



# MINUTES

## Ordinary Council Meeting Monday, 23 March 2020

Ref: 1329085

**Minutes of Timaru District Council  
Ordinary Council Meeting  
Held in the Council Chamber, District Council Building, King George Place, Timaru  
on Monday, 23 March 2020 at 9am**

**Present:** Mayor Nigel Bowen (Chairperson), Cr Allan Booth, Cr Barbara Gilchrist, Cr Richard Lyon, Cr Gavin Oliver, Cr Paddy O'Reilly, Cr Sally Parker, Cr Stu Piddington

**In Attendance:** Chief Executive (Bede Carran), Group Manager Commercial and Strategy (Donna Cross), Group Manager Environmental Services (Tracy Tierney), Acting Group Manager Infrastructure - Via Video Link (Erik Barnes), Group Manager People and Digital (Symon Leggett), Chief Financial Officer (David Codyre), Management Accountant (Sandy Hogg), Communications Manager (Stephen Doran), Senior Programme Delivery Manager (Ashley Harper), Policy Analyst (Fabia Fox), Corporate Planner (Ann Fitzgerald), and Governance Advisor (Jo Doyle)

**1 Opening Prayer**

Mayor Nigel Bowen offered a prayer for the work of the Council.

**2 Apologies**

**Committee Resolution 2020/14**

Moved: Mayor Nigel Bowen

Seconded: Cr Sally Parker

That the apologies of Cr Steve Wills and Cr Peter Burt be accepted.

**Carried**

**3 Public Forum**

There was no public forum.

**4 Identification of Urgent Business**

**Committee Resolution 2020/15**

Moved: Mayor Nigel Bowen

Seconded: Cr Paddy O'Reilly

That the following item be considered as Urgent Business at the conclusion of the report item:

- Establishing an Emergency Committee to conduct Council business during Covid19.

**Carried**

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

There were no minor nature matters identified.

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

The following members declared conflicts of interest:

- Cr O'Reilly – Is a Director of Temuka Holiday Park.
- Cr Booth – as a Director of Aoraki Development, left the room for all discussions relating to Aoraki Development, at this meeting.

## **7 Confirmation of Minutes**

### **7.1 Minutes of the Council Meeting held on 18 February 2020**

#### **Committee Resolution 2020/16**

Moved: Cr Sally Parker

Seconded: Cr Barbara Gilchrist

That the Minutes of the Council Meeting held on 18 February 2020 be confirmed as a true and correct record of that meeting.

**Carried**

## **8 Schedules of Functions Attended**

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

#### **Committee Resolution 2020/17**

Moved: Mayor Nigel Bowen

Seconded: Cr Barbara Gilchrist

That the report be received and noted.

**Carried**

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

#### **Committee Resolution 2020/18**

Moved: Cr Allan Booth

Seconded: Cr Sally Parker

That the report be received and noted.

**Carried**

## **9 Reports**

### **9.1 Draft Annual Plan 2020/21**

The proposed annual plan projects, draft budget and fees and charges for 2020/21 were presented.

The Chief Financial Officer provided an introduction to the draft Budget, outlining significant activities and items contained in the budget. He explained that the impact of Covid-19 on Council operations has not been taken into account when developing this budget.

Councillors asked questions and sought clarification on a number of items.

The initial rate increase was set at 8.02%. Councillors requested that this be reduced to 5%, given the expected serious impact that Covid-19 will have on the community and ratepayers ability to pay.

The meeting was advised that to achieve this reduced increase, Council officers will endeavour to make any efficiencies possible, and the balance will be provided from unassigned reserve funds.

#### **Economic Development**

Cr Allan Booth left the meeting for the discussion on Aoraki Development.

Aoraki Development has requested an increase in directors fees as follows-

- Chair – increase from \$7k to \$15k
- Board Members – increase from \$5k to \$10k
- Additional Board Member - \$10k
- This is an overall increase from \$32k to \$75k.

The directors fees have not been reviewed in 10 years and have been benchmarked by Brannigans Consulting Limited, an independant Human Resources firm. The request for an additional board member is to broaden the skill set around the table to include Tourism.

Council was of the view that instead of adding a board member, the preference would be to remain with the same number and replace a board member if required.

Cr Allan Booth returned to the meeting.

The meeting adjourned for lunch at 12.23pm

The meeting resumed at 1.24pm

Cr Allan Booth left the meeting.

#### **Aoraki Development**

The requests from Aoraki Development were further discussed, and an understanding that any increase in budget, including directors fees, will need to be funded by rates.

The preference of Council is that the \$110k increase in budget is acceptable, however the appointment of an extra director is not supported. The Aoraki Development Statement of Intent will be updated to include Tourism.

#### **Community Boards' Feedback on draft Budget**

The feedback from the Community Boards' extraordinary meetings was circulated.

The Temuka Community Board had indicated that the upgrade to the aviary could be deferred if necessary, as at the time this was discussed, the district rate increase was still at 8.02%. However, now that this rate has been reduced, Temuka would still like this project to continue as planned.

The meeting adjourned at 1.46pm to watch the Prime Minister's message to New Zealand on the government's response to Covid-19.

The meeting resumed at 2.13pm.

### **Proposed Fees and Charges 1 July 2020 to 30 June 2021**

#### **Burials**

Fees relating to Stillborn burials to be removed.

#### **Pleasant Point Waste Fee**

This fee is increasing to keep in line with the rest of the district. The fee is to be increased via a 3 step approach over two years.

#### **White Pages**

#### **Airport**

The Carpark should be deferred to year 2 to allow for the change in circumstances with Covid19.

The Runway resurfacing project \$660,000 should be included in the Budget. Council considered this upgrade was important to ensure that Airport Certification with CAA was maintained on an on-going basis.

#### **Funding for Community Economic Stimulus**

In addition to the agreed reduced rate increase, it was also discussed that an amount be kept aside to help provide stimulus for the community such as a project that will boost the local economy, to help combat the detrimental effect of Covid-19.

#### **Community Consultation on draft Annual Plan**

Discussion was held in regards to the approach to consulting with the community on the draft Annual Plan. As there is no significant variation proposed to the Long Term Plan, the Council agreed that there is no need to undertake a full formal consultation process. It was decided to provide information in regards to significant projects coming up and the additional community project stimulus and invite public feedback.

#### **Committee Resolution 2020/19**

Moved: Cr Barbara Gilchrist

Seconded: Cr Stu Piddington

#### **Community Projects Fund**

That the Contingency Fund be increased by \$2million in the next financial year, for allocation to particular community projects, subject to the policy and terms and conditions for use of this community allocation funding, being presented to Council for approval.

Clr Lyon called for a division and the voting was as follows-

In Favour: Mayor Nigel Bowen, Clrs Allan Booth, Barbara Gilchrist, Richard Lyon, Gavin Oliver, Paddy O'Reilly, Sally Parker and Stu Piddington

Against: Nil

**Carried Unanimously 8/0**

**Committee Resolution 2020/20**

Moved: Cr Allan Booth  
Seconded: Cr Stu Piddington

**Rates Rise**

That the projected district rate rise be 4% which will require \$550k of reserve funding.

**Carried 5/3**

**Mayor Bowen, Clrs Gilchrist and Parker requested their dissenting votes be recorded.**

**Committee Resolution 2020/21**

Moved: Cr Barbara Gilchrist  
Seconded: Cr Paddy O'Reilly

**Fees and Charges**

That the Fees and Charges be adopted as presented, subject to the fees associated with stillborn burials being deleted and the fees for Pleasant Point waste disposal facility being increased via a 3 step approach over 2 years.

**Carried**

**Committee Resolution 2020/22**

Moved: Cr Barbara Gilchrist  
Seconded: Cr Sally Parker

That the Airport Carpark be deferred to year 2 and the Airport runway resurfacing be included in the Annual Plan.

**Carried**

**Committee Resolution 2020/23**

Moved: Cr Richard Lyon  
Seconded: Cr Barbara Gilchrist

That funding of Aoraki Development be increased by \$110,000 over and above what was included in the draft budget, noting that Council does not agree to the proposed additional Aoraki Development directorship and recognising Council officers are yet to put this increase through the financial model.

**Carried**

**Committee Resolution 2020/24**

Moved: Cr Gavin Oliver  
Seconded: Cr Stu Piddington

That the recommendation from the Geraldine Community Board to seal the Orari Backroad be referred back to the Land Transport Unit and report be prepared for the Infrastructure Committee.

**Carried**

### **Committee Resolution 2020/25**

Moved: Mayor Nigel Bowen

Seconded: Cr Sally Parker

### **Committee Resolution 2020/269**

That as there is no significant variation proposed to the Long Term Plan, the Council agreed that there is no need to undertake a full formal consultation process - the consultation approach for the 2020/21 Annual Plan will be conducted by way of information sharing with the public and public feedback be invited.

**Carried**

### **Attachments**

1 Report - Council Annual Plan - Budget - Draft Council Summary - Additional Attachment

## **9.2 Residential Tenancies Amendment Bill Submission**

**The draft Council submission on the Residential Tenancies Amendment Bill was considered.**

### **Committee Resolution 2020/27**

Moved: Cr Barbara Gilchrist

Seconded: Cr Allan Booth

The Council approves the submission to the Social Services and Community Select Committee on the Residential Tenancies Amendment Bill and authorises the Chief Executive to approve the final submission.

**Carried**

## **10 Consideration of Urgent Business Items**

### **10.2 Emergency Committee, Delegations and Meeting Arrangements for COVID-19**

In light of the Covid19 pandemic, most Councils are creating emergency committees and increasing delegations to the Chief Executive to be able to conduct emergency Council business.

Council considered a report, tabled at the meeting recommending the establishment of an Emergency Committee and amendments to delegations to support the Council's functions during the COVID-19 situation.

Of particular concern is the Council and Committees requirement to have 5 elected members in the same room to achieve the necessary quorum. The levels of restrictions with Covid19 mean Council cannot do this in the interim.

The emergency committee would be required to report back to Council as well as the public as soon as possible to remain transparent in a period of heightened uncertainty.

Central Government is working with the Department of Internal Affairs to create emergency legislation for all Local Government in respect to the ability to be considered part of the quorum for a meeting when joining via audio visual link.

### **Committee Resolution 2020/28**

Moved: Mayor Nigel Bowen

Seconded: Cr Sally Parker

That Council:

1. Establishes an Emergency Committee with a membership of all Councillors; and
2. Agrees the Emergency Committee require a quorum of two members; and
3. Adopts the Emergency Committee's Terms of Reference; and
4. For the purposes of the COVID-19 emergency, delegates to the Mayor, or in the Mayor's absence, the Deputy Mayor, the authority to activate the Emergency Committee, and by resolution of the Emergency Committee, suspend all other committees of Council; and
5. For the purposes of the COVID-19, approves the Chief Executive's financial delegations be increased to \$2,000,000 to allow for any unanticipated urgent expenditure. Any such unanticipated expenditure is to be reported back to the Emergency Committee; and
6. Delegates the authority and powers of the Chief Executive to the Chief Executive's appointed representative in the event that the Chief Executive is unable to fulfil his duties due to COVID-19; and
7. Amends the Timaru District Council Standing Orders to reduce the quorum requirement to two members for all committees and subcommittees; and
8. Approves all necessary amendments to the Timaru District Council Delegations Manual and Standing Orders as outlined in the report to reflect the resolutions of Council on the emergency committee, delegations and meeting arrangements for COVID-19.

**Carried**

### **Attachments**

- 1 Report - Emergency Committee, Delegations and Meeting Arrangements for Covid-19 - 23.03.20
- 2 Report - Proposed Adjustments to Standing Orders - 23.03.20
- 3 Report - Draft Terms of Reference for Timaru District Council Emergency Committee - 23.03.20

## **11 Consideration of Minor Nature Matters**

There were no matters of minor nature to be considered.



**12 Public Forum Items Requiring Consideration**

There were no public forum items to be considered.

**The meeting closed at 4.11pm.**

**Minutes Confirmed 7 April 2020**

**Mayor Nigel Bowen  
Chairperson**