Discussion was had on the previous resolution 2024/79, however the Chief Executive highlighted the delay this could create as that resolution delegation does not allow for any contingency. Along with the upper and lower laneways and the uses and costings of these laneways.

It is noted that the Councillors have made it clear they want this project delivered for under \$24 million to get the best value for the ratepayer.

Cllr Gavin Oliver spoke against the resolution due to the past decisions made regarding building a new Theatre, which he believes would be greater value for money.

Cllr Stacey Scott and Cllr Stu Piddington spoke against the resolution due to not feeling comfortable with the delegation to the Chief Executive of \$24 million not being included in this resolution.

### **Resolution 2025/49**

Moved: Cllr Scott Shannon

Seconded: Clr Owen Jackson

1. That Council approves the project to proceed based on the proposed design and construction programme and cost estimates for the theatre, laneway and museum.
2. That Council reaffirms the total approved budget for the combined theatre and museum project, comprising \$29.2m for the theatre and \$15m for the museum, plus \$3m for museum fitout, to be raised through fundraising.

In Favour: Clrs Allan Booth, Peter Burt, Sally Parker, Scott Shannon, Michelle Pye and Owen Jackson

Against: Clrs Gavin Oliver, Stu Piddington and Stacey Scott

Abstained: Mayor Nigel Bowen

**Carried 6/3**

## **9.2 Aorangi Stadium Project**

At 3:37 pm, Clr Peter Burt left the meeting.

The Acting Group Manager Community Services and the Project Director spoke to the report to seek to inform the Council of progress since the November meeting and to demonstrate how all the requirements of the Extraordinary Council Meeting of 15 November 2024 resolution have now been achieved, including delivery of the full scope within the approved budget, seek Council endorsement of the negotiated design and scope (refer Attachment 3), comprising the TEL submission of April 2025, plus Timaru District Council (TDC) direct works to be delivered in parallel with the TEL contract, and as identified in the Cost Estimate in Attachment 2, seek approval to engage Thompson Engineering Ltd (TEL) to deliver the revised Aorangi Stadium Redevelopment design. Financial details of the contract are detailed in Attachment 2 and seek to inform the Council of the proposed construction sequencing and phasing, which shows the existing stadium upgrade to be complete by December 2025, and the full project scope by April 2027.

At 3:39 pm, Clr Peter Burt returned to the meeting.

Noted was an apology to the user groups of the stadium who had not been informed about the 12-week closure period.

Mayor Bowen declared a conflict as a member of the South Island Master Games, it was advised they would work around the same model Netball take.

Clarification was sought on the traffic flow in the new design, the cost of items to be procured by Timaru District Council external to the main contract, and the location and availability of public toilets.

Discussion included the Legacy Aoraki Trust Funding and councillors' understanding if this was inside or outside of the budget allocated to the project. The impact of the contingency if this funding is included in the approved delegated budget.

It is advised by officers that this contract is a design and build contract with the majority of risk put onto the contractor. Background on the trust was provided, including reasons for deferring the maintenance. It was also clarified that the Timaru District Council will help to accommodate displaced users of the stadium at CBay.



Further discussion included the different approaches to showing different funding avenues within this project and the Theatre Project. A clarification on the indicated annual rates contribution and operating model and what it includes.

Clr Michelle Pye spoke against the resolution due to the different approaches to the Theatre project and the Stadium project.

### **Resolution 2025/50**

Moved: Clr Stu Piddington

Seconded: Clr Peter Burt

1. That Council accept the negotiated and revised design and price submitted by Thompson Engineering Ltd. (TEL) (April 2025), and that Council approves the formal engagement of TEL under a Design and Build Contract at a sum of \$22,694,337 to deliver the Aorangi Stadium upgrade and expansion, and the left over money from the maintenance budget of the Stadium Trust that came back to Council (\$567,659) should be included above the delegated budget.
2. That Council agrees to the proposed construction programme and sequencing, which targets completion of the existing stadium upgrade by Dec 2025, and full completion of the project by Apr 2027.

In Favour: Clrs Allan Booth, Peter Burt, Gavin Oliver, Sally Parker, Stu Piddington, Scott Shannon and Owen Jackson

Against: Mayor Nigel Bowen, Clrs Stacey Scott and Michelle Pye

**Carried 7/3**

Meeting adjourned at 4.00pm

Reconvened at 4.10pm

### **9.3 Local Water Done Well - Selection of Preferred Option for Consultation**

The Group Manager Corporate and Communications, Group Manager Infrastructure and Drainage, and Water Manager spoke to the report for the Council to select the preferred option for water services delivery to public consultation in accordance with the relevant sections of the Local Government (Water Services Preliminary Arrangements) Act 2024.

It is advised that Waimate District Council has recommended the preferred consultation option be in-house, and Mackenzie District Council has recommended the preferred consultation option is a Joint CCO. It is noted the base consultation document will be the same for each of the Councils.

Discussion included the importance of wording in the Consultation Document, including keeping it simple, short, and specific about the impact. Along with the Councillor's engagement with residents on the options. The inclusion of Waimate in the consultation document when they have a different preferred option and clarity of this within the community. It is agreed the wording could be amended to South Canterbury Joint Council Controlled Water Services Organisation.

Changes to wording in the consultation document from Councillors will be sent to officers directly.

### **Resolution 2025/51**

Moved: Mayor Nigel Bowen

Seconded: Cllr Allan Booth

That the Council:

1. Notes the resolution of 4 March 2025 to agree to rely on the alternative requirements for decision-making and consultation set out in sections 61 to 64 of the Local Government (Water Services Preliminary Arrangements) Act 2024 in accordance with section 58(a)(i).
2. Notes the attached options analysis paper and modelling attached to this report.
3. Agrees to take a Joint Council Controlled Water Services Organisation, as the preferred option for public consultation from 15 May 2025.
4. Agrees to provide information on alternative options of an individual Council Controlled Water Services Organisation and a 'ring fenced' in-house model.
5. Notes the Draft Consultation document attached under separate cover and delegates to the chair Infrastructure Committee and Mayor for final sign off.
6. Notes that the final decision on the approach taken as part of the production of the Water Services Plan will be made by council following public consultation.

**Carried**

#### **9.4 Affixing of the Common Seal**

Council considered the report noting the affixing of the Common Seal to an Approval of Warrants of which names have been redacted to protect the privacy of employees.

#### **Resolution 2025/52**

Moved: Cllr Sally Parker

Seconded: Cllr Allan Booth

That the following warrants have been approved by the Chief Executive and are being reported to the Council for noting:

02 April 2025 – Approval of Warrants

02 April 2025 – Approval of Warrants

02 April 2025 – Approval of Warrants

08 April 2025 – Approval of Warrants

**Carried**

#### **9.5 Release of Public Excluded Items**

The purpose of this report is to provide the Council with an updated status of Public Excluded items released to the public.

#### **Resolution 2025/53**

Moved: Mayor Nigel Bowen

Seconded: Cllr Peter Burt

That the Council notes the following public excluded items have been released to the public;

1. Council – Item 13.3 Recommendation from Extraordinary Directors and Trustees Appointment Subcommittee meeting 28 November 2023
2. Council Workshop - LTP Presentation Draft Budget 30 January 2024
3. Council – Item 5.1 Agreement for Sale and Purchase of Meadows Road Properties 19 March 2024

**Carried**

## **9.6 Actions Register Update**

The purpose of this report is to provide the Council with an update on the status of the action requests raised by councillors at previous Council meetings.

Discussion was had on the below actions;

### *Budget Reallocation Trial*

It is agreed this action is not complete and to remain on the register as the May update is not the solution.

### *Investigate Subcontracting Across Council*

It is agreed this action is not complete, Councillors are waiting for further information on Street Sweeping relative to current contracts, processes, and potential penalties.

### *Vertical Infrastructure Maintenance Report (Quarterly)*

It is advised the commentary in the action is not what the councillors have requested. It is advised they want an update of vertical assets that do not have maintenance programmes, and what should be in budgets to maintain the buildings.

### *Investigate Financial System*

The Chief Finance Officer provided an update on the experiences had from the visit to Palmerston North. It is confirmed IT can move information from one system to another, and potential issues another Council has had with the MagiQ System. The importance of the Chart of Accounts and Procure to pay system.

### *Workshop on Waste*

It is agreed this item is to remain on the action register, there were further actions that came from the workshop, and officers will update the action to provide the information requested.

It is agreed to remove

- Underutilised Assets
- Template for Financial Impact

## **Resolution 2025/54**

Moved: Cllr Scott Shannon

Seconded: Cllr Peter Burt

That the Council receives and notes the updates to the Actions Register.

**Carried**

### **9.7 Brouchs Gully - Proposed Revocation of Local Purpose Reserve (Road) Status**

The Group Manager Infrastructure spoke to the report to obtain a resolution from the Council, in accordance with Section 24(1)(b) of the Reserves Act 1977, to seek revocation of the reservation status of the land parcels identified within and adjacent to the Brouchs Gully Subdivision, in order to enable a land exchange with the developer which will facilitate sufficient and appropriate vehicle access for the same subdivision.

The legal process is clarified.

#### **Resolution 2025/55**

Moved: Clr Stu Piddington

Seconded: Clr Allan Booth

1. That the Council resolve to seek revocation of the reservation status of the relevant land parcels identified within and adjacent to the Brouchs Gully Subdivision, in accordance with Section 24(1)(b) of the Reserves Act 1977.
2. Approves in principle, subject to reserve revocation approval, a land exchange with the adjoining private land which will facilitate sufficient and appropriate vehicle access for the subdivision proposal in accordance with the Brouchs Gully Outline Development Plan.

**Carried**

### **9.8 Acquisition of Land for Future Extension of Waste Water Treatment Ponds**

The Group Manager Infrastructure and Drainage and Water Manager spoke to the report to seek Council approval to undertake a land swap with a neighbouring property owner to allow land to be acquired and disposed of.

Discussion included the future requirements, with clarification this piece of land will be sufficient along with the land on the other side of the road.

It is confirmed this acquisition is within the capital programme including the subdivision fees. There was discussion on the corner splay.

#### **Resolution 2025/56**

Moved: Clr Michelle Pye

Seconded: Clr Stu Piddington

1. That Council approves the proposed transfer of land at Section 2 Meadows Sett and exchange of Land within Lot 3 DP 432561.
2. That Council agree that the proposed land exchange transfer price be cost neutral.
3. That Council delegate authority to the Chief Executive to execute relevant documents to give effect to the land transfers.

**Carried**

**9.9 Kathmandu Public Carpark**

The Group Manager Infrastructure spoke to the report to update on what Timaru District Council are paying for the public parking on the roof deck above Kathmandu.

Discussion included the cost for resurfacing, a legal update on the implications of the lease agreement not being signed, and the future ability to charge for parking.

**Resolution 2025/57**

Moved: Cllr Sally Parker

Seconded: Cllr Owen Jackson

That the Council receive the Kathmandu Public car park report and this Action Register item is closed.

**Carried**

**9.10 Annual Plan 2024/25 Nine Month Financial Reforecast Update**

The Chief Finance Officer spoke to the report to update Council on the nine month financial forecast compared with the Annual Plan 2024/25 budget (Year One of the 2024-34 Long Term Plan (LTP)). It is confirmed the March financials will be circulated once it is reviewed.

The councillors congratulated officers for the continued effort to find operational savings. It is encouraged for the next report to ensure the variance explanations make sense.

Clarification was sought on the expenditure in other minor categories,

It was highlighted the importance for the community to step up and use email addresses for Council correspondence due to the cost of postage.

**Resolution 2025/58**

Moved: Cllr Sally Parker

Seconded: Cllr Gavin Oliver

That Council receive and note the 2024/25 nine month Financial Reforecast Update to 31 March 2025.

**Carried**

**9.11 Council Investments and Borrowing**

The Chief Financial Officer spoke to the report to update Council on the status of Council's treasury activities at 31 March 2025.

Discussion included the total cash investments of the council and the Council's Financial Strategy.

**Resolution 2025/59**

Moved: Cllr Peter Burt

Seconded: Cllr Allan Booth

That Council receives and notes the quarterly Council Investments and Borrowing report.

**Carried****10 Consideration of Urgent Business Items**

No items of urgent business were received.

**11 Consideration of Minor Nature Matters***Showgrounds Culvert*

The Legal Services Manager advised the Council on the sequence of events based on the Resource Consent. It is confirmed that stage two is not able to begin until the first step of the engineering design for the intersection has been signed off. The financial liability to the Timaru District Council is advised.

*Caroline Bay Master Plan*

Clr Stacey Scott raised with the Council the completion of the Caroline Bay Master Plan, but highlighted this has not gone out to the community or been made available to Venture Timaru who has it in their Statement of Intent for implementation.

Group Manager Infrastructure advised the plan has been developed and produced, which was completed by CityTown and passed over to the Parks Unit which is where it is currently sitting. It is confirmed that there is a commitment to circulate the document for councillors to discuss.

*Regional Deals Infrastructure Fund / Airport Extension*

Clr Stacey Scott wanted clarification on who sits in the room to advocate for the Timaru District Council. Mayor Nigel Bowen provided a verbal update on the next steps to further the work across the Canterbury Region.

It is asked if the airport runway extension has been submitted to the Regional Infrastructure Fund. The Group Manager Infrastructure advised a high-level designs, and detailed costings to frame up a business case. It is confirmed a business case and application will be completed. It is queried how much longer the runway would be and the cost, there is confirmation this will be distributed to Councillors.

**12 Public Forum Items Requiring Consideration***Theatre Fundraising*

Mayor Nigel Bowen advised he will follow up with Chris Thomas.

*Claremont Road Petition*

It is advised to include the speed reduction and shrubbery cleanup on the Infrastructure Action Register. It will be checked that the shrubbery is on Timaru District Council land.

At 5:19 pm, Clr Owen Jackson left the meeting.

**13 Resolution to Exclude the Public****Resolution 2025/60**

Moved: Mayor Nigel Bowen

Seconded: Cllr Peter Burt

That the public be excluded from the following parts of the proceedings of this meeting, namely,—

**13.1 Public Excluded Minutes of the Council Meeting held on 1 April 2025**

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 at 5.22pm:

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Plain English Reason
<b>13.1 - Public Excluded Minutes of the Council Meeting held on 1 April 2025</b>  <b>Matters dealt with in these minutes:</b>  <b>12.1 - Public Excluded Minutes of the Extraordinary Council Meeting held on 4 March 2025</b>  <b>12.2 - Building Control - Section 17A Review</b>  <b>12.3 - Property Divestment Quarterly Report</b>  <b>12.4 - Southern Water Done Well Progression</b>	Section 48(1) of the Local Government Official Information and Meetings Act 1987.	<p>The public excluded minutes of the meeting held on 1 April 2025 are considered confidential pursuant to the provisions of the LGOIMA Act of 1987.</p> <p>The specific provisions of the Act that relate to these minutes can be found in the open minutes of the meeting held on 1 April 2025.</p>

**Carried**

**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.”

**14 Public Excluded Reports**

**13.1 Public Excluded Minutes of the Council Meeting held on 1 April 2025**

**12.1 Public Excluded Minutes of the Extraordinary Council Meeting held on 4 March 2025**

**12.2 Building Control - Section 17A Review**

**12.3 Property Divestment Quarterly Report**

**12.4 Southern Water Done Well Progression**

**15 Readmittance of the Public**

**Resolution 2025/61**

Moved: Mayor Nigel Bowen

Seconded: Cllr Sally Parker

That the meeting moves out of Closed Meeting into Open Meeting 5.28pm.

**Carried**

**The meeting closed at 5.29pm.**

.....  
**Mayor Nigel Bowen**  
**Chairperson**



## 8 Schedules of Functions Attended

### 8.1 Schedule of Functions Attended by the Mayor, Deputy Mayor and Councillors

**Author:** Alesia Cahill, Executive Support Manager

**Authoriser:** Nigel Bowen, Mayor

#### Recommendation

That the Schedule of Functions Attended by the Mayor, Deputy Mayor and Councillors be received and noted.

#### Functions Attended by the Mayor for the Period 18 April 2025 to 25 May 2025.

<i>25 April 2025</i>	ANZAC Day Attended Timaru Dawn Service, laid a wreath and gave an address Attended Timaru Cemetery Service and laid poppy Attended Pleasant Point Service, laid a wreath and gave an address Attended Cave Service, laid a wreath and gave an address Attended Rangitata Island Service Laid wreath at Orari memorial
<i>28 April 2025</i>	Met with Chief Executive Mid and South Canterbury Trust Attended South Canterbury Chamber of Commerce Board meeting
<i>29 April 2025</i>	Attended Council workshop Chaired Emergency People and Performance Committee meeting Attended Public Council workshops
<i>1 May 2025</i>	Attended SADD meeting with Mountainview High School Attended and spoke at Vetta's new office grand opening
<i>2 May 2025</i>	Attended Donors morning tea hosted by Aoraki Foundation
<i>5 May 2025</i>	Attended Seismic Strengthening Group teams meeting Attended MTFJ Governance Group teams meeting Attended Sister Cities Subcommittee meeting
<i>6 May 2025</i>	Attended Council workshop Led Citizenship Ceremony Chaired Council meeting
<i>7 May 2025</i>	Attended Seismic Review Steering Group meeting in Wellington
<i>8 May 2025</i>	Met General Manager Te Rūnanga o Arowhenua

	Attended Annual Plan Drop-in Session
12 May 2025	Opened Consents and Compliance Information workshop
	Met with Fulton Hogan South Island General Manager
	Attended MTFJ F26 update meeting
13 May 2025	Attended Local Water Done Well Steering Group meeting
14 May 2025	Opened South Canterbury Pathways Expo for Year 11
	Met with Venture Timaru Chief Executive
	Unveiled the new Scout Flagpole at Highfield Mountainview Scouts
15 May 2025	Spoke with OJ on the Breeze for Mayoral Musings
	Met with representatives from New Zealand Transport Agency
	Attended AD Hally Trust Meeting
	Attended Christmas on the Bay Sponsors Thank You event
16 May 2025	Presented at South Canterbury Sports Awards
19 May 2025	Attended RRT burgers for National Nurse Day
	Attended Temuka Community Board meeting
20 May 2025	Attended Timaru Boys High School Assembly and presented award
	Attended Annual Plan Drop-in
	Attended Seismic Review Steering Group meeting on Teams
21 May 2025	Met with Young Enterprise group for mentoring session
22 May 2025	Attended Timaru Community Leaders Breakfast
	Attended Annual Plan Facebook Live event

In addition to these duties I met with 49 members of the public on issues of concern to them.

#### **Functions Attended by the Deputy Mayor for the Period 18 April 2025 to 25 May 2025.**

25 April 2025	ANZAC Day
	Attended Temuka Domain Cenotaph Dawn Service, made address and laid wreath
	Attended Timaru Civic Service and laid wreath
2 May 2025	Attended Donors Morning Tea hosted by Aoraki Foundation
13 May 2025	Attended Temuka Annual Plan Drop-in Session
16 May 2025	Attended South Canterbury Sports Awards

#### **Attachments**

Nil

**8.2 Schedule of Functions Attended by the Chief Executive****Author:** Alana Hobbs, Executive Support Coordinator**Authoriser:** Nigel Trainor, Chief Executive**Recommendation**

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

**Functions Attended by the Chief Executive for the Period 18 April 2025 and 23 May 2025.**

<i>28 April 2025</i>	Met with Chief Executive Mid and South Canterbury Trust Attended South Canterbury Chamber of Commerce Board meeting
<i>29 April 2025</i>	Attended Council workshops Attended Emergency People and Performance Committee meeting
<i>30 April 2025</i>	Met with representatives from Department of Internal Affairs
<i>1 May 2025</i>	Met with Chief Executive Venture Timaru Limited Met with representatives from Covenant Trustee
<i>5 May 2025</i>	Attended Chief Executives Forum Attended Civil Defence Emergency Management Coordinating Executive Group Meeting
<i>6 May 2025</i>	Attended Council workshops Attended Council meeting
<i>8 May 2025</i>	Met General Manager Te Rūnanga o Arowhenua Met with General Manager Timaru District Holdings Limited
<i>9 May 2025</i>	Met with representatives from New Zealand Local Government Funding Agency
<i>13 May 2025</i>	Attended Local Water Done Well Steering Group meeting
<i>14 May 2025</i>	Met with Chief Executive Venture Timaru Limited
<i>15 May 2025</i>	Met with representatives from New Zealand Transport Agency Attended Taituara Online CE Hui

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

**Attachments****Nil**

## 9 Reports

### 9.1 Venture Timaru Quarterly Report (01 July 2024 to 31 March 2025)

**Author:** Jessica Kavanaugh, Team Leader Governance

**Authoriser:** Stephen Doran, Group Manager Corporate and Communications

#### Recommendation

That Council receives and notes the Venture Timaru Quarterly Report for the period 01 July 2024 to 31 March 2025.

#### Purpose of Report

- 1 To present to Council, for information and as a requirement of the Statement of Intent (Sol), the quarterly performance report of Venture Timaru (VT) for the period 01 July 2024 to 31 March 2025.

#### Assessment of Significance

- 2 This matter is assessed to be of low significance under the Council's Significance and Engagement Policy. This is a regular report to the Council on the progress of Venture Timaru against its Statement of Intent (Sol) which is considered by Council annually.

#### Discussion

- 3 Venture Timaru's Quarterly Report for the period ending 31 March 2025 is attached. This update is provided to Council as a requirement of Venture Timaru's Statement of Intent (Sol) with Council and provided on a quarterly basis.
- 4 The financial statements and progress on the non-financial monitoring indicators to 31 March 2025 are also outlined in the attached report.
- 5 Highlights addressed in the report include: an update on Make Timaru your Business campaign, Towards 2050 update and commentary on the financial reports.

#### Attachments

1. **Venture Timaru Quarterly Report to 31 March 2025** [↓](#) 
2. **Make Timaru your Business Resource** [↓](#) 



Quarterly Report to Timaru District Council  
to 31 March 2025

OUR VISION:

*To enable a vibrant and thriving community by cultivating  
the economic potential of our district.*

WHAT WE DO:



YTD PERFORMANCE DASHBOARD:

COMPLETED	ONGOING/W.I.P	NOT PROGRESSED	IMPROVEMENT NEEDED
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SOI 3 Yr Operational Objectives	SOI Prioritised 2024/25 Activities	COMMENTARY (high level)	NEXT STEPS
<b>Support EXISTING BUSINESS to innovate and grow.</b>	Engage business and assist with future plans, challenges, barriers, productivity improvements, decarbonisation, access to enablers (power/water/workforce etc..)  Key stakeholder participation in the development of a South Canterbury Energy Strategy.	<ul style="list-style-type: none"> <li>Engaging with 20+ existing businesses monthly assisting where needed with introductions, identification &amp; assistance with barrier removal and support with expansion plans.</li> <li>VT on Canterbury Mayoral Forum steering group advocating for Sth Canty.</li> </ul>	<ul style="list-style-type: none"> <li>Ongoing reporting on value added by VT in engagements including elevation of strategic risks to existing business identified and action taken/elevated.</li> <li>Energy Stocktake Report completed going to Mayoral Forum 30 May, to inform a regional approach to energy. The report identifies and recommends areas of priority related to resources, demand, assets and networks.</li> </ul>
<b>Attract &amp; assist NEW BUSINESS to the District. PRIORITY</b>	<p>Establish a Business &amp; Investment attraction "hunter/gatherer" role</p> <p>Develop enhanced Business Attraction resources for the district.</p> <p>Assist TDHL to secure 100% tenancy for 13ha Washdyke Industrial Park.</p>	<ul style="list-style-type: none"> <li>"Make Timaru your Business" Campaign (MTYB) well underway and being well received.</li> <li>Extensive social and print media articles and adverts being progressed.</li> <li>Referral sources – EDNZ, CRI's, Industry Associations, NZTE, InvestNZ, R/Estate Agents etc... all being actively fostered.</li> <li>Local business engaged as advocates – MTYB resources shared with &gt;75.</li> <li>Working closely with TDHL to promote industrial park now near completion + port adjacent land.</li> </ul>	<p>Refer following report for more detail</p> <ul style="list-style-type: none"> <li>Engaging with and reporting on a minimum of 10 new to district business opportunities or referral sources per month.</li> <li>In active discussions with 27 new to district business opportunities with 15 of these at advanced stages.</li> </ul>
<b>Assist business to attract, develop &amp; maintain a skilled WORKFORCE</b>	<p>Renew workforce attraction resources for industry and recruitment agencies.</p> <p>Amplify activity to "Expose Educate &amp; Excite" our future workforce on local career pathways. (MyNextMove student transition initiative)</p> <p>Workforce Training – facilitate improved alignment of local training delivery that meets the needs of local industry</p>	<ul style="list-style-type: none"> <li>With Dept Mayor engaging with Ara to explore opportunities for Timaru Campus to be an "education hub" with multiple providers delivering enhanced training and development to current and future workforce – all that meet local business needs.</li> </ul>	<ul style="list-style-type: none"> <li>MyNextMove contract expiring 30 June 2025 not renewed by MSD. Exploring all possible alternative funding sources to secure continuation of this nationally recognised and locally valued service.</li> <li>James Meager also supporting MnM funding/alternative into Govt</li> </ul>
<b>PROMOTE the district as a "destination of choice"</b>	<p>Own and implement a Caroline Bay Plan for the future that maximises visitor experience and community engagement.</p> <p>Further develop existing event offering and attract new in/out of season events.</p> <p>Develop a Cruise Strategy in partnership with Primeport, tourist operators and community to grow Cruise Sector by providing the best possible experience for all cruise visitors.</p>	<ul style="list-style-type: none"> <li>VT advised the responsibility for Caroline Bay Plan to remain with Council. TDC reigniting and engaging with VT on the role we will play going forward.</li> <li>Business Events resources updated and Business Event attraction plan in progress.</li> <li>Cruise Strategy in partnership with Primeport and Tourist Operators being developed May 2025.</li> </ul>	<ul style="list-style-type: none"> <li>Cruise Strategy to be completed by June 2025 implemented Q1 2025/26.</li> <li>Await confirmation from TDC on level of Major Events Funding for 2025/26.</li> <li>Targeted attraction of business events and conferences to commence May/June.</li> <li>Intl visitor attraction campaign aligned to Govt Intl campaign launched May.</li> </ul>
<b>Facilitate new to district INVESTMENT in Infrastructure &amp; Community assets</b>	<p>Assist with identifying and processing key infrastructural opportunities of benefit to the district – (airport/port/ transport &amp; logistics)</p> <p>Facilitate new residential development investment that provides typography diversity - property owner, developer, investor introductions.</p> <p>Coordinate and foster Central Government relationships to attract new investment to support local initiatives and prioritised projects.</p>	<ul style="list-style-type: none"> <li>Assisted Kanoa engagement and endorsement of Opuha Water Regional Infrastructure Fund (RIF) Application – outcome expected any day.</li> <li>Advocating for sub-region on <ul style="list-style-type: none"> <li>Canterbury Housing Strategy – draft to ED forum end June.</li> <li>Canterbury Regional Deal – finalising agreed approach with CE's/Mayors for light touch proposal to DIA then pathway to full RD through 2025/26.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Making it Happen resource completed (Inspire and Excite Inner/Near City Living in CBD) – with Council for review pending launch.</li> <li>Assist TDC with Kanoa engagement and endorse Council RIF related to Airport Runway Extension.</li> <li>Ramping up engagement with local residential developers (including new to district party) to progress diversity in housing across our district.</li> </ul>

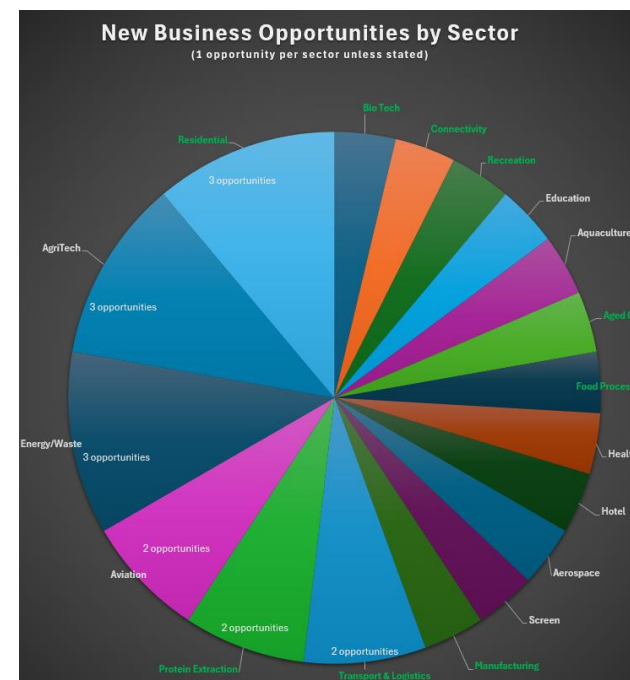
### ATTRACTING NEW BUSINESS

We have significantly ramped up our efforts to attract new business to the district – spearheaded by the “Make Timaru your Business” campaign. A key to this is promoting the availability of “project ready” land across industrial, commercial and port adjacent locations. Development of TDHL’s Washdyke Industrial Park commenced January and is scheduled for completion in May. Promotion of this land and other known holdings out in Washdyke are central to MTYB whilst the essential utilities servicing this area remain a key attraction both in terms of quality and cost. These utilities are recognised as some of the best in Canterbury and coupled with cost competitive land prices are pivotal pieces in our business attraction promotions – especially in Washdyke for wet industries such as our food processing and manufacturing – an inherent strength of ours. Our central South Island location and readily available developable land adjacent to our Port are also prominent in MTYB promotions.

#### Current New Business Opportunities in various stage of negotiation – sector breakdown:

To reiterate:

- The variety of current new business opportunities aligns to the inherent strength of our district which is the existing diversity of our industry sectors.
- We have obvious strengths and capability in our “sweet spot” sectors such as food processing (wet and dry), manufacturing, transport and logistics, however that hasn’t precluded us exploring opportunities in other aligned or new sectors.
- There is a prominence of a “future focus” within existing opportunities being progressed notably biotech, protein extraction, connectivity, aquaculture, waste & energy, and the technology associated with one of the aviation opportunities.
- There is an identified opportunity for our district to lead the way with how we are processing our waste/by-products especially from our Food processing sector. The close proximity and well established trusted level of collaboration is the ideal foundation off which a variety of opportunities have been identified: anaerobic digestion, biofuels, biogas, vermicast, black soldier fly etc..



#### Current more advanced new business opportunities

- **Protein Extraction** – two very live opportunities being progressed. One introduced via NZTE/InvestNZ network – Taiwanese entity looking to expand their operations into NZ visit rescheduled to end June. Another NZ based entity looking to establish a scaled up commercial operation. Previously engaged with and whilst delayed for 12-18 months discussion now reignited. Estimated FTE for both – approx. 120+
- **Energy** – a further intro ex NZTE/InvestNZ, Government aligned entity recently completed an assessment of future state energy opportunities for Central South Island. Summary report to be received in May outlining opportunities associated with renewable generation (solar etc..), electrification, data centres etc..
- **Recreation** – progressing this globally popular and rapidly growing competitive/recreational sport opportunity with TDC Parks & rec, and local engineers. Est FTE’s 5
- **Residential & Aged Care** – transformational new opportunity within the District. Introduction made of local potential enabling investors. Assisting with assessment of demographic and needs analysis to help inform scope and staging.
- **Logistics** - previous interest from a global player delayed o/a developments underway/planned in Australia (2) and Auckland (1) – both will be suitably advanced within the next 2-3 months that the party has signalled a keenness to reignite the local opportunity at that stage.
- **Aviation** – Hosted Ocean Flyer as we positioned Timaru as an ideal South Island site to replicate their proposed Northland initial test site. Good interest being followed up
- **Aquaculture** – in talks with new GM Commercial at Arowhenua on identified aquaculture opportunities.
- **Aerospace and Screen** – using our strong relationship with CHCHNZ we have met with Aerospace NZ and Screen Canterbury and are progressing the identification of opportunities for local existing and potentially new to district business to align to these growing industries.

**Make Timaru your Business Campaign (MTYB).**

As reported above MTYB well underway. Planned communications and promotions centre in our initial “teaser ad’s” examples of which follow. Initial placements across coming months include:

- Social Media
  - o VT Facebook and LinkedIn – fortnightly – initially boosted into North Island, Nelson Marlborough and Christchurch.
- Publications including ad placements and electronic direct mail campaigns to each subscriber database (SD):
  - o NZ Engineering – SD 5,707
  - o NZ Food Technology – SD 4,246
  - o FTD Logistics & Supply Chain Management – SD 1,755
  - o Business South – two feature articles

Initially the primary focus of MTYB however is farming/fostering existing contacts:

- Engaging with and utilising local business and association networks as advocates for the District and encouraging them to utilise their own networks to identify new business opportunities. The MTYB resources have been distributed to 75+ local entities for this very purpose
- VT’s own regional and national networks – Economic Development agencies, CHCHNZ, Canterbury, Lincoln and Otago Universities, Energy Estate, Lincoln Agritech, NZTE, InvestNZ, Gas NZ, AgResearch, Plant & Food have all been engaged with to date.

To date the campaign and associated resources have generated the aforementioned Energy and one of the Protein Extraction opportunities.

In addition to the teasers ad’s, we have developed and widely distributed a pdf resource (see below) which at an initial high level outlines why Timaru is the place to establish or grow a business.

Supported by our Timaru by the Numbers infographic and a dedicated MTYB website – [www.maketimaruyourbusiness.nz](http://www.maketimaruyourbusiness.nz), these resources are designed to gain attention/interest which will then be followed up on by the VT team. Opportunities will be progressed with a “team Timaru” approach involving as appropriate TDHL, TDC, Alpine Energy, Arowhenua, Primeport, local supporting services and various entities – all coordinated by VT.

**MAKE TIMARU YOUR BUSINESS**  
Strategically located, affordable and full of opportunity.  
The Timaru District is where your business can thrive.

**WE ARE AAA+ RATED**

**Ambitious**  
Driven by a forward thinking vision for growth and innovation.

**Accessible**  
Centrally located with excellent national and global connectivity.

**Affordable**  
Competitive operational costs and cost of living for businesses and employees.

Discover the advantages of Timaru District for your business  
Visit [www.maketimaruyourbusiness.nz](http://www.maketimaruyourbusiness.nz) or Contact Us Today!

Venture Timaru  
03 687 2682 enquiries@venturetimaru.nz  
maketimaruyourbusiness.nz

Scan QR Code to know more.



# MAKE TIMARU YOUR BUSINESS

Strategically located, affordable and full of opportunity.  
The Timaru District is where your business can thrive.

## LEADING WITH VISION... POWERED BY PIONEERS

A legacy of trailblazers shaping a dynamic and prosperous future.

Richard Pearce Pioneering Aviator

Dr Elizabeth Murchie  
Wairarapa District Commissioner and  
Māori Health Advocate

Colin Murdoch  
Inventor of Tranquilliser Gun, Disposable  
Hypodermic Syringe, Childproof Medicine Container

Dr William Belliston  
Biotech advocate,  
medical doctor and farmer

Discover the advantages of Timaru District for your business

Visit [www.maketimaruyourbusiness.nz](http://www.maketimaruyourbusiness.nz)  
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Venture Timaru  
MAKING TIMARU A BUSINESS OPPORTUNITY

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# MAKE TIMARU YOUR BUSINESS

Strategically located, affordable and full of opportunity.  
The Timaru District is where your business can thrive.

## DIVERSE INDUSTRIES AND A CULTURE OF PARTNERSHIP

Working together  
for shared success

Discover the advantages of Timaru District for your business

Visit [www.maketimaruyourbusiness.nz](http://www.maketimaruyourbusiness.nz)  
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# MAKE TIMARU YOUR BUSINESS

Strategically located, affordable and full of opportunity.  
The Timaru District is where your business can thrive.

## WHERE COLLABORATION FUELS INNOVATION

Discover the advantages of Timaru District for your business

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**March 2025 quarter – additional notes**

<p><b>Support EXISTING BUSINESS to innovate and grow.</b></p>	<ul style="list-style-type: none"> <li>Facilitated a group of local agri-sector leaders who will meet with Barkers CE and leadership team end May to explore opportunities to supply a variety of raw product (fruit and vegetables) locally to support their significant processing expansion now underway. Includes two enabling investor parties keen to explore new infrastructure that may be needed to support enhanced/new product supply.</li> <li>Assisted 5 x new SME's businesses with advice and support to enable their establishment – taxi, electrical, hospitality, transport and trades</li> <li>Engaged with Colliers as they progressed potential sale of Smithfield site – provided economic data and various information to interested parties as facilitated by Colliers. Aware there are offers being worked through currently.</li> <li>Freight and Distribution costs have been highlighted as a concern/risk by a number of our processors and in some cases an inhibitor to growth of their operation locally. Investigating further as to what options we have to mitigate or at least alleviate as best we can - a key to being what is the longer term strategy for Primeport.</li> <li>A recent incident of “not insignificant” waste water charge increases being inadvertently advised to Washdyke industries has highlighted the need for better transparency around essential utilities costs/R&amp;D etc... as they are important economic enablers and key factors in retaining and attracting new business. We are working with TDC on this.</li> </ul>
<p><b>PROMOTE the district as a “destination of choice”</b></p>	<ul style="list-style-type: none"> <li>Engaged by TDC via Active Transport Strategy to update and improve Timaru Walking and Biking Trail resources. Refreshed print, app and web base resources all completed on time and under budget.</li> <li>via Govt's Regional Tourism Boost Fund, VT are part of a Central South Island group - targeting Australia and a national group targeting North America</li> <li>VT's tourism data dashboard shows Americans are now the biggest international spenders here, followed by Australians, then UK. View the dashboard here <a href="https://www.vtdevelopment.co.nz/business/tourism-data">https://www.vtdevelopment.co.nz/business/tourism-data</a></li> <li>2025 Official Visitor Guide updated and distributed widely to tourism and hospitality operators.                         <ul style="list-style-type: none"> <li>CityTown Events Project – VT is administering a \$50k budget for TDC for CityTown Events. Range of activities has taken place including:                                 <ul style="list-style-type: none"> <li>Creative Cove arts initiative</li> <li>Street Beats for rangatahi buskers</li> <li>Coming up are:   <ul style="list-style-type: none"> <li>Street Theatre</li> <li>Pop up interactive arts events for school holidays</li> <li>CBD History walking tours</li> <li>Cultural performances</li> <li>Get Active encouraging physical activities</li> <li>Literacy focussed interactive activities</li> </ul> </li> </ul> </li> </ul> </li> <li>Events: March 2025 was a busy quarter for some significant events both new and existing e.g. Rock'n'Hop, National Road Cycling Champs, Caroline Bay Carnival, Multicultural Festival. Of particular note was the World Tennis Tour held for the very first time in February. The feedback from players, officials, spectators and Tennis NZ was overwhelmingly positive especially the Intl Tennis Federation Tournament director who stated in his “30 years + of tournaments across the Southern Hemisphere this was one of if not the best tournament he been involved in”. It would not have been possible without Major Events Funding and the outstanding support of Tennis Sth Cant and their volunteers.</li> </ul>

## Appendices

1. **Financial Reports (actuals to budget) to 31 March 2025**
  - a. Financial Commentary
  - b. Profit & Loss
  - c. Balance Sheet
  - d. Cash Flow statements
2. **Towards 2050 Update**
3. **Feedback**
4. **Make Timaru your Business pdf resource.**

# Timaru 'wows' players, officials

## Sport

Chris Tobin

Players and officials served up a string of compliments for the first-class facilities and smooth running of an ITF World Tennis tournament that ended in Timaru on Sunday.

The ITF international tournament supervisor Scott Ray, of Australia, a veteran of 31 years running tournaments around the world, told the centre court crowd on Sunday when he first walked into the Trust Aoraki Tennis Centre at the beginning of the week, he thought "wow".

Near Caroline Bay, the tennis centre overlooked the Pacific Ocean. Ray's initial impression was maintained throughout the week, he said.

"Of all the years I've been doing this, this is one of the best, if not the best I've ever been part of," he told the crowd.



Christian Langmo, of the United States, follows through on his serve against Chinese Taipei's Yu Hsiou Hsu in the final on Sunday.

AIMAN AMERUL MUNIR/THE TIMARU HERALD

In his opinion, he said, Timaru could have the tournament as long as the town wanted it.

Tennis New Zealand commercial and marketing manager, Gareth Archer, was



Leoni Küng, right, won the women's singles title, beating Naiktha Bains, left, of Great Britain, in straight sets in the final.

equally impressed, saying Tennis South Canterbury had done an "incredible job".

"We can't thank the city enough. For year one it really exceeded expectations. Timaru has the best all-round tennis centre in

the country," he said.

Overcast weather broke late on Friday afternoon, ensuring the semifinals and finals were played under sunny skies over the weekend before big crowds.

Chasing ATP and WTA world ranking points, and a share of \$100,000 prize money, Leoni Küng, 24, of Switzerland, had a comfortable women's singles final victory over Naiktha Bains, of Great Britain, 6-1, 6-2. On the way to the final, Küng had beaten Norway's Malene Helgø 6-2, 6-3, and Bains defeated Han Shi, of Chinese Taipei, 6-3, 6-4.

In the men's final, Christian Langmo, 28, of the United States, had a tougher contest against China Taipei's Yu Hsiou Hsu before prevailing 7-6, 6-3.

In the semifinals, Langmo beat Japan's Naoki Nakagawa 4-6, 6-3, 6-4, while Hsu

**TURN TO PAGE 3**

**Appendix 1: Financial Reports****Financial Commentary**

- YTD Income in line with budget whilst we are below budgeted expense levels o/a:
  - HR below budget by \$10K largely due to new BDM role not appointed until Sept v budgeted July
  - Cruise funding \$60K still has share of Cruise Strategy to be paid but still likely to be underspent due to less ship visits. We have however committed to reducing 2025/26 requirement by the amount of any underspend.
  - T2050 - \$50K allocated ex VT reserves but likely spend this year \$25K max, whilst Hort project for which \$35K ex VT reserves had been allocated won't proceed by June 2025.
  - Additional cost savings across travel & accommodation, subscriptions, office admin. Conference, staff & board development and premises have been identified and implemented.
  - Year end result, originally forecast as a deficit \$128K will still be a deficit but estimated to be no more than \$59K – fully funded ex VT Reserves.

Actual v Budget Balance Sheet and Cashflow Statements follow.

**Venture Timaru****Profit & Loss Statement**

1 July 2024 - 31 Mar 2025


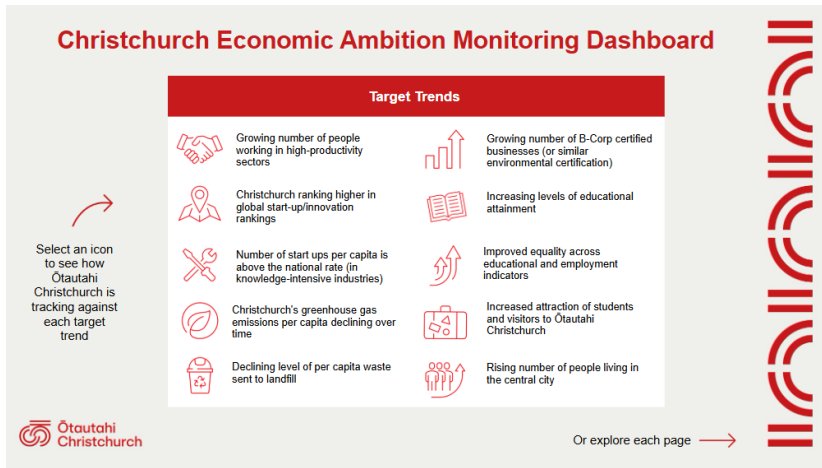
	YTD ACTUAL 31/03/2025	YTD BUDGET 31/03/2025	TDC SOI BUDGET 2024/25
<b>INCOME</b>			
Economic Development Grant - TDC	\$ 558,750	\$ 558,751	\$ 745,000
Tourism Grant - TDC	\$ 306,000	\$ 306,000	\$ 468,000
MyNextMove Contract - ex MSD	\$ 109,029	\$ 109,026	\$ 176,700
RegApprenticeship Initiative - ex Kanoa (Provincial Development Unit)	\$ 285,619	\$ 285,619	\$ 300,000
Major Events Funding - Tourism ex TDC	\$ 245,000	\$ 245,000	\$ 245,000
Private Sector Partnership - TDC	\$ 1,687	\$ 1,688	\$ 13,000
Regional Events Funding - Tourism ex Central Government	\$ 71,995	\$ 71,995	\$ 71,995
Active Transport Strategy Trails - TDC			\$ -
Other Income - ED	\$ 15,375	\$ 15,375	\$ 20,500
Other Income - Tourism	\$ 18,383	\$ 24,200	\$ 24,200
Interest Income	\$ 35,639	\$ 35,200	\$ 40,000
<b>TOTAL INCOME</b>	<b>\$ 1,647,477</b>	<b>\$ 1,652,854</b>	<b>\$ 2,104,395</b>
<b>EXPENDITURE</b>			
Development HR	\$ 344,316	\$ 356,538	\$ 461,010
Development expenses	\$ 218,972	\$ 230,006	\$ 339,490
Tourism HR & Expenses	\$ 312,379	\$ 381,179	\$ 517,200
MyNextMove Contract - ex MSD	\$ 94,946	\$ 106,300	\$ 190,000
RegApprenticeship Initiative - ex Kanoa (Provincial Development Unit)	\$ 285,619	\$ 285,619	\$ 300,000
Major Events Funding - Tourism ex TDC	\$ 245,000	\$ 245,000	\$ 245,000
Private Sector Partnership - TDC	\$ 1,687	\$ 1,688	\$ 13,000
Regional Events Funding - Tourism ex Central Government	\$ 71,995	\$ 71,995	\$ 71,995
Active Transport Strategy Trails - TDC			\$ -
Special Projects - ex VT Reserves	\$ 10,881	\$ 9,765	\$ 95,000
<b>TOTAL EXPENSES</b>	<b>\$ 1,585,795</b>	<b>\$ 1,688,090</b>	<b>\$ 2,232,695</b>
Provision for taxation			
<b>OPERATING SURPLUS/(DEFICIT)</b>	<b>\$ 61,682</b>	<b>-\$ 35,236</b>	<b>(128,300).</b>

**Balance Sheet and Cash Flow Statements**

VENTURE TIMARU LIMITED		
Statement of Financial Position as at 31 March 2025		
	Actual 31/03/25	Annual Budget 30/6/25
<b>Assets</b>		
<i>Current Assets</i>		
Bank accounts and cash	265,600	297,000
Debtors and prepayments	26,700	39,500
Short term investments	716,300	369,000
Other current assets	24,740	10,100
<b>Total Current Assets</b>	<b>1,033,340</b>	<b>715,600</b>
<i>Non-Current Assets</i>		
Property, Plant and Equipment	31,660	35,000
<b>Total Non-Current Assets</b>	<b>31,660</b>	<b>35,000</b>
<b>Total Assets</b>	<b>1,065,000</b>	<b>750,600</b>
<b>Liabilities</b>		
<i>Current Liabilities</i>		
Creditors and accrued expenses	82,000	98,000
Employee costs payable	54,400	56,000
Funding Prepaid	327,000	185,000
<b>Total Current Liabilities</b>	<b>463,400</b>	<b>339,000</b>
<b>Total Assets less Total Liabilities (Net Assets)</b>	<b>\$ 601,600</b>	<b>411,600</b>
<b>Accumulated Funds</b>		
Issued Capital	1,000	1,000
Equity	600,600	410,600
<b>Total Accumulated Funds</b>	<b>\$ 601,600</b>	<b>\$ 411,600</b>

VENTURE TIMARU LIMITED		
Statement of Cash Flows for the 9 months to 31 March 2025		
	Actual 9 mths to 31/03/2024	Annual Budget 30/6/25
<b>Cash Flows from Operating Activities</b>		
Interest and dividends	27,610	40,000.00
Cash receipts from operating activities	1,712,536	2,040,000.00
GST	(98,600)	(41,000)
Payments to suppliers and employees	(1,790,001)	(2,464,000)
Income Tax (incl RWT)	(19,914)	-
<b>Total Cash Flows from Operating Activities</b>	<b>(168,369)</b>	<b>(425,000)</b>
<b>Cash Flows from Investing Activities</b>		
Receipts from sale of property, plant and equipment	250	-
Receipts from maturity of investments	425,276	410,000
Investments made	(200,000)	-
<b>Total Cash Flows from Investing Activities</b>	<b>225,526</b>	<b>410,000</b>
<b>Net Increase/(Decrease) in Cash</b>	<b>57,157</b>	<b>(15,000)</b>
<b>Bank Accounts and Cash</b>		
Opening cash	201,536	312,000
Net change in cash for period	57,157	(15,000)
<b>Closing cash</b>	<b>\$ 258,693</b>	<b>\$ 297,000</b>



	
<b>Background</b>	Operationalising a “Timaru District Toward 2050” (T2050) long term focus will occur over the 2024-26 period and be completed in time to inform the Council’s Long Term Plan cycle in 2026. We will champion this aspirational vision for our district that, whilst challenging, will aim to ensure we maximise our potential across social, economic, and cultural areas. Engagement with key stakeholders and our wider communities will be a key feature of this work.
<b>Key Points</b>	<ul style="list-style-type: none"> <li>The initial aspirational report prepared for us was not the plan – but purely a report that set out 3 different scenarios whose primary purpose was to act as a <u>catalyst for us to start the conversation about our longer term future</u>.</li> <li>Whilst the report was completed some months back it took us time to pre-positioned its findings with the Mayor and others in our community, to first seek their feedback and then agreement that such a plan was both needed, and the work was worthy of progressing.</li> <li>This will not be VT or a TDC plan but <u>our Districts plan</u>. It will align to existing plans and strategies across various sectors and organisations.</li> </ul>
<b>Latest update</b>	<p><b>Engagement</b></p> <ul style="list-style-type: none"> <li>Community sector consultations scheduled for completion early May.</li> <li>A summary of findings (consultations &amp; survey responses) is being collated and will inform the format of the plan – April/May.</li> <li>Elected members consultations and input have been added to the summary of findings. Two outstanding members will be given a final opportunity. Members to date have valued the opportunity for input and are to a one fully supportive.</li> <li>No response has been received from community boards. The input from Scotty Shannon and Michelle Pye will inform their input unless they come back to us.</li> <li>Decision made to re-engage with the leader’s forum participants/invitees, on completion of the first draft to review and agree key recommendations that will inform the final plan.</li> <li>Further engagement with mana whenua is required before draft plan can be distributed for review. CE to meet their new Commercial GM Jon Gurr with a view to align with the aspirations and long-term goals of mana whenua</li> <li>Key theme articles continue in the courier – April – Green Future Strategies and May – Future Proofing Timaru’s Workforce.</li> <li>Engagement support on digital channels from the board and elected members (likes, shares, comments etc) will help drive engagement within the community. The plan is only as good as those advocating for it.</li> <li>Phase two engagement will commence on socialising of the plan from June 2025.</li> </ul> <p><b>Draft Plan</b></p> <ul style="list-style-type: none"> <li>Plan formation has commenced includes Long Term Aspirational Goals, Monitoring Trends, Priority Recommendations, Recommended Actions and 5- and 25-year milestones.</li> <li>First draft by mid/late May – a community facing action plan (infographics/high level findings/recommendations) is being drafted alongside the robust and detailed enabling plan for easy consumption/communication.</li> <li>Infometrics have assisted us in developing an initial set of KPI measures for the plan that we will collate into a Monitoring Dashboard similar in many respects to that developed by ChristchurchNZ with their <a href="#">CHCH Economic Ambition</a></li> </ul> <div data-bbox="375 1339 1201 1805">  <p><b>Christchurch Economic Ambition Monitoring Dashboard</b></p> <p><b>Target Trends</b></p> <ul style="list-style-type: none"> <li>Growing number of people working in high-productivity sectors</li> <li>Christchurch ranking higher in global start-up/innovation rankings</li> <li>Number of start ups per capita is above the national rate (in knowledge-intensive industries)</li> <li>Christchurch's greenhouse gas emissions per capita declining over time</li> <li>Declining level of per capita waste sent to landfill</li> <li>Growing number of B-Corp certified businesses (or similar environmental certification)</li> <li>Increasing levels of educational attainment</li> <li>Improved equality across educational and employment indicators</li> <li>Increased attraction of students and visitors to Ōtautahi Christchurch</li> <li>Rising number of people living in the central city</li> </ul> <p>Select an icon to see how Ōtautahi Christchurch is tracking against each target trend</p> <p>Or explore each page</p> </div>

## Green future strategies

Can proactive environmental actions today pave the way for a higher quality of life and stronger economic outcomes for future generations?

Environmental sustainability is essential for the well-being of future generations. By embracing sustainable practices, local communities can foster a cleaner, more prosperous future, benefiting both the environment and the economy. Businesses adopting green practices not only reduce their environmental footprint but also enhance their competitiveness and create economic growth.

One of the most impactful local sustainability initiatives is Sustainable is Attributable, which focuses on developing practical solutions for waste and by-products in food production. The program, initiated by Venture Timaru, brings together businesses, universities, and research organisations to collaboratively address challenges with biological and plastic waste in the food manufacturing process. This initiative has expanded its reach, being adopted in the Hawkes Bay and Manawatu regions, and focuses on progressing circular economy, value extraction and waste minimisation opportunities.

The Powering Up initiative, developed through the RETA (Regional Energy Transition Accelerator) report, plays a key role in Timaru's efforts to decarbonise its industries. RETA focuses on transitioning Timaru's industries from fossil fuels to renewable energy sources. Biomass, sourced from local wood residues, has been identified as a renewable energy solution capable of meeting up to 40% of the region's energy needs. This shift towards renewable energy is a crucial component of the region's goal to reduce emissions by over 50% by 2038.

The RETA report was developed through collaboration between Venture Timaru, the Energy Efficiency and Conservation Authority (EECA), Alpine Energy, and several local energy providers and industries. The report outlines clear pathways for industrial decarbonisation, helping Timaru's industries navigate their transition to a sustainable, low-carbon economy.

A study commissioned last year by Environment Canterbury revealed that the Timaru District Council area has a relatively high proportion of emissions from stationary energy in industry, second only to Christchurch and Selwyn in scale. This highlights significant potential for emission-reduction efforts in the region. The largest sources of emissions in rural economy-based districts like Timaru stem from industrial processes alongside pastoral agriculture and transport.

Local processing companies are progressing a variety of initiatives to proactively reduce their carbon emissions. TCC Climate Change Officer Rhys Taylor recently spoke with two of these - McCain Foods and DB Draught Brewery to understand the actions they've undertaken. Both companies demonstrate how industrial decarbonisation can yield significant environmental and economic benefits.

McCain Foods, a global leader in food production, has implemented several sustainable practices. In 2022/2023, they introduced a fryer heat recovery system, saving 15,200 tonnes of CO<sub>2</sub> annually. This solution has been adopted by all other McCain plants worldwide. The company also transitioned to electric forklifts, installed LED lighting, and is exploring solar PV generation. Additionally, McCain now sources wood pellets from Waimate, reducing transportation emissions and waste, with the company now producing much less boiler waste, composting it instead of sending it to landfill. McCain's CO<sub>2</sub> reduction efforts are the equivalent to taking over 10,000 cars off the road.

DB Draught Brewery has also made significant strides in sustainability. The brewery reduced its water usage per litre of beer from 9 litres to 3.18 litres by 2024 and 2.55 litres in their best month, lowering energy consumption across production processes.

## TOWARDS 2050

With a \$5 million investment in wastewater treatment and the decommissioning of coal-fired boilers, the brewery cut 98% of its carbon emissions from heating. Additionally, DB Draught replaced fossil-fuel forklifts with electric models and use hybrid battery-petrol vehicles to reduce fossil fuel consumption in over 80% of their sales rep fleet.

The success of these businesses highlights that sustainability is not only attainable but vital for the future. By prioritising waste reduction, energy efficiency, and renewable energy, Timaru's industries are creating a cleaner, greener community while driving economic growth. As the region continues to implement sustainable practices, it sets an example for others to follow, proving that proactive environmental efforts today can lead to thriving communities tomorrow.



Action Friction shows part of the brewery refrigeration system, using ammonia as refrigerant in an outdoor-cooled unit. The oil is transferred by heat exchanger to less-hazardous glycol for piped circulation through the plant.

### Let's shape Timaru's future together.

The Towards 2050 plan is about more than just infrastructure or workforce development - it's about building a community where everyone can thrive. From creating meaningful career opportunities and expanding local businesses to fostering social cohesion and environmental sustainability, this plan is designed to support every resident in Timaru.

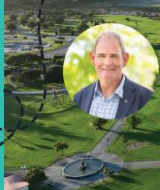
Your voice is key to ensuring our district remains sustainable, innovative, and prosperous for generations to come. Take part in the survey and help us build a brighter future for all - now and for those who will call Timaru home in the years ahead.

### Help Develop: An Aspirational Vision for 2050.

Take the survey



Scan QR code or visit, [vtdevelopment.co.nz/towards-2050](https://vtdevelopment.co.nz/towards-2050)



"The Towards 2050 (and beyond) plan is not about me or you - it's about US. Together let's be bolder and innovative as foundations for our greatest it possibly can be, encourage us all to take the plan - now's the time well and Act now."

Nigel Davenport  
CEO, Venture Timaru



## Future Proofing Timaru's Workforce

Can a balanced approach to workforce and education planning ensure we're ready to meet the needs of both today's economy and the decades ahead?

Timaru's future success will be shaped by how well we nurture a workforce that draws on the strengths of all generations. A balanced approach, one that values the experience and knowledge of older workers while empowering the next generation with new skills and opportunities will ensure we're ready to meet the needs of both today's economy and the decades ahead.

A report released by Infometrics earlier this year highlighted how workforce participation has grown significantly over the past 30 years, particularly among women and older workers. Participation among women aged 15-64 has risen from 54% in 1994 to 79% in 2024, reflecting lower fertility rates and more women returning to work after having children. At the same time, many older people are continuing to work beyond 65, driven by better health, increased life expectancy, the rising cost of living, and a desire to stay engaged and contribute. These shifts have brought real strength to the labour force, but they can't continue at the same pace forever. As the population continues to age, participation rates are likely to level out, creating new challenges for future workforce growth.

To stay ahead, Timaru needs to take a proactive and balanced approach, investing in a workforce that can evolve with the changing times. Supporting flexibility, lifelong learning, and retaining helps older workers remain connected and valued, while accommodating the changing dynamics of modern families, including support for both mums and dads balancing parenting with work.

Equally important is our focus on younger people. Although Timaru has a lower rate of NEETs (young people not in employment, education, or training) than the national average, this highlights an opportunity to unlock untapped potential. Reducing the rate further could help ensure meaningful pathways and roles for all youth. Providing access to education - for employment programs, apprenticeships, internships, and mentoring builds not only skills but also confidence and belonging. Leadership development opportunities can prepare young people to take on future roles in both our economy and community.

Supporting our future workforce also means preparing them for success in both traditional and emerging industries. Timaru's established and diverse sectors across the likes of agriculture, processing and manufacturing, trades, education and logistics remain central to our identity and economy. But these industries are changing and with the right investment in innovation, sustainability, and digital tools, they have the potential to lead growth and create new markets. At the same time, sectors such as agri-tech, healthcare, and digital services are expanding and new sectors such as aerospace and screen are emerging - all offering promising opportunities for new jobs and careers.

A key part of this transition will be growing the number of highly skilled people across both emerging and established industries. By focusing on professional and technical services, we can diversify and future-proof our economy. These roles are vital to driving innovation, improving productivity, and supporting the broader success of local businesses, particularly as industries become more interconnected and technology-driven.

As our community becomes increasingly diverse, embracing that diversity within the workforce will help spark innovation and fresh perspectives. Inclusive pathways to leadership and fair access to training ensure everyone, regardless of age, background, or experience has the opportunity to contribute and thrive.

By drawing on the strengths of all generations, leveraging our existing capabilities, and embracing change, Timaru can build a resilient and inclusive workforce, one that honours our past, meets today's needs, and sets a strong foundation for a thriving future.

### Help Develop: An Aspirational Vision for 2050.

Take the survey



Scan QR code or visit, [vtdevelopment.co.nz/towards-2050](https://vtdevelopment.co.nz/towards-2050)



## TOWARDS 2050

### Voice of the community - Leonie Rasmussen



### Innovating workforce & education solutions

Empowering the next generation with relevant skills and opportunities is central to creating a workforce ready for both today's demands and tomorrow's challenges. At Ani, we ensure our programmes reflect industry needs by continuously reviewing and updating our offerings. For example, our mechanical engineering programme now features computerised input equipment that enhances precision in cutting and folding sheet metal. By teaching these digital and software-based skills, we help students succeed in an industry shifting from traditional manual methods to more technologically advanced systems.

We're also innovating how education is delivered. Our Diploma in Primary Industries is offered virtually, enabling rural workers and farmers across the South Island to access leadership and business training without needing to relocate. This accessibility is part of a broader shift towards flexible, work-based education. The "learning and earning" model is a proven approach in vocational education or apprenticeships allowing individuals to upskill with NZQA-recognised qualifications while working. This model creates the opportunity to quickly acquire real-life workplace skills that can lead to employment. Earning while learning reduces the financial burden of student loans and can enable young people to achieve financial independence sooner.

Ani also has experience in evaluating on-the-job training programmes and developing pathways for gaining recognised credentials. An example is our collaboration with a significant laboratory science company to provide the Level 5 NZ Diploma in Applied Science (Pre-Analytical Technician Pathway) for them online. This award-winning programme improved workplace retention and enabled entry-level employees to gain a recognised qualification.

Initiatives such as sector/faster days, dual-environment options, and our upcoming Open Day on June 12 help students explore career pathways, make informed decisions, and gain early exposure to training and employment opportunities.

### Let's shape Timaru's future together.

The Towards 2050 plan is about more than just infrastructure or workforce development. It's about building a community where everyone can thrive. From creating meaningful career opportunities and expanding local businesses to fostering social cohesion and environmental sustainability, this plan is designed to support every resident in Timaru.

Your voice is key to ensuring our district remains sustainable, innovative, and prosperous for generations to come. Take part in the survey and help us build a brighter future for all - now and for those who will call Timaru home in the years ahead.

**Appendix 3: Feedback - MyNextMove success story**

*Good Morning Liam - Hope this New year is treating you well. Ive got a bit of feedback for you from the Females in Trades expo.*

*Back in 2023 we attended the Females in Trades expo held at Aorangi stadium and meet Azaria Phillips from Mountainview high school who seemed very shy at the time but was interested in Engineering. From that meeting Azaria went back to Mountainview and during 2024 completed work experience with us, initially for 6 weeks and after that period she extended it for the rest of the year. Come 2025 Azaria was enrolled at Ara 3 days a week to complete her pre engineering course but due to a heavy work load we decided to take her on as an apprentice completing her year 1 as night courses instead of the 3 days a week at Ara. Azaria has been great and is fitting in well becoming a contributing member of staff. This turned out to be a great result from the Females in Trades expo and to be honest I haven't seen many males that could match Azaria at this stage in their career. I thought this was worth mentioning to you as a positive result from this expo which you were heavily involved in.*

*Cheers and thanks  
James*

*James Forrest  
Managing Director  
Bleeker and Weith 2018 Ltd  
27 Holmglen Street, Washdyke, Timaru  
Timaru 7941*



# MAKE TIMARU YOUR BUSINESS

Strategically located, affordable, and full of opportunity.  
Timaru District is where your business can thrive.

★★ We are AAA+ Rated ★★

## Ambitious

Driven by a forward thinking vision for growth and innovation.

## Accessible

Centrally located with excellent national and global connectivity.

## Affordable

Competitive operational costs and cost of living for businesses and employees.

## Thank you for considering Timaru District as the next home for your business.

We're excited about the possibility of partnering with you and introducing you to the vibrant, growing community that makes Timaru District the perfect place to live, work, and invest.

At Venture Timaru, we support businesses across a wide range of industries, making connections, introductions and undertaking advocacy aligned to their specific needs. Whether you're looking for land purchase or lease to own/turn key options through to infrastructure access, regulatory guidance, or service & support network introductions - we're here to ensure your success from day one.

Timaru District's strategic strengths, rooted in agriculture, manufacturing, our central South Island location and our Port's extensive global connectivity offer a solid foundation for growth. Beyond the business potential, Timaru is renowned for its exceptional lifestyle. From abundant recreational opportunities to a strong, supportive community, we offer an environment where both you and your employees can thrive.

We are proud to be part of a region that thrives on collaboration, innovation, and mutual success. The strong local infrastructure, coupled with a welcoming, business-

friendly community, makes Timaru District the ideal location for your business. We're confident that you will find everything you need to grow your business here.

I'd love to personally invite you to explore the exciting opportunities awaiting you in the Timaru District. Let's start a conversation to ensure you have all the information and support you need to make a confident, informed decision for your business's future.

We look forward to the opportunity to welcome you to our community.



Warm regards,  
**Nigel Davenport**  
Chief Executive Officer

## Timaru District, the smart choice for your business growth.

Strategically located, innovation-driven, and built for success, Timaru District offers businesses an affordable, well-connected hub with world-class infrastructure, a skilled workforce, and a thriving, supportive community.

### Strategic Location

Timaru District is centrally located in the South Island, providing businesses with direct access to key domestic and international markets through road, rail, and port connections. This prime location reduces transport costs and increases operational efficiency with 80% of the South Island's population within a 2.5-hour drive.



### Prime Development Opportunities

Timaru District offers cost-effective, development-ready land, available now, in prime locations right across the district, including PrimePort, Geraldine, Temuka, Timaru and Washdyke Industrial areas. A logistics hub with seamless connectivity, the district provides ample space for business expansion, making it an ideal location for sustainable commercial and industrial growth.

### Reliable & Accessible Services

Timaru District's high-quality, reliable, and affordable services such as water supply, energy, and advanced wastewater management create a business-friendly environment, of significant importance to primary industries and producers. These essential services ensure sustainability, compliance, and the ability for businesses to scale and thrive.



### Diverse & Thriving Industries

Timaru District is home to diverse industries, including food processing, agriculture, aquaculture, manufacturing, and tourism. The district fosters cross-sector collaboration, supporting startups, expansions, and investments. This balanced economy reduces risk and creates opportunities for innovation.

### Competitive Operational Costs

With competitive land prices and lower operating costs, Timaru District offers businesses an affordable base for growth. The cost-effective lifestyle also benefits employees, ensuring a high-quality yet affordable standard of living for both businesses and their teams.

### Skilled Trades & Support Services

Timaru District's robust network of skilled trades and professional services ensures businesses can easily access support for construction, maintenance, IT, and other operational needs. This seamless service network contributes to smooth operations and a collaborative business environment.



### Access To Skilled Workforce

The district's proximity to regional training institutions such as Ara Institute and major universities like the University of Canterbury ensures access to a talented workforce. This makes Timaru District an attractive destination for businesses seeking skilled professionals for diverse roles.

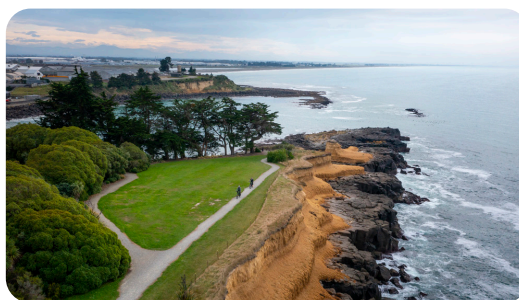
### Innovation & Technology Focus

Timaru District is a hub for innovation, integrating advanced technologies in food production, biotech, and sustainability. Its growing focus on tech-driven industries helps businesses transform and adapt, making it a key location for forward-thinking enterprises.



### Commitment to Sustainability

Timaru District is committed to sustainability across all facets of business - environmental, social, and economic. The district actively supports practices that enhance resource efficiency, reduce environmental impact, and promote community well-being. This approach ensures businesses thrive while contributing to long-term sustainable growth.



### Exceptional Quality of Life

Timaru District's scenic landscapes, family-friendly atmosphere, and excellent amenities offer a unique work-life balance. With strong local charm and seamless global connectivity, businesses and employees can thrive while enjoying the best of both worlds, making Timaru District an ideal destination for long-term success.



### Resilience, Growth & Future Focus

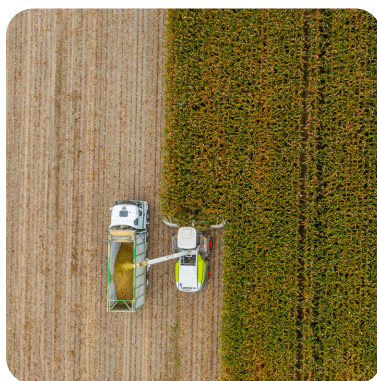
Timaru District is actively investing in its future through the "Toward 2050" plan, focusing on people and place. This forward thinking plan ensures the district's continued growth and development, establishing a pathway for business success and community prosperity.

### Education & Healthcare Excellence

Timaru District offers top-quality education and healthcare, with strong links to tertiary institutions (Ara Institute, University of Canterbury, Otago University, Lincoln University) and a well-developed healthcare system. These resources contribute to an excellent standard of living, ensuring a thriving environment for businesses and their employees.

## Timaru District, we're here, where are you?


Thriving in business, connected to opportunity and proud to call this district home - Join Us and grow your success here.




Discover the advantages of Timaru District for your business


Contact Us Today

 **Venture Timaru**  
DISTRICT - ECONOMIC & TOURISM AGENCY

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 enquiries@venturetimaru.nz

 venturetimaru.nz

 Venture Timaru  
2 Sefton Street East, Timaru, New Zealand

**9.2 Timaru District Holdings Limited Quarterly Report (01 July 2024 to 31 March 2025)****Author:** Jessica Kavanaugh, Team Leader Governance**Authoriser:** Stephen Doran, Group Manager Corporate and Communications**Recommendation**

That Council receives and notes the Timaru District Holding's Limited Quarterly Report for the period 01 July 2024 to 31 March 2025.

**Purpose of Report**

- 1 To present to Council, for information and as a requirement of the Statement of Intent (Sol) the quarterly performance report of Timaru District Holdings Limited for the period 01 July 2024 to 31 March 2025.

**Assessment of Significance**

- 2 This matter is assessed to be of low significance under the Council's Significance and Engagement Policy. This is a regular report to the Council on the progress of Timaru District Holdings Limited against its Statement of Intent (Sol) which is considered by Council annually.

**Discussion**

- 3 Timaru District Holding's quarterly performance report for the nine-month period 01 July 2024 to 31 March 2025 is attached. This update is provided to Council as a requirement of Timaru District Holding Limited's Statement of Intent (Sol) with Council and provided on a quarterly basis.
- 4 Following the presentation of the Statement of Intent 2024/25 at the July 2024 meeting, key areas of focus for Timaru District Holdings Limited are intergenerational investments, property portfolio, and new investments and diversification.
- 5 The activity updates for the period and commentary on the financial statements are outlined in the attached report.
- 6 The Chair and General Manager of Timaru District Holdings Limited will be in attendance to speak to the report.

**Attachments**

1. **Timaru District Holdings Limited Quarterly Report to 31 March 2025**  



The Chief Executive  
Timaru District Council  
[nigel.trainor@timdc.govt.nz](mailto:nigel.trainor@timdc.govt.nz)

29 April 2025

Dear Nigel

**Report for period 1 July 2024 to 31 March 2025**

Please find attached the TDHL report for the period 1 July 2024 to 31 March 2025. The report is prepared in accordance with the 2024/2025 Statement of Intent which can be found [here](#) and contains the financial statements, activity updates and commentary for the financial year to 31 March 2025.

TDHL's direct operations relating to the property portfolio continues to perform strongly.




PrimePort is expected to deliver in line with budget.

With the Commerce Commission announcing its decision on the Alpine Energy Price Path Correction in early April, we now await the customer repayment process and the implications on financial reporting, which will flow through to TDHL as non-cash incorporations.

Regards

A handwritten signature in blue ink, appearing to read 'Frazer Munro', is written over a light blue circular stamp.

**Frazer Munro**  
**General Manager**

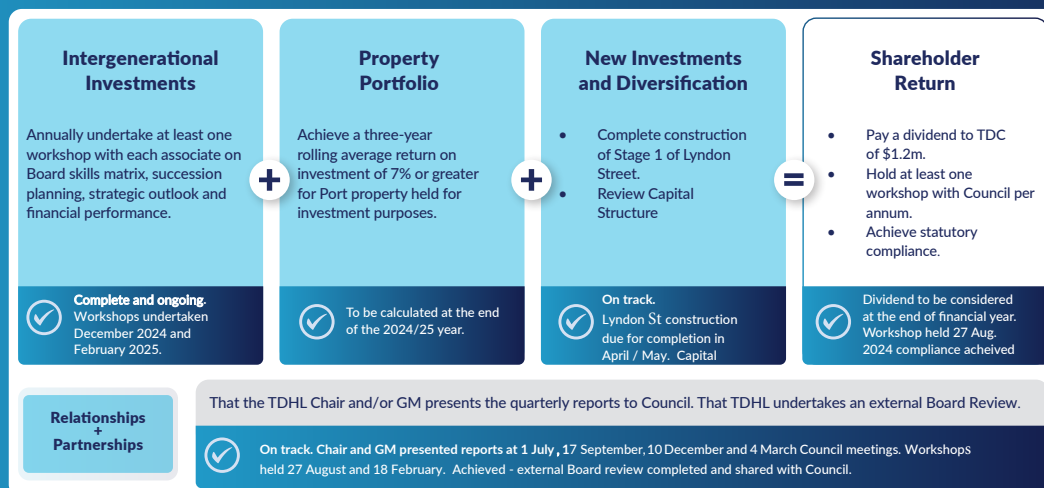
tdhl.co.nz   
admin@tdhl.co.nz   
PO Box 178 Timaru 7910 

# Quarterly Report

Report for the period 1 July 2024 to 31 March 2025

## Activity and Performance Targets

The specific 2024/25 Activity and Performance Targets for TDHL are set annually in the **Statement of Intent** and are designed to support the higher-level Strategic Priorities and Outcomes. An assessment of TDHL's achievement against the activity targets is set out below:



### Timaru District Council



- LGFA accession was successfully completed in Dec 2024 followed by the implementation of Treasury Policy. These are key enablers to TDHL diversification journey.
- The Chair, deputy Chair and General Manager provided Councillors with a Strategic update in February 2025 and presented to the 4 March Council meeting.

### Alpine Energy



- Although post reporting period, the Commerce Commission announced its decision on the price path correction in early April.
- The Shareholders are working collectively on a response to the Statement of Corporate Intent.

### PrimePort Timaru



- The PrimePort Chair presented to the February TDHL Board meeting.
- Work continues on the joint District Plan Review submission and attendance at hearings.

### Property Portfolio



- Lyndon Street extension construction commenced in January with works progressing well. This will unlock nearly 14Ha of shovel-ready industrial land. Expected completion date of mid May 2025.
- The sale of 4 of the 5 CBD properties was finalised on 1 April. TDHL will continue to hold and develop the Union Bank building at 117 / 119 Stafford St.



### Financial Performance Targets

An assessment of TDHL's achievement against the performance targets is set out to the right.

The financial statements for the nine months ending 31 March 2025 are below.

Measure	2024/25 SOI Target	Forecast
EBITA	\$2,341,051	✗ \$2,107,010
Net Profit to S/H funds	6.8%	✗ 3.6%
Net tangible assets per share	\$6.40	✗ \$6.15
Earnings per share	\$0.45	✗ \$0.21
Dividends per share	\$0.04	✓ \$0.04
Shareholder funds to total assets	86%	✓ 85%

### Profit and Loss – For the 9 months ended 31 March 2025

- The year to date operating profit of \$1.05m is positive to budget of \$986k, as is the net income to date of \$467k against budget of \$212k.
- As per the mid-year report, as a result of moving the Showgrounds settlement to next financial year, forecast full year other income is reduced, resulting in reduced earnings before interest and tax.

PROFIT & LOSS	2023/2024 (YTD)	2024/2025 (YTD)	Budget 2024/2025 (YTD)	Budget 2024/2025 (full FY)	Forecast 2024/2025 (Full Year)
Revenue	\$2,417,529	\$2,576,646	\$2,652,253	\$3,555,086	\$3,537,764
Cost of Sales	\$556,847	\$675,442	\$724,441	\$987,315	\$979,649
Gross Profit	\$1,860,682	\$1,901,205	\$1,927,812	\$2,567,771	\$2,558,115
Expenses	\$761,032	\$855,713	\$941,298	\$2,124,716	\$1,201,105
Operating Profit	\$1,099,649	\$1,045,492	\$986,514	\$443,055	\$1,357,010
Other Income	\$1,228,639	\$750,000	\$750,000	\$1,900,000	\$750,000
Earnings Before Interest & Tax	\$2,328,289	\$1,795,492	\$1,736,514	\$2,343,055	\$2,107,010
Interest Income	\$102,598	\$24,209	\$0	\$39,768	\$34,208
Interest Expenses	\$1,459,298	\$1,352,085	\$1,524,306	\$2,051,372	\$1,690,726
Earnings Before Tax	\$971,588	\$467,617	\$212,208	\$331,451	\$450,493
Tax Expenses	\$0	\$0	\$0	-\$117,195	-\$185,661
Earnings After Tax	\$971,588	\$467,617	\$212,208	\$448,646	\$636,154
Incorporation of Associate Surplus	\$0	\$0	\$0	\$13,376,850	\$5,769,414
Net Income	\$971,588	\$467,617	\$212,208	\$13,825,496	\$6,405,568
Retained Income	\$971,588	\$467,617	\$212,208	\$13,825,496	\$6,405,568

### Movements in Equity – For the 9 months ended 31 March 2025

Movements in Equity	2024/2025 (YTD)
Equity - Opening Balance	\$185,525,003
Current Year Earnings	\$467,617
Equity Dividends Paid	\$0
Total Equity	\$185,992,620



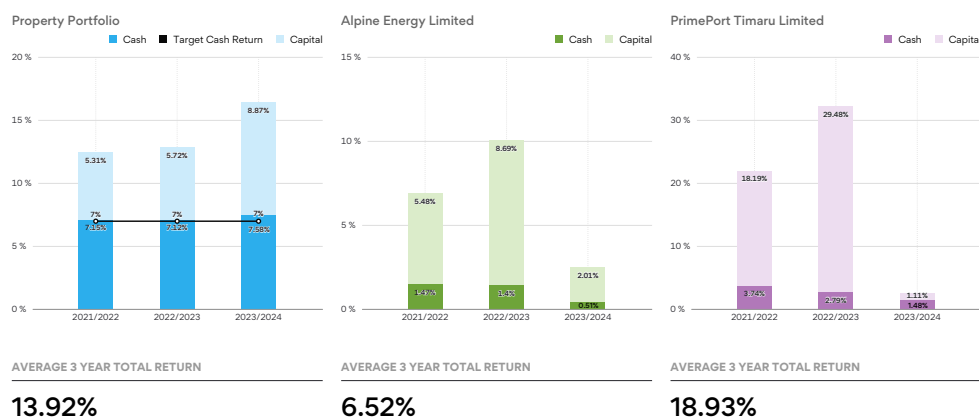
**Balance Sheet – As at 31 March 2025**

<b>BALANCE SHEET</b>	<b>2023/2024 (YTD)</b>	<b>2024/2025 (YTD)</b>
<b>ASSETS</b>		
Cash & Equivalents	\$808,302	\$962,009
Accounts Receivable	\$209,899	\$61,212
Other Current Assets	\$147,643	\$1,278,886
<b>Total Current Assets</b>	<b>\$1,165,844</b>	<b>\$2,302,108</b>
Investments or Other Non-Current Assets	\$208,314,825	\$214,296,306
<b>Total Non-Current Assets</b>	<b>\$208,314,825</b>	<b>\$214,296,306</b>
<b>Total Assets</b>	<b>\$209,480,670</b>	<b>\$216,598,414</b>
<b>LIABILITIES</b>		
Accounts Payable	\$224,279	\$186,266
Tax Liability	\$870,909	\$618,378
Other Current Liabilities	\$84,700	\$120,537
<b>Total Current Liabilities</b>	<b>\$1,179,888</b>	<b>\$925,181</b>
Long Term Debt	\$27,980,613	\$29,680,613
<b>Total Non-Current Liabilities</b>	<b>\$27,980,613</b>	<b>\$29,680,613</b>
<b>Total Liabilities</b>	<b>\$29,160,502</b>	<b>\$30,605,794</b>
<b>EQUITY</b>		
Retained Earnings	\$130,182,394	\$136,858,817
Current Earnings	\$971,588	\$467,617
Other Equity	\$49,166,186	\$48,666,186
<b>Total Equity</b>	<b>\$180,320,168</b>	<b>\$185,992,620</b>
<b>Total Liabilities &amp; Equity</b>	<b>\$209,480,670</b>	<b>\$216,598,414</b>

**Statement of Cash Flows - For the 9 months ended 31 March 2025**

	<b>2023/2024 (YTD)</b>	<b>2024/2025 (YTD)</b>
<b>OPERATING ACTIVITIES</b>		
Rentals	\$2,706,508	\$3,002,494
Interest received	\$102,598	\$24,209
Dividends Received from Alpine Energy	\$942,279	\$0
Dividends Received from Primeport	\$757,500	\$750,000
	<b>\$4,508,884</b>	<b>\$3,776,703</b>
Payments to suppliers and employees	(\$1,811,971)	(\$2,087,401)
Interest Payments & Line of Credit	(\$1,433,105)	(\$1,235,953)
	<b>(\$3,245,076)</b>	<b>(\$3,323,353)</b>
<b>Cash Flow from Operating Activities</b>	<b>\$1,263,808</b>	<b>\$453,350</b>
<b>INVESTING ACTIVITIES</b>		
Sale of Stafford Street	\$0	\$704,806
Sale of Showgrounds	\$0	\$50,000
Capital Works	(\$3,017,960)	(\$1,200,355)
<b>Cash Flow from Investing Activities</b>	<b>(\$3,017,960)</b>	<b>(\$445,549)</b>
<b>FINANCING ACTIVITIES</b>		
Dividends Paid	(\$500,000)	\$0
Change in Long Term Debt	(\$100,000)	\$767,976
Term Deposit	\$0	(\$800,000)
<b>Cash Flow from Financing Activities</b>	<b>(\$600,000)</b>	<b>(\$32,024)</b>
<b>Change in Cash &amp; Equivalents</b>	<b>(\$2,354,151)</b>	<b>(\$24,224)</b>
Cash & Equivalents, Opening Balance	\$986,233	\$3,162,454
Cash & Equivalents, Closing Balance	\$962,009	\$808,302

## Segmented Portfolio Return 2021/22 to 2023/24



The Property Portfolio returns include property available to lease on commercial terms. Legacy properties (e.g. 1 Unwin Street) and Capital Projects (e.g. Martin Street) are excluded from the calculation. FY24 returns based on all properties owned by TDHL are as follows; Cash 4.74%, Capital 5.87%, Total 10.61%.



- The graphs above show the last 3 years return from each of TDHL's investment sectors. The top graph shows percentage return and the lower graph shows absolute/dollar return.
- These show the strong cash and capital returns generated from the property portfolio and the predominance of the capital return that is generated by Alpine and PrimePort. It is important to note that Alpine and PrimePort are subject to 3 to 5 yearly asset revaluation cycles that result in a lumpy capital return profile. TDHL is required to revalue its property portfolio annually.
- The 2023/24 year presented challenging trading considerations for both associates which was further impacted by changes to tax legislation.
- These will be updated for the 30 June 2025 report and will include a waterfall cashflow chart for the 2024/25 year.

### 9.3 Financial Report April 2025

**Author:** Ashlea Whyte, Finance Manager

**Authoriser:** Andrea Rankin, Chief Financial Officer

#### Recommendation

That Council receive and note the summary financial results to 30 April 2025.

#### Purpose of Report

- 1 The purpose of this report is to outline progress on implementing year one of the 2024-34 Long Term Plan (LTP) and report on the financial results for the period ended 30 April 2025.

#### Assessment of Significance

- 2 This matter is considered to be of low significance in terms of Council's Significance and Engagement Policy. It is a regular report to Council or the Commercial and Strategy Committee on Council's financial performance during the current financial year.

#### Discussion

- 3 The following is a summary of the financial performance for the year ended 30 April 2025 – refer to Attachment 1 for financial tables.

	Actuals to 30 Apr 2025 (\$000)	Budget to 30 Apr 2025 (\$000)	Actuals to 30 Apr 2024 (\$000)	Full year Budget (\$000)	Forecast to 30 Jun 2025 (\$000)
Total Revenue	107,606	106,804	98,334	147,167	132,172
Total Expenses	111,738	118,866	107,970	146,168	139,859
Operating Surplus/(Deficit)	(4,132)	(12,062)	(9,636)	999	(7,687)
Capital Expenditure	31,572	78,225	41,147	93,871	

- 4 Total borrowings as at 30 April 2025 were \$235M. The net debt position at the same date is \$184M. Net debt is total borrowings less cash reserves held by Council.

Debt to revenue ratio as at 30 April 2025 is 139%. Council's debt to revenue ratio limit is 250% as set out in its Financial Strategy. This is comfortably within Council's ceiling limit.

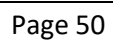
Net Debt	183,598
Forecast Revenue	132,171
Debt to revenue ratio	139%

	<b>Full Year Budget 2024/25 (\$000)</b>	<b>December 2024 Forecast (\$000)</b>	<b>March 2025 Forecast (\$000)</b>	<b>April 2025 Actual (\$000)</b>
<b>Budgeted revenue 2024/25</b>	<b>147,166</b>	<b>147,166</b>	<b>147,166</b>	<b>147,166</b>
Adjustments to revenue				
<i>Add Rates</i>		629	531	531
<i>Add Interest</i>		382	568	568
<i>Add Art Gallery</i>		528	700	700
<i>Less NZTA</i>		(1,952)	(2,251)	(2,251)
<i>Less Track and Trails</i>		(1,030)	(2,030)	(2,030)
<i>Less Theatre</i>		(6,200)	(6,200)	(6,200)
<i>Less Stadium</i>		(2,000)	(2,000)	(2,000)
<i>Less Museum</i>		(3,191)	(3,188)	(3,188)
<i>Less minor categories</i>		(278)	(1,125)	(1,125)
<i>Revenue adjustment</i>		(13,112)	(14,995)	(14,995)
<b>Forecast total revenue</b>	<b>147,166</b>	<b>134,054</b>	<b>132,171</b>	<b>132,171</b>
Net Debt	182,000	182,000	200,000	183,598
Debt to Revenue Ratio	124%	136%	151%	139%
<b>Net Debt Cap - Limit</b>				
250% - as per policy	367,915	335,135	330,428	330,428
Available funds	185,915	153,135	130,428	146,830
280% - LGFA policy	412,065	375,351	379,079	379,079
Available Funds	230,065	193,351	179,079	186,481


## Attachments

1. April Financial Reports [↓](#) 



YTD \$ Actual vs FY \$ Budget			Council Performance				as at 30 Apr 2025			
YTD Actual	Full Year Budget		Year to Date			April 2025 Variance	YTD 2024	Full year	Mar-25	YTD Actual % of FY Budget
Revenue	Expenditure	Capex	Actual \$000's	Budget \$000's	Variance Budget \$000's	\$000's	Actual \$000's	Budget \$000's	Forecast \$000's	
147	146	94								
33	115	94								
Operating Revenue			Actual YTD	Budget YTD	Variance					
Rates revenue			71,123	70,504	619		60,258	83,999	84,530	85%
Subsidies and grants			10,728	11,474	(746)	No actuals YTD for Parks (\$301k) BOF for Parks Tracks and Trails - funding to be spent before claimed. Not spent. Property Management (\$250k) - Strathallen Toilets to be done. (\$1,010k) NZTA claims lower than expected Nov through to Apr - based on work done, \$700k BOF received for Aigantighe, costs recognised below Aigantighe Gallery. Safer Communities \$80k.	14,009	25,907	10,817	41%
Fees & charges			17,557	16,885	672	Above budget are Waste \$312k - more disposals, Sewer \$114k, Halls \$37k Bookings above expectations, Cbay (\$36k) Gym not for commercial hire - budget deleted in new AP, Community Housing \$147k, Planning Fees \$116k, Parking \$153k, and Dog Registrations \$203k, Health \$59k, Airport Revenue \$48k, Aorangi Stadium \$40k, Environmental \$60k. Below budget are Cemetery (\$118k) mostly offset below in Other Revenue, Building Control Consent fees (\$467k) - downturn compared to prior years.	15,619	20,492	20,197	86%
Other revenue			5,231	4,983	248	The following revenue received was above budget: Petrol Tax - \$131k, Cbay Fitness - \$242k and Forestry - \$99k, due to better market conditions than expected, Cemetery \$67k offset above, Land Transport \$100k. Below budget: D&W - (\$629k), Planning (169k) Aorangi Stadium (\$33k), Downlands (\$400k), Cbay \$67k.	3,987	11,718	10,557	45%
Finance revenue			2,625	2,949	(324)	Interest Received above budget	3,129	3,902	4,469	67%
Dividend revenue			4	-	4		504	1,115	1,004	0%
Other gains			(272)	9	(281)	Asset disposal losses	211	34	9	-800%
Development and financial contributions			610	-	610	Water unbudgeted local contributions received.	617	-	589	0%
<b>Total Operating Revenue</b>			<b>107,606</b>	<b>106,804</b>	<b>802</b>		<b>98,334</b>	<b>147,167</b>	<b>132,172</b>	<b>73%</b>
Operating Expenditure										
Personnel costs			26,231	26,724	493		23,095	33,132	32,054	79%
Depreciation expense			35,194	32,350	(2,844)	Depreciation Reforecast and adjusted from January	28,365	38,821	42,821	91%
Finance costs			7,000	12,141	5,141	Investigation into internal allocation of interest has been undertaken. Adjustment made in May. Internal allocations too low in activities	9,676	14,298	10,500	49%
Other expenses			43,313	47,651	4,338	See individual activities for comments	46,834	59,917	54,484	72%
<b>Total Operating Expenditure</b>			<b>111,738</b>	<b>118,866</b>	<b>7,128</b>		<b>107,970</b>	<b>146,168</b>	<b>139,859</b>	<b>76%</b>
<b>Operating Surplus/(Deficit)</b>			<b>(4,132)</b>	<b>(12,062)</b>	<b>(7,930)</b>		<b>(9,636)</b>	<b>999</b>	<b>(7,687)</b>	
Capital Expenditure										
Community Support			1,435	775	(660)	Public amenities \$300k under, Cemetery Purchase of land (\$759k) budget in previous year, Community Housing Building Capital works (\$116k) over budget in previous year.	502	930	885	154%
Corporate Support			2,666	2,694	28		2,078	3,233	3,342	82%
Recreation and Leisure			3,825	36,343	32,518	Tracks and Trails, Aorangi Stadium & Theatre Royal - delay in the projects	8,404	43,612	4,314	9%
Roading and Footpaths			11,551	18,150	6,599	Below budget: Road Capital work \$5,1053k, Bridge & Culbert \$244k, Kerb & Channel \$337k, New Capital \$1,385k, Parking \$2,487k. Above Budget: Renewals (\$1,630k), City Hub (\$198k), Improved Levels of Service (\$1,082k), Reseal/Overlays (\$90k). Coding Issues across the board, will be corrected 25/26	16,381	21,780	16,250	53%
Sewer			4,046	6,143	2,097	Plant & Equipment \$1377k & Reticulations \$720k below budget	1,911	7,372	4,972	55%
Stormwater			1,204	3,959	2,755	Stormwater Capital Expenditure all under - delayed due to consents; Timaru \$2,348k, Temuka \$141k, Geraldine \$102k and Rural \$164k	1,765	4,750	2,895	25%
Waste Minimisation			683	565	(118)	New Capital Improved Levels of Service (\$83k) over, Plant and Equipment (\$76k) both above budget. Other Capital \$145k and Landfill \$90 under budget. Journal of \$129k moved to Waste Water	1,398	678	878	101%
Water Supply			6,162	9,596	3,434	Reticulation CAPEX costs below budget: Urban Water \$1,975k, Te Moana water \$1002k and Downlands \$286k. Seadown water (\$159k) above budget due to budget phasing	8,708	11,516	7,736	54%
<b>Total Capital Expenditure</b>			<b>31,572</b>	<b>78,225</b>	<b>46,653</b>		<b>41,147</b>	<b>93,871</b>	<b>41,272</b>	<b>34%</b>



YTD \$ Actual vs FY \$ Budget			Corporate Activities				as at 30 Apr 2025		
YTD Actual	Full Year Budget								
Revenue	Expenditure	Capex	Year to Date				Full year	YTD Actual %	
<div><div></div><div>37</div><div></div></div>	<div><div></div><div>105</div><div>(5)</div></div>	<div><div></div><div>82</div><div>94</div></div>	Actual \$000's	Budget \$000's	Variance Budget \$000's	April 2025 Variance \$000's	Budget \$000's	of FY Budget	
Operating Revenue									
Rates revenue	530	438	92	Rates penalties hard to budget as it varies. Based on the assumption that penalties will be the same year after year				526	101%
Subsidies and grants	309	250	59					300	103%
Fees & charges	728	698	30					1,086	67%
Other revenue	1,589	1,873	(284)	Above Budget: Petrol tax \$131k & LTU \$100k due to a coding issue. D&W (\$629k) - budget phasing. Vehicle Revenue \$63k (vehicles sold)				2,363	67%
Finance revenue	2,588	2,949	(361)					3,902	66%
Dividend revenue	4	-	4					1,115	0%
Other gains	82	9	73					20	410%
Total Operating Revenue	5,830	6,217	(387)					9,312	63%
Operating Expenditure									
Personnel costs	13,090	11,824	(1,266)	Parks employee costs are budgeted in Recreation & Leisure, actual here. Close to full capacity.				16,201	81%
Depreciation expense	1,252	1,106	(146)					1,328	94%
Finance costs	2,658	(153)	(2,811)	Internal Loans interest (\$8,070k) above budget - Interest Costs (\$5,259k) above budget. Hedgebook interest journal adjustment/corrections and additions made in April.				(176)	-1510%
Other expenses	(1,427)	(3,079)	(1,652)	Internal Charges in Cr budget + actuals				(2,557)	56%
Total Operating Expenditure	15,573	9,698	(5,875)					14,796	105%
Operating Surplus/(Deficit)	(9,743)	(3,481)	(6,262)					(5,484)	
Capital Expenditure									
Corporate Support	2,666	2,694	28					3,233	82%
Total Capital Expenditure	2,666	2,694	28					3,233	82%




YTD \$ Actual vs FY \$ Budget			Environmental Services			as at 30 Apr 2025			
YTD Actual	Full Year Budget		Year to Date				Full year	Full year	YTD Actual % of FY Budget
Revenue	Expenditure		Actual	Budget	Variance Budget	April 2025 Variance	Budget	Forecast	
			\$000's	\$000's	\$000's	\$000's	\$000's	\$000's	
									
Operating Revenue									
Rates revenue			4,096	4,096	-		4,916	-	83%
Fees & charges			3,727	3,800	(73)	Planning Statutory & User Fees \$75k over, Building Control Statutory & User Fees (\$467k) due to downturn, Animal Contol Statutory Fees \$203k - hard to budget, Environmental Fees \$60k over	4,556	-	82%
Other revenue			35	224	(189)	Planning Revenue (\$169k) and Building (\$18k) under budget	251	-	14%
Total Operating Revenue			7,858	8,120	(262)		9,723	-	81%
Operating Expenditure									
Personnel costs			4,246	4,386	140	Planning Employee costs under budget - reduced hours within Animal Control	5,438	-	78%
Depreciation expense			5	9	4		10	-	50%
Finance costs			43	282	239	See comment on Whole of Council	320	-	13%
Other expenses			3,424	4,063	639	District Planning Review Professional Services \$415k under budget, along with Environmental Operations \$72k and Building Control \$160k. Over budget were; Planning (\$23k)	5,801	-	59%
Total Operating Expenditure			7,718	8,740	1,022		11,569	-	67%
Operating Surplus/(Deficit)			140	(620)	760		(1,846)	-	
Capital Expenditure									
Total Capital Expenditure			-	-	-		-	-	0%

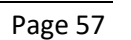


Governance and Strategy					as at 30 Apr 2025				
YTD Actual									
Revenue	Expenditure		Year to Date			Full year	YTD Actual %		
			Actual \$000's	Budget \$000's	Variance Budget \$000's	April 2025 Variance	Budget \$000's	of FY Budget	
Operating Revenue									
Rates revenue			3,029	3,029	-		0%	3,634	83%
Other Revenue			18	-	18		0%	-	0%
Total Operating Revenue			3,047	3,029	18		0%	3,634	42%
Operating Expenditure									
Personnel costs			704	383	(321)	Coding issue	0%	462	152%
Finance costs			1	49	48		0%	59	2%
Other expenses			2,427	2,606	179	Mayor & Elected Members Expenses \$78k under, Professional Services \$26k, Grants/Donations \$28k, Subscriptions \$26k.	0%	3,113	78%
Total Operating Expenditure			3,132	3,038	(94)		0%	3,634	86%
Operating Surplus/(Deficit)			(85)	(9)	(76)			-	
Capital Expenditure									
Total Capital Expenditure			-	-	-		0%	-	0%




YTD \$ Actual vs FY \$ Budget			Recreation and Leisure			as at 30 Apr 2025		
YTD Actual	Full Year Budget							
Revenue	Expenditure	Capex	Year to Date			Full year	YTD Actual %	
			Actual	Budget	Variance Budget	April 2025 Variance	Budget	of FY Budget
			\$000's	\$000's	\$000's	\$000's	\$000's	
Operating Revenue								
Rates revenue			14,976	14,942	34		17,931	84%
Subsidies and grants			768	446	322	Art Gallery funding from Better Off Funding received \$700k budget in last year. Parks (\$301k) Better Off Funding to be spent before it can be claimed, and Museum (\$102K) reduction due to delay of capital.	13,496	6%
Fees & charges			1,406	1,369	37		1,686	83%
Other revenue			2,497	1,987	510	Forestry Revenue \$99k above budget - better market conditions than estimated & CBay \$275k above budget, Parks \$88k, Art Gallery \$27k. Below budget was Aorangi Stadium (\$33k).	2,619	95%
Total Operating Revenue			19,647	18,744	903		35,746	55%
Operating Expenditure								
Personnel costs			5,958	8,641	2,683	Below Budget: Libraries \$228k budget based on casuals at 0.5 fte. Closer to 0.2 fte., Pools \$270k, Museum \$209k, CBay \$671k & Parks wages \$1,525k - brought in-house, Art Gallery (\$91k) above budget, Aorangi Stadium (\$56k) no budget	10,503	57%
Depreciation expense			1,874	1,796	(78)		2,156	87%
Finance costs			667	2,169	1,502	See comment on Whole of Council	2,485	27%
Other expenses			7,973	9,299	1,326	Parks (\$406k) brought in-house, Cbay Business Services \$434k, Parks Ground Maintenance \$1,447k, Cbay \$25k, Aigantighe \$26k, Motor Camps \$29k, Fishing Huts \$20. Libraries (\$40k), Cbay Café (\$41k), Cbay Aquatics (\$39k), Aorangi Stadium (\$62k) and Theatre (\$105) over.	12,137	66%
Total Operating Expenditure			16,472	21,905	5,433		27,281	60%
Operating Surplus/(Deficit)			3,175	(3,161)	6,336		8,465	
Capital Expenditure								
Recreation and Leisure			3,825	36,343	32,518	Tracks and Trails, Aorangi Stadium & Theatre Royal - delay in the projects	43,612	9%
Total Capital Expenditure			3,825	36,343	32,518		43,612	9%


YTD \$ Actual vs FY \$ Budget			Roading and Footpaths			as at 30 Apr 2025	
YTD Actual	Full Year Budget		Year to Date			Full year	YTD Actual %
Revenue	Expenditure	Capex	Actual	Budget	Variance Budget	Budget	of FY Budget
\$000's	\$000's	\$000's	\$000's	\$000's	\$000's	\$000's	
30	24	22					
	(53)						
Operating Revenue							
Rates revenue	13,115	13,115	-			15,738	83%
Subsidies and grants	8,599	9,734	(1,135)	LTU subs (\$1136k) under - November through April claims lower - Based on work done		11,055	78%
Fees & charges	1,157	1,005	152	Parking Enforcement \$97k above budget hard to budget, Parking Facilities \$43k above no budget.		1,245	93%
Other revenue	41	153	(112)	Lease Roding (\$63k) and Lease Parking (\$45k) under - Offsets fees and Charges		2,110	2%
<b>Total Operating Revenue</b>	<b>22,922</b>	<b>24,007</b>	<b>(1,085)</b>			<b>30,148</b>	<b>76%</b>
Operating Expenditure							
Personnel costs	305	230	(75)			276	111%
Depreciation expense	15,500	11,841	(3,659)	Recalculated depreciation		14,209	109%
Finance costs	619	2,175	1,556	See comment on Whole of Council		2,496	25%
Other expenses	7,210	8,615	1,405	Subsidised Roding Maintenance Costs \$966k below budget, mainly due to lower Maintenance costs, Traffic Services \$244k and Road/Street Landscapes \$359k, Carriageway Lighting \$154k, Professional Service \$132k under budget. Over budget were Footpaths (\$320k) due to contract extension, Parking (\$53k), Decorative Lighting (\$51k).		11,078	65%
<b>Total Operating Expenditure</b>	<b>23,634</b>	<b>22,861</b>	<b>(773)</b>			<b>(53,244)</b>	<b>-44%</b>
<b>Operating Surplus/(Deficit)</b>	<b>(712)</b>	<b>1,146</b>	<b>(1,858)</b>			<b>83,392</b>	
Capital Expenditure							
Roding and Footpaths	11,551	18,150	6,599	Below budget: Road Capital work \$5,1053k, Bridge & Culbert \$244k, Kerb & Channel \$337k, New Capital \$1,385k, Parking \$2,487k. Above Budget: Renewals (\$1,630k), City Hub (\$198k), Improved Levels of Service (\$1,082K), Reseal/Overlays (\$90k). Coding Issues across the board, will be corrected 25/26		21,780	53%
<b>Total Capital Expenditure</b>	<b>11,551</b>	<b>18,150</b>	<b>6,599</b>			<b>21,780</b>	<b>53%</b>

YTD \$ Actual vs FY \$ Budget			Sewer as at 30 Apr 2025					
YTD Actual	Full Year Budget		Year to Date			Full year	YTD Actual %	
Revenue	Expenditure	Capex	Actual	Budget	Variance	April 2025 Variance	Budget	of FY Budget
			\$000's	\$000's	Budget \$000's	\$000's	\$000's	
								
Operating Revenue								
Rates revenue			5,856	5,856	-		7,027	83%
Subsidies and grants			-	-	-		-	0%
Fees & charges			3,352	3,237	115	Other User Charges \$93k, Trade waste charges \$21k above budget	3,885	86%
Other revenue			145	78	67		868	17%
Development and financial contributions			162	-	162	Local Contributions not budgeted for	-	
Total Operating Revenue			9,350	9,171	179		11,780	79%
Operating Expenditure								
Personnel costs			569	470	(99)		-	0%
Depreciation expense			5,391	5,560	169	Recalculation of Depreciation	6,672	81%
Finance costs			1,139	2,342	1,203	See comment on Whole of Council	2,697	42%
Other expenses			3,313	3,358	45		4,034	82%
Total Operating Expenditure			10,412	11,730	1,318		13,403	78%
Operating Surplus/(Deficit)			(1,062)	(2,559)	1,497		(1,623)	
Capital Expenditure								
Sewer			4,046	6,143	2,097	Plant & Equipment \$1377k & Reticulations \$720k below budget	7,372	55%
Total Capital Expenditure			4,046	6,143	2,097		7,372	55%



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YTD \$ Actual vs FY \$ Budget			Water Supply			as at 30 Apr 2025	
YTD Actual	Full Year Budget		Year to Date			Full year	YTD Actual %
Revenue	Expenditure	Capex	Actual	Budget	Variance	Budget	of FY Budget
			\$000's	\$000's	Budget \$000's	\$000's	
20	17 21	12					
							
<b>Operating Revenue</b>							
Rates revenue			15,516	15,022	494	17,952	86%
Fees & charges			13	-	13	-	0%
Other revenue			508	493	15	1,922	26%
Finance revenue			17	-	17	-	0%
Development and financial contributions			438	-	438	-	0%
							Local contributions not budgeted
<b>Total Operating Revenue</b>			<b>16,415</b>	<b>15,515</b>	<b>900</b>	<b>19,874</b>	<b>83%</b>
<b>Operating Expenditure</b>							
Personnel costs			618	280	(338)	-	0%
Depreciation expense			7,607	7,218	(389)	8,662	88%
Finance costs			1,256	3,060	1,804	3,536	36%
Other expenses			7,241	7,059	(182)	8,481	85%
							Urban Water (\$310k) over, Te Moana (\$42k) over, Seadown \$77k, Downlands \$68k and Rangitata \$43k under. Increased volume of work and delayed claims
<b>Total Operating Expenditure</b>			<b>16,722</b>	<b>17,617</b>	<b>895</b>	<b>20,679</b>	<b>81%</b>
<b>Operating Surplus/(Deficit)</b>			<b>(307)</b>	<b>(2,102)</b>	<b>1,795</b>	<b>(805)</b>	
<b>Capital Expenditure</b>							
Water Supply			6,162	9,596	3,434	11,516	54%
							Reticulation CAPEX costs below budget: Urban Water \$1,975k, Te Moana water \$1002k and Downlands \$286k. Seadown water (\$159k) above budget due to budget phasing
<b>Total Capital Expenditure</b>			<b>6,162</b>	<b>9,596</b>	<b>3,434</b>	<b>11,516</b>	<b>54%</b>

<div>YTD Actual</div>		<div>30th June 2024</div>		<div>Financial Position as at 30 Apr 2025</div>	
				<div>YTD Actual \$000's</div>	<div>30th June 2024 Actual \$000's</div>
ASSETS					
Current assets					
Cash and deposits				20,295	22,159
Debtors and other receivables				18,094	15,714
Inventories				-	30
Other financial assets				16,923	4,786
Total current assets				55,312	42,689
Non_current assets					
Property plant & equipment				1,909,961	1,915,255
Intangible assets				6,447	4,810
Forestry				1,150	1,150
Investment property				1,740	1,740
Investment in cco's & other similar				55,591	56,359
Other financial assets				1,894	8,123
Total non_current assets				1,976,783	1,987,437
Total assets				2,032,095	2,030,126
LIABILITIES					
Current liabilities					
Trade and other payable				19,102	29,561
Employee benefit liabilities				2,522	2,635
Borrowings & other Fin Liabilities				71,076	56,577
Total current liabilities				92,700	88,773
Non_current liabilities					
Provisions				13,202	5,183
Employee benefit liabilities				409	409
Non current borrowing				163,956	163,956
Total non_current liabilities				177,567	169,548
Total liabilities				270,267	258,321
Net Assets				1,761,828	1,771,805
EQUITY					
Retained earnings				760,784	771,466
Special funds				24,251	28,140
Separate funds				27,687	23,796
Asset revaluation				949,106	948,403
Total equity		-		1,761,828	1,771,805



**Statement of Cashflow as at 30 Apr 2025**

	YTD Actual \$000's	30th June 2024 Actual \$000's
<b>OPERATING ACTIVITIES</b>		
Rates	71,123	71,897
Other revenue received	35,942	36,515
Interest received	3,248	5,228
Dividends received	4	1,004
Payments to suppliers and employees	(86,895)	(77,445)
Finance costs	(7,622)	(10,503)
<b>Net operating activities</b>	<b>15,800</b>	<b>26,696</b>
<b>INVESTING ACTIVITIES</b>		
Reduction of term investment	(1,417)	(5,225)
Proceeds from sale of property, plant and equipment	43	96
Purchase of property, plant and equipment	(31,290)	(53,703)
<b>Net investing activities</b>	<b>(32,664)</b>	<b>(58,832)</b>
<b>FINANCING ACTIVITIES</b>		
Drawdown / (repayment) of borrowings	15,000	15,000
<b>Net financing activities</b>	<b>15,000</b>	<b>15,000</b>
Cash movement	(1,864)	(17,136)
Opening Balance 1st July	22,159	39,295
<b>Closing Bank Balance</b>	<b>20,295</b>	<b>22,159</b>

#### 9.4 Actions Register Update

**Author:** Jessica Kavanaugh, Team Leader Governance

**Authoriser:** Stephen Doran, Group Manager Corporate and Communications

##### **Recommendation**

That the Council receives and notes the updates to the Actions Register.

##### **Purpose of Report**

- 1 The purpose of this report is to provide Council with an update on the status of the action requests raised by councillors at previous Council 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 Council on the progress of each item.
- 4 There are currently 8 items on the actions register.
- 5 6 items are marked as ongoing.
- 6 1 item is marked as completed, and are proposed to be marked as removed at the next meeting.
- 7 1 item is marked as removed and will be taken off the list at the next meeting.

##### **Attachments**

1. **Council Actions Required** [↓](#) 

### Information Requested from Councillors (Council)

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

Information Requested	Budget Reallocation Trial				
Date Raised:	17 October 2023			Status:	
Issue Owner	Chief Financial Officer	Due Date:	When presented	Completed Date:	
<p>Background:</p> <p>The Councillors requested that a trial is to commence that includes officers work to advise the Chair of the relevant committee when budget reallocation occurs which is each Group Managers responsibility and provide an update to the Commercial and Strategy Committee in the Financial Report. This trial will be reviewed in March.</p> <p>Update: This has been implemented in the Monthly Financial Update to the Commercial and Strategy Committee for September 2023 and will continue to feature in these reports until a review of the trial in March 2024.</p> <p>July 2024 Update: Budget reallocation will be continued on a trial basis pending a further review.</p> <p>September 2024 Update: This will remain on here until such time it is used for a report at which time we will review layout for approval for on going use.</p> <p>January 2025 Update: A formal process for this is still being developed. GMs will continue to bring papers to council when required.</p> <p>04 February 2025 Council Meeting: This action was requested and agreed to be presented at the 18 February 2025 Commercial and Strategy Meeting.</p> <p>Update: A verbal update was given at the 18 February Commercial and Strategy Meeting. The new Senior Finance Business Partner will look at implementing a process with managers after understanding the organisation through the Annual Plan process.</p> <p>March 2025: There is no further update for March 2025.</p> <p>April 2025: This has been added on to the Funding and Financial Implications template within Council Decision making reports. This can now be closed off.</p> <p>06 May 2025 Council Meeting: It is agreed this action is not complete and to remain on the register as the May update is not the solution, discussion to be had with the Chief Executive on how to best achieve this.</p> <p>June 2025: Continued education of activity managers is required to utilise the financial and funding implementation template.</p>					

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Finance is investigating the best information available from MagiQ to enable a monthly review of year-to-date budgets fully utilised prior to the end of the financial year. This is expected to be implemented by August 2025.

<b>Information Requested</b>	Investigate Subcontracting Across Council				
<b>Date Raised:</b>	12 December 2023			<b>Status:</b>	
<b>Issue Owner</b>	Group Manager Infrastructure	<b>Due Date:</b>		<b>Completed Date:</b>	
<p>Background:</p> <p>The Councillors requested a report on sub-contracting across council where sub-contracting is occurring with the consideration to if these services can be delivered in – house.</p> <p>Examples include – Street sweeping, rubbish collection.</p> <p>March 2024 Update: The Infrastructure Group is looking at alternative ways of carrying out various services, starting with the s17a review of Parks. Some of the identified opportunities will be included within the report on underutilised assets.</p> <p>May 2024 Update: Direction has now been received on Parks and Recreation services. Review of Public Place Waste Disposal is being carried out – seeking direction if there are other areas Councillors would like reviewed.</p> <p>July 2024 Update: Officers met on 23 May to discuss potential efficiencies in the delivery of services across different groups. These included the use of in-house services across groups or consolidation of individual contracts within groups to take a Council wide approach. Examples are use of in-house parks resources for Council property grounds maintenance, consolidation of public refuse bins collection to gain economies of scale, or consolidation of cleaning services into a Council wide contract rather than contracts in individual groups. The outcome is to initiate the development of a 5 year delivery plan for services that can be delivered in house or packaged in a different way to ensure the best community outcomes.</p> <p>August 2024 Update: Request for a road map to come back to Council.</p> <p>September 2024 Update: The first business case (street sweeping) is being finalised for the group to review. This template will then be used for the other services that have been identified as there being potential opportunity for review. The list so far includes General Cleaning, Building Maintenance, Graffiti, Gardening, Commercial Waste, Public Place Waste and Security. The purpose of having a 5 year plan is around looking at contracts that may not be due to expire for some time but to have a plan for when they do expire.</p>					

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October 2024 Update: The Street Sweeping business case has been completed with a recommendation to retain the status quo contracting this out. Business cases are currently being prepared for cleaning and electrical services. This will be a ongoing project over several months as we work through various services. Is Council seeking continued updates or comfortable that this piece of work is being managed and can be removed from the actions register.

December 2024 Update: Further investigation is underway connected to the action below “Investigate Small Trades’ and a report will be brought to Council on 4<sup>th</sup> February.

February 2025 Update: A review is currently being carried out around public place waste and how this service is delivered.

04 February 2025 Council Meeting: This action was requested and agreed to be presented at the 04 March 2025 Council Meeting. This action is now linked to the “Investigate Small Trades” and will be tabled at the 4 March 2025 meeting

March 2025 Update: Currently working through implications for existing contract if street sweeping were to be brought in-house. Current contractual arrangement not due to expire till June 2028.

March 2025 Council Meeting: It was advised this report was deffered until the 01 April 2025.

April 2025 Update: The street sweeping report will be presented at the 1 April Council meeting.

May 2025: This report was presented and it is recommended that this action is now closed.

06 May 2025 Council Meeting: It is agreed this action is not complete, Councillors are waiting for further information on Street Sweeping relative to current contracts, process and potential penalties.

June 2025 Update: Discussions have commenced with Fulton Hogan, a further update will be provided at the next meeting.

<b>Information Requested</b>	Investigate Small Trades				
<b>Date Raised:</b>	12 December 2023			<b>Status:</b>	Ongoing
<b>Issue Owner</b>	Chief Financial Officer, GM Infrastructure	<b>Due Date:</b>	4 <sup>th</sup> February 2025	<b>Completed Date:</b>	
Background: The Councillors requested a report on Trades: investigate the value of small trades outside of large contracts with the consideration to these being offered in-house. With an analysis of both procurement and spend on invoices under \$10k.					

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- Are we getting competitive pricing with a preferred supplier.
- Do we get to a level whereby in-house provision of the particular trade could be the better way forward.

Update: Investigation is in progress and will return to council once complete.

September 2024 Update: This is underway, working on electricians, plumbers, cleaners as a starting point.

December 2024 Update: Further investigation is underway connected to the action above 'Investigate Suncontracting Across Council' and a report will be brought to Council on 4<sup>th</sup> February.

January 2025 Update: Work has been completed and a business case being developed with outcome of investigation. This will come to Council for the 4<sup>th</sup> March 2025 meeting. Maintenance (Incl Building, Plumbing, Electrical and Painting) is now considered complete.

February 2025 Update: A report on Plumbing, Electrical, Building and Painting requires further investigation for options post internal review and is anticipated to be presented with the other papers concerning maintenance at the next meeting. A report on cleaning will return to Council after further investigation. At a later date.

March 2025/April 2025: The investigation into small trades maintenance has highlighted that this is a process systems change. This will be managed via Councils JIRA system, all maintenance requests centralised and triaged across preferred contractor lists. Paper outlines next steps with an organisational review of contractors leading to a preferred contractors list. As noted the new process will allow the corrections to coding that is required, linked to PO's with the ability to better track requests and control maintenance spend across all departments.

May 2025 – Following the Council meeting 1 April 2025 a JIRA system will be implemented across Council in early May once all Tier 3 Managers have been able to input in to how the system will work for them and confirmed list of suppliers for their building maintenance works. This part of the investigate small trades is now considered closed and further reporting will be via the CFO and the Procurement Lead as they investigate further trades across Council operations.

June 2025: Process implementation has stalled until the restructure is complete. A maintenance procurement plan is in development and will be brought to a Council in due course. Officers are currently reviewing cleaning service delivery.

<b>Information Requested</b>	Vertical Infrastructure Maintenance Report (Quarterly)				
<b>Date Raised:</b>	22 October 2024			<b>Status:</b>	Ongoing
<b>Issue Owner:</b>	Chief Executive/ GM Infrastructure	<b>Due Date:</b>	4 February 2025	<b>Completed Date:</b>	20/03/2025

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Background: Councillors requested quarterly reporting on the status of Council owned vertical infrastructure, including community facilities, to allow for oversight on the sufficiency of budget allocated to operating costs.

December 2024 Update: Report on progress will be presented to Council on 4<sup>th</sup> February 2025.

January 2025 Update: The report is in draft pending discussion internally and will be reported on at the 4<sup>th</sup> March 2025 meeting.

February 2025 Update: Officers are still waiting on information to be able to provide an accurate report to Council. It is anticipated to have this work ready to present at the 1 April meeting.

March 2025/April 2025: This information is included in the quarterly financials that come to Council. This action is also linked with the work that has been completed on Small trades and is being investigated to streamline and update an internal process for a procure to pay system that works with a preferred contractor list available in the Esker system. All requests for maintenance will go via a JIRA request and triaged so that only the preferred contractor list can be utilised, the correct coding is allocated to the request and department budgets. A procure to pay system will then allow for better auditing of the invoice as it tracks back through the financial system before payment is released. This action could be closed out.

01 April 2025: Council Meeting update: it was confirmed this action remain open.

May 2025 – Further reporting on this issue will be via the CFO in quarterly reports as normal that are brought to Council.

06 May 2025 Council Meeting: It is advised the commentary in the action is not what the councillors have requested. It is advised they want an update of vertical assets that do not have maintenance programmes, and what should be in budgets to maintain the buildings.

June 2025 Update: This information has started to be gathered, but an indication of timeframe to provide to Council is not possible yet. This may take some time to work through but Council will be kept informed on progress.

<b>Information Requested</b>	Report on Parking				
<b>Date Raised:</b>	04 February 2025			<b>Status:</b>	Complete
<b>Issue Owner:</b>	Group Manager Infrastructure	<b>Due Date:</b>		<b>Completed Date:</b>	6 May 2025
Background: Councillors requested a paper on what the Timaru District Council are paying for the deck above Kathmandu.					
March 2025 Update: Report is currently being prepared to present to Councillors.					

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April 2025 Update: This report is currently being prepared.
May 2025 Update: A report on this matter is included in the Council agenda for the meeting on 6 May 2025.

<b>Information Requested</b>	NZTA to speak at Council Meeting				
<b>Date Raised:</b>	04 February 2025			<b>Status:</b>	Complete
<b>Issue Owner:</b>	Group Manager Infrastructure	<b>Due Date:</b>		<b>Completed Date:</b>	03/06/2025
<p>Background: Councillors requested that NZTA speak to the Council regarding issues on Statehighway one (Showgrounds)</p> <p>March 2025 Update: Invitation is being extended to NZTA to speak with Council</p> <p>March 2025: Council Meeting 04 March 2025 it was advised The Mayor and Chief Executive have a quarterly update from the New Zealand Transport Agency. The Mayor expressed no advantage of coming to speak at a Council Meeting as the Council Officers are working closely to get a resolution. However, the action is to remains on the action register.</p> <p>April 2025 Update: Work is continuing to resolve issues on State Highway 1 (showgrounds)</p> <p>May 2025 Update: A meeting has been scheduled for the 15 May 2025 between NZTA (Regional Manager – Central &amp; Lower South Island and Acting Director Regional Relationships) with Elected Members and the Chief Executive.</p> <p>June 2025 Update: Following the meeting on 15 May 2025, this item can now be closed.</p>					

<b>Information Requested</b>	Investigate Financial System				
<b>Date Raised:</b>	04 February 2025			<b>Status:</b>	In Progress
<b>Issue Owner:</b>	Chief Information Officer	<b>Due Date:</b>	04 March 2025	<b>Completed Date:</b>	
<p>Background: Councillors requested as part of Council resolution 2025/8 that officers “Investigate an upgrade or new financial system and report back to the Council at the 04 March 2025 Council Meeting with an estimated cost and timeframes in order for this amount to be included in the Annual Plan 25/26.” This was not included in the March action register.</p>					

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April 2025: Investigation is underway. An update report on progress to date has been prepared for the 1 April meeting.

May 2025: CFO and CIO visited the Palmerston North team to discuss their financial system upgrade, they had some excellent insights and looked to have solved quite a few of the issues we currently have. Officers are fine tuning our requirements based off this information and putting together a workplan with costings, which we will bring back to council.

June 2025: A system shift of this magnitude is a complex task and the business case is in progress. Officers have received some quotes and are waiting on the provider for remaining quotes to provide full costings.

<b>Information Requested</b>	Workshop on Waste				
<b>Date Raised:</b>	04 March 2025			<b>Status:</b>	On Going
<b>Issue Owner:</b>	Group Manager Infrastructure	<b>Due Date:</b>		<b>Completed Date:</b>	
<p>Background: Councillors requested as part of Tenders and Procurement Committee a workshop on waste to further their understanding of the business activity and fees and charges.</p> <p>April 2025 Update: A workshop has been scheduled to present this information on 17 June 2025.</p> <p>01 April 2025: Council Update: It was requested to move this workshop date forward.</p> <p>May 2025 Update: A Workshop will be presented to the Councillors on the 06 May 2025.</p> <p>06 May 2025 Council Meeting: It is agreed this item is to remain on the action register, there were further actions that came from the workshop, officers will update the action to provide the information requested.</p> <p>June 2025 Update: This information is currently being prepared to present to the Infrastructure Committee on 19 August 2025.</p>					

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## 9.5 Update on Trade Waste Charging for Industrial Users

**Author:** Andrew Lester, Drainage and Water Manager

**Authoriser:** Andrew Dixon, Group Manager Infrastructure

### Recommendation

1. That Council receive and note the Update on Trade Waste Charging for Industrial Users
2. That Council endorses Option 2 being to increase the trade waste charges by 7.8% to recover the cost of the Industrial wastewater system with the remaining revenue shortfall (\$1.01M) to be recovered from the rates wastewater targeted revenue.

### Purpose of Report

- 1 The purpose of this report is to provide an update around engagement with the major industries currently connected to the Industrial wastewater network and to provide updated advice for Council to consider when making Annual Plan deliberations specific to Trade Waste fees and charges.

### Assessment of Significance

- 2 This matter is considered to be of medium significance in terms of the Timaru District Council Significance and Engagement Policy. However, it is noted that there is a financial impact on the industries connected to the trade waste system with increased trade waste charges and this industry group has been engaged with directly.

### Background

- 3 A report on Trade Waste Charging was presented at the Council meeting of 4 March 2025. This report outlined the current Timaru District Wastewater Treatment Strategy with a focus on how major industries are treated for trade waste purposes, the costs of operating the service and cost recovery mechanisms. It detailed the impact of the departure of Alliance Group Ltd's Smithfield Plant on operational costs and cost recovery, and the options to consider around cost recovery for next year from the remaining industries.
- 4 In its resolution from the report, Council supported in principle subsidising the industrial wastewater activity through an increase to the targeted urban sewer rate in addition to the current forecasted increase.
- 5 The Draft Annual Plan that went out for public consultation included proposed fees and charges for 2025/26. This included a 44% increase to the fixed cost from \$0.98 to \$1.41 per cubic metre of consented median discharge volume per day, and an 18% increase to the variable cost from \$0.17 to \$0.20 per cubic meter of discharge.
- 6 The draft fees and charges for trade waste were based on modelling that had been conducted before the March Council meeting. Updated modelling of potential fees and charges for trade waste was not completed in time for inclusion in the Draft Annual Plan at the time that it went out for public consultation.

- 7 Since this time Officers have undertaken a number of meetings with our various trade waste customers and undertaken a vigorous review of the trade waste cost structure and the allocation of costs across council's sewer activities.

### Discussion

- 8 Following correspondence with council's industrial trade waste customers meetings were organised and held with 10 of the 12 industries affected. Officers explained at these meetings Council's Wastewater Treatment Strategy, including the need for cost recovery.
- 9 The main concerns from the industries revolve around facing a further major increase to their fees and charges on the back of a significant increase for 2024/25, and the uncertainty around the Annual Plan process with fees and charges being consulted on each year.
- 10 Most customers acknowledge the need for the Industrial Trade Waste scheme to cover its costs but requested transparency to how these costs were made up. Concern was also expressed regarding the potential impacts of further industries leaving the scheme.
- 11 Analysis of the costs associated with council's sewer activity show the difficulties in fully segregating costs between the industrial trade waste and domestic/municipal sewer activities. Some cost, such as monitoring and depreciation, can be easily associated 100% with the respective activities. Other costs, such as interest and overheads, are not as easily attributed. These cost where than classified into three categories

Classification	Percentage	Example
Flow	35%	Interest, Overheads
Asset Numbers	50%	Control System
Asset Value	6%	Insurance

- 12 Using flow for costs such as interest and overheads reflects the relative effort that is required between the two wastewater activities, while for interest it reflects the benefit that industry receives from the domestic/municipal treatment activities.
- 13 Those costs that have been split 50% are to reflect that council has duplicate and separate systems for both domestic wastewater treatment and trade waste such as control systems.
- 14 Using this methodology resulted in the following high level cost analysis for the industrial trade waste activities

Operations and Maintenance	\$ 916,300
Depreciation	\$ 539,000
Interest	\$ 862,400
Overhead	\$ 673,750
<b>Total</b>	<b>\$ 2,991,450</b>

- 15 The power to set fees and charges is set out in the Local Government Act 2002 (LGA 2002) in section 150. Section 150(4) limits Council in what may be charged in that *"The fees prescribed under subsection (1) must not provide for the local authority to recover more than the reasonable costs incurred by the local authority for the matter for which the fee is charged"*

- 16 If this modelling of costs is accepted, then increasing the trade waste fees and charges by 7.8% above their current FY25 levels will result in a fixed rate \$1.06/m<sup>3</sup> and a variable charge rate of \$0.18/m<sup>3</sup> will see full cost recovered for the modelled industrial trade waste activity.
- 17 The result of setting fees and charges at this level would result in a reduction in budgeted revenue of approximately \$1.01M that would need to be funded from other revenue sources.
- 18 There is potential to further expand the trade waste charging customer base that is contributing to the funding of wastewater activities. As discussed in the previous report to Council there is the opportunity to expand the trade waste base with focus on those that are discharging to the domestic/municipal wastewater system. These customers are currently charge on a per pan basis as a proxy for household equivalent however this may not be equitable given that various contaminant loadings and discharge volumes are not directly related to the number of pans that are installed at the individual premises. However, this initiative would not be fully implemented during the 2026/27 Annual Plan as set up processes need to be prepared in the first instance including database, verification, consultation and a charging system.

### **Options and Preferred Option**

- 19 There are three options that can be considered by Council
- 20 Option 1 is to recover the full revenue loss resulting from the closure of Alliance's Smithfield plant. This would result in a significant increase for existing industrial trade waste customers. This option would not be compliant with LGA 2002.
- 21 Option 2 (Preferred) is to increase trade waste fees by 7.8% to recover the \$2.991M Industrial wastewater system costs that has been modelled. The revenue shortfall of \$1.01M is proposed to be funded from an increase in the wastewater annual targeted rate.
- 22 Option 3 is to set the trade waste fees and charges at a level to recover the \$2.991m that has been modelled. Targeted wastewater rates would be partially increased to cover some of the revenue shortfall. The remaining shortfall would need to be funded via the development of a new charging regime for those trade waste dischargers on the domestic/municipal wastewater system.
- 23 Considerable investment and time would be necessary for the implementation and on-going system and process maintenance of a trade waste charging scheme for Option 3 which would result in a potential delay in recovering these costs but achievable.

### **Consultation**

- 24 Invitations for in person meetings between Officers and Industrial Trade Waste Customers were sent out to all existing customers. 10 of the 12 industries took this opportunity to meet with Officers and discuss their issues and concerns. The overall theme of the verbal feedback received was concern at the high initial fees and charges that had been indicated. There was also concern about the potential risk of price shocks should further industry exited the scheme.
- 25 An annual plan submission was received on trade waste charges from a group of affected industries. There was acceptance in principle that the industries should be funding the cost of the trade waste system provided the costs were transparent. There was also a request for a medium term price forecast. This is challenging as the costs are apportioned to the industries

connected and the closure or addition of a major industry will have a price impact given the significant fixed costs.

**Relevant Legislation, Council Policy and Plans**

- 26 Local Government Act 2002
- 27 Timaru District Consolidated Bylaws 2018
- 28 Water Services Act 2021
- 29 Timaru District Council Long Term Plan, including the Wastewater Revenue and Financing Policy

**Financial and Funding Implications**

- 30 These are outlined in the discussion and options of this report.
- 31 An increase in the annual wastewater charge rate can be managed within the overall proposed 9% average rates increase cap. This will be achieved through a reduction in depreciation funding.

**Other Considerations**

- 32 There are no other matters for consideration.

**Attachments**

**Nil**

**9.6 Social Housing - 17A Review Endorsement**

**Author:** Diane Miller, Property Social Housing Officer  
Andrea Rankin, Chief Financial Officer

**Authoriser:** Andrew Dixon, Group Manager Infrastructure

**Recommendation**

That Council:

1. Receives this update report following the Section 17A review report for Council Social Housing Activity in December 2024.
2. Endorses the preferred option (Option 1); to maintain the status quo with Timaru District Council continuing to manage the Social Housing portfolio in-house and financially 'ring fenced'.
3. That Council undertake a further review the Social Housing portfolio delivery after 2028 following the ending of past Government loan funding obligations.

**Purpose of Report**

- 1 To consider shortlisted options for the delivery of the Council Social Housing Activity following the Section 17A review and council report to the December 2024 meeting and endorse the preferred option of continuing the management of the Councils social housing portfolio in-house.

**Assessment of Significance**

- 2 This matter has been assessed as being of low to medium significance at this time, in accordance with Council's Significance and Engagement Policy. This is because no changes are proposed at this stage that will affect levels of service.
- 3 It is acknowledged that this review will be of interest to the tenants of the portfolio due to the proposed changes to rental levels.

**Background**

- 4 Under section 17A of the Local Government Act 2002 Council has an obligation to review the cost-effectiveness of the current service delivery arrangements for meeting the needs of communities within its district for good quality infrastructure, public services, and the performance of regulatory functions.
- 5 Timaru District Council (TDC) currently manages and owns the Council Social Housing Portfolio of 236 units and one-bedroom flats.
- 6 Council had not completed a major review of its social housing portfolio since the last Section 17A review in 2016. An asset management plan review of its housing assets was completed at the same time. This updated review outlines the fundamental challenges and opportunities with the portfolio in 2024 and beyond.

- 7 In 2021, Council updated its Social Housing Policy. The purpose of the policy is to provide housing for those persons in the community who are 55 plus and receiving a national superannuation, war, widows, invalids for sickness (long-term) benefit, or current equivalent benefit and the applicant must have a housing need.
- 8 A Housing Insights Report was commissioned in 2024 to analyse market trends and benchmark the TDC portfolio against other Councils. It covered the districts social housing portfolio, the wider housing market pressures, trends in the community housing sector and how Council might explore new approaches and models. It further detailed what other Canterbury Region Councils were doing with their portfolios by way of a benchmark exercise and posed three scenarios for consideration.
- Scenario 1 – No change to the current operating model with a focus on increasing rents and maintaining the level of service.
  - Scenario 2 – Optimise and expand the portfolio of property, focus on the same changes as scenario 1 but also the composition of the portfolio and the delivery mechanisms.
  - Scenario 3 – Adopt new initiatives and include the opportunities outlined in scenarios 1 and 2.
- 9 Council reviewed this report at the Council meeting in December 2024 which set out the financial position of the management of the properties along with the general status of the assets. It was resolved in the meeting to form a working group to further explore opportunities.
- 10 The working group met on three occasions to further discuss finances and the future of the provision of Council Social Housing. This included a visit for Elected Members on the workshop group to Wellington to understand firsthand the operations of Urban Plus, the Hutt City Council CCO (Council Controlled Operation) for the provision of housing for the Lower Hutt area.

### Discussion

- 11 A range of options were considered as part of the Section 17A review and discussions with other service providers and operating models in Wellington was also held.
- 12 Potential benefits and disadvantages and risks were identified for each option and assessed against the following critical success factors:
- (a) Strategic fit and business needs – does it align with the strategic and financial priorities of Council and the community?
  - (b) Potential value for money – is it the right solution, at the right time, at the right price?
  - (c) Supplier capacity and capability – is it a sustainable arrangement (suppliers can support development/implementation)?
  - (d) Potential affordability – is funding available to make the change?
  - (e) Potential achievability – is the ability and skills to deliver available (internal capacity to implement in the timeframe)?
- 13 Any option that did not meet one or more critical success factors was discounted from further assessment. If they did not meet with Council's strategic fit and business needs at this time, potential value for money or potential achievability, as noted, they were discarded.

- 14 The activity has a policy to be 'self-funding' with full occupancy, the portfolio is targeted to be within surplus for the financial year 2024/25.
  - (f) There is 100% occupancy at the time of this updated report.
  - (g) With past investment, general asset condition is good with no major capex required in the next three to four years.
  - (h) Demand is expected to grow with critical shortage of affordable housing and an increasing over 65 population in the next ten years.
  - (i) The private sector is not building one bed units, but does some conversions of large houses to single units targeted at the high rental market.
  - (j) Average rents (all housing) have risen by approximately 50% in the last five years.
- 15 It has not been Council Policy to gain a return on capital invested in the portfolio due to below market rentals consistent with the policy to provide cost effective housing for the elderly and others on fixed benefits and superannuation.

### Options and Preferred Option

- 16 There are two shortlisted options to be considered under this updated review as outlined in Attachment 1, the Updated Council Social Housing S17A Review Report December 2024:
- 17 **Option 1** (Preferred Option) – That Council retains the management of the Council Social Housing portfolio inhouse (status quo). This option includes the adoption of a 'ring fenced' financial model, that aims for the activity to be self-funding. This model allows for funding of depreciation where possible.
- 18 **Option 2** – To create a Joint Venture (JV) or Trust which would manage and expand the portfolio offerings. This option requires further analysis with the development of a business case to justify the benefits of this option. Full public consultation would be required for this option as it is a significant change to the current service delivery.
- 19 Further, Council entered a contract with Government for a 50/50 matched nonrefundable loan to enable Council to build new units in 2007. One of the criteria for the contract was that Council must not sell any of the units until 2028 when the loan would be released and no funds required to be paid back to Government.
- 20 The inhouse service delivery model was preferred due to the following main reasons:
  - (a) The in-house cost of delivery offers a low rent cost with the activity being self funding.
  - (b) The inhouse service delivery model offers less risk with regards to business continuity and there is one FTE required to manage the entire service with support from other Officers when required.
  - (c) There are no guarantees that if Council went to market in the current environment, that there would be success in attracting any suitable partners to adopt the management and service of the activity at the current returns and costs of operation.
- 21 The preferred option is that the current inhouse service model continues as it is the most cost-effective delivery, which will deliver to Councils objectives to meet housing needs for the vulnerable in the Timaru District.



**Consultation**

- 22 The community were notified in the Long Term Plan 2024-34 pre-consultation papers that an s17A review was to be undertaken of Councils Social Housing portfolio, which would also review the rentals across all units.
- 23 Tenants of all units were informed with a personal letter of the intent to conduct a review of the service model and would be informed of the outcome of the review when available.

**Relevant Legislation, Council Policy and Plans**

- 24 The following legislation and policies apply:
- Local Government Act 2002
  - Residential Tenancies Act 1986
  - Social Housing Policy 2021

**Financial and Funding Implications**

- 25 The financial modelling for the current Long Term Plan 2024-34 for the provision of the service is outlined in the updated Council Social Housing 17A Review Report Attachment 1, page 7.
- 26 The proposed financial model is discussed in the Council Social Housing 17A Review Report, Attachment 1, page 15.

**Other Considerations**

- 27 Should Option 2 be the preferred option for the future provision of Council social housing, then a full analysis and business case would be required to be developed. Any change would need to be deferred until 2028 after the close of the contractual arrangement with Government and the option fully consulted with the public.

**Attachments**

1. Council Social Housing S17a Review Update Report May 2025 [↓](#) 



# **Timaru District Council Council Social Housing 17A Review Update**

**May 2025**





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## Timaru District Council Council Social Housing section 17A Review Update

### Executive Summary

The **Council Social Housing section 17A Review** report provided in December 2024 outlined a comprehensive analysis of the Timaru District Council's social housing activity, with a focus on the ownership, management, and service delivery of affordable housing for residents aged 55+ with limited assets. The review was conducted in accordance with Section 17A of the Local Government Act 2002, which mandates periodic reviews of existing council infrastructure, services, and regulatory functions.

The key findings from the review, which remain the same for this updated June review include:

- The Timaru housing market is relatively affordable compared to other districts.
- The Timaru District Housing portfolio is large relative to councils of similar size.
- Demand for housing support is increasing in Timaru in the youth sector (18-25) and the family 4 bedroom home due to the increase in migrant settlement in the district. The Timaru District Council social housing wait list continues to grow and sitting around 30 applicants at the time of this report.
- Unlike Timaru District Council, other councils with smaller portfolios struggle to sustainably fund housing through rental income.

This report reviews the three scenarios tabled in December 2024 which included:

1. **No change** to the current operating model, focusing on incremental increases in rents and maintaining the level of service.
2. **Optimise and expand** the portfolio, including changes in the composition of the portfolio and delivery mechanisms.
3. **Adopt new initiatives** and include opportunities outlined in the first two scenarios.

The review in December 2024 highlighted the need for a Housing Strategic Framework to guide future decisions and this was agreed and adopted in the Council meeting of December 2024. The agreed Housing Strategic Framework can now guide future decisions regarding the provision of social housing for the district and should be used in conjunction with all future business cases.

This updated report concludes with a two-step process for the future of the social housing activity:

1. **Status quo** - Retain ownership and management.  
It has been demonstrated through the financial analysis that the social housing portfolio is self-sustaining and fulfilling the social needs of the Timaru District. For this reason, the 17A Review has been satisfied in all regards, in confirming that the in-house management of the portfolio is the best value for money and delivery of the service for the district at this time.



2. **Create a Joint Venture (JV) or Trust** and expand into new initiatives.

Phase two of the updated review suggests that there is scope to explore a joint venture (JV) or trust situation in the future after conducting further research to establish the actual future need for housing and whether the council would like to widen the criteria for provision of housing. There are two inhibitors to phase two at this stage, which over time will resolve themselves:

- i) The financial strategy plan for the social housing portfolio requires a minimum of two years (preferably three to build up a cash reserve) for ringfenced paydown of debt associated with a contract between Government and the Timaru District Council. The contract entered in 2008 was for a 50/50 agreement (50% of construction cost suspensory loan) to build approximately 24 new units with a proviso that Council must retain the full complement of units (236) until after 2028. If the outstanding debt is retired and one further year of reserve built up, Council can construct two or three new units per year on land it already owns with the surplus reserve without any further borrowings. This could be replicated for several years and then surplus put to large scale capex works as and when required.

This financial strategy maintains the self-funding model without any requirement to burden the rates in-take each year or debt position of Council.

- ii) The second inhibitor is the requirement to consult with the public. Any change of this nature would be classed as material or high. This is in line with Councils Significance and Engagement Policy due to a change to the provision of the service and would require full public consultation which could be agreed for the next Long Term Plan 2027 2037. If a change to the service of this magnitude was undertaken now it could trigger a Long Term Plan amendment for the 2024 2034 LTP.

This report emphasizes the importance of ensuring that no tenant is worse off, enabling the growth of the retirement housing portfolio, and maintaining the financial self-sustainability of the activity without any burden to the rates or overall debt position of Council.



## Update of the Review Process – May 2025

### 1. Purpose

This report summarises the initial review in December 2024 of the Council Social Housing 17A Review which looked at possible future options on the ownership, management and service delivery of Social Housing activity.

### 2. The Review

Council carried out a service and delivery review of its Social Housing activity, to meet the requirements of Section 17A of the Local Government Act 2002. The activity delivers affordable housing for residents aged 55+ with limited assets. Council last built additional units in 2008 and 2010, supported by government financing.

The Local Government Act was amended in 2014 and included new provisions relating to periodic reviews, at least every six years, of existing Council infrastructure, services and regulatory functions, providing the requirement for Section 17A reviews. This Review meets the requirements of a s17A review under the Local Government Act 2002 (LGA).

Council had not completed a major review of its retirement housing portfolio since the last 17A review in 2016. An asset management plan review of its housing assets was completed at the same time. The new review outlined the fundamental challenges and opportunities with the portfolio in 2024 and beyond.

To assist with the review, Martin Jenkins was commissioned to complete a Housing Insights Report, the economic analysis and benchmarking required, which was completed in August 2024. The Insights Report covered the districts social housing portfolio, the wider housing market pressures, trends in the community housing sector and how Council might explore new approaches and models. It further detailed what other Canterbury Region Councils were doing with their portfolios by way of a benchmark exercise and posed three scenarios for consideration.

1. Scenario 1 - No change to the current operating model with a focus on increasing rents and maintaining the level of service.
2. Scenario 2 – Optimise and expand the portfolio of property, focus on the same changes as Scenario 1 but also the composition of the portfolio and the delivery mechanisms.
3. Scenario 3 – Adopt new initiatives and include the opportunities outlined in Scenario's 1 and 2.

Key findings of the Housing Insights Report outlined the following:

- The Timaru housing market is relatively affordable in comparison with the rest of New Zealand.
- The Timaru District Housing portfolio is large compared to other councils of a similar size. TDC has the second largest portfolio on the South Island with Christchurch having the largest at over 5,000.



- Demand for housing support is increasing in Timaru in two sectors, firstly the younger sector from 18 to 30 singles. The second sector in large 4-bedroom houses for the increasing migrant settlement in the district.
- Unlike Timaru District Council, other councils cannot sustainably fund the provision of housing through rental income due to the smaller size of their portfolio and past underspend on asset management.
- Some councils have established arm's length housing entities to access income-related rental subsidies.
- A few councils are implementing demand side affordable housing tools such as shared equity, often through the establishment of a trust.
- Councils have limited access to external funding sources, which remains the case.
- There is a growing interest from private sector trusts and entities along with the private sector to invest in community type housing.
- There is no single trend in the approaches councils are taking for the provision of housing.

### 3. Timaru District Council Social Housing Policy

In 2021, Council updated its Social Housing Policy. The purpose of the policy was to provide housing for those persons in the community who are 55 plus and receiving a national superannuation, war, widows, invalids for sickness (long-term) benefit, or current equivalent benefit and the applicant must have a housing need.

The Policy and information, along with an application form can be found at all the Timaru District Council Service Centres and online:

<https://www.timaru.govt.nz/council/publications/policies/social-housing-policy>

### 4. Context

The Council owns and manages a housing portfolio of 236 units built between 1960's and 2010. Rentals are below the market rental in line with assisting those in need and on fixed benefits who are not financially able to rent from the general market at market rentals. This has been Councils policy for several years. Market rentals in Timaru are hard to benchmark against the social housing portfolio due to high end fitouts of one-bedroom flats which are not consistent with councils' offerings.

The activity has a policy to be 'self-funding' with full occupancy, the portfolio was targeted to be in surplus for the financial year 2024-2025, which it is attaining with the first of three rental increases as requested by Council in December 2024.

A summary overview of the portfolio and market trends includes:

- Flats are fully occupied with 100% occupancy.
- General asset status is medium to high with no major capex required in the next three to four years.
- Demand is expected to grow with critical shortage of affordable housing and an increasing over 65 population in the next ten years.



- Private sector is not building one bed units but does some conversions of large houses targeted at the high rental market.
- Average rents (all housing) up approximately 50% in last five years.

Figure 1 – Timaru District Council Summary of portfolio and values



There is no return on capital invested in the portfolio, other than to be self-funding, due to below market rentals consistent with the policy to provide cost effective housing for the elderly and others on fixed benefits and superannuation. With the targeted rental increases over the next three years (2024/2025 of \$10 per unit, 2025/2026 of \$25 per unit and 2026/2027 of \$20 per unit) the rentals will be approximately 80% of market value in the wider Timaru district, which brings them in line with the lower end of market value statistics supplied by Tenancy Services on their website.

Recent market trends in capital value of housing in Timaru have resulted in significant capital gains to Council as noted in Figure 1 above.

The units are in a reasonable condition and all basic maintenance has been carried out including Healthy Homes. There has been an increase in spend for capital works in the last two years with the completion of Healthy Homes, roof replacements and the conversion of units from bedsits to small one-bedroom units. Actual Income v Expenditure for 2024 2026 note below in Table 1.

Table 1 – Actual Income v Expenditure 2024 - 2026

LTP 24-34		2025	2026
<b>Housing - OPEX</b>			
1.1 : Revenue		1,629,493	1,743,557
1.2 : Expenses		(1,491,136)	(1,552,972)
2600 : Depreciation		(163,073)	(167,240)
4230 : Finance Costs Internal		(141,923)	(150,433)
2401 : Operating expenses		(1,025,628)	(1,048,192)
4220 : Allocations		(160,512)	(187,107)
3052 : PPE Revaluation - (Oth Comp Inc)		0	32,263
<b>Surplus</b>		<b>138,356</b>	<b>222,848</b>
Asset value in CVR - at cost	14,883,572	15,313,572	15,750,282
Asset value in CVR - WDV	10,794,356	11,061,283	11,330,753
		<b>2025</b>	<b>2026</b>
<b>Housing - CAPEX</b>		<b>430,000</b>	<b>436,710</b>
M168 - Convert 3 Bedsits to 2 One Bed Flats - Temuka then Pleasant Point		125,000	125,000
M167 - Reroof Clyde St, Cameron Courts Temuka, Huffey Street, Clyde Carr Cres, King St, Pleasant point		150,000	153,300
M169 - Upgrades - Painting Outside and Inside		80,000	81,760
15 - Flats 1 General Healthy Homes and General Capex Works - Capital Renewal		75,000	76,650
Borrowings		2,735,150	3,004,620





Council became involved in the ownership and delivery of retirement housing in the 1960's as part of a whole of government focus on significantly increasing the size of the housing stock across New Zealand. Government concentrated on social housing, and local government was given access to funding to provide affordable housing for pensioners with low assets / income. This policy ended in the late 1980's and building of these units by local government largely ceased.

Over the last 30 years Councils have maintained a status quo approach, usually treating these assets as self-funding with very few design and quality upgrades. A backlog of renewals and design improvements have built up over time for some councils. This has been exacerbated, with the change in government policy in 2014 regarding registered Community Housing Providers (CHP) being able to access subsidised rental funding (the Income Related Rent Subsidy – IRRS) and other grant functions such as 50% of construction cost suspensory loans.

The current and previous governments have been consistent in refusing to allow Councils to access this funding. In response to this several Councils decided to exit their housing activity and sell or transfer the assets to either:

- a. A registered CHP usually at below market prices
- b. A community trust (not for profit) at no return to Council
- c. A purchaser through market tender

Despite this, many Councils still own, manage and deliver retirement housing services. A wave of new investment in these assets is underway including new units being planned or built. Several larger Councils further subsidise the activity by rates funding and revenue deficit.

Contextually, there are risks with Council making significant changes or decisions on its portfolio, ahead of potential Local Government Change. The political environment and the future of Local Government is in a period of significant potential change, with the introduction of the Three Waters Review, now Water Done Well. The change in three water operations for the Timaru District Council alone, could introduce significant potential change to the operation and form of the Timaru District Council.

Timaru District Council has continued to invest in local housing for the elderly of the district and completed all works required for Healthy Homes and has consistently stayed on top of operational capital expenditure. This has meant the portfolio is now well placed to sustain increased rentals and bought time to pay down debt and build a capital renewal programme that includes building new homes on land Council already owns.

The portfolio is well maintained, is not a burden on rates or debt to Council and is fulfilling a need within the district for housing.



## Updated Review

### 1. Review Process

The review process and report in December 2024 invited council to consider a range of options, which would normally have been in context of Council's strategic goals. To enable this, it was recommended that Council adopt a Housing Strategic Framework to help guide decisions. This was adopted and is attached to this report, appendix 1.

The first report looked at:

- The issues facing the activity
- The critical success factors and the key objectives
- The list of options that would best meet Council's strategic goals, success factors and key objectives.

Key issues that the review was seeking to resolve for the portfolio are outlined below:

What are we trying to fix?	
1	The lack of fit-for-purpose housing for the elderly in the market, partly provided by Council's portfolio.
2	The evidence of growing and forecast demand for affordable (rental) retirement housing for vulnerable members of society in the Timaru District.
3	The long-term financial sustainability of the activity, including the inability for Council to access the government's Income Related Rent Subsidies (IRRS) scheme or other related grant funding.

The three following critical success factors to be considered with any outcome of the review:

Critical Success Factors	
1	No tenant is worse off than before, with access to wellbeing services in association with the provision of affordable housing and Income Related Rental Subsidies (IRRS) or similar.
2	Enabling the growth of the retirement housing portfolio to meet current and future demands.
3	Council can remain focused on its ability to fund its core business priorities, allowing the maximum utilisation of its capital with a self-funding social housing portfolio.

The following objectives for the review were also identified:

Retirement Housing Review Objectives	
1	Ensure that tenants have access to well-being services in association with the provision of affordable housing and the IRRS if applicable.



2	The Retirement Housing Activity is enabling growth in the right locations, allowing the activity to grow to meet current and future demand.
3	Ensure that the Retirement Housing activity has a financially viable and sustainable future.

Based on the critical success factors and objectives, the following five options were considered:

Shortlisted options for Analysis	
1	Status Quo – Council retains ownership and operates as currently
2	Lease the portfolio to a registered Community Housing Provider, for overall management and private funding of the portfolio.
3	Sell to a registered Community Housing Provider outright.
4	Council Leases or transfers the Portfolio to a JV / Trust.
5	Divest of the portfolio to the private sector.

Based on the critical success factors a brief analysis of short-listed options are summarised in the Table 2 below:



Table 2 – Outline of initial shortlisted options analysis

	Option 1 Status Quo	Option 2 Lease to CHP	Option 3 Sell to CHP	Option 4 JV / Trust	Option 5 Sell Portfolio
	Preferred	Possible	Possible	Possible	Possible
Major issues	Impact on tenants Cannot access IRRS Council investment required in the future	Access to capital Existing tenants not eligible Attracting Community Housing Provider Possible Council investment required	Existing tenants not eligible for IRRS	Complexity Access to capital Access to IRRS Council investment required	Community impact to sale of significant Council asset providing a service to vulnerable persons within the district and communities
Critical for success	Increase rents as per Long Term Plan and access to Accommodation Supplement	Gaining exemptions for existing tenants to access IRRS	Gaining exemptions for existing tenants to access IRRS	Access to IRRS and exemptions Funding investment	Approval by public via a consultation process
Council benefits	Control of rents and conditions Control of assets Future capital gains	Control of assets Future capital gains and expand portfolio	Sale proceeds – could use to invest in more housing or reduce Council debt	Long term local controlled assets. Expand into new initiatives	Reduction of capital debt for Council or available capital for alternative projects
Political difficulty	Low	Low	Initially moderate	Depends on structure and partners	Moderate to High
Impact on existing Tenants	Impact lessened if rental increase spread over two years as per advice from Work & Income Timaru Office. Acknowledge that rents must increase. Accommodation Supplement for those eligible	Moderate to high increase in rents	Moderate to high increase in rents	Moderate to high increase in rents	Moderate but possibly high increase in rents



Based on the brief analysis in Table 2 the following options are more likely to succeed and provide the outcomes based on the critical success factors but also allow Council to retain the ownership of the assets.

Shortlisted Options
Option 1 – Status Quo.
Option 2 – Lease to CHP and expand portfolio.
Option 3 – Create a JV or Trust and expand into new initiatives.

## 2. Options Analysis

The next section of the review provided a further high-level analysis on each of the three options and their relative sub options where applicable. Fundamentally the options analysis focussed on the three principal options of:

- Option 1 - Status quo - Retain ownership and management
- Option 2 - Lease to registered Community Housing Provider (CHP) and expand portfolio
- Option 3 - Create a JV or Trust and expand into new initiatives

After further discussion the options have been narrowed down to Option 1 and Option 3 as noted above and now form the basis of this updated review.

## 3. Council Workshops

Council requested that a group be formed with Officers and some Elected Members to further review possible options regarding the future creation of a JV or Trust and expand the portfolio in time. The workshop group met on three occasions to further define the outcome of the Council meeting and investigate Option 3.

Elected Members of the workshop attended a session with the Chief Executive Officer of Urban Plus Limited of Wellington. Urban Plus provide housing for the low-income elderly of Lower Hutt and are a Council Controlled Organisation wholly owned by Hutt City Council. Council representatives wanted a better understanding of the operating model as a future option for the delivery of social housing services within the Timaru District.

Urban Plus as an organisation was created by Hutt City Council when it agreed to move from in-house delivery to external delivery to enable the new entity to also sell down council owned land parcels but also look at development options to fast track the delivery of housing across the need's spectrum for Hutt City Council.

The Urban Plus story and model best fits the trajectory that the Timaru District Council can follow in the future and this report sets the basis for that discussion for the 2027 2037 Long Term Plan.

A high-level analysis of the two remaining options is provided in Table 3 below.



Table 3 – High level analysis of two options for consideration for the future development of the Timaru District Council property portfolio

	Option 1 Status Quo with Rental Increase Preferred	Option 3 Partial sale to JV or Trust and pay down debt Possible
Major issues	<ul style="list-style-type: none"><li>• Impact on tenants</li><li>• Cannot access IRRS</li><li>• Council investment required</li><li>• Rental Increases – perception of significant increases and potential hardship.</li></ul>	Political risk if JV or Trust doesn’t perform as expected
Critical for success	<ul style="list-style-type: none"><li>• Increase rents as per the Long Term Plan and access Accommodation Supplement.</li><li>• Provides opportunity to build some renewal funds, fund renewals generally – achieves two outcomes.</li></ul>	<ul style="list-style-type: none"><li>• Will not substantially support housing outcomes.</li><li>• Impact on tenants high</li><li>• Supports the health of Councils balance sheet</li></ul>
Council benefits	<ul style="list-style-type: none"><li>• Control of rents and conditions</li><li>• Control of assets</li><li>• Future capital gains</li></ul>	Net proceeds offset debt or new activities
Political difficulty	Low – but problems growing rental increases fast	<ul style="list-style-type: none"><li>• Very high and difficult</li><li>• Expect significant tenant and community backlash</li></ul>
Impact on existing Tenants	<ul style="list-style-type: none"><li>• Eventually rents must increase.</li><li>• Accommodation Supplement for those eligible.</li><li>• Notable impact for those not eligible</li></ul>	<ul style="list-style-type: none"><li>• Very high.</li><li>• Would likely create pockets of significant social deprivation if sold on the open market and general occupation occurred.</li></ul>
Rent required	\$180 to \$220	\$180 to \$220+
Minimum Rent for tenant through assistance schemes	\$180 to \$220 (Accommodation Supplement or Income Related Rent Subsidy) approximately	\$180 to \$220 (Accommodation Supplement) approximately
Owner	Council	Council / Private
Debt Impact	Nil – Surplus to be utilised to fund debt and thereafter to Council activities	Nil – positive position
Sale / Lease Proceeds	Nil	Further analysis is required to establish true costs of this scenario.



#### 4.1. Option 1 - Status Quo – Retain ownership and Management

This option sees Council retaining the management and ownership of the portfolio which is successfully managed with one FTE and as of November 2024, all units fully occupied, and 100% occupation has been maintained since that time.

##### Discussion

As units have been upgraded to Healthy Homes standards and most units have had maintenance upgrades over the last two financial years. Other than a rolling capital roof replacement to be staggered over the several financial years, overall, the standard of the units is medium to high.

A detailed Asset Management Plan for the portfolio is underway and will be uploaded into an asset management system. While the units have been maintained to a sound standard and are overall in good condition, the full extent of work required, to scope out major upgrades into the future and a full renewal profile of the assets will take time and attention. We have recently completed a full maintenance review over a ten-year period for each property, this will determine the future Asset Management Plan.

Minimising the impact on existing tenants has been a key consideration through the initial review, while achieving the financial viability and sustainability of the assets. Further work is required to understand the portfolios current tenants, to understand how many have assets and/or income that does not make them eligible for Ministry of Social Developments (MSD) Accommodation Supplement. We will need to connect tenants with MSD to confirm a more accurate percentage of tenants that can access the Accommodation Supplement, though indications are that approximately 85% of our tenants are on some form of rental assistance.

A key assumption in the revenue profiling of the activity, recognising the potential number of tenants who may rely on the accommodation supplement, was for Council not to exceed the Accommodation Supplement available to those tenants able to access it. It is difficult to ascertain how many tenants would be eligible for assistance, it is a case-by-case basis, but we will assume that 80% will get assistance, as indicated by Ministry of Social Development.

Based on information provided by the Ministry of Social Development, we have assumed as many tenants as possible would seek to access the accommodation supplement. Tenants can apply and if successful, over a certain threshold, they could receive up to \$0.70 cents in each \$1.00 to \$80.00.

##### Financial Modelling

We have completed financial modelling on Option 1a to understand what the impact would be on as per increases agreed in the Long Term Plan with and retaining capex. This option would also see all surplus be redirected to paying off debt and no further surplus going into Council income and utilising borrowings for capex.

This option retains the capex programme but looks to use any surplus to directly pay down debt. As per the financial model below this puts the portfolio in an advantageous position in time to invest in further capital renewals or investment in new units from surplus funds. The



surplus funds could also be utilised by Council for other property related opex and capex programmes, though we suggest that investment in the Council housing portfolio is preferred.

Table 4 – Option 1a Financial Model

		2025	2026	2027	2028	2029	2030	2031	2032	2033	2034
<b>Housing - OPEX</b>											
1.1: Revenue		1,629,493	1,743,557	1,865,326	1,954,809	2,046,633	2,140,753	2,236,531	2,337,105	2,439,235	2,546,442
1.2: Expenses		(1,491,136)	(1,552,972)	(1,625,213)	(1,658,686)	(1,694,973)	(1,750,242)	(1,787,887)	(1,831,686)	(1,893,247)	(1,944,563)
2600: Depreciation		(163,073)	(167,240)	(185,700)	(185,700)	(185,700)	(198,513)	(198,513)	(198,513)	(210,821)	(210,821)
4230: Finance Costs Internal		(141,923)	(150,433)	(185,254)	(184,750)	(173,862)	(185,224)	(188,139)	(205,068)	(223,731)	(244,411)
2401: Operating expenses		(1,025,628)	(1,046,192)	(1,076,422)	(1,105,481)	(1,129,772)	(1,153,540)	(1,176,590)	(1,200,163)	(1,223,096)	(1,246,263)
4220: Allocations		(160,512)	(187,107)	(197,838)	(202,155)	(205,640)	(212,859)	(223,739)	(227,844)	(235,689)	(243,058)
3052: PPE Revaluation - (Oth Comp Inc)		0	32,263	0	0	60,092	0	0	69,394	0	0
<b>Surplus</b>		<b>138,356</b>	<b>222,848</b>	<b>240,113</b>	<b>296,723</b>	<b>411,751</b>	<b>390,512</b>	<b>448,544</b>	<b>574,914</b>	<b>545,988</b>	<b>601,889</b>
Asset value in CVR - at cost	14,883,572	15,313,572	15,750,282	16,069,464	16,315,702	16,567,368	16,824,324	17,086,685	17,179,765	17,274,709	17,371,453
Asset value in CVR - WDV	10,794,356	11,061,283	11,330,753	11,464,236	11,524,774	11,590,741	11,648,184	11,713,033	11,607,600	11,491,724	11,377,647
<b>Housing - CAPEX</b>											
M168 - Convert 3 Beddits to 2 One Bed Flats - Temuka then Pleasant Point		125,000	125,000								
M167 - Reroof Clyde St, Cameron Courts Temuka, Hufey Street, Clyde Carr Cres, King St, Pleasant point		150,000	153,300	156,975	160,590	164,130	167,580	171,105			
M169 - Upgrades - Painting Outside and Inside		80,000	81,760	83,720	85,648	87,536	89,376	91,256	93,080	94,944	96,744
15 - Flats 1 General Healthy Homes and General Capex Works - Capital Renewal		75,000	76,650	78,488							
Borrowings		2,735,150	3,004,620	3,138,103	3,307,852	3,526,082	3,782,782	4,101,315	4,474,612	4,888,215	5,361,177

The table shows that increases of \$10.00 per year for the current financial year with a \$25.00 increase in 2025/2026 and a further \$20.00 in 2026/2027. This is the only way to achieve a modest reserve fund for the future of the activity over the ten years.

### Summary

In summary, the staggered increase over the three years would be more bearable financially for tenants. Council has the option to adopt a further increase than noted in the LTP process, that will possibly put a financial burden on tenants but achieve a better financial position across the portfolio in a shorter time.

Over the 10-year projected term, increasing rents – even if staggered over 10 years, is projected to achieve a reserve. Over this time, Council will stay on track with capex upgrades and renewals on the existing units budgeted over the 10-year period, providing for the units themselves to be substantially viable and effective as a portfolio of 236 units. The key to this financial model is the direct repayment of the debt from surplus. The activity will require to be ring-fenced so that surplus is paying down debt, in the past any surplus has been pulled into the Council income and any capex has been borrowed which then incurred financial costs of borrowing. This outstripped any ability for the activity to pay down debt without significantly increasing rentals.

An inhibitor to Council maximising its return further on the activity is capping rentals at the lower end of the market rental spectrum. This usually represents an approximate 80% marker being the low end, 90% being the mid-range of the market rental spectrum and the high end representing 100% market rental. The extent of social subsidy that Council is comfortable to provide to its tenants is an area for further consideration by the Elected Members. The preferred option would be to keep the rentals capped at 80% of full market rental therefore attaining market rental whilst still providing rental relief to the lower socio-economic group who make up the tenant portfolio. This is in line with current Council Policy for Council Social Housing.

### 4.2. Option 3 – Create a JV or Trust

The high-level analysis of this option focussed on Council selling its some or all its units to the JV or Trust, with the two following sub options:





- (i) Partial sale or entire sale to the JV or Trust and using proceeds to pay down debt.
- (ii) Partial sale or entire sale to the JV or Trust and build new housing.

There has not been a detailed analysis of this option. It would require direction by Council to explore this option and supported by a full analysis and business case, consultation with the public due to the change in service of this Council activity.

Of note for this option is the agreement with Government when a non-refundable loan was offered and accepted to match a 50/50 input to build new flats for the portfolio. The agreement states that no flats must be sold until 2028 otherwise the loan has to be paid back.

A JV or Trust may need to change how it approaches the rental offerings to the general market dependent on where and what funds it accesses for further development. Funds from Central Government usually require open tenancing as a requirement of accessing funding with people taken directly from WINZ or MSD waiting lists. Mixed tenancies of ages, demographics and other factors can create undesirable and unsafe community environments and pockets of further unintended community deprivation and need.

A further option of reinvesting in housing, would need careful consideration by Council. There could be a range of options for Council to consider outside of traditional retirement housing developments, however most notably this would need to be considered through detailed consultation with the community, who through previous Long Term Plans, did not identify or request investment in retirement housing by Council.



## Findings and Recommendations

### 1. Findings and Recommendations

In completing this updated review, Council has exceeded the rigour and requirements set as best practice by the Society of Local Government Managers (SOLGM) in the review of this activity in accordance with Section 17a of the Local Government Act 2002.

The following conclusions and recommendations are made:

- The retirement housing activity is impacted by government policy and has conflicting requirements to meet rental standards, be self-sufficient and provide affordable housing for the target market. The review has confirmed that the status quo approach, without capital investment, rates offset or notable increases to rents is sustainable. The underlying requirement for the activity to increase revenue has been recommended as the key approach for the sustainability of the portfolio in the short and longer term, regardless of the option adopted.
- Minimising the impact on existing tenants has been a key consideration through the review, while achieving the financial viability and sustainability of the assets. There is a very low number of current tenants that have assets and/or income that does not make them eligible for Ministry of Social Developments Accommodation Supplement.
- It has been identified that there is headroom to increase rents, with the impact on those who can access the accommodation supplement to be minimal, approximately 15% of the tenants. For those who cannot access the accommodation supplement, they will experience the full impact of rent increases, however these are tenants who may have a greater likelihood to financially absorb the increases. Revenue assumptions in this review have focussed on increases up to the accommodation supplement entitlement, however rents could be increased to market rental if that was the appetite of Council.
- It is recommended that fees are increased by \$10.00 per unit for the 2024/2025 financial year, which has been agreed with a further \$25.00 in 2025/2026 and \$20.00 in 2026/2027. It is preferable for the financial viability of the portfolio in the short term, to make the increases over a two- or three-year period.
- Asset Management of the portfolio has been updated, and while the assets are in generally medium to high condition, the full extent of work required particularly to scope out major upgrades will take time and attention. As part of the ongoing sophistication of asset management practices, further detailed renewal profiling will be completed to help fully inform Councils understanding of future renewal and upgrades required of its portfolio.
- If Councils aspiration and resolve is to build more flats without a debt facility and providing a social subsidy is not an imperative, Council could consider increasing rents to market value. Increasing rents to market value across the overall portfolio, would generate



additional revenue over ten years, above the forecast surplus Y10. This would place at a minimum of tenants in financial difficulty, the majority do receive financial assistance of some kind.

- The Timaru District has no access to CHP's. Experiences of other Councils that have sold to CHP's, are that the realisation of new units upon the sale is limited if that were what Council would like to achieve. The price of sale to many CHP's has been at levels well below market value and in many circumstances, CHP's require an incentive to partner in certain locations, such as the provision of land at low or no cost, and other one-off or ongoing financial incentives from Council.
- The sale and/or significant reinvestment in retirement housing is a decision that would require public consultation before any costs incurred with business case analysis. To this end, selling the assets on the open market or to a CHP is not a recommended approach currently. The current period of political and economic uncertainty, particularly in relation to the contextual factors associated with the national review for Water Done Well, may mean that retaining retirement housing could position Council well for other housing or community services in the future. It is recommended Council consider how it can leverage its portfolio for the construction of new properties, upon there being greater clarity on the next stages of the Water Done Well review, and any subsequent political environment changes.
- The sale of the portfolio on the open market is not recommended. Potential market values of the portfolio based on QV valuation sits at \$42 million. Any property within the portfolio must not be sold prior to 2028 due to the agreement with Government when TDC entered into a 50/50 funding agreement for a non-refundable loan providing Council retained ownership of the units.



## Conclusion

### 1. Conclusion

This updated review of Timaru District Councils Retirement Housing Portfolio has been completed in accordance with s17a of the Local Government Act 2002 and based on guidance from SOLGM's best practice guides for Section 17a Review. The first review and the updated review have both exceeded that best practice in terms of scope and options considered.

Timaru District Council has been a great support in the housing of its more vulnerable people in its society, and now clearly articulated through Draft Housing Strategic Framework 2024-2034.

At this time, it is recommended that the best approach to deliver on its housing aspirations for its people is to address the fundamental issue with the current funding model in authority and approve the change to the approach for the portfolio and prepare the portfolio to be leveraged for future opportunities in the future.

It is further recommended to increase the rents with \$10.00 for 2024/2025, \$25.00 for 2025/2026 and \$20.00 for 2026/2027 to attain the financial surplus to reinvest in properties or new units.

While not potentially fully transformational, this updated review will provide a strong stable and solid platform for the retirement housing portfolio to position itself well for the future. The move, particularly to increase rentals and supported by a change to the financial model, will place Council in a strong position to further leverage its current asset portfolio for housing in the wider sense for the future.

#### Action Summary List:

	Action Description	Priority
1	Increase the rentals so that the portfolio remains self-funding, and is able to build up depreciation reserves and surplus reserves to build.	High
2	Within one year, seek to achieve a 'core' level of Asset Management sophistication for the portfolio.	Medium
3	Plan to review the financial performance of the Retirement Housing Portfolio in 2026 in detail again, ahead of the 2027 Long Term Plan to confirm the financial viability and effectiveness of the portfolio to invest in further development if required.	Medium
4	Continue to support, no less than 12 monthly access to the accommodation supplement for tenants.	Medium



5	Model development opportunities for retirement housing and test the validity and values of these to have prepared if Council can access suspensory loans or other grants for housing.	Low
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Appendix 1

# Timaru District Council

## Council Housing Strategic Framework 2024 – 2034





## Timaru District Council Housing Strategic Framework 2024-2034

Supporting our community to THRIVE through access to a home. Thriving Together.

### Our Vision

*“Shelter, one of our most basic human rights, is met through the provision of housing.”*

Having a place to call home leads to a sense of security and a foundation from which we make plans, build and maintain whanau and community networks, and more fully participate in society. Living in safe and suitable housing is a major contributor to our physical and mental health and overall wellbeing.

For some people, accessing safe and suitable housing through normal market channels is difficult. Inadequate or unsuitable housing can impact negatively upon lives. Council is working to ensure that our entire community can Thrive. To Thrive, Council recognizes that some community members need assistance to access safe and suitable housing.

### How we are going to do it

The issue of housing is complex, and Council alone cannot provide or address all housing needs. However, we recognize there is a role we can play, alongside other partners. This is Timaru District Council's first Housing Strategy. It outlines our thinking and planning for housing for the next ten years.

The scope of what this strategy could include is immense. Into the future, we want to be able to support our community across the spectrum of housing issues. However, for the first ten years, we are focused on delivering on housing issues that impact the most vulnerable in our community.

Currently, supporting the general rental market and home ownership is out of scope of this strategy. While Council in its other mechanisms as a Local Authority has regulatory influence over these areas, we do not intend to work actively in these areas in the immediate future.

Looking to the future, we know our population is growing. In just under 20 years, people aged 65 years and older will make up one-third of our population, and our household numbers will increase. While we focus on the immediate need in this strategy, we remain aware of the need to look and plan. Recognizing this pace of change, we are proposing to review this strategy in 2026.



We look forward to working alongside our providers to make our aspirations a reality, whilst actively holding ourselves to our strategic goals outlined in this strategic framework.

## Strategic Goals 2024-2034

Four strategic goals will guide the Timaru District Council in defining its role and contribution to housing over the next ten years. Achieving the vision of ‘supporting our community to Thrive through access to a home’ will be transformational for some in our community, ensuring they have access to the basic need of housing.

### Goal One: Leading the Way in Social Housing in the Canterbury Region

**Result:** We are recognized as leaders in the Canterbury Region for addressing social housing outcomes for Timaru District. **Actions:**

- Participate in national working parties addressing regulation and barriers to support social housing outcomes.
- Advocate to Central Government and social housing providers, raising concerns, promoting needs, and finding workable solutions.
- Seek out Central Government pilot opportunities for innovative and new means of addressing social housing issues.

**Result:** We achieve outcomes by holding ourselves accountable for delivering on this strategy. **Actions:**

- Monitor and report on the progress made in the Housing Strategy regularly.
- Monitor housing trends and community concerns.
- Undertake a review of the Housing Strategy in 2026, 2028 and 2030.

### Goal Two: Working Together to Improve Housing

**Result:** There is a collective understanding of housing needs for the Timaru District. **Actions:**

- Hold an Annual Housing Meeting to keep abreast of housing needs, report on progress, and build relationships.
- Remain active members of regional housing coalitions, advocating for housing issues at a regional level.

**Result:** Effective multi-disciplinary partnerships coordinate action to meet housing needs. **Actions:**

- Develop a local operational framework to support social housing issues.





- Establish a local group of people involved in social housing to build professional relationships and provide local knowledge.
- Develop a Social Housing Barrier Action Plan for implementation.
- Establish relationships with local Iwi to support the implementation of their housing aspirations.
- Identify other revenue opportunities, including external funding from Central Government.

### Goal Three: Providing Access to Suitable Housing

**Result:** We have met the housing needs of those in our community in the greatest need.

**Actions:**

- Work with Central Government to identify local emergency and transitional housing properties as a priority.
- Continue to work with Central Government as a strategic partner to facilitate and deliver social housing outcomes.
- Create local connections between Central Government, Community Housing Providers (CHPs), and developers to increase social housing supply.

**Result:** Those in need of social housing are housed and have the appropriate support structures to fully participate in life. **Actions:**

- Explore and advocate for opportunities to address complex social issues that families face, which are barriers to housing.

**Result:** Our Timaru District people can retire in Timaru District. **Actions:**

- Develop local relationships with existing service providers to facilitate the expansion of their services.
- Establish relationships with large-scale aged care providers to identify and facilitate opportunities for large format retirement services and accommodation.
- Develop long-list options to consider how Council's retirement housing can support increased provision and supply of retirement housing.

### Goal Four: Social Housing is Provided in the Most Efficient and Effective Way

**Result:** Our retirement housing is sustainable and managed to provide the most efficient and effective outcomes to our community in the widest sense. **Actions:**

- Complete a s17A review of social housing to support the implementation of the strategy and address any sustainability issues.
- Implement the outcome of the s17A review of the retirement housing portfolio, including its role, demand, financial and operational performance, and potential operating models.

**9.7 Annual Plan 2024/25 Nine Month Non-Financial Performance Report to 31 March 2025****Author:** Steph Forde, Corporate and Strategic Planner**Authoriser:** Stephen Doran, Group Manager Corporate and Communications**Recommendation**

That Council receive and note the nine-month non-financial performance report to 31 March 2025.

**Purpose of Report**

- 1 The purpose of this report is to outline progress on the performance measures included in the Annual Plan 2024/25, Year One of the 2024-34 Long Term Plan (LTP).

**Assessment of Significance**

- 2 This matter is considered to be of low significance in terms of Council's Significance and Engagement Policy as it is a regular report to Council on its performance measures.

**Background**

- 3 Council's three-month reporting cycle includes progress reporting of 100 performance measures for the quarterly periods 01 July - 30 September, 01 October – 31 December, 01 January – 31 March, 01 April, and an Annual Report for the 12-month period ended 30 June each year.
- 4 This three-month report is the third reporting period with the new service performance measures adopted in the 2024-34 LTP.
- 5 Performance measure results are reported, and commentary is supplied by Activity Managers.

**Highlights**

- 6 This section summarises the key activity highlights during the reporting period which are detailed in Attachment 1.
  - 6.1 All LGOIMA requests in Q3 were processed within statutory timeframes (*attachment 1, pg.6*)
  - 6.2 A Timaru Cemetery replacement site is progressing with land purchased for development (*attachment 1, pg.9*)
  - 6.3 The Building consent average processing time for this quarter has reduced to 11.17 days which is within the statutory timeframe of 12 days. This has resulted in the year-to-date average reducing to 13.14 days (*attachment 1, pg.13*)
  - 6.4 Hearings E and F for the Proposed District Plan are now complete (*attachment 1, pg.15*)
  - 6.5 The Museum, Art Gallery and Libraries had a great visitor and participation numbers with the Sunsational Challenge.
  - 6.6 Geraldine and Pleasant Point Pool visitor numbers have met their performance targets for 24/25 (*attachment 1, pg.32*)

- 6.7 The boardwalk section of the Geraldine Sculpture Trail is complete (*attachment 1, pg.34*)
- 6.8 The first risk based approach trial during the Timaru School Ball Season demonstrated the effectiveness of this approach, avoiding the need for a road closure and resulting in cost savings for temporary traffic management (*attachment 1, pg.36*)
- 6.9 Air discharge consent has been issued for Pleasant Point wastewater pond (*attachment 1, pg.43*)
- 6.10 Evans Street watermain renewal contract was let in Q3 with the project expected to be completed by the end of the financial year (*attachment 1, pg.46*)
- 6.11 The contract for Peel Forest remediation has been awarded (*attachment 1, pg.51*)

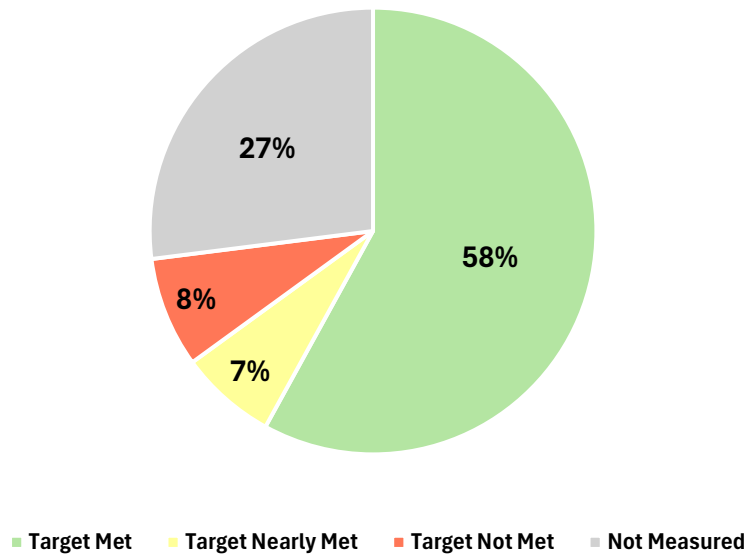
### Issues

- 7 The section summarises the key activity issues during the reporting period which are detailed in Attachment 1.
  - 7.1 Recruitment for Civil Defence Emergency Management volunteers remains an ongoing challenge (*attachment 1, pg.11*)
  - 7.2 The introduction of the Sale and Supply of Alcohol (community participation) Amendment Bill 2023 has resulted in increased frequency of required District Licensing Committee Hearings which could put pressure on existing resource if this trend continues (*attachment 1, pg.17*)
  - 7.3 The Museum had an issue with a leaking roof (*attachment 1, pg.20*)
  - 7.4 Progress on the wastewater treatment plant upgrade wet well design has remained technically challenging with ground conditions and is now expected in FY26 (*attachment 1, pg.43*)
  - 7.5 Ongoing issue with safe disposal of Lithium/ ion batteries, which is occurring nationwide (*attachment 1, pg.51*)

### Overall Result

- 8 The below graph shows the overall year to date performance result for the reporting period.

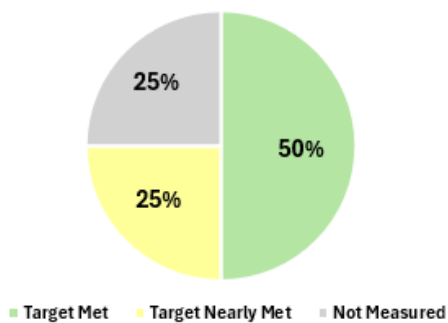
### Overall Performance



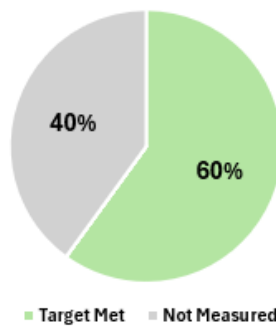
### Results by Activity

- 9 The below graphs show the year-to-date performance by Group of Activity as detailed in the LTP.
- 10 Attachment 1 has further detail including Activity Review by Group Managers, Highlights and Issues, and results for each performance measure with supporting commentary.

#### Democracy



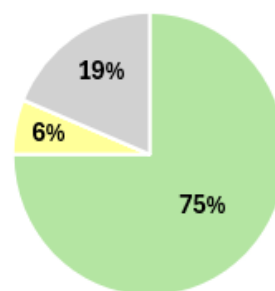
#### Community Services



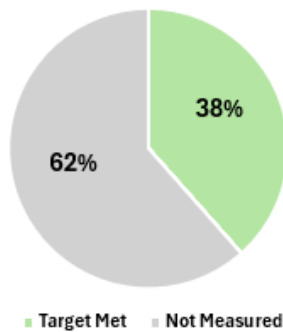
#### District Planning & Environmental Services



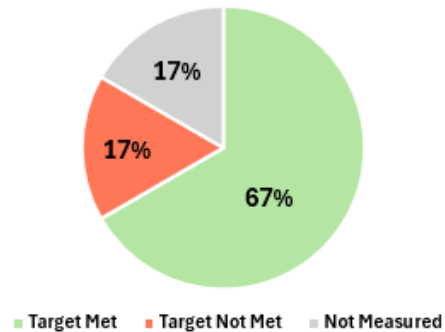
#### Recreation and Leisure



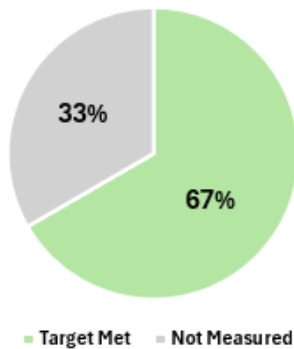
**Roading and Footpaths**



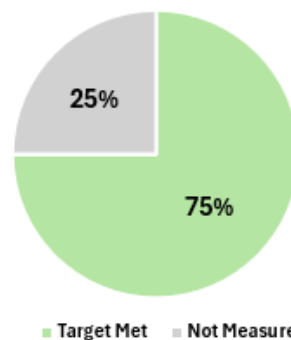
**Stormwater**



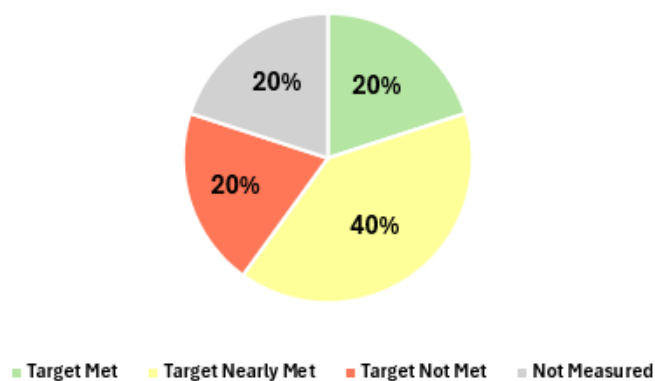
**Wastewater**



**Water Supply**



**Waste Management**



### Relevant Legislation, Council Policy and Plans

- 11 Local Government Act 2002
- 12 Timaru District Council Long Term Plan 2024-34

### Financial and Funding Implications

- 13 There are no financial or funding implications as a result of reporting progress to Council.

### **Other Considerations**

14 There are no other considerations.

### **Attachments**

1. **Nine Month Non Financial Performance Report to March 2025** [!\[\]\(950a62bbddad88d64435fd35607dfc42\_img.jpg\)](#) 





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### Groups of Activities – Executive Summary

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There are a total of 100 Non-Financial Key Performance Measures in the 2024– 2034 Long Term Plan. Results for all Activities appear in this report under the major headings in the Council Activities section of the Long Term Plan.


The report lists all of the measures along with the Target, Result, Status and Comments. Depending on the result, the measures are assigned a status as follows:




-  Target Met or Exceeded
-  Almost Met Target
-  Target Not Met
-  Report Not Submitted
-  Not measured this period
-  Expect to meet annual Target
-  Expect to almost meet annual Target
-  Expect not to meet annual Target

## Democracy

### Activity – Democracy


Activity Review for Democracy			
Activity Review of Democracy	Owner: Stephen Doran		
Quarterly Highlights for Democracy		Quarterly Issues for	
No significant updates in Democracy. Continue to work on layout of council chamber to help increase efficiency of meetings. Decision made to revert back to older agenda management system, as replacement option had some procedures that would have reduced efficiency of operation.		No significant issues to report. Use of executive support staff in minuting standing committees is helping reduce load on Governance Lead.	


Performance Measure	Period	Period Result	Year to Date Target	Year to Date Result	Status	Expected Year End Result
Resident satisfaction with quality of information provided by Council	Q3 FY25	-	-	-	-	-
	<b>Current period comments</b> Not measured this quarter – Biennial survey			<b>Expected year end comments</b> -		
Annual Plans, Reports and Long Term Plans adopted within statutory timeframes	Q3 FY25	-	Annual Report adopted within Statutory Timeframes	-		
	<b>Current period comments</b> Not measured this quarter			<b>Expected year end comments</b> Expect to meet Annual Target		

Council and committee meeting agendas made available to the public within statutory timeframes	Q3 FY25	100.00%	100.00%	100.00%		
	<b>Current period comments</b> All agendas made available to the public within statutory timelines.			<b>Expected year end comments</b> We are expected to continue to perform to standards in this function.		
Responses to LGOIMA requests are provided according to statutory timeframes	Q3 FY25	100.00%	100.00%	98.31%	100.00%	
	<b>Current period comments</b> 130 LGOIMA Requests were received in the first three quarters in 24/25.  Q1 = 45, Q2 = 44, Q3= 41. All LGOIMA requests received for the third quarter were responded to within statutory timeframes.			<b>Expected year end comments</b> This measure has an annual target of 100% therefore due to the missed deadlines it is not possible to achieve this. Should the current volume of requests received and the number of responses meeting deadlines continue, it is possible to be within the 5% 'nearly achieved' threshold for the year.		


Community Services



Activity – Airport

Activity Review for Airport			
Activity Review for Airport	Owner: Andrew Dixon		CAA certification of Timaru Airport is confirmed for 2024/25 year.
Quarterly Highlights for Airport			
Report not submitted			
Quarterly Issues for Airport			
Report not submitted			


Performance Measure	Period	Period Result	Year to Date Target	Year to Date Result	Status	Expected Year End Result
Civil Aviation Authority (CAA) accreditation	Q3 FY25	-	-	-	-	
	<b>Current period comments</b> Not measured this quarter – Annual reporting			<b>Expected year end comments</b> Certification confirmation was achieved in March 2021 for a further 5 years. This has been maintained during this period.		


Activity – Social Housing



Activity Review for Social Housing			
Activity Review for Social Housing	Owner: Nicole Timney		Occupied Council Housing complies with Building Regulations and Healthy Homes Standards in accordance with the Residential Tenancy Act. Current occupancy sits at 100%.
Quarterly Highlights for Social Housing			
Social housing continues to have 100% occupancy. There are no issues or highlights to report on.			
Quarterly Issues for Social Housing			
Social housing continues to have 100% occupancy. There are no issues or highlights to report on.			

Performance Measure	Period	Period Result	Year to Date Target	Year to Date Result	Status	Expected Year End Result
Occupied Council Housing complies with building regulations and Healthy Homes Standards in accordance with the Residential Tenancies Act	Q3 FY25	100.00%	100.00%			
	<b>Current period comments</b> The occupied Council Housing complies with the building regulations and Healthy Homes Standards in accordance with the Residential Tenancies Act. Occupancy currently 100%			<b>Expected year end comments</b> The occupied Council Housing complies with the building regulations and Healthy Homes Standards in accordance with the Residential Tenancies Act. Occupancy currently 100%		


Activity – Community Facilities

Activity Review for Cemeteries			
Activity Review for Cemeteries	Owner: Andrew Dixon		A Timaru Cemetery replacement site is progressing with land purchased for development.
Quarterly Highlights for Cemeteries			
A potential new site for a replacement Timaru Cemetery has been purchased. Consultation with key stakeholders and affected parties is well advanced. The results will contribute to consent applications later this calendar year.			
Quarterly Issues for Cemeteries			
Timaru Cemetery needs to be replaced within 5 years. There needs to be infrastructure installed before it will be usable.			

Activity Review for Public Toilets			
Activity Review for Public Toilets	Owner: Nicole Timney		Public Toilets have met the legislative and environmental requirements. Upgrade of Station Toilets and vandalism in some CBD toilets continues to cause issues.
Quarterly Highlights for Public Toilets			
General maintenance continuing as required. No facilities have been scheduled for upgrade / renovation during this quarter.			
Quarterly Issues for Public Toilets			
No issues to report. Repairs & maintenance ongoing as required.			

Performance Measure	Period	Period Result	Year to Date Target	Year to Date Result	Status	Expected Year End Result
Community Facilities (Cemeteries and Public Toilets) meet legislative safety and environmental requirements	Q3 FY25	100.00%	100.00%	100.00%		
	<b>Current period comments</b> All facilities meet current requirements and comply with legislation. Any new toilets installed will comply with building standards on the day of issuance of Compliance Certificate. All Cemeteries are compliant.		<b>Expected year end comments</b> All facilities meet current requirements and comply with legislation. Any new toilets installed will comply with building standards on the day of issuance of Compliance Certificate. Cemeteries are likely to remain compliant for the remaining quarters.			

#### Activity – Emergency Management

Activity Review for Emergency Management			
Activity Review for Emergency Management	Owner: Paul Cooper		The CDEM team at Timaru District Council continues to work well and deliver good levels of service to the Community. The team secured a MoU agreement with Fraser Park in Timaru to use that facility during an emergency declaration as a Civil Defence Centre (used to be known as a Welfare Centre). This will provide a degree of resilience whilst the stadium project on Morgan's Road is delivered over the next 18 months.
Quarterly Highlights for Emergency Management			
Highlights for this quarter include attendance at the Winchester A&P show and the Multicultural day. The Multicultural day in particular is a good example of how our unit utilises its engagement component to connect with community and build resilience. 5 community engagement events in total. This quarter also saw the regional preparedness survey completed. We are still waiting on results, but this is a key step in understanding the baseline of community preparedness.			



Quarterly Issues for Emergency Management
<p>Volunteer recruitment remains an ongoing challenge.</p> <p>While EOC training has been completed, it seems difficult to bring new staff into this space.</p> <p>We are waiting for the new legislation and the Emergency Management Systems Improvement Process to go to cabinet. This is due shortly and will probably have a short feedback period.</p>

#### Activity – Emergency Management


Performance Measure	Period	Period Result	Year to Date Target	Year to Date Result	Status	Expected Year End Result
How well prepared for a disaster residents feel	Q3 FY25	-	-	-	-	-
	<b>Current period comments</b> Not measured this quarter – Annual Survey			<b>Expected year end comments</b> -		



#### Activity – Economic Development







Performance Measure	Period	Period Result	Year to Date Target	Year to Date Result	Status	Expected Year End Result
Performance targets in the Venture Timaru Statement of Intent are met	Q3 FY25	-	-	-	-	-
	<b>Current period comments</b> Not measured this quarter – Annual reporting			<b>Expected year end comments</b> -		



## District Planning & Environmental Services

### Activity – Building Control


Activity Review for Building Control			
Activity Review for Building Control	Owner: Paul Cooper		The building team continue to perform well, predominantly achieving across the board, and in this third quarter, improving by reducing the average days to process a building consent to 11.17 days.
Quarterly Highlights for Building Control			
It has been an exciting time in reviewing the BCA via the section 17A review process. This has highlighted ways in which we can be innovative and lead the way for positive change within the Building Regulatory environment. Whilst we are keen to move forward with beneficial change, there is always an element of caution that must be considered. The team have taken this on board and the results of this quarter clearly show a positive response. We are well aware that further changes are imminent and we are of the view that the 17A findings will assist the direction of which we will be heading into the future.			
Quarterly Issues for Building Control			
In this quarter has seen a significant amount of time spent on non-compliances, in particular shipping containers, their use and location. This is another example of how resources between units can be exhausted through dealing with just one issue, with other BAU tasks being impeded as a result. The change to the LIM programme, whilst the end product is better than previous, the work involved with compiling the information and consequent manual checking of that information, including the high demand on LIMs throughout this quarter, is proving to be more challenging than anticipated.			



Performance Measure	Period	Period Result	Year to Date Target	Year to Date Result	Status	Expected Year End Result
Building Consent Authority accreditation	Q3 FY25	-	Associated audit processes ensure accreditation retained	Met		
	<b>Current period comments</b> Not measured this quarter			<b>Expected year end comments</b> Accreditation will be next assessed in February 2026		





Building Control consent average processing time	Q3 FY25	11.17	12	13.14		
	<b>Current period comments</b> The result for this quarter is a great outcome with the reduction in average timeframes			<b>Expected year end comments</b> Introduction of internal measures will continue to reduce the average timeframe		
% of building consent applications processed within statutory timeframes	Q3 FY25	99.56%	100.00%	97.18%		
	<b>Current period comments</b> This period has shown a positive outcome resulting from hard work by the team. Over this quarter only one consent went over time out of 226.			<b>Expected year end comments</b> We will continue working towards achieving 100% on a consistent basis.		
Building and Planning services: Provide the local community and/ or local industry with regular updates and information at least four times per year - <b>Building</b>	Q3 FY25	1	3	3		
	<b>Current period comments</b> Local industry updates continue as a regular part of our BAU and is still received well from the industry.			<b>Expected year end comments</b> This will continue to be achieved on an ongoing basis		
Resident/ customer satisfaction with building consent process	Q3 FY25	-	-	-	-	-
	<b>Current period comments</b> Not measured this quarter – Annual survey			<b>Expected year end comments</b> -		

Percentage of Building Warrant of Fitness (BWOFF) audits completed	Q3 FY25	31.11%	45	55.56%		
	<b>Current period comments</b> We have a new digital tool that is making a positive difference in performing these audits being more efficient and recording better information. Q1= 3, Q2= 8, Q3=14, YTD= 25.			<b>Expected year end comments</b> We will continue to increase the number of audits performed to a level that meets the MBIE guidance		
% of residential swimming pools' fencing in the District audited at least once every 3 years	Q3 FY25	-	-	-	-	-
	<b>Current period comments</b> Not measured this quarter			<b>Expected year end comments</b> Project undertaken in Year 3 (26/27)		
% of potential non-priority earthquake prone buildings identified by July 2027	Q3 FY25	-	-	-	-	-
	<b>Current period comments</b> Not measured this quarter			<b>Expected year end comments</b> Progress will be reported annually		

Activity – District Planning







Activity Review for District Planning			
Activity Review for District Planning	Owner: Paul Cooper		The Planning Consents Team have been able to process most applications in-house this year, with the use of consultant planners being limited to where Council has a conflict of interest, or where specialists are needed. The District Plan Review Team have made steady progress through the hearings phase of the statutory process. The project remains on-time (to the new project timeline) and largely on budget.
Quarterly Highlights for District Planning			
Hearing E and F now completed on the Proposed District Plan hearings.			
Number of complex resource consents now completed and use of external consultants the lowest its been for years.			
Quarterly Issues for District Planning			
RM Reform is being monitored closely and managed accordingly.			

Performance Measure	Period	Period Result	Year to Date Target	Year to Date Result	Status	Expected Year End Result
Resource Consents processed within statutory timeframes	Q3 FY25	97.50%	100.00%	94.74%		
	<b>Current period comments</b> The total number signals a trends down in resource consent numbers in the system. Of the 40 resource consents granted only 1 was processed by a consultant and the rest by staff (97.5%). These results do need verification prior to uploading to the Ministry for the Environment's National Monitoring System.			<b>Expected year end comments</b> For over a year there has been a moderate decline in consent volumes, though it is worth noting is that this decline has meant a much higher proportion now completed by staff planners.		



Building and Planning services: Provide the local community and/ or local industry with regular updates and information at least four times per year - <b>Planning</b>	Q3 FY25	0.00	3	0.00		
	<b>Current period comments</b> This is a new task which is about to start in May 2025 with a planned Stakeholder Workshop at Council which is currently being put together by core internal teams, including planning.			<b>Expected year end comments</b> This is planned to start in May 2025 with a Stakeholder Workshop currently being coordinated between relevant Council teams.		
Resident/ customer satisfaction with resource consent process	Q3 FY25	0.00%	80.00%	0.00%		
	<b>Current period comments</b> This task is underway with results expected in the next quarter.			<b>Expected year end comments</b> The customer survey is currently being undertaken.		

Activity – Environmental Compliance

Activity Review for Environmental Compliance						
Activity Review for Environmental Compliance	Owner: Paul Cooper	<div></div>	It is another good year and a strong performance from this hybrid team (contractors/in-house staff) under increasing demand on services.			
Quarterly Highlights for Environmental Compliance						
2 infringements issued by the parking officers were challenged in court, and successfully upheld in favour of TDC						
Quarterly Issues for Environmental Compliance						
Liquor hearings are set to become more common place. The Liquor Licensing Team provide liquor licensing services to both Waimate and Mackenzie District Council under a shared services agreement. Recently Waimate had their first District Licensing Committee Hearing, with another pending for Waimate and a second one for Timaru District with a possible 3rd one in the pipeline . Typically we would have one hearing over all 3 districts in a given year. Due to the change introduction of the Sale and Supply of Alcohol (community participation) Amendment Bill 2023, which has provided for broader participation in terms of community objections to license applications. These applications attracted hundreds of objections, with the exception of the recent Waimate premise application which triggered a hearing due to one community objection. The sheer volume of objections has generated significant resource demand, in order to collate, correspond, and provide all hearing details and opportunities to speak to objections. This situation will need to be monitored as if this trend continues, additional resources would need to be allocated to this activity.						
Performance Measure	Period	Period Result	Year to Date Target	Year to Date Result	Status	Expected Year End Result
Provide Dog Control education to one school/ pre-school/ organisation per term	Q3 FY25	0.00	3	12.00	<div></div>	<div>E</div>
	Current period comments As this is the start of the new school year, there has been no requests for educational sessions.			Expected year end comments service provided upon request		
Percentage of known dogs in District registered	Q3 FY25	-	-	-	-	-
	Current period comments Not measured this quarter – Annual reporting			Expected year end comments		


Information on the website is reviewed and updated quarterly for all regulatory activities	Q3 FY25	Yes	3	Met		
	<b>Current period comments</b> Link to Waimate fees and charges updated, added info about MPI levy, added a link to the MPI food safety toolkit.			<b>Expected year end comments</b> Teams continue to update website as part of BAU		
% of scheduled audits of registered food premises completed or in progress	Q3 FY25	17.45%	75.00%	64.68%		
	<b>Current period comments</b> 41 out of 54 verifications that were due were completed this quarter. 5 more are booked to be completed at the writing of this report. The remainder were not undertaken due to reasons beyond our control, namely health issues of operator, awaiting confirmation of trading, mobile operators not operating throughout the year, pending cancellation of registration due to non-payment of fees.			<b>Expected year end comments</b> We expect to undertake all verification that are due in the next quarter, that are within our control to do so.		
% of alcohol regulated premises that have been inspected each year	Q3 FY25	2.34%	52.50%	46.09%		
	<b>Current period comments</b> Target not met due to resource constraints			<b>Expected year end comments</b> Unlikely to reach target this financial year for reasons mentioned		











% of food Businesses requiring escalation to the Registration Authority and/or Food Safety Officer for follow up due to non-compliance with correct processes or statutory requirements	Q3 FY25	100.00%	100.00%	100.00%		
	<b>Current period comments</b> 1 x complaint escalated to FSO due to an insect found in a bag of chips, and was fully investigated with the manufacturer, the outcome was inconclusive, with there being no obvious gaps in their systems which resulted in the complaint. 1 x complaint was escalated to the FSO due to an operator not closing out the audit requirements as requested. 1 x complaint was escalated to the Registration Authority due to non-payment of fees which resulted in the cancellation of that operators registration.			<b>Expected year end comments</b> No targets set - only actual escalation to enforcement action is reported		

## Recreation & Leisure


### Activity – Museum

Activity Review for Museum			
Activity review for Museum	Owner: Paul Cooper		The team have continued to perform well and deliver exceptional service through a challenging time, brought about by unforeseen circumstances affecting staff. Numbers are up and satisfaction levels amongst customers remains high - a credit to the team.
Quarterly Highlights for Museum			
High user numbers in period, with busy summer holiday period leading into February with cruise ship passengers, summer holiday programme and Retro Rock event in February.			
Quarterly Issues for Museum			
Issues with leaking roof in main gallery impacting central display areas - work now carried out to correct.			





Performance Measure	Period	Period Result	Year to Date Target	Year to Date Result	Status	Expected Year End Result
Number of museum service users (includes museum visitors, attendees at on site and off site programmes, information or collection requests)	Q3 FY25	7,084	18750	20,420		
	<b>Current period comments</b> User numbers are currently trending at 16% above target figure.			<b>Expected year end comments</b> Likely to exceed target figures for the year.		





Number of exhibitions and events - Museum	Q3 FY25	2.00	10	11.00		
	<b>Current period comments</b> Successful summer holiday programme in January and Retro Rock at the Museum event in February.			<b>Expected year end comments</b> Target on track to be met or exceeded.		
Museum - Facilities meet legislative safety requirements	Q3 FY25	Yes	Legislative requirements are met			
	<b>Current period comments</b> All requirements met.			<b>Expected year end comments</b> On track		
Collection items available online - Museum	Q3 FY25	77	18500	23,274		
	<b>Current period comments</b> Original target continues to be succeeded.			<b>Expected year end comments</b> Continuing work will bring nearly a quarter of collection records online for public access.		

Activity – Libraries



Activity Review for Libraries			
Activity Review for Libraries	Owner: Paul Cooper		The team are performing well against set targets and delivering excellent value for service to the community.
Quarterly Highlights for Libraries			
<p><b>District-wide</b></p> <p>The Sunsational Challenge was very successful and kept library staff busy over January, with all the children and families coming to do the challenge tasks. Participants completed a book hunt at the Timaru Children’s Library.</p> <p>The district libraries were represented at the Multicultural Aoraki Festival and Children’s Day on Saturday 1 March and Sunday 2 March, respectively. Staff engaged with over 200 people at each event, taking the opportunity to promote services and collections. Having all participating TDC units situated together at the Multicultural Aoraki Festival was well received by the public and staff.</p> <p>The Digital Inclusion Alliance Aotearoa’s On-Road Access (DORA) bus visited all three libraries and Pleasant Point over 31 March – 4 April. DORA travels from library to library throughout New Zealand providing essential training on a range of topics from online safety and smartphone basics to specialised subjects like health apps and online banking. Around 50 people came on board to seek assistance during the course of the week.</p> <p>District youth services staff planned out the “Stomp and Roar” dinosaur-themed April School Holiday programme. Staff have mapped out a variety of literacy and educational-based activities to fit the theme.</p> <p><b>Timaru Library</b></p> <p>The new weekly programme Baby Wiggle &amp; Rhyme launched in February on Mondays at Timaru Library. This 20-minute music and early literacy session aimed at the under two-year-olds has been very well received and numbers are growing each week.</p> <p>While regularly scheduled technology classes were on a break during most of February and March, Timaru Library trialled one-on-one “device advice” drop-in sessions on Monday mornings due to increasing demand for digital assistance from customers. For example, staff helped 17 participants learn how to use features on their phones, tablets and other portable devices on 17 February.</p> <p>Timaru Library hosted a successful book launch on 19 February for “Excess Baggage”, written by local author and former staff member Sarah Houghton. The library gets a mention in the book.</p> <p>Geraldine Library &amp; Service Centre</p> <p>Geraldine Library’s Teo Reo classes on Thursdays have been well attended at the introductory and stage 1 sessions of the 9-week course.</p> <p>Geraldine Library hosted the South Canterbury Roll of Honour (SCRoll) kiosk containing short biographies of all South Cantabrians who served during World War One for public viewing in January.</p> <p><b>Temuka Library, Service &amp; Information Centre</b></p> <p>Staff at Temuka Library took the lead on reviewing the procedure for cemetery requests and updated a check list for monitoring the process that will also be shared with staff at Geraldine Library.</p> <p>Temuka Library is hosting the South Canterbury Roll of Honour (SCRoll) kiosk public viewing for 6 weeks over March-April.</p>			

Quarterly Issues for Libraries
<p>Timaru Library has two capital assets of significance that are coming to the end of usable life and require upgrading. This is contingent on the availability of appropriate funding.</p> <ul style="list-style-type: none"> <li>•Boiler heating system for the main library – recommended to be replaced by heat pumps</li> <li>•Book lift between main floor and basement storage areas – recommended to be replaced with a modern unit</li> </ul>

Performance Measure	Period	Period Result	Year to Date Target	Year to Date Result	Status	Expected Year End Result
Visitors to Libraries	Q3 FY25	65,922.00	150000	202,322.00		
	<b>Current period comments</b>  We have achieved our annual target this quarter, with over 30% more people through the doors of our libraries than our target figure for this quarter. Many of our programmes have become very popular with our patrons, drawing high numbers of attendance for the likes of our knitting groups, the Tuesday Social Group sessions, Justice of the Peace sessions and the heritage sessions. Our new Baby Wriggle & Rhyme sessions in the Timaru Children's Library which started in February have proved immensely popular as well, drawing new visitors into our libraries.			<b>Expected year end comments</b>  This annual target has been met. In addition to the popularity of our new school holiday programme format, many of our regular sessions—such as Knit and Natter, the Tuesday Social Group, and Aoraki Heritage Sessions—are also attracting a good number of participants, boosting overall attendance at our libraries. The newly introduced Baby Wriggle & Rhyme sessions at the Timaru Children's Library have also been a huge hit, bringing even more new visitors through our doors. It's fantastic to see so many members of our community making use of our facilities and engaging with our programmes. It is these programmes, alongside the good selection of library items consistently bringing our regular borrowers into our libraries that has helped us achieve this annual visitor target three months before the end of the financial year.		
Online website and catalogue searches - Library	Q3 FY25	447,495.00	300000	1,202,369.00		
	<b>Current period comments</b>			<b>Expected year end comments</b>		


	<p>We continue to see a huge increase in the number of pages being viewed on our websites and Library App.</p> <p>In this quarter, this has been predominantly driven by our Catalogue and Mobile Library App page views. Since the first quarter of this financial year, we've seen a significant increase in the use of these two measures, with Catalogue page views up by 43% and Mobile Library App page views rising by 24% compared to the first quarter.</p>			<p>Our year-end target has already been reached, having tripled the annual target, with three months still to go. This is a highly rewarding outcome, as it indicates that many in our community are discovering and making effective use of our online services, finding them easy to navigate and well-suited to their requirements.</p> <p>This growth has resulted in an 85% increase in page views compared to the same period last year.</p>		
Library issues (physical & digital) of materials	Q3 FY25	137,192.00	375000	411,007.00		
	<p><b>Current period comments</b></p> <p>This quarter's target has been reached, with nearly 10% more physical and digital items issued than the required target for this quarter. This was driven by a particularly strong performance in January, likely due to the increased reading, watching, and listening many of our patrons enjoyed over the summer holidays.</p> <p>Compared to the average monthly issues so far this financial year, January saw physical issues rise by 7%, digital issues by 13%, and Short Story Dispenser/Cube usage increase by 42%.</p>			<p><b>Expected year end comments</b></p> <p>We're well positioned to meet this goal, currently tracking almost 10% above expectations.</p> <p>Once again, this growth can be largely attributed to our digital issues. Year to date, eBook issues are 15% higher than the same nine-month period last year, while eAudiobook issues have increased by 24%. Other digital content—such as movies, TV shows, comics, and music—has seen a 41% rise. Notably, this is the first year our patrons have been listening to more eAudiobooks than they have been reading eBooks, with eAudiobook usage 7% higher year to date. This reflects a global trend, driven by the convenience of listening on the go, as well as the accessibility eAudiobooks provide—opening up the world of reading to those with learning difficulties, visual impairments, or who simply find it easier to engage with stories through listening.</p>		
Community programme interactions - held on site and in the community plus a non traditional library service	Q3 FY25	647.00	1125	2,105.00		







	Current period comments	Expected year end comments
	<p>This quarterly target has been met.</p> <p>The programmes/events we've run or hosted from January to March include:</p> <p>92 Children's sessions including Weekly Storytimes, Born to Read Sessions, Visits to/from Classes/Kindergartens, Thursday Games Group Sessions, Baby Wriggle &amp; Rhyme sessions and we had a stall at Children's Day.</p> <p>52 people joined Skinny Jump from January to March.</p> <p>We ran 137 Adult programmes/events, consisting of Tuesday Social Group Sessions, Aoraki Heritage Weekly Drop-In Sessions, Digital Classes, Mend &amp; Sewing Workshops, Book Clubs, Enliven Day Centre visits, Knit &amp; Natter Sessions, Knitting &amp; Crochet Sessions, Mahjong Sessions, Crochet Group Sessions, Driver Theory Licensing &amp; Relicensing Sessions, a book launch, Te Reo Classes, we had a stall at the Multicultural Aoraki Festival and we had the Stepping Up Dora (Digital Assistance) bus start it's week-long visit to the district at Timaru Library at the end of March.</p> <p>There were 32 Justice of the Peace sessions, 300 Housebound bags were delivered over the three months and 35 Books4U Adult bags were also made up and given out to customers.</p> <p>(110 other meetings, study sessions, Book a Digital Librarian Sessions, not-for-profit community group gatherings, Youth Group session, MyWay drop-in session, Free Financial Advice sessions, Death Cafe, home school group session - not advertised or run by library staff - also took place in our facilities.)</p>	<p>We have achieved our annual target with three months of the year still to go.</p> <p>It's incredibly encouraging to witness the wide range of people connecting with our services—whether through attending programmes in our libraries, joining outreach events in the wider community, or using our spaces for group gatherings. This strong participation reflects the vital role our libraries play in supporting the diverse needs and interests of our community, from social connection to lifelong learning and cultural enrichment.</p>



Libraries - Facilities meet legislative safety requirements	Q3 FY25	Yes	Facilities meet legislative safety requirements			
	<b>Current period comments</b>  Contractors meet legislative requirements for the libraries - as per their schedules. Building WOF's are current at each facility. Electrical safety certificates have been issued for work conducted. VisTab is installed at each library for contractors to sign in and also agree to Health & Safety obligations. Before contractors start work - checked that they are approved contractors, they have current qualifications, Take 5's are filled in, JSA's are provided when required for work. SiteWise is being used at each Library.  All necessary health & safety information is now being loaded into the new Assura 2.0 - including site inductions, staff inductions.  Staff training is also being loaded into Assura 2.0			<b>Expected year end comments</b>  Our Libraries are continuing to be on target to meet the legislative requirements. All buildings have current WOF's. Health & safety requirements are being met as per TDC requirements.  This year we have 2 Health and Safety representatives for the 3 Libraries. One at Temuka who looks after Temuka and Geraldine, and one in Timaru. A number of Timaru staff members have taken on the duties of inductions, checking Take 5's and JSA's and loading them into Assura, which are then signed off by the Libraries Manager. This process is working well and enables continuity in our Health and Safety procedures.		





Activity – Art Gallery


Activity Review for Art Gallery			
Activity Review for Art Gallery	Owner: Paul Cooper		Considering the disruption caused by the House Gallery strengthening project, the team have had a solid year.
Quarterly Highlights for Art Gallery			
<p>Despite the challenges faced this quarter, there have been several notable achievements and exciting moments at Aigantighe Art Gallery:</p> <p>Successful Exhibitions: Our exhibitions continued to captivate visitors, including Domestic Reveries, showcasing Jacqueline Fahey's impactful works alongside treasures from the gallery's collection. This exhibition has been met with enthusiastic responses and high engagement.</p> <p>Community Engagement: We hosted several community programs, including the Sunsational Challenge, which encouraged families to explore art in a fun, interactive way. The gallery continues to strengthen its relationship with the local community through these creative initiatives.</p> <p>Ongoing Restoration Progress: The renovations in the House Gallery are advancing well, with key improvements in the building's infrastructure that will enhance visitor experiences in the long run. The progress made this quarter, despite operational disruptions, lays the foundation for an even brighter future for the gallery.</p> <p>Public Interest and Support: We are grateful for the continued interest and support from our visitors, donors, and the wider community. The gallery's role as a cultural hub remains strong, with many patrons sharing their positive feedback during their visits.</p> <p>These highlights remind us of the gallery's continued importance to the local community, and we look forward to building on this momentum in the upcoming months.</p>			
Quarterly Issues for Art Gallery			
<p>This quarter, Aigantighe Art Gallery has faced some challenges related to ongoing renovations and building systems:</p> <p>Toilet Renovation Closure: The gallery temporarily closed for necessary toilet renovations, which impacted visitor access. We appreciate the public's patience as we work to improve facilities.</p> <p>Building System Teething Issues: Integration of new HVAC, security, and mechanical systems has led to occasional disruptions. These are being addressed to ensure smooth operations going forward.</p> <p>Fire Suppression System Faults: Technical issues with the fire suppression system have caused delays, but these are being prioritized for resolution.</p> <p>Public Concerns: Delays in the installation of the new lift and ongoing closures have led to frustration from some visitors. We are committed to resolving these accessibility issues and improving the overall experience.</p>			



Performance Measure	Period	Period Result	Year to Date Target	Year to Date Result	Status	Expected Year End Result
Visitors to Art Galleries	Q3 FY25	3,367	11250	10,825		
	<b>Current period comments</b> A successful quarter for the months of January and February. Please note low numbers for March as we were closed to the public for renovations to the toilets from 10th March January= 1569, February = 1511, March= 291		<b>Expected year end comments</b> As there are more renovations scheduled in June for the addition of the lift we maybe below target for the end of year			
Online website searches and social media interactions - Art Gallery	Q3 FY25	2,000.00	1500	4,200.00		
	<b>Current period comments</b> Aigantighe Art Gallery's social media performance for January, February, and March 2025, including metrics like likes, shares, comments, and website hits 2000		<b>Expected year end comments</b> ontrack for year end			
Community Programmes held on site and in the community - Art Gallery	Q3 FY25	4.00	18	96.00		
	<b>Current period comments</b> Events Classical Music at the Gallery Date: 31 January 2025 Description: An evening of live music featuring a harp, oboe, clarinet, and flute, providing a cultural experience for attendees. Summer Shakespeare in the Gardens: Much Ado About Nothing (6 performances) Date: 23 February 2025 Description: A live outdoor performance of Shakespeare's Much Ado About Nothing, held in the gallery's gardens, featuring a pop-up art zone.		<b>Expected year end comments</b> On target for year end			











	<p>School Holiday Activities Sunsational Challenge Dates: 6–23 January 2025 Description: A district-wide challenge encouraging families to engage in free activities, culminating in a special prize draw at Aigantighe Art Gallery on 25 January.</p> <p>Easter Art Hunt Dates: Throughout the Easter school holidays Description: A fun-filled art hunt for the whole family, inviting participants to explore the gallery and discover hidden artworks.</p> <p>March 2025 Closure Dates: 10 March - 15 April 2025 Reason: The gallery was closed to the public for renovations to the toilets.</p>					
Number of Art Gallery exhibitions (including touring, regional and permanent art works)	Q3 FY25	4	12	12		
	<p><b>Current period comments</b></p> <p>Exhibitions</p> <p>Jacqueline Fahey Dates: December - 27 April 2025</p> <p>Description: These seven paintings five which are visiting from Auckland gallery Gow Langsford exemplify Fahey's distinctive approach to portraying domestic environments, offering insights into the everyday lives and relationships within them.</p> <p>Domestic Reveries Dates: Ongoing until 27 April 2025</p>			<p><b>Expected year end comments</b></p> <p>On target for year end</p>		









	<p>Description: An exploration of the gallery's history through artifacts uncovered during the recent restoration, featuring personal documents, letters, and a stained-glass window by Roselyn Cloake.</p> <p>Woven Visions: Quilts as Art Dates: 15 February – 9 March 2025</p> <p>Description: An exhibition showcasing quilts as artistic expressions, presented by the Timaru Patchwork and Quilters group.</p> <p>Canon Queerness Dates: April – May 2025</p> <p>Description: A bold and thought-provoking exhibition celebrating queer identities and experiences, featuring contemporary works that challenge societal norms and explore themes of gender, sexuality, and inclusivity.</p>					
Art works conserved - Art Gallery	Q3 FY25	0	3	3		
	<b>Current period comments</b>  2 artworks are currently with the conservator and will be completed by year end. Friends of the Aigantighe are helping with the cost of these restorations			<b>Expected year end comments</b>  On track for year end		

Activity – Recreational Facilities (CBay, District Pools & STEC)

Activity Review for Recreational Facilities			
Activity Review for Recreational Facilities	Owner: Paul Cooper		Facilities and teams performing notably well compared to previous years with specific note for the LTS and aquatics. Improvements to systems has enabled better data capturing for users and access and smoother reporting processes. Summer pools opened in November. Numbers through CBay pool have been solid, however the numbers in the district pools have been down on previous years, largely due to poor weather over the school holidays. The LGA s.17A review of the pools activity will assist decision makers in how to find the right balance between level of service and cost to the ratepayer.
Quarterly Highlights for Recreational Facilities			
<p>Another summer season completed with minimal closures and 100% of bookings facilitated.</p> <p>Pool Safe passed with flying colours.</p> <p>Learn to Swim department is operating at level far exceeding expectations.</p> <p>Really proud of how my staff handled the restructuring proposal</p>			
Quarterly Issues for Recreational Facilities			
<p>Last 6 weeks of the summer season were particularly tough for the team. The levels of service we offer will definitely need addressing before next summer.</p> <p>Realigning the cafe finances is proving challenging but not unachievable.</p>			


Performance Measure	Period	Period Result	Year to Date Target	Year to Date Result	Status	Expected Year End Result
Visitors to CBay	Q3 FY25	85,977.00	225000	254,245.00		
	<b>Current period comments</b>			<b>Expected year end comments</b>		
	Well ahead of target. Numbers not inclusive of people visiting cafe or spectators.			On track to meet annual target		

Visitors to Pleasant Point Community Pool	Q3 FY25	6,399.00	4500	8,146.00		
	<b>Current period comments</b> Pleasant Point did really well with whole pool bookings for big groups this summer which helped bolster the numbers			<b>Expected year end comments</b> KPI should be increased for next summer.		
Visitors to Geraldine Community Pool	Q3 FY25	8,635.00	11500	12,842.00		
	<b>Current period comments</b> Geraldine had good patronage despite it not being a great summer weather wise			<b>Expected year end comments</b> Operating could be a different model next summer due to refurbishment of GLD High School pool		
Visitors to Temuka Community Pool	Q3 FY25	3,851	7500	7,474		
	<b>Current period comments</b> Temuka just fell below KPI as pool attendance is heavily reliant on the holiday park next door which had a very quiet summer due to the weather.			<b>Expected year end comments</b> KPI is correct.		
Aqua fitness classes participant numbers	Q3 FY25	4,080.00	7500	9,880.00		
	<b>Current period comments</b> Patronage still really high at CBay where Monday and Wednesday classes are at capacity.			<b>Expected year end comments</b> Looking at ways we can accommodate more classes within the schedule at CBay. Recruitment for DP Aqua instructors to start in August as they are getting harder to find.		
Number of Aquatic swim for life participants - water safety participant numbers	Q3 FY25	575.00	1500	2,390.00		





	<b>Current period comments</b> Quieter term for WSFL due to swim sports etc			<b>Expected year end comments</b> Tracking along really well		
Number of Aquatic learn to swim enrolments - participant numbers	Q3 FY25	702	2100	2,122		
	<b>Current period comments</b> Amazing performance by the LTS team to hit the target despite being down staff			<b>Expected year end comments</b> Have done an internal secondment to help bolster instructor numbers to ensure that we can hit demand.		
CBay Fitness Memberships	Q3 FY25	1,458.00	1200	1,468.33		
	<b>Current period comments</b> Membership base has stayed up and around 1450 throughout the quarter			<b>Expected year end comments</b> On track to meet annual target		
CBay Group Fitness class participants	Q3 FY25	12,880	43200	43,600		
	<b>Current period comments</b> Slightly lower numbers through the summer quarter however still tracking way above target.			<b>Expected year end comments</b> Could be a slight drop in number of classes offered in Q4 as we have 2 instructors going on maternity leave with no available replacements.		
Swimming Pools - Facilities meet legislative safety requirements	Q3 FY25	Yes	Facilities meet legislative safety requirements	Met		
	<b>Current period comments</b> All four pools passed Pool Safe inspection in February			<b>Expected year end comments</b> On track to meet annual target		

Aorangi Stadium - Facilities meet legislative safety requirements	Q3 FY25	Yes	Facilities meet legislative safety requirements	Met		
	<b>Current period comments</b> BWOFF all up to date.			<b>Expected year end comments</b> Maintenance plan all up to date		
Bookings for special events (days per annum) - Aorangi Stadium	Q3 FY25	3.00	12	32.00		
	<b>Current period comments</b> Quiet quarter for big bookings			<b>Expected year end comments</b> A few decent bookings in the final quarter		
Bookings by sports clubs and groups (days per annum) - Aorangi Stadium	Q3 FY25	29.00	90	122.00		
	<b>Current period comments</b> Decent booking as this quarter is usually the quieter one			<b>Expected year end comments</b> Bookings looking really good for Q4.		


#### Activity – Parks

Activity Review for Parks			
Activity Review for Parks & Recreation, incl Forestry	Owner: Andrew Dixon		
Quarterly Highlights for Parks			
The boardwalk to facilitate universal access to Todd Park and the Geraldine Sculpture Trail is now complete and being used			
Quarterly Issues for Parks			
Proposed budget constraints will likely have impacts on service delivery levels and response times.			




Performance Measure	Period	Period Result	Year to Date Target	Year to Date Result	Status	Expected Year End Result
User Satisfaction - Parks	Q3 FY25	-	-	-		
	<b>Current period comments</b> Not measured – Biennial survey			<b>Expected year end comments</b> -		
Parks and recreational open space hectares per 1,000 residents	Q3 FY25	13.01%	13	Met		
	<b>Current period comments</b> Currently on target			<b>Expected year end comments</b> If total area of Parks reduces this target may not be met		
Kilometres of off-road walking and biking tracks	Q3 FY25	90.00	90	Met		
	<b>Current period comments</b> This has remained unchanged for the quarter			<b>Expected year end comments</b> Status is unlikely to change		



#### Activity – Halls & Theatre Royal





Activity Review for Halls & Theatre Royal			
Activity Review for Halls, Theatre Royal	Owner: Nicole Timney		There are no issues with the Halls and Theatre for this quarter. Bookings and income higher than forecast for this quarter.
Quarterly Highlights for Halls & Theatre Royal			
Hall bookings income is above forecast. Bookings for popular halls are up. Theatre Royal is currently closed for renovations.			
Quarterly Issues for Halls & Theatre Royal			
Bay Association group of buildings to be reroofed due to leaks. Repainting of outside of group of halls in Caroline Bay back to the 1960s theme has elicited comment from a few members of the public who felt the colour scheme should go back to early heritage colours. Theatre Royal closed for renovations.			



## Roading and Footpaths



### Activity – Roding and Footpaths

Activity Review for Roding and Footpaths			
Activity Review for Roding and Footpaths	Owner: Andrew Dixon		Technical targets were generally met but customer satisfaction ones have been more challenging.
Quarterly Highlights for Roding and Footpaths			
<p>MyWorkSites Onboarding process has been successfully completed, with contractors expressing strong interest in joining ahead of the go-live date. This is an improved management system for our access requests for working in the road corridor.</p> <p>The first risk based approach trial during the Timaru School Ball Season demonstrated the effectiveness of this approach, avoiding the need for a road closure and resulting in cost savings for temporary traffic management.</p> <p>Caroline Bay to Hector's Tracks, this important connection is nearly complete and is now operational, improving walking and cycling access through the busy port area for both locals and visitors.</p> <p>The maintenance and construction programmes are progressing well, staff are continuously identifying opportunities for cost savings where possible.</p>			
Quarterly Issues for Roding and Footpaths			
Report not submitted			

Performance Measure	Period	Period Result	Year to Date Target	Year to Date Result	Status	Expected Year End Result
Response to customer services requests (Mandatory) - Roding & Footpaths	Q3 FY25	92.73%	70.00%	89.01%		
	<b>Current period comments</b> On track to meet Annual Target.			<b>Expected year end comments</b> On track for the year		


Road condition - average quality of ride on sealed local road network percentage smooth travel exposure index	Q3 FY25	-	-	-	-	-
	<b>Current period comments</b> Not measured this quarter – Annual reporting			<b>Expected year end comments</b>		
Resurfacing of road network (mandatory) - sealed network	Q3 FY25	2.90%	4.50%	6.76%		
	<b>Current period comments</b> 73.1km of roads have been sealed already this construction season			<b>Expected year end comments</b> The target has already been met		
Number of bridges that allow Class 1 loading	-	-	-	-	-	-
	<b>Current period comments</b> Not measured this quarter – Annual Reporting			<b>Expected year end comments</b>		
Rehabilitation of sealed road network - 1% rehabilitated annually	Q3 FY25	0.70%	0.75%	0.82%		
	<b>Current period comments</b> 8.1km of rehabilitations completed			<b>Expected year end comments</b> Construction programme nearly complete with Beaconsfield road expected for completion at the end of May. The target is expected to be met.		



Resident satisfaction with levels of service for maintenance and condition of sealed roads	Q3 FY25	-	-	-	-	-
	<b>Current period comments</b> Not measured this quarter – Annual survey			<b>Expected year end comments</b> -		
Resident satisfaction with levels of service for maintenance and condition of unsealed roads	Q3 FY25	-	-	-	-	-
	<b>Current period comments</b> Not measured this quarter – Annual survey			<b>Expected year end comments</b> -		
Road fatalities and serious injury crashes (Mandatory) - local roads	Q3 FY25	5.00	9	10.00		
	<b>Current period comments</b> There have been 5 Death and Serious Injury crashes on Timaru's local roads this quarter. This is inclusive of 3 fatalities.			<b>Expected year end comments</b> We are at significant risk of not meeting this KPI by end of financial year.		
Road safety awareness - % of residents aware of road safety programmes or advertisements	Q3 FY25	-	-	-	-	-
	<b>Current period comments</b> Not measured this quarter – Annual survey			<b>Expected year end comments</b> -		






Resident satisfaction with the safety of the road network	Q3 FY25	-	-	-	-	-
	<b>Current period comments</b> Not measured this quarter – Annual survey			<b>Expected year end comments</b> -		
Footpath condition (mandatory) - 75% of footpaths to be average or better condition	Q3 FY25	-	-	-	-	-
	<b>Current period comments</b> Not measured this quarter – Annual survey			<b>Expected year end comments</b> -		
Footpath network resurfaced (mandatory)	Q3 FY25	4.13%	3.00%	12.57%		
	<b>Current period comments</b> Target has been met			<b>Expected year end comments</b> Annual target has been met		
Resident satisfaction that the provision of carparking meets their needs	Q3 FY25	-	-	-	-	-
	<b>Current period comments</b> Not measured this quarter – Annual survey			<b>Expected year end comments</b> -		





Stormwater

Activity – Stormwater

Activity Review for Stormwater			
Activity Review for Stormwater	Owner: Andrew Dixon		
Quarterly Highlights for Stormwater			
Geraldine Consent Monitoring commenced, surface water and ecological. Watercourse Assessment of Taumatakahu Stream in Temuka schedule for Quarter 4. Construction of New Gleniti Bunds underway.			
Quarterly Issues for Stormwater			
Timaru and Washdyke Stormwater Discharge Consents progressing with ECAN following responses on Technical Questions. We are waiting to hear from ECAN on hearing for Pleasant Point and Temuka objections.			

Performance Measure	Period	Period Result	Year to Date Target	Year to Date Result	Status	Expected Year End Result
Number of flooding events for rain events up to a 1 in 5 year return for residential zones (Mandatory)	Q3 FY25	0.00	0	3.00		
	<b>Current period comments</b> No flood events in Q3			<b>Expected year end comments</b> 3 rain events that resulted in surface flooding in Timaru, Temuka and Geraldine in Q2 mean this annual target cannot be met		


Number of flooding events for rain events up to a 1 in 10 year return for commercial and industrial zones (Mandatory)	Q3 FY25	0.00	0	1.00		
	<b>Current period comments</b> No flooding events recorded during the period.			<b>Expected year end comments</b> 1 event in Q2 means this annual target cannot be met		
Number of habitable floors affected by flooding events in the Timaru district (Mandatory)	Q3 FY25	0.00	0	0.00		
	<b>Current period comments</b> No Flood events in Q3			<b>Expected year end comments</b> No Flood events in Q3		
Compliance with Resource consent conditions (Mandatory) - Stormwater	Q3 FY25	Yes	No abatement notices, infringement notices, enforcement orders, convictions			
	<b>Current period comments</b> No abatement notices, infringement notices, enforcement orders, convictions			<b>Expected year end comments</b> No abatement notices, infringement notices, enforcement orders, convictions		
Satisfaction with condition and maintenance of stormwater services	Q3 FY25	-	-	-	-	-
	<b>Current period comments</b> Not measured this quarter – Annual survey			<b>Expected year end comments</b> -		

Median response times to attend a flooding event (Mandatory) - Less than one hour - Stormwater	Q3 FY25	0.00	<60	0.50		
	<b>Current period comments</b> No nuisance stormwater flooding events attended to this quarter.			<b>Expected year end comments</b> Continue to achieve a median response time of less than 60 minutes to events of nuisance flooding notified to Council.		
Total complaints received about performance of stormwater system (per 1000 connections)	Q3 FY25	0.22‰	7.5	0.70‰		
	<b>Current period comments</b> Detritus Based queries lodged by customers, on blockages to drains.			<b>Expected year end comments</b> On Track to Meet KPI		











Wastewater

Activity – Wastewater

Activity Review for Wastewater			
Activity Review for Wastewater	Owner: Andrew Dixon		
Quarterly Highlights for Wastewater			
Air discharge consent has been issued for Pleasant Point wastewater pond			
Quarterly Issues for Wastewater			
Progress on wet well design has remained slow and is now expected in FY26			


Performance Measure	Period	Period Result	Year to Date Target	Year to Date Result	Status	Expected Year End Result
Number of dry weather overflows from the sewerage system (Mandatory) (per 1000 connections)	Q3 FY25	-	-	-	-	-
	<b>Current period comments</b> Not measured this quarter – Reported annually			<b>Expected year end comments</b> -		



Wastewater - Compliance with Resource consent conditions (Mandatory) - Number of abatement/ infringement notices, enforcement orders and convictions.	Q3 FY25	Yes	No abatement notices, infringement notices, enforcement orders, convictions	Met		
	<b>Current period comments</b> No abatement notices, infringement notices, enforcement orders, convictions			<b>Expected year end comments</b> No abatement notices, infringement notices, enforcement orders, convictions		
Satisfaction with condition and maintenance of Wastewater services	Q3 FY25	-	-	-	-	-
	<b>Current period comments</b> Not measured this quarter – Reported annually			<b>Expected year end comments</b>		
Median attendance times (in hours) to sewage overflow faults in the network (Mandatory)	Q3 FY25	0.00	1	0.22		
	<b>Current period comments</b> No sewer overflows required a reactive response for the period.			<b>Expected year end comments</b> This indicator is reported cumulatively for the year.		





Total complaints received about: 1) Sewage odour 2) Sewerage system faults 3) Sewerage system blockages 4) The TDC response to sewage/sewerage issues (Mandatory) - 14 or fewer per 1000 connections	Q3 FY25	1.46‰	10.5	5.29‰		
	<b>Current period comments</b> Below target			<b>Expected year end comments</b> On track to meet target		
Median resolution time (in hours) to sewage overflow faults in the network (Mandatory)	Q3 FY25	0.00	7.99	2.00		
	<b>Current period comments</b> 0 sewer overflows for the period requiring a reactive response.			<b>Expected year end comments</b> This indicator is reported cumulatively for the year.		







Water Supply





Activity – Water Supply



Activity Review for Water Supply			
Activity Review for Water Supply	Owner: Andrew Dixon		Drinking water consumption and water loss continue to be an issue. Mitigation measures such as leak detection programmes and watermain renewals are continuing.
Quarterly Highlights for Water Supply			
Seadown stage one has now moved to transferring properties to the new main that was completed. Evans Street renewal contract was let in Q3 with the project expected to be completed by the end of the financial year.			
Quarterly Issues for Water Supply			
Data collection is ongoing to inform Claremont design to ensure that potential taste and odour issues are appropriate dealt with.			

Performance Measure	Period	Period Result	Year to Date Target	Year to Date Result	Status	Expected Year End Result
Drinking Water Standards (Part 4) – Bacterial Compliance (mandatory)	Q3 FY25	Yes	Bacterial compliance, all 8 drinking water schemes	Met		
	<b>Current period comments</b> Fully Compliant for Q3			<b>Expected year end comments</b> On track for full year compliance		

Drinking Water Standards (Part 5) – Protozoal Compliance (mandatory)	Q3 FY25	Yes	Protozoal compliance, all 8 drinking water schemes			
	<b>Current period comments</b> Treatment processes comply with rules			<b>Expected year end comments</b> Treatment processes continue to comply with rules		
Satisfaction with condition and maintenance of water supply services	Q3 FY25	-	-	-	-	-
	<b>Current period comments</b> Not measured this quarter – Biennial survey			<b>Expected year end comments</b>		
Percentage of real water loss from TDC's networked reticulation systems (Mandatory)	Q3 FY25	-	-	-	-	-
	<b>Current period comments</b> Not measured this quarter – Annual reporting			<b>Expected year end comments</b> -		
Median attendance time (in hours) for urgent callouts for urban water supply faults or unplanned interruptions in the network (Mandatory)	Q3 FY25	0.40	0.99	0.60		
	<b>Current period comments</b> There were 66 urgent callouts for the urban water supplies for the quarter with a median response time of 0.4 hours.			<b>Expected year end comments</b> The target is expected to be achieved for the year.		

Median attendance time (in hours) for urgent callouts for rural water supply faults or unplanned interruptions in the network (Mandatory)	Q3 FY25	1.40	3.99	1.27		
	<b>Current period comments</b> TDC received 54 urgent callouts for the period in the rural schemes and those were attended within, on average, 1.4 hours.			<b>Expected year end comments</b> Target expected to be met for year end.		
Median resolution time (in hours) for urgent callouts for urban water supply faults or unplanned interruptions in the network (Mandatory)	Q3 FY25	2.60	3.99	2.60		
	<b>Current period comments</b> There were 66 urgent callouts for the urban water supplies for the quarter with a median resolution time of 2.6 hours.			<b>Expected year end comments</b> Target expected to be met for the year.		
Median resolution time (in hours) for urgent callouts for rural water supply faults or unplanned interruptions in the network (Mandatory)	Q3 FY25	4.00	7.99	4.00		
	<b>Current period comments</b> There were 54 urgent callouts for the rural water supplies for the quarter with a median resolution time of 2.8 hours.			<b>Expected year end comments</b> Target expected to be met at year-end.		


Median attendance and resolution time (in hours) for non-urgent callouts for urban and rural water supply faults or unplanned interruptions in the network (Mandatory)	Q3 FY25	13.30	Median time to be reported	8.40		
	<b>Current period comments</b> For the period there were 222 requests for water services of a non urgent nature with a median response time of 13.3 hours and a resolution time of 16.2 hours.			<b>Expected year end comments</b> Target expected to be met for year end.		
Total complaints received about drinking water (mandatory)	Q3 FY25	2.80‰	19.5	10.92‰		
	<b>Current period comments</b> Targets met for quarter			<b>Expected year end comments</b> Targets met for quarter, on track for year end		
Average consumption of drinking water per day per resident within the Timaru district (litres) (mandatory)	Q3 FY25	-	-	-	-	-
	<b>Current period comments</b> Not measured this quarter – Annual reporting			<b>Expected year end comments</b> -		





Water Supply - Compliance with Resource Consent conditions	Q3 FY25	Yes	No abatement notices, infringement notices, enforcement orders, convictions	Met		
	<b>Current period comments</b> No abatement notices, infringement notices, enforcement orders, convictions			<b>Expected year end comments</b> No abatement notices, infringement notices, enforcement orders, convictions		







Waste Management

Activity – Waste Management

Activity Review for Waste Management			
Activity Review for Waste Management	Owner: Andrew Dixon		
Quarterly Highlights for Waste Management			
<p>The quarter highlight was the awarding of the Peel Forest contract.</p> <p>This quarter we also completed our first UEF Return. This was made possible by the installation of the Gas Flare. The total cost of the flare and the verification process was approx \$900K. We have managed to reduce our Carbon Credit assessment factor from the Default Factor of 1.023 to 0.771. This has resulted in savings of \$416K for 2024. The on-going costs for the flare are maintenance and calibration requirements plus the annual verification costs, which are estimated at \$80k per annum. Results from our Nitrifying ponds established that stormwater entering the ponds leaves with a 99% reduction in ammonia levels. This process supports the water quality supply as this water is then discharged into Saltwater Creek. In addition to this it supports requirements under some consents we have at Redruth.</p> <p>A Love Food Hate Waste campaign was run nationally in March. The idea was that by reducing food that is thrown out there are significant financial benefits as well as ecological benefits. Josh Thomson was the front person nationally for the campaign and locally the Library, Service Centres and Customer Services all displayed marketing material supporting the campaign. It was also included in TDC social media posts.</p>			
Quarterly Issues for Waste Management			
<p>In this quarter we faced several issues that are on-going and several that have just occurred.</p> <p>The on-going issues include how to safely dispose of damaged lithium/ion batteries. This is a national issue faced by all Councils and has been brought to the attention of Central Government. Locally we are working with EnviroNZ to implement suitable options until a national option is provided. Ideally a Product Stewardship scheme would assist with the issue and ensure costs remain at a minimum.</p> <p>We installed a new leachate pump at the site at Redruth called SW10. The total ammoniacal nitrogen levels that we were looking to address have improved overall, but are still higher than acceptable at the SW10 discharge. We are looking at options to correct this.</p> <p>When the water levels are low there are visible signs of rubbish at the corner where Saltwater Creek enters the sea. We are seeking cost effective options to address this. The good news is that all information received to date says this is not from a closed landfill but rather just rubbish that has washed down the creek over the years and become embedded.</p>			

Performance Measure	Period	Period Result	Year to Date Target	Year to Date Result	Status	Expected Year End Result
Waste Management - Compliance with Resource Consent conditions	Q3 FY25	Yes	No abatement notices, infringement notices, enforcement orders, convictions			
	<b>Current period comments</b> There have been no abatement notices, enforcement notices or convictions notified in the reporting period			<b>Expected year end comments</b> As advised previously we are regularly in contact with Ecan in regard to all our consenting and landfill matters. We have received several notifications from them which we are working on. The major outstanding issues currently relate to Wilmshurst Rd Temuka. We are in discussion over this.		
Resident Satisfaction with Waste Management services	Q3 FY25	-	-	-	-	-
	<b>Current period comments</b> Not measured this quarter – Biennial survey			<b>Expected year end comments</b> -		
Kerbside refuse collection waste volumes (mandatory) - 130kg per resident	Q3 FY25	33.39%	97.5	101.79%		
	<b>Current period comments</b> This quarters results are very similar to Q2, which both showed an improvement on Q1. As has been stated in previous reports Timaru successfully introduced the 3 bin system almost 20 years ago and has excellent diversion rates of 70-75%.  TDC engages in many initiatives and practices to try and achieve this target, including financially supporting community educators and supporting national and local campaigns aimed at reducing Kerbside waste volumes. Unfortunately the national kerbside changes			<b>Expected year end comments</b> Based on Q3 results and those of Q2 the end of year status has improved from red to yellow. We will continue to pursue our strategies to try and reduce the kerbside waste volumes.		

	announced last year that identified pizza boxes, tissues and the like could no longer go in the green bin, because of the PFAS potential contamination, have meant vthat more of these items now appear in the red bin. The upsurge in red bin usage is also emphasised by the increase for large red bin upgrade requests outweighing those moving to smaller red bins by a ratio of about 5:1.					
Total waste received at Transfer stations and resource recovery parks	Q3 FY25	2,429.85	6,787.50	7,084.67		
	<b>Current period comments</b> The return for this quarter is 63 tonnes greater than in Quarter 2. The current trend is that we will be approx 396 tonnes over target (4.4%). As noted previously the term 'Waste' here refers to all items that enter the Transfer Stations. This includes general waste, recycling, organics and glass. However as we have advised previously our recycling diversion rate of approximately 70% remains one of the highest in the country			<b>Expected year end comments</b> As above we are likley to miss our year end target, but hopefully we will be within 5% of the target. We will keep working to reduce the materials coming into the Transfer Stations, by educating the community and promoting any Stewardship Schemes that are introduced.		
Level of contamination of recycling (mandatory)	Q3 FY25	26.67%	9.99%	26.69%		
	<b>Current period comments</b> There has been a slight improvement for Q3 over Q2. We remain some significant distance from achieving the target, a target which is very challenging. As advised previously the figures identified as contaminated includes also the materials from MDC, WDC and other Councils that currently utilise Redruth - the materials are unable to be separated under the current processes. However Enviro NZ have initiated 'street' audits in Timaru and these are starting to highlight the streets/areas where contamination is highest. This will allow targetted education campaigns to be undertaken in these areas. Initial feedback from the Timaru only audits suggests the contamination rate is around 15-18%			<b>Expected year end comments</b> As we have said previously the 10% contamination rate has never been achieved (or even close to being achieved), but we will keep a focus on this and initiate strategies that hopefully will result in improvements. Any movement down in the contamination rate would be considered a win.		



**9.8 LGNZ: Appointment of Delegates for the Annual General Meeting****Author:** Jessica Kavanaugh, Team Leader Governance**Authoriser:** Stephen Doran, Group Manager Corporate and Communications**Recommendation**

That Council appoints up to three Delegates including one Presiding Delegate to represent Timaru District Council and vote on matters arising at the Annual General Meeting of LGNZ.

**Purpose of Report**

- 1 To appoint up to three Delegates to represent Timaru District Council, and vote on matters at the Annual General Meeting (AGM) of LGNZ.

**Assessment of Significance**

- 2 This report is of low significance in terms of the Council's Significant and Engagement Policy as there are no financial implications or changes to the level of service.

**Background and Discussion**

- 3 Under LGNZ's Constitution, Timaru District Council is entitled to five votes at the AGM. The number of votes is determined by the membership fee.
- 4 Local Authorities who are full financial members of LGNZ as at 15 July 2025 are entitled to be represented at the LGNZ AGM.
- 5 The Annual General Meeting for LGNZ will be held on 16 July 2025 at Te Pae in Christchurch.
- 6 Timaru District Council can be represented by up to three Delegates. The number of delegates is determined by the population.
- 7 The Council need to appoint one presiding delegate who votes on behalf with express authority (by way of delegation) on how to exercise your Council votes during the AGM. If the presiding delegate is absent from the AGM for any reason, another delegate may vote on Council's behalf.
- 8 Observers, who have no speaking or voting rights are also able to attend.

**Options and Preferred Option**Option one

- 9 Appoint up to three delegates, including the presiding delegate and any observers.

Option two

- 10 Do not appoint any delegates to attend the LGNZ AGM.

**Consultation**

- 11 Consultation occurs through Council members as representatives of the public.

**Relevant Legislation, Council Policy and Plans**

12 LGNZ Constitution.

**Financial and Funding Implications**

13 There are no funding or financial implications arising from the appointment.

**Other Considerations**

14 There are no other considerations relevant to this matter.

**Attachments**

Nil

**10      Consideration of Urgent Business Items**

**11      Consideration of Minor Nature Matters**

**12      Public Forum Items Requiring Consideration**

## 13 Exclusion of 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 Public Excluded Minutes of the Council Meeting held on 6 May 2025

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
<b>13.1 - Public Excluded Minutes of the Council Meeting held on 6 May 2025</b>	Section 48(1) of the Local Government Official Information and Meetings Act 1987.	The public excluded minutes of the meeting held on 6 May 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 6 May 2025.

\*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.”