



# AGENDA

## Ordinary Council Meeting Tuesday, 22 September 2020

**Date** Tuesday, 22 September 2020

**Time** 2pm

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

**File Reference** 1373571

## 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 22 September 2020, at 2pm.**

### **Council Members**

Cllrs Allan Booth, Peter Burt, Barbara Gilchrist, Richard Lyon, Gavin Oliver, Paddy O'Reilly, Sally Parker and Stu Piddington 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

<b>1</b>	<b>Opening Prayer and Waiata .....</b>	<b>5</b>
<b>2</b>	<b>Apologies .....</b>	<b>5</b>
<b>3</b>	<b>Public Forum .....</b>	<b>5</b>
	Janya Lobb - Water Reform	
	Steven Greenyer - Fire and Emergency New Zealand	
<b>4</b>	<b>Identification of Urgent Business .....</b>	<b>5</b>
<b>5</b>	<b>Identification of Matters of a Minor Nature .....</b>	<b>5</b>
<b>6</b>	<b>Declaration of Conflicts of Interest .....</b>	<b>5</b>
<b>7</b>	<b>Confirmation of Minutes .....</b>	<b>6</b>
7.1	Minutes of the Extraordinary Council Meeting held on 5 May 2020 .....	6
7.2	Minutes of the Council Meeting held on 1 September 2020.....	10
7.3	Minutes of the Tenders and Procurement Committee Meeting held on 1 September 2020 .....	24
7.4	Minutes of the Directors and Trustee Appointment Subcommittee Meeting held on 21 August 2020.....	25
<b>8</b>	<b>Schedules of Functions Attended .....</b>	<b>29</b>
8.1	Schedule of Functions Attended by the Chief Executive .....	29
8.2	Schedule of Functions Attended by the Mayor, Deputy Mayor and Councillors .....	31
<b>9</b>	<b>Reports .....</b>	<b>33</b>
9.1	Petition for Timaru Library .....	33
9.2	Affixing of the Common Seal .....	80
9.3	Contracts Let Under Delegated Authority.....	82
9.4	Audit and Risk Committee Charter.....	83
9.5	Government 3Waters Stimulus Package Delivery Plan.....	92
<b>10</b>	<b>Consideration of Urgent Business Items .....</b>	<b>97</b>
<b>11</b>	<b>Consideration of Minor Nature Matters .....</b>	<b>97</b>
<b>12</b>	<b>Public Forum Items Requiring Consideration.....</b>	<b>97</b>
<b>13</b>	<b>Exclusion of Public.....</b>	<b>99</b>
13.1	Public Excluded Minutes of the Extraordinary Tenders and Procurement Committee Meeting held on 25 August 2020 .....	99
13.2	Legal and Process Update .....	99



- 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 Council Meeting held on 5 May 2020**

**Author:** Jo Doyle, Governance Advisor

#### **Recommendation**

That the Minutes of the Extraordinary Council Meeting held on 5 May 2020 be confirmed as a true and correct record of that meeting.

#### **Attachments**

- 1. Minutes of the Extraordinary Council Meeting held on 5 May 2020**



# MINUTES

## Extraordinary Council Meeting Tuesday, 5 May 2020

Ref: 1373571

**Minutes of Timaru District Council  
Extraordinary Council Meeting  
Held in the Via Zoom Video Link  
on Tuesday, 5 May 2020 at 3.00pm**

**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:** **Aoraki Development**  
Chief Executive (Nigel Davenport)

**Council Officers**

Chief Executive Officer (Bede Carran), Group Manager Environmental Services (Tracy Tierney), Group Manager People and Digital and Acting Group Manager Community Services (Symon Leggett), Acting Group Manager Infrastructure (Erik Barnes), Group Manager Commercial and Strategy (Donna Cross), Strategy and Corporate Planning Manager (Mark Low), Business Development Manager (Frazer Munro), Communications Manager (Stephen Doran), Governance Advisor (Jo Doyle), Governance Support Officer (Joanne Brownie)

## **1 Apologies**

There were no apologies.

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

There were no conflicts of interest declared.

## **3 Reports**

### **3.1 Covid-19 Timaru District Re-ignition**

The Council considered a report presenting a proposal to establish a Timaru District Re-Ignition Panel, in response to the significant challenges and opportunities that will be faced by our community as a result of the global Covid-19 Pandemic.

The Mayor introduced the report, acknowledging the work of the welfare team during the pandemic and noting that this work has been well received in the community. The proposal before the Council provides an opportunity for Council to be proactive in the re-ignition of the District.

The Mayor gave each councillor an opportunity to comment on the proposal, with all councillors supporting the establishment of a re-ignition panel. Comments made are summarised as follows:

- Council needs to show leadership at this time
- Representation from the environmental perspective should be included (to cover the four well-beings), this could possibly be covered by the Council representation
- The proposal represents a collaborative response and sends a message that the collective skills and knowledge of the community is valued



- Action needs to be taken promptly
- There are well skilled people in the community to draw from
- Council needs to be kept well informed at regular and timely intervals on progress and proposals put forward
- The community will be looking for positivity and good leadership
- Need a strong framework around the panel and the panel managed well in order to see results (not just a talkfest)
- Council needs to enact strategies directly where it can internally eg paying invoices promptly.

The Group Manager Environmental Services clarified that the panel aims to invigorate collective action from various sectors of the community, rather than the panel driving all the work streams. There is awareness that all four wellbeings will be addressed and the economic, social, cultural and environmental aspects are interlinked. Internal work is underway already and will continue alongside the work of the re-ignition panel.

While panel members will be sourced from various sectors in the community, councillors' connection to the community is valuable and they will remain an integral part of the process.

Having gained Council's approval for the proposal, recruitment for the panel will start this week.

### **Resolution 2020/40**

Moved: Cr Steve Wills

Seconded: Cr Sally Parker

That Council:

1. Agrees to the establishment of a Re-ignition Panel led by the Mayor, to support a collaborative, multi sector approach, founded on the four well-beings, to recovery and re-imagination of our District's future in response to Covid-19.
2. Adopts the Terms of Reference for the Panel.

**Carried**

### **Attachments**

- 1 Terms of Reference Re-ignition Panel

**The meeting closed at 3.30pm.**

.....  
**Chairperson**

**7.2 Minutes of the Council Meeting held on 1 September 2020**

**Author: Jo Doyle, Governance Advisor**

**Recommendation**

That the Minutes of the Council Meeting held on 1 September 2020 be confirmed as a true and correct record of that meeting.

**Attachments**

- 1. Minutes of the Council Meeting held on 1 September 2020**



# MINUTES

## Ordinary Council Meeting Tuesday, 1 September 2020

Ref: 1373571

**Minutes of Timaru District Council  
Ordinary Council Meeting  
Held in the Council Chamber, District Council Building, King George Place, Timaru  
on Tuesday, 1 September 2020 at 2pm**

**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:** **Community Board Members**  
Temuka Community Board – Stephanie McCullough  
Geraldine Community Board – McGregor Simpson

**Council Officers**

Chief Executive (Bede Carran), Group Manager Commercial and Strategy (Donna Cross), Group Manager Environmental Services (Tracy Tierney), Group Manager People and Digital/Acting Group Manager Community Services (Symon Leggett), Acting Group Manager Infrastructure (Erik Barnes), Strategy and Corporate Planning Manager (Mark Low), Management Accountant (Sandy Hogg), Business Development Manager (Frazer Munro), Communications Manager (Stephen Doran) Policy Analyst (Fabia Fox), Governance Advisor (Jo Doyle)

**1 Opening Prayer and Waiata**

Rev Lucy Flatt from St Johns Anglican Church offered a prayer for the work of Council followed by the singing of the Timaru District Council Waiata.

**2 Apologies**

**Resolution 2020/51**

Moved: Cr Barbara Gilchrist

Seconded: Cr Steve Wills

That the apology received from Ross Munro of Pleasant Point Community Board be accepted.

**Carried**

**3 Public Forum**

There was no public forum

**4 Identification of Urgent Business**

There were no urgent business items.

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

There were no minor nature items.

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

The following conflicts of interest were declared and each Councillor removed themselves from the table and discussion on the relevant items.

- Cr Stu Piddington – Tennis South Canterbury Inc’s application
- Mayor Nigel Bowen – Fraser Park Community Trust’s application  
Deputy Mayor Wills will Chair the meeting during discussion on this item.
- Cr Paddy O’Reilly – Temuka District Projects Trust’s application and The Catholic Parish of Opihi Trust’s Application
- Cr Richard Lyon – Pleasant Point Volunteer Fire Brigade application
- Cr Oliver – Geraldine combined sports
- Cr Oliver – Geraldine Festival

## **7 Confirmation of Minutes**

### **7.1 Minutes of the Council Meeting held on 11 August 2020**

#### **Resolution 2020/52**

Moved: Cr Sally Parker

Seconded: Cr Paddy O’Reilly

That the Minutes of the Council Meeting held on 11 August 2020 be confirmed as a true and correct record of that meeting.

**Carried**

Council agreed that the agenda order would be altered, and the TDHL Director Appointments report would be discussed before the Covid-19 Stimulus Fund Report.

## **8 Reports**

### **8.1 TDHL Director Appointments**

Council considered the recommendations from the Directors and Trustees Selection Subcommittee on the skills matrix, appointment process and search company for the vacant TDHL Director positions.

Frazer Munro – General Manager of TDHL presented the report.

#### **Resolution 2020/53**

Moved: Cr Barbara Gilchrist

Seconded: Cr Peter Burt

That Council confirms or otherwise:

1. The attached Skills Matrix shall be used to identify appropriate candidates for the vacant TDHL Director positions.

2. That the appointment process shall be according to the Timaru District Holdings Limited Board Appointment Process.
3. That the Institute of Directors be appointed as the Director search company.

**Carried**

## **8.2 COVID-19 Stimulus Fund - Distribution of Funds**

Council considered the distribution of funds for the COVID-19 Stimulus Fund (the Fund).

The applicants were invited to a 5 minute question and answer session:

### **South Canterbury Car Club – Kevin Pateman**

Council asked that as this club have applied for more than the 25% stipulated, would it assist if they received some of the fund?

As this club have received grants they will be able to start the project within 10 days' time as the club has now received \$90,000. The result of not completing the project in one section can create an opportunity for excess water to get in the joins. There is significant advantage to completing this project in one hit, e.g savings of \$100,000 for contractors only coming to the track once.

The financial benefits for the Timaru district is approx. \$4m for the 3 main race meetings held each year.

### **Tennis South Canterbury Inc – Ferg Hazlett and Mandy Gillies**

The clubs advised their application with Trust Aoraki has been successful and they will receive \$200,000 . Further grants are being applied for to cover the shortfall.

There are two junior tournaments confirmed for Timaru, one is a NZ recognised tier 2 tournament and the other is a South Island Primary Schools event. The tier 2 tournament will have in excess of 150 players for a 4 day tournament.

The club is seeing success with its junior players, but has a void of senior players between 18-40 years. There is no competition with tennis facilities in Christchurch.

### **Pleasant Point Volunteer Fire Brigade – John McDonald and Brian Smith**

This is seen as an attraction for Pleasant Point and will add to the existing railway. The display will be available to be viewed 24/7 and is a working machine that can be driven out for use at community events.

It is expected the project will go ahead with funding to build the display if this application is unsuccessful.

### **Fraser Park Community Trust – Brent Isbister and Phillipa Guerin**

Deputy Mayor Steve Wills chaired the meeting for this application.

If the application is successful the project timeline sees a starting date of October/November 2020 and will be completed within 10 months.

Other sports to be included at this venue will be women's football and junior cricket and softball, and will become a premier soccer facility stadium. The facility will also be available for hire for all events, sporting or otherwise.

Local sporting clubs have all been consulted, they won't be obligated to use any more than they currently do, there will be an affiliation fee.

**Temuka District Projects Trust – Charles Scarsbrook**

From the list of projects, the priority is the dog park that the community would like up and running this year followed by the disc golf. The economic stimulus is equal to the mental health and well-being of the community for these projects.

**Geraldine Combined Sports Inc – Anna Colman, John Wilson and Aaron McCullough**

Once the funding is in place, this project is ready to start as soon as netball season finishes, and before tennis begins.

The preparation has been ongoing for 8 years, there is genuine community buy in to make this happen. The due diligence has been completed and an independent has reviewed against the South Canterbury Places and Spaces Strategy.

**Aorangi Road Shooting Range Trust – David Wood**

The club has had products provided by businesses around them, and now need to come up with cash to be able to finish the range. Other funding providers have helped in the past, and NZ Police has indicated their support for this range for a practice venue not far away from Timaru.

**South Canterbury Chamber of Commerce – Wendy Smith and Raewyn Bell**South Canterbury Market Place

This website has been in place for eleven plus years and there are a number of business on the site already, but the key issue is for businesses and non-profits that need an online presence, but don't currently have the capability.

This is free for these businesses and enables them to market their services outside of the district.

Innovate Resilience Boot Camp

This has been rescheduled, and incorporates building innovation in businesses to enable them to pivot in current environment.

**Temuka & Geraldine A&P Association Inc – Marg King and Stephanie McCullough**

The facilities are needing upgrading, there has been interest from other organisations to use for meetings, but the upgrade needs to happen first.

The committee have worked very hard to raise money for this project, and have raised \$25,000 over the last ten years.

**YMCA South and Mid Canterbury – Keith Shaw**

The intent is to provide innovations and pathways for young people, to encourage leadership.

The 4C's are Curiosity, Community, Creativity and Critical Thinking. The selection criteria is 16-30 year olds who have left school at the legal age, and is open to all who wish to contribute with a Dragons Den type recruitment process that will align with the end of year graduation process.

**Pleasant Point Primary School – Rowan Rabbidge and Mark Creba**

The primary school was gifted the hall when the High School closed. There is no ministry funding for the upkeep of the facility. The possibility of vesting into the Ministry of Education was discussed as an option in the future.

The school is applying to lotteries and other funding sources to work through the upgrade timeline.

**Lions Club of Timaru Suburban - Vicki Gould and Bruce Fraser**

The South Canterbury Bike Skills Park is still in the planning phase until the funding is confirmed, but collaboration with a local contracting firm is underway.

Many funding streams are being considered with the hope of starting by the beginning of December.

#### **Geraldine Summer Fete – Min Mackenzie**

This fete generates many visitors from all over NZ and Australia, and many stay for longer than the day. Has been self-funded in the past and with sponsors.

Within the current climate, contingency planning is in place in case the event can't go ahead.

Mobile eftpos is recognised as an imperative part of the ongoing future of this fete, as there is a risk of having cash on hand.

Venture Timaru has assisted with \$4,000.

#### **The Geraldine Festival – Pauline Denzey**

Venture Timaru have assisted with funding of \$17,500. This application was made prior, and the money will be going to change the signage as the event has been renamed from the Arts and Crafts festival.

The next stage of planning is to help families with free entertainment such as face painting, segways and inflatable rides.

#### **The Roman Catholic Diocese of CHCH - The Catholic Parish of Opihi Trust**

David Atwood - Parish Councillor and Property Manager, Mary Curtis – Christchurch Client Representative and Desmond Prisk – Architect.

It was discussed that once the project is completed the buildings are all in the name of church, however each parish is an asset of the parish. They essentially own and maintain the building.

There are regularly 200 attendees weekly, but approximately 500 parishioners in the catchment.

A model for upgrading parishes over the next 3 years has been produced by PWC.

Work would be completed by local contractors.

#### **Central South Island Cycle Trail Inc – Simon Bird and Phil Brownie**

The Cycle Way trails bring \$3.55 back into the community for every \$1 spent. Is very valuable to communities. NZTA (Waka Kotahi) have provided verbal notification that they will provide \$600,000 to support the project, this is dependent on Territorial Authority support and this means they can be shovel ready in weeks.

The first part of the plan is to get the trail from Timaru to Pleasant Point and networks in Fairlie and Tekapo are starting to do work in preparation.

Local contractors will be used, and this trail is for dual use, not just limited to cycling only.

#### **Athletics South Canterbury All Weather Track Trust – Don Garland**

This application is to increase height of security fence on the outer perimeter which is leased from Council, but the complex inside is owned.

The aim is to have the fence height similar to the hockey turn and to stop people jumping in and having parties and leaving graffiti on the buildings. This is costing approximately \$2,000 a year which is money that could be used to improve the facility.



**South Canterbury Traction Engine and Transport Museum – Gordon Handy**

This project is creating a larger museum for classic trucks, South Canterbury have the second largest collection in the south island.

This museum attracts visitors from all over the country and can have bus tours arrive for tours.

The timeline for this project is to do as much as possible as funds allow. Ideally will be completed by middle of 2021.

**C-Play Timaru – Owen Jackson and Roselyn Fauth**

The funding strategy is based on CBay aquatic centre model. Applications to Lotteries and other streams will be used.

Consultation with local art groups about using this unique space to celebrate the history and story of Timaru. Sponsorship of playground equipment is planned.

Covid-19 has slowed down the group with their planning, but there is strong support to see this playground ready by the Summer of 2021/22.

Council reviewed the applications and approved in principle the applications to be supported to the next stage.

South Canterbury Car Club Inc - Supported

Tennis South Canterbury Inc – Supported

Pleasant Point Volunteer Fire Brigade – Declined

Fraser Park Community Trust – Supported

Temuka District Projects Trust - Supported

Geraldine Combined Sports – Supported

Aorangi Road Shooting Range Trust - Declined

South Canterbury Chamber of Commerce –Innovate Resilience Boot Camp - Declined

Temuka & Geraldine A&P Association – Supported

YMCA South & Mid Canterbury – Declined

Pleasant Point Primary School – Declined

Lions Club of Timaru Suburban - Supported

Geraldine Summer Fete – Declined

Geraldine Festival – Declined

Roman Catholic Diocese of Christchurch – The Catholic Parish of Opihi Trust – Declined

Central South Island Cycle Trail – Supported

Athletics South Canterbury All Weather Track Trust – Declined

South Canterbury Chamber of Commerce – South Canterbury Market Place – Declined

South Canterbury Traction Engine & Transport Museum – Supported

CPlay Timaru – Supported

For stage two Council discussed the process to allocate funds across the supported applicants to provide fairness. The total funding requested from the supported applications was \$2.043M and the available funding was \$1.85M.

Options considered:

1. Reducing all supported applications by a pro rata amount (approx. 10%) for proportional allocation equally across all applicants.
2. Determining whether there is a partial allocation for some and giving full allocation to other projects.

Council agreed to Option 1 (pro-rata allocation) across all supported applicants.

#### **Resolution 2020/54**

Moved: Cr Allan Booth

Seconded: Cr Richard Lyon

That Council agrees to pro-rata the funding across the supported applicants to the total value of \$1.85M.

**Carried**

#### **Resolution 2020/55**

Moved: Cr Gavin Oliver

Seconded: Cr Richard Lyon

1. That Council approves the Applicant Funding Agreement as presented, and delegates authority to the Mayor and Chief Executive to amend any Applicant Funding Agreement to include any specific conditions relating to the provision of funding; and
  - (a) Where specific conditions are applied to an Applicant Funding Agreement, the Mayor and Chief Executive have delegated authority to decide if the conditions have been satisfactorily met. Any conditions determined by Council in relation to the approval of funding will be included in the Funding Agreement with the applicant.

**Carried**

#### **Resolution 2020/56**

Moved: Mayor Nigel Bowen

Seconded: Cr Barbara Gilchrist

That should an extension be requested and the applicant is not able to meet the funding agreement, this will be bought back to Council.

**Carried**

#### **Resolution 2020/57**

Moved: Mayor Nigel Bowen

Seconded: Cr Peter Burt

That the unsuccessful applicants to the Stimulus Fund (noted below) be advised of the decision:

- Pleasant Point Volunteer Fire Brigade
- Aorangi Road Shooting Range Trust
- South Canterbury Chamber of Commerce –Innovate Resilience Boot Camp
- YMCA South & Mid Canterbury
- Pleasant Point Primary School
- Geraldine Summer Fete
- Geraldine Festival
- Roman Catholic Diocese of Christchurch – The Catholic Parish of Opihi Trust
- Athletics South Canterbury All Weather Track Trust
- South Canterbury Chamber of Commerce – South Canterbury Market Place

**Carried**

### **Resolution 2020/58**

Moved: Cr Barbara Gilchrist

Seconded: Cr Steve Wills

That Council:

- a. Approves South Canterbury Car Club Inc. application for funding from the Stimulus Fund for the Resurfacing Project at the Trust Aoraki Centre to the amount of \$62,096.00 with the following specific conditions.
- b. Subject to approval of any required consents and that detailed costs and quotes are provided before the grant can be drawn down.

**Carried**

### **Resolution 2020/59**

Moved: Cr Barbara Gilchrist

Seconded: Cr Peter Burt

That Council:

- a. Approves Tennis South Canterbury Inc's application for funding from the Stimulus Fund for the Resurfacing Project at the Trust Aoraki Centre to the amount of \$158,451.00 with the following specific conditions.
- b. Subject to approval of any required consents and that detailed costs and quotes are provided before the grant can be drawn down.

**Carried**

### **Resolution 2020/60**

Moved: Cr Steve Wills

Seconded: Cr Richard Lyon

That Council:

- a. Approves the Fraser Park Community Trust's application for funding from the Stimulus Fund for the Redevelopment of Alpine Energy Stadium to the amount of \$905,433.00 with the following specific conditions.
- b. Subject to approval of any required consents and that detailed costs and quotes are provided before the grant can be drawn down.

**Carried**

### **Resolution 2020/61**

Moved: Cr Steve Wills

Seconded: Cr Gavin Oliver

That Council:

- a. Approves the Temuka District Projects Trust's application for funding from the Stimulus Fund for a range of Temuka projects to the amount of \$16,524.00 with the following specific conditions.
- b. Subject to approval of any required consents and that detailed costs and quotes are provided before the grant can be drawn down.

**Carried**

### **Resolution 2020/62**

Moved: Cr Sally Parker

Seconded: Cr Stu Piddington

That Council:

- a. Approves the Geraldine Combined Sports Inc's application for funding from the Stimulus Fund for the Geraldine Domain Redevelopment to the amount of \$199,920.00 with the following specific conditions.
- b. Subject to approval of any required consents and that detailed costs and quotes are provided before the grant can be drawn down.

**Carried**

### **Resolution 2020/63**

Moved: Cr Paddy O'Reilly

Seconded: Cr Allan Booth

That Council:

- a. Approves the Temuka and Geraldine Agricultural and Pastoral Association Inc's application for funding from the Stimulus Fund for the Re-roofing of the

main building at the Winchester Domain/Showgrounds to the amount of \$11,987.00 with the following specific conditions.

- b. Subject to approval of any required consents and that detailed costs and quotes are provided before the grant can be drawn down.

**Carried**

#### **Resolution 2020/64**

Moved: Cr Richard Lyon

Seconded: Mayor Nigel Bowen

That Council:

- a. Approves the Lions Club of Timaru Suburban's application for funding from the Stimulus Fund for the South Canterbury Bike Skills Park to the amount of \$73,658.00 with the following specific conditions
- b. Subject to approval of any required consents and that detailed costs and quotes are provided before the grant can be drawn down.

**Carried**

#### **Resolution 2020/65**

Moved: Cr Steve Wills

Seconded: Cr Barbara Gilchrist

That Council:

- a. Approves the Central South Island Cycle Trail Inc's application for funding from the Stimulus Fund for the Cycle Trail – Stage 1: Timaru to Cave to the amount of \$226,358.00 with the following specific conditions.
- b. Subject to approval of any required consents and that detailed costs and quotes are provided before the grant can be drawn down.

**Carried**

#### **Resolution 2020/66**

Moved: Cr Gavin Oliver

Seconded: Cr Peter Burt

That Council:

- a. Approves South Canterbury Traction Engine & Transport Museum Inc.'s application for funding from the Stimulus Fund for the New Classic Tract & Vintage Tractor Building to the amount of \$117,706.00 with the following specific conditions.

- b. Subject to approval of any required consents and that detailed costs and quotes are provided before the grant can be drawn down.

**Carried**

**Resolution 2020/67**

Moved: Cr Paddy O'Reilly  
 Seconded: Cr Stu Piddington

That Council:

- c. Approves C-Play Timaru’s application for funding from the Stimulus Fund for the Caroline Bay Playground Upgrade to the amount of \$77,867.00 with the following specific conditions.
- d. Subject to approval of any required consents and that detailed costs and quotes are provided before the grant can be drawn down.

**Carried**

**9 Consideration of Urgent Business Items**

There were no urgent business items.

**10 Consideration of Minor Nature Matters**

There were no minor nature items.

**11 Public Forum Items Requiring Consideration**

There were no public forum.

**12 Resolution to Exclude the Public**

**Resolution 2020/68**

Moved: Cr Peter Burt  
 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

<p><b>12.1 - Public Excluded Minutes of the Council Meeting held on 11 August 2020</b></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>Commercial sensitivity</p>
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**Carried**

**Resolution 2020/69**

Moved: Mayor Nigel Bowen

Seconded: Cr Gavin Oliver

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

**Carried**

**13 Public Excluded Reports**

**12.1 Public Excluded Minutes of the Council Meeting held on 11 August 2020**

**14 Readmittance of the Public**

The meeting closed at 5.45pm.

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**Chairperson**

**7.3 Minutes of the Tenders and Procurement Committee Meeting held on 1 September 2020**

**Author: Joanne Brownie, Governance Support Officer**

**Recommendation**

That the Minutes of the Tenders and Procurement Committee Meeting held on 1 September 2020 be confirmed as a true and correct record of that meeting.

Note: Only the Mayor, Crs Burt, Gilchrist and Parker can vote.

**Attachments**



**7.4 Minutes of the Directors and Trustee Appointment Subcommittee Meeting held on 21 August 2020**

**Author: Joanne Brownie, Governance Support Officer**

**Recommendation**

That the Minutes of the Directors and Trustee Appointment Subcommittee Meeting held on 21 August 2020 be confirmed as a true and correct record of that meeting.

Note: Only the Mayor and Chairperson of the Commercial and Strategy Committee can vote.

**Attachments**

- 1. Minutes of the Directors and Trustee Appointment Subcommittee Meeting held on 21 August 2020**



# MINUTES

## Directors and Trustees Selection Subcommittee Meeting Friday, 21 August 2020

Ref: 1373571

**Minutes of Timaru District Council  
Directors and Trustees Selection Subcommittee Meeting  
Held in the Chief Executive's Office, Timaru District Council, 2 King George Place, Timaru  
on Friday, 21 August 2020 at 3pm**

**Present:** Mayor Nigel Bowen (Chairperson), Clr Peter Burt

**In Attendance:** Ian Fitzgerald (TDHL Chairperson)

Chief Executive (Bede Carran), TDC Development Manager (Frazer Munro),  
Governance Support Officer (Joanne Brownie)

**1 Apologies**

**Resolution 2020/1**

Moved: Mayor Nigel Bowen

Seconded: Clr Peter Burt

That the apology received from Cr Steve Wills be accepted and leave of absence granted.

**Carried**

**2 Identification of Items of Urgent Business**

There were no urgent business items.

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

There were no minor nature items.

**4 Declaration of Conflicts of Interest**

There were no conflicts of interest.

**5 Reports**

**5.1 TDHL Director Appointments**

The Subcommittee considered a report by the Development Manager on the appointment process for new TDHL directors, together with the TDHL Board competency framework, TDHL Board appointment process, skills matrix and director search questionnaire.

A suggestion was made to broaden the skills matrix to include 'other governance experience' rather than just corporate governance experience and business experience.

Further, under skills, there would be value in adding strategy and planning to the required skills.

The Subcommittee agreed that these suggestions be added to the skills matrix.

It was pointed out that in addition to the skills listed in the matrix, some emphasis should be placed on lifeskills, diversity, and emotional intelligence as there can be complex situations and issues

faced by the TDHL Board, including stakeholder engagement with Council, and engagement with the community.

While it is important to pursue the concept of engaging an aspiring director, this would not be appropriate for core places at the Board table at this stage, due to the complex nature of the issues TDHL deals with, which will require an immediate contribution by experienced directors. However, thought needs to be given to seeking an aspiring director in the longer term, possibly bringing them in for an 18month period to learn. This appointment could either be an additional director or an appointment at a future rotation.

Ian Fitzgerald commented that it would be an advantage to have a TDHL Chairperson who is local, to support the Board and officers and to maintain good connections with the shareholder. This will be especially pertinent now that the Mayor is no longer on the Board. Also travelling issues from a more remote base can constrain the contribution by the chair.

The director search will be New Zealand wide, but preference to more local candidates.

The TDC Development Manager reminded the Board of the process from this point forward, with a full report to Council on 1 September, agreement by the Council on the process, engagement of the Institute of Directors, development of a longlist, this Subcommittee then meets to review the longlist and create a shortlist, then an appointments committee is appointed. This may include the TDHL Chairperson and an independent person.

A request was made for early diary appointments to ensure availability throughout the process.

#### **Resolution 2020/2**

Moved: Mayor Nigel Bowen

Seconded: Member Peter Burt

That the Director and Trustee Appointment Subcommittee:

1. Recommends the Skills Matrix be presented to Council for approval.
2. Confirms the appointment process shall be according to the Timaru District Holdings Limited Board Appointment Process.
3. Appoints the Institute of Directors as the Director search company.

**Carried**

#### **6 Consideration of Urgent Business Items**

There were no urgent business items.

#### **7 Consideration of Minor Nature Matters**

There were no minor nature items.

**The meeting closed at 3.33pm.**

.....  
**Chairperson**

## 8 Schedules of Functions Attended

### 8.1 Schedule of Functions Attended by the Chief Executive

**Author:** Bede Carran, Chief Executive

**Authoriser:** Bede Carran, Chief Executive

#### Recommendation

That the report be received and noted.

#### Functions Attended by the Chief Executive for the Period 1 August 2020 and 11 September 2020.

<i>3 August 2020</i>	Meeting on Water Reform Process
<i>4 August 2020</i>	Attended Council Workshops
<i>5 August 2020</i>	Meeting with CBD Group Representatives Meeting with Ara Institute Representatives
<i>6 August 2020</i>	Meeting with South Canterbury Chamber of Commerce Representatives Attended Timaru District Holdings Meeting Attended Timaru Sustainable is Attainable Event
<i>7 August 2020</i>	Meeting with representatives of National Emergency Management Agency and Canterbury Group Civil Defence and Emergency Management
<i>10 August 2020</i>	Meeting with Chief Executive, Insurance Council of New Zealand
<i>11 August 2020</i>	Attended Council Workshops Attended Citizenship and Council Meeting
<i>13 August 2020</i>	Meeting with Chief Executive of Prime Port
<i>14 August 2020</i>	Meeting with Special Advisor, Regional Projects, Infrastructure Commission Attended Canterbury Mayoral Forum, Three Waters Meeting Attended Canterbury Civil Defence Emergency Management COVID -19 Resurgence Planning Meeting Meeting with Waitaki District Council Mayor and Chief Executive
<i>18 August 2020</i>	Attended Rangitata River Interagency Meeting Attended Council Workshops
<i>19 August 2020</i>	Teleconference meeting with General Manager Arowhenua Marae Meeting with representative Aoraki Environmental Consultants Limited
<i>21 August 2020</i>	Attended Directors and Trustee Appointments Subcommittee Meeting
<i>25 August 2020</i>	Attended Tenders and Procurement Meeting

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	Meeting with Chief Executive, South Canterbury District Health Board
<i>26 August 2020</i>	Meeting with General Manager of Arowhenua Marae
<i>27 August 2020</i>	Meeting with Chief Executive Venture Timaru
	Panelist on Public Sector Network conference 'Improving the use of the Internet of Things in the Public Sector'
	Attended Alpine Energy Annual General Meeting
<i>1 September 2020</i>	Attended Standing Committee Meetings
	Attended Council Workshops
	Attended Council Meeting
<i>2 September 2020</i>	Meeting with South Canterbury Chamber of Commerce
	Meeting with Chief Executive of Environment Canterbury
<i>3 September 2020</i>	Meeting with Head of Tourism and Regional Affairs for Air New Zealand
	Attended Canterbury Mayoral Forum Working Dinner
<i>4 September 2020</i>	Attended Canterbury Mayoral Forum Meeting
	Attended Canterbury Civil Defence Emergency Management Meeting
<i>7 September 2020</i>	Attended Rangitata River Restoration Project Governance Group Meeting
<i>8 September 2020</i>	Attended Governance to Governance Meeting between Timaru District Council and Environment Canterbury
<i>10 September 2020</i>	Attended Department of Internal Affairs Workshop on National Dogs Database
	Attended meeting with representatives of Mackenzie and Waimate District Councils regarding Downlands Water Scheme

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

#### **Attachments**

**Nil**

**8.2 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 1 August 2020 to 11 September 2020.**

<i>5 August 2020</i>	Met with the CBD Group Met with the Living Wage Group
<i>6 August 2020</i>	Met with South Canterbury Chamber of Commerce Attended Timaru District Holdings Ltd meeting Attended Sustainable is Attainable next steps event
<i>7 August 2020</i>	Attended visit to local businesses with Minister O'Connor
<i>11 August 2020</i>	Attended Council workshop Attended Directors and Trustee Appointment subcommittee Led Citizenship Ceremony Chaired August Council meeting Attended Aoraki Migrant Centre celebration of Culture Leaders evening
<i>14 August 2020</i>	Spoke to OJ on the Breeze for monthly Mayoral Musings Attended Mayoral Forum Three Waters meeting via zoom Attended and spoke at South Canterbury Federated Farmers AGM
<i>15 August 2020</i>	Attended and spoke at VJ Day commemoration
<i>20 August 2020</i>	Met with local Mayors and SCDHB Chief Executive Attended Gloriavale Function
<i>21 August 2020</i>	Attended LGNZ AGM via zoom Attended Directors and Trustee Appointment subcommittee meeting
<i>24 August 2020</i>	Attended Waka Kotahi NZ Transport Agency's Annual Stakeholders tour
<i>25 August 2020</i>	Attended Tenders and Procurement Committee - Extraordinary Meeting Attended Standing Orders review discussion Presented Volunteer Service award to member of the public Attended Safer Communities workshop Spoke to Timaru Rotary Club

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<i>27 August 2020</i>	Attended and spoke at Redruth Resource Recovery Park event with Minister Eugene Sage Attended Timaru District Holdings additional meeting Attended Alpine Energy AGM
<i>28 August 2020</i>	Walked with Gleniti Primary school students for Footpath Frenzie
<i>1 September 2020</i>	Attending Standing Committees meetings Attended Council workshops Chaired Stimulus fund allocation meeting
<i>2 September 2020</i>	Met with South Canterbury Chamber of Commerce Attended Youth Initiatives subcommittee
<i>3-4 September 2020</i>	Met with Air New Zealand regional Attended Canterbury Mayoral Forum in Christchurch
<i>7 September 2020</i>	Met with Young Enterprises group
<i>8 September 2020</i>	Filmed piece for South Island Masters Games Attended McCain Environmental function Attended ECan Governance to Governance meeting
<i>9 September 2020</i>	Attended South Island Masters Games Launch Attended and spoke at South Canterbury Drama League AGM
<i>10 September 2020</i>	Attended CBD Showgrounds public meeting
<i>11 September 2020</i>	Spoke to OJ on the Breeze for monthly Mayoral Musings

In addition to these duties I met with 19 members of the public on issues of concern to them.

**Functions Attended by the Deputy Mayor for the Period 1 August 2020 to 11 September 2020.**

<i>11 August 2020</i>	Attended Aoraki Migrant Centre celebration of Culture Leaders evening
<i>15 August 2020</i>	Attended and spoke at VJ Day commemoration
<i>20 August 2020</i>	Attended Gloriavale Function
<i>9 September 2020</i>	Attended Tongan Cultural Festival
<i>10 September 2020</i>	Attended CBD Showgrounds public meeting

**Attachments**

**Nil**



## 9 Reports

### 9.1 Petition for Timaru Library

**Author:** Adele Hewlett, Libraries Manager

**Authoriser:** Symon Leggett, Group Manager People and Digital

#### Recommendation

That Council receive the petition, noting its content and refers it to officers to inform their work.

#### Purpose of Report

- 1 To advise of the receipt of a petition received from Wendy Newman with respect to the Rainbow Storytime event at the Timaru District Library.

#### Assessment of Significance

- 2 This matter is not deemed significant under the Council's Significance and Engagement Policy.

#### Discussion

- 3 Timaru District Library initially had the Rainbow Storytime event planned for Thursday 20 August in the Children's Library.
- 4 The Rainbow Storytime sessions have been postponed until April 2021 due to the move back to Covid-19 Level 2.
- 5 Rainbow Storytime is an inclusive event hosted by Erika & CoCo Flash and is aimed at toddlers through to intermediate aged children encouraging acceptance, inclusion and diversity. It includes reading books, playing games and dancing to promote its themes.
- 6 The visit to Timaru was part of their nationwide tour. The duo have been delivering performances to schools and other groups for five years.
- 7 The petition which received 337 signatures, requests that our public libraries are not used to promote drag queen story time sessions.
- 8 Wendy Newman would like to speak to her petition at the Council meeting.

#### Attachments

1. **Petition - Adult Entertainment - Timaru Library - Council 22.09.20**  

10

Total = 337

The Adult Entertainment is Not Suitable for Children

PETITION

Parents, Grandparents, Uncles, Aunties & Care Givers of children from Timaru , New Zealand request that our public libraries not be used to promote drag queen story time sessions.

Let our little ones enjoy the innocence of childhood without being sexualized by inappropriate adult entertainment, which is divisive not inclusive.

NAME (PRINT)	ADDRESS	SIGNATURE
Wendy Newman	[REDACTED]	Wendy Newman
Gareth Wood	[REDACTED]	Gareth Wood
Jennifer Wood	[REDACTED]	Jennifer Wood
Seannette Blotham	[REDACTED]	Seannette Blotham
Jan Slackie	[REDACTED]	Jan Slackie
Vivienne Nicolson	[REDACTED]	Vivienne Nicolson
Jenny Nicolson	[REDACTED]	Jenny Nicolson
Al Blackie	[REDACTED]	Al Blackie
Shannon Hansen	[REDACTED]	Shannon Hansen
Howard + Elsa Jenity	[REDACTED]	Howard + Elsa Jenity



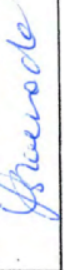


5

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NAME (PRINT)	ADDRESS	SIGNATURE
Dailson Luna	[REDACTED]	
†		
Jessica Marshall		
J'y shenoda		
Eleanor Stevens		
James Davies		

10

The Adult Entertainment is Not Suitable for Children

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NAME (PRINT)	ADDRESS	SIGNATURE
Heulen Loma		<i>Heulen Loma</i>
Arthur Andrade Long		<i>Arthur Andrade</i>
<del>Arthur Andrade</del>		<i>[Signature]</i>
Aneeta Smith		A Smith
Frieda Nancei		F Nancei
Damen Henson		D Henson
Isaac Pilgrim		<i>[Signature]</i>
Alex van Meygaarden		Alex Wh
Sach van Meygaarden		<i>[Signature]</i>
Asenaca Vakalala		<i>[Signature]</i>

4

The Adult Entertainment is Not Suitable for Children

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NAME (PRINT)	ADDRESS	SIGNATURE
Sharayn Smythe	[REDACTED]	
Rebbi Barlow		
Georgina Adams		
Denese Kellett		

5

The Adult Entertainment is Not Suitable for Children

PETITION

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NAME (PRINT)	ADDRESS	SIGNATURE
Angetene Goodman	[REDACTED]	A W Goodman
P. Fishburn .		P. Fishburn.
m Hansen		M Hansen
T. Ritchie		T Ritchie
Rebekah Ayto		R H Ayto

9

The Adult Entertainment is Not Suitable for Children  
 PETITION

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NAME (PRINT)	ADDRESS	SIGNATURE
Demyse Taylor		D.L. Taylor
Venice Tompkins		V. Tompkins
Rosemary Cross		ROSS
Carolyn McLaughlin		CML
Elsie McDonald		KC
Dorethy Gardiner		D Gardiner
Megan Skinner		M Skinner
Lesley Warden		Warden
Kathryn Richmond		Richmond

The Adult Entertainment is Not Suitable for Children

9.

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NAME (PRINT)	ADDRESS	SIGNATURE
Helen Wood		<i>H Wood</i>
Camille Jamieson		<i>C Jamieson</i>
Leanne Shaw		<i>L Shaw</i>
Karen Munnings		<i>K Munnings</i>
John Davy		<i>J Davy</i>
M. BENTON		<i>M. BENTON</i>
PAULINE HAY		<i>PHAY</i>
Lisa Geba.		<i>LG</i>
Naumai Smith		<i>NS</i>

The Adult Entertainment is Not Suitable for Children



9

The Adult Entertainment is Not Suitable for Children  
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NAME (PRINT)	ADDRESS	SIGNATURE
Liz O'Hagan		<i>L O'Hagan</i>
Tania Wade		<i>T Wade</i>
Stuart McDonald		<i>S McDonald</i>
Lyn McDonald		<i>L McDonald</i>
Jim Munnings		<i>J Munnings</i>
Lenne Shaw		<i>L Shaw</i>
Kieran Campbell		<i>K Campbell</i>
Jacqui Gordon		<i>J Gordon</i>
Rae Conway		<i>R Conway</i>

The Adult Entertainment is Not Suitable for Children

9

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NAME (PRINT)	ADDRESS	SIGNATURE
Mark Mall		M. Mall
Tony Shaw		T.M.
Brendan Grant		B.P. Grant
Neville Cross		N Cross
Rorie Cross		R & Cross
Margaret McHardy		Margaret McHardy
Terry Stowell		T Stowell
Kelly Gilchrist		K Gilchrist
Ann Stuart		Ann Stuart

The Adult Entertainment is Not Suitable for Children

9


whole name.

The Adult Entertainment is Not Suitable for Children

PETITION

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NAME (PRINT)	ADDRESS	SIGNATURE
Tereza Davis		
Nancy Burgess		
Mark Pavellca		
Celine Garrett		
A. Ching		
D. Ching		
Gibart Taylor		
Diane Turner		
Nobi Mac Lean		

4




The Adult Entertainment is Not Suitable for Children

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Full name

NAME (PRINT)	ADDRESS	SIGNATURE
NAOMI <del>BENNETT</del> MARAMA BENNETT	[REDACTED]	
Mark Greber.		
KERRY JOHN TURNER		
JEFFREY SCRIGGINS.		

The Adult Entertainment is Not Suitable for Children

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NAME (PRINT)	ADDRESS	SIGNATURE
Jewel Castillon	[REDACTED]	
Shannon Manser		
[REDACTED]		
Rudy Alton		

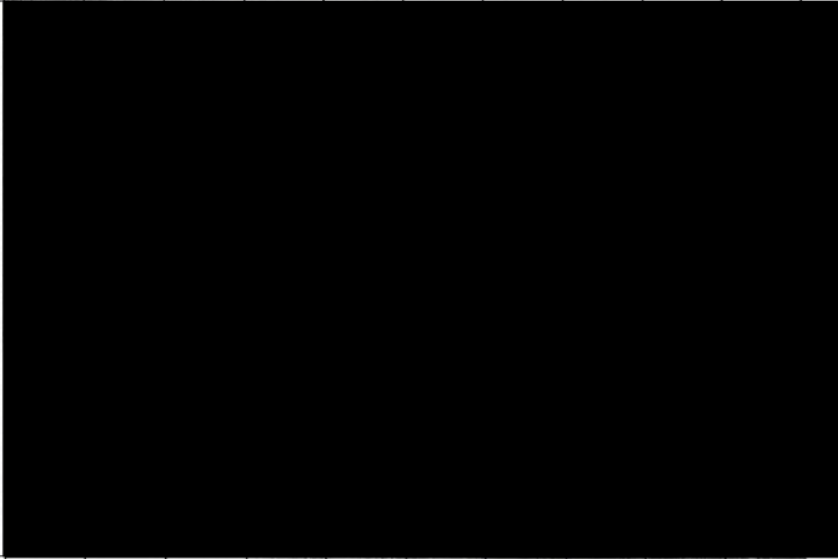








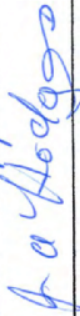

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NAME (PRINT)	ADDRESS	SIGNATURE
Joncin		
CS Taylor		
Ross Taylor		
Marc Laurson		
Dale McKay		
Viv Laurson.		
Dale Epp		
Patti Epp		
John Hodges		
D Perren		

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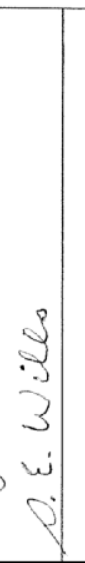
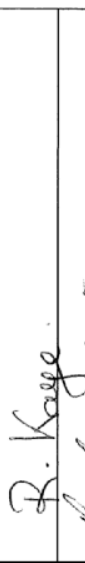
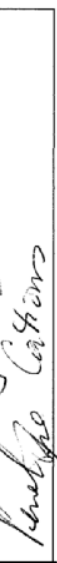
NAME (PRINT)	ADDRESS	SIGNATURE
Rosalie Walker	[REDACTED]	Rosalie Walker
John Mitehey		John Mitehey
Doug Cleaver		Doug Cleaver
Colleen King		Colleen King

9

The Adult Entertainment is Not Suitable for Children  
 PETITION

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NAME (PRINT)	ADDRESS	SIGNATURE
Jan Haszard.		
HILARY CAIN		
GAVIN SMITH.		
Jill Barnett		
WALLY & SHEREE REYNOLDS		
Jean Gentle.		
Shirley Wills		
Rosemary Kaye		
Penelope Cations		







8

### The Adult Entertainment is Not Suitable for Children

#### PETITION

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NAME (PRINT)	ADDRESS	SIGNATURE
TOMY BUNTING		
CAROLYN BUNTING		
Joanne Knight		
Ian King		Ally
D King		Diane King
FRED NEWMAN		Sharon
—		
Carol Pairama-Wishnowsky		Elanishnowsky
Karen Wishnowsky		Elanishnowsky

4

The Adult Entertainment is Not Suitable for Children  
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NAME (PRINT)	ADDRESS	SIGNATURE
Jeremy Linton	[REDACTED]	
Christine Linton		
Robert Linton		
Tim Jensen		

4

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NAME (PRINT)	ADDRESS	SIGNATURE
B Kathleen Macdonald		<i>B Macdonald</i>
Kerryann Macdonald		<i>Kerry Macdonald</i>
PAULINE A McBRATH		<i>Pauline A McBrath</i>
Reuben Perry		<i>Reuben Perry</i>

9

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NAME (PRINT)	ADDRESS	SIGNATURE
BOB PURDON	[REDACTED]	<i>B.P. Purdon</i>
John Hodges		<i>J. A. Hodges</i>
Richard Baker		<i>R. Baker</i>
MARLENE LOWRIE		<i>M. Lowrie</i>
Angela Wilson		<i>Angela Wilson</i>
Larry Lombardi		<i>L. Lombardi</i>
Bronwyn & Errol James		<i>B. James</i>
Mathias Edrhye		<i>M. Edrhye</i>

4.

The Adult Entertainment is Not Suitable for Children

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.INT)	ADDRESS	SIGNATURE
Susan Scott	[REDACTED]	Susan Scott
Delia Baird		Delia Baird
Shelley Johnson		Shelley Johnson
Pauline Berry		Pauline Berry

6

The Adult Entertainment is Not Suitable for Children

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NAME (PRINT)	ADDRESS	SIGNATURE
Lorraine Barlow	[REDACTED]	<i>L Barlow</i>
GINA DECKWORTH		<i>Gina Deckworth</i>
Ajima Sandri		<i>Ajima</i>
Ash Velappan		<i>Ash</i>
Christina Styles		<i>Christina Styles</i>
Martyn Wilson		<i>MW</i>

5

**The Adult Entertainment is Not Suitable for Children  
PETITION**

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NAME (PRINT)	ADDRESS	SIGNATURE
Russell Affleck	[REDACTED]	Russell - Affleck
Peter Shewale		[Signature]
Ian Goodman		Ian Good
Sam Newman		Sam
Debbie Newman		[Signature]



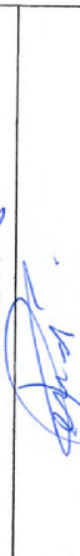

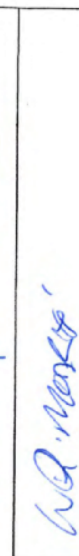






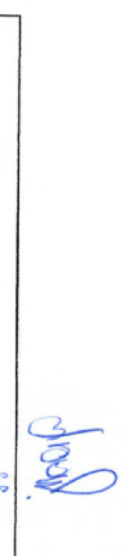
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The Adult Entertainment is Not Suitable for Children

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NAME (PRINT)	ADDRESS	SIGNATURE
KINETTE DEAFIS		
MARIA MORRIS		
Jason McGeough		
Nicola Morris		
David Withington		
Viviane Tibble		
Te-Ani Withington		
Hannah McGeough		
Vanessa Page		
KINETTE URBAN		
Jenny Urban		





9

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NAME (PRINT)	ADDRESS	SIGNATURE
Christina J.E Cahill		
Beryl Mitchell		
Michael Lyburn		
Jan Marsden		
Mama Mamiari		
G. I. Smith		
Robalind Watson		
Cecil Jensen		
Denis Morrison		

10

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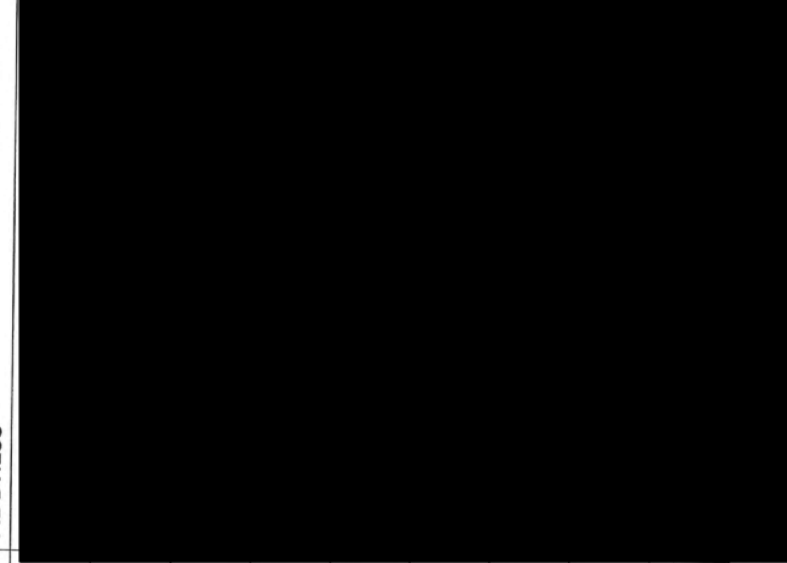






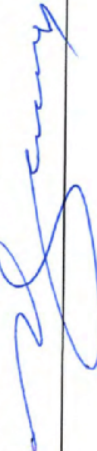
NAME (PRINT)	ADDRESS	SIGNATURE
Andrea Buning		
Yvonne Cochran		
Venice Topacio		
Joel Sanchez Jr		
Kelsi Zwies		
Jessica Macmillan		
Paula Page		
Giehl de Boer		
Jared Davies		
Nicole Keen		

9

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NAME (PRINT)	ADDRESS	SIGNATURE
Kate Coulter		
Peter Courner		
Wendy Hamilton		
Bronwyn Davies		
LIMIN LIM		
Jessica Halcrow		
MARIE MOORE		
Agnes Winter		
BRYAN RAPSEY		

9

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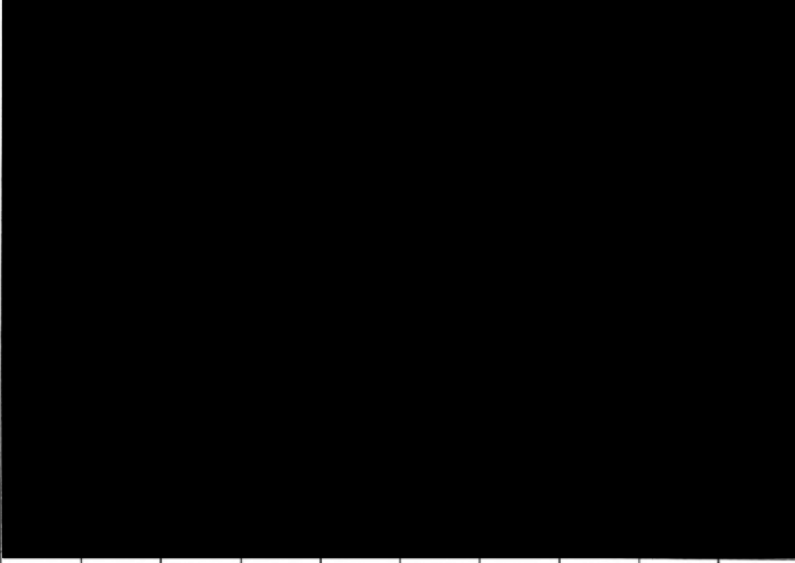






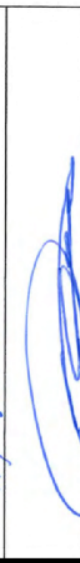



NAME (PRINT)	ADDRESS	SIGNATURE
Jandri Cuthbertson		
Erica Hamilton		Erica Hamilton.
Helen Ratjens		H. Ratjens
Henry Vgaeda.		Henry.
Sheree Beck		Sheree.
Matthews De Beer		
Lois Helpful		
Naami Algrim		
Julia Diprose		

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NAME (PRINT)	ADDRESS	SIGNATURE
JANICE BERNARD		
Vicki Obner		
Bob Aury		
Maureen Harper		
Pam Wilson		
Nida Wilson		
Terry Hutton		
Terry Beadle		
Christine Hutton		
Jude Hay		

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NAME (PRINT)	ADDRESS	SIGNATURE
Greeme Hay		G.H.
Asewaka Vakalala		Asewaka Vakalala
Carmelita Patton		C.P. Patton
Daphne McBride		D.M.
Irelle White		Irelle White
Chris Robb		Chris Robb
HOWARD VERITY		HOWARD VERITY
Wannan Blakie		W.F. Blakie
Janice Redhead		Janice Redhead

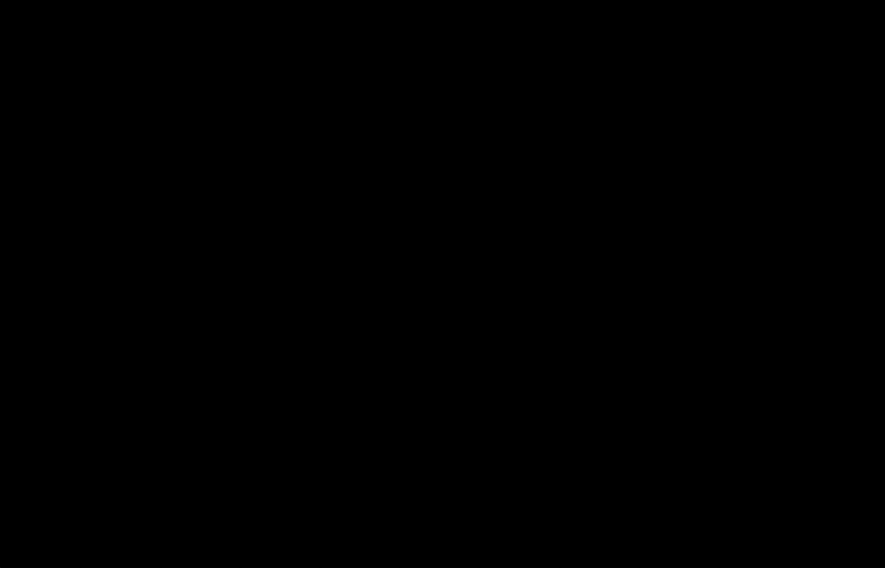
11

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NAME (PRINT)	ADDRESS	SIGNATURE
Nelene Swain		<i>N. Swain</i>
Alex Swain		<i>Alex Swain</i>
Noelme Meredith		<i>Meredith</i>
Vivienne Laurser.		<i>Vivienne Laurser</i>
Sue Shevan		<i>Sue Shevan</i>
Doris Wanne		<i>Doris Wanne</i>
Joy Shunder		<i>Joy Shunder</i>
Tina Duncan		<i>Tina Duncan</i>
Ivan Beswarick		<i>I. Beswarick</i>
Lyn Beswarick Elmy Joylon		<i>L. Beswarick Elmy Joylon</i>



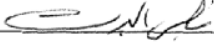



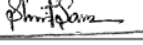
7

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NAME (PRINT)	ADDRESS	SIGNATURE
Maha Rofeb	[REDACTED]	
Michael Makery		
Nagy Albert		
Mireille <del>Atko</del> Habub		
Frankie Geach		
Phoebe Geach		
Shino Sam		



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NAME (PRINT)	ADDRESS	SIGNATURE
Farid Sidhom		F. Sidhom
Nahed Sidhom		Nahed Sidhom
Wafaa Iskander		Wafaa Iskander
Sherif Hanna		Sherif Hanna
Madonna Besada		Madonna Besada
Rafiq Hanna		Rafiq Hanna
Mervat Hanna		Mervat Hanna
Gergis Abousif		Gergis Abousif



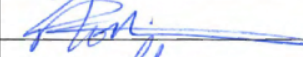
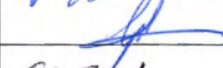

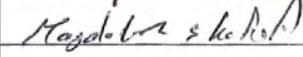
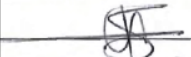
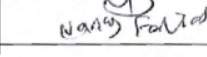


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NAME (PRINT)	ADDRESS	SIGNATURE
Bahgat Shenaida		
Safae Zakary		
Phoebe Rizkalla		
Guirgis Zakhary		
Hesham Mikheil		
Magdelin Abol EL Mess		
Ibrahim Faltas		
Nancy Faltas	 Nancy Faltas	

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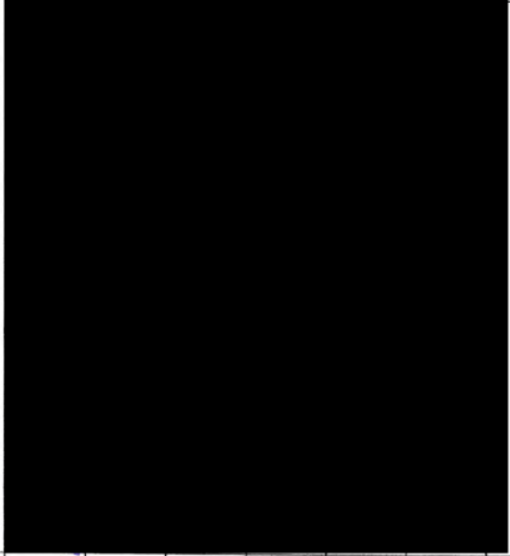
NAME (PRINT)	ADDRESS	SIGNATURE
Samuel Kempf		
Revi Kempf		
Alicia Posthuma		
Rebekah Kempf		
Guy McKinzie		
Adele McKenzie		
Rudi Rabberts		
Hannah Hanison		
James Hanison		
Graham Edward Gregory		

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NAME (PRINT)	ADDRESS	SIGNATURE
Christine Beckwith		C.A. Beckwith
Phil Bettany		PB
Shana Bettany		SB
Dave Hughes		D
Brenda Evans		B
Reta Kritzing		R



2

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NAME (PRINT)	ADDRESS	SIGNATURE
DAVID GANDER	[REDACTED]	
Daniel Nicolson		

5

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NAME (PRINT)	ADDRESS	SIGNATURE
Spain Williams	[REDACTED]	[Signature]
Lorraine Rutherford		[Signature]
Vin Carey		[Signature]
Margaret Carey		[Signature]
Heather Connelly		[Signature]

9

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NAME (PRINT)	ADDRESS	SIGNATURE
Anna Cullen		<i>A. Cullen</i>
Sheena Hunt		<i>S. Hunt</i>
Raylene Ferguson		<i>R. Ferguson</i>
Yvonne Smith		<i>Y. Smith</i>
Isabel Leonard		<i>I. Leonard</i>
Tenny Deans		<i>T. Deans</i>
Steve Deans		<i>S. Deans</i>
Frances Szeker		<i>F. Szeker</i>
Emil Szeker		<i>E. Szeker</i>


2

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NAME (PRINT)	ADDRESS	SIGNATURE
EHLIENS, V. S,	[REDACTED]	
Maureen Carey		Maureen



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NAME (PRINT)	ADDRESS	SIGNATURE
BRIAN JOHN MITCHELL	[REDACTED]	<i>B Mitchell</i>
Grace Tuu		<i>h</i>
Faith Taylor		<i>[Signature]</i>
ROSS WADDE		<i>Robyn</i>
Robyn Hewson		<i>RH</i>
Tresye Yopita		<i>Tresye</i>
Meesook choi		<i>Me</i>
Sujin Yoon		<i>Sujin</i>
Grege Beer.		<i>[Signature]</i>

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NAME (PRINT)	ADDRESS	SIGNATURE
D SIDABUTAN	[REDACTED]	[Signature]

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NAME (PRINT)	ADDRESS	SIGNATURE
Charles SIMMONS		
STUART LANG		
Matt Cameron		
Alastair Pike		
Dore Talbot <sup>Keweenaw</sup> Talbot		
Tammie Page		
Hendrix Brown		
T Fono		
Sefenaia Kilisimasi		
Rachel Cameron		

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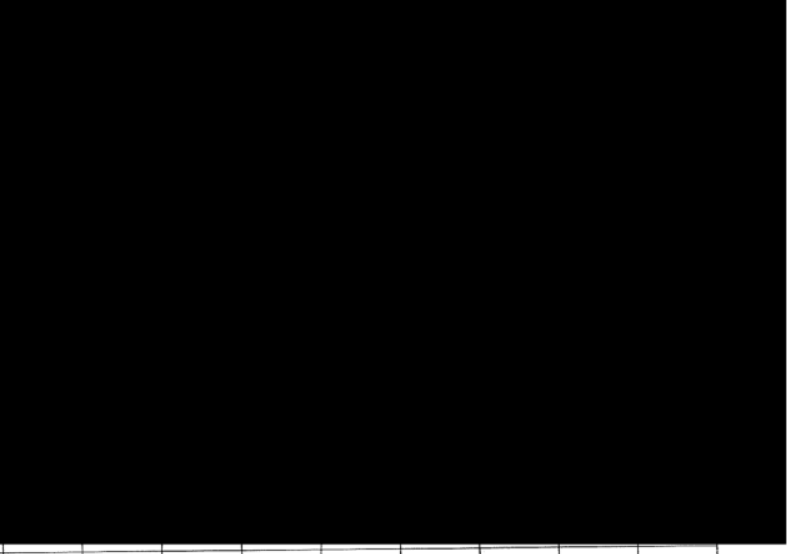




NAME (PRINT)	ADDRESS	SIGNATURE
Glen Middlemass	[REDACTED]	

10

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NAME (PRINT)	ADDRESS	SIGNATURE
Thomas Kubala		
Rhoda Kubala		R.G. Kubala
Matt Linton		M
Margaret Urquhart		M.F. Urquhart
Ian Urquhart		I.G. Urquhart
Caleb Wilton		
Willen Rowlin		
Naemé Rowlin's		M Rowlin's
William Rowlin's		W Rowlin's
Hannah Kemm		

11

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NAME (PRINT)	ADDRESS	SIGNATURE
Ana Hewson		
Lisa Kempf		
Hannah Linton		
Lynn Clevely		
Nick Clevely		
Luke McLean		Luke McLean
Marge Nieuwoudt		m.s. Nieuwoudt
LIES NIEUWOUT		
Nutron Bam		
Joanna Wilton Shirley Kempf		

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NAME (PRINT)	ADDRESS	SIGNATURE
HELEN MULLEN		<i>H Mullen</i>
EYRIZ MULLEN		<i>E Mullen</i>
Heath Gender		<i>Heath</i>
Ethan Hanson		<i>E Hanson</i>
Jesse Brown		<i>J Brown</i>
PETER KITCHEN		<i>P Kitchen</i>
Smos Bruce		<i>S Bruce</i>
Nikita Kitchen		<i>N Kitchen</i>
Cong Courage		<i>C Courage</i>
Elizabeth Gregory		<i>E Gregory</i>

## 9.2 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:

7 August Warrants of Appointment – Enforcement Officer.

### Purpose of Report

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

### Attachments

1. Warrants - Common Seal [↓](#) 



**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

7/8/20

Date



7 August 2020 - First Security - Enforcement Officer

**9.3 Contracts Let Under Delegated Authority**

**Author:** Erik Barnes, Acting Group Manager Infrastructure

**Authoriser:** Bede Carran, Chief Executive

**Recommendation**

That the following information on a contract let by the Chief Executive under delegated authority, be received.

<b>Contract Description</b>	<b>Number of Tenders</b>	<b>Price Range</b>	<b>Successful Tenderer and Price</b>
<b>Contract 2441 – Geraldine Domain Swale and Network Improvement</b>	<b>5</b>	<b>\$166,570.00 to \$233,839.57</b>	<b>Ashburton Contracting Limited \$166,570.00</b>
Tenders for contract 2441 were evaluated using the Lowest Price Conforming Tender Method			
<b>Contract 2403 – Quotation Report to complete professional design service for Morgans Road to Kellands Hill Trunk Watermain</b>	<b>1</b>	<b>\$229,550.00</b>	<b>WSP</b>

All prices exclude GST

**Purpose of Report**

- 1 To advise of contracts let by the Chief Executive under Delegated Authority.

**Attachments**

Nil

#### 9.4 Audit and Risk Committee Charter

**Author:** Ernest Bernard, Risk and Assurance Manager

**Authoriser:** Donna Cross, Group Manager Commercial and Strategy

##### **Recommendation**

To approve the Draft Audit and Risk Committee Charter.

To approve the expansion of the role and function of the Audit and Risk Committee, as approved on 31 October 2019, to include the additional responsibilities of the Committee set out in the Audit and Risk Committee Charter.

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

- 1 To provide Council the Audit and Risk Committee Charter. The Charter expands on the Committee's functions previously established by Council therefore would require Council approval.
- 2 The Charter was considered at the last Audit and Risk Committee meeting. The Committee endorses the recommendation to Council for the Charter to be approved.

##### **Assessment of Significance**

- 3 This report has low significance under Council's Significance and Engagement Policy notwithstanding it deals with an important issue.

##### **Attachments**

1. **Draft Audit and Risk Committee Charter**  

**Audit and Risk Committee Charter**

Adopted by	Timaru District Council on XXXXXXXX
Relevant Legislation	Local Government Act 2002, Local Government Official Information and Meetings Act
TDC Documents Referenced	Code of Conduct, Standing Orders
This Review	July 2020
Next Review	July 2022

**Objective**

The objective of the Audit and Risk Committee (the Committee) is to provide independent, objective assurance and assistance to the Timaru District Council (the Council) on the Council’s governance, risk management, health and safety, internal control and compliance frameworks, and its external reporting responsibilities.

**Authority**

At its meeting on 31 October 2019, the Council considered a report by the Mayor on the establishment of Committees of Council, and the membership of and delegations for those Committees, pursuant to clauses 30, 31 and 32 of Schedule 7 of the Local Government Act 2002 (LGA) and established the Audit and Risk Committee. The Council authorises the Committee, within the scope of its role and responsibilities, to:

- obtain any information it needs from any employee and/or external party (subject to their legal obligation to protect information);
- discuss any matters with the external auditor, or other external parties (subject to confidentiality considerations);
- request the attendance of any employee, including the Chief Executive, the Group Manager Commercial and Strategy, the Group Manager People and Digital, the Chief Financial Officer, and the Risk and Assurance Manager at Committee meetings;
- obtain external legal or other professional advice, as considered necessary to meet its responsibilities, at the Council’s expense;
- liaise with external auditors, including review of the audit plan, and review of audit findings;
- review the Accounting Policies, Annual Report, the Audit Report, and be involved in any special audits or discussions with the appointed auditor on technical matters;
- review the internal audit programme and any internal audit findings;
- review Council’s insurance programme and make recommendations to Council and/or the Commercial and Strategy Committee in relation to renewals;
- provide oversight of legal risks, claims or proceedings provided (excluding the approval of any legal settlements);
- recommend the Annual Report to the Council for adoption;

- provide oversight of compliance with statutory responsibilities relating to financial responsibilities;
- review risk including technical insurance matters and participation in national risk management practices, health and safety risk management and implementation of risk management processes;
- monitoring of corporate risk assessment and the internal controls instituted; and
- note any strategic risk be referred to the Commercial and Strategy Committee.

The Committee has no decision making powers. The Committee may make recommendations to the Council and/or the Chief Executive as appropriate.

#### **Composition and Tenure**

The Committee will consist of six members appointed by the Council. These must include the Mayor, three elected members. The Council will also appoint at least one and up to two independent members.

Timaru District Council will appoint one of the independent members to be the chairperson of the Committee.

Other Elected Members are able to attend Committee meetings as observers (including during public excluded items).

Members will generally be appointed for an initial period not exceeding three years that aligns with the triennial elections after which they will be eligible for extension or re-appointment, after a formal review of their performance. External member contracts will be reviewed 6 months after each triennial election with no external member staying on the Committee longer than three trienniums.

Council representatives on the Committee will carry out their duties as outlined in the Charter, recognizing the difference in role of the Committee compared to Councillor community advocate.

The Chief Executive, the Group Manager Commercial & Strategy and the Chief Financial Officer, Group Manager People and Digital and Chief Information Officer will not be members of the Committee, but may attend meetings as observers and contributors as determined by the Chairperson.

The members, taken collectively, will have a broad range of skills and experience relevant to the operations of the Council. At least one independent member of the Committee should have accounting or related financial management experience with an understanding of accounting and auditing standards in a public sector environment.

#### **Role and Responsibilities**

The Committee has no executive powers and will conduct itself in accordance with the values and ethics of the Council.

The Committee is directly responsible and accountable to the Council for the exercise of its responsibilities. In carrying out its responsibilities, the Committee must at all times

recognise that primary responsibility for management of the Council rests with the Chief Executive.

The responsibilities of the Committee may be revised or expanded in consultation with, or as requested by, the Timaru District Council from time to time.

### **Risk Management**

The Committee's responsibilities are to:

- review whether management has in place a current and comprehensive risk management framework, and associated procedures for effective identification and management of Timaru District Council's financial and business risks, including fraud;
- review the Council's strategic risk register and monitor existing and proposed controls;
- review the effect of the Council's risk management framework on its control environment and insurance arrangements;
- review whether a sound and effective approach has been followed in establishing the Council's business continuity planning arrangements, including whether disaster recovery plans have been tested periodically;
- review the Council's internal controls in relation to preventing fraud and satisfy itself that the Council has appropriate processes and systems in place to capture and effectively investigate fraud-related information and to ensure appropriate action is taken against known perpetrators of fraud;
- periodic in-depth reviews of specific, significant risks;
- monitor emerging risks;
- providing advice to Council on the oversight of risk management across the Council's CCO's with respect to risks that may have a significant impact on the Council.
- to review Chief Executive expenses quarterly which provides transparency and accountability for expenditure incurred.

### **Health and Safety**

The Committee's responsibilities are to:

- review key risks of the Council in the areas of safety, occupational health and environmental issues.
- review management's approach to maintaining and continual improvement to providing a safe working environment is sound and effective.
- review compliance of relevant laws, regulations and operational policies and standards.

- review the establishment and tracking of measurable workplace health, safety and environment key targets.

#### **Control Framework**

The Committee's responsibilities are to:

- review whether management's approach to maintaining an effective internal control framework, including over external parties such as contractors and advisers, is sound and effective;
- review whether management has in place relevant policies and procedures, and that these are periodically reviewed and updated;
- determine whether the appropriate processes are in place to assess, at least once a year, whether policies and procedures are complied with;
- review whether appropriate policies and procedures are in place for the management and exercise of delegations.

#### **External Reporting**

The Committee's responsibilities are to:

- review the financial statements and provide advice to the Council, including whether appropriate action has been taken in response to audit recommendations and adjustments;
- satisfy itself that the financial statements are supported by appropriate management sign-off on the statements and on the adequacy of the systems of internal controls;
- review the processes in place designed to ensure that financial information included in the Council's annual report is consistent with the signed financial statements;
- review the application of accounting policies as well as changes to accounting policies and practices, decisions involving significant judgement, estimation or uncertainty;
- review the processes and risk assessment are in place for the development and adoption of the Council's Annual and Long Term Plan;
- satisfy itself that the Council has appropriate mechanisms in place to review and implement, where appropriate, relevant external audit reports and recommendations; and
- satisfy itself that the Council has a performance management framework that is linked to organisational objectives and outcomes.

#### **Legislative Compliance**

The Committee's responsibilities are to:

- determine whether management has appropriately considered legal and compliance risks as part of the Council's risk assessment and management arrangements; and
- review the effectiveness of the system for monitoring the Council's compliance with relevant laws, regulations, and associated government policies.

#### **Internal Audit**

The Committee's responsibilities are to:

- act as a forum for communication between the Chief Executive, senior management, and internal auditors;
- review the internal audit coverage and annual work plan, ensure that the plan is based on the Council's risk management plan, and recommend approval of the plan on behalf of the Council;
- advise the Mayor and Chief Executive on the adequacy of resources to carry out the internal audit, including completion of the approved internal audit plan;
- oversee the co-ordination of audit programs conducted by the internal auditors and other review functions;
- review all audit reports and provide advice to the Council on significant issues identified in audit reports and action taken on issues raised, including identification and dissemination of good practice;
- monitor management's implementation of the internal auditor's recommendations;
- review the internal audit charter to ensure that appropriate organisational structures, authority, access, and reporting arrangements are in place.

#### **External Audit**

The Committee's responsibilities are to:

- act as a forum for communication between the Chief Executive, senior management, and external auditors;
- provide input and feedback on the financial statements and the audit coverage proposed by the external auditor, and provide feedback on the audit services provided;
- review all external plans and reports for planned or completed audits and monitor management's implementation of audit recommendations;
- oversee the co-ordination of audit programs conducted by the external auditors and other review functions: and
- provide advice to the Council and Chief executive on action taken on significant issues raised in relevant external audit reports and good practice guides.



- Review the effectiveness of the Annual and Long Term Plan audit.

#### **Other Matters**

The Committee shall oversee any special investigations referred to the Committee by the Council.

The Chief Executive shall be responsible for drawing to the Committee's attention any material matter that relates to the Council's financial position, any material breakdown of internal controls and any material event of fraud, corruption or malpractice.

The Committee shall review the following policies;

- Fraud
- Protected disclosures
- Sensitive expenditure
- Conflict of interest
- Risk management framework
- The Committee shall oversee any other matters referred to it by Council

#### **Governance**

Responsibilities of Committee Members

Members of the Committee are expected to:

- contribute the time needed to study and understand the papers provided;
- apply good analytical skills, objectivity, and good judgment; and
- fully discuss issues arising, ask questions that go to the core of the issue, and pursue independent lines of enquiry.

#### **Reporting**

The Committee will regularly, but at least once a year, report to the Council on its operation and activities during the year. The report should include:

- a summary of the work the Committee performed to fully discharge its responsibilities during the preceding year;
- a summary of the Council's progress in addressing the findings and recommendations made in internal and external audit reports, and the Auditor-General's reports (if applicable);
- an overall assessment of the Council's risk, control, and compliance framework, including details of any significant emerging risks; and

- details of meetings, including the number of meetings held during the relevant period and the number of meetings each member attended.

The Committee may, at any time, report to the Chief Executive or the Council any other matter it deems of sufficient importance to do so. In addition, at any time an individual Committee member may request a meeting with the Chief Executive or the Council.

#### **Administrative Arrangements**

##### **Meetings**

The Committee will meet at least four times each year. A special meeting may be held to review the annual report.

An extraordinary meeting will be called if required by the Timaru District Council Standing Orders.

A meeting plan, including dates and agenda items, will be agreed by the Committee each year. The meeting plan will cover all of the Committee's responsibilities as detailed in this charter.

##### **Attendance at Meetings and Quorums**

A quorum will consist of a majority of Committee members including at least one independent member. Meetings can be held in person, by telephone, or by video conference (as/where permitted by the Local Government Act, Local Government Official Information and Meetings Act, or Standing Orders).

The Risk and Assurance Manager and external audit representatives will be invited to attend each meeting, unless requested not to do so by the Chairperson of the Committee.

The Chief Executive may be invited to attend Committee meetings to participate in specific discussions or provide strategic briefings to the Committee. The Committee may also ask other employees to attend Committee meetings or participate for certain agenda items.

The Committee will meet separately with both the internal and external auditors at least once a year.

##### **Secretariat**

The Chief Executive will appoint a person to provide secretariat support to the Committee. The Secretariat will ensure that the agenda for each meeting and supporting papers are circulated, after approval from the Chairperson, at least one week before the meeting, and ensure that the minutes of the meetings are prepared and maintained. Minutes must be approved by the Chairperson and circulated within two weeks of the meeting to each member and Committee observers, as appropriate.

##### **Conflicts of Interest**

Once a year, Committee members will provide written declarations to the Mayor, stating they do not have any conflicts of interest that would preclude them from being members of the Committee.

Committee members must declare any conflicts of interest at the start of each meeting or before discussion of the relevant agenda item or topic. Details of any conflicts of interest should be appropriately recorded in the minutes.

Where any member is deemed to have a real, or perceived, conflict of interest at a Committee meeting, it may be appropriate that they are excused from Committee deliberations on the issue where the conflict of interest exists.

#### **Induction**

New members will receive relevant information and briefings on their appointment to assist them to meet their Committee responsibilities.

#### **Assessment Arrangements**

The Chairperson of the Committee, in consultation with the Mayor, will initiate a review of the performance of the Committee at least once every two years. The review will be conducted on a self-assessment basis (unless otherwise determined by the Mayor) with appropriate input sought from the Chief Executive, the internal and external auditors, management, and any other relevant stakeholders, as determined by the Mayor in discussion with the chairperson of the Committee.

#### **Review of Charter**

At least once every 2 years, the Committee will review this charter. This review will include consultation with the Council. Any substantive changes to the charter will be recommended by the Committee and formally approved by the Council.

## 9.5 Government 3Waters Stimulus Package Delivery Plan

**Author:** Ashley Harper, Senior Programme Delivery Manager  
Lili Delwaide, Programme Delivery Manager

**Authoriser:** Erik Barnes, Acting Group Manager Infrastructure

### Recommendations

1. That the draft Government 3Waters Stimulus Package Delivery Plan inputs be considered and confirmed at this meeting.
2. That the Mayor, the Chair and the Deputy Chair of the Infrastructure Committee be delegated authority to work with staff to finalise the Delivery Plan and to modify the Delivery Plan as projects progress.
3. That Council's approved 2020-21 budget be modified to recognise the additional funding and expenditure associated with the Government 3Waters Stimulus Package.
4. That the 2021-22 draft budget include Government 3Waters Stimulus Package projects funding and expenditure.
5. That regular progress reports on the 3Waters Stimulus Package Delivery Plan be provided to the Infrastructure Committee.

### Purpose of Report

- 1 The purpose of this report is to facilitate Council consideration and approval of inputs to the Delivery Plan for the recently announced Governments Stimulus Package for the Sewer, Stormwater and Potable Water activities.

### Assessment of Significance

- 2 Previously received legal advice from LGNZ/SOLGM states that utilisation of funds associated with the stimulus package in itself is not significant but that individual projects may trigger consideration of issues under the Significance and Engagement Policy. The projects being considered for inclusion in the Delivery Plan are spread across the 3 waters activities and as such are not considered significant on an individual basis.

### Background

- 3 At the Council meeting held on the 11<sup>th</sup> of August Council resolved to sign the Memorandum of Understanding (MoU) with the Government in order to access an initial \$3.43m of Government 3Waters Stimulus Package Funding and a further \$3.43m if most Canterbury Territorial Authorities also sign the MoU by the end of August 2020. This has now occurred and therefore the total Government funding available to the Timaru District Council is \$6.86m.

### Discussion

- 4 To finalise the funding package a Delivery Plan must be submitted by the end of September with work required to commence by 31 March 2021 and be completed by 31 March 2022. The

work must be work that is NOT included in the 2020-21 Annual Plan. The Delivery Plan template requires the identification of a range of key criteria that will be determined once a project list is agreed by Council.

5 The main key criteria are:

- The work must NOT be in the 2020-21 Annual Plan;
- The work must be commenced by 31 March 2021 and be completed by 31 March 2022. This means that projects with complex resource consenting issues, comprehensive or complex site investigations, land entry requirements and or long lead times for design will not be recommended;
- How the proposed work programme contributes to Government 3Waters Reforms including collaboration with others;
- How many jobs will be created both during construction and operationally after completion, including details of the basis of this assessment;
- What are the critical material inputs and what does the supply chain of those inputs look like;
- When will physical works commence and identification of project milestones;
- Breakdown of costs for each project and to show that the estimated project cost is reasonable and preferably benchmarked against other similar projects;
- What outputs will be delivered.

6 It is permissible to submit a Delivery Plan that is for a value higher than the Government Stimulus Funding allocation. The benefit of this approach is that should projects become either stalled or achieved for a cost less than estimated there would be no need to seek further approvals for additional projects. On this basis a Delivery Plan with a higher value than the Government funding package will be submitted for approval, but noting that the \$6.86m of support is the maximum receivable.

7 Given Councils \$53.5m of highly feasible capital work programme in 2020-21, the 'business as usual' work programme combined with the development of the 2021-31 Long Term Plan, implementing the stimulus package will be a challenge. Therefore, developing an achievable work programme needs to be carried out with a keen eye to the overall requirements of the MoU and the above Delivery Plan criteria.

8 The following parameters have been given consideration in developing the draft Project list;

- An allocation to the Canterbury Mayoral Forum initiative to carry-out a Canterbury wide investigation into the future governance, management and operations of the 3Waters Activities. This work is a fundamental component of the MoU.
- Identifying projects that are from all 3 activity areas, being Sewer, Potable Water and Stormwater.
- For Potable Water including both urban water and rural water projects.
- For Sewer it is noted that there is a single rating system across the district.
- For a small number of larger projects the amount allocated to be included in the projects list will be less than the estimated project cost so that the available funding can be spread over a larger number of projects.

- A minimum project value of \$100,000 has been used in formulating the list. The purpose of this minimum threshold is to focus the collective effort on projects that will make an appreciable difference. In addition, smaller value projects should be funded from within approved budgets.
- An internal specific resource(s) will be required to be responsible for implementing the MoU and all its components. In particular providing Timaru District inputs to the Canterbury Mayoral Forum policy work, further refining the scope and scale of the projects in the Delivery Plan, ensuring project concepts and designs are expedited and most importantly that work commences and is completed within the stipulated timeframes. This resourcing will be required over the 17 months duration of the overall work programme.
- The budget estimates will be based on the 'rough order of cost' approach which is generally defined to be plus or minus 30%. As the projects within the Approved Delivery Plan are refined and designs developed there will need to be continuous budget reviews to ensure that the \$6.86m of additional funding is not over committed, noting that the Delivery Plan will contain more projects than the \$6.86m to be received.

### **Options and Preferred Option**

- 9 A projects spreadsheet with all the highly feasible projects is under development and will be provided to Council prior to the Council Meeting. The key over riding criteria used to determine feasibility being timeline achievement.

Consultation<sup>10</sup> The Chair of the Infrastructure Committee and the Chair of the Downlands Joint Standing Committee have been consulted over the concepts used to develop the list and the projects that are included.

### **Relevant Legislation, Council Policy and Plans**

- 11 The concept behind the stimulus package is for the Government to assist Councils to do more in the 3Waters space and to assist the economy post COVID-19. The package is for work that is NOT in the current Annual Plan and as such there is minimal directly relevant legislation, however all the usual project requirements still apply.
- 12 The Government has enacted legislation relating to the new Drinking Water Regulator and has introduced further legislation to Parliament. This will be considered once a new government has been formed and Parliament commences business.

### **Financial and Funding Implications**

- 13 There are no TDC budget implications as the stimulus funding package covers the cost of the projects to be delivered up to a value of \$6.86m. In addition, there are expected to be no cash flow issues because it is stated that once the Delivery Plan is approved 50% of the funds are to be released and the remaining 50% will be released as project milestones are achieved.

### **Other Considerations**

- 14 The Timaru District Council is an 82% stakeholder in the Downlands Water Supply. It is considered appropriate for the other stakeholders, being the Waimate and the Mackenzie District Councils to give consideration to funding their proportionate share of the Downlands projects to be included in the Delivery Plan.

- 15 In line with this concept, discussions have been initiated with staff of the Waimate and Mackenzie District Councils and their response will be reported to Council when this report is considered.
- 16 It is expected that there will be changing circumstances as the Delivery Plan projects are progressed. Given the pace at which the 3Waters Stimulus Package was deployed by Government and the pace that the Delivery Plan is being developed, it is envisaged that there will need to be modifications to the Delivery Plan as the projects proceed. In order to be agile and to avoid time delays it is suggested that a small working party of Council be delegated authority to work with staff to ensure that the Delivery Plan delivers the greatest benefit to the Timaru District. The working party could include The Mayor and both the Chair and Deputy Chair of the Infrastructure Committee.
- 17 The Programme Delivery Team within the Commercial and Strategy Group are now providing regular 'Key Projects' reports to Standing Committees and it is suggested that the stimulus package be considered a further 'Key Project' and progress be reported to the Infrastructure Committee on a regular basis.

### Attachments

1. **3Waters Stimulus Package Timaru District Council Delivery Plan September 2020** [!\[\]\(9dc885fa0d6d341860a6e69645e59475\_img.jpg\)](#) [!\[\]\(5d2b0686f24c91a69ec6f054f466d184\_img.jpg\)](#)

**3Waters Stimulus Package Timaru District Council Delivery Plan September 2020**

Activity	OPEX / CAPEX	Project Name	Comments	Budget Estimate (+/- 30%)	Delivery Plan Amount	Earliest Start Date
3Waters Reforms	Operational	Project Management	Internal project resourcing to respond to the Government 3Waters reform, Canterbury wide initiatives, stimulus package management, and projects support, over 18 months.	200,000	200,000	Nov-20
3Waters Reforms	Operational	Canterbury Wide Initiatives relating to the MoU	Collective work via Mayoral Forum, estimated cost of \$600,000, with TDC share 12%	72,000	72,000	Nov-20
Downlands Water	Capital	Reticulation. Capacity improvement Totara Valley and Kakahu areas.	Water Safety Plan requirement to maximise utilisation of Te Ana Wai Water Treatment Plant.	550,000	450,000	Mar-21
Downlands Water	Capital	Reticulation. Trunk Main Renewa/Resilience Davidson Road	To improve scheme network layout.	800,000	660,000	Mar-21
Sewer	Operational	Reticulation. Inland Towns Pipeline Inspection and Probable Cleaning.	Pipeline inspection and cleaning using new technology; to improve capacity.	250,000	250,000	Jan-21
Sewer	Operational	Treatment and Resilience. Geraldine Oxidation Ponds Embankment Improvements.	Embankment enhancement is required to overcome seepage issue at high water levels.	250,000	250,000	Feb-21
Sewer	Capital	Network. Metering of Temuka and Geraldine networks.	Metering is required to monitor sewer inflows to the Temuka and Geraldine oxidation ponds.	200,000	200,000	Feb-21
Sewer	Capital	Pumping. Dawson St Pump Station Replacement.		900,000	900,000	Mar-21
Sewer	Capital	Network. Mains replacement at Pringle St/Evans St, Timaru	Work may require specialist contractor and will require NZTA approvals to work in the State Highway corridor	250,000	250,000	Jan-21
Stormwater	Capital	Network. Taitarakahi Creek Railway Culvert Capacity Enhancement	Showgrounds Development is proceeding thus creating an opportunity to install culverts to reduce the long-term flooding issues.	500,000	500,000	Jan-21
Stormwater	Operational	Reticulation. Whales Creek Discharge Improvements at Caroline Bay	Phase 1. Cleaning and possible valve installation.	550,000	550,000	Feb-21
Stormwater	Capital	Reticulation. Serpentine Creek, Geraldine, Enhancement.	Phase 1. Waterway capacity improvements and some banks stabilisation.	200,000	200,000	Jan-21
Te Moana Water	Capital	Treatment. New Te Moana Water Treatment Plant	Extend the recently awarded Downlands Water Treatment Plant Design and Build Contract to include this project.	1,500,000	750,000	Mar-21
Urban Water	Capital	Reticulation. Selwyn St Water Main Renewal	Douglas St to Marchweil St.	450,000	450,000	Feb-21
Urban Water	Capital	Reticulation. Washdyke Network Resilience Improvements.	The design is currently underway with the physical works currently planned for 2021/22/23.	6,000,000	2,000,000	Mar-21
Urban Water	Capital	Gleniti Control Chamber Upgrade.	Health and Safety Improvement (including elimination of the need for 'confined space' entry permits). Long term benefit.	150,000	150,000	Mar-21
Urban Water	Capital	Reticulation. Extension to Downlands in the Cannington area.	Work required to transfer current Timaru Pareora Pipeline consumers to Downlands Consumers. Needs to be completed prior to commissioning Pareora Pipeline replacement Stage 1 in June 2021	650,000	650,000	Mar-21
Urban Water	Capital	Pumping. Opihi/Timaru Communications Resilience Upgrade	Opihi/Timaru Replacement Communications Cable, possibly with wireless technology.	100,000	100,000	Feb-21
Urban Water	Capital	Reticulation. Renewal of Water Main. Port Loop Area.	Work required prior to planned road resurfacing.	800,000	800,000	Mar-21
<b>Totals</b>				<b>14,372,000</b>	<b>9,382,000</b>	



**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 Extraordinary Tenders and Procurement Committee Meeting held on 25 August 2020**

**13.2 Legal and Process Update**

**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
<p><b>13.1 - Public Excluded Minutes of the Extraordinary Tenders and Procurement Committee Meeting held on 25 August 2020</b></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)(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>Commercial sensitivity</p> <p>To enable commercial or industrial negotiations</p>
<p><b>13.2 - Legal and Process Update</b></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>Commercial sensitivity</p> <p>To protect all communications between a legal adviser and clients from being disclosed without the permission of the client.</p>