



AGENDA

Commercial and Strategy Committee Meeting Tuesday, 18 February 2025

Date Tuesday, 18 February 2025

Time Following the Community Services Committee

Location Council Chamber
Timaru District Council
King George Place
Timaru

File Reference 1740781

Timaru District Council

Notice is hereby given that a meeting of the Commercial and Strategy Committee will be held in the Council Chamber, Timaru District Council, King George Place, Timaru, on Tuesday 18 February 2025, at the conclusion of the Community Services Committee meeting.

Commercial and Strategy Committee Members

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

Quorum – no less than 5 members

Local Authorities (Members' Interests) Act 1968

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

Nigel Trainor
Chief Executive

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

7 Confirmation of Minutes

7.1 Minutes of the Commercial and Strategy Committee Meeting held on 19 November 2024

Author: Jessica Kavanaugh, Team Leader Governance

Recommendation

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

Attachments

- 1. Minutes of the Commercial and Strategy Committee Meeting held on 19 November 2024**



MINUTES

Commercial and Strategy Committee Meeting

Tuesday, 19 November 2024

Ref: 1740781

**Minutes of Timaru District Council
Commercial and Strategy Committee Meeting
Held in the Council Chamber, Timaru District Council, King George Place, Timaru
on Tuesday, 19 November 2024 following the Community Services Committee**

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

In Attendance: Nigel Trainor (Chief Executive), Paul Cooper (Group Manager Environmental Services), Andrew Dixon (Group Manager Infrastructure), Nicole Timney (Group Manager Property), Beth Stewart (Group Manager Community Services), Andrea McAlister (Acting Group Manager Engagement & Culture), Steph Forde (Corporate and Strategic Planner), Stephen Doran (Group Manager Corporate and Communication), Brendan Madley (Senior Policy Advisor), Stephen Compton (Minutes)

1 Apologies

1.1 Apologies Received

Resolution 2024/34

Moved: Clr Peter Burt

Seconded: Clr Owen Jackson

That the apology of Mayor Nigel Bowen be received and accepted.

Carried

2 Public Forum

There were no public forum items.

3 Identification of Items of Urgent Business

No items of urgent business were received.

4 Identification of Matters of a Minor Nature

No matters of a minor nature were raised.

5 Declaration of Conflicts of Interest

No conflicts of interest were declared.

6 Chairperson's Report

6.1 Presentation of Chairperson's Report

From the time up until this meeting the Chair of the Commercial and Strategy Committee reported the following engagements:

- Participated in a Licensing hearing and follow up ruling outcomes
- Workshop for the future of the performing arts
- Citizenship Ceremony
- Council Meeting
- Community Housing Discussion
- TDHL meeting and new office visit.
- VT meeting
- Extraordinary Council Meeting - Tenders and procurement - Aorangi Stadium

Resolution 2024/35

Moved: Clr Peter Burt

Seconded: Clr Scott Shannon

That the Commercial and Strategy Committee receive and note the Chairperson's Report.

Carried

7 Confirmation of Minutes

7.1 Minutes of the Commercial and Strategy Committee Meeting held on 8 October 2024

Resolution 2024/36

Moved: Clr Scott Shannon

Seconded: Clr Michelle Pye

That the Minutes of the Commercial and Strategy Committee Meeting held on 8 October 2024 be confirmed as a true and correct record of that meeting and that the Chairperson's electronic signature be attached.

Carried

8 Reports

8.1 Actions Register Update

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

The Chair noted the management plan for the reserve was handled as per the Infrastructure Committee Meeting. Officers were asked to provide timing of when this will be brought forward to Council

It was agreed to remove the Prime Port Grant action, and that the chair advised there was a paper on Chrome platters coming to council in February 2025.

Resolution 2024/37

Moved: Clr Peter Burt

Seconded: Clr Michelle Pye

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

Carried

8.2 Timaru District Holdings Limited Accession to Local Government Funding Agency

To seek a resolution from the Commercial and Strategy Committee to enable Council to co-sign the three Deeds necessary for Timaru District Holdings Limited (TDHL) to join and borrow from the Local Government Funding Agency (LGFA), and authorise the two elected members to execute these deeds.

The Group Manager Corporate and Communications spoke to the report this was a follow up paper to the earlier decision to enable TDHL to accession to the LGFA to refinance its existing loans and this is the procedural part of it, where we go ahead with the declaration which requires two elected members to sign on behalf of the Council.

There was discussion over how the dead would be used, which debts would be refinanced first and an acknowledgement of the technical questions that had been answered as part of the process.

Resolution 2024/38

Moved: Clr Allan Booth

Seconded: Clr Michelle Pye

That the Commercial and Strategy Committee considers and decides whether to make a resolution for Council to co-sign:

1. TDHL's Accession Deed to the Multi-issuer Deed
2. TDHL's Accession Deed to the Notes Subscription Deed
3. Deed of Priority and Subordination

4. And that these three Deeds may be executed by two elected members on behalf of Council, subject to any minor amendments cleared by Council and TDHL's legal advisors.

Carried

8.3 Environment Canterbury Rates Charges Briefing

The purpose of this report is to provide the Commercial and Strategy Committee with an update on the progress of resolving the Environment Canterbury Rates Charges Issue.

The report was presented by the Finance Manager and Group Manager Corporate and Communications. It was noted that the work had been completed and the invoices will go out with an amended invoice one, which will clearly show the credited amount and the corrected charge which will go out with instalment two. To save on postage, they will go out together.

There was discussion over where the fault for the error lay, and the steps being put in place for it not to happen again.

It was noted by the chair that the Mayor had requested a trial of two separate invoices for clarification and protect TDC Reputation.

The GM Corporate and Communications noted that this may be challenging as TDC are the invoicing body, but they were looking at a redesign of the invoices to better clarify the charges.

There was further discussion on whether the cost of providing billing for ECan was being recovered, or we could ask for more. It was noted that the agreement was made on a regional basis and that as we were posting out bills any way it is more efficient to do it this way, and that the best way to contain costs would be for people to switch to email billing.

Resolution 2024/39

Moved: Clr Sally Parker

Seconded: Clr Stacey Scott

That the Commercial and Strategy Committee receives and notes the update on the Environment Canterbury Rates Charges Briefing.

Carried

8.4 Financial Report October 2024

The purpose of this report is to outline progress on implementing year three of the 2024-34 Long Term Plan (LTP) and report on the financial results for the period ended 31 October 2024.

The purpose of this report is to outline progress on implementing year three of the 2024-2034 Long Term Plan (LTP) and report on the financial results for the period ended 31 October 2024.

The Senior Finance Business Partner presented the report and noted the current position showing better results than budgeted, which is \$226K deficit against a budgeted deficit of \$1.7m, due to decrease in other expenses, caused by decreasing carbon credits, Subsidised Roothing is favourable variance as well and economic development. Capex is also lower than budgeted and the reason being subsidised Theatre, Stadium and subsidised Roothing as well

It was noted that subsidised roading was a timing issue and noted the phase Roothing budget better as there are seasons which aren't matching.

There was discussion of the likelihood of grant income meeting the forecast, where finance costs were sitting that made them no match the forecast and that if the overcharged rates had been accounted for.

There was further discussion about the efficiency saving lines in the budget, and waste costs being over on both OpEx and CapEx. It was noted that they are currently running at a \$1.6m surplus.

There was also discussion over the categorisation of the Peel Forest grant from Central Government, and whether forestry revenue was ring fenced. This was confirmed as the income goes towards replanting to meet our carbon credit obligations.

GM Infrastructure noted that the plan is to focus on natives, as carbon credits around exotics (e.g. pine) are in doubt, the government are talking about removing that, so native only to future proof us, and it is lower maintenance as well.

There was a query as to the effect on long term revenue, if the natives weren't harvestable. It was noted that the lowered operating costs would match loss of revenue, and noted we do not have the economies of scale as Council owns a number of small blocks. Further noted we have banked the carbon credits, and if we don't replant, we lose them.

There was discussion regarding miscoding of personnel costs in Water Supply, and whether the Year to Date includes depreciation. It was noted it doesn't go through the cashflow as it's not cash.

There was a request for clarification around the approval costs for project capital cost, vs budget.

It was noted that this report is presented as the CapEx is based on Work orders, created after the activities are ready to spend the money in order to create the Purchase Orders. So when the budget is prepared there are no work orders yet in the system, what you see is just the number at the top which is just Cap Ex which can have quite a few different work orders

Noted that some of these numbers are carried over from previous years, and report should have a title of 23/24 carry overs and identify what is being done this year and that council intends to manage carry-overs through the existing budget as well.

Resolution 2024/40

Moved: Clr Scott Shannon

Seconded: Clr Michelle Pye

That the summary financial results to 31 October 2024 be received and noted.

Carried

8.5 Council Investments and Borrowing

To update Council on the status of Council's treasury activities at 30 September 2024.

The Finance Manager spoke to the report.

Resolution 2024/41

Moved: Clr Allan Booth

Seconded: Clr Owen Jackson

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

Carried

8.6 Bad Debts Written Off as at 30 September 2024

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

The chair expressed thanks for the clarity of the report.

Resolution 2024/42

Moved: Clr Allan Booth

Seconded: Clr Owen Jackson

That the Commercial and Strategy Committee receive and note the report Bad Debts Written Off as at 30 September 2024.

Carried

9 Consideration of Urgent Business Items

No items of urgent business were received.

10 Consideration of Minor Nature Matters

No matters of a minor nature were raised.

11 Public Forum Items Requiring Consideration

There were no public forum items.

12 Exclusion of the Public

Resolution 2024/43

Moved: Clr Gavin Oliver

Seconded: Clr Stacey Scott

That the public be excluded from—

- *(b)the following parts of the proceedings of this meeting, namely,—

13.1 Bad Debts Written Off as at 30 September 2024

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

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Plain English Reason
13.1 - Bad Debts Written Off as at 30 September 2024	s7(2)(a) - The withholding of the information is necessary to protect the privacy of natural persons, including that of deceased natural persons	To protect a person’s privacy, including the privacy of deceased persons

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.”

13 Public Excluded Reports

13.1 Bad Debts Written Off as at 30 September 2024

14 Readmittance of the Public

Resolution 2024/44

Moved: Clr Peter Burt

Seconded: Clr Gavin Oliver

That the meeting moves out of Closed Meeting into Open Meeting at 1.46pm.

Carried

The Meeting closed at 1.47pm.

.....
Chairperson

8 Reports

8.1 Actions Register Update

Author: Jessica Kavanaugh, Team Leader Governance

Authoriser: Stephen Doran, Group Manager Corporate and Communications

Recommendation

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

Purpose of Report

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

Assessment of Significance

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

Discussion

- 3 The actions register is a record of actions requested by Councillors. It includes a status and comments section to update the Commercial and Strategy Committee on the progress of each item.
- 4 There are currently two items on the actions register.
- 5 One item is marked as ongoing.
- 6 One item is marked as completed, and are proposed to be marked as removed at the next meeting.

Attachments

1. **Commercial and Strategy Committee Actions Required**

Information Requested from Councillors (Commercial and Strategy Committee)

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

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

Information Requested	Chrome Platers Building		
Date Raised:		Status:	Closed
Issue Owner	Group Manager Property	Due Date:	19 November 2024
		Completed Date:	
<p>Background: Transferred from Infrastructure Committee Actions Register as delegation sits with Commercial and Strategy Committee for matters relating to property.</p>			

8.2 Carry Forward and Reallocation of Capital Funds 2024/2025

Author: Nicole Timney, Group Manager Property
Andrea Rankin, Chief Financial Officer

Authoriser: Nigel Trainor, Chief Executive

Recommendation

That the Standing Committee approves:

1. \$1,267,624 in capital carried forward expenditure outlined in this report and that the 2024/25 forecast be amended to reflect this approved expenditure (noting it does not have an impact on rates for the current financial year).
2. Approves the reallocation of \$260,000 of the Earthquake Prone Building Capital fund to the Halls Capital fund to complete the Reroof of the Caroline Bay Association Hall Roof.

Purpose of Report

- 1 The purpose of this report is to ensure that funding, previously approved in the 2023/24 Annual Plan for capital expenditure forecasted during the financial year, remains available in the current financial year. Due to a variety of reasons some capital expenditure and/or projects remain as work in progress or not commenced at the end of the financial year. This will keep in place the funding required for the capital expenditure and projects to ensure their purchase and/or completion.

Assessment of Significance

- 2 The content contained in this report has been assessed as of low significance in accordance with Councils Significance and Engagement Policy. This assessment is based on the assessment criteria with specific focus on impact on the number of people affected, the degree that people may be impacted, community interest, financing and rating impact, impact on strategic assets, and impact on wellbeing. The assessment of significance is low as these capital budgets have previously been approved by Council and as such there is no rating impact.

Background

- 3 Each year Council budgets the capital expenditure it expects to incur. For a variety of reasons actual expenditure on these projects may not occur, i.e. the capital expenditure may be able to be deferred as the capital item in question has an extended life, procurement delays occur, consenting or the design of the project has taken longer than originally planned. As a result, the timing of such expenditure across multiple financial years can be uncertain.
- 4 Much of the project work for the carry forwards included in this report had commenced and remained as work in progress as of 30 June 2024.
- 5 The Council achieved a total capital spend of approximately \$58m (rounded) in the financial year to 30 June 2024 against a total budgeted spend of \$82m (rounded).

- 6 When considering the financial results of the Council for the previous financial year, the Council has considered requests from Council management to carry forward funding, so these projects are able to be completed.
- 7 A few projects were re-budgeted as part of the 2024 Long Term Plan and as such are not requested to be carried forward. In addition, several project costs relating to 2024 projects not yet completed are being absorbed within the framework of existing 2025 budgets.
- 8 The projects identified to carry forward will not impact on rates or the delivery of the 2024/25 capital works programme delivery as the funding has been previously approved and budgeted.

Options and Preferred Option

- 9 The carried forward projects outlined at the end of this report are considered by the Standing Committee along with the reallocation of budget from Property to Halls and carry forward budgets are approved. The work outlined in this report has been previously approved in Councils Long Term and Annual Plan. The preferred option is to amend the 2024/25 Budget to reflect these projects.
- 10 The Standing Committee can decide not to approve the carry forwards or reallocation, noting this will incur potential risks such as delay in repairs and overspend on 2024/2025 budgets with work that was committed in 2023/2024 from this budget and the request for the carry forward is to complete work. Without the funding carried forward it may impair Council' ability to deliver on expectations consulted upon in the previous Long Term Plan. It should be noted that some of the contract commitments have now been completed.

Consultation

- 11 Consultation has been undertaken with officers on which projects are to be completed after the end of the financial year and the funding that is carried forward from the previous financial year. Consultation had been undertaken with the community on the projects during the previous Long Term Plan process, and where required prior Annual Plans.

Relevant Legislation, Council Policy and Plans

- 12 Section 101 (1) of the Local Government Act 2002, relating to Financial Management, states "A Local Authority must manage its revenues, expenses, assets, liabilities, investments, and general financial dealings prudently and in a manner that promotes the current and future interests of the community".
- 13 This section allows the Council to carry forward the projects as outlined for the "current and future interests of the community".

Financial and Funding Implications

- 14 It is important to note this does not affect the rates for the current year as the funding has already been provided for.
- 15 For the projects identified to be commenced or completed during the current financial year, then the funding requires approval to be carried forward from the funds available from the previous financial year.

16 Actual expenditure in 2023/24:

Annual Plan 2023/24	Actual	Budget	Unspent
W1659 - Winchester Ablution Block	0	430,122	430,122
W1683 - EQ Strengthening	433,285	1,440,909	1,007,624

17 Funding to be carried forward from the 2023/24 financial year to 2024/25 and a reallocation of capital budget consists of:

<i>Capital / Operating</i>	<i>Project Description</i>	<i>Amount</i>	<i>Funding Source</i>	<i>Explanation why not spent in 2022-23</i>	<i>Expected Completion Date</i>
Recreation and Leisure					
Motor Camps					
Capital	Completion of Winchester Ablution Block connection to sewage pipe.	\$260,000	Loan funded	Project straddled the 2023/2024 and 2024/2025 Financial Years with receipt of invoice in 2024/2025 Financial Year	Completed
Corporate and Strategy					
Property					
Capital	Earthquake Prone Project	\$1,007,264	Loan funded	Ongoing projects which straddled 2023/2024 and 2024/2025 Financial Years. <ul style="list-style-type: none"> Seismic repairs of Alpine Energy Temuka Stadium, QS Approx. \$500k, work to commence March/April 2025 EQP Reports Library Building, Museum Building. \$70k Remaining \$177,264 for completion of outstanding reports linked to borehole testing for soil classification for the CBD, for use by structural engineers 	Project completion 30 August 2025 Reports Completed Outstanding invoices
Capital	Earthquake Prone Project Budget Request to Reallocate Funds to Halls Budget			Request for a reallocation of \$260,000 of the Earthquake Prone Project Budget, noted above for reroof of the Bay Association Hall, Caroline Bay	Project completion 30 June 2025

Other Considerations

18 There are no further considerations.

Attachments

Nil

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

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

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 second 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 Aigantighe House Gallery reopening was very successful and resulted in higher than usual visitor numbers in December and a renewed enthusiasm with tourists and residents for the facility.
 - 6.2 The Annual Report for 2023/24 was adopted within statutory timeframes.
 - 6.3 A support team and community response plan has been developed for Woodbury (Emergency Management).
 - 6.4 Hearing D for the Proposed District Plan was held. The project is running on-time and largely on budget.
 - 6.5 The Social Housing portfolio is 100% occupied.
 - 6.6 Temuka Library, Service and Information centre placed third in the Temuka Christmas town window display competition.

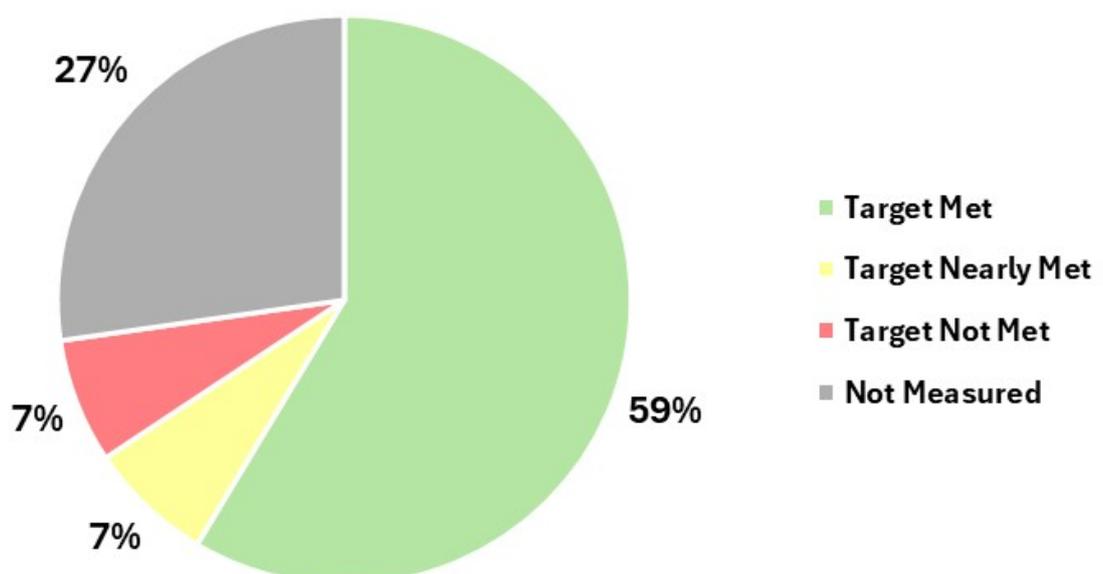
- 6.7 CBay secured a \$20,000 grant from Trust Aoraki to assist in subsidising the water safety for life programme.
- 6.8 Design for Heaton Hayes port access has been approved by KiwiRail.
- 6.9 Seadown Trunkmain Stage 1 upgrade has been completed.
- 6.10 New Organics Facility was opened at Redruth.

Issues

- 7 The section summarises the key activity issues during the reporting period which are detailed in Attachment 1.
 - 7.1 Continued minor vandalism to Public Toilets across urban areas.
 - 7.2 Building consent numbers have continued to reduce from the previous quarter by 39 applications.
 - 7.3 Proposed changes in resource management sector due to RM Reform by the new Coalition Government is likely to be significant.
 - 7.4 Aigantighe Gallery collection storage is at capacity.
 - 7.5 Progress on the wet well design for Wastewater treatment plant has been slower than expected.
 - 7.6 Advice received from WasteMINZ that Local Government's portion of the waste disposal levy revenue is under review, which could change how the levy is used. This could impact funding support of EnviroNZ Educators, Sustainable SC Trust and other waste initiatives in the Timaru District.

Overall Result

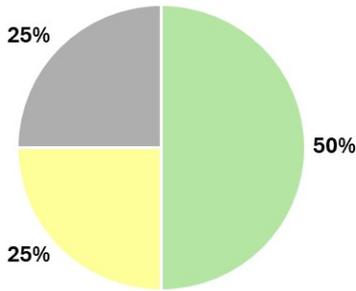
- 8 The below graph shows the overall performance result for the reporting period.



Results by Activity

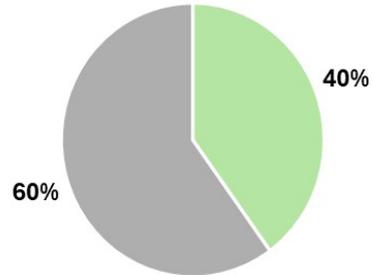
- 9 The below graphs show the performance by Group of Activity as detailed in the LTP.
- 10 Attachment 1 has further detail including Activity Review by Group Managers, Highlights and Issues, and results for each performance measure with supporting commentary.

Democracy



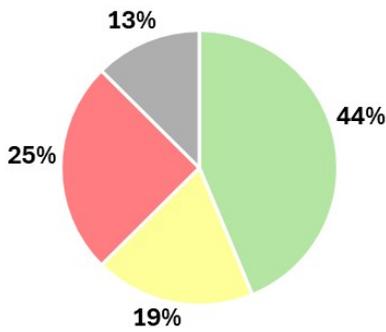
■ Target Met ■ Target Nearly Met ■ Target Not Met ■ Not Measured

Community Services



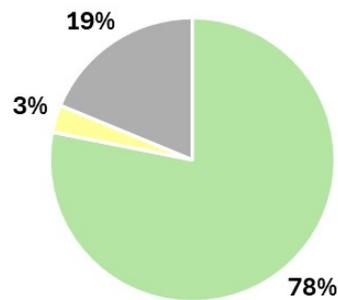
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District Planning & Environmental Services



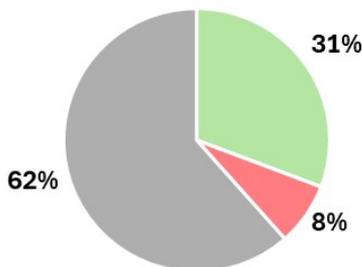
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Recreation & Leisure



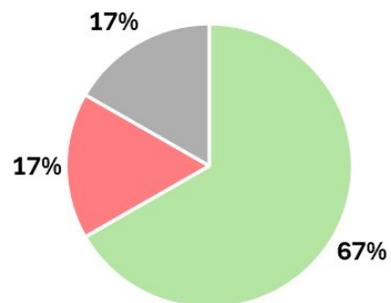
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Roading & Footpaths



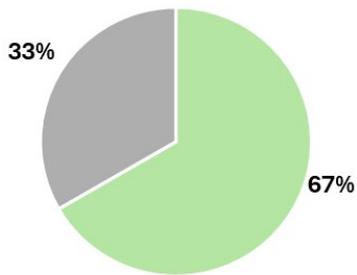
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Stormwater

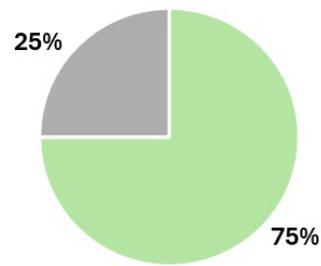


■ Target Met ■ Target Nearly Met ■ Target Not Met ■ Not Measured

Wastewater



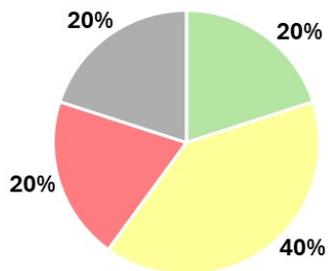
Water Supply



■ Target Met ■ Target Nearly Met ■ Target Not Met ■ Not Measured

■ Target Met ■ Target Nearly Met ■ Target Not Met ■ Not Measured

Waste Management



■ Target Met ■ Target Nearly Met ■ Target Not Met ■ Not Measured

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. Six Month Non Financial Performance Report to December 2024



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Groups of Activities – Executive Summary

There are a total of 95 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
-  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			All items on track, with meetings calendar for 2025 adopted as per standing orders.		
Quarterly Highlights for Democracy			Quarterly Issues for			
Annual Report Adopted and Published within statutory timeframes and with unmodified Audit Opinion. Work began for transition to new Agenda Management System in Q3. Minor improvements were made to running of meetings, including featuring all resolutions on screen to help with verification by elected members.			Resignation of Governance Advisor will mean a review of how we manage minuting and agenda preparation, but this shouldn't have an effect on our performance.			
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	-	-	-	-	-	-
	Current period comments Not measured this quarter – Biennial survey			Expected year end comments -		
Annual Plans, Reports and Long Term Plans adopted within statutory timeframes	Q2 FY25	Met	Annual Report adopted within Statutory Timeframes	Met		
	Current period comments The Annual Report for the 2023/24 financial year was adopted within statutory timeframe			Expected year end comments Expect to adopt Annual Plan 2025/26 within statutory timeframe		

Performance Measure	Period	Period Result	Year to Date Target	Year to Date Result	Status	Expected Year End Result
Council and committee meeting agendas made available to the public within statutory timeframes	Q2 FY25	100.00%	100.00%	100.00%		
	Current period comments All reports were made available within statutory timelines, including a number of extraordinary meetings in this quarter.			Expected year end comments We have robust processes in place to ensure this target is met, while we are currently changing agenda management software there is no strong suggestion that this will affect our timeliness.		
Responses to LGOIMA requests are provided according to statutory timeframes	Q2 FY25	97.78%	100.00%	97.78%		
	Current period comments 90 LGOIMA Requests for the first two quarters in 2024/25. Q1 = 45, Q2 = 45. 1 request in Q2 did not meet the statutory requirement of 20 working days and was 1 day overdue. The delay was communicated to the requester.			Expected year end comments This measure has an annual target of 100% therefore, due to the missed statutory deadlines, it is not possible to achieve the annual target. 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		Report not submitted			
Quarterly Highlights for Airport						
Report not submitted						
Quarterly Issues for Airport						
Report						
Performance Measure	Period	Period Result	Year to Date Target	Year to Date Result	Status	Expected Year End Result
Civil Aviation Authority (CAA) accreditation	-	-	-	-	-	-
	Current period comments Not measured this quarter – Annual reporting			Expected year end comments		

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 is 100% occupied and there are no issues or highlights to report on.						
Quarterly Issues for Social Housing						
Portfolio is 100% occupied and no issues to report.						
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	Q2 FY25	100%	100%	100%		
	Current period comments The occupied Council Housing complies with the building regulations and Healthy Homes Standards in accordance with the Residential Tenancies Act. Occupancy currently 100%			Expected year end comments 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		●	Report not submitted		
Quarterly Highlights for Cemeteries						
Report not submitted						
Quarterly Issues for Cemeteries						
Report not submitted						
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						
Strathallan Street toilets upgrade underway via Infrastructure Group. Building Consent submitted for an Exeloo toilet block to replace the existing block. Exeloo block will not include the pump equipment required for the fountain.						
Quarterly Issues for Public Toilets						
Continued minor vandalism across all urban blocks. Damage repaired where necessary.						
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	Q2 FY25	100%	100%	100%	●	E
	Current period comments 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.			Expected year end comments All facilities meet current requirements and comply with legislation.		

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.			
Quarterly Highlights for Emergency Management						
<p>The emergency management team has continued to build relationships with the community. While this is part of our ongoing work, it has culminated in the development of a support team and community response plan in Woodbury.</p> <p>As part of ensuring our connection with communities, we presented to each of the community boards in November.</p> <p>Emergency Operations training continues to be delivered and included the regional Pandora exercise. While this showcased the enthusiasm and skills that we have in our EOC staff, there will always be areas for improvement, and we will ensure that we have ongoing training and development for our people.</p>						
Quarterly Issues for Emergency Management						
<p>There is still uncertainty about the final results of the review of the North Island Severe Weather Event and what the outcomes from that will be. There is also the question of revised legislation that is likely to be considered this year.</p> <p>Volunteer recruitment remains an ongoing challenge.</p>						
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	-	-	-	-	-	-
	Current period comments Not measured this quarter – Annual survey			Expected year end comments		

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	-	-	-	-	-	-
	Current period comments Not measured this quarter – Annual reporting			Expected year end comments		

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 their statutory requirements to a high level.			
Quarterly Highlights for Building Control						
This quarter has seen the minister announce his proposed future for Building Consent Authorities (BCA), requiring BCAs to look at how they can evolve into the future. An initial approval by council was given to explore how the BCA could operate as a Council Controlled Organisation (CCO) for both BCA and TA functions, along with operating a commercial element to the entity. The Mayor has a meeting with the minister in February to discuss the proposal and a section 17A review will be carried out and presented to council in March 2025.						
Quarterly Issues for Building Control						
Consent numbers have continued to reduce from the previous quarter by 39 applications, however this quarter has seen an increase of 10 applications compared to the same quarter last year. Building costs and lending requirements are still major factors that are ultimately still affecting the consent numbers.						
Performance Measure	Period	Period Result	Year to Date Target	Year to Date Result	Status	Expected Year End Result
Building Consent Authority accreditation	-	-	-	-		
	Current period comments Not measured this quarter – Annual Reporting			Expected year end comments		

Performance Measure	Period	Period Result	Year to Date Target	Year to Date Result	Status	Expected Year End Result
Building Control consent average processing time (days)	Q2 FY25	14.93	<12	14.12		
	Current period comments While the target is to average 12 working days, the 14 day average timeframe is a result of the resourcing issue previously mentioned relating to this quarter.			Expected year end comments We will endeavour to reduce the average processing timeframes once the resourcing issue has been resolved.		
% of building consent applications processed within statutory timeframes	Q2 FY25	84.91%	100%	95.41%		
	Current period comments This non-compliance is primarily due to a resourcing issue, however we envisage this issue to be resolved in due course.			Expected year end comments While we remedy the resourcing issue, we may still experience some minor non-compliances		
Building and Planning services: Provide the local community and/ or local industry with regular updates and information at least four times per year - Building	Q2 FY25	1	2	2		
	Current period comments In addition to the newsletter, emails are sent out to the same industry groups to advise of other regulatory and internal changes that occur from time to time.			Expected year end comments Regular communication will continue over the remaining periods therefore we anticipate meeting the annual target.		

Performance Measure	Period	Period Result	Year to Date Target	Year to Date Result	Status	Expected Year End Result
Resident/ customer satisfaction with building consent process	-	-	-	-	-	-
	Current period comments Not measured this quarter – Annual survey			Expected year end comments		
Percentage of Building Warrant of Fitness (BWOFF) audits completed	Q2 FY25	17.78%		24.44%		
	Current period comments this is below the target due to resources and the set-up of digital systems.			Expected year end comments A review of the process and allocation of resources in the new year will result in increased audits.		
% of residential swimming pools' fencing in the District audited at least once every 3 years	-	-	-	-	-	-
	Current period comments Not measured this quarter – Project undertaken in Year 3 (26/27)			Expected year end comments Not measured this quarter		
% of potential non-priority earthquake prone buildings identified by July 2027	-	-	-	-	-	-
	Current period comments Not measured this quarter – Progress will be reported annually			Expected year end comments		

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 D - Open Space Zones, Hazards & Risks and Natural Environment was held. Key resource consent for a largish depot on Meadows Road granted. There were also some quick turn-arounds to assist the Frasers Park development. Also a new Compliance Officer vacancy role was filled.						
Quarterly Issues for District Planning						
Proposed changes in resource management sector due to RM Reform by the new Coalition Government is set to be very significant, involving revamp of most national direction and replacement of legislation Economic growth appears to be slowing, hampering revitalisation of the centre of Timaru. Increasing levels of non-compliance and need for enforcement action.						
Performance Measure	Period	Period Result	Year to Date Target	Year to Date Result	Status	Expected Year End Result
Resource Consents processed within statutory timeframes	Q2 FY25	94.44%	100%	93.24%		
	Current period comments The total number signals a trends down in resource consent numbers in the system. Of the 36 resource consents granted 6 were processed by consultants and the rest by staff (83%).These results do need verification prior to uploading to the Ministry for the Environment's National Monitoring System.			Expected year end comments It's noted that over the course of the year there's been a moderate decline in the relatively lower consent volumes, though a number of complex applications being processed none-the-less than in previous years. Worth noting is that this decline has meant a much higher proportion now completed by staff planners.		

Performance Measure	Period	Period Result	Year to Date Target	Year to Date Result	Status	Expected Year End Result
Building and Planning services: Provide the local community and/ or local industry with regular updates and information at least four times per year - Planning	Q2 FY25	0	2	0		
	Current period comments This is a new task which is about to start in the calendar 2025 year in conjunction with work by the Building Team.			Expected year end comments This is about to start in the 2025 year with the Building Team.		
Resident/ customer satisfaction with resource consent process	Q2 FY25	0%	80.00%	0%		
	Current period comments This has not been specifically undertaken due to a lack of available administration staff.			Expected year end comments As admin resourcing becomes realisable.		

Activity – Environmental Compliance

Activity Review for Environmental Compliance						
Activity Review for Environmental Compliance	Owner: Paul Cooper		It is another good year and a strong performance from this hybrid team (contractors/in-house staff).			
Quarterly Highlights for Environmental Compliance						
Nothing reported						
Quarterly Issues for Environmental Compliance						
Follow up of unregistered dogs is lagging a bit - with around 100 properties to follow up. This is largely due to resourcing issues over this period. Typically all unregistered dogs are followed up with property visits, and reminder notices, prior to issuing infringements. This activity is usually complete by the end of the 2nd quarter.						
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	Q2 FY25	6.00	2	12.00		
	Current period comments All sessions that have been requested have been undertaken.			Expected year end comments These sessions are done as and when requested by schools and preschools.		
Percentage of known dogs in District registered	-	-	-	-	-	-
	Current period comments Not measured this quarter – Annual reporting			Expected year end comments		

Performance Measure	Period	Period Result	Year to Date Target	Year to Date Result	Status	Expected Year End Result
Information on the website is reviewed and updated quarterly for all regulatory activities	Q2 FY25	Met	2	Met		
	Current period comments Liquor licensing information updated			Expected year end comments All information expected to be current		
% of scheduled audits of registered food premises completed or in progress	Q2 FY25	22.13%	50.00%	47.23%		
	Current period comments 8 premises due for verification this quarter were not verified for the following reasons: 2 were on voluntary suspension, 2 are seasonal and will be done during January, 2 are currently not trading, 1 had been undergoing operational issues and have been booked in for January, 1 had opted to transfer to a 3rd party verifier.			Expected year end comments All verifications were undertaken as far as was within our control to undertake them		
% of alcohol regulated premises that have been inspected each year	Q2 FY25	27.34%	35.00%	43.75%		
	Current period comments No anomalies were recorded for the monitoring visits this quarter.			Expected year end comments Due to a staff resignation and recruiting underway - additional time will need to be taken to train new staff member which may impact on ability to attain this target by year end		

Performance Measure	Period	Period Result	Year to Date Target	Year to Date Result	Status	Expected Year End Result
% 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	Q2 FY25	100.00%	100.00%	100.00%		
	Current period comments We received a complaint from the public about one premises which resulted in an unscheduled verification visit. An unacceptable outcome was recorded and will be further followed up in due course.			Expected year end comments Follow up of this premises will be undertaken in accordance of the requirements of the Food Act 2014.		

Recreation & Leisure

Activity – Museum

Activity Review for Museum						
Activity review for Museum	Owner: Paul Cooper		Team at marginal due to range of issues. While attendance numbers have remained solid, staff resourcing has been a significant and unanticipated challenge which has impacted on planned events and BAU. It is noted that these are unforeseen impacts. Uncertainty about the future of the facility may have impacted on perception/community satisfaction.			
Quarterly Highlights for Museum						
Continuing high user numbers that exceed target figures for casual visitors and education users.						
Quarterly Issues for Museum						
Continued staff resourcing issues						
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)	Q2 FY25	6,718	12,500	13,336		
	Current period comments Above target figure			Expected year end comments Likely to exceed target		

Performance Measure	Period	Period Result	Year to Date Target	Year to Date Result	Status	Expected Year End Result
Number of exhibitions and events - Museum	Q2 FY25	6	7	9		
	Current period comments Six events held - School holiday programme, historic book launch, 3 performances of Hamlet and Operation Grapple exhibition opening.			Expected year end comments Will meet target		
Museum - Facilities meet legislative safety requirements	Q2 FY25	Met	Legislative requirements are met	Met		
	Current period comments All requirements met.			Expected year end comments All requirements likely to be met		
Collection items available online - Museum	Q2 FY25	22,879	18,500	23,197		
	Current period comments 147 records added during quarter - error in Q1 figure reporting.			Expected year end comments Target likely to be met.		

Activity – Libraries

Activity Review for Libraries		
Activity Review for Libraries	Owner: Paul Cooper	 <p>The team are performing well against set targets and delivering excellent value for service to the community. It is interesting to read in some of the results how people use services changes.</p>
Quarterly Highlights for Libraries		
<p>DISTRICT-WIDE</p> <p>Launching the new library website is progressing. Library staff have completed their assigned tasks at this time and are awaiting IT to make adjustments to the design before moving forward.</p> <p>Asset Management Plans for all three library locations have been drafted. While this initial work establishes a broad overview and strategy for asset management, more work is to be done on compiling a comprehensive list of assets.</p> <p>Staff at the service centres were very busy in the lead up to the holidays with rates payments. The fallout from the error in calculations by ECan meant that transactions were more detailed and time consuming than usual. The staff had to delicately deal with a large number of upset ratepayers as a result.</p> <p>TIMARU LIBRARY</p> <p>370 children and 182 adults attended October School Holiday Programme sessions at the Children’s Library. This was the third programme in the new format and the feedback from families has been very positive.</p> <p>Two new self-check machines were installed in the Children’s Library. As well as offering greater functionality for customers, they have given the space a modern, updated look.</p> <p>Several special children’s events were held through the quarter:</p> <ul style="list-style-type: none"> • Staff assisted with the Deano Yipadee preschool concert at the Bay Hall that was attended by over 300 people. • The library ran a popular Spooky Storytime and craft event. • The library hosted a Tuvalu dance performance in the Children’s Library during the October school holidays. <p>Outreach Librarian Ingrid Davies-Martin had an incredibly busy December in the lead up to the festive season with a large number of visits to early childhood centres, care homes and partnering organisations.</p>		

GERALDINE LIBRARY & SERVICE CENTRE

Staff attended the TDC facilitated 'Let's Connect Geraldine – Networking Event' at the RSA Hall and made several new connections.

Staff hosted a successful all day Christmas Makerspace for school aged kids on Thursday 19 December.

The library won a consolation prize in COSI Christmas decoration competition with its Paper bag Candystore theme. The display also received much praise from customers.

TEMUKA LIBRARY, SERVICE & INFORMATION CENTRE

Staff pursued more outreach opportunities out in the community, particularly with visiting early childhood centres and partnering organisations. The library additionally hosted several school class visits towards the end of the school year.

Staff hosted a successful all day Christmas Makerspace for school aged kids on Thursday 19 December in collaboration with Boost Temuka.

The library proudly placed third in the town window display competition with its "Home alone Christmas" theme.

Quarterly Issues for Libraries

The branches at Temuka and Geraldine have had a heavy workload over the past calendar year while offering both library and council services to their communities. This has produced staffing challenges due to the small pool of fully trained personnel to pull from. Introducing three new casual roles in February that are assigned to both sites should alleviate some of the strain. Library management will continue to monitor activities and work to find other solutions moving forward if required.

Performance Measure	Period	Period Result	Year to Date Target	Year to Date Result	Status	Expected Year End Result
Visitors to Libraries	Q2 FY25	64,509	100,000	136,400		
	<p>Current period comments</p> <p>We are on track to achieve this target, with nearly 30% more people through the doors of our libraries than our target figure for this quarter. This is a good result, especially as the Christmas holiday period occurred at the end of this quarter, where there were a number of days the libraries were closed.</p>		<p>Expected year end comments</p> <p>As we continue to reach this target each month, we look likely to achieve this annual target. As well as the new school holiday programmes attracting more youngsters than previously, many of our weekly sessions like Knit and Natter, Tuesday Social Group and our Aoraki Heritage Sessions are also drawing numerous people into the libraries, increasing these numbers. It is superb to see so many members of our community coming in to utilise our library facilities and programmes.</p>			
Online website and catalogue searches - Library	Q2 FY25	394,284	200,000	754,874		
	<p>Current period comments</p> <p>We have seen a huge increase in the number of pages being viewed on our websites, Catalogue and Mobile Library App. We have already surpassed all expectations, nearly doubling our annual target ahead of schedule. All of these sites have seen an increase in usage, with our Aoraki Heritage site up 22% on the same quarter last year, our Catalogue up 61% and our Library Website up 69%, both compared to the same time last year. The Mobile Library App was not available during the same quarter last year, but there have also been more pageviews on the App each month this year, than in any of the months that it was in use the previous year. It is very rewarding to see our sites being used so effectively.</p>		<p>Expected year end comments</p> <p>This annual target has already been achieved and in fact we are sitting more than 88% above the target. The number of page views/searches are up 51% for the last six months compared to the same six-month period last year. While our Library Mobile App and our Library and Aoraki Heritage websites are all seeing large increases in the number of pages viewed, it is our Catalogue that has seen the most notable increase, up 49% on the same first half of the financial year, last year.</p>			

Performance Measure	Period	Period Result	Year to Date Target	Year to Date Result	Status	Expected Year End Result
Library issues (physical & digital) of materials	Q2 FY25	131,886	250,000	273,815		
	Current period comments We have achieved our target for this quarter - our physical and digital issues are more than 5% above our quarterly target. This growth has been driven by our digital platforms. eAudiobook issue statistics are up 34% on the same quarter last year, and Kanopy and Beamafilm issue figures are both up more than 40% compared to the same time last year. The improved range of Magazines and Newspapers on BorrowBox has also seen a substantial jump in the number of these issues as well. We are pleased we have met this quarterly target, especially given the branches were closed for additional days over the Christmas break (which fell in this quarter) than in previous years.			Expected year end comments We are currently on track to achieve this target, sitting nearly 10% ahead of target. This is primarily due to digital issues. In particular, our eAudiobook issues continue to rise, with nearly 25% more eAudiobook issues in the last six months, than in the same six-month period last year. This reflects the excellent work our library staff are doing in promoting and sharing our digital platforms with our customers.		

Performance Measure	Period	Period Result	Year to Date Target	Year to Date Result	Status	Expected Year End Result
Community programme interactions - held on site and in the community plus a nontraditional library service	Q2 FY25	709	750	1,458		
<p>Current period comments</p> <p>This quarterly target has been met. The programmes/events we've run or hosted from October to December include: 158 Children's sessions including School Holiday Programme Sessions, Weekly Storytimes, Born to Read Sessions, Visits to/from Classes/Kindergartens, Thursday Games Group Sessions, Christmas Makerspace sessions and a Halloween event. 46 people joined Skinny Jump from October to December. We ran 147 Adult programmes/events, consisting of Tuesday Social Group Sessions, Aoraki Heritage Weekly Drop-In Sessions, Digital Classes, Mend & Sewing Workshops, Book Clubs, Enliven Day Centre visits, Knit & Natter Sessions, Knitting & Crochet Sessions, Mahjong Sessions, Crochet Group Sessions, a Driver Theory Licensing & Relicensing Session, Mayoral Drop-In sessions, IHC Home visits, Christmas visits to Croft and Glenwood Rest homes and we spoke to a group at Family Works, the Friday Club and at the Sustainability Festival. There were 33 Justice of the Peace sessions, 309 Housebound bags were delivered over the three months and 14 Books4U Adult bags were also made up and given out to customers. (130 other meetings, study sessions, Book a Digital Librarian Sessions, not-for-profit community group gatherings, Death/Grief Cafes, home school group sessions - not advertised or run by library staff - also took place in our facilities.)</p>			<p>Expected year end comments</p> <p>We are on track to achieve this target, as we are already close to surpassing the annual figure that has been set. We are pleased to see so many community groups making use of our community rooms and so many members of the public taking part in our various programmes, both at the libraries and out in the community. We are thrilled to see this level of engagement, which demonstrates how valued these initiatives are.</p>			

Performance Measure	Period	Period Result	Year to Date Target	Year to Date Result	Status	Expected Year End Result
Libraries - Facilities meet legislative safety requirements	Q2 FY25	Met	Facilities meet legislative safety requirements	Met		
	<p>Current period comments</p> <p>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.</p> <p>All necessary health & safety information is now being loaded into the new Assura 2.0 - including site inductions, staff inductions.</p> <p>Staff training is also being loaded into Assura 2.0</p>		<p>Expected year end comments</p> <p>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.</p> <p>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.</p>			

Activity – Art Gallery

Activity Review for Art Gallery			
Activity Review for Art Gallery	Owner: Paul Cooper		Overall targets on track. Works to the House Gallery impacted on numbers; the reopening was a great success and there has been surge in visitor numbers since. Considering the disruption caused by the House Gallery strengthening project, the team have had a solid year.
Quarterly Highlights for Art Gallery			
<p>This quarter highlights the gallery's successful reopening and the community's enthusiasm for its programming, setting the stage for sustained growth in visitor numbers in 2025.</p> <p>The reopening of the House Gallery in December contributed significantly to a sharp increase in visitor numbers. The grand opening alone accounted for 600 visitors, demonstrating its cultural and social significance in the community.</p>			
Quarterly Issues for Art Gallery			
<p>During this quarter the main issues link up to teething issues related to being connected to a building site.</p> <p>Unexpected closures occurred due to ongoing building works for the House Gallery. These disruptions impacted the gallery's ability to operate at full capacity.</p> <p>Callouts for Mechanical Systems: Linking mechanical systems, including security and HVAC, caused operational interruptions. This was necessary to ensure the building met safety and preservation standards prior to reopening.</p> <p>The Gallery collection storage is at capacity and alternative options are being explored. Issues are expected to be ongoing. Gallery is also currently without a compliant disabled toilet; this is expected to be resolved in March this financial year.</p>			

Performance Measure	Period	Period Result	Year to Date Target	Year to Date Result	Status	Expected Year End Result
Visitors to Art Galleries	Q2 FY25	3,770	7,500	7,458		
	<p>Current period comments</p> <p>During this quarter October- December 2024 the gallery hosted 4 exhibitions, 8 events.</p> <p>October Key Events/Activities:</p> <p>South Canterbury Art Society (SCAS) continued exhibition. School holidays programming, including two art/craft workshops. Art After 6: Evening event engaging new audiences.</p> <p>November 2024 Key Exhibitions/Events:</p> <p>Elfie Spiewack: In Splendour Moot. Hayden Timmings: Confessions of ADHD. Zonta and Grandparents Parenting Grandchildren program. Two school visits from Mountainview High School groups.</p> <p>December 2024 Key Highlights:</p> <p>Hayden Timmings Floor Talk: Sparked high engagement. Grand Opening of the House Gallery: Attracted 600 visitors on the day, a testament to its anticipated return. Domestic Revelries by Jacqueline Fahey launched to strong community interest.</p> <p>In early October the gallery was closed for one week as to remedial works and earthquake strengthening for public safety</p>		<p>Expected year end comments</p> <p>We believe with the house gallery now open to see a trend to be on track for year end.</p>			

Performance Measure	Period	Period Result	Year to Date Target	Year to Date Result	Status	Expected Year End Result
Online website searches and social media interactions - Art Gallery	Q2 FY25	1,200	1,000	2,200		
	Current period comments We had 1,200 visits to our social media sites over the period.			Expected year end comments On track to meet annual target with ongoing increased interaction with our digital platforms.		
Community Programmes held on site and in the community - Art Gallery	Q2 FY25	8	12	92		
	Current period comments Total Community Events: 8 October 2 art/craft workshops. Art After 6 evening program. November Zonta Group event. Grandparents Parenting Grandchildren program. 2 school visits (Mountainview High School). December Floor talk by Hayden Timmings. Grand Opening of the House Gallery.			Expected year end comments on track for year end		

Performance Measure	Period	Period Result	Year to Date Target	Year to Date Result	Status	Expected Year End Result
Number of Art Gallery exhibitions (including touring, regional and permanent art works)	Q2 FY25	4	8	8		
	Current period comments During this quarter (1 Oct 2024 – 31st Dec 2024) 4 exhibitions were held. 1. South Canterbury Arts Society 2. Hayden Timmings Confessions of ADHD 3. Elfi Spiewack In Splendour Moot 4. Jacqueline Fahey Domestic Reverie			Expected year end comments On track to meet annual target with exhibitions booked in for the remaining two quarters.		
Art works conserved - Art Gallery	Q2 FY25	2	2	3		
	Current period comments 2 art works were conserved this quarter and included work on paper by Kee Hos and a sculpture by Brett Graham.			Expected year end comments On track to meet annual target		

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.			
Quarterly Highlights for Recreational Facilities						
Being awarded TDC H&S Unit of the year shows how far we have come on our health and safety journey. Securing a \$20,000 grant from Trust Aoraki to help subsidise our water safety for life program.						
Quarterly Issues for Recreational Facilities						
Issues are really minimal. Loss of seasonal/Uni staff will be a challenge in Q3.						
Performance Measure	Period	Period Result	Year to Date Target	Year to Date Result	Status	Expected Year End Result
Visitors to CBay	Q2 FY25	83,144	150,000	168,268		
	Current period comments Tracking for 335k still with January usually the busiest month			Expected year end comments numbers still don't include spectators or cafe only users as they don't scan an entry point.		
Visitors to Pleasant Point Community Pool	Q2 FY25	1,747	1,500	1,747		
	Current period comments Numbers for Point swim club not included so not tracking too bad as of 31/12/24 especially as weather has been poor so far this season.			Expected year end comments Numbers quite a difficult gauge as end of Q2 is only 6 weeks into season.		

Performance Measure	Period	Period Result	Year to Date Target	Year to Date Result	Status	Expected Year End Result
Visitors to Geraldine Community Pool	Q2 FY25	4,207	3,834	4,207		
	Current period comments Hardest target to hit, however booking through Jan and Feb should help reach target of 11,500. Numbers as per 31/12/24.			Expected year end comments As per PP.		
Visitors to Temuka Community Pool	Q2 FY25	3,623	2,500	3,623		
	Current period comments As with other pools tracking well despite poor weather to start season.			Expected year end comments As per PP.		
Aqua fitness classes participant numbers	Q2 FY25	3,200	5,000	5,800		
	Current period comments Aqua classes at District Pools are drawing up to 30 participants per class.			Expected year end comments Grumpy customers not getting into full classes is becoming an issue		
Number of Aquatic swim for life participants - water safety participant numbers	Q2 FY25	748	1,000	1,815		
	Current period comments Quieter term due to school holidays and smaller rural schools but still tracking way over target.			Expected year end comments .		

Performance Measure	Period	Period Result	Year to Date Target	Year to Date Result	Status	Expected Year End Result
Number of Aquatic learn to swim enrolments - participant numbers	Q2 FY25	708	1,400	1,420		
	Current period comments Still tracking to hit target.			Expected year end comments Lack of instructors means we will have to be tighter with what we offer however should still be able to hit targets in next 2 quarters		
CBay Fitness Memberships	Q2 FY25	1,440	1,200	2,947		
	Current period comments As of 31/12/24 membership sitting at 1440.			Expected year end comments Comfortably the highest we have ever been during the summer.		
CBay Group Fitness class participants	Q2 FY25	13,560	28,800	30,720		
	Current period comments .			Expected year end comments .		
Swimming Pools - Facilities meet legislative safety requirements	Q2 FY25	Yes	Facilities meet legislative safety requirements			
	Current period comments All Swimming Pools currently meet legislative safety requirements.			Expected year end comments The PoolSafe assessment will be undertaken in Q3. We do not foresee any issues and expect to continue meeting this performance measure for the remainder of the year.		

Performance Measure	Period	Period Result	Year to Date Target	Year to Date Result	Status	Expected Year End Result
Aorangi Stadium - Facilities meet legislative safety requirements	Q2 FY25	Yes	Facilities meet legislative safety requirements			
	Current period comments All BWOFF inspections and fire evac schedule current and up to date			Expected year end comments		
Bookings for special events (days per annum) - Aorangi Stadium	Q2 FY25	11	8	29		
	Current period comments Masters games, MMA, Car Show, Xmas Concert			Expected year end comments .		
Bookings by sports clubs and groups (days per annum) - Aorangi Stadium	Q2 FY25	48	60	93		
	Current period comments Still plenty of bookings using the metric of 4 hours quantifies a booking.			Expected year end comments Expect to meet annual target as plenty of bookings in for Q3 and Q4.		

Activity – Parks

Activity Review for Parks						
Activity Review for Parks & Recreation, incl Forestry	Owner: Andrew Dixon		Report not submitted			
Quarterly Highlights for Parks						
Report not submitted						
Quarterly Issues for Parks						
Report not submitted						
Performance Measure	Period	Period Result	Year to Date Target	Year to Date Result	Status	Expected Year End Result
User Satisfaction - Parks	-	-	-	-	-	-
	Current period comments Not measured this quarter – Biennial survey			Expected year end comments -		
Parks and recreational open space hectares per 1,000 residents	Q2 FY25	13.01	13	13.01		
	Current period comments There is no change			Expected year end comments Likely to be on target.		
Kilometres of off-road walking and biking tracks	Q2 FY25	93	90	93		
	Current period comments No further tracks built.			Expected year end comments On target.		

Activity – Halls & Theatre Royal

Activity Review for Halls & Theatre Royal		
Activity Review for Halls, Theatre Royal	Owner: Nicole Timney	 <p>There are no issues with the Halls and Theatre for this quarter. Bookings and income higher than forecast for this quarter.</p>
Quarterly Highlights for Halls & Theatre Royal		
No issues or highlights for the Halls to report. Forecast to December 2024 up on budgets. Theatre Royal undergoing repairs and upgrade.		
Quarterly Issues for Halls & Theatre Royal		
No issues or highlights for halls and they are currently running above budget for December 2024. Theatre Royal is currently undergoing repairs and upgrades.		

Roading and Footpaths

Activity – Roothing and Footpaths

Activity Review for Roothing and Footpaths			
Activity Review for Roothing and Footpaths	Owner: Andrew Dixon		Report not submitted
Quarterly Highlights for Roothing and Footpaths			
<p>The season is well underway with major works on Port Loop and Earl Road completed and work beginning on Winchester Hanging Rock Road and Woodbury Road, and more, ensuring safer and stronger routes.</p> <p>Planning is underway to start the \$2.7M obtained in Crown Resilience Funding to upgrade Kellands Hill and Cartwrights Roads, future-proofing key connections and a State Highway 1 Alternative.</p> <p>KiwiRail has approved a design for Heaton Hayes' access to the port, improving efficiency, connectivity and long term resilience for freight.</p> <p>The new Active Transport Strategy prioritises safer walking and cycling options, building a more accessible, healthier community. Projects confirmed to utilise available Government Funding, with projects now well into design phase.</p> <p>We've reviewed our speed limits against the new Speed Limit Setting Rule 2024. Thanks to the careful planning that went into earlier changes, very few adjustments are required.</p> <p>A new monthly reporting format keeps elected members better informed.</p>			
Quarterly Issues for Roothing 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) - Roading & Footpaths	Q2 FY25	88.40%	70.00%	86.73%		
	Current period comments Recent changes to the reporting system, including an automated link, have improved the accuracy of our customer request response time reporting. However, the report currently measures within a 10-day period, and performance is actually better over 15 days. Further modifications to the system have been requested.			Expected year end comments It is expected that the target will be met.		
Road condition - average quality of ride on sealed local road network percentage smooth travel exposure index	-	-	-	-	-	-
	Current period comments Not measured this quarter – Annual reporting			Expected year end comments		
Resurfacing of road network (mandatory) - sealed network	Q2 FY25	3.26%	3.00%	3.86%		
	Current period comments 38.35km of roads have been sealed already this construction season			Expected year end comments It is expected that the target will be met		

Performance Measure	Period	Period Result	Year to Date Target	Year to Date Result	Status	Expected Year End Result
Number of bridges that allow Class 1 loading	-	-	-	-	-	-
	Current period comments Not measured this quarter – Annual reporting			Expected year end comments		
Rehabilitation of sealed road network - 1% rehabilitated annually	Q2 FY25	0.12%	0.50%	0.12%		
	Current period comments 1.2 km of rehabilitations completed, with a cumulative six month target of 4.97km, so below target for this report.			Expected year end comments Construction programme for Q3 looking good so expect to be on track by end of year.		
Resident satisfaction with levels of service for maintenance and condition of sealed roads	-	-	-	-	-	-
	Current period comments Not measured this quarter – Annual survey			Expected year end comments		
Resident satisfaction with levels of service for maintenance and condition of unsealed roads	-	-	-	-	-	-
	Current period comments Not measured this quarter – Annual survey			Expected year end comments		

Performance Measure	Period	Period Result	Year to Date Target	Year to Date Result	Status	Expected Year End Result
Road fatalities and serious injury crashes (Mandatory) - local roads	Q2 FY25	2	6	5		
	Current period comments Of the 2 death and serious injury crashes this quarter, both were serious injury crashes. No fatal crashes this quarter			Expected year end comments With two more quarters remaining before the end of the financial year, we are cautiously optimistic that we may be able to meet the KPI, however a lot can change in six months.		
Road safety awareness - % of residents aware of road safety programmes or advertisements	-	-	-	-	-	-
	Current period comments Not measured this quarter – Annual survey			Expected year end comments		
Resident satisfaction with the safety of the road network	-	-	-	-	-	-
	Current period comments Not measured this quarter – Annual survey			Expected year end comments		
Footpath condition (mandatory) - 75% of footpaths to be average or better condition	-	-	-	-	-	-
	Current period comments Not measured this quarter – Annual reporting			Expected year end comments		

Performance Measure	Period	Period Result	Year to Date Target	Year to Date Result	Status	Expected Year End Result
Footpath network resurfaced (mandatory)	Q2 FY25	6.39%	2.00%	8.44%		
	Current period comments 3,493.6m (6.39%) of the footpath network has been resurfaced this quarter			Expected year end comments Annual target has been met		
Resident satisfaction that the provision of carparking meets their needs	-	-	-	-	-	-
	Current period comments Not measured this quarter – Annual survey			Expected year end comments		

Stormwater

Activity – Stormwater

Activity Review for Stormwater						
Activity Review for Stormwater	Owner: Andrew Dixon		Report not submitted			
Quarterly Highlights for Stormwater						
Geraldine Monitoring and Project Identification progressed, Temuka Project Identification started.						
Quarterly Issues for Stormwater						
Temuka and Pleasant Point decisions issued, durations objected to. Timaru notification decision nearing issue.						
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)	Q2 FY25	3	0	3		
	Current period comments Three rain events from 1 October to 31 December that resulted in surface flooding in Timaru, Temuka and Geraldine. All instances were influenced by block storm inlets and root intrusion into mains. Issues were quickly rectified following the events.			Expected year end comments On track to achieve KPI, Remedial actions taken in each instance.		

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 10 year return for commercial and industrial zones (Mandatory)	Q2 FY25	1	0	1		
	Current period comments 3 October Rain event resulted in ponding within Road Corridor, due to block inlet			Expected year end comments 1 event led to nuisance ponding in the road corridor in a higher frequency event than a 1 in 10 year rainfall event in Q2 FY2025		
Number of habitable floors affected by flooding events in the Timaru district (Mandatory)	Q2 FY25	0	0	0		
	Current period comments No habitable floors identified as impacted by flood events in Q2 FY2025.			Expected year end comments No Instances of Habitable Floor Flooding notified during Q2 FY2025		
Compliance with Resource consent conditions (Mandatory) - Stormwater	Q2 FY25	Met	No abatement notices, infringement notices, enforcement orders, convictions	Met		
	Current period comments No abatement notices, infringement notices, enforcement orders, convictions			Expected year end comments No abatement notices, infringement notices, enforcement orders, convictions		

Performance Measure	Period	Period Result	Year to Date Target	Year to Date Result	Status	Expected Year End Result
Satisfaction with condition and maintenance of stormwater services	-	-	-	-	-	-
	Current period comments Not measured this quarter – Biennial survey			Expected year end comments		
Median response times to attend a flooding event (Mandatory) - Less than one hour - Stormwater	Q2 FY25	0.50	<60	30.25		
	Current period comments 3 October Rain event resulted in a response time over 1 hour to attend to flooding identified in Temuka Domain. All other stormwater flood incidents from rain events in Q2 FY25 were attended within the hour of notification to Council's drainage maintenance contractor.			Expected year end comments 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)	Q2 FY25	0.40‰	5	0.48‰		
	Current period comments Stormwater Discharge Certificate query and Attenuation tank query, along with rain event flood customer requests.			Expected year end comments On track to meet KPI		

Wastewater

Activity – Wastewater

Activity Review for Wastewater						
Activity Review for Wastewater	Owner: Andrew Dixon		Report not submitted			
Quarterly Highlights for Wastewater						
Air discharge consent application for Pleasant Point has been submitted.						
Quarterly Issues for Wastewater						
Progress on wet well design has been slower than expected due to changes in external resources. Further site investigations are highlighting more areas that require attention						
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)	-	-	-	-	-	-
	Current period comments Not measured this quarter – Annual reporting			Expected year end comments		

Performance Measure	Period	Period Result	Year to Date Target	Year to Date Result	Status	Expected Year End Result
Wastewater - Compliance with Resource consent conditions (Mandatory) - Number of abatement/ infringement notices, enforcement orders and convictions.	Q2 FY25	Met	No abatement notices, infringement notices, enforcement orders, convictions	Met		
	Current period comments No abatement notices, infringement notices, enforcement orders, convictions			Expected year end comments No abatement notices, infringement notices, enforcement orders, convictions		
Satisfaction with condition and maintenance of Wastewater services	-	-	-	-	-	-
	Current period comments Not measured this quarter – Biennial survey			Expected year end comments		
Median attendance times (in hours) to sewage overflow faults in the network (Mandatory)	Q2 FY25	0.50	<1	0.36		
	Current period comments There were 5 overflows for the period with a median attendance time of 0.5 Hours.			Expected year end comments The target is expected to be met at the end of the financial year.		

Performance Measure	Period	Period Result	Year to Date Target	Year to Date Result	Status	Expected Year End Result
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	Q2 FY25	1.70	7	3.83		
	Current period comments Below target			Expected year end comments On track to meet target		
Median resolution time (in hours) to sewage overflow faults in the network (Mandatory)	Q2 FY25	2.00	7.99	6.35		
	Current period comments 5 sewer overflow for the period with a Median resolution time of 2 hours.			Expected year end comments Target expected to be met at year end.		

Water Supply

Activity – Water Supply

Activity Review for Water Supply						
Activity Review for Water Supply	Owner: Andrew Dixon		Report not submitted			
Quarterly Highlights for Water Supply						
Seadown Trunkmain Stage 1 upgrade construction was completed. Work underway with landowners to negotiate placement of their new restricted connections. Work on a scheme management strategy underway in support of the roll out. Detailed design for stage 2 is underway.						
Quarterly Issues for Water Supply						
More work is progressing on taste and odour data collection to better inform Claremont design.						
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)	Q2 FY25	Met	Bacterial compliance, all 8 drinking water schemes	Met		
	Current period comments Fully Compliant for Q2			Expected year end comments On track for full year compliance		
Drinking Water Standards (Part 5) – Protozoal Compliance (mandatory)	Q2 FY25	Met	Protozoal compliance, all 8 drinking water schemes	Met		
	Current period comments Schemes are compliant			Expected year end comments Could be marginal due to technical non-compliance data issues in Q1.		

Performance Measure	Period	Period Result	Year to Date Target	Year to Date Result	Status	Expected Year End Result
Water supply - Compliance with Resource consent conditions (Mandatory) - Number of abatement/ infringement notices, enforcement orders and convictions.	Q2 FY25	Met	No abatement notices, infringement notices, enforcement orders, convictions	Met		
	Current period comments No abatement notices, infringement notices, enforcement orders, convictions			Expected year end comments No abatement notices, infringement notices, enforcement orders, convictions		
Satisfaction with condition and maintenance of water supply services	-	-	-	-	-	-
	Current period comments Not measured this quarter – Biennial survey			Expected year end comments		
Percentage of real water loss from TDC's networked reticulation systems (Mandatory)	-	-	-	-	-	-
	Current period comments Not measured this quarter – Annual reporting			Expected year end comments		

Performance Measure	Period	Period Result	Year to Date Target	Year to Date Result	Status	Expected Year End Result
Median attendance time (in hours) for urgent callouts for urban water supply faults or unplanned interruptions in the network (Mandatory)	Q2 FY25	0.69	<1	0.65		
	Current period comments For the period, 30 urgent callouts for urban water supplies occurred, with a median response time of 0.7 hours.			Expected year end comments 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)	Q2 FY25	1.19	<4	1.23		
	Current period comments TDC received 48 urgent callouts for the period in the rural schemes and those were attended within, on average, 1.19 hours.			Expected year end comments 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)	Q2 FY25	2.80	<4	2.15		
	Current period comments There were 48 urgent callouts for the urban water supplies for the quarter with a median resolution time of 2.8 hours.			Expected year end comments Target expected to be met for the year.		

Performance Measure	Period	Period Result	Year to Date Target	Year to Date Result	Status	Expected Year End Result
Median resolution time (in hours) for urgent callouts for rural water supply faults or unplanned interruptions in the network (Mandatory)	Q2 FY25	2.80	<8	3.95		
	Current period comments There were 48 urgent callouts for the rural water supplies for the quarter with a median resolution time of 2.8 hours.			Expected year end comments 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)	Q2 FY25	8.06	Median time to be reported	8.23		
	Current period comments For the period there were 222 requests for water services of a non-urgent nature with a median response time of 8.4 hours and a resolution time of 9.4 hours.			Expected year end comments Target expected to be met for year end.		
Total complaints received about drinking water (mandatory)	Q2 FY25	3.41	13	8.12		
	Current period comments Targets meet for quarter			Expected year end comments Targets meet for quarter, on track for year end		

Performance Measure	Period	Period Result	Year to Date Target	Year to Date Result	Status	Expected Year End Result
Average consumption of drinking water per day per resident within the Timaru district (litres) (mandatory)	-	-	-	-	-	-
	Current period comments Not measured this quarter – Annual reporting			Expected year end comments		
Water Supply - Compliance with Resource Consent conditions	Q2 FY25	Met	No abatement notices, infringement notices, enforcement orders, convictions	Met		
	Current period comments No abatement notices, infringement notices, enforcement orders, convictions			Expected year end comments 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		Report not submitted
Quarterly Highlights for Waste Management			
<p>In November the new Organics Facility was opened at Redruth. Councillors Owen Jackson and Gavin Oliver in conjunction with Chris Aughton, CEO EnviroNZ officially opened the facility. The facility is scheduled to process around 16,000 tonnes of green waste from South Canterbury in the next 12 months and this will produce around 6,000 tonnes of compost.</p> <p>In this period TDC also entered into a partnership with Workwear Recycled Ltd. This partnership sees TDC collecting our redundant PPE gear, uniforms etc and instead of sending this to Landfill as in the past, the items are batched and sent to Workwear Recycling. They are 'broken down' and the materials are repurposed into items such as reusable signage, home insulation, roading products, pet beds etc. Workwear Recycled Ltd will feed back to TDC info such as Garments Recycled, Kilograms diverted from Landfill and CO2 emissions prevented. Workwear Recycled Ltd recently won the Environment Canterbury Sustainability and Environmental Award at the 2024 SC Business Excellence Awards.</p> <p>The Tyrewise scheme commenced on 1 September. This is a nationwide Product Stewardship scheme aimed at repurposing old tyres instead of going to landfill. TDC has registered as a collection agent for the scheme. There are a number of collection sites in the area, including most of the retail tyre sites. To date the scheme has collected 1,480,000 end of life tyres nationwide.</p>			
Quarterly Issues for Waste Management			
<p>In this reporting quarter advice was received from WasteMINZ (the largest body representing New Zealand's waste, resource recovery and contaminated land sectors) that Local Government's portion of the waste disposal levy revenue was under review. It was advised that Treasury, and the Minister of Finance will likely consider further options around the levy fund in time for budget 2025, which could include changes to how the levy is used. An active campaign has commenced to provide feedback on this matter as it has potential implications to agreements that are already in place and funded by the waste levy, plus future initiatives. For TDC this includes support of the EnviroNZ Educators, Sustainable SC Trust and other waste initiatives.</p> <p>The opening of the new Organics Facility coincided with an initial increase in the number of odour complaints received. ECan met with TDC and EnviroNZ on-site and several initiatives have been put in place. They have been in place for 3 weeks now and to date have been effective.</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	Q2 FY25	Met	No abatement notices, infringement notices, enforcement orders, convictions	Met		
	Current period comments There have been no abatement notices, enforcement orders or convictions notified in the reporting period			Expected year end comments We have regular meetings with ECan over areas of potential concern. This includes our closed landfills and operational sites. Endeavouring to keep open communications so there are no surprises.		
Resident Satisfaction with Waste Management services	-	-	-	-	-	-
	Current period comments Not measured this quarter – Biennial survey			Expected year end comments		

Performance Measure	Period	Period Result	Year to Date Target	Year to Date Result	Status	Expected Year End Result
Kerbside refuse collection waste volumes (mandatory) - 130kg per resident	Q2 FY25	33.77	65	68.40		
	<p>Current period comments</p> <p>There has been a slight improvement in this quarter, as the amount is down from 34.62kgs in Q1. The NZ Waste Strategy target for NZ is that by 2030, waste going to Landfill is reduced by 30%. As has been said previously, because TDC successfully commenced their bin system almost 20 years ago, our starting position for reduction is lower than most (if not all) other Councils. We already divert 70-75% of our waste stream from the landfill.</p> <p>We continue to pursue this goal via use of the Educators to raise awareness of the position; support of WasteMINZ initiatives, such as Product Stewardship schemes; review of TDC practices, such as Zero Waste Bin events and the recently introduced partnership with Workwear Recycled Ltd., With the Workwear Recycled scheme we no longer send our obsolete PPE gear and other TDC items to landfill, but instead redirect the items to Workwear Recycled Ltd where they will be repurposed.</p>		<p>Expected year end comments</p> <p>For the reasons noted above and previously we are not confident of achieving this target, but will continue to pursue identified strategies and consider additional options.</p> <p>As noted above the NZ Waste Strategy was focussed on all Councils reducing the Kerbside waste volumes by 30% by 2030. In November 2022 one of the 5 agreed Government policies to improve household recycling was introducing a Council household recycling service to all urban areas. Timaru along with many other Councils already had a system for household recycling in place. The first of the 5 policies related to standardising the materials in household recycling and this was introduced in January 2024. However in December 2024 Government advised the household recycling service policy and 3 others relating to household recycling would not go ahead at this time.</p>			

Performance Measure	Period	Period Result	Year to Date Target	Year to Date Result	Status	Expected Year End Result
Total waste received at Transfer stations and resource recovery parks	Q2 FY25	2,366.47	4,525.00	4,654.82		
	<p>Current period comments</p> <p>As noted above the term 'Waste' under this measure includes general waste, recycling, organics and glass - anything at all that enters into the Transfer Stations and Redruth. As explained below this is to promote the Circular Economy. The amount received this quarter is 78 tonnes higher than in the last quarter and this follows annual trends as the organics and glass waste increases in the warmer months. Based on our current results we will be marginally over our target for the year. However, as previously advised Product Stewardship schemes, such as Tyrewise will hopefully assist in reducing the materials entering the waste stream. Although the cumulative weights are over target we continue to have very good diversion to recycling and organics. Our recycling diversion averages over 70% which is well above the 2030 national target of 50%. This target is aligned to the NZ Waste Strategy Priority Goal 4, which is about using less. The following commentary is taken directly from the Priority, "This goal is essential to moving towards a circular economy, and achieving the target of reducing the amount of waste we generate and put into the waste management system by 10%. It is about rethinking and redesigning products, services and business models in every aspect of our lives".</p> <p>As above, to drive the circular economy approach organisations such as WasteMINZ promote Product Stewardship schemes and work with manufacturers. However, the current consumerism model which makes buying on-line very easy for everyone adversely impacts achieving this goal. The current practice is predominantly use, dispose and replace, whereas previously it may have been use and repair.</p>		<p>Expected year end comments</p> <p>As above we have crept over target year to date and will potentially miss our year-end target, although it could possibly be a yellow indicator. We will keep working to reduce the waste coming into our facilities.</p>			

Performance Measure	Period	Period Result	Year to Date Target	Year to Date Result	Status	Expected Year End Result
Level of contamination of recycling (mandatory)	Q2 FY25	27.40%	9.99%	26.70%		
	<p>Current period comments</p> <p>The contamination rate remains at a level well above the 10% target. The contamination results are consistent with previous quarterly results. As advised previously the contamination rates are reached from Weighbridge figures. At present the results include recycling materials for MDC and WDC as there is no way to physically split individual Council results without a significant amount of manual work.</p> <p>Initiatives continue to try and address the contamination levels and these focus around using the educators. In addition a campaign with "Top Tips" is being considered. The educators are currently seeking feedback from all Councils on this. Analysis of the contamination has found that certain areas create many more issues than others and obviously this is where the education would primarily focus. One good sign was that EnviroNZ recently did some specific area contamination inspections and several of the TDC areas came in at 10% or under.</p>			<p>Expected year end comments</p> <p>This target has never been achieved and is unlikely to be achieved, but we will keep working on it and considering actions to aid improvement of the figure.</p>		

8.4 Annual Plan 2024/25 Six Month Financial Reforecast Update**Author:** Andrea Rankin, Chief Financial Officer**Authoriser:** Nigel Trainor, Chief Executive**Recommendation**

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

Purpose of Report

- 1 The purpose of this report is to update Council on the six month financial forecast compared with the Annual Plan 2024/25 budget (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. It is a regular report to Council on its financial performance.

Background and Discussion

- 3 Council's reporting cycle includes progress reporting of key performance indicators, capital work programme, and financial results to Council for the quarterly periods of the Long Term or Annual Plan. In this instance, the reporting covers the period 1 July 2024 to 31 December 2024.

Financial Results

- 4 The following is a summary of the financial performance to 31 December 2024, including forecast comparison where appropriate.
- 5 The below table summarises the actual financial performance compared to budget for the period ending 31 December, and the annual budget compared to the forecast ending 30 June 2025.

	Actuals to 31 December 2024 (\$000)	Budget to 31 December 2024 (\$000)	Budget to 30 June 2025 (\$000)	Forecast to 30 June 2025 (\$000)
Total Revenue	65,211	63,984	147,166	134,055
Total Expenses	65,792	70,286	146,168	141,786
Operating Surplus/(Deficit)	(581)	(6,302)	999	(7,732)

6 The table below details the forecast to year end based on December 2024.

	2024/25 Budget	2024/25 Forecast	Variance
Comprehensive Revenue and Expense	(998,438)	7,731,631	(8,730,069)
Revenue	(147,166,472)	(134,055,009)	(13,111,463)
Rates revenue	(83,998,840)	(84,628,080)	629,241
Subsidies and grants	(25,906,672)	(12,052,977)	(13,853,695)
<i>NZTA subsidised roading/ footpaths</i>	<i>(4,422,343)</i>	<i>(4,698,962)</i>	<i>276,619</i>
<i>Property Management - Public toilets</i>	<i>(300,000)</i>	<i>(300,000)</i>	<i>0</i>
<i>Better off funding (tracks and trails) - drawn down once spent</i>	<i>(2,030,000)</i>	<i>(1,000,000)</i>	<i>(1,030,000)</i>
<i>NZTA subsidised roading - State Highways</i>	<i>(404,000)</i>	<i>(443,241)</i>	<i>39,241</i>
<i>Waste Levy - MfE levy received quarterly</i>	<i>(1,000,000)</i>	<i>(990,290)</i>	<i>(9,710)</i>
<i>Cemeteries - RSA Sections</i>	<i>(6,000)</i>	<i>(6,000)</i>	<i>0</i>
<i>CBay - Swim School</i>	<i>(13,404)</i>	<i>(13,404)</i>	<i>0</i>
<i>Stadium funding - project start delayed to 25/26 - unlikely to be drawn down 24/25</i>	<i>(2,000,000)</i>	<i>0</i>	<i>(2,000,000)</i>
<i>Museum funding - project start delayed to 25/26 - unlikely to be drawn down 24/25</i>	<i>(3,252,000)</i>	<i>(61,500)</i>	<i>(3,190,500)</i>
<i>Art Gallery Expected 23/24 - Received 24/25</i>	<i>(648)</i>	<i>(529,450)</i>	<i>528,802</i>
<i>Community Development</i>	<i>(50,004)</i>	<i>(50,004)</i>	<i>0</i>
<i>NZTA subsidised roading/ footpaths</i>	<i>(6,228,273)</i>	<i>(3,960,126)</i>	<i>(2,268,147)</i>
<i>Heritage Hub funding - project start delayed to 25/26 - unlikely to be drawn down 24/25</i>	<i>(6,200,000)</i>	<i>0</i>	<i>(6,200,000)</i>
Fees & charges	(20,492,098)	(20,526,999)	34,901
Other revenue	(11,718,386)	(11,428,703)	(289,683)
Finance revenue	(3,901,783)	(4,283,474)	381,691
Dividend revenue	(1,115,080)	(1,115,080)	0
Other gains	(33,613)	(19,695)	(13,918)
Expenditure	146,168,034	141,786,640	4,381,395
Personnel - Will be reforecast in March after seasonal period closes	33,132,223	30,921,575	2,210,648
Depreciation - Recalculated to include 23/24 year end additions. Budget set prior to capitalisation of prior year	38,820,596	42,820,597	(4,000,001)
Finance - Borrowings less than budgeted, and a drop in interest rates	14,298,106	9,945,273	4,352,834
Other expenses	59,917,109	58,099,196	1,817,914

- 7 The below table outlines the available funds after reforecast revenue, adjusting for subsidies and grants, interest and minor categories.

	Full Year Budget 2024/25 (\$000)	December 2024 Forecast (\$000)
Budgeted revenue 2024/25	147,166	147,166
Adjustments to revenue		
<i>Add Rates</i>		629
<i>Add Interest</i>		382
<i>Add Art Gallery</i>		528
<i>Less NZTA</i>		(1,952)
<i>Less Tracks and Trails</i>		(1,030)
<i>Less Theatre</i>		(6,200)
<i>Less Stadium</i>		(2,000)
<i>Less Museum</i>		(3,191)
<i>Less minor categories</i>		(278)
<i>Revenue adjustment</i>		(13,111)
Forecast total revenue	147,692	134,055
Net Debt	182,000	182,000
Debt to Revenue Ratio	124%	136%
Net Debt cap - limit		
250% - as per policy	369,230	335,137
Available funds	221,538	153,137
280% - LGFA policy	413,538	375,354
Available funds	231,538	193,354

Consultation

- 8 As a regular scheduled report consultation is not required. The year end results are publicly reported in the audited Annual Report.

Relevant Legislation, Council Policy and Plans

- 9 Local Government Act 2002
10 Timaru District Council Long Term Plan 2024-34

Financial and Funding Implications or Other Considerations

- 11 There are no financial, funding implications, or other considerations as a result of reporting progress to Council.

Attachments

Nil

8.5 Budget Reallocation Trial Update**Author:** Andrea Rankin, Chief Financial Officer**Authoriser:** Nigel Trainor, Chief Executive**Recommendation**

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

Purpose of Report

- 1 The purpose of this report is to update the Commercial and Strategy Committee on the progress of the Budget reallocation trial action. This was requested at the Council meeting on the 4 February 2025.

Assessment of Significance

- 2 This matter is assessed to be of low significance under the Council's Significance and Engagement Policy because is for information only and no decision is being sought.

Discussion

- 3 The Chief Financial Officer will provide a verbal update on the status of the Budget Reallocation Trial.

Attachments**Nil**

8.6 Council Investments and Borrowing

Author: Ashlea Whyte, Finance Manager

Authoriser: Andrea Rankin, Chief Financial Officer

Recommendation

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

Purpose of Report

- 1 To update Council on the status of Council's treasury activities at 31 December 2024.

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 status of Council's borrowing and investments. Council's Financial Strategy is consulted on as part of each Long Term Plan (LTP) review cycle.

Background

- 3 Council's treasury management involves holding a range of investments and borrowing to fund long term capital projects and operational expenditure as agreed in the Annual Plan or Long Term Plan.
- 4 Council treasury activities are managed in compliance within the limits of the Council's Treasury Management Policy (TMP).
- 5 Bancorp Treasury Services Limited provide external treasury advice to Council on borrowing and investment decisions.
- 6 As at 31 December 2024, all transactions have been transacted in compliance with Council Policies and performance of Council Treasury activities are well managed.

Discussion

- 7 This report is to be read in conjunction with the attached detailed report titled "Treasury Reporting Dashboard – 31 December 2024".
- 8 Liquidity and Funding
 - 8.1. Liquidity and funding refers to total external Council drawn debt and undrawn bank facilities. The funding profiles and sources must agree with policy control limits.
 - 8.2. Timaru District Council has access to three key sources of funding from the Local Government Funding Agency ("LGFA"). These are:
 - Commercial Paper ("CP") – unsecured money market instrument issued in the form of a promissory note;
 - Floating Rate Notes ("FRN") – debt instruments with variable interest rates; and

- Fixed Rate Bonds (“FRB”) – fixed rate throughout the life of the bond.

- 8.3. Total borrowings as at 31 December 2024 were \$235.5 million. The net debt position at the same date is \$198.1 million. Net debt is total borrowings less cash reserves held by Council.
- 8.4. Debt to revenue ratio as at 31 December 2024 is 124%. Council’s debt to revenue ratio limit is 250% as set out in its Financial Strategy.
- 8.5. All Liquidity and Funding limits are compliant with polices.

9 Interest Rate Risk

- 9.1. The Interest rate risk section of the report refers to whether Council’s hedging profile is within policy limits as well as the split between Fixed Debt and Floating cover.
- 9.2. The chart on the attached hedging profile on page 5 is based on 75% of LTP debt projections scenario which the Council believes is realistic and achievable. This illustrates that the Council is within the policy bands contained in the LTP.
- 9.3. All Up Weighted Average Cost of Funds Including Margin is 4.14%.
- 9.4. All interest rates are within policy bands.
- 9.5. As at 31 December 2024, the Council has a total of \$49 million of interest rate swaps with various maturity start and end dates through to December 2028. The net increase in fair value gain on revaluation for the current quarter is \$1.144 million.

10 Investment Management

- 10.1. Cash investments are broken down by special and general funds.
- 10.2. Special Funds are held for specific purposes as set out in the Long Term Plan, Annual Plan and Annual Report. These funds are invested for approved future expenditure, to implement strategic initiatives, support intergenerational allocations, bequests, and other reserves.
- 10.3. General Funds are cash reserves held for day to day operating activities. General Fund balances fluctuate across the quarter depending on operational income and expenditure cash flows. Council has a financial strategy to maintain a minimum of \$10 million general funds for liquidity purposes.
- 10.4. The total cash investments of Council as at 31 December 2024 is \$36.25 million.

Attachments

1. Timaru DC - Quarterly Dashboard December 2024



Treasury Reporting Dashboard

31 December 2024

STRICTLY PRIVATE AND CONFIDENTIAL



Economic Commentary (for the December 2024 quarter)

2

Global

10 Year Government Bond Rates						
	US	NZ	Australia	UK	Germany	China
30-Sep-24	3.85%	3.76%	4.00%	4.00%	2.12%	2.17%
31-Dec-24	4.60%	3.75%	4.36%	4.57%	2.36%	1.67%
Change	+0.75%	-0.01%	+0.36%	+0.57%	+0.24%	-0.50%

As the above table shows, US long-term rates have moved significantly higher in the December quarter. Behind this move is a view that Trump's pro-growth policies will make the US Fed more cautious in delivering further rate cuts. Trump's inauguration on the 20th of January will be closely watched as he rolls out his policies, focusing on tariffs, geopolitics, immigration settings and future US government debt levels. Market expectations of further Fed rate cuts have been paired back with no rate cut expected at the next meeting on 29 January. However, there remain expectations of at least two rate cuts in 2025.

The US remains the global economy's bright spot, with China and Europe remaining weak. China is particularly vulnerable, given the threat of significant US tariffs. Europe is emerging from a period of stagnation and a Ukrainian/Russian-induced energy crisis and is exposed to protectionist US trade policies.

In Australia, the Reserve Bank of Australia ("RBA") has continued with a cautious approach to monetary policy, saying that inflation remains too high. This has resulted in continued restrictive policy settings. However, the market is pricing in 50 basis points of cuts by August 2025.

New Zealand

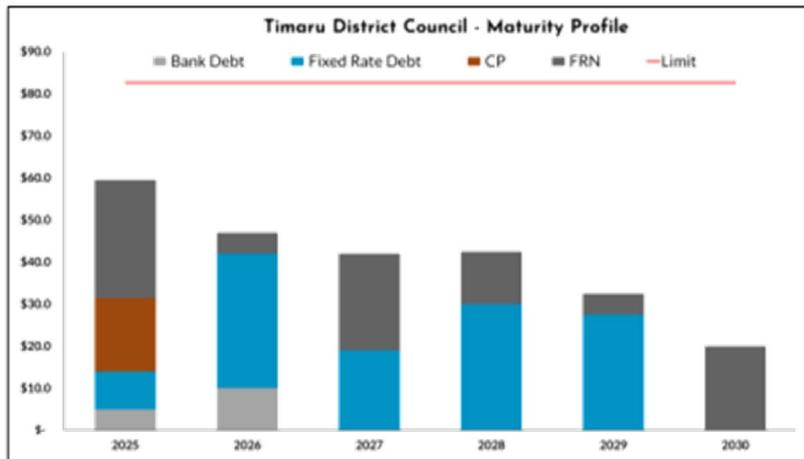
	OCR	90 day	2 year swap	3 year swap	5 year swap	7 year swap	10 year swap
30-Sep-24	5.25%	4.87%	3.58%	3.47%	3.55%	3.70%	3.89%
31-Dec-24	4.25%	4.17%	3.38%	3.38%	3.52%	3.72%	3.93%
Change	-1.00%	-0.70%	-0.20%	-0.09%	-0.03%	+0.02%	+0.04%

Over the last quarter, the Reserve Bank of New Zealand ("RBNZ") cut the Official Cash Rate ("OCR") by 50bps in October and a further 50 basis points in November to take it to 4.25%. In delivering the *Monetary Policy Statement* ("MPS") on 27 November, the RBNZ expressed confidence that inflation was near the midpoint of the 1-3% inflation target while indicating that economic activity is subdued and that the economy has excess productive capacity. The shock September quarter Gross Domestic Product ("GDP") released in mid-December reinforced that the RBNZ has more work to do with the market now, expecting a 50 basis point cut in February. The GDP result revealed a 1% decline in the September quarter compared to market expectations of -0.4% and a downward revision to the June quarter fall of -1.2%, representing the deepest recession since the Covid-driven slump of 2020.

Over the quarter, the upward movement in US long-term rates saw significant changes in the shape of the NZ yield curve, resulting in substantial changes in forward-start swap pricing. However, the typical correlation between NZ and US longer-term rates has temporarily broken down following the GDP numbers, which has helped deliver more attractive swap rates. Current market expectations are for 1.0% of cuts by July 2025 and an OCR low of 3.0% by October 2025.

Liquidity and Funding

3

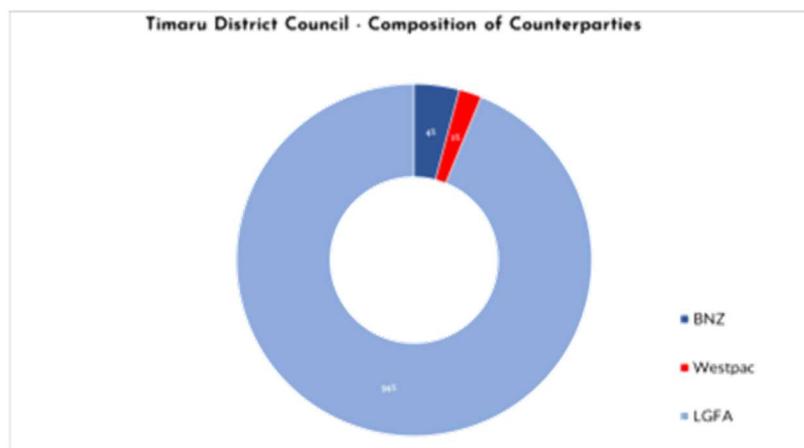


Debt
\$235.5m
 Total External Council Drawn Debt

LGFA
\$235.5m
 Funds Drawn from LGFA

Net debt
\$198.1m
 Debt, less cash, term deposits and SFP bond investments

Headroom/Bank facility
\$15.0m
 Undrawn Bank Facilities



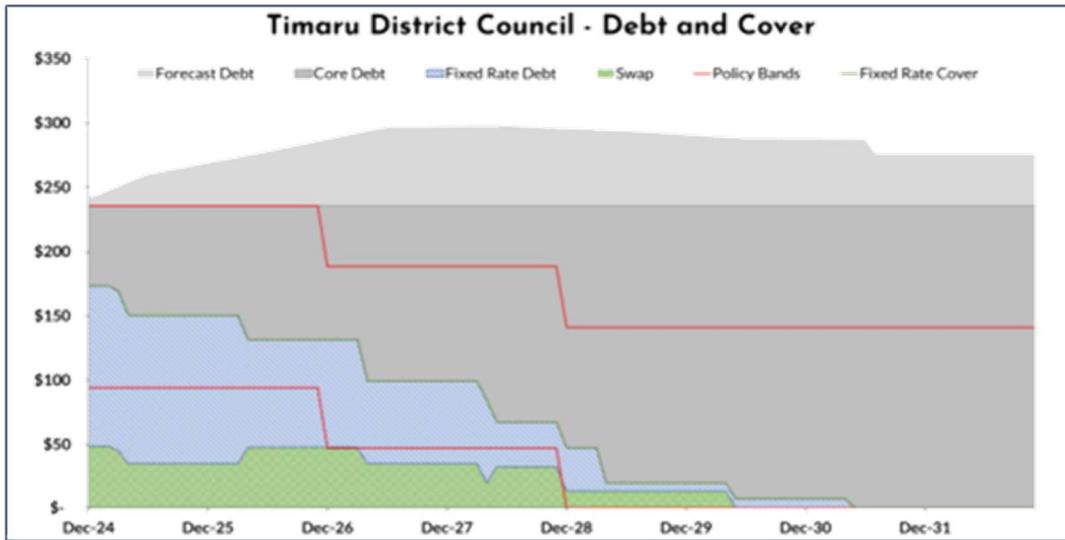
Liquidity Ratio (minimum LGFA requirement 110%)
122.26%
 Definition: (Cash + term deposits + longer dated financial assets that can be sold + committed undrawn bank facilities+ Drawn Debt)/Drawn Debt

Policy Bands			
	Minimum	Maximum	
0 - 2 years	40%	100%	Compliant
2 - 4 years	20%	80%	Compliant
4 - 8 years	0%	60%	Compliant

Policy Compliance	Compliant	Flag
Have all transactions been transacted in compliance with policy?	Yes	
Is fixed interest rate cover within policy control limits?	Yes	
Is the funding maturity profile within policy control limits?	Yes	
Is liquidity within policy control limits?	Yes	
Are all counterparty exposures within policy control limits?	Yes	

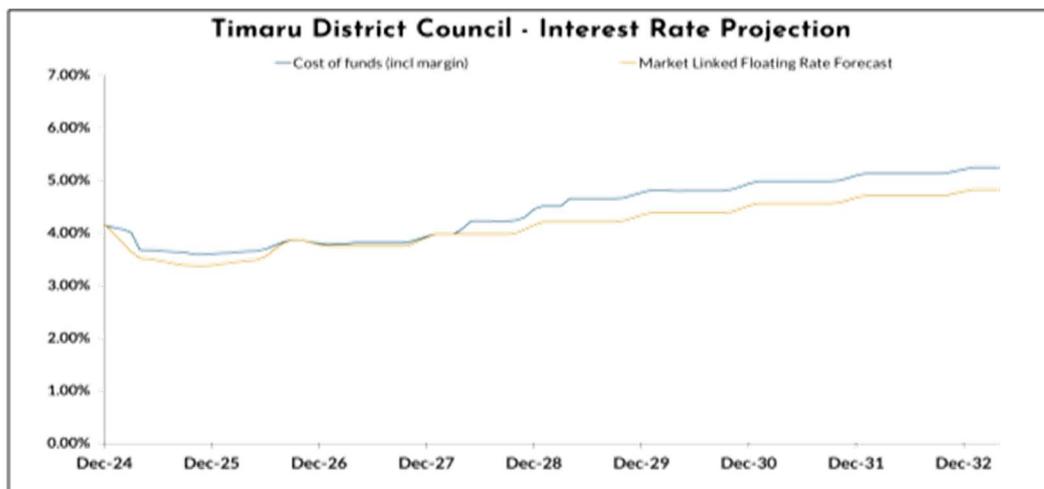


Interest Rate Risk



4

Current % of Debt Fixed	73.7%
Current % of Debt Floating	26.3%
Value of Fixed Rate (m)	\$173.5
Weighted Average Cost of Fixed Rate Instruments	3.35%
Value of Forward Starting Cover	\$26.0
Weighted Average Cost of Forward Starting Cover	4.13%
Value of Floating Rate (m)	\$62.0
Current Floating Rate	4.17%
All Up Weighted Average Cost of Funds Including Margin	4.14%
Total Facilities In Place	\$250.5



Investment Management



Special Funds Portfolio Summary

As of 31 December 2024, TDC's Special Funds Portfolio ("SFP") had a nominal value of \$1,170,000 and a market value of \$1,144,725. The makeup of the SFP as of 31 December 2024, including its valuation, is shown in the following table.

Issuer	Rating	Maturity Date	First Payment	Coupon Frequency	Nominal Value	Coupon Rate	Purchase Yield	Yield	% of Portfolio	Duration	Capital Price	Accrued Interest	Gross Price
Meridian	BBB+	27-Jun-25	June	2	\$170,000	4.21%	4.20%	4.25%	14.85%	0.48	\$169,966	\$79	\$170,044
ANZ	A-	17-Sep-26	March	2	\$1,000,000	3.00%	3.00%	5.10%	85.15%	1.63	\$965,979	\$8,702	\$974,681
Total					\$1,170,000	3.18%	3.01%	4.97%	100.00%	1.46	\$1,135,945	\$8,780	\$1,144,725



LGFA Borrowing Rates

As at 31 December 2024

6

Listed below are the credit spreads and applicable interest rates as at the end of December 2024 for Commercial Paper ("CP"), Floating Rate Notes ("FRN") and Fixed Rate Bonds ("FRB"), at Timaru District Council could source debt from the Local Government Funding Agency ("LGFA").

Maturity	Margin	FRN (or CP Rate)	FRB
3 month CP	0.15%	4.32%	N/A
6 month CP	0.15%	4.02%	N/A
April 2025	0.46%	4.63%	4.39%
April 2026	0.46%	4.63%	4.39%
April 2027	0.63%	4.80%	3.87%
May 2028	0.77%	4.94%	3.92%
April 2029	0.90%	5.07%	4.09%
May 2030	1.00%	5.17%	4.21%
May 2031	1.07%	5.24%	4.38%
May-2032	1.10%	5.27%	4.53%
April 2033	1.14%	5.31%	4.64%
May 2035	1.17%	5.34%	4.81%
April 2037	1.23%	5.40%	4.98%

Funding

7

As of 31 December 2024, TDC had \$235.5 million of core debt, all of which is sourced from the LGFA using CP, FRNs, and FRBs. TDC also has a bank facility with Westpac Bank for \$5.0 million and BNZ for \$10m. Details of TDC's drawn debt as of 30 December 2024 are as follows:

Instrument	Maturity	Yield	Margin	Amount
LGFA FRB	15-Apr-25	3.87%	N/A	\$5,000,000
LGFA FRN	15-Apr-25	5.07%	0.42%	\$5,000,000
LGFA FRN	15-Apr-25	4.99%	0.34%	\$5,000,000
LGFA FRN	15-Apr-25	5.12%	0.47%	\$7,000,000
LGFA FRB	15-Apr-25	5.50%	N/A	\$4,000,000
LGFA FRN	15-Apr-25	5.06%	0.41%	\$11,000,000
LGFA CP	15-Apr-25	4.34%	N/A	\$17,500,000
LGFA FRB	15-Apr-26	1.63%	N/A	\$10,000,000
LGFA FRN	15-Apr-26	5.03%	0.38%	\$5,000,000
LGFA FRB	15-Apr-26	5.32%	N/A	\$4,000,000
LGFA FRB	15-Apr-26	5.08%	N/A	\$8,000,000
LGFA FRB	15-Apr-26	5.31%	N/A	\$10,000,000
LGFA FRB	15-Apr-27	1.84%	N/A	\$10,000,000
LGFA FRN	15-Apr-27	5.07%	0.42%	\$10,000,000
LGFA FRB	15-Apr-27	5.21%	N/A	\$4,000,000
LGFA FRN	15-Apr-27	5.26%	0.61%	\$8,000,000
LGFA FRN	15-Apr-27	5.27%	0.62%	\$5,000,000
LGFA FRB	15-Apr-27	5.20%	N/A	\$5,000,000
LGFA FRB	15-May-28	2.09%	N/A	\$20,000,000
LGFA FRN	15-May-28	5.03%	0.58%	\$5,000,000
LGFA FRN	15-May-28	5.19%	0.74%	\$7,500,000
LGFA FRB	15-May-28	4.55%	N/A	\$10,000,000
LGFA FRB	20-Apr-29	2.25%	N/A	\$20,000,000
LGFA FRN	20-Apr-29	5.22%	0.63%	\$5,000,000
LGFA FRB	20-Apr-29	5.24%	N/A	\$7,500,000
LGFA FRN	15-Apr-30	5.19%	0.54%	\$10,000,000
LGFA FRN	15-Apr-30	5.32%	0.67%	\$10,000,000
LGFA FRB	15-May-31	4.90%	N/A	\$7,000,000

Disclaimer

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8.7 Bad Debts Written Off as at 31 December 2024**Author:** Ashlea Whyte, Finance Manager**Authoriser:** Andrea Rankin, Chief Financial Officer**Recommendation**

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

Purpose of Report

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

Assessment of Significance

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

Discussion

- 3 Delegation to write off bad debts is provided to the Chief Executive up to the value of \$50,000. No debts have been identified above \$50,000 which would require Council approval to write off.
- 4 Officers have resolved a small number of debts that, due to the age of the matter, are impacted by the Limitation Act 2010 which means Council is unable to make a claim on a debt which is six years after the matter arose. These debts have now been written off. We currently have \$50,666 registered with our debt collection agency. If monies are not received within the statutory timeframe, these will subsequently be written off.
- 5 For the six months to 31 December 2024, a total of \$1,055.42 has been written off within Officer delegations and the tables below summarise the totals for each year.

DATE	ACTIVITY RESPONSIBLE	AMOUNT (\$)	TOTAL PER ANNUM (\$)
2016	Animal Control	183	183
2018	Animal Control	70	
	Animal Control	110	
	Buildings - Swimming Pool	130	
	Community Lounge Hire	100	
	Remove Vehicle	178	
	Remove Vehicle	85	673
2020	Animal Control	70	70
2024	Towing of Vehicle	130	130
TOTAL			1,055

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

Attachments

Nil

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

That the public be excluded from—

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

13.1 Bad Debts Written Off as at 31 December 2024**13.2 Public Excluded Minutes of the Commercial and Strategy Committee Meeting held on 19 November 2024**

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

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

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

.

*Delete if inapplicable.

Note

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

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

13 Public Excluded Reports

14 Readmittance of the Public