



# AGENDA

## Ordinary Council Meeting Tuesday, 11 May 2021

**Date** Tuesday, 11 May 2021

**Time** 5pm

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

**File Reference** 1421270

## **Timaru District Council**

**Notice is hereby given that a meeting of the Ordinary Council will be held in the Council Chamber, District Council Building, King George Place, Timaru, on Tuesday 11 May 2021, at 5pm.**

### **Council Members**

Mayor Nigel Bowen (Chairperson), Cllrs Allan Booth, Peter Burt, Barbara Gilchrist, Richard Lyon, Gavin Oliver, Paddy O'Reilly, Sally Parker, Stu Piddington and Steve Wills

Quorum – no less than 5 members

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

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

Bede Carran

**Chief Executive**

## Order Of Business

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- 1 Opening Prayer and Waiata**
- 2 Apologies**
- 3 Public Forum**
- 4 Identification of Urgent Business**
- 5 Identification of Matters of a Minor Nature**
- 6 Declaration of Conflicts of Interest**

## **7 Confirmation of Minutes**

### **7.1 Minutes of the Extraordinary Tenders and Procurement Committee Meeting held on 30 March 2021**

**Author:** Jo Doyle, Governance Advisor

#### **Recommendation**

That the Minutes of the Extraordinary Tenders and Procurement Committee Meeting held on 30 March 2021 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 Extraordinary Tenders and Procurement Committee Meeting held on 30 March 2021**



# **MINUTES**

## **Extraordinary Tenders and Procurement Committee Meeting Tuesday, 30 March 2021**

**Ref: 1421270**

**Minutes of Timaru District Council  
Extraordinary Tenders and Procurement Committee Meeting  
Held in the Chief Executive's Office, District Council Building, King George Place, Timaru  
on Tuesday, 30 March 2021 at 1.00pm**

**Present:** Nigel Bowen (Chairperson), Cr Barbara Gilchrist, Cr Sally Parker

**In Attendance:** Chief Executive (Bede Carran), Group Manager Infrastructure (Andrew Dixon),  
Drainage and Water Manager (Grant Hall), Governance Advisor (Jo Doyle)

**1 Apologies**

**Resolution 2021/6**

Moved: Chairperson Nigel Bowen

Seconded: Cr Barbara Gilchrist

That the apology received from Cr Peter Burt be accepted and leave of absence granted.

**Carried**

**2 Identification of Items of Urgent Business**

There was no urgent business.

**3 Identification of Matters of a Minor Nature**

There were no matters of minor nature.

**4 Declaration of Conflicts of Interest**

There were no conflicts of interest.

**5 Consideration of Urgent Business Items**

There was no urgent business.

**6 Consideration of Minor Nature Matters**

There were no matters of minor nature.

**7 Exclusion of the Public**

**Resolution 2021/7**

Moved: Cr Barbara Gilchrist

Seconded: Cr Sally Parker

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



General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Plain English Reason
<b>8.1 - Contract 2469 - Pareora Pipeline Renewal Section 2 (Pareora Gorge)</b>	s7(2)(b)(ii) - The withholding of the information is necessary to protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information	Commercial sensitivity
<b>8.2 - Contract 2482 - Cannington Water Network Extension (Downlands Water Supply)</b>	s7(2)(b)(ii) - The withholding of the information is necessary to protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information	Commercial sensitivity

Carried

**8 Public Excluded Reports****8.1 Contract 2469 - Pareora Pipeline Renewal Section 2 (Pareora Gorge)****8.2 Contract 2482 - Cannington Water Network Extension (Downlands Water Supply)****9 Readmittance of the Public****Resolution 2021/8**

Moved: Chairperson Nigel Bowen

Seconded: Cr Barbara Gilchrist

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

Carried

**The Meeting closed at 1.12pm.**

.....

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

**7.2 Minutes of the Council Meeting held on 30 March 2021**

**Author:** Jo Doyle, Governance Advisor

**Recommendation**

That the Minutes of the Council Meeting held on 30 March 2021 be confirmed as a true and correct record of that meeting and that the Chairperson's electronic signature be attached.

**Attachments**

- 1. Minutes of the Council Meeting held on 30 March 2021**



# MINUTES

## Ordinary Council Meeting Tuesday, 30 March 2021

Ref: 1421270

**Minutes of Timaru District Council  
Ordinary Council Meeting  
Held in the Council Chamber, District Council Building, King George Place, Timaru  
on Tuesday, 30 March 2021 at 3pm**

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

**In Attendance:** Chief Executive (Bede Carran), Group Manager Infrastructure (Andrew Dixon), Group Manager Commercial & Strategy (Donna Cross), Group Manager People & Digital and Acting Group Manager Community Services (Symon Leggett), Acting Group Manager Environmental Services (Erik Barnes – via Zoom Video Link), Chief Financial Officer (Azoora Ali), Strategy and Corporate Planning Manager (Mark Low), Corporate Planner (Ann Fitzgerald), Senior Programme Delivery Manager (Ashley Harper), Programme Delivery Manager (Lili Delwaide), Governance Advisor (Jo Doyle)

**1 Opening Prayer and Council Waiata**

Cr Paddy O'Reilly offered a prayer for the work of Council followed by the singing of the Council Waiata.

**2 Apologies**

There were no apologies.

**3 Public Forum**

Multicultural Aoraki members Katy Houstoun, Tracey Miron and Mandy Wills attended to advise Council of their activity in the district.

It has been a busy 12 months with a database increase from 1,500 to 5,000, this is largely due to Covid. Recognition has been received from the Ministry of Social Development who have awarded Multicultural Aoraki the position of a Community Connector to provide a larger outreach to the community and ensure wrap around services to families and a connection to the government systems required.

Multicultural Aoraki is the lead agency for all ethnicities across the region and provides holistic support such as connecting families with schools, English lessons and the Library.

Multicultural Aoraki is supporting migrants with obtaining drivers' licences which can be challenging given there is no ability to secure free lessons and learning the road code where English is not their first language. Across the district there is currently a waiting list of approximately 100 people waiting to obtain their drivers licence.

Immigration are providing weekly free fifteen minute consultations which provides guidance and advice for visa applications.

A playgroup that is run in conjunction with Plunket is underway to provide support for families and assistance with neighbourhood support to ensure important information is shared of what to do in an emergency. First aid certificates are being run as well as connecting with Fire, Police and the DHB to provide updated information on the Covid vaccine rollouts.

A coffee group is attended by 20-30 women, many who feel isolated while children are at school and partners at work. This is proving successful and evening coffee groups are being arranged for those that are working during the day.

The recent International Food Festival was very successful and held at the Timaru farmers market, 85 stalls were in place and most food stalls sold out. The Timaru community has embraced this festival and overwhelmingly positive feedback was received.

The agency welcomes new migrants and new comers to Timaru, celebrating all cultures into the community. Timaru is considered an attractive place to move to as the community is all inclusive and new comers are supported once here and feel safe.

With transportation an issue for many, the agency are travelling to Fairlie and Twizel monthly as well as the smaller towns within the district and work with Womens Rural Support trust. Within Timaru the MyWay service is used to connect many.

Council congratulated Multicultural Aoraki on the work they are undertaking and the connection with Council.

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

There was no urgent business.

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

Andrew's Stream Bridge replacement.

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

There were no conflicts of interest.

#### **7 Confirmation of Minutes**

##### **7.1 Minutes of the Council Meeting held on 2 March 2021**

##### **Resolution 2021/47**

Moved: Cr Paddy O'Reilly

Seconded: Cr Sally Parker

That the Minutes of the Council Meeting held on 2 March 2021 be confirmed as a true and correct record of that meeting and that the Chairperson's electronic signature be attached.

**Carried**

##### **7.2 Minutes of the Council Meeting held on 9 March 2021**

##### **Resolution 2021/48**

Moved: Cr Barbara Gilchrist

Seconded: Cr Peter Burt

That the Minutes of the Council Meeting held on 9 March 2021 be confirmed as a true and correct record of that meeting and that the Chairperson's electronic signature be attached.

**Carried**

### **7.3 Minutes of the Extraordinary Council Meeting held on 16 March 2021**

#### **Resolution 2021/49**

Moved: Cr Allan Booth

Seconded: Cr Richard Lyon

That the Minutes of the Extraordinary Council Meeting held on 16 March 2021 be confirmed as a true and correct record of that meeting and that the Chairperson's electronic signature be attached.

**Carried**

## **8 Schedules of Functions Attended**

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

#### **Resolution 2021/50**

Moved: Mayor Nigel Bowen

Seconded: Cr Steve Wills

That the report be received and noted.

**Carried**

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

#### **Resolution 2021/51**

Moved: Cr Gavin Oliver

Seconded: Cr Sally Parker

That the report be received and noted.

**Carried**

## **9 Reports**

### **9.1 Revenue and Financing Policy Amendment - Consultation Document**

Council was presented with the Revenue and Financing Policy Amendment - Consultation Document for adoption and detail on the consultation process in accordance with section 82 of the Local Government Act 2002 (LGA).

The Strategy and Corporate Planning Manager advised Council that the consultation document for the Long Term Plan (LTP) is unable to be adopted at this meeting as Council is awaiting Audit NZ feedback and finalisation, with the date still to be determined. An emergency Council meeting will be called to adopt the consultation document and the timeframe will be extended if needed,

although at this stage officers are still working to the original consultation timeframe or only slightly modified timeframes.

This item will be deferred to a future meeting pending further information required by Audit NZ.

## **9.2 Supporting Information to Long Term Plan 2021-31 Consultation Document**

Council was presented with the supporting information for the Long Term Plan 2021-31 (LTP) Consultation Document (CD) for adoption

This item will be deferred to a future meeting pending further information required by Audit NZ to finalise its audit of the consultation document.

## **9.3 Thriving Together - Long Term Plan 2021-31 Consultation Document**

Council was presented with the Audit Opinion on the Consultation Document for the Long Term Plan 2021-31, and the community engagement approach.

A request was made that the statement “work with Iwi and other stakeholders” should read “work with Iwi and stakeholders” to ensure Iwi are not referred to as other stakeholders.

This item will be deferred to a future meeting pending further information required by Audit NZ.

## **9.4 Environment Canterbury Long Term Plan Consultation Document Submission**

Council was provided with the opportunity to discuss Environment Canterbury’s (ECan) Long Term Plan (LTP) Consultation Document, and its potential impacts on Council and the Timaru District.

A Timaru District Council submission to the Consultation Document will be prepared following this discussion.

The Strategy and Corporate Planning Manager advised that the engagement period closes on 11 April 2021 and any items of interest can be included in the submission such as supporting programs or any suggestions to ECan.

An investment into the local Rowing Club was discussed as the current infrastructure in this recreational facility is not working as it should and cannot provide an all year round rowing environment. A targeted rate would assist, however investment would also be supported.

The Rowing Club are also including their own submission this week.

Retaining the MyWay service was considered very important for Timaru. The loss of this service would be a significant barrier to mobility for those who rely on public transport and it is also important contributor to a more sustainable climate change approach for public transport. Increasing the patronage of the service would assist in reducing the ratepayer cost to reduce as well as increase its efficiencies.

Council agreed that it should support the \$8.5m allocated to Rangitata flood prevention.

The 24.5% rate increase was discussed, there is a calculator provided that allows ratepayers to work out the rate increase on their own property. For many properties, this increase is low.

The projects discussed would be supported, and the rate increase should go through the process of their consultation and council to decide.

**Resolution 2021/52**

Moved: Mayor Nigel Bowen

Seconded: Cr Steve Wills

1. That Council considered the Environment Canterbury Long Term Plan Consultation Document and provided the following direction to staff on the content of a submission from Council:
  - (a) Support of a targeted rate for Salt Water Creek to upgrade the infrastructure and provide all year round rowing environment.
  - (b) Support the retention of the MyWay service.
  - (c) Support the \$8.5m allocated to Rangitata flood prevention.
2. That Council delegates authority to the Mayor and Chairs of Environmental Services Committee, Infrastructure Committee, Community Services Committee and Commercial and Strategy Committee to approve Council's submission to the Environment Canterbury Long Term Plan Consultation Document.

**Carried**

**9.5 Annual Plan 2020/21 Eight month performance report to 28 February 2021**

Council was presented with the progress against Council's 2020/21 Annual Plan (Year Three of the 2018-2028 Long Term Plan) towards achieving the key performance indicators, the capital projects work programme and to note the financial results for the eight month period ended 28 February 2021.

The Aigantithe Art Gallery project was discussed and why three items have not been achieved and are outside their KPIs. Council was advised that work is progressing, a detailed design is being undertaken. This project will go over into the new financial year, but the consenting process is underway and although this project was planned to be fully delivered this year, it does result in less expenditure this financial year.

**Resolution 2021/53**

Moved: Cr Barbara Gilchrist

Seconded: Cr Steve Wills

1. That:
  - (a) The key performance indicators progress report to 28 February 2021 be received and noted.
  - (b) The capital work programme progress report to 28 February 2021 and end of year forecast be received and noted.
  - (c) That the financial position as at 28 February 2021 be received and noted.

**Carried**

**10 Consideration of Urgent Business Items**

There was no urgent business.



## 11 Consideration of Minor Nature Matters

An update was requested on the Andrew's Stream Bridge and why Timaru District Council are paying for the replacement.

The Land Transport Manager advised that the bridge has been assessed and the abutments have been determined to be at the end of life and no longer safe.

McKenzie District Council have gifted the superstructure of the bridge to Timaru District Council, this bridge will be moved to Grange Settlement Road and be used as a pedestrian overbridge and will be partly funded by Waka Kotahi

## 12 Public Forum Items Requiring Consideration

There were no public forum items requiring consideration.

## 13 Resolution to Exclude the Public

### Resolution 2021/54

Moved: Cr Barbara Gilchrist

Seconded: Cr Allan Booth

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

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Plain English Reason
<b>13.1 - Public Excluded Minutes of the Council Meeting held on 2 March 2021</b>	<p>s7(2)(a) - The withholding of the information is necessary to protect the privacy of natural persons, including that of deceased natural persons</p> <p>s7(2)(b)(i) - The withholding of the information is necessary to protect information where the making available of the information would disclose a trade secret</p> <p>s7(2)(b)(ii) - The withholding of the information is necessary to protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information</p> <p>s7(2)(g) - The withholding of the information is necessary to</p>	<p>To protect a person's privacy</p> <p>To prevent disclosing a trade secret</p> <p>Commercial sensitivity</p> <p>To protect all communications between a legal adviser and clients from being disclosed without the permission of the client.</p> <p>To enable commercial activities</p> <p>To enable commercial or industrial negotiations</p>

	<p>maintain legal professional privilege</p> <p>s7(2)(h) - The withholding of the information is necessary to enable any local authority holding the information to carry out, without prejudice or disadvantage, commercial activities</p> <p>s7(2)(i) - The withholding of the information is necessary to enable the Council to carry out, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)</p>	
<p><b>13.2 - Public Excluded Minutes of the Council Meeting held on 9 March 2021</b></p>	<p>s7(2)(a) - The withholding of the information is necessary to protect the privacy of natural persons, including that of deceased natural persons</p> <p>s7(2)(b)(ii) - The withholding of the information is necessary to protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information</p>	<p>To protect a person's privacy</p> <p>Commercial sensitivity</p>

**Carried**

**13 Public Excluded Reports**

**13.1 Public Excluded Minutes of the Council Meeting held on 2 March 2021**

**13.2 Public Excluded Minutes of the Council Meeting held on 9 March 2021**

**14      Readmittance of the Public**

**Resolution 2021/55**

Moved:     Mayor Nigel Bowen

Seconded: Cr Peter Burt

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

**Carried**

**The meeting closed at 3.59pm.**

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

**7.3 Minutes of the Extraordinary Council Meeting held on 9 April 2021**

**Author:** Jo Doyle, Governance Advisor

**Recommendation**

That the Minutes of the Extraordinary Council Meeting held on 9 April 2021 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 Extraordinary Council Meeting held on 9 April 2021**



# MINUTES

## Emergency Council Meeting Friday, 9 April 2021

Ref: 1421270

**Minutes of Timaru District Council  
Emergency Council Meeting  
Held in the Council Chamber, District Council Building, King George Place, Timaru  
on Friday, 9 April 2021 at 9am**

**Present:** Mayor Nigel Bowen (Chairperson), Cr Allan Booth, Cr Peter Burt, Cr Barbara Gilchrist, Cr Richard Lyon, Cr Gavin Oliver (via Zoom Video Link), Cr Paddy O'Reilly, Cr Stu Piddington, Cr Steve Wills

**In Attendance:** Chief Executive (Bede Carran), Group Manager Infrastructure (Andrew Dixon), Acting Group Manager Environmental Services (Ashley Harper), Acting Group Manager Environmental Services (Erik Barnes – via Zoom Video Link), Chief Financial Officer (Azoora Ali), Strategy and Corporate Planning Manager (Mark Low), Programme Delivery Manager (Lili Delwaide), Policy Analyst (Fabia Fox), Governance Advisor (Jo Doyle)

Audit NZ Director – John Mackey (via Zoom Video Link)

## **1 Apologies**

### **Resolution 2021/49**

Moved: Cr Paddy O'Reilly

Seconded: Cr Barbara Gilchrist

That the apology received from Cr Sally Parker be accepted and leave of absence granted.

**Carried**

## **2 Declaration of Conflicts of Interest**

There were no conflicts of interest.

## **3 Reports**

### **3.1 Supporting Information to Long Term Plan 2021-31 Consultation Document**

Council was presented with the supporting information for the Long Term Plan 2021-31 (LTP) Consultation Document (CD) for adoption.

The capital program was discussed, Council has emphasised that the capital programme assumes 90% deliverability of the full program. The programme includes multiple projects across Council's activities and delays of various forms can affect completion of various projects and so having a full programme of work enables the capital delivery programme to be optimised.

Audit NZ advised that the audit process had taken longer than hoped, a more robust process was directed by the Office of the Auditor General (OAG) and this occurred across the sector.

The current draft consultation document is fit for consultation with the community, it incorporates inflation and as better assets information with more accurate forecasts than previously.

Audit NZ are comfortable that the 90% assumption of do-ability on an ambitious programme is acceptable, and an additional review has confirmed this.

The Audit NZ Director asked the Councillors formally if they are aware of any suspected management fraud? The Councillors confirmed there was nothing to report.

The reason for the delay in this process was discussed, the robust process compounded on a short time frame from the late adoption of the Annual Report, on 22 December 2020 were contributing factors.

The increased level of robustness is to improve confidence across the sector for public institutions. The consultation document is a source of reliable information and is intended to increase the level of trust the community has in the Council.

A question was asked if the inclusion of Council still delivering 3waters activities in the long term plan was appropriate or whether an alternative plan should have been considered. The Society of Local Government Managers in consultation with OAG decided to adopt a pragmatic approach, that Councils should assume ongoing involvement. Until the 3Waters reforms are finally confirmed and it is known what form it will take, it would be highly speculative to as to what various scenarios may play out, hence the emphasis of matter in the Audit opinion and which draws the reader's attention to this uncertainty.

Audit NZ have received Council's letter of representation, and a report will be following with their recommendations and findings on the consultation document process.

### **Resolution 2021/50**

Moved: Mayor Nigel Bowen

Seconded: Cr Barbara Gilchrist

That Council:

1. Adopts the following documents as supporting information for the Long Term Plan 2021-31 Consultation Document:
  - (a) Draft Financial Strategy as presented in Attachment 1 (all attachments under Separate Cover);
  - (b) Draft Infrastructure Strategy as presented in Attachment 2;
  - (c) Significant Forecasting Assumptions as presented in Attachment 3;
  - (d) Draft Revenue and Financing Policy as presented in Attachment 4;
  - (e) Draft Business Improvement District Policy as presented in Attachment 5;
  - (f) Draft Group of Activity Statements as presented in Attachment 6; and
  - (g) Draft Financial Information as presented in Attachment 7.
2. Notes that the following documents have been adopted previously as supporting information to the Long Term Plan 2021-31 Consultation Document:
  - (a) Timaru District Council Strategic Direction, including Community Wellbeing Outcomes;
  - (b) Significance and Engagement Policy;
  - (c) Rates Remission and Postponement Policy;
  - (d) Rates Discount Policy which is proposed to be repealed;
  - (e) Treasury Management Policy; and
  - (f) Draft Fees and Charges 2021/22.

3. Authorises the Chief Executive to make any minor and non-material corrections to the LTP 2021-31 supporting information prior to publication.

**Carried**

### **3.2 Revenue and Financing Policy Amendment - Consultation Document**

Council was presented with the Revenue and Financing Policy Amendment Consultation Document for adoption and detail the consultation process in accordance with section 82 of the Local Government Act 2002 (LGA).

The Policy Analyst advised that the amendment to this policy is considered important to the community and their feedback is sought on the effect on the funding of footpaths.

#### **Resolution 2021/51**

Moved: Cr Steve Wills

Seconded: Cr Peter Burt

1. That Council adopts the Revenue and Financing Policy Amendment Consultation Document.
2. That Council agrees to undertake the consultation in accordance with section 82 of the Local Government Act to seek feedback from the community on the proposed amendment to footpath funding within the Revenue and Financing Policy.
3. Authorises the Chief Executive to make any minor and non-material corrections to the Revenue and Financing Policy Consultation materials prior to publication.

**Carried**

### **3.3 Thriving Together - Long Term Plan 2021-31 Consultation Document**

Council was presented with the Audit Opinion on the Consultation Document for the Long Term Plan 2021-31, and the community engagement approach.

The minor changes made in the consultation document were advised. The consultation period will start tomorrow for one month. This will be made live via the website and will delivered in hard copy with The Courier newspaper next Thursday 15 April.

#### **Resolution 2021/52**

Moved: Cr Barbara Gilchrist

Seconded: Cr Peter Burt

1. That Council receives the Audit Opinion on the Consultation Document for the Long Term Plan 2021-31
2. That Council adopts the Consultation Document, including the Audit Opinion, for the Long Term Plan 2021-31
3. That Council notes the community engagement approach for the Long Term Plan 2021-31
4. Authorises the Chief Executive to make any minor and non-material corrections to the LTP 2021-31 consultation document and community engagement materials prior to publication.

**Carried**



**The meeting closed at 9.23am.**

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

**7.4 Minutes of the Tenders and Procurement Committee Meeting held on 20 April 2021**

**Author: Jo Doyle, Governance Advisor**

**Recommendation**

That the Minutes of the Tenders and Procurement Committee Meeting held on 20 April 2021 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 Tenders and Procurement Committee Meeting held on 20 April 2021**



# **MINUTES**

## **Tenders and Procurement Committee Meeting Tuesday, 20 April 2021**

**Ref: 1421270**

**Minutes of Timaru District Council  
Tenders and Procurement Committee Meeting  
Held in the Chief Executive's Office, District Council Building, King George Place, Timaru  
on Tuesday, 20 April 2021 at 8.30am**

**Present:** Cr Sally Parker (Chairperson), Cr Peter Burt, Cr Barbara Gilchrist

**In Attendance:** Chief Executive (Bede Carran), Group Manager Infrastructure (Andrew Dixon), Drainage & Water Manager (Grant Hall), Land Transport Manager (Susannah Ratahi), Transport Procurement Advisor (Josie McNee), Governance Advisor (Jo Doyle)

**1 Apologies**

**Resolution 2021/8**

Moved: Cr Sally Parker

Seconded: Cr Barbara Gilchrist

That the apology received from Mayor Nigel Bowen be accepted and leave of absence granted.

**Carried**

**2 Identification of Items of Urgent Business**

There were no items of urgent business.

**3 Identification of Matters of a Minor Nature**

There were no matters of minor nature.

**4 Declaration of Conflicts of Interest**

There were no conflicts of interest.

**5 Consideration of Urgent Business Items**

There were no items of urgent business.

**6 Consideration of Minor Nature Matters**

There were no matters of minor nature.

**7 Exclusion of the Public**

**Committee Recommendation**

Moved: Cr Peter Burt

Seconded: Cr Barbara Gilchrist

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

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Plain English Reason
<b>8.1 - Timaru District Council Utilities Maintenance Contract 2080 Extension</b>	s7(2)(b)(ii) - The withholding of the information is necessary to protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information	Commercial sensitivity
<b>8.2 - Road Network Operations and Maintenance Contract 2021-2026 - Contract 2494</b>	s7(2)(b)(ii) - The withholding of the information is necessary to protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information	Commercial sensitivity

## **8 Public Excluded Reports**

### **8.1 Timaru District Council Utilities Maintenance Contract 2080 Extension**

### **8.2 Road Network Operations and Maintenance Contract 2021-2026 - Contract 2494**

## **9 Readmittance of the Public**

### **Resolution 2021/9**

Moved: Cr Barbara Gilchrist

Seconded: Cr Sally Parker

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

**Carried**

**The Meeting closed at 8.44am.**

.....  
**Cr Sally Parker**  
**Chairperson**

## 8 Schedules of Functions Attended

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

**Author:** Alesia Cahill, Executive Assistant to the Mayor

**Authoriser:** Nigel Bowen, Mayor

#### Recommendation

That the report be received and noted.

#### Functions Attended by the Mayor for the Period 22 March 2021 to 30 April 2021.

22 March 2021	Attended South Canterbury Mayoral Forum
23 March 2021	Attended Three Waters Workshop in Christchurch
24 March 2021	Mentor session with Young Enterprise group - Destination
25 March 2021	Opened the new St John Station Attended BA5 at The Complex
26 March 2021	Attended Leadership Academy with South Canterbury Chamber and Commerce Attended Theatre Royal and Heritage Precinct Project Presentation Attended Pleasant Point Cricket prize giving
27 March 2021	Attended Southern Zone Committee Mayors and Chairs Hui
29 March 2021	Hosted 2021 International Student Mayoral Welcome Attended Structex celebration
30 March 2021	Attended Extraordinary Tenders and Procurement meeting Chaired People and Performance committee meeting Chaired LTP Adoption Council Meeting Appeared on The Project promoting the Recycling campaign
31 March 2021	Opened Gallery 329, Stafford Street Appeared on Seven Sharp promoting the Recycling campaign
1 April 2021	Attended monthly meeting with the South Canterbury Chamber of Commerce
6 April 2021	Attended Donations and Loans subcommittee meeting Chaired People and Performance committee meeting
7 April 2021	Mentor session with Young Enterprise group - Destination
8 April 2021	Attended visit to Canterbury Woolscourers with Government Ministers
9 April 2021	Chaired Emergency Council meeting

	Attended Cross Regional Three Waters Group meeting via zoom
<i>12 April 2021</i>	Met with ASB Timaru team
	Attended Temuka Community LTP Drop in session
	Attended Geraldine Community LTP Drop in session
	Attended Temuka Community Board meeting
<i>13 April 2021</i>	Attended Timaru Community Drop in session
	Attended E Korowai Tamariki Whakamana au te Whanau panel meeting
	Attended Pleasant Point Community LTP walk around
	Attended Pleasant Point Community Board meeting
<i>14 April 2021</i>	Attended LTP Consultation Engagement meeting with Iwi
	Attended LTP Consultation meeting with Federated Farmers
	Attended LTP Consultation meeting with Prime Port
<i>15 April 2021</i>	Attended LTP Consultation meeting with Community House
	Attended LTP Consultation meeting with Plunket
	Attended LTP Consultation meeting with Salvation Army
<i>16 April 2021</i>	Spoke to OJ on the Breeze for monthly Mayoral Musings
	Attended site visit at Alliance Smithfield
	Attended Timaru Boys High School ANZAC Commemorative Service
<i>17 April 2021</i>	Attended unveiling of Plaque celebrating horse racing in South Canterbury
	Attended Timaru Girls High School Centennial of the school Hostel
<i>18 – 23 April 2021</i>	Attended Institute of Directors Course in Christchurch
<i>24 April 2021</i>	Attended Temuka Farmers Market
<i>25 April 2021</i>	ANZAC Day Services –
	Dawn Service
	Cemetery Service
	Geraldine Service
	Temuka Service
<i>27 April 2021</i>	Attended LTP Consultation meeting with Menz Shed
	Attended Council Workshops
<i>28 April 2021</i>	Attended LTP Consultation meeting with Iwi
	Met with South Canterbury Refugee Steering Group
<i>30 April 2021</i>	Attended South Island Three Water Service Delivery Reform meeting
In addition to these duties I met with 21 members of the public on issues of concern to them.	

**Functions Attended by the Deputy Mayor for the Period 22 March 2021 to 30 April 2021.**

<i>22 March 2021</i>	Attended CPlay Launch event
<i>7 April 2021</i>	Attended Poppy Flight arrival at Timaru Airport Attended the Rescue Helicopter first Training flight landing at Caroline Bay
<i>22 April 2021</i>	Attended Commemoration Service at St Marys Church for His Royal Highness Prince Philip
<i>25 April 2021</i>	Attended and spoke at ANZAC Day Civic Service
<i>30 April 2021</i>	Opened the Altrusa International Conference

**Functions Attended by the Councillors on Behalf of the Mayor for the Period 22 March 2021 and 30 April 2021.**

<i>27 March 2021</i>	Richard Lyon attended Timaru Mosque Open Day
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**Attachments****Nil**



**8.2 Schedule of Functions Attended by the Chief Executive****Author:** Jacky Clarke, Executive Assistant to Chief Executive**Authoriser:** Bede Carran, Chief Executive**Recommendation**

That the report be received and noted.

**Functions Attended by the Chief Executive for the Period 22 March 2021 to 29 April 2021.**

<i>22 March 2021</i>	Meeting with Environment Canterbury representatives on its Long Term Plan
<i>23 March 2021</i>	Attended Zone 5 Three Waters Workshop
<i>24 March 2021</i>	Meeting with Chief Executive, Venture Timaru Meeting with Director, Audit New Zealand
<i>25 March 2021</i>	Meeting with Chief Executive, Venture Timaru Attended St John Building Opening Attended BA5 at The Complex
<i>30 March 2021</i>	Meeting with General Manager Timaru District Holdings Limited Attended People and Performance Committee Meeting Attended Council Meeting
<i>31 March 2021</i>	Attended Three Waters Reform System Design Reference Group Meeting
<i>1 April 2021</i>	Meeting with South Canterbury Chamber of Commerce representatives
<i>6 April 2021</i>	Attended People and Performance Committee Meeting Meeting with Representative Kainga Ora (Housing New Zealand)
<i>9 April 2021</i>	Attended Council Meeting
<i>13 April 2021</i>	Meeting with General Manager (Timaru District Holdings Limited) Attended Technology Centres of Excellence Meeting Meeting with Manager Corporate Services, Bancorp
<i>14 April 2021</i>	Attended LTP Engagement Meeting with Iwi and Aoraki Environmental Consultants Limited Attended LTP Engagement Meeting with Federated Farmers Attended BA5 at McCain Foods
<i>15 April 2021</i>	Attended Canterbury Civil Defence Emergency Management Group Controllers Forum Attended LTP Engagement Meeting at Geraldine Service Centre

- 16 April 2021* Welcomed attendees to the IPWEA meeting hosted at Timaru District Council  
Site visit Alliance Meatworks
- 20 April 2021* Attended Tenders and Procurement Meeting  
Attended Standing Committee Meetings
- 22 April 2021* Meeting with Chief Executive of Venture Timaru  
Meeting with Environment Canterbury representatives  
Attended Combined Community Board Updates : Pleasant Point Town Hall
- 23 April 2021* Meeting with National Party Spokesperson Local Government (Chris Luxon) and Jacqui Dean

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

### **Attachments**

**Nil**

## 9 Reports

### 9.1 Affixing of the Common Seal

**Author:** Jo Doyle, Governance Advisor

**Authoriser:** Bede Carran, Chief Executive

#### Recommendation

That the affixing of the Common Seal to the following document be noted:

9 April 2021 Warrants of Appointment

#### Purpose of Report

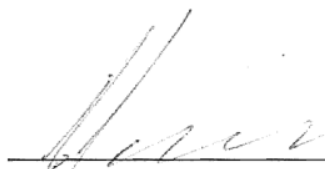


- 1 To report the affixing of the Common Seal to Warrants of Appointment.

#### Attachments

1. Warrant of Appointment - April 2021 [↓](#) 

**Approval of Warrants**

I, Bede Carran, Chief Executive of the Timaru District Council have delegated authority pursuant to clause 8.2.2 of the Timaru District Council delegations manual to appoint and authorise the Council Officers listed in the table below, and issue warrants to those Council Officers under the relevant legislation and the Council's bylaws, including delegating the exercise of powers under those warrants, and affixing the Council's common seal to warrants. I hereby approve the attached warrants.

Bede Carran Nigel Bowen

7/4/2021

Date

Warrant of Appointment - Enforcement Officer - First Security

**9.2 Contracts Let From Tenders and Procurement Committee****Author:** Jo Doyle, Governance Advisor**Authoriser:** Andrew Dixon, Group Manager Infrastructure**Recommendation**

That the following information on a contract let by the Tenders and Procurement Committee, be received.

<b>Contract Description</b>	<b>Number of Tenders</b>	<b>Price Range</b>	<b>Successful Tenderer and Price</b>
<b>Contract 2469 – Pareora Pipeline Renewal Section 2 (Pareora Gorge)</b>	<b>1</b>	<b>Direct negotiation</b>	Hadlee and Brunton Limited \$4,808,114.15
Contract 2469 procurement method was agreed by the Tenders and Procurement Committee in November 2020 to undertake direct negotiation with the preferred specialist supplier Hadlee and Brunton Limited.			
<b>Contract 2482 – Cannington Water Network Extension (Downlands Water Supply)</b>	<b>3</b>	<b>\$904,917.90 to \$1,101,979.56</b>	Hadlee and Brunton Limited \$904,917.90
Contract 2482 - Tenders were evaluated using Timaru District Council lowest price conforming method			
<b>Contract 2494 – Road Network Operations and Maintenance Contract 2021-2026</b>	<b>3</b>	<b>\$40,988,727.20 To \$50,095,743.87</b>	Fulton Hogan Limited \$40,988,727.20
Contract 2482 - Tenders were evaluated using Timaru District Council price quality method.			

All prices exclude GST

**Purpose of Report**

- 1 To advise of contracts let by the Tenders and Procurement Committee.

**Attachments**

**Nil**

**10      Consideration of Urgent Business Items**

**11      Consideration of Minor Nature Matters**

**12      Public Forum Items Requiring Consideration**





**13 Exclusion of Public**

**13.1 Public Excluded Minutes of the Council Meeting held on 30 March 2021**

**13.2 Public Excluded Minutes of the Extraordinary Tenders and Procurement Committee Meeting held on 30 March 2021**

**13.3 Public Excluded Minutes of the Tenders and Procurement Committee Meeting held on 20 April 2021**

**13.4 Approval of Concept Plans for the Theatre Royal & Heritage Precinct Project**

**13.5 Appointment of External Member to the Audit and Risk Committee**

**Recommendation**

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

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Plain English Reason
<b>13.1 - Public Excluded Minutes of the Council Meeting held on 30 March 2021</b>	<p>s7(2)(a) - The withholding of the information is necessary to protect the privacy of natural persons, including that of deceased natural persons</p> <p>s7(2)(b)(i) - The withholding of the information is necessary to protect information where the making available of the information would disclose a trade secret</p> <p>s7(2)(b)(ii) - The withholding of the information is necessary to protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information</p> <p>s7(2)(g) - The withholding of the information is necessary to maintain legal professional privilege</p> <p>s7(2)(h) - The withholding of the information is necessary to enable any local authority holding the information to carry out, without prejudice or disadvantage, commercial activities</p> <p>s7(2)(i) - The withholding of the information is necessary to enable the Council to carry out, without prejudice or disadvantage, negotiations</p>	<p>To protect a person's privacy</p> <p>To prevent disclosing a trade secret</p> <p>Commercial sensitivity</p> <p>To protect all communications between a legal adviser and clients from being disclosed without the permission of the client.</p> <p>To enable commercial activities</p> <p>To enable commercial or industrial negotiations</p>

	(including commercial and industrial negotiations)	
<b>13.2 - Public Excluded Minutes of the Extraordinary Tenders and Procurement Committee Meeting held on 30 March 2021</b>	s7(2)(b)(ii) - The withholding of the information is necessary to protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information	Commercial sensitivity
<b>13.3 - Public Excluded Minutes of the Tenders and Procurement Committee Meeting held on 20 April 2021</b>	s7(2)(b)(ii) - The withholding of the information is necessary to protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information	Commercial sensitivity
<b>13.4 - Approval of Concept Plans for the Theatre Royal &amp; Heritage Precinct Project</b>	s7(2)(b)(ii) - The withholding of the information is necessary to protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information  s7(2)(h) - The withholding of the information is necessary to enable any local authority holding the information to carry out, without prejudice or disadvantage, commercial activities	Commercial sensitivity  To enable commercial activities
<b>13.5 - Appointment of External Member to the Audit and Risk Committee</b>	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